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| **GUIDELINES TO PREPARE A CLUB RUN** (Rev Jun 2021) |
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| **VOLUNTEER** | * Speak with the Social Secretary about available dates.
* Consider teaming up with another member to organise the event together.
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| **DESTINATION** | * Destination can be a park, café, pub, restaurant, etc. but be mindful of the number of people and cars that can be accommodated and be served in a reasonable time frame.
* Distance is your choice, but somewhere approx. 100km is a fair guide.
* [Past event Calendars and ideas](https://mx5-sa.com.au/?p=3005)
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| **ROUTE** | * Check for [road works and/or traffic delays](https://traffic.sa.gov.au/)
* If there are some twists and turns - all the better. If it is a straightforward run, then that is fine, too.
* Good MX-5 roads often have a lot of bike riders and motorcyclists on them. The following bike site is quite a useful reference for trips in South Australia. [https://www.motowhere.com/rides/in/South+Australia,Australia](https://www.motowhere.com/rides/in/South%2BAustralia%2CAustralia)
* MX-5 drivers, in general, try to avoid dirt roads.
* Very narrow roads & blind corners can be a problem with a large number of cars.
* Talk about the run with other members and the Social Secretary. Many club members have organised runs and are more than willing to help. You will find that there are not many roads in South Australia that are unknown to the Club members. Someone will know about the road/route or be able to give suggestions as to alternatives, etc.
* Don't worry if the run has been done before. Just change it a bit & make it yours!
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| **START TIME** | * Consider time of year as it may influence start time
* A late start or long trip in the middle of summer may be a bit uncomfortable *(no doubt, some will disagree!).*
* Also, a 6am start in the middle of winter can put some people off!
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| **STARTING POINT** | * Good idea to pick somewhere with a toilet and best if it is on the edge or out of the metro area if traffic is likely to disrupt the convoy from the outset.
* If there is somewhere to buy coffee, food and petrol - even better.
* Parking needs to be large enough to handle the number of cars that will be attending. We have found that time of day can have an impact. As a general guide 10:00am is a happy compromise on a Sunday, but tailor it to your plan for the day.
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| **TRIAL RUN** | * Do a trial run if you are not familiar with the route/roads
* Check the distances and driving time allowing for comfort or morning tea stop and road conditions.
* Include a break approximately 1 to 1 ½ hour after the start with toilet facilities.
* It is best to check the route just before the due date of the run to ensure that there have been no road closures or major road works.
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| **RUNSHEET****RUNSHEET contd** | * Allow time to prepare a run-sheet. See the downloadable examples below.
* This does not need to be a Google map marked with rally-like driver instructions. At its simplest it could be a paragraph with the basic route; approximate distance(s); stopping points; the final destination; and whether it will be in Convoy (see below) or individual pace. Check with the Social Secretary or one of the Committee if you need advice.
* For straightforward runs, Group Leaders and Tail-End-Charlie only may require a hardcopy. (Be sure to provide your nominated Tail-end-Charlie with the route before the day to allow him/her to be prepared.)
* The Run could be split into two or more sections, i.e. start to morning tea and morning tea to destination.
* The Run could be split into two or more groups of cars
* Examples of run sheets:- as a [spreadsheet in Excel](https://mx5-sa.com.au/wp-content/uploads/2019/06/Run-Route-Nav-Guide.xlsx);  as a [Word Document.](https://mx5-sa.com.au/wp-content/uploads/2019/06/Run-Route-Nav-Guide.docx)  Take your pick and use these as templates.
* [Google maps](https://maps.google.com.au/maps?hl=en&ie=UTF8&ll=-34.19363,139.542847&spn=3.393918,4.943848&z=8) can be useful. If you do prepare them, the URL address can be posted on the Run Flyer for members to download.
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| **ADVERTISE** | * Forward details in the form of a [‘Flyer’](https://mx5-sa.com.au/wp-content/uploads/2018/02/Club-flyer-template.docx) to the Social Secretary for posting on the Club Web Site and also for e-mailing to members. If your typing skills are limited, then the Social Secretary will be more than happy to assist you in devising the flyer.

Include an RSVP, even if the destination is a park, so that you get some idea of numbers attending (for run sheet and convoy planning). |
| **PRIOR TO THE DAY** | * Check this [web page map](https://traffic.sa.gov.au/) for road works and traffic delays
* Print enough copies of the run sheet; however, if you have e-mailed the route, Members should download and bring the instructions with them.
* Print off an [Attendance Register Sheet](https://mx5-sa.com.au/wp-content/uploads/Club-Event-Attendance-form.docx) for completion at commencement of your run. All members are to complete and sign before departure.
* As you will be the lead for the first group, it is best to have a CB radio. Liaise with the Social Secretary if you do not have one.
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| **ON THE DAY** | * Arrive at the meeting place a little earlier than the scheduled meeting time.
* Allow 30 minutes for everyone to arrive.
* Determine the number of groups required - usually 10 to a group. If more than one group, this can be done by giving individuals in each group a card with the group number and designated UHF radio channel. Channels 24-28 are our preferred frequencies but Channels 12-17 and 19-21 are available should 24-28 be unsatisfactory.
* Complete the [[Attendance Register](https://mx5-sa.com.au/wp-content/uploads/Club-Event-Attendance-form.docx)](https://mx5-sa.com.au/wp-content/uploads/Club-Event-Attendance-form.docx). Other Members can assist on the day. **(Member of the Year** is determined from these Run Sheets)
* Nominate Group Leaders and Tail-End Charlie’s as required. They need to have CB radios and each group will run on a different Channel.
* Ensure a pre-departure oral brief is given to the Members.
* Once finalized, hand over the Attendance Register sheet to the Social secretary for recording attendance on the [Point Scoring table](https://mx5-sa.com.au/member-of-the-year/).
* Make it clear to participants whether the run will be in Convoy (in which case members are to follow the Club's [Convoy Rules](https://mx5-sa.com.au/wp-content/uploads/Convoy-Rules.docx)) or whether at individual pace, which allows freedom to pass other cars, including the leader
* Finally, ensure the defibrillator is assigned to an appropriate participant and all are aware who this is. (The defibrillator(s) need to be passed to the next run organiser post this activity)
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| **HAVE FUN** | * The MX-5 Club members are an enterprising lot and will make the best of every situation.
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