



The Club

Motor Cycle Industries Executive Club

Notes For Club Run Organisers

November 2012

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From an original document by Peter Sheen

The Golden Rules

- A:** **‘DO IT AS EARLY AS POSSIBLE’** (Hotels book up for weddings a long way in advance – you certainly should be firming run dates up to a year in advance. If you can book 45 people into a hotel 3 months in advance of the run then it means no-one goes there; and you have to ask why!)
- B:** **KEEP THESE NOTES AND UPDATE THEM AS APPROPRIATE FOR YOUR OWN USE.**
- C:** **HAVING READ THIS BRIEF, MAKE UP YOUR OWN ABBREVIATED CHECKLIST.**
- D:** **GOOD NEWS!** Run organisers (max of two) can claim a free run. The Club members are appreciative of the personal time and expense that goes with organising a club run. You can’t claim expenses! You don’t have to take advantage of this offer!

1) DATES.

Raise the proposed date and location of your run at the meeting following a Run in order that no conflict occurs with industry trade shows and major events – Manx Grand Prix, Stafford Classic Show, Cologne/Milan etc.

2) HOTEL. CONFIRM ALL DETAILS IN WRITING!

A: Hotel must accommodate 40-45 people in a mixture of single and twin-bedded rooms. We usually require 12-15 single rooms (see planner) but if only twins available try to ensure member allocations compatible. Hotels often charge extra for single rooms, but sometimes it is possible to get those charges waived if it is explained to them we usually spend up to £1000 on wine and bar, or, that you may have another hotel up your sleeve. (Personal view – if we are bringing £6-8000 of business in low season there should be no extra charge for single rooms) . Note! The planner works by using a cost for Dinner Bed & Breakfast for two nights on a shared basis plus a single supplement. Try and get the hotel to work along these lines; it will make it easier for you. Check the hotels website – you may well find a better rate listed there.

B: Avoid members being booked into rooms which are over kitchen exhaust or other noise sources (such as nightclub) if possible. Make sure elder members, or those with walking difficulties, are place in ground floor rooms near the private dining room or bar.

C: We prefer to have safe, covered if possible, parking for 30+ motorcycles and a small number of cars with trailers.

D: Must have private room for dinner both nights. Confirm menu and costs for dinner, wine, coffee, cheese etc. in writing to avoid misunderstandings. Top table preferred from where Chairman etc. can conduct proceedings. Separate table for raffle prizes on the Friday.

E: Private bar preferred, **with real ale and good lager**. If not private, arrange for Members to have some form of Club identity to show bar staff.(Hon.Sec can supply)

F: Meeting room required for Sunday.

G: Check disposition of Manager and staff as wrong attitude generally equals lousy weekend.

H: Hon.Sec. can supply run organiser with headed paper etc if needed.

I: Hon Sec can provide Club Logo if needed or download from website.

3) FINANCE. CONFIRM ALL DETAILS IN WRITING!

A: Hotels frequently request a deposit in the order of 5-10% of the booking value and payment of the balance a month prior to the date of the run. This is not unusual. Use your credit card for the deposit as protection against the hotel going out of business. Consult the Treasurer for an immediate refund!

B: General Costing. A Spreadsheet is available from the website (Dave Martin will help) to help with this and should be continually updated with the Treasurer who will be using the same application. **Do not forget V.A.T.** (Usually included, but some conference centres etc will charge VAT extra) Weekend break rates are cost effective during March/April and late September/October, avoiding Easter. Aim for a modest profit, £300-£400.

C: Let the hotel know that we are no strangers to the bar, as mentioned above, with a normal spend on wine, bar etc. of around £1000. ***Wine and bar costs will now be included in the cost of run. No 'kitty'.*** Allow ½ - ¾ bottle per person and arrange for waiting staff to pour wine thus avoiding full, but open, bottles being left at the end of the evening. Extra wine can be authorised by top table. **NOTE! Try & specify wine with screw tops and arrange that all unopened wine is not charged for. Bottles with corks are often all opened by the hotel and not drunk – resulting in unnecessary costs.**

D: All costing must be agreed with the Treasurer before arranging the sending of the Invite from the web site. Hon Sec will do this for you. Communicate.

4) THE RUN.

Starting between 0830 – 0900 a mileage of about 160-200, depending on road conditions, is about right incorporating stops for coffee, lunch, tea, venue of interest (if desired) etc. Much will depend on your plan and the area of the country but try to include a decent mileage, with various road types to suit different riding styles, between leisurely stops. Time your Run so members arrive back at the hotel at around 5.30pm.

For long runs try and make people aware of a short cut “home” – back to the hotel in case of inclement weather or other unforeseen delays. This is sometimes handy, especially for the more elderly of our members, who suffer from the cold and wet!

5) LUNCH.

Most members don't want a huge meal for lunch, and we have to consider cost. Moderation is the keyword and if you can obtain a hot meal for less than £10 this is about right. A drink cost is usually included in the lunch cost but check with treasurer to make sure we're not going over budget. Departing at about 14.00, 20-30 miles to the venue of interest, if applicable, is ideal and if this includes the tea stop, so much the better, leaving perhaps 30 miles or so to the hotel. Maybe a short cut if wet, or if yours is a long run

6) ***RUN RULES and MAP.***

Every rider must be provided with a copy of the Run Rules supplied by the Hon.Sec., or download from the website. A clearly marked map or route card, (ideally on the reverse of the Rules), showing the route, meal, and other stops plus telephone numbers is a great help and a nice memento. Reference to fuel stops (and filling up the night before) should be included.

7) ***PROGRAMME.***

A programme of what the weekend offers is also well received. This should include details of the Run, bar timings (which bar?), meal times (which room?), raffle organiser, time of Sunday meeting (which room?) etc. Include the following: "Please ensure you settle all extras, papers etc., charged to your room after breakfast on Sunday, and note that The Club will be paying only for the set agreed cost of dinner, bed and breakfast plus bar bill (Treasurer will decide when "kitty" closes) – all other extras are the responsibility of individual members". The map and programme can be placed in members' rooms before arrival (best), or handed to them at check-in.

8) ***DESPATCH RIDER SYSTEM.***

Make sure you draw members' attention to this, *especially guests*, at the Friday briefing, emphasising that the marker must be visible to approaching riders, i.e. not round the corner or over the brow - with the bike facing the new direction, with the marker indicating the direction of travel. Also remind markers to be ready to go, not lying in the sun, when Tail-End-Charlie (TEC) arrives to help with the smooth flow of the run. Draw attention to the Run Rules. Also mention that in the event of a problem he may be there for some time, 40 minutes or so, and ***must not*** leave until collected by TEC. In the interests of good PR remind riders to adhere to speed limits, and be courteous to other road users, particularly in towns and villages. Remember, 30 and 40 mph limits are there for the safety of pedestrians. In the light of recent court cases the leader should ***never*** exceed the speed limit!

9) ***LETTER OF INVITATION.***

Members are now emailed from the web site (contact HonSec.) and this communication should outline the weekend, venue, an approx idea of the route etc.- include the following: "Please remember to bring a raffle prize, which ideally should be an item of a quality and value that you yourself would like to receive, maybe a value around £10.00. Preferably the item will be easily carried on a motorcycle". Members will be invited to book from the web site and will be able to pay by cheque, BACS, Credit and Debit cards and also PayPal. – No payment; no booking; no rooms.

10) ROUTE PLANNING and CHECKING.

You will have done all the complications of stops, distances, timings etc. over many weeks. A last minute check a day or so before the run could avoid problems with road closures etc. If you have a co-organiser you might want to swap tasks on the day between leader and back marker(s). If not, select a back marker who does the route with you beforehand if possible, to avoid the consequences of riders getting lost, mishaps and breakdowns. You may want the back marker(s) to wear conspicuous clothing.

11) R.A.C. RESCUE.

Member Greg Elson continues the tradition of providing an R.A.C. rescue unit and driver, usually someone who has been on a previous run. The Club has benefited greatly from this service. Contact Greg well in advance on 01788 817874 or mail gregelson@btinternet.com.

12) FINAL POINT.

What if-----

If, due to circumstances outside your control, you, as organiser, at the last moment cannot attend the run, who would take over???

13) FINAL, FINAL POINT.

Remember, your run does not have to be at the biggest, jazziest or poshest venue, it just needs to be a comfortable hotel with decent food and **ale**. Somewhere members can relax and have a good time together. Get that right and the run, with a mixture of slow and quicker roads, will pretty much look after itself.