

## CHECK LIST FOR AAR RALLIES

### Year 1 – (Proposed rally date minus two years)

Expression of interest to AGM through State Rep (preferably 2 years ahead of proposed rally). Allocate a date that does not clash with other activities in the area (avoid Easter and school holidays), but must be within 5 months after the end of the AAR's financial year, i.e. 5 months from 1 January, as determined by Victorian Consumer Affairs (AAR is incorporated in Victoria) – best window is mid-March to late-April.

Following “in principle” acceptance by the AGM:

- Form a Rally Committee
- Delegate positions/tasks
- Arrange a tentative venue/HQ
- Check out accommodation for information sheet

### Year 2 – (Proposed rally date minus one year)

At Committee meeting (held on Friday at venue near to rally HQ as determined by Secretary), submit formal proposal and include the names of the Rally Sub-Committee, especially the person(s) to undertake the banking activities and coordinate rides – A.A.R. Secretary will ensure names are included in the Minutes of the Committee Meeting (this is essential to ensure the rally sub-committee members can become authorized to operate the Club's rally bank account). Rally sub-committee appointments will be ratified at the AGM that follows on the next day after the Committee meeting. There is a Club email address dedicated to the rally, it is [rally@australian-ariel-register.com](mailto:rally@australian-ariel-register.com), which has a blind forwarding address to the standing Rally Director. The purpose of the email address is to protect member's private email addressed being in an open forum. The Secretary sets up the forwarder on this email address following all business of the previous rally being wound up.

Two members of the Rally Sub-Committee will be appointed ordinary members by the AAR Committee for the year preceding the rally, taking office following the AGM that is held after the Saturday ride at each current running rally.

Provide provisional Rally information to members at the AGM.

Following Formal Submission to the AAR Committee and acceptance at the AGM

- Design a Rally Entry form (use a previous year's with appropriate alterations).
- Design an information sheet.
- Book the venue/HQ and meals for the AGM/Saturday evening dinner and any other dinner proposed (eg Friday and Sunday nights).
- Rally sub-committee may either become signatories to the Club's rally bank account, or request current signatories to make payments for rally expenses. If the latter option is preferred, at least one of the rally sub-committee will be provided with a bank account deposit book for banking cheques.
- Advertise rally/submit entry form and information sheet in next Horse's Mouth and for inclusion on AAR website.
- Arrange local sponsors (business, groups, individuals etc), if possible.
- Contact previous AAR member sponsors for continued support.
- Select trophy categories and organise trophies locally, determine sponsors for trophies (ie Trophy List and sponsors). NB: There are currently 3 perpetual trophies that are required for each rally.
- Design and investigate a rally badge manufacturer (preferably locally, otherwise consult with AAR Secretary or organisers of previous rallies for assistance).
- Organise raffles for Saturday night (prizes preferably donated by sponsors).
- Order rally badges in plenty of time before rally (check with Secretary as to numbers ordered for previous rallies).
- Organise a room for AGM – table/chairs/PA system/whiteboard.
- Confirm meal venues for Saturday evening dinner and any other nights (i.e Friday & Sunday BBQs)
- Arrange other lunches/morning teas etc

- Arrange a courtesy bus for Saturday and Sunday (at least a 20-30 seater depending upon initial response to rally). Rally committee is to identify whether a passenger levy needs to be charged.
- Arrange an M.C. for the Saturday evening (provide M.C. with evening's agenda and trophy categories and sponsors names).

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Set out rally routes:

1. Short ride on Friday afternoon – 30 to 60 km fettling ride.
  2. Saturday ride about 100 to 130 km maximum to allow for judging, return in time for AGM, Dinner preparations etc
  3. Sunday ride – can be longer up to 160km
  4. Possibly a Monday “scenic” ride for those staying on
- Long rides (Saturday & Sunday), regrouping stops (good for morning tea refreshments, etc) should be employed so slower bikes are not left too far behind and reduce the number of marshals required.
  - Routes for Friday and Saturday rides should be suitable for older bikes (Veteran & Vintage) and ideally both Saturday & Sunday routes should have access to fuel stations along the way.

Other ride requirements:

- Permit Application to be completed and submitted to Motorcycling Australia (through the A.A.R. Secretary) no later than 14 days before the rally commences. The Secretary will assist the Rally Committee with drafting the permit application. The permit is necessary to obtain Public Liability Cover for the rally events.
  - organise back up vehicles/trailers for rides.
  - Marshalls for rally routes (lead rider, corner-men, and sweep).
  - PA system and Rally HQ banner (collect from Rally Director at previous rally).
  - Check out alternative interests for the partners/friends.
- Swap Meet location within HQ – usually Sunday morning from dawn

Arrange Rally Bag with:

- ❖ List of entrants' names (rider and accompanying adult/children) and machine including Registration No.
- ❖ Maps of the rally routes.
- ❖ Broad description of rally routes including distances and regroup and meal stops and available fuel.
- ❖ Name badges using coloured system to indicate meals paid for and/or bus.
- ❖ Rally badge (either local or through AAR Secretary).
- ❖ Mobile phone numbers of Rally Committee and back-up vehicle drivers.
- ❖ Suitable local tourist information – including medical/chemist shops/food outlets/art and craft etc/public transport/taxis.
- ❖ Any other information/small gifts from sponsors or local Council etc.

Note: the following items are available from the outgoing rally organisers:

- Perpetual trophies (from Trophy List) - (need to arrange engraving of these trophies).
- PA system.
- Rally HQ banner/sign.
- Other (2) AAR signs (1 large, 1 small).
- Marshall vests.

Click [here](#) to view AAR Rally Trophy List guide. A ladies gift at Saturday evening dinner is optional (e.g. by a raffle draw for tickets given to ladies on arrival at the dinner venue)

The Secretary will provide an AAR letterhead template for use by the appointed rally secretary.