

## 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, ie 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 afternoon at venue near to rally HQ as determined by Secretary), submit formal proposal and include the names of the Rally 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 needed to open an autonomous 'Rally' bank/building society/credit union account). Rally committee appointments will be ratified at AGM.

Two members of the Rally Committee will be appointed ordinary members by the AAR Committee for the year preceding the rally, taking office following the AGM. The Secretary will arrange for the rally committee Events Officer to be signed up as a member of Motorcycling Australia (Riders' Division), cost borne by the A.A.R.

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).
- Open a bank/ or building society/ or credit union account for Rally funds (arrange an advance through AAR Treasurer).
- 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 suss out rally badge manufacture (preferably locally, otherwise contact AAR Secretary).
- 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 (ie Friday & Sunday)
- 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). Free to non-riding AAR entrant members and partners.
- Arrange an M.C. for the Saturday evening (provide M.C. with evening's agenda and trophy categories and sponsors names).
- Ladies gift at Saturday evening dinner (optional).

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).
- AAR Sandwich Board (& cover).
- 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.

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

The Club has a PA system and category boards for setting bikes for display in their respective categories. These items, along with perpetual trophies should be collected at the end of the preceding rally.