



Owners Club of Australia
QUEENSLAND DIVISION (Incorporated)

Guidelines for the Planning and Operation of Club Events on Public Roads and Property

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Introduction

While participating in Club events on public roads and public places as members of the Alfa Romeo Owners Club of Australia – Queensland Division (Incorporated) (AROCA-Qld), we recognise that we are ambassadors for the Alfa Romeo marque.

Not only do we have legal and statutory obligations we acknowledge our broader responsibilities as members of the community.

To assist in achieving this goal the AROCA-Qld management committee has developed these simple guidelines to be used in the preparation and running of all such events.

The guidelines have been into three sections:

- Section One: Guidelines for the event organiser/leader
- Section Two: Guidelines for participants
- Section Three: Appendices

These guidelines will available for download from the official club website (www.arocaqld.com). Currently most Club events on public roads and in public places are considered social day runs, however, it is recognised that in future it may be necessary to expand these guidelines to include other event types.

Section One: Guidelines for the Event Organiser/Leader

Event Administration

CAMS Permit

It is necessary to apply for a CAMS permit for each event. Refer to Appendix A for more information about applying for the permit.

Note that the permit will cover club members and members of other CAMS affiliated clubs only. If there are non-members attending the event, they should be requested to complete a Disclaimer form. Refer to Appendix A for more information about how to obtain a copy of the latest form.

List of Participants

A list of event participants must be kept, with club member participants separately identified from other participants.

Event Promotion

Prepare and submit promotional details of your event for publication in the Club's monthly magazine and the Club's electronic channels.

Advertising and publicity for the event should reference that the event is organised and run according to these guidelines.

Planning the Event

Discuss the event with other Club members and the Social Secretary; many club members have organised runs and are more than willing to help or offer suggestions.

Some key things to keep in mind when planning your event:

- Determine how participants will advise you of attendance; e.g.: email, phone, form, etc.
- Alfa drivers usually like a twisty road with some fast sweeping corners, so try to incorporate this into your route
- When identifying start, finish and intermediate stop locations consider:
 - Ease of entry/exit access for the participants
 - Parking space for number of participants expected
 - The time of day you will be at the locations
- Allow for frequent rest stops, maximum 1.5 hours between them
- Check the route just before the event to ensure that there have been no road closures or major road works
- Prepare runsheet that contains details of at least the following:

- Any stop points
- The finish point and time
- The event organiser's mobile phone number
- Any written instructions, maps or notes to be handed out
- Make runsheet part of publicity and or a handout on the day
- Consider what to do in the event of bad weather or unexpected roadworks on the route; have a "Plan B" and decide how you would notify participants of any changes or cancellation

Running the Event

On the day of the event, ensure you are at the start point early.

When all participants have arrived, gather them for a briefing:

- Hand out any written instructions, maps or notes handed out
- If the Event Organiser will not be the run Leader, identify to participants who is the Leader Go over details of the finish point and time, and any stop points
- Ensure everyone has the event organiser's mobile phone number

Before setting out, nominate at least one driver (with a radio) to act as Sweep to ensure no-one is left behind or needs assistance.

In the event of an incident ensure appropriate assistance is organised for those involved.

After the event

As soon as practicable after the event:

- Ensure that report for magazine and photos on website are published (be aware on the magazine publishing deadlines)
- Ensure that participants list is handed to Social Secretary and provide a short summary of the event for reporting to the AROCA management committee.

Section Two:

Guidelines for Event Participants

The event has been organised for your enjoyment and the enjoyment of the other participants. Remember that, during the event, you will be seen as representatives of AROCA.

Before the Day of the Event

- Advise the event organiser that you will be attending the event
- Ensure that your vehicle is fuelled and in a suitable condition to participate in the event
- Familiarise yourself with the start location and time for the event
- Familiarise yourself with these guidelines and the relevant appendices.
- Fill out and put place a copy of the Queensland Police guide “What to do in a Traffic Crash” and keep it in your glovebox. Refer Appendix A for more information.

On the day of the event

- Advise the event organiser if you are running late for the starting point or intend to meet the group along the route.
- Pay attention to instructions given by event organiser at briefing paying particular attention to:
 - Any stop points identified
 - The finish point and time
 - The event organiser’s mobile phone number
 - Any written instructions, maps or notes handed out.
- The following driving instructions shall be followed:
 - All road rules and laws will be followed
 - Be courteous to other road users
 - Indicate early lane or direction changes early to assist those following
 - Keep a 2-3 second distance from the car in front
 - Usually there is no need to pass other participants, certainly not the Leader
 - Drive with your RUNNING LIGHTS on for safety and identification;
 - Try to keep the car behind you in sight at all times; and where safe to do so, wait at intersections or corners until the car behind has seen where you are headed
 - At traffic lights, use all available lanes to maximise the number of participants who get through on each light change (be mindful of other road users, though).
 - If you need to stop, pull over, turn on your hazard lights on and contact the Leader or sweep and advise them of your circumstances. Alternately just wait for the Sweep

- If you are lost attempt to seek directions from the Leader or other participants. Go directly to any known stop points and wait.
- If you decide to leave the event firstly make contact with the Leader or other participant and advise them.
- Most of all enjoy your day!

In the Event of an Incident

- Stay calm
- Follow the procedure recommended by Queensland Police. Refer to Appendix A for more information)
- Contact the Leader by radio or mobile phone, and advise them of the situation. The Leader will arrange any assistance be provided
- Only if you believe it is safe and that you are capable to do so:
 - Make the road safe for other users
 - Place a person a reasonable distance either side of the incident to alert oncoming road users
 - Provide whatever first aid you can

Appendix A

CAMS permit application

This can now be completed online:

<https://www.cognitofrms.com/CAMS3/ApplicationToConductAClubSocialNonCompetitiveEvent>

You should aim to make your online application at least 48 hours before an event.

You do not need to obtain a Certificate of Insurance/Currency for your event (this carries a fee of \$75)

Non-Member Disclaimer Form

It is important that any people participating in the event who are not members of AROCA or another CAMS-affiliated Club be advised they will not be covered under the Club's insurance.

They must complete a Disclaimer Form. If they decline to do so, they are not permitted to participate.

You can download the latest form from the AROCA website:

<http://www.arocaqld.com/cms/pageDisplay.php?module=page&pid=69>

What to do in a Traffic Crash



If you are unfortunate enough to be involved in traffic incident while participating in a Club event, it is recommended you follow the guidelines provided by Queensland Police.

You can download a handy little guide from their website:

<https://www.police.qld.gov.au/programs/roadSafety/Documents/Traffic%20Crash%20Flyer.PDF>