

# REGIONAL ORGANISERS' HANDBOOK





### **Congratulations on being selected by your regional members to be their representative.**

The role of Regional Organiser is often hard work with little thanks, but it is, equally, extremely rewarding and a role without which the TVR Car Club would cease to exist.

ROs are our “front line” officials and your feedback is invaluable in formulating Club policy.

This Handbook has been produced by the Regional Organiser Coordinator with assistance from several experienced Regional Organisers and Committee Members in order to help you gain maximum benefit for your region and to avoid the pitfalls which some of us have already fallen into. Please feel free to suggest changes if you believe there is a better way of doing things or to ask for additional information to be included.

We don't for one minute suggest that this Handbook has all the answers but remember, the ROCo and all the Committee Members are here to help. So don't struggle on in isolation. Please do pick up the phone and ask one of us if you have a query, after all with over 50 years of Club history behind us the chances are you won't be the first to have encountered that particular issue.

**Mervyn Larner,**  
Club Secretary  
Regional Organiser Coordinator

**Good Regional Organisers are just normal people prepared to do bit more for our Club and their Region. Below is a brief summary of the key responsibilities of an RO.**

### Monthly Meetings

- J Organise a regional meeting at least once a month and attend most months.
- J When you can't attend, organise a substitute 'welcomer' (Deputy RO if you have one).

### Regional Reports

- J Generate a Sprint report every month if possible, but a minimum of one every quarter. Include photos if possible.

### Events

- J Aim to organise at least two other events or days out each year during the summer season for your region that are not just monthly meetings. These can include a local run, a visit to place of interest, a display of TVRs at a local car show etc.
- J Support national TVRCC events as appropriate.

### Communication

- J Publish a list of all your events and meetings on your regional forum and website.
- J Ensure that the region's Region Page on the website and Region Section on the RO page in Sprint are kept current by keeping the TVRCC Office informed of any changes. You can call us on 01952 822126 or email [office@tvrcc.com](mailto:office@tvrcc.com)
- J Provide details of events and meetings for Sprint and the main website as appropriate.
- J Put details of all the region's activities and news on your regional forum and encourage forum use.
- J Consider the use of a regional email newsletter.
- J Try to regularly have some time to answer emails, check internet sites such as the TVR Car Club General Discussion and RO Forum.

On a less serious note, it also helps if:

- J Be an "agony aunt" when their TVR is playing up
- J You've a thick skin and it **really** helps if you can take a joke!

If you have any questions or if you are looking for advice please contact the Regional Organiser Coordinator. [secretary@tvrcc.com](mailto:secretary@tvrcc.com)

All the behaviour codes for Committee Members apply to Regional Organisers, but given the high profile of the RO and their hands on public persona, there are other codes for ROs that apply.

Regional Organisers are considered to be the Club's front line officers who deal with potential and existing Members and the general public at events.

It is a condition that all Regional Organisers take on the position with the understanding that they act with decency and decorum in public and at no time do anything that could bring the Club into disrepute.

In the public arena, the behaviour of a RO should always be exemplary when acting as an official of the Club.

This is particularly appropriate with regard to public website forums where officials of the Club, given their election by the membership, have a public profile of being trustworthy and honourable in both words and deeds.

As officers of the Club, opinions of ROs are generally highly regarded and in most cases an RO's opinion will be seen as factual with regard to Club issues. With this in mind, great care should be taken when contributing to threads on public forums.

A RO should be prepared to make themselves available to their regional membership by email/post/telephone and should expect to be contacted at reasonable times by evening telephone calls from existing and potential Members.





## Conflict of Interest Policy

All staff, Committee members and officials of the TVR Car Club will strive to avoid any conflict of interest between the interests of the Club on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy are to protect the integrity of the Club's decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputation of staff, Committee members and officials.

Examples of conflicts of interest may include:

1. A Committee member or official who is an employee of any of its suppliers, advertisers or partners or receives benefits (including benefits in kind) from its suppliers, advertisers or partners.
2. A Committee member or official who is related to a member of staff of the Club, any of its suppliers, advertisers or partners.
3. A Committee member or official who is also on the Committee of another organisation that may be considered to be competing for the same or a related market.
4. A Committee member or official who has shares or a commercial interest in a business that may be awarded a contract to do work or provide services for the Club.

Upon appointment each Committee member or official is required to make a full, written disclosure of any interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and it will be updated as appropriate.

Committee members and officials of the Club should not at anytime solicit any personal advantage (financial or otherwise) from the Club's suppliers, advertisers or partners based on their position within the Club.

In the course of meetings or activities Committee members and officials will disclose any interests in a transaction or decision where there may be a conflict between the Club's best interests and the Committee member's best interests or a conflict between the best interests of two organisations that the person is involved with.

After disclosure of a potential conflict it is understood that the matter will be reviewed by the Directors of the Club who will decide if any action is necessary.

Committee members should bring to the attention of the Directors of the Club any instance where they believe a conflict of interest may have occurred, but it has not been disclosed.

Any disclosure and actions taken that relate to conflicts of interest will be noted in the appropriate Committee meeting minutes.

This policy is meant to supplement good judgment, and staff, volunteers and Committee members should respect its spirit as well as its wording.

Signed:

Date:

Position:



## Contact Details on Website and in Sprint

04

Contact details for all Regions, the respective Regional Organiser and where the monthly meetings are held etc are available on the TVRCC website under Your Region and in every copy of Sprint.

It is your responsibility to make sure that the Club has your current details. If they are incorrect please use the TVRCC Change Notification form that is part of this pack or send your details to the TVRCC Office team [office@tvrcc.com](mailto:office@tvrcc.com) or 01952 822126.

These details will then be forwarded to the webmaster, ROCo and Sprint Magazine.

Changes on the website are usually made within a few days depending on our workload.



<b>For office use</b>			<b>Update</b>						<b>R</b>		<b>N</b>		<b>S</b>					
<b>Data</b>	<b>Y</b>	<b>N</b>	<b>Office</b>		<b>Y</b>	<b>N</b>	<b>Web</b>		<b>Y</b>	<b>N</b>	<b>Regional</b>		<b>Y</b>	<b>N</b>	<b>Sprint</b>		<b>Y</b>	<b>N</b>
<b>Region</b>													<b>P</b>		<b>D</b>			
<b>Name</b>																		

Regional Organiser Registration. Please complete in full and return to:

TVR Car Club, 5 Nova House, Audley Avenue Enterprise Park, NEWPORT, TF10 7DW

It is a requirement of the TVR Car Club Ltd that all Regions operating under the name of the TVR Car Club shall nominate and second a representative to be known as Regional Organiser. The term of office shall be 1 year, unless a substitute be registered during that time, and will run from 1st October to 30th September in any one year. Names and telephone numbers are listed in Sprint.

<b>I</b>											<b>Membership No.</b>					
<b>wish to register as <i>Primary/Deputy</i> (delete as appropriate) RO for the</b>																
										<b>Region of the TVR Car Club</b>						
<b>My Address is</b>																
<b>Town</b>						<b>County</b>				<b>Postcode</b>						
<b>Contact Number for Sprint</b>																
<b>Mobile</b>								<b>(For Club Office / Committee use only)</b>								
<b>Home</b>								<b>(For Club Office / Committee use only)</b>								
<b>Email</b>								Where possible this email address will be used as the forwarding address from ro@tvrcc-your-region.co.uk which will protect your online identity. For further information please contact the Club Secretary / ROCo.								
<b>Regional Website</b>		<b>www.</b>														
<b>Meeting Venue</b>																
<b>Meeting Date</b>						<b>TVRCC Forum Name</b>										
<b>Signed</b>										<b>Date</b>						
<b><u>Proposed</u></b>																
<b>I</b>											<b>Member No</b>				<b>wish to nominate</b>	
										<b>as P / D Regional Organiser</b>						
<b>Signed</b>										<b>Date</b>						
<b><u>Seconded</u></b>																
<b>I</b>											<b>Member No</b>				<b>wish to nominate</b>	
										<b>as P / D Regional Organiser</b>						
<b>Signed</b>										<b>Date</b>						



As Regional Organiser (RO) you are expected to produce regular monthly reports on activities that have taken place or are planned within your region.

In the past, previous versions of this document have been structured as a guide and have been less instructional in style and format. The old guide style may have contributed to a huge variation in the reports received. To alleviate this situation we have elevated this document into more of a requirement. ROs should be aware that the team are currently spending around 30 hours every month working on the Regional Reports section alone, which is a lot of time for 12 to 13 pages in the magazine. If all ROs follow this document, we estimate that it will increase the time each one of you spends on the report by about 5 minutes, but it will save the team over 25% of the additional processing time.

Within this document we are going to use East Yorkshire as an example for clarification.

- ) The deadline for reports to be received by the Club Office will be sent via email, this can be subject to change, but is usually by the end of the last day of each month.
- ) Reports are to be sent by email to the following address [office@tvrcc.com](mailto:office@tvrcc.com)
- ) Reports are to be sent as attachments to the email and in Microsoft Word format. Sending the report as text within an email is not acceptable.
- ) All reports must remain within the published word limits for the region. Occasionally special circumstances may require additional space and where this is the case the RO must advise the office of the over limit and the reason. Do not assume it is acceptable just to send it in and hope it won't be noticed. The word limits are just that and should not be seen as targets. It is better to write less than just try to fill space, in this instance it is often true that less is more.
- ) Any report that is received over its word limit without prior agreement will be returned to the RO for editing, or if the deadline is past it will be chopped by the office and/or the editor as the needs of the magazine dictate.
- ) The report should be given a set filename. As all reports appear in Sprint two months after the cut-off point, a report written in June will appear in August. The filename therefore should appear as follows using the month it is targeted to:

RR EAST YORKSHIRE AUG 2015.doc

This simple change will ensure it is easier to read in amongst 30 plus other reports and the date and year allow us to archive the reports and find them again if required.

- ) The report should use Arial 11 font with no bold, italic or underlined text.
- ) There is a set limit of two images per report. During 2010 an agreement was reached where additional images could be sent at the cost of 50 words off the Region's limit. This opened the floodgates and it is now common to receive 3 or 4 images per report. The layout editor spends a lot of time on each image making them appear as if they were all shot with the same camera so these additional images increase his workload immensely. ROs must understand that these are always going to be viewed as additional images and not a change

in the established limit and must ensure that the images are relevant to and add something to the overall content of the report.

- )] All images must be sent as attachments to the email along with the report and they must meet the following criteria:
  - )] Relevant to the text and adding to the content
  - )] In \*.jpg format only, other formats are not acceptable and the images will not be used.
  - )] A minimum file size of 300Kb and a maximum file size of 3Mb.
  - )] If the image shows a car or cars the number plates must not be blocked out.
  - )] It shouldn't need to be said but it does, the image must be in focus.

The filename of the image(s) should be changed to match the report. Griffith at Sunset is pretty descriptive, but doesn't help us in any way. For our example region the filename should be as follows:

RR East Yorkshire 1 Aug 2011.jpg (for the first image)

RR East Yorkshire 2 Aug 2011.jpg (for the second image)

The layout restrictions for the reports section of Sprint do not allow for text to be wrapped around an image, but the RO must indicate where in the report they want the image to be set. Typing 'pic 1 here' just doesn't help so the following needs to be observed:

Finish the sentence and enter a hard return. This establishes a new paragraph. Then enter the following:

++ RR East Yorkshire 1 Aug 2011 ++

As you can see this is just the filename minus the extension with the addition of some + signs to ensure the layout editor can clearly see where the image should go.

Microsoft Word has a number of features that can really help. They all live under the tools or review menu (depends on the version of Word) and should be applied on each report.

**Word Count:** This is an easy way to identify if you are over the word limit before the office does.

**Language:** Please go into set language and change the default to English (UK) and ensure the box that says check spelling as you go is ticked.

**Spelling and Grammar:** There really is no excuse for sending in a report that hasn't been spell checked.

- )] There are certain conventions that we would like ROs to follow within the reports. Avoid the issues associated with the incorrect use of the apostrophe. The plural of TVR is TVRs not TVR's. The apostrophe is used to indicate possession, as in a TVR's exhaust is very noisy.
- )] Avoid abbreviations, Chim and Griff are perfectly acceptable in forum speak and conversation but look very unprofessional when written. The correct spelling is Chimaera by the way!
- )] Avoid over using hyphens as punctuation.

- ) One exclamation mark is sufficient, two or three doesn't add to the text!
- ) Avoid abbreviating region names in the report.
- ) This may be just a personal thing, but I hate the term Tivvers, please try to use owners, drivers or members instead.
- ) When listing dates for forthcoming meetings at the end of the report they should be written as follows:
  - ) 16<sup>th</sup> September Goodwood Revival – Meet in the car park at 8:00 am

And finally:

Regional Reports are the responsibility of the nominated Regional Organiser. If you have another member of the region write the reports on your behalf, remember they are doing just that, writing on your behalf. It is good practice to have the report sent to you and then for you to forward it to the Office. This achieves two things, firstly it avoids confusion for the office in receiving emails from sources they aren't expecting, and secondly it ensures you see what is being written and sent in the report. Then any feedback on the report or the images goes to the person nominated by the region to represent them, the RO.

### Current Regional Report Word Limits

1200 Words

Mid Essex, SELNWK, W & W.Midlands, Hampshire

800 Words

Berkshire, Bristol, E.Midlands, E.Sussex, GMMC, Herts & Beds, Lancashire, Suffolk/Norfolk, Northants, North, South, East & West Yorks, Rol, Tees Valley, Wiltshire,

600 Words

Bristol, High Peak, Staffs & Shrops,

400 Words

All other Regions

A website is an ideal way of keeping your members informed and letting new members know more about what you can do for them.

**Domain names (website addresses).** The TVRCC registers and maintains domain names for most regions now; these are typically [www.tvrcc-yourcounty.co.uk](http://www.tvrcc-yourcounty.co.uk).

**Email forwarding (email addresses).** ROs that have a regional website as above can use the email address [ro@tvrcc-yourcounty.co.uk](mailto:ro@tvrcc-yourcounty.co.uk) which will be forwarded direct to their home email address. This means you do not have to divulge your home email address to the members. It is also far easier for us to update, rather than having to change email details on the website, should you need to change your home email account or stand down and pass the role to someone else.

### Websites

The TVRCC cannot obviously maintain a website for each region; the club website is enough work! However we can offer a CMS (Content Management System) regional website template in the TVRCC design style that can be updated via your internet browser by just entering text into various boxes on screen. It will allow you to maintain your website quickly and easily.

If you or one of your members has web skills the TVRCC can also provide hosting facilities for you to create your own site. Please be aware though that when your web designer or you as RO step down your successors will need to take over the site, and many people may not have the skills to do so, which is why we prefer the use of TVRCC sites where we can simply provide a new password for access.



In 2007 we updated the Regional website CMS system to add new requested features and make it far easier to use. The big plus points are:

- 1) Pictures are now resized automatically on upload and converted to thumbnail and big version.
- 2) home page and some sub pages have a live feed of the latest few posts from your regional forum
- 3) home page and some sub pages have latest news sidebar
- 4) home page and some sub pages show your next up and coming events
- 5) home page and some sub pages show last few classifieds posted on main website
- 6) Events pages are split into future and past and will sort themselves onto correct page automatically by date
- 7) There is a links page for local garages and related suppliers etc
- 8) The gallery is now much bigger and easier to use
- 9) there are now direct button links to the main site and your regional forum
- 10) Still does not need specialist knowledge or any software as it can be edited via a browser. The editing system is much easier and simple to use.

To see what the new sites look like and how they can be used, try the following regions:

[www.tvrcc-north-yorks.co.uk](http://www.tvrcc-north-yorks.co.uk) | [www.tvrcc-lancashire.co.uk](http://www.tvrcc-lancashire.co.uk) | [www.tvrcc-northcumbria.co.uk](http://www.tvrcc-northcumbria.co.uk) | [www.tvrcc-hants.co.uk](http://www.tvrcc-hants.co.uk)

If you already have a TVRCC template site the existing contents can be transferred. If you want a transfer or want to swop to a TVRCC site from your existing self designed one please contact [webmaster@tvrcc.com](mailto:webmaster@tvrcc.com) with your web address, name, region and membership number.

The update/edit pages look like this: WEB SYSTEM IS BEING UPGRADED it may not look exactly like this:

PLEASE CHOOSE WHICH PAGE YOU WISH TO EDIT: [HOME](#) | [EVENTS](#) | [GALLERY](#) | [CONTACT](#) | [LINKS](#) | [TEXT STYLE](#)

## Update the 'Home' page

To change the name of the region and the welcome text on the 'Home' page, edit the text in the boxes below and then click the **Update Home Page** button.

**Region name:** Cumbria

**Welcome text:** Welcome to the website for the Cumbria (the Lake District) region of the TVR Car Club.

Cumbria is blessed with great roads and some of the best scenery in the UK (or anywhere for that matter) so we would like to invite anyone visiting the Lakes to join us at any of our meetings or events. Or if you are planning a visit with your region or on your own, get in touch, we are always happy to help advise on the best roads, pubs or hotels, or maybe some of our members would be able to

**Update Home Page**

If you want to style the text that you enter into one of the text boxes on any of the pages, click on the [Text Style](#) link to generate the correct text to use.

To create a new news entry, click on the **Add New** button and a new blank entry will appear that you can enter the news details into. Click the **Update** button to save your changes after any edits. The date must be entered in the following format: DD/MM/YYYY and please keep the news description to less than 255 characters. To delete a news item PERMANENTLY, click the **Delete** button. The list below is sorted by date order (newest first). Remember, only the 5 newest news items will be displayed on any of the pages.

**Add New**

Date	Description	Update	Delete
30/05/2007	Dalmain is our big show of the year. There will be a MAJOR award for the best club display and we have a bigger plot with room for plenty of TVRs so if anyone has ideas for our stand! Entry is £3.00 for 2 adults and must be confirmed by end of July.	<b>Update</b>	<b>Delete</b>
26/05/2007	Entries for the Roadsafe show at Carlisle Racecourse are open. Entry is free if you have booked to be on the club stand! Closing date is 14th June but let me know asap so that I can plan the size of stand & reserve tickets.	<b>Update</b>	<b>Delete</b>
05/05/2007	I am writing this following a few days of great top down weather. If you haven't booked for any of the national events yet it's time to get a move on. The main UK event at Rockingham promises to be the biggest & best yet. Brian	<b>Update</b>	<b>Delete</b>




To add an image to the home page, click the **Browse.../Choose File** button and locate the image file on your computer you wish to upload. Images will be resized to a maximum of 200 pixels in either direction. Enter the caption you wish to appear underneath the image (up to 70 characters), then click the **Add Image** button. If the image upload is successful, your new image will appear below as the first image.

**Locate Image:** **Choose File** no file selected

**Caption:**

**Add Image**

The following images appear on the home page, to edit the caption, change the text and then click the **Update** button. To remove an image and its caption permanently, click the **Delete** button.

		
Our old venue at Derwentwater	Our RO at Carlisle Road Safe Day 2007	Recent TVR vs Porsche Street Concourse
<b>Update</b> <b>Delete</b>	<b>Update</b> <b>Delete</b>	<b>Update</b> <b>Delete</b>

PLEASE CHOOSE WHICH PAGE YOU WISH TO EDIT: [HOME](#) | [EVENTS](#) | [GALLERY](#) | [CONTACT](#) | [LINKS](#) | [TEXT STYLE](#)

## Update the 'Events' page

To create a new event, click on the **Add New Event** button and a new blank entry will appear (with today's date) that you can enter the event details into. After editing any of text, click the **Update** button to save your changes. The date must be entered in the following format: DD/MM/YYYY. If you need to add or change an image, click the **Browse.../Choose File** button and locate the image on your computer, then click the **Update Image** button. If you click the **Update Image** button and NO image has been chosen, the current one will be removed, if one exists. (All images will be resized to a maximum of 100 pixels in either direction.) The list below is sorted by date order (newest first). If you wish to remove an event PERMANENTLY, click the **Delete** button.

**Add New Event**

Date	Time	Event Name	Description & Venue	Contact	Update	Delete
01/09/2007	Sat-Sun	BNC York	Big Northern Gathering - Cumbria representatives	<b>Name:</b> Brian <b>Tel:</b> 015395 52142 <b>Email:</b> brian@tvr-cumbria.co.uk	<b>Update</b>	<b>Delete</b>

**Locate Image:** **Choose File** no file selected

**Update Image**

**Current Image:**



PLEASE CHOOSE WHICH PAGE YOU WISH TO EDIT: | [HOME](#) | [EVENTS](#) | [GALLERY](#) | [CONTACT](#) | [LINKS](#) | [TEXT STYLE](#)




## Update the 'Gallery' page

To add an image to the gallery page, click the **Browse.../Choose File** button and locate the image file on your computer you wish to upload. Images will be resized to a maximum of 800 pixels in either direction and thumbnails will be resized to 152 pixels in either direction. Enter the caption you wish to appear underneath the image (up to 70 characters), then click the **Add Image** button. If the image upload is successful, your new image will appear below as the first image.

**Locate Image:**  no file selected

**Caption:**

The following images appear on the gallery page, to edit the caption, change the text and then click the **Update** button. To remove an image and its caption permanently, click the **Delete** button.

 June Le Mans 3 <input type="button" value="Update"/> <input type="button" value="Delete"/>	 June Le Mans 2 <input type="button" value="Update"/> <input type="button" value="Delete"/>	 June Le Mans 1 <input type="button" value="Update"/> <input type="button" value="Delete"/>	 June Tatton Park 8 <input type="button" value="Update"/> <input type="button" value="Delete"/>	 June Tatton Park 7 <input type="button" value="Update"/> <input type="button" value="Delete"/>
 June Tatton Park 6 <input type="button" value="Update"/> <input type="button" value="Delete"/>	 June Tatton Park 5 <input type="button" value="Update"/> <input type="button" value="Delete"/>	 June Tatton Park 4 <input type="button" value="Update"/> <input type="button" value="Delete"/>	 June Tatton Park 3 <input type="button" value="Update"/> <input type="button" value="Delete"/>	 June Tatton Park 2 <input type="button" value="Update"/> <input type="button" value="Delete"/>

### Clarification from the Treasurer on the opening and naming of Regional Bank Accounts

We do not expect Regions to have a bank account unless the RO feels it is necessary. If there is a regional account please do not use the words TVR or TVRCC in the account name.

It is considered good practice to just use the regional name only e.g. Mid Essex RO Account or Middlesex RO Account. It should never be in the name of a person.

A good naming template to follow would be: "Region RO Account"

When the account is set up ensure that it requires two signatures to release any funds from the account. This should not be another family member, but another TVRCC member. This is for your own security and protection as someone could accuse you of rifling the account.

As it can sometimes be inconvenient to have to wait for the next TVRCC Meet to get a cheque signed, when considering a bank account for your region, I would suggest that the person you choose to have as a double signatory is someone you either live fairly close to or see on a social basis. It should not be your partner/wife/husband even if they are also a TVRCC member.

Once someone (such as an organiser) takes money from someone they have a duty of care to provide the service for which the money was handed over.

As RO you must keep simple accounts and keep all paper work so as to show transparency at all times.

If you do not feel confident about controlling your regional account or processing bookings, which have an associated ticket cost, the TVRCC office can offer a processing service. The TVRCC office would not underwrite regional events and any funding required for deposits, would need to be sanctioned in advance by the TVRCC Treasurer. Deposit payments must be secured from members either by the RO or the TVRCC office, before a venue is booked or any contract entered in to. For further assistance with your event, please contact the events team via email or the TVRCC office on 01952 822126/07436 581892 (mobile ~ out of hours).

If you need further advice please contact [treasurer@tvrcc.com](mailto:treasurer@tvrcc.com)

The Club site is a really friendly place to be and we all 'know of' each other even if we haven't met. In such a friendly arena it is likely that any request for donations to a charitable cause will evoke a positive response.

It is also good for an RO to want to help a member of their community should the need arise and warrant it. So, some guidelines, should you ever need them:

Any thread asking for a charitable donation of any kind should have:

1. The reason and full details of why donations are being requested.
2. The RO should ask for any communication to be done via RO email address or Forum PM.
3. Please remember that the PM box can only hold so many mails. If it's a popular cause it may get full very quickly and you may lose out on donations.
4. We strongly recommend that you contact any charity that you are proposing to collect donations for. They will often provide help, advice, leaflets and links to their donation websites etc. particularly in respect of gift-aid.
5. Donations should be made payable to the charity (person) in question, not to the RO or TVRCC.
6. In some cases, a link is provided so that donations can be made directly to the charity's website. This is the preferable option as it takes the RO and TVRCC out of the transaction.
7. We would strongly advise against cash being taken at any time. Cheques should be used as they provide a record of the donation.
8. Ask a moderator or the ROCo to lock the thread so no communication is on the Forum just email/PM between the original poster and donator.
9. In order to avoid any Member feeling obligated to donate, we would request that you keep a private list of all those donating and not make it public unless there is a reason to do so.
10. An RO should also involve another member of their region to just keep an eye on the log of donations and be aware of what is going on at all times as a safeguard for the RO. This not an issue if donations are being made directly to an online charity.
11. All donations should be made in the above ways, that is, direct from members to the charity involved. The TVRCC does not collect such donations on behalf of the charities.







## TVRCC Regional Event Notification

09

This form is to be used to notify the relevant people within the Club of any significant events that you are planning. It does not need to be completed for your regular monthly meetings even if you are going to a different venue. The main purpose is to provide notification of the event and ensure it is covered by the Club's PLI insurance. For guidance on your event please see the excellent "Planning for Success" document created by the Events Team.

**Please print clearly.**

*Please fill out as much information as possible in the boxes provided. For help and advice regarding any event please contact our events team on the e-mail address below.*

Region:			
Event Date(s):			
Event Title:			
Is the event a TVRCC Event or part of a Non-TVRCC Event?			
Location:			
Event Description & Details:			
Estimated Cost	£	per Member / per Car	(delete as appropriate)
Name of TVRCC Organiser/Point of Contact:			
TVRCC Organiser's e-mail address:			
TVRCC Organiser's Telephone Number:			
Request attendance by Club Vehicle*	Yes*	No*	Please tick your preferred option
Signed by:			

If the event involves collecting money from members it should be paid into the Region's bank account and simple accounts/records kept.

See RO Handbook Section 8 for guidance on Regional bank accounts.

**TVRCC office processing is offered to smaller regions or regions without their own regional account.**

Name of Bank Account		
Names of Account Signatories		

\*Any Club Vehicle attendance at events is always dependent on staff availability etc.

Please e-mail the completed form to Alayne Samuels, TVRCC Events: [events@tvrcc.com](mailto:events@tvrcc.com)

Please also send a copy to Ali at the office: [office@tvrcc.com](mailto:office@tvrcc.com)

Many Regions organise 'Runs Out'. There are few risks with such events, but these can be overcome by following a few simple guidelines.

Good practice for Runs Out include:

- J Give a briefing, ensuring that a statement is included that drivers are each responsible for their own actions & should drive within the rules of the road and for following the route independently between meeting places.
- J If a route sheet is issued, or the location of the next meeting place, then this will ease the pressure on drivers to 'keep up' to avoid getting lost.
- J Include a note on run sheets to remind drivers of their responsibilities ~ something like:

Please Note:

- J This is not a timed event, not a convoy, but a guided route.
- J You are responsible for your own driving standards and should drive in a manner that falls within the law and your own capabilities.
- J Take care, stay safe and enjoy.

Other 'best practice' guidance for leaders and/or participants:

- J If at the front of a group or setting the pace, then bear in mind the 'whip effect' ~ even if you are doing a legal speed at the front, cars behind may need to do considerably more to catch up the tail of the convoy if they have been briefly delayed at roundabouts etc.
- J Signal early for turnings ~ 'pass the signal back'
- J Watch out for the car behind you. Make sure the person following you sees you make the turn.
- J Favour the left (slow) lane when on a dual carriageway or motorway.
- J Allow suitable clear distance between you and the car in front of you. This will prove its value as we make judgments whether to stop or proceed through stoplights on the route.
- J Use your best judgment when approaching a long green or yellow traffic signal. Don't be concerned about delaying those behind you by conservatively judging the light. Judge it as you would if you were travelling independently of a group.
- J If a non-convoy driver wants to cut in, let them. In fact, make it easy for them. There will be plenty of time to regroup on stretches of dual carriageway or at rest stops. Share the road!
- J Passing: if we need to pass a car or cars, it should be done "one convoy car at a time". In other words, don't all move out at the same time and pass at once. Pass as an individual, not as a group.
- J Use common sense. Drive as though you are an individual following a planned route and map, rather than a participant of a group. Please take a few minutes to review the itinerary before the trip, and locate the roads on your map or atlas.
- J Your safety and safe operation of your vehicle is your responsibility alone and the TVRCC and/or run organiser assumes no responsibility for anything other than making the arrangements for the event.

Not all of these things are mandatory, necessary or often practical, but use of them where appropriate will help to keep runs out safe, fun and responsible.

The TVR Car Club is an MSA (Motor Sports Association) registered club and Club Policy is to follow MSA Guidelines/Regulations for our events.

Regional Runs Out should be termed Social Runs.

For any Run Out to which more than one Region is invited, it is Club Policy for it to run under MSA Touring Assembly guidelines.

Any RO planning a Treasure Hunt or other event should contact the Club Secretary for advice.

### **MSA Social Run:**

A non-competitive run for likeminded participants where there is no other purpose than the camaraderie of motoring in company to a predetermined point and which is not within the jurisdiction of the MSA.

### **MSA Touring Assembly:**

An activity organised with the primary object of assembling tourists at a point determined beforehand. In a Touring Assembly:

- a. a prescribed route may have to be followed.
- b. pre-arranged points may be provided for in the event's itinerary,
- c. no limits of speed may be laid down,
- d. no requirement to visit prearranged points, other than a requirement to report at a final point not later than a specified time, are permitted
- e. no awards of any description, other than those in relation to activities arranged at the finishing point may be made or given.

Where any or all of the above points become a mandatory part of the itinerary the Event will be subject to the requirements of Route Authorisation (Motor Vehicles (Competitions and Trials) Regulations).

The Regulations for the event must be clearly endorsed 'Touring Assembly', and before publication the consent in writing of the MSA and its approval of the regulations for the Touring Assembly have first been obtained, by issue of a Certificate of Exemption.

The programme of a Touring Assembly may include additional events (other than speed) provided that they are held only at the place of final assembly.

No prize money may be allocated in respect of Touring Assemblies.

### **MSA Treasure Hunt:**

An event involving the solving of certain problems in which the use of a car is merely incidental as a means of transport and the skill or experience of a driver plays no part. If the event utilises the Public Highway, it shall be run in accordance with the Motor Vehicles (Competition and Trials) Regulations. Such events may qualify for an exemption of permit.

### Run Out Myths

#### ) **That you need to contact police if more than 12 cars**

Not necessary\* When the Police (Lancashire Constabulary) were consulted on this at the time of Back Home 2006 they cited events like Silverstone where "all cars are heading to same destination, nothing illegal, provided you are obeying the rules of the road".

However, TVR Car Club is a member of the MSA UK and their regulations require member clubs to apply for a Certificate of Exemption for events which they term 'Touring Assemblies'.

It is our Club's practise to apply for a certificate for runs associated with our National Events.

If an RO organises a run and invites neighbouring regions to take part we strongly suggest that the size and scope of the run is discussed with the Club Secretary, who will apply for a Certificate if advisable. Having an MSA Certificate provides an extra layer of protection for the RO/organisers.

There are also separate requirements for 'Treasure Hunts' and 'Navigational Scatters'. Again we advise ROs to discuss their plans with the Club Secretary who will apply for any necessary permits.

#### ) **The infamous Bike Incident – a view from the ROCo**

Some while ago a bike incident was discussed on various forums and concerns expressed by run organisers.

The detail of the bike incident in question; from media reports, was that a group of motorcyclists, all of whom were above the speed limit. The lead rider received the same penalty in court as all other riders, despite not having been as many mph over the limit.

At the time of writing we have been unable to find any recurrence of this ruling, or instance of its use as precedent, or application to a car run out.

As the difference was in the penalty imposed, rather than the offence prosecuted for, it would also seem logical to conclude that if the 'lead' vehicle had not been speeding, then there would have been no grounds for a prosecution.



# BURGHLEY HORSEPOWER

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RUTLAND RUMBLE ~ **Touring Assembly/Social Run**

**Saturday 12<sup>th</sup> April 2014, Start Time 2:00pm**

*In addition to the East Midlands TVRCC Dykes & Ditches Tour there will be an alternative run to the west of the A1 on the rolling roads (no, not those sort of rolling roads!) in England's smallest county, Rutland.*

Until several years ago the Rutland Rumble was an annual event which became popular with local TVR owners. It has been decided to revive it as part of the Burghley Horsepower weekend.

The run will start and end at the Royal Oak, Duddington, Stamford, PE9 3QE. This is conveniently located close to Corby for those taking part in the TVRCC Indoor Go Karting Challenge Cup in the morning and the A47 & A1 if you are travelling from further afield.

If you would like lunch before the run starts please contact the pub on 01780 444267 and mention "TVR Car Club" to book a table, regardless of whether you want a full 3 course meal or sandwich, so they can monitor numbers and make sure you have sufficient time to finish your meal before the run starts. The bar will also be open for drinks when we return at approximately 4pm.

The nearest petrol stations are in Morcott, Stamford, Corby or Peterborough. Please make sure you have a full tank when you arrive.

The Peterborough and Corby Holiday Inns are both 15-20 minutes away.

So that we are aware of how many cars there are likely to be please email [ian.longden@fasttracktours.co.uk](mailto:ian.longden@fasttracktours.co.uk) if you are interested in attending or have any questions. Ian will send you a GPS file, directions and a route map.

## **PLEASE NOTE:**

*This is not a timed event, not a convoy but a guided tour of Rutland and the surrounding area (run under MSA Certificate of Exemption (NNNNN)). The route will take in a pleasant drive, with some very rolling scenery and excellent "B" roads. Please be aware that local Constabulary are very keen on speed limits. There are a number of speed cameras of the fixed and mobile variety in restricted speed areas so be aware and keep your speed down. You are responsible for your own driving standards and should drive in a manner that falls within the law and your own capabilities.*

***Take care, stay safe and enjoy!***

## WELCOME TO THE RUTLAND RUMBLE

- ) This route has been designed to give drivers some flowing and fun roads to stretch the legs of their TVRs with some beautiful scenery for passengers to enjoy.
- ) You will drive through many picturesque villages, please observe the speed limits at all times.
- ) The roads are flowing and undulating so please be aware of blind summits.
- ) Pay attention at all times and be prepared to slow down for farm machinery, horses and other road users.
- ) To try and keep the group together please keep the car behind you in view rather than trying to keep up with the car in front.
- ) The lead car(s) will wait for everyone else at key junctions.

**0 Miles.** Depart The Royal Oak (pub on your right) heading north on High Street.

**Turn left** on to Mill Street then **turn left** on to **A47**.

**4 Miles.** **Turn left** on to **B672** sign posted to **Caldecott**.

**11 Miles.** At **Caldecott** **turn left** at the T junction (appears to be straight on) sign posted to **Kettering and Corby**. Go **through the traffic lights**, over the narrow river bridge and **then immediately turn right** sign posted to **Great Easton and Medbourne**.

**16 Miles.** In **Medbourne** when road bears left **turn right** on to **B664** sign posted to **Uppingham**.

**NOTE.** Take care over speed bumps when entering **Uppingham**.

**23 Miles.** Road bears sharp left. Pass 2 sets of No Entry signs to T junction. **Turn left** on to **Leicester Road**.

**24 Miles.** **Turn right** on to **A47** sign posted to **Peterborough**.

**25 Miles.** **Turn left** at roundabout (**2<sup>nd</sup> exit**) sign posted to **Oakham** on **A6003**.

**31 Miles.** Go straight over 2 roundabouts on Oakham by pass. At **3<sup>rd</sup> roundabout** **turn right (3<sup>rd</sup> exit)** sign posted to **Ashwell**. Continue to **Wymondham**.

**37 Miles.** At T junction in **Wymondham** **turn left**. Continue through village.

**39 Miles.** At T junction where road bears to left **turn right** on to **B676**.

**45 Miles.** At the cross roads just before a slight bend to the left **turn right** on to **The Drift** sign posted to **Ind Estate Sewstern**.

**48 Miles.** When you enter **Thistleton** the road bends to the left. Immediately **turn right** sign posted to **Market Overton and Oakham**.

**50 Miles.** In **Market Overton** turn left just before the **Black Bull Inn** on to **Main Street** sign posted to **Cottesmore and Oakham**.

**52.5 Miles.** In **Cottesmore** turn left at the triangle on to the **B668** sign posted to **Greetham and The North (A1)**.

**53 Miles.** Drive through the village and the road bears sharp right. When it bears sharp left **turn right** (appears to be straight ahead) on to **Exton Road**, sign posted to **Exton and Barnsdale Gardens**.

**56 Miles.** At T junction with **A606** turn left sign posted to **Stamford and Empingham**.

**63 miles.** At the **A1** junction **turn right** sign posted to **The North and Grantham**. **DO NOT JOIN THE A1**.

After 50 yards road bears left (to join A1). **Turn right** sign posted to **Tinwell and Ketton**.

**64 Miles.** At T junction in **Tinwell** turn right on to **A6121** sign posted to **Ketton and Uppingham**.

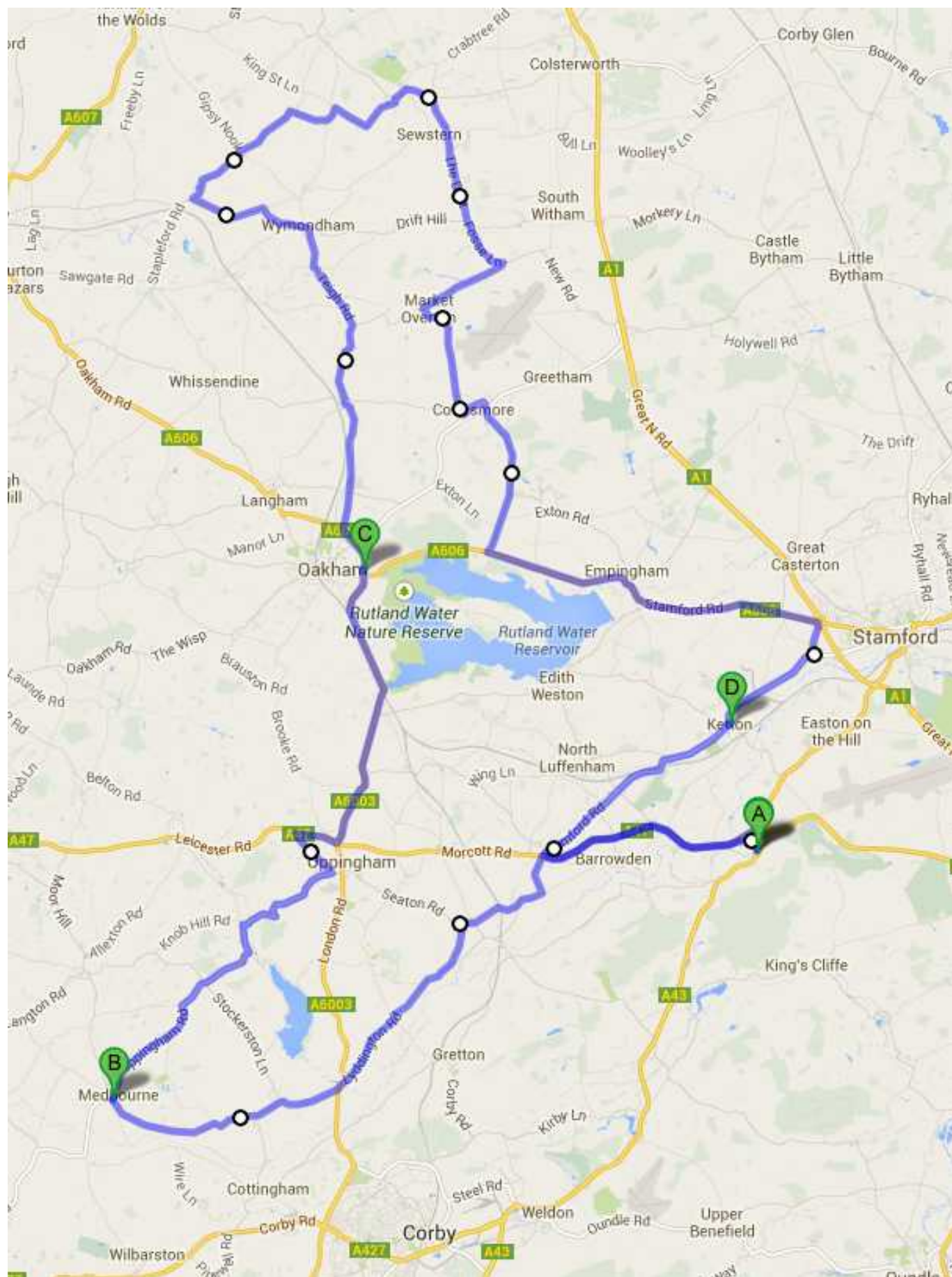
**70 Miles.** At T junction with **A47** turn left sign posted to **Peterborough**.

**74 Miles.** Turn right in to **Duddington** and return to The Royal Oak.

**Please park with consideration for local residents. Thank you.**

**In Emergency Tel. 07... 7.....**







Public Liability Insurance (PLI) is not mandated by any law of which we are aware, but is often requested by venues that are used or hired by event organisers, who often ask for a copy of the certificate before agreeing the hire.

PLI is generally in place to defend organisers or attendees at an event if they are sued as a consequence of damage or injury caused to a third party by them or an attendee at their event. In other words, if someone trips over a spare wheel or picnic table at your event, and breaks their leg and can't work, they are (sadly) likely to sue the table owner, and/or the event organiser and/or the organising club for lost earnings.

PLI can also cover damage to a venue as a consequence of the event - reinstating churned up grass for example.

The TVRCC policy protects the TVRCC as an organisation, together with TVRCC members who are sued as a consequence of their involvement in, or organising of a TVRCC approved event ie. if the event organisers are TVRCC members, the PLI policy will pay for the defence/settlement of any claims against them. (There are obviously certain caveats and exclusions, such as deliberate acts etc.)

If your event is a TVRCC approved event, then all TVRCC members at the event are covered by the TVRCC policy - this is actually a huge unseen benefit of membership!

If it is not a TVRCC event, but the RO brings a group of TVRCC members as a regional meet, then all TVRCC members attending are covered. In this case however, the organising TVRCC members are in something of a grey area depending on who is injured and for what.... And any attendees who are not TVRCC members will not be protected by the TVRCC policy.

So, it depends on how much this is a TVRCC event, and how much it is 'just' a car event, organised by people who happen to be members of the TVRCC - something probably only you can judge... It might be worth talking to the ROCo/Events Manager to see if they would be willing to adopt it. However, if the majority of attendees are not TVRCC, then this might not be possible...

As to providers of PLI, we're aware that single event insurance is available, try starting with a Google search. The TVRCC policy is a specific motorsport organisations policy for MSA members and gives us £10m cover. If the event is for a specific charity, then it may be they have a PLI policy for their events that might cover you?

So, in summary it's a question of risk - what the event is likely to be (TVRCC or not); who is going to attend it (TVRCC or not), whether you and your co-organisers are concerned there is a risk of being sued by anyone involved, and whether you are prepared to take that risk, or need it to be underwritten by an insurance policy.

Sorry if this complicates what we hope is a fun and successful event!

ROCo  
[secretary@tvrcc.com](mailto:secretary@tvrcc.com)

TVRCC Events  
[events@tvrcc.com](mailto:events@tvrcc.com)

On joining the team of ROs, it is suggested that you set your preferences within the Club Forums to email you when a message is posted in the RO forum so that you are kept up to date, rather than having to keep checking. To do this log into the TVRCC website forum:

- Click on the 'settings' button at the top.
- Click on 'Email Notification Subscriptions'
- Click on 'Subscribe to email notification of new posts'
- Click on 'select forum'
- Click on 'RO and Committee Private forum'
- Click submit

It will then appear in the list above 'forums you have subscribed to...'  
Should you ever want to stop the email just click on 'unsubscribe'

Please remember that the opinions of all ROs are very important. They help the ROCo to represent what *you* want and how *you* feel at Committee meetings and in general.

The RO forum tends not to be used as a social area, but is there if an RO needs some advice, wishes to discuss a topic on the main forum or generally just wants to have a rant and get feedback from the Committee or other ROs.



The TVRCC encourages active and open debate among our members. All that we ask is that it is done in a lawful and civil manner. Accordingly, you agree to use the TVRCC Discussion Forums for lawful purposes only. To keep the Forums clean, usable, and helpful to others a set of rules have been put together with which we ask all members to comply:

## 1. Names and Usernames

As this forum is for the sole use of TVRCC members we strongly ask that you register with a recognisable name, or at least enter your real name in your profile or signature block. This especially applies to Regional Organisers and Committee members. The TVRCC exists to promote shared enjoyment of the marque and there should be no reason for any members to have to 'hide' behind anonymous nicknames.

Anonymous users may have their accounts deleted at the TVRCC's discretion. Remember that anonymity in itself suggests that you are trying to hide something for which there should be no need on a Club forum.

Each forum member may have only one account. However, it is possible for family members at the same address and membership number to have separate usernames. Please contact the Club Office to arrange for an additional ghost membership number to be created to facilitate this.

You must not allow any other person to use your account. However, we recognise that there are rare occasions when family members may wish to post but have not created their own account. In these circumstances, the poster is to make it quite clear that he/she is using his/her partner's username. Better still, see above.

## 2. Posts

Whereas we openly acknowledge that since the forum is members only, there should be no opportunity for trolls to get in, we equally recognise that occasionally members will resort to 'troll-like' posts insomuch that they will deliberately make posts that are inflammatory just to annoy people. We reserve the right to remove or edit such posts without warning or prior consultation with the poster. In such cases and to ensure that it is not just one member's opinion versus another, agreement shall be required between at least two moderators that the post is "troll-like" and deliberately inflammatory.

Personal Attacks. Please use the forums where appropriate to criticise ideas, not people. 'Flaming' will not be tolerated. This includes any material which is abusive, vulgar, objectionable (including deliberate misspellings of offensive language), defamatory, inaccurate, harassing, obscene, hateful, fraudulent, unlawful, threatening, invading of others privacy, sexually oriented, or violates any laws language.

Pornographic material. No pornographic, sexually offensive or sexually explicit material will be tolerated. This includes suggestive images, graphics, and comments. Remember that with family membership, we often have minors who from time to time may browse the website. We will remove anything that could be deemed to be offensive to anyone, including minors.

Diversity. We will not tolerate any posts that could be deemed to be offensive to anyone's race, sex, colour or creed.

Libel. We will not tolerate any comments that are libellous. Libel is defined as “a published false statement damaging to a person’s reputation; a false and defamatory written statement” (Oxford Concise Dictionary). We reserve the right to remove any such posts that could be so deemed without warning.

You are not permitted to post or transmit any material that you do not have a right to transmit under law (such as copyright, trade secret or securities) or under contractual or fiduciary relationships (as in nondisclosure agreements). We will not tolerate posts or statements that are intentionally false or misleading.

Respect the privacy of others. Do not post other members phone numbers, addresses, pictures, etc or any private or personal matters concerning any person, without their permission.

You must not post such as to create an impression that your post is from any other member, or impersonate any person or entity, or falsely state or otherwise misrepresent your affiliation with anyone or entity or collect or store personal data about other users.

You must not post or transmit any advertising, promotional materials, or other forms of solicitation including chain letters or pyramid schemes, or knowingly post or transmit any file that contains viruses, corrupted files, "Trojan Horses," or any other contaminating or destructive features that may damage someone else's computer.

Message content. You remain solely responsible for the content of your messages including all statements made and acts that occur through the use of your username and password. Please do not disclose your password to anybody. If you believe that your password has been stolen, you must inform the TVRCC.

### 3. Signatures

Signatures can be no longer than 4 lines. Signatures may contain a link to your personal site or sites that maybe of use to other members, No blatant advertising please! Signatures are expected to follow the same guidelines as posts.

### 4. Private Messages

These same rules apply to the content of any material sent via the Private Message system.

### 5. Correct Place

Please post in the right forum. Chimaera posts will not get answered in the Cerbera section for instance.

### 6. Topic Subjects

Use descriptive Topic Subjects (Titles). This will help others find what they want to read.

## 7. On Topic

The TVRCC freely acknowledges that the forum is more than just an area to talk about TVRs (although that of course is its primary purpose) and to that end we do not discourage off-topic postings. But we equally recognise that not everyone will want to read non-TVRC related threads and therefore we ask that you prefix the title with O/T if it is not specifically related to TVRs or the TVRCC. That way, members who get email notification of posts can select which ones they want to download. The Club reserves the right for moderators to add this prefix if it is felt that the subject is off-topic.

Research your Post! Ensure you are not double posting; search the forum first. Many questions may have been answered before.

Do not dig up old threads. If you want to continue an old discussion, create a new thread and reference the old one in your post.

No Cap Locks. Please do not post messages with the subject or post all in capital letters. Words all in capitals are not only annoying but are read 50% slower than normal writing.

## 8. Moderators

A number of members will be appointed by the Committee to act as Moderators. Their duties will be to monitor the forums and take appropriate action if any of the forum rules are being breached. Moderators can edit, delete or move posts, delete or move threads, and temporarily suspend accounts ("sin-binning"). If a complaint is raised by any member about a post, it automatically generates a report to all Moderators. The first to see the original thread is empowered to act (but see above).

Anyone can volunteer to be a Moderator. No prior experience is necessary and you do not have to be a Committee member or Regional Organiser. However, the TVRCC reserves the right to not appoint someone who volunteers to take on the Moderator duties if for any reason it can be judged that such an appointment may not be in the best interest of the Club.

The Chief Moderator shall be appointed by the committee.

## 9. Disciplinary Procedure

If you are found breaking any of the rules of the TVRCC forum, the Club reserves the right to take such disciplinary action as it deems necessary for the protection of the Club itself and its members. In essence, disciplinary action is at three levels:

**Warning.** Any Moderator can issue a Warning, which may be either Private by email to the member's notified email address or Public on the forum in question.

**Temporary Suspension or the Sin Bin.** Any Moderator can place a member in the Sin Bin for a period of up to 24 hours to cool off. During that time a decision will be taken by a majority of the available Moderators to determine what further action if any is warranted. This may be to either rescind the suspension or to extend out to a maximum period 7 days. With the approval of at least 50% of all moderators, including a majority of Committee/RO Moderators, this may extend to a period of up to 28 days. In any event, an email is to be sent to the member's registered email address explaining why he/she has been suspended and for what period.

**Expulsion.** If, after your account is reactivated following suspension, you continue to breach the Forum posting rules, the TVRCC reserves the right to permanently exclude you from the forums. Any Moderator may propose this to the Committee although as this would constitute a removal of one of your benefits as a Club member, the decision can only be taken by a majority vote by the Committee although this vote may be taken electronically without the need to wait for a scheduled Committee meeting. It is stressed that this sanction is seen as being necessary only in the most extreme of circumstances and it is not a decision that will be taken lightly.

The TVRCC reserves the right to Sin Bin members for flagrant breaches of the rules without the need to issue a warning. The Sin Bin constitutes an automatic warning that further breaches may result in expulsion.

### 10. Data Protection

In accordance with the provisions of the Data Protection Act 1998, the TVRCC will not disclose any personal information held within the forum database to anyone except where we are legally obliged to do so.

### 11. Indemnification

In the event of a breach of this agreement and a loss being suffered as a consequence the TVRCC will look to hold the member responsible for reasonable losses.

These rules are updated from time to time. The most current version can be found on the Club Website Forum under the Forum Help, Hints and Guidelines tab.



The Naming and Shaming Policy on the TVR Car Club forum is there to protect both Members and any third party involved.

Disputes with any company are best dealt with on a one-to-one basis offline.

There are always two sides to every story.

Whilst we would appreciate a Member's wish to come on the forum and highlight a bad experience with any company, especially one with TVR connections, it should be appreciated that rarely does any company post up on our forum (or any others) and therefore they lose the 'right to reply'.

Even if the company concerned did post online, the TVR Car Club considers that a dispute argued in public is no way to resolve a matter and indeed would take steps to prevent such a situation occurring.

When a Member posts any detrimental remarks about any business, the TVR Car Club then becomes a publisher of those remarks. As a Club we have no way of knowing if the remarks are factual, especially as many disgruntled posts are written in an emotional manner, sometimes in anger.

Sometimes posts may even be of a libellous nature, which we of course have the right to remove, but if already seen by the company in question may leave our Members open to external litigation.

Should any company mentioned in any post actually see comments of a libellous nature directed against them, they can require the TVR Car Club to provide transcripts of threads to be sent to their solicitors, thereby placing our Member in a potential legal situation.

The TVR Car Club regards its No Naming and Shaming Policy as a protection for both Members and Club and would hope that this policy will be taken in the spirit for which it was intended.



This is a delicate issue.

In 2004 there was a realisation that despite the fact that the Club had been operating for over 40 years, no-one had ever before registered the Club logo as an official trademark to stop others from using it. We decided therefore to start the legal process and finally achieved legal recognition of the logo in January 2007.

The upshot of this is that our logo, incorporating the TVR "Speedline" logo must only be used as properly registered. You cannot scan the TVR logo and put "Car Club" over the top in a standard brush script. Furthermore, as the logo is now registered, in the classes for which the Club is authorised to do so (essentially Club services and events etc.), it should carry the ® symbol.

NB. We do not have rights to use a plain TVR logo. It would be illegal to do so.

Please note we will aim to protect our logo and will authorise ROs & Regions to use it for their events and publicity. We do not authorise use of the Club logo for clothing. All regalia and clothing carrying the Club logo should be ordered through the Club Office.

If you need a copy of the Club logo please contact the Club Office.

If you are unsure about anything to do with the Club logo, please do not guess, but contact the Club Chairman.





In order to maintain the “Corporate Identity” of the Club and protect our brand image, all communications issued on behalf of the TVRCC should carry the same branding.

To this end, pre-printed letter-headed paper is available from the TVRCC Office or alternatively, in the modern digital era, ROs may prefer to print the letterhead with each and every letter.

To that end, we have produced a downloadable Microsoft Word template which we would encourage all ROs to use for any hard copy communication or letter attachments to emails that they send.

Please do not amend the logo in any way (the one in the template is the trademarked version) nor the Club Office details.

Please do however personalise your own contact details box where text is contained in {brackets}. Please feel free to add any time limits (eg. “(eves)”, “(7~9 pm please)”) to your contact details if you wish. Equally, please do not feel obliged to provide both a landline and a mobile; whichever you would prefer to use for TVRCC business is acceptable, but I would suggest it should be as per your website listing.

The template is available in the RO Area of the Club website, but is also available by clicking this active link:

<p>TVR Car Club, Unit 5 Nova House, Audley Avenue, Enterprise Park, Newport, Shropshire, TF10 7D/W          ☎ 01952 822127 Fax: 01952 822127 Website: <a href="http://www.tvrcc.com">www.tvrcc.com</a></p>	
 <p>www.tvrcc.com</p>	<p>{Your name}          {Region} Regional Organiser          ☎ {your number}          ☎ {Mobile} {your number – if you wish}          email: <a href="mailto:ro@tvrcc-{your region}.co.uk">ro@tvrcc-{your region}.co.uk</a></p>

**TVRCC Letter Template for RO Use**

In order to maintain the “Corporate Identity” of the Club and protect our brand image, we would encourage all ROs to use this template for any hard copy communication or letter attachments to emails that they send.

Please do not amend the logo in any way (the one above is the trademarked version) nor the Club Office details. Please do however personalise your own contact details box where text is contained in {brackets}. Please feel free to add any time limits (eg. “(eves)”, “(7~9pm please)”) to your contact details if you wish; equally please do not feel obliged to provide both a landline and a mobile; whichever you would prefer to use for TVRCC business is acceptable but I would respectfully suggest it should be as per your website listing

TVR Car Club Ltd. Registered in England and Wales 2426055. Registered office: Avenue House, Southgate, Chichester, West Sussex, PO19 1EQ

Each RO/DRO can have a set of 250 full colour printed TVRCC business cards with a photo of their TVR or themselves (so new members can find you at meetings) plus any appropriate contact details such as name, mobile (if you want to publicise it), email address and website address for instance.



The cards are printed in batches to keep costs down so if you are running low or need a set contact the TVRCC [Office](#) as soon as you are able ~ they can take a few weeks to arrive.

Each Region is provided with either an outdoor banner or sail flag showing the Club logo for use at meetings, events etc.

A set of tent poles and guy lines are a good idea for making the banner self-standing ie. where there isn't something handy to hang it from, at events in fields for instance. Please note these are not supplied.



There are two base options available for sail flags, either a grass spike or an under wheel plate.

Contact the [Club Secretary](#) for details to have one produced for your region.

The TVRCC Office is one the best resources a RO can have and can assist an RO.  
For instance:

- ) On request, the office will supply you with TVRCC letter headed paper and compliment slips.
- ) You can give the office your region's postal codes and ask for a database report every year giving your entire region's membership details. The TVRCC will refund postage once a year if you wish to mail all your Members or mailings can be completed by TVRCC office from an emailed letter. The contract postage from the office is less expensive than buying stamps.
- ) If you would like an introductory letter to go to all new the members in your region joining the Club just email your letter to the office and they will include it in the membership packs that go to new regional members. It is a good idea to embed your picture in this letter so the new people know who to approach at your Meet.
- ) On request, the Office will provide TVRCC postcards that can be handed out at Car Shows, handed to new members or put out on tables at your Meet. They will also send you old copies of Sprint to give to prospective new members. This is a great way to show new Members what they are getting every month for their subscription.

### **For Events and subject to the prior agreement of the Events Team and the Treasurer**

The following resources are available from the Office:

- ) All aspects of administration for events: draft booking forms / liaising with the Editor and Publisher of Sprint (Jon) for adverts/booking forms.
- ) Website updates or adverts
- ) Processing of bookings/payments and any ticketing (this would be on the proviso that the event was one of our National Events, this decision is for the Events Team.)  
See Sections 9 & 10.
- ) Keeping of records of bookings for you and the events team/ treasurer and TVRCC accountants.
- ) Advice and guidance.
- ) Possible invoicing and chasing of payments from sponsors.
- ) Supply and processing of orders of any event merchandise, subject to TVRCC's normal retail profit margins & P&P rates. This would have to be pre-order online or by phone.

The more notice you can give the Office for tasks the better; they can slot them around the date specific functions they do month in, month out.

Tel: 01952 822126 or email: [office@tvrcc.com](mailto:office@tvrcc.com)

TVRCC Ltd, Suite 5, Nova House, Audley Ave Ent. Park, NEWPORT, TF10 7DW

**If members of staff from the office are attending a regional event we can bring the following show equipment, subject to space restrictions**

- / Indoor pull up display graphics
- / 3x3m Easy-Up marquee
- / Sail flag, with wheel base or spike
- / Pavement display board

Please contact Alison at the Club Office if you need any of the above equipment, giving as much notice as possible.

01952 822126 or email: [office@tvrcc.com](mailto:office@tvrcc.com)





## TVRCC Loan Equipment

21

If members of staff from the office team aren't attending a regional event we can loan some of the Club's equipment, subject to certain conditions and restrictions.

The available equipment is currently being refurbished.

Please contact Alison at the Club Office to discuss your wishes and any available equipment. Please give as much notice as possible.

01952 822126 or email: [office@tvrcc.com](mailto:office@tvrcc.com)

### List of Loan Equipment:

Details to Follow