

# Regional Organisers



- Often unsung heroes
- ROs are the backbone of the Club, without them the club would cease to exist

# RO's role and responsibilities



- Make sure:
  - Monthly Meetings are organised
  - Regional Reports are written for Sprint each month
  - Local Events are organised
  - Ensure good communication – with local members – with the Club
    - Verbal, through emails, the website, social media, newsletters etc.
  - New members receive a very warm welcome
  - National Club and Events are supported

# Regional Organisers



I/We want to organise a ... ..

Do I/We need a “Permit”?



# MSA Events

- Social Run
- Touring Assembly\*
- Navigational Scatter\*
- Treasure Hunt\*
- Gymkhana\*
- Track Day ~ venue will have an MSA licence
- ~~Sprint, Hill Climb, Autotest, AutoSOLO, Car Trial, Classic Reliability Trial, Rally, Race~~ ~ entrants need a licence



Dear Secretary,

### ORGANISING PERMIT / CERTIFICATE OF EXEMPTION

<b>CLUB ID</b>	120201
<b>NAME OF ORGANISING CLUB</b>	TVR Car Club Ltd
<b>DATE/S OF EVENT</b>	07 April 2018 - 07 April 2018
<b>TYPE OF EVENT</b>	COE-Touring Assembly/Procession-Certificate of Exemption
<b>STATUS OF EVENT</b>	Certificate of Exemption
<b>VENUE</b>	Duddington, Stamford, PE9 3QE
<b>PERMIT NUMBER</b>	106783

The Royal Automobile Club Motor Sports Association Ltd (hereinafter called the MSA) authorises your Club to organise the event detailed above subject to compliance with the General Regulations of the MSA and all other relevant requirements of the MSA. Your attention is drawn to the conditions printed on the reverse of this form and those stated hereunder.

If applicable, the event has been authorised under the Motor Vehicles (Off Road Events) Regulations 1995 (as amended), see overleaf.

For and on behalf of the MSA

Date of Issue 05 March 2018

## RECEIPT

<b>TOTAL</b>	£25.00
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Payment received – thank you.



Dear Secretary,

### ORGANISING PERMIT / CERTIFICATE OF EXEMPTION

<b>CLUB ID</b>	120201
<b>NAME OF ORGANISING CLUB</b>	TVR Car Club Ltd
<b>DATE/S OF EVENT</b>	01 September 2018 - 01 September 2018
<b>TYPE OF EVENT</b>	COE-Gymkhana-Certificate of Exemption
<b>STATUS OF EVENT</b>	Certificate of Exemption
<b>VENUE</b>	Brooklands, Surrey
<b>PERMIT NUMBER</b>	105502

The Royal Automobile Club Motor Sports Association Ltd (hereinafter called the MSA) authorises your Club to organise the event detailed above subject to compliance with the General Regulations of the MSA and all other relevant requirements of the MSA. Your attention is drawn to the conditions printed on the reverse of this form and those stated hereunder.

If applicable, the event has been authorised under the Motor Vehicles (Off Road Events) Regulations 1995 (as amended), see overleaf.

For and on behalf of the MSA

Date of Issue 09 January 2018

## RECEIPT

<b>TOTAL</b>	£25.00
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Payment received – thank you.

# Regional Organisers



I/We want to organise a

- Touring Assembly\*
- Navigational Scatter\*
- Treasure Hunt\*
- Gymkhana\*

Contact the Club Secretary ASAP



# RO Sprint Reports

Normally to be received by the last day of the month to [roco@tvrcc.com](mailto:roco@tvrcc.com) and a copy to [office@tvrcc.com](mailto:office@tvrcc.com)

Reports must be a separate “**Word**” file  
(not embedded in an email or a PDF)

File names - Titles & Photos – must all have the same name, file name and dated for the month of printing - ie RR Cambs April 2018

In Arial 11 font

Note the Region’s word limit – you don’t have to use it all but check if you occasionally need more



# Sprint Report Photos

- Photos should be separate jpg files and have the same file name but be numbered in the order of printing.
  - ie (or 2 or 3 as appropriate)
- The suggested place in the text should be marked on a separate line for each photo
  - +++ RR Cambs 1 April 2018 +++
- Photographs supplied for the regional reports need to be bigger than 250k as a jpeg, anything under this size, blurred or with number plates blanked out will not be able to be used.





# Sprint Report Text

- Spelling and Grammar - use spell check – (UK spelling)
- Careful with use of apostrophes ie usually TVRs not TVR's
- Avoid over using punctuation - occasionally one ! or ? or hyphen is ok.
- Avoid abbreviations.
- Events list should not normally include those listed elsewhere in Sprint unless there is a special emphasis like a meeting place.
- Local events list should keep in mind the publication date and not be more than 3 months in advance.



## Other Events to be included in Sprint

- Major events or events that are likely to interest the wider membership, need to be submitted to the editorial team within the time frame for publication, which is about two months in advance to be safe.
- Often submissions for events, arrive far too late for publication, in time for the event.

# Safeguarding Policy



- Under MSA Regulations we must have a Safeguarding Officer, Policy and Procedure.
- Fred Heddell (ROCo) is currently the Club's Licenced Safeguarding Officer.
- For Regional Events it is assumed that ROs will be the local safeguarding officer unless it is specifically delegated to some else
- ROs must have the contact numbers for the Police Safeguarding Team and Social Services Safeguarding Teams available.
- Also in Emergencies the MSA has a 24/7 Safeguarding team available - 07519 801674

# Safeguarding Policy



- Reasonable care should be taken to ensure abuse cannot occur.
- Any suspected or reported abuse should be reported to the Club's Safeguarding Officer as soon as possible.
- If the issue needs urgent attention it should be reported to:
  - The Police
  - The Local Safeguarding Team
  - Social Services (usually the same as the Safeguarding Team)