

MID ATLANTIC REGION VMCCA TOUR GUIDELINES Revised 11/15/14

In planning a tour, one is making a major contribution to the Club, not only by providing an opportunity for members to enjoy driving their vintage automobiles and visiting historic sites and places of varied and special interest, but also showcasing our Club and offering a rolling museum of the history of the automobile for the public. It can also serve as an open invitation to others with like interests to join us as members.

A great tour can sprout from a few ideas of a great place(s) to visit that are brought to the membership - who more than likely can add to the idea. Of course, there is a need for a member or several members to volunteer to give leadership to the planning and execution of the tour. **As per Club By-Laws the executive committee will serve in a consultative role during the process and will approve all contracts that require a financial commitment on the part of the club and/or individual members to participate. Likewise, all receipts, such as registration fees, go directly to the treasurer and all major expenses such as deposits, and other expenses are paid directly by the treasurer. No separate bank accounts are to be established in the club's name EXCEPT when hosting a National Tour. It is also advisable to periodically update the membership on progress of the planning and seek advice on the advisability of tour dates to avoid unnecessary conflicts with major activities of other collector car clubs in which our members are also members. At the conclusion of the tour, the tour directors will receive a payment to cover all of their incidental expenses, such as, mileage, long distance phone calls, and the like. To the extent possible, the tour director(s) should keep an itemized list of receipts and expenses. Also, see Registration and Fee section below.**

PLANNING THE TOUR

Most tours are built around key places you want the group to visit. Generally, this will include vintage car collections, museums, restoration facilities and others that are not necessarily hobby related. The tour should include a variety that meets the interests of all members of the household. For starters, think of one key activity in the morning and one in the afternoon. When the points of interest are relatively close it is conceivable that there will be sufficient time to include three or four stops. Of course, this will also depend on the length of time it takes to adequately take in what the stop offers. There are two other important factors to be considered – allow some relax time so folks have time to visit – this can be in the form of coffee stops or refreshment stops in the morning and afternoon and sufficient restroom breaks.

The number of miles between stops and the total number of miles driven in a given day is another important factor in the overall plan. The total mileage for any given day should not exceed an 80 – 100 mile range. Geography, population density, traffic and points of interests between stops and the typical car that will be on the tour are important considerations.

Another question that arises is how long the tour should be. The average regional tour is usually three days. Our Region is relatively large so it will take folks around ½ day or maybe more in some cases to get there and of course the same to go back home. A rather common scenario is to have registration in the afternoon and an opening dinner on the arrival day, three days of touring with the third day planned to have a closing lunch or dinner.

Tour Guide Booklet

Once each day's tour stops are decided, the route that participants will drive will need to be laid out and directions developed. Usually, the long way there is the "sweetest" way – that is to say blue roads, scenic roads are definitely the roads of choice. A daily map is also helpful. Some make use of technology such as Microsoft's Streets and Trips to develop the routing and directions. **Once the tour is laid out, experienced tour directors know the great value of having different folks run the route to test the directions.** It avoids having a lot of confused and upset participants. The Tour Booklet should, as a minimum, contain each day's directions and street address of tour stops and emergency telephone numbers and locations for car parts/service and medical emergency. It is also very desirable to have a list of tour participants and cars they are driving on the tour. Background information about the area being toured through and the various stops is also desirable. Of course, it is always good to have various brochures, street and highway maps of the area available for participants.

MEALS

Perhaps the most important issue to keep in mind people have different tastes – food, cost, ambiance and sometimes dietary needs. Breakfast is often provided by the lodging establishment, if so, timing of its availability for the group size will be an issue in your tour schedule. Lunch can be on "their-own" providing enough restaurant capacity is available in the area the tour will be in at that time of day. Sometimes, due to timing/location it may be necessary to have one of the community organizations/groups to offer lunch in a community hall or the like. In still other cases, it may be necessary to have a box lunch arrangement. It is probably advisable in the latter two circumstances to have the lunch included in the registration.

Most restaurants and hotels with banquet facilities will require a final count of attendees on a specific date before the event. For most, a week in advance will be satisfactory. Anything longer than 30 days should be unacceptable.

BUSINESS MEETING

The Mid-Atlantic Region By-Laws calls for having business meetings in conjunction with activities and tours. The most prevalent way of arranging for the business meeting is to have it in conjunction with a group lunch or dinner. The other way is at 7 PM or so in an evening. This should be arranged with the Regional Director so that adequate time is available for the agenda.

ACCOMMODATIONS

Selecting and booking appropriate accommodations can be challenging. **It is an important first step.** Perhaps the ideal is a conference hotel with good rates located in the center of the area to be toured. One way to think about it is like a clover leaf with the hotel at the stem and the periphery of the leaves the tour days. Reality may be quite different, however. Capacity and availability are critical. The latter is a particular problem in areas with heavy tourism or business activity – **hotels may book a year or two in advance. Negotiation is key to getting what you need for the tour.** Most hotels have group rates but sometimes an on-line rate will be less. So negotiate the best group rate for a block of rooms with as long as a holding date as possible – probably the best that can be had is 30-60 days before the tour. Get the rate and terms in writing and be clear about any other terms or charges that would affect the final price members pay. Do not guarantee a number of rooms. ALSO, some hotels, especially those

of a resort nature, may only allow the discounted rate during the actual tour dates and if folks want to come early or stay later they may pay a sharply inflated rate. Try to negotiate a better rate or perhaps arrange alternative lodging.

Negotiate space for the registration desks, a bulletin board and a hospitality room. Try to avoid using a guest room as a hospitality room. Usually, space is too limited for the group and the noise may result in complaints from adjoining rooms. Some hotels will offer a free room for so many paid rooms but negotiate to have that in the form of a small conference room. This room can then serve as the registration area and hospitality room. Also, try to negotiate a waiver or a compromise of the restriction some hotels have for bringing in outside food so that the hospitality room can be stocked with donated items from members.

If the hotel has banquet facilities and you plan to use them negotiate the meal selection price for an estimated number but do not guarantee a minimum number or dollar amount to be spent. Rather, negotiate differential per meal cost for different number totals, if necessary. There may also be a banquet hall charge – again, negotiation is the word. The final result of these negotiations will need to be factored into the registration fee for the meal and rounded out.

REGISTRATION and FEES

The **registration deadline** is generally around 30 days before the tour. If there is a maximum number of cars/individuals that events/facilities/location can accommodate safely and or comfortably - that should be set as the tour maximum. Expect registration to come in waves and dribbles: There will be early birds who register as soon as the registration forms are available – then one or two a day may arrive until the last week or so when the late deciders come in.

Setting the Registration and Tour Fees

As a touring club, VMCCA encourages making tours affordable for a variety of members, especially those who are on fixed incomes. In costing out the tour there are direct and indirect costs. The direct costs, items such as meal costs, and entry fees are relatively straight forward while the indirect costs, such as printing tour guides, signage, hospitality room charge, water/drinks and supplies, name badges, direction signs, door prizes, souvenir pictures are more difficult to estimate. Seek donations for the hospitality room and door prizes and consider reusing name badge holders or region name badges to effect savings for members. In some cases it may be desirable to have participants pay the service provider directly - lodging (always), some meals and perhaps some entry fees. **Caveat:** Having members pay vendors directly is time consuming and more difficult to manage.

For most tours, the Driver Registration Fee will be around \$25.00 and the Passenger Fee \$ 10 – \$ 15 and is intended to cover indirect costs. When setting these fees consider the fact that there will be some unexpected costs may arise so add another 10% to your estimated costs. A few dollars left over can add a little to the club account.

There are two approaches used to handle the other tour costs such as entry fees and group meals. One is to set an **all inclusive fee** that covers the cost of meals (gratuity and taxes) that everyone pays whether they want to partake or not. Sometimes this may be necessary if there is a minimum number required for a particular event. The other is an **Al a Carte** approach that allows members to select the events, meals on the registration form and pay for what they have selected in the registration process. This gives individuals the opportunity to control their

expenses for the tour and probably does little to decrease the number for the event as most will want to do everything.

Some events will require a contract for services and a deposit. These should be referred to the Region's Executive Committee and Treasurer for review and payment. All financial transactions pass through the treasurer and no separate bank accounts are to be established in the club's name.

Note: Tour participants should be directed to make out their checks to the **Mid Atlantic Region VMCCA and mail along with the completed Registration Form and Driver Release to the Tour Director. It is advisable to make a copy of checks received if possible and make note of the check number and amount on the participants application . The checks need to be mailed to the Mid-Atlantic Region VMCCA Treasurer as promptly as possible.**

LEGAL CONSIDERATIONS

Technically, for liability reasons, our tours are to be restricted to national VMCCA members. However, we have gained many new members by inviting non-members on tours. To minimize risks and maximize membership gains it is best to have non-member as guests of members. The Executive Committee can help with these questions. See the procedure for Waivers below.

In some cases a vendor or property owner will require a proof/certificate of insurance. The request should be referred to the Executive Committee as the Certificate of Insurance is obtained from the National Secretary.

The Registration Form must include the following signed waiver:

VMCCA MID-ATLANTIC REGION TOUR, _____(Date)
OWNER/DRIVER COMMITMENT/RELEASE STATEMENT

Owner _____ Driver (if different) _____
Address _____
Vehicle: _____ License Number _____
Year _____ Make _____ Model _____ Color _____
VIN number _____ State Registered in (domicile state) _____

I hereby agree to enter the vehicle described in the Veteran Motor Car Club of America Mid-Atlantic Region's _____(name of tour). In consideration of the right to enter this event and for other valuable considerations, I (we) do hereby agree to indemnify, protect, defend and hold harmless The Veteran Motor Car Club of America and its Chapters and/or Regions, Officers and Representatives from and against any and all claims, costs, liabilities and attorneys' fees arising from damage or injury, actual or claimed, of any kind or nature, to property or persons, resulting from my (our) participation in the Mid-Atlantic Region 2012 Spring Tour. The owner/driver has proof of bodily injury and property damage liability insurance on the entered vehicle in the amount of at least \$100,000 per person, \$300,000 per accident bodily injury liability and \$100,000 property damage liability, or \$300,000 combined single limit liability insurance. Insurance company name _____ policy no. _____, policy term (dates) _____ to _____.

The owner/driver certifies that the described vehicle entered in this event has duly passed the requirements of the motor vehicle authorities, or other governing bodies of the state in which the vehicle is registered, and the vehicle shall be legally registered and/or licensed. The Veteran Motor Car

Club of America and its representatives will not, and cannot, be held responsible for the "safety certification" of any participating vehicle.

Signed:

Owner _____ Driver if Different _____ Date _____

Member Recommended Vendors for Quality and Price

Dash Plaques, Trophies, Award Plaques

Bankert Trophies, 2819 Carlisle Pike, New Oxford, PA 17350
717 624 2027 Email btrophy@embarqmail.com

Dash Plaques "The Right Impression" Kimball, NB
308-235-3386 www.brassnamebadge.com

Car Banners Christman Screenprint, Battle Creek, MI

Shirt, etc embroidery, silk screen, banners

The New Spider Web, 1100 Business Parkway So, Suite 4, Westminster, MD 21157
410 876 8117 www.thenewspiderweb.com

Note: The above list is a work in progress - others to be added as recommended

Likewise, it is intended that this document will be periodically updated as more members report their experiences to the Director and Executive Committee.

DBY 11/15/14