



On the big day: what works well

– Rob Spargo –

These notes are prepared as a checklist of the things that are helpful to mention when starting off a Club run.

1. Be there on time and allow 30 minutes for the members to arrive.
2. Have sufficient copies of the Run Notes and Convoy Rules available (35 is usually plenty).
3. Make yourself known to any new members. Non-members who turn up are welcome; encourage them to join if they enjoy the day.
4. Wear your name badge and encourage others to wear their badge too.
5. Have an attendance sheet, pen and a clipboard for the attendees and their guests to write their name, rego, and mobile phone number as they arrive. If your run is stopping somewhere where you need to phone ahead with confirmation of numbers then add a column such as “Staying for Lunch? Y/N”. *You can use the "Event Attendance Sheet" PDF from this site. (This sheet needs to go to the Club's points keeper after the event.)*
6. Organise a “Sweep” and a “Mid-Convoy” car. The Sweep car is at the rear of the convoy. They have the task of keeping you, the Convoy Leader, informed of any issues or breakdowns during the run. So you will need to have them kitted out with, and instructed in the use of, a two-way radio. Provide assistance if an aerial is to be fitted to the car and *ensure that the radio and aerial are collected at the end of the run*. Chat on the radio is a good way to keep aware of the “state of the nation” and lets you know where the convoy participants are up to.
7. Organise a “report writer” and furnish them with the guidelines to writing a report of the outing. *These guidelines are available as a PDF on this site.*
8. About 10 minutes before commencement time, call the members together and distribute the run notes.

You should mention all of the following items in your talk:

- ❖ Welcome to members and new members.
- ❖ Ensure everyone has signed the attendance sheet.
- ❖ Indicate the end point of the run and briefly the route to be taken.
- ❖ Point out any danger spots by way of reference to the run notes.
- ❖ Explain and reinforce the convoy rules:
 - Wait at turns to ensure the car behind you has seen you turn.
 - Obey the speed limits, keep a safe distance at all times.
 - Drivers can call car(s) through if they want to drop back a bit in the convoy or think they might be holding others back.
 - If you want to overtake, please make sure it's safe to do so and ensure the car in front knows you're overtaking.
 - Experienced drivers should be at the front of the convoy and “touring” members should seek a place towards the tail of the convoy.
 - Never pass the “Convoy Leader” or fall behind the “Sweep Car”.
 - On multi-lane carriageways it is OK to form a second line of cars at traffic lights. After the lights, rejoin a single lane if and when it is safe to do so. It's not necessary to rejoin in exactly the same order, as this is often a safety hazard.