



## Guideline to Event Leader Responsibilities (suggested guidelines for impromptu events, also)

1. Departure site
  - Adequate parking away from public high traffic flow.
  - Restrooms nearby
  - Detailed directions in announcement description to find departure site from various compass points
2. Announcement
  - Include published times (meet, drivers' meeting, departure) in announcement
  - Include route info, estimated conclusion, time and mileage estimate, key points of interest about the run, cell-phone & FRS and/or CB channel info, anticipated cash expenditures
  - Leader(s) arrive early
3. Sign-in
  - Signing of waiver of liability waiver required; pass around on clipboard, remember to bring pen
4. Pre-run orientation
  - Leader introduction
  - Overview of directions
  - Rules of the road
  - Participant intros (go 'round the circle – name, club affiliation, car info, etc.)
  - Request volunteer for post-event article
  - Choose experienced Sweep and review duties
    - (radio contact with leader; confirm when group makes it through signals, turns; after a roadside stop and on request from leader, watch for traffic and then pull out to block traffic, allowing group to then all pull out simultaneously; watch for cars dropping out, to see if OK – they should flash lights or wave strongly; watch the whole group, where possible, to see that everything is OK)
  - Consider having a few copies of rules, etc., to give to those who want them
  - Handouts (maps, driving directions) required unless impromptu run
  - Go through, overview fashion, the route and highlight potential trouble areas, regrouping areas
  - Confirm radio channels
5. Departure
  - Radio checks and confirmations prior to departure.
  - Queue up with sweep in place before departing
  - Observe Rules of Road at all times during event
6. After run
  - It's nice to end up at an ice cream spot, or coffee place, to compare notes about the run
  - Try to get confirmation on who's going to do a write-up for the run, and when
  - Retrieve shared radios
  - Ask for feedback – any ways to make the run better?
  - Ask if anyone needs directions to get home

### Checklist for drivers' meeting:

- Liability waiver on a clipboard w/pen
- Introductions all around – who you are, what your car is, is this your first run, etc. whatever

- Handouts of route/odometer instructions/maps
- Route Overview w/comments on highlights – tough navigational spots, bicyclist areas, etc. The role of sweep.
- Article Write-up – who will do in, please
- Safety speech notes
- Radio specifications: FRS or CB channel, etc.
- Sweep request – who will do it, plus instructions
- Specific instructions on how we will leave this place now
- Any questions?