

Mid-Atlantic Region VMCCA Tour Guidelines

10/2022

In planning a tour, one is making a major contribution to the Club. They are providing an opportunity for members to enjoy driving their vintage automobiles and visiting historic sites and places of varied and special interest. The tour also showcases our Club and offers 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.

1. The Tour Location

Tours are built around key places you want the group to visit.

- a. This could include vintage car collections, museums, restoration facilities, and other places not necessarily hobby related. The tour should include a variety of places that meet the interests of all members of the household.
- b. Consideration should be given to walking distances, stairs, and handicap accessibility.

2. Select Tour Dates

- a. Mid-Atlantic tours should not interfere with National VMCCA Tours or Hershey. Most tours are three days long.
- b. Some people arrive a day early and others stay a day later.

3. Lodging

Negotiations are key to getting what you need for the tour. **Do not guarantee a specific number of rooms.** Items to consider are:

- a. A block of rooms large enough to accommodate the expected group (including the day before and the day after the official tour)
- b. Handicap accessibility, ground floor rooms and existence of an elevator.
- c. Reasonable rates, breakfast included in the room rate if a complimentary one is not provided.
- d. A free hospitality room (preferably a conference room that can also be used for the meeting and registration). Check about hotel regulations concerning bringing in snacks for the hospitality room (negotiate (if possible) a waiver of the restriction).
- e. Trailer parking (if not available at the hotel, then somewhere close by).
- f. If banquet facilities are available and you plan to use them, negotiate the meal selection price for an estimated number. **Do not guarantee a minimum number or dollar amount to be spent.** A count for the number of meals needed will be due to the facility approximately one week prior to the tour's beginning.

4. Choose venues and attractions.

You will want something that will appeal to each visitor sometime during the tour. Some things to consider are scenic drives, National and State Parks, vintage car collections, museums, restoration facilities, factory tours, personal collections and historical locations. You will know what is of interest in the area you have chosen.

- a. **If there is a maximum number of cars/individuals that venues/locations can accommodate safely or comfortably – that should be set as the tour maximum.**
- b. Remember if you have too many people for a venue that you can divide into groups and visit more than one venue at a given time and then reverse the groups so that everyone visits all venues.

5. Plan your daily routes.

- a. Suggest a starting time. Depending on the distance between venues and the time to enjoy each, you may have only one or two places of interest in the morning or in the afternoon. (If you divided into groups at any time, be sure to clearly mark the different routes.)
- b. Remember to note areas for restroom breaks in the directions (the morning one might be a coffee stop). Consider the age of the cars on the tour and limit the daily miles driven accordingly (50-80).
- c. Remember to allow time for lunch. It can be a group lunch you have planned or lunch on your own. (Your route planning must include places to eat at lunch time.) Allow some relax time so people have time to visit with each other. **Once the tour is laid out, have someone not familiar with the routes drive the routes to test the directions before they are printed.**

6. Meals

- a. Often there is an opening banquet or get together. At this time an overview of the tour can be given, corrections or changes can be shared, and questions can be answered.
- b. A final banquet or group meal is necessary so the required club meeting can be held. The cost for each meal except the “on your own” is negotiated and included in the tour cost (taxes and gratuities included). If there are menu choices, they are included on the registration form. Remember to find out the date your meal count is due.

7. Create your budget

- a. When you create your budget, there are a multitude of things to include: group meals and banquet (taxes & gratuities included), coffee stops, venue admissions, donations, hospitality room supplies (paper products, snacks, drinks), photographs (if taken), name tags (use large print), dash plaques (optional), tour book, office supplies and stamps, and tour bag if needed.

- b. When you are figuring the cost per person (driver or passenger) for your registration, each pays their own way (meals, hospitality room, admissions, donations, name tag, etc.). The cost of the tour book, tour bag, and dash plaque are added to the driver's cost. Your estimated cost for things such as office supplies are divided equally among the number of anticipated participants. **Round all figures up to even dollar amounts.** Add an **additional 10%** to each total to cover unforeseen costs.

8. Prepare your registration form. It must include the standard owner/driver release form (insurance). (see sample)

- a. Ask if cell numbers can be published in the tour book?
- b. The registration deadline is generally **30 days** before the tour. Set and publish a cancellation date and a not to be mailed before date.
- c. All checks are made payable to **Mid-Atlantic Region VMCCA**. All receipts and disbursements must pass through the Mid-Atlantic Treasurer. **Do not open a separate bank account for the tour.**
- d. **All drivers must be members of National VMCCA to participate on the tour.** Include a space on the registration form with the cost of \$40 for those that need to join National.
 - Note: If a driver is a non-member of VMCCA, they are not entitled to coverage under VMCCAs insurance policy.**
- e. Registration forms are distributed in the Wheels "A" Rolling, or by a special email (snail mail for those without email), and on our website.
- f. Once registrations are received by the registrar, acknowledge to the participant that they are on the tour or on a waiting list if you have one.
- g. Send a list of participants to Mid-Atlantic's membership chairperson so each name can be verified with National.

9. Tour Book (see sample for writing directions)

- a. A good tour book is essential for the tour. Directions must be simple, clear and accurate. Include mileage increments for each direction along with the running total of miles. Have someone run the directions before you go to print!
- b. Maps of the routes can be included.
- c. Phone numbers for AAA or another towing company, local medical facilities, auto parts stores, and tour directors should be in an easily accessible place.
- d. A list of participants' names, hometown, car being driven, and cell number (if okay with participant) are often given.
- e. The Mid-Atlantic Director will often write a "welcome letter" to be included.
- f. A list of local restaurants and gas stations are helpful.

10. Hospitality Room

- a. This room is the gathering place for people to visit and to snack. Hopefully it is large enough to seat all those on the tour.
- b. Money from the registration fee is used to purchase paper products, snacks, and drinks. Check to see if there are supplies left over from the previous tour that you can use. Ask those coming to bring “goodies” to share.
- c. Set the times the hospitality room will be open. It is usually open in the morning so people can get water to take along for the day. If there is no coffee stop, some may take a snack with them.
- d. It is open in the evenings for visiting but set a closing time. Ask for volunteers to help with the hospitality room.

11. Business Meeting

- a. Mid-Atlantic’s Bylaws require that a meeting be held while on the tour. This is most often held at the final banquet but could be held at another group get-together on the tour (luncheon).
- b. Check with the Director to help you decide. You may need to secure a microphone, podium and a flag from the facility (or request to use the club's media setup).

12. Proof of Club Insurance

If a venue or facility requests or requires proof of the Club’s Insurance, contact the Director. He/she will make arrangements with National to receive the verification for you.

13. Tour Director’s Expenses

There is a monetary amount given to the tour director (after the tour) to help offset his/her expenses in planning the tour (gas, tolls, etc.) Remember to keep all receipts.

14. Additional Information

- a. If you have never done a tour, ask the Director for assistance or ask for a list of members who have done tours to help you.
- b. Request participants to bring their own name tag holder or lanyard to help save on expenses.
- c. All tours are different, these are guidelines. You can deviate if necessary. If in doubt check with the Director or Vice Director or your mentor.

NOTE: previous versions compiled by David Young and Becky Woodall

Sample Page Layout for directions for the tour book (1)

Instruction #	Cumulative Mileage	Incremental Mileage	Instruction	Supplement Instruction
1	0	0	Leave parking lot turn left onto Hill Road (West)	
2	.5	.5	Turn right at light to Washington Road. Continue on Washington Road for 20 miles to Jefferson RD.	Shell station at turn
3	20.5	20	Turn right on Jefferson Rd.	Look for Jefferson Airport on the Right at the turn

Sample Page Layout for directions for the tour book (2)

Miles to Action Action to be taken Cumulative Mileage

0	Leave parking lot at front of hotel and Turn Left onto Highway 20	Read odometer
13.5	Turn Left on County Road 33. Turn is well marked	13.5
7.2	Turn right on US 40 Pass red barn with shutters on the right. Then 1 mile to turn Alert: Often speed trap	20.7

	Thru town of Perryville.	
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Sample Owner Driver Commitment/Release Statement for Registration Form

I hereby agree to enter the vehicle described in The VMCCA Mid-Atlantic Region (**Spring/Fall/date**) Tour. In consideration of the right to enter this event and other valuable considerations, I (we) do hereby agree to indemnify, protect, defend and hold harmless VMCCA and its Chapters, Regions, Officers, and Representatives from and against any 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 **20_____ 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.

Name of insurance company is _____ **Policy No.** _____
Policy Term (dates) _____ **to** _____

The owner/driver certifies that the described vehicle entered in this event has passed the requirements of the motor vehicle authorities of the state in which the vehicle is registered and the vehicle is legally registered and/or licensed. The VMCCA and its representatives will not, and cannot, be held responsible for the 'safety certification' of any participating vehicle.

Signed (owner) _____ Date _____

Driver (if different) _____ Date _____

See attachment for sample registration form.