**Report to the Committee on the Tours Group of the HRC.**

Earlier this year the Committee agreed that Mike Batten, Arthur Evans and Dave Johnson should constitute a Tours Group within the Committee following the survey we conducted late 2022 after the Tour of the North and the Tamworth Tour.

Arthur had successfully run both these events and he had indicated that he wanted a rest from the job. We hoped to retain his interest but he did step back from anything active in the club shortly after.

The object of the Group was to develop procedures within the club where the standard that Arthur had set would not be lost and that perhaps a system could be devised to spread the load across the club membership while attempting to raise the bar of the organisation of our Tours and certainly not to have it diminish with a change of director.

Mike and Dave continued with many discussions and analysis and went on to implement their thoughts resulting in the Bathurst Tour. The following is an endeavour to document the organisation and these thoughts in a manner for future use by the club.

**ORGANISATION**

There are two arms to the organisation, the Roadwork managed by the Road Director and the paperwork, entries, communications, promotion and socialising arrangements, managed by the Tour Manager. One of these needs to experience to overall run the event and that person is appointed by the Committee at the Tour Organiser.

In the Bathurst Tour Mike was the Road Director, Dave was the Tour Manager and as Mike had already been accepted to run the event he continued as the Organiser. This arrangement allows for a less experienced Road Director to be appointed as long as there is experience there with the Tour Manager who becomes the Tour Organiser.

The Road Director should have assistants in Assistant Road Director and Communications Officer, the latter only working under the Road Director once the event has started. Prior to that they are working with the Tour Manager. An assistant can also be very functional for the assembly of material for the Road Book, much of which is procedural and not directly related to the course of the event.

The Tour Manager should have an Entries Secretary, Communications Officer until the event commences, Social Secretary/Manager working with the Master of Ceremonies for the evenings.

For the recent Bathurst Tour Mike and Dave did all jobs except for the Communications Officer and the MC which were looked after by Ann Mulholland and John Cooper. The plan is to slowly train up others to assist in the other roles when we know exactly what we want done.

We believe that the plans we made worked very well and there are only minor modification needed to improve the results efficiently of the jobs already setup.

Much of the thinking that went into the Bathurst Tour also needs to be identified. We had to regularly identify that we were not running a ‘rally’ and that we were now in the entertainment business. Nothing wrong with rallying but needed to think outside that box from time to time.

There are some other concepts which have not been fully developed at this stage but will be worked on during the year with the Tour to the Snowy and the Tour to the Sunshine State (or whatever we decide to change the names to).

**ROLE OF THE COMMITTEE**

We firmly believe that the Committee should have certain responsibilities over the Tour Organiser for individual Tours.

When are where a Tour is going to be run, start and finish and be called can make or break an event. These are issues that cannot be left to an individual who put up their hand to run an event. The Entry Fees also has to be established by the Committee and some facility to make sure that the procedures that we are establishing are being followed.

 It is also a strong recommendation that prior to the survey of the course we find out if there is anyone who has knowledge of the roads that are proposed to be used to perhaps save a lot of time and money that would be wasted if local conditions were researched beforehand.

So we urge the Committee to accept the recommendation of its role in the conduct of the Tours.

**PROMOTION**

Dave looked after the Promotion for the Bathurst Tour and with only three months initiation we were very happy with the 26 starters and 6 withdrawals from the entry list in this limited time. He has agreed to continue this role into the future.

This is one of the important issues that we identified and that was to announce the Tours proposed as early as possible in advance. We did this with the 2024 calendar and it is already well received and interest has been raised for both events.

We have listed each of the 2024 events on the Agenda so that the details referred to above can be considered by the Committee.

Everything we are working on here is a work in progress and must be considered as such.

**REMUNERATION:**

We considered the resolution of the Committee taken before the Tour of the North and the Tamworth Tour relating to remuneration to the Director and Officials in Tours.

We propose a slight variation of the earlier plan.

**During the Survey** the Road Director is repaid all accommodation and fuel expenses.

So that remunerations can be budgeted for correctly we have tentatively adopted daily fuel and accommodation allowances, The adopted figures used for the Bathurst Tour were Fuel $120 and Accommodation $140 both per day.

The following is the list we used for remunerations for Bathurst **during** the event, which we think is appropriate to adopt.

Tour Road Director : Accom and Fuel per day

Sweep : Fuel per day

Tour Manager : Fuel per day

**Further, we consider the following also to be appropriate.**

Where the Tour Manager has the responsibility of the overall Organisation then they are also remunerated with the Accommodation Allowance. We propose that the Tour Manager will act as Sweep on the tarmac sections of an event where such is offered as an option.

On the recommendation of the Tour Organiser to the Committee the following remunerations could also be made

The Communications Officer, who can travel as a participant for the event can pass a deduction to the entrant of their vehicle for up to say 2 ½ days entry fee.

Others who are assisting before the event in Entries, Road Book preparation can be repaid for their services is parts of the Entry Fee.

We comment that when the earlier decision regarding remunerations was made it was observed that Arthur later commented that he didn’t think the Director wasn’t being looked after properly. He wouldn’t go into it further and tell us in what way he meant as he wasn’t being asked to pay for anything in the Motion that was adopted. We suspect that it was in the extras that he was providing which in part is what we are trying to cover here as we have realised that there is a lot of extra detail to chase up say with entries as many don’t come with a fully completed entry form.

**MOTION:** That this interim report on Tours be accepted and the procedures reported on be endorsed.

Report by Mike Batten and Dave Johnson.

6 September 2023