



## PSMINI Club Guidelines Event How-To

### PSMINI Club Guidelines for Members

#### Event How-To! *Revision 1.1*

#### **Guidelines, How-To Plan an Event**

So... you want to plan an event! Congratulations! It's a big undertaking and we're behind you all the way! If you have a great idea for an event and would like assistance from the club please e-mail: [events@psmini.org](mailto:events@psmini.org). The club will help ensure the guidelines are followed which, we strongly feel, makes for a better event. If you want to go about it on your own, the guidelines are an excellent place to start. Sourced from multiple clubs around the country, these guidelines have been compiled from years of experience organizing events. They streamline the organization process, make life a little less daunting in both the organization and execution of the event, and help ensure that the rallies meet a high standard of consistency and safety.

Don't forget; we're here to help! Feel free to contact [events@psmini.org](mailto:events@psmini.org) or any officer with questions you may have. And let us know when you're planning a dry run (more on this below)!

#### **Driving Event Guidelines**

Many rally masters plan their routes using their GPS software or Google Maps. How you choose to plan your rally is entirely up to you. Some rally masters use a GPS with an uploaded route to help them navigate during the rally. Either way, a navigator is required in order to help you safely communicate each turn while driving.

Route sheets are a necessity to ensure safety. One route sheet must be provided to every car on a rally. You are free to create your own and, at minimum, you need to include the following items:

- The direction of the turn.
- The street name (as signed which does not always match Google Maps).
- The mileage point of the turn including zero-out locations and final mileage.
- Any hazards such as speed bumps, hazardous road features, railroad crossings (or other areas of rough crossings), and areas where cross traffic does not stop.

While different MINIs will have different mileage due to variances in tire size and inflation, these general mileage guidelines will help those who may become lost. Included in this packet is a template that may help you. Tulip diagrams that illustrate the turns are helpful but aren't necessary. An example route sheet is provided in the Guidelines section on the forums which you can copy and paste elements to create diagrams if you choose to include them. You can create your own in Microsoft Word using the



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drawing tools. Please submit a copy of your route sheet to [events@psmini.org](mailto:events@psmini.org) in advance of the final dry run before your rally. Route sheet assistance is also available if this is not your forte.

Route sheets need to be accurate based upon posted signs. If using Google Maps to create your route sheet, it is critical that any discrepancy between the posted road sign and the Google direction must be noted. Additionally, any potential hazards or tricky direction changes, stops, etc. must be noted on the route sheet. This would include, but is not limited to, intersections where cross traffic does not stop, uneven railroad crossings, quick changes in speed (like when entering a small town from a highway), etc.

Providing mileage between turns helps everyone anticipate changes in direction and approaching hazards (like railroad crossings, stop signs, etc.). Total mileage helps everyone keep track of where they are on the route sheet. Because of variances in tire size and other MINI characteristics the total mileage for each participant will vary. To keep this variance at a minimum, it is important to plan "zero-out" points where everyone will zero their tripometers. This is generally done at every stop to break the route into segments. The total mileage for each segment will then better match every participant's tripometer.

Each line, or direction, on the route sheet should be numbered. This makes it easier to reference specific areas of the route sheet when communicating upcoming turns and hazards during the rally.

**Route Sheet Printing:** Please print one route sheet for each car on the rally. Please print them single sided, in black and white only.

**Goodie Bags:** PSMINI has no guidelines for goodie bags. If you'd like to put goodie bags together please contact the events staff, as we may be able to help.

**Cling Art/Motoring Badges/Shirts?:** We work with a variety of artists for our artwork and graphics used during events. Please contact [events@psmini.org](mailto:events@psmini.org) at the start of the rally season to coordinate your artwork as soon as possible. Not all rallies will have merchandise available but if you'd like some for your rally plenty of lead-time is needed to get it printed so please mention this early.

**Liability Waivers:** Two days before your rally the events committee will print a list of participants. This list will be used the day of your rally to check people in. All participants must check-in and sign the liability waiver that will be provided the day of the rally. Anyone checking-in that is not on the list needs to provide the full names of everyone in their MINI, their membership status, and sign the waiver. All participants must sign the waiver before the event can begin. This agreement between you and any attendee holds you and the club harmless from any incident that may occur. If a fee is required for the event it will also be collected at this time.

**Fees:** Some events have a fee associated with them. This fee will be collected at the time the participant signs the liability waiver.



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**Volunteers:** The Club is full of people who love to help! We have volunteers who can help you check people in, hand out route sheets, sell merchandise, and perform other tasks. Let us know if you have any special requirements.

**Bathroom Breaks:** As a general rule most people are comfortable driving three hours between breaks. If your route is beyond three hours it is a good idea to find a stopping point in the middle for people to stretch, get a drink, and take a break. Plan properly for parking, enough time for everyone to go, and an easy exit back onto the route. A lot of people like to stop at Starbucks or other coffee shops. This is a fine place to stop but do recognize most Starbucks only have one restroom so plan the amount of time you stop accordingly. It's also nice to phone ahead and let the Starbucks know you'll be bringing 60 (or however many people are participating) of your closest MINI friends all at once.

### **Tips to creating a safe rally:**

Traveling in a large group is very different than in a small group. Going from three MINIs to even six can dramatically change the dynamics of a route. As much as keeping everyone together might look "cool", safety and obeying the traffic laws must take priority over keeping the group together. But, with careful planning, keeping the group together (even 50 MINIs or more) can be done safely and be done while obeying traffic laws.

Traffic laws must be obeyed. This is the Rally Master's responsibility.

The road might be twisty but if the speed limit says 25 mph then you'll be taking those turns at 25 mph. It's important to evaluate if what you consider "fun" is fun at the posted speed limit, as temptation to drive outside of ones ability can make for a very bad rally.

Use FRS radios. FRS radios are a great way to communicate upcoming turns and unexpected obstacles. Our club uses channel 7 sub-channel 21. Be sure that any first-time attendees know how to operate their FRS radios. For rallies of more than about six cars expect the group to spread out beyond the range of most FRS radios. It then becomes important to designate someone in the middle as the "relay" or "marshal." The relay will, when asked from the back, repeat or "relay" what the Rally Master has said so those in the back of the pack will be able to understand the instructions. The relay acts as a point of communication between the leader and sweeper.

Use a "sweeper". Someone who knows the route and area should be designated as the last MINI in the group, or sweeper, to help keep the back of the group on-course. The sweeper can help keep radio communication flowing with turn details if the back gets too far behind, they can chase after and collect any MINIs that miss turns, and provide a support role in making sure everyone arrives at the end location with the group.



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Do as many “dry runs” as needed. A dry run is the act of actually driving the route while following the route sheet as if you were leading the rally. This allows you to verify that the instructions match the street signs, there are no unexpected road closures, the mileage is accurate, and gives a general sanity check to the route. Four months in advance of a new rally, it should be run with a club officer or officers.

A week or two before the date of your event it is important to run the route one more time just to confirm nothing unexpected will derail your rally. This is especially true with unpredictable weather. Many a rally has been stopped dead in its tracks by road closures, maintenance, potholes, fallen branches/rocks, washed out roadways, other obstructions, and it’s always good to have one last (and recent) first-hand account of the route. This is especially true after a windstorm or heavy rains. Additionally, always know the areas your rally travels and be ready to improvise.

Build re-group, or re-queue, locations into the route. This is especially important after left hand turns and after going through a series of lights. The re-group locations should be clearly marked on the route sheet so drivers know where they need to go to regroup. A re-group location should be a legal area of roadway or parking lot to pull over and stop. It should be safe and not impede the flow of other traffic. Returning to the route should be easy for all drivers and not cause the blocking of other traffic on the public roadway being used for the rally.

Don’t over estimate the pace at which your group will be traveling. Always do your dry runs at the speed limit and then pad that time a bit. On highways and technical roads, based upon the experience of the group, you may find the group will be traveling slower than the posted speed. Groups always run slower, especially if using re-group points, and arriving an hour late at the destination restaurant can cause issues for everyone. It may be helpful to have your navigator phone the restaurant or other end point about 30 to 45 minutes before your arrival.

Right turns are easier for large groups to navigate. It isn’t logistically possible to create a rally consisting of only right turns (even NASCAR goes left and they literally drive in a circle) but, when possible, try to avoid left turns that cross major roadways and where visibility is low. Sometimes, it is necessary to cross a major highway or navigate a less-than-ideal intersection. If extra care should be taken at a specific location please note it on the route sheet.

When scheduling your rally with the club, check local websites related to tourism, parades, and races involving bicycles and runners (like 5Ks). While we can’t always anticipate major events and traffic alterations as a result of community events, we do try to avoid overlap when possible.

Always review the route sheet at the drivers meeting and be ready to answer questions. Make sure everyone is clear on the re-group points and any other stopping points you are planning.



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Have fellow MINIacs join you on dry runs, especially a few well-seasoned ralliers and fellow rally masters. It's always helpful to have veteran rally planners on your side. Having several cars that know the route and are spaced throughout the pack reduces the number of times the group needs to re-queue and helps ease anxiety when pace cars slow the pack. Not only can they help you feel more at ease and answer any questions you might have, they can also help promote your rally with a glowing recommendation!

The morning of your run you'll be holding a drivers meeting. At the drivers meeting it's important to review the route sheet and go over the general club safety rules, which are:

- Lights on for safety
- No rear fog lights
- No front fog lights
- Use turn signals early, it really helps the MINI behind you
- Use your FRS radio
- Drive the speed limit
- Obey all posted road signs and traffic laws
- Drive within your ability
- Always keep the MINI behind you in your sights
- It's OK to pause before a turn to make sure the MINI behind you sees the turn
- Do your best to not to hinder the natural flow of traffic; these are public roads
- If you feel like you are a spirited driver please stay towards the back of the pack (the back is always going a little bit faster)
- If you'd like a more scenic and slower paced drive stay at the front
- Maintain adequate spacing between MINIs
- Be Safe, Have Fun, and Motor On!

During your run there are a few things that help keep everyone together:

Rally Master

- Announce every turn
- Announce hazards
- Maintain the speed limit or slightly slower to keep the pack in your rearview mirror

Sweeper

- Announce when you've completed every turn
- Announce when there is a delay or the pack gets separated (like a light turning red)
- If you find yourself out of range from the Rally Master start announcing every turn