



Organising a Cruise for the MX-5 Club of WA

The purpose of this document is to provide guidance to anyone new to organising a cruise.

Don't let the size of the document put you off, it is meant as a comprehensive check list to provide you with all the information and background as to how the MX-5 Club of WA plans and develops its cruises and cruise notes.

If you volunteer to organise a mid-week, Saturday or Sunday cruise this can be as simple as checking a set of prepared cruise notes for clarity and recent road changes or you may want to do something different; it is up to you!

If you feel a bit stumped there is no need to reinvent the wheel - we have a plethora of previous runs that you can modify or re-run as suits you.

If in doubt simply contact any of the Clubs Coordinators at events@mx5club.com.au, social@mx5club.com.au or southern@mx5club.com.au, they will provide you with all the support you may need.

Contents

Organising a Cruise.....	2
Event Coordinators.....	2
Start Place and Time.....	2
Monthly Cruise - 1 st Sunday of the Month.....	2
Midweek Events.....	2
Southern MX-5.....	3
Duration, Distance and Where to Go.....	3
Making Arrangements with the Venue.....	3
Roads and Things to Avoid.....	3
Breaks and Regroups.....	3
Cruise Notes Format.....	4
Duty of Care - Cruise Notes.....	4
Final checks.....	5
Advertising.....	5
On the day: what works well.....	5
After the event.....	6

Organising a Cruise

On the club website club under “Coming Events” the club has listed a framework of cruises for the current year and as the calendar year closes they post a framework for the next year. Often the impending cruises already have an “owner” The cruises requiring leaders are advertised monthly in the Committee minutes. Once you have volunteered for a cruise, the options are:

- Use one the cruises from the “Coming Events” as described.
- Use one the cruises from the “Coming Events” but modify the cruise to add variety.
- Create a new cruise to replace one in “Coming Events” or add an additional cruise to the list.

Work with the relevant Coordinator on setting and finalising your cruise. Cruise notes may already exist and the relevant coordinator can send you these.

If creating a new event, check with a group of club members, that your proposed event is of interest, suitable, and that the price (if any) seems acceptable. Liaise with the relevant event coordinator and confirm the date (to avoid clashes) and any subsidies that might be applied.

Check if a permit is necessary for the venue. If any prizes are required, get approval from the relevant event coordinator.

Coordinators

There are three coordinators for cruises and events:

- Event Coordinator (email: events@mx5club.com.au); who typically coordinates the Perth based first Sunday in the month and the Saturday Dawn breakfast raids.
- Social Coordinator (email: social@mx5club.com.au); who typically coordinates the other Perth based runs such as mid-week runs, Saturday runs and social events.
- Southern MX-5 Coordinator (email: southern@mx5club.com.au) who typically coordinates all runs for the Southern MX-5 Group.

Start Place and Time

Monthly Cruise - 1st Sunday of the Month

When planning a 1st Sunday of the Month Cruise it is essential that the cruise departs at 9:30am and leaves from one of the club’s regular meeting points. These are:

- **CENTRAL:** we meet in the **BURSWOOD CAR PARK** between Bolton Avenue, Glenn Place, Victoria Park Drive and Great Eastern Highway; see www.mx5club.com.au/images/Burswood_Map.jpg
- **NORTH:** we meet near the Muzz Buzz at the **Lakeside Shopping Centre**, 420 Joondalup Drive, Joondalup (to get there enter the shopping centre off Joondalup Drive between the Caltex and Hungry Jacks); see www.mx5club.com.au/images/Lakeside_Joondalup_Map.jpg
- **NORTH EAST:** we meet near the Muzz Buzz at the **Central Beechboro Shopping Centre** on the corner of Beechboro Road North and Benara Road, Beechboro; see www.mx5club.com.au/images/Central_Beechboro_Map.jpg
- **EAST:** we meet near the Muzz Buzz at the **Midland Centrepoint Shopping Centre** at 309 Great Eastern Highway, Midland; see www.mx5club.com.au/images/Centerpont_Midland_Map.jpg
- **EAST Alternative:** Use when the Midland Centrepoint Shopping Centre is no longer available as it’s demolished; see www.mx5club.com.au/images/Mcdonalds_Midland_Map.jpg
- **SOUTH EAST:** we meet at the **Gosnells Civic Centre** located between Albany Highway and Mills Road West in the parking area near Mills Road West Gosnells Civic Centre; see www.mx5club.com.au/images/Gosnells_Map.jpg
- **SOUTH:** we meet at the **COCKBURN GATE SHOPPING CENTRE** in the car park near the Gate Bar & Bistro; see www.mx5club.com.au/images/The_Gate_Map.jpg

Midweek Events

Use any of the monthly cruise start locations or one of the four meeting spots below:

- **CBD NORTH OF THE RIVER:** We meet in the **UWA BOAT SHED** car park on the corner of mounts bay road and Hackett Drive, Crawley; see www.mx5club.com.au/images/UWA_Boat_Map.jpg
- **CBD SOUTH OF THE RIVER:** we meet in the **Millers Pool Car Park** under Narrows Bridge in South Perth; see www.mx5club.com.au/images/Mill_Point_Map.jpg

- **CITY BEACH:** We meet at the car park shared by **CLANCYS FISH BAR AND THE ODYSEA CAFÉ**, at 195 Challenger Parade, City Beach. See www.mx5club.com.au/images/City_Beach_Map.jpg
- **NORTH MOLE** We meet at the car park at the end of **NORTH MOLE DRIVE**, North Fremantle. See www.mx5club.com.au/images/North_Mole_Map.jpg

Southern MX-5

There are five designated start points for the Southern MX-5 cruises

- **BOUVARD MARINA** We meet in the **BOUVARD MARINA CAR PARK** at 45 Rees Place, Wannanup; see www.mx5club.com.au/images/Cafe_Coast_Bouvard_Marina_Map.jpg
- **MANDURAH FORUM** We meet in the **HUNGRY JACKS CAR PARK, MANDURAH FORUM** at 330 Pinjarra Road; see www.mx5club.com.au/images/Hungry_Jacks_Mandurah_Forum_Map.jpg
- **LAKELANDS** We meet in the **MCDONALDS CAR PARK, LAKELANDS SHOPPING CENTRE** at 49 Banksia Gate, Lakelands; see www.mx5club.com.au/images/Mcdonalds_Lakelands_Map.jpg
- **ERSKINE** We meet in the **MUZZ BUZZ CAR PARK, ERSKINE CENTRAL SHOPPING CENTRE** at 36 Wattleglen Avenue, Erskine; see www.mx5club.com.au/images/MuzzBuzz_Erskine_Map.jpg
- **MEADOW SPRINGS** We meet in the **SPRINGS CAFE CAR PARK, MEADOW SPRINGS SHOPPING CENTRE**, 25 Meadow Springs Drive; see www.mx5club.com.au/images/Springs_Cafe_Map.jpg

Liaise with the relevant Coordinator if none of the above regular meeting points are suitable for your event.

Duration, Distance and Where to Go

Scenery, and roads, with something at the end, it's great to end at a park (with a picnic area and facilities), a Cafe, a Winery or a Pub. Avoid making bookings on member's behalf, if in doubts liaise with the relevant Coordinator. We have enjoyed doing runs over again, so look at the ones you have been on and, if you like, change them a bit for variety. A scenic or historic feature along the way is also welcome.

Try not to end more than say 2 hours away from Perth. 1st Sunday of the month cruises typically finish around noon and allow people to get back home by mid-afternoon. But if it is a round trip then you can add another hour or so. Typically, cruises range from 70 to 140 km. Arriving for lunch before 12:00 is desirable as it makes getting tables together more feasible.

Making Arrangements with the Venue

Once you have decided on a route and the final destination you will make arrangements with the chosen venue to accommodate the group.

- Make contact with the venue and inquire if a booking has to be made to accommodate the group on the specific date of the cruise. It will always be a best guess estimate when quoting numbers.
- It may or may not be necessary to confirm the numbers on the day, prior to departing the meeting point.
- It is always good practise to record the name of the person you made the arrangements with, and the appropriate phone number.
- If required an RSVP request can be sent out when the run is advertised, although it is preferred to avoid this extra work.

Roads and Things to Avoid

The most fun is on twisty roads that present a bit of a challenge. Avoid too much highway work. Keep to main roads in the suburbs; back streets break up the group and folk get lost. Use your judgement on how a group of say 20 or more cars is going to handle the situation you are leading them into. Avoid (wherever practicable):

- Right-hand turns on blind corners, just below crests or at traffic lights;
- Unmade or pot-holed roads;
- Turns into roads with no clearly visible street signs; and
- Stops without adequate car parking or warning, e.g. don't have members "pull over" just after turning onto a road.

Breaks and Regroups

Every hour is about right. Try to arrange these near a petrol station or where there are public toilets or a coffee stop. Make sure there is a safe space to park 35 plus cars, allow some time for socialising, photo's, etc. Please do not leave a

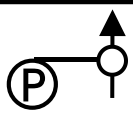
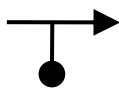
main regroup point as soon as the last car arrives, they may be travelling slowly because of mechanical issues. Allow the driver and passenger time to let the rest of the cruise know if they need any assistance.

Cruise Notes Format

In the interest of reducing confusion for navigators, it is desirable for you to use an established standardised format. The template supplied will include the Duty of Care points (3 Golden Roles) and other pertinent warnings. The relevant coordinator will send you past cruise notes for similar events in word format. Some people use the following format:

Distance	Comment
0.0	Zero tripmeter as you Turn Right out of the Car Park
0.1	Turn Left at roundabout into Victoria Park Drive
1.9	Turn Right at T-junction into Orrong Road , becomes Welshpool Road

Others use more elaborate notes with tulips:

Distance	Action	Location
0.0		Zero your tripmeter as Turn Right out of the Car Park and after 100 m Turn Left at roundabout into VICTORIA PARK DRIVE
1.9		After 1.9 km Turn Right at T-junction into ORRONG ROAD , becomes Welshpool Road

- The clarity and accuracy of your notes is vitally important to the success of your cruise!
- Remember to check the distances and note major turns and road conditions, include street names at turns. Include your mobile number in the instructions in case people get lost, breakdown or have to leave the trip early.
- Don't try doing the cruise notes from the UBD or Street Smart on the lounge room floor (this never works).
- Using Google maps to initially develop your cruise notes is often the easy way to start.
- Check that you have the left and right turns recorded, as they should be. Experience shows that not all our odometers record the same kilometres, never-the-less it is very helpful to have the distances between turns and land marks as accurately as you can. Try and include when a turn is at a T-junction so that club members know they don't have to look out for a street sign and can simply drive to the end of the road.
- Warn members if a road veers sharply or forks in different directions. Try and include warning for any obstacles that may be dangerous, i.e. train lines, potholes, speed humps, cattle grids, single lane bridges, etc. Include directions from the end point back to Perth if you end well away from the CBD.
- If you plan to print the notes as an A5 booklet make sure you use an appropriate font size.

Duty of Care - Cruise Notes

The club promotes safe driving always include the clubs "3 Golden Rules" and insurance disclaimer at the top of your cruise notes:

- **THIS IS NOT A RACE**; only drive as fast as you feel comfortable with, drive to the conditions so take account of wet patches, dirt on the road, oncoming traffic, etc. and keep a safe distance from other cars. Please adhere to all road traffic rules.
- **COURTESY**; please be courteous to other drivers and to those drivers who obviously like to go quicker than you, do not hold them up and let them pass, then everyone will be happy. If you are holding someone up, put your indicator on, slowdown, pull over and let them pass.
- **CONVOY**: we don't drive in a convoy and there are no convoy rules. Occasionally red lights and stops signs break up the group. The cruise notes are designed to allow you to follow the route at your own pace without the need to follow or keep up with others on the cruise.

You **CRUISE AT YOUR OWN RISK**; you make the decisions on how you drive and if you are competent to follow the suggested route. You (not the Club) are responsible for having the appropriate level of insurance cover; any consequences of joining this cruise (such as speeding fines, accidents and any other mishaps) are your own responsibility.

The club promotes responsible drinking; if your cruise ends at a pub or winery please include a reminder such as “If you plan to drink; **act responsibly and designate a skipper**” in the final instruction of your cruise notes.

Final checks

A test drive is recommended if you haven't done the run very recently to see if the roads are dug up, new roundabouts have been added, bridges or toilets are closed, the pub burnt down, etc. so there are no nasty surprises on the day.

It can also pay to check that there are no major events that may cause traffic problems, close roads or may be using the same car parks.

Advertising

Try to advise the relevant Coordinator by giving him a note with concise details so he can advertise the event in the Clubs MX-press magazine (to meet the magazine deadline this needs to be some 3 months in advance) and for inclusion on the club website. Things to include:

- Identify the type of event, which will include, but not limited to:
 - First Sunday of the month
 - Midweek Lunchtime cruise
 - Observation Rally
 - Dawn BreakFast Raid
 - Special event, like the M-Eggs-5 Good Friday Eggstravaganza, or a memorial run
 - Saturday Lunchtime cruise
- Where is the Meeting Point? Choose from the nominated start points, as these are generally known to members, and visuals are available, accessible from the club website.
- When is it? Date and Meeting Time and Departure time (allow ½ hour for socialising).
- Where does it end? What facilities (BBQ, Shops, Bakery, Café or Hotel) are there, are people to bring a picnic or BBQ lunch? What is the contingency in case of bad weather?
- How long it will take to get back to Perth at the end?
- If an RSVP is required include details of the date by which RSVPs are needed; how much money (if any) should be paid to the club by EFT.

Provide updated details a week before the run to the appropriate Coordinator so he/she can advertise (email and Facebook) an up to date reminder to members.

On the day: what works well

Before you leave home make sure you have:

- Sufficient copies of the cruise notes to hand out (20 is usually plenty)
- The contact and phone number of the venue, if you need to confirm numbers for the meal.
- Information Package for “post trip report author” which will include
 - A \$5.00 “Scratch and Win” ticket, attached to:
 - The guidelines on authoring a “Post Trip Report” for report writers
 - Any notes or references the author can use when preparing his/her report.
 - A notepad and pencil/pen for the convenience of the volunteer.

At the meeting spot:

- Be there on time and allow 30 minutes for the members to arrive. It is expected that if you organise an event you attend the event, or if you are unavoidably detained, at the very least arrange for someone to run the event and get them the notes, etc.
- Wear your name badge and encourage others to wear their badge too.
- Make yourself known to any new members, and/or guests of the club. Non-members who turn up are welcome, as are cars that are non MX-5; encourage them to join if they enjoy the day and advise them of the location of the electronic copy of the membership form.
- Assign an experienced member to first-time members, and guests to act as a “Buddy” to assist them in getting the most from the event. The responsibility of the buddy is to ensure the first timer stays on route, has assistance where required to read the notes, and arrive safely at the destination.
- About 10 minutes before commencement time, call the members together for a “drivers briefing” and distribute the cruise notes. You should mention all of the following items in your talk:

- Welcome to members and new members; check everyone has cruise notes. Give them an outline of what to expect:
 - Tell them the end point of the cruise;
 - Explain the direction in which the cruise departs;
 - Briefly explain the route to be taken, point out any danger spots by way of reference to the cruise notes; and alert members to any distractions on the cruise route and remind members if it is a double demerits weekend.
- Reaffirm the club's support of safe driving your comments must include the 3 Golden Rules; remind participants that everyone is expected to
 - Adhere to all road traffic rules.
 - Only drive as fast as you feel comfortable with, drive to the conditions so take account of wet patches, dirt on the road, oncoming traffic, etc. and keep a safe distance from other cars.
 - Be courteous to other drivers and to those drivers who obviously like to go quicker than you, do not hold them up and let them pass when its legal to do so, then everyone will be happy. If you are holding someone up, put your indicator on, slowdown, pull over and let them pass.
 - We don't drive in a convoy and there are no convoy rules. Occasionally red lights and stops signs break up the group. The cruise notes are designed to allow you to follow the route at your own pace without the need to follow or keep up with others on the cruise.
- If you end at a pub or winery remind members to drink responsibly and designate a driver for the trip home.
- Remind members to ensure they settle their part of any shared food and / or drinks bill.
- Remind all participants that they CRUISE AT YOUR OWN RISK; you make the decisions on how you drive and if you are competent to follow the suggested route. You (not the Club) are responsible for having the appropriate level of insurance cover; any consequences of joining this cruise (such as speeding fines, accidents and any other mishaps) are your own responsibility
- Encourage those driving solo to "buddy up" with another car that has 2 occupants so they don't worry as much about getting lost / left behind.
- Ask someone on your run to write an article for the Club magazine, MX-Press. Make sure you organise the "report writer" at the start of the run rather than as an afterthought later. Give them the package prepared previously (See Before Leaving Home notes on previous page)
- Finally count the number of cars and get moving

After the event

- Immediately after the event has been run inform the relevant coordinator of any accidents or incidents that occurred and advice who is writing the trip report.
- You are entitled to make a claim on the club for reimbursement of the following costs:
 - The Five dollars for the purchase of the Scratch & Win lottery ticket (Supply receipt).
 - Cost of printing the trip notes (Supply receipt).
 - Cost of fuel used to drive the proposed route. This includes the distance from your home to the start point, and the distance from the destination back to your place of residence. This amount is calculated using a typical fuel consumption for an MX-5 e.g. 7L / 100 km, and the current price per litre for fuel.-Petrol use in the planning of cruises capped at \$50 for day cruises and \$100 for weekends away.
 - Hotel or motel accommodation to a value not greater than the accommodation being arranged for a Club weekend away event. This reimbursement only applies for the planning of weekends away, is limited to one (1) overnight stay per event and capped at \$120 per event.
 - Prizes for observation rallies and the like to an amount agreed with the relevant coordinator

Thank you for giving your ideas and time to organise an event for your fellow club members!