

Sacramento Area Miata Owners Association

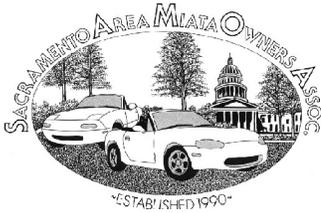
Fun Run Event Leader Kit

This kit is intended to help you organize and lead a Miata Fun Run.

This set of documents is compiled from suggestions, ideas and common-sense feedback drawn from SAMOA members, as well as other Miata clubs. Special thanks goes to Bob & Genny Paauwe for their contributions.

This kit also contains a safety reminder list and a liability release for use at the drivers' meeting at the beginning of your event.

You will find the most current versions of these documents of the SAMOA website.



Sacramento Area Miata Owners Association

Rules of the Road

The goal is to have an enjoyable day driving your Miata. Following a few simple guidelines will enhance everyone's fun.

General Items

- Use common sense, be courteous and follow the law.
- Arrive at the starting point on time with a full tank of gas.
- Be ready to leave on time.
- If you are going to meet the group on the route or leave the group before the end, notify the event leader.
- When parking in business parking lots, don't park in front of the business. Use the back areas of the parking lot so that their paying customers have places to park.
- Do not go faster than you are comfortable driving—you won't get lost if you are slower. Don't "jump" the traffic lights to keep up. Do NOT drive unsafely, beyond your ability or comfort level, to keep up with the group. Someone will wait for you.
- If you pass the leader of the group, or if you pull over and wave the sweep car past you, you have effectively left the group and are on your own!
- If you need to pull over, turn on your flashers and pull off the road. The sweep car will stop behind you.
- If you suddenly decide to leave the group, pull off the road and wave the sweep car past you.
- DO NOT TAILGATE! Use the three- or four-second rule between you and the car you're following. Sudden stops are normal for faster driving.
- Our line of cars should not dominate the road. If other cars are trying to pass us, let them.
- When we stop, such as to regroup, make sure you pull completely off the road.
- Use your turn signals.
- If you want the group to stop, flash your lights. If the car behind you flashes their lights, flash yours until the leader pulls over.
- If you are not feeling up to par, tell the leader. We will find someone to drive for you, no questions asked.
- When we are making a turn and there are two turn lanes, or when we are going straight through an intersection that has two lanes, use both lanes. We will re-group after the intersection.
- When we pass through a congested area, we will stop as soon as safely possible to re-group before any turns are made.
- Continuous unsafe driving that endangers the group will result in the leader ending the event immediately.
- When we have pulled off to regroup, and are ready to pull out, the sweep car will indicate by radio and/or signal and will pull out to indicate it is safe. You should still check to be sure it is safe to pull out. All Miatas should pull out simultaneously, to get onto the road in unison as quickly and as safely as possible.

Passing

- Pass only when legal and safe. Do not pass on double yellow lines or on curves.
- If a member of our group wants to pass you, let them.

Speed

- Stay within the posted speed limit. (The yellow speed signs on curves are advisory speeds.) If traffic is flowing slower than the speed limit stay with the traffic flow.
- If road conditions warrant, slow down.
- The lead Miata will establish the pace for the group, but it is each driver's responsibility *to keep the Miata behind him or her in sight*.
- This is a fun run, not a race. Drive safely and do not intimidate other drivers.

Radios

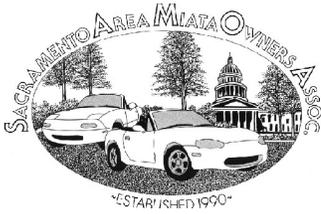
- If you are socializing, be aware that the lead Miata may be trying to tell you something.
- Pause often so the conversation can be interrupted if necessary.

Lead Miata

- Be aware of changing weather and road conditions. If it is hotter or colder than expected, allow extra stops so people can change clothes, put tops up or down, add sunscreen, drink water, etc.
- Wait for the sweep Miata to verify that all cars have cleared a controlled intersection before resuming speed. Do NOT slow down after a turn to watch to see if people made it – this often causes bunching up of cars and can be a traffic hazard.
- Always allow space for run participants to pull out of the traffic lanes without bunching up.

Sweep Miata

- Stay in frequent contact with the lead Miata in congested areas.
- Always let the lead Miata know when you have cleared a controlled intersection or congested area.
- Do not pass a Miata that has pulled over unless they have told you they are dropping out or if they wave you by.
- The sweep Miata should let the lead Miata know if the pace is too fast or too slow, and the lead Miata should make the appropriate adjustment.



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Six Steps to Planning a Miata Fun Run

STEP 1:

Select your favorite roads and/or destination.

STEP 2:

Coordinate a date with the Club Events Coordinator.

STEP 3:

Do a "pre-run" with the following things in mind:

- Select a convenient meeting place with ample parking, easy access in and out, and restrooms.
- If the run is going to include either lunch/dinner, look for restaurants that can accommodate a large group. (It's a good idea to talk to the manager of the restaurant to let them know what you have in mind and when you're planning to come. Maybe they can work out a special deal for the group or designate a room/area for the Club group.)
- Optional but highly recommended: When doing the pre-run, include approximate odometer readings at each stop or turn. (Even though odometer readings will vary slightly with different size tires, it gives the participants a guide to follow.) Certainly be sure to give street/road names and turn directions.
- Look for safe places to *queue up* in case the group gets split up by traffic lights or heavy traffic.
- Have we mentioned the importance of RESTROOMS? (The length of the run will determine the number of stops needed.)
- Try to AVOID: TRAFFIC LIGHTS (especially in busy intersections, fast traffic lights, series of traffic lights). If you encounter these situations, allow plenty of time (queue-up) for catch-up.
- Try to AVOID: STOP SIGNS (especially in busy intersections, series of stop signs). If you encounter these situations, allow plenty of time (queue-up) for catch-up.
- Try to AVOID LEFT TURNS (especially in busy intersections). If you encounter these, allow plenty of time (queue-up) for catch-up.
- Try to AVOID CROSSING A BUSY HIGHWAY WITH NO TRAFFIC LIGHT! THAT is a REAL killer!!!!

STEP 4:

If possible, at least 1–2 months prior to your run, submit a written description to Club's Event Chair, Webmaster and the Newsletter Editor. The Fun Run description will be included in the Events portion of the newsletter and on the SAMOA website. If you wish, there is a convenient form on the SAMOA website you can use for this purpose.

Your Fun Run description should include at least the following details:

- A general location of where the group will be traveling.
- Date, start time and meeting place.
- Approximate length of the run and the final destination (Include miles and/or time. Example: 83 miles; 2 hrs and 15 min.)
- If you plan on having lunch/dinner at a restaurant, do they accept credit cards or cash only?
- Any other expenses (tolls, entry fees)?
- Will the run be cancelled due to inclement weather?
- Include your name and e-mail address or telephone number in the run description so participants can contact you if they have any questions or need to cancel. It also helps to ask for RSVP's by a specific date so you know who will be participating. Also include a cell number for the day of the run if you will have a cell phone with you.

STEP 5:

Prepare and make sufficient photocopies of written directions to hand out to those participating in the Fun Run. (Use large type for reading ease.) If the Club Events Chair is unable to attend the Fun Run, **be sure to have enough copies of the Liability Release for each Run participant driver and co-pilot to sign.**

STEP 6:

If lunch/dinner is included in the run, contact the restaurant the day before or at the least the day of the run to give them a head count.

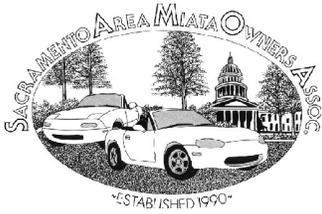
A few other suggestions:

If you will not be writing the Fun Run article for the newsletter yourself, ask for a volunteer to write the article BEFORE the Fun Run starts so the volunteer can keep good reference notes throughout the run.

Ask for someone to take digital pictures so they can be forwarded to the Newsletter Editor.

- In planning the run, it's helpful to take someone along to help take make notes on your "pre-run", such as writing the directions, mileage odometer readings and any special signs/landmarks to watch out for.
- **STAY AWAY FROM GRAVEL, AND DIRT ROADS!**
- You could consider combining the run with an activity such as a wine tour, museum or some other special event/place.
- Folks that have already sponsored a Fun Run are great resources for tips and, of course, the Event Chair can assist you if you need any help.

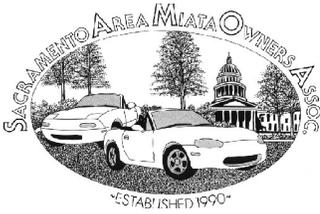
Most importantly—HAVE FUN!



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Guidelines for Event Leader Responsibilities

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 the **liability waiver is required**. Pass liability waiver around on clipboard. Remember to bring a 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(s) for post-event article.
 - Choose experienced Sweep and review duties.
 - Radio contact between leader and SWEEP car: Sweep confirms when group makes it through signals and major 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.
 - Event directions handouts (maps, driving directions) are 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 and photos 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.

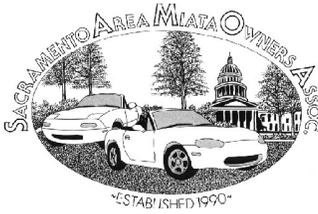


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Event Safety Guidelines

Before each event we traditionally introduce ourselves (go around the circle), review the route, select a sweep, set radio channels, answer questions and give some form of a safety speech.

1. **Drive at your own level.** If the Miata behind hurries you, wave them around and let them pass. Depending on the type of event, allow enough space between your car and the car in front of you to allow you to enjoy the drive and not to worry the driver ahead of you about how good your brakes may be. Use the three- or four-second rule to be safe.
2. **Keep the Miata behind you in sight at all times.** This is especially important when making a turn ensuring that the Miata behind you sees the turn.
3. **Use turn signals.** As soon as you see the turn signal of the car in front of you, turn on your signal to acknowledge to the car in front you see the turn coming and then to signal the car behind you a turn is coming.
4. **When pulling onto a road**, from a re-group point for example, **everyone should pull out in unison** when the sweep car does so AND you think it is safe to pull out. This is safer, faster and keeps the group together. (This pull-out technique is a key role of the sweep car, who is rear-most and can best see on-coming traffic. When the lead indicates the group is ready to go, the sweep will pull out when it is safe to do so; the sweep acts as a safety block for the rest of us to pull out.) Watch your rearview mirror for the sweep car to move out into the road so you will be prepared to move out all together – but make sure it is safe for you, in your own area, to pull out.
5. **Accelerate slowly when in loose gravel.** Take care not to throw gravel or splash water in the path of the car behind you.
6. **Turn your lights on and/or flash your high beams if you need to stop. Pull over and we will help you.** If you see the Miata behind you with its lights on, turn on your lights on to pass the signal up to the leader or the next Miata with a radio to communicate the situation to the leader.
7. **Be careful of your speed and in populated areas** and watch for children, pedestrians and especially bicyclists in nature areas. Traveling together, we may attract attention from children and/or highway patrol. **Always observe local speed limits.**
8. We like to stay together closely BUT always **be courteous to other cars** and allow them to take their turn and move into our group. Frequently, they may signal you to go ahead of them so we can all proceed together. If they do that, be sure to give a friendly smile, wave, or thank you of some sort if a driver is willing to wait for a dozen cars to pull out ahead of them.
9. Unless it's an emergency situation, **stay behind the leader and ahead of the sweep car** (must have radio to stay in touch with leader). Anyone that passes the leader or falls behind the sweep car has officially dropped out of the run and is on his/her own. If you have a problem, get the attention of the sweep car, who will attempt to stop (if this can be done safely), assist, and notify the lead car.
10. **Have fun and enjoy the event!**



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Event Leader Checklist

- Make sure you have **the SAMOA liability sign-in sheets**.
- Make sure you have an adequate number of the printed route instructions.
- Have several copies of SAMOA's **Rules of the Road** available for handouts.
- Double-check any reservations you have made for the group.
- Make sure the club radios will be at the event.
- Meeting time Meeting Place
Be sure you arrive before the advertised meeting time (10 or 15 minutes).
- Greet participants as they arrive, **have them sign liability form**, and answer any questions they may have about the event.
- Start time Give participants plenty of time to arrive (consider weather and road conditions), then call everyone around into a group.
- Introduce yourself and ask participants to do the same, stating their name, car color and year.
- Sweep car Assign someone to be the **sweep car** driver (last car in the group). It is especially important to have a sweep car driver that understands that job.
- Hand out **club radios**, one to lead car, one to sweep and the rest to others.
- Hand out route instructions.
- Go over any safety issues or tricky route instructions. Go over basic **Rules of the Road**.
- Answer any questions.
- Newsletter: Request that someone to write a newsletter article.
- Get in your Miata and lead on! Test and verify all club radio communication before starting run.
- Be sure you keep in radio contact with the sweep Miata at every turn, stop or when a problem occurs.
- At the final destination, thank everyone for coming.
- If you are unsure about how you did, get feedback from participants.

SAMOA Event Liability Release

Event Date: _____ Event Name: _____ Page _____ of _____

Start: _____ Leader(s) _____

Description: _____

Liability Release: I hereby certify that I agree to release and hold harmless the Sacramento Area Miata Owners Association (SAMOA) and their officers the and their Officers, Agents and Event Organizers of all locations where any part of the event is held from loss, damage or injury resulting from participation of the entrant(s) listed or in attendance. I also certify that my vehicle is properly insured to meet legal requirements of liability. ALL EVENT PARTICIPANTS MUST SIGN.

1	Yr/Color	Print DRIVER First, Last Name	Print PASSENGER First, Last Name
	License	DRIVER Signature	PASSENGER Signature

2	Yr/Color	Print DRIVER First, Last Name	Print PASSENGER First, Last Name
	License	DRIVER Signature	PASSENGER Signature

3	Yr/Color	Print DRIVER First, Last Name	Print PASSENGER First, Last Name
	License	DRIVER Signature	PASSENGER Signature

4	Yr/Color	Print DRIVER First, Last Name	Print PASSENGER First, Last Name
	License	DRIVER Signature	PASSENGER Signature

5	Yr/Color	Print DRIVER First, Last Name	Print PASSENGER First, Last Name
	License	DRIVER Signature	PASSENGER Signature

6	Yr/Color	Print DRIVER First, Last Name	Print PASSENGER First, Last Name
	License	DRIVER Signature	PASSENGER Signature

7	Yr/Color	Print DRIVER First, Last Name	Print PASSENGER First, Last Name
	License	DRIVER Signature	PASSENGER Signature

8	Yr/Color	Print DRIVER First, Last Name	Print PASSENGER First, Last Name
	License	DRIVER Signature	PASSENGER Signature