

## OPERATING GUIDELINES

### TOUR CHAIR AND TOUR LEADER

#### TOUR CHAIR

1. THE TOUR CHAIR SHOULD ATTEND MEMBERSHIP MEETINGS; BOARD MEETINGS ARE OPTIONAL.
2. ONLY LICENSED DRIVERS WILL BE PERMITTED TO OPERATE A MODEL A OR ANY OTHER VEHICLE AT ANY CLUB ACTIVITY SUCH AS MEETINGS, CONVENTIONS AND TOURS.
3. ALL VEHICLES (MODEL A'S OR OTHERWISE) PARTICIPATING IN CLUB ACTIVITIES MUST BE PROPERLY LICENSED AND INSURED WITH AT LEAST PUBLIC LIABILITY AND PROPERTY DAMAGE COVERAGE. ANY VEHICLE NOT IN COMPLIANCE WITH CALIFORNIA STATE LAW WILL BE DENIED THE RIGHT TO PARTICIPATE IN A CLUB ACTIVITY. WHEN A VEHICLE IS BEING USED IN A CLUB ACTIVITY, PROOF OF VEHICLE LICENSING AND INSURANCE MUST BE AVAILABLE FOR INSPECTION SHOULD THE TECHNICAL CHAIRPERSON OR A TOUR LEADER REQUEST TO SEE PROOF OF COVERAGE.
4. THE TOUR CHAIR ENCOURAGES MONTHLY ACTIVITIES BE SCHEDULED FOR THE MEMBERS. THE TOUR CHAIR CALLS ON THE TOUR LEADER OF EACH OUTING FOR A SYNOPSIS OF THEIR OUTING AT GENERAL MEMBERSHIP MEETINGS..

#### TOUR LEADER

1. TOUR LEADER PUT INFORMATION IN NEWSLETTER.
  - A. TOUR LEADER TO ANNOUNCE DRIVING ACTIVITY AND POINT CLASSIFICATION PRIOR TO OUTING. ADVISE IF THE OUTING IS TO BE ONE WAY OR ROUND TRIP. (SEE DRIVER-OF-THE-YEAR GUIDELINES.)
  - B. IF AN ACTIVITY IS A POINT OUTING AND AMPLE NOTIFICATION CANNOT BE PROVIDED TO MEMBERS AT A MEMBERSHIP MEETING OR THROUGH THE NEWSLETTER, THE TOUR LEADER SHOULD PHONE OR E-MAIL MEMBERSHIP AND NOTIFY THEM OF OUTING. EVERYONE DESERVES AN EQUAL OPPORTUNITY TO PICK AND CHOOSE THE POINT OUTING THEY WISH TO ATTEND. (THIS IS ESPECIALLY IMPORTANT IF THERE IS MORE THAN ONE POINT OUTING IN A MONTH.)
2. THE TOUR LEADER SHOULD DESCRIBE THEIR TOUR AND DRIVING CONDITIONS TO EXPECT SUCH AS MOUNTAIN ROADS, PAVED/UNPAVED/DIRT OR GRAVEL ROADS.
3. AT THE START POINT OF OUTING, TOUR LEADER NEEDS TO HAVE MODEL A DRIVERS SIGN DRIVER-OF-THE-YEAR SHEET TO EARN THEIR OUTING POINTS.
4. TOUR LEADER IS TO PROVIDE THE DRIVER-OF-THE-YEAR CHAIRPERSON THE LIST OF DRIVERS ATTENDING THEIR OUTING FOR POINT TRACKING.
5. IF THE HISTORIAN IS NOT ATTENDING THE OUTING, THE TOUR LEADER SHOULD TRY TAKING PICTURES OF THE OUTING WITH A PERSONAL CAMERA OR REQUEST THE USE OF THE CLUB CAMERA **WE NOW HAVE A DIGITAL CLUB CAMERA AVAILABLE FOR USE.** HAVE PERSONAL FILM DEVELOPED OR RETURN CLUB CAMERA TO THE HISTORIAN FOR FILM PROCESSING.
6. IF YOU HAVE FILM DEVELOPED, SUBMIT BILL TO TREASURER FOR REIMBURSEMENT AND NOTIFY HISTORIAN AMOUNT OF BILL SO HE/SHE CAN TRACK DOLLARS FOR THE HISTORIAN BUDGET.
7. AN ANNUAL BUDGET HAS BEEN ESTABLISHED FOR ACTIVITIES - CHECK WITH THE

TREASURER THE ALLOCATED AMOUNT.

**FOR ASSISTANCE WITH ANY QUESTIONS NOT ANSWERED  
IN THIS GUIDELINE, CONTACT THE CLUB PRESIDENT.**

NOTE: FOR ADDITIONAL GUIDELINES REFER TO THE 'RULES OF THE ROAD'

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