



## WIMA INTERNATIONAL RALLY DOCUMENT updated 2013

This document provides information on how to organize a *WIMA International Rally*. It can be annually revised and adapted and sent out to the NP of a WIMA Division that is going to organize another rally.

Before anyone starts offering to host a rally it is important to realise that there is a **huge amount of work involved in putting together an event of this nature!** At the same time a warning must be given out, that a **successful formula and a well organised Rally may become addictive!**

If there are several groups of WIMA members in the same Division that want to organise a rally in a particular country, they can be asked to provide a tender allowing the national team to pick the most appealing offer. To help organise an International WIMA Rally or to help create a tender this International Rally document can be used as guideline. It gives an idea of the format of a rally and points at things that are desirable or even essential to include.

### 1. General Background

#### Setting and allocation

The annual *WIMA International Rally* is organized in a different country each year, preferably in the month or season with the best chance of good weather. Decisions about where and when future rallies are to be held are taken by the International Council of National Presidents (ICNP) at least two years in advance.

In order to safeguard privacy of the event, time and place should not be publicised widely in advance, preventing unwanted curious and nosy people hanging around. It is common, however, to notify surrounding locals about the *WIMA International Rally* and inform them that WIMA motorcyclists will be attending the area. It is also wise to speak to the women participating and ask them to ride safely, refrain from speeding and show respect for the people and the environment visited. It is useful to seek advice from the local Police if there is likely to be a problem created by additional traffic in the area. Local town councils and tourist boards can be a good source of help and support.

#### Registration

The WIMA International Rally is open to all WIMA members. Members are allowed to bring a registered guest but note that the WIMA member is responsible for his or her behavior, in line with the International Constitution. Registrations/bookings are to be made through National Presidents, who are also responsible for ensuring the correct fees are paid, in the requested currency, in a timely manner.

#### Size and finance

One of the most important aspects to think about is the number of people likely to attend. It is wise to look for a site big enough to hold 300 people, but not to base costs on this figure, because less might register. 250 will be a better starting number; attendance will depend on the time and place, the rally price or the value for money one expects. Check attendance at previous rallies in order to make an estimation of how many women will be interested. Your financial projections should aim at making a small profit to maintain the *WIMA International Rally* fund for future use. However, if you find you have under estimated numbers and are likely to make a massive profit you can always provide more "freebies" – for example a trip out to a local attraction.

### 2. Rally Format

Most rallies so far have been in Europe at the end of July or at the beginning of August, however according to the International Constitution rallies can take place at a different time, and be organised by any Division, as agreed at the National Presidents' meeting.

Rallies can start with an arrival day on the Sunday and end on the Saturday after the Farewell party, approximately by mid day – all this may depend on the availability of the venue.

Here's a suggestion of what to offer:

<u>Sunday afternoon &amp; all day Monday</u>	arrivals and signing in
<u>Monday evening</u>	welcome meal
<i>Wednesday at noon</i>	<i>lunch</i>
<u>Friday late afternoon</u>	farewell meal, prize giving, presentation for next year, hand over flag, Farewell Party !
<u>Saturday morning</u>	packing, leave site by noon

Activities vary as to the organisers' liking, what can be arranged on the chosen site, and attractions in the area. Some women will not arrive until Monday and to allow time to arrive that day (some people are travelling long distances!) it is important to have the "official" start on Monday evening. Plenty of site based activities and entertainment may be a good idea for the beginning of the week. Common activities throughout the week are: a treasure hunt, road skills, a ride out / parade, meeting the mayor and locals, typical national act or local group performance, silly games/gymkhana, outings to places of interest, daytime or evening entertainment, disco and bonfire nights. Try to offer options of places to visit, and offer suggestions. Local Tourist Information offices can often help with this.

In case you want to allow arrivals from the Saturday afternoon and/or departures on Sunday you can make an extra charge for this. Some members want to come only part of the week, but this is can be really hard to organize. For members who would like to come for just a few days you must charge a comparatively high "day-price" in order to compensate for extra arrangements you may have to make. It will be easier to charge the same rate to all, and members make up their own mind how long they are staying! However, we want to be motorcycling woman-friendly and prevent unfriendly reactions, plain "No" at the door, or unreasonable charges. Organisers will have to use their discretion on this matter.

#### **Role of the International Committee of NPs**

At some point in the week the ICNP usually have a meeting and "Presidents' Dinner". This could be on the same day, or on different days. It can be off site, providing transport to and from the meeting venue is arranged. The International President can be contacted to discuss what she would like, or about any official part, opening and farewell speech and the meetings and dinner.

#### **Providing information**

The rally will be a multi-lingual gathering where most participants speak English or German, with a whole range of other languages in the mix! This should be considered when planning activities, particularly if requiring written instructions. The same applies for general information provided on site. The programme is usually provided in English and German at the least. Consideration should be given to getting important notices translated into other languages if the NP requests this.

### **3. The Site**

#### **Essentials**

- A provisional booking for the rally date to provide to all NPs by 31 December of the previous year.
- Large enough to accommodate up to 300 people and bikes in one area.
- Suitable access to venue and parking appropriate for motorbikes – eg not 3 k along a narrow stony lane which floods in the rain!
- Good toilet/washing facilities. Adequate showers. Will need male and female.
- Shop/bar/restaurant on site or within easy walking distance (less than 1 k)
- Communal, private area to meet in, sell regalia, get dry, sit and chat
- Area for on site activities to be held
- Location for welcome and farewell meals to be on site or within walking distance or transport to be provided (as we will be drinking).

#### **Desirables**

- Exclusive use of site
- Camping & room options on same site

Many people are keen to have indoor accommodation. Some WIMA members are not fond of or are unfit for camping because they are older or may have a disability. Moreover, if women travel a long way on a sports bike it may be difficult to find space for camping gear and clothes for a week of unpredictable weather and

circumstances. Help can be offered by suggesting ways participants could get tents delivered to the site if they are unable to carry them, or maybe national WIMA members can offer to lend a tent. Bear in mind some women fly in by plane and may want to post their tent and other gear if they are going to rent a motorcycle.

If the rally takes place in the mountains try to find a way to explain participants it can be very cold especially at night and try to provide blankets for those who come from a warm climate. In case the weather gets very hot try to warn participants against sunburn and provide plenty of drinking water. (Grown ups even tend to forget their senses when they are having fun!)

#### **4. Activities**

Under 'Rally format' several suggestions for activities have already been mentioned. Although each country is free to organize the week to their own liking, some women like rallies to follow the same format, and dislike too many changes from other years. But of course they are all in for a nice surprise or well thought out novelty!

#### **Games and competition**

Some competitive activities have become a habit, and a considerable amount of women enjoy this, and are eager to participate, but by far not all. Do not make competitions compulsory!

By gaining points throughout the week participants can win the honourable title of *Miss WIMA* or you can have a *winning WIMA-team of 4* by the end of the week with fun prizes.

Awards can be given for winners in each activity and there should be an overall award for best, second and third best total marks over all events. The concept of games for (preferably international) teams was introduced in 1996 when rally attendance became too big to organise individual participation in games and also to promote integration and mixing of nationalities. If you can find enough sponsors, every woman can come pick a prize but make sure this prize giving does not take too much time at the farewell evening! Remember too, that for the majority, prizes have to be packed and carried home on a motorbike!

#### **5. Entertainment**

All on site entertainment is best included in the cost.

#### **6. Excursions**

Ideally the cost of entry to places of interest should also be included in the cost. Any additional charges must be clearly indicated, and paid for with the booking fee, so that the correct amount of tickets can be purchased, and transport arranged if required.

#### **7. Goody Bags, Rally Badges, Souvenirs**

It is expected that, on arrival, all the information and bits and pieces visitors will need for their stay will be readily available. It is also expected that they will take away with them some memento of the rally. A T shirt is more or less expected these days and can be either the souvenir or a chargeable extra. If you have multi-lingual members to "meet and greet", this is very helpful.

#### **8. Finance and Funding**

##### **Preview**

The aim of WIMA and the International Rally is to organise a meeting for as many motorcycling women as possible. Some of these women ride expensive bikes, have a considerable income and wish some luxury in their for accommodation, and hot showers and a proper meal. Others may ride an old second or third hand motorcycle, be young, foolish and jobless and don't care for anything else but meet up with other motorcycling women. Some have tight schedules, can hardly get the week off or can only attend part of the week due to circumstances. Others have long holidays and like to stay as long as they can. Or maybe someone needs to go into hospital and does not want to run the risk of registering well in advance and losing their booking fee. And then there is that main group somewhere in between!. It is impossible to entirely please all, but organisers must try to offer a good week for a reasonable price, offering a range of options and choice for luxury or more primitive participation side by side.

##### **Payments**

Make sure payments can be made to a separate WIMA account, preferably run by 2 people, the WIMA treasurer and the National President or Secretary for example for a second signatory. Make sure the persons are confident, traceable and of respectable status in order not to run into surprises. This may sound silly and overdone to some of you, but money still makes the world go round and helps motorcycling women around the world too. The organiser, whilst handling funds, must not be a signatory for cheques. Full receipts and

accounts must be provided to the Treasurer for audit by a set time, for example no later than one calendar month following the closing date of the rally.

There should be a fund of money available to be borrowed for initial expenditure. This must be repaid when the accounts are submitted, as must any profit made. In case of a profit a committee shall decide how much of the profit will go into the fund for future International rallies and how much will go into general club funds or other aims.

Some rallies had a profit from their rallies and the ICNP has tried to find a way to collect some of this money and use it to cover any accidental damage or loss or maybe sponsor some who cannot afford to come from far on a low budget. A WIMA rally fund was established but how to use the money properly for rally coverage is still something to figure out. In order to lower the risk of a loss it may not be taken for granted that the International Rally Fund of WIMA will cover anything. Proper accounts/books and statements of all financial activity plus a written account for all plans, financial requirements and participation expectations that will help account for a loss might enable any future coverage of loss or extreme bad luck or damage. Divisions may want to consider insurance for the event, which can usually be arranged with a local broker.

All divisions are asked on a voluntary basis to donate a proportion of their International rally profits to the International Rally Fund. This can then be used to fund future rallies provided they run proper accounts, have an independent rally Treasurer and Auditor, and the understanding that the float is repaid with a proportion of the profit. The Rally accounts would have to be made available to the IC for scrutiny.

In some countries profits from rallies may be subject to local taxations. Your National Treasurer should be able advise on this.

The ICNP is not in favour of subsidising losses from central funds and Divisions should take note of this before agreeing to organize a rally.

#### **9. Safety and Insurance**

Check what health & safety regulations apply and make sure there is at least one qualified First Aider on site throughout the week. Check what your insurance covers and what not and check if additional cover is required for any of the activities. Be aware of pitfalls in insurances and check details in case you want to have a bonfire or organise a firework show for instance.

#### **10. Time Scale**

WIMA Divisions may offer to host a rally well in advance. At the International Rally Meetings at least two years in advance, decisions are made by the ICNP on the when and whereabouts of the WIMA International Rally in two years time, so that organizers have enough time to make preparations.

**Amended by Val Newman  
President WIMA GB  
September 2013**

Suggested format of tender within a Division.  
NP's should amend to suit local need.

**Tender Application Form**

**A. Names, address and telephone number of organiser/s and Treasurer**

**B. Site:**

- 1) Location
- 2) Facilities
- 3) Location/description of organised meals – eg, sit down, buffet, etc
- 4) On site activities
- 5) Off site activities/excursions
- 6) Awards and prizes
- 7) “Freebies” and mementoes
- 8) Safety and Insurance arrangements
- 9) Itemized costings
  - a. Breakdown of total site costs – eg camping fee, hire of room, disco, group, etc
  - b. Cost of welcome meal
  - c. Cost of farewell meal
  - d. Excursion costs – eg admission fees
  - e. “Freebies” and mementoes
  - f. Safety and insurance
  - g. Miscellaneous – eg, photocopying, postage, tea and coffee, etc
  - h. Estimated total rally fee per person
- 10) Add anything else you think is relevant here.