



## **NHMA By-Annual National Rally Guidelines**

### **National Rally**

#### **Introduction**

The NHMA Committee are always looking for a club (or group of clubs) that have the interest, skills and the membership base to support/host a National Rally. The NHMA committee does not run a National Rally, but we do want to see that the event is being managed, presented & executed in the most professional way possible. We encourage clubs to work together to not burn out their members.

#### **Applicants Information**

To hold a National Rally the host club/groups must be financial member clubs of the NHMA. The event is to be named "The (next numerical number after the previous event) NHMA National Rally". If desired, you may call out a special feature as a sub-title i.e.: Featuring David Brown Tractors.

We expect the Rally to be ran as per our Safety Guidelines, from the planning and implementation, to the actual running of the event.

#### **Notice of intent**

All groups wishing to host a National Rally are encouraged to send the NHMA committee a notice of intent of their planned event by the December the year prior to the upcoming National Rally. This notice should include, at least:

We ... (name of club) ...

Wish to put in an application and presentation to host the 20.... NHMA National Rally.

We propose to hold it on these dates at this location.

We think this is suitable because.....

We think we can do it because....

\*\*\* If only one application is received, no more will be accepted after February prior to the upcoming National Rally\*\*\*

#### **Applications**

Groups will be expected to provide a full application to the NHMA Committee and hold a short (10 min) presentation at the AGM held at a National Rally.

Completed Applications should be to the NHMA Secretary no later than February of the year of the National Rally prior to the one being applied for.

Presentations should be of a standard to match the event; it is recommended to utilise PowerPoint, YouTube, or another similar format. If more than one group wish to host in a particular year, a vote will be held by Club representatives attending the AGM.

## **Applications & Presentations**

Suggested information;

- organisational and financial ability (or intentions on how) to manage all facets of running a large rally.
- accommodation on site and in the area.
- Space and areas allocated to accommodate large volumes of different exhibits, carparks, loading/unloading areas and facilities, parades, catering, eateries, etc.
- Directions to town and access to site.
- Rally Dinner meal area/function/planning for 300 to 600 participants (capacity & menu/meal type also recommended).
- Availability of other evening meals, exhibitor breakfasts etc.
- Planning of persons to operate parking, gate, safety marshals, catering, emergency services (and access for them).
- Commitment to follow the Rally Handbook and Safety Management System.
- Any other things that will “sell” and promote your application or give you the edge over any other proposals.

## **Agreement**

These are the rights and obligations between the Host Club/Groups and the NHMA

- NHMA expect naming & sponsorship recognition (name and logo to be used in any advertising and entry forms).
- Special feature allowed in advertising with sponsor name i.e.: Featuring the David Brown Tractors.
- NHMA State Representatives to be invited to each Rally Meeting.
- All NHMA and non NHMA clubs welcome and encouraged to attend.
- NHMA Safety Rally Handbook and Safety Management Systems to be followed.
- Embrace and encourage the Wishart awards (advertise in all media and criteria to be included on the entry form).
- Any other outside sponsorship (secondary sponsors) are able to have their names and logos used in any advertising and entry forms as hosts see fit.

- If multiple clubs band together to run a National Rally, then it is highly recommended that a separate committee & incorporated body be setup to manage the rally to protect individual clubs & organisers.

### **Host Club/Group commitment**

- NHMA AGM/Meeting space for Saturday night onsite or at venue or close by.
- A 6m x 3m area for NHMA marquee.

### **Event Timeline**

- **At time of Submission;** Proposed venue, facilities and dates.
- **3 months after confirmation of hosting rights;** Costings & budget, webpage, sample registration forms prior to releasing to public, list of Sponsors (both real and potential), accommodation listings, any other relevant information.
- **12 months prior to Rally;** Catering details, site & compound layout and activities proposed, registration.
- **6 months prior to Rally;** Registration updates, any issues being faced, report to us on what NHMA funds have been spent on (not itemised account just top line amount i.e., \$10,000.00 Advertising etc).
- **At completion of Rally;** A breakdown of income and expenditure, again top level only (i.e., \$3000 catering, \$2000 Security, \$2000 administration/ Postage etc). This is to gather data for future Rally Host clubs to use as a guide. It also allows NHMA to review sponsorship levels.
- **Detailed Report;** including number of clubs, exhibits & visitors, any findings to improve future events.

### **NHMA commitment**

- Major Sponsorship Up to \$15,000.00, if NHMA fencing and gates are required then the cost of freight for the container comes off this amount or to be the responsibility of the hosts. This will be split in two components with the first \$10K within 60 days of winning the right to host and the remainder approximately 12 months out.
- NHMA State Representatives assistance with planning if required.
- NHMA Committee will announce the Winner of the Ian Stewart Award at the Dinner.
- NHMA will provide a 1/2-page advert in 6 issues of TOMM as part of our sponsorship.
- NHMA will administrate Wishart Award as detailed in criteria & supply any associated prizes (physical or financial).
- Assistance with grant writing if required.

## **Contract**

The Host Club/Groups and the NHMA will enter a contract of supply relating to all rights/obligation both financial and physical as outlined in this document (NHMA By-Annual National Rally Guidelines).

## **Further assistance**

Please contact the NHMA Secretary or your State Representative

SECRETARY: Mr. David Toyne

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