

The Venturers

Level One Event Host Guide

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I. Introduction

We are excited that you are considering hosting a Venturers Level One Event. This guide contains a lot of information that we have compiled in order to assist hosts prepare for events. If you have any questions, please do not hesitate to contact the Event Support & Communications Committee (ESAC) at esac@venturers.org. The Venturers is committed to supporting our event hosts as we understand that these events are truly the heart of our club.

Please do not shy away from a planned event because it does not fit the mold of a previous event. Some of our best events have been ones with creative twists. Contact us so we may discuss your unique ideas.

II. What is a qualifying Level One Event

1. Must be two or more consecutive nights in duration.
2. Including hosts, must have 5 or more members or associate members in attendance.
3. Each participant must sign the Waiver of Liability.
4. Adhere to the Level One Event Rules. (*Section V*)

Common Level One Events include:

1. Ride-Ins
2. Ride Alongs
3. Rolling Ride-Ins
4. Cabin Fever Relievers

III. How to get started

For many folks, getting started seems like the biggest hurdle. Try not to get overwhelmed by attempting to duplicate past events you may have been to. This is your event. Make it as simple or as complex as you wish. Also, don't be afraid to ask past hosts for advice. Most will be very happy to share tips with you.

The first step would be to post a “feeler” message in The Venturers member web forum a few months ahead of time. A similar post to our Facebook group may be useful as well. Include in your message an estimated time frame for the event, the geographic area and any activities you are considering. Give the message some time and keep it active for a few weeks to gauge the level of interest.

If there appears to be adequate interest and you wish to follow through with your event, submit your event to the Event Support & Communications Committee (ESAC) to be approved as a sanctioned Venturers event. The page to submit your event can be found at:
<http://www.venturers.org/fmp/Ride-In-Registration.html>

Congratulations. That's it! You are well on your way to hosting the next great Venturers event.

IV. Club Support Programs

The Venturers is committed to using our time and resources to support our member hosted events program. Several programs have been put in place to help event hosts and to show our appreciation for their efforts.

Reimbursement Program:

The Venturers' Reimbursement Program is designed to help offset some of the expenses hosts incur while hosting a Level One Event. The host needs to have all attendees sign the Waiver of Liability. A dollar amount, currently \$15, for each attending member and/or associate member in good standing who has signed the Waiver of Liability will be reimbursed to the host. If a non-member attendee who has signed the Waiver of Liability joins the club within 30 days after the event, reimbursement will be given for that attendee as well.

Host Appreciation Program

For sanctioned Level One Events, the host(s) will receive a unique embroidered polo shirt (*limit 2 shirts per event*).

Note: First time hosts who host a sanctioned Level One Event prior to December 31, 2013 will have a choice between the embroidered polo shirt or the jacket previously offered. For all events after January 1, 2014, only the embroidered polo shirt will be available.

Sanctioned Level One Events will also get the following support from the Venturers:

1. 1) \$50 and 2) \$25 Venture Store Gift Certificates
2. Raffle Tickets for Venture Store Gift Certificate drawings
3. Name tag holders (*Only upon Request*)
4. Venturers Welcome Banner Loaner ** (*Only upon request*)

** After the event, the host is expected to mail the banner back to the ESAC. A return address label will be included with the banner. No host reimbursement will be paid until the banner has been returned. Once the banner is received, the cost of return shipping will be added to the host reimbursement check.

V. Level One Event Rules

No one likes rules. We are no different. But in order to protect the integrity of the club, The Venturers must insist these very simple, common sense rules be adhered to in order to retain sanctioned status.

1. The event must have at least one designated host who is a member in good standing.
2. If the host chooses to serve prepared foods, liability is assumed by the host.
3. No attendee may participate in a group ride while under the influence of alcohol or other mind altering substances.
4. Only members or associate members are eligible to win Ventures' Store Gift Certificates or any other prize that is provided to the event by The Venturers.
5. No entry fees shall be assessed for attending an event. However, any fees required to enter/access/participate in activities not controlled by The Venturers can be levied by the host if he/she chooses. For example, fees to use a ferry may be collected by host.
6. Events held in conjunction with other events will be evaluated to make certain they are events where the host will actually perform the usual duties of a host and will provide Venturer specific activities and rides before official sanction is given. For example, a group gathering at Sturgis where the group would only participant in Sturgis sponsored activities could not be sanctioned as a Venturers event.

VI. Tips for a successful event

The following is a list of tips relayed to us over the years from hosts of successful events. These are shared only as tips and suggestions, not hard set rules you must follow.

1. Prepare a welcome packet for each of your attending members and guests. Suggested items to include are:
 - Schedule of events
 - Instructions to the meeting place
 - Group riding instructions
 - Liability waiver
 - Ride routes / GPS file(s)
 - Location of nearest hospital and/or urgent care
 - Location of nearest gas stations
 - Location of nearest motorcycle dealerships (for all major brands if possible)
 - Road construction information
 - Brochures of attractions
 - Maps of the area
 - Estimated costs for events and attractions
 - Local discount coupons for motels, campgrounds, restaurants, and attractions
2. Stay in email/PM contact with all attending members prior to the event informing them of weather forecasts etc. The ESAC can provide you the email list from the on-line registration.
3. It is important to stay in contact with the motel. Things happen unless this is monitored.
4. It is recommended that hosts drive / ride all routes. It is also useful to ride these route on the same day of week and roughly same time of day to find any issues that arise at these times.
5. The Group Ride Guidelines should be reviewed by all attending.
6. Suggest that attendees bring a list of emergency phone contacts and allergy/medical info in case of accident or serious illness. Only the location of that information, not the information itself, could be requested and added to the sign-in waiver

7. Do not subject attendees to any group ride or event that increases riding hazards, such as extensive travel on gravel roads. Schedule group rides around the construction. Here is a web page that may be useful in searching construction delays for your state:
<http://www.fhwa.dot.gov/Trafficinfo/>
8. Routes should be motorcycle safe and take in account local traffic patterns and rider skill levels from beginner to advanced.
9. Make alternate arrangements if possible in case of rain and bad weather.
10. A common restaurant for morning breakfast works well as a meeting place.
11. Prayers from the Club Chaplain or member for a successful Ride-in.
12. If the host wishes to provide t-shirts, we do have a member who has been making event shirts for some time at a very reasonable price. His name is Tom Ayers and he can be contacted at greenescreens@gmail.com There is no requirement that t-shirts come from this vendor however.
13. Before each ride, the Ride Captain should hold a briefing for all riders detailing the route, the riding rules, any road construction issues, and other pertinent information everyone needs to know. The Road Captain should also introduce the Tail Gun rider and announce the CB channel(s) being used.

VII. A message from the ESAC

We hope you have found this guide to be useful as you prepare to embark on hosting a level one event. We do understand that the first time attempting to organize an event can seem overwhelming. We want you to understand that you are not alone in this. We are here to assist in anyway we can.

It is our goal that you, the host, have as much fun at your event as your guests do. Just look at how many repeat events we have. That speaks volumes to how much enjoyment our hosts derive from taking on this challenge. The biggest hurdle is getting over the fear of taking that first step to host your very first Venturers event.

Please, do not hesitate to contact the ESAC at esac@venturers.org should you have a question or concern about hosting your event. We sincerely want you to succeed as well as have fun at your event.