

**THE IMP CLUB
GUIDANCE
FOR
ORGANISING
EVENTS**

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1. Introduction

The Imp Club has had a number of guidance documents bespoke to specific types of events, this latest review pulls together the various guidance notes into one master document which should cover most situations.

The world continues to evolve and no document is ever final so where experience of use identifies gaps, omissions or changes to regulations then these should be flagged up to the club secretary who will ensure the periodic review process considers feedback for the subsequent document version.

This guidance should be read and used by lead organisers of events and the supporting event team.

The Imp Club exists to keep alive the heritage of Rootes Group based vehicles and associated specialist models

- Providing social gatherings in which people can enjoy and share their experiences of owning and driving their cars
- Support the maintenance of vehicles through a knowledge base, personal support and parts supply chain network
- Encourage the longevity of the vehicles by introducing new people to the hobby
- Providing pleasure to the general public many of whom have fond memories of their childhood holiday trips
- Youth development to provide skills necessary for the automotive industry both modern and heritage.

2. Scope

There is no limit to the types of event covered by this guidance beyond the following

An Imp Club Event is defined as a gathering, primarily, of Imp Club Members with the focus being on a particular locale and date(s) which has been registered with the Club Events Coordinator and therefore covered by The Clubs Public Liability Insurance

The following are examples for illustrative purposes

- Local one day show primarily for Hillman Imps and variants
- Stand at an Indoor show open to other clubs and the general public
- Stand at an Outdoor show open to other clubs and the general public
- Scenic drive primarily for Imp Club Members
- Weekend away including Camping and Scenic Drives
- National Event encompassing Camping, Scenic Drives and Show & Shine Display
- AutoGrass and Classic Car Circuit Events

Note where The Imp Club attends shows organised by other agencies, for example NEC Classic Car Show then this guidance applies to the club stand only. Of course Club Members should understand and comply with the rules set by the external organisers of the wider event.

The types of sites where events will be held are anticipated as follows

- Grounds of Stately homes
- Sports and social clubs, e.g. Rugby Clubs, Cricket Clubs, Race courses
- Local Council owned park land
- Existing caravan and camping sites
- Hotel based

Application of the guidance

Events tend to vary from year to year and it isn't a simple matter of prescribing template solutions.

The organising team should read this guidance and select the areas that will be necessary for their event.

For example a weekend staying in a hotel will have different activities and associated risks to a 3 night camping based event, at the same time they also have a lot in common

Most events have a welcome pack or programme and even small events such as the evening 'chip shop run' will have a whatsapp group or similar, key messages from these guidance notes should be reiterated within those communications channels. Included within the messaging will be the requirement of all event attendees to agree to adhere to The Imp Clubs rule book for event attendees.

3. General Guidance

3.1 Team Management

One person will take responsibility for project planning and managing the whole event, individuals may take responsibility for parts of the event e.g. a road run. Collectively the team will be responsible for quality assuring all the plans through a desktop review process and also by testing the plans e.g. following a set of instructions for a road route.

At all times the event team will have a visible presence at the event and be prepared to handle incidents within the event and any from outside, for example if any local residents wish to know what is taking place a member of the organising team needs to be available to discuss concerns or complaints.

Apart from the shared responsibility for marshalling the event to ensure the safety of pedestrians and vehicles the team should identify individuals with suitable training and

experience to oversee Health and Safety at the event and one or more individuals to provide 1st Aid at the event where appropriate.

In the event that someone either within the event or from outside wishes to log a formal complaint the onsite management team will facilitate the use of the clubs standard complaint handling process.

The events team would be expected to wear High Vis jackets, bright T-Shirts, or Caps perhaps with appropriate wording such as “STAFF” so that they are easily identifiable.

Rally Control, the Event Stand or Venue Reception will have available a public notice with the contact details of the duty manager for the event.

A group email list and WhatsApp group are an ideal way of sharing information and during an event communicating news and issues that are urgent.

3.2 The General Public and Neighbours

Local people should be able to carry on their normal activities when events are in progress.

The Imp Club will take reasonable steps to minimise disturbance and will investigate and deal with the causes of any complaints made.

Care should be taken not to damage the site or the surrounding locality. Trees, fences, buildings, equipment and livestock shall all be respected.

Domestic animals belonging to members of The Imp Club will be kept on a lead and under close control. They will not be allowed to run loose on the site or cause disturbance to local people or animals. They will be exercised away from event facilities and those parts of the site used for communal activities. Any mess will be cleared up.

The Event Organiser will identify open space suitable for the playing of games which might otherwise intrude upon or constitute a danger or annoyance to others on or around the site.

Noise should be kept to a minimum for the comfort of others on the site as well as people who live or work nearby. Vehicle movement during evening hour and overnight should be kept to essential use or emergency purposes, exact rules likely to be tailored for individual events but common courtesy being the driver.

3.3 Access

When choosing sites it is important to consider the impact that the event will have on the local area, so while there won't be huge numbers arriving at a site entrance, numbers could be sufficient to create queues unless avoidance measure are undertaken

- Avoid choosing venues where the access gates are off a fast moving highway, care must be taken to ensure right turns required against oncoming traffic are avoided
- Rally Control and Check-in desks must not be at a sites main gate, but set back to allow for entrants to clear the roadway and entrance before accessing Rally Control
- Parking in the Rally Control reception area should have space to cater for a peak of arrivals so as to avoid any queues on the public highway
- Footpath access separate from roadways
- Clear signage for onsite 5mph speed limit to be displayed at the entrance, and repeated on the roadways
- Subject to overall space capacity and site access points consideration should be given to one way systems and separate entrance/exit points
- The impact on residents within the locale should be considered with route restrictions considered for event entrants to avoid any potential disruption to locals
- Ensure emergency vehicle access is maintained at all times
- Ensure access cannot be blocked inadvertently for example by delivery vehicles or a motorhome drainage point being place in proximity of the entrance gates

3.4 Space Planning

Ensure the site is suitable for the planned numbers allowing for some contingency should for example a good weather forecast result in a higher than expected turn out.

- Space for safe manoeuvring of vehicles
- Safety for pedestrians to walk around the site
- Separation of vehicle traffic from pedestrian areas
- Where camping is taking place the site must have sufficient space to comply with Fire Safety recommendations for minimum distance between tents with greater than the recommended minimums ideal. Sites which cannot meet this requirement will not be used.
 - For a larger national type event space required equates to a minimum of 3 rugby pitches for the camping field, plus additional space for marquee, rally control and the street market
- Access for emergency services both at the entrance and around the rally field

Occasionally events do get hit with severe wet weather and planning should allow for numbers to gather indoors or in the marquee. Contingency plans should also cater for alternative access points or the use of temporary roadways should flooding or mud become an issue.

3.5 Environmental protection

It is not anticipated that SSSIs or nature reserves will be used for events however in all open spaces consideration must be given to prevent damage to the natural environment.

To this end the following will apply

- Organising team will ensure they research any local by-laws, and temporary measure e.g. drought protection orders, that may apply to the site being used and ensure event participants are aware of their obligations
- The event will provide for the safe disposal of waste and adopt the local recycling standards
 - Where possible agree waste disposal and recycling services through the sites owners' existing supplier
 - Or contract with a local service provider to provide these services for the event. Only reputable organisations will be used and copies of waste disposal certificates will be retained by the organising team
- BBQs where allowed will be off the ground
 - Disposal of ash will be catered for to prevent fire risk and to ensure the natural balance of the habitat is not impacted by ash disposal
- If the event site has existing toilet and shower facilities these will be used
- Where existing toilet and shower facilities are not adequate or don't exist mobile units will be hired in
 - Where possible mobile units will be connected to the existing sewer networks
 - Where local sewer networks are not available the hired toilet units must have internal tanks, the contract with the service provider must include regular emptying of the tanks with the contents being disposed of at approved waste disposal sites
 - Where a site only has septic tanks available it is reasonable to assume the event will need to provide alternative arrangements as the septic tank is unlikely to be designed to cope with the volume of waste that the event will generate
 - Some mobile shower units allow grey water to drain onto the land, this is not always desirable and this approach must not be used if the drain area is near to water courses or near to sensitive ecosystems when tanked units must be used
- As the club membership's age profile moves to the right there is an increased use of Motorhomes and Caravans with the resulting grey and black water disposal needs
 - Provision to dispose of waste into an existing sewerage system is the ideal solution, this requires access to a manhole/drain point with a suitable framework to empty and flush the containers
 - Where a site only has septic tanks it is reasonable to assume any drain point will not be suitable for Black waste disposal. While some motorhome users can use 'green' toilet chemicals it is safer for the environment to have one common solution for Black waste and remove the risk of human error.
 - Event utility service providers also provide tanks, and waste removal services, which should be hired where necessary
 - There may be nearby motorhome service points which could be made available say on a one night event which didn't warrant the hire of a mobile tank
 - Under no circumstances will disposal of black waste be endorsed unless it is through an approved outlet
- Care should be taken with vehicles to ensure Oil, Petrol and other fluids are not allowed to contaminate the environment
 - Minor oil drips can be absorbed by cardboard
 - Carpet off cuts and carpet tiles can also be good for catching oil drips

- The use of puppy pads or baby cot absorbent mats can also be used to protect the environment
- With older cars repair work can be unavoidable and again this should be undertaken on a hardstanding area with ground cover laid down to prevent contamination
- Dog Owners
 - Numbers of dog owners have increased since covid while at the same time many sports and social clubs have taken steps to ban dogs from site
 - Dogs carry Toxocariasis, Salmonella, Campylobacter, Cryptosporidium etc. which can then be found in faeces and this does pose a risk to individuals playing sport
 - These bacteria persist in the soil for several days with Toxocariasis lasting for up to 8 weeks
 - It is important that where a sports ground allows the Imp Club to bring dogs onto their site that Club members clean up after their dogs to minimise the risk of infection. Most sports venues will want to bring the sports fields back into use within 8 weeks so out of playing season use is the norm.
- Where fires are permitted fuel will not be gathered from the surrounding area but sourced from commercial outlets

3.6 Fire Prevention and Control

Typically existing campsites have their own fire policies and equipment and in that case the club will adopt those, unless the clubs view is that these aren't adequate at which point additional equipment can be supplied.

For a number of venues the Club will use there won't be existing equipment provided and so the event management team will take responsibility for that provision.

- A number of fire points will be placed around the camping field, it is normal club practice to co-locate these with the camping field portaloos so that people know where to go
- The club will hire a number of multi-purpose large fire extinguishers (to cater for fabric/man-made fibres, flammables such as petrol, gas cylinders, BBQs)
- Water buckets will also be placed at each fire point
- Rally Control and the Welcome pack will remind people of the fire service space recommendation (currently 6 Metre gap)
- Rally Control and the Welcome pack will remind people of the dangers of carbon monoxide when using fossil fuels & BBQ's and that the use in enclosed spaces is forbidden
- A nominated fire assembly point should be identified, would normally be an open space away from buildings or camping areas

Space planning will ensure emergency service vehicles have unrestricted access to and throughout the site

3.7 Health And Safety

The organising team need to be aware of the types of hazard that may occur and have an action plan to handle each occurrence.

In principle the types of incidents likely to occur are

- Trips hazards resulting in cuts, bruises, broken bones, being knocked out
- Vehicle maintenance similar to trip hazards with the addition of fluid in the eye and crush injuries
- Burns from cooking and tent fires
- Collisions between vehicle and with pedestrians
- Heart Attacks, Diabetes related issues, Fits, heat stroke, allergic reactions (e.g. to wasp or bee stings)

At Rally Control and within the event welcome packs will be the location and phone number of the nearest A&E hospital. A First Aid kit will be kept in Rally Control.

The event team should consider identifying trained individuals within the group and use of external agencies such as St Johns Ambulance to provide support to the event.

Planning pedestrian routes through the camping area can reduce the risk of trip hazards as can street lighting around the site during the evening until close down around 23:00 – Midnight.

The event team member on duty will need to complete an incident log and subsequently provide any updates such as post A&E visit status. There is a standard incident reporting form here. <https://www.theimpclub.co.uk/events/event-health-safety/>

Vehicle Maintenance

- Cannot always be avoided with older cars and at some events e.g. NEC restoration show this forms an active part of the display
- Work should always be undertaken in safe way, use of good quality axle stands on a firm surface being mandatory and the use of trolley jacks to support vehicles while working underneath is forbidden
- Should it be necessary to drain fluids as part of any maintenance work suitable containers must be used to capture fluids ahead of disposal or reuse. Disposal must be done at approved local authority recycling depots.

Where The Imp Club has sole use of an event site there will be a 5mph speed restriction that applies from the entrance off the public highway and throughout the event site. Note where parts of the event site are shared with the general public the imposition of the speed limit on the general public is not always possible, subject to agreement with the landowner signage can be installed which then becomes advisory for the general public and mandatory for event attendees.

3.8 Use and Storage of Equipment

The use of equipment and responsibility for that equipment varies from site to site.

In general equipment hired by the Imp Club becomes the responsibility of the Club for the duration of the event, equipment, facilities and services provided by the Site is normally their responsibility

There isn't a huge risk associated with the toilets and showers and these are typically looked after by the service provider on a daily basis

Where a Generator is required, typically in a stately home or country park setting, this does require some looking after. One or two members of the team will need to be responsible for replenishing the fuel and stopping / starting the generator each day.

Note special care must be taken when replenishing the generator as Diesel fuel is an environmental hazard and care must be taken to protect the environment from potential spills.

In a country park setting there is normally some associated electrical cabling to manage between the generator and marquee and bar area – It is best to separate this area from general pedestrian use to minimise trip hazards.

3.9 Entertainment and consideration for neighbours

While the events normally put on some form of entertainment in the evenings this is not expected to continue late into the night.

The organising team need to be aware of any local restrictions that have been put in place for the site and adopt this for the event. In any case it is not anticipated that entertainment would continue after 23:00 on Friday or Saturday evening or after 10:30 on Sunday or other working day of the week. This would apply equally to entertainment held centrally and with smaller gatherings on the camping field.

When entertainment is held in Marquees organisers need to be aware of how sound can travel at night and the associated risk of upsetting the neighbours. Proximity to neighbours from the camping field should be considered and adjustment of volume and hours made as appropriate.

3.10 Security

While the event organisers cannot take responsibility for attendee's personal belonging and vehicles, the choice of site and how the site space planning is arranged can impact the overall security.

Consideration should be given to

- Location and proximity to residential areas
- Access points and public rights of way
- Existence and integrity of perimeter fencing
- Space planning to locate high value equipment in well-lit visible areas

- Security patrols & Lighting

3.11 Insurance & Liability

The Clubs Public Liability Insurance is there to protect the Club from claims made against it when incidents occur against services the Club has supplied, in addition it provides some cover for Club owned equipment.

The clubs liability insurance covers events organised by the Club and also where the Club attends an event, in the instance of attending a 3rd party event the insurance would only apply to the Stand setup by the Club

If for example two cars have a collision then those two cars will need to claim against their own insurance.

If personal property is stolen at the event from a vehicle, caravan or tent etc. then those goods are not covered by the event, if the person has their own insurance policy they would need to claim against that.

Attendees forming part of the street market at an event again would need to be covered by their own insurance.

Therefore is it expected that all vehicles attending an event will have a valid insurance policy, that all drivers of vehicles will have a full driving licence or be a provisional licence holder accompanied by a supervisor who holds a full licence

Experience has shown that equipment hired is not always covered by the suppliers insurance and organisers should check the small print.

3.12 Communication

Communication needs to be aligned to the type of event.

So for example if a small group arranged a scenic drive then the main form of communication could well be an Email or WhatsApp group and the circulation of a TomTom or Google Maps route – That is fine and key information can also be circulated using the same tool.

For larger events there are normally multiple channels of communication available

Welcome Pack and Event Programme

- Typically provided on paper
- Should also be available digitally
- Experience has shown that people read this after the event so should not be relied on as a key communications channel

Rally Control

- Ideal place to have a notice board with key messages

- Registration at reception should be used to reinforce key messages, e.g. recycling points and any local conditions such as BBQ bans in drought areas etc.
- A notice board can also be placed by the entrance/exit – of sufficient size to be seen by a driver passing by

Entertainment Space

- When people are gathered together in the evening there is an ideal opportunity to inform the event attendees of issues arising or concerns raised for the next day's agenda, e.g. road closures
- It should be remembered that not everyone will be in the entertainment space so key messages may need to be passed on face to face by walking the camping field

Key Contact Details

- Within Rally Control, The Event Stand or Venue Reception contact information for the Event Duty Manager and First Aider
- Also referenced would be the Complaints procedure

Waste Disposal

- Clearly sign posted landfill disposal point
- Clear signage for the recycling options available in the locality
- Hot ash disposal point

3.13 Camping Exemption Certificates

Where the club is planning to host an event that includes camping overnight at a site, which does not hold campsite planning permissions, the organiser must check if the host site has the necessary permissions for a temporary event or if the club is required to hold those permissions.

Full details can be found online by searching for 'camping exemption certificates' so will not be replicated here, however in summary:

Any organisation can apply to for an exemption certificate which will allow the organisation to use a site for a short period while hosting an event, the Imp Club also intends to hold the exemption certificate.. The period in question for the Imp Club is a long weekend which falls within the permissions.

To hold a certificate the club must demonstrate they have the experience to host an event and can do so in a responsible manner so as to protect the environment and cause minimum disruption to the locale.

Each part of the UK has their own governing body so potentially multiple certificates could be required.

- Natural England, Worcester
- The Welsh Government - decisions branch, Planning division, Cardiff
- Tourism and Hospitality Division, Directorate for Economic Development, Edinburgh
- Dept. of Environment, Northern Ireland

Note the rules vary with camping and caravans being treated separately in Scotland for example and the certification duration can vary from 1 to 5 years.

4 Risk Assessment

A risk assessment template and example risk register is provided, note this should not be treated as a full and comprehensive assessment more a starter for 10, with each location and event having its own set of challenges against which the register should be created each time this may result in more or possibly less risks.

The probability and impact each risk carries should also be assessed on an event by event basis as the factors impacting a risk may be very different in each locale.

In some instances multiple risk assessments may be required where there are specifics around the activities of one day within the wider event for example if a track day or hill climb is included on one day of a 4 day event.

Risks can never be reduced to zero, control measures shall be put in place to reduce risks to a level that is acceptable, and that acceptance signed off by a club official.

In any case ensure that all participating club members are made aware of any control measures resultant from the RA.

5 Safe Guarding

The Imp club has a safe guarding policy which should be read and adhered to by the organising team.

Most Imp Club events are attended by children, the young and some vulnerable individuals and so special attention should be paid to the safe guarding policy to ensure events operate in a compliant way. The scope is wider than the car event itself and needs to include for example any childcare or entertainment activities that are part of the wider event.

6 Complaints Process

The Imp club takes preventative measures to avoid both internal and external issues arising from holding events, however should an issue arise there is a standard procedure to be followed for a member of the club or member of the public to raise an issue.

Initially the event's duty manager will try to resolve any problems face to face, however where initial resolution is not achieved on the day a process exists to register a complaint on line. The newly registered complaint will then be flagged up to the Event Lead Organiser and can be referred on up to the Chairman and full committee if necessary.

The Imp Club will endeavour to provide an acknowledgment of receipt of a complaint within 24hours at which point an indicative response time will be provided.

Any complaints should be noted and included in any post implementation report produced.

See www.TheImpClub.co.uk/Complaints for further information.

7 Attending a Public Event – Organised by an External Entity

Events organised by 3rd parties have their own rules to follow and The Imp Club will defer to those, that doesn't preclude the Imp Club from taking their own precautions for the 'Stand' they setup and occupy

SET UP

- Follow the guidance issued by the organisers with respect to unloading equipment and movement of cars
- Know your allotted location on the site
- Return any storage/empty boxes to cars so that the area is not cluttered
- Complete the risk assessment and retain on the stand for the duration of the event

VEHICLES

- Keep to the specified speed limits for cars within the grounds and minimise movement where possible
- Be aware of any road signage, one-way systems or parking regulations
- Do not block any entry or exit points
- All vehicles must only be driven by insured drivers with a current appropriate driving license
- Be aware of other vehicles and other drivers, pedestrians and children when moving cars
- Leave sufficient space between cars for ease of access by the public
- Once in place cars should not be moved during the event unless requested by the organisers
- Follow any rules stipulated by the organisers
- The vehicle should be in such condition that there are no rust sharp edges etc., which could put stand members or members of the public at risk.

STAND

- Keep the entry ticket on show inside the vehicle at all times
- Ensure that all members on the stand follow the guidance supplied by the organisers
- Use appropriate equipment to construct and dismantle stands
- Take care when moving and handling equipment
- Make sure there are no unmarked slip/trip hazards for visitors
- Eliminate or minimise tripping hazards, and highlight any that cannot be eliminated
- Do not leave valuables unattended on the stand and lock cars overnight (if applicable)
- Make sure access and walkways are clear for visitors to the stand

- Throw away any rubbish left on the stand regularly to keep the stand tidy and uncluttered
- Be aware that this is a family event and children will be present
- Report any safety concerns to the organising team

FIRE

- Know where the nearest fire extinguishers are located and how to use them safely
- Follow the organiser's guidance in the event of a fire

FIRST AID

- Ensure there is a basic 'in date' first aid kit available on the stand
- Know where the organised first aid station is located
- Contact an official organiser if a member of the public is unwell while on the stand

ACCIDENT/INJURY/INCIDENT

- Any accident/Injury/incident must be reported to the organising team
- Details, location and stand number should be given to enable any required action to be taken by the organisers
- Record details and keep any evidence that may be required in the event of a subsequent insurance claim or investigation by any authorities
- Write up the notes as soon as possible to help with recall at a later date and ask other members who are witnesses to do the same (needs to be fed back to the committee)
- Complete an accident/injury/incident log if necessary and forward to the secretary after the event

TAKE DOWN

- Follow the organiser's guidance for dismantling the stand
- Do not move any cars or bring in any other vehicles until permitted to do so
- Dispose of any rubbish in the bins provided
- Be aware of any other stands and exhibitors when dismantling equipment
- Take care when leaving the building and be aware of other individuals and their cars

EMERGENCY

- Follow the guidance of the organising team should an emergency arise

FIRST AID

- Ensure there is a basic 'in date' first aid kit available on the stand
- Know where the organised first aid station is located
- Contact an official organiser if a member of the public is unwell while on the stand
- Understand the events first aid procedure

ACCIDENT/INJURY/INCIDENT

- Any accident/Injury/incident must be reported to the organising team

- Details, location and stand number should be given to enable any required action to be taken by the organisers
- Record details and keep any evidence that may be required in the event of a subsequent insurance claim or investigation by any authorities
- Write up the notes as soon as possible to help with recall at a later date and ask other members who are witnesses to do the same (needs to be fed back to the committee). Take photographs.
- Complete an accident/injury/incident log if necessary and forward to the secretary after the event

AT THE END OF THE EVENT

- Follow the organiser's guidance for dismantling the stand
- Do not move any cars until permitted to do so
- Dispose of any rubbish in the bins provided
- Be aware of any other stands and exhibitors when dismantling equipment
- Leave the area clear and free of any rubbish
- Take care when leaving the site and be aware of other individuals and their cars

8 Guidance for Campers at an Event

If the event is being hosted at a commercial camp site then the local rules should be followed, in addition the guidance for camping hosted in none public venues equally applies.

The following guidance for camping hosted in temporary sites should also be replicated in the Welcome Pack.

- Tents must be spaced out as per Fire Brigade recommendations, as at 2023 this is currently 6m gap between tents, however this data is subject to change and should be reviewed by event organisers and this document updated should that guidance change
- Be aware of the risk of Carbon Monoxide poisoning and do not use BBQ's or naked flames in tents or enclosed spaces
- Make sure you identify where the nearest fire extinguisher point is
 - Read the label on the fire extinguishers and be prepared to use the equipment if required
- It is recommended that a car is parked between adjacent tents to act as an additional fire break
- Guide ropes to be kept out of walkways
- Tents to be erected away from roadways
- Roadways through the camping area to be kept clear for emergency service vehicles and to provide access to the Portaloo service team
- When travelling on the camping field adhere to the 5mph speed limit and comply with the road ways and one way systems put in place by the event organisers
- Bin bags are provided for waste, campers must take the waste to the central disposal points near the Exit where general waste and recycling bins are provided
 - Bin Bags must not be piled in a heap within the camping area
 - Disposal and recycling points will be sign posted
- Ensure your camping area is left free from pegs, rubbish and any debris when departing
- The Imp Club intends to leave no traces behind beyond some flattened grass which should recover within a few days of departing
- Fires and BBQ's may be only be used if the venue has given permission

- Must be kept away from tents
- Must be off the ground
- Must not be left unattended
- Even when BBQs appear to have gone out they can remain hot for many hours and continue to be a carbon monoxide risk, they should never be placed inside a confined space even when believed to be extinguished
- A hard surface should cover the ground to avoid scorching of grass land
- Ash to be disposed of in the metal bins provided for that purpose
- Ash should never be placed in general waste
- Cooking on a camp site
 - Keep away from the sides of tents to reduce fire risk
 - Be aware of burns and scalds risk
 - Ensure they are properly constructed and not at risk of collapse or tipping
 - Do not leave unattended even for a short period
 - Isolate the cookers to prevent harm to animals and children
- Battery powered lamps in the camping area are preferred to Kerosene or Gas Lamps, where these are used precautions against burns, fire risk and carbon monoxide poisoning should be taken, adequate ventilation should be available and lamps turned off and allowed to cool before being left unattended
- Alcohol
 - Plan ahead and ensure you will be free from alcohol before driving the next day
 - People under the influence of Alcohol must not move vehicles around the camp site
 - Recommended that those in control of BBQs etc. are safe to do so
- Use of illicit substances
 - The Imp Club does not condone the use of illicit substances at its event and reminds attendees that driving under the influence is illegal
 - The organisers reserve the right to ask individuals to leave the event
- Vehicle Movement
 - It's a car event and people camping will enter and leave the camping site as they would in any camping ground
 - Speed restricted to 5mph i.e. walking pace while on site
 - Movement to follow roadways and one way systems while on site
 - Any reversing of vehicles and loading / unloading of trailers Must have a 2nd pair of eyes overseeing that activity
 - On Show and Shine days it is expected that vehicles will be parked up before general viewing commences and remain in place until the judging process has completed.
 - Late arrivals to the Show and Shine Area to be overseen by a marshal
 - Movement of vehicles between the hours of 10:30pm and 07:30 am is not permitted
 - Exception for essential journeys and emergencies. The principle is based around common courtesy and consideration for others camping and local residents
 - Vehicles driven onsite must be road legal, that is have insurance and where appropriate have a valid MOT
 - Track cars that do not have insurance etc. must not be driven onsite
- Noise Pollution
 - It is expected that loud music will not be played in the camping area and that campers observe the quiet hours between 10:30pm and 07:30
 - While most motorhome and caravan users are becoming self-sufficient with solar power when off grid some do use generators. Where generators are used they should be of the quiet type and use restricted to between the hours of 08:00 – 22:00
 - Car engines should not be left running when a vehicle is stationary

9 Street Market also known as Traders

A key part of larger events is access for members to purchase parts and paraphernalia for their vehicles and for suppliers to showcase their wares.

The street market caters for both large organisations and smaller one man outfits and does so in an organised trading area within the event site.

The key requirements of the trading area operation are

- Vendors are responsible for their own stall area including
 - Stall Gazebos / Marquees
 - Insurance
 - Security
 - Public Liability
 - Note the organising team will have oversight should there be any question of health and safety risk
- No onsite dismantling or construction of vehicles to take place within the street market area that would introduce risk of spills and contamination or risk of injury to the wider club membership
- It is not anticipated that machinery (lathes, grinders, drills etc.) will be used in the trading area
- Street Market Area to be separate and pedestrianised, any vehicle movements to be restricted to outside of opening hours and be supervised

10 Auto Grass, Hill Climbs and Track Days

The rules and regulations controlling these events have been developed and managed by governing bodies over many years and are well established, the Club will insist that the rules and conditions set out by the governing bodies are adhered to.

Only Club members who are qualified and approved by the governing bodies can run and setup these types of events.

Attendees of this type of event will be given appropriate training and must follow the safety rules, have / use appropriate clothing and have vehicles suitably equipped for the type of event being run. Attendees do so at their own risk.

The organising team need to ensure that individuals setting up these 'track days' are suitably qualified, there are specialists within the Club who can provide appropriate guidance on who should oversee track days.

11 Road Runs

Rules and Governance

The organising team should be aware of the regulations relating to road runs, these evolve year on year so will not be documented here but the organising team should research the latest and local guidance for public highway based activities using Central Govt, Local Govt and Police Force sources.

Most local Government web sites list planned and emergency road works which provides key information when planning routes or checking the status on the day.

It is common for road runs to cross over administrative boundaries and so research should check on the guidance that applies in each area.

A road run containing large numbers of vehicles (currently 12 or more) requires plans to be submitted in advance to each Police Authority involved and route & times agreed or adjusted in order to gain approval, even when approval is given there is a risk that approval can be withdrawn at the last minute should something change for example emergency road works, near to, or on the route.

It is therefore recommended that road runs which involve large numbers of cars departing at the same time and travelling in convoy are not attempted. The recommended approach is for individual, or small groups of, vehicles to depart over a period of a couple of hours. This approach lowers the risk of large numbers of cars hitting a single junction at the same time or causing traffic issues when passing through key points of interest and does not require Police Authority approval.

The primary purpose of the runs are to introduce Club members to new parts of the country to enjoy the scenery and visit points of interest they may otherwise not have been aware of.

At all times Club Members are expected to drive safely and observe all traffic regulations, there should never be anything within the run that implies or encourages excess speed.

Planning the Route

- Departure on Road runs will typically be from an assigned parking area where marshals will oversee the vehicles setting off and ensure any last minute notices have been communicated
- Departure and Arrival – design the route for safe entry and exit from the event site, a left turn is safer than turning right across traffic and is less likely to create queues
- Avoid T junctions that involve right turns out of minor roads onto fast moving carriageways, often safer to turn left and then turn back at the next roundabout
- The purpose of the drive is scenery so picking routes and the direction to travel with the best views is key.

- People may wish to stop to take a walk or just take pictures of the scenery, if you can point out multiple stopping places this avoids overloading one car park
- Points of interest should be identified along the route
 - Consideration should be given to
 - Car park size
 - Café space and ability to handle numbers of arrivals
 - Toilet provision
 - It is anticipated that arrivals will be staggered to match the earlier departures, similarly groups leaving points of interest would also naturally be staggered
 - Try to avoid any localised activity at the point of interest that would encourage a mass exodus
 - Some venues will open over flow carparks for Club use
 - Consider the need for marshals at stop off points
 - Where individual points of interest are unable to cater for our numbers, multiple options for stop off points should be offered to spread the load
 - Entry and exits from a point of interest should be considered and route plans adjusted to minimise risk
- Cater for all types of club member when creating route instructions, there are some who prefer to work off paper others will use technology
- Providing a pictorial view of the route alongside instructions helps prevent people getting lost and assists those that have gone off piste to get back on track
- Club members are familiar with Tulip diagrams for paper based instructions, in addition to junctions key features along the route should also be identified to confirm to club members they remain on track
- The instructions should highlight any particular hazards along the route
- Route planning should balance the desire for scenery with the need for safe passage

Route Validation

Once planned the route should undergo independent review with feedback provided on accuracy of instructions and any safety concerns, this review process may need to be iterative to achieve the desired quality.

Ideally the day before a run is scheduled the organising team should check the route for any obstructions, as a minimum the local authority road maintenance web site can be used with a drive out along the route the better approach.

Any emergency changes should be published on the notice board at the exit to site, where possible announced the evening before.

12 GDPR

The Imp Club Ltd GDPR statement applies to all events organised for and on behalf of the club and event organisers must read the statement and comply with the policy.

Attending an event usually requires the attendee to provide personal information so organisers will gain access to Names and Addresses, Phone Numbers, Emails etc. of event attendees and care must be taken to treat this data as required by the policy and law.

In simple terms

- Only gather information you need
- Don't make it public or share it with others
 - That would include not publishing a list of attendees for an event without prior permission!
- Keep it safe
- Delete it once the Event is over

Financial transactions for tickets and entry fees require secure and compliant processing, event organisers must never hold bank or card details for attendees. Fees can be collected using specialist secure payment services which fully meet banking regulations, accept push payments from attendees or traditional Cash & Cheques.

13 Vacating an Event Site

The club is well practised at vacating a site and typically has surprised the venue host at how clean and tidy the camping field has been left.

Once the event field has been vacated of tents and vehicles it is recommended the team walk the field to ensure no litter, tent pegs or debris is left behind.

One member of the team will need to be onsite to oversee the removal of any hired equipment and hand back the site and keys to the host venues management.

14 Post Implementation Reports

The lead event organiser should ideally produce a post implementation report for larger events and events which are new to the club so that any lessons learnt are documented for future reference. Where appropriate this guidance note should also be updated to reflect the experience.

Refer to a previous example post implementation reports for detail, however the main areas to cover are

- Strengths and gaps in the organising team
- Financials - Budget forecast and actuals
- Attendance numbers, trying to capture
 - Classic Car model numbers, car trailers

- Number of modern vehicles attending
 - Family Group, Children, individuals
 - Offsite Hotel/B&B, Camping, Caravans, Motor Homes
 - Number of days attended
- Food and Drink
 - Break down by day, numbers of Breakfasts, Lunch, Evening meals & Snacks, drinks & £value
- Venue
 - What worked
 - Any Issues
 - Space Planning
- Incidents
- Lessons learnt and recommendations