

North American Motor Officers Association (NAMOA)

Symposium Guidebook



Table of Contents

1. Introduction	5
2. Planning Committee	5
Committee Members	5
3. NAMOA Name & Logo	7
Approval by Executive Board	7
Proper name	7
4. Sponsorship/Donations	7
General Information	7
Correspondence to Vendors/Sponsors	8
5. Vendors	8
General Information	8
6. Hotel Considerations	10
Contract	10
Negotiation Considerations	10
Hospitality Room(s)	10
Registration Table	10
7. Registration	11
General Information	11
Photo ID for conference	12
Border Issues	13
Scholarships	13
Per Diem	13
8. NAMOA Program/Brochure	13
Welcome letter	13
Contents	13
9. Insurance	14
Course	14
Hold harmless signed form	14
Parade	14
Canadian non-residence	14
British Columbian coverage	14
10. Training Recommendations	14
General Information	14
Training topics	14
Break-out training	15
11. Instructors	15

Expectations	15
Uniform	15
Qualifications	16
Equipment	16
12. Course Planning	16
Course Marshall	16
On-site equipment	16
Security.....	17
Motorcycle Courses.....	17
Specialized Areas.....	18
Photographers or Video Producers	18
Equipment Requirements	19
Safety Rules	19
13. Proficiency Course Scoring Guidelines.....	19
Motorcycle Categories.....	20
Penalties	20
Scoring Procedure.....	21
Award Categories	22
14. Media.....	23
Marketing Ideas	23
15. Memorial Ride	23
Route	24
Group photo.....	24
Traffic Plan	24
16. Awards Banquet Event	25
General Information.....	25
US, Regional, and Canadian Flags	25
Food & Beverages.....	25
ID Badge for Meals.....	25
Other Necessary Equipment	26
Chaplain	26
Raffle prizes.....	26
Awards Presentation	26
17. General Membership Meeting.....	27
Day & Time.....	27
Agenda	28
18. ByLaws.....	28
Compliance.....	28
19. General Information	28

Tax ID Number: 93-1087246	28
20. Marketing.....	28
www.motorcops.com	28
http://www.blueknights.org/wcc/	28
Post Cards to Members	28
Broadcast emails	28
21. Conclusion Items	28
Certificate of Completion	28
Group Photo	28
"Kids Night Out"	29
22. Exhibits.....	30
A. Vendor Fair Map.....	30

Symposium Guidebook

1. Introduction

Welcome to the first edition of the North American Motor Officers Association Symposium Guidebook. This guidebook is being provided to each host agency that has bid and was awarded the privilege of hosting our Associations annual symposium.

In keeping with the history of this Association since 1984, it is the full responsibility of each host agency to begin their planning process as **early** as possible after taking on the responsibility in order to start bringing in financial backing to conduct business. This can be as far as two years out. The expectation of this Association, as in past years, is that each host agency work very hard early on to obtain money through donations and sponsorships to fund the event without asking that the treasury pick up any expenses. The Association treasury monies is only enough to keep day-to-day business operation costs going, website costs and development, and to purchased small equipment needs that may be voted upon as an Association need (i.e. Timing gates, cones, etc.). However, the Association will provide money to the host agency as needed/requested in order to have a successful training event.

In keeping with the “past practices” of the Association, this guidebook has been put together with the expectations of how each event has been conducted in the past and how they are to be conducted in the future. These guidelines are based on the feedback from years of experienced general members, former executive board members, and former planning committee members.

Each section is not listed in any specific order and each planning committee may assign each category out to their own special sub-committees.

It should be noted that the Executive Board will be making one or more site visits to the host agency area to view the training site, check on progress of the planning and funding, provide status reports to the general membership, and to help in anyway possible.

2. Planning Committee

Committee Members

To make life easy for each planning committee, assignments and tasks should be divided among the below listed positions. Monthly meetings should be conducted and as the symposium gets closer, weekly meetings held with expectations and goal-settings. Upon

conclusion of each meeting, the minutes/notes shall be emailed to the President for distribution to the rest of the Executive Board.

■ Chair

- Oversees all items are being handled
- Ensures milestones are being met
- Communicates with Association President on progress

■ Vice-Chair

- Handles all required documents
- Memorandum of Understanding
- Who is responsible for what?
 - ◆ Financial
 - ◆ Physical
 - ◆ See Exhibit

■ Training Officer(s)

- Develop courses
- After completion, review with ALL other Training Officer's for final approval

■ Treasurer

- Responsible for all financial data
- Issue check to Assn. on Saturday
- No Purchase Orders
- Keep meeting minutes

■ Registrar

- Master list at check-in
- Verifies payment
- Issues gift bags/badges
- Welcome Banner creation

- Vendor/Sponsor Coordinator
 - Markets to other vendors
 - Enters or directs them to website
 - Purchase Raffle tickets
 - ◆ 50/50 Drawing
 - Handles all raffle donations/items
 - Sends out Taxpayer ID number and thank you letter

- Volunteer Coordinator
 - Coordinates all volunteers for:
 - ◆ Motorcycle security
 - ◆ Cones
 - ◆ Parking issues
 - ◆ Errands, etc.

3. NAMOA Name & Logo

Approval by Executive Board

If a planning committee wishes to alter the current Association NAMOA Logo then all recommendations must be approved by the Executive Board prior to printing.

Proper name

All documents relating to the Symposium shall be referred to as the "International Training Symposium." Planning Committees shall not change or add other wording or slogans to advertise (i.e. police rodeo, Let-R buck, etc.) the Symposium.

4. Sponsorship/Donations

General Information

Part of the success in raising money to hold a Symposium comes from sponsors and donations. Sponsors can donate money, in-kind products, or host a hospitality room for one or several nights. Planning committee's should decide what the sponsors or those who donate receive for their gifts.

- Fees
 - Some of the common fees include a \$200.00 cash donation, or \$400.00 worth

of in-kind products

- **Hospitality room**

- Calculate how much alcoholic/non-alcoholic beverages
- Calculate how much food will be needed inside the room
- Ensure hotel has ready access to ice, garbage cans, bus tubs, etc.
- Clean-up committee
- Location considerations

- **Expressions of gratitude**

The planning committee might consider giving a sponsor one of the below items in appreciation for their support.

- ◆ Banner
- ◆ Plaque
- ◆ Photograph
- ◆ Complimentary Photo from Assn.

Correspondence to Vendors/Sponsors

- Tax ID # 93-1087246
- NAMOA Letterhead

5. Vendors

General Information

One of the areas in each Symposium that has been expected and a great hit is a “Friday Night Vendors Fair.” The planning committee should actively solicit as many vendors as can fit in the designated area. The fee they are charged should more than pay for the room, with a significant amount left over for other areas if needed.

The fair is usually held on the Friday night and in the hotel area. Riders will return to the hotel from training all day, get a shower, then go downstairs and check out the newest equipment on the market. The committee should arrange finger foods and drinks in the vendors’ room so members have something to eat and drink while they browse the vendors. When soliciting vendors for the symposium, you should try to get them a table, power

sources, or phone outlets for their equipment.

Some vendors have even stepped up and “hosted” the hospitality room by providing food and drinks. Some might do this to display ONLY their products.

■ Motorcycle Dealers

The planning committee should make every effort to ensure there are motorcycle dealers present at the course. These dealers have provided an invaluable service to members of the Association by fixing motorcycles on the course, if they hadn't been there, members would not have been able to ride at all. The planning committee should solicit dealership mechanic from BMW, Harley Davidson, Honda, and Kawasaki at the course every day if possible. Demo bikes are also nice to have at the course.

■ Fee

In looking at past history, it is recommended that the planning committee's charge a minimum of a \$250.00 vendor fee. This will allow them to have a table at the vendors fair, and set up a booth or station at a designated area near the proficiency course. Most vendors will not elect to go to the course except for the motorcycle dealers who are doing demos, or repairing motorcycles.

→ Some of the common fees include a \$250.00 cash donation, or \$400.00 worth of in-kind products

■ Database of vendors

Currently the NAMOA website has the ability to keep track of all vendors that have registered for any previous symposium, as well as those that are registering for any upcoming symposium. The planning committee should get with the Association Webmaster to coordinate the retrieval of old and entry of new vendors, or contact previous host agencies for their lists. If done correctly, the vendors should be directed to the website to do their own registering. The committee can then look at the list daily.

■ Map of tables, outlets, food area, etc.

Vendors who register should be given a map of the area where they will be setting up so there is no confusion. [Exhibit A](#)

■ Memorandum of Understanding

Memorandum should spell out the table space, location, and electrical areas. If there are special needs for a phone line to run credit cards, this needs to be spelled out as well. Ensure hotel guidelines are adhered to (i.e. drip pans, kick stand pads, tires, etc.)

6. Hotel Considerations

Contract

Planning committee should coordinate with the sales manager to work out details such as compensated rooms, and banquet/meeting rooms, or hospitality rooms. The Chair needs to ensure he/she is complying with all local liquor laws, or insurance needs (if applicable).

Hotel(s) should be as close to the training site as possible and if possible, host the banquet in that same hotel. Members and their families do not like to “travel” to attend a banquet, especially if they have children with them left at the hotel.

Negotiation Considerations

- Area for Vendors Fair (able to accommodate 25 tables with power)
Ability to have a motorcycle parked inside (easy access)
- Secure parking for motorcycles and trailers
- Meeting room reserved for General Membership meeting
- Signage to direct members where to go (i.e. banquet, meeting, breakouts)

Hospitality Room(s)

- Sponsors love to host hospitality rooms with food and drinks. This allows them to display their products as well. There should be “plenty” of food/drinks so it doesn’t run out the first hour. This is recommended for Thursday night and possibly Friday night after the Vendors Fair.
- Ensure room will hold up to 100 members
- Try to get a room that is not next to other guests to cut down on noise complaints and at the hotel is “best case.”

Registration Table

There should be a registration table near the front door of the hotel so members who are arriving can check in and not have to “look around.” Hotel should provide you with one as part of the negotiations. A “Welcome NAMOA” sign or banner should be displayed. Try and get all conference attendees into one “wing” away from other guests. This table should be staffed late to accommodate late arrivals.

7. Registration

General Information

Registration decisions need to be made by the first of November of every year, prior to the next symposium. Decisions on total cost of the Symposium registration fee with banquet meals and membership dues figured in (e.g. \$100 – symposium + \$30 membership + \$30 meal = \$160) should be set by the host committee, with the goal of keeping costs down by obtaining outside funding. The cost for the members can be reduced if there is a large Sponsor that is underwriting the Symposium or a large amount of sponsors and vendors who have provided the planning committee with cash. It should be noted that the membership dues shall not be considered in any of the financial contributions towards running the symposium. These dues belong to the Association Treasury.

This information should be run by the Executive Board to ensure it is appropriate for the membership. Once the “go ahead” is given, the Planning Committee Chair should coordinate with the Association Webmaster in getting that information posted onto the Website and sent out to the members in a variety of mediums such as online registrations or by mail in.

For Charter Members that have free membership to the Association and are merely coming to the Symposium to help on the range, or attend the banquet and vendors events, the cost should only be for the banquet ticket plus a small cost for all others access areas (i.e. \$30 for banquet & \$30 for all other events totaling \$60)

For Retired Members that pay \$20.00 per year to renew their registrations, this should be the charge along with the cost of the banquet ticket and any other specialized event.

For Guests or Spouses, the cost should be that of the additional banquet ticket and a small addition for any specialized activity. The intent is not to force non-participation by members if the event costs for their spouse or guest cost is too inflated. Buffers in negotiations should be built in to cover them.

For minors under the age of 18 years old, there should be no cost. They should be identified through advanced registration (or on-site) and obtain their credentials at that time as well.

**NOTE: No matter what level of registration costs, everyone MUST have credentials get into any area that is open to NAMOA members.*

Photo ID for conference

Due to the nature of the law enforcement profession and general security, knowing that the people around us are supposed to be there when guards are let down is of the utmost importance and to identify attendees from the general public. It is for this reason that photographic identification of every member registered, vendors, sponsors, or guests at the symposium shall carried upon them at all times to access the different areas (proficiency course, hospitality suite, vendors fair, banquet, etc.)

■ Printed ID badge at check-in

- Name & rank
- Agency or Association Status (i.e. V.P. Idaho, President, etc.)
- Committee members, Membership status, Vendor, Guest, etc.
- "Member Since" (year first joined NAMOA)
- Department photo identification or driver's license in a neck holder

■ Gift bag

Each member at check in should receive some type of gift bag upon check-in. This has been expected every year and the members enjoy getting stuff to take with them. Planning Committee's should try and include as many needed items the member might need to make his/her stay comfortable, and possibly come cool special gifts. Some of those include:

- NAMOA shirt with logo. Members collect these shirts from each year's conference and are proud of how many years they have attended.
- Sunblock (travel size)
- Schedule of Events/Agenda
- Proficiency Course Rules
- Sponsorship program or local magazines with places of interest (i.e. restaurants, scenic motorcycle riding routes, etc.)
- Hat, key fobs, mugs, host agency(s) patch, or Pin
- Diagram of training site to include training course, command post, viewing areas, vendor areas, first aid stations, etc.
- Maps to and from hotel and training site(s), local riding routes, motorcycle dealerships
- General Membership Meeting Agenda (from President)

Border Issues

- **Carrying firearms**

If traveling to Canada, forms need to be submitted to the Senior Council Firearms Center a minimum of 90 days prior to traveling. Forms are available through NAMOA. http://www.cfc-ccaf.gc.ca/online-en_ligne/form-assistance/PDFs/909_e.pdf

- **Insurance cards**

Insurance cards for vehicles, or a letter from agency.

Scholarships

One thing that has been successful in Oregon is the ability to negotiate “Scholarships” for motor officers in their State. Through the academy, they were able to get the registrations paid for 20 members to attend the Hillsboro Symposium. This DID NOT include the Association membership fee of \$30.00. The applicants were required to pay for this on their own (or by the agency) in order to qualify for the scholarship.

Per Diem

Ensure you list out meals that are covered and not covered on the registration page. There have been agencies that realized lunches were provided and wanted reimbursed because they authorized three meals.

8. [NAMOA Program/Brochure](#)

Welcome letter

- Chiefs
- Mayor
- Sheriff's
- RCMP/GRC
- President
- Message from Planning Committee

Contents

- Coupons
- Places to dine

- Coffee shops
- Shopping
- Sponsor information
- Dealerships
- History
- Itinerary
- Places to ride
- Local site seeing places

9. Insurance

Course

Hold harmless signed form

Parade

Canadian non-residence

British Columbian coverage

10. Training Recommendations

General Information

One important aspect of each International Training Symposium is the training that motor officers receive, that they don't receive at their own agencies. It is highly advocated that all motor officers be involved in some sort of monthly training. Outside of that, members and their administrations expect to receive "something else" for attending the training. Below are some training categories that each planning committee should look at and attempt to incorporate in the Symposium.

Training topics

- Simunitions Course
- High risk stops
- Braking Skills

- Collision Avoidance
- High-Speed Cornering
- Precision Riding
 - Parade Techniques
 - Drill Teams
- Escort Training
 - Dignitaries
- Off-road riding
- Night Riding
- Crash investigation
- Traffic Safety topics

Break-out training

- Maintenance
- Police Equipment
- Court testimony
- Traffic Enforcement Issues

11. Instructors

Expectations

- Work a shift each day on a practice course to help those members who are struggling.
- Attend instructor meetings
- Must be on the “approved” training officer list that was submitted by each regional Training Officer.

Uniform

- Red hat or other distinctive color

→ Supplied by host agency

Qualifications

- Formal documented training
- Registered instructor with NAMOA

Equipment

The below equipment should be brought by each individual instructor and not by the host agency. Host agency should have a supply in case this does not happen.

- Whistle
- Stop watches

12. Course Planning

Course Marshall

A course Marshall should be decided upon and indicated on each course handout. This person shall be the final decision maker during all course conflicts or questions. If it involves a matter of Association Bylaws, the Course Marshall shall confer with the Association President.

On-site equipment

- Lunches
- Beverage Service
- Sound Equipment
 - Music
 - PA System
- Mobile Headquarters
- Identifying Instructors (red hats)
- Identifying volunteers/cone re-setters (different hat or shirt)
- AED
- Fire Extinguishers
- EMS

- Two-Way radios for instructors and volunteers
- Traffic control devices (cones, barrels, etc.)
- Signage
 - Proficiency Course #1, #2, Barrel race, etc.
- Restrooms (portable for fixed)
- Bleachers/spectator areas (a must)
- Covered areas (tents)

Security

- Daytime/Nighttime – this will be to guard the motorcycles and other equipment left at the site or hotel

Motorcycle Courses

- Proficiency Courses (at least two)
 - Separate entry and exit gate. Recommended to enter and exit at same side of the range, but not a requirement. This is to accommodate for the electronic laser timing gates used to record times.
 - Signature pattern? (Canadian maple leaf, etc.)
- Barrel Race Courses (at least two)
 - Ensure that the electronic timing gates are set up and working properly.
- Slow Ride Courses (at least two)
- Pairs Courses (at least two)
 - Ensure that there are tethers for the BMW Crash guards, Harley Crash guards, and now the Honda guards. Committees might have to reach out to an agency that has Honda ST1100's or 1300's to create some tethers.
- Practice Course(s)
 - One goal for the planning committee is to have a large practice course with ALL patterns that are on the main course so members can practice if they're having a hard time. Another practice course with "bumped out" patterns is also nice for those rusty, or beginning members. Instructors should be at these areas. One

way to accomplish this is to have a signup at check in to ensure instructors are there at all times, or work it for an hour a day.

- **Intermediate Course (new concept)**

One proposed concept is to have an “Intermediate rider’s course” for those riders who are not advanced in their riding skills. The course should be the same as the advanced proficiency courses that are used for official scoring and awards, but with the pattern measurements “bumped out.”

- **Roped off from public for safety (orange fencing)**

- **Motorcycle parking for members**

- **Public parking**

- **Ensure Course is approved by each State/Province Training Officers**

Specialized Areas

- **Sponsor/Vendor area**

- **Motorcycle Repair**

→ Local dealer sponsored mechanic for on-site repairs

- ◆ BMW

- ◆ Harley

- ◆ Honda

- **Bike Wash area**

- **Shuttle service to/from hotel (spouses, children, etc.)**

- **Reader board (if possible)**

This would be nice to have if a planning committee can figure out how to display names, times, and places. This would resemble what it’s like at a rodeo.

Photographers or Video Producers

Having a couple volunteers to take photos of riders throughout each day is a nice thing to have. Others have allowed professional photographers to take photos, but they weren’t provided to the members. We would have to go to the respective website and “purchase” them. The best practice would be to have good volunteer photographers taking pictures (with Photo ID badges) and after Saturday’s competition, put all the photos onto a CD and give them to each member upon the conclusion of the Symposium.

Equipment Requirements

- No fluid leaks
- Adequate tire tread
- Rider gear
 - Eye protection
 - Helmet
 - Boots
 - Gloves
 - Professional Appearance
 - ◆ Dept. Issued uniforms
 - ◆ Training uniforms
 - ◆ No tank tops
 - ◆ No non-departmental add-ons

Safety Rules

- No Horseplay
 - No wheelies, stoppies, burn outs, etc.

13. Proficiency Course Scoring Guidelines

In order to facilitate riders competing on the proficiency course in a timely manner, each planning committee should come up with a procedure for getting riders through quickly. In previous symposiums riders were assigned “group times” (5-6 riders) so that there was a guarantee riders would be in position.

The Association is looking for a Standardized software calculation program that can be used year-to-year in calculating the scores for the overall rider “ride off” and award recipients. Whatever system is in place, the planning committee should ensure that scores are collected, logged, and verified as they come in. The goal is to be ready to announce the five motorcycle category riders who will be competing in the ride off as soon as possible, so there is no waiting around by members or spectators.

Motorcycle Categories

- BMW
- Honda
- Harley Davidson
- Harley Davidson Dyna-Defender
- Kawasaki

NOTE: In order to be considered a “Category”, there must be a minimum of six motorcycles of that same brand competing.

Penalties

■ Proficiency Course

- ✓ 5-second penalty added to rider time if cone is touched in any course with any part of the motor or attachments
- ✓ 10-second penalty added to rider time if foot touches course surface (toe taps in the same incident count as one penalty)
- ✓ 25-second penalty added to rider time for blown pattern or gate violation
- ✓ D/Q the run if motor goes down

■ Slow Ride

- ✓ 5-second penalty added to rider time if cone is touched in any course with any part of the motor or attachments
- ✓ Foot down or out of pattern: TIME STOPS and that is the recorded time
- ✓ D/Q the run if motor goes down

■ Barrel Race

- ✓ 5-second penalty added to rider time if cone is touched in any course

with any part of the motor or attachments

- ✓ 10-second penalty added to rider time if foot touches course surface (toe taps in the same incident count as one penalty)
- ✓ 25-second penalty added to rider time for blown pattern or gate violation
- ✓ D/Q the run if motor goes down

Scoring Procedure

- Two instructors shall be on each course running a stop watch to verify the time(s) are correct and that all penalties are accounted for as well as ensuring the electronic timing gates are functioning properly.
- Scores shall be based on raw time to include any penalties assessed against the rider.
- Upon completion of each run, the instructor shall give the rider his/her time and ask them if they wish to keep their time, or run again. The rider MUST DECLARE their choice prior to leaving the instructor. If he/she wishes to keep their time, then no second run is recorded. *It is each participant's responsibility to ensure the time/score written on the score sheet is accurate and in the correct location.*
- Official individual score/ranking. Scores shall be calculated as follows:
 - Proficiency course time + 25% of barrel time – 25% of the slow race time
= Total overall Score
- Ride off. The ride off will be judged by the elected Association Training Officers from each region. The participants to compete in the ride off for the Best Overall Rider Award will be based on the final score of each category of motorcycle calculated in the following manner:
 - Proficiency course time + 25% of barrel time – 25% of the slow race time =
Total Score.

- Rider must have a CLEAN run on the proficiency course (no penalties) to be eligible. This is to encourage riders to have a smooth, clean run rather than a fast, sloppy one.
- Each rider must complete the pair riding course to be eligible.

Award Categories

1st place should receive a plaque or trophy

2nd – 3rd place should receive an Award Place Certificate

* This will reduce the costs dramatically for the host committee

- Slow Race, 1st, 2nd, 3rd in all five Motor categories
- Barrel Race, 1st, 2nd, 3rd in all five Motor categories
- Pairs (Steve Tunkin Award) 1st, 2nd, 3rd in all five Motor categories
- Proficiency Course, 1st, 2nd, 3rd in all five Motor categories
- Show-n-Shine (Don Bailey) Award, 1st place only (1)
- Pig Pen Award, 1st place only (1)
- Rookie (Richie Cochran) Award (trophy travels)

The rookie award will be open to competitors with less than one year of service as a motor officer. The rookie with the best ride-off score (proficiency course time + 25% of barrel race time - 25% of slow race time) receives the award. Entrants who wish to be considered for the award must write "Rookie" on the top of their score sheet before turning it in. (This should be on every score sheet given to the participants)

* It would be a nice touch if this recipient could receive one he/she can take with them to keep.

- Best Overall Rider (Gramps Hassinger) Award
 - Best Overall Rider Award, 1st place only (1)
 - Wins the "ride off"
 - Have to complete all events
 - Should be handed out by Gramps Hassinger himself at the banquet if possible
- Best Team Award (1st, 2nd, 3rd)

- ALL registered members for that agency
- All riders have to complete all phases of training
- No Disqualifications by any member on any course
- Combined scores of all single rider events
- Minimum of two riders to form a "Team"

The team award winners will be determined by using the average of the ride-off scores (proficiency + 25% of the barrel race – 25% of the slow race) of all officers registered and riding for that agency. You then add the ride-off scores and then dividing by the number of officers competing).

IMPORTANT NOTE: Competitors are responsible for verifying their score sheets after the on-course official has entered it on the form. If there is a discrepancy, it should be brought up immediately. Once the sheets are turned in, no changes will be made.

14. Media

Marketing Ideas

- News footage
 - Every effort should be made to promote the event by contacting the news media and doing some on-site coverage. This is fun for the citizens and promotes our professional organization.
- Local newspaper
- Media Packet
- Host Agency website – press releases

15. Memorial Ride

The memorial ride is a big part of our Association history. In years past the memorial ride has been done on Saturday morning, but this has proven to be a downside. We would do the memorial ride, then the photo shoot, and then ride to the course for the competition. Upon conclusion of the competition, the scorekeepers would have to scramble to get scores entered and figure out who the winners were for the ride-off. Also, riders who were done with the competition would ride off into the sunset and not be around for the ride-off.

This can all be fixed by time management. In order to give the scorekeepers and data entry

members time to enter, verify, verify again, then finally verify all entries match the correctly recorded timesheets, the time for the memorial ride should be put on the itinerary AFTER the Saturday competition and lunch. Upon the ride, photo shoot, and returning to the course, ALL riders will be there for the announcement of the ride-off competitors.

Route

- Plan a route that is safe for the members to ride and shows the host City's beauty. The route should stop at the location for the group photo

Group photo

- Pick a location that depicts the host city

- Photographer

A professional photographer is recommended due to the large photograph that is to be taken with up to 200 riders. In previous years photographers had to use a helicopter to get the members in the photo. Other techniques include a fire truck ladder, building, etc. Height is the key. The planning committee should determine how the members can receive the photo, and if it's free or not. One downside to a large elevated photo is you cannot see "who" the actual member is, just a body and a bike.

If the photograph (8x10) is going to be free of charge, then it is recommended that after the group photo is taken, they be developed that day and brought back to the command post at the competition. When a member turns his/her score sheet in, they can then walk away with their certificate of completion, and their photo.

- Charging membership?

→ Develop that day and hand out to members at banquet

→ Charge later

Traffic Plan

- Volunteers
- Blocked streets
- Time limit

16. Awards Banquet Event

General Information

The awards banquet is a place where members and their guest(s) come to eat dinner and either receive, or show recognition to those members that have placed in one of the award categories.

It is the policy of this Association that children not be allowed. This is due to several factors that have been discussed by Executive Board members. It is highly recommended that the planning committee arrange for a place where daycare can be set up during the banquet so that those children who came to see their mom or dad can have a safe place to go.

US, Regional, and Canadian Flags

Inside the banquet room should have flags that represent each of the areas that our membership comes from. Currently, those flags would be Oregon, Washington, Idaho, and British Columbia.

Food & Beverages

■ Meal Prices

Meal prices should be calculated by the planning committee based on the negotiated price of the entire banquet meal price. The committee should take the total cost, estimate how many people will be eating, and divide it equally.

Remember that each guest that will be eating will need an Identification Tag so plan on having that technology available at the banquet doors for those last minute guests.

■ Buffet stations

If the host agency elects to have a buffet style meal (which has worked well in the past), it is recommended there are at least two buffet stations. Due to the amount of members and their family that attend, two stations will adequately accommodate everyone in a timely manner.

■ Beverages

Due to the amount of members and their families at the banquet, you want to ensure people aren't waiting in line for 30 minutes or more. This should be taken care of up front by the planning committee by having **three stations** manned by bartenders. Might be based on number of people attending.

ID Badge for Meals

Each hosting agency will be negotiating a contract with the food vendors at the host hotel for banquet meals, which include a cost per person that is paid up front during the

registration process. To ensure that all monies have been collected, ID badges will be required to be shown at the time of the meal in order to eat. There should be someone appointed by each committee to check these badges at the time the meals are served. This will ensure fairness to those that have paid, and make sure the banquet meal is able to be paid for.

Other Necessary Equipment

There is other equipment that committee members need to arrange with the host area. This equipment will be used throughout the banquet.

- Laptop (equipped with Microsoft PowerPoint)
- Projector
- Sound system in room
- Microphone
- Stage/Podium

Chaplain

Each banquet should have a person to say an invocation to all the participants.

Raffle prizes

Throughout each section of the banquet is a good time to hand out any prizes that are available. Some notes on raffle tickets. If the tickets are initially handed out on check in, it is unlikely that they will get brought to the banquet due to them getting lost, forgot, or mislaid. Each committee can either just choose names off the registration roster by putting them into a hat, or other creative means.

When a person checks into the banquet they should be given a raffle ticket.

Awards Presentation

In presenting the awards for each category, several things should be done in order to keep the flow going, and to recognize those winners in a professional way.

The awards should be handed to each participant by the President and Host Chair. There are two exceptions: (1) Gramps Hassinger shall present his award for the “Best Overall Rider”, and Don Bailey shall hand out the “Show and Shine” award. Planning committees need to pre-plan this ahead of time. Each winner shall be called out by name individually by the designated announcer. The winner shall then go to the front and to a designated **photo area** where his/her photo will be taken for posting on the Website. That area should be flanked by a United States and Canada flag, with a NAMOA banner in the background

against the wall. Each committee can custom make a banner to represent their State and the year in which the Symposium is taking place.

■ **Slide Show**

Some previous Symposium's have had a slide show displaying photos from the previous three days. The photos rotate throughout the check-in and into the meal (if no speakers or entertainment are on stage).

■ **Color Guard**

Each planning committee shall arrange a color guard that will march in the colors and post them at the banquet.

■ **National Anthems singer**

The planning committee shall arrange to have a singer who can sing both the United States anthem, and the Canadian anthem. The singer will then sing both anthems, one after the other.

■ **Entertainment**

It is highly recommended that the planning committee hire entertainment for the banquet. In past years there have been magicians, comedians, live bands, and one of the most popular, an Elvis Impersonator that was a big hit in Chilliwack. A representative should attend an actual live show and ensure that the material is suitable for all audiences.

■ **Speakers**

To start off the ceremony, the current President of the Association should speak to the membership and talk about the accomplishments the past year. The President should then introduce the Keynote speaker that will follow him/her.

The Keynote speaker should be a person who has something important to pass onto the motorcycle enforcement officer's profession.

17. General Membership Meeting

Day & Time

Since the General Membership meeting is only held once a year, maximum participation is always the goal of the meetings. Over the years what the former committees have found is that **Friday** morning after breakfast is the best time to hold one. This way it doesn't interfere with training time, meals, vendors fair, or the memorial ride on Saturday. Course shall be closed at that time.

Agenda

The agenda discussion items will be decided upon by the President in conjunction with the E-Board and prepared by the Secretary/Treasurer. Setup should include an E-Board table in front with speaker and audio/visual setup for presentations.

18. ByLaws

Compliance

Each planning committee must ensure that the symposium is conducted in accordance with the Constitution and Bylaws of the Association. Any questions should be directed to the Association President.

19. General Information

Tax ID Number: 93-1087246

- Letterhead: See Association President

20. Marketing

www.motorcops.com

<http://www.blueknights.org/wcc/>

Post Cards to Members

Broadcast emails

21. Conclusion Items

Certificate of Completion

- Local academy credits
 - DPSST
 - WSCJTC
 - Idaho/Canadian equivalent
 - Give certificate upon turning in your timing sheet at the command post.Exhibits

Group Photo

If possible, it is best to have the group photo developed and ready to issue upon each member turning in his/her score sheet. This way the member doesn't have to carry it around, or lose it.

“Kids Night Out”

Since the adults are attending the awards banquet and some of the participants have families with kids that like to come, it has been suggested that we as an Association do everything we can to promote a family environment.

One idea is to have a “Kids Night Out.” This is a room that is reserved by the planning committee in the hotel of the banquet, and staffed by volunteers or chaperones. In this room would be activities for kids to participate in, as well as eating. Some ideas are:

- Soda fountain
- Raffle tickets at the door for prize giveaways (DVD's, toys, gift certificates, etc.)
- Buffet style dinner with finger foods (i.e. chicken fingers, cheese sticks, etc.)
- Bingo
- Games
- Movie time with projected movie on a wall, popcorn, etc.

All of these activities should be posted on the registration website to attract families and allow attendees to plan out their evenings.

22. Exhibits

A. Vendor Fair Map

