



Area Reps Guide

Update: July2020

Kia ora

On behalf of the BMW Motorcycle Club Aotearoa NZ, thank you for taking on the role of Area Rep. Our club could not function properly without volunteers like you stepping up to assist.

As an Area Rep, you'll no doubt be someone who rides your bike regularly, is sociable and known to local members, pro-active on the phone, e-mail or social media (even if it's only to say 'how's it going'), and is the local 'Go To' person for anything to do with the club. The role is all about keeping in touch with members in your region, keeping an eye out for new members, and encouraging member participation in area and national activities. You are the contact person between your area members, other Area Reps and the Board. The Board has committed to support you in any way you need.

It is a satisfying role that most consider very rewarding although the Board acknowledges that, at times, it can seem like being the Area Rep can be a bit of a thankless task. So, the Board is here to support you. One of the things we do is to ask members, or shoulder tap specific people, to do more to support you in the role. For example, it might be just someone else organising a monthly ride or some other social event of interest to members where you can relax and simply participate. It's a good way to help you become a co-ordinator as much as an organiser.

If you cover a broad geographical area there will be some things you do differently from other Area Reps. For example, you might consider a one-day event or a (long) weekend ride, say once a quarter (one of which could be a ride to the Annual Rally), or see if you can join in with some other club's events. Again, the Board supports you by bringing all the Area Reps together at least once a year to share ideas and a wealth of experience about what works and doesn't work depending on geography, membership numbers, etc. specific to your Area.

To help you settle into the role, you'll receive a handbook about being an effective Area Rep. This has been compiled over time by previous Area Reps with the support of the Board. It is a living document subject to updates from time to time, perhaps when you have a contribution to make that will enhance the role. It is not intended as a "Rule Book" but simply a guide to working safely and efficiently with a group of like-minded riders.

Most importantly, you may well be the first point of contact with our New and Introductory Members and first impressions count both for you, your local area and the club as a whole. We are a social club that enjoys BMW motorcycles and the company of likeminded people in the first instance, and our aim is to be the Club of choice for all and future BMW Motorcycle riders. The professionalism and effectiveness of you as our Area Rep is critical to these objectives.

Ngā mihi



Garry Williams
President

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BACKGROUND:

The BMW Owners Register of New Zealand was created in 1975 by a small group of BMW motorcycle owners in Auckland. At that time there were no service agents or parts outlets available for riders of imported motorcycles and it was impossible to import to individuals from BMW Germany as they only provided parts to recognised BMW organisations.

The Owners Register was created, local owners were invited to join and BMW Germany advised. Local owner details and those of their machines were listed on a Register and original parts could be ordered and supplied from Germany. All in the world was good.

Over the course of 40 years, the BMWOR was incorporated as a Society (1999) and has since grown to a national organisation, with both a National and Local structures. The common purpose has always been to enjoy riding the marque and engaging in social activities. A more comprehensive background of the club's history is available in the "BMW Owners Register 40th Anniversary Book" (published in 2015), written by David Morris and available via the Website Shop.

The legal name of our organisation is the BMW Motorcycle Club Aotearoa New Zealand (Inc).

CLUB STRUCTURE:

As an Incorporated Society our club is listed with the Companies Office. Returns are required each year so as to retain our Tax Free and Charitable Status. The Club's Constitution is available on our website. A copy is also available by clicking [HERE](#).

The Board of the club consists of six elected volunteer positions:

- | | | |
|----------------------------------|---------------------------------------|---|
| President (PD) | Vice President (PD) | Treasurer (PD) |
| Secretary (PD) | Membership (PD) | Member Representative. (PD) |

Each position has a PD that is held on the website (<https://www.bmwor.org.nz/resources/>), you simply scroll down to Position Descriptions. Board positions are held for a 2-year term but not for more than 3 consecutive terms. The President and Vice President positions expire 1 year apart so as to provide continuity.

There are a number of positions appointed outside of the Board and they are:

- Editor/Editorial Overview ([PD](#)), Webmaster, Regalia/Shop, Archivist.

There are 24 "Areas" designated to membership coverage by the club:

- | | | |
|----------------------------|----------------------------|-------------------------------|
| Area 1 – Northland | Area 2 – Auckland | Area 3 – Waikato |
| Area 4 – Tokoroa | Area 5 – Tauranga | Area 6 – Rotorua |
| Area 7 – Gisborne | Area 8 – Hawkes Bay | Area 9 - Taranaki |
| Area 10 –Rangitikei | Area 11 – Manawatu | Area 12 – Wellington |
| Area 13 – Wairarapa | Area 14 – Nelson | Area 15 – Marlborough |
| Area 16 – Upper West Coast | Area 17 – Lower West Coast | Area 18 – Canterbury |
| Area 19 – South Canterbury | Area 20 – Otago | Area 21 – Central Otago |
| Area 22 – Southland | Area 23 – Overseas | Area 24 – Dealers / Corporate |

11 Area Reps cover these "Areas" as follows:

- | | | |
|-------------------------|----------------------|--------------------------------|
| Northland (1) | Auckland (2) | Waikato (3) |
| Bay of Plenty (4, 5, 6) | East Coast (7, 8) | Taranaki (9) |
| Rangitikei (10, 11) | Wellington (12 & 13) | Nelson (14, 15) |
| West Coast (16 & 17) | Canterbury (18 & 19) | Southland & Otago (20, 21, 22) |
| Membership (23, 24) | | |

Area Reps are volunteers and positions are filled by the recommendation/selection of the Area members. There is no formal process for appointing or replacing an Area Representative as it is usually done by general discussion, volunteering and agreement. If your area is an active one, you may ask if they want to have a formal process with nominations and votes.

AREA REP COMMUNICATION:

Each Area Rep has access to the Club’s Membership Database, limited to the current Membership list for their assigned area(s), which shows the member details as:

Area No. Member Number. Surname. First name. Email. Contact (includes address). Bike (shows type)


The system allows the Area Rep to create and send bulk emails to their members.

If the Area Rep is unsure of anything, or seeks guidance, they should first contact the Member Rep via memberrep@bmwor.org.nz or their contact numbers shown in the Newsletter.

Area Reps are also welcome to contact the Membership Secretary (membership@bmwor.org.nz) or the Secretary (secretary@bmwor.org.nz) if there is an issue with membership renewal or anything else.

AREA REP POSITION DESCRIPTION

The Area Rep Position Description is shown below (also available by Clicking [HERE](#))

<h1>BMWOR Policy Document</h1>	
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Policy Name Role Description – Area Representative

Initiated By

Document Owner(s)	
BMWOR Board	

Policy Version Control

Version	Date	Author	Change Description
1	May 2018	D. Ross	Document created

The Area Representative plays a critical role through effective representation of local members to the Board. The Area Representative also plays a role in maintaining effective communication with and between the local members of the assigned area.

Desirable Attributes:

The Area Representative is:

- an excellent communicator
- a person who can develop good relationships internally and externally
- aware of the Constitution, rules and duties of office bearers
- able to work collaboratively with local area members and with other Area Representatives
- a good listener and attuned to the interests of members
- a good role model and a positive image for the Club

Specific duties include but are not limited to:

- maintaining a social network with local club members
- suggest, develop and implement riding opportunities

- suggest, develop and implement motorcycle skills training opportunities
- collaborate with other Area Representatives to coordinate events to enhance members' rides and/or social events
- represent their local members with any issue that may need to be brought to the attention of the Board
- supply written reports of appropriate items for publication in the club Newsletter
- arrange for the supply of local ride statistics after each ride
- report any incident/event of a Health & Safety nature that the club should be aware of
- play a part in relaying key messages from the Board to the membership

WEBSITE:

Area Reps registered for Website use are listed as Event Managers, which means that they can create and enter events for their local area. The Process is relatively easy – Follow the steps below:

- Go to www.bmwor.org.nz (or www.bmwmc.nz)
- Log In (using your user name as Password) - Click on 'Forums' and then 'Log In'
- The screen for the Website will be slightly different to the normal screen. You are offered a number of options (Yes, this is the way to get to the Member Directory)
- Above the normal Menu is now a black band with several options. Click on the '+ New' symbol and a drop menu will appear.
- Select 'Event' and a New Screen will appear. Write in the Name of your Event.
- Press tab to enter the Free Text Box. Write your message. At the end of your message put your name, contact email and contact phone number.
- Scroll down the page and on the Right Hand side you will see a box entitled 'Category'. Click the appropriate category box.
- To the left side is 'Time & Date' area. Complete the details. By clicking in the box/s various assisting screen will appear. Scroll & click to make your selection.
- Beneath that is a 'Venue' Screen. Select or Create your Venue. Complete the address including the Post Code and Phone Number.
- Scroll up slightly and you will see a blue 'Publish' button to the right. Click it.
- When it finishes loading, you can go to the main screen by clicking on the BMWOR, then go to Events and scroll down to your event.
- Access to this area is only available to those in the role of Area Rep.

FACEBOOK:

The Club also has a FaceBook Page (<https://www.facebook.com/bmwmcnz>) and you are welcome to add posts to that site. With the developments in the Website site future items published there will also be 'pushed out' to the FaceBook Page.

The Club also has a Group Facebook that is found at <https://www.facebook.com/groups/532650443922981/>. This page has almost superseded the Website's Forum, although the Forum contains significant historical and older machine repair data.

The difference between the two is that that main FaceBook Page is an Administrative Page and the Group Page is the Social and Information sharing page.

NEWSLETTER:

The club electronically published a Newsletter that is sent out to all members who have a listed Email address. Newsletters published since February 2012 are also available on the Website, available by Clicking [HERE](#)

If there are club members in your area that don't have access to the Internet they can be supplied with printed copy. Copy the pdf file onto a pen drive or USB stick and have your local print shop print one. Black and White copies are at minimal costs. That cost can be theirs or you may want to send your receipt to the Treasurer for reimbursement.

A part of your role as Area Rep is to arrange or supply a written 'Ride report' or items of interest of about 500 words to the Newsletter for publication. Photographs (preferably about 1Mb) are also welcomed with any report.

As an Area Rep you will have been given access to the Shared Google Drive where our Newsletter is created. That access will have been sent to you from Nettle, the company that looks after our Digital needs.

Can I suggest the following:

- Open the hyperlink sent to you and follow the simple instructions until you can see the Newsletter Document.
- Book mark the page.
- Go to your Bookmark folder
- Locate the icon for the Newsletter
- Click (and hold) on it with your mouse, Drag the icon to your main screen.

You will then have an icon that as soon as you click on it, will take you to the Newsletter Document.

In simple terms, the following outlines how to enter items into the Newsletter Document:

- Write / prepare your document and save them on your computer as either a Word Document or a pdf document.
- If you use photos, please label them as to what they are.
- Click on the Hyperlink to open the Newsletter google platform.
- Click on the area that your document / information needs to go into (i.e. Area Reports – then to your own folder.)
- Once that folder is open, click on the NEW button. Select New File. The system then allows you to go to where you placed your document on your computer and add it to the folder.
- Job Done!

The Newsletter relies on the input from Area Reps and Members to make it a readable document. For those who are regular users of our closed Facebook Page, I remind you that there are only 200 members who use that format. Our Membership email list for the Monthly Newsletter now goes out to 495 email addresses.

If you are putting stuff on our Facebook page, please consider copying it onto a word Document and submitting it into the Newsletter Document. Please remember to put any photos across as well. Now that our Newsletter is digital, there is no limit on the number of pages.

If you are unsure or are having problems, contact the Editor on editor@bmwor.org.nz

RIDES:

As Area Rep you, or a nominated member, may be the organiser of the Club Rides. The briefing of riders before the ride is a part of the Clubs Risk Management Plan. There are Policy Documents to assist you with Ride briefing.

Club members ride together under the arrangements and safety plan of the Club. Should a member invite a non-club member to a ride, that member is responsible for that other person.

The Risk Management Plan is published in every Newsletter and is also shown below:

BMW Motorcycle Club of Aotearoa New Zealand - Risk Management Plan

The BMW Motorcycle Club of Aotearoa New Zealand is an organisation whose members join together for rides to nominated venues and for other social occasions. The organiser nominates the destination and regrouping stages along the way, but otherwise has no influence upon the way that riders behave on the road. There is no element of organised competition in the rides.

Riding Code:

1. All Club members on Club rides shall do so as individuals responsible for their own safety and shall take into account the safety of others they encounter on the ride.
2. Club members are responsible for ensuring that their motorcycles are in a safe and legal condition, the minimum being to Warrant of Fitness standards.
3. Riders, Pillions and sidecar passengers where required, shall have as a minimum standard New Zealand Approved Motorcycle Helmets, and stout footwear, gloves and clothing that will be capable of protecting their body in the event of a mishap.
4. Club Members are to go to the aid of any others suffering a mishap.
5. Rider organisers shall nominate the destination for the ride as well as any regrouping locations or other stops. The organiser is not responsible for the other riders' behaviour or safety.
6. Riders shall ride at a speed and in a way that is comfortable for them. Do not ride outside your personal comfort envelope.
7. If a rider is unfamiliar with the route, they shall arrange to follow another rider who does know the way and who travels at a comfortable pace.
8. Riders who decide to travel as a group shall adopt a staggered riding formation such that there is an accepted following distance to the rider immediately in front. A reasonable following distance is indicated by a time of two seconds between riders for dry conditions and longer for inclement conditions and on loose surfaces.
9. The Ride Organiser and or the Club are not responsible for the participants' safety, and all participants participate at their own risk. All participants are aware that they are travelling on open public roads and are responsible for their own safety and compliance with the Road Rules and Laws.

This briefing may include:

- Identifying the Lead Rider, the Tail end Charlie and who has First Aid Equipment.
- What the destination is and the intended route.
- What re-grouping or re-assembly points are along the intended route.
- What 'Riding System' will be used for that ride.
- Road and weather conditions that may affect the ride.

There are Policies in place for:

- Organised Rides – Rider Briefing (click [HERE](#))
- Riding Systems for Organised Rides (click [HERE](#))
- If there is any type of incident during your organised ride, the Club has a 'Incident Report' available under the Policies Section (Click [HERE](#)). This form is important both from a learning perspective and for mitigating any incident factors.

To access the Directory Members need to complete the Registration Form available under 'Forum Registration'. The Form can be seen by clicking [HERE](#). The application is processed by the Secretary and a confirmation email is sent to the member. If there are issues with this, please contact secretary@bmwor.org.nz

EVENTS:

The Club has a number of Events both scheduled and unscheduled during the year. The Major Events are:

- Annual Rally & AGM, which alternates between North and South Island each year.
- North Island RAG Rally. Held near Ohakune on the weekend that Daylight Savings concludes.
- South Island RAG Rally. Held in the South Island usually in November.

Unscheduled events may consist of:

- Weekend away (or Overnighter)
- Christmas Parties (both mid-winter and end of year)
- Rider Training Days (The Club endorses and recommends Rider Forever Courses)
- Gravel Ride training (run by local club volunteers)
- Slow Ride training (run by local club volunteers)

If you are organising or holding an event please refer to the Policy on Attendance by Non-club Members. This policy assists in mitigating our required insurance risks and against any potential legal action against the club. View that policy by clicking [HERE](#).

The Club also has 'Authorised Club Events'. This is where the Club subsidises the fees as a way of returning club funds to the Members. Those events are well advertised as 'Authorised Club Events'.

As an Area Rep you may also consider advising neighbouring Area Rep/s of events or rides that you are planning. These are sometimes called 'Cross Branch Events'. It's all about Communication.

AWARDS:

The club presents Service Awards at 10, 20, 30 & 40 year intervals. Service Awards are usually presented at the Rally Dinner, but if the recipients are not present, the Certificates and Badges are sent to the appropriate Area Rep to arrange a suitable presentation at a Club meeting.

There are other Trophies also awarded at the Rally Dinner. They are:

- Gun Trophy. Vote on by Members for the best submitted story to the Newsletter each year.
- Editors Award. For the person or Area Rep who submits to the Newsletter on a regular basis.
- Pillion in a Million. Not presented each year but as needs dictate.
- 'Oops' Award. For the best 'off' or funny incident traveling to or at the Annual Rally.
- Concours d' Elegance. Special Judge/s for best presented bike at the Rally
- People Choice. Bike at the Concours selected by the attendees
- The Rick Kirkman Memorial Trophy. Highest Scoring rider on a set and timed Gymkhana course at the Rally

Each year there may be other special Rally competitions that also result in prizes.

LOGO:

Over 2019, the Club went through an extensive process to have its Logo copy written and sanctioned both by BMW AG and BMW Clubs International.

The Club Logo may not be used in any form other than its sanctioned format. If you need a high resolution copy of the Logo, contact the Secretary. The current Logo is shown throughout this document.

INSURANCE:

The club has Insurance Cover for major events. The Insurance Cover provides for:

- Public Liability,
- Statutory Liability,
- Fidelity,
- Directors & Officers Insurance,
- Lawsafe at Work,
- Liability Consequential Loss,
- Internet Liability,
- Defence and Work Accident Insurance.

Our current Policies are held on the Website and are available by clicking [HERE](#).

The Club's preferred Insurer is AON New Zealand. The contact for Club insurance is Leone STEEDMAN and her email address is (leonie.steedman@aon.co.nz).

AON offer our club members premium and discounted insurance on Motorcycles and riding gear. The contact for individual member insurance is Jodie McTavish and her email address is jodie.mctavish@aon.com or phone 09 278 6264

INTER ISLAND FERRIES:

The Club has discount packages with both Bluebridge and InterIslander. There are conditions attached to both that impact on High Season Travel.

BLUEBRIDGE COOK STRAIT FERRIES



Save heaps off your next ferry crossing with Bluebridge Cook Strait Ferries

You can now save heaps on Bluebridge ferry fares. Only \$85 for you and your motorcycle each way! Book and travel by April 2020 excluding 15 Dec to 15 Jan and Easter weekend.

You'll love their warm Kiwi hospitality, fresh local food, and private ensuite cabins. You'll even get free WiFi and movies plus earn Airpoints Dollars™.

Simply use promo code **BMWMCNZ** when you book online or call 0800 844 844. Ts&Cs apply.

To find out more or book, go to www.bluebridge.co.nz/bmwmcnz

INTERISLANDER FERRIES



BMWOR members can also get a discount from the InterIslander when booking return fares. To access discounted rates, use the group reference code printed on the reverse of your membership card (it is the one starting with FA). Each reservation must be made direct with the InterIslander either;

- Online [HERE](#) (enter your group booking code in the discount code box and click on “book now”); or
- By phone on 0800 878-898. Group Desk Hours: Monday – Friday 8:30 am – 5:30 pm. Saturday 8:00 am – 12:00 pm

Every reservation will be given an expiry/payment date and is required to be paid in full by that date. Space is subject to availability at the time of the booking request. Please have your Membership Card with you as you may be asked to present it for inspection.

Click [HERE](#) to see a copy of the current agreement.

MEMBERS BENEFITS:

There are benefits available for club Members and these can be listed by clicking [HERE](#). Any information relating to possible new benefits or sponsors should be directed to membership@bmwor.org.nz

NATIONAL BOARD ACTION PLAN:

The Board is also charged with creating the National Action Plan. The current Action Plan can be seen by clicking [HERE](#).

RELATIONSHIP WITH DEALERS / SERVICE AGENTS:

If members use their local dealer /Service Agents for all of their possible requirements, then the probability of a Dealer Network remaining in New Zealand is enhanced.

If the opportunity arises to involve and promote a local dealership through the club, as an Area Rep you are urged to take the opportunity. This could be as simple as inviting the Dealer / Services Agent:

- to your Area Christmas function,
- on the Club’s Monthly ride,
- or possibly hold a function at the Dealer’s place of work to discuss some aspect of Motorcycling or the release of the latest models.

The local Dealer also plays an important part for inviting new Introductory Members.

If there is a BMW Dealership in your area, it would be advantageous for the Club if you called in to see them on a regular basis.

All Dealers and Services Agents received a copy of the Newsletter.