



MCA Driving Events

MCA DRIVING EVENTS POLICIES AND PROCEDURES



MCA Driving Events

The MCA Driving Events committee will administer the MCA SPONSORED DRIVING EVENTS, and advise regional clubs on the process to submit a MCA Driving Event application to the MCA Driving Events Committee.

An MCA DRIVING EVENT includes the following: Open Track event, Drag Racing (at a drag strip), Road Rally, High Performance Drivers Education (HPDE), Autocross, or other MCA approved driving event. This event can run in conjunction with a regional or national show or it can be a stand-alone function.

At an MCA driving event, *all* driving enthusiasts are welcome—that includes all makes and models. Why? This will help you fill your available slots, promote the Mustang and MCA to the other guys, and bring your club more revenue.

How Do We Get Started?

- Plan your finances (how many cars do we need to pay for the track rental, what do we need to charge, etc.)
- Choose the facility / venue for your driving event
- Make sure you have enough volunteers to put on the event
- Decide which type of driving event you want to have
- Make a list of what you want to do at the event
- Choose the dates for your driving event
- Decide how you will market the event
- Find out what insurance coverage the facility requires
- Download a MCA Driving Event Application from [Driving Event Policy and Procedure](#)
- Download Insurance Application:
- Create a driving event proposal
- If you need it, you may request an Event Loan Application from MCA (MCA Driving Events, P.O. BOX 3973, Suwanee, GA 30024 or call 850 438-0626) or email mcaofficeadministrator@mustang.org

*****Please include Regional Host Club Name, contact name, return address, phone number, email, type of event, and venue/facility name and address on all correspondence***.**



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Submit a completed ***MCA Driving Event Application*** to the Driving Events Committee at least 180 days in advance. MCA Driving Events are awarded on A FIRST-COME-FIRST-SERVED BASIS. The Driving Event Committee will review each application submitted. It is the Driving Events Committee's goal to ensure that each event is run and managed safely, and to the best interest of MCA. Since SAFETY is MCA's top priority, please describe your safety plan in your application, and describe how you will staff, man, and equip the event to ensure the safety of participants and spectators.

Also, provide information on how many staff and their qualifications will be used, the person(s) in charge of safety, along with a copy of your technical and safety rules and regulations.

A Regional Club may request additional funding for the proposed event. The MCA has available loans up to \$2,500 to the regional club sponsoring the Driving Event - ONE TIME ONLY. This money will be loaned interest free, if paid back within 60 days after completion of the event.

Upon acceptance of a Driving Event by the MCA Board of Directors, the regional club will be notified. The regional club should request from the MCA office an insurance certificate form. This request must be received by MCA at least 45 days prior to the event. If possible, more than 45 days in advance would be the preference. MCA provides \$3M insurance at no cost. If the Regional Club requires additional coverage, another \$2M is available from MCA at additional cost, which will provide a total of \$5M. If additional insurance is required, this request MUST be included with the certificate request and the additional fee included at that time. Please Note: MCA's agreement with our insurer is a "take or pay" policy. The MCA can no longer reimburse clubs who provide their own insurance.

Club Requirements to Host an MCA Driving Event

- Safety WILL be your number one priority
- Educate the attendees who are new to the activity
- Promote the MCA during your event (signage, MCA brochures, and advertising)
- Club must submit photos and narrative/synopsis of the event to *Mustang Times* (after the event--it will help promote your next event)
- Provide an event registration discount to current MCA members



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- If able, provide ride-along opportunities for 16-17 year-old* participants (future members).
*Parental waivers required.
- The Regional Club will distribute the *Mustang Times* and MCA Membership Applications provided. (A booth is the preferred method; it would also allow the regional club to gather new members)

What The MCA Will Provide For Your Driving Event

- An interest free loan of up to \$2,500 ONE TIME ONLY. This loan must be requested. Also, a promissory note between MCA and the Regional club (that spells out all the requirements) WILL be required.
- FREE advertising in MUSTANG TIMES in the "upcoming events" column.
- Two full-page ads in MUSTANG TIMES. (This could consist of the event flyer or other full-page ad copy). Submission deadline is 6 weeks before publishing. The MCA LOGO MUST be featured in a prominent place on your flyer or ad copy. Additional advertising is available at a special rate for regional clubs.
- \$3M of insurance coverage. If the regional club requires additional insurance, coverage up to \$5M can be purchased at the MCA's cost. Additional insurance should be requested with the application.
- 25 MUSTANG TIMES magazines for free distribution, along with 25 MCA Membership applications.
- 100 plastic goody bags with the MCA logo (more items can be purchased from the MCA).
- A source of advice and guidance for conducting a Driving Event.
- MCA has experienced personnel who can provide your regional club with answers to many of your questions.

****Feel free to consult with the MCA Driving Events Committee to plan your event****