

# OO Live Steam Club

Supporting OO Live Steam and its community

## OO LIVE STEAM CLUB ROADSHOW

**Policy and Rules** - Effective 1<sup>st</sup> June 2023

1. The aim is to attend 8/10 events per year.
2. The Roadshow Events Manager (REM) will propose to the committee exhibitions to be attended, committee members are also encouraged to propose events to the roadshow events manager.
3. The layout will require a minimum of five people to man it, this is made up of two inside the layout to operate the two loops, one outside to operate the public loop and one to take responsibility for the technical help desk. Ideally a further two people are required to allow for breaks and busy periods.
4. At least three committee members must be in attendance during set up, the operation of the event and breakdown wherever the Roadshow is used.
5. All committee members manning the stand must wear club polo shirts/fleeces, however temporary help will not be required to do this, but should be encouraged to wear a dark blue polo shirt.
6. Roadshow Team members attending public events agreed by the REM may be paid a Roadshow Allowance. This allowance is a contribution to help offset the costs of hotel rooms, transport and food and will be restricted to public events. This will not include our own internal 'Summer Meets' as the OOLS Club does not directly benefit from our own get-togethers.
  - 6.1. £60 per person per hotel night. (A hotel night is defined as a one night hotel stay plus one day's service with the Roadshow, either setup or a show day). No receipts required. At the Roadshow Manager's discretion, the Roadshow Allowance contribution may be increased/decreased subject to unusually higher/lower than expected costs for a particular event.
  - 6.2. The Committee member transporting the layout will also be able to claim for fuel using national average fuel prices and the vehicle MPG. No receipts required.
  - 6.3. As committee members know, a number of the shows pay expenses and require receipts, if this is the case the REM will let those attending know this in advance, they will then make best endeavours to supply the REM with as many receipts as required for fuel and hotel expenses.

Charles Leekham  
OOLS Roadshow Manger

