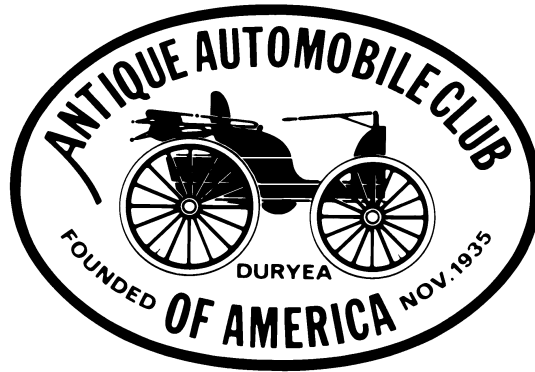


# AACA Policy & Procedure Manual 2024

**Revised January 2024**

(Revisions will be made periodically)



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# 1. INTRODUCTION TO AACA

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## 1.1 GENERAL DESCRIPTION

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The Antique Automobile Club of America is an international organization with members in all 50 states and in more than 50 countries of the world. Bylaws (Appendix A) of the AACA form the basis for the organization and operation of the Club. The AACA is incorporated under the provisions of the Nonprofit Corporation Code of the Commonwealth of Pennsylvania with a business office located at 800 W. Hersheypark Drive, Hershey, Pennsylvania 17033-2400.

Leadership is vested in a Board of Directors consisting of 21 elected National Directors, each serving a three-year term, with one-third being elected by the general membership each year. The National officers, who include the President, Executive Vice President and Secretary-Treasurer, are elected National Directors.

There are approximately 350 Regions and Chapters. These groups provide local activities and represent AACA in their areas.

## 1.2 AIM AND PURPOSE

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The aim of the AACA is the perpetuation of the pioneer days of automobiling by furthering interest in and preservation of antique automobiles and by promoting sportsmanship and of good fellowship among all AACA members. The AACA uses the term "automobile" in a comprehensive sense to include all self-propelled vehicles intended for passenger use (cars, race vehicles, trucks, fire vehicles, motorcycles, powered bicycles, etc. that were intended for highway use or authorized racetrack). Similarly, the term includes various power sources such as gasoline, diesel, steam and electric.

The mission statement is: "America's Premier Resource for the Collectible Vehicle Community."

The AACA exists to support the mutual interests of its members. It provides a comprehensive activities program that is available to all members and their families. The public is encouraged to take an interest in the organized activities, meets, and tours; however, direct participation is limited to AACA members (and VMCCA members in the case of the Revival AAA Glidden Tours®).

The AACA publishes several different types of periodicals and documents including the **ANTIQUE AUTOMOBILE** magazine, the Rummage Box and Speedster. AACA maintains a comprehensive website. The AACA Library & Research Center supports research and restoration efforts. It is the desire of the AACA to do everything possible through the national office, publications and the Library and Research Center to aid individuals, museums, libraries, historians, scholars and collectors dedicated to the preservation of automotive history.

The purpose of the AACA is to provide an organization for members with a mutual interest in the antique automobile hobby. While recognizing the importance of commercial enterprises that are critical to the accomplishment of our independent and collective goals, the AACA maintains a strict disassociation from any commercial or charitable enterprise.

The AACA achieves its objectives through the collective resources of its international membership. Regions and Chapters support the interests of the members on a local basis. AACA members, directors, and officers are expected to maintain the highest level of relations with the community at large.

The AACA is committed to making the antique automobile community accessible to all individuals on a non-discriminatory basis. The Club reaffirms its strong opposition to discrimination based upon gender, age, race, color, religious creed, national origin, disability, and marital, parental, veteran status or sexual orientation. As such, the club will not deny membership to anyone based upon the above criteria.

The AACA also requires all of its regions and chapters to abide by the policy outlined above.

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### 1.3 A CONCISE HISTORY OF AACA

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The AACA was formed from among a small group of men who attended Antique Automobile Derbies that began in 1931 in connection with the Automobile Show in Philadelphia. After the fourth such Derby, Mr. Frank Abramson and Mr. Theodore Fiala conceived of the idea to form an antique automobile club from among the previous year's Derby participants. They approached Mr. Jack Dlugash, promoter of the Derbies, for the participants' names and addresses, which he gladly provided. Their letter, dated September 20, 1935, successfully interested these people in forming such an organization. A meeting was held on November 4, 1935, in the auditorium of the Automobile Club of Philadelphia. Attendance included the fourteen founder members plus the wife of one. Thus was born America's first historical automotive society, the Antique Automobile Club of America.

The AACA's first President, Mr. Frank Abramson, served the first three years. At a March 16, 1936 meeting, automotive pioneer and AACA Honorary Member Mr. Charles E. Duryea was scheduled to speak, but had to withdraw due to illness. Mr. Duryea and his brother, J. Frank Duryea, had created America's first commercially successful automobile. This same year a Constitution was drawn up and submitted to the membership for approval. Unfortunately, Charles Duryea passed away September 28, 1938. Mr. George M. Hughes was elected President in the fall of 1938 and did much to keep our small club and magazine going, serving five of the next six years, with 1942 being the exception when Hyde W. Ballard served as President. During these years beginning January 10, 1938, various AACA members had meetings in their homes. It was also in 1938 that club member George Green and his wife called attention to the club by making an 8,834-mile cross country trip from their home in Lambertville, N.J. to California, touching on Canada and Mexico. The over three-month journey in their 1904 Oldsmobile was made with virtually no problems. The first published drawing of the club emblem as we know it today was designed in 1939 by Mr. Herbert van Haagen of Upper Darby, Pa. Using a power engraver attachment, many months of labor were required for Mr. van Haagen to produce the original master pattern.

Volume 1, Number 1 of the magazine was first published in 1937 and called the Bulletin of the Antique Automobile with the first elected editor being Theodore Fiala. Beginning with the January, 1943 issue, it was renamed **ANTIQUÉ AUTOMOBILE**. Through 1944, there had been a number of editors and club membership had reached 400. One of the leading personalities of our Club during this period was Mr. M.J. Duryea, the son of Charles E. Duryea. During the years following, he became Editor of **ANTIQUÉ AUTOMOBILE**, and, as such, his influence was felt far and wide.

The first Annual Banquet was held on March 1, 1941, with 78 members attending. Speakers were James Melton and Ralph De Palma. During the years prior to 1942 AACA held an Annual Outing at the homes of various members. On October 18, 1942 the Annual Outing was moved to the Lamb Tavern in Springfield, PA. with eighteen cars participating in spite of gasoline rationing! It was already a tradition. As AACA grew, the Spring Meet was held in different locales and farther afield. In 1944 there was an Annual Spring Outing at the Lamb Tavern, and an Annual Fall Outing at the Oak Terrace Country Club, in Ambler, Pa. on October 7, 1944. The year 1943 saw Mr. Thomas McKean, Jr. become the first AACA Life Member. On December 15, 1944 a general meeting of the club was held at the Robert Morris Hotel in Philadelphia, where a new Code of Bylaws was discussed. Though not finalized at this meeting, the resulting Bylaws would establish, among other things, the board of directors' concept by which AACA would be governed in the future.

The Fall Meet was moved to the Devon Horse Show Grounds in 1946; this became the site of the Annual Fall Meet. Also in 1946, an invitation to the Golden Jubilee of the automobile industry in Detroit came to AACA and it was decided to drive there with antique cars in a tour group. The name "Glidden Tour" was proposed, and this became the first of the Revival Glidden Tours. It was this event that prompted Firestone to make up new tires for these historic vehicles. One of the Detroit highlights came when George Green received a gold-colored Hudson for the performance of his venerable Cross Country 1904 Oldsmobile. This first Tour proved so popular that with tires at last available, the Revival AAA Glidden Tour® once again became a national institution. As these Tours entered new areas, greater interest in antique cars spread and grew, as did AACA itself.

Our antique cars were, at first, not much to look at, for the criterion was, "Will they run?" As competitive meets became well established, the incentive for restoring the cars beyond running condition emerged. Mr. Fred C. Nicholson was the first Chief Judge for the Club. By 1947 AACA had devised a classification of categories for competition divided into four categories and 11 classes. In 1949, Fred Nicholson retired, and



Mr. Donald A. Gallagher became the new Chief Judge. Two more categories were introduced, these being for Model T Ford and High Wheeler cars.

By 1951 the increasing numbers of competing cars necessitated developing a more comprehensive classification system. A committee was formed which came up with the Junior/Senior system, used first at the Oct. 13, 1951 Devon Show. In time for the 1952 show season, a new eighteen-category classification system was put into place that remains the basis for our present evolving vehicle classification system. The new 1952 classifications included Classic cars "less than 25 years old and pre-1940".

In 1953 the 200 participating cars literally overflowed the Devon Horse Show grounds. The next year our Fall Meet was invited to the Hershey Stadium. During the next 40+ years AACA experienced exciting growth and expansion. The Hershey Meet has since assembled over 2,000 vehicles at one time, and the Flea Market has become world-renowned.

The demonstrated flexibility of a classification system, attuned to the times has been complimentary to achieving this growth. In 1953 early Model A Ford cars were included in a new Class 18, "Antique Cars w/four-wheel brakes". No major changes occurred until February 1957, when a new automotive definition and class was introduced, "Class 20 - Production Cars, 1930 to 25 years of age". In 1959 the 1928-1931 Model A's were pulled from Classes 18 and 20 and placed into their own class. In 1960 Production car and truck classes were frozen with a 1935 cutoff date. A 1948 cutoff date was established for Classic cars. These rules remained basically unchanged until 1968 when a new rule was introduced which allowed expansion by one year every other year. The July-August, 1974 issue of **ANTIQUÉ AUTOMOBILE** announced the inclusion of vehicles 25 years old and older into the classifications effective February 1, 1975. This rule continues in effect today. During ensuing years, separate classes were implemented to separate Ford V-8 cars, Chevrolet Corvettes, Ford Thunderbirds, Ford Mustangs, 1955-57 Chevrolets, and others. New categories were developed for "specifically named Prestige cars" and "Limited Production and Prototype vehicles".

In 1987 the Historical Preservation of Original Features (HPOF) class was implemented and has proven to be very popular. The HPOF Class was established to encourage the saving and display of collector vehicles in their original, as-manufactured condition. The HPOF program encouraged owners of vehicles 25 years old and older.

In 2000 the Driver Participation Class (DPC) was established to promote the showing and driving of antique vehicles which are not intended by their owners to be show vehicles.

In 2008 the Second Generation Collector Vehicles (SGCV), Class was established. This display class is for factory-assembled manufactured vehicles that replicate the look and style of a previous make and model. Vehicles must be 25 years of age or older to qualify. These vehicles are now included in class 35C.

In the early years the Provident Tradesmen's Bank of Philadelphia handled AACA's financial business. In 1959, at the invitation of the Hershey Estates, the financial operation of all AACA business was moved to office space in the building occupied by the Hershey Museum. Mr. William E. Bomgardner became the first Business Manager, later Executive Director and Editor of the magazine. During this period AACA purchased a building in Hershey. In 1986 Mr. Bomgardner retired and was succeeded by Mr. William H. Smith. Mr. Smith retired in 2003 and was succeeded by Steven L. Moskowitz. In 2021 a new facility to house the club's library and national headquarters was completed and dedicated at 800 W. Hersheypark Drive, Hershey PA.

During the 1960's, Divisions were created to achieve placement of National Spring and Fall meets in all parts of the country. A cadre of volunteer National Judges was formed, and National Judging Schools began. An Annual Grand National Meet was established at which only senior vehicles would compete, and was held for the first time in 1986 on the grounds of the International Salt Co. in Clarks Summit, Pa. In 1988 a Trade Show was added to the agenda of the Annual Convention, and the Premier Founders Tour (1936 and later) was held in Huntsville, Alabama. In 1991 Roundtable Discussions at various National Meets and Tours were started, and in 1992 National Meet Seminars were first held in conjunction with a National Meet. In 1994 a new AACA Vintage Tour (1927 and earlier and changed to 1931 and earlier) was approved to augment the Reliability Tour (1915 and earlier) on odd years beginning in 1997. Divisional Tours, shorter in duration than the previously established Tours, have been initiated, with the first being held in Manassas, Virginia during 1995.

Growing with the hobby has become a tradition with AACA as times have changed. Growth has remained steady, from 850 members in 1948; 1,400 in 1949; 5,000 in 1954; 8,700 in 1959; 23,000 in 1969; 37,000 in 1976; to over 50,000 in AACA's Golden Jubilee year, 1985. Much of this growth can be credited to the outstanding dedication and achievement of the officers and directors as well as the efforts and activities of the Regions and Chapters. Beginning with founding of the Illinois Region, the number of Regions and Chapters has grown to 400 today. Innovative approaches to enhance enjoyment by its members has helped AACA achieve the enviable position of being the largest club in the world dedicated to furthering interest in and preservation of antique automobiles and their history.

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## 1.4 NATIONAL ORGANIZATION

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### 1.4.1 Board of Directors

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A Board of Directors consisting of 21 elected National Directors, each serving a three-year term, with one-third being elected by the general membership each year, governs AACA. The Board has general management and control of the affairs and property of the AACA and will perform all duties not otherwise specifically designated in the Bylaws. It is empowered to promulgate and enforce regulations governing any activity conducted under the direct or implied sponsorship of the AACA.

The Board meets at least four times each year, with two board meetings held in conjunction with the Annual Convention. The second national board meeting will be a stand-alone meeting held in the Spring at an appropriate time and location determined by the President. A meeting is also held during the Eastern Division Fall Nationals at Hershey, Pennsylvania. Additional meetings may be called in accordance with rules in the AACA Bylaws (Appendix A).

Each National Director is limited to five (5) full terms serviced either separately or consecutively, with the term of one-third of the board expiring each year. A Nominating Committee, consisting of six (6) National Board members, normally selects up to eleven nominees each year and prepares their biographical sketches. A director cannot serve on the Nominating Committee if they are running for reelection and are on the ballot. Nominees are selected for their excellent work in national or Region/Chapter organizations and their potential to effectively contribute to Board functions. Each agrees to attend National Board meetings and take an active part in the government of the club for the duration of the three-year term. Additional nominees may be submitted to the Secretary of the Board of Directors by petition.

Official ballots are mailed with the September-October issue of **ANTIQUE AUTOMOBILE** along with the membership renewal slip and instructions for completing the ballots. Biographical sketches and photographs of the candidates are also included in the magazine. To be valid, ballots must be marked with exactly seven choices and returned, postmarked no later than November 15th of the year prior to the Annual Convention. There is a determined effort to have wide geographical representation in our directorate. All members are encouraged to vote.

A National Director elected to a first term on the Board will serve a probationary first year. At the end of the first year, the President will counsel with the National Director regarding continuation for the next two years.

The names and addresses of all National Directors are listed in each issue of **ANTIQUE AUTOMOBILE** and are available on the AACA website (aaca.org).

### 1.4.2 National Officers

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The AACA National Officers will include the President, Executive Vice President, and Secretary-Treasurer. These officers, who are also National Directors, will be elected annually by the Board of Directors and will serve until a successor is elected.

### 1.4.3 Vice Presidents

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Each year the President will appoint Vice Presidents and Assistant Vice Presidents with responsibilities for specified areas of interest corresponding to standing committees identified in the AACA Bylaws. Each of these appointees will be selected from the current Board of National Directors.

These appointments include the following:

- Vice President – Judging
- Vice President – Finance & Budget
- Vice President – Endowments
- Vice President – Membership
- Vice President – National Activities
- Vice President – National Awards
- Vice President – National Headquarters & Library
- Vice President – Publications
- Vice President – Strategic Planning
- Vice President – Website Development & Support
- Vice President – Public Relations
- Vice President – Regions – Development and Support – Central Division
- Vice President – Regions – Development and Support – Eastern Division
- Vice President – Regions – Development and Support – Southeastern Division
- Vice President – Regions – Development and Support – Western Division
- Vice President – Training & Development
- Vice President – Youth Development Programs
- Vice President – Event Planning & Development
- Vice President – Marketing

The President may appoint additional Vice Presidents, as required, for specified areas of interest.

The name and address of each Vice President is included in each issue of **ANTIQUÉ AUTOMOBILE**.

#### **1.4.4 Chief Executive Officer**

The Chief Executive Officer is responsible for the management of the National Headquarters and Library and recurring daily management requirements associated with AACA activities. All paid staff members are employees of the Antique Automobile Club of America. The Board of Directors selects the Chief Executive Officer. This individual will not be a currently elected National Director; however, he will be a non-voting member of the Board of Directors. The Chief Executive Officer is authorized to disseminate AACA nationals and tour information, and Region/Chapter status changes as approved at Board of Director meetings.

The Chief Executive Officer oversees the Editor of **ANTIQUÉ AUTOMOBILE** and is to ensure that the needs of AACA are being met by the publication. It is expected that the Chief Executive Officer will take an active part in assisting the Editor in all phases of the magazine operation and provide a monthly column.

#### **1.4.5 Legal Counsel**

The AACA Legal Counsel is a position appointed by the Board of Directors. This individual will provide legal advice and guidance as required to assure that all actions and/or activities of the AACA are conducted in accordance with applicable laws and ordinances and the AACA Bylaws. If the appointed Legal Counsel is not an elected National Director he will not be a voting member of the Board of Directors.

#### **1.4.6 Standing Committees**

Eleven standing committees will be organized to manage specified aspects of the AACA. Committee responsibilities are identified in the AACA Bylaws (Appendix A).

The standing committees include the following:

- Audit Committee
- Executive Committee
- Judging Committee

Finance and Budget Committee  
National Activities Committee  
Membership Committee  
National Awards Committee  
National Headquarters Committee  
Publications Committee  
Regions & Chapters Website Committee  
Regions – Development & Support Committee  
Strategic Planning Committee  
Nominating Committee  
Endowment Committee  
Marketing Committee

The President shall have the prerogative to appoint committee members or designate this responsibility to the respective Vice President. The Vice President will serve as the Committee Chairman and will call meetings and submit reports to the Board of Directors as required. Subcommittees may be appointed as desired to enhance overall management of the designated area of responsibility. These subcommittees will have responsibilities assigned by the Committee Chairman. This will also provide an opportunity for greater involvement in AACA activities by more of the AACA membership.

#### **1.4.7 Special Committees**

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The President may appoint other committees as deemed expedient for the successful operation of AACA activities. These may include, but will not necessarily be limited to, the following:

Annual Convention Committee  
Grievance Committee  
Honorary Members Committee  
Policy & Procedure Committee  
HPOF Committee  
DPC Committee  
Youth Development Committee  
Scholarship Review Committee  
Public Relations Committee  
Specified Class Committee  
Class Acceptance Committee  
Race Car Certification Committee  
Event Planning & Development Committee  
Past Presidents Advisory Committee  
Library & Research Center Committee  
Volunteer Recruitment Committee  
By-Laws Review Committee

The President will appoint committee Chairmen with support of the Board of Directors. These individuals may be elected National Directors or other selected AACA members as desired. They will be responsible for the functions of the Committee and will submit reports to the Board of Directors as required.

#### **1.4.8 AACA Life Membership Endowment Fund Trustees**

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The Trustees will consist of five (5) members, two of whom must be the Vice President-Finance and Budget, and the AACA Chief Executive Officer. The remaining Trustees will serve three-year staggered terms, with one term expiring each year. Each year the AACA President will appoint one Trustee, approved

by the AACA Board of Directors, to serve a three-year term. Trustees may be re-appointed for any number of terms.

These three Trustees may be, but are not required to be, members of the AACA Board of Directors, if it is in the best interests of the endowment. Trustees must be AACA members.

The Trustees have the responsibility to see that all Life Member dues are received from National headquarters on a timely basis, to see that the endowment funds are invested in accordance with the resolution of the AACA Board of Directors creating the AACA Life Membership Endowment Fund, and to determine the amount of earnings that will be transferred annually from the endowment fund to the AACA General Fund upon request from the AACA Finance and Budget Committee.

## **1.4.9 National Past Presidents Association**

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The National Past President Association is composed of AACA members who have served at least one term as the AACA President. This is a permanent membership. This association serves to retain the experience and expertise of the Past Presidents as a special advisory group for the Board of Directors.

### **1.4.10 Special Assignments**

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Selected individual appointments will be made by the President for special assignments. These appointments will be coordinated with the appropriate Vice Presidents and submitted to the Board of Directors for approval. Candidates for these appointments are not limited to National Directors.

The assignments may include:

- A. Chaplain
- B. Chief Teller
- C. Chairman - National Activities, reporting to VP of National Activities (one in each Division)
- D. Chairman - Regions, reporting to VP of Regions-Development & Support (one in each Division)
- E. Chairman - Membership, reporting to VP of membership (one in each Division)
- F. Chairman - Public Relations, reporting to VP of Public Relations (one in each Division)
- G. National Club Historian
- H. Assistant to the National Secretary
- I. Chairman, Judges Training
- J. Assistant Chairman, Judges Training
- K. Chairman, Judges Records
- L. Chairman, Drivers Participation Committee
- M. Chairman, HPOF Committee
- N. Chairman, Race Car Certification
- O. Chairman, Class #35 Certification
- P. Chairman, Specified Class Committee
- Q. Chairman, Continuing Judges Education (CJE)

A National Director will be appointed as the Director for the Grand National and Annual Convention if the chairman is not a director. A National Director will be appointed as Liaison Director for the Reliability Tour, Revival AAA Glidden Tour®, Founders Tour, AACA Vintage Tour, and Divisional Tours. These Directors are responsible for coordination between the Board and the sponsoring activity committee.

### **1.4.11 AACA Divisions**

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Four geographic divisions have been established to enhance equitable representation of all AACA members, Regions and Chapters. The Eastern, Central, Southeastern and Western Divisions are shown in Figure 1-1.

The Divisions do not have a specified organizational entity; however, membership on certain National committees is based on Division representation. For example, a Chairman - National Activities, -

Membership, - Regions, and - Public Relations is selected from each Division to represent that Division in their appropriate area of responsibility. Each Chairman reports to the corresponding Vice President.

The Chairman of National Activities coordinates all National Activities in that Division, the Chairman of Membership works with existing Regions and Chapters to help them grow membership, Chairman of Regions works within the Division to strengthen Regions and Chapters and to grow Regions where appropriate, and the Chairman of Public Relations works within the Division to grow awareness of AACA and its Regions and Chapters.

In addition to the above responsibilities, each Divisional Chairmen will be assigned specific Regions and Chapters that they will be responsible to communicate with during the year. The President and appropriate Vice President will identify the responsibilities of the various Chairmen.

Divisional representatives are selected for the subcommittees of the Regions Committee.

Nationals are scheduled on a divisional basis with each division sponsoring at least a Spring and a Fall Meet (depending on the applications of host clubs). Winter Meets (only in the Southeastern Division) and special nationals may also be approved to increase the opportunity for participation. The Board of Directors reserves the right to exercise some flexibility in considering division boundaries when reviewing requests for Nationals.

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## **1.5 SERVICES**

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### **1.5.1 Technical Services**

The services of the Technical Committee are free to members. This committee is composed of a large number of members, each of whom is an expert in some phase of automotive history, technical knowledge or restoration. All are volunteers. The Technical Committee complements and enhances the services of the AACA Library & Research Center, adding to that resource not only the personal libraries of its members but also the extended research capability, personal experience, and hands-on type of assistance that is beyond the scope of the library program.

The Technical Committee will render a written opinion on authenticity questions, which will serve as documentation for AACA judging. It will date and authenticate cars, parts and accessories.

### **1.5.2 Insurance**

Our insurance company has issued a special multi-peril insurance policy that covers the AACA and all of its Regions and their Chapters. The policy limits are \$1,000,000 on the basic policy and \$6,000,000 excess on an umbrella policy, for total limits of \$7,000,000.

The AACA and all members, officers and directors are insured with respect to their bodily injury and property damage liability while performing any activities on behalf of the AACA. This also includes those members acting on behalf of Regions and Chapters. The coverage is applicable for all locations of the insured in the United States of America, its territories or possessions and Canada. All events, such as a parade sponsored or alleged to be sponsored by the AACA, are covered for liability for both bodily injury and property damage.

The insured are covered for occurrences happening on any club property that is rented, leased or used by the club for activities in which the club may participate. This includes but is not limited to meetings, dances, tours, picnics, flea markets, banquets, shows, shopping centers, parades and offices used by the club.

The insurance policy specifically includes coverage for the following:

Products liability: This coverage includes the dispensing of food at club events or selling or giving away products such as articles of clothing, jewelry, and toys.

Personal injury liability: The need for this coverage arises out of an offense such as libel, slander or defamation of character, toward an officer, director, or member while acting on behalf of AACA.

Non-ownership auto liability: This coverage is designed to protect the club when a member is using a vehicle not owned by the club, in connection with club activities. NOTE: Each member must maintain adequate Personal Auto Liability Insurance on all of his or her vehicles, including antiques, classics and modern vehicles.

Fire legal liability: This coverage protects the club up to \$50,000 on buildings being used, but not owned by the club, for activities such as meetings, banquets, and dances.

Advertising offense liability: This coverage will protect the AACA and its Regions and Chapters for any advertising liability involving libel, slander, defamation, violation of right of privacy, unfair competition, or infringement of copyright.

Contractual liability: If the club rents an area, such as for a show, they may be requested to provide liability for the people from whom they are renting. The insurance company will protect the club's liability under the contract. All contractors' requests (hold harmless clauses) should be referred to J.C. Taylor, Inc. for review.

Non-owned water craft liability: This coverage protects the club from any suits that are brought as a result of accidents that happen during an event when the club hires a boat for an outing. This coverage applies for boats under 26 feet. Coverage for events involving water craft over 26 feet (Non-Owned water craft) should be referred to J.C. Taylor, Inc. for underwriting approval.

Host liquor law liability: This section protects the club as respects the liability of the club arising out of the giving or serving of alcoholic beverages at club functions, provided the club is not engaged in the business of selling or serving alcoholic beverages.

The club may participate in any activity, which a club usually does, whether it be a commercial enterprise for a fee such as charging admission to enter a flea market or show or whether it is free. Charging a fee for rides in an auto at club functions is discouraged since almost all personal auto policies contain an exclusion for this liability exposure.

When a Region or Chapter is going to hold an event at a fairgrounds, shopping center, farm, etc., the owner usually asks for certification of insurance showing that the club has adequate insurance. If this occurs, contact National Headquarters. Provide the proper identification of the location and the scheduled dates for which coverage is needed. A Certificate of Insurance will be forwarded to the President of the Region or Chapter. Do not contact the insurance carrier directly.

AACA Region and Chapter officials are provided liability insurance that protects their Region/Chapter directors, officers and board members for suits alleging wrongful acts on the part of the local club. The club encourages Regions and Chapters to assist with the cost of this policy by paying a nominal yearly fee. This payment is not mandatory. A wrongful act is defined as any actual or alleged error or misstatement or misleading statement or act or omission or neglect or breach of duty by directors, officers or trustees in the discharge of their duties, individually or collectively, or any matter claimed against them solely by reason of their being directors, officers or trustees of the Region or Chapter.

This summary is furnished to answer many questions that normally arise through the functions of the AACA and its Regions, Chapters and members. Further information may be obtained by contacting National Headquarters. Where necessary, National Headquarters will secure the information from the insurance carrier. In any event, it should be remembered that this is a brief description in non-legal terms so that it can be better understood. As such it does not replace the policy, and the actual contract language will govern the scope and the limits of coverage involved.

### **1.5.3 Legislative Policy**

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AACA legislative policy guidelines authorize participation of the AACA and its Regions and Chapters in national legislative affairs and assistance to members in state and local legislative affairs. Individual members shall determine in their own right appropriate legislative action in their respective areas.

The function of the Legislative Committee is to inform the membership in order that each individual member may take an informed position on national legislative matters, and to assist members to obtain information on regional and state issues.

The individual members are encouraged to initiate direct personal contact on a continuing basis with their respective legislators to advocate legislation affecting the Antique Automobile hobby.

Discretion must be exercised in legislative areas of club activities to be certain that the AACA Tax Exempt Status is not jeopardized and that "no Region, Chapter nor member shall participate in or assist in the promotion of a charitable or commercial enterprise in a manner implying sponsorship of the Antique Automobile Club of America".

#### **1.5.4 AACA Film and Video Center**

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The AACA National Headquarters maintains a very large library of excellent films and videos available to Regions and Chapters to show at their meetings. Updated lists and supplements are mailed to Region and Chapter Presidents at various times and must be preserved and passed on to succeeding Presidents each year. All films in the AACA Film and Video Center are 16mm; however, a project to convert selected films to video format is in process and eventually DVD.

Films or videos are mailed postpaid by AACA National Headquarters to the President of any AACA Region or Chapter or to a designated program coordinator at the direction of the President. All requests must be made four (4) weeks in advance and must include the anticipated viewing date. Request forms are sent to the President of each Region and Chapter and are also available from AACA National Headquarters.

Films and videos must be returned on the next mailing day after the viewing date. Failure to do so may result in suspension of ordering privileges. When returning to AACA National Headquarters, insure each package for a minimum of \$200.00. If using United Parcel Service for returning, the automatic insurance coverage may need to be supplemented to assure the minimum required.

If a film or video is damaged during use, report such damages on the card enclosed with shipment. Secure end of films with masking tape before mailing. Keep a minimum of three (3) feet of header on films at all times. Rewind all videocassettes before returning to National Headquarters.

Because of copyrights and regulations on AACA films and videos no admission charge may be made during the showing, including charges for fund-raising projects. Viewing time is not to exceed 60 minutes for each showing.

The AACA will accept any film or video gift pertaining to antique car history, club meets, tours or activities. These will be made available to other AACA Regions and Chapters through the Film and Video Center.

#### **1.5.5 AACA Library & Research Center**

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Access to original literature is critical for the successful restoration of our antique vehicles. In addition, there are those who are interested in researching the history of the automobile. One of the most important services provided by the AACA is the Library & Research Center. Section 6.0, AACA Library & Research Center, describes this important asset and explains operating procedures for requesting services.

#### **1.5.6 Official Insignia and Club Merchandise**

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The design of the AACA official insignia is specified as follows, "...a facsimile of the 1895 Times-Herald Duryea automobile in the center and the inscription 'Antique Automobile Club of America' and 'Founded Nov. 1935' upon the circumference thereof." The symbol is trademarked and can be used only in conjunction with AACA-approved activities. The trademark was renewed in September 2007 for a twenty-year term.

A number of club items containing the official AACA logo are offered for sale to club members. Among those items offered are lapel pins, tie-tacks, cuff links, neckties, T-shirts, blazer jackets, caps, etc. A number of these items along with their price are listed on the membership application form. These items can be ordered directly from National Headquarters and will also be available for purchase at the Annual Convention and at most Nationals and tours.

The Club also from time to time will have variations of our official logo for use in marketing projects.



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## 1.6 PUBLICATIONS

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### 1.6.1 ANTIQUE AUTOMOBILE Magazine

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ANTIQUE AUTOMOBILE magazine is the official publication of the AACA and one copy is mailed to each AACA member (only one copy goes to joint memberships). Printed bi-monthly, each issue contains historical articles, restoration tips, reports of AACA Nationals and Region and Chapter activities held throughout the country, an international calendar of events, book reviews, letters to the editor and the latest news items involving not only the hobby but the automobile industry as well. There are regular feature articles and continuing articles along with many photographs.

Each issue includes a complete list of all the National Club Officers, Directors, and Past Presidents. In every issue there is a listing of each Region and Chapter along with their current President. Past Region and Chapter presidents will readily agree that having their names and address listed in this national publication has served to increase the mail they receive, including communication from potential members.

A complete section of classified advertising and display advertising is also provided. Anyone offering an ad on a business basis is considered a display advertiser and is subject to display advertising rates.

Each issue of the ANTIQUE AUTOMOBILE is made up of 96 or more pages, plus cover. The amount of pages and the amount and type of color, whether two or four-color photos on the covers and inside of the magazine will be determined by the cost of negotiated contracts with the printer. The printing and publishing contractor may change from time to time as determined by the CEO, if lower costs and/or better service can be negotiated, without loss of quality in the magazine. At all times the CEO should be vigilant in attempting to improve the quality and size of the magazine, while keeping cost in line with the necessary quality required for the enjoyment of all readers.

The magazine is mailed using the most efficient and economic method determined by the CEO while meeting all requirements as set by the National Board. These include, but may not be limited to, the manner of addressing, publishing important notices, including National Activities request cards, and ballots. Such information must be presented in a manner that each member can easily find and read this information for appropriate action.

The ANTIQUE AUTOMOBILE is a copyrighted publication. No article or portion of any issue may be reprinted without specific permission from the Editor. Editorial offices of the ANTIQUE AUTOMOBILE magazine are currently located in the National Headquarters at 800 W. Hersheypark Drive, Hershey, PA 17033. Articles and inquiries should be directed to the Editor.

### 1.6.2 AACA Policy and Procedure Manual

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This publication is compiled by the current year Executive Vice President (with a committee if appointed) with assistance of the Chief Executive Officer and published by the National Headquarters. It is prepared to assist all National officers, Region and Chapter officers and members in their efforts to maintain the high standards of the AACA. It is electronically published annually to incorporate appropriate changes made during the year. The manual is available on the AACA website ([www.aaca.org](http://www.aaca.org)).

### 1.6.3 AACA Official Judging Guidelines

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This manual is compiled by the Vice President - Judging and the Judging Committee. It is published by the National Headquarters. Its purpose is to assist all AACA judges in a common pursuit of their tasks and to clearly outline the procedures for conduct and the policies of class judging at all AACA Nationals. This document contains the official vehicle classification guide, explanations of the competition and exhibition categories, and definitive guidance for all levels of the AACA Judging Program.

It is published annually and distributed to all AACA judges attending a judging school. It may also be purchased from the National Headquarters.

## **1.6.4 AACA Roster of Members**

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The Roster of Members is **not to be used or copied for any type of solicitation**. The use of the AACA roster for solicitation of business without the express written consent of the AACA is strictly prohibited.

The roster is available online for paid members only.

## **1.6.5 Rummage Box**

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The Rummage Box is posted on the AACA Website 3-4 times a year. A printed copy may be requested by calling or writing AACA Headquarters or VP Publications. The Editor of the Rummage Box is selected by the VP of Publications and is part of the Publications Committee. The editor works with the VP of Publications to edit articles submitted by National Directors, officers, and committee members as well as pertinent articles submitted by members. The publication is to assist the operations and activities of Regions and Chapters, by helping to keep them informed of the latest information of AACA changes in policy or values added. This publication is not copyrighted, and Newsletter Editors are encouraged to reprint Rummage Box articles and they receive additional credit for doing so when their newsletter is evaluated for national recognition. Such articles may include those that the Editor feels may be of reading interest to their members or may provide their members more information and a better understanding of the benefits they receive from their AACA membership now or will receive in the future. Newsletter Editors are encouraged to reprint any article from the Rummage Box that is of interest to their members.

## **1.6.6 Judges Newsletter**

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The National Headquarters publishes the Judges Newsletter up to four (4) times per year. Its purpose is to provide AACA judges with updated information regarding judging procedures. It also includes registration forms for each Nationals and contains a list of judges who have advanced in status. The Judges Newsletter is mailed to each current AACA Judge.

## **1.6.7 Newsletter Exchange Roster**

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The Newsletter Exchange Roster is published by the National Headquarters annually to support cooperative interchange of newsletters between Regions and Chapters. The Roster lists each newsletter title, sponsoring Region/Chapter, and the editor's name and address. The list is mailed to Newsletter Editors who indicate that they wish to exchange publications. This is accomplished by marking the appropriate section of the newsletter program (NAAP) registration form (see Paragraph 2.5).

## **1.6.8 AACA Newsletter Editors Manual**

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This manual has been prepared by the members of the AACA Regions Committee and Publications Committee to assist Region and Chapter newsletter editors in their effort to produce effective communications. The manual is published by National Headquarters and distributed to newsletter editors. Copies may be obtained by contacting the National Headquarters.

## **1.7 Commercial Activities**

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The AACA logo or variations thereof is a registered trademark and should only be used for the purposes that provide a positive image for the National Organization, Regions, Chapters and its members. Extreme care should be taken by all AACA affiliated Regions and Chapters regarding becoming involved with any charity or other business enterprise which may not be appropriate for our club.

If there is any doubt about the suitability of allowing the use of the club name or the AACA logo at any event a Region or Chapter may wish to sponsor or be affiliated with, the Region or Chapter must contact the Executive Director at National Headquarters for a decision. Bear in mind as well that our national tours are trademarked as well.

## **2. AACA REGIONS AND CHAPTERS**

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### **2.1 INTRODUCTION**

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The AACA organization provides the structure for achieving the AACA objectives. Members are encouraged to use the resources of the National organization. The Officers and National Directors welcome the opportunity to serve the membership both individually and as a whole.

There are practical limitations to one-on-one support within an organization with approximately 50,000 members. Thus Regions and Chapters are organized to provide the framework for local activities and support the more immediate needs of the membership.

The strength of AACA lies in the vitality of these groups. They serve the technical and social needs for AACA members on a local basis and provide a means to focus the capabilities and interests of the group. Their sponsorship of local and National activities enhances the opportunity for the members to enjoy the hobby and contribute to the success of the AACA.

An AACA Region supports their membership generally, but not necessarily exclusively on a Regional basis. Chapters are sub-organizations of Regions and represent the collective membership of AACA members who are also members of the Region. This provides the opportunity for an AACA organization on a more localized basis. This is an advantage when the nearest AACA Region is too far away from a community to allow AACA members frequent, active participation in Region events.

As a Chapter grows beyond the minimum membership for a Region, it may elect to reorganize as a Region. This gives the group greater autonomy since it is not subject to the requirements and dues of the original parent Region.

Generally, members who have widely varied interests organize a Region or Chapter. There are, however, several groups, which have been organized by members who focus their interest in a particular area such as touring, brass era cars, motorcycles, sports cars, or a particular manufacturer. This may result in overlapping geographical representation by Regions, and in some cases the membership may be so widely spread that there is no identifiable geographic relationship.

Non-geographical groups can be approved for Region or Chapter status with AACA if the organization can demonstrate that the membership is not geographically confined. The Vice President-Regions Development and Support with Board of Directors approval will decide if the non-geographical organization meets this classification.

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### **2.2 AACA REGIONS – DEVELOPMENT AND SUPPORT COMMITTEE**

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The mission of the Regions – Development & Support Committee shall be to function as the action link between the individual AACA members and the National Club in the formation and operation of Chapters, Regions and Divisions. In the discharge of these duties, the Regions Committee will assist and monitor Regions/Chapters reporting responsibilities, formation of new Regions and Chapters, and maintenance of existing Regions and Chapters. It will publish the Rummage Box and will provide assistance to the Annual Convention and other AACA committees as necessary.

The basic purpose of the Regions – Development & Support Committee is to provide support for the Regions and Chapters. However, it is AACA's policy to grant maximum autonomy to the local organizations as long as their activities are consistent with the broad policies and goals established in the AACA Bylaws.

Each Vice-President of Regions – Development & Support Committee are responsible for making appointments to the committee, with approval of the AACA President. Typically members are past Region Presidents who have been nominated by their Region/Chapter for their outstanding leadership and devotion to the hobby. Specific appointments may also be made to include a member with special skills or expertise needed to accomplish committee functions. Appointments are made on an annual basis with no limits for re-appointing existing members if their continued participation is desired.

The Regions Committee has three subcommittees as follows:

1. Regions Administration - The Vice-President will arrange, coordinate, moderate, acquire speakers and produce the Regions and Chapters Seminar at the Annual Convention, and assist in arranging any Regions and Chapter Seminars. This Chairman will coordinate all of the above efforts and requirements with the Vice President – Regions.

2. Regions Operations - The primary duty of the Chairman or group is to follow-up on delinquent Officer Reporting Forms (ORF) and Rosters and provide assistance to Regions and Chapters, as required, to get this submission requirement up to date. The Chairman will arrange, coordinate, moderate, acquire speakers and produce the Regions and Chapters Officers Training Seminar at the Annual Convention. In addition, as requested, this person or group will provide assistance in organizational and procedural administration, Bylaws up-dates, and other problems as may arise. The Chairman will coordinate all the above efforts and requirements with the Vice President – Regions.

3. Regions Annual Convention Activities – The Chairman will be responsible for the annual Region Presidents’ Banquet and will interact and coordinate this event with the Annual Convention Chairman. The Assistant Chairman will coordinate spaces and times for the Region and Chapters Officers Training and Regions Activity Seminars at the Annual Convention with the Annual Convention Committee and inform the Chairman of final arrangements and/or any problems. The Chairman will coordinate all the above efforts and keep the Vice President – Regions abreast of arrangements.

The Regions Committee may also implement special projects such as the AACA Video Program under the Regions Operations Subcommittee. This project includes solicitation of funding from Regions or Chapters to convert selected films from the AACA Film and Video Library to video format. Ultimately, this will serve to protect the valuable films in the library and provide an enhanced method for showing the films to small groups.

Requests for assistance and/or recommendations for improving the operation of the Regions Committee may be forwarded to the Vice President - Regions or to the subcommittee Chairmen. Their names and addresses will be published in the Rummage Box.

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## 2.3 ORGANIZING AN AACA REGION OR CHAPTER

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### 2.3.1 Affiliation

An application for the formation of a Region or Chapter may be obtained from the Vice President-Regions Development and Support or AACA National Headquarters. The application package includes a Region or Chapter application form, as appropriate, suggested uniform Bylaws, AACA Bylaws, Insurance Memorandum, Film and Video List along with a request form, AACA Membership Applications, Membership Brochures, and copies of recent issues of **ANTIQUÉ AUTOMOBILE**.

A minimum of fifteen (15) AACA members is required to form a Region. A minimum of five (5) members of the AACA and the parent Region are required to form a Chapter. Joint memberships count as two members. These members must be current Individual, Joint or Life AACA members; however, a new member will be accepted if a completed membership application with a check for current AACA dues is included with the proposed Region or Chapter application. The application should list the proposed name of the new Region/Chapter, its headquarters city, and the name, address, AACA membership number and signature of each officer and supporting member.

If an existing Chapter wants to become a Region, they must submit an application to change their status. Application forms and procedures, which are used for affiliation of a new Region or Chapter, are also used for this type of request. A letter must be provided by the President of the parent Region indicating their agreement (or disagreement) with the proposed change.

In each of these cases, i.e. formation of a new Region or Chapter, or change from a Chapter to a Region, non-concurrence by the existing or parent Region, will not necessarily preclude positive consideration of the application. In these situations, the application and any special circumstances, which may justify approval of the request, will be carefully reviewed by the Vice President - Regions Development & Support before submission of the application to the Board of Directors.

Two copies of the completed application for a Region/Chapter, the "New Region/Chapter Surrounding/Adjoining Review Form," and a copy of proposed Bylaws (signed and dated by the proposed Region/Chapter President indicating approval by the membership), one copy should be sent to Headquarters to verify all Members are also members of National AACA and the other copy should be sent to the Vice President - Regions Development & Support, who will present the completed application to the National Board of Directors for approval at its next meeting. Approval is granted with a majority vote of the National Directors present.

An application for a non-geographic Region or Chapter does not require consensus from other Regions or Chapters. The application must clearly indicate the purpose of the proposed Region/Chapter and show that the draw of its membership clearly constitutes non-geographic status. The name of the non-geographic Region or Chapter must not have a geographic connotation.

Upon approval, the Vice President - Regions Development & Support will notify the new Region or Chapter and arrange a suitable charter ceremony depending on the wishes of the new Region/Chapter. When possible, an official representative of AACA will be selected to attend the event to present the charter. If a suitable ceremony cannot be scheduled, or if the new Region/Chapter prefers, the charter will be mailed to their President.

The Vice President - Regions Development & Support is available to answer any additional questions or assist in any way possible.

### **2.3.2 Bylaws**

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A suggested set of uniform Bylaws for Regions is provided in Appendix E of this manual. A suggested set of uniform Bylaws for Chapters is provided in Appendix D. Chapters should adopt Bylaws similar to those adopted by the parent Region. Article VII of these suggested Bylaws must be included in all Region and Chapter Bylaws.

These suggested Bylaws provide a basic outline of the major items, which should be included. They are not necessarily meant to be adopted "as is", but only to serve as a guideline in developing an appropriate set of Bylaws.

Prospective Regions or Chapters should tailor the articles according to the desires of the members. They should carefully consider their needs when specifying such variables as the size of the board, the number of officers, the duties of particular officers, and other similar matters. For example, there may be a desire to have a newsletter editor or activities director. The President may appoint these individuals or they may be specified in the Bylaws as elected officers. The method selected depends on the preferences of the members and should be clearly specified in the appropriate article.

Bylaws should be adopted at the organizational meeting, signed and dated by the President noting membership approval, and forwarded to the Vice President - Regions Development & Support along with the application for a charter. It is a prudent policy to periodically review the Bylaws to assure that they are current and satisfy the requirements of the Region or Chapter. Bylaw revisions must be forwarded to Headquarters for review.

### **2.3.3 Incorporation**

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One of the most frequently asked questions is whether a Region or Chapter should incorporate. The answer is strictly a local issue, as National has adopted no official position one way or the other. Since each state has its own very distinct corporation laws, advice must be sought on the local level concerning the pros and cons of incorporation.

There are certain basic principles which would apply to corporations no matter where formed, but the decision as to whether these principles constitute advantages or disadvantages to a particular Region or Chapter can only be determined by that Region or Chapter. In the event any Region or Chapter does incorporate, it is still subject to the restrictions set forth in the AACA Bylaws. Affiliation with National is not affected in any way by the incorporation or non-incorporation of a Region or Chapter.

AACA's tax-exempt status only covers operations through National Headquarters, and is not available to Regions or Chapters under any circumstances, whether incorporated or not. The use of National's tax

exempt number is not available to Regions and Chapter. Any Region or Chapter which incorporates must then seek appropriate tax exemption status through the established IRS procedures. Questions on tax-exempt status may be referred to the Executive Director.

### **2.3.4 Reporting Requirements**

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All Regions/Chapters must comply with Section 7.10 and 7.11 of the AACA Bylaws. Immediately after local elections, the names of all Region/Chapter officers must be submitted to National Headquarters on an Officer Reporting Form (Appendix F). This form must be submitted before March 1. A membership roster (Appendix F) must be sent to the National Headquarters before March 1 each year listing all Region/Chapter members as of January of the same year.

Failure to submit these forms places Chapter/Region AACA insurance coverage, and potentially the club affiliation, in jeopardy. The forms will be mailed to each Region and Chapter at the beginning of each year.

### **2.3.5 Dissolution**

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At its discretion, the AACA Board of Directors may revoke the charter of any Region or Chapter at any time. Dissolution of a Region or Chapter is never desirable, but on occasion such action must be considered. These conditions may include, but are not necessarily limited to, cases where the Region or Chapter has become inactive and requests such action or there has been a violation of the AACA Bylaws. For example, consistent failure to comply with reporting requirements normally supports a conclusion that the Region or Chapter has become inactive or does not wish to maintain its AACA affiliation. If follow-up correspondence or personal contact fails to resolve the problem, other action may be considered. Section 7.12 of the AACA Bylaws governs the distribution of undistributed funds in a Region or Chapter bank account in the event of dissolution.

If a Region or Chapter believes that revocation of their charter was unjustified or if they have been able to reactivate, a request for reinstatement will be considered. Such a request should be forwarded to the Vice President - Regions Development & Support. The circumstances will be reviewed and if they warrant, the Vice President - Regions Development & Support will submit the request at the next regularly scheduled meeting of the AACA Board of Directors.

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## **2.4 REGION AND CHAPTER OFFICERS SUPPLIES**

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AACA National Headquarters can supply printed material to Regions and Chapters at substantial savings. It is suggested that all Regions and Chapters take advantage of the printed material available. The prices are very reasonable, and the style of type and layout is always consistent with that used and approved by the Board of Directors.

Supplies include letterhead stationery, membership applications, membership cards, judging forms, etc. Each item will carry the Region or Chapter name. Letterhead stationery may also have an officer's name, position, and address. Additional names may be included, with a small charge for the extra composition.

A price list and instructions for ordering supplies will be mailed to the new Region and Chapter secretary each year. Information can be obtained from AACA National Headquarters, 800 W. Hersheypark Drive, Hershey PA 17033-2400.

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## **2.5 REGION/CHAPTER NEWSLETTER**

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One of the best ways to develop and maintain effective communications in a Region or Chapter is to publish a newsletter. Members enjoy reading about the activities of other members. They also appreciate helpful hints on their restoration efforts and reminders of upcoming events.

A newsletter editor should be appointed or elected. Many Regions have added the editor as an elected officer to improve communications within the organization. The editor is responsible for obtaining the desired information and publishing the newsletter. The style, format and printing methods should enhance the effectiveness of the newsletter and remain within the budget provided by the officers.

A newsletter seminar is held during the AACA Annual Convention to provide helpful hints and encourage newsletter editors. The AACA Newsletter Editors Manual has been prepared to assist newsletter editors in their effort to produce effective communications. General guidelines for publishing newsletters can also be obtained from most public libraries. Printing companies are another good source for information. No newsletter should reprint any article, photo, cartoon, or other printed material, which has been copyrighted. The only exception to this rule is where the owner of the copyright specifically authorizes the reprint.

As an incentive for publishing a newsletter the AACA Publications Committee sponsors a Region/Chapter Newsletter Achievement Awards Program (NAAP). The following awards are presented at the Annual Convention in February:

- a. Master Editor Award
- b. Award of Excellence
- c. Award of Distinction
- d. Award of Merit.

In addition, The Ann S. Eady Memorial Award is presented to the editor of a Region or Chapter newsletter for outstanding contribution to the general welfare and spirit of the AACA.

These awards are presented to recognize the valuable contribution that newsletters, and their editors, make to AACA and its members. They also encourage editorial craftsmanship much in the same manner as the AACA judging program encourages excellence in our restorations. Details are provided in Section 3.4.

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## **2.6 REPORTING ACTIVITIES IN ANTIQUE AUTOMOBILE**

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The ANTIQUE AUTOMOBILE publishes articles, advertisements, and calendar listings related to the activities of AACA Regions and Chapters. This editorial policy recognizes the importance of the role of the local organizations and their contribution to National. Guidelines for this policy are contained in the following paragraphs.

### **2.6.1 Region/Chapter News for "Maplights" Section**

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Items submitted to ANTIQUE AUTOMOBILE regarding a Region's or Chapter's activities should be material that is of interest to all AACA members. The purpose of the "Maplights" section of the magazine is not to provide publicity for any particular Region, but rather to publish items of genuine interest which may offer ideas useful to others. Items for "Maplights" may include such things as outstanding Region or Chapter meets; an unusual, new, or radically different event; or some outstanding accomplishment of either the Region or Chapter or one of its members.

Photographs submitted for this section should be of high quality and may be printed or electronic. Digital images are accepted – the file must be a minimum of 200 kb, preferably taken with a camera with 4 – 8 mega pixel capabilities.

### **2.6.2 Region/Chapter Responsibility for National Activities Coverage**

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When a Region or Chapter of AACA is awarded a Nationals or Tour, a part of the responsibility is to provide coverage of the event for ANTIQUE AUTOMOBILE magazine. This specifically means a Publicity Chairman should be assigned by the activity chairman to write an article on the event and see to it that suitable photographs are taken. This material should be sent to the ANTIQUE AUTOMOBILE office within two weeks after the nationals or tour.

### **2.6.3 Region/Chapter Responsibility for Calendar Listings**

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One of the most popular features of ANTIQUE AUTOMOBILE, especially as the meet season approaches, is the "International Calendar" section. To list your event, please see calendar form, Appendix J in this manual.

Regions and Chapters are invited to send in events for the "Calendar" from their Region/Chapter schedule which they feel will be of sufficient interest to attract AACA members and others from a fairly wide

geographical area. Host Regions or Chapters are responsible for the accuracy of the announcement. In the event of a change, ANTIQUÉ AUTOMOBILE should be notified immediately. The "International Calendar" space is limited, however, and the Regions and Chapters are urged to use discretion in sending in these events.

Listing of an event in the "International Calendar" does not constitute AACA approval or reserve that date exclusively for the hosting organization. AACA National Activities will be listed only after the Board of Directors has approved them, and other AACA Regions and Chapters are requested not to schedule an event which would conflict with those dates.

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## **2.7 REGION AND CHAPTER ACTIVITIES**

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### **2.7.1 General**

Region and Chapter activities are as varied as the imagination and collective capabilities of the members permit. They will typically include periodic meetings, meets or tours. The activities may also include fundraisers, picnics, mall shows, swap meets, and membership drives. Joint activities with other AACA Regions/Chapters and other collector car clubs are encouraged.

The primary consideration in planning these activities is to keep the needs and capabilities of the membership in mind. Most groups emphasize the family aspect of the hobby and invite the whole family to participate. In addition, the Region or Chapter officers must carefully consider all aspects of the activity and assure that they are consistent with AACA requirements, particularly those pertaining to commercial and charitable endeavors.

The Rummage Box frequently describes the activities of different Regions and Chapters, and the Regions Committee hosts a seminar at the Annual Convention, which provides a forum for discussing activity ideas. These are excellent sources for new ideas for activities.

The AACA is committed to making the antique automobile community accessible to all individuals on a non-discriminatory basis. The Club reaffirms its strong opposition to discrimination based upon gender, age, race, color, religious creed, national origin, disability, and marital, parental, veteran status or sexual orientation. As such, the club will not deny membership to anyone based upon the above criteria.

All region events are to include new membership recruiting efforts when possible.

The AACA also requires all of its regions and chapters to abide by the policy outlined above.

### **2.7.2 Region and Chapter President Accountability**

When an individual is elected to the position of President for an AACA Region or Chapter, he or she assumes responsibility for leading the members to successful accomplishment of their goals and objectives. They must carry out the duties identified in the Bylaws they are responsible for a number of other functions which are not always well defined. These functions may be discharged personally or delegated to elected or appointed officers and members, but the President retains the accountability for assuring that the responsibilities are carried out.

This accountability includes the following responsibilities, which are vital to the long-term health and success of the Region or Chapter:

- a. Conduct Region/Chapter business meetings.
- b. Appoint those persons to posts that are required by the Region/Chapter Bylaws, or to posts that may have been established by tradition as Presidential appointments.
- c. Assure that adequate Region/Chapter administrative files and records are maintained.
- d. Assure that state and federal tax laws are observed in the conduct of Region/Chapter business.
- e. Plan the year's activities well in advance, and publish the schedule.
- f. Maintain a liaison with other collector car clubs in the area.



- g. Complete the Officer Reporting Form promptly upon the election of new officers and forward it to National Headquarters as soon as possible, but before March 1.
- h. Establish and maintain an up-to-date membership roster, assuring that all members are also National members of AACA. Forward the roster to National Headquarters as early as possible in the year, but no later than May 1. From this roster the Region/Chapter secretary derives the Region/Chapter mailing list.
- i. Carry on necessary Region/Chapter correspondence with the AACA, other local clubs, businesses, local governmental agencies etc.
- j. Assure compliance of the Region/Chapter with AACA and Region/Chapter Constitution and by-law provisions. Be aware of the need to update and revise Region/Chapter Bylaws as necessary.
- k. Oversee the Region/Chapter treasury and the collection and disbursement of funds.
- l. Look to the publication of a Region/Chapter newsletter. This is optional, but it is heartily recommended for the successful operation of an AACA Region/Chapter.
- m. See to the membership maintenance and growth of the Region/Chapter.
- n. Take possession of and safeguard property owned by the Region/Chapter.
- o. Oversee the nomination and election of succeeding Region/Chapter officers.

### **2.7.3 Conducting a Meeting**

There can never be a smooth, successful meeting without a planned program both for business and entertainment. The Region/Chapter President must confer with the secretary in preparing an agenda for business of the meeting and with the chairman of the activities in preparing the entertainment or social phase of the meeting.

Basically, the President is a mediator. His duty is to regulate discussions fairly and impartially. While he must act as a leader, he should not enter into debate on the floor as he might abuse his power by speaking too much, by exercising partiality, or by unduly influencing the meeting.

The masterfulness of well-chosen words, the charm of a cultivated voice, and the grace of oratory are brought into use in debate. The President who would make his words effective **and** must learn the art of stopping at a time when the best impression has been made.

The primary duty of the President is to maintain order; without this, disintegration of the meeting is rapid and inevitable. Order can be maintained on a very informal plane amid a very amiable atmosphere; formal rules can be relaxed, but not abandoned. Guidelines for parliamentary practice are readily available in most bookstores. For the most formal level of control it is always considered correct to use Robert's Rules of Order.

A speaker should not indulge in sarcasm or innuendo. While the members of an organization are in session, they should be regarded as of equal rank. Discussions before the house should be an interchange of views to enable the members to arrive at an understanding of the proposition under consideration before disposing of it.

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## **2.8 SPECIAL GUIDANCE FOR REGIONS OR CHAPTERS – CONSISTING PRIMARILY OF STUDENT AND YOUTH MEMBERS**

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AACA Membership categories are described fully in Appendix A to the Policy and Procedure Manual. It is conceivable that youth and student members may wish to form their own individual region or chapter. The AACA Policy and Procedure Manual applies fully to any such organization, and the procedure to form such a group under sanction of AACA is spelled out in detail therein. The following guidelines also apply to such organizations:

- a. AACA requires that any group consisting primarily of student and youth members have an approved adult supervisor (or advisor) to serve in an official capacity to guide the organization in

the conduct of appropriate activities. AACA is sole approving authority for individuals recommended to serve in that capacity. Any request for approval of adult supervisors must be submitted at time of application for Chapter or Region Status.

The adult supervisor (s) or advisor (s) must be members of AACA.

For a Student/Youth Chapter, the adult supervisor(s) and advisor(s) must be members of the AACA Region under which the Chapter is formed.

There is no limit to the numbers of adults that can be involved in any other capacity; however there must be a minimum of one adult supervisor designated in writing at the time of application for Region or Chapter status. A minimum of two adult supervisors should be present for all activities.

For establishment of a Student/Youth Region, where no neighboring AACA Region is available to assist, or provide an adult supervisor, the Vice President of Membership and Youth Activities should be contacted for guidance. Normally, an AACA member in a neighboring Region can be designated to serve as a supervisor or advisor.

- b. For establishment of a Student/Youth Region or Chapter, AACA Requires that any adult officially designated as a supervisor or advisor, or serving in such a capacity, be the subject of a criminal history/background check. It is important that this requirement be fulfilled before an individual is accepted as a youth supervisor or advisor. Such a check must also include a review of sexual offender registries.

All such background checks are conducted by AACA National Headquarters. The Executive Director should be contacted to obtain the required forms for submission of information that is required in order to perform the necessary checks. This is done at no cost to the individuals or the host region, but does require submission of driver's license and social security number.

- c. As required by the Policy and Procedure Manual, an application for creation of a Student/Youth Region or Chapter must be submitted to the Vice President of Regions Development & Support. A copy of the complete application package must also be provided concurrently to the Vice President of Membership and Youth Activities for information or comment.
- d. The AACA Policy and Procedure Manual requires that members of a Chapter also be members of the parent AACA Region as well as AACA itself. This is not intended to establish a requirement to pay usual dues to the parent Region. Many AACA Regions and Chapters have established reduced rates for their younger members, and this is encouraged in order to make AACA membership more affordable.
- e. All of the provisions of the AACA Policy and Procedure Manual, section 2.3 through 2.7 are equally applicable to AACA Youth Regions and Chapters.
- f. In addition, the designated adult supervisor/advisor must maintain a current Participation Permission form for each Student or Youth member. The required form is attached as appendix A to this section and may be duplicated locally as needed.

### **2.8.1 Student/Youth Region and Chapter Activities**

A special legal relationship exists between AACA and younger members participating in sanctioned activities. It should be understood that legally, anyone not of legal age of majority is incapable of acting independently and is thusly under the influence and protection of adults acting in a supervisory or guardianship role. Additionally, an adult acting in a supervisory or guardianship role is legally considered to be an official "employee" of the parent organization. Anyone under the age of 18 is prohibited from work on any vehicle as a part of the club activity. For these reasons, it is imperative that AACA, its Regions and Chapters minimize the risk that our youth members may encounter.

It is understood that Region and Chapter activities will be as varied as the imagination and collective capabilities of the members permit. There are activities that are considered typical of such organizations, and these would include: periodic meetings, participating in meets, tours, flea markets, picnics, shows, and the opportunity to learn about the history of the automobile, how it operates, and to learn about research,

restoration, maintenance and preservation of our automotive heritage. These activities are in keeping with the mission of AACA and should be the focus of any Region or Chapter activity.

In order to minimize any risk involving our younger members while they are under the guidance and protection of AACA, there are certain activities where appropriate caution must be exercised:

- a. Hands-on restoration work and vehicle maintenance must be conducted directly under the supervision of a capable adult supervisor or should be avoided. Caution is particularly warranted in cases where power equipment might be used. Additionally, use of chemicals in cleaning, paintwork or preparation should be avoided unless competent supervision is available and proper protective measures have been implemented.
- b. It cannot be too strongly emphasized that good restoration and vehicle maintenance involves workshop and personal safety as an integral component. The opportunity to provide a hands-on work experience to our youth members must always involve safety. This is a lesson that provides a strong foundation for many years of safe enjoyment of our hobby. Most AACA Regions and Chapters have members with either professional or competent amateur restoration experience that could be used to properly instruct youth members. Local vocational schools could also be an important resource for instruction in proper restoration or maintenance techniques. In any instructional setting, the involvement of qualified instructors, and the use of approved tools, equipment, and safe settings helps minimize any risk to our youth members.
- c. Vehicle operation must be in accordance with all local laws and regulations. As required by the AACA Policy and Procedure Manual, “each member must maintain adequate Personal Auto Liability Insurance on all of his or her vehicles”. Permitting uninsured young members to operate antique vehicles can place all parties at great risk. However, properly done, a demonstration on how to operate a Model T Ford can be an unforgettable experience. Understanding how our earlier vehicles operate, understanding their performance and handling limitations, and their design and construction should be the focus of any experience directly involving antique vehicles.
- d. Vehicle maintenance and repair imposes additional liability and risk. Working on a vehicle owned by another individual (or a club project vehicle) can impose a degree of “product liability” that could result in litigation should that vehicle be either involved in an accident, or improperly repaired. AACA’s Region and Chapter Insurance (section 1.5.2 of the Policy and Procedure Manual) does not cover such liability. Caution is urged where repairs or restoration is conducted on vehicles not belonging to the individual doing the work. It is important to make the distinction between showing someone how to restore, repair and maintain a vehicle and actually acting as a restoration, repair and maintenance facility that provides a “finished product”. Actual repair of vehicles so they might be used is best left to properly licensed commercial businesses that employ professional certified mechanics and are properly insured for that specific purpose.

Any group applying for AACA sanction as a Region or Chapter should clearly understand the liability issues associated with their activities. Approval for Regions and Chapters is predicated on their understanding and acceptance of these limitations. It is impossible to specifically define all of the potential “hazards” associated with antique automobiles, or to detail how to mitigate the risks involved. It is clear that certain practices should be avoided in order to eliminate or minimize risk. Where there is any question about the appropriateness of an activity, or if information is needed on how to properly conduct a specific activity, the Vice President of Membership and Youth Activities needs to be consulted while the activity is still in planning. How a particular activity is structured or conducted may require a greater understanding of the potential risks and the liability to which the parent organization or volunteers subject themselves.

An application for establishment of a Student/Youth Region or Chapter must include a statement of awareness as follows: “The requesting individuals are aware of and understand the advisability of restricting certain activities or structuring them so as to minimize risk as described above”.

For more information about Youth-based Regions, Chapters or Activities, the Vice President of Membership and Youth Activities should be consulted.

## 3. NATIONAL AWARDS

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### 3.1 INTRODUCTION

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The AACA has established a comprehensive awards program to recognize outstanding achievement, superior contribution to the AACA and the hobby, participation in special events and restoration excellence. The program includes four categories of awards: National Awards, Nationals Competition Awards, Region/Chapter Newsletter Achievement Awards Program and Webmaster Awards.

National Awards are presented to selected recipients based on criteria established by the Board of Directors. The awards are divided into two general groups. Some are presented for outstanding vehicles entered in AACA National Activities and others are presented for specific achievements of individuals or organizations. The trophies for these awards have been donated to the AACA and many of them memorialize specific individuals for their contribution to the automotive industry or to the Antique Automobile hobby. The original trophies are displayed at the AACA National Headquarters and recipients receive a special trophy commemorating the award during the Awards Banquet at the AACA Annual Convention.

National Junior, Senior and Preservation Awards are presented at each Nationals. AACA Grand National awards are only presented at the Annual Grand National Meet. AACA vehicle classifications and Junior and Senior Award categories were adopted starting with the Spring Meet at Pottstown, Pennsylvania, on June 14, 1952. The Preservation Award category was adopted starting with the Spring Meet at Chattanooga, Tennessee, on June 16, 1979. Annual Grand National awards were adopted starting with the first AGN in Clarks Summit, PA, on July 26, 1980. These awards recognize restoration excellence and specially designed trophies and plaques are presented to the winners at the nationals awards banquet.

Plaques that identify National First Place winners (Junior), Senior Award winners, Grand National First Prize winners, Senior Grand National Award winners and National Award winners are given to the recipients. These plaques are permanently displayed on the vehicle to clearly identify it as an award winner.

Awards for Region or Chapter newsletters are based on participation in the Region/Chapter Newsletter Achievement Awards Program. The AACA Publications Committee, chaired by V.P. of Publications, selects recipients and the awards are presented at the Annual Convention.

The Internet Committee, chaired by the Vice-President Internet, determines awards for excellence in producing region websites.

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### 3.2 POLICY FOR NATIONAL AWARDS

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#### 3.2.1 Presentation of National Awards

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National Awards are presented at the AACA Annual Convention. The trophies that commemorate each award are on permanent display at the National Headquarters. Recipients will receive a special trophy in lieu of the actual trophy.

AACA standing committees will determine the recipient for each National Award based on the criteria established by the National Board of Directors. Recipients will be notified in sufficient time to make plans to attend the meeting and will have reserved seats at the Awards Banquet.

#### 3.2.2 National Awards for Vehicles

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The National Awards Committee will select the recipients for National Awards for vehicles shown at specified Nationals or Tours. A designated National Awards Judging Team at each nationals and the Awards Committee on each tour selects candidates for awards related to vehicles. These candidates will be notified and requested to provide additional information and photographs of the vehicle for further consideration as instructed by the committee.

In addition to the special trophy that represents the permanent trophy, each winner will receive a National Award Winner tab. The tab is to be permanently mounted behind the National First Prize Winner plaque on the winning vehicle. Only one National Award will be awarded to any vehicle.

The current AACA National Awards for vehicles shown at Nationals or participating in National Tours, along with associated criteria for winner selection, are listed in the following subparagraphs. The sequence does not represent precedence.

a. The AACA Cup - Awarded at the AACA Annual Convention for an outstanding restoration of the year of a pre-1921 automobile entered in each Division. Award established in 1945 by a member who desired to remain anonymous.

b. The President's Cup - Awarded at the AACA Annual Convention for an outstanding restoration of the year of a 1921 through 1942 automobile entered in each Division. Award established in 1960 by AACA.

c. The Bomgardner Award - Awarded at the AACA Annual Convention for an outstanding restoration of the year of a post-1942 automobile entered in each Fall Nationals. Award established in 1987 by AACA in honor of William and Jean Bomgardner for their years of dedication as executive director and office manager of AACA from 1959 through 1986. Mr. Edward H. Marion donated the trophy.

d. The AACA Past President's Racing Cup - Awarded at the AACA Annual Convention for an outstanding racecar entered in each Division. This award was established in 1991 by Mr. and Mrs. Seth Pancoast, Sr. and is a cup won by Erwin Bergdoll on June 18, 1910, driving a Benz at the Point Breeze Racetrack in Philadelphia, Pennsylvania. P.D. Folwell, Mrs. Hyde Ballard's father, was chairman of the contest board of the Quaker City Motor Club and presented the cup to the winner in 1910.

e. The Joseph Parkin Award - Awarded at the AACA Annual Convention for an outstanding Packard entered in each Division. The award was established in 1973 by Joseph W. Parkin, Jr., former race driver of the Fairmount Park races and the Point Breeze races. Joseph W. Parkin, Jr., won this trophy in 1910 with a Packard "30".

f. The Post War Car Award - Awarded at the AACA Annual Convention for an outstanding Junior Post-War automobile entered in each Spring Nationals. Award established in 1982 by the Southern California Region and R.J. LaPorte, Bill Honda, and Al Gherardi.

g. The James Melton Memorial Cup - Awarded at the AACA Annual Convention for an outstanding Senior car entered in the Spring Meet in each Division. Award established in 1963 by Dr. Samuel L. Scher in memory of James Melton (1903-1961), former AACA President and internationally known singer. The cup itself is the racing trophy won by the famous Winton Bullet in 1905 and was once a prized possession of James Melton.

h. The Chocolate Town Trophy - Awarded at the AACA Annual Convention for an outstanding Senior car entered in the Fall Meet in each Division. The award was established in 1972 by the Hershey Estates and the Hershey Foods Corporation in commemoration of the first annual Fall Meet held in Hershey in 1954. The Hershey Fall Nationals, largest of its kind in the world, has been held continuously since that time.

i. The W. Emmert Swigart Memorial Cup - Awarded at the AACA Annual Convention for an outstanding restoration of a rare and unusual automobile entered in a Nationals. Award established in 1950 by Mrs. Swigart in memory of W. Emmert Swigart (1883-1949), former AACA director and an early collector of antique automobiles and automobilia.

j. The S. F. Edge Trophy - Awarded at the AACA Annual Convention for an outstanding restoration of the year of a foreign-made automobile entered in a Nationals. Award established in 1956 by Mrs. Edge of England, in memory of S.F. Edge (1868-1940), winner of the Gordon-Bennett Race in 1902, and who was known as the "father of the British motor industry". An associate of the Napier organization, he designed the first six-cylinder engine for them.

k. The Pamphilon Distinguished Car Award - Awarded at the AACA Annual Convention to a pre-1916 self-propelled land vehicle of outstanding merit entered in a Nationals. Award established in 1965 by Mrs. L. Edward Pamphilon in memory of L. Edward Pamphilon who gave unsparingly of his time and energy to the Antique Automobile Club of America and to the advancement of the hobby.

l. The Bert S. Harrington, Jr. Brighton Era Award - Awarded at the AACA Annual Convention to a pre-1905 automobile. Awarded on the basis of restoration, maintenance or preservation selected from a Nationals or Tour. Donated by Mrs. Lu Harrington in memory of her husband.

m. The Edgar E. Rohr Memorial Award - Awarded at the AACA Annual Convention to a 1920 or older Buick Junior or Senior automobile on the basis that it has participated in AACA events and has driven at least 500 miles or more since restoration. Donated by Mrs. Walser Rohr in memory of her husband, a great promoter of the hobby, who was a National President (1963-1964). The Rohrs participated in more than 23 Revival AAA Glidden Tour® in their 1912 Buick.

n. The Ford Award - Awarded at the AACA Annual Convention to Fords of four eras of model years:

Brass Model era & Model "T" era cars.....1903-1927

Model "A" cars.....1928-1931

Pre-War Ford cars.....1932-1945

Post-War Ford cars.....1946 to current allowable year

One winner will be selected annually from the nominees from all Nationals. Junior and Senior cars are eligible. Competition and commercial vehicles are excluded. All driven and non-driven cars are eligible, with consideration given to driven cars. The award is made on the basis of authenticity, appearance and reliability.

o. The Ransom E. Olds Memorial Trophy - Presented by Oldsmobile Division, G.M.C. at the AACA Annual Convention honoring the year's most outstanding restoration at a Nationals by a product of Olds Motor Works or Oldsmobile Division, G.M.C. Trophy donated by Classic Oldsmobile, Merrillville, Indiana.

p. The Louis Chevrolet Memorial Award - Awarded at the AACA Annual Convention to an outstanding Junior Chevrolet shown at an AACA Nationals during the year. Chevrolet Motor Division, General Motors Corp made this award possible.

q. The Motorcycle Award - Awarded at the AACA Annual Convention for an outstanding restoration of the year of a motorcycle shown at a Nationals. Award established by the Southwestern Two Wheelers Region of AACA.

r. The Minicycle Award - Awarded at the AACA Annual Convention to an outstanding restoration of a minicycle entered in Classes 5d and/or 5e at a Nationals (other than an AGNM) during the year.

s. The Hershey Region Junior Truck Award - Awarded at the AACA Annual Convention to an outstanding Junior truck entered in a Nationals. Award established in 1989 by the AACA Hershey Region.

t. The Hershey Region Senior Truck Award - Awarded at the AACA Annual Convention for an outstanding Senior truck entered in a Nationals. Award established in 1980 by the Hershey Region of AACA.

u. The Mercer Plaque - Awarded at the AACA Annual Convention for an outstanding Mercer automobile entered in a Nationals and judged on the basis of age, authenticity, appearance and mechanical condition. Award established in 1956 by the late honorary member, Vincent Galloni, who was a Mercer employee during the existence of that company, and who was the greatest Mercer authority until his death in 1958.

v. The Auburn-Cord-Duesenberg Award - Awarded to an outstanding Auburn, Cord or Duesenberg automobile presented at an AACA Nationals. Selection may be a Junior or Senior vehicle. This award was made possible by the Auburn-Cord-Duesenberg Museum, Auburn, Indiana.

w. The Thomas McKean Tour Trophy - Awarded at the AACA Annual Convention for an antique automobile, which completed a National Tour, on the basis of age, authenticity, appearance, condition, and distance traveled to and from the tour. Award established in 1949 by Thomas McKean, former President of AACA.

x. The HPOF Award - Awarded at the AACA Annual Convention to the outstanding vehicles in the HPOF (Historical Preservation of Original Features) class in three categories:

Two- or three-wheel cycle vehicle--Award established in 1988 by the AACA Northern California Antique Motorcycle Region.

Vehicles through 1929 (excluding two- or three-wheel cycle vehicles)—Award established in 1991 by the AACA Hershey Region.

Vehicles 1930 through current allowable year (25 years old or older)—Award established in 1992 by the AACA Hershey Region in memory of Shirley M. Mader, longtime member and Secretary of the Hershey Region.

y. The Foo-Dog Trophy - Awarded at the AACA Annual Convention for an outstanding Rolls-Royce automobile entered in a Nationals judged on the basis of age, style and quality of coachwork, authenticity, appearance and mechanical condition. Award established in 1945 by former AACA President D. Cameron Peck. The trophy itself is an ancient and valuable Chinese work of art. The FooDog Trophy Awarded at the Annual Convention for the best RollsRoyce car of the year entered in a National Meet judged on the basis of age, style and quality of coachwork, authenticity, appearance and mechanical condition. Former AACA President D. Cameron Peck presented this award in 1945.

z. AACA Post War Buick Award - To be awarded at the AACA Annual Convention for an outstanding Post War (WW 2) Buick entered in a National Meet. Donated by Eileen and Jeffery Brashares of Worthington, Ohio.

aa. Walter P. Chrysler Award - Awarded at the AACA Annual Convention for an outstanding Chrysler-built vehicle (Plymouth, Dodge, DeSoto, Chrysler, Imperial, Jeep), car or truck, shown at the National Meet during the year. Award established in 1998 by Darrell L. and Jacqueline Davis.

bb. Benny T. Bootle Memorial Award - Awarded at the AACA Annual Convention for an outstanding V8 Ford automobile, which completed an AACA Founders Tour, AACA-sponsored Revival AAA Glidden Tour® or a divisional tour. Award established in 1997 by Donna Bootle.

cc. The Cadillac-LaSalle Award – Awarded at the AACA Annual Convention to an outstanding Junior or Senior Cadillac or LaSalle shown during the year at a National Meet.

dd. Discontinued Automobile Award I - Awarded at the AACA Annual Convention to an outstanding automobile whose manufacture ceased during the period of 1939 through 1959 entered in a Nationals. Award established in 1999 by Darrell and Jacqueline Davis in honor of Paul D. Davis.

ee. The George M. Holley Award – Awarded at the AACA Annual Convention for an outstanding restoration of a 1921 through 1942 antique vehicle in a National Meet for each division, Senior Vehicles only.

ff. The Peterson Fire Apparatus Award – Awarded at the AACA Annual Convention for an outstanding fire apparatus entered in a National Meet.

gg. Senior Chevrolet Award – Awarded at the AACA Annual Convention to an outstanding Senior Chevrolet shown at an AACA National Meet during the year. This award was established in 2002 by Lafayette and Janice Williams.

hh. The AACA Bus Award – Awarded at the AACA Annual Convention to the most outstanding bus shown annually at an AACA National Meet. This award was established in 2008 in honor and memory of Samuel D. LaRoue, Jr. The historic Museum of Southern Florida endowed this award in Sam's memory in grateful appreciation for his service and generosity to the museum. The museum is also home to Sam's 1932 Twin Coach.

ii. The Drivers Participation Award – Awarded at the AACA Annual Convention. The Drivers Participation Award (DPC) recognized an outstanding car and owner who exemplify the spirit of maintaining and driving a collectible vehicle. This award was established by Patricia Bittner Swigart and Family in memory of John E. Bittner, Jr. and William E. Swigart, Jr. It was a particular passion of both Mr. Bittner and Mr. Swigart who believed historic vehicles were meant to be enjoyed not only as works of art but for the fun of driving on the highways.

jj. Factory High Performance – Awarded at the Annual Convention to an outstanding vehicle shown in Class 36. Award established in 2008 by the Cooper family in memory of Tom Cooper.

kk. Corvette Award - In honor of Mel Mann; in appreciation of his dedicated service to AACA and in recognition as a collector of fine Corvettes. Presented by South Florida Region AACA.

ll. Thunderbird Award – Presented in the name of Earl Tindol Family, in recognition of the Ford Thunderbird and its role in automotive history. This award is given to the most outstanding Thunderbird at an AACA National Meet.

mm. Military Award – Presented for an outstanding military vehicle (Junior or Senior) entered in a national meet during the year. The manufactured vehicle should be legal for highway operation and the award will be based on the maintenance, preservation and/or restoration of the vehicle. This award was established in 2012 by the United States Marine Corps Motor Transport Association, Inc.

nn. Lincoln–Continental–Mercury Award – This award will be presented to the most outstanding Lincoln, Continental or Mercury at an AACA National Meet. Established in 2015 by the AACA Hornets Nest Region of Charlotte, NC in recognition of Lincoln and Mercury vehicles and their role in automotive chronicles.

oo. Discontinued Automobile Award II - This award is presented by The Garrison family in honor of Robert N. Garrison and Annie Jo Garrison and their love, loyalty, and devotion to the Antique Automobile Club of America. Bob and Jo loved touring and were especially fond of the more unique, unappreciated, vehicles often referred to as ‘orphan cars’. The Garrison family dedicates this award to those AACA members who have worked tirelessly to preserve, promote and protect the old car hobby. This award is for discontinued automobiles 1960 to current allowable year.

pp. General Motors Styling Award - Awarded at the AACA Annual Convention for an outstanding GM vehicle produced during the Harley Earl era, (1927-1958). This award is a tribute to Harley Earl, who is considered the Dean of Automotive Designers in the 20th Century. This award is sponsored by Margaret Vitale in memory of her late husband George Vitale. George was the personification of a car guy and owned GM cars from this era.

qq. Brass Era Touring Award - Awarded at the AACA Annual Convention to an outstanding brass era vehicle (1915 or earlier) that has completed an AACA National Tour. This award is sponsored by Mary Lou Taylor, in memory of her husband, Richard Taylor, who served as a National AACA President and a member of the National Awards Committee for over 40 years. Dick Taylor loved touring with his wife, Mary Lou in his brass era vehicles.

rr. The Discontinued Factory High Performance Automobile Award - Awarded at the AACA Annual Convention to an outstanding discontinued high-performance automobile. This award is sponsored by the AACA New Jersey Region in memory of Herbert J. Singe, Jr., original founder of the New Jersey Region, and a 70 year AACA member.

### **3.2.3 National Awards for Individuals or Organizations**

Specified AACA standing committees or the Board of Directors, as applicable, selects the recipients for these awards. The responsible committee based on the award criteria will identify candidates for these awards.

The current AACA National Awards for individuals or organizations for specified contribution to AACA and the hobby, along with associated criteria for winner selection and selection committee (in parentheses), are listed in the following subparagraphs. The sequence does not represent precedence.

a. The Augustus Post Memorial Plaque - Awarded at the AACA Annual Convention to the AACA member doing the most to preserve or re-create the spirit of the original Revival AAA Glidden Tours® during a National AACA Tour. Presented first in 1953 by AAA and since 1959 by AACA in memory of Col. Augustus Post, a founder of the AAA, early motorist and aviator, and instigator and participant of every original Revival AAA Glidden Tour® (1905-1913). He participated with AACA in every Revival AAA Glidden Tour® from 1946 until his death. (National Awards Committee)

b. The Charles E. Duryea Cup - Awarded at the AACA Annual Convention to an AACA member for outstanding effort on behalf of the club on the basis of the value of the member's contribution to the general welfare of the AACA. Presented by Marion and M.J. Duryea in memory of Charles E. Duryea (1860-1938), who along with his brother, J. Frank Duryea, invented the first recognized gasoline automobile in America in 1893 in Springfield, Massachusetts. (National Awards Committee)

c. The Fiala Old Faithful Award - To be awarded at the AACA Annual Convention to a member of AACA, not elected or appointed to a National office, who best exemplifies the true spirit of our Founders for



service and accomplishment to the Antique Automobile Club of America by his or her deeds and display of enthusiasm through the years. The children of Theodore and Suzanne Fiala established this award in 1995 in their parent's memory. (National Awards Committee)

d. The Chris Ritter AACA Library & Research Center Award - Awarded annually to the person who made an outstanding contribution of any kind (personal service, financial support or other aid) to the AACA Library & Research Center. Presented to AACA in 1984 by Harry and Lorraine Logan. Lorraine was the first secretary of the AACA Library & Research Center.

e. The George R. Norton, Jr. Membership Award – Awarded at the AACA Annual Convention to an individual or group which has significantly contributed to the development and growth of AACA membership. The award was established by the Ontelaunee Region of AACA in memory of George R. Norton, an AACA Past National President and a founding member of the Ontelaunee Region.

f. The I.C. Kirkham Membership Award - Awarded at the AACA Annual Convention to the Region or Chapter with the greatest membership gain according to a weighted formula that considers the number of new National members acquired and the percentage of increase in membership. The Genesee Valley Antique Car Society Region in memory of Elmer Bassage, who probably sponsored more new members for AACA than any other person, presents this I.C. Kirkham trophy. (Membership Committee)

g. The Samuel E. Baily Memorial Award - Awarded at the AACA Annual Convention to an AACA member "in recognition of an outstanding contribution to the improvement of performance in the AACA judging system". Presented to the AACA in 1968 by Mrs. Samuel E. Baily in memory of Samuel E. Baily, who was a pioneer in complete restorations and prepared the basis for our present-day judging. (Judging Committee)

h. The Thomas J. Wells Memorial Award - To be awarded at the AACA Annual Convention to an AACA Field Judge whose continued performance has contributed to the success of the judging program. Tom Wells set high standards for judging and this award is made to those who give of their time and knowledge to support the AACA judging system. Selection shall be made by the Judging Committee and the National Awards Committee. (Judging Committee)

i. The Founders Award - Awarded at the AACA Annual Convention to the National Director, selected by his fellow directors who, in their opinion, has contributed outstandingly to the guidance of AACA toward its founding principles: the perpetuation of the pioneer days of automobiling by furthering the interest in and the preservation of antique cars, and by promoting sportsmanship and of good fellowship among all its members. The trophy itself is the actual steering wheel from the 1907 Thomas Flyer driven by Montague Roberts in the 1907 Briarcliff Road Race, given to Robert and Dorothea Laurens in 1952 by their dear friend, Montague Roberts, one of the great pioneer race drivers of the early 20th Century. It is presented by Mr. and Mrs. Laurens in memory of "Monty" Roberts to AACA in 1975 through the efforts of Founding members Frank Abramson, Ted Brooks, and Ted Fiala, Sr. for use as the "Founders Award – Steering Wheel Trophy". (National Board)

j. The Annual Grand National Award - Awarded at the AACA Annual Convention to the owner of the vehicle participating at the Annual Grand National Meet which best exemplifies the restoration, preservation and enjoyment of antique motor vehicles in keeping with the purpose of the Antique Automobile Club of America. Award established in 1980 by the Scranton Region of AACA, host Region of the first Annual Grand National Meet. This is the only National Award presented for the Annual Grand National Meet.

k. Winters Racing Award - Awarded at the AACA Annual Convention to an AACA member in recognition of an outstanding contribution to documented racing vehicles by his or her deeds and display of enthusiasm. James E. and Clarice B. Winters, racing enthusiasts, established this Award in 1996.

l. The AACA Appreciation - The AACA Appreciation award is awarded in recognition of outstanding achievement in the preservation of automotive history. (National Awards Committee)

m. The Ann S. Eady Memorial Award - Presented to the editor of a Region or Chapter newsletter for their contribution to the general welfare and spirit of the Antique Automobile Club of America. Presented by the Southeastern Region of AACA, the trophy itself is Ann S. Eady's typewriter, which she used as editor of "Peachtree Parade" from 1965 to 1974. Editor selected must be a Master Editor Award recipient – award selected by the Publications Committee.

n. The Thomas McKean Memorial Cup - Awarded at the AACA Annual Convention for worthwhile effort during the year in automotive historical research on the basis of accuracy, interest to club members, and the use to which the research is put. Presented by the AACA in 1949 in memory of Thomas McKean (1909-1949), former president and bibliophile. This award is selected by the Executive Director and the Editor of Antique Automobile with approval of the VP of publications.

o. The M. J. Duryea Memorial Cup - Awarded at the AACA Annual Convention to an AACA member for outstanding contribution to automotive history through the ANTIQUE AUTOMOBILE magazine during the year. Presented in 1958 by the AACA in memory of Merle J. Duryea (1895-1957), a former president and editor who contributed more to the success and growth of the AACA than any other individual in his time. This award is selected by the Executive Director and the Editor of Antique Automobile with approval of the VP of publications.

p. The Editorial Award - Awarded at the AACA Annual Convention to a member of the staff of the ANTIQUE AUTOMOBILE magazine in recognition of outstanding editorial services. This award is sponsored by the Raymond E. Holland Automotive Art & Toy Collection, Allentown, Pennsylvania, and is awarded annually. (Editor, ANTIQUE AUTOMOBILE). This award is selected by the management of Antique Automobile.

q. AACA Young People's Award - a cash award to an AACA member, child or grandchild of an active AACA member in good standing for at least five years, who has been accepted into an accredited institution of higher learning or is now enrolled in such institution, i.e. a four-year college leading to a bachelor's degree or a two-year vocational education program leading to a degree. Applicant must be nominated by a Region or Chapter of AACA and must be no more than 25 years old.

The recipient of the Young People's Award will be chosen by the AACA Youth Awards Committee. The current AACA President appoints the chair of this Special Committee.

Awards eligibility criteria, nomination and selection procedures, and Committee guidelines are contained in Appendix I to this manual.

r. AACA Scholarship - a cash award to any AACA member, child or grandchild of an active AACA member in good standing for at least five years, who has been accepted to an accredited institution of higher learning or is now enrolled in such institution, i.e. a four-year college leading to a bachelor's degree or a two-year vocational education program leading to a diploma. Applicant must be no more than 25 years old.

The AACA Youth Awards Committee, a Special Committee, the chair of which is appointed by the AACA President, will process Award nominations in accordance with the guidelines attached as Appendix J to this Manual.

s. AACA Automotive Technology Scholarship (formerly known as the AACA Student Scholarship) - \$1,500 cash award to a student currently enrolled in an institution of higher learning leading up to a degree in antique automotive technology and or restoration.

t. Chiotti Scholarship in memory of Dave Chiotti's mother, Louise (Bianchi) Chiotti, who had a fondness for cars through the years and some of her cars still remain in the family. The \$1500.00 scholarship is based upon the same rules as the AACA Automotive Technology Award. This award was instituted and funded by Dave and Marilyn Chiotti as a way to honor his mother and a way to continue to support youth in the hobby.

u. AACA John & Janet Ricketts Leadership Scholarship - a cash award to any AACA member, child or grandchild of an active AACA member in good standing for at least 5 years, who has been accepted to an institute of higher learning or is now enrolled in such institution. The award is granted by the family of John and Janet Ricketts in recognition of their love of AACA and their belief in service to the club. It is also in recognition of our first female National President, Janet Ricketts in 1999.

v. AACA Divisional Tour Award - Awarded at the Annual Convention to an individual or Region/Chapter in recognition of their outstanding contributions in hosting a Divisional Tour. The AACA Pennsylvania Dutch Region Tour Committee established this award in 1999. The award is a handmade, quilted wall hanging made by Doris Lausch, long-time member of the Region.

w. The Spark Plug Award – Presented at the AACA Annual Convention to the Webmaster of a Region or Chapter Internet website for their contribution to the general welfare and spirit of the Antique Automobile Club of America. Symbolizing the “Spark Plug” role of the Webmaster, the permanent trophy is a dealer’s display of a spark plug which was donated by Roland and Ruth Dunkelberger.

x. The Senior Master Judging Award - Awarded at the AACA Annual Convention to a Senior Master Field Judge with less than 100 judging credits, in recognition of exemplary performance and knowledge of AACA judging principles and practices. Presented in memory of Glen Neidigh, an AACA Judge with 25 years of experience who gave unsparingly of his time and knowledge and was willing to provide information and research to further the AACA judging system. (Judging Committee)

y. The Automotive Supplier Award – This award is presented to a supplier or merchant of automotive restoration parts or components which uphold the originality of vehicles as they were delivered from the dealer. Established in 2015 by the AACA Hornets Nest Region of Charlotte, NC to honor Dennis Carpenter, an innovator in providing original reproduction equipment Ford parts. (Board of Directors)''''''

### **3.2.4 Establishing National and Memorial Awards**

The AACA will be pleased to accept donations for National Awards and memorial trophies for National Awards. The AACA Board of Directors must approve these awards based on the following criteria:

a. The donor's proposal must be made in writing to the Vice President - National Awards, who will present it to the AACA Board of Directors for consideration.

b. If the proposed award is a memorial award, the person proposed to be memorialized must have been one or more of the following:

- An outstanding automobile pioneer
- A national or international figure (automotive)
- An outstanding contributor to the advancement of the antique automobile hobby or to automotive history
- An outstanding member of AACA who has contributed significantly to the advancement of AACA

c. The trophy design itself must be approved by the AACA Board of Directors or their appointed committee.

d. The AACA Board of Directors reserves the right to determine the rules governing the awarding of the trophy.

e. The AACA Board of Directors will determine the monetary contribution needed to underwrite the cost of the awards that will be awarded to the winners. Currently, the endowment required is \$5,000 for a single National Award and \$20,000 if four division awards are to be presented.

### **3.2.5 Zenith Award Procedure**

The Zenith Award is the most significant annual award given by the AACA. Competition is intense and the integrity of the process in determining the winner is of the highest priority. Winning is a great honor and being nominated is also a compliment to the hard work put forth by our AACA members. Each Zenith Award Team member is expected to respect the integrity of the process.

1. Each member of this team is a highly experienced individual with a diverse background in AACA Class Judging. They will openly share that expertise among the team members.

2. The Zenith Award Team will be responsible for nominating outstanding vehicles entered in each AACA Nationals.

3. Vehicles nominated for the Zenith Award represent the finest restorations presented for the year. Original, unrestored vehicles are not eligible.

4. The Zenith Award winner will be determined by the team based on the outstanding representation of the vehicle.
5. The Vice-President of National Awards shall serve as the Chairman of the Zenith Award Team.
6. The members of the Zenith Award Team will select annually the Chief Judge from the members of the Team.
7. Celebrity judges may be chosen by the Team to attend and judge at the annual selection meeting. Celebrity judges shall be nominated and confirmed by the Team and only AACA members can be nominated.
8. The Zenith competition will be held annually at an AACA National or Grand National.
9. Each team member is required to maintain the highest level of confidentiality. Any team member disclosing any information concerning the nomination or non-nomination of a vehicle will be removed from the team. Any team member disclosing any information concerning the selection or non-selection of a vehicle will be removed from the team.
10. Zenith Award Team members are expected to respond professionally when approached on the judging field by other judges or owners with questions relative to the vehicles being judged.
11. Vehicles nominated for the Zenith Award will be selected in the same calendar year that they occur.
12. A vehicle can only be nominated once for the Zenith Award.
13. A vehicle selected as a Zenith Award winner or a Zenith Award runner-up shall thereafter be ineligible to receive a National Award or the Grand National Award.
14. Appointments to the Zenith Award Team are made annually by the National President. The term of each appointment is one year.
15. Effective January 1, 2023, each Zenith Award Team member will earn one judging credit for judging at each event attended as well as one judging credit for attending the annual selection meeting.
16. Serving on the Zenith Award Team is an honor and requires personal commitment, dedication and a demonstrated level of participation. Team Members shall abide by the dress code established by the Chairman in order to participate in the selection of the Zenith award winner. Team members must attend a minimum of four (4) National events per year. Excused absences, including health issues may be accepted as reasons for non-compliance, but at the sole discretion of the VP National Awards. Team members not fulfilling their annual obligation will lose their right to attend the annual selection meeting.

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### **3.3 POLICY FOR NATIONAL MEET AWARDS**

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#### **3.3.1 Eligibility**

All vehicles 25 years or older are eligible for judging and/or evaluation at AACA National Meets. A vehicle is registered in its proper class and is judged with other vehicles in the same class. AACA vehicle classifications are defined in the [AACA Official Judging Guidelines](#).

The Race Vehicle Certification Committee, a subcommittee of the Class Judging Committee, must approve race vehicles before they will be eligible for competition at a National meet. Approved race vehicles will be issued a numbered identification badge which must be affixed to the vehicle. Owners of these vehicles must identify the certification number on the meet registration form and will be permitted to enter the show field and be judged only if the identification badge is on the vehicle. Procedures for certification may be obtained from National Headquarters.

The DPC (Driver Participation Class) is for vehicles with minor modifications 25 years or older that have not obtained a national first prize. (A vehicle with national awards is eligible for DPC only if the awards – other than 2<sup>nd</sup> or 3<sup>rd</sup> Junior – are turned into AACA Headquarters.) Certification will be based on vehicle components that must have the same appearance as when the vehicle was manufactured. The body/engine/chassis/driveline components must be period correct per the original manufacturer.

Exceptions could be halogen headlights, FM radio, seat belts, turn signals, and/or air conditioning units from the period. Originality of all components is more important than their condition. This is a non-competitive category and will not be judged but will be eligible for driver certification. A driver tab will be issued to each vehicle upon certification; a participation award will be given at certification and at each subsequent meet for attendance. A DPC certified vehicles that is significantly modified will lose its' DPC certification. DPC certification remains with the vehicle even if there is a change of ownership.

The HPOF (Historical Preservation of Original Features) class applies to vehicles 25 years or older that remain in significantly original condition. HPOF vehicles are not judged in competition with other vehicles entered in the HPOF class. Instead they are evaluated by the HPOF Certification Committee, a subcommittee of the Class Judging Committee, to assure that they meet the requirements for entering this class. Approved vehicles will be issued a HPOF certification badge, which will identify appropriate eligibility for subsequent meets. This badge must be affixed to the vehicle.

The SGCV (Second Generation Collector Vehicles) Class, Class 35C – this display class is for factory-assembled manufactured vehicles that replicate the look and style of a previous make and model. Vehicles must be 25 years of age or older to qualify. These vehicles have a newer, more modern driveline and chassis that the original vehicle on which the replication is based. The body may have fiberglass components and the interior may have modern accessories. A special team appointed by the VP-Class Judging will evaluate this class. The evaluation will consist of inspecting all areas of the vehicle with consideration for workmanship, condition and being factory built. After acceptance by the evaluation team, the vehicle will be certified SGCV. After certification, the vehicle owner will receive a SGCV badge at the awards banquet to be displayed on the front of the vehicle. The vehicle owner will also receive a participation “chip” from that meet. After four more participation “chips” have been received, the owner is entitled to a special SGCV “plaque board” to place the participation chips on. AACA DOES NOT ACCEPT “KIT CAR” VEHICLES. Included in this class are factory built: Avanti II, Clenet, Glenn Pray, Shay & Zimmer. Other vehicles may apply to the VP-Class Judging for inclusion.

The recipients of National Meet awards are selected based on the results of the judging at each meet. The AACA judging program involves a systematic approach for evaluating vehicles entered at these meets. The specific policies and procedures for this program will be briefly reviewed in this section; however, for more details consult the AACA Official Judging Guidelines.

### **3.3.2 Nationals Award Categories**

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There are three categories or levels of competition awards at Nationals: Junior, Senior and Preservation. The first time a vehicle is judged at a Nationals it must be entered in the Junior category. After winning a First Junior it is considered a Senior vehicle and must be entered in the Senior category and compete only with other Senior vehicles in the class. After winning a Senior Award it becomes a Preservation category vehicle and is then eligible to compete as a Preservation vehicle in its class, as well as at Annual Grand National Meets beginning the calendar year following the year during which the Senior Award was won.

All vehicles will be given 400 points at the start of judging. The judging teams deduct points according to established AACA standards. The resulting score will be used to determine the winners in each category within each class of vehicles.

Multiple Junior prizes may be awarded for First, Second and Third place in each class. The highest scoring Junior vehicle, on or above 365 points, is a First Junior winner together with all other vehicles scoring within 10 points and also above the 365 minimum. Of the remaining vehicles in the class, the next highest scoring vehicle scoring on or above 330 points will be a Second Junior together with all others scoring within 10 points and above 330 minimum. The Third Junior will be the vehicle scoring, on or above 295 points, together with all other vehicles scoring within 10 points and above the 295 minimum. Trophies for these awards will be presented during the awards banquet for each National Meet.

Upon winning a First Junior trophy the vehicle is awarded a National First Prize plaque, which must be displayed in a prominent place on the vehicle. This plaque indicates to all that the vehicle is a National First Prize Winner and that it will be judged in the Senior category in subsequent National Meets. This plaque will be mailed to the winner from National Headquarters.

Effective 1993 all National First Prize winning vehicles are assigned a "First Place Registration Number" by National Headquarters with the Number engraved on the National First Prize plaque. This number is a

permanent record of the vehicle award status and is unique to that vehicle and maintained in a computer database. If the vehicle is transferred or sold to a new owner, the number and National First Prize plaque is transferred to the new owner. In the case of vehicles with National First Prize Plaques dated prior to 1993 that do not display the Registration number, a number has been assigned for that vehicle. National headquarters has supplied this registration number to vehicle owners. Because this registration number is required on National Meet registration forms, it is important this number is conveyed to a new owner. To maintain a current computer database, new owners need to notify National Headquarters with a written notification of their purchase of this vehicle (see instructions at Section 3.3.6). Beginning in 2008 all vehicles registered at an AACA National Meet are assigned a permanent vehicle number.

All National First Prize vehicles that have been entered into competition and have won an award (Senior, Grand National, Senior Grand National, Preservation or Repeat Preservation) since 1982 but prior to 1993 have also been assigned a "First Place Registration Number." The existing plaque that is on the vehicle will not have nor need the number engraved on it.

The Vehicle Number is to be entered by the owner on the registration entry card in the area so designated when the vehicle is entered for competition at a National Meet.

Multiple Senior awards may be awarded in each class. The highest scoring Senior vehicle, on or above 375 points, is a Senior Award winner together with all other vehicles scoring within 10 points and also above the 375 minimum. Senior Award trophies, commonly called the Duryea Trophy, and Senior tabs will be presented at the awards banquet for each National Meet.

The Senior tab is designed to be displayed behind the National First Prize Winner Plaque. The Senior tab indicates to all that the vehicle is a Senior Award winner and that it will be eligible to compete in the Preservation category.

A Senior Award winner may sometimes be referred to as a "Senior First Place" winner; however, the correct terminology is "Senior Award". There are no second and third place awards in the Senior category. Effective with the 1979 National Spring Meets, AACA Senior vehicles are eligible to win only one Senior Award.

Senior vehicles that have won the Duryea Trophy and Senior tab during 1979 when this program started, or thereafter, will be eligible for the Preservation Awards. The owner of a Senior trophy prior to 1979 may request a Senior tab by showing proof of winning. (See Paragraph 3.3.7)

At the first National Meet where a Preservation vehicle scores 350 points or more it will be awarded the Preservation Award Plaque. The plaque is a wooden board on which is mounted a large polished metal Preservation Award Medallion (embossed with the AACA logo), a name plate engraved with the owner's name, make and year of the vehicle, and one Wheel tab showing the type (Eastern Spring, Western Fall, Grand National, etc.) and year of the meet. The plaque board with wheel tab is awarded at the awards banquet while the nameplate with the owner's name, make and year of the vehicle will be mailed from National Headquarters.

At subsequent National Meets, vehicles which have won Preservation Award Plaques and score 350 points or more will be awarded additional wheel tabs as described in the previous paragraph. This tab is to be affixed to the Preservation Award Plaque that is designed to accommodate up to 20 tabs. New plaques will be sent to the owner as required to accommodate additional tabs.

The Preservation Award is a great way to display in one spot the accomplishments of the vehicle. It gives more vehicles an opportunity to win the Senior Award. The greatest advantage will be that, as long as a vehicle is maintained to score 350 points or more, it can be driven and enjoyed and still receive the Preservation Award at National Meets.

The Participation Award is an additional incentive to encourage Preservation vehicles to continue exhibiting. The award is currently an oval pewter tray or a pewter mug and is presented for winning five Preservation Awards. When a vehicle wins a Preservation Award at a National Meet, a participation card is included with the award. When a vehicle receives five participation cards, they should be filled out and mailed to National Headquarters. The award will be confirmed and mailed from National Headquarters. The participation cards from one vehicle may not be added to those of another vehicle to reach the total of five credits. Each vehicle's participation record is kept separately for the purposes of receiving the Participation Award.

The participation award is given to Preservation vehicles for attendance at an AACA National Meet. The award is currently in the form of a pewter tray. The award is presented after participation of five (5) National Meets. When a vehicle wins a Preservation award at a National Meet, a participation card is included with the award. A Preservation Award must be won to be eligible for a Participation Award credit. When a vehicle accumulates five (5) participation cards, they are to be completed and mailed to the AACA Headquarters. The award will be confirmed and mailed from AACA Headquarters. The participation cards from one vehicle may not be added to those of another vehicle to reach the total of five (5). Each vehicle's participation record is kept separately for the purposes of receiving the Participation Award.

In 2006 the Enhanced Preservation Participation Award was introduced to encourage Preservation vehicles to continue exhibiting. The award is in the form of a Bronze (10), Silver (15), Gold (20) and Diamond (25) cloisonné. They are presented in addition to the Wheel Tab normally presented for a Preservation award when the vehicle reaches the appropriate award level. They are to be displayed on the Preservation Plaque along with the Preservation Wheel Tabs.

**Historical Preservation of Original Features (HPOF)** The vehicles in this class represent the evolution of automobile history and depict originality over restoration. A cornerstone belief of AACA is based upon originality and this class allows us to see history as it was and establish a program to encourage the saving and display of collector vehicles in their original, as manufactured, condition.

**Definition:** Since its' founding, AACA has been dedicated to the preservation, restoration and maintenance of automobiles. In the furtherance of the "preservation" mission, the AACA Board of Directors in 1987 established a program to encourage the saving and display of collector vehicles in their original, as-manufactured condition. The Historical Preservation of Original Features program encourages owners of vehicles 25 years old or older, retaining significant original features to allow them to remain in this original condition, and to show them at National Meets. A vehicle may be entirely "original" or it may have certain original features such as paint, chassis, upholstery, engine compartment, and etc., that are essentially as delivered. These vehicles will not be point judged. A vehicle being evaluated for the first time, if certified, will receive an HPOF board, HPOF chip, and HPOF badge. The badge should be visibly displayed on the vehicle. The badge will be engraved with the year awarded. A vehicle having achieved the HPOF certification award is now eligible for certification at a subsequent meet in order to achieve the AACA "Original" award. If certified, as an AACA "Original", the owner will receive an AACA "Original" tab to be displayed behind the HPOF badge on the vehicle and an AACA "Original" preservation chip for mounting on the board. If the vehicle does not certify at the AACA "Original" level, it will receive a repeat HPOF chip provided it meets the certification standards. If a vehicle is not certified as an AACA "Original", it can be reconsidered for the award by the owner making a request to the Vice President of Class Judging. The VP will inform the owner whether the request has been granted or denied. If granted, the vehicle can be entered in a subsequent National meet to be evaluated again for the AACA "Original" award. The vehicle will either be certified at that time as an AACA "Original" or if it still does not meet the criteria, it may continue to be eligible for repeat HPOF awards provided it meets the certification standards. If the re-consideration is denied, the vehicle maintains HPOF status and is eligible to be shown for HPOF repeat awards at all future AACA National meets. No previous National First Prize winners are accepted unless they are original and have been maintained to preserve their originality. An HPOF certified vehicle that is significantly restored will lose its' HPOF certification.

The DPC (Driver Participation Class) is for vehicles with minor modifications 25 years or older that have not obtained a national first prize. (A vehicle with national awards is eligible for DPC only if the awards – other than 2<sup>nd</sup> or 3<sup>rd</sup> Junior – are turned into AACA Headquarters.) Certification will be based on vehicle components that must have the same appearance as when the vehicle was manufactured. The body/engine/chassis/driveline components must be period correct per the original manufacturer. Exceptions could be halogen headlights, FM radio, seat belts, turn signals, and/or air conditioning units from the period. The originality of all components is more important than their condition. This is a non-competitive category and will not be judged but will be eligible for driver certification. A driver tab will be issued to each vehicle upon certification; a participation award will be given at certification and at each subsequent meet for attendance. A DPC certified vehicle that is significantly modified will lose its' DPC certification. DPC certification remains with the vehicle even if there is a change of ownership.

The SGCV (Second Generation Collector Vehicles) Class, Class 35C – this display class is for factory-assembled manufactured vehicles that replicate the look and style of a previous make and model. Vehicles must be 25 years of age or older to qualify. These vehicles have a newer, more modern driveline and chassis than the original vehicle on which the replication is based. The body may have fiberglass components and the interior may have modern accessories. A special team appointed by the VP-Class Judging will evaluate this class. The evaluation will consist of inspecting all areas of the vehicle with consideration for workmanship, condition and being factory built. After acceptance by the evaluation team, the vehicle will be certified SGCV. After certification, the vehicle owner will receive a SGCV badge at the awards banquet to be displayed on the front of the vehicle. The vehicle owner will also receive a participation “chip” from that meet. After four more participation “chips” have been received, the owner is entitled to a special SGCV “plaque board” to place the participation chips on. AACA DOES NOT ACCEPT “KIT CAR” VEHICLES. Included in this class are factory built: Avanti II, Clenet, Glenn Pray, Shay & Zimmer. Other vehicles may apply to the VP-Class Judging for inclusion.

### **3.3.3 Grand Nationals Awards**

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AACA may hold a Grand Nationals each year. Only Senior Award winners who won that award prior to the Grand Nationals are eligible. Judging is conducted the same as at other Nationals; however, the minimum points and point spread for ties are as follows:

- a. First Prize - 380 minimum; 5-point spread will tie.
- b. Second Prize - 370 minimum; 5-point spread will tie.
- c. Third Prize - 360 minimum; 5-point spread will tie.

The Preservation Award requirements remain the same as at Nationals. All Grand Nationals eligible vehicles are Preservation category vehicles and each one scoring 350 or more points will win a Preservation Award.

Upon winning a Grand Nationals First Prize trophy, the vehicle is awarded a Grand Nationals First Prize plaque, which must be affixed to the vehicle, in addition to the National First Prize Winner plaque with Senior tab. This plaque indicates to all that the vehicle is a Grand National First Prize winner. It will still be eligible to compete for Annual Awards and Preservation Awards at subsequent Nationals and Grand Nationals.

Vehicles that have won a Grand Nationals First Prize in any prior year are eligible to compete for a Grand Nationals Senior Award at subsequent Grand Nationals. All vehicles in this category scoring 390 points or above will receive the Grand Nationals Senior award. The trophy is the largest trophy in the family of Grand Nationals awards program. A Grand Nationals Senior tab is also awarded and is to be displayed behind the Grand Nationals First Prize winner plaque.

The Grand Nationals Senior award can be won repeatedly, with the repeat award being a dinner size polished pewter plate with a ceramic center including the AACA logo and outer edge engraved, Grand National Repeat Senior Award. Grand Nationals Senior winners remain eligible for the Preservation award as well as national awards.

### **3.3.4 Nationals Event Award**

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There is a special Nationals event award. The events are optional and will require the host Region or Chapter to contact National Headquarters to obtain guidelines for conducting the event and a suitable award plaque. The plaques should be presented at the meet awards banquet to the winner of the event. The special event award is:

The George M. Hughes Memorial Cup - Awarded at a National Fall Meet to the owner of the high-wheel (buggy type) antique automobile winning in the high-wheeler performance event. Presented by the AACA in 1955 in memory of George M. Hughes (1911-1953), a former President, Editor and Activities Vice President.



### 3.3.5 Competition Rules

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Competition rules have been established for Nationals. Failure to comply with the rules may result in disqualification from competition. These rules are as follows:

- a. Only Individual, Joint, qualified Students, Life, and spouse of Life Members may compete.
- b. Each vehicle will be entered in a designated class in accordance with the AACA Official Vehicle Classification. Vehicles must display the official class and number card.
- c. A vehicle shall compete as a Junior in its class, unless entered as a DPC, HPOF or SGCV, until it wins a National First Prize at a National Meet. It then becomes a Senior vehicle and remains such until it wins a Senior Award. It then becomes a Preservation vehicle.
- d. The National First Prize Winner plaque must be permanently displayed to each vehicle that wins a National First Prize. The Senior Tab must be displayed behind the National First Prize Winner plaque for each vehicle that wins a Senior Award. The AGNM First Prize Winner plaque must also be permanently displayed to each vehicle that wins an AGNM First Prize. AGNM Senior Award winners must display the Senior tab behind the AGNM First Prize Winner plaque.
- e. Vehicles must be registered prior to the meet deadline date and checked in on the grounds at the time set in the announcement of the meet. Vehicles will normally be required to be on the show field by 11:00 AM.
- f. Vehicles must be in operating condition.
- g. Vehicles MUST BE DRIVEN onto the field under their own power. (Exceptions: motorcycles and race cars)
- h. Each vehicle must display a fully-charged fire extinguisher.
- i. The registrant or his representative should be available when the vehicle is being judged.
- j. Vehicles participating at meets must be adequately covered by liability and property damage insurance.
- k. Vehicles must remain on the show field until 3:00 p.m. or until released by the Chief Judge. This requirement assures sufficient time to complete judging. Vehicles departing the show field prior to this time without authorization of the Chief Judge will be disqualified from competition.
- l. Any vehicle on an AACA Nationals judging field will be disqualified for displaying a "FOR SALE" sign.
- m. Decisions of the judges are final.

Judging forms are not returned to owners. The forms are used only to determine the award winners at a particular meet and are the official record of the awards. Any questions regarding any award will be resolved by referring to the judging forms. Judges are instructed not to reveal, at any time, the scores of judged vehicles. Team Captains, however, may advise owners of major faults that prevent a vehicle from winning an award. Other specific competition guidelines may be found in the [Official Judging Guidelines](#).

### 3.3.6 Change of Ownership

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When the ownership of an AACA vehicle changes, the new owner has the option to decide from the following:

- Option 1: When a SENIOR vehicle changes hands by sale or transfer, the vehicle reverts to the status of a First Junior award winner. The Senior Tab is returned to the National Headquarters by the seller or person transferring the vehicle. If the vehicle has received the A.G.N.M. FIRST PRIZE plaque, the plaque will be returned to AACA Headquarters. (This plaque may be returned to the previous owner, stamped "RETIRED", for a administrative fee). If the vehicle is an Annual National Award winner and has received a National Award winner tab, the tab will remain the property of the seller and must be removed from the vehicle upon transfer of ownership.
- Option 2: Effective 2006, it is permissible for an AACA class-judging award-winning vehicle to retain the awards it has previously won. In this case, the new owner can continue

entering the vehicle in Nationals and pursue the next eligible award. For example, if the highest award the vehicle has previously won is a Senior, then the vehicle can possibly compete for the Annual Grand National Award. Please contact National Headquarters to advise us of your purchase and judging status of the vehicle.

- Option 3: When an HPOF or DPC vehicle changes ownership by sale or transfer. The new owner may continue with the next eligible award or can start fresh. The new owner must contact AACA Headquarters to advise them of their purchase and choice of judging class for the vehicle.

### **3.3.7 Retroactive Proof for Senior Award**

An owner of a vehicle which won a Senior trophy prior to 1979 may request a Senior tab in order to establish eligibility for the Preservation Award and to enter Annual Grand National Meets. To receive a Senior tab, the owner must prove that the vehicle won a Senior trophy.

The most common method of proof is a photocopy of the winners' list printed once a year as a separate booklet and mail with the January/February issue of ANTIQUÉ AUTOMOBILE magazine. The photocopy should then be sent to the Vice President - Judging and a Senior tab will be mailed to the owner.

### **3.3.8 Recycling of Vehicles for Class Judging**

On the tenth anniversary of the date (or any time thereafter) that a vehicle was awarded the First Junior Award, the owner has the option of recycling the vehicle through the AACA competitive awards system from the beginning (Junior level). The date on the National First Prize plaque will establish if the ten-year period required for recycling has passed.

If a vehicle is recycled for class competition, the National First Prize plaque, along with all Senior tabs and AGNM First Prize plaque, as appropriate, must be returned to National Headquarters. The owner retains all other trophies and awards won by the vehicle. The National First Prize plaque, Senior tabs and AGNM First Prize plaque, stamped "RETIRED", may be returned to the owner for an administrative nominal fee per tab or plaque.

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## **3.4 POLICY FOR REGION/CHAPTER NEWSLETTER ACHIEVEMENT AWARDS PROGRAM (NAAP)**

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### **3.4.1 Eligibility**

The AACA Publications Committee sponsors this program. Every AACA Region or Chapter that publishes a newsletter is encouraged to enter the program. Program registration forms are sent from National Headquarters to the editor listed on the Officer Reporting Form. If a Region or Chapter has not previously had an editor, a copy of the form will be mailed to the President of that group. This will enable those who have just started to publish a newsletter to enter. Program rules and judging criteria are also mailed with the form. A completed form must be returned to National Headquarters each year. Even if the newsletter was entered previously, it will not be entered in the current year unless the form is returned.

A copy of each issue of the newsletter must be sent to National Headquarters or uploaded to a Google shared drive. Additional copies should be sent to the Vice President - Publications and each member of the Publications Committee or uploaded to a Google shared drive. The names and addresses of these individuals will be provided in the Rummage Box and in the program registration package that is sent to each editor. A waiver for the additional distribution may be obtained from the Vice President Publications if the Region or Chapter budget is limited.

### **3.4.2 Award Categories**

In order of increasing precedence, the four award categories are as follows:

- a. Award of Merit
- b. Award of Distinction

c. Award of Excellence

d. Master Editor

A certificate bearing the name of the newsletter and the names of the Region/Chapter president and editor will be awarded in each of the first three categories. Master Editors receive an engraved plaque each year they achieve this distinction. Competition for Master Editor is limited to the editors of newsletters, which receive the Award of Excellence.

### **3.4.3 Presentation of Newsletter Achievement Awards**

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The Publications Committee will meet to select the winners in the four categories. Newsletters are judged on their value to the Region/Chapter, originality, interest, timeliness, plan of presentation, and overall publication quality. Emphasis is placed on the effort to serve the needs of the Region/Chapter membership. The Publications Committee recognizes that small Regions/Chapters cannot afford large, "slick" publications filled with photographs. These considerations assure that the smaller publications have the opportunity to compete with the newsletters that are blessed with larger budgets.

The awards of merit, distinction, and excellence are presented at the AACA Annual Convention. Master Editor Awards are presented at the Annual Awards Banquet. Awards that are not picked up during these presentations will be mailed to the Region/Chapter editor.

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## **3.5 POLICY FOR REGION/CHAPTER WEBMASTER CONTEST**

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### **3.5.1 Eligibility**

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The AACA Internet Committee sponsors this contest. Every AACA Region or Chapter that maintains a website that is linked to the AACA website is automatically entered in the contest. A registration form is required.

Websites will be evaluated for ease of use, readability, navigation, originality, presentation, content, interest, and value. The Webmaster and Region/Chapter officers should be clearly identified.

### **3.5.2 Award Categories**

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In order of increasing precedence, the four award categories are as follows:

Award of Merit

Award of Distinction

Award of Excellence

Master Webmaster

A certificate bearing the name of the Region/Chapter or chapter website, and the names of the Region/Chapter president and Webmaster will be awarded in each of the first three categories. Master Webmasters receive an engraved plaque each year they achieve this distinction. Competition for Master Webmaster is limited to the webmasters that receive the Award of Excellence.

### **3.5.3 Presentation of Webmaster Contest Awards**

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The Internet Committee will select the winners in the four categories. The awards of merit, distinction, and excellence are presented at the AACA Annual Convention. Master Webmaster awards are presented at the Annual Awards Banquet. Awards that are not picked up during these presentations will be mailed to the Region/Chapter Webmaster.

## **3.6 National Scholarship Awards**

### **3.6.1 Scholarship Selection Committee**

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The Selection Committee shall be composed of not less than three AACA members to be appointed by the President of the AACA so as to represent (1) not more than one current AACA Board Member, (2) not more than two region/chapter presidents, none of whom individually have endorsed a nomination for the current year.

### **3.6.2 Scholarship Procedure and Applications (applications are online – AACA.org)**

### **3.6.3 Available Scholarships**

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#### **AACA AUTOMOTIVE TECHNOLOGY SCHOLARSHIP**

Formerly known as AACA Student Scholarship (REV 6/11/12)

This award is granted by the AACA National Board of Directors to encourage adults to further their education and stimulate interest in AACA and automotive history. One or more awards may be presented each year.

Eligibility:

Applicant must be:

- A. Student must be currently enrolled in an NCA accredited institution of higher learning leading to completion of a program in automotive technology and/or restoration and has shown an active interest in the hobby of antique vehicles.
- B. Recipient may only receive any AACA scholarship once.
- C. Recipient must be an AACA member (Student or Regular) for the year in which the award is given or the child or grandchild of a current AACA member.

Application must include the following:

- A. Completed application
- B. Nomination letter from a faculty member from the school they are attending. The following are recommendations of what letter should include:
  1. The letter should be descriptive in nature. Describe and give examples of the student's interest, accomplishments and achievements relating to his/her interest in ownership and preservation of antique vehicles and/or interest in other aspects of the antique automobile hobby. Please describe the student in clear and concise terms.
  2. Discuss the student's academic performance in your class and overall achievement in school. Describe their personal characteristics and leadership qualities. Devote a few appropriate comments to the student's achievement outside of school. Information may be cited from other teachers, peers and other significant sources about the student.
  3. Why do you feel this student is deserving of this award?
  4. College/school level (sophomore, 2<sup>nd</sup> year, etc)
  5. Name, address, phone number and email address of faculty member.
- C. Official High school/college transcripts
- D. Student profile or resume. The following are recommendations for what should be included:
  1. Career objective
  2. Involvement in community activities
  3. Academic area of greatest strength
  4. Honors received
  5. Outstanding projects or papers
  6. Special skills, talents, hobbies and other interests
  7. Extra-curricular activities
  8. Work experience
  9. Personal experience

Nomination:

- A. Nomination for the award will be accepted from any faculty member from the school or university of attendance.
- B. Nomination forms may be obtained from:  
AACA National Headquarters  
800 W. Hersheypark Dr  
Hershey, PA 17033  
OR [www.aaca.org](http://www.aaca.org)  
OR from the Chairman of the AACA Youth Development

Selection:

Selection will be made by the AACA Scholarship Committee.

Announcement of Award:

- A. This award shall be presented in conjunction with the AACA National Awards at the AACA Annual Convention.
- B. Deadline for nominations is December 1<sup>st</sup> of the year preceding the AACA Annual Convention in February.

**AACA YOUNG PEOPLE'S AWARD SCHOLARSHIP**

REGION/CHAPTER NOMINATED

This award is merit based, and while financial need may be considered, it is not a deciding factor. One or more awards may be presented each year.

Eligibility:

Applicant must be:

- A. A current AACA member, child or grandchild of a current AACA member for a minimum of 5 continuous years.
- B. Applicant must be accepted to an NCA accredited institution or is now enrolled in such institution leading to a four-year college bachelor's degree or completion of a two-year vocational education program.
- C. 25 years of age or less by December 31 of the year making the application.
- D. Nominated by an AACA Region.
- E. Recipients may only receive any AACA scholarship once.

Application must include the following:

- A. Copy of the minutes of a Region/Chapter meeting where applicant is nominated and approved by club or board of directors.
- B. Completed AACA application.
- C. Provide official High School/College transcripts.
- D. Student profile or resume. The following are recommendations for what should be included:
  - 1. Career objective
  - 2. Involvement in community activities
  - 3. Academic area of greatest strength
  - 4. Honors received
  - 5. Outstanding projects or papers
  - 6. Special skills, talents, hobbies and other interests
  - 7. Extracurricular activities
  - 8. Work experience
  - 9. Personal experience
- E. Essay. The following are recommendations for what should be included:
  - 1. Describe your interest in antique automobiles
  - 2. How has your interest developed as you matured
  - 3. Describe factors that have influenced your interest in antique vehicles

4. Describe your activity in local club.
- F. Two letters of recommendation from different AACA members who are not a close relative. Recommendation for what letter should include:
  1. The letter should be descriptive in nature. Please describe the candidate in clear and concise terms. Discuss the candidate's personal characteristics. Devote a few appropriate comments to the candidate's achievement and involvement in the auto hobby.
  2. Please describe how long you have been acquainted with the candidate and your involvement with them.

Application:

Application forms may be obtained from the AACA National Headquarters:

AACA National Headquarters

800 W. Hersheypark Dr.

Hershey, PA 17033

OR [www.aaca.org](http://www.aaca.org)

OR from the Chairman of the AACA Youth Development

### **AACA SCHOLARSHIP**

This award is granted by the AACA National Board of Directors. Region or chapter membership is encouraged but not required. One or more awards may be presented each year.

Eligibility:

Applicant must be:

- A. A current AACA member, child or grandchild of a current AACA member for a minimum of 5 continuous years.
- B. Accepted to an NCA accredited institution, or is now enrolled in such institution leading to a four-year college Bachelor's degree or completion of a two-year vocational education program.
- C. 25 years old or less by December 31 of the year making application
- D. Recipient may only receive any AACA scholarship once.

Application must include the following:

- A. Completed AACA application.
- B. An official letter of acceptance from the institution of higher learning leading to a diploma or degree.
- C. Official High School/College transcripts
- D. Student profile or resume. The following are recommendations for what should be included:
  1. Career objective
  2. Involvement in community activities
  3. Academic area of greatest strength
  4. Honors received
  5. Outstanding projects or papers
  6. Special skills, talents, hobbies and other interests
  7. Extracurricular activities
  8. Work experience
  9. Personal experience
- E. Essay. The following are recommendations for what should be included:
  1. Describe your interest in antique automobiles.
  2. How has your interest developed as you matured?
  3. Describe factors that have influenced your interest in antique vehicles.
  4. Describe your activity in local club.
- F. Two letters of recommendation from different AACA members who are not a close relative. The following are recommendations for what should be included:
  1. The letter should be descriptive in nature. Please describe the candidate in clear and concise terms.

2. Discuss the candidate's personal characteristics.
3. Devote a few appropriate comments to the candidate's achievement and involvement in the auto hobby.
4. Please describe how long you have been acquainted with the candidate and your involvement with them.

Application: Application forms may be obtained from AACA National Headquarters:

AACA National Headquarters

800 W. Hersheypark Dr

Hershey, PA 17033

OR [www.aaca.org](http://www.aaca.org)

OR from the Chairman of the AACA Youth Development

Selection:

Selection will be made by the AACA Scholarship Committee

Announcement of Award:

- A. This award shall be presented in conjunction with the AACA National Awards as part of the AACA Annual Convention.
- B. Deadline for applications shall be December 1<sup>st</sup> of the year preceding the AACA Annual Convention in February.

## 4. NATIONAL TOUR GUIDELINES

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### 4.1 INTRODUCTION

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This section of the Policy and Procedure Manual contains the official tour guidelines for AACA-sponsored National Tours. This includes the procedure for participating in tours and information on how the AACA Regions and Chapters can request the opportunity to host a tour. This is followed by an explanation of how tours are organized, general guidance for hosting AACA Tours, and specific guidelines related to the different types of tours.

The AACA sponsors a variety of National Tours to promote the use of antique vehicles and enhance the fellowship of club members. It is the policy of AACA to conduct these various tours in as many different locations throughout the country as possible to provide scenic driving routes and social entertainment for the participants. Schedule considerations will attempt to vary these locations in a given year and from one year to the next.

The National Tours are organized and administered by local AACA Regions and Chapters. The Tours include:

- a. Reliability Tour--The Reliability Tour is sponsored during even-numbered years for brass era cars, i.e., those manufactured in 1915 or earlier. This includes all recognized vehicles of that vintage.
- b. Revival AAA Glidden Tour®--The AACA sponsors the Revival AAA Glidden Tour® during alternating years in cooperation with the Vintage Motor Car Club of America (VMCCA). The Revival AAA Glidden Tours® are for the older vehicles and eligibility for AACA sponsored tours is limited to those manufactured in 1942 or earlier. Generally, this tour is held during the 2<sup>nd</sup> or 3<sup>rd</sup> week of September.
- c. Founders Tour--The Founders Tour is sponsored annually for all vehicles, except race vehicles, manufactured from 1932 through a production year 25 years prior to the year of the tour.
- d. Vintage Tour--The Vintage Tour is sponsored during odd-numbered years for vehicles manufactured in 1931 or earlier.
- e. Sentimental Tour - - The Sentimental Tour is sponsored during even-numbered years, beginning in 2004, and is for vehicles manufactured from 1928 through 1958, except race vehicles.
- f. Divisional Tours --- The AACA sponsors two Divisional Tours annually – during even-numbered years, one in the Central and one in the Eastern geographical regions, and during odd-numbered years, one in the Southeastern Region and one in the Western Region. These tours are designed to be shorter in duration (minimum three days) than the traditional five-day tours. The host Region or Chapter is free to decide which vehicles are eligible to participate in any Divisional Tour, except race vehicles will not be included. However, all vehicles must be of a production year at least 25 years prior to the year of the tour.

There will be absolutely no deviation to the model years specified for the Reliability Tour, the Revival AAA Glidden Tour®, the Founders Tour or the Vintage Tour or the Sentimental Tour as described above. AACA sanctioned tours are not places to solicit business unless as approved by AACA.

It is recommended that the host Region planning a Tour include cancellation provisions in the event of natural disasters, national emergency, acts of God, terrorism, civil disorder, or government regulations, etc.

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### 4.2 ENTERING VEHICLES FOR A NATIONAL TOUR

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Because AACA is dedicated to the preservation, restoration, and maintenance of automobiles and automotive history, authenticity is considered to have a high priority. And because the general public witnesses AACA National Tours, the appearance of authenticity of participating vehicles is a primary



concern. Therefore, to achieve this purpose, most of the body, engine, chassis, and driveline components of all vehicles entered in a National Tour need to be of the same vintage as when the vehicle was manufactured. Vehicles that are obviously "modified" from the original design present an inappropriate impression as to the aim and purpose of the AACA and will not be accepted. The foregoing is not meant to exclude vintage accessories available when the vehicle was manufactured. Any advertisements displayed on a vehicle must be appropriate to the era of vehicle manufacture. It is the tour chairman's responsibility to enforce the above requirements.

Safety is paramount in a tour environment. Vintage performance modifications are acceptable so long as safety is not compromised. Radial tires, original type tires of a different size from original and white sidewalls of a different width than original are acceptable, provided they are mounted on original style wheels. Seat belts are acceptable and recommended. Hydraulic brake modifications are acceptable provided they have been done in an unobtrusive and professional manner.

All National Tour drivers must be members of the AACA, except for Revival AAA Glidden Tours®, which are open to either AACA or VMCCA members.

The following procedures for participating in a National Tour apply to all AACA members. This includes members of the host Region or Chapter.

#### **4.2.1 Requesting Registration Information**

An official announcement for each National Tour will be published in the **ANTIQUE AUTOMOBILE** and in the **Speedster** and the schedule dates will appear in the "International Calendar of Events." A card for requesting a tour registration application will be printed on the backside of the carrier card (mailing label) in the poly-bag in which the magazine is mailed to members of AACA. This card must be completed and returned promptly to National Headquarters. National Headquarters will mail out the tour information and registration forms. When available, registration and payment can be processed through the AACA National website.

#### **4.2.2 Completing the Mailin Registration Form**

The applicant must completely fill out all registration forms and return them to the host Region or Chapter (NOT to National Headquarters) along with their remittance for registration and optional activities prior to the deadline date. The application also will clearly identify to whom payment should be made, e.g. "AACA Reliability Tour," "Revival AAA Glidden Tour®," etc. Be sure the pre-printed fee for the entry of one vehicle and the driver are included in the remittance from the applicants. No applications will be accepted after the deadline.

Applications will be on a "first come, first served" basis using the postmark date on the application form. There will normally be a limit on the number of entries accepted and when this limit is reached, subsequent applications will be placed on a waiting list. The Registration Chairman will notify entrants of their acceptance or their position on the waiting list.

The Tour Chairman will refund all fees for applicants on the waiting list who do not get accepted for the tour. The Tour Chairman has some flexibility for refunds for cancellations; however, there will be a cutoff date (normally the same date as the application deadline) after which refunds will not be made. The Tour Chairman and/or Tour Liaison Director are the only ones who may approve an exception to this policy.

The application will provide the names, telephone numbers, and time of day in which members may obtain additional information pertaining to the tour.

The application will provide space for listing all passengers. Be sure to identify the first AND last name of each passenger (see paragraph 4.7.1 for Revival AAA Glidden Tours®). All passengers on a tour age of 13 and older, must pay the passenger registration fee.

Application forms will identify the headquarters hotel and alternate lodging available near the headquarters. Room costs and maximum room occupancy also should be listed on the form. There will be a place for the applicants to identify their preference for lodging and list the number of rooms required and the number of occupants per room. The applicant also should include expected arrival and departure time.

The Registration Chairman will assign lodging accommodations with due consideration of applicant's preferences and room limitations at the headquarters and alternate motels. Lodging assignments and hotel registration forms will be provided with the confirmation notice. Security can only be extended to those making reservations through the Registration Chairman.

The tour brochure will include information on available campgrounds and hook-ups. Applicants should indicate in the appropriate place on the application if they intend to arrive in a motorhome. Applicants should also indicate if they have a car-hauling trailer. The tour organizers will arrange adequate parking space to unload and park the trailer.

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### **4.3 APPLYING TO HOST A NATIONAL TOUR**

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AACA encourages each Region and Chapter to consider the possibility of hosting a National Tour. The type of tour will, depend on the preferences of the group members, their experience, and the availability of facilities. Applications will be accepted from any AACA Region or Chapter in good standing. If a Chapter wishes to host a National Tour, its parent Region's approval is necessary before submission.

Application forms to host an AACA National Tour may be obtained from the Vice President - National Activities, National Headquarters or [www.aaca.org](http://www.aaca.org). The completed official application with appropriate accompanying documentation to support approval should then be returned to Vice President - National Activities. Because of the popularity of these events, many of the tours are scheduled up to five years in advance. The dates of the proposed event shall not conflict with any previously scheduled National activity, and it is recommended that "traditional" dates for local events also be considered when selecting a proposed date to preclude conflict. All requests must be submitted by December 31 of the year preceding the scheduled event to allow adequate time for board approval, advanced planning, advertising and notification to all concerned. Under extenuating circumstances the VP National Activities may request the board to consider waiving the December 31 deadline.

National Headquarters maintains a schedule for all activities. This schedule is updated three times a year to coincide with meetings of the National Board of Directors. Copies of the schedule may be obtained from National Headquarters or the Vice President - National Activities, in *Antique Automobile Magazine* and on [www.aaca.org](http://www.aaca.org).

The initial application and supporting documentation should provide the following information:

- a. Requested tour - (Reliability, Revival AAA Glidden®, Founders, Sentimental, AACA Vintage or National Divisional Tour)
- b. Proposed dates and alternate dates.
- c. Proposed locations, routes, hotel accommodations, banquet facilities and a general description of activities planned in conjunction with the tour.
- d. Name, address, email and telephone number of proposed chairman and registration chairman.
- e. Appropriate information to support approval of the request, such as available facilities, experience in hosting similar types of local or national events, community support, desirability of the location, etc.

The application and supporting documentation should be presented as a daily sequence of activities in booklet form. It will be most effective if it looks as if it were prepared by the local tourist bureau with the intent of enticing people to visit the area. The formal application represents the minimum requirement; however, it is a good practice to supplement the application with personal contact with individual National Directors. This personal approach will more clearly identify the individuals responsible for the event and

establish both their enthusiasm and capabilities. A formal presentation before the National Board of Directors is not normally necessary.

Approval to host an AACA National Tour requires a majority vote by the National Board of Directors. "Interim Approval" may be initially granted if the proposed date is more than three years in advance of the calendar year of the tour, or if there is insufficient information on the application. When an "Interim Approval" is granted, the Region or Chapter may proceed with its plans for the tour. "Final Approval" will be granted when the proposed tour date falls within three years and when all the details have been finalized. The Vice President National Activities will notify the requesting Region or Chapter of the approval status.

It is the responsibility of the Tour Chairman or host Region/Chapter President in the case of the resignation of the Tour Chairman; to notify the Vice President National Activities as soon as possible of any proposed changes to the following items:

- a. Tour Chairman
- b. Dates of tour
- c. Location of the tour
- d. Location of the headquarters hotel
- e. Registration Chairman

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## **4.4 ORGANIZATION FOR A NATIONAL TOUR**

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The success of any national activity is directly dependent on the quality of the planning and preparation for the tour. An effective organization of qualified people is required to accomplish this effort.

A basic organization consisting of key personnel and committees is recommended for all types of National Tours. The core group may be supplemented by additional committees, which relate to the specific requirements of the event. The purpose of this section is to identify the core organization and their responsibilities for all National Tours.

### **4.4.1 ORGANIZATION FOR A RELIABILITY, REVIVAL AAA GLIDDEN®, FOUNDERS, SENTIMENTAL OR VINTAGE TOUR**

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#### **4.4.1.1 Tour Liaison Director**

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An AACA National Director will be appointed Tour Liaison Director by the AACA National President and approved by the National Board of Directors for each tour. In the event a current Board member is not in close proximity to a hosting region, to act as a tour liaison director, a former National Board member may be appointed to this position. This individual will normally have participated in a previous National Tour(s). The Director will act as a liaison between the Tour Chairman and the National Board of Directors. The Director will insure that the tour is conducted in compliance with AACA standards and policies, and he will assist the host Region or Chapter wherever necessary.

The Tour Liaison Director will review and submit the initial budget prepared by the Region/Chapter Finance Chairman. This budget will be presented to the National Board of Directors six months or more in advance of the tour. The Tour Liaison Director also will submit periodic status reports and a final financial report to the National Board of Directors.

#### **4.4.1.2 Tour Chairman**

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The Tour Chairman is an AACA member appointed by the host Region/Chapter and approved by the National Board of Directors. The Chairman will report to the Tour Liaison Director and will submit status reports upon request.

The Tour Chairman oversees all aspects of the tour and coordinates the activities of the various operating committees among themselves and with outside vendors. He is responsible for appointing the committee chairman, coordinating planned activities, and reviewing finances with the Tour Liaison Director and Finance Chairman. The Tour Chairman must be able to lead a team and insure that all committee chairmen are adequately versed in their duties. Because of the extensive responsibilities of this job, it may be desirable to appoint an Assistant Tour Chairman. However, the host organization may not appoint co-chairmen. There must be one, and only one, person in charge of the event.

As soon as the tour is approved, the Tour Chairman should schedule regular meetings to coordinate the various plans and activities of the committees.

The Tour Chairman supervises the selection of the host hotel and alternate lodging. There must be sufficient parking space to accommodate the expected number of participating vehicles with ample room to maneuver, park and unload trailers. Motorhome parking at the headquarters hotel must be coordinated with the hotel in advance to obtain their permission and to assure it is legal. It is not necessary to have hook-ups since most units are self-contained. Registration information should include the availability of motorhome parking and must specify any limitations regarding the use of motorhomes. Nearby campground facilities should also be identified in the registration information.

The Tour Chairman must submit the proposed participation plaque design for approval to the Tour Liaison Director and the Vice President of National Activities. It is recommended the proposed plaque design be submitted six months in advance to carry out the theme in all advertisements. Details for tour plaques may be found under Section 4.4.1.9.c. The production of the plaques is NOT authorized until the design has been approved.

The Tour Chairman must submit all proposed tour mailings including the registration forms, tour brochure and any information packets to the Tour Liaison Director for approval prior to printing and distribution in order to ensure compliance of the requirements of this manual. The Tour Liaison Director must also approve any advertisements, announcements, or promotional material in advance of release.

The Tour Chairman for the AACA Founders Tour will obtain a listing from the Tour Registration Chairman of those members who will complete their tenth tour (not necessarily consecutive). A "Certificate of Accomplishment" is available from AACA Headquarters and should be obtained in advance so that it may be completed and presented to those individuals at the closing banquet. With the assistance of AACA Headquarters, the Tour Chairman should also obtain a listing of those members who have completed every Founders Tour. These individuals may be recognized by a listing in the Tour Book or Program, or by introduction at the closing banquet or by other means. Such recognition should be coordinated with the AACA National President or his/her representative in attendance at the event.

The Tour Chairman for the AACA Sentimental Tour will obtain a listing from the Tour Registration Chairman of those members who have marked on their registration form that they will complete their sixth consecutive tour. The "honor system" will be used. A "Certificate of Accomplishment" is available from AACA Headquarters and should be obtained in advance so it may be completed and presented to those individuals at the closing banquet.

The Tour Chairman should oversee the article and photographs submitted to the **ANTIQUE AUTOMOBILE**. This article should be sent to editor of **ANTIQUE AUTOMOBILE** within 15 days following the tour. Refer to Section 4.4.1.8 for details.

It is the responsibility of the Tour Chairman to work closely with the Finance Chairman to prepare the initial budget. The budget is to be submitted to the National Board of Directors by the Tour Liaison Director, at least six months in advance of the tour.

It is suggested that the Tour Chairman and other key committee people attend the tour in the year previous to their scheduled tour. A meeting should be set up during the tour with your Tour Liaison Director, Vice President - National Activities, Division Chairman of National Activities (if they are in attendance), and the

current Tour Chairman to discuss any pitfalls you might encounter and to have questions answered pertaining to hosting a National Tour.

It is the desire of the National Board of Directors to keep costs within a reasonable limit. This should be kept in mind when planning the tour. The costs for the opening reception, closing banquet, lunches, lodging, and entertainment should be priced accordingly.

#### **4.4.1.3 Registration Committee**

This committee will coordinate all announcements with the Publicity Committee and will prepare applications and registration packages. These packages will be mailed to all individuals responding to the announcement ad in the ANTIQUE AUTOMOBILE (except as noted in Section 4.7.7 for the Revival AAA Glidden Tour®). The committee will receive and process applications, coordinate hotel reservations with the Accommodations Committee, and confirm registrations. The committee will assemble registration kits and greet participants when they arrive for the tour.

The registration packets should include a notification to the tour participants to be sure to notify the Tour Chairman or Tour Liaison Director if they must leave the tour early.

The Registration Chairman should be bonded and the cost of the bond should be included as a tour expense. This person should work closely with the Tour Chairman and all other committee chairmen to provide them with current registration information. The Registration Committee Chairman's name, address and telephone number must appear on all registration materials.

#### **4.4.1.4 Finance Committee**

This committee is responsible for the centralization of accounting, which should be established for deposit and disbursement of tour funds. The Finance Chairman will prepare an initial operating budget, which must be reviewed by the Tour Liaison Director, based on the number of expected participants and activities planned. This initial budget should be prepared no later than six months prior to the tour. The Tour Liaison Director and Tour Chairman have final approval authority for the budget. The Tour Liaison Director must submit the initial budget, periodic status reports, and a final financial report to the National Board of Directors. The Finance Chairman should work closely with the Tour Chairman and the Registration Chairman in carrying out these responsibilities.

If the Finance Chairman is handling the registration money, he should be bonded at the expense of the tour. An account separate from the regular Region/Chapter bank account should be set up for a National Tour (see Section 4.5.3 for establishing National Tour finances).

#### **4.4.1.5 Routes and Events Committee**

This committee has the responsibility for selecting and laying out the tour routes. In addition, they will select interesting sites for the tourists to visit and will coordinate these stops with the Banquet and Meals Committee for possible use as meal stops. This committee will prepare all tour maps and tour books. All route instructions in the Tour Book should be rechecked several times to ensure that there are no mistakes on the route. It is suggested that at least three people verify the routes by actually running them. Past experience has proven this to be essential in ensuring the routes are correct. The committee will contact local law enforcement agencies to advise them about the tour and tour routes and provide them with copies of tour maps and instructions. The planned tour route should be driven the day before the actual tour to check for any closures or detours that were recently added.

#### **4.4.1.6 Accommodations Committee**

This committee is responsible for seeing that all necessary accommodations are arranged. The committee is also responsible for negotiating room rates and food service with the host facility and securing adequate facilities for parking. If the committee does not have experience in negotiating rates, seek the assistance of the tour liaison. The committee will make lodging reservations based on participants' requirements

indicated on reservation applications. This committee also will identify alternate lodging, including recreational vehicle facilities.

#### **4.4.1.7 Banquet and Meals Committee**

This committee is responsible for planning an opening reception (which may include a meal) and a closing banquet. Evening meals between these events should be left up to the tourists. This will allow tourists to get together with friends for personal activities. If additional meals are planned they should be kept simple and inexpensive. This committee should coordinate with the Routes and Events Committee to plan for meals during the tour days.

#### **4.4.1.8 Publicity Committee**

This committee is responsible for any announcements of the tour, including the announcement ad in **ANTIQUE AUTOMOBILE** (with the exception of the Revival AAA Glidden Tour®, see Section 4.7.7). All materials must be submitted to National Headquarters via the Tour Liaison Director in accordance with the publishing guidelines established by the Editor of the **ANTIQUE AUTOMOBILE** (refer to Section 4.5.8 for details).

A capable member of this committee should be designated to write an article about the tour for **ANTIQUE AUTOMOBILE**. This article should be no more than 700 words, describe tour events, and should include a dozen or more photos WITH CAPTIONS. Digital photos are acceptable. Photos and story should be sent to the editor within 15 days following the tour. In order to get into the next available issue of ANTIQUE AUTOMOBILE, make note of the editorial deadlines for each issue:

<u>DEADLINE DATE</u>	<u>ISSUE</u>
November 1	January-February
January 1	March-April
March 1	May-June
May 1	July-August
July 1	September-October
September 1	November-December

In addition the Publicity Chairman is encouraged to submit a short article with one or two photographs to other publications such as **OLD CARS**. This committee should arrange for a competent photographer to be available to take the photos and appoint a liaison with the local news media. The committee is responsible for sending tour brochures and announcements to all newspapers, regional magazines, and radio and television stations. Be sure to provide the media with the name, address, and telephone number of the appointed liaison. All announcements, press releases, articles, reports, advertisements or any other promotional material must be submitted to and approved in advance of release by the Tour Liaison Director.

This committee is responsible for obtaining bids and for the subsequent selection of a printer for all printed material for the tour. Guidance can be obtained from AACA National Headquarters.

#### **4.4.1.9 Trophy Committee**

This committee is responsible for obtaining the following items:

a. Tour banners - these are numbered banners (or other marking system as approved by the Vice President - National Activities) to identify tour vehicles. Optionally, static cling decals (of no less than 6Hx8W inches) along with static cling numbers which mount on windows from the inside may be substituted for the cloth banners. A list of suppliers of banners and decals will be available from the Vice President – National Activities.

b. Mementos - other commemorative items as approved by the Tour Liaison Director may be procured or obtained through donations.

c. Tour plaques - the plaque design must be approved by the Tour Liaison Director and Vice President National Activities. It is suggested that the plaque be designed at least six months in advance of the tour, so that the theme of the plaque can be carried throughout the advertising, stationery, etc. The suggested size range for the plaque is 2½" x 4" to 4" x 4". The plaque must include the name of the sponsoring region/chapter, name of the tour, location and dates. A list of plaque suppliers can be obtained from AACA Headquarters. Be sure to include the AACA logo on the plaque. For distribution of tour plaques refer to Section 4.5.4. Anything other than the traditional meet type plaque must receive approval by the Tour Liaison Director.

d. Trophies - Categories for awards are at the discretion of the host Region/Chapter. These are normally provided by individual and/or commercial company donations. It is suggested that potential donors be contacted at least nine months prior to the tour and trophies be obtained at least six months prior to the tour. Trophies and awards that do not arrive should not be listed in the program.

#### **4.4.1.10 Security Committee**

This committee is responsible for coordinating all aspects of security during the tour. They should provide personnel to guard the vehicles at night and during all stops, when the owners may be away from their vehicles. Hiring off-duty police or deputy sheriffs has proven to be very effective for security. This committee also should have available a complete list of hospitals, rescue units, fire departments, and ambulance services along the tour route. They should coordinate traffic control requirements with the Tour Route Chairman and local police or highway patrol officials.

### **4.4.2 ORGANIZATION FOR A DIVISIONAL TOUR**

The organization and responsibilities for Divisional Tours are somewhat different than the organization and responsibilities for the traditional five-day National Tours. Although much of the information in Section 4.4.1 can be used for reference in planning and preparing for a National Divisional Tour, specific requirements for a Divisional Tour are somewhat different.

The purpose of this Section is to identify the core organization for a Divisional Tour and their individual responsibilities.

#### **4.4.2.1 Tour Liaison Director**

The AACA National President will appoint a National Director as a liaison between the Region or Chapter and the National Board of Directors. In the event a current Board member is not in close proximity to a hosting region, to act as a tour liaison director, a former National Board member may be appointed to this position. It will be the responsibility of the Tour Liaison Director to assist the Tour Chairman and the host Region or Chapter to insure that the tour is conducted in compliance with AACA standards and policies, and to generally assist the host Region or Chapter whenever necessary.

The Tour Liaison Director will review and approve the budget for the tour based on the number of expected participants and activities planned. Reports on the tour budget are not required to be submitted to the National Board of Directors.

The Tour Liaison Director will review and approve all mailings including the registration form, tour brochure, and any information packets. Such approval must be granted in advance of printing and distribution in order to ensure compliance of the requirements of this manual. The Tour Liaison Director must also review and approve any advertisements in any form prior to release.

While the Tour Liaison Director may attend the National Divisional Tour, it is not a requirement.

#### **4.4.2.2 Tour Chairman**

The Tour Chairman is an AACA member appointed by the host Region or Chapter and approved by the National Board of Directors. The Chairman will report to the Liaison Director and submit status reports to the Liaison Director upon request.

The Chairman oversees all aspects of the tour and coordinates the activities of the various operating committees among themselves and with outside vendors. He is responsible for appointing the committee chairman, coordinating planned activities, and reviewing finances with the Liaison Director and Finance Chairman. The Tour Chairman must be able to lead a team and insure that all committee chairmen are adequately versed in their duties. Because of the extensive responsibilities of this job, it may be desirable to appoint an Assistant Tour Chairman. However, the host organization may not appoint co-chairmen. There must be one, and only one, person in charge of the event.

As soon as the tour is approved, the Tour Chairman should schedule regular meetings to coordinate the various plans and activities of the committees.

The Tour Chairman supervises the selection of the host hotel and alternate lodging. There must be sufficient parking space to accommodate the expected number of participating vehicles, with ample room to maneuver, park and unload trailers. Motorhome parking at the headquarters hotel must be coordinated with the hotel in advance to obtain their permission and to assure it is legal. It is not necessary to have hook-ups since most units are self-contained. Registration information should include the availability of motorhome parking and must specify any limitations regarding the use of motorhomes. Nearby campground facilities should also be identified in the registration information.

The Tour Chairman must submit the proposed participation plaque design for approval to the Liaison Director and the Vice President National Activities. The plaque must include the AACA logo. A list of plaque suppliers can be obtained from National Headquarters. Be sure the production of the plaques is NOT authorized until the design has been approved.

The Tour Chairman must submit all proposed tour mailings including the registration forms, tour brochures and any information packets to the Liaison Director for approval prior to printing and distribution in order to ensure compliance of the requirements of this manual. The Liaison Director must also approve any advertisements, announcements, or promotional material in advance of release.

#### **4.4.2.3 Registration Committee**

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This committee will prepare applications and registration packets for those who respond to the announcement in ANTIQUE AUTOMOBILE. The committee will receive and process applications, and confirm registrations. The committee will assemble registration kits and greet participants when they arrive for the tour.

The Registration Chairman will work closely with the Finance Chairman to assure proper handling of all fees. This person should also work closely with the Tour Chairman and all other committee chairmen, to provide them with current registration information. The Registration Committee Chairman's name, address and telephone number must appear on all registration materials.

#### **4.4.2.4 Finance Committee**

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This committee is responsible for the centralization of accounting, which should be established for deposit and disbursement of tour funds. The Finance Chairman will prepare an initial operating budget and have it reviewed and approved by the Tour Chairman and Liaison Director.

#### **4.4.2.5 Other Committees**

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Other committees are to be appointed by the Tour Chairman as required to support the tour. This can include a Route Committee, Accommodations Committee, Banquet Committee, Publicity Committee, etc.



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## 4.5 HOSTING A NATIONAL TOUR – GENERAL (RELIABILITY, AAA GLIDDEN REVIVAL AAA GLIDDEN™, AACA VINTAGE, SENTIMENTAL, AND FOUNDERS TOURS ONLY)

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The general information in the following subparagraphs applies to all AACA tours except National Divisional Tours. Subsequent sections provide specific additional information on each type of tour, including National Divisional Tours.

### 4.5.1 Registration Forms

The registration forms for a National Tour will be prepared by the host Region or Chapter. It is recommended that hosting Region or Chapter refer to previous tour forms for format. Before the registration forms are printed the Vice President of National Activities and the Tour Liaison Director must review them.

A three-part form may be used. These forms must be sent to National Headquarters. Applicants must sign the application. The eligibility statement printed below in paragraph a (1) and a (2) must be included on the form. If there is not room on the registration form, a separate sheet is to be provided for the applicant to sign. To save expense, print the statement top and bottom so the applicant can sign and return the statement and keep half the page for his or her records.

Registration forms can be posted on the AACA website. In addition, National Headquarters will send out a flyer on the tour and a registration form to anyone who fills out a national activity request or phones National Headquarters. It is the responsibility of the region/chapter to send out confirmations to members.

It is imperative that we received the necessary registration and tour information 6 months prior to the tour. Contact [pbuckley@aaca.org](mailto:pbuckley@aaca.org) or call 717-534-1910 and ask for Pat Buckley.

- a. Vehicles eligible for AACA National Tours
  1. Because AACA is dedicated to the preservation, restoration, and maintenance of automobiles and automotive history, authenticity is considered to have a high priority. And because the general public witnesses AACA National Tours and Divisional Tours, the appearance of authenticity of participating vehicles is a primary concern. Therefore, to achieve this purpose most of the body, engine, chassis and drive line components of all vehicles entered in a National Tour or Divisional Tour need to be of the same vintage as when the vehicle was manufactured. Vehicles that are obviously “modified” from the original design present an inappropriate impression as to the aim and purpose of the AACA and will not be accepted. The foregoing is not meant to exclude vintage accessories available when the vehicle was manufactured. Any advertisement displayed on a vehicle must be appropriate to the era of vehicle manufacture.
  2. Safety is paramount in a tour environment. Vintage performance modifications are acceptable so long as safety is not compromised. Radial tires, original type tires of a different size from original and white sidewalls of a different width than original are acceptable, provided they are mounted on original style wheels. Seat belts are acceptable and recommended. Hydraulic brake modifications are acceptable provided they have been done in an unobtrusive and professional manner.
- b. The names, addresses, emails and telephone numbers of the Tour Liaison Director, Tour Chairman, and Registration Chairman, along with times during which telephone calls for information will be accepted, must be provided.
- c. Space must be provided for the driver's name, address, telephone number, year of birth, previous number of tours attended, and current AACA membership number. Verification of membership number can be run through the AACA computer or by contacting National Headquarters.
- d. Provide space for the name, address, and previous number of tours attended for EACH passenger.
- e. Provide space for the year, make, body style, number of cylinders, color, engine or serial number, state registered, and license plate number.

- f. Include a list of all functions, cost, and space for the applicant to fill in the number of participants. The registration fee for the driver and vehicle should be pre-printed in the cost column. All passengers, including children, must pay the passenger fee.
- g. The form should clearly indicate that checks or money orders are to be payable to the name of the tour, i.e., "AACA Reliability Tour," "Revival AAA Glidden Tour®," etc. Foreign members should send International Money Orders (no checks) in U.S. dollars.
- h. Provide space to indicate whether the vehicle will be trailered. Closed trailers are often used at night as a garage and should be parked where they are accessible.
- i. List a cut-off date (normally the same date as the registration deadline) after which applications will no longer be accepted. It is suggested that all applications be processed in order of receipt, and that none be returned until it is assured that all spaces are filled.
- j. Written approval prior to the start of the tour must be obtained from the Tour Chairman or Tour Liaison Director before any participant may switch vehicles from the one originally registered for the tour. AACA reserves the right to deny participation to any individual member and/or vehicles.
- k. Participating vehicles must have liability insurance. A statement signed by the driver should be on the application. The insurance company name, policy number, expiration date, and amount of coverage should be included.
- l. The form may include a request for a slide, color or black/white photograph or digital image of the vehicle (if applicable).
- m. Include a disclaimer to be signed by the applicant that reads, "I agree to release the AACA, its officers and representatives from any liability for injuries, damage, or loss from attendance at or participation in this (NAME OF TOUR) tour."
- n. The Registration form must be submitted to the Tour Liaison Director for approval prior to printing and distribution in order to ensure compliance of the requirements of this manual.
- o. The registration form should contain a section where members can indicate the number of tours they have completed (including the tour of the present registration). The form must be specific as to which tour the data is being recorded to, i.e. "This is the \_\_\_\_\_ Founders Tour I have attended." This data may be used for recognition of those members reaching certain milestones in touring.

A separate form should be used to apply for lodging. The following information should be included on the lodging form:

- a. Space for arrival and departure dates and times.
- b. The name of the headquarters hotel and a list of alternate hotels and motels available, with space for the type and number of accommodations desired. Room rates and number of occupants per room should be included.
- c. A list of campgrounds and parking space available for motorhomes, with information on hook-ups.
- d. Specific instructions regarding the procedures for obtaining reservations at the assigned hotel.

## **4.5.2 Registration**

The names, addresses, emails and phone numbers of the Tour Liaison Director, Tour Chairman, and Registration Chairman should appear on all advertisements and registration documents. An emergency phone number must appear on the registration form and in the tour packet to be used to contact participants during the tour. Someone must be available to answer this emergency phone at all times, i.e. the host hotel or a club member not on the tour.

It is the responsibility of the Registration Committee to insure that all applying drivers are current AACA members (or VMCCA members for the Revival AAA Glidden Tours®) and registered vehicles are qualified for the tour.

A checklist should be prepared to verify the accuracy and completeness of each registration application. If an application is not completed properly, or if insufficient funds are received, the application should be immediately returned along with the check for all fees. A note should be included to identify the problem.

No refunds should be given unless a cancellation is received before the published deadline for registration. The Tour Chairman and/or Tour Liaison Director may approve exceptions.

All registrations for the tour should be confirmed in writing by the Registration Chairman to each applicant. Include a copy of the application, marked to indicate assigned tour number or registration status, e.g. accepted, or alternate on waiting list.

The Registration Committee should prepare registration kits for each participating vehicle. These envelopes should contain name badges, meal tickets, event tickets, and tour related items, e.g. tour route information, tour banners, rosters, state and local maps, and safety fundamentals. Additional materials such as tourist brochures and trinkets also may be included. The committee will see to the distribution of these envelopes as the entrants arrive. Place nametags and meal tickets in separate small envelopes before placing them in registration briefcases. Ask each tourist to check his or her meal tickets before leaving the registration desk.

Several bulletin boards will be needed for advertising, notices, tour publicity, and lists of all tourists. The alphabetical list of tourists should identify the hotel where each tourist is registered.

### **4.5.3 Tour Finances**

The following policies and procedures have been established for financing an AACA tour:

- a. Each AACA tour must be self-supporting - meaning that the registration and activities fees should cover all expenses.
- b. A contingency fund should be included in the budget to offset possible extra expenses due to the amount of lead time necessary in planning the tour. An additional 10% should be adequate.
- c. A separate bank account should be established for small tour expenses, such as stamps, small amounts of printing, etc. To cover incidental expenses, a request for "seed money" can be directed through the Tour Liaison Director to AACA National Headquarters. Seed money up to a maximum of \$5,000 may be provided in incremental advances as required, but not earlier than twelve (12) months prior to the start of National Tours, specifically the Revival AAA Glidden, Founders, Reliability, Sentimental and AACA Vintage Tours. The assigned Tour Liaison Director must request these advances after consultation and review of the Tour Budget with the Chairman.
- d. All registration fees are to be made payable to the host region/chapter or name of the tour, e.g. "AACA Reliability Tour," "Revival AAA Glidden Tour®," etc. as required by the tour registration.
- e. Hosting Regions/Chapters must include as a part of their registration fee \$25.00 for each vehicle registered. This fee must be sent to National Headquarters within two weeks after the tours conclusion. All profits generated by the tour will remain with the hosting Region/Chapter.

### **4.5.4 Tour Routes and Events**

National Tours generally start with a get-together on Sunday evening. Touring usually begins on Monday and continues through Friday evening. This allows the working tourist a weekend to arrive at the tour location and a full weekend to return home. Travel on the highways during the weekend is generally less crowded than on weekdays.

The selected routes should be planned with the age of the participating vehicles in mind; avoid busy roads and intersections wherever possible. Tourists want to see points of interest and to enjoy touring in their vehicles, not fight traffic. Points of interest should be noted on each daily trip map. When driving through interesting towns, be sure to notify the shop owners with fliers in advance of the date and the approximate time (A.M. or P.M.) the tourists will be passing through and how many people are expected so they can be

prepared. Small unique shops may close during the week; by notifying them in advance, it gives them the opportunity to arrange to be open and to have enough help available.

When planning mid-morning or mid-afternoon stops, you must provide ample restroom facilities. A planned stop that can only accommodate one woman or one man at a time is not sufficient when you are dealing with hundreds of people. There is nothing more frustrating than standing in line for 45 minutes or more to use a facility.

All tour routes should be well marked with large directional arrows at all intersections and in any area that may be confusing to the tourists. These directional arrows should be taken down promptly at the end of each day's tour to avoid confusing tourists with extra arrows along a route. It is suggested that gas stations be used as reference points, as they are visible and inform the tourist of available gasoline. It is advisable to inform the tourists at the opening session that they should not remove any tour markers during the day's activities, and that these markers will be available to them at the end of the tour.

Use plenty of arrows to mark tour routes. Be sure to use arrows that are highly visible. Avoid such colors as black on red and any other combinations which will be difficult to distinguish by colorblind drivers. It has been found that the use of arrows pointing straight down for a hill and straight up for reassurance works very well. Consideration should be given to having special caution signs made up in case of any bad situation that may arise, such as temporary road construction or poor driving conditions because of inclement weather.

In order to achieve consistency when writing the Tour Book, be sure to use the same terminology throughout the book. When preparing the final draft of the Tour Book, use the same car for calculating all the mileage. Since odometers vary to some degree, it is easier for the tourists to make any adjustments needed only once on the first day and carry out any discrepancies in their odometers throughout the week.

A tow vehicle, trailer, and driver must be provided to follow the tourists to lend any assistance to those with mechanical problems. An emergency telephone number should be given to the tourists. The tow vehicle should be in radio contact with this telephone, or at least should call in on a regular basis.

A vehicle checkpoint is required for each day of touring sometime during the afternoon for all participants. This is done for two reasons: to provide a vehicle check to make sure a tourist has not experienced a breakdown during the route, and to possibly be used for the selection of awards and the presentation of tour plaques.

Tour participation plaques should be presented on the last touring day to the driver at a spot toward the end of the day's tour. In cases of drivers not completing the tour due to illness, breakdown or emergencies, presenting or withholding of tour plaques shall be at the discretion of the Tour Liaison Director.

Friday should be your shortest driving day to allow tourists time to receive their plaques, to load up their vehicles, and have ample time to freshen up for the closing banquet.

#### **4.5.5 Banquets, Receptions, and Meals**

This committee is responsible for all banquets, receptions, and meals. If more than one person is involved in planning the luncheons and banquets, the chairman of this committee should coordinate the planning of the menu to offer a variety of foods throughout the week in order to avoid duplications. All meals should be well planned to assure that all participants could be served in a reasonable length of time. When planning buffets, make sure the facility provides sufficient serving lines to accommodate the number of people to be served. The times when serving starts AND stops must be clearly identified. It is suggested that the meal facilities be open to the tourists at least one half hour before the meal is to begin. Make sure food vendors keep food supplies replenished in the serving lines. Host and hostesses should be available at EACH function to assist tourists with any situation that might arise. If there is a head table at any of the meals, it is suggested that those asked to sit at it be advised as early as possible. The AACA President and spouse should be included at the head table for all AACA tours.

When outdoor events are planned be sure to comply with local ordinances governing the erection of tents, health regulations, fire codes, etc. For meals served outside there should be a contingency plan for inclement weather.

Costs for all meals should be kept to a minimum. Complimentary meals should be provided to the AACA National President and spouse and the Tour Chairman. Complimentary meal for the Liaison Director is at the discretion of the hosting region/chapter. Many times banquet facilities will provide complimentary meal tickets; don't be afraid to ask. You should negotiate to pay for the number of tickets actually collected at a luncheon or banquet, rather than the estimated number expected to attend. A children's menu for those 12 and under at reduced prices must be included in these arrangements. Banquet charges for children 12 and under shall not exceed \$15.00 (this children's policy should apply to all paid events). It is important to consider the fact that some persons attending the tour may have special dietary concerns such as food allergies, which to some people could be deadly. If any member expresses the need for attention to their special problem, the Banquet Chairman will need to review each case with the caterer. Make certain that the Registration Chairman or the Banquet Chairman advises the registrant of the practical solution to that the individual's concern.

The Tour Chairman should notify the National President in writing concerning any complimentary tickets and/or accommodations. This information should be sent to the National President at least 45 days before the tour.

Each day's meal tickets should contain a special marking for easy and fast identification. Separate color-coded tickets are recommended. Be prepared for those who may forget their tickets. Important to consider is the fact that some persons attending the banquets, dinners, cookouts or luncheons may have special dietary concerns such as food allergies, which to some people could be severe. If any member expresses the need for attention to their special problem, the Banquet Chairman must review each case with the caterer. Then, it is important to make certain that the Registration Chairman or Banquet Chairman advises the registrant as to a practical solution to the individual's concern. This committee must provide a list of all registered participants for each meal and have it readily available for the meal hosts or hostesses.

AACA maintains a No Smoking policy for all of its activities.

The Master of Ceremonies at all banquets is at the discretion of the hosting region/ chapter. The Tour Chairman should give tour instructions. All speeches should be kept to a minimum.

Be sure to check on each facility/service provider at least four weeks prior to the tour. Food service establishments may change ownership and may go out of business without giving any notice. Even though you hold a contract, a new owner may not be aware of it or may refuse to honor it.

#### **4.5.6 Commemorative Items**

Tourists should receive a variety of commemorative items. The Registration Committee should prepare a registration kit that will include the following:

- a. A tour briefcase should be provided to hold tour information. A zippered portfolio that is clear on both sides work best since the tourist can read the map and the written directions without removing the booklet from the briefcase. This is particularly important during rainy weather.
- b. Tour maps should be well drawn with sufficient detail to define clearly the route for each tour. A separate map should be made for each tour day. It is advisable to include a state map for assistance in emergency situations.
- c. Tour books should be printed and provided for each vehicle. Additional booklets may be printed for passengers if desired. The book should contain concise, accurate instructions to complement the tour maps for each tour day, mileage between each specific instruction and cumulative mileage, and pertinent emergency numbers that could be needed during the tour.

- d. Name tags should be provided for each tourist. The nametag should be easily read at a five-foot distance and list the name, home state, and tour vehicle number. The passenger's nametag should reflect his/her home state, not the driver's. If a plastic tag with an insert is used, the insert should be stapled or taped in place to prevent it from falling out.
- e. Host ribbons should be provided in the kit for host Region or Chapter participants who are working on the tour.
- f. Tour banners provide a good way to identify the vehicles and are very desirable mementos. Each driver should receive two banners (or other approved marking system). Special banners will be required for the AACA National President, Tour Liaison Director, Tour Chairman, and Tour Photographer (refer to Section 4.7.5 for the Revival AAA Glidden Tour® and Section 4.8.4 for the Founders Tour). Banners also should be used to identify service vehicles and baggage vehicles as applicable.
- g. Meal and special function tickets should be provided in a separate envelope and double-checked with the participant when they are picked up. Color-coded tickets improve control.
- h. Rosters of tour participants, in alphabetical and tour number order, should be provided. The roster should include each participant's name, home city and state, and tour vehicle.
- i. A souvenir program is optional but provides an excellent means of raising funds via advertising sold to local merchants. It could include information on the history of the tour, vehicles, AACA, etc.

The Tour Liaison Director and the Vice President National Activities must approve tour participation plaque design and cost. Do not proceed with production until approval has been given. Be sure to include the AACA logo on the plaque. A list of companies supplying plaques for National Tours can be obtained from National Headquarters.

#### **4.5.7 Accommodations**

Procedures for lodging reservations must be coordinated with the management of each hotel or motel selected for the tour. The Registration Chairman will designate lodging assignments on a "first come, first served" basis with consideration of preferences specified on the application form. The registration confirmation letter will identify the lodging assignment for each tourist and provide instructions for completing the reservation process. This may include a form provided by the designated motel. The form can then be completed and returned to the hotel. The hotel should not accept any other reservations for the rooms set aside for the tour. A cut-off date for making reservations should be negotiated with each hotel. After that date, the hotel will release any unreserved rooms for their normal reservation procedures.

A complimentary suite or adjoining rooms should be provided to the AACA National President and spouse, when attending a National Tour. This allows the AACA National President to host meetings or small social gatherings in his room. Be sure any lodging reservation is made in the National President's name, and not in the name of the Region, Region President or Tour Chairman. This makes registration at check-in less confusing.

Complimentary rooms are also to be provided for the Tour Chairman. Complimentary rooms for the Liaison Director and spouse is at the discretion of the hosting region/chapter. Many hotels will provide a number of complimentary rooms based on the number of room/nights booked. These complimentary rooms may be used as lodging for the Tour Liaison Director and Tour Chairman or used as a hospitality suite for all participants. If sufficient complimentary rooms cannot be negotiated for the Tour Chairman, the cost for this room is to be included in the Tour budget.

The committee should provide information on space for recreation vehicles, such as motorhomes, trailers, and campers, including the availability and cost of hookups. Most headquarters hotels or motels will permit tour participants to park their recreational vehicles in the parking lot for the duration of the event; however, this must be coordinated with the manager in advance of the tour. Registration notices and brochures should clearly identify any limitations regarding recreational vehicle parking.

Accommodations should provide adequate vehicle parking, for both antiques and towing assemblies, for all tourists. If space is unavailable for towing assemblies, the committee should arrange for secure, off-premise parking as close as possible to the host facility. Parking spaces should be clearly identified for the tourists and signs should be posted well in advance of the tour (at least five days) to reserve the area.

It is suggested that hosts be available in the parking lots and lobbies of host facilities to direct and greet tour participants as they arrive.

#### **4.5.8 Publicity**

AACA will list each National Tour in the "International Calendar of Events" and also on the meet information request form that will appear on the carrier card with the magazine. A one-quarter page ad will be published, free of charge, in two issues of the ANTIQUE AUTOMOBILE, for the Reliability, Revival AAA Glidden®, Founders, Sentimental, and AACA Vintage tours. The cost of this ad will not be included in the tour budget. This announcement ad should appear six months in advance of the tour and must contain the registration deadline date and information on requesting a registration package. Set a reasonable cutoff date as dictated by local requirements. Generally, this date will be established in order to meet the reporting requirements established in paragraph 4.7.5. Additional one-quarter ads may be purchased at the regular display advertising rates, less a 20% discount. The purchased ads will be placed in a different issue of ANTIQUE AUTOMOBILE than where the free ad appears. Deadline dates for this ad in the ANTIQUE AUTOMOBILE are as follows:

<u>DEADLINE DATE</u>	<u>ISSUE</u>
November 1	January-February
January 1	March-April
March 1	May-June
May 1	July-August
July 1	September-October
September 1	November-December

No advertising will be permitted on any participating vehicles. The Tour Liaison Director must approve all advertising, press releases, announcements, articles, reports, and any other promotional material prior to release.

There will be no special invitations sent to prospective entrants. This insures all entrants are treated alike, with no preference shown.

If the tour is scheduled while local schools are in session, notices should be sent to all schools along the tour routes. These notices should advise them of the types of vehicles on the tour, the routes and schedule. Welcome signs and reader boards are encouraged at the hotels, coffee breaks, point of interest along the way, key stops, etc.

Movies or videotapes of the tour can be an expensive project; however, there may be a participant or host Region/Chapter member who would be willing to make one at a reduced cost. If a movie or video is made, it should include as many of the vehicles and participants as possible.

#### **4.5.9 Trophies and Awards**

Trophies and awards are to be presented at the discretion of the Tour Chairman and Tour Liaison Director. If any awards are given to Tour participants, those awards must be made only to AACA members, except on the Revival AAA Glidden Tour® where VMCCA members are eligible to receive awards. Guests of members are ineligible to receive trophies and awards. Any vehicle, in order to be eligible for an award, must complete each day's tour.

A list of previous donors and categories for each type of tour can be obtained from AACA National Headquarters or by reading articles about previous tours in **ANTIQUE AUTOMOBILE**. Criteria for the awards should be carefully prepared to assure that the proper vehicles and/or individuals are selected. A team of judges must be formed to select the winner in each category. At least one member of the judging team must be a National Director. Tour participants may also help as judges.

## **4.5.10 Section Deleted**

### **4.5.11 Safety**

The AACA does not inspect vehicles participating in National Tours. It is the sole responsibility of each driver to insure that the vehicles being driven have all of the necessary equipment to enable it to operate in a safe manner and in compliance with all local laws. This includes safety glass, safe tires, braking, fuel supply, and exhaust, steering and lighting systems. Participating vehicles must carry a fully charged fire extinguisher.

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## **4.6 HOSTING A RELIABILITY TOUR**

The general information provided in Paragraphs 4.2, 4.3, 4.4.1 and 4.5 applies to Reliability Tours. Additional guidance contained in the following subparagraphs is tailored to the specific requirements for Reliability Tours.

### **4.6.1 Eligibility**

Reliability Tours are open to all AACA members driving vehicles manufactured during 1915 or earlier.

### **4.6.2 Organization**

The core organization described in Section 4.4 should be implemented for a Reliability Tour.

### **4.6.3 Tour Route Considerations**

Short daily routes should be selected avoiding busy roads and urban centers as much as possible. The Tour Chairman should keep in mind the age of the vehicles on the tour and set up a route commensurate to their capabilities. As a rule of thumb, daily tours should not exceed 75 miles. Steep hills should be avoided on the Reliability Tour where possible.

### **4.6.4 Additional Information**

Do not plan activities for every night. Allow free time during the day because many participants will be visiting the area for the first time and may like to do some shopping and/or sightseeing. It has been suggested that some time be provided at the end of the day for routine maintenance on vehicles.

Trophies and awards may be provided at the discretion of the Tour Liaison Director and Tour Chairman. Keep in mind that the participants are generally more interested in touring than in receiving awards.

In the event the President cannot attend an event Executive Vice-President would assume the President's responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

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## **4.7 HOSTING A REVIVAL AAA GLIDDEN TOUR®**

The general information provided in Paragraphs 4.2, 4.3, 4.4.1 and 4.5 applies to Revival AAA Glidden Tours®.

Additional guidance contained in the following subparagraphs is tailored to the specific requirements for Revival AAA Glidden Tours®.



### **4.7.1 Eligibility**

AACA and VMCCA members are eligible to participate on Revival AAA Glidden Tours®; AACA sponsored tours, alternating years, are open to vehicles manufactured during 1942 or earlier. The last year of eligibility for VMCCA sponsored tours, on even-numbered years, is a Tour Liaison Director's prerogative, but will not be later than 1942.

### **4.7.2 Organization**

In addition to the core organization described in Section 4.4, the Revival AAA Glidden Tour® organization will include a Dean of Graduates and a Dean of Freshmen. The Tour Chairman will appoint these individuals.

### **4.7.3 Tour Route Considerations**

The routes must be selected with consideration for the age of the participating vehicles. If the mileage is over 125 miles, an alternate route for the pre-1915 cars should be made available if at all possible. It also should be remembered that most of the very early cars have limited braking capability.

### **4.7.4 Complimentary Tickets and Accommodations**

The VMCCA President should be provided complimentary lodging at the host hotel and tickets to all activities and meals for AACA sponsored Revival AAA Glidden Tours®.

### **4.7.5 Commemorative Items**

In addition to the special tour banners provided for the AACA President and others referenced in Paragraph 4.5.6.f, a special banner should be prepared for the VMCCA National President.

The names of all participants who have never attended a Revival AAA Glidden Tour® or who have been on 15 or more Revival AAA Glidden Tours® are to be sent to AACA National Headquarters at least six weeks prior to the tour.

The Dean of Graduates will present a special Revival AAA Glidden Tour® participation plaque to individuals who have attended fifteen (15) tours. Participation chips, which can be attached to the plaque, are presented for each year thereafter. The Dean of Graduates must have information for the Graduate Awards at least five weeks before the tour. He should be contacted at least six months in advance to obtain any additional requirements. This award presentation should be scheduled during the opening banquet. Since this is normally a lengthy presentation, this will allow more time for other activities during the closing banquet.

The Dean of Freshman must be furnished at least five weeks in advance with a list of all persons who are participating for the first time. He will present Freshman Diplomas to each of these individuals. AACA will assure that adequate diplomas are provided.

Revival AAA Glidden Tour® postcards are normally furnished by the Swigart Museum. Artwork must be forwarded to the museum approximately three months in advance of the tour. About ten postcards per car are furnished.

### **4.7.6 Glidden Gazette**

The Glidden Gazette is a daily newsletter containing information and items of interest to Revival AAA Glidden Tourists. The Publicity Committee is responsible for publication and daily distribution of the newsletter. An editor should be named for the Glidden Gazette. Printing arrangements should be provided after touring hours.

There should be boxes at each hotel for information to be submitted for publication. Suggested information should include changes in participants or drivers, personal data (such as oldest and youngest drivers, anniversaries, birthdays, etc.) or interesting tour anecdotes. Changes in special events, tour routes, or instructions should be included in the newsletter.

## **4.7.7 Additional Information**

A Revival AAA Glidden Tour® advertisement should be placed in the appropriate issue of **ANTIQUÉ AUTOMOBILE** magazine. All publicity items including the announcement ad which are prepared for the **ANTIQUÉ AUTOMOBILE** should be submitted to the VMCCA's BULBHORN.

Provide space on the registration form for the number of Revival AAA Glidden Tours® attended by each participant.

Report cards, which are used to keep track of daily driving times, should be color-coded for each day's touring. A subcommittee should be responsible for grading them.

Stationery for the tour is available from AACA Headquarters and is charged to the Revival AAA Glidden Tour® account.

In the event the President cannot attend an event Executive Vice-President would assume the President's responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

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## **4.8 HOSTING A FOUNDERS TOUR**

The general information provided in Paragraphs 4.2, 4.3, 4.4.1 and 4.5 applies to Founders Tours. Additional guidance contained in the following subparagraphs is tailored to the specific requirements for Founders Tours.

### **4.8.1 Eligibility**

Founders Tours are sponsored by AACA for vehicles, except race vehicles, manufactured from 1932 through a production year 25 years prior to the year of the tour. A description of the general intent and purpose of AACA eligibility requirements is given in Section 4.2. A tour of this type held in 2011, for example, would be open to vehicles manufactured from 1932 through 1986.

Specifically for a Founders Tour, examples of modifications that are not acceptable are Rally or Mag wheels on vehicles for which they were not factory available, flame paint schemes, sectioned chassis, heavily tinted glass not available from the factory, modern bucket seats which were not factory options, or significant, permanent modifications to the body of the vehicle. The decision of the Tour Chairman and/or the Tour Liaison Director is final.

The eligibility statement must be provided to the applicant with the registration package. See Section 4.5.1.

Any AACA member who has registered a vehicle in every Founders Tour since the tour began in 1988 shall be given a priority on registering during the first ten days of the registration season.

### **4.8.2 Organization**

The core organization described in Section 4.4 should be implemented for a Founders Tour.

### **4.8.3 Tour Route Considerations**

Daily tours should not exceed 150 miles unless there is a special need to go farther one or two days; this should be approved by the Tour Liaison Director. Remember, even though this tour is for the newer vehicles, tourists are not only interested in driving their vehicles, they are also interested in socializing with other hobbyists and enjoying points of interest along the tour route. Many of the tourists will be first time visitors to your area; it is important to schedule enough time when stopping at different points of interest. When your local members are planning the day's activities, they need to view it through the eyes of someone who has never visited the area. Tourists will be coming from many parts of the country and spending their vacation time enjoying the activities you have planned.

#### **4.8.4 Commemorative Items**

In addition to the requirements for Tour Banners in Section 4.5.6.f, the banners used for the Founders Tour must have extra-long ties (no less than 40 inches) to fit the later model vehicles.

#### **4.8.5 Founders Flyer**

The Founders Flyer is a daily newsletter containing information and items of interest to Founders tourists. The Publicity Committee is responsible for publication and daily distribution of the newsletter.

An editor should be named for the Founders Flyer. Printing arrangements should be provided after touring hours.

There should be boxes at the host hotel for information to be submitted for publication. Suggested information should include changes in participants or drivers, personal data (such as oldest and youngest drivers, anniversaries, birthdays, etc.) or interesting tour anecdotes. Changes in special events, tour routes, or instructions should be included in the newsletter.

#### **4.8.6 Additional Information**

The current Region or Chapter hosting the Founders Tour should schedule a meeting with the next host Region/Chapter to pass on vital information and to answer any questions they may have. The Vice President - National Activities or a delegate appointed by the Vice President National Activities must be present at the meeting to offer guidance and to answer policy questions. This meeting may take place during the tour (this is the best time), at the Annual Convention or at a location agreeable to all parties.

Trophies and awards may be provided at the discretion of the Tour Liaison Director and Tour Chairman. Keep in mind that the participants are generally more interested in touring than in receiving awards.

Arrangements should be made to present "Certificates of Accomplishments" for those members who have reached certain milestones of AACA Touring, i.e. having completed the tenth Founders Tour. Suitable certificates can be ordered in advance from AACA Headquarters and should be presented at the closing banquet. Award recipients can be determined from the information taken directly from the registration form.

In the event the President cannot attend an event Executive Vice-President would assume the President's responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

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### **4.9 HOSTING A VINTAGE TOUR**

The general information provided in Paragraphs 4.2, 4.3, 4.4.1 and 4.5 applies to the AACA Vintage Tour. Additional guidance contained in the following subparagraphs is tailored to the specific requirements for the AACA Vintage Tour.

#### **4.9.1 Eligibility**

The AACA Vintage Tour is open to all AACA members driving a vehicle manufactured in 1931 or earlier.

#### **4.9.2 Organization**

The core organization described in Section 4.4 should be implemented for the AACA Vintage Tour.

#### **4.9.3 Tour Route Considerations**

The daily routes selected should avoid busy roads and urban centers as much as possible. Distances should be limited to 100 miles per day.

#### **4.9.4 Additional Information**

Do not plan activities for every night. Allow free time during the day because many participants will be visiting the area for the first time and may like to do some sightseeing or shopping. It has been suggested that some time be provided at the end of the day for routine maintenance on the vehicles.

Trophies and awards may be provided at the discretion of the Tour Liaison Director and the Tour Chairman. Keep in mind that the participants are interested in touring and not in receiving awards.

In the event the President cannot attend an event Executive Vice-President would assume the President's responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

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### **4.10 HOSTING A SENTIMENTAL TOUR**

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The general information provided in Paragraphs 4.1, 4.2, 4.3, 4.4.1, and 4.5 apply to Sentimental Tours. Additional guidance contained in the following subparagraphs is tailored to the specific requirements for Sentimental Tours. An important consideration is that the Tour must not conflict with the VMCCA sponsored Revival AAA Glidden Tour®.

#### **4.10.1 Eligibility**

Sentimental Tours are sponsored by AACA for vehicles manufactured for the model years 1928 through 1958, except for race vehicles. A description of the general intent and purpose of AACA eligibility requirements is given in Section 4.2. Should an entrant be unable to bring a registered vehicle, and the Chairman or Tour Liaison Director approves a replacement vehicle, under no circumstances may any such replacement vehicle be permitted to participate if it is of a model year that is outside of the 1928-1958 parameters of the Sentimental Tour.

Specifically for a Sentimental Tour, examples of modifications that are not acceptable are Rally or Mag wheels; flame paint schemes; a sectioned chassis, heavily tinted glass not available from the factory, modern bucket seats or significant permanent modifications to the body of the vehicle. The decision of the Tour Chairman and or the Tour Liaison Director is final.

The eligibility requirements must be provided to the applicant with the registration package. See Section 4.5

#### **4.10.2 Organization**

The core organization described in Section 4.4 should be implemented for a Sentimental Tour.

#### **4.10.3 Tour Route Considerations**

Daily tours should not exceed 120 miles, but must not exceed 150 miles, unless there are geographic requirements or other special needs to go farther during a day. Such needs must be identified to the Tour Liaison Director to facilitate his or her understanding and approval. Remember that even though this Tour includes some newer vehicles, the needs of the older vehicles on this tour must be accommodated. The Tour should be laid out in such a manner that all vehicles are able to comfortably travel each day at an average speed of approximately 45 mph over secondary two- to four-lane highways. If possible, avoid any after dark driving. All interstate highways should be avoided, except only where it is *impossible* to avoid them.

Remember also that tourists are not only interested in driving their vehicles; they are also interested in socializing with other hobbyists and enjoying the various points of interest along the tour route. Many of the tourists will be first time visitors to your area; it is important to schedule enough time when stopping at different points of interest. When your local members are planning the day's activities, they need to view it as if through the eyes of someone who has never visited the area. Tourists will be coming from many parts of the country and spending their vacation time to enjoy the activities you have planned.

Different tourists have different interests and travel at different paces. Although there may be many points of interest along the way, it is usually advisable to make required stops at the most desirable attractions, with others specified as interesting and optional stops. Three or possibly four intended stops are usually reasonable with any others being the optional stops.

It is not recommended to plan something for every night. A beginning, a mid-point, and an ending function usually work best. The opening night function should include any instructions as well as a synopsis of the daily tours. The Tour should include some type of a traditional dressy banquet or event; however, this is at the option of the Host Region or Chapter. In any case, when included, one such dressy affair is the accepted norm.

#### **4.10.4 Commemorative Items**

Because the Sentimental Tour includes vehicles otherwise covered by both the Revival AAA Glidden Tour® and Founders Tour, consider Tour identification options. If tour banners are to be used as specified in Section 4.5.6.f, the banners must be available with both regular and extra long ties (of no less than 40 inches) to fit the later model vehicles.

Optionally, static cling decals (of no less than 6Hx8W inches) along with static cling numbers which mount on windows from the inside may be substituted for the cloth banners. Vendor suggestions for the decals and numbers are available from the Vice President of National Activities.

#### **4.10.5 SENTIMENTAL STAR**

The Sentimental Star is a daily newsletter, meant to contain information and items of interest to Sentimental Tour participants. This newsletter is highly recommended. It has been found that on tours where a newsletter is included, it is very popular among the tourists. Of particular importance to include would be changes or additions to events, or changes to tour routes or instructions.

The Publicity Committee is responsible for publication and daily distribution. An editor should be named for the Sentimental Star. Printing arrangements should be provided after touring hours.

There should be a box at the host hotel for information to be submitted for publication. Suggested information should include interesting tour anecdotes, changes in participants or drivers, personal data such as oldest and youngest drivers, anniversaries, birthdays, longest marriages, milestones attained by a vehicle during the tour, etc.

#### **4.10.6 ADDITIONAL INFORMATION**

The current Region or Chapter hosting the Sentimental Tour should save and make available records of levels of participation, costs, budget, successes or failures to the next host Region/Chapter. This information must also be available to the Tour Liaison Director of the next scheduled Sentimental Tour. A Tour Liaison Director will have been appointed by the National President for the upcoming Tour, and the current Tour Liaison Director should pass on any vital information so that the Tour Liaison Director for the next scheduled Tour can better answer any questions that may come up. If possible, a meeting should take place between the Chairman of the most recent Tour and the Chairman of the upcoming Tour. It can be during the current Tour, at the Annual Convention or at a location agreeable to all parties, but it must include the Tour Liaison Director of the upcoming Tour.

Trophies and awards may be provided at the discretion of the Tour Liaison Director and Tour Chairman. Keep in mind that the participants are generally more interested in touring than in receiving awards.

However, for the sake of enthusiasm, and in remembrance of the various "Economy Runs" that were popular during the years covered by the Sentimental Tour, a special competition will take place during the Tour. Participation is at the option of the individual tourists.

- a. A box will be provided at the host hotel on the day prior to the final function for participating tourists to place an entry giving the mileage covered and gallons of gasoline used during the length of the

Tour. They will be asked to indicate the engine type and verify that the engine is of an original type so that the vehicle will be eligible for the contest. The Tour Chairman or a committee will determine the highest and lowest gasoline mileage reported in each of three classes, and occurs as follows:

- b. The classes will be (1) 4 cylinders or less, (2) 6 cylinders, (3) 8 or more cylinders.
- c. The Tour Liaison Director will have submitted a sealed envelope to the Tour Chairman before the Tour marked for each of the three classes, with a note inside stipulating whether the highest or lowest mileage will determine the winner in that class.
- d. The envelope will be opened at the time of the awarding, during the final function of the tour. A memento to be determined by the sponsoring Region/Chapter of the Tour in agreement with the Tour Liaison Director will be presented to each of the three winners.
- e. In the case of a tie, the winner will be the car with the lowest registration number and not belonging to a member of the host Region/Chapter.

A special Sentimental Tour “Certificate of Accomplishment” will be awarded to those members who have completed six (6) Sentimental Tours which could include the two trial Tours in 2001 and 2002. A spot will be provided on the Registration form for tourists to fill in this number.

In the event the President cannot attend an event Executive Vice-President would assume the President’s responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

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## **4.11 HOSTING A DIVISIONAL TOUR**

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Two National Divisional Tours may be held annually, i.e. one in the Central Division and one in the Eastern Division in even-numbered years, and one Southeastern Divisional Tour and one Western Divisional Tour in odd-numbered years, if a Region or Chapter from the respective Divisions will sponsor a Tour, and if approved by the National Board of Directors.

Divisional Tours are designed to attract more AACA members into touring, especially younger members who might not have the time or the resources to participate in one of the traditional five-day tours. These tours are generally designed to be three-day tours with minimum expenditures.

The sponsoring Region or Chapter can establish almost any criteria for their National Divisional Tour. For instance, the tour could be an all-1950 vehicles tour, an all-motorcycle tour, an all-Chrysler vehicle (or other marquee), or open to all vehicles over 25 years in age. (This is basically a self-designed tour that any Region/Chapter would like to sponsor.)

The general information provided in Sections 4.2, 4.3 and 4.4.2 apply to National Divisional Tours. Additional information in the following subparagraphs is tailored to the specific requirements of a National Divisional Tour.

### **4.11.1 Eligibility**

Each Divisional Tour is open to all AACA members from any Division, but the tour is designed to attract mainly members of the particular Division sponsoring the tour. The vehicles eligible to be driven on the tour are to be established by the host Region or Chapter; however, all vehicles must be of a production year 25 years prior to the year of the tour. The tour will not include race vehicles.

The eligibility requirements must be provided to the applicant with the registration package. See section 4.5.1

## **4.11.2 HOSTING A DIVISIONAL TOUR - GENERAL**

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### **4.11.2.1 Registration**

The names, addresses, emails and phone numbers of the Tour Chairman and Registration Chairman should appear in all advertisements and registration documents. An emergency phone number must appear on the registration form and in the tour packet to be used to contact participants during the tour. Someone must be available to answer this emergency phone at all times, i.e. the host hotel or a club member not on the tour.

It is the responsibility of the Registration Committee to insure that all applying drivers are current AACA members and registered vehicles are qualified for the tour. It may be necessary to check with National Headquarters to verify eligibility for new members.

All registrations for the tour should be confirmed in writing by the Registration Chairman to each applicant. Include a copy of the application, marked to indicate assigned tour number or registration status, e.g. accepted or alternate on waiting list.

Participating vehicles must have liability insurance. A statement signed by the driver should be on the application. The insurance company name, policy number, expiration date and amount of coverage should be included.

The application form should include a disclaimer to be signed by the applicant that reads: "I agree to release the AACA, its officers, directors and representatives from any liability for injuries, damage or loss from attendance at or participation in the (NAME OF DIVISIONAL TOUR)."

All persons desiring to enter a vehicle in a National Divisional Tour, including members of the host Region or Chapter must follow the policy requirements of Section 4.2 for registering.

### **4.11.2.2 Tour Finances**

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Each National Divisional Tour must be self-supporting; the registration and activities fee must cover all expense of the tour. The Region or Chapter sponsoring the tour is responsible for their own budget. The host Region or Chapter receives all income, and that group is responsible for paying all expenses associated with the tour.

### **4.11.2.3 Tour Route and Events**

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Tour routes and daily mileage should be designed for the era of vehicles that are participating on the tour. It is better to have shorter trips than to have long distances to cover daily.

Hosting Regions/Chapters shall include as a part of their registration fee \$25.00 for each vehicle registered. This fee shall be sent to National Headquarters within two weeks after the tours conclusion. All profits generated by the tour will remain with the hosting Region/Chapter.

### **4.11.2.4 Banquets, Receptions and Meals**

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Banquets, receptions and meals on the Divisional Tours should be kept to a minimum. Generally, some opening reception should be planned to go over details of the Tour with all tourists. Other eating activities are to be determined by the committee responsible for these events.

### **4.11.2.5 Accommodations**

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A headquarters hotel will normally be designated for a Divisional Tour where participants can plan to stay. Additional hotels or motels can be designated as conditions warrant. The host Region/Chapter is free to handle reservations for rooms in any way they see fit, either making assignments to a hotel or allowing the participants to make their own reservations.

Information should also be provided for recreational vehicles. This should include information on campground availability, distance from the headquarters hotel, cost of hook-ups, etc.

Accommodations should provide adequate vehicle parking for both antique vehicles and towing assemblies. If space is not available at the headquarters facility, secure off-premises parking close to the host facility must be provided. It is suggested that host members be available in the parking lots and lobby of the host facility to direct and greet tour participants.

#### **4.11.2.6 Publicity**

AACA will list each Divisional Tour in the "International Calendar of Events" and also will provide 2 quarter page announcement ads in the ANTIQUÉ AUTOMOBILE for each Divisional Tour free of charge. This announcement ad should appear six months in advance of the tour.

This announcement ad must contain the registration deadline date and information on requesting a registration package. Set a reasonable cutoff date for applying for the tour as dictated by local requirements. Generally this date will be four to six weeks prior to a tour.

No advertising will be permitted on any participating vehicles. No participation by local merchants other than possible advertising in a souvenir program will be permitted.

#### **4.11.2.7 Trophies**

Trophies and awards are to be presented at the discretion of the Tour Chairman. If any awards are given to Tour participants, those awards must be made only to AACA members. Guests of members are ineligible to receive any awards.

Tour plaques in the form of a dash plaque are to be given to each vehicle participating on the tour. Cost of the plaque is to be included as an expense item in preparing the tour budget. The Liaison Director and the Vice President National Activities shall approve each plaque design.

#### **4.11.2.9 Safety**

The AACA does not inspect vehicles participating in Divisional Tours. It is the sole responsibility of each driver to insure that the vehicles being driven have all of the necessary equipment to enable it to operate in a safe manner and in compliance with all local laws. This includes safety glass, safe tires, braking, fuel supply, and exhaust, steering and lighting systems. Participating vehicles must carry an approved fully charged fire extinguisher.

#### **4.11.3 Additional Information**

Divisional Tours may be scheduled up to two years beyond the current year. Scheduling and coordinating of these tours shall be the responsibility of the Vice President of National Activities.

Divisional Tours may be scheduled at any time during the year, provided they do not conflict with the AACA Annual Convention, the Annual Grand National, or any other National AACA Tour (including the Revival AAA Glidden Tour®).

A Divisional Tour may immediately precede or follow a Nationals in the same Division.

In the event the President cannot attend an event Executive Vice-President would assume the President's responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.



## 5. NATIONALS GUIDELINES

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### 5.1 INTRODUCTION

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This section of the Policy and Procedure Manual constitutes the official nationals guidelines for AACA-sponsored competitive meets. These guidelines, used in conjunction with the AACA Official Judging Guidelines, are to be followed at all Nationals including the Grand National. (Note the title ‘Meet’ was changed to ‘Nationals’ in 2018.)

Nationals are held throughout the country on a divisional basis, with Spring and Fall nationals in the Eastern, Southeastern, Central and Western Divisions. A Winter Nationals is also held in the Southeastern Division, and special Nationals may be approved to assure an equitable opportunity for member participation in national events. Thus, a total of nine or ten Nationals are normally held annually. Hosting a Nationals invigorates a Region or Chapter and brings the club together as a team-this plus has been witnessed many times over the years. Effective negotiation with hotels etc providing materials and services for the Nationals will keep costs down for participants and help the host club financials.

Nationals include a display of participating vehicles with class judging. Motor vehicles of all types, up to and including models 25 years old, are grouped for competitive purposes into specified classes according to age and mechanical features. National Junior, Senior, and Preservation Awards are presented at the nationals as a result of the judging (Paragraph 3.3.2 of the Policy and Procedure Manual explains these award categories). These awards are presented at a closing banquet or awards ceremony.

In addition to the competitive classes, there is the Historical Preservation of Original Features (HPOF) Class. This is part of the Historical Preservation of Original Vehicles Program, which was initiated in 1988 to encourage the preservation of those collector cars still possessing features that represent the original quality, color, styling, finish, materials and operating features of the cars as delivered to the dealer. The single class is non-competitive, hence non-judged; however, a team selected from the HPOF Certification Committee, a subcommittee of the Class Judging Committee, will evaluate each entry for authenticity. The class will be limited to vehicles manufactured at least 25 years prior to the year of the nationals. Vehicles which have earned an HPOF designation can be evaluated for a HPOC oval designation.

A non-competitive class, introduced in 2000, is the Driver Participation Class. This class was established in order to promote the showing and driving of antique vehicles. This class is for non-modified vehicles 25 years or older that have not obtained a national first prize. This is a non-competitive class and will not be judged, but vehicles will be eligible to be certified as a driver. A badge and board will be issued at the awards ceremony to each vehicle upon certification. A participation award will be given out upon certification at each subsequent nationals where the vehicle is shown.

In 2008, the Second Generation Collector Vehicle (SGCV), now Class 35c, was introduced. This class is for factory-assembled manufactured vehicles that replicate the look and style of a previous make and model. Vehicles must be 25 years of age or older to qualify. These vehicles have a newer, more modern driveline and chassis that the original vehicle on which the replication is based. The body may have fiberglass components and the interior may have modern accessories. The SGCV owner must first contact the VP Class Judging or Chairman Specified Class Committee for SGCV vehicle certification. A packet requesting documentation for certification is then sent to each owner that they must complete and return to the VP Class Judging or Chairman Specified Class Committee at least 12 weeks prior to the first nationals they plan to attend. This may be expedited on a case-by-case basis. If the vehicle is accepted by the Specified Class Committee an SGCV acceptance card is sent to the owner. The card must be submitted with the registration form for the first AACA nationals where the vehicle is to be shown. A special team appointed by the VP-Class Judging will judge this class. The judging will consist of inspecting all areas of the vehicle with consideration for workmanship, condition and being factory built. After acceptance by the evaluation team, the vehicle will be certified SGCV. After certification, the vehicle owner will receive a SGCV badge at the awards banquet to be displayed on the front of the vehicle. AACA DOES NOT ACCEPT “KIT CAR” VEHICLES.

Flea markets and car corrals may also be included as a part of the Nationals. These are restricted to antique automotive and related items and the regulations governing these activities are strictly enforced.

An Annual Grand National (AGN) is usually held during the months of July or August, however other months may be considered. The purpose of this meet is to promote a higher level of competition; therefore, eligible vehicles are limited to those that have won a Senior Award prior to deadline of the current Annual Grand Nationals. Annual Grand Nationals are hosted in Western and Central Divisions in odd numbered years and the East and Southeast in even numbered years.

AACA sanctioned nationals are not places to solicit business unless as approved by AACA.

In the event the President cannot attend an event, the Executive President would assume the President's responsibilities. If neither President nor Executive Vice President is available to attend an event, the senior Director would assume these Presidential responsibilities.

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## **5.2 ENTERING A VEHICLE IN A NATIONALS**

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The following procedures for participating in a Nationals apply to all AACA members. This includes members of the host Region or Chapter. A valuable pamphlet titled AACA EXHIBITOR'S BROCHURE is also available from National Headquarters, which further explains the registration process and what an individual can expect upon entering their vehicle into a show. This brochure is available from National Headquarters, without cost, and is a particularly useful guide for the first-time exhibitor.

### **5.2.1 Requesting Registration Information**

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The ANTIQUE AUTOMOBILE magazine contains an "International Calendar" which includes the scheduled dates for each Nationals and Annual Grand National. A card for requesting registration information will be in ANTIQUE AUTOMOBILE or at [www.aaca.org](http://www.aaca.org). The activity request card is printed on the carrier card (mailing label) in the polybag in which the magazine is mailed. This same information is also available under the Nationals tab of the national [www.aaca.org](http://www.aaca.org) website in a special member only section accessed using the member number and personal identification number (PIN) code found on the membership card or on the mailing label of Antique Automobile.

The card must be completed and promptly returned to National Headquarters to request the registration cards and information for the meet or meets in which a member is interested. One registration card must be requested for each vehicle to be entered in the nationals. AACA members may attend as many events as they wish.

Upon receiving this request card, National Headquarters will send the member the nationals invitation brochure and registration card(s) that apply to the nationals. With all memberships expiring on December 31 each year (except for Life memberships), dues must be paid for the ensuing year before National Headquarters will forward this information for any nationals in the succeeding year. Each registration card will have a label printed with the member's name, address and membership number. These registration cards are not transferable, as they are the means used to insure the acceptance of only AACA members for nationals. The only exception to this rule is that the name of a spouse who is a joint member may be substituted for the name of the member on the label.

### **5.2.2 Completing the Registration Card**

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Complete both sides of the registration card. All vehicle information must be provided. AACA judging classes appear in the current Official Judging Guidelines and are frequently printed in the ANTIQUE AUTOMOBILE. A sample of the registration card can be found in the Official Judging Guidelines, which is available online at [www.aaca.org](http://www.aaca.org). The entrant must assure that the proper class is indicated, since the information on make and year of the vehicle is not always sufficient to confirm classifications. Vehicle identification (VIN) numbers must be listed in the appropriate spaces on the registration card. Certification numbers assigned to race vehicles must be included in the appropriate space. Registrations can also be completed on the AACA website ([www.aaca.org](http://www.aaca.org)).

The registration card must be completed and returned to the host Region or Chapter (NOT to National Headquarters) along with a check for vehicle registration, meals, optional tours, banquets and flea market. The name and address of the Registration Chairman will be on the card.

The nationals brochure gives a registration deadline date. The host Region or Chapter must have sufficient time to verify that entries are qualified and in the correct class, make listings of the entries, prepare judging rosters and assemble participant packets. The deadline is the date that the Registration Chairman must receive the registration, not the date for mailing it. Allow sufficient time for the post office to do its job.

The host Region or Chapter is not required to confirm registrations. If confirmation is desired, the registrant may include a self-addressed stamped envelope or postcard, which will be appropriately marked and returned to confirm registration. Be sure to keep the nationals brochure, which gives the names and telephone numbers of nationals officials, accommodations information and schedule of activities. A registration packet will be available at the headquarters hotel or nationals site.

When registering electronically the same general process is followed and the screens will prompt for the information required. Members must print out this information and mail with a check to the Nationals Registration Chairman. The Nationals brochure is available for printing when registering electronically.

### **5.2.3 Attending a Nationals Without Showing a Vehicle**

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If an AACA member wants to attend a nationals to judge and/or participate in the social activities or have a flea market space but does not wish to enter a vehicle for judging, the same procedures for registration apply. A registration card must be obtained from National Headquarters and forwarded to the host organization. Leave vehicle related spaces blank, identify the social functions to be attended, and enclose a check for the appropriate amount. This requirement applies to everyone, including members of the host Region or Chapter and AACA judges. This process can also be completed on the AACA website ([www.aaca.org](http://www.aaca.org)).

### **5.2.4 Showing a Vehicle**

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Nationals entrants pick up their registration packets prior to placing their vehicle on the judging field, as indicated in the nationals brochure. The packet will contain nationals information, tickets for social activities and the Awards Dinner/Presentation (as requested), windshield card, judging form and trophy pickup form (if no Awards Banquet tickets are purchased). The windshield card and judging form should be the same color.

The vehicle should be taken to the show field during the time indicated on the brochure, usually between 7:00 and 11:00 a.m. The vehicle must be driven onto the field (except for race cars and motorcycles which may be driven onto the judging field if they can be operated safely by the owner, otherwise these vehicles may be pushed – race cars and two-wheelers must be certified on Friday at the designated show field entrance, where participation plaques will be given to the entrant. The vehicle must be parked in the specified show field location as directed by the hosts. The windshield card should be prominently displayed, and the judging form should be on the front seat or other suitable obvious place. The fire extinguisher must be displayed in a visible location, hoods and trunks opened, windows and convertible tops in the "up" position.

Judging will begin at 11:00 a.m. (or sooner, if required) and the entrant or designated representative should remain with the vehicle to answer any questions. The vehicle must remain on the show field until 3:00 p.m. or until released by the Chief Judge. Failure to comply with this requirement will result in disqualification.

The entrant is encouraged to attend the Awards Dinner/Presentation.

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## **5.3 NATIONAL JUDGING PROGRAM**

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This section provides a brief description of the National judging program. For additional information, refer to the current AACA [Official Judging Guidelines](#).

### 5.3.1 General

The AACA judging program has been developed to provide uniform procedures for evaluating antique vehicles, which have been restored to the same state as delivered by the dealer to the first purchaser. Any feature, option, or accessory shown in the original factory catalog will be accepted for judging.

The judging procedures established by this program apply for both Nationals and Annual Grand Nationals, with minor differences in qualification requirements for judging. The end result of the accurate and honest evaluation of a vehicle by a judging team will be the proper determination of the deserved award for the owner's efforts. Nationals awards are described in Section 3.3 of the Policy and Procedure Manual.

Active judges include all AACA members who have participated as a Nationals Judge and have attended a judging school in the last two years. New judges are considered "active judges" upon completion of the required judging school and participation as a member of an apprentice team at a Nationals. The Judges Newsletter is mailed to each active judge up to three times a year to update them on changes in the program and provide registration information for upcoming nationals. Registration forms in the newsletter must be returned to the Chief Judge in order to judge at each Nationals. Judges are encouraged to register online using the Judge Registration portion of the Members Only nationals registration tab. Be sure to save the inputs, pay by credit card or print the registration form for mailing with your check for Judge's Breakfast to the Chief Judge for the nationals.

National judges receive recognition and awards for the number of times they judge. Each time a member has judged or attended a judging school, they receive a judging credit and participation chip; however, only one credit per year is awarded for attending a school. The chips can be attached to a Judging Plaque that is presented after ten credits have been achieved. The award structure for AACA judges is as follows:

CREDITS	TITLE	AWARDS
5	Senior Judge	Certificate
10	Master Judge	Plaque, Master pin & Certificate
25	Senior Master Judge	Senior Master pin, Certificate
50	Senior Master Judge	Senior Master pin with red border, Certificate
75	Senior Master Judge	Senior Master pin with yellow border, Certificate
100	Senior Master Judge	Senior Master pin with green border, Certificate
125	Senior Master Judge	Senior Master pin with black and gold border, Certificate
150	Senior Master Judge	Senior Master pin with blue border, Certificate
175	Senior Master Judge	Senior Master pin with orange border, Certificate
200	Senior Master Judge	Senior Master pin with blue, red and yellow border, Certificate
225	Senior Master Judge	Senior Master pin with black and red border, Certificate
250	Senior Master Judge	Senior Master pin with lavender and gold border, Certificate
275	Senior Master Judge	Senior Master pin with red, light and dark blue border, Certificate
300	Senior Master Judge	Senior Master pin with medium green border, Certificate
325	Senior Master Judge	Senior Master pin with black and gray border, Certificate
350	Senior Master Judge	Senior Master pin with navy blue and white border, Certificate
375	Senior Master Judge	Senior Master pin with light pink and dark pink border, Certificate
400	Senior Master Judge	Senior Master pin with navy blue and light blue border, Certificate
425	Senior Master Judge	Senior Master pin of special design, Certificate

450	Senior Master Judge	Senior Master pin of special design, Certificate
475 +	Senior Master Judge	Awards 475, 500, etc credits will receive a special badge

NOTE: A new board is presented for each 25 judging credits

The awards may be presented to the qualified recipients at the judges' breakfast held at the nationals at which recipient qualifies for the award or presented at the next judges' breakfast attend. The Chairman of Judges Records shall have the appropriate pins available at the breakfast and shall call forward each recipient so that the Vice President - Class Judging or his representative may present each award. Normally, the awards for a Master Judge and Senior Master Judge are mailed to recipients after the Chairman of Judges Records has verified the credits.

### 5.3.2 Judges Training Program

National Judging Schools are conducted at most Nationals each year to instruct judges on uniform judging procedures to be used at all Nationals. The schools cover the AACA [Official Judging Guidelines](#), describe use of the judging forms, and present slides to illustrate specific items to be considered when judging a vehicle. The instruction is very informative; however, these sessions emphasize the vehicles from the perspective of judges and are not intended to be restoration seminars. Judging schools conducted in conjunction with a Nationals are normally held on the Friday before the nationals at 2:00 PM. Information concerning a Judging School is included in the [Judges Newsletter](#).

Judging schools are open to all AACA members who wish to attend. They offer opportunity for members to learn how to become National Judges and increase their knowledge about the AACA judging system. There is no charge to attend. Members who wish to attend a school for the first time should notify the Chief Judge or Registration Chairman at least two weeks prior to the nationals. Current judges should send in the pre-registration slips provided in the Judges Newsletter.

The Judges Apprentice Program provides an opportunity for all new judges who have attended an AACA Judging School to participate as a member of an apprentice team at their first Nationals. A highly experienced judge will conduct this "on the field" exercise, giving the new judges extensive orientation in actual AACA field judging procedures. After completion of the apprentice program, a new judge is qualified to serve as a team member at subsequent Nationals.

A Continuing Judges Education (CJE) Program has been approved in order to enable experienced judges to improve their individual performance and to enhance the consistency of our Judging program. Judges will be required to participate in CJE on-field sessions on or about their attaining 10, 25, 50, etc. credit levels, or after a period of five (5) years having elapsed since they last attended a CJE session, whichever occurs first.

The Chairman of Continuing Judges Education administers the Continuing Judges Education Program. Program details will be in future revisions to the AACA [Official Judging Guidelines](#).

### 5.3.3 Judging Procedures

A judge's breakfast is held at a suitable location near the display field on the morning of the nationals. The normal starting time for this breakfast is 8:00 a.m. The purpose of this meeting is to organize the judging teams and identify any changes and last-minute instructions. A check-in desk is located at the entrance to the breakfast area to distribute judges' lists and to verify attendance of all judges. All judges (including apprentice judges) must attend this breakfast to receive credit for judging at the nationals.

Field judging begins promptly at 11:00 a.m. (or sooner, if required). Each judging team, normally consisting of a Team Captain and four Field Judges, meets at a predetermined location near the classes they will judge. They will judge, in sequence, all Preservation, Senior and Junior vehicles. A "Judged" sticker is placed on the windshield card of each judged vehicle. An "Evaluated" sticker is placed on all HPOF and DPC vehicles. As each class is completed, the judging sheets are tallied and signed by the Team Captain.

The assistant Team Captain will turn in the Team Captains Reporting Form, individual worksheets, the participation cards, and the Team Captains Evaluation sheet to the Chairman Judges Records. The assistant will collect the judging chips and any incentive from the Chairman Judges Records for distribution to the

judging team members. Distribution of the chips and incentives by the assistant is at the discretion of the Team Captain. The Team Captain will thank the judging team for a job well done. The judging process should be completed by 3:00 p.m.

While the Team Captain is being checked through judges' administration the judging team members should turn in their confidential Team Captain's Evaluation Form to the Chairman of Judges Records.

The Judging Administration Team carefully double checks all judging sheets under the supervision of the VP of Judges Administration or a designated representative, verifies the winners in each category and class, and prepares four (4) winners lists which are used at the Awards Dinner. One by the master of ceremonies, two for the check-in stations to verify pick-up of awards and one used in the audience to verify nothing is missed. At the conclusion of the Awards Dinner, the VP of Judging administration secures all documentation. The Vice President-Class Judging is responsible for retaining the winners' lists, judging sheets, work sheets, Team Captains Reporting Forms and Team Captain Evaluation Forms. A complete set of the winner's list is sent to National headquarters.

For additional information, refer to the current AACA [Official Judging Guidelines](#). This guideline is updated annually and will contain detailed procedures and responsibilities for implementing the judging program.

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## 5.4 APPLYING TO HOST A NATIONALS

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AACA encourages each Region and Chapter to consider the possibility of hosting a Nationals. Members enjoy the opportunity to travel to different parts of the country to show their vehicles and make new friends.

Applications for a Nationals will be accepted from any AACA Region or Chapter in good standing. If a Chapter wishes to host a Nationals, its parent Region's approval is necessary before submission. A Region or Chapter that wants to host a Grand National must have had the experience of hosting a Spring, Fall, Winter or Special Nationals.

Application forms may be obtained from the Vice President-National Activities or online under the Nationals Application tab. The completed official application with appropriate accompanying documentation to support approval is to be forwarded to the Vice President - National Activities. The following information must be provided:

- a. Specific Nationals requested
- b. Proposed Nationals dates and alternate dates
- c. Name, address and phone number of proposed Nationals Chairman
- d. Appropriate information which will support approval of the request such as available facilities, experience in hosting local or national events, community support, desirability of proposed location, etc.

Requests should be submitted at least one year prior to the proposed date. Due to the popularity of these events, many of the nationals are scheduled up to five years in advance. All requests must be submitted by December 31 of the year preceding the scheduled event to allow adequate time for board approval, advanced planning, advertising, and notification to all concerned. Under extenuating circumstances, the VP National Activities may request the board to consider waiving the December 31 deadline.

When selecting a proposed date, it is recommended that "traditional" dates for local events or other major hobby activities be considered to preclude conflicts. The dates of the proposed Nationals shall not conflict with any previously scheduled National activity.

National Headquarters maintains a schedule for all approved events. This schedule is updated three times a year to coincide with meetings of the Board of Directors. Copies of the schedule may be obtained from National Headquarters.

The application represents the minimum requirement. It is a good practice to supplement the application with personal contact with individual National Directors while attending other AACA events. This personal

approach will more clearly identify the individuals responsible for the event and establish both their enthusiasm and capability. A formal presentation before the Board of Directors is normally not necessary.

Approval to host a Nationals or Grand National requires a majority vote by the National Board of Directors. "Interim Approval" may be initially granted if the proposed date is more than three years in advance of the calendar year of the Nationals or if there is insufficient information on the application. When "Interim Approval" is granted, the Region or Chapter may proceed with its plans for the nationals. "Final Approval" will be granted when the proposed nationals date falls within three years of the calendar year of the nationals and when all the details have been finalized. The Vice President of National Activities will notify the requesting Region or Chapter of the approval status in writing immediately following the board meeting. The AACA President will appoint a Liaison Director for the Nationals who will ensure that the nationals is conducted in compliance with AACA standards and policies. He/she will assist the host Region/Chapter as necessary and submit periodic status reports and a final financial report to the National Board.

When a Region or Chapter is approved to host a Nationals, the National Activities Committee will aid and assist them in planning for their nationals as requested. In addition to these Nationals Guidelines, other documents such as "Suggested Activity Timetable for a Nationals", previous Nationals Data Sheets (with information on the number of vehicles to expect, motel rooms required, trailer and motorhome spaces required, number attending the Awards Banquet, etc.) are available through the Chairmen - National Activities for each Division, or from the Vice President - National Activities. Requests for any assistance should be directed through the Nationals Chairman so that the Nationals Chairman is aware of any concerns.

It is the responsibility of the Nationals Chairman, or host Region/Chapter President in the case of the resignation of the Nationals Chairman, to notify the Vice President of National Activities, as soon as possible after final approval by the National Board has been granted, any changes to the following items:

- a. Nationals Chairman
- b. Date of the Nationals
- c. Location of Nationals site
- d. Location of headquarters hotel
- e. Distance between trailer parking and display

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## **5.5 ORGANIZATION FOR A NATIONALS**

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### **5.5.1 Nationals Liaison Director**

The AACA National President will appoint a National Director as a liaison between the Region or Chapter and the National Board of Directors. In the event a current Board member is not in close proximity to a hosting region, to act as a nationals liaison director, a former National Board member may be appointed to this position. It will be the responsibility of the Nationals Liaison Director to assist the Nationals Chairman and the host Region or Chapter to insure the Nationals is conducted in compliance with AACA standards and policies, and to generally assist the host Region or Chapter whenever necessary.

The Nationals Liaison Director will review and approve the budget for the Nationals based on the number of expected participants and activities planned. Reports on the Nationals budget are not required to be submitted to the National Board of Directors.

The Nationals Liaison Director will review and approve all mailings, including the registration form, Nationals brochure and any information packets. Such approval must be granted in advance of printing and distribution in order to insure compliance of the requirements of this manual. The National Liaison Director must also review and approve any advertisements in any form prior to release.

While the Nationals Liaison Director may attend the Nationals, it is not a requirement.

## 5.5.2 Nationals Chairman

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The Nationals Chairman is responsible for all aspects of the Nationals. He appoints the appropriate committee chairmen and is responsible for seeing that they are adequately versed in their duties and can lead a team. Regular meetings of the Nationals Committee should begin soon after the Region or Chapter is designated as host. The Nationals Chairman should be computer literate and he/she should make maximum use of e-mail communications with the Nationals Committee chairpersons, his Chief Judge if not from his Region, National Headquarters, his liaison Director and other Directors as appropriate.

Because of the demanding requirements of this job, an Assistant Nationals Chairman may be appointed with specific responsibilities. We recommend that the host Region/Chapter not appoint co-chairmen. There must be one manager and point of contact for coordination of the planning and preparation for the Nationals. However, we recognize that larger nationals may have different requirements, and this can be discussed with the Liaison Director assigned by the National Board.

One of the most important requirements is to select a suitable location for the Nationals. The Host Hotel should be of sufficient quality that guests can expect cleanliness and reasonable amenities but need not be a premium five-star property as costs may be so high that participation is less than expected. The Nationals Chairman is responsible for negotiating the contract and it is recommended that a club member familiar with negotiating food service pricing be on the negotiating team. The show field area must have sufficient space to accommodate the expected number of participating vehicles. There must also be room to maneuver, park and unload trailers as well as adequate parking space near the display for participants and visitors. If remote, transportation is needed to/from the trailer parking area. A handicapped parking area for visitors and participants is necessary. A specific area must also be designated for a flea market if one is planned.

The location of the show field should be reasonably convenient to hotels and motels and the place selected for the awards presentation. There must also be a suitable location for the judge's breakfast. Some type of scheduled transportation such as a shuttle bus or van should be available if the nationals site is not within walking distance of the nationals headquarters hotel.

There should be ample room for motorhome parking near the nationals site. It is not absolutely necessary to have hookups since most units are self-contained. Motorhome parking at the headquarters hotel must be coordinated with the hotel operators to obtain their permission and/or assure it is legal. Nationals pamphlets should identify the availability of motorhome parking as well as information on any nearby campgrounds and must clearly specify any limitations regarding the use of motorhomes. Please be aware that many RV users arrive early to the nationals and will have additional length of stay needs.

AACA Board ruling prohibits charging for visitor admission to National events. This may be a critical factor in selecting a facility. The managers of some potential facilities may wish to profit by charging an admission fee and this ruling would preclude the use of those areas.

Considerations for site selection should include the following:

- a. Restroom facilities
- b. Covered storage for older vehicles
- c. Security for vehicles left on the display
- d. Lunch facilities (AACA prohibits the selling and use of alcoholic beverages on the grounds of the nationals)
- e. If possible, avoid use of paved areas in hot times but ideally have the show on grass next to pavement for use if it rains.

Compile all the information for the invitation brochure and registration card (as described in Section 5.6.1) and forward to National Headquarters at least six months prior to the nationals date. Copies should also be mailed (or emailed) to the Vice President-National Activities and the appropriate National Activities Division Chairman for review.



Establish an emergency telephone number that will be answered at all times during the nationals. This telephone number must be given to National Headquarters prior to the nationals so that participants can be reached in the event of emergency. This number can be listed in the nationals brochure or listed at the registration desk when participants arrive to pick up their registration material. This number may also be requested by the municipality officials where the nationals will be held.

Submit the proposed participation plaque design to the Vice President-National Activities for approval a minimum of six months before the nationals. The design must include the AACA logo. Additional guidance for these plaques is contained in Section 5.6.3. The National President or his assigned board member will arrange for a national officer or a committee member to distribute the Nationals Participation Plaque as the driver drives the registered vehicle onto the field.

An article and photographs suitable for publication in the ANTIQUÉ AUTOMOBILE should be submitted to the ANTIQUÉ AUTOMOBILE editor within 15 days following the Nationals. Usually this is handled by the Publicity Committee Chairman (See Section 5.5.10). The Nationals Chairman is responsible for seeing that this task is completed on a timely basis.

It is important to consider the total cost to a given member when choosing the nationals site. The costs for the Awards Dinner, lodging, and entertainment should be reasonable. Remember that the AACA is a family hobby and most of our members will be spending some of their vacation time when attending your show. It is the desire of the AACA National Board of Directors to keep costs within a reasonable limit and appropriate entertainment.

The Nationals Chairman is responsible for obtaining any necessary City/County/State permits for the nationals and should communicate directly with the appropriate officials. It is recommended that he/she obtain and read all the statutes pertinent to holding the nationals including fire protection, placement and removal of temporary event signs, EMS requirements, and food service requirements. He/she should make sure EMS is on-site on show day.

The Nationals Chairman is responsible for contacting National Headquarters for an Insurance Certificate for the nationals and for including those key organizations which must be named as "Additional Insured". This should be done well in advance of the nationals.

The Nationals Chairman is responsible for coordinating with the Nationals Finance Chairman on development of the budget and for monitoring income and expenses as planning and implementation progresses. The AACA Nationals computer program may be used to provide financial reports used in this process. He should flag any areas outside the boundaries set by the finance committee.

The Nationals Chairman should also consider the need for appointing Chairmen for Hospitality, Truck/Trailer/RV Parking, Photography, Souvenir Program, Entertainment, Tour/Activity, Transportation, Goody Bag, and Youth Activities. The Youth Activity is strongly recommended, and guidance/suggestions may be obtained from the Youth section of the national website and the VP of Youth Development. It may include rides in antique vehicles, demonstrations such as spray painting an automobile using water, the AACA Automobile and its parts CHIP program, Etc on Show Day. Activities should be located in a highly visible section for the show field.

### **5.5.3 Registration Chairman**

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The Registration Chairman's name and address will be on the registration card or online at [www.aaca.org](http://www.aaca.org) in the nationals trifold, and on advertising materials. All nationals entries will be mailed to that address. Registration cards must be obtained from AACA National Headquarters or online with a printout being sent to the registration chair with payment (see registration procedures in Paragraph 5.2). The Registration Chairman must be computer literate and will use the AACA Nationals Program to process both registration cards received in the mail and printouts received from the online registration system. Contact National Headquarters for access to the program and passwords.

All registration cards from National Headquarters have a label pre-printed with the member's name, address and membership number. This information is also on the printout from the online registration system. Any name change on the label makes it invalid. The only exception to this rule is that the name of a spouse who is a joint member may be substituted for the name of the member on the label. Each vehicle must be

registered on an individual registration card or website printout. Registrants must complete all portions of the registration card, including model, manufacturer, or serial number, AACA Winner number if appropriate, etc., and sign the card. The registration chairman should contact the applicant immediately with any problems with registration. Payment for nationals fees must be received or the program will not process the registration. The Registration Chairman and Chief Judge will work together with the program to ensure vehicles are in the proper classes and prepare the car entry list complete with AACA Vehicle numbers. Previously shown vehicles have the assigned number in the database; the program will create the number for vehicles not previously shown.

The Registration Committee will complete windshield cards by using the AACA Nationals software. At all Nationals, white cards are for Junior vehicles, salmon for Senior, green for Preservation, ivory for 'Do Not Judge', yellow cards for HPOF vehicles, blue for AACA Original vehicles, gray for Driver Participation vehicles and light blue for HPOF original vehicles. Vehicles competing for the AGN First Place Award will have a yellow judging form and windshield card. Vehicles competing for the AGN Senior Award will have a purple judging form and windshield card.

Registration envelopes, size 9"x12", are furnished by National Headquarters. The database will print labels that list the name, city, state and items and quantities ordered, such as vehicle registration, dinner tickets, etc. This label will be affixed to the front of the envelopes. Also mark on the face of the envelope any amount due so that it may be collected when the owner picks up his envelope, which should contain:

- a. Windshield card and judging form (colors should match and the judging form should be the correct one for the type of vehicle, i.e. automobile, commercial, two-wheel, race vehicle or HPOF)
- b. Dinner, luncheon, and special event tickets, if ordered
- c. Car entry list
- d. Owners Briefing Notice

The following is a list of additional information that you can include with the registration packets to help make your AACA guests more comfortable with the area:

- a. Local maps and regional information
- b. Restaurants and entertainment
- c. Service stations, parts stores, shops and emergency road service
- d. Drug stores, clinics, hospitals, and doctors
- e. Shopping malls
- f. Churches/Synagogues/Mosques
- g. A copy of the nationals souvenir program

The registration envelopes are distributed from a registration table at the headquarters hotel prior to show day, or at the entrance to the display field. Deadline for cars to be on the display field is usually 11:00 a.m. (usually 10 a.m. at Hershey) to provide the judges ample time for their work. The nationals participation plaque is given to each driver as he drives his vehicle onto the field. The Registration Chairman will deliver all registration cards/website printouts to the judging administration office within 15 minutes after the start of judging. The registration information must be received in order, sorted by class number, and alphabetized by owner's last name within each class.

Nationals registration deadlines are to be enforced to eliminate confusion and misunderstanding caused by late entries. The deadline should be 2 to 3 weeks before the nationals. A refund deadline must be established and shown with nationals information. If registrations are accepted after the pre-established cut-off date, those exhibitors should be issued a blue windshield card, which indicates that the car will not be judged but may be exhibited. Exceptions may be granted with the consent of the Registration Chairman, Chief Judge and the Vice President of class judging. Any late entries can be displayed in the bonus area.

Vehicle registrations must be carefully coordinated with the Chief Judge. The Chief Judge has access to the online nationals program and is able to retrieve the Vehicles by Class list whenever needed. It is also advisable to work closely with the Chief Judge to assure that all registered vehicles are properly classified.

A current Awards Winners List (maintained in the database) must be checked to confirm First Junior, Senior and Preservation Award status and to identify vehicles, which are competing for repeat Preservation Awards.

Review the AACA Official Judging Guidelines for Explanatory Notes that follow vehicle classification. Become familiar with specified Classic vehicles (Classes 18d, 18e, and 19) specified Prestige vehicles (Class 29) and Limited Production and Prototype (Class 35a and b), SGCV (Class 35c), Factory High Performance vehicles (Class 36), Professional Vehicles (Class 37) and Sport Utility Vehicles (Class 38).

First time entrants for Racing vehicles class 24 must apply to National Headquarters to receive an application for certification. Acceptance of certification will be provisional until the vehicle is exhibited at a nationals. A numbered certification plaque will be issued after all the original information is verified at the nationals. Subsequent registrations of Class 24 vehicles for Nationals must include the assigned certification number. The medallion will be given to the owner at their first nationals.

The host Region or Chapter is not required to send a confirmation of registration; however, if the added expense of this gesture can be afforded, the registered owners will certainly appreciate the effort. However, the host Region or Chapter will list on the registration form that a confirmation will be sent if a self-addressed stamped envelope is enclosed with the registration.

National Headquarters should be notified when all registration information has been entered into the database and registration is considered closed. Forward the registration fees for all registered vehicles, including no-shows, to National Headquarters no later than two weeks after the nationals.

## 5.5.4 Chief Judge

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The name and address of a proposed Chief Judge must be submitted for approval to the Vice President - Class Judging at least 24 months prior to the nationals (provided the nationals is scheduled more than 24 months in advance). The proposed individual must be at least a Master Judge with a minimum of 25 National judging credits. The Chief Judge for an AACA Grand National is required to have served as a chief judge at an AACA nationals.

The approved Chief Judge must attend several Nationals in the year prior to the nationals in order to gain first-hand experience with the detailed duties of this position. This individual should contact the Chief Judges at those nationals and request an assignment as their immediate assistant. As the judging system evolves, new ideas are implemented and the responsibilities of the Chief Judges are affected. These assignments, which must be specifically requested by the approved Chief Judge, are an important part of the training experience.

This is one of the most demanding positions in the nationals organization and the proposed individual must not only be an experienced judge but must be a competent manager. The Chief Judge MUST be computer literate familiar with the AACA Nationals Registration software, the official Judging Guidelines, and the Chief Judge's responsibilities as listed in the Guidelines. The Chief Judge is responsible for coordination with the Registration Chairman to insure that each vehicle is properly classified and that an accurate list of registered vehicles is prepared. Coordination with the Field Marshal will ensure that the display field layout will enhance the efficiency of the judging function.

The Chief Judge works from the judges' registration forms and the Certified Team Captains list, furnished by the VP Class Judging and will prepare the judges Team Report. Team Captains must be selected from the Certified Team Captains List including those seeking certification in the Team Captains program who should receive priority over already certified Captains. The Chief Judge will also receive listings from the VP Class Judging of DPC, HPOF, Judge's Admin, Honor Society, and National Awards Committee to insure placement on their proper teams. Any exceptions due to availability or size of nationals should be reported to and agreed upon by the VP Class Judging.

The timing of all judging activities for show day is critical and must be thoroughly planned. The nationals day will start with the judges' breakfast (normally 8 am but may be earlier for large nationals), where Team Captains verify the presence of their assigned team make specific assignments and distribute Team Captains Evaluation Forms. Any problems should immediately be reported to the Chief Judge and resolved. The coordination efforts for the Chief Judge continue through the field judging, and administrative activities and culminate with the preparation of the winners' list and presentation of awards at the dinner.

When selecting a location for the judges' sit-down breakfast, be sure that the room is suitable for addressing the Judging Teams with instructions. The availability of a public address system is recommended. It is RECOMMENDED for efficient serving of buffet breakfast that there be one buffet line per 75 judges. If a sit-down breakfast, there should be one waiter per 30 judges/three tables.

The Chief Judge receives all judges' registration forms, website printouts and the \$10.00 registration fee per judge. The Chief Judge will forward all proceeds from the registration fees to the Finance Chairman together with the list of judges. Fees, along with the invoice for the breakfast will be sent to AACA National Headquarters within two weeks following the nationals. AACA will then reimburse the host Region for the cost of the breakfast up to an additional maximum of \$10.00 per registered judge. The host Region/Chapter must pay any costs for the Judges Breakfast that exceeds this maximum limit. The Chief Judge is responsible for identifying overruns so that the Nationals Committee can include these costs in the budget.

The following information for the Judges Newsletter must be sent to the Judges Newsletter Editor by February 1st for Spring Nationals and June 1st for Fall and Winter Nationals:

- a. Name, address, and phone number of Chief Judge
- b. Location and time of Judges Breakfast
- c. Cutoff date for judges' applications

The Chairman for Judges Training will schedule Official Judging Schools at most Nationals. The Chief Judge will work with the AACA Chairman of Judge's Training and ensure that a time is set and rooms arranged for Judge's Training and Team Captain's School (will run in parallel if a TC school is held). Schools last approximately 2 hours. AACA headquarters provides the video projector and computer. Local requirements include providing an audio system with portable microphone, lighted podium, and screen large enough to be seen from the back of the room, power cords as needed. A table and two chairs are needed at the entrance to the room for attendees to get participation cards, etc. More detailed information may be sent to each region or chapter by the Chairman Judge's training.

The Chief Judge is responsible for establishing the Judging, Administration, National Awards, HPOF, DPC and Apprentice teams. A separate roster with judges listed in alphabetical order and their team assignment should be available to facilitate the check-in procedure at the breakfast. A list of extra or unassigned judges should be prepared. These judges may be assigned to teams when the Team Captain reports a shortage at the Judges Breakfast.

A Team Captain Packet should be assembled for each Team Captain. These should include the following items:

- a. Individual Category Worksheets
- b. Team Captain Reminder Lists
- c. "Judged" stickers
- d. A vehicle roster
- e. Team Captain Reporting Form
- f. Judges' identification nametags
- g. Judges' participation cards
- h. Additional information pertaining to the nationals, as applicable

- i. Team Captains Evaluation form, four per packet
- j. Field Map with class locations shown

It is the responsibility of the Chief Judge to organize the Judges Breakfast with a head table and other tables reserved for the National Awards team, the administration team, assigned judging teams and the apprentice team. Depending on the facilities available for the breakfast, teams may be combined at tables; but all of the members of each team should be at the same table and not separated. Each table must be clearly marked with a sign for the team designated to sit at that table. A sign-in table and chairs are needed outside the breakfast room, along with an alphabetical listing of all judges and their team members. Persons from Judging Administration will usually handle sign-in but the Chief Judge is responsible to see that this task is covered.

The Chief Judge will preside at the Judges Breakfast, which should conclude no later than 9:00 a.m. The location of the Judging Administration office should be announced and any specific instructions addressed at this time. Judge's Awards will be presented here, and if Continuing Judges Education (CJE) is to be held, instructors will be identified and national locations established for each class taught. Field judging will begin promptly at 11:00 a.m. (10 am at Hershey) for very large nationals, judging may be started at an earlier time, but must be coordinated with the Vice President-Class Judging and announced at the Judges' Breakfast. All vehicles are required to remain on the display field until 3:00 pm unless announced otherwise by the Chief Judge.

### **Judges Administration requirements**

The administration area requires protection from the elements, electrical power, and internet access and needs to be securable. The room or area size is to be sufficient for tables and chairs for 12 to 15 persons and equipment in a secured area. The room will need to be locked to protect the equipment, when not in use.

A room or hallway adjacent to the secured room for additional tables and chairs for team captains and administration check in persons, protected from wind and weather, is required.

Access to the administration room must be no later than 8:00AM Friday morning, so the computers and printers can be setup and tested, and internet access is obtained.

Any passwords required for internet connection must be made available no later than 8:00AM Friday morning.

Automobile access to the administration area is required to unload/load equipment and supplies.

If temporary electrical power is supplied, it cannot be turned off prior to the conclusion of work by the administration team.

Restroom facilities.

The Region will supply and have available the following items for the administration office:

1. Tables and chairs for 12 to 15 people.
2. Two or more additional tables with 6, or more chairs to be placed in the hallway outside the administration office for Team Captains to check in. Quantity required is dependent upon nationals size.
3. 1 ream of plain copy paper, three- hole punched.
4. The box of forms, judging chips and supplies received from National Headquarters.
5. The room will need several electrical outlets.
6. Internet connection.
7. Lunch will be provided for Judges Administration Team. The administration team will work non-stop until all judging and nationals scoring is completed. Often until 4 or 5 PM. The supply of refreshment needs to be sufficient to last until the work is completed.
8. The VP Class Judging will advise the Chief Judge of specific needs 6 to 8 weeks prior to the nationals.
9. A golf cart must be reserved for the VP Class Judging.

10. Adequate area protected by weather must be provided with tables and chairs for judging teams to complete forms prior to team captain check-in.

All two-wheeled (Class 5a through 5e) and race (Class 24a through 24c) vehicles not driven onto the show field must be checked for operability prior to being accepted for judging. All race vehicles must be checked for appropriate certification, using the specific procedures explained in the Official Judging Guidelines. This may be accomplished the day before the nationals and supervised by the Chief Judge or his designated representative. Owners with vehicles in these classes must be notified of the time and location for the operability checks.

The Chief Judge is responsible for setting up and carrying out the judging at a Nationals. However, this is not the time or place to try out new and untested ideas on how Nationals judging should be conducted. If you have a new idea which you feel will enhance the quality of the judging system, contact the Vice President-Class Judging and discuss it with him. DO NOT make changes in the established procedures on your own.

Detailed tasks which must be accomplished by the Chief Judge are identified in the AACA Official Judging Guidelines. That document identifies all administrative responsibilities, facilities, supplies, procedures, and post nationals duties for assuring a successful meet. Included are post nationals duties and timelines.

### **5.5.5 Field Marshal**

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The Field Marshal and his Field Committee will lay out the display field the afternoon or evening preceding the nationals. A single entrance is to be established so that all vehicles entering the display field must pass through this checkpoint. Dual lanes may be needed at larger nationals. At this location, the Field Marshal or his delegate can check the drivability of all vehicles, as required. Also at this location, the owner-completed portion of the judging sheet and the possession of an operating fire extinguisher can be checked. This is also a good location for awarding the nationals participation plaque as vehicles enter the show field.

Adequate space must be provided for each class of vehicles registered for the nationals. HPOF entries will be placed at the entry to the field, with DPC vehicles second, and Judged Classes in numerical order following. HPOF vehicles and Driver Participation vehicles will be parked on the judging field sequentially by year where viewers may review them as a group. A sort by year of manufacturer should be made from the met computer program by the Registration Chairman for this purpose for the Field Marshal. First time shown HPOF and DPC cars are grouped first by year of manufacture in their respective areas, followed by Original HPOF award vehicles and Repeat DPC vehicles in their areas. A procedure that works well is to print a second copy of the owner's windshield card on regular paper, place it in a plastic protector and either use golf tees if on grass to pin it to the ground or use duct tape if on pavement. DPC can be done the same way. That eliminates confusion when parking the vehicles. The layout of the judging display field should be coordinated with the Chief Judge. Ensure adequate space around vehicles to facilitate judging. A map of the field with classes marked should be drawn up for inclusion in Team Captain packets for judging.

Mark the space for each classification of vehicles with a standard registration number using vehicle owner and year and model.

This committee should assist the antique vehicles arriving at the nationals in finding their proper places on the field and provide space for auto trailer parking. Nearby parking for brass era vehicles is needed for short travel distances to the field. Arrange for additional help in the event of inclement weather, because many cars will wait until the last moment to arrive on the field.

The Field Marshal should arrange for a public address system for public announcements. He should arrange for adequate signs and directional arrows to help the nationals participants and visitors. These signs should indicate the location of registration, information, restroom facilities, flea market, refreshments, etc.

As desired by the host region, a Grounds Chairman/Committee may be set up to ensure that the Show Field, Vendor Area, Car Corral, Registration area, Membership Table (see AACA VP Membership for

needs), golf carts, PA system, security, special fire extinguishers, insect control, clean sanitation facilities, parking for EMS vehicles etc are ready for use. If on grass, it should be cut a week ahead of the nationals. The grounds chairman will handle any requirements/complaints from the City Fire Marshal or other city officials.

The Field Marshal or region designee is responsible for supervising the George M. Hughes Memorial Cup Event (Fall Nationals). Qualified vehicle registrants should be notified of eligibility to compete for these awards when held at appropriate nationals.

The George M. Hughes Memorial Cup is presented to the winner of the high-wheeler event that is composed of automobiles that are classified in AACA judging Class 2. The event is a starting and stopping event, usually around an area the size of a football field. The automobiles are run in this event two at a time. At a given signal, the operators get out of their cars and start up the engine, then return to the driver's seat and proceed around the designated area. Located on the area are three stations where officials are stationed. When the automobiles reach each of the respective stations, they must shut off their engine, get out of their car, run around the car once, start the engine, and return to the driver's seat to proceed to the next station. These stations are set up to prevent this from becoming a speed race, as this is a starting and stopping contest for these Class 2 automobiles.

The winners of the preliminary events are run against each other, two at a time, until the final winner has been established. The cup is displayed at the AACA National Headquarters. Winners in each applicable Divisional Nationals will receive a permanent plaque.

If the host Region/Chapter for an applicable nationals wishes to conduct these special events, the Field Marshal or region designee must contact the Vice President-National Activities for approval. National Headquarters will provide an appropriate winner's plaque. The name of the winning driver and the vehicle data should be sent to National Headquarters no later than two weeks after the nationals in order for the winner to be appropriately recognized.

## **5.5.6 Dinner Committee Meals/Banquet Committee**

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This committee is responsible for arrangements for food, meals and the Awards Presentation. The committee chairman should work with the Registration Chairman to determine how many people are expected to attend each event. If possible, a person with food service experience should be selected to head this committee as a great deal of negotiation and coordination with many service providers is usually needed. He/she should be included on the Nationals Chairman's negotiating team when contracts with the Headquarters Hotel or other service provider are prepared, and that should include handling overages for additional meals or cancellation policies if lesser numbers of meals are needed.

The Committee should work with the Headquarters hotel or other providing agency on setup of tables/chairs and decorations. The committee may decide to provide additional decorations for any of these meal functions and should coordinate them as required.

Meal/food requirements for typical Nationals normally include a hospitality room, opening get together functions on Thursday and a Friday social event, Judge's Breakfast on Saturday morning, and a Saturday Dinner or Awards Banquet. These may involve coordination with those persons providing entertainment as well as with the service providers.

The Chief Judge will establish requirements for the Judge's breakfast. It is recommended setup be completed 30 minutes before the start time for the Breakfast (normally 8am). The meal can be served buffet style or sit down plated and served style. Tables should be round and seat 10 each (two teams of 5 persons each). The Chief Judge will provide table signs to identify each assigned team. A head table, podium, and microphone are also needed. Duration of the meal is generally one hour.

As an alternative to a traditional Awards Banquet, some Regions have elected to present awards on the show field without a meal involved. If a Saturday evening informal meal is provided, the Meals/Banquet Committee would be involved.

If a formal Awards Banquet is provided, the list of requirements is extensive and requires significant up-front planning and negotiation with the hotel or service provider. The Registration Chairman will provide

the actual numbers of persons signing up for the Banquet. However, for early planning purposes, a good "rule of thumb" is to plan on approximately twice the number of registered vehicles. The chairman is responsible for menu selection, room arrangements, decorations and negotiating an acceptable cost for the meal and facility. A children's menu for those 12 and under must be included in these arrangements. Dinner charges for children 12 and under shall not exceed \$15.00 (this children's policy should apply to all paid events).

Important to consider is the fact that some persons attending the banquet may have special dietary concerns such as food allergies as well as doctor-prescribed restrictions, which to some people could be deadly. If any member expresses the need for attention to their special problem, the Dinner Chairman will need to review each case with the caterer. Make certain that the Registration Chairman or Dinner Chairman advises the registrant of the practical solution to the individual's concern.

AACA recognizes the broad spectrum of our membership and their individual religious preferences. As such, it is the policy of AACA that any invocation or benediction included in any AACA National Activity program will be inclusive, and preferably will be a silent moment of reflection by all persons in attendance. As an alternative non-sectarian words of an ecumenical or universal nature may be used for this purpose.

A head table should be provided. The National President and Secretary and their spouses should be invited to sit at the head table, along with the host Region/Chapter President, Chief Judge, Master of Ceremonies, and their spouses, as applicable. No other National Officer will expect to sit at the head table unless he is performing a specific task at the banquet. The AACA National President should be extended meal courtesies and notified in advance. Reserved seating should be provided for attending National Directors and their spouses at tables throughout the banquet room so that attendees will have a chance to meet them. National Headquarters provides place cards for this purpose.

Open seating is the normal method of seating at the awards dinner. However, to increase efficiency, you may wish to allow advanced seating assignments as we do at our Annual Convention. If seating arrangements are to be handled in advance, a table with map should be set up at the registration area for signups. Under no circumstances should you arbitrarily assign guests to the tables as many wish to sit with friends and relatives.

Place cards should be provided at the head table and any other reserved seating. It is customary for the National Directors to be assigned seating at various tables throughout the banquet room, to allow AACA members an opportunity to meet and get to know them. Individuals with reserved seating should be informed in advance of the location or host Region members could escort these guests to their tables. The committee is also responsible for table decorations and favors, if desired; however, it should be remembered that this is an additional expense that must be included in the budget.

A sturdy table(s) in front of the head table should be provided for the trophy display. This should be coordinated with the Trophy Chairman.

For all nationals, to ensure a timely presentation of awards, one or two small check-in tables (each large enough for two persons) may be placed to the right or left of the trophy table. During the awarding of the trophies, at least two persons selected by the VP Judges Administration will check in the winners before they receive their trophy. The Vice President of Class Judging (or his designate) and the Chief Judge will determine the number of check-in tables required. This decision must be communicated to the banquet Chairman.

It is important to remember that the seating capacity for the dining room is decreased by adding a head table, trophy table and administration (check-in) table. Check with the dining facility operators to assist you in calculating actual capacity after taking these factors into account. This will prevent overcrowding at the Awards Presentation. If possible, extra chairs should be placed around the perimeter of the banquet room to accommodate nationals participants expecting awards who have not purchased banquet tickets. They should be asked to remain outside of the banquet room until dinner has been finished. If necessary, they may be simply allowed to stand around the perimeter.

AACA has adopted a policy of "NO SMOKING" at all banquets and Award Dinners. This should be announced from the rostrum and clearly posted for all attendees to see. A smoking area should be clearly



identified away from the banquet and Awards Dinner area for any smokers usually external to the building housing the banquet.

If outdoor events are planned, be sure to comply with local ordinances governing the erection of tents, health regulations, fire codes, etc. For meals served outdoors, there should be a contingency plan for inclement weather.

A Master of Ceremonies should be selected. This individual should be a good public speaker. Any speeches or planned programs should be short and pertinent. If a program is planned, it should not exceed 15 minutes. Remember that the dinner guests are there to receive their awards and, after a long and exciting day on the display field, do not wish to sit through a lot of speeches.

This committee should prepare tickets for the dinner and any other events that may be scheduled (luncheons, breakfasts, etc.). Include the place, date, time and cost of the event on the tickets and deliver them to the Registration Chairman to be included in the registration envelopes.

The host Region/Chapter will need to establish their policy concerning cancellations, refunds and other social ticket exchange policy. With a policy established, it will then be necessary for a member of the Dinner Committee to be stationed at the Registration Desk, specifically to handle requests to buy, sell or exchange tickets for the dinner or other social events.

### **5.5.7 Club Merchandise Committee**

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This committee is responsible for obtaining AACA merchandise to sell at the nationals. The host Region/Chapter will receive 20% gross sales of AACA merchandise, with the exception of certain items, which are not subject to the 20% host discount. This committee may also procure items of local interest for sale. Profit on these items will remain with the host organization. The host Region/Chapter is responsible for collecting and remitting any local and state sales tax to the proper authority. Regions hosting a Nationals will be responsible for return postage costs.

The National Headquarters will send a supply of club items (car emblems, jewelry, etc.) and will need a mailing address to which the items should be shipped. Provide ample tables for the sale of the items at the Nationals Headquarters and show site and arrange for two or more sales people depending on volume of sales. It is strongly recommended that you provide for merchandise sales at the display field on the day of the nationals. Provide some secure method to handle the cash and have adequate change. Have volunteers in reserve, and don't forget chairs for the sales people. The National Headquarters will send a work sheet, listing all of the items included in the shipment. After the Nationals, complete the work sheet and return it to National Headquarters along with the unsold items. The returned items must be adequately packed to ensure arrival in good condition and the host Region/Chapter is responsible for return shipping costs. National Headquarters will send an invoice for all items sold, allowing the appropriate host discount. Settlement must be made within 15 days after the Nationals.

### **5.5.8 Flea Market Committee**

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This committee is responsible for providing adequate space for flea market vendors adjacent to or in the vicinity of the display field. Vendor spaces should be marked and numbered to clearly identify the occupant. The minimum space size should be approximately 10 feet by 30 feet. Be sure to provide access for emergency vehicles.

The registration material should indicate if all spaces are to be the same size so that the vendor can obtain multiple adjacent spaces if desired. However, at many nationals adequate space is provided for only one flea market registration fee.

The committee should establish the flea market registration fee and provide it to the Registration Chairman to be included on the meet brochure. Each vendor space at an AACA flea market set aside for vehicle sales, commonly called a "Car Corral", shall be considered a flea market space, but may be priced differently. A \$7.00 per flea market and car corral space registration fee has been reestablished by AACA and must be forwarded to AACA National Headquarters at the conclusion of the nationals.

The Flea Market Chairman must work closely with the Registration Chairman to assure that each vendor is an AACA member and has paid the specified registration fee. He should also verify receipt of the signed flea market regulations and agreement forms (see Section 5.9).

The committee is responsible for policing the flea market to assure compliance with the flea market regulations. Violators should be reminded that they signed a copy of the regulations and should be instructed to cease operation.

### **5.5.9 Trophy Committee**

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National Headquarters will send the trophies to the Trophy Chairman. They will estimate the number required for each trophy category for the nationals based on registration information.

Senior tabs, wheel tabs for Preservation, repeat Preservation winners and HPOF boards and repeat HPOF chips, HPOF Original tabs, and DPC awards will be mailed directly to the Trophy Chairman from National Headquarters. National First Prize Winner Plaques will be mailed to the First Junior prize winners from National Headquarters within approximately 30 days. National DPC board will be mailed to participants from National Headquarters after sustaining certification for five (5) Nationals.

First, Second and Third Junior trophies will usually be mailed directly from the manufacturer. Senior trophies will be mailed from National Headquarters. In some cases, these two shipments may arrive a number of days apart.

The chairman should carefully inventory the trophy shipment to assure its contents and check for damage. He must also schedule a work party a few days before the nationals to assemble the trophies (use extreme care in the assembly of the Senior Trophy- and not over tighten assembly nut). Coordinate with the Dinner Chairman to arrange for a table(s) to display the trophies at the Awards Banquet. Also arrange for two small tables near the display table(s) for two working members of the judging administration team at each table. National Headquarters will send a diagram for the set-up of tables and trophies prior to the nationals. The Judging Administration team should provide a winners listing to the Trophy Chairman with a formal count of awards by 3pm on show day. Past experience suggests that only 80% of Junior Trophies need to be unboxed as there will be no shows at the awards dinner but the extras should be stored close by for use as needed.

A chip system supplied by the administration committee will be used to manage the awarding of the trophies at the Awards Banquet. The Chief Judge or his designee will read the list of winners, and as the names are called the winners will proceed to the administration table to verify the correct award from an identical list. When the award is verified, the winner will be given a chip to identify the proper award. The host region and/or National will provide man power to select the award from the display based on the chip. In most cases, presentation of the awards is split between the National President and the Executive Vice President using both ends of the awards table to speed up the presentation.

A 'Trophy Pick Up Form' must be placed in the registration envelope for each registrant who does not purchase tickets for the Awards Banquet. The exhibitor may arrange to have a friend pick up the award for them. A fee is charged for handling and mailing a trophy by National Headquarters if the trophy is not picked up at the Awards Banquet; however, no fee is charged when a trophy must be mailed due to a shortage.

After the Awards Dinner has ended, all remaining trophies must be securely repackaged and returned to National Headquarters on the Monday after the nationals.

### **5.5.10 Publicity Committee**

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The Publicity Committee is responsible for all advertisements, flyers, media releases, and articles related to a Nationals. Press releases with photographs, if possible, should be submitted to local newspapers. Radio and television stations should also be contacted.

The ANTIQUÉ AUTOMOBILE will list each Nationals in the "International Calendar of Events" and also on the nationals information request form that will appear on the carrier card with the magazine. The host Region is encouraged to submit appropriate artwork and information for an advertisement in the ANTIQUÉ AUTOMOBILE. A one-quarter page ad will be published free of charge in two issues. Additional one-quarter ads may be purchased at the regular display advertising rates, less a 20% Region discount. Purchased ads will be placed in a different issue of ANTIQUÉ AUTOMOBILE than where the free ads appear.

Deadline dates for ANTIQUÉ AUTOMOBILE are as follows:

<u>DEADLINE DATE</u>	<u>ISSUE</u>
November 1	January-February
January 1	March-April
March 1	May-June
May 1	July-August
July 1	September-October
September 1	November-December

In order to field general questions concerning the nationals, the host Region or Chapter may want to publish the name of someone other than the Registration Chairman for that purpose. This could be the Publicity Committee Chairman's name. If this is done, be sure to include the name and phone number for that person in all advertisement, etc.

Local and regional tourist bureaus will provide recommendations for publicity and supply brochures and information for the participants. Arrange for local Chamber of Commerce support. They can get the nationals listed on the community calendar. News releases before the nationals should clearly indicate that the event is an AACA Nationals and that visitors are encouraged to come out and see the vehicles. They should also state that nationals entrants are limited to AACA members who have pre-registered.

The host Region/Chapter is encouraged to have a web site where nationals information can be posted. Generally, this will be located on the AACA National server, but a link can be provided if not. Nationals information should indicate that the website may be accessed for additional information or changes. Information may be also provided on the AACA Nationals and Tours Forum.

In accordance with local ordinances, etc. the day before the nationals, position adequate highway signs and arrows to the headquarters hotel and display field, truck/trailer parking, RV parking, vendor/flea market, car corral, participant and visitor parking areas. Smoother flow of traffic through or around the area can ease strain after a long drive, especially for those towing their trailers. Use plenty of large signs that are easily seen and readable.

On the day of the nationals, in coordination with the Field Marshal, the Publicity Chairman (or the Region Membership Chairman as desired) should arrange to have a table (preferably 3' x 6') along with four folding chairs set up at the nationals site for the AACA Membership Committee. This location will be utilized by the Vice President – Membership (or his/her representative) along with host Region/Chapter members to inform interested persons about AACA National membership. Appropriate protection from the elements should be provided so that those who stop at this booth can be greeted in a comfortable atmosphere. The Vice President of Membership will coordinate with the host Region or Chapter for staffing this booth and providing the required literature, applications, etc. At least one volunteer is needed from the host Region/Chapter between the hours of 10:00am and 3:00pm during the show day.

The Publicity Chairman should arrange for an official photographer and supervise his photographs. A capable individual (often the Nationals Chairman) should be appointed to write an article for the ANTIQUÉ AUTOMOBILE. This article should be no more than 700 words, describe events, and should

include a dozen or more photos WITH Captions. Digital photos are acceptable. Photos and story should be sent to the editor within 15 days following the tour.

In addition, the Chairman is encouraged to submit a short article with one or two good photographs to Old Cars.

In tradition with other events held in the United States, it is usual that the event is started with the National Anthem. It is highly recommended that the National Anthem be broadcast at the display grounds, if possible, to show patriotism and to signify the start of judging. If the event is held in another country, that country's National Anthem should be broadcast just prior to judging.

## 5.5.11 Finance Committee

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The Finance Chairman is responsible for preparing a budget for the nationals and working closely with all committees to assure that they stay within the budget. This is the only way to assure that the nationals does not impose an unnecessary financial burden on the host Region/Chapter. While National does provide many of the items for the nationals, they will not be responsible for paying cost overruns.

Centralized accounting should be established for deposit and disbursement of nationals funds. The account should be separate from the regular host Region/Chapter account. If the Region/Chapter Treasurer does not serve as the Finance Chairman, then these two must work closely together. A decision will have to be made as to who makes the deposits and pays the bills. If at any time the Finance Chairman finds a financial problem as the nationals preparation progresses, he/she should notify both the affected chairman and the Nationals Chairman. After the Nationals completion, he/she pays all outstanding bills, and provides a wrap-up to the Nationals Chairman and to National Headquarters along with a check for settlement of the account with National Headquarters within 15 days of the close of the nationals.

The host Region/Chapter will furnish all tickets (banquet, lunches, etc.); participant, vehicle, and judging lists; and any favors and decorations. Potential sources of income for the host Region or Chapter include profit on lunches, refreshments, banquet, sale of club items and flea market spaces, car corral, advertisements in a nationals program and program sales. If a program is published, a free copy should be provided in each registration packet.

Registration fees are determined by National Headquarters and are currently \$45.00 per vehicle. The host Region or Chapter will retain \$5.00 out of each registration to help cover host expenses.

(See Section 5.7 for AGNM). All of this fee will be forwarded to National Headquarters. Flea market and car corral fees will be set by the host Region, of which \$7.00 per space must be sent to National Headquarters. These fees are subject to change; therefore, the Nationals Chairman should request guidance from National Headquarters regarding fee rates.

The AACA will contribute up to \$10.00 per person for the Judges' Breakfast. This amount, plus the \$10.00 judging registration fee from each judge means there is a total of \$20.00 per person available for breakfast. The host Region/Chapter will be required to cover any additional costs.

Additional items furnished by National Headquarters include the following (but not limited to):

- a. Nationals brochures and registration cards
- b. Windshield cards
- c. Judging supplies
- d. Nationals Liability Insurance (request certificates if needed). Not vehicle liability which is owner responsibility.
- e. Trophies and all other awards (Preservation etc)
- f. Registration envelopes
- g. 50% of the cost of water for judges (dependent on weather) – water must be available after judges' breakfast and during show

- h. Listing in the "International Calendar of Events"
- i. Two - quarter page ads in ANTIQUE AUTOMOBILE 20% discount on others
- j. 50% of the cost of EMS support at the show field on Show Day

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## 5.6 HOSTING A NATIONALS

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### 5.6.1 Nationals Brochure and Registration Card

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A Nationals brochure and registration card is prepared and printed by National Headquarters based on information provided by the host Region/Chapter. A standard tri-fold format on 8 1/2 x 11 paper is normally used for the brochure. It is mailed along with registration cards to all members who request information on the nationals. Procedures for the use of the brochure and registration card(s) are explained in Paragraph 5.2. The trifold should be provided to National Headquarters in a suitable electronic format for posting on the AACA website.

All information needed for the Nationals brochure and registration card should be compiled by the host Region/Chapter and forwarded to National Headquarters at least six months prior to the nationals date. Copies should also be sent (or emailed) to the Vice President-National Activities and the appropriate National Activities Division Chairman for review. This information must include the following items:

- a. Dates
- b. Display field location
- c. Headquarters hotel with address, telephone number and rates
- d. Alternate hotel and motel addresses and rates
- e. Deadline for registration and a deadline for any refunds
- f. General Nationals information including special events, early bird attractions, etc.
- h. Schedule of events with associated costs or fees and time of events.
- i. Area map with written directions, including exit numbers from major highways.
- j. Name of Nationals Chair, Registration Chair and Chief Judge, with contact information (telephone numbers and email addresses)
- k. Times for Youth Program, Judging School, Membership Round Table, Judges Breakfast, CJE and New Owners Briefing
- l. Cancellations or refund policy.
- m. RV Parking information – including early arrivals Replace with Camping (full hook-ups, facility(s), addresses and telephone numbers. Self-contained RV parking location and info.
- n. Emergency telephone number(s)

The area map must be small enough to be printed in the brochure; however, it must be drawn to clearly identify the locations of the display site and applicable lodging and nationals facilities. Exits and road markings must be consistent with actual markings on the roads. Please do not use "traditional" names known only to local residents. For example, everybody in town may call Highway 431 the 'Old Gurley Highway'. If the only highway markers say 'Highway 431', that is what should be shown on the map. A short set of written directions may be needed to supplement the map. Remember, this may be the first time

some of our members have visited your area and they will certainly remember the occasion more favorably if they don't get lost or have to make a lot of unnecessary turns and detours to find their way.

The Registration Card sign-up side (and website information) should be clearly arranged in day order so that activities can be easily checked and costs determined. It should contain dates, city/town of the nationals, activities requiring sign-up and costs, who to make checks payable to (eg Region name), and name/address of Registration Chairman.

## **5.6.2 Nationals Activities**

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Nationals are scheduled so that the display field judging occurs on a Saturday. Additional events may also be planned for Thursday, Friday and Sunday, depending on the desires of the host Region/Chapter. These may include:

- a. Hospitality party Friday night with entertainment
- b. Special activities for spouses on Saturday, such as a visit to local areas of interest, garden or house tours, or a luncheon
- c. Breakfast run on Sunday morning
- d. Special activities for children
- e. Roundtable meeting normally conducted one hour prior to the National Judging School

These activities should be optional, and the costs should be kept as reasonable as possible, however every attempt should be made to include a youth program. They should be arranged to preclude schedule conflicts and should be identified with appropriate times and costs on the nationals brochure and registration card.

## **5.6.3 Nationals Participation Plaque**

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A commemorative Nationals plaque will be produced for presentation to each Nationals participant who registers and displays his car on the display field. These plaques may be obtained locally. A list of companies supplying plaques for Nationals can be obtained from the Vice President - National Activities or by calling National Headquarters.

The suggested size range for the plaque is 2 1/2 x 4 inches to 4 x 4 inches, using no more than three colors. Normally the plaque will include the name of the sponsoring Region/Chapter, the name of the Nationals, location and dates. The design for the plaque must also include the AACA logo.

AACA contributes \$1.75 towards each plaque. Camera-ready artwork for the plaques may be reimbursed up to an additional \$75.

The proposed design and estimated cost for artwork and production of the plaques should be submitted to the Vice President - National Activities at least six months prior to the nationals date. When approved, the host Region/Chapter will arrange for plaque production and forward the invoice for the plaques to National Headquarters.

A sufficient quantity of nationals plaques should be ordered to cover anticipated vehicle registration, plus an additional 25 to give to the AACA National President, for preparation of special award plaques to judges that judge at every Nationals during the calendar year.

## **5.6.4 Judging Participation Chip**

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Judging participation chips are presented to each AACA judge participating in a school or judging at a nationals. These are normally a rectangular chip of a uniform design, which shows the type of participation

(judge or school) and the type of Nationals (Winter, Spring, Fall, Special or Grand National). These chips are provided by National Headquarters and will be sent to the chief judge with his/her judging supplies.

Special incentive judging chips may be used as an option to the standard chips. These chips will be identical in size to the current chips; however, they may be specially designed, dated, and manufactured in a cloisonné or soft enamel process to enhance their attractiveness. The cost for these chips will be the responsibility of the hosting Region or Chapter. The Vice President-Class Judging must approve the design.

### **5.6.5 Courtesies for National Officers and Directors**

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Complimentary lodging consisting of a suite or adjoining rooms should be provided for the AACA National President and spouse when they attend a Nationals. If a full suite or adjoining room is not available, a separate room must be provided in support of meetings and social gatherings scheduled by the AACA National President. This allows the National President to host meetings or small social gatherings in his room. It is also suggested that complimentary tickets be provided to the President and spouse (if attending) for any receptions, activities and the Awards Banquet.

It is understood, however, that no Region/Chapter is expected to go into debt in order to take care of the National President's lodging, complimentary tickets and travel expenses. Most host Regions or Chapters have been able to negotiate complimentary lodging with the headquarters hotel. Traditional hotel policy provides one free room with every 20-30 rooms booked. These rooms should be used in supporting complimentary room requirements. Please notify the National President in writing at least 45 days in advance of the nationals of the status of complimentary arrangements. Be sure any lodging reservation is made in the National President's name, and not the name of the Region/Chapter, its President, or Nationals Chairman. This makes registration at the hotel less confusing.

The host Region/Chapter should provide reserved seats at the Awards Banquet for National Directors and their spouses. These reserved seats should be clearly identified with place cards, provided by National Headquarters and disbursed throughout the banquet room in order for the members to have the opportunity to get to know their elected officials. Please inform the National Directors of their seating arrangements at the Awards Banquet, or assign hosts to escort them to their tables.

The National Board of Directors meets at one of the Spring Nationals each year. A Region or Chapter hosting a National Spring Meet may extend an invitation to the National President to consider holding this Board meeting at their Meet. The invitation should be sent prior to the end of the year preceding the nationals so that selection may be made at the Annual Convention in February.

If such an invitation is submitted, if requested by the National President, a minimum of 22 rooms at the headquarters hotel should be tentatively reserved for the National Directors and the Executive Director. The cost of these rooms will be at the expense of each Director. A tentative reservation should also be made for a suitable meeting room at the headquarters hotel for the day before the nationals. Any expenses incurred in holding the National Board Meeting will be paid by AACA. When the Board decides on the location of the Spring Board Meeting, the National President will inform each host Region or Chapter of the selected location.

If the Chief Judge for the Nationals is from outside the host Region/Chapter, it is customary to cover the cost of his/her lodging and ticketed meal functions. Although this courtesy is not mandatory, it is recommended.

### **5.6.6 Post-Nationals Requirements**

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The work is not finished when the trophies have been given out and the cars have gone home. There are still some post-Nationals obligations, which must be completed within 30 days of the last day of the Nationals or sooner.

It is the responsibility of Judges Administration and the Vice President of Class Judging to insure that the results of the Nationals are transferred to National Headquarters.

The Nationals Chairman is responsible for mailing the following items to National Headquarters within 30 days after the nationals is over:

- a. Registration fee for all preregistered vehicles.
- b. AACA portion of the registration fee for each flea market and car corral space.
- c. Registration fee for each registered judge.
- d. Invoice for cost of Judges' Breakfast.
- e. Invoice for cost of participation plaques and those unused plaques required by National.
- f. All consigned merchandise along with accounting for the portion that was sold (Region/Chapter will be invoiced for all merchandise sold less a 20% discount).
- g. All unused trophies and list of unclaimed trophies.
- h. Illustrations, photos and article for the ANTIQUÉ AUTOMOBILE.

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## 5.7 HOSTING THE GRAND NATIONAL

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### 5.7.1 General Information

Information provided in previous paragraphs for Nationals also applies to the Grand National. Additional guidance contained in the following subparagraphs is tailored to nationals the specific requirements of the Grand National. Section V of the AACA Official Judging Guidelines should be reviewed for complementary information. (The name 'Annual Grand National' was changed to the 'Grand National' by the Board of Directors in 2018.)

### 5.7.2 Eligibility

Eligible entrants in an AGNM are limited to vehicles, which have won a Senior Award in any year prior to the year of the AGNM. The vehicle must display the Senior Tab with the AACA National First Prize Winner Plaque. Those Senior (Duryea) winners in nationals prior to 1979 may obtain a retroactive Senior Tab by applying to National Headquarters. Proof of receipt of the Senior Award must be furnished. This may be done by locating the listing of the vehicle as a Senior Winner in the yearly winner's booklet that is included with the January/February issue ANTIQUÉ AUTOMOBILE magazine and forwarding a copy of the page on which it appears to National Headquarters. This status is also included in the AACA Nationals Registration database for recent nationals. Upon receipt of proof you will be sent a Senior Tab to be displayed behind the National First Prize Winner Plaque.

AGNM First Prize winners are eligible to compete for the AGNM Senior Award at any subsequent AGNM. The AGNM Senior Award is a trophy and includes a Senior tab to be affixed behind the AGNM First Prize Winner plaque displayed on the vehicle. The AGNM Senior Award can be won repeatedly, with the repeat awards being a pewter plate. In addition to a National Award, all AGNM entrants are eligible for any of the Preservation Awards.

### 5.7.3 Organization

A Chapter requesting sponsorship of a Grand National must obtain and submit Region approval with the request. If there is no host Region or Chapter available for any given year, the Grand National will not be held. Requests to host the Grand National must be made a minimum of two years in advance and up to a maximum of five years in advance of the proposed Grand National date. The Grand National is hosted in Western and Central Divisions in odd numbered years and in Eastern or Southern Divisions in even numbered years. The Grand National is to be limited to sponsorship to a Region/Chapter having previously sponsored a Nationals.

When the Grand National is approved, the AACA President will appoint, with the approval of the Board of Directors, a National Director to the position of Grand National Director. This individual will act as liaison between the Nationals Chairman and the National Board of Directors. The Director will ensure that the nationals is conducted in compliance with AACA standards and policies. He will be expected to assist the



host Region or Chapter when necessary and submit periodic status reports and a final financial report to the National Board.

With the addition of the Grand National Director the remainder of the organization is similar to a Nationals organization.

The Chief Judge must be a Senior Master Judge (minimum of 25 National judging credits) and is required to have served as a chief judge at an AACA Nationals. The name of the proposed Chief Judge must be submitted for approval to the Vice President-Judging at least 24 months prior to the scheduled date for the event. Team Captains and Field judges must be at least Master Judges (minimum of 10 judging credits). There will be no apprentice judges, CJE or flea market at a Grand National. Further details may be found in the current issue of the AACA Official Judging Guidelines.

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### 5.7.4 Finances

The AGNM are expected to be totally self-supporting. This means that the registration and activities fees should cover all expenses. The AGNM National Director must approve all budget items. The host Region/Chapter must cover any expenses not approved.

The registration fee for an AGNM is \$60.00. The host Region or Chapter will retain \$10.00 out of each registration to cover host expenses.

These fees are subject to review by the AACA Board of Directors and should be confirmed by the Nationals Chairman when preparing the nationals budget. National Headquarters will provide all trophies, AGNM First Prize plaques, AGNM Senior plaques, Preservation Awards, participation plaques (not to exceed \$1.25 each), forms, one ¼ Ad in Antique Automobile, Judges Breakfast (up to limit of \$8 .00 per judge) and other judging expenses.

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## 5.8 SAFETY FUNDAMENTALS

AACA stresses the critical importance of safety in all activities associated with the hobby. Sharing equal importance with frequent vehicle safety inspections is knowledge of the general safety rules of the road from a driver's viewpoint. You should know the safe driving capabilities of your particular vehicle under all operating conditions. Please check the latest nationals registration cards or [www.aaca.org](http://www.aaca.org) for the latest in fire extinguisher regulations.

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## 5.9 FLEA MARKET REGULATIONS FOR NATIONALS

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### 5.9.1 General

Nationals are open to the general public. Therefore, their operation and conduct give the public its chief, if not the only, impression of us as a club. When flea markets are held in conjunction with Nationals, it is important that they reflect the family oriented nature of our hobby and are in keeping with their intended purpose, i.e. to provide a source of parts, accessories, and memorabilia related to our hobby. The nationals host reserves the right to expel, after suitable warning, any persons including vendors who conduct themselves in a way that would reflect unfavorably upon AACA. The following general regulations apply:

- a. Alcoholic beverage sale, distribution or public consumption on premises is prohibited.
- b. For the safety of spectators and participants, no moving vehicles will be permitted to operate in the designated flea market or nationals area during designated hours except properly marked official or emergency vehicles. Individual vehicles equipped for, operated by, or transporting handicapped individuals may be permitted with prior approval of the event host on an individual basis.

- c. The hours during which the Nationals Flea Market is in operation will be published for each nationals, and participants are expected to abide by those restrictions since they often mirror local ordinances restricting merchandise sales or other activities.
- d. Participants are expected to abide by all local ordinances, rules and regulations in place on any property used by AACA for its activities. This includes but is not limited to: camping restrictions, sanitation regulations, restrictions on any activity or personal conduct, and any motor vehicle regulations regarding registration, use, sale, or display.
- e. No minibikes, bicycles, motor powered personal transport devices or other unauthorized vehicles are permitted on the grounds at any time, except those identified in item b above or as permitted as an item for sale, and in those cases their operation is prohibited.
- f. Any questions should be addressed to the Chairman of the Flea Market in ample time to avoid any disappointment or before it is too late to make proper adjustments.
- g. The Nationals Chairman and the most Senior National Director present are the final arbitrators on any dispute arising from failure to comply with the above regulations.

The Vice President of National Activities has the authority to approve additional general regulations for the safety and welfare of participants and spectators as recommended by the nationals chairman. Any additions or modifications to these regulations will be published in pre-event publicity and will be included on the space application/contract.

## **5.9.2 Merchandise and Services Allowable for Sale**

Only production motor vehicles **25** years old or older and vehicles included in the vehicle classification schedule recognized by AACA for class judging, and parts, accessories, and certain automotive related items may be sold at National AACA Flea Markets. AACA and host organization reserve the sole right to sell officially sanctioned AACA souvenirs, club merchandise, event memorabilia, or other items. The AACA specifically restricts the use of the AACA name and logo or any form thereof without prior approval of the Board of Directors; therefore, any unauthorized use of the AACA name and logo in any form is prohibited.

The following list of items authorized for sale at AACA National Flea Markets is provided for guidance:

- a. Motor vehicles either restored, unrestored, complete, or incomplete that are **25** years old or older and are production vehicles included in the current vehicle classification schedule of vehicles recognized by AACA for class judging.
- b. Parts or accessories for such vehicles.
- c. Newly manufactured replacement parts for such vehicles.
- d. Literature (original, reproduction, or contemporary) pertaining to such vehicles.
- e. Tools, services, or equipment associated with the repair, restoration, maintenance, research and collecting of such vehicles.
- f. Other items of a historic nature directly associated with the motor vehicle transportation industry, including petroleum memorabilia, gas and service station equipment, advertising material, etc.
- g. Vintage or reproduction of vintage fashion or attire used to provide authentic costume as associated with historic transportation.
- h. Items identified as “automobilia” including objects of art depicting early motor vehicles or early motoring related scenes. These items may be genuine antiques or contemporary so long as they do not fall into a prohibited category of merchandise.
- i. Pedal cars, scale models or other toys representing historic motor vehicles.
- j. Other items of a historic nature associated with the history of motor sport.

- k. Other items of a historic nature that are 10 years old or older and relate to the development of the motor vehicle transportation industry including early engines, machinery, equipment, literature, or other artifacts.
- l. Tractors, traction engines, and military vehicles intended for use on a public highway are permitted. Stationary engines 25 years old or older and associated material is permitted.

Unauthorized Merchandise:

- a. Motor Vehicles or any part of a motor vehicle newer than **25** years old or not included in the current vehicle classification schedule of vehicles recognized for AACA class judging.
- b. Any part, equipment, accessory, or item designed for use in connection with any vehicles as identified above.
- c. Vehicles which are either full sized or scaled down imitations of otherwise permissible vehicles capable of operation and occupancy by an adult or child, commonly known as “replicars,” unless such vehicle is an authentic recreation of a permissible vehicle.
- d. Items, regardless of age, not related to vehicles 10 years old or older or not included in the current vehicle classification schedule of vehicles recognized for AACA class judging or identified as permissible pursuant to these regulations.
- e. Household or craft items of any kind of any age including furniture, rugs, clocks, pictures, glassware, musical instruments, radios, telephones, lighting fixtures, architectural items, etc.
- f. Items of jewelry not considered “automobilia” as defined above.
- g. Items of clothing that are newer than 25 years old and do not fall within the permissible category “Vintage or reproduction of vintage fashion” as defined above.
- h. Farm or agriculture-related vehicles, equipment, or other material not related to historic motor vehicle or road transportation or the automotive industry.
- i. Non-automotive related toys (dolls, bears, stuffed animals, games, books, etc.).
- j. Self-propelled vehicles unless falling into a previously defined category of authorized material.
- k. Aviation, marine, railroad, horse-drawn, or other vehicles and related material.
- l. Military vehicles and equipment not designed for use on public highways.
- m. Firearms, ammunition, and weapons of any kind, real or replica, parts thereof, or material pertaining thereto.
- n. All food and beverages except those sold by permission of the chairman of the nationals or the owner of the premises where the nationals is being held. (This restriction is often necessitated to comply with local sanitation ordinances.)
- o. Rosters or directories of the nationals and/or flea market except by permission of the Nationals Chairman.
- p. All gaming devices, juke boxes, personal entertainment devices or equipment, video games, fireworks, etc.
- q. All films, videos, recorded music or printed material not falling into an authorized category as defined above.
- r. The display, sale, or promotion of all personal care products, medical services, cures, remedies, or any form of body art.
- s. Any hardware items, tools, equipment, or services associated with home repair or maintenance.
- t. The promotion of, or sale of merchandise for, or any fund-raising activity on behalf of any religious, social or political organization is prohibited.

- u. The representation by, promotion, or solicitation for membership in any organization not hobby related and not in keeping with the objectives of AACA and the nature of the event is prohibited.
- v. Any offensive material not in keeping with the family-oriented nature of the event as determined by the Nationals Chairman. This specifically includes any “adult” or sexually oriented material, drug paraphernalia, or items promoting behavior not in keeping with the nature of the event.

This list is not intended to be all-inclusive; rather it is representative of the types of items that are allowable and not allowable for sale at Flea Markets held in conjunction with Nationals. In order to ensure compliance, vendors are requested not to bring or display for sale any items that might be considered questionable.

### 5.9.3 Space Occupancy Requirements

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The following regulations apply to Flea Market space occupancy:

- a. All vendors must be members in good standing of AACA.
- b. No space or spaces are transferable. All space sizes are approximate. **No flea market spaces can be given or sold to another person, group, organization, corporation or company.** If merchandise is to be sold by more than one individual, the names and addresses of those authorized to sell and/or occupy the space must appear on the reverse side of the signed application. There will be no additional charge, and the application for one or more spaces will be processed accordingly. **All persons using a space who are not members of the applicant's immediate family must be members of AACA.**
- c. No mobile homes, trailers, or vehicles having living facilities are to remain in a leased space where the primary purpose is to provide living accommodations as opposed to the protection *or representation* of property for sale.
- d. Pets must be on a leash or in a secured area on the vendor space and not allowed to run freely around the grounds.

### 5.9.4 Enforcement

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Failure to abide by all regulations will result in immediate expulsion and possible withdrawal of future flea market privileges and AACA membership. The decision of the Flea Market Chairman, appointed flea market official, Nationals Chairman, or any AACA officer shall be final on all matters.

No refunds of space leasing price will be made in the event of expulsion. Any expenses involved in removing equipment or merchandise from the flea market area must be borne by the person or persons expelled.

The application form for obtaining flea market space at an AACA Nationals includes these regulations. The form is in duplicate, and all vendors are required to verify by signature that they have read the regulations, agree to abide by them, be responsible to see that they are followed, and understand that noncompliance will result in expulsion from the flea market. One copy of the form is forwarded to the Nationals Registration Chairman with the nationals registration card and the other copy is to be retained by the vendor to exhibit at the flea market space.

## **6. AACA LIBRARY & RESEARCH CENTER**

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### **6.1 INTRODUCTION**

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In 1941 a small library, as part of the AACA, was started to assist members with their restoration projects. With the acquisition of the Alfred S. Lewerenz Collection the library's growth was rapid. On October 1, 1981; the AACA Library & Research Center was formed at a special meeting of members at Hershey, Pennsylvania. Officers were elected at the first library board meeting in Philadelphia, Pennsylvania, on February 6, 1982. In 2021 the library was moved along National Headquarters to 800 W. Hersheypark Dr., Hershey, PA 17033.

Many fund-raising ideas were initiated and promoted to build an addition to the National Headquarters building to house the library. Ground-breaking ceremonies were held May 12, 1985, and the building was officially dedicated October 11, 1985. In 2008, the Antique Automobile Club of America and the Library legally merged; both operate as a single IRS 501 (c)(3) entity.

The Library is staffed by professional librarians. It is climate controlled, alarmed and monitored 24/7 by a surveillance system. The Library facility provides secure storage space for the literature collection and is designed to enhance both the efficiency and pleasure of the library users. There is a foyer and a lower-level area for display of automobilia and donated collections. Today the Center is one of the most active repositories of automotive historical documentation in the nation. The amount of correspondence and input from antique auto enthusiasts is exciting and the collection is rapidly expanding.

The Center has helped many historians discover the materials they couldn't find anywhere else. In addition, a wide variety of individual auto enthusiasts have received research assistance to help them restore their antique vehicles. The extensive collection of early automotive books, periodicals, catalogs, and other materials is easily accessible.

Each member is encouraged to make a personal visit to the Library & Research Center. You will be pleasantly surprised. Even though you may not be looking for any specific information, just viewing the fine facilities, meeting the staff, or simply browsing will be quite enjoyable.

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### **6.2 ORGANIZATION OF THE CENTER**

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The AACA Library & Research Center is a part of the Antique Automobile Club of America, which is a 501(c)3 entity.

The board of directors of the Antique Automobile Club of America governs the library.

The AACA President assigns a director to be Vice-President of National Headquarters/Library and to be a liaison between the Library Committee and the National Board. The Library Committee is responsible for organizing and overseeing volunteer activities to support communication, fundraising and work efforts when and where needed.

A full-time librarian is responsible for the operation of the center and manages the staff. The AACA Chief Executive Officer also serves as Chief Executive Officer for the Library.

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### **6.3 WHAT THE CENTER OFFERS**

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Reference material covering all years of both domestic and foreign vehicles is being continually added to the wealth of material already available. This documentation includes:

- a. Books.
- b. Legal-sized document cases filled with sales literature, advertisements, photos, owners manuals, etc.
- c. Pieces of sales literature.
- d. Owner's manuals as well as shop and parts manuals.
- e. Periodicals that are currently being received.

- f. Early periodicals, such as THE HORSELESS AGE, MoToR, MoToR Show Annuals, CYCLE AND AUTOMOBILE TRADE JOURNAL, MOTOR AGE, MOTOR WORLD, AUTOCAR, etc.
- g. Color charts, sheet music, postcards, calendars, cartoons, annual reports, blueprints, etc.
- h. A large collection of vehicle specific material.
- i. Visit [www.aacalibrarycatalog.org](http://www.aacalibrarycatalog.org) for an online listing of available material.

Copy service is available. There are also two microfiche readers and one microfiche reader-printer for use in the Library.

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## 6.4 LIBRARY POLICIES

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The following policies have been established to assure efficient operation and security of the collection:

- a. Library hours will be from 8:00 a.m. to 4:00 p.m., Monday through Friday, with optional Saturdays.
- b. All Library users will be required to leave a driver's license, credit card, or similar secure identification with the Librarian while using library materials, until all such material is returned to the desk.
- c. The "stacks" are not open to anyone other than the Librarian or those authorized by the Librarian.
- d. A Research Request form should be used for all inquiries. The inquiring patron should use the form outlining material available and costs and will authorize the Librarian to proceed with research and copies if needed. Charges for reproduction services will be required in advance with the return of the Research Request approval. Postage rates, domestic and foreign, will be added as necessary.
- e. Minimal fees are charged to cover reproduction services, materials, processing/handling fees, research time, etc.
- f. NO Library materials will be available for circulation.
- g. Special research requests may be handled on an individual basis.

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## 6.5 REQUESTS FOR ASSISTANCE

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Research assistance may be obtained by forwarding a completed Research Request form to the Librarian. These forms may be obtained by contacting the AACA Library & Research Center, 800 Hersheypark Dr., Hershey, PA 17033 or from the L & RC website [www.aacalibrary.org](http://www.aacalibrary.org).

Read and complete the Research Request form. Include the process and handling fee. Do not send any additional money until you hear from the Librarian.

AACA members are entitled to two hours of free research.

Requests for assistance should be as specific as possible. General queries, such as "What body styles did Franklin make during their time in business?" cannot be answered. A specific query as to what body styles were manufactured in a defined year can normally be answered. All available information regarding the vehicle or subject should accompany the request.

Personal information concerning a particular vehicle cannot be provided. For example, the Library cannot determine your vehicle's first owner or where it was sold.

If you plan to visit the Library to do research, please provide advance notice by writing to the Librarian or calling (717) 534-2082. You may also email the library at [critter@aacalibrary.org](mailto:critter@aacalibrary.org). This will allow the staff time to search the collection before you arrive and can save you time. Be sure to identify the subject you wish to research.

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## **6.6 DONATIONS AND FINANCIAL SUPPORT**

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A portion of each AACA member's annual dues is allocated to the Library & Research Center to pay salaries, utilities, insurance, general maintenance, and supplies. This only covers part of the cost of operation. The balance of funding required is obtained from donations. The Center is included in our nonprofit corporation status and may accept donations of any type such as literature, cash, stocks, bonds, vehicles, and collections of any kind.

The AACA Library & Research Center Memorial Fund has been established to raise money for the operation of the Library. A list of donors and the person or persons memorialized will be maintained at the Library. Acknowledgments will be mailed to donors and family of persons memorialized.

An Endowment Fund has also been established for gifts or bequests of cash, stocks, bonds, certificates of deposit or other securities. The assets of the endowment fund will be invested in a prudent manner and the interest earned on the investments will be used to help defray the Library operating expenses.

Friends of the Library lend fiscal support through a nominal annual donation that is used to offset operation expenses. Belonging to the "Friends" signifies a commitment to volunteer and be available to the Library staff and committee for fundraising and communication assistance.

Additional projects for support of the Center include vehicle raffles and donation programs for Library stacks, doors, windows, and other furnishings and equipment. A list of items needed by the Library is available on request.

Several vehicles have been donated. Some of these vehicles have been raffled off in order to raise funds for the Library. Others may be on display.

Donations of reference material, books, periodicals, auto catalogs, and other related documents are also encouraged. The Librarian maintains a "Most Wanted" list of items needed by the Center, but all donations are gratefully accepted. Periodically, duplicate items are auctioned to raise money for purchase of desired literature. These purchases have included entire collections, such as the Russell E. Stadt Marmon Literature Collection, which have greatly enhanced the ability of the Center to provide in-depth, comprehensive research support.

All donations are nominally tax deductible, depending on current tax laws and IRS rules. Information regarding procedures for making a donation should be addressed to the AACA Librarian, AACA Library & Research Center, 800 W. Hersheypark Drive, Hershey, PA 17033-2400