

The Vintage Motor Car Club of America GUIDELINES FOR OPERATING A GLIDDEN TOUR®

approved by the VMCCA BOG 10-12-17



	Page
The Glidden Tour	2
VMCCA Region/Chapter Responsibilities	3
American Automobile Association Responsibilities	4
Section I Tour Committee	5
Section II Finances	5
Section III Tours and Activities	6
Section IV Eligibility of Cars and Participants	7
Section V Awards, Trophies and Sponsorships	7
Section VI Inspection and Judging	8
Section VII Registration	8
Section VIII Publications	10
Section IX Accommodations	11

The Glidden Tour

The Glidden Tour® is the oldest and most prestigious VMCCA Tour and should always be treated as such. It brings together people and cars from all over this country and often from other countries as well.

The Glidden is like no other tour in that it brings together the two largest antique car clubs for a celebration of the hobby.

The Glidden has an historic beginning, going back to 1904 when AAA ran its first Reliability Tour to the St. Louis World's Fair and 1905 when Charles Jasper Glidden put his name on it with great contributions to the continuation of the tours.

Since VMCCA started the Revival Glidden Tours in 1946, they have provided great memories to all who ever attended. When the Glidden tourist completes your tour, you will want them to take home fond memories of your region of the country.

To make it special and allow you to add touches of your own hospitality, some flexibility is built into the guidelines. There are parts of the Glidden Tour® – hereafter referred to as *The Tour*– that are traditional. There are other things learned from past experience. Hopefully, you will find these helpful. If you ever have questions, please check with the VMCCA Activities Chairman.

THE GLIDDEN (Sanctioning Bodies) AND THEIR ROLES

The Vintage Motor Car Club (VMCCA), formerly known as the Veteran Motor Car Club of America, owns the Glidden Tour® name and trademark, and hosts The Tour in even numbered years.

The Antique Automobile Club of America (AACA) hosts the Glidden Tour® in odd numbered years.

The American Automobile Association (AAA) is a partner per a Memorandum of Understanding.

These guidelines are those of VMCCA. AACA may have additional requirements in the alternate years when AACA is the Host. Regions or Chapters wishing to host a Glidden Tour should submit their application and budget to their National Club (Organization) in the format they require. This needs to be done approximately two years in advance. Additional information may be found at www.vmcca.org. Upon approval to host The Tour, the Tour Director should personally communicate directly with the representative of the National AAA to establish a working relationship and in turn they should communicate with the AAA office in the area of the Tour.

RESPONSIBILITIES VMCCA/AACA

(Subject to any negotiated changes)

Host Region/Chapter will provide:

- Self-supporting budget
- One Complimentary hotel accommodation for up to 7 nights, and all those features included in a tour registration, for each the President and spouse/partner of VMCCA and AACA or their Delegated Representative. If present in person, the President and spouse/partner of AAA will receive the same benefits
- Complimentary Opening and Closing Banquet tickets for the Representative of AAA. Welcoming invitations should be sent to the above persons before registration opens; include a registration form.
- Complimentary open and/or closing banquet tickets to the Local AAA Club President and spouse/partner, and an invitation to briefly address the participants
- Complimentary hotel accommodations for the Tour Director and spouse/partner for The Tour.
- Any additional trophies/awards/door prizes
- Name badge insert for each participant
- Tour book with daily written directions, local information, and list of all participants and their registered cars.

Check previous tour books to get an idea of the format and other things that may be included. The tour book may contain sponsor ads to help defray the expense of the event. This is a memento of your tour, so a first-class tour book is fitting.

- Tour "Goodie" bag with maps, report cards, tour book, and small gifts
- Hospitality room with light snacks and beverages (Check the facility policy regarding bringing food and drinks into the hospitality room.)
- Wooden plaques for participants achieving their 15th Revival AAA Glidden Tour and brass tags for each succeeding year. These are a Tour expense and are available from the National Organization Secretary.
- Vehicle cloisonné for pre-1914 vehicles on a Glidden Tour for the first time. The award is given by VMCCA, to vehicles from either car club and remains as part of that vehicle if there is a change of ownership. The VMCCA Technical VP maintains the list and has access to these badges which are a National VMCCA expense. The car must tour at least one day.
- A daily newsletter, The Glidden Gazette, and a "post office" for distribution (Check with Activities Chairman for location of existing post office.)
- Some meals/attractions for AAA tow truck driver as time and space allow

RESPONSIBILITIES of AAA
(Subject to any negotiated changes)

AAA National Headquarters will provide:

- Three Trophies each year: Glidden, Reserve Glidden, Anderson Trophy
- Cloth banners-two per car with appropriate logos of VMCCA, AACA, AAA, registration number, and National Office where appropriate.
- Lanyards and neck wallets (name holders) for each participant
- Roadside directional signs to be passed on for use of subsequent Tour Director
- Time cards, computer program and staffing to determine the Glidden awards
- Commemorative plaque for each vehicle
- Arrange for no-cost Emergency Road Service during the Tour-at least Monday thru Friday- providing the Tour is within the area of service provided by a AAA office. It shall include both towing and minor roadside repair.
- A few door prizes
- Local Media Kit

I. GLIDDEN TOUR® COMMITTEE

- A. The Committee will be headed by an "Executive Committee" composed of the Tour Director, any Associate Directors and the Registrar.
- B. The Tour Director will be the "Chief Operating Officer" of the Tour. He/she will appoint the Associate Directors and the Registrar, and provide the contact info, responsibilities, and meeting methods to all committee members.
- C. The Tour Director shall be a member of the Region/Chapter in good standing for at least the five preceding years and will have participated in at least two previous Glidden Tours. These requirements can be waived by the Region/Chapter Board of Governors if a candidate for the position shows other acceptable qualifications
- D. The Tour Director will report the committee's progress to their Sanctioning Body's Activities Chairman and/or equivalent officer. That liaison will be a previous director or someone familiar with the Glidden Tour experience

- E. Tour Registrar and/or Treasurer will be appointed by the Tour Director to work under his/her supervision in the following areas: Registration forms, communication, waitlist maintenance, refunds, preparation of information for tour book and other matters of general co-ordination.
- F. Appoint a Dean of Freshmen, to welcome and oversee their "graduation" at a planned event.
- G. In the event of incapacitation of the Tour Director for any reason prior to completion of The Tour, the remaining members of the "Executive Committee" will meet in person or by conference phone call to decide on his/her replacement. This action will be initiated by the current President of the Sanctioning Body's Region/Chapter or his/her legal representative, and his/her approval of the new Director will amount to acceptance by the Board of Governors unless such approval is rescinded by the Board at a special or regular meeting at a later date.

II. FINANCES

- A. The Glidden Tour® not only must be self-sustaining but should make a reasonable amount of profit for the Sanctioning Body and Local Region/Chapter Treasuries. VMCCA is a Non-profit 501(c)(7) not a 501(c)(3) hence not eligible for tax free status.
- B. The Tour Director will set an entry fee sufficient to cover all expenses involved in producing The Tour plus a reasonable profit for the Sanctioning Body and Local Club sponsors.
- C. All profit from the Glidden Tour® must be divided with 80% going to Sanctioning Body's Treasury, and 20% retained by the Local Region or Chapter sponsoring the Tour. If there is no sponsoring Region or Chapter, all profit shall be sent to the National Office of the Region/Chapter.
- D. If necessary, The Tour Director may request an advance loan for "working capital" from the Sanctioning Body's Treasurer to cover early expenses that cannot be accommodated by the Region/Chapter. That amount is to be repaid to the Treasury with the first registration income from The Tour.
- E. All included meals and other expenses will be assessed at a rate which will include gratuities, and special guests. and be included in the base registration fee.
- F. A dedicated checking account - that not more than three people have access to- will be opened just for The Tour. VMCCA's National's tax number cannot be used for this purpose.
- G. All funds will be deposited as soon as possible by the Registrar/Treasurer and expense checks paid by the Tour Director/Treasurer/Registrar.

- H. Determination of the cost of The Tour Registration should be based on the anticipated income from a realistic number of expected participants and the expenses that would be generated by that number. Include a minimum of 10% contingency under "Organizational Expenses" in the budget. It is good practice to "underestimate your income and overestimate your expenses."
- I. Tour expenses, above and beyond admission fees and meals, may be calculated into the base cost of the driver's registration fee. Organizational expenses, per car expenses, per person expenses, and desired profit need to be considered in calculating the driver and passenger registration fee.
- J. An accurate accounting of all income and expenditures will be maintained by the Committee Chairman and reported on the same or similar format used on the approved budget. A completed financial statement along with a check shall be forwarded to the Sanctioning Body's Treasurer within 90 days of completion of The Tour.
- K. A copy of the completed financial statement shall also be sent to the VMCCA Activities Chairman along with a tour book if the Activities Chairman has not attended the Tour.

III. TOURS / ACTIVITIES

- A. A typical Glidden Tour should cover six days of scheduled activities beginning on a Sunday and ending on the following Friday.
- B. The Glidden Tour® is traditionally held in September or October. Any other dates must be approved by the Board of Directors of VMCCA.
- C. Daily tours should not exceed 125 miles wherever possible and may be adjusted, depending on projected lost travel time due to road conditions, stops at tourist attractions, etc.
- D. A "full day of touring" should be no longer than 8 hours for the average tourist in an average vehicle. Allowances should be made for on-tour stops at lunch, refreshment areas, and other reasons for lost time on the road such as important tourist attractions. The final tour day may be shorter. Remember the vehicles you are dealing with are 1942 and older. Plan an average speed of 30-35 mph.
- E. Tours should be on rural roads with little or no interstate or high-speed limited-access highways that have a 45-mph minimum. Many brass cars cannot maintain that speed which can result in a safety hazard and a liability exposure for you and your club.
- F. Signage should be provided at critical or confusing intersections. These should be picked up as soon as possible after use. Traffic directors may be needed in some locations.
- G. Each tour day should include a morning and afternoon activity and/or a coffee break with adequate restroom facilities and adequate parking.
- H. All routes should be verified and re-verified before the actual tour day.

- I. If lunch is provided, there should be space enough for everyone to sit and vehicles to park. It may be necessary to divide into two seatings.
- J. A tour book of detailed directions must be provided for each vehicle and for each AAA service vehicle. A few extra should be available for sale or distribution to future tour directors.
- K. The Tour Director has the right to designate those daily tours which must be completed to qualify for a participation plaque and/or Glidden Trophies. Required tours will be designated as "Mandatory Tours." Other tours will be designated as "Optional Tours." The Tour Director must designate at least four daily tours as "Mandatory Tours." and advise the AAA representative responsible for calculating the Glidden Trophy winners
- L. "Special Shorter Tours" can be provided for slower vehicles which will still meet the requirements for "Mandatory Tours".
- M. Plan short optional tours/activities for early arrivals on Saturday and Sunday
- N. Put the actual address (street number, tel. number, city,) of points of interest when possible. This is an aid for those with vehicle problems, slower vehicles or GPS systems in case they need or choose to skip a stop and proceed to next stop to catch up. Also recommended are occasional notations on gas stations and meal and attraction hours.
- O. Provide parking attendants as needed at trailer parking and other stops.
- P. Campground or other arrangements should be made for motorhomes

IV. ELIGIBILITY OF CARS AND PARTICIPANTS

Each year the tour organizer should stress that no modern cars should be driven on the Glidden daily tours. The registration form should have a place to check if attendees have room in their cars for riders. Organizers will attempt to locate rides for those who arrive in modern cars and need a ride on the daily tours. There will be no tour banners on modern cars. There will always be exceptions and the tour organizer has the discretion to allow modern cars under certain circumstances such as; attendee's car broke down during the tour, tour workers who need to get to and from work area, an illness that prohibits attendee from driving their pre 1943 car. This is considered to be the premier tour of the year by VMCCA, AACA and AAA and we hope that every attendee will be able to ride in a pre 1943 vehicle on Glidden tour days.

- A. The cut-off year for the Glidden Tour® is currently 1942 and older.
- B. Participation in the Glidden Tour® is open to all members in good standing with the VMCCA or AACA whose cars meet the qualifications and for whom space is available upon receipt of their registration form.
- C. The owner/driver must be a member of the VMCCA or AACA. Passengers need not be members but are not covered under the VMCCA insurance program.
- D. The number of participants and/or passengers eligible to register for the Tour may not exceed the normal seating capacity of the vehicle entered.

V. AWARDS/ TROPHIES/SPONSORSHIPS

- A. Glidden Trophies: There are three Glidden Trophies; The Glidden Trophy for a

pre-1914 Car, The Reserve Glidden Trophy for a 1914-1942 car, and the Anderson Trophy available to all participating cars. To be eligible for any of the Glidden Trophies, the participant must complete each mandatory tour and fill out and turn in their Report Card daily by the designated time. Towing assistance eliminates the car from the competition but roadside assistance helping them get back on the road does not disqualify them from the competition. In the event that no pre-1914 automobile has completed the Glidden Tour, the Glidden Trophy shall not be awarded to a car that does not meet the requirements for the Glidden Trophy.

B. Other Awards-

1. A "Participation Plaque" is to be given by AAA to each participating vehicle. This plaque should be of high quality in keeping with the importance of a Glidden Tour®.
 2. Solicitation of awards and other donations from local potential donors may be pursued in the geographical area as well as nationally. Sponsors should not be companies in competition with AAA.
 3. The person in charge of Awards Procurement will keep an accurate file of any/all awards donated including complete addresses of the donors. The Tour Committee should acknowledge receipt of the trophies and encourage winners of the trophy to send a thank-you note to the donor.
 4. Results of all donated awards will be forwarded to the Sanctioning Body. This information should include name and address of donor; designation of trophy; plus name, address and car of recipient.
- C. Participants of both AACA and VMCCA who have attended 15 Glidden tours, will, upon becoming eligible, be presented a wooden plaque. Subsequent tours will be recognized by receiving a tag which may be added to the plaque. The plaques are obtained from the Sanctioning Body of the Hosting Region/Chapter and are an operating expense of the tour.

VI. INSPECTION AND JUDGING

- A. All cars must be inspected before the Tour. The inspection of the vehicle must not be considered a "safety check" but will be scrutinized to see if:
1. Vehicle is properly registered and licensed
 2. The headlamps, tail lights, brakes and horn are operative
 3. No advertising of a current nature is visible
 4. Vehicle is the same one as was submitted for registration
 5. The vehicle has an appropriate, working fire extinguisher
- B. Tour Banners will be issued to each participant only after committee inspection has determined that all of the eligibility and entry requirements mentioned in the preceding paragraphs have been met. Any disputes which may arise will be resolved without recourse; by the Tour's "Executive Committee."
- C. There will be no judging at the Glidden Tour.

VII. REGISTRATION (NOTIFICATION and ACCEPTANCE)

- A. Registration forms will be made available at least 6 months before the tour.

- B. Registration forms will contain all information including what activities and meals are included. Sample registration forms are available on the VMCCA website but normally also include: Driving/Trailing? Number of Glidden Tours? Merchandise being offered for advance purchase etc.
- C. The registration deadline will be set by the Tour Committee based upon their individual circumstances and the area in which the tour is being held.
- D. The earliest date registrations will be accepted as well as the last day for any cancellation refunds will be stated on the registration form.
- E. Registration forms may not be submitted to the registrar prior to the date established by the Tour Committee, or they will be returned.
- F. The VMCCA's standard insurance release form must be included on each Tour Registration. It must be completed and signed by the owner (or owner and driver) of every car entered before being accepted for The Tour.
- G. Cars will be accepted by a fair system established by the registrar and tour chairman. The registrar will inform applicant of acceptance or their place on a waiting list.
- H. Registration may be cancelled up until the date specified on the registration form with full refund.
- I. Tour refunds after registration closing date are not refundable. At the discretion of the tour director, exceptions may be made, but if any amount is returned, it will be prorated to cover expenses already expended on behalf of the canceling party.
- J. A list of first time participants should be sent to the Dean of Freshman 30 days before the tour starts.
- K. Verification that the driver is a member in good standing, of VMCCA or AACA must be obtained by sending a list of participants to the respective National Club person at least 30 days prior to the tour.
- L. A list of participants attending 15 or more Glidden Tours will be sent both participating club, VMCCA and AACA, in time for awards to be engraved.
- M. At the completion of the tour, the registrar will provide a copy, preferably as a spreadsheet, of all attendees including passengers, along with addresses to the National Secretary of VMCCA. This is for maintaining records of attendees of the Glidden Tour®. Day passengers do not count as Glidden tourists. In addition, for the purpose of maintaining accurate historical records, include a copy of the list showing the car number assigned, and the make of the car-corrected to indicate any kind of car changes.
- N. The duties of the person/s serving as registrar include:
 - 1. Maintain a list of all vehicles and passengers attending along with their addresses and the number of previous Glidden Tours® they have attended.
 - 2. Assign numbers/or special titles to all participants including the Presidents of VMCCA, AACA, the Tour Director, and if appropriate, the AAA representative.
 - 3. Request neck wallets/name tags from AAA

4. Name tags will contain the name of the tourist with the first name in larger print and also include car number and vehicle make. Listings of town/state are optional.
5. First time Glidden Tour® participants will be recognizable by using a different color name tag/neck wallet. Committee chairs and volunteers may also be identified by other colors if desired.

VIII. PUBLICATION AND PUBLICITY/DEADLINES

- A. A logo for the Tour should be determined early. All publicity, including logo artworks, that contain the AAA logo, must be approved in advance by the National Office of AAA Manager.
- B. No later than July 1st of the preceding year, the Tour Director must provide the dates of the Tour to the *Bulb Horn* and *Antique Automobile* magazines for inclusion in their calendars.
- C. No later than February 1st of the year of the Tour, the Tour Director must provide the editorial offices of the VMCCA and the AACA a copy-ready announcement of the Tour. It must be on 8 1/2" x 11" portrait format and include the following information:
 1. Name and address of the person to who requests for application should be directed.
 2. Area in which the Tour will be held
 3. Name, price and telephone number of hotels
 4. Contact phone number and email address of Tour Director
 5. The eligibility years and number of cars which can be accommodated. This announcement should appear in the March - April issue of *The Bulb Horn* and *The Antique Automobile*. (It can appear earlier if desired and scheduled.)
- D. The Tour Director (or Registrar) will promptly send applications to those who have inquired.
- E. Arrange for photos, and/or tour film. Identify an editor for the Glidden Gazette which will be provided each day of the tour to give last minute information and other items of interest.
- F. Inquire from previous director regarding the status of the www.gliddentour.org website.
- G. Coordinate with the Publications Directors of the *Bulb Horn*, *Antique Automobile*, *Touring Chronicle*, and *Speedster* regarding deadlines for any submissions describing the upcoming tour.
- H. Submit articles to any appropriate print and/or website media. This is not limited to VMCCA and AACA publications. Website info should be included on all print media.

- I. Work with the local AAA club to contact local newspapers and visitors bureaus to tell them the dates of the tour and request coverage.
- J. The Tour Director may produce and distribute advance publicity fliers for the Glidden Tour® event. Tour brochure should include such items as dates and place of the Tour. It should also provide a brief summary of the schedule of events. Any such publicity should be aimed at furthering interest in the Glidden Tour® and its National Sponsor, the Vintage Motor Car Club of America.

IX ACCOMMODATIONS

- A. The host facility should be large enough to accommodate the majority of the participants. If not, nearby additional facilities are necessary.
- B. Rooms, banquets, meeting rooms, and hospitality should be located at the host facility or nearby.
- C. Assure affordability for all participants.
- C. Review any/all contracts for hotels, facilities etc. carefully before signing, Be certain that you fully understand the Region/Chapter responsibilities for all financial deposits, refunds etc.
- D. Trailer parking should be accommodated near the housing facility. Allowing 85'-90' per space for tow vehicle with trailer allows participants to put their cars in at night or unhook to use the tow vehicle. Provide parking attendants during arrival hours to assure space is properly allocated.
- E. Consider paid security sun-down to sun-up if needed
- F. Ascertain handicap accessibility and block some accessible rooms
- G. Negotiate room rates for the host hotel and overflow accommodations which include a block for the Saturday before the start of tour. Many participants arrive at that time.
- H. Housing: Hotel/Motor Home/Camping accommodation agreements chosen by the Tour Committee will contain any "deadlines," "cancellations," "optional fees" and "refunds" as part of the contract. Be certain you understand the fine print! It must allow you the flexibility to adjust downward the size of your block of rooms three to four months prior to the tour without any penalty and without changing the rate.
- I. When hotel guest rooms are being blocked, request the possibility of complimentary meeting rooms, guest rooms and other amenities such as podium, microphone, Gazette printing, etc.
- J. Many hotels do not have room and/or do not allow people to park or stay in their motor homes on their property. Be certain that participants have that information at time of registration. It is helpful to put a box on the registration form to ascertain the number of motorhomes.
- K. Budget for 7 nights when reserving complimentary rooms for the presidents of VMCCA, AACA, and AAA and their spouses/partners.