

RORT/POST RORT GUIDELINES:

1. Different coloured name tags for Apex40 Rorters, Post Rort Tourers, 41Club Attendees, etc.
2. Lanyards to be supplied by Apex 40
3. Welcome Kits are optional – at the discretion of the organisers
4. Rorters to be provided with a list of fellow attendees and timed programme of events.
5. Accommodation (incl. motel style) to be as central as possible, preferably around a large well established caravan park with cabins, etc. (approx. 50% attendees are caravanners)
6. Online registration to be used through the Apex 40 website in addition to manual registrations.
7. Registration & payments received to be acknowledged promptly.
8. Rort/Post Rort statements of accounts to be sent to Rorters (as a minimum) at EOM for “Early bird” and EOM 30 days prior to closure date.
9. Banking to be conducted through Apex 40 Australia Inc. No. 2 account for each specific Rort, with organisers having access and cheque signature permissions.
10. Coach trips to be restricted to an hour (wherever possible) between breaks on both Rort and Post Rort Tours.
11. Rort Fines Sessions (Gold Coin) to be limited to 30 minutes. All fines need to be legitimate fines relative to Rort & previous Rort activities & not “joke” fines.
12. As many Annual presentations (as possible) to be made at AGM; e.g., Bill Cunliffe, Penultimate, Boomerang and Early bird, so as not to intrude on evening activities.
13. Skits, which are optional at the discretion of the organising committee, are not to be held on the night of the Rort Presentation Dinner, with Bullhorn Award at the conclusion of the Skits.
14. Wizzie award to be presented at the Sunday night dinner.
15. National Vice President or Immediate Past President (as applicable) to act as Rort Coordinator, either on behalf of the National Board or as liaison between local organising committee (as approved at the AGM) and National Board, for Rort two years out from appointment to position.
16. Post Rort Tours to be limited to two accommodation venues (wherever possible) to avoid packing and unpacking daily.
17. National AGM to be scheduled for the Saturday (where possible) to allow for any “carry over” items not resolved at that meeting to be discussed at an appropriate time during the remainder of the Rort.
18. Unless otherwise agreed by National Board, the Official Welcome to be performed by National President.
19. Need to try and avoid 1st weekend in June as this may clash with 41ClubNZ AGM, which could affect attendances (incl. Post Rort Tours).
20. Timing to take into account for Public and School holidays plus Mothers’ Day.
21. When reviewing venues for evening meals, take into account the need for a dance floor as well as banquet seating for up to 180 pax.
22. When reviewing venues for meals during the Rort be cognisant of alcohol costs, as licensed premises can sometimes be more inexpensive than private venues.
23. Rort reporting timetable:
 - Board meetings: Regular Rort updates throughout each year.
 - AGM (Rort Year - 2): Initial Rort Location proposal
 - RY - 2 (end December): Initial Programme and Budget for approval by Board
 - RY - 1 (end March): Updated Budget and final programme for approval by Board
 - AGM (RY - 1): Release and promotion of Rort
 - RY - 1 (Early bird EOM at least 120 days prior to RM): Registration and deposits for Early bird

RY (Final Payment EOM at least 30 days prior to RM): Balance Rort/Post Rort payments due
RY (end September): Final Rort report to Board.

NB: These timelines are issued as Guidelines to organising committees and are subject to National Board's discretion.

Some of these rules may have changed. Check with Secretary for any changes