

WORLD AIRLINES CLUBS ASSOCIATION

PROCEDURES FOR REPORTING SPORTS AND INTERNATIONAL EVENTS

1. Each Member Club must submit a *Summary Report of a Tour Package* form for each event that they sponsor. This form can be found in the WACA website (www.waca.org) under Forms and Reports. This report will enable the quick gathering of information on the success of each package and allow tracking of monies received, and number of participants on an ongoing basis. The form is to be completed and forwarded to the Vice President, International Events and Special Projects with a copy to the Vice President, Finance and Treasurer as soon as the event is completed.
2. In future, WACA will not advertise in the WACA Calendar of Events any packages that are not paying WACA fees and are being organised by non-WACA Member Clubs.
3. The Vice President, Finance and Treasurer and the Vice President, International Events and Special Projects are directed to prepare on an annual basis, a comparative analysis of the events registered in the WACA Calendar of Events to provide data for future budgeting.
4. It is strongly recommended that there be an increased emphasis on advertising the packages on the part of both the Clubs and WACA. Simply listing the event in the Calendar of events will not ensure its success. Strong promotional efforts are required to encourage Interliners to take packages

Elaine Miller

Vice President, International Events and Special Projects

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