



**SPORTING  
CAR CLUB**  
SOUTH AUSTRALIA

51 King William St, UNLEY SA 5061

# Policy & Procedures Manual

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## **MISSION**

The Club will, through its members:

- Promote and encourage the collection, preservation, restoration and use of historic and notable motor vehicles;
- Promote and conduct motorsport competitions and events;
- Support major motorsport events with management expertise and provision of officials;
- Promote, collect, collate and disseminate motoring and motorsport history through the maintenance of a library;
- Support outside organisations such as charities with the use and display of members' vehicles.

## **STRUCTURE**

To allow the Mission to be achieved the following structures shall be in place:

- The general conduct and management of the Club shall be vested in the Management Committee;
- Members will form section or interest groups as the need arises, for categories such as historic motoring, motorsport, library, competition, social and special events etc, and leaders or chairpersons of such groups will report activities etc to the Management Committee through the General Manager and/or committee forums;
- Leaders of interest groups will arrange and hold regular meetings to inform the members of each group's activities;
- The responsibility for financial management of member groups, office administration, facility hire and Special Event management will be with the General Manager, who in turn reports to the Management Committee.

## **MODE OF OPERATION**

The Club is an Incorporated Association, and as such will at all times conduct its affairs in accordance with the provisions of the current Club Constitution, Rules and Standing Orders, and other legal requirements.

## **STRATEGIC PLAN**

The Club is committed to providing a continuing strong, vibrant and progressive institution for all its members and staff.

The Club is committed to continuously building its reputation, ensuring excellence as a hallmark of all activities, attracting and energising its staff, members and volunteers, and creating an environment to achieve these goals.

The Management Committee of Directors is responsible to the membership of the Club for future planning and the formation, communication and enactment of a Club Strategic Plan.

The Strategic Plan must be reviewed and evaluated on an annual basis.



## **RULES FOR SECTION COMMITTEES**

Because the interests and activities of the Members of the Club cover a wide range, both in terms of vehicles and types of event, considerations of convenience and effectiveness mean that the great majority of these activities are being arranged and or carried out under the auspices of Section Committees, each concentrating on a particular area.

It is important, then considering the operations of these Sections, to keep in mind that each is a part of the whole and combines with the others to form that whole, each being interdependent with the others and having the common aim of the good of the Club.

In order to facilitate good communications and appropriate consultation and alleviate the need for Section Committees to be unnecessarily involved in the business management of the Club, representatives from Sections and other Committees shall meet together regularly, as a Committee Forum, at least quarterly, with the President, General Manager and other interested Members of the Board to

- work through the General Manager to establish the Calendar of Events
- assist the General Manager to co-ordinate and facilitate events and functions
- provide a way to disseminate information and feedback both to and from the Members
- consider and recommend policy to the Board.

The Board is responsible for business aspects of the Club which encompasses planning, policy development, budgeting and accountability in monitoring activities in legal, financial and operational areas. Sections can be created by the Management Committee upon submission of a proposal from a group of interested members.

The Sections provide the vital role in ensuring that members enjoy the full benefits of membership of the Club. New

### **The sections shall include:**

#### **COMPETITION SECTION**

Members who own racing cars or have an interest in motorsport and/or participating therein.

#### **VETERAN CAR SECTION**

Members who own, drive or have an interest in all vehicles manufactured up to 31st December, 1918, FIVA Categories A & B.

#### **VINTAGE CAR SECTION**

Members who own, drive or have an interest in all vehicles manufactured from 1st January, 1919 to 31st December, 1930 and all vehicles manufactured from 1st January, 1931 to 31st December, 1945, including Military Vehicles. FIVA Categories C & D

#### **CLASSIC & MODERN CAR SECTION**

Members who own, drive or have an interest in all vehicles manufactured from 1st January, 1946 to 20 years before the first day of the current year. FIVA Categories E & F are classed as Classic cars. Those with any modern car of sort are also welcome to enjoy social cruises, garage nights, weekend events and day runs to motorsport and other areas of interest.

#### **HISTORIC RACING REGISTER SECTION**

Members who own, drive or have an interest in vehicles eligible to compete in Historic Groups defined by CAMS in the 5th Category



### **H.Q. RACING REGISTER SECTION**

Members who own, drive or have an interest in H.Q's as defined by CAMS.

### **HILLCLIMB SECTION**

Members with a particular interest in Hillclimb events, such as those held at Collingrove

*Members are eligible to be part of as many sections as they choose.*

### **RULES FOR SECTIONS AND COMMITTEES**

1. Each Section shall hold an Annual General Meeting in June/July each year after publishing a notice in the Club Newsletter and/or the Club Web site giving at least 28 days notice.
2. At the Section Annual General Meeting the positions of Chairperson, Secretary and members of the Section Committee are to be declared vacant.
3. Previous serving Chairpersons, Secretaries and members of the Section Committee are eligible for re-appointment subject to the provision that Chairpersons serve a maximum of two consecutive, one year terms. Appointments to vacancies are to be by a poll of members attending.
4. Sections are expected to have a General Meeting a minimum three times per year but may meet monthly (10 months), with other meetings when required. Meetings will be customarily held in the Clubrooms.
5. The Secretary of each Section shall keep an accurate record of Section Committee and Section General Meetings and assist the Chairperson to deal with correspondence and notices.
6. A copy of the Section Committee Meeting and Section General Meeting minutes are to be forwarded on a monthly basis to the General Manager.
7. Each Section Committee is to submit an annual calendar and financial plan to the General Manager for approval.
8. If a Section activity involves the expenditure of Club monies, a budget for that activity is to be submitted to the General Manager for approval prior to expenditure being committed.
9. Proceeds from Section activities are to be passed to the General Manager's Office for crediting to the Club account. Any disbursement of Club funds for Section purposes must be arranged through the General Manager.
10. All mail should be addressed to the Club Secretary and will be opened by the Club Administration who will, as soon as practicable, advise the Sections concerned.
11. The Board reserves the right to change, alter or amend these rules at any time.

### **CLUB PROTOCOL**

The President should be invited to and asked to perform major roles, when the Club is involved in the organising of special events. This should take precedence over Chairpersons of Sections.

Communication with the press/media on Club policy or issues will be dealt with only by a panel appointed by the Management Committee. This panel is represented by the President, Secretary and General Manager.

*These rules were approved by the Management Committee of the Sporting Car Club of S.A. Inc. on 25<sup>th</sup> July 2016 and amended following Man Com Meeting of 26<sup>th</sup> September 2016*



## **STANDING ORDERS**

1. These Standing Orders shall be applicable to all General Meetings, Committee Meetings and Management Committee meetings, and shall be interpreted and applied subject to the Constitution.
2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.
3. If no quorum is present within thirty minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the Chairperson shall fix the time of the next meeting. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall take precedence over new business.
4. Any member desiring to speak at General Meetings shall raise one hand or rise and when called upon by the Chairperson shall address the Chair.
5. When the Chairperson rises to speak any member standing shall sit down.
6. Except in Committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
7. A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
8. If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
9. A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
10. Except in Committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
11. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding without speaking to it may reserve the right to speak to it subsequently.
12. When an amendment is before the Chair discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
13. The Chairperson shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.
14. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
15. Any member disagreeing with the Chairperson's ruling on a point of order may move dissent. The Chairperson shall then vacate the Chair and such motion shall be put forthwith without debate.
16. On an equality of voting, the Chairperson shall have a casting vote as well as a deliberative vote. Except in special circumstances the question shall be resolved so as to maintain the status quo.



17. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put" which motion, if accepted by the Chair, shall be put without amendment or debate. The Chairperson shall have absolute discretion to accept or refuse the motion. The Chairperson may also of his own volition put the question if he feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
18. A member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
19. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move, "That the question be not now put". This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put until all amendments have been disposed of.
20. A member may move, "That the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time and / or place shall be permitted. The motion shall take precedence over other business before the Chair except points of order.
21. A General Meeting may at any time during discussion of a motion or an amendment resolve into a Committee of the Whole.
22. Standing Orders 1-21 or any of them may be suspended by a majority of those present. A motion to this effect shall be open to debate.
23. At General Meetings, the President shall take the Chair. In his/her absence the meeting shall elect its own Chairperson. At Management Committee Meetings, the President shall take the Chair. In his/her absence the meeting shall elect its own Chairperson.
24. The Management Committee shall meet monthly or on any other occasions as may be deemed necessary. Whenever practical, four days notice of such meeting shall be given to each member of the Management Committee. The minutes of the Management Committee shall be open to any member of the Management Committee only.
25. At all General Meetings fifty Senior Members shall form a quorum. At Management Committee Meetings five members of the Committee shall form a quorum.
26. No member shall reflect on the vote of a meeting except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a Clause of the Constitution or a Standing Order, except on a motion (of which due notice was given) to amend or repeal such Clause or Order.
27. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision had been made.
28. Any matters not dealt with in these Standing Orders shall be governed by the customary procedure at meetings.

These Standing Orders were adopted by Management Committee of the Club at a meeting held on 1st November 2011.

| Signed

Public Officer

1<sup>st</sup> November 20



## **CODE OF CONDUCT**

*The following Code of Conduct applies equally to staff, members and volunteers during any and all activities relating to the Club. Any person associated with the Club in any capacity will hereafter be referred to as 'personnel.'*

The Club is committed to ensuring that at all times, when and wherever its members, staff or volunteers are involved in any Club related activity, that they shall act professionally and that their behaviour is such that no reasonable member of the community would determine it as being unacceptable.

The purpose of a code of conduct for the Club is to:

- Promote a sense of professionalism, integrity and dignity amongst the Club members and other stakeholders at all times
- Promote professional etiquette at all times
- Develop and maintain a high standard of personal conduct
- Help protect the Club and its members from suggestions of impropriety
- Maintain a positive public perception of the Club and those involved in it.

### **Definition of Unacceptable Behaviour**

While every person would have a slightly different view on what is considered unacceptable behaviour, the Sporting Car Club of South Australia acknowledges that the definition of unacceptable behaviour would be 'that behaviour that a reasonable member of the community would determine as being unacceptable.'

Accordingly unacceptable behaviour will not be tolerated and should the situation be serious enough, the member or employee involved could face the possibility of censure, or expulsion from the Club, or even litigation by the aggrieved person.

Examples of types of unacceptable behaviour are as follows:

- Unbecoming behaviour in public or at Club related event
- Swearing, abuse or physical violence
- Unwelcome sexual innuendo &/or other such acts in public
- Behaviour that breaches the CAMS Drugs in Sport Policy
- Harassment of any form
- Criminal acts
- Damage to other people's (or organisation's) property

### ***General Harassment***

Harassment consists of offensive, abusive, belittling or threatening behaviour directed at an individual or group.

Harassment can take many forms including general and personal harassment, racial harassment of gender-based harassment.





## ***Sexual Harassment***

Sexual harassment is behaviour that has a sexual element that is unwelcome and can reasonably be expected to offend, embarrass or intimidate the person to whom it is directed.

It may involve physical contact, verbal comment or non-verbal conduct of a sexual nature either implicit or explicit.

The following activities may be considered as sexual harassment:

- Uninvited touching, kissing, embracing, grabbing, massaging
- Smutty jokes or comments
- Sexually explicit conversation
- Offensive or obscene phone calls, letters, emails or text messages
- Stalking
- Propositions, promises or threats in return for sexual favours
- Unwelcome comments about a person's sex life or personal appearance
- Sexually graphic material, including posters, pin ups, cartoons, graffiti, magazines or messages
- Sexual gestures
- Sex based insults, taunts, teasing or name calling
- Staring, leering or ogling
- Repeated invitations to go out, especially after prior refusal.

It is important to recognise that one person's **perception** that they have been sexually harassed may be sufficient to allow that person to pursue a harassment charge.

Sexual harassment does **not** refer to behaviour based on mutual attraction, friendship and respect if the interaction is consensual, welcome and reciprocated. Sexual harassment is unlawful under both the Equal Opportunities Act 1984 and the Sex Discrimination Act 1984.

Personnel attending public functions or functions where the public may be in attendance are reminded to be particularly mindful of their behaviour at these events.

The Club recognises and acknowledges that sexual harassment may involve comments and behaviour that offend some persons but not others. The Club accepts that individuals may react differently to certain comment and behaviour, and as a result, has determined that a high standard of behaviour is required of all personnel.

Sexual harassment by or towards any employee, contractor, supplier or customer in any work related context will not be tolerated under any circumstances.

The Club has a legal responsibility to take all reasonable steps to prevent sexual harassment from occurring in connection with the workplace.

In this regard, the Club will:

- Provide training packages or information sessions for all personnel within the club relating to sexual harassment;



- Provide training for personnel involved in the complaint resolution process and establish the compliant resolution procedures to be used when dealing with sexual harassment complaints;
- Distribute and regularly promote this Policy statement to all existing and new personnel;
- Model appropriate behaviour and monitor the working environment to ensure that the appropriate standards of conduct are observed at all times;
- Treat all complaints seriously and take immediate action to investigate and resolve any complaint quickly and fairly and with complete confidentiality;
- Ensure that personnel who make or support a complaint of sexual harassment are not subsequently subjected to victimisation;
- Ensure that personnel found guilty of making mischievous or vexatious complaints relating to sexual harassment are disciplined accordingly;
- Take all reasonable steps to ensure there is no recurrence of the offence.

In addition to this, all personnel have a responsibility to assist the Club by ensuring that:

- They comply with this Sexual Harassment Policy by ensuring that they do not perpetuate sexual harassment in the Club environment;
- They offer assistance or support to any person being harassed; and
- They keep any complaint confidential to avoid idle gossip and to prevent potential defamatory proceedings being taken against them.

If any person feels that they have been sexually harassed, they may make a complaint by following the Club procedure, or contacting management or the Management Committee of Directors.

Management will ensure that all sexual harassment will be investigated quickly and fairly and treated with complete confidentiality. Any personnel found guilty of perpetrating sexual harassment will be disciplined or in serious cases, dismissed.

### **The Law and Unacceptable Behaviour**

Whilst this document sets out a policy in relation to behaviour at Club events, civil law is in place and takes precedence at all times.

It is important to note that while the law provides that a person is personally liable for his/her own unlawful acts, the Club may be held liable for wrongs committed by their personnel in the course of work, whether paid or unpaid.

### ***Grievance Procedure***

The Club is committed to forming and maintaining good relationships between all stakeholders of the Club. To this end the expeditious resolution of any difficulty is of paramount importance.

From time to time members of the Club may be concerned about happenings at the Club.

In order to resolve any grievances the following procedure needs to be followed:

- Make an appointment with the Secretary of the Management Committee to outline issue



- If considered unresolved, advise General Manager, contact President and advise details of issue
- Meet with President or delegate and discuss matter, if unresolved matter should be referred to the Grievance Panel.
- Grievance Panel to meet with parties concerned, consider grievance and make a recommendation to the Management Committee.
- An application fee of \$20 applies to all panel hearings.
- The subsequent ruling by the Management Committee shall be binding

The Grievance Panel shall consist of the most appropriate Club member, Management Committee member and Chairperson, assembled by the Management Committee when required, as the most informed persons to resolve the issue.

## ***Theft***

The Club considers the removal of any Club property (intellectual or otherwise) from the premises without authorisation as theft. The Directors will not tolerate theft and will terminate and prosecute any employee who is engaged in theft or larceny without further notice.



# **OCCUPATIONAL HEALTH AND SAFETY**

## ***Policy***

The Club is committed to continuously improving their management and standards of occupational health and safety. We will strive to protect the health and safety of our employees, members, volunteers and any other persons associated with the Club.

## **Statement of Intent**

The Club will ensure that occupational health, safety and welfare are an integral part of the management of the Club, ranking equally with all other considerations.

As far as is reasonably practicable, the Club will provide and maintain a healthy and safe work environment, both within Club premises and at any event run by the Club.

## **Objectives**

The objectives of this Policy are to ensure:

- All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled;
- Measures to control hazards and risks to health and safety are regularly monitored and evaluated;
- Ensure encouragement and support for each individual's contribution to the improvement of occupational health and safety through appropriate consultation and participation.
- All personnel receive appropriate information and instruction needed to safely carry out their responsibilities.

## **Responsibilities**

Occupational health and safety is both an individual and a shared responsibility. Every Sporting Car Club of SA employee, member or volunteer is responsible for ensuring that work/activities are undertaken in a safe manner and in accordance with current safety procedures, standards and legislative requirements.

## **Responsible Officers**

The General Manager as the Responsible Officer has the overall responsibility to provide a safe and healthy environment at the Club and will ensure that adequate resources are provided to meet the health and safety objectives. However, all those in a position to influence the conduct at any event run by the Club are considered accountable.



## **Consultation and Implementation**

The Club is committed to encouraging consultation and co-operation between management, employees, members and other personnel.

All employees, members and volunteers are collectively responsible for:

- Co-operating with instructions, supporting and promoting occupation health and safety;
- Acting and encouraging others to act in a safe and healthy manner;
- Reporting or rectifying any unsafe conditions or acts that come to their attention.
- Establishing and maintaining an OHS Working Committee
- Preparing and maintaining an OHS Manual
- Conducting regular OHS audits

All OHS policies and procedures are to be regularly updated and issued to all employees and volunteers.

*Further reference to OHS policy and procedure:*

*SCCSA Health and Safety Committee Operating Policy*

*Fire and Emergency Evacuation Policy*

*Hazard Management and Auditing Procedure*

*Volunteer Handbook*

*Motorsport Risk Event Health and Safety Risk Management Policy*

*Motorsport Event Workers Training and Instruction Policy*

*Touring Event Risk Assessment and Management Plan*



## **STAFF**

All matters relating to staff shall comply with Work Choices legislation.

### ***Equal Employment Opportunity***

The Club is committed to fairness for all as a guiding principle for the treatment of staff and employment opportunity. The Club emphasises the worth of the individual and values tolerance, diversity and fairness.

### ***Recruitment and selection***

Appointments at the Club are made on the principle of merit. Applicants' qualifications and experience will be assessed against the job description and job specification of the available position.

The recruitment and selection process is jointly managed by the General Manager and the Management Committee of Directors, with interviews being conducted by a selection committee. All offers of appointment are made in writing. Details of the position and responsibilities and to whom the employee will be responsible, agreed remuneration and probationary period, expectations, performance review and severance details will be included in the written offer.

### ***Induction***

At the time of employment the person to whom the new employee will be responsible shall ensure that the employee is fully briefed and has a satisfactory understanding of all the elements in the Induction Checklist (see Appendix B).

### ***Appraisal***

Permanent staff of the Club are required to be appraised by the General Manager on a six monthly basis. Such appraisals are based on Job Descriptions and Key Performance Indicators. Results of Appraisals are to be documented, with one copy being given to the relevant staff member, and one copy kept in Personnel Club files.

The General Manager is to be appraised by the Management Committee on a six monthly basis.

### ***Resignation***

Unless otherwise arranged, any employee must give four weeks notification. It must be arranged that the employee participate in an exit-interview with a Member of the Management Committee.

### ***Dismissal***

When deemed necessary, and prior consultation has not found a resolution, with the concurrence of the Management Committee, an employee can be dismissed.



## **ASSET USE**

### ***Club Vehicle Policy***

*This policy applies to all club vehicles, including Loan Vehicles, BBQ Trailer and Club Trailer*

Prior to driving a Club or loan vehicle, employees, members or volunteers must ensure the following:

- That the vehicle is covered by either Club insurance or the owners insurance
- That the vehicle is in a road worthy condition
- That the vehicle is clean and presentable (clean if required)
- That the vehicle is registered
- That they have read and understood vehicle handbook
- That the operation of the vehicle is understood by the driver
- That the contact for any problems with vehicle is the General Manager.

Before even attempting to start a Loan Vehicle or Hire Vehicle, or borrowed vehicle, the entire vehicle must be thoroughly inspected for any damage, accidental or otherwise, and any damage no matter how apparently insignificant must be reported, recorded and cleared by the owner or hirer before use. Otherwise on returning the vehicle any damage not recorded will become the user's responsibility.

No person is permitted to drive a vehicle without having a current, appropriate and valid driver's licence or permit.

No person is permitted to drive a vehicle without explicit approval of the General Manager  
The vehicle must be operated in accordance with any Club policies and procedures and all road laws.

In the event of multiple users, a logged record must be kept of persons using the vehicle, and personnel must ensure that these records are kept and are regularly and accurately maintained. These records will be available on request.

Spare keys will be kept by Management and will be available as required.

The driver is personally liable and responsible for payment of any fines incurred for parking, speeding or any other traffic offences, (see Appendix D).

Personnel must not drive any vehicle under the influence of any drugs or with blood alcohol level in excess of that permitted by law.

Accidents, no matter how minor, must be reported to the General Manager.

Vehicles must not be overloaded, modified or used in a way not intended.

Vehicle must not be used in any race, speed test, or unauthorised driver training.



Tyre wear should be checked at regular intervals and tyre pressures should be inflated to the level specified. Personnel should ensure that oil, water, battery, brake fluid, and windscreen washing water are at adequate levels between services.

Personnel should ensure the vehicle is kept in a secure location when the vehicle is in their care overnight.

Ensure that the need for servicing or repair is brought to the attention of the Manager when due.

In the event of accident or theft:

- Check whether anyone involved requires medical attention – if so call an ambulance.
- The accident must be reported to the Manager as soon as practicable and to the Police as necessary. The Manager will contact the Club Insurer.
- If damaged do not move the vehicle unless instructed by the Police.
- Obtain and note the following details:

Time and date of the accident

Name and address of other driver(s) involved

Make, model and registration number(s) of other vehicle(s)

Name and address of any witnesses to the accident

Exact location at which the accident occurred.

### **Privately Owned Vehicles**

Insurance, delivery and collection of all vehicles and property displayed at Club venues will be the sole responsibility of the owner(s) of those vehicles or property.

Owners or their representatives will sign a form exempting such vehicles or property from the Club's liability.

### ***Hire of Clubrooms***

The SCC Clubrooms may be hired to interested parties subject to negotiation with the General Manager approving dates, times, fees and conditions.

The hirer will provide proof of all mandatory licences, permits and insurance.

The General Manager will ensure that payment in full of the Bond is received by the Club.

The hirer will comply with all conditions set out by SCC (See Terms and Conditions Appendix C)

Rooms available for hire are as follows:

- Reg Sparks Room
- Percy Wien-Smith Meeting Room
- Management Committee Room (Geoff Berry Room)





## ***Hire of Collingrove Facility***

The Collingrove facility may be hired to interested parties subject to negotiation with the General Manager approving dates, times, fees and conditions.

The hirer will provide proof of all mandatory licences, permits, insurance and procedure.

The General Manager will ensure that payment in full of the Bond is received by the Club.

The hirer will comply with all conditions set out by SCC.

The General Manager will determine all hiring fees.

## **MANAGEMENT**

### ***Insurance***

The General Manager will each year, in conjunction with insurance consultants, review and adjust all categories of insurance necessary to provide sufficient cover for all of the Club's property, staff, elected officers and activities. Such insurance policies are to be presented to the Management Committee of Directors for final approval and ratification.

Certificate of currency is to be provided to the Club on a quarterly basis by the relevant insurance companies.

Inspection of insurance documents is available for review by all stakeholders by appointment with the General Manager.

### ***Intellectual Property***

The Club considers the following as intellectual property:

- Club stationery
- Computer software
- Customer databases
- Business Cards
- Customer lists / member lists
- Hire agreements
- Quote folders
- Price books
- Club Files
- Diaries
- Electronic diaries
- Club policies
- Brochures
- Any other Club issued documents

All of the above intellectual property remains the sole property of the Club.



The Club requires the approval of the General Manager for any intellectual property to be removed (including copied or distributed) from the Club premises. Any unauthorised copying and/or removal is considered theft.

Australian Copyright Legislation must be adhered to in all Club published material.

Permission to remove, copy or distribute any intellectual property required the express permission of the General Manager.

## ***Software/Computer System***

The following applies equally to employees, members and volunteers.

Equipment must not be left unattended in unsecured areas.

Equipment must not be used by unauthorised persons.

Unauthorised access to systems must not be attempted.

Activities which are illegal under local, state or federal laws must not be engaged in.

Club computing devices must not be connected to other networks.

Information stored on SCC of SA systems is the property of the Sporting Car Club of SA

### **Passwords**

Passwords must not be shared with anyone.

Password should not be written down in accessible places and should be totally protected at all times.

Computers should not be left unattended without "Locking your workstation" even if only for a short time.

SCC passwords should not be used on systems outside of the SCC system.

### **Privacy & Group Information**

Information should not be used for other than its intended purpose.

Information should not be communicated over the phone or internet without proper authority and credentials of the requesting person should always be checked.

### **Virus control**

Virus Scanning software should not be disabled.

Email attachments from unknown sources should not be opened.

Virus warning messages should not be ignored.

The General Manager should be notified if your computer is infected by a virus.



## ***Keys and Security***

A Key Register and Security Code Register and spare keys are to be kept by the General Manager and secured in the Club's safe at all times. The code issued to key holders is to be changed every two years.

The Club premises must at all times be protected by a monitored security system.

Keys can only be issued by the General manager or Club President.

All keys must be signed for when issued, and signed off when returned.

## ***Custody of Financial Records***

The Management Committee shall provide for the safe custody of books, records, documents, instruments of title and securities of the Club. Such provision shall be in accordance with the following:

- Except as otherwise provided by the Constitution, the General Manager along with the Treasurer must keep in his or her control, all records, books and other documents, of a financial nature.
- All completed records, books and other documents of a financial nature, relating to the Club must be kept for a period of seven years.
- Except as otherwise provided by the Constitution, the Secretary must keep in his or her custody or under his or her control all records, books and other documents, instruments of title and securities, of a non-financial nature.
- A back up of all computer records must be performed at least weekly.
- Valuable documents are to be kept in a secure/locked fire proof facility or lodged with a Third Party eg Bank, for safe keeping. A register should be set up to include all valuable documents specifying at a minimum date/type and where held.

## **Inspection of Books**

The financial and/or non-financial records, books and other documents of the Club of section/s, are to be made available for inspection by any member of the Club.

If a member does wish to inspect any records he/she must arrange this with the General Manager.

## ***Collections***

The management of collections and debt recovery are the responsibility of the General Manager.

An updated listing of receivables is to be produced each month by Club Administration. The main use of this report is for the collection of outstanding amounts.

In respect to subscriptions, reminder notices to be issued after 45 days.

In respect to all other receivables, reminder notices to be issued after 30 days.

Once debtors reach 90 days the General Manager must report to the Management Committee and recommend how the outstanding amount is to be collected.



## ***Credit***

As a general rule credit is not to be provided or encouraged.

Credit arrangements up to \$500 may be approved by the General Manager.

Credit arrangements greater than \$500 must be approved by the Management Committee.

## ***Charity/Gifts***

### **Charity**

Donations to charity, or involvement in specific charities, will be determined by the Management Committee on an annual basis, prior to the adoption of the annual budget. Submissions from charities must be submitted in writing prior to March 31<sup>st</sup> each year.

### **Gifts**

No gifts may be given by the Club to any person or company without the approval of the General Manager. Gifts may only be approved at the direction of the General Manager for special circumstances or services offered to the Club eg guest speakers.

The value of gifts is not to exceed \$200 per gift without consultation between the General Manager and the Club President.

Any gifts granted to Club members or staff over the value of \$200 must be declared on a Club Register



## **FINANCIAL**

### ***General Expense***

#### **Expenses**

The General Manager has authority to approve expenditure that has been allowed for in all General and Section Budgets approved by the Management Committee.

The Section Chairperson only has authority to approve expenditure allowed for in their Section Budget.

Expenses greater than 5% of total budgeted income are to be referred to the Management Committee for approval, if not previously allowed for in the budget.

If an expense has not been included in the budget, then officers of the club may authorise expenditure for amounts not greater than \$400, but not to exceed \$800 in a month.

All expenses that have not been included in the budget and are in excess of \$400 require authorisation from the General Manager at a minimum.

#### **Reimbursements**

Reimbursements of expenditure will only be approved if part of budgeted expenditure.

Reimbursements of expenditure will only be allowed after presentation of receipts.

The club will aim to reimburse members at the time of presentation of receipts or within a reasonable time period not exceeding 7 days.

#### **Payment of General Expenses**

Payment will generally be on 30 day terms.

### ***Capital Expenditure***

#### **Objectives**

To ensure that Club funds expended on capital items are spent efficiently and effectively. To ensure the Clubs Management Committee and its subcommittees are fully informed of all relevant issues when making decisions regarding the authorisation of capital expenditure.

#### **Capital Expenditure Authorisation**

##### **Definition**

A Capital Expenses includes all expenditure on capital items in excess of \$500. All expenditure less than \$500 is treated as general expenditure and falls within the General Expense policy.



All Club capital expenditures in excess of \$500, if provided for in the approved capital budget, must be signed off on by the General Manager, prior to purchase.

Should an extraordinary and urgent situation arise, then the General Manager, with approval from the Treasurer and one Management Committee Member may expend up to \$3000.00 on a capital item. That expenditure must then be ratified at the next Management Committee meeting.

All Club capital expenditures if not provided for in the approved capital budget, must be approved by the Management Committee.

### **Development and Preparation of the Capital Expenditure submission**

It is the responsibility of the General Manager to ensure that all submissions for Capital Expenditure Authorisation contain all relevant information to provide the basis for deciding on the feasibility of the capital expense and clearly indicate the most effective means of procuring the goods/services required.

All submissions requiring approval from the Management Committee will be accompanied by a short memo from the General Manager covering the following points, as appropriate:

- Purpose and justification of Capital Expenditure
- Condition of existing equipment if replacement
- Disposition of existing equipment
- Reasons for exclusion from Budget
- Reasons for over-budgeting, if applicable
- If less than three price quotations, reasons; (3 quotes only required for expense over \$1,500)
- If the lowest price quotation is not recommended, reason

### **Cost Estimates**

In all Capital Expenditure Authorisation submissions, cost estimates based on common set of specifications must be included.

Consultants may be called in to develop specifications. Specifications must include detailed documentation, and catalogue cuts, if available, to provide all prospective vendors with a common basis for bidding. Extreme caution must be exercised to ensure that specifications (a) do not cause items to be "over designed" for the performance of the job, and (b) are not geared to one vendor.

Upon completion of specifications, cost estimates should be developed.

### **Approval of the Capital Expenditure Authorisation submission**

When the above information is compiled, it will be forwarded to the General Manager who will evaluate all relevant data, ensure the completeness of the submission, and make a recommendation concerning its approval to the Management Committee.



All Capital Expenditure Authorisation submissions requiring the approval of the Management Committee will be tabled for approval. Approval may be granted at the time of submission or, if Management Committee members need to deliberate, at the next meeting.

Upon Management Committee approval, it will be the responsibility of the General Manager to manage the expenditure in accordance with any conditions set by the Management Committee.

### **Capital Expenditure Not Requiring Authorisation**

Prior to incurring or committing to capital expenditures involving amounts not requiring specific approval under this policy, the General Manager is to assure that:

- Where applicable, the items were included in the relevant budget.
- Where applicable, the cost is not in excess of budgeted amounts previously approved by the Management Committee.

### **Overruns**

If it is learned that an overrun will occur, a new estimate of the total capital cost must immediately be produced. If the overrun is either in excess of 10% of the value of the original Capital Expenditure Authorisation, or in excess of \$2,500.00 a new Capital Expenditure Authorisation submission must be completed for the difference. The additional Capital Expenditure Authorisation submission must clearly indicate that it covers an overrun on an earlier Capital Expenditure Authorisation, and a copy of the original Capital Expenditure Authorisation submission must be attached.

### ***Cash Savings***

The aim with respect to the Club's cash savings/reserves, is to have surplus cash funds returning as much income as possible.

At the end of the financial year, and after the budgets for the preceding year have been approved by the Management Committee, the Treasurer with the assistance of the General Manager, is to recommend to the Management Committee the funds that should be set aside from the General Operations account and placed in a High Interest Bearing account.

When determining how much money should be deposited to a High Interest Bearing Account, the Treasurer should consider that some money be placed on deposit for shorter periods, so funds can be made available to meet the operation expenses of the club.

When determining how much of the cash savings can be placed into a High Interest Bearing account, the Treasurer and General Manager must refer to the main budget.



## ***Travel Expenses***

All travel will be approved via the purchase order system. Purchase orders will include:

- Purpose of travel
- Proposed methods of ground travel eg taxi/car hire
- Accommodation
- Flight details
- Details of any potential expenditure requiring reimbursement
- Total cost

Any expenditure requiring reimbursement requires tax invoices and purchase order number. All charges to credit cards require purchase orders, no credit card payment shall be made without the corresponding tax invoice and purchase order.

The Club will not be responsible for flight upgrades or membership of club lounges.

The Club will hold travel insurance, not required for booking.

Any exception to this policy is by express permission by the Management Committee.

Accommodation, air travel and car hire should be booked through the Club office.

## ***Sponsorship and Advertising***

The SCC will endeavour to attract sponsorship and advertising revenues in order to generate additional income to minimise reliance on subscription increases to run and/or fund Club activities. At the time of preparing the annual Budget, the Management Committee will set the minimum amounts of sponsorship and advertising income necessary to be generated for the forthcoming year, either for the corporate body of the Club, or individual sections or events.

## **MEMBERSHIP**

### ***Communication to Members***

Information relating to Club matters is to be readily and openly available to all members.

Members will have access to Club information via the following channels:

- Newsletter/Wheelspin – This is produced monthly and gives a snapshot of news items from each Section. This newsletter also provides a forward calendar of future events with the Editor having control over content
- Management Reports to Section Heads via regular forums and meetings where applicable





- Management Committee reports to Members via regular general meetings and other forums as applicable
- Website, to be maintained and upgraded on a regular basis.
- Veteran Car Magazine
- Social Media, including Facebook, You Tube and other similar media with Social Media Committee having control over content.
- Email, including forthcoming events and matters of interest to Members with the General Manager having control over content

## ***Privacy***

To fulfil its obligation it is necessary for the Club to collect and maintain personal information of its members. The Club considers that the personal information it holds about members should be protected to ensure privacy is maintained. Personal information is information about an individual that makes their identity apparent, or can reasonably be ascertained through that information.

Personal information collected by the Club would include but is not limited to:

- Name
- Date of birth
- Current address
- Telephone/mobile/fax number
- E-mail address
- Occupation
- Any race/official type qualifications
- Details of vehicles owned
- Other information relative to the Club
- Details of vehicles with conditional registration
- Other persons covered under membership

Should a member choose not to provide us with the personal information we request, we may not be able to provide members with the full range of services the Club provides.

The Club collects personal information from applications for membership, event entry and membership subscription renewal forms.

### **Reasons for collection of personal information are:**

- To enable correspondence and publications to be sent to members;
- To place members details and members vehicle details on a password protected database;
- To advise members of events and functions that may include the members type of vehicle;
- To publish results of events both in the electronic and written media.

The Club will not sell or rent members' personal information to anyone. Relevant personal information may be provided to the Government organizations responsible for conditional registration or as required by statutory requirements.



In order to deliver certain products (such as the Club magazine) and information members require, the Club may disclose personal information both to individuals within and individuals and organisations outside of the Club (eg CAMS) if necessary.

Such individuals/organisations carry out:

- Event co-ordination
- Printing & delivery activities
- Database maintenance
- Debt-recovery functions
- Information technology services

Member's personal information is disclosed to these organisations only in relation to providing the Club services to members. These persons do not have any right to use the personal identifiable information we provide to them beyond what is necessary to assist the Club.

Reasonable steps are taken to ensure these organisations are subject to obligations of confidentiality or privacy in relation to the protection of personal information.

The Club will take all reasonable precautions to ensure the personal information it collects uses and discloses is accurate, complete and up-to-date. The accuracy of this information depends, to a large extent, on the information members provide.

Members have a right to access personal information held by the Club. Members may be required to put their request in writing for security reasons.

## ***Membership Fees***

Membership Subscriptions and Fees shall be set annually by a recommendation from the Management Committee, based on the current CPI and approved by a Special General Meeting with a three-fourths majority of those present and voting.

Membership subscriptions for the surviving partner of a Senior, Life, 50year, Gold or Silver member holding a family membership will remain at the family extra amount.

## ***Member Recognition***

Club members will be recognised under the following guidelines:

**Member admission fees to Club Events** – Members showing a current membership card will be admitted at a concession rate to all Club competition and events. The Management Committee will determine that concession rate.

**15 years membership function** – An evening held every two years

**30 years membership function** – An afternoon tea to be held on the alternate year to 15 year function.

**50 years membership** – Any senior member who has completed 50 years of continuous senior membership as at 30<sup>th</sup> June will be granted free membership for life. Members attaining this status will be presented with a badge and certificate to acknowledge their membership record.



**Honorary Life Membership** – The criterion for this award is set out in paragraph 5(h) of the 2005 Constitution. Members attaining this status will be presented with a badge and certificate to acknowledge their service to the Club.

***Policy and Procedure to determine the Honour of Life Membership***

1) The nomination of Life Membership can originate from any current financial member of the Club. Any member(s) nominated must have 10 years continuous service with the Club. The nomination(s) should be in written and printed format submitted to the Club Secretary (the Facilitator) at least six months prior to the AGM. Should the Secretary also be a Life member, then any other Management Committee member may be nominated to facilitate this policy.

Should the Secretary be nominated, then the nomination details should be given to a Management Committee Member who will then act as the Facilitator.

Any nominations received after the first Wednesday in March will be held over until the following year for consideration.

2) Upon receipt the Facilitator will call a meeting of Life Members which will ensure the highest representation of those members. That meeting will be held as soon as practicable after the close off date. A quorum is set at one third of current Life Members.

3) The meeting will be chaired by the Facilitator, with active contribution and discussion encouraged. A copy of the printed submission(s) should be tabled.

4) The nomination(s) and discussion must be in confidence.

5) At the conclusion of the discussion the Facilitator shall call for a secret ballot to determine the outcome. There will be no proxy vote. Life Members must be present to be eligible to vote. The Facilitator shall have no voting rights. A simple majority will determine the success or otherwise of the nomination(s). If a nomination fails there will be no further discussion.

6) The Facilitator will advise the Management Committee of a successful nomination(s) at the next Management Committee meeting for approval. Should a nominee be a current Management Committee member then the advice and approval process will be conducted by email to all other members. The nominee's name(s) will remain in confidence.

7) The Facilitator will make the necessary arrangement for a successful nominee's certificate of appointment and other regalia for presentation at the Annual General Meeting by the Club President or in his/her absence a Vice President.

**Honorary Life Members & Past Presidents** – Honorary Life Members and Past Presidents will be invited by the incumbent President to a luncheon to be held at the Clubrooms in June of each year.

**Death Notices** – The Secretary will arrange for publication in the relevant daily newspaper a death notice in the event of the passing of Honorary Life Members (excluding Members for Life), President or Past Presidents. A condolence card on behalf of all members will be sent to the surviving spouse (or permanent partner) of the aforementioned categories. The Secretary will arrange, where requested by family or their representative prior to any funeral (or similar ceremony), for an email notice to be sent to members in the event of the passing of Honorary Life Members (excluding Members for Life), President, Past Presidents and 50 years members



**Corporate Membership Terms and Conditions-** The Corporate body may nominate a person to become a Senior Member to enjoy all the rights and privileges of a Senior Member. (Clause 5 (1) (a)).

The corporate body may nominate up to 5 staff members who shall become Associate Members. As Associate Members shall be ineligible for election to any office of the Club but shall otherwise be entitled to enjoy the facilities of the Club and to participate in its activities including competition.

Nothing in this Clause shall prevent Associate Members from being members of any committee formed in accordance with Clause 12 (1), but they may not be office bearers of those committees.

Additional staff members (i.e. greater than 5) may be included in the Corporate Membership for the appropriate subscription fee.

Nominated staff members leaving their employment cease to be members of the Club but are eligible to rejoin at an appropriate level and subscription fee without payment of a joining fee.

The fee applicable shall provide for memberships as stated above and recognition of Corporate Membership in the Club publication and website.

## **POLICY REVIEW**

The Management Committee or a sub committee nominated by the Management Committee will review this policy document annually and at any other time deemed necessary.



**Appendix A: DISCRIMINATION OR HARASSMENT COMPLAINT**

Name of Complainant: ..... Interviewed by: .....

Date: ..... Time: .....

Type of Complaint: .....

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Details of your complaint

.....  
.....  
.....

Can you describe any specific incidents that show that you were discriminated against or harassed? Please describe exactly what occurred, when it happened and who else witnessed or heard it happen.

.....  
.....

If your complaint is that your skills, abilities, qualifications, or work output were not valued highly enough when a job decision was made, please tell us what evidence you can offer of your overlooked abilities.

.....  
.....

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Please read the above carefully. Does it describe your complaint fully? (If not, please add further details.)

Yes, this describes my complaint fully and accurately.

Signature: ..... Date: .....

This is accurate, but I would like to add that.....

.....

Signature: ..... Date: .....

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Submitted to General Manager/Management Committee Member

Name: ..... Signature: .....

Date: .....



## ***Appendix B: Induction Checklist***

### **Induction Checklist**

- General Manager's approval obtained
- Club policy provided
- Employee record sheet completed and submitted to pay master
- Application form submitted to pay master
- Reference checks submitted to pay master
- Letter of offer completed and submitted to pay master
- Bank account details completed and submitted to pay master
- Tax declaration completed and submitted to pay master
- Superannuation form completed and submitted to pay master
- Copies of academic and trade qualifications to pay master
- OHS procedures explained
- Specific safety hazards highlighted
- Fire evacuation procedure
- Emergency contacts and procedure
- Explain safety equipment
- Introduce to all staff
- Location of sign in book
- Lunch / break procedure
- Location of Staff amenities



## **Appendix C: Terms and Conditions for Facility Hire**

### **Terms and Conditions For Facility Hire**

Please read these terms and conditions carefully before signing acceptance on the Application for Hire/Hiring Agreement for Venue Use. The Club will accept no responsibility for the Hirer misunderstanding or not complying with these conditions.

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#### **1. BOOKINGS**

Tentative bookings are held for a period of twenty-one (21) days, after which time the Hirer must confirm his/her intention to proceed with the booking. The SCCSA reserves the right to automatically cancel any booking which has not been confirmed within this period. Our staff will naturally confer with you first.

#### **2. BOOKING CONFIRMATION**

On confirmation of a booking, an Invoice will be issued accompanied by an "Application for Hire/Hiring Agreement for Venue Use" form, which must be completed, signed by the Hirer and returned to the Club as soon as possible. Once the form has been signed by an authorised person, the Hirer undertakes to comply with the Terms and Conditions for Facility Hire.

A minimum deposit of \$100.00 (including bond and other charges) must be paid in order to confirm the booking.

Upon payment of the deposit, a receipt will be issued and the booking taken as confirmed.

The balance of the total hire fee (including the bond) must be paid at least fourteen (14) days prior to the date of the Hirer's booking.

#### **3. BOND**

A bond of \$500.00 is payable at the time of booking confirmation. If any of the Terms and Conditions have not been complied with, the Bond (or part thereof) may be retained by the SCCSA. The cost of rectifying any damage and/or additional cleaning required will be charged against the Bond. An account for any costs in excess of the Bond will be sent to the Hirer.

#### **4. SETTING UP FEES**

Session bookings must include setting up and cleaning up within the session time. If the premises are required outside of the allocated time for any reason the caretaker/barperson will be required to remain as caretaker at an additional cost of \$25.00 per hour.



## 5. CANCELLATIONS

Ample notice in the event of the cancellation of a confirmed booking would be appreciated. All monies paid will be returned, less a \$30.00 administration fee, except in the following instances:

- In the event of a cancellation within **seven (7) days** of the date booked, we reserve the right to charge **50%** of the total hire fee.
- In the event of a cancellation of less than **twenty-four (24) hours** before the date booked, we reserve the right to charge **100%** of the total hire fee.

## 6. MUSIC AND NOISE

Music and noise is to be kept at a level so as not to disturb the local residents. Hirers are asked to ensure that people leave the premises promptly and with a minimum of noise. All guests must vacate the premises by 1.00 am.

## 7. CONFETTI ETC

Under no circumstances are wedding guests to throw confetti or other material (with the exception of rose petals) anywhere on the premises. Failure to comply will result in a cleaning surcharge of \$50.00.

## 8. SMOKING

The Club is a non-smoking environment. No smoking is to be conducted anywhere within the building. The Hirer is responsible for advising and enforcing this regulation to all guests. An outside area is specifically designated for smoking.

## 9. CARE OF VENUE

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building. Nothing is to be nailed, screwed, stapled or adhered to any surface or part of the building. Decoration of the premises may only be carried out with the approval of the club management.

## 10. DAMAGE/DISCLAIMER

Any damage caused by guests to the SCCSA building will be the financial responsibility of the Hirer and the costs associated with repairs or abnormal cleaning will be charged to your final account.

The SCCSA will not accept responsibility for damage or loss of goods or equipment left in or at the premises before, during or after the hiring period. All Hirers' goods and chattels must be claimed and removed from the premises within 48 hours after the event.





## **11. ALCOHOL/DUTY OF CARE**

If alcohol is to be consumed a Restricted Liquor Licence is required and must be obtained on the Hirer's behalf at least 14 days prior to the function at a cost of \$40.00. Function organisers/Hirers are not permitted to supply their own alcohol. Any alcohol served must be provided by The Sporting Car Club of SA, unless special arrangements have been negotiated with the Club.

Under the liquor licensing laws of South Australia we have a duty of care to all our clients and reserve the right of our barperson/caretaker to refuse service of alcohol to persons he/she deems are intoxicated and may do harm to themselves or other patrons or property.

## **12. EQUIPMENT**

It is the responsibility of the Hirer to check the correct functioning of equipment before the event. The Hirer shall note any damage or defect prior to the commencement of the hire period and advise the caretaker/club manager.

## **13. GARBAGE**

Garbage removal is included in the hiring fee, provided garbage is placed in the plastic bags provided and deposited in the bins provided. No loose garbage or litter is to be left on or at the premises.

## **14. FIRE REGULATIONS**

The Hirer and any person acting on their behalf or in their employ must not do or require to be done anything that is contrary to the laws and regulations with respect to the Places of Public Entertainment Act and the Liquor Licensing Act of South Australia.

Hirers may not bring anything of an explosive or flammable nature onto the premises. The use of candles or candelabra is prohibited.

## **15. CONDITIONS FOR CAMPERS AT COLLINGROVE HILLCLIMB PROPERTY**

For OHS&W purposes the following guidelines must be observed.

1. Ensure the parking area (ie for a campervan etc) is firm and even and is not prone to getting bogged.
2. Area is to be maintained in a neat and tidy manner with rubbish and food scraps either put in bins or taken off the property.
3. Open fires and BBQs are not permitted at any time of the year.
4. For any gas BBQs a three metre clearance of any combustible material is required.
5. It is highly recommended that campers have their own portable fire extinguisher.
6. Please ensure toilets are left in a clean condition.
7. As there is no mains water please use water sparingly.
8. Access to the track or return road is not permitted other than during official events.
9. No pets allowed on the property.



10. Excessive consumption of alcohol leading to unacceptable behaviour may result in campers being ejected from the property.
11. No excessive music or noise.
12. Smoking is restricted to inside your own vehicle, tent or campervan only. Please ensure butts are not extinguished outside.
13. Overnight stay at Collingrove is limited to one night prior to the event.
14. We hope you enjoy your stay!

Please note there is no power available.

#### Amendments & Additions:

<u>Paragraph</u>	<u>Page number</u>	<u>Date adopted</u>	
<b>Capital Expenditure</b> Definition	17	3 <sup>rd</sup> April 2007	Addition
<b>Member Recognition</b> Honorary Life Membership	22	3 <sup>rd</sup> April 2007	Addition
<b>Capital Expenditure</b> Approval...( para. 2 )	18	3 <sup>rd</sup> May 2007	Amended
<b>Camping Rules for Collingrove</b>	28	11 <sup>th</sup> July 2011	Addition
<b>Reference to Board changed To Management Committee</b>	various	22 <sup>nd</sup> September 2011	Amended
<b>Corporate Membership Terms and Conditions</b>	22	25 <sup>th</sup> November 2011	Addition
<b>Corporate Membership Terms and Conditions</b>	23	14 <sup>th</sup> February 2012	Amended
<b>Risk Policies, Communication Tools and Death Notifications</b>	9/20/22	25 <sup>th</sup> November 2015	Amended
<b>Incorporated Standing Orders and Rules for Sections.</b>			
<b>Updated Logo</b>		22 August 2016	Amended
<b>Updated Sections list of both Veteran Section and Vintage Section</b>		29 September 2016	Amended