



THOROUGHbred SPORTS CAR CLUB INC

In this document 'The Club'

POLICIES AND PROCEDURES MANUAL

The Policies and Procedures Manual defines The Club's administration and operation
20th July 2024

1. INCORPORATION

The Thoroughbred Sports Car Club was incorporated as an Association on 9th June 1992 with the registration number Y15083-35.

2. CONSTITUTION

The Club has adopted the Model Constitution developed by the NSW Department of Fair Trading and updated from time to time. The Constitution is adopted in its entirety and is not subject to change by The Club or its Committee. The current version is published on The Club website.

3. OBJECTS

The Objects of The Club are registered with the Department of Fair Trading and are as follows:

- To promote, foster and conduct recreational and competitive motoring activities and foster motor sport generally in all its forms;
- To promote friendship and courtesy on the road, socially, and in competition between members of The Club;
- To promote and engender social activities;
- To encourage the preservation, maintenance, and use of older cars;
- To conduct itself as a motoring club in such a way as to be seen to be 'best of breed';
- To lobby to preserve our ability to enjoy our vehicles and the driving of the same, free from restrictions and unnecessary bureaucracy;
- To affiliate with Motorsport Australia
- To affiliate with other clubs, groups and organisations as shall be deemed appropriate to enable The Club to deliver its stated objectives;
- To foster better acquaintance and social spirit between the various owners of sporting cars in Australia;
- To establish and maintain by example a high standard of conduct and a respect of the laws of the road.

4. MEMBERSHIP

The rights and requirements of Membership are as described in the Constitution. This covers the following:

- Applications for Membership
- Register of Members
- Fees and Subscriptions
- Members Liabilities
- Disciplinary actions against Members
- Right of appeal
- Resolution of internal disputes
- Membership entitlements not transferable
- Member resignation
- Cessation of Membership

The following policies have been applied by The Club:

- Membership shall be open to any person or persons who owns or has an interest in a sporting car
- Membership applications may be lodged with the club in paper or electronic form
- Membership will be deemed to commence once all application forms and fee obligations have been fulfilled and a membership card issued by the TSCC to the member
- The Club's Membership shall be restricted to 150 Family Memberships, excluding Life Members
- All Memberships are Family Memberships which include both the subscribing individual and at their option a partner. The Family Membership carries one vote. No proxy voting is allowed
- In the event that a Member dies, their partner will assume the Membership providing their name was also entered on the Membership Application Form
- Where the Membership is full, prospective Members may be placed on a Waiting List. The Waiting List is limited to 10 applicants.
- Waiting List Members will have access to the TSCC website, and Facebook page. They are encouraged to attend general meetings and other TSCC events by invitation. When vacancies occur Membership will be offered based on the activity and participation of the Waiting List Member, with the most active Waiting List Members being given priority. Where the Waiting List Member has not participated in any club activities the Committee may choose to withdraw the offer of potential membership and free up that position on the Waiting List.
- One Membership card will be supplied to each Family Membership; Members may request a second card for the partner, and this may be required for entry to motorsport events etc
- Membership Application Forms may be downloaded from The Club website and may be mailed to the address of The Club
- Members should remain active in the Club as a requirement to maintain their membership. Membership renewal may not be offered to a Member who has failed to attend any Club events in the previous year.

5. LIFE MEMBERSHIP

The Club may, subject to this section, make any Member a Life Member. A decision to make a Member a Life Member shall be made by a majority decision of the committee.

The minimum criteria for appointment of a Life Member are:

- Membership of The Club for at least 10 years

- Holder of a committee position for at least 7 years (which years do not need to be consecutive) and/or
- Lengthy involvement in Club activities – Club runs, annual events, social arrangements etc

At no time shall the numbers of life Members exceed 10% of the Club Membership.

Life Members and their partner are financial Members of The Club for life. The Life Membership has the same rights and privileges as a Family Membership and a succeeding partner will continue to retain the benefits of the Life Membership for their life.

The Membership Fees of Life Members is set at \$0 per annum.

6. REGISTER OF MEMBERS

The Club shall maintain a Register of Members as described on Clause 4 of the Model Constitution.

Members should familiarise themselves with the privacy provisions of the Register.

It is a Member's responsibility to ensure that The Club is informed of the Members current phone numbers and street, postal and email addresses.

The Club communicates in the first instance with the email address of the Member. Members are responsible for ensuring their email address can receive emails.

7. MEMBERSHIP FEES

All annual subscriptions shall become payable prior to the first day of July. Renewal notices will be sent to members on or soon after the first day of April in each year.

Any Member whose subscription is unpaid on the first day of July ceases to be a Member. During the next 14 days the member may re-new their membership and after that time the membership will be allocated to the next member on the waiting list. If the original member then wishes to re-join the Club they will need to make a new application and join the waiting list, if any.

Once a member's membership has ceased, they may only participate in Club events as a guest.

Membership fees shall be determined annually by the committee. Members who join in the last quarter of any financial year will receive up to 15 months of membership.

The annual Membership Fee for the 2023-2024 year has been set at \$75.

8. COMMITTEE

In addition to Part 3 of the Constitution, the following requirements apply to the operation of the committee:

- Any office-bearer or Member of the Committee failing to attend three consecutive Committee Meetings without apology or just cause shall thereby render themselves liable to exclusion from that office or Committee
- No Office Bearer shall serve in the same position for more than 5 years consecutively. Office Bearers are eligible to be re-elected to positions previously held after another person has

served in that position for at least one term of one year.

9. INSURANCES

Public Liability Insurance cover is maintained through our affiliation with Motorsport Australia.

In addition, The Club has Historic Motoring Clubs Insurance Scheme through Gallaghers, Adelaide SA.

For the purposes of declaring Membership numbers The Club will declare the total number of Family Members and Life Members including all nominated partners.

10. REGISTERS

The following registers are maintained by The Club:

- Register of Members
This contains the names of the Family Member and their partner, postal and residential addresses, email address and phone numbers. We currently record the year the person became a member. Membership records are maintained for the previous seven (7) years. We currently record the year the person became a member and cumulative years of actual membership. A member may request a hard copy of the register on payment of an administrative fee of \$1 per page copied/printed. The information provided, other than the members name, will be determined by the information nominated by the Member for disclosure. See Section 4 of the Model Constitution for more information on the Register of Members
- Register of member's point scores for the Clubman Trophy
- Register of Committee Members
This contains the position, committee member's name, date of birth and residential address. A new register is commenced on each calendar year following the AGM. Where committee members do not complete the full year and are replaced, the date of their departure and details of their replacement are recorded
- Register of Disclosed Conflicts of Interest
This contains recorded disclosures of any conflict of interest. A copy of this register is available upon payment of a \$10 administrative fee
- Register of Documents Lodged with Fair Trading
 - Certificate of Incorporation
 - Application for incorporation of the Association
- Register of Financial Statements
The statements are retained for a minimum of 5 years from the date of lodgement with Fair Trading
- Asset Register
A register of our assets
- Register of Minutes of Meetings
This includes General Meetings, Annual General Meetings and Committee Meetings
- Insurance Register
This contains details of all insurances held by The Club
- Documents Register
This contains:
 - Model Constitution
 - Policies & Procedures Manual
 - Documents lodged with Fair Trading

- Historic Vehicles Register
This contains a list of all vehicles owned by Members and registered with The Club under the NSW Historic and Classic Vehicle registration scheme

11. HISTORIC AND CLASSIC VEHICLE SCHEME

Financial Members of TSCC have access to the Transport for NSW Historic and Classic Vehicle registration scheme. Members must abide by the rules and regulations of this scheme.

The Club Plates Registrar maintains a record of all Member vehicles covered by the Historic Vehicle and Classic Vehicle registration scheme. It is the responsibility of all Members to ensure that such information is with The Club registrar and that all requirements for vehicle inspections, registration, and maintenance of a logbook are met. Penalties may apply for non-compliance by a Member. The Club holds no responsibility for such actions by the relevant authorities.

The Club authorises TSCC Members who nominate additional clubs (Secondary Clubs) on their Historic Vehicle Declaration (1259 Form) and/or Classic Vehicle Declaration (1835 Form) to use their vehicle(s) on Official events organised by one of those nominated Clubs. The TSCC Member must also be a current financial Member of the nominated additional club(s).

It is the Member's responsibility to ensure that they comply with all current regulations.

PLEASE NOTE:

Should a Member have a vehicle on Conditional Registration such as the Historic and Classic vehicle scheme then the annual Membership fee must be paid prior to June 30th. There is no latitude allowed by Transport for NSW. If the Member is not financial their vehicles are not registered.

12. CLUB EVENTS

The following requirements apply to attendance at club events:

- Members should follow all road rules and attend in vehicles that are licenced and insured
- Members should always remain polite and courteous

Where Members fail to observe these requirements, their behaviour may be reported to the Committee who may choose to suspend or expel the Member as per Clause 7 of the Constitution.

Members may invite guests to Club Events, and these shall be known as Honorary Members. They and Prospective Members are required to sign the Trial Membership sign on sheet at the commencement of the event. This will ensure that all parties are covered by The Club's insurance policies.

13. CLUB COMMUNICATIONS

All TSCC communication to Members and to the general public should support the Objects of The Club.

The Club website, Facebook page, newsletter, meetings, public communications, and events should promote good fellowship between all club Members and focus on their shared interests in sporting cars. Discussion and debate in TSCC forums may address the lively diversity, interests, and concerns of all its Members in matters related to the objects of The Club. In this respect Members should generally refrain from engaging in political comment and should avoid items of any nature that could reasonably cause

offence to other Members.

If any Member feels that this policy has been contravened by another Member, then they should immediately bring it to the attention of the President of The Club, or another Member of the Committee of The Club.

The TSCC Facebook page is a Private Group open to all Members and their immediate family, to past Members, to Members in Waiting and to friends of the TSCC including concours judges. All new Members of the page are subject to approval by the Facebook admins. As a Private Group only Members can see who's in the group and what they post.

The Club does not permit any promotion of goods or services to club members by club members.

14. FUNDS AND ASSETS

The Club is prohibited from making any distribution to its Members, whether in money, property or otherwise howsoever, of any assets belonging to The Club PROVIDED HOWEVER that this shall not prevent payment in good faith of remuneration to any officers or servants of The Club or benevolent payments for which provision may be made from time to time.

Where benevolent payments for items such as flowers are made by The Club these shall be recorded in the accounts as 'Welfare'.

This policy shall in addition not prevent The Club from subsidising various club events as the Committee shall consider a fit and proper purpose.

15. COMMUNITY OBLIGATIONS

The committee shall remain mindful of The Club's position within the community and consider making donations to charities of potential benefit to members.

Where The Club decides to support a charity or charities, the donation shall not exceed \$1,000.

16. AWARDS & POINTSCORE

The Club provides the following awards which are presented annually:

- The Clubman Trophy was originally presented by Clive Sanderson of Classic Car Insurance. The original trophy was replaced by a polished aluminium Model Bantam Midget during Barry Farr's Presidency
The trophy is awarded based on a pointscore which allocates 3 points for an all-day event such as a Wednesday Run, and 1 point per additional day up to a maximum of 10 points per event. Dinners and lunches score 1 point. Magazine articles score 2 points. Event organisers score 6 points for Big Trips, 3 points for an all-day event, and 1 point for dinners and lunches. These are additional to the points awarded for attendance at these events
Members who use a car over 30 years of age at an event should apply to the event organiser for a bonus point
- Citizen Kane Award for the best article in Top Gear magazine as determined by the Editor
- Car of the Year Trophy was presented by John Thompson Sports Cars and is awarded by public choice at the Pride of Ownership Day
- Donald McDonald Trophy was presented by John Burton and Lester Gough and is awarded by the

President to the person who has shown enthusiasm, drive & encouragement to other Members whilst achieving a high standard of contribution all for the betterment of the Thoroughbred Sports Car Club in the style & tradition of our 'Don'

- The Borrani Wheels Award was presented by Jim Peters and is awarded to the person who best represents the 'Spirit of the TSCC'
- The Shutterbug Award was presented by Jeremy & Julie Braithwaite to the member who makes the best contribution to The Club photographic display
- The Sporting Trophy is awarded by the Sporting Secretary based on the Sporting Pointscore. The Sporting Calendar is published with the main TSCC Calendar and the Sporting Championship Rules are published on the TSCC website

17. MEMBERS COVID AND GENERAL DISCLAIMER

The Club believes the safety of its Members is paramount. It is not in a position to arrange insurance to protect it and the Membership for any potential liabilities where a Member catches a potentially fatal disease as a result of attendance at a TSCC event.

Consequently, when attending a TSCC event, Members agree with the following:

- That they acknowledge that the risks associated with attending events organised by the Thoroughbred Sports Car Club Inc include, but are not limited to, the risk that they may suffer harm as a result of:
 - the contraction, aggravation or acceleration of a disease, or a Listed Human Disease¹
 - any mishap or injury whether caused in or by a motor vehicle, association with other Members of the Thoroughbred Sports Car Club Inc, or with Members of the public
- At all times, Members agree to be aware of and comply with State and/or Federal Government Health Orders. They also agree to follow all health directives including those issued by establishments attended by the Thoroughbred Sports Car Club Inc.
- That in attending any event organised by the Thoroughbred Sports Car Club Inc, or to which the Thoroughbred Sports Car Club Inc has been invited, Members agree to release the Thoroughbred Sports Car Club Inc and its officers and Members for any liability for their death, disablement, and for any physical or mental injury, that may be incurred by them or any of their invited guests, however caused. They also agree to make their invited guests aware of this obligation as a condition of their entry to the event.

18. DATE APPROVED AND ISSUED

This edition of the PPM is dated 1st February 2024 and approved at the committee meeting of that date.

¹ A Listed Human Disease shall mean:

- a) any disease identified or listed at any time as a human disease under the Biosecurity Act 2015 (Cth) or its current equivalent, as amended or replaced from time to time, or
 - b) any disease identified or listed in a state of emergency, public health emergency or pandemic declared by any governmental authority or identified by the World Health Organisation or its current equivalent as amended or replaced;
- regardless of when the disease is so listed or identified.