



# THOROUGHbred SPORTS CAR CLUB INC

In this document 'TSCC'

## POLICIES AND PROCEDURES MANUAL

The Policies and Procedures Manual defines the administration and operation of TSCC

30<sup>th</sup> July 2026

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## **1. INCORPORATION**

TSCC was incorporated as an Association on 9th June 1992 with the registration number Y15083-35.

## **2. CONSTITUTION**

TSCC 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 TSCC or its Committee. The current version is published on the TSCC website.

## **3. OBJECTS**

The Objects of TSCC 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 TSCC;
- 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 TSCC 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 TSCC:

- 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 TSCC 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 TSCC to the member
- TSCC'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 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 TSCC website and may be mailed to the address of TSCC
- Members should remain active in TSCC as a requirement to maintain their membership. Membership renewal may not be offered to a Member who has failed to attend any TSCC events in the previous year.

## **5. LIFE MEMBERSHIP**

TSCC 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 TSCC 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 TSCC activities – Club runs, annual events, social arrangements etc

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

Life Members and their partner are financial Members of TSCC 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**

TSCC shall maintain a Register of Members as described on Clause 4 of the Model Constitution. This list includes a Register of Wait List Members.

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

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

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

## **7. DATA PRIVACY**

TSCC is required by its Constitution to maintain a Register of Members and this Register contains:

- Member name
- Birthday
- Address
- Email
- Phone numbers
- Years of membership

The Register is circulated in electronic form to all members of the Committee, and this information is considered to be essential for the Committee Members to do their jobs. Committee Members may contact members individually, but all mailings to the entire membership will be from the Secretary.

The contact details of all Committee Members are published on the TSCC website:

<https://tscc.asn.au/committee/>

All emails to the membership will use the 'blind copy' facility so as not to expose the members email addresses to other members.

If a Member wishes to contact another Member the correct procedure is to email the Secretary, or any Committee Member, and ask that their message be forwarded to the intended Member. The contacting member thus provides their contact details to the Member they wish to contact, and it is up to the contacted Member to respond or otherwise.

If a Member wishes to obtain a copy of the entire Membership Register, as provided by the Constitution, they should email the Secretary and explain the purpose of the request. They should provide an undertaking not to use the information to send information to Members as per Item 4 Point 6 of the Constitution.

The Committee at its earliest convenience will consider the request, and if it is considered a legitimate request, will then write to the membership to inform them of the details of the request and ask each member to determine whether their full information or just their name be provided.

## **8. 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 TSCC, 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 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 2025-2026 year has been set at \$75.

## **9. 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.

## **10. INSURANCES**

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

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

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

## **11. REGISTERS**

The following registers are maintained by TSCC:

- Register of Members  
This contains the names of the Family Member and their partner, postal and residential addresses, email address and phone numbers. 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
- 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 TSCC
- 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 TSCC under the NSW Historic and Classic Vehicle registration scheme

## **12. 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 Plates 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. TSCC holds no responsibility for such actions by the relevant authorities.

TSCC authorises 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 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 30<sup>th</sup>. There is no latitude allowed by Transport for NSW. If the Member is not financial their vehicles are not registered.

## **13. TRIAL MEMBERSHIP**

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 TSCC's insurance policies.

#### **14. CONDUCT OF MEMBERS**

Members shall at all times conduct themselves in such a way as not to bring TSCC into disrepute and to avoid offending others, be they Members of TSCC and their friends and associates, members of staff of establishments, or members of the public. Respect of others is fundamental to our association.

When driving on the public highway Members should spread out and drive courteously. At all times Members should comply with the law and avoid offending other road users.

Members should ensure that their conversation promotes good fellowship between all Club Members and focuses on their shared interests. Discussion and debate in TSCC forums may address the lively diversity, interests, and concerns of all its Members. Discussion on extreme politics, race, sex and religion should be avoided, as should excessive use of alcohol, use of illicit drugs, or loud and disruptive behaviour.

Members should never act in a way prejudicial to the interests of TSCC.

Abuse in any form, be it verbal or physical, or any form of bullying is unacceptable and is a dismissable offence. This applies to abuse of club Members, their friends and associates, event organisers, staff at venues attended by TSCC, and the general public.

#### **15. DISCIPLINARY PROCESSES**

Where one Member believes another Member's behaviour or conversation has been offensive, they should indicate this and request the subject be changed or the offensive behaviour cease.

Where one Member believes another Member has been abusive, they should indicate this and request an apology to the individual(s) concerned. Other Members in the vicinity should be asked to witness the request and the apology.

Where the offence occurs on Facebook then it should in the first instance be reported to the Facebook admins, who may remove that post, and if sufficiently serious also report it to the President or the Committee.

It is expected that most issues can be resolved in this way between Members and without the need for any further action by the President or the Committee.

Where the issue is not resolved, or the nature of the offence is sufficiently grave, it should be reported to the President or any Member of the Committee. It will then be discussed at the next Committee meeting.

The Constitution describes the processes to be followed. Item 7 Disciplinary Action against Members describes the process leading to the decision to expel a Member and Item 8 Right Of Appeal Against Disciplinary Action describes the appeal process including holding a General Meeting to vote on the expulsion.

Where the Committee receives a complaint, it should therefore decide whether it believes that the complaint should be considered and dealt with. If, for example, it believes it to be trivial or vexatious then it can decide not to proceed with the complaint, and this decision should be noted in the minutes.

The Committee should then write to the Member and copy the complainant and inform them of the decision and state that the complaint has been noted and may be considered in the event of any further complaint.

Where the Committee decides to proceed with the complaint then notice should be served on the Member as per the Constitution. The Committee should also investigate any prior similar instances and take these into consideration when deciding upon the complaint.

The Member concerned should be given the opportunity to resign following the issue of notice to the Member, as this provides a better resolution for all concerned and avoids a divisive process.

## **16. FUNDS AND ASSETS**

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

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

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

## **17. COMMUNITY OBLIGATIONS**

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

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

## **18. AWARDS & POINTSCORE**

TSCC provides the following awards which are presented annually:

- 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. Speaking at a Club Meeting scores 3 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 TSCC photographic display
- The Sporting Trophy is awarded by the Sporting Secretary based on the Sporting Pointscore. The Sporting Calendar is published with the TSCC Calendar and the Sporting Championship Rules are published on the TSCC website

## **19. MEMBERS COVID AND GENERAL DISCLAIMER**

TSCC 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 an event of TSCC.

Consequently, when attending an event, Members agree with the following:

- That they acknowledge that the risks associated with attending events organised by TSCC 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 Disease<sup>1</sup>
  - any mishap or injury whether caused in or by a motor vehicle, association with other Members of TSCC, 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 TSCC.
- That in attending any event organised by TSCC, or to which TSCC has been invited, Members agree to release TSCC 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.

## **20. DATE APPROVED AND ISSUED**

This edition of the PPM is dated 30<sup>th</sup> July 2026 and approved at the committee meeting of that date.

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<sup>1</sup> 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.