

Check List of Club Details

Club Name:

Club Phone Number:

Club Fax Number:

Club Email Address:

Club Web Site:

Membership Qualifications:

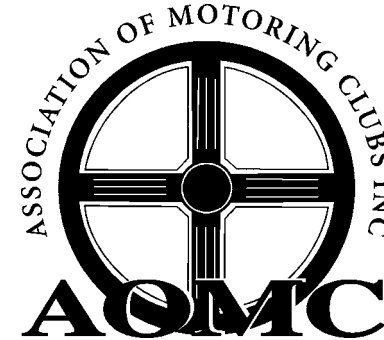
Meeting Time & Place:

Aims & Objectives:

Club Caters for Vehicles Manufactured (quote Models and/or Years):

Club Constitution:

Club Rules:



CLUB MANAGEMENT PRINCIPLES

*The Association of Motoring Clubs
Inc.*

"Working for Motoring Enthusiasts"

July 2009

How to contact the AOMC

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Suitable responses

- (a) Older vehicles form part of the national motoring heritage.
- (b) Older vehicles are usually driven by enthusiasts and kept in good condition.
- (c) Older vehicles generally travel less distance a year than modern vehicles.
- (d) Older vehicles are usually only driven in good operating conditions.
- (e) Enthusiasts generally maintain their vehicles at a level higher than basic maintenance.
- (f) The emission output of a correctly tuned older vehicle is reasonable.
- (g) The fuel consumption of an older vehicle is often less than a modern four wheel drive vehicle.
- (h) Vehicles driven by enthusiasts are driven responsibly.
- (i) Most older vehicles do not travel at high speeds.
- (j) Many older vehicles have been fitted with seat belts.
- (k) Scrapping an old vehicle just to replace it with a new vehicle gives a nett increase in greenhouse gases.
- (l) Enthusiasts know capabilities and limits of their vehicles and drive them accordingly.

The AOMC invites Clubs to provide additional questions and responses to expand the scope of this format.

Possible Questions from the Public – and some Typical Responses

This is a “starter list” of questions that could be directed to clubs or their members by the public. The **bold** notation at the end of each question indicates an answer from a list of suitable responses below.

Safety	Responses
“Old cars” are unsafe for their drivers and passengers.	b, d, e, h, j, l
“Old cars” are unsafe in relation to other vehicles.	b, d, e, h, i, j, l
“Old cars” are unsafe to pedestrians.	d, h, i, l
“Old cars” cause more accidents.	b, c, d, e, h, i, j
“Old cars” are more likely to be unroadworthy.	b, c, e
“Old cars” should not be allowed on freeways.	h, i, l
Young children should not be allowed to ride in old cars.	h, i, j, l
Annual roadworthy checks are needed in Victoria. <i>(Victoria does not have annual safety checks)</i>	b, e, l
Pollution and the Environment	
“Old cars” cause pollution and so contribute to greenhouse gases.	b, c, e, f, h
“Old cars” have smoky exhausts.	b, e, f, l
“Old cars” are “gas guzzlers”.	e, g
“Old cars” are noisy.	b, e
Vehicles over 30 years old should be scrapped and replaced by modern vehicles.	a, c, g, h, k

Club Management Principles

Introduction

This document sets out some general principles that are recommended for consideration by the management committee of motoring clubs. It is in general terms only and clubs should consider the relevance of items to their particular scope of operation.

It does not attempt to give instructions but rather to act as a series of reminders to be reviewed periodically and adjusted to suit requirements.

The hobby vehicle movement, in common with industry and society in general, must recognise the possibility of litigation whether within the club or in the courts and must plan for the capability to manage adverse events if and when they occur.

Adequate insurance to cover Public Liability and any particular assets is strongly recommended. Legal, financial or insurance related matters should be referred to specialists for specific advice.

As a minimum requirement, it is recommended that Clubs produce a Management Handbook that sets out the operational aspects of the Club. This should include: the Club Constitution, Club Rules, Duties of Office Bearers, Operation of Bank Accounts, Insurance Policies, a Club Calendar of Events and key dates to be observed. The scope of such a Handbook is up to the Club Management Committee. A suitable framework of a handbook may be downloaded from the Publications Page on the AOMC web site: www.aomc.asn.au. Other related AOMC publications are also available for download here.

Principles

Insurance is useful, indeed necessary to cover unforeseen losses but Clubs should not rely on insurance alone but must make an active effort to ensure that there can be no challenge by the insurance company of failing to take due care.

Risk should be managed to:

- mitigate the exposure and consequences of an adverse event,
- avoid or mitigate monetary, time loss or interruption to *club* functions,
- to promote a safe environment for *club* operation and functions.

Clubs (individual clubs, state bodies, national body) should be able to recognize risks and have in place planning to :

- recognise the risk of an adverse event,
- consider the likelihood and extent of such an event,
- determine how to prevent and/or deal with such if it occurs.

As a member of AOMC, clubs must have in place a constitution to cover the general operation of the club.

Planning

After determining a risk exists possible responses need to be planned. A responsible person(s) should be appointed to document and control the response.

In most cases the President (Chairperson) of the club would be the responsible person therefore statements or responsive actions would be initiated by the President after consultation with the committee. There may be occasions where the President (after consultation) delegates responses or actions to a member of the committee or another appointed member.

State Bodies

The various state and territory bodies have requirements to meet many of the items noted above.

Liaison, either independently or in association with other hobby vehicle groups, with commercial and governmental bodies to improve the general knowledge and standing of the movement should be part of the remit of a state body. In addition they should also have direct lines of contact to the governmental bodies that play a part in the function of hobby vehicle clubs.

The ability to provide a “State Representative Body” response to queries from the media or the public should be defined and advised to member clubs.

Through the Australian Historic Motoring Federation (AHMF) state bodies should be able to comment on items affecting the hobby motorist and be able to communicate back to clubs.

National Body

The national body Australian Historic Motoring Federation (AHMF) comprises the state and territory hobby vehicle motoring club bodies (except Tasmania) and meets annually. In addition to the items noted above as state body duties, the AHMF also has a function to act as a lobby group at a national level.

At the 2006 meeting, the AHMF circulated a disaster issues template in draft form noting possible areas of concern and strategies. Items in the draft include bans imposed on older vehicles in respect to speed, paint, asbestos, available fuels, emissions, LPG conversion of older vehicles, etc. A draft strategy model based on an ad hoc sub-committee and communication procedures has been circulated to AHMF members.

Clubs are still able to require an annual inspection as a condition of membership but it should not be defined as a safety requirement. Some clubs may go to the extent of having members who carry out the annual inspections obtain a roadworthy licence through the TAFE system to satisfy their club requirements.

VicRoads rules place the onus for roadworthiness of a vehicle on the driver.

Displays and Shows

The safety of members and visitors must be the primary concern. Organisers should determine if first aid facilities and the provision of toilets, refreshments visitor parking etc. are required.

Most displays are static and vehicles should be in position prior to public entry. If vehicle movement is required a maximum speed limit should be posted and observed.

In situations where groups of vehicles are closely assembled, eg. entry gates and queues into them, adequate safety measures (lanes, fire extinguishers, separation from pedestrians, grouping of vehicles with emergency access if required) should be in place with responsible control staff. Stationary running displays should be fenced off from the viewers.

Insurance cover for the club should be confirmed. Recent advice suggests that waivers of a club's responsibility does not remove statutory rights but can serve to indicate that a risk may exist and care may be required.

Facilities for the safe collection and storage of monies collected should be included in planning.

Possible responses need to be planned where a risk exists.

Responses should be chosen, agreed and included with high or moderate risk being addressed in detail and low priority risk being on a "watch list" for periodic monitoring.

The main strategies for negative risks are:

Avoidance Avoidance is made by eliminating the threat, isolating risk impact, relaxing the objective by modifying the event, extending the schedule or reducing the scope of the event. Some risks can be minimised by clarifying requirements, obtaining more information, improving communications or obtaining more knowledge (perhaps from outside sources).

Transfer Shifting the impact of an adverse event to a third party does not remove the risk. Transferring liability or risk usually requires payment of a risk premium in the form of insurance.

Mitigation Mitigation implies a reduction in probability and/or impact of the risk to an acceptable level. Early action to reduce the probability of a risk occurring is more effective than repairing the damage after the risk event has occurred.

The following are given as examples of risk events and appropriate responses. ***They are offered as guidelines only,*** it is not possible to anticipate all situations.

Security of Premises

Whether using rented property or own premises as clubrooms the issuing of keys to the premises should be controlled by use of a key register. Keys should not be lent.

Non-members on club premises should always be accompanied by a club member.

Cash, valuables or portable equipment (e.g. computers) should not be left at vacant or unattended club premises.

Security of Member Details

The requirements of the Privacy Act in relation to clubs should be known and observed.

Circulation of lists of membership details should be tightly controlled.

The publishing of committee member names, addresses and phone numbers in club magazines should be guarded. Position, name and contact phone number, with perhaps only a suburb reference, should be sufficient for publication to avoid the risk of wider circulation of details to later “unfriendly” readers. In the application for new membership and renewals, provision should be made for the member to indicate whether they wish to have their details published to other members. Emails to club members should be addressed as Blind Carbon Copies (BCC) to hide the other member's details.

Trusteeship (custody) of Club Property

Many clubs own items (vehicles, engines, equipment, books, etc) which in turn are retained by members in good faith by both parties.

It is recommended that a custody scheme policy should be in place to ensure that all parties recognise the responsibilities carried by the club and the member. Where these items are stored at individual member's premises then a record should be kept in the club as to what the items are. Club members should be encouraged to ensure that their insurance policies cover these items, if they are not separately insured by the club. If the club policy is intended to cover the items then it is necessary that the policy applies to *any* location including a member's house.

Club Permit Scheme (CPS)

Many clubs have a member responsible for CPS matters. Such a position gives an opportunity for a member's query to be answered within the club by reference to experience, knowledge and access to the various publications of AOMC and others.

Where the club's CPS Officer is unable to give a specific answer these can be referred to the AOMC.

AOMC maintains a constant, personal contact with the VicRoads section responsible for the CPS giving a path for queries raised by clubs which require authoritative responses.

This path is seen as a better alternative to VicRoads main and regional offices being contacted by many individual clubs and also allows AOMC to distribute information which may be applicable to many clubs and be aware of any issues which may have arisen.

Roadworthy Certification for CPS Vehicles

(Based on Victorian parameters)

When an initial Club Permit Scheme (CPS) application is made, VicRoads and AOMC publications refer to the acceptance by VicRoads of either a roadworthy certificate from an accredited roadworthy inspection station or a certificate of safety from the applicant's club. In some clubs membership requires that vehicles on the CPS are inspected annually by the club.

At the time of writing AOMC recommends that the roadworthy certificate format be used to protect the club and office bearers from the risk of legal action in the event of an incident which may be traced to the issuing of a club "Safety Certificate".