

‘GUIDELINES’

TO PLANNING & IMPLEMENTING

ALL MGCC GEELONG CLUB ACTIVITIES

Dated 19th September, 2011

Purpose

The purpose of these Club guidelines is to provide clear guidance when contemplating, organising and implementing any/all club activity/s, and the safety requirements for those activities. In particular if it involves organising transportation by member’s cars to or from any destination and/or activity.

These guideline cover all form of club activities such as mid week runs, early morning runs, twilight runs, annual tours, 2/3 day tours, community support activities, competition events, junior events, technical events, club room meetings and activities, presentation nights and coffee mornings organised by the Committee members or via a club member on behalf of other club members and any invited guests.

These Club guidelines are suggestions for due consideration.

Responsibilities

The **Executive Committee** is responsible for formally recording all club activities and then overseeing/reviewing them through the monthly Committee Meetings.

The **Competition Director** and **Social Director**, being Club Committee Members are the two club officials responsible for:

- Collating the clubs annual activities program on behalf of the Club Committee
- agreeing timetabling and content of any/all club activities with due regard to safety for those activities especially when involving transportation by members cars via convoy or timed departure running
- briefing the Club Committee to the suitability of the event and gaining Club Committee Meeting minuted notation.
- ensuring the activity leader/s have been issued a copy of these guidelines
- requesting the proposed transport arrangements consider the suggestions contained in the guidelines
- requesting the return transport arrangements to have been addressed
- reviewing with the activity leader/s after the event if it achieved its objective and whether there were any issues involving safety or transport practice compliance/non-compliance on the day
- reporting at the following committee meeting the activity result and level of safety compliance

Key Guideline Steps

1. When an individual or a group of people have a concept of an activity they would like to conduct at the club they need to:
 - Discuss their proposed activity with the relevant Competition or Social Director
2. The relevant Director will:
 - Provide a copy of the Guidelines to the applicant/s.
 - Discuss the availability of suitable dates and any special requirements associated with the activity.
3. The Director will present the proposed activity at the next scheduled Committee Meeting where it will be discussed.

If agreed:-
 - The activity shall be recorded in the Committee Minutes.
 - The activity shall be added to the Clubs annual activities program.
 - The relevant Director shall arrange for the activity to be duly advertised in G-Torque and/or placed on the Club web site.
 - CAM's to be notified of the event to qualify for insurance cover.
4. After an activity has been conducted the leader and relevant Director shall review if it achieved its objectives and if there were any issues involving mechanical or driver practice during the activity.
5. At the next Committee Meeting after the event the relevant Director shall notify the Committee if the objectives were met and if there were any mechanical or driver practice issues during the activity.
 - The Committee shall decide any required action.
6. The relevant Director or Officer in Charge shall record the names of all non club members who attended in the appropriate 'Non member participation in on-road event register', prior to departure'.

Committee at a monthly Committee Meeting prior to the date of the Activity for discussion and Minuted Notation.

- 5. The proposed Activity will be recorded as a minuted notation and added to the Club's annual activities program.**
- 6. The Activity can then be duly advertised in G-Torque and put on the Club web Site.**
- 7. CAM's to be notified of the event to qualify for insurance cover.**

GUIDELINE TO IMPLEMENTING A RUN

- 1.** On day of activity prior to departure the leader to verbally step through method of travel with the group
 - A** If it is to be via convoy then need to explain preferred behaviour
 - Firstly that we all need to obey the Road Rules
 - Explain role of leader and tail ender and which cars they are in
 - Keep a safe distance from car in front and ensure it is kept in visual sight, need to avoid losing visual contact
 - Explain tail ender role is to stop and investigate should any car have reason to stop, tail ender will then communicate with leader via radio or mobile
 - Explain that other cars should not stop
 - Explain what general speed expect to be travelling at and if someone dose not want to maintain that speed be given route information and travel either behind or ahead of the group.
 - Should a vehicle fail to keep up with the convoy then other vehicles may consider passing and continuing on the journey. Any passing vehicle with a radio should alert the leader and tail ender. The tail ender will investigate and advise the leader
 - Leader will communicate with tail ender and decide any required action [*Leader may consider stopping convoy if required*]
 - Leader to explain that its his/her role to co-ordinate any remedial action should a car break down rather than individuals acting randomly
 - On occasions that involve multiple destinations or days, repeat convoy steps as required prior to each departure
 - B** Explain any planned stops and remind all of safe timely exit from/off the roadway
 - C** Explain if required to run in 2 convoy groups
 - For example: you may have decided to break into 2 separate groups if there are more than 30 cars
 - Have pre-prepared a route direction/s for a second leader and tail ender
 - D** Explain the return travel arrangements in particular where/when the run/activity actually finishes/ends.
 - If someone has made alternate arrangements, request them to notify the leader rather than just breaking away or disappearing
 - In case of a tour or multiple destinations, repeat steps A to B as reminder prior to each departure
 - E** The activity leader shall record the names of all non club members who attend in the appropriate 'Non member participation in on-road event register', prior to departure.
- 2.** After the event the leader to review with the relevant Competition or Social Director if the activity achieved its objective and whether there were any issues involving mechanical or driver non-compliance on the day/s.
- 3.** The relevant Competition or Social Director shall at the next Committee Meeting after the event, notify the Club Committee if the objectives were achieved, and if there were any issues involving mechanical or driver practice during the activity.

POST ACTIVITY

GUIDELINE TO IMPLEMENTING A CLUB ROOM ACTIVITY

- 1.** The Officer in Charge of the activity is to ensure the following steps are adhered to:
 - A.** When setting up the club rooms for a meeting or function:
 - Ensures furniture layout does not create a tripping hazard
 - Ensures layout provides for effective emergency exit
 - B.** When using either club owned or members supplied electrical equipment, to ensure that they are appropriately 'Tagged'.
 - Minimise the use of electrical leads
 - Cover all/any electrical leads to eliminate tripping hazard
 - C.** When utilising one or more of the Club's BBQ's
 - Ensure gas bottle/s and gas connections are in good order
 - Locate BBQ in a sheltered position from the weather
 - Ensure the BBQ is separated from members to eliminate any potential exposure to a contact Burn hazard
 - D.** During a working bee or other maintenance type activity, involving the use of power drills, saws, lawn mowers, whipper snipper's, etc, the Officer In Charge is to ensure:
 - Operators do not use equipment they are not familiar with
 - Operators using lawnmowers do not cut close to other workers
 - Operators use appropriate PPE (Personal Protective Equipment)
 - Care is taken when handling and storing flammable liquids
 - E.** When there is a requirement to perform heavy lifting:
 - Trolleys or other lifting gear to be used for heavy items
 - Rest breaks to be applied to account for aging membership
 - F.** When an evacuation is required due to power failure or other reason:
 - Officer in Charge informs members and guests of exit points at start of event
 - Furniture is placed to simplify an evacuation
 - A dolphin lamp/torches on hand at the Officer In Charge station