



MG Car Club Canberra Inc.

Club Management Policies (CMP)

(August 2021)

Index

- CMP No 1 - Club Environmental Policy
- CMP No 2 - Designation of Club Activities and the Financial Subsidy of Club Events
- CMP No 3 - Reserved
- CMP No 4 - Reserved
- CMP No 5 - Annual Club Trophies and Awards
- CMP No 6 - The Kimber Award
- CMP No 7 - Reserved
- CMP No 8 - Reserved
- CMP No 9 - Community Support
- CMP No 10 - Reserved
- CMP No 11 - Reserved
- CMP No 12 - Display Days
- CMP No 13 - Reserved
- CMP No 14 - Guidelines for Reimbursement of Expenses Incurred by Members
- CMP No 15 - Reserved
- CMP No 16 - Position Descriptions for Club Committee Members and Club Officials
- CMP No 17 - Club Management of the ACT Concessional Registration Scheme
- CMP No 18 - Guidelines for Club Expenditure in Special Circumstances
- CMP No 19 - Reserved
- CMP No 20 - Reserved
- CMP No 21 - Reserved

Club Management Policy No 1

Club Environmental Policy

MG Car Club Canberra (the Club) recognises that its activities impact upon the environment. The Club accepts its responsibility to help protect and preserve the environment, and mitigate any adverse impacts of its activities in order to contribute to a sustainable future for the Club and the classic and hobby cars of its members.

Principles

The Club will foster the requirements of environmental legislation and recommended practices that are relevant to the Club's activities.

We will:

- consider environmental issues in all relevant aspects of the Club's activities
- promote good environmental management practices among Club members
- when purchasing and using items, give favourable consideration to the selection of products and services that cause the least harm to the environment. This will include reducing waste production and increasing recycled components
- consider our consumption of fossil fuels, water and energy; and seek to enhance the contribution of energy efficient, low carbon measures, and renewables
- endeavour to off-set the carbon emissions that result from the use of member's cars that are used in association with Club activities
- make information available to members about behaviours to reduce the environmental impact of their Club motoring.

The Club will not undertake a role in monitoring or enforcing the performance of individual Club members in environmental matters related to the use of their cars.

Implementation

Appointment of a Club Environmental Coordinator. Each year the Club Committee will appoint a member of the Club to be the Club Environmental Coordinator.

Use of New Technologies. The Club will promote the discussion of new technologies that may lessen the impact on the environment of Club member's cars at Club events.

Off-set of Carbon Emissions. For each Club year, the Club will:

- calculate an estimate of the tonnes of CO2 attributable to Club members driving their cars to, or at Club events
- engage with a partner organisation to off-set the Club's CO2 emissions. This may be in the form of practical assistance (eg tree-planting or assisting with reforestation activities), or by a donation, or similar.

Contributions by Club member's to the Club's carbon off-set will be on a voluntary basis.

Reporting to Members. The President will make a report on the Club's environmental performance each Annual General Meeting.

Club Management Policy No 2

Designation of Club Activities and the Financial Subsidy of Club Events

The Objectives of the Club are defined in the Club Constitution. The Objectives include: ‘... to promote motor sporting, display, and social events for Members of the Club’.

To assist in meeting the objective of promoting motor sporting, display, social, and other appropriate events for Members of the Club, the Committee will schedule and manage Club activities under two categories: (1) Organised Club Events, and (2) Other Approved Events.

Organised Club Events. These are events that are scheduled and managed by the Committee as principal Club activities. Organised Club Events may be events that are planned and run by the Club; or they may be principal events run by another Club or organisation where our Club’s participation is planned and managed. All Organised Club Events will have an appointed Club coordinator or point of contact. Details of the event will be published to encourage participation by Club members.

Examples of Organised Club Events are:

- Major national events or their successors such as the MG National Meeting and the Gathering of the MG Faithfull
- Major Motorsport events such as HSRCA events and Club-run motorkhanas
- Major Display events such as the Annual Club Display Day, the Council of ACT Motor Clubs (CACTMC) Wheels Day, and Terribly British Day
- Major Club Social events such as the Annual Presentation Dinner, the Annual Weekend Away, and the Annual Springtime Tour
- Monthly Club meetings
- Monthly Club social runs
- Club Workshop Days and Garage Runs
- Other events determined by the Committee such as the less formal but scheduled breakfast or coffee meetings arranged and published by the Committee.

Other Approved Events. Participation in these events is not organised by the Club and there will not normally be a designated Club coordinator. If appropriate, a Club contact may be nominated and advised. Listing Other Approved Events allows Club members the discretion and opportunity to participate in the event as an individual, make their own way to and from the event, and if applicable, use their concessionally-registered vehicle during the event.

Examples of Other Approved Events are:

- Motorsport events such as GEAR days at Wakefield Park
- CACTMC display events such as ‘Marques in the Park’
- Touring, display or social events organised by other car clubs. An example is the ‘Classic Yass’ event
- Special events sanctioned by the Club Committee such as a regional car show, a display at a school fete, or a run associated with a charity.

Use of Concessionally Registered Vehicles by Club Members at Club Activities

Guidelines covering the use of concessionally registered vehicles by Club members at Club activities are detailed in Club Management Policy No 17.

Financial Subsidy of Organised Club Events

Where the Club is directly involved in the planning or conduct of an event; the event will be planned and managed by the Committee on the basis of being ‘at cost’ to participating members, and ‘cost-neutral’ to the Club. There are however occasions in which the Club Committee, at its discretion, may approve a financial subsidy to significant events.

The guidelines that the Committee will apply to the financial subsidy of an event are:

- The Committee will review the Club’s financial position before a consideration of applying a financial subsidy
- A financial subsidy should only be applied to Organised Club Events as defined in this Club Management Policy. A subsidy will not normally be made available to Other Approved Events
- The designated coordinator of an event may apply to the Committee for a financial subsidy for an event. Such application will be expected to be made prior to the conduct of the event
- If a financial subsidy is approved by the Committee, the subsidy will normally be calculated as ‘\$X for each Club member participating or expected to participate in the event’. At the time of approval of this Club Management Policy (2020), a typical subsidy will not normally exceed \$10 for each Club member participating
- Any Club financial subsidy that has been made available by the Committee may be applied, at the discretion of the event coordinator, to such things as the costs associated with an event reconnaissance, an admission fee, prizes or awards, for the decoration of tables at a dinner, or to assist with catering or other hospitality
- A Club financial subsidy should not be directly applied to the provision of alcohol at an event
- The coordinator of an event that has utilised a financial subsidy will be expected to acquit or account for it on conclusion of the event.

In any year there will be a number of events that will not be considered by the Committee as significant Organised Club Events, and therefore will not be eligible for a financial subsidy. Examples of Organised Club Events that will not normally be eligible for consideration for a subsidy are the monthly social runs and the less formal breakfast or coffee meetings conducted by the Club.

Club Management Policy No 3 (Reserved)

Club Management Policy No 4 (Reserved)

Club Management Policy No 5

Annual Club Trophies and Awards

Introduction

1. The award of trophies recognises involvement in Club activities and success in competitive events. The Club has a long history of these trophies and presents a number of perpetual trophies and other awards at its annual presentation dinner. The rules governing how the trophies and awards are made are contained in this Policy.
2. In 1994 the Committee decided that the award of a perpetual trophy to a Club member would be accompanied by the award of a small memento to be retained by the member.
3. At the Committee's discretion awards may be made to members who have contributed to the Club in a manner beyond that which would normally be expected of ordinary members. These awards are not defined but are for 'Exceptional Service'. Accordingly nothing in this Policy will prevent the Committee making additional, special awards which are not covered by this Policy should they consider it to be appropriate. In particular it is noted that there is a separate Policy for the Kimber Award (Policy No 6).

Eligibility

4. Only members of the MG Car Club Canberra Inc are eligible to receive Club awards. In some cases particular additional eligibility criteria apply. These are shown against specific trophies and awards in this Policy.
5. The term MG in this Policy means an MG car or other Acceptable Car in accordance with By-law No 3.

Club Year

6. The period over which Club awards are considered is the same as the period for Club membership. That is, from 1 July to 30 June the following year.

Awards for Contribution and Participation

The Garry Quayle Clubman Trophy

7. This trophy recognises the contribution of the late Gary Quayle to our Club. The Trophy was commissioned by the Club and first awarded in the 1992/93 Club year.
8. Current Award The award is made at the discretion of the President to the Club member who has made the most significant contribution to the Club during the past year.
9. Committee members are not precluded from eligibility for the award but their contribution through the fact they hold office, is not automatically considered as being a greater contribution to the Club than members who are not office holders.
10. Areas taken into consideration for the award include the following:
 - * Attendance at Club events of all types
 - * Assistance in organising Club events
 - * Contribution to Club organisation, and
 - * Maintenance of the ideals and principles of the Club.



The 'Safety Fast' Trophy

11. This trophy was presented in 1994 by the MG Car Club UK in recognition of our Club's contribution to their magazine 'Safety Fast'.
12. Current Award The award is made to the member who the Editor believes has made the most significant contribution to the Club's magazine 'Tappet Chatter' during the past year.



The Brian Darke Trophy

13. This trophy recognises the contribution of the late Brian Darke to our Club. Brian was a founding member, and later Life Member of our Club who had a special interest in the restoration and use of MG T Types.
14. History of Award. The current trophy evolved from the Morwood Motors Historic Trophy that was originally awarded to promote the regular use of older MGs in competition and other Club events.
15. Current Award. From 2015 the Brian Darke Trophy has been awarded to the Club member who, in the opinion of the Committee, uses their MG or other eligible car in competition, display and/or social events to the greatest extent possible. For the purpose of this award, eligible cars are MG Pre-War, T Type and Y Type cars.



The Murray McFarlane Trophy

16. This trophy recognises the contribution of the late Murray McFarlane to our Club. As a Motorsport Australia official, Murray contributed to the competition aspects of the Club but is best remembered for his kindly nature, wealth of motoring knowledge and his maroon Mk3 MG Midget.



17. History of Award. This trophy was presented by the Farrant and Harriott families and was first awarded for the 1995/96 Club year. The trophy was originally awarded to the member who accrued the highest number of points in the Club's competition and display events while driving an MG Midget or Austin Healey Sprite. In 2009, the award was widened to be awarded to the Club member who used his or her MG Midget or AH Sprite in competition and/or social events to the greatest extent possible.

18. Current Award. From 2021 the Murray McFarlane Trophy has been awarded to the Club member who, in the opinion of the Committee, uses his AH Sprite, MG Midget, MG Magnette (post 1956), MGA, MGB, or other eligible car of similar age in competition, display and/or social events to the greatest extent possible.

The Peter Daley Trophy

19. This trophy recognises the contribution of the late Peter Daley to our Club. Peter was a Life Member of our Club (awarded July 1996) who served as President and in many other Committee and non-Committee roles over an extended period of time. His knowledge of all things concerning classic motoring and his kind and welcoming nature made him a key personality in our Club for close to 40 years. Peter had a letter published in Tappet Chatter (September 1996) in which he wrote "Like our wonderful cheeky little cars, there is something special about MG people...". Peter was also the author of the initial Club history document.

20. History of Award. This trophy was first presented in the 2020/21 Club year.

21. Current Award. The Peter Daley Trophy is awarded to the Club member who, in the opinion of the Committee, uses his MG RV8, MG F/TF (post 1995), MG Z Series and subsequent models, or other eligible car of similar age in competition, display and/or social events to the greatest extent possible.

The Humbug Trophy

22. The 'Humbug Trophy' recognises the contribution made by EX135, known as 'The Humbug', to MG history. It was presented to the Club by Jim Parsons and was first awarded for the 1993/94 Club year.

23. The involvement of junior members in all Club activities is seen as a way of fostering the MG spirit and assuring the future of the MG marque and our Club. All junior members of the Club are eligible for the Humbug Trophy. A junior member is one who will not attain the age of seventeen (17) years by the end of the Club year.

24. Current Award. The award is based on three principal factors – participation in an MG or other eligible car, commitment, and improvement. The award is determined by the Club Committee and takes into account factors such as age, Club involvement, and mechanical appreciation.



Awards for Display and Restoration

The Don Brown Trophy

25. Eligibility is restricted to members entering their MG or other Acceptable Car(s) in the Club's annual Concours d'Elegance event.
26. The trophy was presented to the Club in 2009 by the then President, Margaret Brown, in recognition of her late husband's contribution to the Club and his great interest in Concours d'Elegance events.



27. The trophy is awarded to the outright winner of the Club's annual Concours d'Elegance.

The Magic Midget Cup

28. This trophy was presented to the Club by Club member Peter Daley. It was first awarded in the 1992/93 Club year. It is awarded to the owner of the vehicle judged by entrants and members of the public to be the most appealing MG or other Acceptable Car at the Club's annual Concours d'Elegance event.



The Founders Trophy

29. This trophy recognizes the significant efforts of the Founding Club members Ian Holden, Brian Oxley and Malcolm Robertson in maintaining the breed through their restorations and overall service to the Club. It was first presented in 2009. The trophy is awarded for the best completed MG or other Acceptable Car restoration by a Club member. The Founders Trophy replaced an earlier trophy awarded for the same purpose.¹



30. There is no obligation on the Committee to make an award in each or every year.

¹ The superseded trophy was the Top Cat Upholstery and Auto Trim Trophy

Awards for Motorsport Competition

The Nifty Octagon Trophy

31. The Nifty Octagon Trophy is awarded to the member accumulating the most points in competition events during the course of the year. The trophy was first awarded in 1985 and was named after 'Nifty' Neville Piper, the then Sporting Secretary. Trophy points are awarded to competitors on the basis of participation and performance (as reflected by overall placing) in each event. Points are awarded for each Nifty Octagon Trophy event in accordance with the Schedule at Annex A to this Policy.



32. Eligibility for this trophy is restricted to members participating in an MG or other Acceptable Car.

The Steering Wheel Trophy

33. The Steering Wheel Trophy is awarded to the member accumulating the most points in Motorkhana events during the course of the year. The trophy was presented to the Club by Club member Tony Argyle and was first awarded for the 1993/94 competition year. Trophy points are awarded to competitors on the basis of participation and performance (as reflected by overall placing) in each event. Points are awarded for each Steering Wheel Trophy event in accordance with the Schedule at Annex A to this Policy.



34. Eligibility for this trophy is restricted to members participating in an MG or other Acceptable Car.

Club Management Policy No 6

The Kimber Award

1. A Kimber Award is special in that it is not a routine annual award. It is presented from time to time and recognises exceptional service to the Club in a particular activity or appointment. Such activities are consistent with the Objectives of the Club and may include, but are not limited to:
 - a) An exceptional contribution to the Club through service on the Club Committee or as a Club official over a number of years
 - b) An exceptional contribution to the Club through a leading role in principal Club activities such as motorsport, the Club magazine, Natmeet, parades, charity events and assisting other members of the Club in restorations or maintenance of MGs or other Acceptable Cars.
2. As a guide, normal service on the Club Committee would not warrant a Kimber Award.



Process to make a Kimber Award

3. Kimber Awards are initiated and processed by the Club Committee. They are awarded to a member of the Club, who in the opinion of the Committee has rendered the Club exceptional service in relation to a particular activity or event. Any Club member may nominate a person for a Kimber Award, but such an award shall be at the sole discretion of the Committee.
4. Kimber Awards shall normally be presented at the Club's annual Presentation Dinner.

Frequency of Award

5. As a guide, the Committee should not make more than one Kimber Award each three years. This is designed to strictly limit the frequency of the award and preserve the exceptional nature of such awards.

Nature of the Kimber Award

6. A Kimber Award will normally take the form of a framed print.

Club Management Policy No 7 (Reserved)

Club Management Policy No 8 (Reserved)

Club Management Policy No 9

Community Support

1. The aim of this Policy is to describe the administration of the Club's Community Support activity and the process to select the organisation that is to be supported in a particular year.

Annual operation

2. The Community Support activity will operate on a financial year basis.

Administration

3. Key activities and timings are:
 - a) Nomination of an organisation. Nominations by Club members are made to the Club Secretary. Nominations must be made by 31 July in a particular year to be considered for the current financial year. Nominations made after 31 July will be considered for the next financial year.
 - b) In the period 1 August to 30 September each year, the Committee shall select the organisation that is to be supported.
 - c) The Committee shall authorise the payment of the first contribution to the organisation prior to 1 October.
 - d) If there are subsequent contributions, they need to be authorised by the Committee prior to 30 June in the following year.

Selection of an organisation

4. The Club Committee will select the organisation that is to be supported each year based on nominations received from Eligible Club members. Under this particular Program, only one organisation will be selected, and the same organisation will not normally be selected in successive years. This does not preclude:
 - a) Committee members nominating an organisation
 - b) a particular organisation being supported more than once
 - c) the Committee approving successive support if no other nominations are received, or if extraordinary circumstances exist.
5. When considering the selection of an organisation, the Committee is to give favourable consideration to:
 - a) not for profit organisations that support people who have special needs
 - b) local (ACT and region) organisations. Organisations that do not operate in the ACT and region should not normally be selected
 - c) organisations that are less subject to direct government support or funding
 - d) organisations that have a strong link to a Club member or members

Consideration of nominations

6. Nominations may only be made by Club members who are eligible to vote. A true record of all properly received nominations, and the Committee's deliberations leading to their decision will be recorded in the Minutes of the relevant Committee meeting.

Club Management Policy No 10 (Reserved)

Club Management Policy No 11 (Reserved)

Club Management Policy No 12

Display Days

Introduction

Over the course of each Club year, the Club will conduct a number of Display Days. Display Days specifically support each of the Objects of the Club that are detailed in Clause 4 of the Club Constitution:

4. Objects and Purposes

- (1) The objects of the Club are:
 - (a) to bring together owners of, and persons interested in, MG cars and such other cars produced by the MG Car Company and its successors which may from time to time be deemed acceptable in an applicable By-law;
 - (b) to promote motor sporting, social, and display events for Members of the Club;
 - (c) to promote the restoration and maintenance in good order of all cars deemed acceptable in the applicable By-law; and
 - (d) to provide a forum for the exchange of information about all cars deemed acceptable in the applicable By-law.

One particular Display Day each year shall be nominated by the Committee as the day on which cars will be judged for the awarding of the Don Brown Trophy (originality and presentation often referred to as Concours d'Elegance), the Magic Midget Trophy (People's Choice of the most appealing MG) and an award for a category known as "Pride of Ownership".

This Policy describes the rules, standards, and procedures that have been established by the Committee to govern the awards. Nothing in this Policy will prevent the Committee making additional awards which are not covered by this Policy, should it be considered appropriate.

Eligibility

All members of the Club are eligible to participate in Display Days and any car deemed acceptable under By-law 03 shall be eligible for a Display Day award. Cars that are owned by persons who are not members of the Club will be encouraged to participate in Display Days, but shall not be eligible for Club Awards.

Award for Originality and Presentation

This Award recognises the Club's commitment to the heritage of the MG marque by having in place a means of recognising and appreciating MG and other eligible cars as they were when delivered from the Abingdon or other factory. That is, the award is made to the car assessed as being in the most factory-original specification when it was delivered to its first owner. Specifically, the Award recognises originality and quality of condition above all other criteria.

The special nature of originality and quality of condition means that many Club cars would not be competitive in an Award for Originality and Presentation. To manage this:

- Prior to the Display Day the Committee shall nominate a minimum of two suitably qualified and experienced judges to be the judge of this Award.
- At the Display Day, the nominated judges shall invite the owners of selected cars to make their cars eligible for consideration for the judging. If the owner agrees, the car will be judged; this is an "opt in" arrangement.
- It is expected that in the spirit of the Club objects members who are invited to have their cars assessed in this special category will consider it an honour, and agree to participate.
- Cars that are less than seven years old will not be eligible to be judged for this particular award.
- The nominated judges shall determine the winner (and place-getters if appropriate) of the Award using the judging guidelines at Annex A. In making their assessment, judges may ask questions of the car owner.

People's Choice Award

Each nominated display day shall include provision for the award of the Magic Midget Cup (Refer to Policy 05) to the owner of the car judged as the 'People's Choice' car. Guidelines for the management of this award are:

- All cars on display should be identified by the car's registration number so that they can be easily identified for voting purposes.
- Club members and members of the public shall be invited to vote for the People's Choice Award using the criteria of '*...the most appealing MG...*'.
- Voting should be open for a specified period of time (e.g. 9.00am to 12.30pm), and each Club member and member of the public should be given only one voting paper and only vote for one car on that paper.
- At the close of voting, an appointed scrutineer will tally the votes and present the result to the Display Day coordinator.

Awards for Pride of Ownership

All cars, other than a car that has been selected for judging in the Award for Originality and Presentation, displayed at the nominated display day shall be considered eligible for an award in the category of Pride of Ownership. If a club member does not want to be involved in the Pride of Ownership judging then they have the option to opt out. The Display Day Coordinator is to oversee this arrangement.

Awards in the Pride of Ownership category shall be managed in this manner:

- Three categories will normally be established: (1) Pre 1956 cars, (2) MGA/Z Magnette to 1980 cars, and (3) Post 1980 cars. If, on the day, there are less than five cars in a particular category, the Display Day organiser nominated by the Committee shall determine the composition of a reduced number of categories.
- The Display Day organiser shall arrange for the judging of cars with not less than two suitably qualified and experienced judges for each category established. A person shall not be appointed a judge in both the Award for Originality and Presentation, and the award for Pride of Ownership.
- The judges shall determine the winners of awards using the judging guidelines at Annex B.

Presentation of Awards

At the conclusion of the Display Day there will be a formal presentation of awards in the form of Certificates. Certificates will be awarded to:

- The winner of the award for Originality and Presentation.
- Second and third place-getters in the award for Originality and Presentation if five or more cars have been judged for the award.
- The winner of the award for People's Choice.
- The winner of the award for Pride of Ownership in each category judged.

The awards for Originality and Presentation (the Don Brown Trophy), People's Choice (the Magic Midget Cup) and Pride of Ownership will occur at the Annual Presentation Dinner.

Annexes:

- A. Presentation Guidelines and Judging Criteria for the Award for Originality and Presentation
- B. Presentation Guidelines and Judging Criteria for the Award for Pride of Ownership

AWARD FOR ORIGINALITY AND PRESENTATION

Presentation Guidelines

1. For roadsters, hoods are to be erected, the passenger side screen is to be fitted, and the driver's side screen is to be stowed in its correct compartment.
2. The boot (where applicable) and bonnet are to be raised.
3. Series specific tools are to be in their special locations in the car and/or laid out in front of the car.
4. Cars are to be unlocked with the expectation that judges will open doors etc. to assess condition and originality.

Judging Criteria

The principal judging standard shall be the condition of a car when it was delivered to its first owner. Tuning or mechanical modifications or the fitting of accessories, although they may affect the totality of originality, should not invoke penalties provided they are in character with the car and they represent modifications or fittings that were available and used at the time the care was manufactured. In addition safety modifications, such as seat belts and amber indicators etc. shall not detract points.

For cars that have been converted from LHD to RHD, if the conversion has been done in such a manner that it is now identical to a car that had left the factory or assembly line as a RHD car, it should not be penalised in respect of that conversion.

Judging Criteria

Criteria	Maximum score
Paintwork. Assess for cracks, overspray, chips, fade, peel, patching, quality of lustre	15
Body Condition. This excludes paint. Assess the general condition and fitting of panels and doors etc. Look for signs of rust, scratches and dents	15
Chrome and Bright Work. Assess the condition of all bright work	10
Interior of car (waist down). Assess the condition of upholstery, carpets, instruments, dash and controls	10
Interior of car (waist up). Assess the condition of glass, interior lights and trims, tonneau. and the fit of the hood etc.	10
Engine bay. Assess for condition	10
Boot. Assess the condition and presentation including the spare tyre	5
Wheels and underside of car. Assess for condition and such things as tyre tread and the presence of oil leaks	5
Originality and authenticity. Period acceptable accessories and safety modifications, such as seat belts and amber indicators, etc., shall not detract points	15
Papers. Assess for the presence of the Owners handbook and the original papers for the car.	5
	100

AWARDS FOR PRIDE OF OWNERSHIP

Presentation Guidelines

Cars should be presented in the manner that each participant chooses. It will assist judges, and favourable consideration will therefore be given by judges, for Club members to open windows, boots and bonnets, and display appropriate tools etc.

Cars on display will not be touched by judges, nor will there be an intrusive or lengthy examination of cars.

Judging Criteria

An assessment will be made by the judges on the car's presentation and appearance without touching the car, and without particular consideration of originality.

When a car is being judged it is appropriate to take into account the quality, range, ingenuity and overall effect and appearance of modifications to the vehicle. Modifications should not be limited only to period items.

The X Factor in the criteria below shall consider additional matters such as the period dress of the owner, brochures/magazines displayed in relation to actual model being judged, a story board for the car, an MG Car Club badge on the car, and the spirit/enthusiasm of the entrant in the day's activities.

In relation to the interior of a vehicle general cleanliness is a consideration and points should be deducted for non-car related items such as discarded food items/wrappers etc.

Judging Criteria

Criteria	Maximum score
Front of car	10
Sides of car	10
Rear of car	10
Wheels	10
Engine Bay	10
Interior	5
X Factor	15
	70

Club Management Policy No 13 (Reserved)

Club Management Policy No 14

Guidelines for Reimbursement of Expenses Incurred by Members

1. The aim of this Policy is to provide guidance to the Committee in relation to occasions in which financial liability should be borne, or partly borne by the Club. This guidance will inform Club member's expectations and also deliver consistency of application in this matter by the Club Committee.

Expenses Incurred by Members

2. Club members who serve on the Club Committee, sub-committees, in non-Committee appointments and in other ways to support the objectives of the Club are normally expected to do so in a voluntary capacity; however, reimbursement of expenses (in full or in part) incurred by members in support of approved club activities may be considered by the Committee.
3. Situations where reimbursement might be considered appropriate include:
 - a) **For travel, meal and incidental costs** where there is significant personal expenditure involved for a pre-approved purpose such as to attend a meeting or a conference or in the planning activities associated with major club tours or events.
 - b) **For consumable costs** where the cost has been related to a particular task requested by the Committee.

The Cost of Repair or Replacement of Club Property

4. As a general principal, the cost of repair or replacement of Club property shall be borne by the Club.
5. In cases where the loan or use of Club property is authorized by a Committee member or the Manager of Club Equipment (see Policy No 16) and damage/loss of the property is not due to negligence of the member, then the cost of repair or replacement shall be borne by the Club.
6. The Committee will be expected to exercise discretion in matters concerning actual expenses incurred in the loss or damage of Club property, and a proportionate reimbursement may be considered on some occasions.
7. In cases where Club property is lost or damaged due to negligence of a member then the cost of repair or replacement shall be borne by the member. The decision as to whether loss or damage is the result of negligence shall be made by the Committee following an investigation by the Manager of Club Equipment.

The Cost of Repair or Replacement of Personal Property

8. The cost of repair or replacement of member's personal property will not normally be considered for reimbursement. Examples include damage to a member's vehicle, trailer, printer, tools etc. However, the Committee may decide to reimburse in cases where the personal property was being used in direct support of the Club.

Club Management Policy No 15 (Reserved)

Club Management Policy No 16

Position Descriptions for Club Committee Members and Club Officials

1. Being a Club Committee member or other Club official, as defined in this Policy, requires a commitment to assist in the Club's administration. Club Committee members and officials are the Club's principal decision-makers and are essential for the good governance and administration of the Club.
2. Under the Club Constitution, Committee members are elected at each Club AGM or may be appointed by the Committee to fill a vacancy. Other Club officials are appointed by the Committee following a request for nominations after each AGM, or to fill a casual vacancy.
3. The Committee positions are prescribed in Part 3 of the Club Constitution. These positions are President, Vice President, Treasurer, Secretary, and three ordinary Committee members.
4. The Committee positions of President, Vice President, Treasurer and Secretary constitute the Club Executive. The particular powers and responsibilities of the Club Executive are prescribed in the Club Constitution. Club Executive positions may not be shared. That is, only one individual may be appointed to a particular Club Executive position. All other Committee and Club official positions may be shared by two or more eligible persons in a job-share arrangement.
5. There is some flexibility in the duties of non-Executive Committee and Club Official positions depending on the interests of members who wish to assist. The position descriptions detailed below are designed to describe what each position is to do or be responsible for; not how the responsibilities of the positions are to be undertaken.
6. In the event that a particular position is unable to be filled, the Club Committee will determine how the responsibilities of the position will be undertaken on a temporary basis.
7. Every effort has been made to ensure that the position descriptions are complete noting that the needs of the Club will evolve over time and there may have been an oversight. Should a matter emerge that has not been included, or the description is considered inadequate, then the Club member identifying the omission or error should immediately draw that matter to the attention of the Club Secretary. The Secretary will then present the matter for the consideration of the Committee.

Position Descriptions for the Club Committee

President

8. Status: Committee-Executive.
9. Role: Club leader.
10. Responsibilities:
 - a) Club leader, responsible for overseeing the management of the Club providing guidance, ideas and facilitating communication.
 - b) Chair Club General Meetings and Committee meetings.
 - c) Official spokesperson for the Club.

- d) Manage Committee business.
- e) Ensure that the Club and Committee adhere to the Club Constitution and By-laws, and are guided by the Club Management Policies.
- f) Ensure that the Secretary (as Public Officer) submits the required annual return to ACT Registrations Authority.
- g) May be an authorised signatory for Club expenditures.
- h) Consult as required to determine the recipients of Club trophies and awards.

Vice President

- 11. Status: Committee-Executive.
- 12. Role: Deputy to the Club leader. Assists in the management of key Committee functions and special projects.
- 13. Responsibilities:
 - a) When required, deputise for the Club President.
 - b) Assist and advise in the oversight of key projects or matters affecting the good governance of the Club.
 - c) May assume other particular, non-Executive roles in the Club.
 - d) May be an authorised signatory for Club expenditures.
 - e) Regularly attend Committee meetings and assist the Committee in the administration of the Club.

Secretary

- 14. Status: Committee-Executive.
- 15. Role: Principal point of contact for Club members, the public, and other persons and organisations external to the Club. Responsible for all official correspondence and records.
- 16. Responsibilities:
 - a) Perform the function of Club Public Officer as required under the ACT Associations Incorporation Act 1991.
 - b) Prepare agendas and take minutes of all Committee, Ordinary General Meetings and Annual General Meetings, and ensure they are circulated as quickly as possible (preferably within 3 days).
 - c) Act as the principal communicator with Club members when notices or advices are required to be sent to members other than through the Club magazine.
 - d) Maintain records of all insurance policies, Motorsport Australia and other affiliation certificates, and other documents that should be maintained or archived.
 - e) May be an authorised signatory for Club expenditures.
 - f) Regularly attend Committee meetings and assist the Committee in the administration of the Club.

Treasurer

17. Status: Committee-Executive.

18. Role: Responsible for the processing and record-keeping of the club's financial affairs.

19. Responsibilities:

- a) Prepare the Club's Annual Budget for approval by the Committee. Provide advice to the Committee on the performance of the Budget.
- b) Provide advice to the Committee on the Club's financial management with particular regard to the Club's Constitution, By-Laws and Management Policies.
- c) Ensure that the financial aspects of all Club insurances, registrations, affiliations, returns, and other obligations are maintained.
- d) Ensure the timely banking of receipts and the payment of creditors.
- e) Maintain the Club Financial Ledger to record all financial transactions. Prepare a monthly Financial Statement and an EOFY Financial Statement for approval by the Committee.
- f) Prepare an annual Invoice for Members, advertisers and sponsors.
- g) Ensure that the Club's Investment Account is appropriately managed and reinvested.
- h) Liaise with major Club event organisers to monitor and report on event finances.
- i) Maintain the Club Asset Register. Oversight the EOFY asset stocktake and include the stocktake results in the EOFY Financial Statement.
- j) Present all finance and asset records to the Club auditor for EOFY audit.
- k) Collect mail from the Club PO Box. Disburse or action as required.
- l) Along with the President, Vice President and Secretary, be an authorised signatory for Club expenditures.
- m) Regularly attend Committee meetings and assist the Committee in the administration of the Club.

Committee Member (three positions)

20. Status: Non-Executive Committee-member

21. Role: Responsible to support the functioning of the Club Committee in its role of managing the business and affairs of the Club.

22. Responsibilities:

- a) Provide support and advice to the Club Executive and Club Committee.
- b) Undertake particular roles or responsibilities as agreed with the Club President.
- c) May be an authorised signatory for Club expenditures.

Position Descriptions for Principal Club Officials

Membership Secretary

23. Status: Committee or non-Committee

24. Role: Responsible to manage the processing and record-keeping of Club memberships.

25. Responsibilities:

- a) Regularly review the Club's Financial Register to identify payments associated with memberships.
- b) Process new and re-newing Club memberships including, as required, new member welcome letters, membership cards, name tags, and windscreen-stickers etc.
- c) Maintain the Club Membership database.

- d) Liaise with the Club Treasurer, Motorsport Coordinator, and CRS Registrar, as required, concerning all relevant membership matters.

Environmental Coordinator

26. Status: Committee or non-Committee.
27. Role: Responsible for the planning and coordination of the Club's implementation of Club Management Policy No 1.
28. Responsibilities:
 - a) Work with the Committee to plan and coordinate the consideration of environmental issues in all relevant Club events.
 - b) Make information available and promote good environmental management practices among Club members, noting that the Club has no role in the policing of member's individual environmental practices.
 - c) Acting on behalf of the Committee, for each Club year, calculate the tonnes of CO2 attributable to Club members driving their cars to or at Club events; publish the calculation to members, and engage with a partner organisation to off-set the Club's CO2 emissions.
 - d) Assist the President in the preparation of his/her annual report to the Club AGM on the Club's performance in environmental matters.
 - e) Be the primary contact for the Committee and members on Club environmental matters.

Social Coordinator

29. Status: Committee or non-Committee.
30. Role: Responsible for the planning and coordination of the Club's social events.
31. Responsibilities:
 - a) Work with the Committee to plan and coordinate all Club social events.
 - b) Oversee the Club's annual presentation dinner and presentation of Club trophies.
 - c) Liaise with the Club webmaster to maintain the Club's calendar of social events on the Club website and ensure that social events are appropriately promoted within the Club.
 - d) Liaise with the Motorsport and Display Coordinators concerning social events where there may be an overlap with other events.
 - e) Manage social events within any approved budget.
 - f) Attend Committee or other meetings as required.

Motorsport Coordinator

32. Status: Committee or non-Committee.
33. Role: Responsible for the planning and coordination of the Club's motorsport events.
34. Responsibilities:
 - a) Work with the Committee to plan and coordinate Club motorsport events.
 - b) Arrange for the necessary permits and insurances prior to any motorsport event, and provide an advice to the Committee that appropriate permits and insurances are in place prior to any event.
 - c) Attend either in person or electronically, where practical, Motorsport Australia State Committee meetings

- d) Advise Motorsport Australia of Club motorsport events so that they may be included in the Motorsport Australia calendar of events
- e) Liaise with the Club webmaster to maintain the Club's calendar of motorsport events on the Club website and ensure that motorsport events are appropriately promoted within the Club.
- f) Manage motorsport events within any approved budget including the collection of entry fees and the prompt forwarding of monies collected to the Treasurer.
- g) Liaise with the Social and Display Coordinators concerning Motorsport events where there may be an overlap with other events.
- h) Act as the Club's primary delegate to Motorsport Australia.
- i) As appropriate, recommend to the Committee the Club member(s) to be awarded the Nifty Octagon Trophy, the Steering Wheel Trophy and the Ken Lockwood Trophy.
- j) Attend Committee or other meetings as required.

Display Coordinator

35. Status: Committee or non-Committee.

36. Role: Responsible for the planning and coordination of the Club's major display events.

37. Responsibilities:

- a) Work with the Committee to plan and coordinate Club display events including the Club's annual Display Day.
- b) Arrange for any necessary permits and insurances prior to any display event, and provide advice to Committee members that appropriate permits and insurances are in place prior to any display event.
- c) Liaise with the Club webmaster to maintain the Club's calendar of major display events on the Club website and ensure that display events are appropriately promoted within the Club.
- d) Liaise with the Social and Motorsport Coordinators concerning Display events where there may be an overlap with other events.
- e) Manage display events within any approved budget.
- f) As appropriate, recommend to the Committee the Club member(s) to be awarded the Club's Display trophies and awards.
- g) Attend Committee or other meetings as required.

Editor

38. Status: Committee or non-Committee.

39. Role: Responsible for the production of the Club periodical (magazine), *Tappet Chatter*.

40. Responsibilities:

- a) Produce the Club magazine *Tappet Chatter* in accordance with the Club By-law 11.
- b) As required, liaise with the Committee about the information to be included in *Tappet Chatter*.
- c) Encourage contributions to *Tappet Chatter*.
- d) Liaise with the Treasurer concerning advertisers and the submission of invoices for advertising in *Tappet Chatter*.
- e) Attend Committee or other meetings as required.

Position Descriptions for Other Club Officials

Delegate to Motorsport Australia (MA)

41. Up to two Club members may be appointed. The primary delegate is the Motorsport Coordinator. At its discretion, the Committee may appoint a second MA delegate if it considers this is necessary.
42. Roles and Responsibilities:
 - a) Represent, communicate and consult on MA matters in accordance with By-law 15.
 - b) Act as the primary contact for the Committee and Club members on MA matters.

Delegate to the Council of ACT Motor Clubs (CACTMC)

43. Up to two Club members may be appointed.
44. Roles and Responsibilities:
 - a) Represent, communicate and consult on CACTMC matters in accordance with By-law 15.
 - b) Act as the primary contact for the Committee and Club members on CACTMC matters.

MG National Meeting (Natmeet) Coordinator

45. Roles and Responsibilities:
 - a) Responsible for the planning and coordination of the Club's involvement in the Natmeet.
 - b) Liaise with the Natmeet host club to obtain and provide information relevant to the Club.
 - c) Advise the Committee of any Natmeet matter which might affect the Club.
 - d) Distribute Natmeet Bulletins and any other relevant Natmeet information to members, normally through *Tappet Chatter*.
 - e) In liaison with Club Editor, forward copies of *Tappet Chatter* and other relevant information to the host club for the Natmeet magazine competition.
 - f) Act as the primary contact for the Committee and Club members on Natmeet matters.
46. It is desirable that the Natmeet Coordinator also be appointed as the principal Natmeet Delegate where such an appointment is made.

Club CRS Registrar

47. Up to two Club members may be appointed.
48. Roles and Responsibilities:
 - a) Manage and coordinate, on behalf of the Committee, the Club's responsibilities to the ACT Government and the CACTMC for CRS vehicles in accordance with Management Policy 17.
 - b) Act as a signatory for Club applications for CRS registration.
 - c) Provide advice to, and be the primary contact for, Club members on CRS matters.

Manager of the Club Website

49. Roles and Responsibilities:
 - a) Manage the website for the Club including its domain name.

- b) Control the content of the Club website and regularly update the website as relevant information is provided.
- c) Provide advice to, and be the primary contact for, Club members on Club website matters.
- d) Be the primary contact for the Committee on Club website matters.

Manager of Club Regalia.

50. Roles and Responsibilities:

- a) Manage the Club's stock of regalia items.
- b) In consultation with the Committee, coordinate the purchase and sale of Club regalia.
- c) Undertake an annual stock-take of regalia in conjunction with the Treasurer or other member of the Club Executive.
- d) Provide advice to, and be the primary contact for, Club members on regalia matters.
- e) Be the primary contact for the Committee on regalia matters.

Manager of Club Library

51. Roles and Responsibilities:

- a) Manage the Club's library.
- b) In consultation with the Treasurer, coordinate the purchase, receipt and registration of Club library items.
- c) Manage the loan of Club library items to Club members.
- d) Undertake an annual stock-take of the library in conjunction with the Treasurer or other member of the Club Executive.
- e) Provide advice to, and be the primary contact for, Club members on Club library matters.
- f) Be the primary contact for the Committee on Club library matters.

Manager of Club Suppers

52. Roles and Responsibilities:

- a) Manage and coordinate the provision of suppers at the Club's monthly meetings and AGM.
- b) Be the primary contact for the Committee on supper matters.

Manager of Club Equipment

53. Up to two members may be appointed to manage Club equipment. Where more than one is appointed, each manager is to be assigned specific equipments (eg, equipments held in the meeting hall, compared to equipments held in the Club Workshop).

54. Roles and Responsibilities:

- a) Manage the bookings, storage and maintenance of the Club's equipment including the Club car trailer.
- b) Manage the receipt of administration fees associated with Club member use of the car trailer.
- c) Undertake regular serviceability inspections of Club equipment and report any maintenance issues to the Committee for approval to repair/replace.
- d) Make recommendations to the Committee regarding the purchase of new equipment to meet Club member needs.
- e) Undertake an annual stock-take of equipment in conjunction with the Treasurer or other member of the Club executive.

- f) Provide advice to, and be the primary contact for, Club members on Club equipment matters.
- g) Be the primary contact for the Committee on Club equipment matters.
- h) Authorise the loan of Club equipment to Members, ensuring that Members are aware that they are responsible for any loss or damage to Club equipment except where such equipment is being used in support of a Club event.

Club Management Policy No 17

Club Management of the ACT Concessional Registration Scheme

Introduction

1. The Australian Capital Territory (ACT) has a Concessional Registration Scheme (CRS) available for vehicles that are classified as veteran, vintage or historic. Registration of these vehicles is considered conditional under the *Road Transport (Vehicle Registration) Regulations 2000*.
2. The CRS allows vehicles that are more than 30 years old to be registered under special conditions if the registered owner requests such registration, and the vehicle and owner meet certain eligibility requirements.
3. The management of the CRS involves three parties: (1) the ACT government department or agency responsible for vehicle registrations (2) the Council of ACT Motor Clubs (CACTMC); and (3) the Club.

Limitation of Club Authority

4. An instruction or By-law of the MG Car Club Canberra is subordinate to any law, restriction or requirement of the ACT government or any organisation or person that is properly authorised to issue an instruction concerning the CRS. The Club is a participant, not an authority or principle regulator of the CRS scheme. If a member has a dispute with the administration of the scheme they should refer it to the Club Secretary in the first instance.

Aim of Policy

5. The aim of this Policy is to describe how the CRS is administered within the Club.

Responsibilities

6. Club responsibilities. The principle requirement for the Club is that it be affiliated with the CACTMC. While it is not anticipated or intended that a situation will arise where the Club becomes un-affiliated; if this does occur Club members will be advised by email from the Secretary and through the Club web site and the Club magazine.
7. The Club responsibilities are to:
 - a) Be affiliated with the CACTMC.
 - b) Pay affiliation fees to the CACTMC by the due date.
 - c) Certify that Club members who wish to participate in the CRS are financial members of the Club.
 - d) Certify that the relevant vehicle is eligible (that is, it is more than 30 years old and has not been significantly modified).
 - e) Authorise, if appropriate, use of a CRS vehicle where the intended use requires Club approval.
 - f) Ensure that members participating in the scheme are aware of the scheme guidelines.

8. Member's responsibilities are to:

- a) Be a current member of the Club in a membership category that allows for Club CRS administration.
- b) Present the vehicle and vehicle log book for inspection as required by the Club.
- c) Operate the vehicle within the published guidelines.
- d) Advise the Club CRS Registrar within 14 days of any change in circumstances (eg the sale or disposal of a vehicle, a significant modification to a vehicle, an intent to allow registration to lapse, or a transfer to full registration).

Guidelines covering the use of a CRS registered vehicle

9. A CRS registered vehicle may be operated:

- a) At all *Organised Club Events* and *Approved Club Other Events* publicised in the Club magazine or on the Club website under these categories of event
- b) For test runs, including maintenance checks, within a 40km radius of the place where the vehicle is normally garaged or stored; or where it has been repaired. There are two aspects of usage allowed under the test run category.
 - i. Mechanical – where the vehicle is used specifically to test its mechanical state or in order to have work done on the vehicle; and
 - ii. Private – where as part of the program of keeping the vehicle roadworthy the vehicle is used for some private purpose such as a recreational outing or a visit to friends.
- c) At any other event or for any other purpose that has been approved by the Club. Applications for such use are to be made by Club members to the Club CRS Registrar.

10. A CRS registered vehicle may not be operated for hire or reward. This does not however normally preclude the operation of a vehicle for a charity or similar event where there is no personal reward for the Club member.

11. CRS vehicles operated by Club members must carry and maintain a log book that records all occasions of vehicle use. As a minimum the log book must record: driver's name, date of use, journey purpose, journey start location, and journey start and finish mileage/km. A correctly completed vehicle log book must be produced if demanded by an authorised Club official.

Control of Club CRS forms

12. Club CRS forms are used to authenticate the eligibility of a car and Club member to participate in the scheme. They are submitted with vehicle registration forms for vehicle registration purposes. The forms are managed as a Club controlled document. This means that they are numbered and accounted for by the Club CRS Registrar.

13. Club members may not copy or reproduce Club CRS forms for any purpose, nor may a Club member submit a CRS form to the motor registry that has not been duly processed by the Club.

Process for establishing a new CRS registration

14. Club members who wish to establish a new CRS registration should contact the Club CRS Registrar. Contact details are maintained on the Club website and in the Club magazine. If a Club member is unable to contact the Club CRS Registrar; he/she should contact the Club Secretary.

15. Club members requesting a new CRS registration will be required to present their vehicle for Club inspection. The inspection will be used to establish eligibility of the vehicle and the Club member to participate in the scheme. Accordingly, the following should be presented at the inspection:
 - a) If applicable, current vehicle registration documents and/or proof of ownership
 - b) The vehicle log-book that will be used for the vehicle
16. When the vehicle and member are confirmed as eligible, a Club CRS form will be completed, signed, stamped and handed to the Club member. At this point, the scheme and the Club's requirements of the Club member concerning CRS will also be discussed.

Process for renewing a Club CRS registered vehicle

17. Club members wishing to renew a Club CRS registered car are expected to bring the vehicle registration renewal notice and a copy of their log book to a monthly meeting of the Club. Details of the date, location and time of Club monthly meetings are on the Club website and in the Club magazine.
18. CRS renewals will be processed by the Club CRS Registrars or Club Secretary at each Club monthly meeting.
19. Should a Club member not be able to attend a Club meeting for any reason; they should contact the Club CRS registrar or the Club Secretary. Special arrangements will be made if there are circumstances that preclude the member's attendance at a monthly meeting.

Conclusion

20. CRS registration is a benefit of Club membership but the Club and its members have very particular responsibilities in the scheme. Club members who have a CRS registered vehicle have a responsibility to the Club to meet their requirements as detailed in this Policy.
21. Club members must also meet any requirement of the ACT government or any organisation or person that is properly authorised to issue an instruction concerning the CRS. If there is any inconsistency between this Policy and a policy or instruction issued by an agency of the ACT government; then this Policy is subordinate.
22. The Club has a large number of CRS-registered vehicles and the needs of the Club volunteers who administer the scheme are best met, for renewals, by processing them at Club monthly meetings. Exceptions will be managed to meet Club and Club-member needs.

Club Management Policy No 18

Guidelines for Club Expenditure in Special Circumstances

1. There are occasions when consideration may be given to expending Club funds in relation to the special circumstances of a Club member or Club member's family. These occasions include, but are not limited to:
 - a) A special celebration involving a member such as a wedding.
 - b) The serious illness or hospitalisation of a member.
 - c) The death of a member.
2. The aim of this Policy to provide general guidance to the Committee on the appropriate expenditure of Club funds in relation to these special circumstances. Each occasion and each circumstance will be different, and may therefore have a different outcome. These guidelines will however inform Club-member expectations and should also deliver a consistent consideration of this sensitive matter by the Club Committee.
3. Where a \$ value has been suggested as a guide, it is a 2014 value. The Committee may apply a reasonable CPI/indexation to the amount in subsequent years.

Special celebrations

4. Births, birthdays, wedding anniversaries and similar personal events will not normally be recognised with Club expenditure. A wedding or similar very special occasion of an active Club member may be recognised in the form of a card or similar to a value not exceeding \$20.

Serious illness or extended hospitalisation

5. The Committee may consider expenditure for Club members who have a serious illness or are hospitalised in relation to a serious illness for more than a week, in the form of a card, fruit bowl, flower arrangement or similar, to a value not exceeding \$100.

The death of a member

6. Past-members of the Club will not normally be recognised with Club expenditure. In the event of the death of a current member, the Committee will normally consider expenditure for a card and flowers at the funeral to a value not exceeding \$100. If the deceased was a Life Member, as guidance, the limit may be increased to \$150.
7. If the family of the deceased Club member has expressed a wish for donations to a recognised cause or charity instead of flowers, then a similar cash donation amount may be considered appropriate to donate to the nominated charity.

Other special occasions

There may be other special occasions which arise from time to time such as, but not limited to, the death of a member's immediate family member. In such circumstances the Committee will exercise judgement as to what action should be taken, but in most cases either a letter or a card would be considered appropriate.

Club Management Policy No 19 (Reserved)

Club Management Policy No 20 (Reserved)

Club Management Policy No 21 (Reserved)