

MATLOCK MOTOR CLUB MANUAL

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INTRODUCTION

“Motor sport faces many challenges – environmental pressures; increasing costs of competition; difficulties of obtaining venues – to name but a few. Perhaps the greatest challenge, however, comes from other organised activities, which through good organisation and promotion offer people attractive and agreeable ways in which to spend their leisure time. Changing social patterns are also affecting our sport - the explosion in internet use has itself posed new challenges. Because of the challenges and changes, motor clubs need to be well organised and lively if they are to attract people who have so many other things competing for their precious leisure time.”

BASIC ORGANISATION

The strength of any club depends on the effectiveness of its committee. Ideally this should be large enough to reflect the various interests in the club but not so large as to be unwieldy. In turn, much of the effectiveness of a committee depends on the chairperson. Duties of officials are covered in more detail but the chairperson should be the person driving the club forward along clearly thought out lines and ideally within a three or five-year plan. MMC will hold “way ahead” sessions at each AGM to consider the future and consider where the members want the club to be in, say, 5 years and how it can get there.

A forward plan could include such thoughts as:

- Ideas to attract new younger members
- Plans to entice more members to regularly attend meetings
- Should the club aim to buy specific equipment?

It is then up to the committee to be realistic and set achievable targets in making things happen. Ideally, committees should be rejuvenated at regular intervals with a target of, say, two new members per year. It may be difficult just to persuade enough people to get involved – this can be dangerous because it can lead to getting out of touch with our members, particularly younger ones. It is equally dangerous if a committee is seen as a clique. It can be a sobering but useful exercise to monitor the average age of the club, and its committee, every five years or so. If numbers just go up by 5 each time, that could mean the Club heading for extinction!

A committee will be more efficient if:

- Members are given “one pagers” in advance of committee meetings, reporting on, say, the financial situation or summarising issues to be discussed.
- Members resist the temptation to reflight issues which were settled (and voted on) at a previous meeting.
- Sub-committees or working groups are formed to consider specific issues and then report back to the main committee.

Things to remember:

- The Club should have an attractive website to attract and inform new members.
- Club rules should be made as friendly as possible.
- Membership forms should be clear.
- We will periodically ask members to record their particular motor sport interests either on the membership form or by questionnaire.

- It may help the club if membership forms enable a 'skills databank' to be established showing whether people have useful skills e.g. marketing, lobbying or joinery.
- Committee members and club officials should aim for an open style of management and, through the club magazine and website, should keep members informed of what they are doing and why.
- The committee should aim for balanced social and competition programmes, catering for all members' interests.
- It may be worth running a questionnaire in the club magazine or via the internet periodically to get a feel for members' interests.
- Realistic subscription levels should be set; life memberships need careful costing to avoid losing the Club's money in later years.
- Comparisons should be made with other organisations in the area.
- Consider Honorary Members for local dignitaries who may be of help, or for older members who retire from the motor sport scene.
- Annual General Meetings are often poorly attended perhaps because they are considered boring; consider having some other attraction after the formal proceedings to attract more members.
- The Club should support their Regional Association.

RESPONSIBILITIES OF CLUB OFFICIALS

The Officials of the club should be elected annually by club members at an Annual General Meeting and charged with the responsibility of managing the affairs of the club in an efficient manner to ensure the prosperity and success of the club.

At the AGM, club members should elect the President, Vice President(s), Club Secretary, Treasurer; Accountants and Committee. The number of committee members is at the discretion of the club.

The duties of the various officials can generally be described as follows:

PRESIDENT – STEVE PEREZ

Has no specific duties but it is usual to select someone who occupies a leading position in the local community or in motor sport whose association with the club will enhance its reputation and standing. The President should be encouraged to interest himself/herself in the club's activities and attend at least some of them and be prepared to use their influence and position to help the club whenever possible.

CHAIRPERSON – CHARLIE WHEELDON

This is a key position in the club with the prime function of coordinating all the activities of the club and leading and guiding the other officials in carrying out their duties. The chairperson is the keystone on which the success or otherwise of the Club depends.

VICE CHAIRPERSON – GRAEME STONE

Acting as deputy to the Chairperson, acting on his behalf in his absence and generally assisting him in his duties.

SECRETARY – FRANCES BANNING

Responsible for dealing with all non-specialist matters and correspondence and diverting to the correct official any matters requiring specialist attention. Keeping the minutes of all meetings and circulating these to the members. Sending out notices of all meetings.

TREASURER - GUY ROBINSON

Responsible for keeping the club's accounts in proper order and for planning the club's finances. Preparing budgets and statements of account for presentation at committee meetings. Preparing the annual accounts for presentation at the annual general meeting. Providing all necessary information required by the Accountants. It can be a big advantage if the person chosen as Treasurer has experience in the field of finance such as banking, accountancy, etc.

COMPETITION SECRETARY – GARY EVANS

Responsible for arranging the competitive activities of the club. Ensuring that organisers are found for the events which the club promotes. Liaising with other clubs on the competition side. Keeping in touch with the MSA and Regional Associations on all aspects of motor sport competition and regulations. Organising club championships. Ideally this position should be filled by someone with experience as a competitor and organiser.

CHAMPIONSHIP SECRETARY – RICHARD HUNTER

Responsible for 'in-house' championships - can be of help to the Competition Secretary by keeping details of contenders and their scores and producing current positions and results at suitable intervals.

REGISTRAR/MEMBERSHIP SECRETARY – PAUL DAVENPORT

Responsible for keeping records of the club membership. Dealing with applications from new members. Collecting subscriptions and dealing with membership renewals. Issuing membership cards.

SOCIAL SECRETARY – RICHARD HUNTER

Responsible for arranging the social activities of the club and ensuring that organisers and venues are found for such events.

CHIEF MARSHAL – FRANCES BANNING

Responsible for maintain the database of club members and others who are available for marshaling and arranging for their attendance at events where marshaling assistance has been requested. Liaising with chief marshals of other clubs. Arranging marshals' training.

MAGAZINE EDITOR – CHARLIE WHEELDON

Responsible for the compiling and production of the club magazine, newsletter, or e-magazine. Obtaining and editing all contributions from club members. Arranging for prompt distribution of the magazine to club members.

WEB MASTER – JAMES VINCENT

A Web Master is responsible for setting up the website and, importantly, maintaining it with current material relevant to the club's operation. It is essential that a Web Master liaises closely with the Magazine Editor and Press & PR Officer of the Club.

PRESS AND PR OFFICER – GARY EVANS

Responsible for the promotion of the club and its activities and to generally give the club a good image in the eyes of the public. Maintaining social media and ensuring that the club's competitive and social activities are given maximum coverage.

EQUIPMENT OFFICER – JAMES VINCENT

Responsible for maintaining all club equipment used for events and advising the committee when new or replacement items are required.

AWARDS SECRETARY – RICHARD HUNTER

Responsible for keeping records of club trophies. Arranging for the purchase of annual awards. Preparing the list of award winners and organising the presentation details.

DELEGATES – CHARLIE WHEELDON

Responsible for attending Regional Association meetings as the club representative. Reporting to the committee on the activities of the Associations and how they might affect the club.

It is up to the committee to decide which positions are needed and whether to amalgamate positions. There is much truth in the old saying that 'one volunteer is worth ten pressed men' and it is probably better to leave a position vacant than fill it with someone who does not really want the job. In the end, the Club is as good, or as bad, as its officials.

ORGANISING A MEETING

- Make arrangements for the meeting venue.
- Send adequate notice of the meeting to all concerned. The minutes of the previous meeting should be enclosed together with any documents that members need to read before the discussion on the topic.
- If possible, agree in advance a schedule of meetings for the year.

MEETING AGENDA

1. Welcome and introductions.
2. Apologies for absence.
3. Minutes – to approve the minutes of the previous meeting as a correct record.
4. Matters arising – to consider any matters arising not otherwise included on the agenda.
5. Consideration of reports from officers and subcommittees.
6. General business.
7. Date of next meeting.
8. Any other business.

THE MEETING

Agreed – indicates a strong consensus to support a course of action. Recommended – indicates a proposal to another committee or organisation.

Noted – indicates that a matter was reported, but no decision was necessary.

Received – indicates that a report was presented and accepted.

Approved – indicates that a recommendation has been endorsed. Recognised – indicates that information was accepted, but no decision was taken.

Resolved – indicates that a motion was formally proposed, voted upon and passed.

ANNUAL GENERAL MEETINGS

The Secretary is responsible for preparing the Annual General Meeting (AGM), and making arrangements to ensure that all members receive the necessary information. This may include:

- Arranging venue, date and time.
- Arranging for the printing of the annual report and statement of accounts.
- Arranging for guest speakers, if this is usual practice.
- Arranging catering and hospitality.

21 days' notice of the Annual General Meeting must be given to members (required by our Articles of Association) and the quorum is 15 paid up members. The meeting could be declared invalid if the rules have not been followed.

FINANCES

The finances of a motor club are the responsibility of the committee with the administration being delegated to the club Treasurer.

The treasurer should produce a statement of income and expenditure with the current balances regularly so committee members are kept up to date. At the end of each financial year, the treasurer must submit the annual Income and Expenditure accounts for the approval of the committee and after this, he or she will submit them to the Accountants who will prepare the full accounts and balance sheet as required by law; they will then be presented to the members at the Annual General Meeting.

The committee must ensure that adequate control is maintained over the club's expenditure.

The club will obtain their income from two main sources, subscriptions from members and profits from competitive events run by the club.

Against this income is set the club's expenditure including the cost of running the club's general activities - such items as printing and stationery, postage, advertising, cost of club magazine, Accountant's fee, equipment etc. and the cost of promoting events.

Ideally, the overheads should be financed if possible from the members' subscriptions and the competitive events should be self-financing with the aim of producing a profit which can be used for such items as the buying and maintenance of equipment and the purchase of specialist items. If the subscriptions do not cover the overheads, then some of the event profits will need to be used to make up the shortfall and some should be set aside for a reserve fund, which should be maintained at a reasonable level to cover contingencies which may arise from time to time.

Payment of expenses made to members or Event Officials may attract the attention of the Inland Revenue where it can be demonstrated that a 'profit margin' exists in the level of payments made (e.g. for petrol or travelling expenses). In practice, such payments should reflect merely a contribution towards individual costs.

WHAT DOES THE TREASURER DO?

The Treasurer is responsible for:

- Looking after the finances of the organisation
- Collecting subscriptions with the help of the Registrar and all money due to the club
- Paying the bills and recording the information
- Keeping up-to-date records of all the financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank
- Ensuring that funds are spent properly and issuing receipts for all money received and recording this information and reporting regularly to the committee on the financial position
- Preparing a year-end statement of accounts to present to the Accountants
- Presenting an end-of-year financial report to the Annual General Meeting
- Financial planning including monitoring accounts throughout the year
- Helping to prepare and submit any statutory documents that are required (e.g. Corporation tax returns, filing the Annual Return with Companies House together with the Annual Report and Accounts).

MEMBERSHIP RECORDS

Keeping membership records can be a simple job PROVIDED proper thought is given to setting up a clear system. This should be based on computer system which can then be used for the various mailings which will be sent to members – whatever system is adopted it must be easily understood and above all workable. Whether records are kept on computer or in a card index, whoever maintains them should adopt a methodical approach.

MEMBERSHIP INFORMATION

This obviously depends on the size of the club concerned, but it is always handy having certain information on your members. For example, if details of occupation are requested on membership forms, you can always find out who are in financial jobs –they might make good treasurers, while those in the building trade can perhaps help with the building of a clubhouse or getting hold of supplies for events such as stakes and wood etc. Someone who works in the Local Planning Department may be useful if you have a venue problem, or if you have a major future project to consider. Similarly, vehicle details are useful, members with old or classic

cars can be contacted when putting on displays or exhibitions etc. But to be effective the details need to be updated every year. These details will be sought by periodical questionnaires or via the annual membership form.

MEMBERSHIP CARDS

There are many and various types of membership cards used by clubs. The appropriate wording to be used on them is in the MSA Yearbook.

DATA PROTECTION ACT

Basically, if a computer is used to maintain membership records then the Club must register under the Data Protection Act. Failure to register is a CRIMINAL offence! There should be a disclaimer on your membership form giving permission for a member's details to be stored electronically. Separate permission is required from members if you circulate their details to third parties and individuals have the right to refuse such permission. The club policy is not to provide any information regarding members' details to any third party organisation.

LEGAL

The Club is a legal entity and information about the Company and its officers has to be filed annually with the Registrar of Companies in addition to a copy of its annual accounts. Members of the limited liability company are, in normal circumstances, only liable to the extent of their investment. The form of company is that of Limited by Guarantee. Such a company does not have shareholders but each member guarantees that in the event of the company being wound up and being proved insolvent, he or she will pay (a nominal £1) if called upon to do so. Company's Limited by Guarantee don't distribute profits to their members. Such details are embedded in the constitution and terms of reference which in company terminology is known as the Memorandum and Articles.

The relationship between members and directors.

The company's members (shareholders, club members, guarantors) are its controlling influence, ie, they have the vote. The directors, although of a much higher profile, are subservient to the members who employ/elect them to run the day to day activities of the organisation. The directors of a company may be personally liable for its debts if they have allowed the Company to trade and incur those debts whilst knowing it was insolvent. The best way to protect the club's funds and the personal wealth of its officers, is to manage the financial risk from the outset.

CHILD SAFEGUARDING POLICY

Matlock Motor Club is fully committed to safeguarding the wellbeing of its members. All members should show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles of the Club.

1. The Club acknowledges its responsibility to safeguard the welfare of all young people entrusted to its care and is committed to working to provide a safe environment for all members.
2. The Club confirms that it adheres to the MSA Safeguarding Policy and the procedures, practices and guidelines. The Club will follow the guidance of the policy in the event of any concerns or allegations.
3. A child is anyone under the age of 18 engaged in any motor sport activity.
4. The key principles of this policy are as follows:
 - The welfare of the child is, and must always be, paramount to any other consideration
 - Club events and activities for young people will follow and adhere to the MSA Race 'n' Respect values and the MSA U18 Policy
 - All participants regardless of age, gender, ability or disability, race, faith, culture, size, shape, language or sexual identity have the right to be protected from abuse or harm
 - All allegations, suspicions or concerns of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately
5. The Club recognises that all children have the right to participate in sport in a safe, positive and enjoyable environment whilst at the same time being protected from abuse, neglect, harm and poor practice. The Club recognises that this is the responsibility of every adult involved, in whatever capacity, at the Club.
6. The Club will implement and comply with the MSA Code of Conduct.
7. The Club will appoint a Club Safeguarding Officer (CSO) to deal with any issues concerning Safeguarding and Child Protection and notify this person to all members.

8. The CSO is Kelvin Phipps. If you witness or are aware of an incident where you are concerned the welfare of a child has been put at risk you must, in the first instance, inform the CSO. If at any time you are not able to contact your CSO and the matter is clearly serious then you can either:
 - Contact the MSA Lead Safeguarding Officer 01753 765 071 or e-mail safeguarding@msauk.org
 - Contact the Police or Children's Social Care
 - Call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk
9. The Club will follow MSA guidance and ensure that anyone that meets the eligibility criteria for a Disclosure check (DBS, or PVG in Scotland) is checked.
10. The Club will ensure that all its members, whether they are coaches, parents, competitors or officials will comply with all guidance and best practice as issued by the MSA. In summary, the following points are considered as best practice to create a safe, friendly and welcoming environment for children:
 - Adults should display high standards of personal behaviour and refrain from pursuits considered unhealthy in front of children and be good role models
 - Employees and volunteers should avoid working in isolation with children and out of sight of parents or other volunteers
 - Not drinking alcohol excessively whilst responsible for children
 - Avoiding smoking in the presence of children if you are in a position of trust such as a coach or team manager
11. The following are **NOT** acceptable and will be treated seriously by the club and may result in disciplinary action being taken by the Club, MSA or Statutory Agencies if relevant.
 - Providing alcohol to children or allowing its supply
 - Humiliating children
 - Making sexually explicit comments or sharing sexually explicit material
 - Using obscene or foul language
 - Having an intimate or sexual relationship with any child
 - Inappropriate or unnecessary physical contact with a child
 - Sharing the same immediate accommodation, e.g. overnight room, with children when away at events (excluding parents).

Ends.