

Classic Touring Car Racing Club

Club Handbook



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Introduction

This document is intended as a guide to members and elected officers of the club alike. It is subordinate to the company memorandum and articles, and attempts to define the objectives of the club, and the mechanics involved in meeting those objectives.

Club Mission Statement

The club intends to become the market leader in cost effective club racing for classic touring cars.

Approach

The committee will achieve this goal by primarily focusing on the retention of existing members, and striving to increase the membership by attracting both new racers and existing competitors alike. The club will adopt the following approaches to deliver this goal:

MSA Registration

The core championships are Pre-66, Pre-74, Pre-83 and Classic Thunder. These all have MSA permits, and the club will endeavour to ensure they retain championship status through grid numbers.

Stable Regulations

The club will endeavour to keep changes to our regulations to a minimum, unless there is overwhelming feeling that a change is required – For example the threat of loss of championship status through poor grid numbers, or safety.

Club funds

Funds are received primarily through membership fees. The club will endeavour to ensure these charges are competitive with the competition, comparing other enforced charges the members may be required to pay – for example BARC membership.

Other business ventures such as track days, videos and clothing require that;

A satisfactory business plan drawn up outlining a likely profit against which to risk club funds.

The level of exposure is not such that would cause hardship and risk to the club.

The venture is properly and accurately costed.

Club funds are to be used to improve the effectiveness and exposure of the club, to further the experience of the members racing with the club, and to cover the overheads of providing this service to the members.

Club expenditure over and above agreed expense reimbursements, the policy of which is documented elsewhere, requires committee approval.

Key areas of club expenditure, such as any hospitality unit, the magazine, trophies and so forth will be allocated a budget at the start of each year. Monthly tracking of spend against this budget will take place within view of the committee.

Sponsorship

The club should ensure existing sponsors are receiving value for money, and should be consistently updated with copies of the magazine and club news.

The club will actively market themselves where possible to bring in sponsors to the club. Our goal is to raise the profile and the finances of the club.

Sponsors should have a brand image which reflects positively on the club.

The club will endeavour to achieve a sponsor per championship, and will attempt to gain a figure of approximately £2-£3,000 per championship. Monies from such deals should be ring fenced and used for the benefit of racing club members, for example good quality trophies, subsidies on ferry crossings for foreign club meetings or similar.

Committee Mechanics

Number Required at Meetings

The committee shall consist of 8 members plus the Chairman. At least 5 members are required at a committee meeting to convene a quorum.

Philosophy

The Chairman and elected committee members commit to managing the club throughout the year by email, telephone or other means, and not simply at the committee meetings. The principle shall be to minimise meeting length by ensuring all possible work is done prior to the meeting. For example, amendments to distributed minutes shall be done before the meeting, as shall issues as they come to light.

Meetings

At the start of each year, the newly elected committee shall decide the location and frequency of the meetings. It is recommended that there be at least 6 regular meetings per annum. Once agreed, the dates shall be agreed and venue booked as soon as possible for the coming year.

Annual Calendar

The committee shall maintain an annual year chart, showing all the regular tasks which need to be planned, such as AGM notifications, companies house deadlines, regulations and Flyer printing dates. The previous years calendar should be used as the basis for the following year.

Collective Responsibility

The committee is to adopt "cabinet" collective responsibility. That is once a vote has been taken, other members internal views/votes are to remain private.

For clarification, a committee member should only discuss or divulge their personal views or votes and not those of fellow committee members. In this way full and free discussion is encouraged.

Elected Committee

The committee will be elected at each years AGM by a democratic vote. All registered members are entitled to vote.

Fixed Terms of Office

While one of the clubs aims is stability, this should be balanced with the suggestion that key officers be rotated every four years and new members take their places. The new officer nomination will be voted in by the membership at the AGM.

Committee Members Interest Register

When a vote affects a member, vehicle, or other interest which the committee member has a vested interest in. They should abstain from the vote, and indicate their interest to the Secretary such that it can be recorded.

Membership Confidentiality

The membership database containing names, addresses and contact numbers and email addresses of the members shall be held in confidence. It shall only be disclosed to committee members for the purpose of contacting members regarding club business. On no account shall it be used to lobby, or encourage votes on a specific item.

Expense Claims

Expense claims should be sent to the club treasurer. Funds will only be released by the club treasurer on receipt of satisfactory paperwork, receipts and such paperwork showing the expenditure was incurred solely for the maintenance of the club. Expense cheques shall not be signed by a signatory who is also a payee.

Expected Behaviour

All club members, especially committee members, shall at all times conduct themselves in a professional manner. They should understand that they are representatives of the club, especially at the circuit and club related events. Members failing to adhere to this will be warned formally, and if repeated the information may be brought to the committee to discuss further action.

Complaints

Any complaint received by committee members shall be forwarded to the Chairman for action. The Chairman may reply himself, or may delegate the task to a committee member. In this way, several different replies are not received by members, with potentially differing views.

Members

Applications for Membership will be submitted to the membership secretary. Memberships are annual, and are subject to re-election from the committee each year.

Memberships apply for the current racing year, and expire at the 31st December of that year.

Any member ceasing to be a member of the club, shall cease to have any claim upon the property of the club, or to enjoy any of the privileges of membership, but shall remain liable for the payment of any debts due to the club from him / her.

Membership applications for the current year can be submitted to the Membership Secretary at any time during the current year from 1st January, until the last championship round of the season. Only these members will be entitled to vote at the AGM in November.

Following the AGM in November, the newly elected committee will agree the membership costs and types for the following year, and publish a membership form to reflect that position.

The committee may at their discretion refuse membership for individuals it is felt may not have a positive impact on the club.

The committee may suspend the membership of any individual who's actions on or off the track are felt to have brought the club into disrepute. Suspended individuals will not have race entries processed by the organizing club.

Competition numbers will be reserved for members to renew until the first round of the season. Thereafter their number may be allocated to new racing members.

Roles and Responsibilities

Officers

Officers are elected at the annual AGM by the membership.

President

As the club figurehead, the President's role is one of protecting continuity in the event of substantial change. To do this effectively the President must be aware of, and up to date at all times with the clubs business.

Chairman

The Chairmans role is one of facilitator. The Chairman should lead his committee team with overall direction and planning. A good manager will identify the strengths and weaknesses of his team, and work to maximise their effectiveness. He/She should chair the meetings, ensuring they are constructive and kept to the point. The Chairman may delegate tasks as appropriate to the smooth running of the club.

Competition Secretary

The Competition Secretary is responsible for liasing and forming a professional working relationship with the BARC, or any other clubs who organize our meetings.

Overall control of the technical regulations for our championships.

Overall control for the eligibility queries arising from the championships.

Management and direction of the championship co-ordinators.

Ownership of the "Hot News" email system, although this role may be delegated to another member if agreed. The "Hot News" system is designed to provide those members with email addresses fast updates to club news not comfortably left for the next edition of the Flyer.

Others

All roles are appointed by the committee at the start of each years tenure.

Vice Chairman

The Vice Chairman's role is to chair meetings in the absence of the Chairman, and provide assistance and advice to the Chairman throughout the year. The Vice Chairman will be chosen from the elected committee members.

Secretary

The Secretary's role is to minute the meetings, store the documentation and provide it when required.

The Secretary is also required to organize and book the AGM and committee meeting venues.

Treasurer

The treasurers role is to maintain the clubs books and financial records, ensure due diligence is carried out in verifying expenditure, maintain the clubs cheque book, and send financial reports of the current balances to the committee prior to each meeting. At the end of the year the books and records will be sent to our Accountant to facilitate the preparation of the clubs accounts. The Treasurer will present these to the members at the AGM. The Treasurer will be appointed by the committee, and can be drawn from anyone the committee feel is most able to deliver the required service at reasonable cost.

Membership Secretary

The role includes:

Fielding phone calls from prospective members

Sending out of club information packs

Printing of membership registration cards

Maintaining the membership database

The Membership Secretary will be appointed by the committee.

Historian

The role is one of archiving and holding on file details relating to the membership, race results and other information related to the club. The purpose of this role is to provide information to the membership and committee when required, and also when possible to submit articles to the club magazine.

Editor

To collate and develop the content of the clubs magazine “The Flyer”. Incumbents of this role should commit to producing six issues per year, containing news, committee updates, articles from the committee members and timesheets.

Trophy Co-Ordinator

This role involves the management and organization of the club trophies, including purchasing, engraving, collecting of returnable trophies and presenting them ready for the annual Dinner Dance. It is also this persons responsibility to ensure trophies are present at race meetings.

Championship Co-ordinators

To act as liason with the competitors and the committee. The co-ordinator should meet his/her competitors, encourage communication through them, and relay on information and queries as appropriate.

The Co-ordinators take direction from the Competition Secretary, and while their input as a committee member is valued they do by default form part of the decision making process.

Regulations and Technical Matters

Procedure for amendment to existing regulations

A member of the committee will be nominated to draw up the changes to a required timescale.

The changes in the regulations will be clearly marked with an underline.

The regulations will be ratified by the committee with input requested from the clubs eligibility scrutineers, then submitted to the BARC for approval.

Procedure for eligibility queries

Queries should be formally returned to the Competition Secretary
If required the Competition Secretary will delegate any investigation to a committee member, and the response brought to committee for a decision.

The results will be passed on to the scrutineer for checking

Driving Standards

The club police and enforce high driving standards across it's championships. Incidents are recorded by the Competition Secretary, and Driver Complaint forms are available if members wish to make formal presentations.

The club may at it's discretion make verbal or written presentations to a driver, or in exceptional cases look to hold a more formal hearing which could lead to exclusion.

The club reserves the right to seal engines and other components at any time during the season.