

**Side Car Racing Club of Victoria  
Incorporated  
Club Regulations and Policies**



**These Regulations and Policies  
Are the working details of the  
Side Car Racing Club of Victoria Incorporated  
Constitution**

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## **1. Preamble**

The Sidecar Club of Victoria Club Rules and Regulations is a working document, meant to compliment and expand the Side Car Racing Club of Victoria Incorporated Constitution. The term SCRCV is used in this document as an abbreviated term for the Side Car Racing Club of Victoria.

These Rules and Regulations are modified as required according to the Constitution rules, allowing legal and expansions on the Constitution as required for the day to day running of the Side Car Racing Club of Victoria, without the necessity of an amended Constitution being rewritten and ratified after each change.

## **2 Incorporation**

The Side Car Racing Club of Victoria was Incorporated on the 9<sup>th</sup> of May 1986, Incorporation number A0009190D

## **3 The Side Car Racing Club of Victoria Incorporated is also known as The Sidecar Racing Club of Victoria**

The name Sidecar Racing Club of Victoria is recognised as being the same entity with all rights and obligations as the Side Car Racing Club of Victoria Incorporated.

## **4 The Side Car Racing Club of Victoria Incorporated uses the abbreviated term SCRCV**

The abbreviated term SCRCV is recognised as being the same entity as the Side Car Racing Club of Victoria Incorporated, and has been used within the logo, websites and documents and is acknowledged as representing the rules, regulations and constitution of the Side Car Racing Club of Victoria.

## **5 Modifications affecting the Constitution**

Any modifications to this document directly affecting the constitution, must be made in accordance to the relevant constitution rules.

## **6 Modifications Not affecting the Constitution**

Any modifications made to this document not affecting the Constitution can be made in accordance with rules stated within the relevant section of this document.

i.e. Policies that need to be updated to reflect new laws and or obligations

## **7 The term “Board” in the Constitution**

The term “Board” in the Constitution is also called the “Committee” in this document



## **8 Members**

## **Section 5 Constitution**

The Side Car Racing Club of Victoria has the following Membership categories.  
(These categories are working categories and may be changed with a resolution at any Side Car Racing Club of Victoria, with where a quorum of members are present, and the majority vote in favour of a category change.)

### **8.1 Sidecar Membership**

Sidecar Membership is for persons who currently hold a motorcycle racing licence, or have previously held a motorcycling racing licence and raced whilst being a Member of the Side Car Racing Club of Victoria, or who are or have been actively involved with the Side Car Racing Club of Victoria.

Depiction of Actively Involved:

Persons who are or who have regularly attended Side Car Racing Club of Victoria meetings

or Persons who volunteer or have volunteered for the SCRCV

or Persons who are currently or have been on the Committee of the SCRCV

As part of the Sidecar Membership you are eligible to vote and you become an affiliated member with Motorcycling Victoria. Your Affiliation Dues to Motorcycling Victoria are paid by the SCRCV. You have Full voting rights at all meeting and at the SCRCV AGM.

A Sidecar Membership gives the member the eligibility for Awards and Trophies

#### **8.1.1 Sidecar Membership with Club Plate Permit**

Sidecar Membership with Club Plate Permit participants have exactly the same rights as the Sidecar Membership (see section 1.1 of this document), but are also eligible to partake in the Club Permit Scheme under the rules and Criteria of Vic Roads.

### **8.2 Life Membership**

A Life Member can be elected with a resolution of a quorum of Committee Members at any time.

Life Membership participants shall have exactly the same rights as a Sidecar Member (see section 1.1 of this document)

#### **8.2.1 Life Membership with Club Plate Permit**

A Life Membership with Club Plate Permit shall have exactly the same (see section 1.1 of this document) rights as a Sidecar Membership with Club Plate Permit

### **8.3 Club Permit Membership**

The purpose of A Club Permit Membership is to give this category members access to the Club Permit Scheme as outlined by Vic Roads.

Club Permit Membership participants are not eligible to vote, and are not eligible for Awards and Trophies

#### **8.4 Social Membership**

A Social Membership of the Side Car Racing Club of Victoria, is for people who wish to show support for the Side Car Racing Club of Victoria.

Social membership participants of the Side Car Racing Club of Victoria are not eligible for Trophies, Awards and are ineligible to vote.

#### **8.5 Family Membership**

Any person who is an immediate family member of the Sidecar Membership or Life Membership categories are automatically deemed to be a Family Member of the Side Car Racing Club of Victoria, and are welcome to attend meeting and functions.

Family Membership participants will not be listed in the Membership Database

Family Membership participants of the Side Car Racing Club of Victoria are not eligible for Trophies, Awards and are ineligible to vote

**These membership categories are adopted at the signing of this document, and any further adjustments will be noted as required.**

**Modifications to the Membership Category must include the following:-**

**Resolution Date**, as recorded in the Minutes of the Side Car Racing Club of Victoria

**Details of the Modification**, as recorded in the Minutes of the Side Car Racing Club of Victoria

## **9 Membership Applications      Section 6 Constitution**

All new membership applications must be received in writing to be eligible to become a member of the Side Car Racing Club of Victoria.

This can be done via the following methods:-

### **9.1.1 Membership Applications via Mail**

Membership applications can be posted to the designated mailing address of the Side Car Racing Club of Victoria

### **9.1.2 Membership Application Via the Website**

Membership applications can be completed on the Side Car Racing Club of Victoria website, wherein a form for that purpose is available.

### **9.1.3 Membership Application Via Personal Interaction**

Membership application can be completed and handed to a serving member of the Side Car Racing Club of Victoria Committee. It is the responsibility of the Committee Member receiving this application to forward in a timely manner to the elected Membership Officer for processing.

### **9.1.4 New Membership Application Acceptance / Rejection**

All New Membership Applications shall be put forward at the next general meeting of the Side Car Racing Club of Victoria for acceptance or rejection.

### **9.1.5 Membership Application Rejections**

All New Membership Applications that are rejected will be notified as soon as possible of that rejection and a refund of any fees and subscription that have been received by the Side Car Racing Club of Victoria will be refunded.

## **10 Register of Members      Section 7 Constitution**

The elected committee member/s for Memberships shall be responsible for maintaining the Register of Members.

The elected committee member for Memberships shall also be responsible for maintaining the Club Permit Scheme Membership obligations as per the rules and regulations of Vic Roads.



## **11 Discontinuance of Membership      Section 9 Constitution**

In conjunction with the obligations under Section 9 of the Side Car Racing Club of Victoria Constitution the following will be deemed to be part of the Discontinuance of membership.

### **11.1.1 All Categories of Membership excluding the Club Permit Scheme**

All categories of Membership excluding the Club Permit Scheme will be deemed to have abandoned their membership if subscriptions and fees are not paid within 3 months of the end of the Side Car Racing Club of Victoria Membership year of the 31<sup>st</sup> of July.

### **11.1.2 Club Permit Scheme Participant categories**

All Club Permit Scheme Participants will have deemed to have abandoned their membership 30 days after the end of the Side Car Racing Club of Victoria Membership year of the 31<sup>st</sup> of July, and Vic Roads will be notified of such abandonment in accordance with the Rules and Regulations of Vic Roads.

### **11.1.3 Notice of overdue Subscription / Fees**

All membership categories will receive (one only), notification of overdue subscriptions and fees.

## **11.2 Removal from Current Membership Register**

The Membership Officer/s has the right to remove any Member from the Current Membership Register following the abandonment of Membership in accordance to 4.1.1 and 4.1.2 if this document.

## **12 Annual Fees and Subscriptions      Section 11 Constitution**

**Annual Subscription Dues:** Can be reviewed and altered by the Side Car Racing Club of Victoria Committee, with a quorum of 4 elected Committee Members

### **12.1 The Financial Membership Year**

The Financial Membership year is from the 1<sup>st</sup> of August to the 31<sup>st</sup> of July

#### **12.1.1 Sidecar Membership**

Annual Membership Subscription / Fee \$50

#### **12.1.2 Sidecar Membership with Club Plate Permit**

Annual Membership Subscription / Fee \$60

#### **12.1.3 Life Membership**

Annual Membership Subscription / Fee \$0

#### **12.1.4 Life Membership with Club Plate Permit**

Annual Membership Subscription / Fee \$0

#### **12.1.5 Club Plate Membership**

Annual Membership Subscription / Fee \$70

#### **12.1.6 Social Membership**

Annual Membership Subscription / Fee \$25

#### **12.1.7 Family Membership**

Annual Membership Subscription / Fee \$0

**These membership category fees are adopted at the signing of this document, and any further modifications will be noted as required.**

**Modifications to the Membership Category must include the following:-**

**Resolution Date**, as recorded in the Board Minutes of the Side Car Racing Club of Victoria

**Details of the Modification**, as recorded in the Board Minutes of the Side Car Racing Club of Victoria.

## **13 The Board / Committee    Section 14 Constitution**

### **13.1.1 The Board is known as the Committee within this document**

## **14 Who is Eligible to be Elected**

To be elected to the Side Car Racing Club of Victoria Committee you must be a current financial member with Voting Rights.

### **14.1.1 Sidecar Member or Sidecar Member with Club Plate Permit**

### **14.1.2 Life Member or Life Member with Club Plate Permit**

## **15 Who is Eligible to Vote**

To vote in Elections at the Side Car Racing Club of Victoria you must be a current financial member with Voting Rights.

### **15.1.1 Sidecar Member or Sidecar Member with Club Plate Permit**

### **15.1.2 Life Member or Life Member with Club Plate Permit**

## **15.2 The Committee Elections Procedure**

A New Committee will be elected at the AGM every year, and will take office from the close of the AGM.

**\*\*Please note a blank election form layout is provided in the forms section of this document**

The Old Committee will automatically stand down at the closure of the AGM

## **16 Board / Committee Members**

There will be a maximum of Seven (7) Board / Committee Members as per the Constitution of the Side Car Racing Club of Victoria Incorporated

## **17 Portfolio of Positions**

### **17.1.1 Directors**

There will be 4 Directors of the Committee, each of these Portfolio's must be held by a separate individual

### **17.1.2 The President, otherwise known as the Chairperson**

It is the Presidents responsibility oversee the working areas of the Side Car Racing Club of Victoria.

To fulfil the duties of President / Chairperson within the Constitution of the Side Car Racing Club of Victoria and the Rules and Regulations governing the President / Chairperson for Motorcycling Victoria and Motorcycling Australia.

Chair General Meeting and the A.G.M. of the Side Car Racing Club of Victoria, to represent the Side Car Racing Club of Victoria with the governing bodies of Sidecar and Motorcycling Clubs of Victoria and Australia.

To represent the Side Car Racing Club of Victoria in the forums of Sidecar Racing, Motorcycle Racing and to the wider general public.

#### **17.1.3 The Secretary**

To fulfil the duties of President / Chairperson within the Constitution of the Side Car Racing Club of Victoria and the Rules and Regulations governing the President / Chairperson for Motorcycling Victoria and Motorcycling Australia.

It is the responsibility of the Secretary to Take Minutes of General Meetings and the A.G.M.

To take the responsibility of duties of Public Officer, The Secretary may delegate the duties of Public Officer

To represent the Side Car Racing Club of Victoria in the forums of Sidecar Racing, Motorcycle Racing and to the wider general public.

#### **17.1.4 The Vice President, otherwise known as Deputy Chairperson**

To fulfil the duties of Vice President / Deputy Chairperson within the Constitution of the Side Car Racing Club of Victoria and the Rules and Regulations governing the Vice President / Deputy Chairperson for Motorcycling Victoria and Motorcycling Australia.

To aide and assist the President as required.

To represent the Side Car Racing Club of Victoria in the forums of Sidecar Racing, Motorcycle Racing and to the wider general public.

#### **17.1.5 The Treasurer**

To Maintain the financial records of the Side Car Racing Club of Victoria to the standards required under the Side Car Racing Club of Victoria, the Rules and Regulations of Motorcycling Victoria, Motorcycling Australia and Consumer Affairs Australia.

The Treasurer is also responsible for maintaining the following documentation, and legal requirements

- Online Accounting System
- PayPal
- Website protocols for PayPal
- Reconciliations of all Accounts including but not limited to the Bank Accounts and Paypal
- Maintaining the Asset register
- Advising the Membership officer of payments received

To represent the Side Car Racing Club of Victoria in the forums of Sidecar Racing, Motorcycle Racing and to the wider general public.

## **17.2 Public Officer**

The position of Public Officer by law in Victoria must be held by the Secretary.

The Secretary has the right to delegate a member to fulfil the obligations of the Public Officer. The member delegated would then become the person responsible for the "Public Officer" role for the Side Car Racing Club of Victoria.

The Public Officers duties include but not limited to

- The lodgement of the Side Car Racing Club of Victoria Incorporated Financial Statement, not more than 6 months after the A.G.M.
- Payment of the Consumer Victoria Fees for a Not For Profit Incorporated Body annually.
- Be the general point of contact for Consumer Affairs Incorporated Bodies department.

## **17.3 General Committee Members**

The general Committee Members will comprise of the following

### **17.3.1 Membership Officer**

The Membership Officers is required to complete the following but not limited to

- The Membership Officer is required to keep all Membership records in accordance with the Constitution. And the Rules and Regulations of Motorcycling Victoria and Motorcycling Australia.
- To keep records for the Club Plate Scheme in accordance with the rule and regulations of Vic Roads.
- It is the Responsibility of the Membership Officer to send Renewal Letters prior to the end of the Financial Year, to Send Membership Cards to Members who have renewed or who have joined the Club, and to send overdue notices as required.
- Supply updated membership lists to the Committee Directors on a monthly basis.
- To table of list of New Membership Applications at each General Meeting for acceptance or rejection into the Side Car Racing Club of Victoria.
- After acceptance or rejection of a Membership Application, Membership Cards must be forwarded to the New Member or a full Refund processed and sent to any Applicant who has been rejected for membership.
- Maintain the Membership Forms and Membership Products within the website.
- Forward signed MV Renewal notices to members as required either digitally or via Australia Post as required.
- Handle membership grievances in accordance with the Constitution as required



### **17.3.2 Merchandise Officer**

It is the responsibility of the Merchandise Officer to maintain Merchandise

Keep a records of stock levels and value

### **17.3.3 Club Permit Officer**

It is the responsibility of the Club Permit Officer to but not limited to

- Scrutinise all vehicles that wish to partake in the Club Permit Scheme. To complete the paperwork required for each vehicle required by Vic Roads.
- The Club Permit Officer is authorised to approve the addition of new vehicles onto the Club Permit Scheme and is authorised to sign renewals notices.

It is further authorised for the President / Chairperson, the Secretary and the Treasurer to sign renewal notices as required.

### **17.3.4 Social Officer**

It is the responsibility of the Social Officer to organise gatherings and functions throughout the year.

### **17.3.5 Web Master**

It is the responsibility of the Web Master but not limited to the following:

- To maintain and update the Website as required.
- Test on a regular basis that all aspects of the site are working correctly.
- Publish any newsletters onto the website.
- Work with the Membership Officer when forms or Membership products need updating within the website.

### **17.3.6 Newsletter Officer**

It is the Responsibility of the Newsletter Officer to gather material and produce the Newsletter of the Side Car Racing Club of Victoria

### **17.3.7 Administration Officer**

- It is the responsibility of the Administration Officer to maintain letterheads, flyers and logo's.
- Letter Head information to be changed if required after each AGM to reflect the current Office Holders
- To keep records of all correspondence written on behalf of the Side Car Racing Club of Victoria. This correspondence may be kept in a digital or printed format.
- To keep a record of all mail received and distribute as required
- To maintain the Club Regulations and Policies document as required

The Administration Officer must ensure that the Director Committee has updated digital copies of the following documents on an annual basis.

- Logo's (Complete Set)

- Letter Heads
- With Compliments Slips
- Rules and Regulations and Policies Document

#### **17.3.8 Club Person**

The Club Person is the representative with the President / Chairperson for meetings required for both Motorcycling Victoria and Motorcycling Australia, and to represent the needs and requirements of the Side Car Racing Club of Victoria.

#### **17.4 Deputy General Portfolio Members**

Each of the following Portfolio Positions may have a Deputy appointed if required.

The responsibilities of the Deputy Officer for each Committee Appointment is to aide and assist the Elected Officer as required.

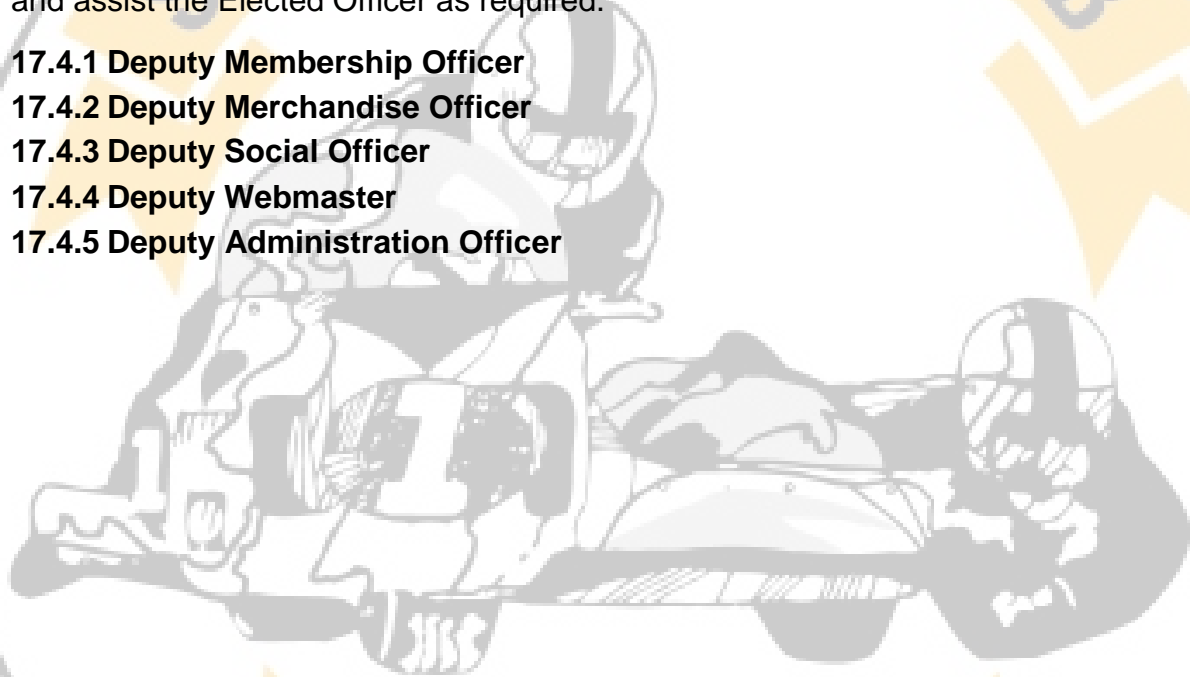
##### **17.4.1 Deputy Membership Officer**

##### **17.4.2 Deputy Merchandise Officer**

##### **17.4.3 Deputy Social Officer**

##### **17.4.4 Deputy Webmaster**

##### **17.4.5 Deputy Administration Officer**



## 18 POLICIES

Policies implemented within the Side Car Racing Club of Victoria are detailed in the following sections.

### 18.1 Club Plate Scheme Policy

The Club Plate Scheme Policy is the Rules and Regulations of Vic. Roads, and cover the responsibility of the Side Car Racing Club of Victoria and responsibilities of the Members partaking the Club Plate Scheme under the banner of the Side Car Racing Club of Victoria.

These Rules and Regulations are correct as at the 20<sup>th</sup> of December 2018, but may be updated at anytime by Vic Roads, please check the Vic Roads Website for any amendments at <https://www.vicroads.vic.gov.au/registration/limited-use-permits/club-permit-scheme/>

This Policy is NOT set by the Side Car Racing Club of Victoria, but by Vic Roads, and we must comply or risk losing the benefit of being able to offer the Club Plate Scheme to our Members.

#### 18.1.1 Responsibility and Obligations of the Club

Ongoing responsibilities & obligations for approved car clubs and associations

The ongoing responsibilities of approved vehicle club and associations form part of the Club Permit agreement [PDF 77kb].

Office bearer changes

Whenever an authorised office bearer changes, a new list of all authorised office bearers, their sample signatures and driver licence numbers must be provided to us within 14 days.

The approved club office bearers and scrutineers form [PDF 50kb] can be used.

Maintaining a register of club permit holders and vehicles

Clubs are required to maintain a current register of club permit holders and vehicles. We may request in writing a copy of the register and it must be supplied within 14 days.

The club's register should contain at a minimum for each vehicle:

the permit number

the year, make and model of the vehicle

the operators name and address

whether the operator is a current financial member

the date of the most recent inspection of the vehicle by the Club Safety Officer / Scrutineer

We may, on request, provide a club membership report to the club for the purpose of cross checking records.

#### Endorsing new Club Permit applications

When an authorised official of the club endorses a club permit application they are declaring that the club is stating the following is true and correct for the club permit vehicle:

The permit applicant is a current financial member of the above club

The vehicle is an eligible vehicle within the meaning of regulation 152 of the Road Safety (Vehicles) Regulations 2009

The vehicle meets the vehicle standards as declared on the Vehicle Eligibility and Standards Declaration form provided with the club permit application

The items listed on the Vehicle Eligibility and Standards Declaration form (for example, certificate of roadworthiness etc.) under the indicated eligible vehicle category are provided in accordance with the declaration.

The club is in possession of photographs of the vehicle.

#### Maintaining photographs of all vehicles

It is a requirement at the time of endorsing a vehicle for a club permit the club has dated photographs that include images for

for cars and trucks of the front, driver's side, rear, driving position (side on with the driver's door open) and

for motorcycles of both side and rear of the motorcycle.

Where possible, any identifiers such as chassis number and engine number should also be photographed.

#### Endorsing renewals of club permit vehicles

When endorsing club permit renewals the club is confirming that the renewal applicant is a current financial member of the club. It is recommended to also update your register of club permit holders and vehicles at this time.

Notifying us of safety issues or modifications outside the guidelines endorsed by your vehicle club.

Clubs must promptly notify a member of suspected safety issues or non-compliance with the Vehicle Standards and/or modification guidelines and require that these issues are rectified within 14 days. If issues are not resolved by the member within this time, an authorised officer of the club must notify us in writing by sending a letter to:

VicRoads

Licence and Registration Services

GPO Box 1644

Melbourne Vic 3001

### **18.1.2 Responsibilities of Club Permit Holder**

Responsibilities and obligations of club permit holders

#### **18.1.3 Club permit holders must:**

ensure that the vehicle is only used for private use and is not used for commercial use

ensure they are familiar with their particular club's requirements for club permit holders

ensure they are familiar with the log book requirements

maintain their vehicles in a manner which ensures that the vehicle is in a "safe" condition for use on a highway

present their vehicle for periodic safety checks if prescribed by their club, or in the case of street rods, if prescribed by the Australian Street Rod Federation

maintain financial membership of the club at all times whilst holding a club permit

ensure that the log book and permit is carried in the vehicle at all times the vehicle is in use

ensure that the number plate(s) and windscreen label as issued by us are correctly displayed on the vehicle at all times when the vehicle is in use.

#### **18.1.4 Driving on a club permit**

A club permit vehicle may be driven by anyone (including learner permit holders) who holds the applicable licence category for the vehicle, unless legally as a 'driver under instruction'

For motorcycles, the E licence condition for LAMS restrictions applies.

Victorian probationary licence holders may drive a vehicle on a club permit provided that:

the vehicle has not been modified to increase the vehicle's performance (other than a modification made by the manufacturer in the course of the manufacture of the vehicle)



the probationary licence is applicable to the category of vehicle.

Heavy (greater than 4.5 tonne GVM) vehicles

Operators of heavy vehicles issued with a club permit may be subject to heavy vehicle fatigue laws.

Club permit vehicles that are subject to the heavy vehicle fatigue laws will be required to use a national driver work diary in conjunction with the club permit log book.

Left hand drive vehicles

Left hand drive club permit vehicles must not be used on the road at night unless all the required lamps, including dipping headlamps, are fitted and suitable for right hand drive.

Towing a vehicle with a club permit

Vehicles being driven on a club permit may tow a trailer/caravan, providing it is registered, or operating on its own club permit or unregistered vehicle permit.

All normal towing limits and restrictions apply (e.g. towing restrictions for P1 probationary licence holders or motorcycle licence holders within the first three years of holding the licence).

#### **18.1.5 Use of Victorian club permit vehicles interstate**

Club permit vehicles may be driven throughout all States and Territories provided that the vehicle complies with Victorian requirements for the holding of the club permit.

Use of interstate club permit vehicles in Victoria

A person may use a vehicle temporarily in Victoria if it has a permit issued interstate, and is observing the conditions of that registration or permit.

The vehicle must have third party insurance cover in its home state or Transport Accident cover issued in Victoria.

#### **18.1.6 Renew a club permit**

Renewing with no changes

If you receive your renewal for your club permit in the mail and do not wish to change your period of days, you must:

1. Provide your club/association with the club permit renewal for your vehicle. The renewal must then be signed by an authorised officer of the club/association to declare that you are a current member of that particular club/association. Authorised officers include:

club president

treasurer

secretary

permit scheme officer.

Note: a club safety officer/scrutineer cannot sign a renewal unless they are also nominated as one of the above positions.

2. The club permit renewal must then be signed by the club permit holder.

3. Attend any VicRoads Customer Service Centre to pay the renewal fee, or mail the renewal to VicRoads with a cheque or money order to:

VicRoads

GPO Box 1644

MELBOURNE VIC 3001.

A club permit will be cancelled if not renewed within 90 days of the expiry date.

Renewing when a change to the period of days is required

If you receive a renewal for your club permit in the mail and wish to change the period of use from 45 days to 90 days or 90 days to 45 days, you must:

1. Attend any VicRoads Customer Service Centre or contact us on 13 11 71 and request a change. A new renewal will be mailed to you.

2. Provide your club/association with the club permit renewal for your vehicle. The club permit renewal must be signed by an authorised officer of the club/association to declare that you are a current member of that particular club/association. Authorised officers include:

club president

treasurer

secretary

permit scheme officer.

Note: a club safety officer/scrutineer cannot sign a renewal unless they are also nominated as one of the above positions.

3. The club permit renewal must be signed by the club permit holder.

4. Attend any VicRoads Customer Service Center to pay the renewal fee, or mail renewal to VicRoads with a cheque or money order to:

VicRoads

GPO Box 1644

MELBOURNE VIC 3001.

A club permit will be cancelled if not renewed within 90 days of the expiry date.

#### **18.1.7 Extend a club permit**

If you get a 45 day permit but later on decide that you want to use the vehicle more, another 45 day permit may be purchased later on by contacting us on 13 11 71 or attending a VicRoads Customer Service Centre to request a second 45 day renewal.

Once received, provide the renewal to the club's authorised official who must sign the renewal to declare that you are a current member of that particular club/association.

Attend any VicRoads Customer Service Centre to pay the renewal fee, or mail the renewal to us with a cheque, money order or credit card details to:

VicRoads

GPO Box 1644

MELBOURNE VIC 3001.

Club permit holders will not be able to get a permit to drive their vehicle for more than 90 days in each 12 month period.

The club permit certificate is to be attached to the nominated page in the club permit log book but only after payment has been processed and the certificate stamped by us.

#### **18.1.8 Transfer a club permit**

Transferring club permit vehicles between approved vehicle clubs

If you wish to transfer your club permit vehicle to another approved car club, you must provide us with:

a signed letter from you (the club permit holder), advising of the change and list any club permit vehicles that you want to link to the new club

a Vehicle Eligibility and Standards Declaration for each vehicle from the new nominated club

a letter from the club president, treasurer, secretary or permit scheme officer at the new club confirming that the applicant is a current member.

Transferring club permits between individuals or companies or associations

Club permits are not transferable.

If the vehicle is given or sold to another person, the current club permit must be cancelled and a new club permit application is required.

Club permits and deceased estates

If a club permit vehicle is inherited as a result of the death of the holder of a club permit, the club permit cannot be transferred. The club permit will be cancelled and a new club permit application must be made to us.

#### **18.1.9 Changing the vehicle description**

We can be advised of changes to the description of a club permit vehicle by providing a letter detailing the changes and the club permit number of the vehicle to a VicRoads Customer Service Centre

Notifying a change of address on a club permit

Vehicles operating under the club permit scheme can have a residential, postal and a Victorian garage address recorded.

Change an address on your club permit by:

mailing us at VicRoads GPO Box 1644 MELBOURNE VIC 3001

visiting a VicRoads Customer Service Centre.

When requesting the change of address on your club permit, you must provide all of the following details. The change will not be accepted if this information is not supplied:

club permit number/s

driver licence number

name

address (residential, postal and garage if different)

signature

vehicle details (year, make, body type: sedan, roadster etc).

#### **18.1.10 Modifying a club permit vehicle**

The club permit scheme may be modified. However, specific restrictions apply. You can modify a club permit vehicle within certain guidelines before you need to get an approval certificate from a signatory of the Vehicle Assessment Signatory Scheme (VASS).

You will need to get a (VASS) approval certificate when the vehicle:

is modified outside what is permitted in the Vehicle Standards or the guidelines as specified in the table below

the vehicle was not originally manufactured in Australia, does not have any previous Australian registration history and was manufactured after 31 December 1968 (30 June 1975 for motorcycles).

Vehicle type Guidelines

Light motor vehicle

VicRoads' guide to modifications to motor vehicles (VSI8) [PDF 286 Kb], or

VicRoads' guidelines for modifications to vehicles operated under Victoria's club permit scheme (VSI33) [PDF 265 Kb]

Heavy motor vehicle or trailer

Australian Government Department of Infrastructure and Regional Government's Vehicle Standards Bulletin No. 6 – Heavy vehicle modifications ([External link](#))

Motorcycle

VicRoads' summary of registration requirements for motorcycles and mopeds (VSI4) [882 Kb]

Light trailer

VicRoads' registration requirements for light trailers manufactured before July 1991 (VSI9) [418 Kb]

Modification of vehicles with a club permit



If you modify your vehicle when you have a club permit, you will need to get your club to re-inspect the vehicle. This may result in the vehicle requiring a VASS approval certificate and a change of plate to 'M' series number plates.

Clubs may also voluntarily choose to re-certify existing modified vehicles and for the vehicle be issued an "M" series number plate.

If this is the case, the following requirements apply:

a new Vehicle Eligibility and Standards Declaration for Club Permit Vehicles form signed by the club's safety officer/scrutineer.

an original VASS approval certificate

for vehicles manufactured after 1948 (excluding trailers and machinery), an original Victorian certificate of roadworthiness

for vehicles manufactured prior to 1949, a certificate of roadworthiness is not mandatory but may be provided by the applicant.

Note: The certificate of roadworthiness and VASS must be current at the time of declaration date.

Modified vehicles with a VASS approval without M plates

If your vehicle is modified and a VASS has already been provided regarding the modifications (either while the vehicle was operating on a club permit or registered), you can request M plates by visiting a VicRoads Customer Service Centre with a new Vehicle Eligibility and Standards Declaration for Club Permit Vehicles form signed by the club's safety officer/scrutineer.

A new certificate of roadworthiness is not required to be provided if the vehicle is currently on the club permit scheme and is applying to swap a 'H plate' for an 'M plate'.

Carry over models

Information on carry over model vehicle modifications can be found in the VicRoads' guidelines for modifications to vehicles operated under Victoria's Club Permit Scheme (VSI33) [PDF 265 Kb].

### **18.1.11 Log books**

#### Completing the log book

A log book entry must be made for each day the vehicle is used.

If a vehicle is used by several drivers or for several trips during a day, only the first use by the first driver is required to be recorded.

#### Replacement log books

Replacement club permit log books can be purchased from any VicRoads Customer Service Centre with the following three items:

A statutory declaration, which must only be lodged by the club permit holder, stating the reasons for requesting a replacement log book, and how many entries in the previous log book were completed at the time the log book was lost, damaged, destroyed or stolen. It is suggested that the VicRoads statutory declaration form [PDF 134 Kb] be used.

A statement signed by the club secretary or authorised person of the club of which the permit holder is a financial member must be submitted with the statutory declaration. The statement from the club must:

indicate that the club is aware that a statutory declaration supporting a request for a replacement log book has been made by the permit holder concerned

certify that the permit holder is a financial member of the club

certify that the club has documented in its records that the permit holder concerned has applied to us for a replacement log book along with the date of the club statement.

Log book fee.

### **18.1.12 Number plates**

#### Vintage club permit plate

Club permit plates have white characters on a maroon background.

Custom plates cannot be issued to a vehicle on the club permit scheme.

Bike rack and exempt trailer plates may be ordered by contacting us on 13 11 71.

Registration number rights are not attached to any club permit number combination. The number plates remain the property of VicRoads.

Lost, stolen, damaged or destroyed plates

If a club permit number plate is lost, stolen, damaged or destroyed, a new number plate with the next available sequential number will be issued.

The original number plate will not be reproduced.

If one plate is lost, damaged or destroyed, the remaining plate must be returned to us and a new set displaying a new number will be issued.

To replace club permit number plates, attend a VicRoads Customer Service Centre to get the new number plates.

Veteran, vintage and street rod permit holders plates will be mailed new club permit plates, while modified and classic and historic permit holders will get their numbers plates on the spot.

Note: Some Customer Service Centres may carry veteran or vintage plates, and will issue them on the spot.

#### Assignment of club permit or street rod number plates

When a club permit vehicle is sold, the club permit holder may request that the existing number plates remain on the vehicle provided that:

the new club permit holder is a member of the same approved vehicle club as the previous permit holder

the club permit number plate is assigned to the same vehicle

the club permit must be current, or expired not more than three months.

If the club permit is expired by more than three months, a new club permit application must be made. The existing club permit number may remain on the vehicle provided that the application is by the same club permit holder.

Club permit number plate(s) can be returned to any VicRoads Customer Service Centre.

#### Club permit vehicles that may not meet vehicle standards

While we will not actively identify existing modified vehicles for re-certification, periodically vehicles are reported to us as unroadworthy and/or inappropriately modified and we are required to take action when this occurs. In such instances, we will write to the permit holder advising them to request that their club re-assess the vehicle in accordance with the new requirements.

## **18.2 Privacy Policy**

### **RESPECTING YOUR RIGHT TO PRIVACY AT THE SIDE CAR RACING CLUB OF VICTORIA INCORPORATED**

Protecting your privacy and the confidentiality of your personal information is a high priority for The Side Car Racing Club of Victoria.

Personal information with regards to this website and all The Side Car Racing Club of Victoria online portals (and any other The Side Car Racing Club of Victoria printed materials) means information we hold about you from which we can search for and retrieve your identity. For example, we may collect and use your name and address details when you acquire or use particular The Side Car Racing Club of Victoria products or services. The Side Car Racing Club of Victoria understands that providing your personal information imposes a serious responsibility upon us.

We are committed to protecting your personal information. Where your personal information may be disclosed, and to the extent that we can, we believe in giving you a choice as to whom we may disclose your personal information to, and how these third parties may use your personal information for direct marketing.

#### **Collecting your personal information**

We collect personal information directly from you, and only to the extent necessary to deliver and ensure a The Side Car Racing Club of Victoria product or service. We may choose to collect personal information from you when you fill in an application form, both in hard copy format or online via our website, or over the telephone.

We will always attempt to collect personal information from you using lawful and fair means, and not in an unlawful manner. The type of personal information we may collect from you generally comprises name, address, gender, contact details (including phone, fax and e-mail).

If we do not collect this information, we may not be able to provide you with The Side Car Racing Club of Victoria product or service you have requested.

If you supply us with the personal information of a third party, you agree to notify that third party of this Privacy Policy.

## How we make use of your personal information

The Side Car Racing Club of Victoria will collect your personal information in order to provide you with, or give you access to, a particular The Side Car Racing Club of Victoria product or service. The Side Car Racing Club of Victoria may choose to disclose your personal information for the main purpose for which we collect it, with such disclosure reasonably expected by you. Some of these examples include, but are not limited to:

Helping The Side Car Racing Club of Victoria to develop a stronger relationship with you

Internal membership management, accounting and finance

Administrative reporting

Protecting you and The Side Car Racing Club of Victoria from fraud

As part of a The Side Car Racing Club of Victoria campaign.

Occasionally, we may also disclose your personal information for the purposes of facilitating the distribution of marketing materials to you by The Side Car Racing Club of Victoria The Side Car Racing Club of Victoria employing a third party. We will not do this if you ask us not to do so. There are other situations where we are compelled by law to disclose your personal information. For instance, under certain circumstances we may be compelled to provide your personal information to law enforcement agencies, the Australian Electoral Office, the Department of Family Services or the Australian Taxation Office.

### Direct Marketing

The Side Car Racing Club of Victoria may use the personal information we collect from you to identify particular The Side Car Racing Club of Victoria products and services, which we believe may be of interest and benefit to you, such as from third parties. This may include such activities as competitions, policy announcements, campaigns or to hear about shows and entertainment from The Side Car Racing Club of Victoria, our community partners or affiliated sponsors. We may then contact you to let you know about these products and services. If you do not wish to receive this direct marketing information from The Side Car Racing Club of Victoria, please let us know.

## Quality and accuracy of your personal information



If we have accurate personal information about you, it enables us to provide you with the best possible service. The Side Car Racing Club of Victoria will take reasonable steps to ensure the personal information we collect, use and disclose is accurate, complete and up-to-date. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will take reasonable steps to correct it.

### The Side Car Racing Club of Victoria Campaigns

The Side Car Racing Club of Victoria conducts various campaigns and from time to time may use your contact details to update you on the status of a campaign. Likewise, The Side Car Racing Club of Victoria may also use your details for specific petitions on campaigns. If you have signed a petition, your details may be used for instances such as presenting this information to members of Parliament. If you do not wish for The Side Car Racing Club of Victoria to contact you via phone or email during or campaign or present a petition you have signed, please let us know.

### Security of your information

The Side Car Racing Club of Victoria takes reasonable steps to protect your personal information from loss, misuse, unauthorised disclosure or destruction.

### Cookies on The Side Car Racing Club of Victoria website

A "cookie" is a packet of information that allows The Side Car Racing Club of Victoria server (the computer that houses our web site) to identify and interact more effectively with your computer.

When you access our website, we send you a "temporary cookie" that gives you a unique identification number. A different identification number is sent each time you use our web site. Cookies do not identify individual users, although they do identify a user's Internet browser type and your Internet Service Provider. Our cookie allows us to keep track of the pages you have accessed while visiting our web site. It also allows you to page back and forwards through our website and return to pages you have already visited without requiring you to log in to our home page again.

You can configure your Internet browser to accept all cookies, reject all cookies or notify you when a cookie is sent. Please refer to your Internet browser's instructions or help screens to learn more about these functions.

Information logged on The Side Car Racing Club of Victoria website

When you visit The Side Car Racing Club of Victoria web site, our server logs the following information which is provided by your browser for statistical purposes only:

The type of browser and operating system you are using

Your Internet Service Provider and top level domain name (for example - .com, .gov, .au, .uk etc)

Your computer's IP (Internet Protocol) address (a number which is unique to the machine through which you are connected to the internet).

All of this information is used by The Side Car Racing Club of Victoria for aggregated statistical analyses, such as Google Analytics reporting, or systems administration purposes only. More information about how Google Analytics collects and processes data is available at [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/).

Links to other websites

The Side Car Racing Club of Victoria site contains links to other web sites. While The Side Car Racing Club of Victoria will always endeavour to engage in business arrangements with commercial entities of good repute and ethical business practices, we are ultimately not responsible for the privacy practices or the content of such external web sites.

Please note that The Side Car Racing Club of Victoria takes no responsibility for your PC obtaining any viruses from visiting these website links, or viruses obtained from visiting The Side Car Racing Club of Victoria website.

Searching within The Side Car Racing Club of Victoria website

Search terms that you enter when using our search engine are collected, but are not associated with any other information that we collect. We use these search terms for the purpose of aggregated statistical analyses so we can ascertain what people are looking for on our web site, and to improve the services that we provide.

#### Accessing your personal information

The Side Car Racing Club of Victoria will, upon your request, and subject to applicable privacy laws, provide you with access to your personal information held by us. However, we ask that you identify, as clearly as possible, the type/s of information requested.

#### Contact The Side Car Racing Club of Victoria Privacy Officer

Please email your query and contact details (your name, contact phone number and email address) to The Side Car Racing Club of Victoria Privacy Officer at [admin@scrcv.com.au](mailto:admin@scrcv.com.au) . We will respond to your query or complaint within 14 working days from the date first lodged. If you are not satisfied with our response to your complaint, you may contact the Office of the Australian Information Commissioner.

The Side Car Racing Club of Victoria maintains the right to update this policy at any time

### 18.3 Code of Conduct

The Side Car Racing Club of Victoria has adopted the Code Of Conduct, written and ratified by Motorcycling Australia. To View the Code of Conduct please visit

[https://drive.google.com/file/d/1pzlg1J7\\_PCthhboFM6GpTLUvLlgjcpt/view](https://drive.google.com/file/d/1pzlg1J7_PCthhboFM6GpTLUvLlgjcpt/view)



## 19 Draft Documents

Below are draft blank documents that may be utilized for recurring events within the Side Car Racing Club of Victoria Incorporated

### 19.1 AGM Board / Committee Members Election Draft Document

This document is the draft for AGM Board / Committee Members Elections.

AGM Elections for the year from \_\_\_\_\_ to \_\_\_\_\_

Members Elected

1	
2	
3	
4	
5	
6	
7	

Directors Portfolio Positions

President	
Vice President	
Secretary	
Treasurer	

\*Please Note: Director Portfolio positions must under the constitution be held by 4 different elected Committee Members



## Public Officer

<b>Secretary</b>	
The Secretary nominates the following Committee Member to act as Public Officer	

**\*\*Please Note** it is not mandatory for the Secretary to nominate a person to act as public officer, and may choose to complete the public officer tasks themselves.

## General Committee Portfolios

<b>Membership Officer</b>	
<b>Merchandise Officer</b>	
<b>Club Permit Officer</b>	
<b>Web Master</b>	
<b>Newsletter Officer</b>	
<b>Social Officer</b>	
<b>Administration Officer</b>	
<b>Club Person</b>	

## General Committee Portfolio Deputies / Aides

The following General Committee positions can nominate a Deputy / Aide to assist them in the work required. The Deputy / Aide does not need to be an elected Committee Member. A Deputy / Aide who is not elected to the Committee does not vote in or is counted as part of the required quorum for Committee Meetings.

<b>Membership Deputy</b>	
<b>Merchandise Deputy</b>	
<b>Social Deputy</b>	
<b>Web Master Deputy</b>	

Administration Deputy	

