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THE BYE-LAWS & RULES

of the

GREAT LAKES HISTORIC AUTOMOBILE CLUB INC.

Last Amended: January 2026

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JANUARY 2026

1. Objects *(In addition to those described in clause 2 of The Constitution)*

(1) To form branches of the Club as may be decided by the Club from time to time.

(2) To establish a Register of Vehicles within the Club, such register to contain as accurate a record as is practicable of ownership, restoration, mechanical and body changes (if any), and repairs.

(3) To publish at such time and under such circumstances as the Club may resolve from time to time, a newsletter or periodical to be distributed to members of the Club and such other persons as the Club shall determine, at a price determined by the Club.

(4) To engage in any other activities in furtherance of any or all of the above objects, as decided by the Club from time to time.

2. Club Management

(1) Any Committee member absent from Committee Meetings on three or more consecutive occasions without an apology being minuted shall automatically forfeit his/her position on the Committee; notwithstanding, the Committee has the power to grant, by resolution, a leave of absence in special circumstances.

(2) The appointment of a sub-committee may be required from time to time to perform a specific purpose. The committee will be elected from eligible club members via a vote by eligible club members. The executive may appoint a professional person or organization to assist the sub-committee in achieving its purpose. Sub-committees are responsible to the executive and are only authorised to operate within the scope of their appointment.

2. Membership

(1) Prospective members must attend a minimum of two club meetings and two club events to qualify for membership. The club will vote to accept (or reject) the prospective member at their third meeting. The new membership is probational for twelve (12) months and is subject to the new member's level of participation in the club activities/events/meetings, to be reviewed by The Committee.

(2) The election shall be void if membership fees are not paid on acceptance of membership by the Club.

(3) Only financial Ordinary members, Ordinary members in Association, Honorary Life Members & Junior Members are eligible to vote at any Club meetings and to hold office in the Club. (Junior Members cannot hold executive office.)

3. Meetings

(1) Extraordinary General Meetings shall be convened on the written request of three Committee members, or 10% of Ordinary members, or 10 Ordinary members, whichever is the lesser (fractions adjustable to the next whole number). On receipt of such a request, the President

shall convene an Extraordinary General Meeting within 14 days, giving not less than 7 days' notice on The Club website and/or advised by email or The Club electronic repository to all financial members of the Club. The notice for an Extraordinary General Meeting shall state the date, time and place as well as the business of the EGM.

Only the business stated on the notice of the EGM shall be discussed at an EGM.

4. Duties of Office

(a) **THE EXECUTIVE:**

(1) **President:** Chair all meetings of the Club, and, in his or her absence, the Vice-President. If the President and Vice-President are both absent, the members may elect one of their number to act as Chairman.

(2) **Secretary:** The Secretary shall be responsible for keeping an accurate record of all meetings of the Club in a Minutes Book, attending promptly to all correspondence, sending all notices required under this Constitution, keeping an accurate Register or listing of members and their vehicles, together with the date on which they joined the Club. The Register of members shall be kept at the principal place of administration of the Club and shall be open for inspection, free of charge, by any Club member at any reasonable hour.

(3) **Treasurer:** Shall be responsible for keeping a complete and accurate record of all Club financial transactions and reporting to General Meetings the income and expenditure since the last General Meeting as well as the current Club Bank Account balance.

(b) **OTHER:**

(1) **Public Officer:** The Public Officer shall keep in his or her custody, or under his or her control, all records, books and other documents relating to the position of Public Officer.

The records, books and other documents of the Club shall be open to inspection, free of charge, by any member of the Club at any reasonable hour.

(2) **PROGRAM MANAGER**

Job Description: The Program Manager is responsible for the organisation of speakers, education or industry updates as part of The Club monthly meetings.

The role will be included in the Management Committee, with and from whom the Program Manager will take counsel as to the suitability of subject matter for members.

The Program Manager is responsible for:

- Seeking out potential speakers/presenters from within The Club, The Automotive Industry or the Community.
- Ensuring all speakers are informed/briefed on The Club's procedures and are aware of the time allocated.
- Meet and greet the external speakers/presenters and welcome them to The Club.
- Introduce external speakers/presenters to The Club members.
- Thank external speakers/presenters and invite them to stay after the meeting, meet our members and share supper (or other).
- Where possible, plan speaker/presentations 3 months in advance and notify members via The Club magazine and electronically.
- Organise any audio/visual equipment that may be required by speaker/presenter.

(3) **Events Team Leader:** ***Job Description and Duties.***

The events team leader shall be responsible for:

- Working with the Events Team in planning club events during the year & leading/mentoring the events team members.
- Decide what events his/her team wish to organize – some larger events may require members with skills to be added into events team or organize the entire event.
- Preparing a list of events 3 months ahead so the list may be inserted in club magazine. Seek volunteers to write run & event stories for Club magazine, including photos.
- Seek help from all members of the Club regarding event logistics/marshals, etc., or any other help required.
- Preparing budget estimates 6 months ahead on expected larger events (i.e., Motorfest, Xmas Party). Seek approval from Club executive of any unexpected upcoming expenditures.
- Discuss & recommend members' benefit expenditures for the year (event free morning teas, BBQs, etc.).
- Keeping records of members' benefits incoming $$ (raffles, etc.) and outgoings to claim back from the Club.
- Be authorised to expend funds as required on member benefits, provided the total annual expenditure remains within the budget approved for Member Benefits.

5. Finance

(1) The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

(2) All monies received are to be banked in a bank account, in the name of the Club, kept expressly for that purpose and as from time to time determined by the Club.

(3) All payments shall be made by cheque, signed by any two of President, Secretary or Treasurer, except that Petty Cash expenditure by the Secretary may be provided for by an impressed amount of up to $100, to be expended by way of minor cash items necessary to the execution of the Secretary's duties.

From time to time a cash float may have to be made available to other individuals or committees appointed by The Club. The amount of the float will be determined by the Club at the time.

(4) All accounts to be paid from Club funds shall be submitted to a General Meeting for authority to pay, provided that the Committee shall be empowered to authorise any unexpected expenditure up to a maximum of $100, between meetings, but any expenditure so incurred shall be reported to the next General Meeting of the Club. This amount may be varied to meet extraordinary expenditure, provided the expenditure receives the unanimous approval of the Committee.

(5) The Club or the Committee may choose to elect an Auditor each year; such Auditor may or may not be a member of the Club. The Auditor shall have the power to call for any information considered by him or her necessary to the execution of the audit. An Auditor's report shall be submitted to the Annual General Meeting of the Club.

(6) Club funds shall be applied solely in pursuit of the objects of the Club.

(7) Except as expressly authorised, no member of the Club shall have the right to contract on behalf of the Club or pledge the credit of the Club.

(8) **Member Benefits:** At the commencement of a new operating year, the committee will determine funds to be used throughout the year for Member Benefits. These funds will generally be administered by the Events Team. Members' Benefits Funds will not include expenditure on trophies, awards and prizes awarded at annual events. Members to (or not) approve the budget for annual Members' Benefits at a general meeting.

Any variation to the Members' Benefit Fund during the operating year shall be recommended by the committee and approved by the members at a general meeting.

6. Fees

(1) Any member elected to any class of membership more than halfway through the membership year will be required to pay only half of the yearly membership fee, to be financial until the end of the membership year.

(2) Any member elected to any class of membership within the last three months of the membership year will be required to pay the prevailing full year membership fee to be financial for the remainder of the current membership year and the whole of the following membership year.

(3) Membership fees for an Ordinary Member in Association shall not be more than one quarter of that of ordinary members.

(4) Fixing of fees for the ensuing year will be set at a general meeting and minuted.

(5) Life Members do not pay fees and are entitled to participate at internal club-organised events, such as Christmas Party, for no charge.

7. Conditional Registration

[A] Historic & Classic Vehicle Schemes

(1) To register a vehicle on Conditional Registration, an applicant must be a current financial member of The Club. The aim of The Club, Clause 3 of our Constitution, is to encourage the restoration, preservation, maintenance and use of historic vehicles. However, if a member abiding by those aims and objectives also possesses a car which is eligible for Conditional Registration, registration of that vehicle may be included on the Club Register.

(2) A vehicle must be 30 years of age or older as at the commencement of the calendar year and meet the eligibility criteria of one of the Transport NSW Conditional Registration Schemes to qualify for Conditional Registration. As of December 2018, there are two Conditional Registration Schemes operating.

The Historic Vehicle Scheme is appropriate for vehicles 30 years of age or older, and in original condition (or as close as possible to original condition).

Vehicles which are not in original condition, have modifications or are special builds, may be eligible for registration under the Classic Vehicle Scheme. Modifications may need to be supported by an Engineer's Certificate. Transport NSW Vehicle Standards Information No. 6 provides advice on which modifications require an Engineer's Certificate. Information is available from the Transport NSW website to assist an applicant to determine vehicle eligibility.

Compulsory Third Party Insurance is included in the registration fee (in each case) and does not have to be purchased separately.

(3) An application to Transport NSW for Conditional Registration must be made in the form of a correctly completed Historic Vehicle Declaration Form (Form 1259) or **Classic Vehicle Declaration Form (Form 1835)**, depending on which Scheme is applicable, and an Application for Conditional Registration (Form 1246). See below for requirements specific to the relevant scheme.

(4) **Historic Vehicle Scheme**

The Club Registrar is to verify the applicant's membership, and assess the vehicle's eligibility for the scheme.

When presenting a vehicle for inspection, members must produce an Historic Vehicle Declaration (Form 1259) with Sections 1 and 2 completed, and a current membership card. If membership is current and the vehicle is deemed eligible for the Scheme, the Registrar will sign and stamp Section 4 of the Form 1259.

Vehicle roadworthiness must also be established and a roadworthiness certificate (pink slip) completed. The Club is not responsible for certifying roadworthiness. This must be completed by an authorised agent of Transport NSW. The Registrar, once a roadworthiness certificate is completed, will inspect the vehicle for period compliance, and, if the Registrar is satisfied it meets Transport NSW requirements for Conditional Registration, he will complete and sign Part 3 of the Historic Vehicle Declaration. The Registrar will also perform the checks for current membership.

The Registrar may request documentary evidence to support the claim for eligibility to the Scheme. It is the applicant's responsibility to prove eligibility, not the Registrar or any Club Official. Any requests are to be complied with in good spirit. No disrespect to The Club Official (Registrar) will be tolerated and any breaches may be reported to the Management Committee for action under The Club's Code of Conduct.

If the vehicle is deemed ineligible for registration under the Historic Vehicle Scheme due to deviations from original condition, it may be eligible for registration under the Classic Vehicle Scheme.

(5) **Classic Vehicle Scheme (CVS)**

Authorised Club representatives and The Club Registrar can provide information to assist with applications for registration under the CVS. If applying for registration under the Classic Vehicle Scheme, the vehicle must be inspected by a Transport NSW Authorised Examiner at an Authorised Inspection Station. For initial registration under the scheme, a Blue Slip is mandatory. For subsequent renewals of registration, a Pink Slip will be required by Transport NSW.

The applicant must complete Sections 1 and 2 of the Classic Vehicle Declaration (Form 1835) and record the details of the pink or blue slip in Section 3. The Declaration must then be presented to an authorised Club Representative with the applicant's current membership card for stamping (in the Primary Club panel). The authorised Club Representative may be any one of the Club Executive or The Registrar. By stamping the form, The Club is only attesting to the fact that the applicant is a financial member of The Club and therefore the vehicle is eligible for registration under Transport NSW CVS rules. The vehicle does not need to be examined by the Registrar to determine eligibility for the scheme. Transport NSW relies on the issuer of the Blue Slip to ensure eligibility.

Transport NSW will only accept applications for registration under the CVS that have been signed off by one of their Approved Organisations. There are only two Approved

Organisations, and GLHAC is affiliated with one of them, the ACMC NSW Ltd, through our membership of CMC.

The Blue Slip (or Pink Slip for renewals) and the completed Classic Vehicle Declaration (Form 1835) must then be sent to the ACMC NSW Ltd with payment of a processing fee.

The ACMC require that the vehicle be comprehensively insured. Insurance details must be sent with the application.

[Forms can be sent by scanning and emailing to acmccvs@bigpond.com, or by posting to ACMC NSW Ltd at PO Box 138, Brighton-le-Sands NSW 2216. Payment can be made by EFT transfer or by including a cheque with the forms. Do not post cash. Do not post an original Blue Slip.]

The ACMC will complete Section 3 of the Form 1835 and return it to the applicant by post (Transport NSW want the original form, not an electronic copy). The applicant should take the completed Form 1835 to Transport NSW with the Blue Slip (or Pink Slip for renewals). An Application for Conditional Registration (Form 1246) will also be required.

At this stage, the vehicle may be operated under the same operational rules as the Historic Vehicle Scheme. After the registration is achieved, a Change of Records (Form 1021) should be completed. Transport NSW will then issue a log book for the vehicle.

(6) **Register of Issued Plates**

The Club has an obligation to Transport NSW to maintain a register of our Members' vehicles on Club plates. The Club Registrar is an official position within The Club.

The Club Registrar (together with the maintenance of The Club database) will keep records which show Owner's Name, Vehicle Make, Vehicle Model, VIN or Frame Number, Engine Number, Registration Number and Renewal Date.

The Registrar must rely on members to supply the information to keep this register up to date.

It is the responsibility of all owners of conditionally registered vehicles to notify The Club Registrar of all new registrations, cancellations or renewals.

The Registrar may change from year to year, and members should consult the Secretary or The Club magazine (*Exhaust Notes*) for current contact details.

If the vehicle is registered under the Classic Vehicle Scheme, the ACMC also maintains a register.

It is the responsibility of all owners of vehicles registered under the Classic Vehicle Scheme (CVS) to ALSO notify the ACMC of all new registrations, cancellations or renewals.

[B] Vehicle Operation Rules for Conditionally Registered Vehicles

(1) The 'Certificate of Approved Operations' issued to the owner of the vehicle by Transport NSW when a vehicle is approved for registration, must be carried by the operator or on the vehicle whenever it is operated (a legible copy of the document is deemed sufficient).

(2) Unless operating under the Transport NSW Log Book, Conditionally Registered vehicles may only be used in the following circumstances:

(a) Events organised by The Club as specified in The Club magazine (*Exhaust Notes*) or as advised in writing (email) from time to time by The Club events committee.

(b) Events held by other authorised Car Clubs where invitation has been made to The Club Secretary, and the permission in writing has been given.

(c) Recognised community organisations, provided an official invitation has been received & documented by The Club in the official minutes. In this case, a written copy of the approval needs to be carried by the operator.

(3) Members participating in Transport NSW Log Book are entitled to use their vehicles for any Club organized documented events without recording the movement in their log book. All other movements are to be recorded in their log book. Such movements include:

(a) Servicing by a nominated repairer;

(b) Inspection of the vehicle for registration purposes;

(c) Road testing and refuelling runs.

The maximum usage under the Log Book System is 60 Log Book entries per annum.

(4) A member may allow a non-member to operate their conditionally registered vehicle provided the operation is in accordance with The Club rules above. (While the registered vehicle owner must be a member of a recognized Car Club, there is no requirement that the vehicle operator be a Car Club member.) However, the vehicle owner is advised to consider any insurance implications of such usage.

[C] Club Registrar

(1) The Club Registrar is required to certify the eligibility of members and members' vehicles for Conditional Registration. There are currently two schemes in operation: The Historic Vehicle Scheme and the Classic Vehicle Scheme. The Club will elect a Registrar to perform this duty at The Club Annual General Meeting.

(2) The Club Registrar will be issued by The Club with an official Club stamp to endorse Transport NSW Declaration Forms. There are different Declaration Forms for the Historic Vehicle Scheme and the Classic Vehicle Scheme. The Historic Vehicle Declaration (Form 1259) and the Classic Vehicle Declaration Form (Form 1835) are specific to the individual Schemes. The forms are not interchangeable. The applicant must present a completed Declaration Form of the correct type and a current membership card when presenting a vehicle for inspection.

(3) When performing a vehicle inspection, the Registrar performs several vital tasks:

a) Verifies that the applicant is a financial member of The Club. The applicant should produce a current Membership card. If there is any doubt as to its validity, enquiries should be made with The Club Secretary.

b) Ascertain whether the vehicle is 30 years or more of age. The VIN is to be the reference point. In some cases the age of the vehicle will be obvious, either by common sense (vintage/veteran) or by compliance plate (later models). If there is any doubt, reference to written material may be required. For the more common brands, information on model years/chassis numbers is usually available on the internet. Alternatively, the applicant may have reference material relating to the vehicle. If documentary evidence is not readily available, the application must be declined until the applicant is able to produce proof. It is the applicant's responsibility to prove his claims, not the Registrar's.

c) To be eligible for the Historic Vehicle Scheme, the vehicle must be as close as possible to original condition, with no alterations except for safety features such as turn signals, but may be fitted with period accessories only. If the Registrar has any doubt as to the vehicle's eligibility, the application must be declined until the applicant is able to produce proof. It is the applicant's responsibility to prove his claims, not the Registrar's.

The statement "To be eligible for Historic Vehicle Scheme the vehicle must be as close as possible to original condition" leaves The Club Registrar with a certain amount of latitude as to how they interpret the requirement. More than 30 years after manufacture, how close to original is it reasonably possible to be? The Club wishes to maintain a uniform approach by all Registrars over time. Rather than ruling any vehicle in other than concourse condition to be ineligible, The Club believes that the Registrar should try to be inclusive, within the spirit of the Historic Vehicle Scheme. While specials and hybrids should be directed to the Classic Vehicle Scheme, we want to foster the use of Historic Vehicles, even if they are not 100% correct. It doesn't matter if you have Lucas instead of Bosch electrics. Our rule of thumb is:

> *If a vehicle appears to the average enthusiast to be what it is claimed to be, it may be considered eligible for the Historic Vehicle Scheme.*

If the applicant's membership is current and the vehicle is deemed eligible for the Historic Vehicle Scheme, the Registrar should complete and stamp Section 4 of the Historic Vehicle Declaration.

[D] Responsibility of Conditional Registration Plate Holders

Conditional Plates must be immediately returned to Transport NSW when:

(1) The vehicle to which they are assigned is disposed of;

(2) The member resigns from the Club;

(3) The member to whom the plates have been issued fails to remain a financial member within the meaning of the Club Constitution or fails to pay any levy that may be constitutionally approved by a duly constituted Club Meeting;

(4) At the direction of the Club Committee if it so decrees;

(5) The Registrar considers the vehicle has been made unsafe or altered after it has been inspected;

(6) The Committee retains the right to reconsider eligibility for issue or renewal should the vehicle not, without good cause, attend some Club outings during the year (see paragraph 7 below).

NOTE: Failure to return CR PLATES will result in immediate notification to the Police that an ineligible vehicle is being used from your address and that the CR plates are being used illegally. LEGAL ACTION WILL FOLLOW.

[E] Secondary Club Membership

Members are to supply to The Club Executive proof of secondary club membership annually on renewal of our Club membership and USE THEIR LOGBOOK WHEN GOING ON A SECONDARY CLUB RUN.

[D] Insurance

A minimum Third Party Property insurance policy is required annually for CR plated vehicles. Proof of cover must be provided to the Club Plates Registrar before Conditional Registration Plates will be issued. It is strongly recommended that comprehensive insurance cover be obtained. As a policy, comprehensive insurance on a restricted-use vehicle is approximately the same premium as Third Party Property Insurance.

8. Badges

(1) The Club may cause to be manufactured a badge of approved design and materials for sale to members and such other persons as may be determined by the Club. Price will be as determined from time to time. Badges so manufactured shall become the property of the purchaser.

9. Events

(1) No monies paid to the Club by way of an entry fee for an event shall be refunded. Entry to a Club event requiring an entry fee shall only be by way of the form as issued for such event and such form signed by the member.

(2) Any member conducting an event on behalf of the Club shall give a finance accounting, in relation to that event, to the satisfaction of the Committee, who may or may not direct that the accounting be audited and/or a balance sheet prepared and circulated to members.

(3) An invitation to attend an event on short notice may be accepted at the discretion of a quorum of the Committee members and would be deemed to be a Club Event. Any such event must be recorded in the minutes of the very next General Meeting of the Club.

10. Advertising

(1) Members' vehicles shall not be eligible to take part, or compete, in any Club event whilst displaying advertising for personal gain. Notwithstanding, advertising may be permitted at the discretion of the Committee.

11. General

(1) When Conditionally Registered vehicles are used on other than gazetted Club runs or service runs, e.g., travelling to another locality to participate in an event by invitation, The Services NSW log book should be completed to cover the travel.

12. Rule Alterations

(1) Bye-Laws can be altered by a two-thirds majority vote at a general meeting after being moved and seconded in the appropriate fashion.

13. Use of Information on Register of Members

Definition — Register of Members: A database containing Name, Address, Phone, Mobile, Email, DOB, Anniversaries, Financial Status, Car Details, Registration Details and the like, of each member of The Club.

The 'register of members' is deemed an asset of The Club and, as such, its management, maintenance and use is the responsibility of The Committee, or person(s) approved by The Committee.

(1) Except where the use or disclosure of the information is approved by a majority of The Committee, a member of The Club must not:

(a) use information obtained from the 'register of members' of The Club to contact, or send material to, another member of The Club for the purpose of advertising for political, religious, charitable or commercial purposes; or

(b) disclose information obtained from the 'register of members' to someone else, knowing that the information is likely to be used to contact, or send material to, another member of The Club for the purpose of advertising for political, religious, charitable or commercial purposes.

(2) A member of The Club must not use the 'register of members' of The Club, in part or in full, to contact or send material electronically, or otherwise, to members of The Club, for any purpose relating to the business of The Club, without consent of The Committee.

(3) Person(s) approved by The Committee to access and use information contained in the 'register of members' of The Club will be advised to the members and minuted at a regular general club meeting.

All club business-related emails to be sent under bcc (blind carbon copy).

14. Disciplining of Members

Clause 5 (1) Disciplining of Members to be amended to read as follows:

1. DISCIPLINING OF MEMBERS

(1) Where the Management Committee is of the opinion that a member of the Club:

(a) is guilty of conduct which is unbecoming of a member;

(b) has persistently refused or neglected to comply with a provision or provisions of these Rules;

(c) has wilfully acted in a manner prejudicial to the interests of the Club;

(d) has wilfully acted in a manner prejudicial to the interests of the Hockey Association or any Affiliated Body; or

(e) has been convicted of a criminal offence;

The Management Committee may, by resolution:

(i) censure or fine the member;

(ii) other than in respect of Rule 16(1)(d), suspend the member from membership of the Club for a specified period; or

(iii) other than in respect of Rule 16(1)(d), expel the member from the Club.

15. Members Grievance

(a) All members with grievances of any sort are to put them in writing and address them to The Club's Management Committee, in the first instance.

(b) The Committee will undertake to address the grievance in a timely manner, bearing in mind the objects of The Club.

16. Officers of the Club

November 2025. That the officers of the club be expanded to include a) Motorfest Manager and b) Rocker Cover Racing Manager. Job descriptions follow:

Motorfest Manager – Job Description

Overview

The Motorfest Manager's role is to plan, coordinate, and deliver the annual car show, Motorfest, conducted by Great Lakes Historic Automobile Club, Inc.

Key Responsibilities

- Lead the end-to-end planning and delivery of Motorfest. Motorfest is a team effort and there are many club volunteers who will perform certain aspects of this event. The Motorfest Manager's role is to be the one person who has oversight of all aspects to ensure a successful event.
- Each year, in conjunction with the management committee, develop an event concept, theme, and any promo material that aligns with the club's goals for the event.
- In conjunction with the Treasurer, manage the event budget to ensure cost-effective outcomes.
- Coordinate all logistics, such as venue booking and dealing with MidCoast Council, club (and individual) invitations, catering, AV, entertainment (band, Rocker Cover Racing, etc.), volunteers, etc.
- Oversee event marketing such as flyers, radio, newspaper, etc. Organise the display of event signs around Forster/Tuncurry at the appropriate time.
- Liaise with management committee, sponsor marketing person(s), and Rocker Cover Racing Manager to ensure seamless collaboration within the club.
- Conduct risk assessment and advise MidCoast Council to ensure compliance with their safety, legal, and regulatory requirements. The council application to use the ground requires a Risk Assessment.
- Apply to the NSW Police for permission to conduct a Public Event.
- Based on event budget, organise the appropriate trophies to be awarded in the categories being sponsored.
- Manage on-site event operations, including park layout, morning setup, pack-down, marshalling of vehicles by volunteers, presentation parade of vehicles, notification of winners and real-time troubleshooting. Coordinate with Rocker Cover Racing (RCR) manager for the running of this event.
- Oversee the management of the judges. This should be the responsibility of a separate person who invites individuals to be judges and, on the day, assigns tasks based on the categories of vehicles the club has decided to award trophies.
- Evaluate event success through feedback, reporting, photographs and post-event analysis, and advise the club at the next meeting.
- Maintain the Motorfest club invitation email list and update the Important Motorfest Contacts list.

Some Skills & Experience That Might Help (But Not Essential)

- Experience in event management or a similar role.
- Organisational and project-management skills.
- Good communication skills.
- Computer capability, such as email, document preparation, and spreadsheets. A personal printer would be of value.
- Budgeting and contract negotiation, such as catering and other food vendors.

- Flexibility to work evenings or weekends as required.
- Confident decision-maker and collaborative team player.

Job Description: Rocker Cover Racing Manager

Overview

The Rocker Cover Racing Manager is responsible for planning, organising, and delivering all aspects of Rocker Cover Racing events. This role ensures races are safe, fair, engaging, and enjoyable for participants and spectators. The manager oversees track setup, competitor coordination, rule enforcement, volunteer supervision, and event promotion. The manager is to coordinate track maintenance.

Key Responsibilities

- In conjunction with the management committee and the events team, develop an annual Rocker Cover Racing schedule to be advised to club members.
- Coordinate with the Motorfest Manager to conduct an event at Motorfest.
- Prepare event documentation such as rules, entry forms, safety guidelines, and promotional materials, where appropriate.
- Oversee the design, construction, maintenance, and safe setup of the racing track.
- Ensure all equipment (timing systems, ramps, barriers, signage) is functional and safe to operate.
- Manage storage, transport, and inventory of racing equipment.
- Register competitors and verify that all rocker cover racers meet technical specifications.
- Conduct scrutineering and enforce rules consistently.
- Organise race brackets, manage heats, and oversee race flow on event day.
- Announce results and coordinate awards or presentations.
- Recruit, train, and supervise volunteers for roles such as scrutineers, marshals, timekeepers, and crowd assistants, as needed. Provide clear instructions and ensure smooth team communication during events.
- Conduct risk assessments and ensure compliance with venue and MidCoast Council requirements.
- Promote Rocker Cover Racing within the club and through social media, newsletters, local newspapers, etc.

Some Skills That May Help in This Role (But Not Essential)

- Good organisational and event-management skills. Ability to lead volunteers and coordinate multiple tasks.
- Clear communication and confident public-speaking abilities.
- Enthusiastic about motorsport, car clubs, and community events. Approachable and friendly, able to engage with all ages.

A successful Rocker Cover Racing Manager delivers a well-organised, fun, and safe racing event with high participant satisfaction and growing club and community involvement.

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