



MORGAN SPORTS CAR CLUB

Website www.mscc.uk.com



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Issue 15 – Feb 2017

CENTRE SECRETARY'S INFORMATION PACK (CSIP)

Centre Secretaries will be notified of amendments and additions.

Compiled and Issued by the
Centre Liaison Officer

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1. INTRODUCTION.

The CSIP is a reference document for all members. Before delving into this text members should be conversant with the 'MEMBER INFORMATION' which is also on the MSCC website, in the membership section.

The CSIP contents have evolved through years of collective experiences. Some points are directives others advisory.

2. CODE OF CONDUCT FOR MSCC DIRECTORS, OFFICERS, SUB-COMMITTEE MEMBERS AND CENTRE SECRETARIES.

This statement is to enable the MSCC, to recognise the Club values that underpin everything we do.

Selflessness

MSCC officers should take decisions solely in terms of the best interests of the Club and its Members. They should not do so in order to gain financial or other material benefits for themselves, their families or friends.

Integrity

MSCC officers should not place themselves under any financial or other obligation to outside individuals or organisations that may influence them in the performance of their MSCC responsibilities.

Objectivity

In carrying out MSCC business, including awarding contracts / purchase orders, or recommending individuals for a specific role or for rewards or benefits, MSCC officers should make choices on merit.

Accountability

MSCC officers are accountable for their decisions and actions to the National Committee and must follow its decisions and submit themselves to whatever scrutiny is appropriate to their office.

Openness

MSCC officers should be as open as possible about all their decisions and the actions that they take.

They should give reasons for their decisions and restrict information only when the wider club interest or reputation clearly demands.

Honesty

MSCC officers have a duty to declare any private interests relating to their Club duties and to take steps to resolve any conflicts arising in a way that protects the interests and reputation of the MSCC.

Reputation

MSCC officers should at all times avoid any action, statement or omission which could risk jeopardising the good name and reputation of the club.

Leadership

MSCC officers should promote and support these principles by leadership and example.

Failure to comply

Where MSCC officer is deemed to be in contravention of this code of conduct the circumstances shall be brought before the National Committee for a full and frank discussion of all the facts, whereupon the National Committee on a majority vote may either dismiss the charge, reprimand the MSCC holder or take such other action as is appropriate to the circumstances including the removal of the person from office or the termination of that person's membership of the club.

Each Centre Secretary signs to accept the 'Code of Conduct' when completing the 'Change of secretary form'.

3. DEFINITION OF A CENTRE.

A group of MSCC members (section 6), who have been recognised as a Centre of the MSCC by the National Committee (NC).

Each Centre must have a set of rules and provide the MSCC Centre Liaison Officer (CLO) with a copy.

A Centre disregarding any of the criteria regarding:

- Election of a Centre secretary (section 7).
- Complying with the MSA regulations for relevant events (section 12).
- Compliance with Data protection for its membership (section 10.5.3).

Would lead to a Centre being removed from the register of MSCC Centres'.

4. CENTRE FORMATION

There are Centres of the MSCC covering most areas of the UK. This does not preclude a group of MSCC members wishing to establish a new Centre within a given area. In this case they should act as follows:-

- Liaise with Centre Secretaries in adjoining Centres. Consider whether it would be more appropriate to simply instigate an extra 'Noggin' for an existing Centre.
- Ensure there is a valid requirement for a new Centre by canvassing support i.e. Gather at least 10 MSCC members to sign the 'Application to create a New Centre' form, available from the CLO.
- Submit the following to the CLO for inclusion on the agenda for a National Committee Meeting (NCM):
 1. Completed 'Application to create a New Centre' form.
 2. A set of rules/constitution (examples are available from the CLO).
 3. A Centre membership form (example are available from the CLO).

A new Centre must be ratified by the National Committee before promoting or organising events.

5. CENTRE DISSOLUTION

In the event of the Centre wishing to close, the Centre Secretary will notify the current members.

After allowing a reasonable time for responses the Centre Liaison Officer will inform the NCM.

Centre assets will be distributed according to the Centre's Constitution (see Centre Governance)

6. MEMBERSHIP OF A CENTRE

A Centre may accept all MSCC and MSCC affiliated overseas club members as Centre members.

No person can become a Centre member unless they are a member of the MSCC or an MSCC affiliated overseas club. In the case of an MSCC affiliated overseas club the member would be entitled to all the benefits and burdens of Centre membership, excluding the right to vote on matters concerning the MSCC.

A Centre should verify an MSCC member's eligibility to;

- Become or remain a Centre member
- Vote on Centre issues
- Compete in an MSCC member's only competition.
- Organise and or officiate at an event which requires Motor Sport Association (MSA) regulations

Using whatever means the Centre decides in their rules or constitution (section 7).

A member of the MSCC or MSCC affiliated overseas club can attend any Centre's meetings or events.

7. CENTRE GOVERNANCE

A Centre is governed solely by its members. It is very important to have a full, up to date list of members and clear policies on joining and leaving.

The lead role of Centre Secretary becomes a member of the National Committee (NC) therefore it is essential that an MSCC member is elected by MSCC members.

Some Centres are satisfied having just a Centre secretary others prefer a democratically elected committee

There is no legal requirement for a Centre to have a written set of rules or a formal constitution. However it is advisable for the following reasons:

- It allows the NC to arbitrate in any dispute. The NC does not intervene in Centre affairs unless it jeopardises the MSCC.
- Rules/Constitution is advisable for Insurance protection against personal liability, it is better to rely on clear rules rather than the general law.

Each member should have sight of the Rules/Constitution e.g. given a copy on joining, posted on a website and available at meetings.

8. CHANGE OF CENTRE SECRETARY

- A copy of the "Change of Centre Secretary" form below must be sent to the Centre Liaison Officer. (If requested, a copy in 'Word' format could be issued by the CLO).
- Ratification of the new Centre Secretary is deemed to have been accepted when the CLO confirms the criterion of an '**MSCC member is elected by MSCC members**' has been used.
- The change will be notified by the CLO to the Membership Secretary, Miscellany and the NC.

The Email address on the form will not only be published in Miscellany but also added to the Centre Secretaries Google group. This is a discussion group exclusively for Centre Secretaries, the Club Chairman and Membership secretary. The intention is to engender the development of ideas and better communication between Centres and act as a conduit to the National Committee.



MORGAN SPORTS CAR CLUB



ISSUE 8 - February 2017

Change of Centre Secretary

Centre Name

Retiring Secretary

Name: _____ Signature: _____

Date: _____

New Secretary

★Name: _____ MSCC membership number: _____

★Address: _____ ★Tel: _____

_____ ★Email: _____

_____ Mobile: _____

_____ Post code: _____

★ These details will be printed in the Miscellany magazine.

I have had sight of the Centre Secretary's Information Pack (CSIP), which is on the club website and accept the 'CODE OF CONDUCT' detailed in section 2.

The Email address above will be added to the Centre Secretaries Google group, for details of the group please see section 8 of the CSIP.

Signature: _____ Date: _____

Please return the completed form to the Centre Liaison Officer either electronically or by post.

David Bright
Centre Liaison Officer
Details in Miscellany

Email: centre.liaison@morgansportscar.com

9. CENTRE SECRETARY RESPONSIBILITIES

The responsibilities of a Centre Secretary include:-

- Arrange and promote meetings and events. If Possible avoiding organising a local event on the same date as an MSCC organised national event
- Ensure the Centre undertakes no events or actions which may cause litigation or disrepute.
- Welcome all members of the MSCC, its affiliated overseas clubs and occasional visitors.
- Ensure the financial security of the Centre.
- Ensure all members of the Centre have sight of its rules or constitution either by posting on the Centre website or an individual copy.
- Ensure that a copy of the Centre's rules or constitution is lodged with the Centre Liaison Officer.
- Respect confidentiality at all times and maintains a basic working knowledge of the Data Protection Act, see section 10.5.3
- Liaise with the MSCC Membership Secretary regarding new members in the Centre's catchment area.
- Attend NCM's or nominate a delegate and confirm attendance with the Company Secretary.
- Keep the members informed about matters discussed at NCM's.
- Notify the death of a Centre member to the MSCC Membership Secretary.
- Keep a record of Centre equipment and assets.
- Questions from Centre members about the day to day running of a Centre should be addressed in the first instance to the Centre Secretary.
- If a Centre Secretary has queries related to any topic in this document please contact the CLO.

10. CENTRE ORGANISATION

This section is a mixture of instruction, advice and illustration concerning each topic.

10.1 CENTRE GENERAL MEETING (GM)

- The period between meeting is determined by the Centre e.g. Annual or Biannual.
- Notification of a GM – It is advised that a notice should appear at least one month prior to the date of the meeting in the 'Centre News' section of 'Miscellany'
- Nomination of candidates for positions/officers' – the Centre Secretary should receive these in writing from the proposer, seconded by another Centre member and endorsed by the candidate.
- The Centre Secretary should check that all parties are eligible to participate i.e. current member of the MSCC and a member of the Centre.
- Agenda – any member wishing to submit items for the agenda should forward them in writing to the Centre Secretary a suitable period of time prior to the meeting.
- Voting rights – The MSCC recommend that a Centre should adopt a system of voting rights and write them into its rules or constitution.

10.2 CENTRE FINANCING

- Centres will be self-financing. If any subscription is levied to cover Centre running costs, it is suggested that this should be kept to a minimum.
- Where a bank account is opened, the Centre name should feature in the account name and **not include** 'Limited' in the title.
- An interest free loan for substantial expenditure e.g. car badges can be made available from the MSCC. Applied for in writing to the Company Treasurer stating:-
 - a) Details of purchase required.
 - b) Estimated period of loan.

It will then be put before the Finance Employment & General Purposes sub committee (FEGP) for approval.

- Where a Centre or Individual member wishes to organise a MOG or other MSCC event (these are where the costs incurred are underwritten by the MSCC Ltd), Will be subject to the budget having been approved by the FEGP and NC.

10.3 CENTRE WEBSITE

- This will be controlled by a person who is responsible to the Centre Secretary.
- A link to the MSCC website is considered essential.
- If a Centre Secretary receives emails by companies, tourist offices etc advertising and requesting to further extend circulation of their products or services, discretion should be observed e.g. advise them to contact Miscellany - Ignore them - Forward to parties who have expressed interest.

- Where advertisements are posted, they must publish the following disclaimer:-

BUYER BEWARE the Centre of the Morgan Sports Car Club cannot be held responsible for the accuracy of the statements made in these advertisements whether as to the description of the goods themselves, their suitability or their quality.

10.4 CENTRE REGALIA

Centres can produce and sell regalia individual to that Centre. However they should consult with the Club's Regalia Officer as the Morgan 'wings' logo and the Morgan 'silhouette' are owned by the Morgan Motor Company Limited.

10.5 CENTRE COMMUNICATION

- It is important to maintain effective communication especially regarding short notice events and last minute changes or cancellations.
- Not all Centres produce a newsletter and prefer to rely on "Miscellany" to maintain written contact. It is requested that text submitted to 'Centre News' in Miscellany be limited to calendar of events and details of noggins and meeting etc.
- Items and photographs relating to events should be submitted for inclusion into the body of the magazine.

10.5.1 CENTRE LETTERHEAD

For use when communicating on behalf of a Centre to the following:-

- Third parties e.g. Hotels, Restaurants etc.
- MSCC
- Other Centres
- Centre members'

Any Centre communications, printed or electronic, must **NOT** include any details from the MSCC Ltd. letterhead as this can be misleading to third parties. They may however incorporate the Club's logo and state that they are a "Centre of the Morgan Sports Car Club".

10.5.2 COMMUNICATION WITH THIRD PARTIES 'ON BEHALF' OF THE MSCC Ltd.

The following individuals are authorised to correspond with third parties on behalf of MSCC Ltd:

- Club Directors
- Club Officers
- Centre Secretaries, with the permission of the Club Directors
- Specified Club members, with the permission of the Club Directors

In order to comply with Companies Act and other legal requirements, communication with third parties including e-mails and attached documents include the following information at sign off:

(Name)	Tel:
(Position)	Website: www.mscc.uk.com
The Morgan Sports Car Club Limited	
Registered Office:	
.....	
Registered Number: 2595917 England	
VAT Registration number 276 7602 30.	

10.5.3 SAFEGUARDING AGAINST CONTRAVENING THE DATA PROTECTION ACT

Permission must be obtained from an individual Centre member for their details to be circulated amongst Centre members.

All communications in a group e-mail format are to be sent as, undisclosed recipients or blind copies (**Bcc**)

Records of lapsed members must be deleted.

In the event of a computer containing Centre members' details becoming obsolete or redundant the "Hard Drive" must be destroyed.

11. OUT OF POCKET EXPENSES ON AUTHORISED CLUB BUSINESS

MSCC has an expenses policy whereby all members can claim reasonable out of pocket expenses provided these are authorised and within the criteria set out in the policy.

For further information please contact the MSCC Treasurer.

12. CENTRE EVENTS

- A 'Centre Event' is deemed to be any meeting or activity which is advertised using the infrastructure of the Centre or MSCC i.e. newsletter, websites, Miscellany or sanctioned by the Centre Secretary.
- Centre events are **not** financially underwritten by the MSCC. (Centre financing section 10.2)
- Attention is drawn to the MSCC CHILD PROTECTION POLICY at all events and meetings.
- Centres working together is encouraged, maximising numbers whilst minimising work.
- The MSCC organises competitive events and have to be affiliated and bound by the Regulations of the Motor Sports Association (MSA). Therefore MSCC members have to comply with these regulations.
- The MSCC carries third party insurance (certificate section 18) covering MSCC and Centre events which do not fall within the MSA regulations. For advice and avoidance of doubt contact the MSCC Competition secretary or insurance officer (see Miscellany).
- Non MSCC members cannot officiate at MSCC or Centre events.
- A joint event with another party requires consultation with the MSCC insurance officer. Cover can be arranged, on a case by case basis if notified at least one month in advance.
- If an event differs from normal, cover on a case by case basis could be arranged by the insurance officer given notice at least one month in advance.

Below are events which Centres could organise:-

Social Run	A non competitive run for like-minded participants where there is no other purpose than the camaraderie of motoring in company to a pre-determined point and which is not within the jurisdiction of the MSA
Touring Assembly	Requires a Certificate of Exemption (CoE) (section 12.2 and 12.3) and MSA signing on sheets available from; https://www.msauk.org/assets/competitorsignon.pdf https://www.msauk.org/assets/officialssignon.pdf
Gymkhana Concours Treasure Hunt	Requires a CoE (section 12.2 and 12.3) and MSA signing on sheets available from; https://www.msauk.org/assets/competitorsignon.pdf https://www.msauk.org/assets/officialssignon.pdf
Autotest Car Trial	Requires a Permit (section 12.1) and MSA signing on sheet available from; https://www.msauk.org/assets/competitorsignon.pdf https://www.msauk.org/assets/officialssignon.pdf
Track Days	Will require all participants to check with their insurance company. A signing on sheet must be provided by the organisers.
Holidays in UK	Section 15
Holidays abroad	Section 15
Displays at shows	Many organisers now require a declaration that exhibitors are covered by normal motor insurance and the Club has Public Liability insurance (certificate section 18)
Lunchtime and evening meets.	
Non motoring events such as walks etc are covered by the MSCC Public Liability Insurance (certificate section 18)	
Annual MOG (10.2 Centre financing).	

Organisers of an 'MSCC event' (Centre financing section 10.2) or any other major event must contact the MSCC insurance officer up to 6 months in advance to assess if adequate insurance is in place.

When an event organiser requires evidence of the MSCC Public Liability Insurance (certificate section 18)

It is the responsibility of each Centre to obtain the necessary Permits and Certificates of Exemption (see sections 12.1, 12.2 & 12.3).

12.1 MSA PERMIT REQUIRED FOR;-

- Race
- Sprint
- Hill Climb
- Rally
- Trial
- Autosolo
- Auto Test (an event based solely on a competitor's performance in manoeuvring)

Non MSCC participants are allowed if it is written into the regulations.

When a Permit is granted a public liability insurance indemnifying the club, organisers and participants, subject to compliance with the regulations of the meeting is provided up to £50,000,000

This also covers the organisers whilst carrying out pre-event tasks such as checking the route or setting out a course.

12.2 MSA CERTIFICATE OF EXEMPTION

- **Concours** - This may include driving a prescribed route.
- **Gymkhana** - An event held wholly on private ground and in which no test is determined solely by the speed of the competing vehicle or the skill of the driver in controlling the vehicle and in which if there are to be timed tests there will be at least an equal number of untimed tests. Timing may not be to an accuracy of less than 5 seconds.
- **Touring Assembly** – An activity organised with the primary object of assembling tourists at a point determined beforehand.
 - a. A prescribed route may have to be followed.
 - b. Pre-arranged points may be provided for in the event itinerary.
 - c. No limit of speed may be laid down.
 - d. No requirement to visit pre-arranged points, other than a requirement to report at a final point not later than a specified time, permitted.
 - e. No awards of any description, other than those in relation to activities arranged at the final point may be made or given.

Where any or all of the above points become a mandatory part of the itinerary the Event will be subject to the requirements of the MSA as described in section 12.3

- **Treasure Hunt** - An event involving the solving of certain problems in which the use of a car is merely incidental.

Events run under a CoE the MSA do not request proof of legality and capability of drivers or their vehicles. All responsibility will remain with the individual.

CoE grants the same public liability insurance indemnity (£50,000,000) as the Permit.

Non MSCC members are allowed if the relevant question is answered on the application form

12.3 OBTAINING PERMITS AND CERTIFICATES OF EXEMPTION (CoE).

Permit: In accordance with the MSA Blue book, applications must be made at least four weeks prior to any announcement of the event.

CoE: can be issued months in advance, two weeks prior being the latest. Experience has shown that six weeks before the event often prove useful. i.e. road closures, conflicting events etc.

- One CoE can be issued covering several activities e.g. concours, touring assemblies and gymkhana, providing all participants take part in all the events. Any additional participants would require a further CoE.
- Relating to 'Touring Assemblies' an RLO may have different interpretations of the rules, but the procedure adopted by the MSCC is:

An indicated route is submitted to the relevant RLO and to a '*competent governmental or local authority*', this is taken to mean the Police, (the RLO should advise of the appropriate contact).

To apply;

Any Centre authorised member can make the application.

As the MSCC access details are restricted, completion of the relevant form online is not possible as only the MSCC Ltd is registered with the MSA.

- Download a form from the MSA website www.msauk.org using the sequence:- Home page – competitors - publications - forms - all competitors forms - club forms – organising Permit Application form.
- Email the completed forms to the MSA as instructed, not forgetting to tick the email return box.

The MSCC pays for up to six CoE per year for each Centre by lodging a deposit with MSA. If the fee is to be paid under this concession the applicant must inform the MSA as well as notifying the MSCC Treasurer and Competition Secretary.

MSA Route Liaison Officers (RLO) If an event requires the involvement of these officers they can be contacted for route approval by any of the following:

- Viewed and printed from the website by going to <http://www.msauk.org> selecting the “Forms” tab and from this tab “List of Route Liaison Officers” which will give a drop down list
- By telephone: 01753 765000
- MSA Blue book

Complete any relevant paperwork and return it to the relevant agency together with any necessary fee.

13. EVENTS CHECKLIST

This section is intended for organisers of competitive events of all types but there are some points of general interest. For the complete version and further information contact the Competition Secretary.

Where costs incurred are underwritten by the MSCC Ltd, they will be subject to a budget having been approved by the MSCC – Finance Employment & General Purpose sub-committee.

Written permission from the landowner must be obtained. In the case of a permanent venue this is probably going to be in the form of a contract.

Carry out a risk assessment on the venue this Checklist not exhaustive but includes:-

- Outside catering: - The club is held responsible when bringing catering on site. Written confirmation that the facility complies with hygiene regulations etc. from the local authority should be obtained. Permanent venues should have already done this with their contracted caterers but needs verifying.
- Note uneven ground etc.
- If the venue does not keep spectators physically apart from moving vehicles, guidelines should be issued to marshals as to safety zones where spectators should not be present.
- If the venue does not have a permanent course, or appropriate course. Courses need to be designed bearing in mind that if someone gets it wrong there has to be a safety margin.
- Notify Health & Safety Executive of any injury involving hospitalisation
- Ensure that the local hospital, police and ambulance service have been informed.

Where the event is to be off road i.e. Car Trial

- Consider having a First Aid provider available.
- Make a note of the geographical location of the site i.e. post code and or GPS co-ordinates. These are especially useful for air ambulance.
- Ensure the use of radio or electronic communication between the Clerk of the Course, each section and the emergency service providers.

Officials required for events requiring an MSA permit.

- Secretary of meeting: - responsible for organisation and administration pre, during and post event.
- Clerk of the Course: - responsible for the actual running of the event on the day
- Stewards: - responsible for reviewing decisions made by the Clerk, against which there is an appeal.

Pre event, this Checklist not exhaustive but includes:-

- Work out a budget for all known costs and likely entrants.
- Consult with the Clerk of Course write up the regulations as laid out in the MSA year book. A DVD copy is available from the Competition Secretary or accessed from www.msauk.org
- Recruit and train admin staff, marshals, event commentators, photographers and event reporter.
- Decide entrant eligibility e.g. MSCC members driving Morgan's and or invited others.
- Issue invitations to other clubs?
- Publicise the event through Miscellany and/or the club web site.

- Order trophies.
- Prepare signing on sheets for officials, marshals and photographers etc.
- Prepare notices e.g. Direction to signing on station, competitor paddock, spectator parking, first aid station etc.
- Organise a working party to set up course for car trial, auto test etc.
- Confirm availability of MSA warning signs.
- Organise refreshments for officials and helpers.
- Charge radios.

At the event this Checklist not exhaustive but includes:-

- Ensure that all participants sign on and show the necessary paperwork. An under 18 years of age must be countersigned by a parent or guardian who must be present throughout the event.
- Any media signing on should be reminded that parental permission should be sought before taking photographs of children.
- Give final briefing to Marshalls and helpers.
- Under MSA rules Spill Kits are to be available at competitive events. The MSCC have several kits lodged with Centres (see section 16) for further information contact the Competition Secretary.
- Display the provisional results, which become final when any protest or appeal has been resolved.
- Make the regulations and entry form available.
- Display MSA warning signs and all other notices.
- At temporary venue set up course.
- Ensure refreshment are available for officials and helpers.

14. CHILD PROTECTION POLICY

The MSA requires car clubs under its jurisdiction to appoint a Child Protection Officer (CPO) and to have a Child Protection Policy (CPP) (For the MSCC policy statement contact the CPO) consistent with the MSA's own full CPP including:

- A simple code of practice governing how the club runs, covering:
 - Recruitment of staff or volunteers who will be in contact with children.
 - The prevention of abuse of children whilst at club events.
 - What to do if abuse is alleged or suspected to have occurred.

The MSCC has adopted a CPP and Checklist (see below), both of which have been agreed by the CPO of the MSA.

The MSA CPP and the MSCC CPP are lodged with the MSCC CPO who should be contacted if a copy is required.

The MSCC CPO represents the club and all its Centres but Centre Secretaries are advised to:-

- Familiarise themselves with these documents.
- **Use a common sense approach to the issue of photography in accordance with the MSCC Policy. Parents should always be consulted before photographing children and publishing in a Centre newsletter, website or Miscellany.**
- Keep a copy of the checklist with them at Centre events for quick reference.
- Should an incident occur or an allegation be made follow the guidance, remembering that the club's only responsibility is to report to the authorities, not to carry out a full investigation or make judgements.

14.1 CHILD PROTECTION CHECKLIST

If a child says that he or she has been abused the following actions should be taken:-

- Listen to the child but do not ask leading questions (see MSCC Child Protection Policy).
- Seek medical treatment if needed and inform the doctor that it may be a child protection issue.
- Discuss your concerns immediately with the MSCC Child Protection Officer if available.
- Seek advice from the local Social Services Department or Police. **Ensure you add their contact details to this guidance.**
- Expert advice is available from the NSPCC Helpline: 0808 800 5000 or Childline: 0800 1111.
- Make a signed and dated record and give it to Social Services and/or the Police and to the MSCC Child Protection Officer. The record should include:-
 - Your name
 - The child's details (name, date of birth, address, parents' details)
 - Date and time of any incident

- What the child said
- Action taken including details of any agencies contacted.

15. CENTRE TOURS, HOLIDAYS & WEEKENDS BREAKS

It is appreciated that groups of MSCC members take holidays together and “do their own thing” with travel and accommodation arrangements. Such arrangements are not subject to any regulations but the following should be noted:

- All participants must be made aware that the arrangements are not associated with the MSCC Ltd.
- No reference to the MSCC may be made when arranging accommodation or other services.

16. LOCATION OF MSCC AND CENTRE EQUIPMENT

The following is a list of assets held by Centres and the Club. Centre Secretaries are encouraged to keep this list up to date by advising:

- The Centre Liaison Officer regarding changes to Centre equipment.
- The Club Treasurer regarding changes to and movements of the Club assets.

CENTRE EQUIPMENT		Date 30/01/17
Purchased by		Presently with
Chester & The Wirral	Fun & Games – Auto Duo – Fun in the Pits	
Cranfield	Car Trial equipment & fun & games from MOG 2016	
Donington	Banner /Posts – Feather Flag pole – Toilet tent	
Durham & North East	Gymkhana Equipment Flag Pole	
High Peak	Gymkhana Equipment	
Lincolnshire	Car Trial equipment	
Midland	Car Trial equipment	
South East	Fun & Games equipment - Splat the Rat & 3 rats, Car Parking, Tennis balls through a toilet seat& 9 balls.	Yorkshire
Staffordshire	Fun & Games Equipment	East Anglia
Swindon & Newbury	Gymkhana from MOG 16	
Warwickshire	Gymkhana Tool Board	
Yorkshire	Stakes, Ropes & Cones - Gymkhana equipment – Feather flags - Gazebos x2. Fun & Games equipment - Boule Set, 4 Buckets, Clip Boards & Pens	

Presently with	MSCC EQUIPMENT	Date 30/01/17
Competition Secretary	Walkie Talkies, Hi Viz bibs & MSCC officials Lanyards	
Cranfield	MSA Spill Kits	
Cranfield (P Chapman)	Auto duo (Pedal car)	
Donington	MSA spill kits	
High Peak	2 Gazebo's	
Lincolnshire	Spill Kits	
Midland	Spill Kits	
Past Chairman (B. Lee)	PA System	
Regalia Officer	3 MSCC Banners (varying length) – 2 Flags – 4 Indoor pull up stands – 2 Outdoor pull up stands (with Photographs printed on) – 50+ High visibility vests.	
Yorkshire (C. Bailey)	Exhibition Stands & Equipment	

17. TEMPORARY MEMBERSHIP.

This is for a one-time only per individual use and cannot be used where an event has to comply with the Motor Sports Association regulations.



MORGAN SPORTS CAR CLUB LTD.



TEMPORARY MEMBERSHIP FORM

Cannot be used where an event has to comply with the Motor Sports Association regulations.

Please complete in capitals.

Date _____

Title: _____ Forename: _____ Surname: _____

Address: _____

Postcode _____

Tel: _____

Mobile: _____

e mail: (optional) _____

Declaration I agree to abide by the rules of the MSCC

This fee will be discounted against payment of full membership subscription.

One day £3 day

Two days £5.00

Cash

Cheque

Payee: **Morgan Sports Car Club Ltd.**

Signed _____

Payment accepted by MSCC member No.

Name: _____

Signature: _____

The event organiser should arrange for the fee and completed form to be sent to:

MSCC Membership Secretary

Starveal
Bath Road
Tetbury
GL8 8EE



MORGAN SPORTS CAR CLUB



18/04/2016

To Whom it May Concern

Dear Sirs,

Morgan Sports Car Club – PUBLIC LIABILITY INSURANCE

We confirm that the Morgan Sports Car Club has in force Public Liability Insurance as follows: -

- Insurer: Hiscox Insurance Company Ltd
- Policy Number: HUP161893341
- Policy Type: Club Insurance Commercial Combined
- Renewal Date: 1st April 2017
- Summary Cover Public & Products Liability Insurance Section: -

PUBLIC AND PRODUCTS LIABILITY	
Section wording :	6130 WD-PIP-UK-GL(6)
Insurer:	Hiscox Insurance Company Limited
Limit of indemnity:	£ 5,000,000
Limit applies to :	Each claim with defence costs paid in addition other than for pollution and for products to which a single aggregate policy limit including defence costs applies.
Excess:	£ 250
Excess Applies to :	each and every claim for property damage only
Geographical Limits :	Worldwide excluding the USA and Canada
Applicable Courts :	Worldwide excluding claims brought in USA/Canada
Special limits	(included within and not in addition to the overall limit/amount insured above)
Criminal defence costs	£ 100,000 in the aggregate
Pollution defence costs	£ 100,000 in the aggregate

If you have any queries, please contact the Club's Insurance Officer.

Yours faithfully

Mr Andrew Bye, ACII, SIRM
 Insurance Officer, Morgan Sports Car Club
 Email: insurance@mscc.uk.com
 Phone: +44(0)7768980829

THE MORGAN SPORTS CAR CLUB LIMITED
 PRESIDENT: C. P. H. MORGAN, Esq.

Registered Office: 12 Laywood Close, Bury St Edmunds, Suffolk, IP32 7JD.

Registered Number: 2595917 England

VAT Registration number 276 7602 30.

