

SUBARU 4WD club OF QUEENSLAND inc

CLUB DIRECTION TO TRIP LEADERS

INSTRUCTION FOR PARTICIPATION ON CLUB EVENT/TRIP

Any person who is in control of a vehicle as part of a club event /trip must be a financial member.

UNDER NO CIRCUMSTANCES MAY A PERSON DRIVE A VEHICLE AS PART OF A CLUB EVENT/TRIP UNLESS THEY ARE A FULL FINANCIAL MEMBER OR A TEMPORARY FINANCIAL MEMBER. THIS DIRECTION APPLIES EVEN IF THEY ARE ACCOMPANYING A CURRENT FULL FINANCIAL MEMBER/S.

These procedures are of the utmost importance to protect the individuals concerned and the club from financial liability. If they are not followed then our insurance could be voided and both the individual/s involved and the club will possibly be exposed to extensive litigation and financial burden. The Club will accept no responsibility whatsoever for any incident where these directions have not been adhered to in full.

Actions to be taken:

- 1) A temporary membership application is to be fully completed by all persons prior to participating in a Club event/trip.
- 2) The appropriate temporary membership fee is to be collected, currently \$5.00 per vehicle. This membership is valid for four days or the duration of the trip/event, whichever is the shorter.
- 3) Issue receipt (if an error is made, cancel the original receipt and leave it in the book.)
 - a) Ensure correct naming protocol is followed - family name and at least 2 initials or full given name.
 - b) The names of all persons who may drive a vehicle must be recorded on the receipt if they are not known current full financial members, even though only one fee is collected. Unless otherwise nominated on the receipt, the first named person will be given the benefit of the receipt value for any further club initiatives/rules.

Immediately after each trip, the receipt book and all monies are to be returned to the social director (or in their absence the membership officer or secretary).

The membership officer will check the monies received to the duplicates in the receipt book and appropriately note the last duplicate of receipts issued and initial as an acknowledgement of receipt of monies.

The names and dates are to be recorded in a temporary membership register by the membership officer and the receipt book and monies handed to the treasurer for banking.

A copy of this instruction is to be signed by all trip leaders prior to their first event/trip after acceptance of this instruction by the Club Committee as an acknowledgement of their understanding and consent to this direction.

SIGNED COPY TO CLUB SECRETARY FOR PROCESSING.