



Land Rover Series I, II, III Club Ltd

Club Handbook

Introduction:

The name of the Club shall hereafter be the “Land Rover Series I, II, III Club Ltd” hereafter referred to as “the Club”.

Its objectives are to further encourage and promote interest in the maintenance, usage and restoration of Leaf Sprung Land Rovers and related vehicles.

- To produce information through research and technical help, and to assist in the location of spares and expertise.
- To arrange meetings for members on an occasional and or regular basis.
- To arrange camping and caravanning rallies, scenic drives, discussions, pub meets and other social events.
- To promote the production of rare or unobtainable spare parts.
- To afford members such benefits and privileges it may be practical to arrange.
- To support members to continue the use of their vehicles via support and advice.

The Club shall be open to all who have an interest in Leaf Sprung Land Rovers.

- The club is family-friendly and importantly event based, bringing people together who enjoy Leaf Sprung Land Rovers of any model.
- Rough or shiny doesn't matter. Provided it was manufactured by Land Rover, and it has Leaf Springs that's enough.
- The club has a focus on encouraging members to use their vehicles as much as possible, in a responsible manner.
- The Club is a non-profit making organisation. Monies received are to be spent for the benefit of club members.

Code of Conduct:

A vital component of maintaining a quality club culture is to set standards of acceptable behaviour which must be upheld by all involved and those participating in the activities and events of the Club. As a member, or guest of the Club you are expected to abide by the following code of conduct.

- Familiarise yourself with and abide by Club rules and the Club Membership Terms and Conditions
- Maintain the highest standards of driving behaviour
- Always conduct yourself in a proper manner and avoid the use of inappropriate language or bullying
- Consider the best interests of the Club
- Take responsibility for your own actions and respect the interests of other people and countryside users
- In the use of electronic media, members are expected to be kind and courteous, avoid hate speech or bullying, avoid promotions or scams and respect everyone's privacy. Violations under this Code of Conduct could result in the issue of a warning or in serious cases the suspension and/or termination of membership or association with the club. Should a membership be terminated, the member must remove any association with the club from their vehicle, email, and websites.
- A complaint against another member or under this Code of Conduct should in the first instance be addressed to the Membership Secretary of the Club.
- The Code of Conduct is fully supported by the Club Management Committee and expect it to be adhered to.

Social Gatherings:

All social gatherings are encouraged but not governed by the Club. Members partake & attend at their own risk and in accordance with any written or verbal regulation of the public facility and in line with the Clubs Code of Conduct.

Official Club Shows & Events Policy:

This process applies to shows and events organised by the Club. Its purpose is to ensure that the Club and representatives of the Club comply with UK and Local Compliance Regulations when organising and staging shows and events.

- The organisation of official Club national and regional shows and events require management committee approval. Once sanctioned the management committee may appoint an Event Manager (often an Area Rep) to oversee the approved events.
- In discharging their duties, the Events Manager and Management Committee will ensure that all legal, Health & Safety and local regulation issues are complied with.
- The Club Management Committee will assist Area Reps in their compliance where appropriate.
- The Club 'has Public Liability Insurance.

Driving Events Policy:

This process applies to events that involve driving of vehicles organised by and on behalf of the Club and its local groups. Its purpose is to ensure that the Club and representatives of the Club comply with UK and Local Compliance Regulations when organising and staging events.

- The organisation of national events that involve driving is the responsibility of the Management Committee who may appoint an Area Rep or Event Manager to oversee particular events.
- In discharging their duties, the Area Rep and Management Committee will ensure that all legal, Health & Safety and local regulation issues are complied with.
- The Event Manager or delegate will be required to research all driven routes both on surfaced and unsurfaced routes to check legality of access.
- Where driven routes cover publicly accessible unsurfaced tracks, it is the responsibility of the Event Manager or delegate to check for any seasonal/temporary closures.
- Respect the GLASS guidelines (<https://www.glass-uk.org/about/our-code-of-conduct.html>) and promote responsible greenlaning

Health and Safety Policy:

The Club applies high standards to all aspects of its organisation including Health & Safety matters. In order to achieve this aim the Club will work in the spirit of Health & Safety legislation rather than simply comply with it. In turn, the Club expects that every person participating in events shall take all reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during the operation of its events.

The Management Committee of the Club recognise their statutory duties under the Health & Safety at Work Act 1974 – the Management of Health & Safety at Work Regulations 1999 and all other relevant Acts and Regulations.

To enable the responsibilities to be carried out, it is the duty of the Club so far as reasonably practicable to:

- Prevent personal injury, damage to property and the environment; and
- Ensure that responsibilities for health, safety, welfare and the environment are properly assigned and fulfilled at all levels.

Health and Safety Procedure:

The intent of the Club, so far as reasonably practicable, is to ensure that:

- Adequate information is available detailing conditions and precautions necessary to secure the health, safety and welfare of all attendees, traders and sub-contractors.
- All necessary safety devices and protective equipment is available and used according to manufacturers'/ suppliers' instructions.
- The Management Committee and sub-contractors are responsible for ensuring that the policy is effectively implemented by carrying out risk assessments for each show/event and deal with problems as they arise.
- Every person involved will take necessary steps to protect the health, safety, welfare and environment of themselves and all other persons who may be affected by their acts and omissions.

- The environment of all attendees is safe and without risk to health and that adequate provisions are made for First Aid and welfare.
- The Management Committee, having overall responsibility for health, safety and environmental issues, will ensure the policy is updated as necessary. Any such changes will be communicated.

Social Media:

The Club recognises that social media is an important tool for all club members to engage with each other and the club. The Club encourages Club members to use social media and other channels to promote themselves, the Club and the Clubs' events. The organisation is committed to providing a safe, fair and fun online space for Club members.

- Monitoring the acceptable use policy and clarify unacceptable behaviour including harassment, defamation, discrimination, abuse, bullying and obscene or abusive language, the uploading of libellous, defamatory, obscene, illegal or violent material, or depicting nudity. This list is not exhaustive.
- A complaint against another member under this Code of Conduct should in the first instance be addressed to the Membership Secretary of the Club. This policy is fully supported by the Club Management Committee who are responsible for the implementation of this policy

The use of social networking applications allows the Club to be in contact with a huge audience via the world wide web. There are many advantages to this, but these must be balanced with our duties to ourselves, our friends, our colleagues and the Club's reputation. The use of the Club's media via Facebook etc, provides us with an ability to communicate with other like-minded people, but it also means that we have a duty, both legal and moral, not to use the method irresponsibly. Individuals may be risking legal action, as media postings carry the same penalties in law as the written word.

The Club recognises that members will engage in social networking.

For the purposes of this policy this includes all types of posting on the internet, including, but not limited to some of the following social networking sites, e.g. Facebook, blogs, Twitter, bulletin boards, chatrooms etc. It also includes posting of video on such media including YouTube.

Social networking should be responsible in that there should be no adverse effect on the Club interests or aims, or to any individual named or by innuendo. To assist members and to reduce the likelihood of any personal comments having an effect on the Club or individual members, the following rules apply:

- Do not discredit the Club or any individuals, customers or suppliers.
- No complaints or grievances should be aired via the internet. There are procedures in place within the Club for discussion of any problems.

- Do think about what you are posting on the Club forum, Facebook etc. either via the written word or in picture form. Items that contravene the law, such as health and safety regulations, the rules of the Club or anything that could be taken amiss or misinterpreted by the members of the general public.
- Please be aware that using material from any copyrighted source without permission is likely to breach copyright.
- If others have access to your personal sites, do not allow them or indeed yourself to criticise or allude to other members or the Club, so as to bring disrepute to that individual or the Club. You have a responsibility not to cause distress to any individual in your personal postings. Your social networking is subject to all the policies and rules of the Club and any other written policy or procedure.
- All members have the right to refuse a friend request without repercussion.
- Any approach by members of the press or media regarding Club policy or procedures should be referred a member of the Management Committee
- Be polite - posts will be visible to the public. If you wouldn't want the same thing said to you, it's probably not a good idea to say it to others. Don't swear or name call. Profanity, threats, discriminatory nicknames, harassment, bullying, gruesome language or the like will not be tolerated.
- Never be defamatory - you should assume that you will be held legally accountable for anything said online in the same way as if you wrote it in print or said it publicly. The Club will not be held liable for your personal view.
- Blocking a Moderator on any Social Media platform is not allowed and will see the person removed from the group.

Failure to comply with this policy may render an individual liable to disciplinary action and possible loss of membership of the Club and expulsion therefrom.

The Club reserves the right to remove any material which may adversely affect the Club's reputation (or create a risk of legal proceedings).

Intellectual Property:

- The names, images and logos identifying The Club may be subject to copyright, design rights and trademarks of the Club and/or third parties

Contributions to the Club editorials

- Where you are invited to submit any contribution to Club magazines, newsletters or any other editorial (including any text, photographs, graphics, video or audio) you agree, by submitting your contribution, to grant the Club a perpetual, royalty-free, and license to use, reproduce, modify, adapt, publish, distribute, perform, play, make available to the public, and exercise all copyright and publicity rights with respect to your contribution worldwide.
- By submitting your contribution to the Club, you warrant that your contribution is your own original work and that you have the right to make it available to the Club for all the purposes specified above.

Safeguarding and Child Protection Policy:

Note that this policy and following code of conduct also applies to people with disabilities and other vulnerable adults.

The Club believes that it is always unacceptable for a child or vulnerable person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and vulnerable people, by a commitment to practice that which protects them. We recognise that:

- The child's welfare is paramount.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- All members have a responsibility to report any concerns.
- As defined by the Children Act 1989, anyone under the age of 18 years should be considered as a child.

The purpose of the policy and code of behaviour is:

- To provide protection for the children and young people who attend any events run by the Club
- Remember it is not your responsibility to decide if abuse has occurred, but it is your responsibility to act if you have concerns and do something about it.

This policy applies to all members. We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Sharing information about child protection and good practice with all.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Treat all children and young people with respect. Provide an example of good conduct you wish others to follow.
- Respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Be aware that any physical contact with a child or young person may be misinterpreted.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Challenge unacceptable behaviour and report all allegations / suspicions of abuse.
- Keep a written record of any injury or incident that occurs.

You must not:

- Have inappropriate physical or verbal contact with children or young people.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour.

- Make suggestive or derogatory remarks or gestures in front of children or young people.
- Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon

Photography at Club events

- Please be aware that photography is permitted at Club events and that the open nature of our events does not allow for full control of spectators.
- The Club reserves the right to prohibit the use of photographic equipment upon receipt of any complaint made that may infer inappropriate behaviour.
- Permission should be sought from a child's parent or guardian before publication of any photograph.

Equality:

The Club is responsible for setting standards and values to apply throughout the club at every level.

- The Club in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.
- The Club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in and enjoy its activities.
- The Club is committed to taking positive action where inequalities exist and promoting equality in the Club.
- This policy is fully supported by the Club's Management Committee who are responsible for the implementation of this policy.

Disciplinary Policy:

The Club takes discipline very seriously. A failure of discipline can have a significant impact upon The Club, its members and third parties including landowners.

This policy applies to all members of the Club. This policy applies at all times, i.e. not just during events.

The Club will deal with all alleged offences in an equitable manner. The burden of proof will be on the Club to prove an offence took place on the balance of probabilities. All those accused of committing an offence will have the right to present their case.

Maintaining the reputation of The Club is paramount to its survival. Should its reputation be damaged in any way, it could have serious consequences to The Club's ability to continue to provide Club events. The Club, therefore, will take all appropriate measures as are necessary in order to maintain its reputation.

Any instances of inappropriate behaviour are to be referred to any member of The Club's Management committee for action under The Club's Disciplinary Code.

Members are under a continuing obligation to ensure they do not, by their actions, bring The Club into disrepute, whether knowingly or not.

In the event of an allegation of unacceptable behaviour by a member, they may be required to account for their behaviour and could have disciplinary action taken against them.

Unacceptable behaviour will include, but is not necessarily restricted to, the following:

- Driving in a manner incompatible with general safety, and/or departing from the standard of a reasonably competent driver
- Behaviour which undermines or damages, or has the potential to undermine or damage, the reputation and/or credibility of The Club, and/or to create conflict within The Club. This includes, but is not limited to, postings on social media.
- Behaviour which brings The Club into disrepute.

The sanctions which The Club can impose include, but are not necessarily restricted to:

- Suspension from The Club for a period of time
- Expulsion from The Club

In the case of suspension or expulsion, The Club will be under no obligation to pay back, either in whole or in part, any membership fee paid.

Any member suspended or expelled from The Club will be required to return any club property within 30 days.

The Club's Disciplinary Process

This will only apply to breaches of The Club's Disciplinary Policy.

Any alleged unacceptable behaviour is to be reported to the Membership Secretary of The Club as soon as practicable, with as much detail as is readily available.

The Club will be able to rely upon previous decisions made under this Disciplinary Policy as a guide for making future decisions but will not be bound by them.

Hearing At First Instance

The Membership Secretary will then inform the Vice Chairman of The Club who will form a Panel including him/her and two disinterested members of their choice. The Vice Chairman, along with these members, will then undertake an investigation which he/she will lead. If the Vice Chairman feels he/she may have a conflict of interest, he/she shall discuss this with the Chairman of The Club which may result in an alternative disinterested individual being appointed from the committee of The Club to lead the Panel.

If, following an investigation, the Panel finds that there is a case to answer, the individual or individuals accused of unacceptable behaviour will be invited to meet the Panel and give evidence. The individual(s) will be allowed to present their case and provide the names of others for the Panel to contact to aid their defence. However, the individual(s) will not be allowed any form of advocacy, unless they are under the age of 18, in which case a single parent or guardian of the individual(s) will be allowed to attend with the individual(s).

Whilst the individual(s) will have the right to attend in person, they may, if they prefer and if acceptable to the Panel, submit a written statement, elect to respond to written questions or be interviewed over the phone.

In regard to taking evidence from witnesses, the Panel will have the exclusive right to determine the manner in which such evidence is taken, which can include, but is not necessarily limited to, interview in person or over the phone, written statement or responding to written questions.

There will be no requirement for the Panel to inform any of the parties involved as to the names of the witnesses, though they may do so following consultation with the relevant witness(es).

In the event that the individual(s) accused of inappropriate behaviour are found to have committed an offence, they will normally be notified of this fact in writing (including electronically) no later than seven calendar days of the conclusion of the hearing, along with the sanction applied. They will also be notified of their right to appeal. The method of communication will be that agreed with the individual(s).

Appeal Hearing

Any individual wishing to appeal a decision made at first instance must do so within seven calendar days of receiving the written notification. This must be made to the Chairman of the Club

The written notification of appeal must include the full grounds for the appeal. It will not be sufficient to merely appeal without reasoning. Individuals who merely state they disagree with the decision without explanation will have their appeals rejected.

The appeal can be either against the finding of the Panel in regard to whether an offence was committed and/or to the sanction applied.

The Chairman will then form a Panel as previously described for the hearing at first instance. If the Chairman finds himself/herself conflicted, they shall consult with the Chairman or a Vice Chairman of The Club.

The process for the appeal will be as for the hearing at first instance, but it will be entirely at the Appeal Panel's discretion as to whether previous witnesses are requested to participate in the appeal through one means or another. However, if new evidence (which could include witnesses) is provided by the appellant, this will be investigated.

The appellant will be notified of the result of the appeal normally no later than seven calendar days of the hearing. This decision will be final and no further appeal to any authority will be possible.

Expulsion of members

Members deemed to have acted in a manner not in the best interests of the Club may be expelled by letter in writing from the Management Committee whose decision shall be final, provided that any such member shall be given the opportunity to have their written explanation considered by the Committee before such expulsion takes place.