



MORGAN SPORTS CAR CLUB

Website www.morgansportscarclub.com



CENTRE INFORMATION PACK (CIP)

Issue 1

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INTRODUCTION

A Centre can be defined as 'a group of Club members, not exclusively local, who choose to co-operate in organising activities'; they become an unincorporated association, known as a Centre, which is affiliated to the Club. The group elect a Centre Secretary (CS).

The purpose of this document is to assist Centre Secretaries and, where relevant, their committees in organising and managing a Centre. The contents have evolved during years of collective experience. It is designed to be read alongside the Club Handbook which, in turn, informs and guides the entire MSCC membership.

For any queries not addressed in this guide, please consult relevant documents on the Club website, or contact the MSCC's Centre Liaison Officer (CLO) at centre.liaison@morgansportscarclub.com if no other source is indicated. The CS of another Centre may be a further source of information.

To establish a new Centre, application should be made to the CLO.

CENTRE SECRETARY

The Centre Secretary is a pivotal coordinating role and, although there are a few things that the Club requires of the CS, it need not be difficult or unnecessarily time consuming. In essence it is an opportunity to bring together like-minded people and their cars, line up the louvres, and get the most from Morgan ownership. The CS should be the initial point of contact for any day-to-day issues about the Centre.

It is not unusual for a Centre to include a committee, which may consist of some or all of Treasurer, Membership Secretary, Events Co-ordinator or any other roles considered appropriate.

Each CS becomes a member of the MSCC National Committee. This forum provides formal discussion and decision-making for the Club, typically through a twice-yearly National Committee Meeting (NCM), held either physically or through video conferencing. Each CS may nominate a representative from their Centre to attend the NCM on their behalf; in this instance, the MSCC Membership Secretary should be informed in advance.

In the event of a change of CS, it is essential that the new appointee sends a completed [Change of Centre Secretary form](#) to centre.liaison@morgansportscarclub.com, who will notify the appropriate Club officers. The incumbent should organise an effective handover to his/her successor, guided by the [Officers Handover](#) document as appropriate.

It is recommended that the CS should be familiar with the MSCC Ltd.'s [Articles of Association](#).

MEMBER MANAGEMENT

There are a number of important matters of which each Centre should be aware:

- To comply with [GDPR](#), members must agree to the use of their data by the Centre, usually by completion of a membership form or similar; if there is more than one person per membership all named individuals must agree to comply. The Centre must maintain a record of this agreement along with the members' records. A member's details must not be disclosed to a third party (including other Club members) without the member's agreement, and a Centre must not distribute a directory or similar list.
- The MSCC Membership Secretary will advise Centres each quarter of members who have not renewed after two months, or have died or resigned. If there is no renewal one month after the issue of the renewal letter, an email reminder will be the final communication and membership terminated.
- A [list of current membership numbers](#) is available in the members' area of the Club website.
- Individuals who are not MSCC members cannot be prevented from attending Centre meetings held in public establishments or on the open road. However, for repeat attendees, the Centre should agree a timescale for when or if an individual should be invited to join the Club.
- In the event of the death of a member, the MSCC Membership Secretary should be informed at membership.sec@morgansportscarclub.com.
- It is recommended that, if a Centre wants to award Honorary Membership to a non-Club member, they should consider contributing fully or in part to their MSCC membership fee. In any event, GDPR agreement is required and it should also be noted that as a non-Club member:
 - they cannot vote on Centre matters
 - they cannot participate in Centre or Club events run under MSUK regulations
 - participation in or trailing social runs will be discouraged.

GOVERNANCE

Each Centre will have a constitution and may have local rules; all members must have access to these. This should not be seen as a major task as there are many examples already within the Club. [Advice on their preparation](#) is available. On completion, the Centre's rules/constitution should be lodged with the CLO.

It is sensible to maintain some uniformity of approach across the regional Centres as many members move around the country and affiliate with different Centres during their Morgan ownership. In support of this and to ensure compliance with current legislation, and also to maintain affiliation with the MSCC, each Centre:

- will undertake no events or action which may cause litigation or bring disrepute to the Club
- must comply with the law in respect of [GDPR](#)
- if organising competitive motorsports events, must comply with [MSUK regulations](#)
- should be familiar with the conditions of the Club's [Public Liability Insurance](#).

A Centre disregarding any of these will, following a suitable consultation period, be given six months to comply before being removed from the register of Centres by the National Committee.

The MSCC's role in any Centre disputes will be limited to arbitration.

EVENTS

This is the reason that most members join a Centre. There are many types of event that can be put in the programme and these will not necessarily be organised by the CS or their Committee. In many Centres the members share the fun of putting together an event. The Club Handbook contains advice and guidance on event creation and management. Wherever possible, each Centre should avoid organising its events on the same dates as Club events.

Typically the CS (or Committee member) will maintain and publish a programme of events for their Centre. Centres are encouraged to work together as this makes the Club more inclusive, maximising numbers whilst minimising work. It is suggested that for insurance purposes a record of attendance for [members](#) or [non-members](#) as appropriate is completed. This also maintains a fascinating record of Centre activities, with some records going back many years.

The Club maintains a [list of certain items of equipment](#) that are available for loan and may be useful for events.

RISK ASSESSMENT

All companies and clubs now have to concern themselves with the production of a risk assessment for some events, appropriate to their type and complexity. This should not be a difficult or time-consuming activity; it is primarily designed to ensure organisers have considered any potential risks or hazards in order to provide a safe environment for our members and to discharge the Club's responsibilities. A risk assessment document is simply a list of potential hazards and their likelihood, the possible risk associated with each one, and any control measures that are to be put in place.

For events other than the most routine (such as noggins and meals in pubs), a risk assessment should be undertaken by the organisers. Where the organiser is a Centre member, the findings of any risk assessment should be recorded by the Centre.

An event planning aide memoire and some examples have been prepared that can be used or modified for your events, and are available [via the website](#). Should you require it, help is also at hand via risk.assessment@morgansportscarclub.com.

COMMUNICATIONS

Every CS has (or will inherit from their predecessor) an MSCC email address in the format [centre].sec@morgansportscarclub.com (where 'centre' will be the short form of the Centre name, e.g. Hopmog, LinMog). This should be used for all Centre communications by email.

The CS will want to keep their Centre's members informed about Centre events and matters, whether local or national (e.g. discussions at the NCM) or of general interest. The approach to this varies around the regions, with some having their own regular publication, others sending out regular emails (using 'bcc' to avoid divulging members' data), and many having a private Facebook group.

For use across the regions, there is a Centre Secretaries email group distribution list (centre.secretaries.group@morgansportscarclub.com). The group consists of Centre Secretaries plus the Club's Chairman, Vice Chairman, CLO and Membership Secretary, and is a really useful forum for co-ordinating activities across the Club. It is used to distribute the papers for discussion prior to an NCM and will reduce the time spent at that meeting. It is also very useful for promoting discussion on all matters between the CSs.

There are a few recommendations and one or two requirements to maintain a degree of uniformity in communications across the regional Centres. These include:

- Centre communications, printed or electronic, must not include any details of the MSCC Ltd., as this can be misleading to third parties. They may, however, incorporate the Club's logo and state that the Centre is affiliated to the Club.
- Emails sent on behalf of a Centre should as a minimum have the following sign off by the CS or other authorised Centre member.

(Name) (Position, if applicable)

(Centre) Telephone

(Email address)@morgansportscarclub.com

- Wherever 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.'

If a Centre receives emails from companies seeking to advertise their products or services, they should be ignored unless there is a known interested member. Alternatively, advise them to contact *Miscellany*.

Miscellany. Each CS is asked to provide a monthly report for inclusion in the 'Centre Reports' section of the magazine.

- Reports should be submitted to mssc.editor@morgansportscarclub.com by the copy deadline, usually the 7th of the month preceding publication.
- They should be no more than 400 words and include relevant excerpts from a Centre's programme of future events.
- Additionally, the Editor is delighted to receive reports of events and encourages the inclusion of photographs. These will be published in the magazine when space permits.
- Information on Centre events considered of interest to other Centres should be submitted for inclusion in 'What's on: The MSCC International Events Calendar' in the magazine.

Communication with third parties on the behalf of the MSCC. Authority to communicate with third parties on behalf of the Club must be obtained from the Club's Directors.

WEBSITE

Some Centres have developed their own website. It is also possible to utilise the Club's main website to access a Centre-specific presence. Instructions follow:

- Within the Club website there is a menu item titled 'Services'. Selection gains a drop-down menu which includes Regional Centres. Selection gives access to a map or list from which a Centre can be selected. This takes the user to a web page unique to that Centre.
- To edit the page and set an updated page live, contact either membership.sec@morgansportscarclub.com or communications@morgansportscarclub.com, who will provide the following information:
 - the web address for the login to edit the page
 - the username for the login (normally the CS's email address)
 - the login password (this can be self-provided by selecting the 'I have forgotten my password' function at login)
 - instructions to help edit the web page.
- Once the Centre has modified its page, membership.sec@morgansportscarclub.com or editor@morgansportscarclub.com should be informed so they can check the changes and make the updated page live.

FINANCE AND EQUIPMENT

Membership of some Centres is free of charge, although many others levy a small membership fee to cover overheads which may include website and domain name, hire of venues or other such items; others finance these through raffles and competitions. Whichever route is chosen, it is important that the Centre is self-financing. Whilst a Centre should be non-profit making, a build-up of reserves may be held for operational purposes.

Where a bank account is opened in the Centre's name, this must not include any reference to MSCC Ltd. It is important that the appropriate controls are in place to review and reconcile the bank account.

Subject to approval by the Club's Finance, Employment & General Purposes sub-committee (FEGP), an interest-free loan for substantial expenditure, e.g. the production of car badges, may be available from the Club. Apply to treasurer@morgansportscarclub.com stating the details of the purchase required and the estimated period of the loan.

Events where the costs incurred are underwritten by MSCC Ltd. will be subject to a budget having been approved by FEGP and the NCM.

The [Club's expenses policy](#) should be used where out-of-pocket expenses are incurred on authorised Club business.

A Centre should keep a record of its equipment and the location. This equipment should be made available for any Centre to use via notification to a central register. Centre Secretaries are encouraged to update the register by advising centre.liaison@morgansportscarclub.com of changes.

OTHER USEFUL INFORMATION

Regalia. A Centre may produce and sell regalia individual to that Centre. However, the Club's Regalia Officer (msccregalia@gmail.com) should be consulted, as certain designs are covered by copyright.