

LRON: POLICIES AND PROCEDURES

ALCOHOL USE ON EVENTS

Due to the nature of our events being of a recreational nature it is obvious that participants will use alcoholic beverages when partaking in our activities.

While we do not disapprove of this it could become a problem when particularly driver behaviour could be negatively influenced by the use of alcohol. Our Event Book, General Rules and Safety Rules reflect that alcohol is prohibited when on trail. We furthermore indemnify the club from any claims regarding accidents on events. This may preclude us from liability however this does not allow us to disregard our responsibility towards our participants.

To prevent any unwanted incidents it is our policy that the Safety Officer will be issued with a breathalyser. It will be at the Safety Officers discretion to insist on a driver being tested and should the reading be in excess of 0.34 the driver will no longer be allowed to drive until such time as the test is well below the said limit.

A test should also be done on request of the Organizer, Route Director or Medical Officer where the same procedure is to be followed and implemented.

This ruling must be addressed at each and every drivers briefing for either trips, fun events or challenges.

CASH HANDLING PROCEDURES

Due to the sensitivity of handling cash and the correct allocation of funds at large events such as the Landy Festival it is imperative that a strict Cash Handling Policy is followed.

A cashier point is to be established in a safe area and is to be manned during certain hours of the event. All cash received is to be receipted in a dedicated Event Receipt Book issued by the LRON Treasurer. All allocation departments need to be listed before hand and training is to be given to the Event Treasurer who in turn needs to ensure that the designated cashier/s understand the workings of the event and the cash handling procedure.

If necessary an electronic till needs to be utilized for this purpose. A float needs to be catered for and proper cashing up procedures are to be followed when handing over the cash point from one person to another. As soon as the cash collected exceeds ND3000 the cash must be removed from the cash box / till made up into a cash bundle recorded in the cash register and removed from the cashier area to a safe place. This function is to be managed by the Event Treasurer.

All cash required for Petty Cash purposes must be withdrawn via a Petty Cash Voucher withdrawal document which should indicate who is withdrawing the money and for what purpose. Only the Event Treasurer and Chair Person / Organizer may authorise such a withdrawal and both the Chair Person / Organizer and Event Treasurer signatures are to be on the Petty Cash Voucher Request Withdrawal form authorizing the withdrawal.

Account Allocation Departments Example: (or as determined by LRON Treasurer).

Accommodation	100
Entry Fee for Festival	101
Entry Fee for Competition	102 and short description (Tyre Change/ Mine)
Dinner	103
Door Stickers	104
Regalia	105
etc etc	

CORRESPONDENCE

All correspondence relating to club matters must be done on the prescribed letter head and must be co-signed by a LRON Council Member.

Please ensure that grammar and spelling is correct and that all correspondence is dated.

This requirement results from the club chairman being ultimately responsible for the club.

In all types of correspondence including the electronic media platforms of LRON it is imperative that the message is of a high standard, factual and to the point. Under no circumstances are members to correspond on behalf of LRON and information given should reflect our values and ideals.

If you are not absolutely sure that your correspondence is of an acceptable nature rather refer it to a Council Member for approval.

ENTRY GUIDELINES

When handling entries for an event the following guidelines will assist in ensuring that all bases are covered.

Entry Form – Completed correctly.

Indemnity – Signed, passenger names, witnesses.

Entry Fee- Paid and receipted.

Car No – Allocated

Goody Bag – Complete issued and signed for.

Late Entries – Penalty paid.

Out of Town Entrants

Entry fee paid by eft, bank transfer or deposit slip faxed.

Indemnity to be signed and scanned and mailed to organiser. Original to be signed at event.

Goody bags to be issued at event.

EVENT BUDGET PROCEDURE GUIDELINES

The budget should contain an overview of what the event will entail and in general the coverage / mileage for the sponsor.

Anticipated Expenditure

Recce costs (Fuel, accommodation, meals and refreshments)	Total
Officials Shirts	Total
Regalia	Total
Goody Bags	Total
Prizes	Total
Stickers (Event epaulettes, Car No.s, Advertising)	Total
Communication (Comms, Radio Rental)	Total
Printing and Stationery	Total
Prize Giving Function and Meal	Total
Peripherals	Total
	Grand Total

Anticipated Income

Entry fees	Total
Sponsor	Total
Other	Total
	Grand Total

A sponsor will not necessarily give cash. In many cases assistance in the form of prizes, printing etc will be given.

It is important to allow the sponsor to have input into the event however overall control of the event particularly with regard to safety issues remains with LRON. We must however create space for the sponsor to become part of the event.

Some sponsors might not want to get involved but still want to know exactly what his / her money is being spent on.

Be accommodating and remember the sponsor is very important.

EVENT INCOME AND EXPENDITURE SUMMARY

All event organizers are required to complete an Event Income and Expenditure Summary Form once the event has been completed.

It is the intention that a small profit should be realised from events held however in any event at least a breakeven should be reached.

Any event which records a loss will of necessity cause the club funds to be eroded. As a result this will impact on annual club fees and any other charges relevant to the running of events.

In cases of negligence the organizer could be held responsible for the shortfall.

EVENT ORGANIZING GUIDELINES

To organize an event the following guidelines are to be consulted so as to ensure continuity of quality of events.

The basic requirements are as follows:

- Date
- Venue
- Budget
- Sponsor
- Event Overview
- Forecast of attendees (Invite)
- Administration (Route Book, Entry Forms, Indemnity etc.)
- Officials
- Clothing
- Recce and set up of event
- Inspection by council
- Event
- Wrap up
- Event summary

Date

For an event to take place a date must be fixed on the LRON calendar. An off calendar event must be applied for through the LRON Council.

Venue

The event organizer is required to arrange a venue and determine all the requirements regarding costs planning etc.

Budget

A budget is to be drawn up and approved. (Sample attached)

Sponsor

A sponsor is to be approached and the budget presented to the sponsor for consideration. The events co-ordinator and sponsor council member is to assist with these matters.

Event Overview

Once a sponsor is in place an event overview is to be forwarded to all members / prospective members. This information piece should contain in broad terms what will be taking place and the basic requirements, program etc. At this stage members should give an indication as to whether they will be attending and an approximate head count is to be taken.

Forecast of Attendees

Once the organizer has an idea as to how many members will be attending, an event entry fee can be determined. An attendance / commitment undertaking must be communicated to the prospective attendees which need to confirm their attendance. Once this commitment has been received the member is liable for payment of the entry fee whether the member attends or not.

Event Official requirements

The following officials need to be appointed on events.

Camping Weekend / Outing

Organizer – Is responsible for running the event and has an all round responsibility for ensuring safety, medical and general discipline. In the event of the organiser or the expedition leader not being in a position to execute his / her duty the safety officer must take over this responsibility.

Expedition Leader / Route Director – Would normally be the organiser. In the event of the Expedition Leader or Route Director being an autonomous person and in some cases maybe not a member of LRON the organizer retains ultimate authority in line with this policy document.

Sponsor Representative – Should be consulted regarding all sponsor related issues and due diligence should be given to ensure that the sponsor is satisfied with the event in it's totality.

Safety Officer – Is responsible for all safety issues including but not limited to, safe driving, general behaviour and the non use of alcohol while on trail. Occupational safety in the camping area also resorts under the safety officer.

Medical Officer – This official should have at least a basic knowledge of first aid and must be capable of dealing with cuts and bruises, broken limbs and the like.

A casavac plan must be in place. The Medical Officer must ensure that the LRON Medical Bag in use is up to date and fully stocked.

Solid Waste Official – Is responsible for all waste control, garbage collection, pollution and any issues pertaining to the environment.

Photographer – It is imperative that an official photographer is appointed for every event. All photos become the property of LRON for use within the club context.

Penalty Official – This requirement is more of a fun related duty, however it is necessary to ensure that the use of foul language is limited albeit restricted. Discretion must be an element of this function.

Member Liaison Official – This responsibility allows for members on the trip to raise any issues of concern or complaints of any nature. The Member Liaison Official must bring any problem to the attention of the organizer who in turn should settle the matter promptly.

Maintenance Official – Is responsible to assist the Organizer with any maintenance related issues with regard to camp fire wood or PA system erection, LRON and Sponsor banner erection and collection or any such issues.

PR Official – It is very important that the sponsor gets mileage. Therefore the PR Official should ensure newspaper and press coverage of a high standard. Any other public relation matters need to be attended to by the PR Official.

Fun Day Officials

Organizer- As above but also would ensure medical issues to be covered as well as PR, photography, penalties, member complaints etc.

Safety Officer – As with camping weekends / outings

Solid Waste Official – As with camping weekends / outings

Recce

The organizer is to advise the Events Co-ordinator as to when a recce is to be done. The Events Co-ordinator will accompany the Organizer or in his absence appoint a Council Member or Member to accompany the Organizer on a recce trip. This will be for the sole purpose of ensuring that all issues have been covered. It is not the intention to inflate expenses and must only be done when reasonably possible. A Damaraland trip for instance would not necessarily justify being recce'd unless sponsorship allows for this.

Inspection by Council

Council will have the authority to assess and question the organizing of an event with regard to standards, safety issues, administrative issues, budget, expenditure and general overview of event.

Administrative requirements

The organizer together with the treasurer or duly appointed council member will collect all funds, entry fees sponsorship income etc. and this income is to be deposited into the LRON bank account. All expenses are to be claimed by completing an Expense Claim Form accompanied by invoices where possible and a copy of the budget upon which expenditure will be approved and paid out by the treasurer.

Completion of entry forms, indemnity forms etc. will be the responsibility of the organizer and his duly appointed admin assistant. All documents pertaining to the event must be filed in an event file for safe keeping by LRON council.

Once the event has taken place the organizer is to complete an Event Income and Expenditure Summary form which is to be signed off by council. The organizer is also obliged to complete an Event Report which needs to be submitted to the LRON Council for sign off at the Council Meeting immediately preceding the event date.

Acknowledgements

A thank you letter and a Certificate of Appreciation is to be presented to all sponsors and other identified persons / institutions at the first Social Meeting after the event. Should identified persons or the sponsor not be able to attend the meeting the Chairman, Vice Chairman or Secretary and one other council member is to present the certificate and letter in person.

Accident Report

In the unfortunate event of an accident be it with a vehicle or an incident on the event or camping area the organizer needs to complete an Accident Report on the prescribed form in conjunction with the Safety Officer. This form needs to be submitted to the LRON Council on an urgent basis for serious accidents. All reports, affidavits or social media reports need to be handled with the utmost of care and sensationalism is to be avoided at all costs. Any requests for information required by other than local authorities such as Nampol or other needs to be referred to LRON Council who will appoint a council member to deal with any press or other report requirements.

EXPENSE CLAIMS AND PAYMENT REQUISITIONS

All requests for expenditure must be accompanied by a quotation or at least a motivation for the expenditure.

Claims for payment of expenses are to be submitted on the prescribed Expense Claim Form.

These forms are to be completed and signed off before payment can be made.

Expenditure for unbudgeted expenses must be pre-approved by council.

Any advances taken for reconnaissance trips or any other advance requirement must be reconciled and settled with the club treasurer no later than 7 days after returning from recce or after event.

NEW MEMBER APPLICATION PROCEDURE

To streamline and control the flow of operation regarding new member applications and commissioning of member the following guidelines are listed.

E-mail enquiry (info@lrovernam.com)

The enquiry must be forwarded to the secretary. The secretary must forward a members application form to the interested party. The secretary must record the interested party's name, cell number and e-mail address on the master members list as a prospective member. On receipt of the member application form and payment of membership fees by the treasurer a receipt must be issued for the fee received and the membership form must be submitted by the treasurer at the next council meeting for approval. Once approved the secretary must list the member on the master membership record . A welcoming letter and new member pack with general information under signature of the chairman must be forwarded to the new member. The new member must also be supplied with an event calendar. The treasurer must add the member to the whats app groups.

Telephonic enquiry

The secretary must be notified by e-mail of the interested party stating name, cell number and e-mail address. The secretary must forward an application form to the prospective applicant. On receipt of the member application form and payment of membership fees by the treasurer a receipt must be issued for the fee received and the membership form must be submitted by the secretary at the next council meeting for approval. Once approved the secretary must list the member on the master membership record. A welcoming letter and new member pack with general information under signature of the chairman must be forwarded to the new member. The new member must also be supplied with an event calendar. The treasurer must add the member to the whats app groups.

Social Meeting enquiry

Members could also bring Prospective Members to our social meetings and inform them of all the clubs activities. Members can assist the prospective member to complete the membership application form. The form with the relevant membership fee or proof of payment must then be forwarded to the secretary for processing. The treasurer must receipt the membership fee payment. Once approved the secretary must list the member on the master membership record. A welcoming letter and new member pack with general information under signature of the chairman must be forwarded to the new member. The new member must also be supplied with an event calendar. The treasurer must add the member to the whats app groups.

PRESS INFORMATION AND OTHER PUBLIC ANNOUNCEMENTS

It is imperative that all press releases and public announcements carry the heart and sole of LRON.

Therefore all press reports or public statements are to be approved by at least three council members.

The contents, correctness of any logo's used, spelling and grammar are to be specifically checked and corrected if necessary.

The approval can be done either by a signature on the document by council members or by e-mail.

A very important issue is that approval or disapproval must be dealt with as a matter of urgency and should no response be forthcoming within one working day it will be assumed that approval has been given.