

# Constitution and Rules of the FE-FC Holden Car Clubs of Australia, and the FE-FC Holden Nationals

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This document provides a framework for the operation of the FE FC Holden Nationals.

It is made up of 3 Sections and 4 Annexures.

**Section 1** is the Constitution for the association named the “FE-FC HOLDEN CAR CLUBS OF AUSTRALIA” which is a specified group of Affiliated Car Clubs who come together every 2 years to hold the FE FC Nationals.

**Section 2** is the rules under which the biannual FE FC Nationals are held.

**Section 3** are guidelines to assist in the running of the biannual FE FC Nationals.

**Annexure A** is the list of Affiliated Car Clubs and their 2 “National Delegates” representatives who form the Board of the above association.

**Annexure B** is the History of the FE FC Nationals.

**Annexure C** is the list of Invited Clubs.

**Annexure D** is the Judging Sheets.

**Annexure E** Terms & Conditions of Entry

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# Section 1 – FE FC Holden Car Clubs of Australia Association Constitution

## Part 1 Preliminary

1. Application
  - a. The name of the association that Constitution applies to shall be “FE-FC HOLDEN CAR CLUBS OF AUSTRALIA”.
2. Purpose
  - a. This Constitution shall provide the framework and guidelines under which the biannual FE-FC Holden Nationals shall be run under the association.
  - b. The objectives of the association are:
    - i. To promote interest in FE-FC model Holdens;
    - ii. To encourage the preservation, restoration and presentation of such vehicles, in stock, restored or modified condition;
    - iii. To organise and support the FE-FC Holden Nationals;
    - iv. The association shall be a non-profit Association, and no member shall use the association for profiteering.

### 3. Definitions.

The overarching definition for this document is:

The ASSOCIATION is formed of AFFILIATED CLUBS who are represented by DELEGATES from these Clubs.

A NATIONALS is run by a HOST Club and attended by ENTRANTS from AFFILIATED CLUBS or INVITED CLUBS.

AFFILIATED CLUBS have their own COMMITTEES and MEMBERS

#### a. In this Constitution:

- i. the **association** is the “FE-FC HOLDEN CAR CLUBS OF AUSTRALIA”, which is a specified group of Affiliated Car Clubs who come together every 2 years to hold the FE FC Nationals under this Constitution.
- ii. a **delegate** means a nominated Nationals Delegate from an Affiliated Car Club;
- iii. the **board** means the group of Delegates participating in a general meeting of the association;
- iv. **secretary** means the person holding office under this constitution as secretary of the association who may or may not be a Nationals Delegate; if not a Nationals Delegate then they shall not have the power to vote or move a resolution;
- v. the **Nationals Director** means the nominated Nationals Delegate from the Affiliated Car Club responsible for the operation of the current FE FC Nationals and shall act as Chairperson at all meetings.
- vi. **special general meeting** means a general meeting of the association other than the 2 general meetings (held on Easter Friday afternoon and Easter Monday morning) held at a Nationals event.
- vii. **FE-FC Nationals, Nationals, Nats, or The Event** means the biannual gathering to fulfil requirements of Sections 2 & 3
- viii. **Entrant** means the person who has completed and signed the Entry form and has been accepted as an Entrant by the Nationals Director. All persons listed on the Entry form shall for the purpose of this document be considered as entrants as well and so shall be required to comply with the rules of the FE FC Nationals.

- ix. **Driver** means a person responsible for and driving an Entrant's vehicle during the Nationals, who is not the Entrant/Owner of the vehicle
  - x. **member** means a member of an affiliated or participating club who attends a Nationals other than as an Entrant
  - xi. an **affiliated club** means a club that is formally a member of the organisation as documented in Part 2 and listed in Annexure A
  - xii. an **invited club** means a club that is not an affiliated club, but whose members are permitted to enter the Nationals, and are listed as such in Annexure C
  - xiii. the **host club** is the affiliated club charged with running the current or impending Nationals
- b. In this constitution:
    - i. a reference to a function includes a reference to a power, authority and duty, and
    - ii. a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
  - c. The provisions of the [Interpretation Act 1987](#) apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

## Part 2 Affiliation

### 1. Affiliation

- a. Affiliation with the association shall be limited to Car Clubs whose objectives are in accordance with the objectives of the association.
- b. Every club on becoming affiliated with the Association undertakes to comply with the rules of the Association and the decisions according to the Constitution made by the Association;
- c. Affiliated Clubs will be represented within the Association by Delegated Club Members, known as Delegates:
  - i. Each Affiliated Car Club shall be represented by a maximum of 2 Nationals Delegates;
  - ii. It is the responsibility of each Affiliated Car Club to provide a maximum of 2 National Delegates to be their representatives within the Association;
  - iii. Each Club is free to choose its own method and time of electing and replacing Delegates;
  - iv. A delegate shall have the authority to vote on behalf of their Club, within the limits of the affiliated Club's rules and constitution, in matters considered by the Association;
  - v. Delegates are responsible for ensuring that votes cast in matters considered by the Association represent the views of their Club and its Members;
  - vi. Every Affiliated Car Club shall advise the Secretary in a timely manner of their postal address and contact details for each of their 2 delegates;

### 2. Application for Affiliation

- a. Following attendance and participation in at least two (2) Nationals events as an Invited Club, such Clubs may apply in writing to the Board for membership to the Association;
- b. Having been subsequently proposed and seconded at an Association meeting and receiving a majority of votes cast on such proposal, such clubs will be considered affiliated. If a majority of votes is not received then the application shall be declined.
- c. As soon as practicable after the Association makes that determination, the Secretary must notify the applicant in writing (including by email or other electronic means) that the Association approved or rejected the application (whichever is applicable);

- i. On successful application, the applying Club is to nominate delegates to the Association within 3 months;
    - ii. The Secretary will enter the applicant's name and their two Nationals Delegates in the register of members and, on the name being so entered, the applying Club becomes an Affiliate of the Association.
  3. Cessation of Affiliation
    - a. An Affiliated Car Club ceases to be a affiliate of the Association if the Club:
      - i. Ceases to be a Club under its own Constitution, or
      - ii. resigns its affiliation, or
      - iii. is expelled from the association under Discipline rules Part 10 & subsequent Appeal rules Part 11.
  4. Affiliation entitlements not transferable
    - a. A right, privilege or obligation which an Affiliated Car Club has by reason of being an affiliate of the association:
      - i. is not capable of being transferred or transmitted to another club, and
      - ii. terminates on cessation of the Club's affiliation.
  5. Resignation of Affiliation
    - a. An affiliate of the association may resign from the association by first giving to the Secretary written notice of at least 1 month (or any other period that the Board may determine) of the Affiliated Club's intention to resign and, on the expiration of the period of notice, the club ceases to be an Affiliate.
    - b. If an Affiliate of the association ceases to be a Affiliate under subclause (1), and in every other case where a Affiliation ceases, the Secretary must make an appropriate entry in the register of Affiliates recording the date on which the Club ceased to be affiliated.
  6. Register of Affiliated Clubs
    - a. The Secretary must establish and maintain a register of Affiliates of the Association (whether in written or electronic form) specifying the name, postal address and email address of each Car Club affiliated with the association together with the date on which the club became affiliated. This register shall be recorded in Annexure A of this document.
    - b. The Secretary must establish and maintain a register of the Delegates that represent the Affiliated Clubs (whether in written or electronic form) specifying the name, postal address and email address of each Delegate, together with the date on which the person became a Delegate. This register shall be recorded in Annexure A of this document.
    - c. The register of Affiliated Clubs and Delegates must be open for inspection, free of charge, by any Delegate of the association or an Officer of an Affiliated Club's Executive Committee, at any reasonable hour.
  7. Affiliation Fees and Costs
    - a. Affiliation Fees
      - i. There are no affiliation fees applicable.
    - b. Costs associated with running the Association.
      - i. Any costs associated with the running of this Association shall be evenly funded by all Affiliated Car Clubs.
      - ii. All costs and liabilities for the operation of a specific FE FC Nationals shall be the responsibility of the Host Club.
  8. Affiliates' liabilities
    - a. The liability of an affiliate of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the affiliate in respect of affiliation to the association as required by clause 7.b

## 9. Resolution of disputes

- a. A dispute between a Delegate and another Delegate (in their capacity as Delegates to the association), or a dispute between an Affiliated Car Club and the Association, are to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.
- b. If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- c. The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

## 10. Disciplining of Affiliates or Delegates

- a. A complaint regarding an Affiliated Car Club or Delegate of the Association may be made to the Association by another Delegate or Affiliated Car Club (the Complainant) that the defendant:
  - i. has refused or neglected to comply with a provision or provisions of this constitution, or
  - ii. has wilfully acted in a manner prejudicial to the interests of the association.
- b. The Association may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- c. If the Association decides to deal with the complaint, the Association:
  - i. must cause notice of the complaint to be served on the Affiliated Club concerned, and
  - ii. must give the Affiliated Club at least 14 days from the time the notice is served within which to make submissions to the Association in connection with the complaint, and
  - iii. must take into consideration any submissions made by the Affiliated Club in connection with the complaint.
- d. The Association may, by resolution, expel the Affiliated Club from the Association or suspend the Affiliated Club from affiliation with the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- e. If the Board expels or suspends an Affiliated Club, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the Affiliated Club of the action taken, of the reasons given by the Association for having taken that action and of the Affiliated Club's right of appeal under clause 12.
- f. The expulsion or suspension does not take effect:
  - i. until the expiration of the period within which the Affiliated Club is entitled to appeal against the resolution concerned, or
  - ii. if within that period the Affiliated Club exercises the right of appeal, unless and until the association confirms the resolution under clause 11, whichever is the later.

## 11. Right of appeal of disciplined Affiliate:

- a. An Affiliated Club may appeal to the Association in general meeting against a resolution of the Board under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- b. The notice may, but need not, be accompanied by a statement of the grounds on which the Affiliated Club intends to rely for the purposes of the appeal.
- c. On receipt of a notice from a member under subclause (1), the Secretary must notify the Board which is to convene a special general meeting of the association to be held within 28 days after the date on which the Secretary received the notice.
- d. At a special general meeting of the association convened under subclause (3):
  - i. no business other than the question of the appeal is to be transacted, and

- ii. the Board and the Affiliated Car Club must be given the opportunity to state their respective cases orally or in writing, or both, and
- iii. the Board of Delegates present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- e. The appeal is to be determined by a simple majority of votes cast by the Board of Delegates of the association.

### **Part 3 The Board**

1. Powers of the Delegates
  - a. Subject to the Act, the Regulation, this constitution and any resolution passed by the Association in general meeting and special general meetings, the Board:
    - i. is to control and manage the affairs of the association, and
    - ii. may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
    - iii. have power to perform all the acts and do all things that appear to the Delegates to be necessary or desirable for the proper management of the affairs of the association.
2. Composition and membership of the Board
  - a. The Board is to consist of:
    - i. A maximum of 2 Nationals Delegates from each Affiliated Car Club
  - b. The office-bearers of the association are as follows:
    - i. the Secretary,
    - ii. the Nationals Director,
  - c. A Board member may hold up to 2 offices. There is no maximum number of consecutive terms for which a Board member may hold office.
3. Election of Board members
  - a. The 2 Nationals Delegates from each Affiliated Car Club are elected by their respective Affiliated Car Club and are automatic Board members;
  - b. The next Nationals Director shall be nominated by the Affiliated Car Club responsible for the next specific FE FC Nationals;
    - i. This role transfers from the current Nationals Director to the new Nationals Director 90 days after the completion of the current Nationals at which the election has occurred.
    - ii. The current Nationals Director holds the power of the office until this transfer occurs.
    - iii. Nationals Director shall fulfil the roles as described in Clause 5;
    - iv. A Nationals Director can be replaced by another Nationals Director (who must be a Delegate) from the same Affiliated Car Club. This shall be communicated to all Affiliated Car Clubs with a minimum 30 days.
  - c. A Secretary shall be elected to fulfil the roles as described in Clause 4,
    - i. The Secretary does not need to be a Delegate;
    - ii. If the Secretary is not a Delegate then they do not have the right to move any motions nor vote on any resolutions;
  - d. Nominations of candidates for election as Secretary of the association:
    - i. Can be made in writing prior to the General Meeting by Delegates of an Affiliated Car Club and accompanied by the written consent of the candidate.
    - ii. Can also be made verbally at the General Meeting where the Nominee must be in available to confirm their consent to be nominated.
    - iii. If the number of nominations received exceeds 1 then a ballot is to be held otherwise the nominated person is taken as elected.
4. The Secretary

- a. The Secretary of the association must, as soon as practicable after being appointed as Secretary, lodge notice with the association of his or her address.
  - b. It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
    - i. all appointments of Nationals Director and members of the Board and
    - ii. the names of members of the Board present at all Board meetings, and
    - iii. all proceedings at all Board meetings.
  - c. Minutes of proceedings at a meeting must be signed by the chairperson (being the current Nationals Director) of the meeting or by the chairperson (Nationals Director) of the next succeeding meeting.
  - d. The signature of the Nationals Director may be transmitted by electronic means for the purposes of subclause (3).
  - e. The Secretary shall electronically post the minutes of all meetings on the Delegates area of the FE FC Holden Car Clubs of Australia Forum within 14 days for review and action by Delegates.
  - f. The Secretary shall appropriately remind Delegates and/or Affiliated Car Clubs of any actions designated to them within 14 days of any due date. The current Nationals Director shall be copied into these communications.
  - g. The Secretary shall communicate with the current and upcoming Nationals Director of the change in responsibilities 14 days before the changeover and outline any outstanding actions for resolution.
  - h. The Secretary shall gather and maintain an online database of statistic, financial statements and other relevant information on the operation of previous Nationals for the use of future Nationals Directors. This includes gathering information from past Nationals were available.
  - i. The Secretary shall update the Annexures of this document which contains the list of Affiliated Car Clubs, the list of Nationals Delegates from each Affiliated Car Club and Invited Clubs.
5. Nationals Director
- a. The Nationals Director must be a current Nationals Delegate for the Affiliated Car Club operation of a specific FE FC Nationals.
  - b. The role of the Nationals Director is to manage the operation of a specific FE FC Nationals assigned to an Affiliated Car Club as the host.
  - c. To assist this role Sections 2 rules & 3 guidelines shall be applied.
  - d. The changeover from the current Nationals Director to the New Nationals Director shall occur the 90 days after the completion of the current Nationals at which the election has occurred. This is to allow the resolution of any outstanding actions.
  - e. The Nationals Director will chair all meetings of the Association and conduct such meetings in a proper and orderly manner. In the absence of the Nationals Director, election of a new chairman shall be held at the commencement of the meeting.
  - f. In addition to chairing meetings of the organisation, the Chairman shall carry out the following duties:
    - i. Answer correspondence on behalf of the organisation;
    - ii. Document and arrange for the authorization of any decisions made by delegates (or their respective club members) outside of the Nationals Delegates' Meeting.
    - iii. Maintain the Constitution and Rules of the Association, and ensure that the current version of the document is available to the affiliated clubs.
6. Board meetings and quorum
- a. A Quorum at a National Delegates Meeting shall be constituted by the presence of at least one delegate from a majority of Affiliated Clubs.

- b. No business is to be transacted by the Board unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved
  - c. The Board must meet twice at each current FE FC Nationals Event. The time and location of each general meeting must be conveyed to the Delegates by the Secretary at least 2 weeks prior to the event.
    - i. The first general meeting shall be held on Good Friday prior to the first official event to ensure all Delegates are informed of the appropriate information to allow a safe and fun event; Any Scrutineering issues shall be raised at this meeting for resolution.
    - ii. The second, and more comprehensive general meeting, shall be held on Easter Monday morning after the completion of the official events. It is at this event that the election and 90 day handover of Nationals Director roles are formalised.
  - d. If required, an emergency special meeting during a Nationals event may be called where a quorum is established
  - e. Additional special meetings of the Board may be convened by the Nationals Director or by any member of the Board, with oral or written notice of a meeting of the Board given by the secretary to each member of the Board at least 14 days prior to proposed date. Due to logistics issues, it may require the use of appropriate technology for remote access to complete the meeting. Any costs for this functionality shall be equally born by the Affiliated Car Clubs.
  - f. Other business may be conducted by telephone, mail or other method during the intervening period. However, all decisions arising from such contact must be subsequently documented and authorised by the delegates at the next Board meeting.
  - g. At a meeting of the Board:
    - i. The Nationals Director shall act as Chairperson;
    - ii. If the Nationals Director is absent or unwilling to act, one of the remaining members of the Board chosen by the members present at the meeting is to preside.
    - iii. One vote per Affiliated Club is permitted;
    - iv. Voting shall be by show of hands unless a majority of the delegates present requests a secret ballot.
    - v. The Nationals Director shall order that a vote be taken on any business arising from a delegates' meeting once he or she believes all reasonable discussion has been concluded. Motions shall be considered passed if voted and agreed upon by a majority of affiliated Car clubs.
7. Use of technology at Board meetings
- a. A Board meeting may be held at 2 or more venues using any technology approved by the Board that gives each of the Board's members a reasonable opportunity to participate.
  - b. A Board member who participates in a Board meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.
8. Constitutional Amendment.
- a. This constitution may only be amended"
    - i. With 28 days written notice of proposed changes to all Nationals Delegates;
    - ii. At a Nationals Delegates' Meeting,
    - iii. And then only by a majority vote of delegates present.

## **Part 4 Miscellaneous**

### **1. Insurance**

- a. The association is not responsible for any actions of the Affiliated Car Clubs nor the operation of any FE FC Holden Car Club Nationals event and as such does not hold any insurance;
- b. It is the responsibility of the Affiliated Car Club responsible for the current FE FC Holden Car Club Nationals event to be suitably insured for the event.
- c. Each Affiliated Car Club shall also hold their own appropriate insurance to protect themselves and their members

### **2. Funds**

- a. The Association shall not hold funds for the running of the association
- b. All funds required for any unexpected costs shall be provided in equal amounts from the Affiliated Car clubs and paid within 30 days to the Secretary.
- c. The Secretary shall be responsible and accountable for management of any funds received
- d. The association must, as soon as practicable after receiving any money, issue an appropriate receipt to each Affiliated Car Club.
- e. Any funds held by the Association after all debts addressed shall be equitably distributed to the Affiliated Car Clubs

### **3. Association is non-profit**

- a. Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

### **4. Dissolution**

- a. The organisation shall be dissolved in the event of the membership being less than three (3) affiliated car clubs. It may be dissolved upon the vote of a two-thirds majority of the delegates present at a meeting convened to consider the dissolution of the Association.

### **5. Distribution of property on winding up of association**

- a. Subject to the Act and the Regulations, in a winding up of the association, any surplus assets of the association is to be equitably distributed to the Affiliated Car Clubs members.
- b. In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

# Section 2 – Rules of the FE FC Nationals

## Part 1 - Eligibility of Entrants to a Nationals Event.

1. Entry to the FE FC Holden Nationals is open to current and financial members of the Affiliated Car Clubs forming the Association. Refer to Annexure A Part 1 for these Car Clubs.
2. Invited Clubs
  - a. Any club wishing to be invited to the FE-FC Holden Nationals can do so by writing to the FE-FC Holden Car club in their state or to the Nationals Director. Acceptance will be by vote of the Association.
  - b. Invited Clubs should be recorded in Annexure C of this document for the benefit of the hosts of future Nationals.
  - c. Members of invited Clubs by applying for entry to the Nationals shall agree to abide by the rules of the Nationals and any direction from the Nationals Director or the Delegates of the Association in their state or local area.
  - d. There is no qualifying period set down by the Association for entry to the FE-FC Holden Nationals. However, to be judged, the host state must receive the entry by the nominated closing date (typically 31st of January of the year of the event).
3. Entry fees and other payments (for merchandise for example) will be required in advance and receipt of said fees and payment form part of the eligibility to be an entrant.

## Part 2 – Entrant Requirements.

1. Entry to the FE FC Nationals shall be by a provided form from the Nationals Director with all sections completed, signed by the entrant and received by the Nationals Director by the specified cut-off date. No late entry will be accepted. The entrants' signature acknowledges the responsibilities of the entrant, any other driver(s) of their vehicle(s), and the rules under which they have entered into as specified in Section 2 of this document. If the host Affiliated Car Club requests a photograph and description of any entered vehicle then this shall also form part of the entry process.
2. Providing the entrant meets the rules laid down in Part 1 and Part 2.1, the Entrant may participate in the Nationals with any number of vehicles, including zero. If participating with vehicle(s), the vehicle(s) must meet all subsequent rules of Section 2 Part 2.
3. The vehicle entered must be an FE or an FC Holden.
4. The vehicle entered must be recognized by the member's Affiliated Club as the member's car, according to its constitution. If the vehicle is being driven by someone other than the Entrant, the Driver's details should be included with the entry form.
5. A Driver of an Entrant's Vehicle agrees to abide by the rules of the Nationals, and any direction from the Nationals Director, or any official from the Entrant's Club (if they are not themselves a member of that Club).
6. The entrant will nominate the Class under which their vehicle should be entered, and stipulate if they wish to have their vehicle judged. Guidelines for Classing can be found in Part 3 of this section.
7. Vehicle compliance and safety:
  - a. The entered vehicle must have current legitimate road registration including "Club Plates" and/or engineers' certification where appropriate and compulsory third party insurance, according to its home State's or Territory's requirements. Third party property insurance (at a minimum) is also required. The use of an "unregistered certificate"; "Trade Plate" or similar is not acceptable. An unregistered vehicle can attend on a trailer but would be limited to the Show and Shine event hence not eligible for an award.

- b. The vehicle must be prepared in a manner that reflects the ideals of the event and the participating clubs; it must be safe, roadworthy and presentable to the public. It is the responsibility of each club to ensure that its entrants' cars meet this requirement.
  - c. The entered vehicle shall be scrutineered at registration for correct class allocation (if being judged) and for a basic safety review. The Nationals Director reserves the right to refuse admission of vehicles considered unsafe or inappropriate for either static display or for participation in events on roads/road related areas. The owner of a vehicle refused entry can seek guidance from their Club's delegate and lodge a protest under Section 2 Part 10.
8. Although vehicles can arrive at the event via any means the owner feels is appropriate (i.e. driven, trailered, transported by rail etc.), all vehicles are expected to participate (that is, be driven) in all "Mandatory Events" shown in Section 2, Part 2.8. Vehicles that do not participate in these events will not be eligible for the trophies listed under Part 9. By majority vote the Delegates shall have the discretion to apply or withhold this penalty in cases where vehicles commence but are unable to complete all of an event due to mechanical failure, or other extenuating circumstances. It is recommended that all Entrants become members of their local motoring association e.g. RACV, NMRA, RACQ etc in case of breakdown.
9. The Mandatory Events for Vehicle Eligibility are:
  - a. Registration and Scrutineering
  - b. Show 'n' Shine
  - c. Super Cruise
10. An area of 6m x 4m will be allotted to each entered vehicle at the Show 'n' Shine. Any display material, including fences, ground covering, presentation boards and so on must be erected within this boundary. Note that vehicle displays are optional, and do not form part of the judging criteria in any way.
11. Vehicles may be presented on stands providing the grounds management permits it and it is safe to do so. Entrants are advised to check with the Nationals Director prior to the event to ascertain that their display will be permitted.
12. Should the Nationals Director deem a display unsafe or otherwise inappropriate, the entrant must dismantle or modify it to the National Directors' satisfaction. Failure to do so may result in disqualification from the event.
13. All entrants and drivers agree to follow the directions of the Nationals Director or an approved delegate while attending an official event.
14. All entrants shall be required to acknowledge and sign a Terms & Conditions of Entry including an Indemnity clause as stated in Annexure E.

### **Part 3 Classing**

There are three distinct classes: Stock, Sports & Modified. Each is judged using specific criteria.

Each entrant will nominate their preferred class for the judging of their vehicle on the Entry form. The Nationals Director on advice of the Scrutineers can override the entrant's preference if the vehicle is clearly unsuited.

Common judging criteria:

All vehicles are primarily judged on the quality, fit & finish (QFF) of the car as presented at the Show 'n' Shine. QFF takes no consideration to the originality, authenticity or degree of difficulty of the work done to the vehicle. Irrespective of whether the car is original, restored, modified or customised, each car is evaluated for the quality of work (i.e. panel fit, chrome, paint, interior

trimming etc) and for the general presentation (i.e. cleanliness, detailing, condition). This is very much in keeping with most judged car shows.

The Exterior, Interior & Mechanicals are judged on QFF for a maximum of 100 points each giving a total of 300 points.

### **Stock:**

Vehicles entered in Stock class receive a score from a total of 400 points being 300 points from the Common Judging criteria and a further 100 points for Authenticity. All cars in Stock class are awarded 100 Authenticity points then points are deducted for aspects of the vehicle that are not "authentic". (the penalties are down to a minimum of zero, a negative score is not possible)

Vehicles suited to Stock Class include:

- Unrestored and unmodified;
- Faithfully restored to factory condition.

Note that all common period accessories attract no points either way. Period speed equipment will cost authenticity points.

### **Sports:**

Vehicles in Sports Class are judged solely on the Common Judging criteria. Vehicles suited to Sports class include:

- Stock driveline (grey motor/gearbox) with unoriginal colours/finishes, mag/chrome wheels;
- Stock Driveline with performance equipment (i.e. headers, multiple carbs, electronic ignition);
- Original appearance with HR front end & stereo fitted.
- Modifications that do not require Certification.

### **Modified:**

Vehicles entered in Modified class receive a score from a total of 330 points being 300 points from the Common Judging criteria and a further 30 points for "Engineering excellence" as determined by the Judges. These points are a reflection of both degrees of difficulty involved for the modifications performed and the overall improvement achieved. Engineering excellence is simply a mechanism by which the Judges can separate two cars of equal Common Judging criteria points, on the basis for example, that a V6 conversion is greater than a red motor conversion and should be recognised as such. A vehicle that needs an engineer's report should be in Modified class.

Vehicles suited to Modified class include:

- Non grey powered i.e. red 6, V6 or V8 driveline
- Completely replaced driveline i.e. 186/Trimatic, HR front & rear end;
- Significantly customised bodywork i.e. flip-front, tubs.

### **Part 4 - Requirements of the Host Affiliated Car Club.**

1. The host Affiliated Car Club accepts responsibility to hold the FE FC Nationals 4 years in advance, usually at the closing Delegates meeting.
2. The host Affiliated Car Club is required to announce the location of their FE FC Nationals at the Presentation Dinner on Easter Sunday 2 years in advance.

3. The host Affiliated Car Club is required to organise sufficient accommodation for all attendees, as well as grounds for staging the show and shine and judging of vehicles as outlined in Section 2 Rules and Section 3 Guidelines.
4. Notification of all arrangements and itineraries are to be forwarded to the Nationals Delegates from each state in sufficient time to allow each state to make arrangements for travel to the host town, etc.
5. The host Affiliated Car Club shall make the entry form available to all National Delegates a minimum of 6 months prior to the FE FC Nationals. A copy of this document shall accompany the entry form. Entries shall not close until a minimum of 3 months prior to the Nationals.
6. The Nationals Director must be available to the delegates of the Association at all times during the FE FC Nationals, for resolution of any disputes as to infractions of the rules of conduct, or other matters that may be within his/her purview.
7. Provide a summary review of the FE FC Nationals within 90 days of completion to the Association Secretary. This should include statistics and financial data that will assist future Clubs in planning their FE FC Nationals.
8. The host Affiliated Car Club shall ensure they, the total Nationals event, entrants and the public are suitability insured. This includes Public Liability Insurance. It is recommended that professional advice is sought to ensure all parties are suitably protected.
9. The host Affiliated Car Club will ensure that at a minimum, all items listed in the Base Itinerary are planned, executed and managed. The Base Itinerary can be found in Section 2 Part 5.
10. The host Affiliated Car Club shall ensure they have the appropriate food handling certification and carry out the correct procedures at any event where they responsible for the delivery of food to the Entrants and/or the public. This includes ensuring others who provide food to entrants are suitably certified.
11. The host Affiliated Car Club shall ensure they have the appropriate approvals and permits to hold the entire event. This will include but not be exclusive to:
  - a. Local Council;
  - b. State Government;
  - c. Traffic authority
  - d. Police

Some of these authorities may require traffic management plans, emergency contact details or other relevant information.

## **Part 5 Base Itinerary**

The Base Itinerary details the minimum compulsory components (or sub-events) of a Nationals. The host club is welcome to include additional sub-events beyond those listed below.

1. Friday
  - a. Registration and Scrutineering
  - b. Pre-Event Nationals Delegates Meeting
  - c. Welcome Dinner
2. Saturday
  - a. Show 'n' Shine
  - b. Social Dinner
3. Sunday
  - a. Super cruise
  - b. Games events
  - c. Presentation Dinner
4. Monday
  - a. Post-Event Nationals Delegates Meeting

## **Part 6 Scrutineering.**

1. Each club shall be provided with a list of entrants and vehicles from their club and invited clubs within their jurisdiction. Each club's delegates shall confirm correct classification of vehicles, and notify the host club of any discrepancies.
2. All entered vehicles will be scrutineered at registration. This will include review of classing for judged vehicles and for compliance and safety as outlined in Part 2.6 of this Section.

## **Part 7 - Judging.**

1. Judging of an Entrant's car is not compulsory and is requested by the Entrant on the Entry form;
2. The host Club may charge a small fee to cover judging costs as part of the entry fee.
3. Judging shall be carried out by a panel of Professional Judges. A professional judge will be an independent party certified by one of the state or national Motoring bodies (ie the AOMC, NHMF, CMC, AAAA or similar), or a professional panel beater, mechanic or trimmer with credentials acceptable to a majority of the Affiliated Car Clubs. Individually, each of these judges shall be responsible for judging the stock, sports and modified minor classes, in accordance with their area of expertise. Collectively, they will be responsible for judging the major awards. The judges will be required to document the manner in which they have arrived at their decisions. This will include (but not necessarily be limited to) signed tally sheets rating the judged vehicles against appropriate criteria as outlined in Annexure D Judging Sheets.
4. It is highly preferred that vehicles are parked in rows based on class entered and appropriately tagged as requiring judging to assist the judging process.
5. Judging shall be carried out at the Show and Shine event. All vehicles shall be judged at that time unless there is an extreme weather event presenting a health and safety risk. In this case judging shall be performed on Sunday morning prior to the Super Cruise event.
6. Judges shall use the approved Judging sheets as per Annexure D - Judging Sheet;
7. Upon completion of judging and determination of the awards has been made, all judging sheets shall be handed to the Nationals Director and the decisions held in confidence by all.
8. The judge's decision shall be final and no direct correspondence shall be entered into. If an entrant has a protest then Part 9 shall apply.

## **Part 8 - Table of Standard Awards.**

1. Grand Champion Awards
  - a. These will be the largest/most prestigious trophies, awarded to the Stock, Sports and Modified vehicles with the highest judges' score in each category.
  - b. The wording on the trophies will be "Grand Champion - Stock", "Grand Champion - Sports" and "Grand Champion - Modified".
2. Top Ten Awards
  - a. The ten vehicles with the highest judges' scores (which will include the Grand Champions) will each receive a prestigious trophy. The wording on the trophy will be "Top Ten Vehicle".
  - b. The limit of ten is somewhat arbitrary, and can be adjusted by the host club depending on total entrant numbers. It should equate to between 10 and 15% of the total number of entered vehicles.
  - c. The ratio of Stock, Sports and Modified vehicles included in the Top Ten should be representative of all judged vehicles. If 50% of judged vehicles are Stock, 20% Sports and 30% Modified, then the Top Ten will be awarded to the top 5 Stock, top 2 Sports and top 3 Modified vehicles. This avoids attempting to directly compare Stock and Modified vehicles.
3. Minor Awards.

These trophies are of a smaller size, and a minimum of four (4) and a maximum of ten (10)

to be awarded. Each will be awarded to the vehicle with the highest judges' score in that sub-category. The host Club may elect to offer the first three awards in up to all three classes if there are sufficient entrants. The wording on the trophies will be:

"Top [Stock | Sports | Modified ] {<sub-category>}"

The sub-categories are:

- Engine Bay

- Interior

- Exterior

- Authentic [limited to Stock Class only, and based on Authenticity score only].

To retain their value, the judges have the discretion to aggregate classes or withhold any minor award should there be insufficient competitive vehicles in a class to justify the awarding of a trophy. The withholding of a minor award must be approved by the Director.

#### 4. Other Optional Awards

##### a. Top Twenty Awards.

These trophies are of a smaller size, and may be awarded to the next tranche of vehicles, based on the same rules as the Top Ten.

##### b. The host Affiliated Car Club may, if they choose, elect to provide for either Entrants' Choice or Members' Choice Awards in addition to those listed above.

i. "Entrant" is defined as the owner of an entered vehicle unless otherwise advised. "Membership" for the purposes of the Nationals is equivalent to the definition in the members' home club. Members of multiple clubs will be eligible for a single vote only, under the banner of the club they are participating with.

ii. Each member/entrant present will receive a voting form listing all categories for awards. An example of such a form is included as an appendix to this document. Once completed, this form is handed to the vote counting committee.

iii. The vote counting committee will consist of at least one member from each of the Affiliated Car Clubs. They will tally all votes and prepare a list of the trophy winners. The vote counting committee ideally should be made up of members of the member clubs who have no interest in the outcome, in other words members not in the running for trophies.

##### c. Any other trophies are at the discretion of the host state.

## Part 9 - Resolution of Protests by Entrants.

All official protests shall be promptly presented, in writing, to the Nationals Director and shall include the following:

1. The name of the entrant lodging the protest;
2. The name of the protester's club;
3. The nature of the protest;
4. Any protest relating to registration must be lodged by close of Registration, if related to the Show and Shine lodged by 6pm Saturday evening and if related to the Sports Day events lodged by 4pm Sunday.
5. On receipt of an official protest, the Nationals Director may deal with the matter, or refer it to a Nationals Delegates Board meeting. If the protest could change the outcome of an award or the Sports Day results then it must be addressed prior to the Presentations. Any decision made by the Board shall be final and no further discussion will be entertained;
6. Any official protest and action taken, if appropriate, shall be recorded in writing by the Secretary and returned to the protester and the protester's Car Club delegates.

## **Part 10 - Rules of Conduct.**

1. All complaints of misconduct shall be brought immediately to the attention of the Nationals Director.
2. The Nationals Director, shall, if he/she deems action is required, contact the Nationals Delegates for the club involved and request a reprimand be given to the offending person(s) in accordance with their own Club rules.
3. The Nationals Delegates shall then appeal to the offender(s) to control their behaviour to that expected by the Association, and the public in general.
4. Continuation of Misconduct: The Nationals Director shall call a special meeting of the offending club. The Nationals Director (or delegate) shall make all members of that club aware of the continual misconduct by their member(s), and of their responsibilities and conditions of inclusion in the Nationals. The members of the club will be asked to control their offending member(s) as any further non-compliance to the rules of entry, or recurrence of misconduct will be dealt with severely, by eviction or police intervention, with the support of the host state. Further misconduct may disqualify the offending club from attending any further Nationals.
5. In the case of serious misconduct (as determined by the Nationals Director) a special meeting of the Board shall be promptly called and the issue discussed. The Secretary shall minute the meeting and the National Director shall be responsible for any agreed actions required including:
  - a. Immediate expulsion and eviction from the event without recourse;
  - b. Involve police if actions are considered illegal or may result in other legal outcomes;
  - c. Ensuring any agreed actions against the Entrant/s are fully carried out by the Entrants Car Club (both Affiliated and Invited Clubs).
  - d. Reporting back to the Board on progress of actions. The aim would be to complete any action/resolution prior to the 90 day Nationals Director handover.

# Section 3 – FE FC Nationals – Guidelines

## Part 1 - FE FC Nationals Overview

The information provided as guidelines are based on past experiences and knowledge from key members of the Affiliated Car Clubs which have proven to provide the best results in past FE FC Nationals. It is acknowledged that not all Clubs shall have sufficient members or funds to provide all the events and processes outlined in these guidelines.

## Part 2 - Location

Obviously, the decision on a location is the most critical. Key factors include:

1. Number of Entrants – this is a key determining factor and difficult to determine during the planning phase. To assist in this, the Board is building a database of information from past events to assist. Indicatively, a Nationals has 80-150 vehicles and 200-350 people attend. The higher end is usually on the East Coast.
2. Size – the location must of sufficient size to have suitable accommodation and venues for the events.
3. Accommodation - Ideally the entire Nationals Entrants should be able to be accommodated at the one location (which obviously would be the Headquarters for the event). If not then suitable satellite accommodation should be available. This needs to be at a range of levels e.g. Motels, Hotels, Caravan Parks etc.
4. Support from local authorities – it is best if the local council and authorities have your support in advance especially when dealing with permits and booking for parks etc;
5. Once you have determined the preferred location then suitable venues should be investigated.

## Part 3 - Venues

Each event – official and unofficial, shall require a suitable venue. Early investigation should be carried out to carefully select options. Visit each venue for suitability considering the requirements outlined in this Section.

It is important to consider the following:

1. As the planning process needs to start 3 to 4 years prior to the event, will the venue be available then & can it be contractually locked in?
2. Venues need to be contractually locked in well in advance, often 3 years before the event to ensure no last minute changes (this has happened where our Nationals booking was dropped weeks before the event in preference to a larger group). Being over Easter venues are almost certainly going to be busy especially if other events are being held at the same location.
3. Ensure the venue has flexibility in numbers attending, as you are likely to have guide numbers only which may increase or decrease significantly by the closure of entries.
4. Most venues can only provide indicative costs at the early stages, use this as a guide for budget purposes and escalate accordingly.
5. Consider the location of the venue and how entrants will travel to get there. Is a bus or similar transport an option? What are the costs associated with this?

## Part 4 Compulsory Events

### 1. Registration

- a. All Entrants are required to formally register at the advertised registration point to take part in the Nationals;
- b. The host Affiliated Car Club shall provide a suitable location for entrant registration and their vehicles and shall have the registration point open on Friday between 10.00am and 3.00pm as a minimum. Registration outside the advertised hours must be by prior agreement. Note that a Delegates Board general meeting shall be held after registration but prior to the Welcome event so cut off time should reflect this.
- c. All vehicles shall be scrutineered at registration in compliance with Part 2.6 Part 5 and Part 7.
- d. Vehicles shall also be photographed at registration as a record of the vehicle entered and the photograph may also be used for compilation of a record of the event at a later date.
- e. Upon completion of registration the entrant shall be provided with an identification card or similar on a lanyard identifying each person attending under that entrant's entry. This card shall also include the entrants number and a means to record attendance to each compulsory and optional event with a clear method of identifying of a delivered meal or equivalent. Any "goodie bag" or pre-purchased merchandise shall also be delivered to the entrant at this time.

### 2. Friday Evening Welcome. This event is the formal opening of the Nationals. It involves:

- a. A location that is of sufficient area to ensure all entrants can attend;
- b. Suitable for a meal of "Fish & Chips" (as this is Good Friday) usually with alcohol available;
- c. With a PA system for venue safety guidelines, the welcome greeting, itinerary overview, reminder of entrant conduct obligations and details for the Show & Shine event;
- d. If the location is a considerable distance from the Nationals headquarters or local accommodation then the provision of busses should be considered;
- e. It is recommended that a process be put in place to ensure children are fed first and adults are fed using an appropriate queuing system.
- f. It is very much recommended that the host Club enters a contractual agreement with the management to lock in the venue.

### 3. Saturday Show'n'Shine

- a. The venue should be carefully selected and contractually locked in well prior to the event;
- b. Appropriate permits and traffic management plans shall be provided to relevant authorities;
- c. The event shall be held between 10.00am and 2.00pm although the end time can be extended if the quantity of judged vehicles is considerable;
- d. Clear directions to the location shall be provided to each entrant;
- e. While there is not a cruise component required, an organised meeting point and run to the location may be appropriate;
- f. Suitable signage shall be displayed both for entrants and the public;
- g. The pathway for entrants shall be clearly marked by cones with traffic marshals in HiVis vests appropriately positioned to ensure a smooth traffic flow;
- h. While not imperative, if space allows then vehicles can be positioned in rows based on model and body type and/or class at the Nationals Directors preference;
- i. The venue must be of sufficient size that all entered vehicles receive a minimum of 4m x 6m display space along with extra space for day visitors;
- j. It should also have suitable toilet facilities available within a reasonable distance otherwise alternative facilities shall be brought in;

- k. Should the grounds management have any rules for vehicle displays (i.e. forbidding the jacking up of vehicles onto stands), such rules should be communicated to all entrants prior to the event.
  - l. Judging of pre-entered and scrutineered vehicles shall be carried out in compliance with Parts 6, 7, 8, 9 & 10.
  - m. Judged Entrants should make all areas of their vehicle available to judges. Note that judges may return several times while making final determinations;
  - n. Entrants shall not depart the Show'n'Shine location early without the approval of the Nationals Director.
  - o. The Host Club may allow other cars to be displayed at the event in a separate display area provided they are clearly separated from the FE FC Show'n'Shine and enter via a different entry point
4. Saturday Night Dinner. This is a social event and as such allows for some flexibility by the host Affiliated Car Club. The usual arrangement include:
- a. The location is usually a Club or large function centre capable of handling an event of this magnitude
  - b. It is very much recommended that the host Club enters a contractual agreement with the management to lock in the venue.
  - c. If the location is a considerable distance from the Nationals headquarters or local accommodation then the provision of busses should be considered;
  - d. Traditionally a 2-3 course meal is provided at seated tables with alcohol & soft drinks available. If not BYO then this should be made clear to entrants.
  - e. Often a theme for the night has been used very successfully. If so then the Entrants should be made aware of this in advance to allow preparation time.
  - f. Appropriate music and dancing is also usually a feature of this night.
  - g. There is usually no formal side to the evening other than a quick overview of the next day's event.
5. Sunday "Super Cruise". The Super Cruise has 2 functions, first the opportunity for all entrants to drive together as a group and see each other vehicle and secondly, drive to a location for the "Sports Day" event. The Super cruise route needs to be selected carefully with the following considerations:
- a. The route shall be on sealed roads. Short entry points over gravel are acceptable provided they are less than 100m in total and managed by traffic marshals to allow for very slow speeds;
  - b. The route should suit the vehicles i.e. no extreme ascent/descent or narrow roads;
  - c. Preferably the route should be scenic or display local features;
  - d. The length of route should be between 30-80km and entrants advised of the return length for sufficient fuel;
  - e. If the route is in an urban area then a traffic management plan should be developed and implemented. It may be appropriate to advise local Police/traffic authorities;
  - f. All entrants shall be provided a detail map at registration including a mobile phone contact for guidance if required, the final location shall be clearly identified;
  - g. Suitable indicative signage shall be displayed at changes of direction and retrieved upon completion of the event;
  - h. There shall be a clearly identified local lead car with the host Club cars intermingled in the convoy to provide route guidance as required. A follow up car shall also be provided. It is recommended that this car has a mobile phone available and spare fuel as well.
  - i. At the final location, suitable signage and traffic marshals shall be in place to manage parking of vehicles.
6. Sunday "Sports Day"
- a. The Sports Day location shall be the conclusion of the Super Cruise.

b. The Sports Day is a tradition where Clubs compete for a perpetual trophy. Usually this competition has a sports or skilled basis often with an FE FC theme. Each event is scored and the State with the highest score wins. In this case, The Invited Clubs are aligned with the Affiliated Car Club of their home state.

Lunch is provided prior to this event. It is usually a casual meal such as Bread Rolls, Sandwiches or a BBQ with a soft drink etc. Entrants usually provide their own chairs & tables. Suitable toilet facilities must be available.

The Sports events can be quite varied and are left to the imagination of the host Car Club. Scoring should be accurately recorded with details and outcomes confidential as this event can be quite competitive. Entrants usually find their own way back to the Headquarters but if there is not a clearly signposted route then a map shall be provided.

As this event is usually held outdoors, the success of the event is very dependant upon the weather. It is recommended that a "Plan B" alternative location be considered in the case of inclement weather. This could be a large school hall, a warehouse, a local sports pavilion or other Council facility.

#### 7. Sunday Presentation Dinner.

This is a Formal event which includes a number of functions by the host Affiliated Car Club and the next host Affiliated Car Club. The usual arrangements include:

- a. The location is usually a Club or large function centre capable of handling an event of this magnitude;
- b. It is very much recommended that the host Club enters a contractual agreement with the management to lock in the venue.
- c. If the location is a considerable distance from the Nationals headquarters or local accommodation then the provision of busses should be considered;
- d. Traditionally a 2-3 course meal is provided at seated tables with alcohol & soft drinks available. If not BYO then this should be made clear to entrants.
- e. The night should typically include the following process:
  - i. Pre dinner drinks;
  - ii. Welcome and outline of the evening;
  - iii. First course of meal;
  - iv. Results of the Sports Day and awarding the Perpetual Sports Trophy;
  - v. Second Course of meal;
  - vi. Awarding of Judged Trophies from Show and Shine;
  - vii. Third Course of meal/Coffee;
  - viii. Presentation by next host Club for the next Nationals in 2 years' time;
  - ix. "Official" close of the Nationals (even though there may be more events)
  - x. Appropriate music and dancing is also usually a feature of this night.

## Part 5 – Optional Events

Some host Affiliated Car Clubs have chosen to offer extra "Optional Events" both before and after the official events.

This is not compulsory – both for the host Club to hold these events or for the entrants to attend these events.

They are usually offered as an extra and most times have an associated extra cost.

Examples are:

1. Friday Cruise – usually a short cruise starting from a meeting point (Nationals Headquarters or Registration point) and driving a relatively short distance, maybe 10-30km to a local attraction or town where a lunch may be offered at cost. Maps usually provided.
2. Monday Cruise or event – again, a short to medium cruise to a local attraction where lunch may be offered at cost. Previous examples have been Lang Lang Proving Ground and Bathurst Racetrack.

It is clearly acknowledged that smaller Clubs may not have the resources or capability to hold these optional events so there is no pressure to do so.

## **Part 6 – Event Programme**

Traditionally an Event Programme is compiled in advance and provided to the entrant at registration.

This programme can include information such as:

- Key personnel in the Nationals Management team and how to contact them;
- Location details of all events especially remigration, Headquarters and meeting points;
- Itinerary of events including starting times and bus pickup points/times as applicable;
- List of all entrants with vehicle photo and description;
- Maps for cruises;
- Map of location township;
- Rules under which the event shall be run i.e. Section 3 of this document;
- Contact numbers for local Emergency services;
- Sponsors advertisements;

## **Part 7 - Communications**

Key to a successful Nationals is a communication plan.

This starts with the announcement of the upcoming Nationals at the closing ceremony of the preceding Nationals. Traditionally the next location is held in secret until then and the next host Club provides an overview of their event to be held in 2 years time.

After this, several other methods of communication are used to keep the FE FC Community informed. This can include:

- A dedicated child board on the FE FC Club Forum;
- A Facebook page;
- Regular updates to Nationals Delegates for dissemination down to their members as appropriate;
- Emails to Club editors for inclusion in Newsletters.

Once entry forms are available they should be provided using all the above mediums.

Closer to the event the Nationals Director can arrange to utilise an SMS delivery system, such as that available from the OurCarClub website. This has proven extremely successful in communicating with all entrants at the past and also provides the only effective means to advise entrants of changes in plans if not already attending a gathered event.

## Part 8 - Financial

Holding a Nationals event is a very significant exercise and considerable planning and management needs to be done to make it a success both as a social event but also as a positive financial outcome for the Club concerned.

Past Nationals indicate that a cash flow is likely to be in the region of \$100K – this does not include entrant accommodation costs.

Income for the event is mainly generated from direct entrant fees based on their selections on the completed entry form. This includes base entrant entry fee including vehicle/s; accompanying persons (both adults and children), merchandise and optional events.

Other income can be raised from Sponsorship. This can be sourced from industry related companies such as Rare Spares, Repco, Shannons, State based motoring associations such as RACQ, NRMA, RACV etc; local businesses, local councils and State Government.

Most will require some form of acknowledgement, maybe as prt of the event advertisements, perhaps have a trophy named after them or included in the event Programme.

Expenditure can occur early in the planning process, perhaps up to 3 years prior to the event where venues need to be contractually locked in. Usually this is a nominal amount but could be say \$1K per venue so a significant amount needs to be available early in the process.

Given the significant cash flows involved, it is recommended that a comprehensive funds management process is implemented early with sufficient checks & balances in place to ensure transparency and security of funds.

# Annexure A: Affiliated Car Clubs and National Delegates.

## Part 1 Affiliated Car Clubs

The Car Clubs listed below are affiliated Car Clubs in the association known as the “FE-FC HOLDEN CAR CLUBS OF AUSTRALIA” and are represented by 2 “Nationals Delegates” as listed in Part 2.

Each of these listed Affiliated Car Clubs can partake in the FE FC Nationals and can hold a FE FC Nationals under the management of their Nationals Director.

- FE-FC Holden Car Club of NSW inc.,
- FE-FC Holden Car Club of SA inc.,
- FE-FC Holden Car Club of Vic inc.,
- FE-HR Holden Owners Club of ACT inc.,
- FE-FC Holden Car Club of Queensland inc.,
- FE-FC Holden Car Club of Western Australia inc.,
- Classic Holden Club of Tasmania;

## Part 2 Nationals Delegates of Affiliated Car Clubs

Each of the Affiliated Car Clubs listed above are entitled to 2 Nationals Delegates as members of the Board of the association known as the “FE-FC HOLDEN CAR CLUBS OF AUSTRALIA”

The delegates for each Affiliated Car Club are:

- FE-FC Holden Car Club of NSW inc.,
  - Richard Thomas
  - John Rapinette
- FE-FC Holden Car Club of SA inc.,
  - Phil Ivanov
  - #2
- FE-FC Holden Car Club of Vic inc.,
  - Steve Mason
  - Simon Addison
- FE-HR Holden Owners Club of ACT inc.,
  - Graham Pryce
  - Julius Goboly
- FE-FC Holden Car Club of Queensland inc.,
  - #1
  - #2
- FE-FC Holden Car Club of Western Australia inc.,
  - Gary Stevens
  - #2
- Classic Holden Club of Tasmania;
  - Bill Wedd
  - Judi Wedd

# Annexure B: History of the FE-FC Holden Nationals

## Part 1 - FE FC Nationals Overview

The FE FC Nationals has been held over Easter every second year, and run by one of the Affiliated Car Clubs, on a rotation basis.

	Event	Year	Host	Venue
1	1	1988	Victoria	Ballarat
2	2	1989	NSW	Wagga Wagga
3	3	1991	SA	Adelaide
4	4	1993	Victoria	Bendigo
5	5	1995	NSW	Sutton
6	6	1997	Victoria	Mildura
7	7	1999	SA	Adelaide
8	8	2001	NSW	Penrith
9	9	2003	QLD	Gold Coast
10	10	2005	ACT	Jindabyne
11	11	2006	Victoria	Phillip Island
12	12	2008	SA	Mt Gambier
13	13	2010	NSW	Orange
14	14	2012	WA	Perth
15	15	2014	TAS	Hobart
16	16	2016	QLD	Toowoomba
17	17	2018	ACT	Canberra
18	18	2020	Victoria	TBC
19	19	2022		

# Annexure C: Invited Car Clubs

## Part 1 Invited Car Clubs

The Car Clubs listed below are acknowledged as past Invited Car Clubs to an FE FC Nationals:

- The Early Holden Car Club of Wangaratta (Vic)
- Holdens of Age (Vic)
- Southern Sydney Early Holden Car Club (NSW)
- Lions Pride (Vic)

# Annexure D: Judging Sheets

## Recommended Judging Sheet

	A	B	C	D	E	F
1	Rego Number:			Date:		
2	Entrant No:			Judged by		
3	<b>Exterior</b>	<b>Score</b>	<b>Interior</b>	<b>Score</b>	<b>Mechanical</b>	<b>Score</b>
4	Body & Panel Straightness	20	Seats	20	Engine	20
5	Panel Fit & Alignment	15	Paintwork	15	Engine Compartment	15
6	Paint Preparation & Finish	15	Door Trims, Kick-Panels & Trim	15	Gearbox & Driveshaft	10
7	Chrome Trim & Bolt-Ons	10	Headlining & Visors	10	Front Suspension & Steering	10
8	Seals & Rubber	10	Floormats / Carpet	10	Rear Suspension & Axle	10
9	Glass	10	Instruments & Fittings	10	Chassis & Floorpan	10
10	Wheels & Tyres	10	Boot / Cargo Area	10	Wiring, etc	10
11	Cleanliness	10	Cleanliness	10	Cleanliness	15
12	Exterior TOTAL	100	Interior TOTAL	100	Mechanical TOTAL	100
13	Additional Judging				<b>Quality, Fit &amp; Finish TOTAL</b>	300
14	<b>Stock Class</b>	<b>Score</b>	<b>Modified Class</b>	<b>Score</b>		
15	Authenticity (separate sheet)	100	Engineering Excellence	30	Class Specific TOTAL	
16	<i>NB: Sports Class has no additional judging</i>				<b>GRAND TOTAL</b>	

# **Annexure E: Terms and Conditions of Entry**

All entrants shall be required to acknowledge and sign a Terms & Conditions of Entry as part of the entry process.

These Terms & Conditions should include an “Indemnity” Clause and a “Hold Harmless” clause. Due to the ongoing changes in laws, it is the responsibility to the host Club to seek legal guidance to ensure an appropriate and up to date Terms and Conditions of Entry is prepared and included on the Entry form.