



THE UNDER 17 CAR CLUB LIMITED

1. Background

- 1.1 The Under 17 Car Club Limited (“the Company”) is a limited company that has been set up to promote road safety by teaching young people to drive safely and responsibly.
- 1.2 The board of directors of The Under 17 Car Club Limited (“the Board”) has resolved to delegate the organisation of the day to day activities of the Company to an Operating Committee to encourage the involvement of young people and others who wish to contribute to their development as drivers. The terms of the delegation are set out in this document.
- 1.3 The activities organised by the Operating Committee are referred to in this document as “the Club”.

2. Name

The name of the Club is The Under 17 Car Club. The Operating Committee must comply with the Business Names Act 1985 in using the name.

3. Objects

- 3.1 The objects of the Club shall be to promote road safety by:
 - 3.1.1 enabling under age drivers to practise and improve their driving skills legally and safely, in a variety of different vehicles, under properly supervised conditions on private land, and to take an active interest in cars and motor sport and ultimately to produce safer young drivers on our roads at age 17 and beyond.
 - 3.1.2 providing Driving Members with information, advice and assistance in matters connected with motoring or motor sport.
 - 3.1.3 arranging lectures, discussions and other meetings.

4. Membership

- 4.1 The Club shall have the following classes of membership:
 - 4.1.1 Driving Members

People aged 17 years or younger who are learning to drive under the supervision of an Associate Member. Driving Members may, at the Operating Committee’s discretion, continue to be members until the 30th November of the year in which their 18th birthday falls.
 - 4.1.2 Associate Members



Adults, over the age of 21 years and in possession of a full driving licence for at least three years, who are supervising the driving development of a Driving Member(s).

4.1.3 Supporter Members

Members who do not take an active part in Club affairs but who wish to give support to the Club and be kept informed of events and the Club's developments.

4.1.4 Instructor Members

Members who are qualified by criteria established by the Rules of the Club and authorised by the Operating Committee to test, advise, instruct and assess Driving Members.

4.1.5 Marshal Members

Members who are qualified by criteria established by the Rules of the Club and authorised by the Operating Committee to act as Club Marshals.

5. Eligibility for Membership

- 5.1 Membership of the Club as a Driving Member, Associate Member or a Supporter Member is, subject to the provisions of paragraph 6 below, open to any individual approved by the Committee and/or the Directors who is interested in furthering its purposes
- 5.2 A Driving Member must have an Associate Member who is prepared to supervise the driving development of the Driving Member and to be responsible for the conduct of the Driving Member at all Club events.
- 5.3 Membership as an Instructor Member or Marshal Member is at the invitation and discretion of the Operating Committee.

6. Admission Procedure

The Operating Committee:

- 6.1 may require applications for membership to be made in any reasonable way that they decide;
- 6.2 may limit the number of Driving Members to ensure that the Club has the capacity to provide safe and effective training for the Driving Members. This limit will take into account:
 - 6.2.1 health and safety in the operation of venues;
 - 6.2.2 the capability to provide appropriately frequent and competent instruction;
- 6.3 may refuse an application for membership of whatever class if they consider that it is in the best interests of the Club for them to do so;



6.4 shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so within 10 days of the refusal and give the applicant 10 days within which to appeal against the refusal;

6.5 shall give fair consideration to any such appeal and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

7. Transfer of Membership

Membership shall not be transferable to anyone else.

8. Termination of Membership

8.1 Membership of the Club shall be for the financial year of the Club, which runs from 1st December to the following 30th November for which a subscription has been paid.

8.2 Membership comes to an end:

8.2.1 on the 30th November in each year unless membership for the following year has been approved by the Operating Committee and the appropriate subscription paid;

8.2.2 in the case of a Driving Member, if the Member has no suitable Associate Member to supervise his or her driving development;

8.2.3 if the Member sends notice of his or her resignation to the Club;

8.2.4 if any sum of money owed by the Member to the Club (other than a subscription) is not paid in full within one calendar month from the due date;

8.2.5 if the Operating Committee decides that it is in the best interests of the Club that the Member in question should be removed from membership and passes a resolution to that effect;

8.2.6 if the Operating Committee, at its discretion, decides that (for example) a Marshal Member or an Instructor Member shall cease to be a Marshal or an Instructor respectively but that individual may continue as or be an Associate or Supporter Member.

8.3 Before the Operating Committee takes any decision to remove a Member from membership it will suspend his or her attendance at any and all events and then:

8.3.1 inform the Member of the reason why it proposed to remove him or her from membership;

8.3.2 give the Member at least 21 clear days' notice of the meeting of the Operating Committee at which the decision to remove the Member from membership will be considered;



8.3.3

allow the Member or the Member's representative to make representations to that meeting, either as written representations prior to the meeting or, if the Operating Committee so chooses and an appropriate and physically agreeable venue can be found, to invite (with the agreement of the Board), also in person at the meeting subject to a pre-agreed duration for making such representations.

- 8.4 Any Officer of the Club appointed by the Operating Committee, a member of the Board or a Trustee of the Under 17 Car Club Charitable Trust may suspend a Member from attending or participating in any event organised by the Club pending an investigation and consequent decision of the Operating Committee as to the appropriate action, which may include removal from Membership, to remove the Member from membership pursuant to paragraph 8.2.5 above.
- 8.5 The right to suspend a Member under paragraph 8.4 above is in addition to any right to suspend a Member from driving under the Rules.

9. Membership Fees

- 9.1 The Operating Committee, in consultation with the Board, may from time to time determine:
- 9.1.1 an initial joining fee (any joining fee shall not be payable in respect of the renewal of membership held in the preceding year);
 - 9.1.2 the annual subscription payable by Members;
 - 9.1.3 different joining fees and subscriptions for different categories of Members and for Family Memberships;
 - 9.1.4 a pro rata subscription for Members joining part way through the year; and
 - 9.1.5 the amount by which any subscription may be reduced in recognition of a donation made to the Under 17 Car Club Charitable Trust.
- 9.2 No subscription or joining fee is refundable if membership is terminated part way through a year.

10. Meetings of the Members

- 10.1 There must be an annual general meeting of the Associate Members in every calendar year and no more than fifteen months shall elapse between annual general meetings.
- 10.2 The business of the annual general meeting shall be to receive the accounts of the Club and to elect or re-elect members of the Operating Committee.
- 10.3 Other general meetings may be called during the year by the Operating Committee and shall be called at the request of not less than 30 Associate Members.



- 10.4 All Members shall be entitled to attend general meetings but only Associate Members may vote on the election of Operating Committee members.
- 10.5 The Operating Committee shall give not less than 21 days' notice of meetings (which may be given in accordance with paragraph 23.3 below) and which shall:
- 10.5.1 state the time and date of the meeting;
 - 10.5.2 give the address at which the meeting is to take place; and
 - 10.5.3 in the case of the annual general meeting, include the annual statement of accounts and report of the Operating Committee, and details of persons standing for election or re-election to the Operating Committee.
- 10.6 The proceedings of a general meeting shall not be invalidated because a Member who was entitled to receive notice of it did not receive it because of an accidental omission of the Club.

11. Procedure and Voting General Meetings

- 11.1 The person who chairs meetings of the Operating Committee shall, if present at a general meeting and willing to act, preside as chair of all meetings of the Club. Subject to that, the Associate Members present shall elect a chair to preside at the meeting.
- 11.2 No business may be transacted at a general meeting unless a quorum is present. Ten Associate Members or 5% of the Associate Membership, whichever is the greater shall be a quorum.
- 11.3 If a quorum is not present within 15 minutes of the starting time specified in the notice calling the meeting or is not present during the course of the meeting, the chair must adjourn the meeting unless it has been called at the request of Associate Members in which case the meeting is closed. The date, time and place at which the meeting will resume must be notified to the Members at least seven clear days before the date on which it will resume.
- 11.4 If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the Associate Members present at the meeting constitute a quorum.
- 11.5 Every Associate Member present at a meeting shall have one vote. Voting by proxy and postal voting are not allowed.
- 11.6 Voting for elections to the Operating Committee shall be by poll and a decision shall be made by a simple majority of the votes cast. If there is an equality of votes, the chair shall have a second or casting vote.

12. The Operating Committee

- 12.1 The Operating Committee shall manage the activities of the Club on behalf of the Company and may exercise the powers delegated to it from time to time by the Company upon the terms set out in these Rules. The Company may



revoke any delegation or any part thereof by Notice by email to Chair of the Committee.

12.2 The Company may amend these Rules by notice to the Members via the Club's website at any time in accordance with paragraph 23.3.4 below, provided that the amendments do not substantially affect the programme of activities of the Club unless it is necessary to do so for safety or financial reasons.

12.3 The Operating Committee shall report to the Company at least three times in each financial year of the Company and shall provide such information about the Club as the Board may require and shall not incur any expenditure or liability unless it has been included in a budget agreed with the Company.

13. Powers of the Operating Committee

13.1 Subject to paragraph 12 above and paragraph 20.2 below, the Operating Committee shall have full power to organise the activities of the Club.

13.2 The Operating Committee may make rules for the proper running of the activities of the Club but any such rules must:

13.2.1 be consistent with these Rules;

13.2.2 include the provisions of the Venue Controllers Guide, Instruction Manual, Instructors Manual and Advanced Driving Manual; and

13.2.3 include the rules set out in the Appendix to these Rules;

unless the Company has agreed in writing to any changes.

14. The Composition of the Operating Committee

14.1 Subject to paragraphs 14.5 and 15 below, there shall be no fewer than three and no more than nine members of the Operating Committee.

14.2 Three members of the Operating Committee shall be nominated by the Company ("the Nominated Members") and may be removed at the discretion of the Company. A majority of the Operating Committee may propose such removal by notice to the Chair of the Operating Committee.

14.3 Up to six members of the Operating Committee may be elected by the Associate Members at an annual or general meeting ("the Elected Members") and in accordance with paragraphs 17 (elected members) and 18 (retirement and rotation).

14.4 The Operating Committee shall with the approval of the Board elect one of its members to chair its meetings and act as Chair of the Operating Committee.

14.5 If the number of members of the Operating Committee falls below the minimum set out in paragraph 14.1 above, the remaining members may act only to call a general meeting of the Members to elect additional Elected Members.



14.6 The Operating Committee shall elect from amongst its members a Treasurer, a Membership Secretary and a Chief Instructor. If there are no members of the Operating Committee who are willing or suitable to fill such posts, the Operating Committee may co-opt any Associate Member, Supporter Member or Instructor Member to fulfil the role(s).

14.7 A Member who is co-opted to the Operating Committee under paragraph 14.5 above shall attend meetings of the Operating Committee and shall report fully to it but shall not be entitled to vote and shall not be counted in the quorum.

14.8 The Operating Committee may at its discretion invite any Member to attend its meetings but any Member so invited shall not be entitled to vote.

15. Interim Provisions

15.1 The members of the Operating Committee who are in office at the date of the adoption of these Rules shall remain in office until the next general meeting. The members of the Operating Committee who are also members of the Board shall be Nominated Members and all other members of the Operating Committee shall be Elected Members for all purposes of this Constitution.

15.2 At the first general meeting after the adoption of this Constitution, all the members of the Operating Committee shall retire and a new Operating Committee shall be constituted in accordance with paragraph 14 above.

16. Eligibility for Election to the Operating Committee

16.1 An Elected Member of the Operating Committee must be an Associate Member who has expressly acknowledged his or her willingness to act as a member of the Operating Committee.

17. The Elected Members

17.1 At the second general meeting next after the adoption of this Constitution and Rules, and at every subsequent annual general meeting, one third of the Elected Members shall retire from office. If the number of Elected Members is not three or a multiple of three, then the number closest to one third shall retire from office, but if there is only one Elected Member he or she shall retire.

17.2 The Elected Members to retire by rotation shall be those who have been longest in office since their last appointment or re-appointment. If any Elected Members were last appointed or re-appointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

17.3 An Elected Member who retires by rotation shall be eligible for re-election but must comply with paragraph 17.4 below.

17.4 A candidate for election as an Elected Member must notify the Club in writing of his or her wish to stand for election and must be proposed and seconded by two other Associate Members.

17.5 The election or re-election of an Associate Member as an Elected Member must be approved by the Board.



18. Retirement and Removal of Members of the Operating Committee

- 18.1 A member of the Operating Committee ceases to hold office if he or she:
- 18.1.1 in the case of an Elected Member, ceases to be an Associate Member;
 - 18.1.2 in the case of a Nominated Member, is removed by the Company;
 - 18.1.3 retires by notifying the Club in writing (but only if enough members of the Operating Committee will remain in office when the notice takes effect to form a quorum for meetings);
 - 18.1.4 is absent without permission of the Operating Committee from all its meetings held within a period of six months and the Operating Committee resolves that his or her office be vacated;
 - 18.1.5 dies;
 - 18.1.6 in the written opinion of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a member of the Operating Committee and may remain so for more than three months;
 - 18.1.7 in the case of an Elected Member, is removed from the Operating Committee in accordance with paragraph 18.2 below.
- 18.2 An Elected Member shall be removed from office if:
- 18.2.1 a resolution to remove that Elected Member is proposed at a general meeting of the Associate Members called specifically for that purpose with notice given accordingly and properly convened and the resolution is passed by a simple majority; or
 - 18.2.2 the Board passes a resolution to remove that Elected Member.

19. Appointment to the Board of The Under 17 Car Club Limited

- 19.1 The Operating Committee may, from time to time when a vacancy arises, request the Board to consider appointing a specific Elected Member to the Board. Such nominee must be approved and appointed by the Board and by the Trustees of the Under 17 Car Club Charitable Trust before they take office.
- 19.2 A member of the Operating Committee who is appointed to the Board at the request of the Operating Committee shall cease to hold office as a director of the Company if he or she ceases to be an Elected Member of the Operating Committee.

20. Decisions of the Operating Committee

- 20.1 Each nominated or elected member of the operating committee shall be entitled to one vote. A decision of the Operating Committee may be taken either:



- 20.1.1 At a meeting of the Operating Committee; or
- 20.1.2 By resolution in writing or electronic form agreed by all the members of the Operating Committee, which may comprise a single document or several documents containing the text of the resolution in like form to each of which one or more members of the Operating Committee has signified their agreement.
- 20.2 The Operating Committee shall meet at least twice in every calendar year on a date and at a time decided at the previous meeting or, if no decision has been made, decided by the Chair of the previous meeting.
- 20.3 A meeting may be called at any other time by three or more members of the Operating Committee. The Operating Committee shall decide how meetings are to be called and the notice that is required.
- 20.4 If the Chair of the Operating Committee (appointed under paragraph 14.4 above) is not present within ten minutes after the time of the start of the meeting, then one of the Directors of the Under 17 Car Club Limited shall be appointed to chair that meeting.
- 20.5 No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is 50% or more of the members of the Operating Committee or three members, whichever is the greater, provided that at least one of whom is a Nominated Member, or such larger number as the Operating Committee may decide.
- 20.6 Questions arising at a meeting shall be decided by a simple majority of those eligible to vote provided that any Nominated Member and at least one Elected Member, acting jointly, may require that any decision be referred to the Board. If any referral is made to the Board the decision shall not be implemented unless it is agreed by the Board. In the case of an equality of votes, the chair shall have a second or casting vote.
- 21. Nature of Meetings**
- 21.1 A meeting may be held by suitable electronic means agreed by the Operating Committee in which each participant can communicate with all the other participants. A member participating in a meeting by electronic means shall qualify as being present at the meeting.
- 22. The Driving Council**
- 22.1 The Operating Committee shall call a meeting of the Driving Members ("the Driving Council") at least twice in each calendar year and may make such rules and regulations as it thinks appropriate in relation to the Driving Council.
- 22.2 The purpose of the Driving Council shall be to make the views of the Driving Members known to the Operating Committee.



23. Use of Electronic Communications

- 23.1 Any Member may communicate electronically with the Club to an address specified by the Club for the purpose, so long as the communication is authenticated in a manner that is satisfactory to the Club.
- 23.2 Any Member, by providing the Club with his or her email address or similar, is taken to have agreed to receive communications from the Club in electronic form, unless the Member has indicated to the Club his or her unwillingness to receive such communications in that form.
- 23.3 The Operating Committee may, by means of publication on the Club's website:
- 23.3.1 provide Members with notice of any general meeting;
 - 23.3.2 give the Operating Committee notice of its meetings;
 - 23.3.3 submit any proposal to the Operating Committee for decision by written resolution;
 - 23.3.4 give notice to Members of any change to the Rules.

24. Minutes

- 24.1 The Operating Committee must keep minutes of all:
- 24.1.1 Appointments made by the Operating Committee:
 - 24.1.2 Proceedings at any general meeting of the Club:
 - 24.1.3 Meetings of the Operating Committee including:
 - a. The names of the members of the Operating Committee present at the meeting;
 - b. The decisions made and, where appropriate, the reasons for the decisions;
 - c. The actions agreed.

25. Accounting Records

- 25.1 The Operating Committee must keep such accounting records and will provide such information to the Board as will enable the Company to file unqualified accounts for each accounting period at Companies House within the relevant time limits.
- 25.2 All books of account and all accounting records shall be the property of the Company and shall be kept safe and delivered to the Company upon request.



APPENDIX

Club Rules

1. Instructor Members:

An instructor must be over the age of 21 years and

- have attained Grade One or Grade X (or such other grade as may be acceptable to the Chief Instructor) as a Driving Member; OR
- be a qualified Advanced Driver (e.g. ADI, IAM Member, ROSPA Member, Emergency Services Classified Driver or Instructor); OR
- be a current or former Associate Member; AND
- attend the Instructor's Day Course or receive equivalent training at the Chief Instructor's discretion.

2. Marshal Members:

A marshal must

- EITHER be a former Driving Member who achieved Grade One or Grade X OR be a former Driving Member who achieved Grade 2, has subsequently gained an advanced driving qualification (IAM or similar) and passes a G1 Advanced Driving Assessment AND
- hold a full UK driving licence; AND
- attend a Marshals' Day Course (at the Chief Marshal's and Chief Instructor's discretion).

3. Vehicles:

- 3.1 Any vehicle driven by a Driving Member at a Club meeting or event shall be roadworthy and have a current MOT Certificate, if applicable.
- 3.2 For Driving Members of grade 4 or below, vehicles should have "3 pedal" manual transmissions (unless a dispensation is granted under section 3.5).
- 3.3 For Driving Members of Grade 3 and below, vehicles should have a centrally mounted handbrake that is accessible from the passenger seat.
- 3.4 For Driving Members of Grade 2 and below, vehicles should have 4 seats. An exemption by exception to this rule may be asked of the Chief Instructor in advance of a meeting, noting that instruction cannot be given in a 2 seater car until the Driving Member reaches Grade 1.
- 3.5 No Driving Member shall drive an automatic vehicle unless they are receiving, or have received, specific instruction in how to do so, or have received special dispensation from the Operating Committee due to exceptional circumstances.



- 3.6 NO insurance cover is provided for any vehicle or vehicles belonging to any Member (defined in Clause 4 of the Club Constitution as Driving, Associate, Supporter, Instructor or Marshal) when participating in any Club activity or event. Should any such Member feel insurance is necessary they are responsible for arranging cover to meet their own specific requirements.

4. Conditions of Attendance:

Members and invited visitors may attend meetings and events of the Club subject to the following Conditions of Attendance:

- 4.1 **Signing on:** The relevant indemnity forms (signing on sheets) must be completed on each occasion on arrival.
- 4.2 **Associate Members:** Are not permitted to drive at any meeting unless they are undertaking an official role on behalf of the Club which requires them to drive or have been asked to do so by a Club Officer.
- 4.3 **Participation:** Driving Members must have with them at 'signing on' a current membership card, 'Club driving licence' and Instruction Manual. Failure to do so may result in withdrawal of the privilege to drive at that particular meeting.
- 4.4 **Parking:** At all venues, vehicles must be reversed into position except where Driving Members are instructed otherwise.
- 4.5 **Lunch Time:** No driving except with the express permission of the Venue Controller and the Chair of the Operating Committee or the Chief Marshal.
- 4.6 **Solo Driving:** Grades X and One during the normal driving day and whilst assisting with venue set up and close down procedures, and pre-authorised Grade Two Driving Members whilst assisting with venue set up and close down procedures.

CRITICAL NOTE: Other than Grade Twos for the sole purpose of setting up or closing down the venue, no Driving Member will be allowed to drive a vehicle at Club meetings without an Associate Member who must have completed the standard form indemnifying the Club or Instructor Member present in the vehicle until that Driving Member has been rated sufficiently skilled to drive alone by an Instructor Member; this ability rating to be in writing and represented by the award of Grade One status.

- 4.7 A Driving Member at Grade Two may request continuing permission from the Chief Instructor or his/her Deputy to drive solo during set up and close down. The Chief Instructor or his/her Deputy may grant such consent at their sole discretion and will record the basis of granting such consent in the Driving Member's Manual.
- 4.8 **Headlights:** To be used by Grades X and One only. Other Grades should not use their headlights except when required by adverse weather conditions or whilst under Advanced Driving Instruction.

Instructor Members must use headlights when providing Advanced Driving demonstration drives.

- 4.9 **Skill Tests:** Held at various venues decided by the Operating Committee. The 'Driver of the Year' prize is awarded to the top Driving Member. Cups and valuable prizes are won by all three top contestants (except where there are three or fewer contestants). Participation in skill tests is compulsory for Grades X & One but all Grade Two Driving Members and their Associate Members are encouraged to take part in order to improve their driving skills. Participants may be invited to participate in competitions with other clubs and given the chance to win competition cups.
- 4.10 **Instruction:** Instruction is undertaken by the individual Associate Member accompanying the Driving Member. Club Instructors' principal responsibilities are to assess the standard of the Driving Member, provide guidance on how to improve, to maintain a check on grading standards and to re-grade where appropriate. Instruction by a Club Instructor is a privilege and not a right of Driving Members and, when instruction is being given, the Associate Member should normally be present in the car unless the Driving Member is undertaking a Grade One test.
- 4.11 **Instruction Manual:** To be produced at every instruction session by the Driving Member and to be retained as a record of progress. A full record is essential for evidence of competence and for upgrading.

5. Responsibilities of Associate Members:

We do not want to take away the fun element of driving or the obvious enjoyment that so many Driving Members display. At the same time, there to have to be rules and guidance, which are designed to enable all our young drivers to enjoy their driving in as safe an environment as possible.

- 5.1 The Associate Member must be in a position to take control of the vehicle in an emergency. This may involve applying the handbrake, steering the vehicle or knocking it out of gear.
- 5.2 The Associate Member must never leave the vehicle while the engine is running and the Driving Member is in the car.

Guidance: If a cone is knocked down, the Driving Member must stop the vehicle, apply the handbrake, switch off the engine and get out to replace the cone.

- 5.3 Ensure that the Driving Member is obeying paragraph 105 of the Highway Code (page 27), which says:

“Drive at a speed that will allow you to stop well within the distance you can see to be clear”.

- 5.4 Remember the two-second rule when in moving traffic. Make sure that your vehicle has an adequate gap between it and the vehicle in front:

Remember: “Only a fool breaks the two second rule”.

Remember: “This minimum distance doubles in wet and slippery conditions and applies to experienced drivers. For inexperienced drivers and icy conditions, the distance should be even greater.”

- 5.5 Ensure that the Driving Member knows the minimum stopping distances at speeds up to 60 mph, and understands how far that really is.

Guidance: Pace out 240 feet, or 73 metres, so that the Driving Member appreciates the distance required. Do this in a street near where you live using parked vehicles as a focal point.

- 5.6 Ensure that YOU concentrate on what is happening at all times.

Guidance: You should be making the same observations as if you were driving the car yourself, including the use of the second rear view mirror. If you've forgotten to bring it, go home and get it or beg, borrow or buy another!

- 5.7 Associate Members MUST NOT:

use mobile phones;

read newspapers;

or fall asleep

whilst the Driving Member is driving!

REMEMBER: The Associate Member is responsible for the safety of him or herself, the Driving Member, any passengers and other users of the venue whilst in the car.

- 5.8 Your Driving Member must be tested in the execution of a safe emergency stop, before being awarded Grade Five.

Guidance: Periodically ensure, when there is adequate space without another vehicle in the vicinity and it is safe to do so, that the Driving Member has retained that skill. Just use the command "**Stop**" (do not do any dashboard bashing), get them used to responding to that one word command, so in an emergency they will do just that, **STOP!**

This should also apply to the use of the words "Slow down" and "Brake!"

- 5.9 The speed limit for the venue or areas at a venue is the maximum speed limit, not the target speed. This limit is set by the Venue Controller in conjunction with the Chief Instructor and the Chief Marshal.

6. Incident Investigation and Response

Any Member involved in a collision or incident (whether with another vehicle, a pedestrian, animal or the environment) will be subject to immediate removal of the privilege (Grade One and X) of driving unaccompanied whilst an investigation is completed. Grade Two Driving Members will require an Associate Member in the front seat of the car.

This is for the protection of the Driving Member, his or her Associate Member, other Members and the Club itself. There is no presumption of guilt; there is a requirement to demonstrate that the Club has not been negligent.

An immediate investigation will proceed as follows:

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The Under 17 Car Club Limited

The Under 17 Car Club Charitable Trust Registered in England 07847436

Registered Office: Ling Phipp, Cliffe Hill House, 22-26, Nottingham Road, Stapleford, Nottingham, NG9 8AA

- 6.1 Complete Section 7.3 of the Venue Controllers Guide above;
- 6.2 The Chief Instructor or nominated Deputy, will get the Driving Member back in the driving seat of an appropriate vehicle and, after a drive to restore confidence and allow initial assessment by the Chief Instructor, return to the venue base.
- 6.3 The Venue Controller will investigate:
- What happened;
 - How it happened.

The Venue Controller may call on such support as is necessary to complete this activity.

- 6.4 The investigation will pull together matters of fact in relation to:
- Failure of process:
 - i.e. were briefings adequate, was speed limit appropriately set, was the Driving Member appropriately graded and supervised for the activity?
 - Failure of the vehicle:
 - i.e. did some mechanical failure on the vehicle give rise to the incident, puncture, loss of power etc, and whether or not the failure could reasonably have been foreseen, e.g. did the driver carry out appropriate vehicle checks before commencement.
 - A material driving error by the Driving Member and/or Associate Member:
 - i.e. excess speed for the conditions, inappropriate use of power, late braking, inattention.

6.5 The Venue Controller will present to the Chief Instructor or nominated Deputy supported by the Chief Marshal, Chair of the Operating Committee, the Driving Member and his or her Associate Member, the findings of the investigation. Once the facts of the case have been presented, the Club Officials should confer on the next steps in the absence of the Driving Member and Associate Member.

6.6 If the incident is found to arise from process or vehicle failure, the Chief Instructor and Venue Controller will, after consultation if necessary, propose changes to process designed to prevent future incidents (i.e. briefing changes, vehicle checks, track alterations).

These changes will subsequently be discussed and, if agreed, ratified by the Operating Committee.

6.7 The Chief Instructor will develop, with those present, an appropriate recovery course for the Driving Member:



- If the Driving Member is not found to be at fault because the incident is entirely vehicle or process related then any withdrawn privileges will be immediately restored.
- If the Driving Member is found to be at fault then the Chief Instructor, in consultation with the Chair of the Operating Committee, will determine a programme of action to restore the competence and confidence of the Driving Member.

The programme can include:

- An extended drive with a Senior Instructor.
 - Temporary downgrade whilst a specific technical or attitudinal issue is resolved.
 - Full downgrade to beginning of previous grade.
 - Recommendation of expulsion from Membership of the Club which must be ratified by a quorum of the Operating Committee.
- 6.8 A written appeal may be submitted to the Chief Instructor, if a matter of fact subsequently emerges which renders the initial decision inappropriate, within 14 days of the matter of fact becoming known to the appellant.
- 6.9 Once the agreed course of action has been completed, there are no limits on subsequent progress through the grades.