

CONTAINER USAGE POLICY



Historic Competition Motorcycle Club of Western Australia

02 Sep 2014	Issued for use	 M. Nesbitt	 P. MacFarlane	 B. Hargrave
DATE	DESCRIPTION OF REVISION	ORIGINATOR	REVIEWED	APPROVED

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DISCLAIMER

This policy has been prepared for the Historic Competition Motorcycle Club of Western Australia (HCMC) with regards to the use of the shipping container owned by the HCMC. While it is believed that the information, conclusions and recommendations will be reliable under the conditions and subject to the limitations set forward herein, HCMC does not guarantee their accuracy. The use of this policy, the shipping container itself and the information contained herein shall be at the participant's sole risk, regardless of any fault or negligence of HCMC.

LIST OF ABBREVIATIONS USED IN THIS DOCUMENT

HCMC Historic Competition Motorcycle Club of WA

1.0 PURPOSE AND SCOPE

The purpose of this document is to outline the steps, responsible persons and the records required to utilise the shipping container owned by the Historic Competition Motorcycle Club of Western Australia (HCMC).

This policy applies to all financial members of the HCMC wishing to use the container for transport of racing motorcycles to interstate racing events.

1.1 Definitions

Members	Current financial members of the Historic Competition Motorcycle Club of WA as defined in the Constitution
Participants	Member/s utilising the container for shipping their own racing motorcycle at any given time, including the Container Coordinator.
Container Coordinator	A person nominated by the participants to assume responsibility and manage the process of booking, pricing, loading, unloading and transporting the container.
Committee	The current elected members on the committee of the HCMC as described in the Constitution

1.2 References

The Constitution of the Historic Competition Motorcycle Club of WA

2.0 ROLES AND RESPONSIBILITIES

The Club President shall be responsible for:

- Approving this policy document
- Compiling a list of potential participants wishing to use the container prior to an event
- Providing contact details to participants to allow communication between participants
- Overseeing the loading of the container
- Determining participants compliance with this policy and prohibiting their use of the container in the event of non-compliance

The Committee shall be responsible for:

- Development and revision of this policy document
- Archiving records from the use of the container once finalised

The Container Coordinator shall be responsible for:

- ensuring adherence to this policy by all participants and themselves
- booking transport of the container
- arranging insurance for the contents of the container
- arranging payment of costs associated with the use of the container
- retaining records of all quotes and payments
- coordinating the loading and unloading of the container
- arranging loading and unloading equipment
- dividing of costs evenly amongst the participants
- following directives of the Club President

The Participants shall be responsible for:

- adhering to this policy
- assisting with loading and unloading of the container
- providing payment to the Container Coordinator prior to shipping
- following directives of the Container Coordinator and Club President

3.0 POLICY DETAILS

The shipping container is owned by the HCMC and is available for use by financial members of the HCMC only. The HCMC does not directly get involved in the management, coordination, billing or costs for the use of the container, neither does the HCMC accept any responsibility for issues that arise from the use of the container.

Use of the container is strictly limited to transport of racing motorcycles and their directly related parts and accessories. The container is not to be used for transport of items that are not directly related to the use of the participants racing motorcycle at the particular event being attended.

No member shall profit from the use of the container, or utilise the container for transport of personal, business or tradeable items with the intention of commercial gain.

3.1 Booking the container

Members wishing to use the container for upcoming interstate events must contact the Club President to check availability and confirm the required dates of the event to be attended. The Club President will compile a list of members wishing to use the container, then at a later date, put the members in touch with each other to coordinate the use of the container. Members will be notified via the club newsletter.

A reasonable notice period for booking the container should be given, 3 months is preferred when possible.

3.2 Container Co-ordinator

The participants using the container must appoint a Container Coordinator from the group of participants. The Container Coordinator shall be responsible for managing all aspects of the loading, unloading, insuring, costing and logistics of the container during its use. The Container Coordinator may delegate tasks, however ultimate responsibility lies with the Container Coordinator.

3.3 Costs

Provision of the container itself is provided free of charge to members, however all costs associated with the use and logistics are shared evenly amongst the participants.

The Container Coordinator must obtain all quotations for the following items;

- Cost of transport
- Cost of hire for loading equipment ie: forklift, pallet jack etc..
- Cost of insurances

These quotations are to be provided in writing. Once quotations are tallied they must be disclosed to all participants then, once agreed, divided evenly amongst participants.

3.4 Arranging transport

The HCMC has no affiliation with any freight companies for shipping of the container. The Container Coordinator is responsible for obtaining shipping quotes and arranging all activities related to the logistics of transporting the container.

3.5 Use of crates

A number of steel re-usable crates are provided by the HCMC for use in the container. Due to size restrictions and ease of use these crates are the only crates to be used in the container. They are available free of charge and are stored within the container itself at the Caversham clubrooms. Typically the crates will only hold a single motorcycle with very limited space for parts, tools or accessories.

3.6 Spare parts, tools and accessories

Space within the motorcycle crates is limited and constrains use of the crates for carrying spares, tools and accessories once a motorcycle is in the crate.

It is sometimes possible for participants to utilise motorcycle crates solely for spares and accessories if space within the container and crate availability permits. All spares, parts or accessories must be securely packed within the crates to prevent risk of damage.

3.7 Bike preparation

Due to hazardous goods shipping requirements, the following must be complied with:

- Petrol tanks must be emptied of petrol
- Jerry cans or fuel containers must be empty
- Batteries must be disconnected

3.8 Loading the container

Unless otherwise advised, the container loading will occur at the Caversham clubrooms where the container is stored. A designated time will be agreed by the participants so the container loading can be done with all participants present to assist one another and assume responsibility for their own motorcycles and related equipment. The Club President must be notified of container loading times to allow access to the Clubrooms and to oversee the loading of the container.

The Container Coordinator will need to arrange hire or use of loading equipment to load and stack crates into the container. There is no ramp provided to allow forklift entry in and out of the container.

3.9 Insurance

Insurance must be arranged by the Container Coordinator and factored into the overall cost to be divided amongst participants. In some instances the transport company may have insurance options that can be included in the transport costs.

3.10 Container specifications

The container is a standard general purpose 20ft shipping container with heavy duty double swing doors that open to 270 degrees.

3.11 Sidecars

Sidecars will not fit in the provided motorcycle crates and must be loaded separately. Typically, once the motorcycle crates are loaded, sidecars can be placed amongst any remaining spaces.

4.0 RECORDS

A transparent and complete record must be kept of all costs associated with the use of the container. The Container Coordinator is responsible for collating all quotes, receipts, invoices and statements in relation to shipping, insurance and loading costs.

Once use of the container is concluded and all participants have settled payment amongst themselves, the records must then be submitted to the Committee for retention purposes.

Expense records can be scanned and emailed to the Club President, this email address is available from the clubs website www.historicracing.asn.au or;

Hard copies can be posted to: PO BOX 568, South Perth, WA 6951