Rover Scout Motorsport

ADMINISTRATION POLICY

PASSENGER RIDE DAY

This policy addresses the processes and requirements in applying and operating a Passenger Ride Day through Rover Scout Motorsport.

Rationale:

Passenger Ride Days provide members of other sections of Scouting and Public members an opportunity to ride in an active competitive racing vehicle in a safe manner with experienced competitors.

Process:

The process for applying and operating a Passenger Ride Day is outlined as below:

- The Event Organiser/Crew Leader that wishes to run a Passenger Ride Day needs to download and complete the Passenger Ride Day Application (Located on the RSM Website).
- Once complete forward on to the Junior Development Program Coordinator or Secretary (the RSM representative).
- The RSM representative will assist the Organiser in arranging for required CAMS Personnel (Clerk of Course and scrutineer) and suitable instructors and will complete the JDP Supplementary Regulations, Disclaimer Form and CAMS Event Permit Form.
- Copies of all paperwork will be forwarded to the Organiser to confirm all times, vehicle requirements and details.
- The RSM representative will present all paperwork to the RSM Committee and following approval, will submit all paperwork to the CAMS Permit Administrator
- RSM is to make arrangements for suitable Drivers and vehicles for the Passenger Ride Day as well as one suitable course.
- The Clerk of Course of the Passenger Ride Day is officially in charge and responsible for the safe and efficient operation of the day and the conduct of the Drivers and Passengers.
- Following the Passenger Ride Day, the Clerk of Course completes the CAMS CoC Report and forwards it on to the RSM representative.
- The RSM representative confirms the conditions of vehicle with the Organiser and CoC and generates the Final Passenger Ride Day Invoice in conjunction with the RSM Treasurer.
- All paperwork is submitted to RSM by the RSM representative and the CoC Report is submitted to CAMS.
- Following the Passenger Ride Day, it is requested that copies of any photos and marketing materials (Newspaper Articles, etc.) from the day be forwarded on to the RSM Committee for Marketing and Archival purposes.

Policies:

- Any applications for a Passenger Ride Day need to be made no less than two months prior to the event for the ease of administration.
- Organisers are responsible for all fuel costs for vehicles used and need to pay invoices within 14 days of receiving them.
- The Clerk of Course can remove Drivers from their role if they believe they are not driving in a safe and sensible manner.
- All inquiries regarding Passenger Ride Days must be referred to the RSM representative.

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