

WM4x4R

Terms and Conditions

Rev 1.1

Change Control

| Version | Dates, Comments Etc |
|----------------|--|
| 1 | 01/2012 – Redrafting of T&C's, alteration to wording by committee |
| 1.1 | Feb 2012 – Committee alterations made for live version – S.Brothwood |
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Definitions

For the purpose of this document, the following definitions will apply;

1. Support member
 - a. A fully paid up member who will not be involved operationally as a responder.
 - b. A fully paid up member who may subject to training/assessment act as the following;
 - i. Trustee
 - ii. Officer
 - iii. Committee Member
 - iv. Controller
 - v. Any other role as decided by the committee other than responder
 2. Responder
 - a. A fully paid up member who has met the criteria laid out in terms and conditions and any operational documentation
 - b. May also carry out the role of a support member
 3. "The Group" herein after means "WM4X4R"
 4. The Committee – elected members to perform a specific role within the group
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1. General Membership
 - a. An annual membership fee of £10.00 (GBP) is payable by 1st October each year.
 - b. The membership year runs from 1st October to 30th September each year.
 - c. New members joining between 1st October to 31st December, will be liable to pay full year's membership fee.
 - d. New members joining between 1st January to 1st September will pay the membership fee on a pro rota basis
 - e. Any membership that is not renewed within 60 days of due date each year will be removed from the active members list until payment is received. During this time the member will not covered by the group's PLI.
 - f. To abide by WM4x4R's constitution and follow the guidance as laid down in any other policy & procedure documentation.
 - g. To supply an email address, mobile phone number and next of kin details. Further to keep these details up to date with the group in reasonable time should they change.
 - h. Not to act in any manner that could bring the group into disrepute.
 - i. Joining WM4x4R does prevent any member from joining another 4x4 Response group which is a member of National 4x4 Response Network.
 - j. Carry and present when requested by an appropriate authority, your WM4x4R ID card when on official WM4x4R business. Any loss of ID card must be reported immediately to the committee.
 2. Training/Assessment
 - a. A new member agrees to attend an assessment session before they can be placed on the active responder list.

- b. All members agree to attend training/assessment sessions in line with the training/assessment attendance policy.
 - c. **Training/Assessment Attendance Policy**
 - i. All members must attend as a **MINIMUM** three training/assessment events throughout the year
 - ii. Failure to attend the minimum number training/assessment events result in the member been removed from the active responders list until such a time as the training/assessment is up to date
 - iii. This policy applies to all members, not just those members who are responders
3. Vehicles/Driving
- a. Any member wishing to become a responder must ensure the following;
 - i. Has held a full UK Driving Licence for a minimum of 3 years
 - ii. Has no more than 6 penalty points
 - iii. Has insurance in place, which covers the use of the vehicle for 4x4 response work
 - iv. Any modifications to the vehicle have been notified to the members insurance company
 - v. The vehicle to be used in response work, must at all times be in a road worthy conditions, including but not limited to;
 - 1. Current valid MOT
 - 2. Current valid Road Fund Licence
 - 3. Current valid insurance policy
 - vi. Failure to comply with the above will result in the member been removed from the active responders list
 - vii. Must at all times whilst driving on behalf of WM4x4R drive within the confines of the road traffic act. No exemption from the road traffic act is in place, NO member has “blue light” status or the right to exceed the speed limit or pass through a red light.
 - viii. Produce to the committee any documentation as requested.
 - ix. Inform the committee of any motoring convictions received or changes to driving licence.
4. Support members
- a. Assist WM4x4R in non operational roles as required in accordance with training received, in accordance with the availability policy
5. Responder members
- a. To assist in operational roles as required by WM4x4R control in accordance with training received and abilities, in accordance with the availability policy
 - b. Follow all procedures and policies as laid down in standard operating policy and call out procedure
 - c. Only attend “calls” as and when control issue or authorise the “call”
 - d. Whilst in attendance on an active call out;
 - i. Follow any reasonable instruction issued by WM4x4R control or other appropriate authority
 - ii. At all times act in a professional and safe manner

iii. Vehicle in use for must be identifiable as WM4x4R

6. Publicity

- a. Unless specifically authorised by The Committee, no member is to give any interviews to the press (TV, Radio, Newspaper, or any other agency) either verbally or written.

7. Electronic and all other media

- a. Any communications sent regarding group business, regardless of the method of transmission (see below for a non exhaustive list) are to be considered as private and confidential, and under no circumstances must this information be made available to any non-members of the group, via any method (refer to non-exhaustive list below)
- b. In addition to the above, any member who is a trustee or committee member, must not, without prior permission make available any information or media to any member or non-member who is not part of the trustee's or committee, where that information or media originated from a trustee or committee restricted section of the group
- c. Types of electronic and other media, this is not to be considered as an exhaustive list
 - i. SMS, MMS or other mobile telephone communication
 - ii. Email's
 - iii. Forum private message (PM's)
 - iv. Posts or topics on any forum used by WM4x4R or any forum in the public domain
 - v. Printed or hand written documents
 - vi. Any other document or media, which contains any information relating to WM4x4R, it's members or it user group in whatever format it exists

8. Data Protection

- a. Full membership information will be held by the Membership Secretary in an electronic format
 - i. This information will be held in a secure location not accessible "on-line"
 - ii. An electronic backup of this information will be held in a separate secure location, not accessible "on-line" in accordance with the Data Protection Act
- b. Limited contact details of members will be available to those group members who require access to the information in order to discharge their duties in accordance with the operating procedures of the group
- c. Any member can at anytime, request their information not be held in any of the above locations/formats
 - i. For operational purposes, any member who does request their information not be held in the above locations/formats, may potentially be removed from the active responders list

Signed _____

Name _____

Date _____