



Military Brotherhood MMC Inc

SOP 19 – 30 NOV 12

Standard Operating Procedure (SOP) 19

MANAGEMENT OF VAC SLIPPER

General

1. The Veterans Assistance Centre SLIPPER (VAC SLIPPER) Military Brotherhood Military Motorcycle Club (MBMMC) is to be operated in accordance with the following procedures accepted by all members through appropriate meetings.
2. VAC SLIPPER resides on privately leased land and is bounded as per Annex A.

Operating Rules

3. The following first level rules will apply:
 - a) VAC Slipper (the VAC) is to be operated in accordance with the Gold Coast Sub Branch Executive directions.
 - b) The following rules apply to behaviour within the precincts of the VAC and apply to all members, nominees, Junior members, and visitors:
 - I. The management of the VAC is the responsibility of the non-Executive appointed position, 'VAC MANAGER' but under the directions of the Vice President;
 - II. Administration of the VAC is the responsibility of the VAC Manager, the Vice President, and the Club Treasurer,
 - III. All guests to the VAC must be introduced with a ring of the 'bell' by the VAC Manager;
 - IV. Junior members and children of members and guests are to be supervised by the appointed 'Junior Member Monitor' (ref below), and the children's parents;
 - V. Inappropriate behaviour is STRICTLY FORBIDDEN and any breach will be addressed by the Club Sergeant Major (CSM).

Operating Procedures

4. Operating procedures consist of the following processes:
 - a) A Bar Schedule is to be raised by the VAC Manager and is to involve all members, whether confirmed or in their nominee period;



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- b) Any administrative warning (ADMIN WARNING) regarding inappropriate behaviour shall be sent to the member by the Sub Branch Executive or served personally upon that member by the CSM;
- c) Failure to comply with an ADMIN WARNING within the set time frames can result in disciplinary actions, (as listed in CSOP) being brought to bear on the subject member by the Sub Branch Executive.

VAC Designated Areas

- 5. The VAC comprises two distinct areas, as follows:
 - a) MEMBERS area, being for all Club members, nominees and visitors, and
 - b) JUNIOR MEMBERS area, includes all Junior Members, members children and visitors children (but being accessible to all MEMBERS at all times).
- 6. Members Area
 - a) The Members area includes the Bar and Entertainment area and the precincts of the VAC property;
 - b) Any movement onto property bordering the VAC precinct is STRICTLY PROHIBITED, with members being reminded that the VAC is on leased land and must respect it's neighbours.
- 7. Junior Members Area
 - a) The Junior members and visiting children are bound by the precincts of the VAC.
 - b) No movement beyond the precincts of the VAC are allowed.
 - c) The final responsibility for children and their behaviour belongs with their parents.

Dress Standards within the VAC

- 8. All members and nominees while in the VAC are obliged to observe the minimum standards of dress being:
 - a) Appropriate standards of clothing including jeans, boots and shirt;
 - b) MBMMC vest;
 - c) If these dress standards cannot be met for any reason, the VAC Manager or CSM is to be notified upon your arrival in the VAC.

Inappropriate use of MBMMC vest

- 9. The MBMMC colours (vest) is sacred to the Club. No confirmed member, or nominee wearing colours can disrespect their colours by taking the vest off in anger, or removing any patch from their vest, or reducing their vest in any way from the Club standards of dress.



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Use of Drugs

10. The Club prohibits the use or distribution of any non-prescription drugs. Prescription drugs are those prescribed for use by a medical professional as a result of a recognised medical condition.
11. If any person (includes members, guests or visitors) is found to be using illegal drugs on VAC property, the Executive will make a determination there and then as to any action to be taken.

On-Site Parking

12. Parking of motor vehicles on the VAC property is prohibited due to a duty-of-care to members, their families and their guests, and visitors.
13. Only motorcycles are authorised to park (in designated areas) on the VAC property.

Entry and Exit to the VAC

14. Entry to and exit from the VAC property is to be through the property gate only as per Annex A.

Pool Table and Dart Board

15. The pool table and dart board are to be used by Junior members only during the period from 6pm to 9pm. Adults are allowed to use the pool table and dart board before 4pm and after 9pm, thereby providing Junior members with the opportunity to play together without interference.

Bar and Kitchen Area

16. Only those persons authorised by the VAC Manager or Vice President are allowed behind the bar or kitchen area.

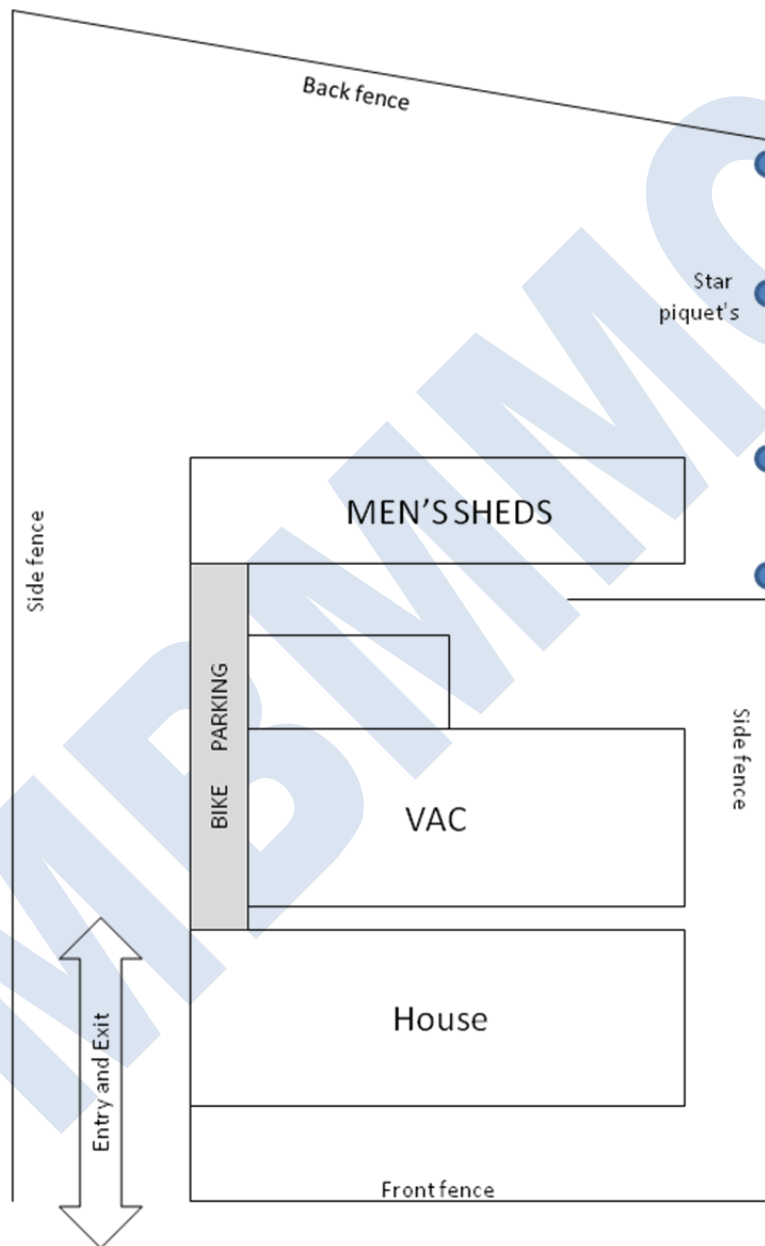


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ANNEX A TO
SOP 19
DATED 30NOV12

Boundaries of VAC SLIPPER



Tanah Merah Ave