



WAMRC Members' Handbook

The Club welcomes anyone who is interested in any aspect of modelling railways. Prospective members are first encouraged as visitors to the Club, to involve themselves with members in normal Club activities so they can see how the Club works (and continue to do so even after applying for membership). They may then lodge a Membership Application knowing that the Club suits their needs and that they will fit in with other members. When the members considers the application, they already know the applicant well and acceptance is based on this familiarity.

All new members of the Club receive a copy of the Club Constitution that details formally how the Club is run. The following is an overview of what is expected of all members.

1. ACCESS

On acceptance, and after a qualifying period, new members are issued with keys giving access to the Clubrooms, toilets and the main gates. Please treat the keys with respect; they must not be duplicated and should not be given to other people. Do not make them recognisable in any way that would allow a finder of a lost key to know what it opens.

Members are welcome to come into the Clubrooms at any time, but for safety reasons we discourage members from working alone or late at night. Please ensure you are familiar with the procedure for locking up before you find yourself the last person to leave. Junior members must have at least one Ordinary or Life member accompanying them whenever they are in the Clubrooms. Members are reminded that non-members (**including family and friends**) are **not** allowed behind the barrier in the main layout room whilst the club is open to the public.

2. DRESS STANDARD

All members and visitors must be sensibly and safely dressed with regard to the work they are undertaking within the club. No operations (including 'running trains' and working on the layout) may be undertaken unless wearing fully enclosed footwear.

Members who come into contact with the public, particularly as part of the Sunday, Public Holiday or Wednesday afternoon roster duty, should be wearing the green club shirt (with logo and name badge) and appropriate trousers and footwear **even if they are not on rostered duty**. This also extends to any outside exhibitions that the club attends with a display layout.

3. BEHAVIOUR

It is expected that all members conduct themselves in a well-ordered and courteous way at all times. Co-operation with other members should be the norm; confrontation is not acceptable.

SMOKING IS NOT PERMITTED within the Clubrooms or immediate vicinity.

4. ATTENDANCE

Every Ordinary and Junior member must attend the club on at least five occasions during the year. These attendances should include normal club nights (Wednesday evenings), and at least one of these attendances should be to a formal General Meeting of the club. An attendance book is kept by the club, which all members are required to use.

Failure to satisfy this requirement may result in expulsion from the club.

5. ROSTERED DUTIES

All members are asked to take their turn filling one of the various duty positions. Manning the Public Display on Open Days is the main requirement, but others duties arise as needed. If you are rostered for any Club activity and for some reason you cannot fulfil your duty, please arrange for someone to stand in for you. This is YOUR RESPONSIBILITY.

Failure to satisfy this requirement may result in expulsion from the club.

6. WORKING GROUPS

Groups of members are organised to carry out certain functions on behalf of the club. These functions vary considerably and include such things as planning layout modifications, developing scenery, planning sequential running programs, and electrical wiring upgrades. Members are encouraged to assist these groups depending on their skills and interests. The working groups are the best way to learn new skills. If you know nothing about scenery, but want to learn, join the scenery working-group.

7. FAULT REPORTING

There are procedures for reporting faults in the clubroom, layouts or rolling stock. Make yourself aware of these procedures, as all faults must be rectified. Members are encouraged to repair the fault themselves if they are able to.

8. FINANCE

The Club's financial year runs from 1st July to 30th June.

Payment of the annual membership fee becomes due on 1st July. There is a two-month grace period for payment to be made. If an annual membership fee remains unpaid after 1st September, that

person shall cease to be a member in good standing, and may have to apply for membership again (including re-paying the joining fee as well as the annual subscription).

Generally the Club Treasurer (or your project budget co-ordinator) will allow the purchase of items you may need for a Club project you are involved in up to the value of \$20 without prior approval, as long as it is within the total budgeted amount for the project. Present the receipt to the Treasurer for reimbursement. Prior approval from the Treasurer (or your project budget co-ordinator) is required for any purchases over \$20.

9. WORKSHOP TOOLS AND EQUIPMENT

Please return all tools and equipment to their proper storage place, in a clean and serviceable condition at the end of your project, or at the end of each day (whichever comes first). Keep the workshop benches and floor clean and tidy. This is very important for the safety of all members.

The Club has a number of items, tools and equipment that are available for members to borrow for use outside the Club. Talk to a Committee member if you would like to borrow something. If you borrow anything, remember where it came from and return it promptly in the same condition that you received it.

10. LIBRARY

The Club has an extensive library, and free use of it is encouraged. Books, magazines, videos, and DVDs may be borrowed for personal use either in the club or elsewhere. Some reference books (for example, the current Walthers and RS catalogues) are an exception to this and cannot be removed from the library.

See a Committee member to record all borrowed items on your lending card, and have them checked off when returned. This is the borrower's responsibility. Please ensure this procedure takes place, as you accept full responsibility for the safe keeping of any items

borrowed. If you use anything from the library within the Clubrooms, please make sure it is returned to the correct location and not left lying around in the library for someone else to tidy up.

11. LAYOUTS

The Club has layouts in three main scales; “N”, “HO” and “G”. They are built according to the Club’s standards. These standards have been developed by a working group and must be adhered to when any modifications are made to any part of any layout.

The main “HO” scale layout (*Gunyidi*) is designated for running during even numbered months and working during odd numbered months of the year. If working or running outside of the appropriate month, please ensure you do not interfere with other members.

12. ELECTRICAL CONTROL

The main “HO” scale layout (*Gunyidi*) is wired for DCC control exclusively. The Club’s HO loco fleet is being fully converted to DCC control. The workshop test track is available to test non-DCC locos.

Please do not use the public “HO” layout for running your own DC locomotives. The layout is carefully configured for automatic operation and any changes seriously compromise the operation of the layout when next used in automatic mode.

The “N” scale layout(s) can operate in both DC and DCC. The “G” scale system uses radio control to allow multiple battery powered and live steam locomotives to operate simultaneously.

13. HOUSEKEEPING

Every effort must be made to keep the Clubrooms clean and tidy. If you are working on the layout, please plan to clean up as you go and take your rubbish home for disposal. Wash your own cups and dishes after use. A roster system is in use to keep the hand towels, tea towels

and dish cloths clean. Please don't use tea towels to dry your hands; there is an adequate supply of hand towels for this purpose. The outside sink should be used for dirty washes and for cleaning up after scenic work.

Every month a member is rostered as the duty officer; they are responsible for the locking up on a Wednesday night and washing hand and tea towels. Please check the roster in the meeting room/library to see if you are duty officer.

14. VISITORS

Your friends are welcome to the Club as visitors, but preferably on normal club evenings. Sign them into the Attendance Book and introduce them around. It is the Vice President's role to greet all visitors officially and answer any questions.

Visitors (**including family and friends**) are not permitted behind the barrier in the main layout room whilst the club is open to the public

15. SURPLUS EQUIPMENT

Items of Club property that become surplus to requirements may be sold to members by auction at an appropriate date arranged by the management committee. Individual members are not permitted to buy surplus Club equipment by private treaty.

16. GENERAL AMENITIES

The Club exists for the pleasure and enjoyment of all members. Please be aware of the needs of other members and don't lose sight of the fact that everything we have, we have worked hard for. Misuse or damage to Club property or facility is a burden on everyone.

Tea and coffee are provided at a nominal charge of a gold coin per member per night. The fridge is well stocked with cool drinks and the freezer with ice-creams; please pay the advertised price at the time of

consumption. The microwave oven is for your use - but please cover any food being heated to assist in keeping it clean.

The TV, VCR, DVD and computer are also for your use, but please give due consideration to other members when setting the sound volume; other members may wish to read or talk.

17. IMPROVEMENT

The Club is nothing without its members. These guidelines have evolved over many years as a way of ensuring the best environment for all Club members, but they are still evolving and it is vital that they do! Nobody is perfect, and we can always do better. If you have any constructive suggestions (or legitimate complaints) regarding any aspects of the Club, please pass them on to any Committee member.

We hope you enjoy the Club's facilities.

USEFUL INFORMATION

Club address: 136 Railway Parade, Bassendean
(rear of Rail Transport Museum)

Club phone: 0451 186 010

Club website: <http://www.wamrc.org.au/>

Club e-mail address: wamrc@wamrc.org.au

For contact details of individual members, please refer to the Members' Area of the club's website. To get the password to access the Members' Area of the club's website, please send an e-mail to the club's e-mail address.