

NMRA (AR)

SANCTION FORM

The NMRA Australasian Region provides Public Liability Insurance (PLI) coverage for members undertaking activities associated with our hobby. As part of providing that insurance coverage, the Australian Region Committee (ARC) must be made aware of and approve the activities for which the insurance coverage is sought. This approval is undertaken through the use of a sanction form. The following section explains how to complete and process the sanction form. This is followed by an addendum providing guidelines to be followed when model railway layouts are displayed at exhibitions.

EXPLANATORY NOTES

By popular request a new “all in one” sanction form has been developed and replaces all previous forms. This form may be found on our NMRA web site at www.nmra.org.au/forms/forms.html.

There are basically two situations we need to capture for insurance purposes and these are represented by the first two tick boxes. The proposed event you are asking to be covered by Public Liability Insurance (PLI) will either be held at a venue hosted by you (or your Division, Club or SIG) or at a venue hosted (organised) by another group or company e.g. an AMRA exhibition or Bunnings Store.

The third box is a subset of the second situation and is there so we can get some statistics on layouts being exhibited by individuals, Divisions, Clubs and SIGS. Here are some examples of the kind of situations we are seeing and which box should be ticked.

1. Div 6 is hosting a Regional Convention in a venue they have hired. Tick box 1.
2. A 100% club is hosting an exhibition in a venue they lease or own. Tick box 1.
3. A 100% Club is running a sausage sizzle at Bunnings to raise funds for their club. Tick box 2.
4. Div 7 is running a Kid’s Clinic at an exhibition hosted by Epping MRC. Tick box 2.
5. A 100% Club is taking a layout to an exhibition organised by AMRA. Tick box 3.
6. A member is taking a layout to an exhibition organised by a non NMRA group. Tick box 3.

Note 1 - When hosting a venue in premises you own, lease or hire, make sure organisations and/or merchants you invite to attend have their own PLI. See also the following guidelines.

Note 2 – When exhibiting a layout or conducting a display/clinic/sausage sizzle at an exhibition/venue hosted by others, you may be asked to demonstrate you have PLI cover. Some venue owners may ask to be notarised on our PLI documents. In these cases please include this in your sanction request so we can have this done and/or provide you with a certificate of cover.

Important – please fill out the form clearly and **provide a return email address** so we can notify you of acceptance or (in rare cases) rejection. The shaded box at the bottom of the form is for the Secretary to complete so we can ensure we have acknowledged and recorded your request.

A summary of all requests applied for in the periods between ARC meetings are presented at each ARC meeting and form part of the minutes. This ensures all requests are formally acknowledged by the Association for PLI purposes and ARC members get an overall view of how the Association is being promoted across the nation.

Trevor Phillips

Secretary NMRA (AR)

Addendum

Guidelines for Exhibition Layouts

The guidelines below are the recommended practice for layouts being exhibited at an exhibition where the public may be present. These guidelines apply to NMRA layouts being exhibited and also those presented by others which should be checked for compliance.

1. Layout Bench Work is to be robust and solid and capable of taking the weight of the articles and equipment placed on the layout with a high degree of safety margin. Leg support for structural Bench Work must be pinned or secured against collapse either by accidental or deliberate attack.
2. Be responsible for the maintenance of their layout and keep the display space in a clean and tidy condition.
3. All electrical cables and power boards are to be visibly tagged within the allowable 2 year date window for use in a public place. Cables showing visible damage **MUST NOT** be used. Tagging is to be done by a person qualified to do such tagging.
4. Double adaptors are not to be used under any circumstances.
5. All power supplies or lighting circuits that are connected to the supply authority 240 volt or multi-phase supply must be earthed to the standards of the regulatory authority for the area where the exhibition is taking place.
6. Any switch mode power supplies that exhibit live chassis must be contained within an earthed metal box or a double insulated plastic enclosure.
7. Radio Frequency operated equipment must either have Australian C tick approval or fall within the regulatory approval for low power emission devices.
8. Any interference caused to other layouts from either infra-red or radio frequency signals operating in the same exhibition must be resolved in a non-hostile or non-abusive manner. The NMRA will not be liable or responsible for such complaints. Resolution of such a problem may require the shutting down of the suspect equipment and the use of tethered throttles implemented instead.
9. Layout running sound must be limited to a level such as to NOT cause interference to other show operators.

- End -