

2020 STANDING ORDERS FOR AKA NATIONAL OFFICIALS

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| Scope | This Standing Order applies to KA National Officials appointed by the Board of KA Ltd in accordance with the Constitution and the Regulations of KA. |
| Definitions | <p>KA means the Australian Karting Association Ltd.</p> <p>Board means the Directors of KA acting as a body which includes the Chairman.</p> <p>CEO means the Chief Executive Officer of KA.</p> <p>Club means a Kart Racing Club affiliated with a Member State.</p> <p>Committee means a Standing Committee, appointed by the Board in accordance with the provisions of this Standing Order.</p> <p>Committee Member means a person who has been appointed as a member of a Standing Committee.</p> <p>Constitution means the Constitution of the Australian Karting Association Ltd.</p> <p>Director has the same meaning as in the Constitution.</p> <p>Executive Officer means either a member of the Board or an KA employee or a suitably competent person appointed to organise and manage the normal operational affairs of a Committee including the calling of a meeting at the direction of the Committee Chair, the co-ordination of an agenda and the recording and distribution of all minutes of meetings</p> <p>Motorsport Australia means the Confederation of Australian Motor Sport Limited under whose delegated authority KA derives its authority to run Karting throughout Australia.</p> <p>Member State/s means the state and territory Karting Associations that have affiliated with KA in accordance with the Constitution.</p> <p>Rules means the National Competition Rules of KA along with all By-Laws, Policies and procedures of KA.</p> <p>State Karting Council means the body established under the Constitution in each State.</p> |
| Objective | The objective of this Standing Order is to define the responsibilities and powers of KA National Officials to support the efficient administration of the organisation of sprint kart racing across Australia. |
| Standing Order | <p>Establishment</p> <p>The National Officials are appointed by the Board and responsible to the Board through the CEO. A National Official may be appointed for an enduring or fixed term.</p> <p>Powers, Conflicts and Removal</p> <p>The powers of the National Officials shall be limited to the powers delegated by the Board and stipulated in this Standing Order.</p> |



All National Officials must declare any potential conflict or pecuniary interest prior to the commencement of their duties or as soon as any conflict or potential conflict of interest becomes known.

The Board may, in its sole discretion, remove from office any National Official during the term of their appointment without need for litigation and without any requirement for giving reasons to do so.

Voluntary Position

The National Officials act at all times in a voluntary capacity. They may be reimbursed for out-of-pocket expenses incurred in fulfilling their role/s in accordance with KA Policies.

Functions & Responsibility

The National Officials shall have responsibilities as determined by the Board and defined within the relevant Schedule to this Standing Order.

The National Officials shall facilitate the operational management of the sport within the parameters of the Schedule to this Standing Order, the Constitution of KA, the General Standing Regulations of KA, all KA Policies, the International Sporting Code of the FIA, the National Competition Rules of Motorsport Australia and Government statutory obligations or civil legislation.

In conducting their work, the National Officials shall have as their primary objective the achievement of the following functions and responsibilities:

- increased participation in the sport through the development and implementation of proactive sport, club, community and member development programs;
- implement a deliberate strategy to develop a consistent national regulatory regime across its area of activity which facilitates participation in any state without any additional requirements;
- Establish and foster partnerships with key stakeholders for the betterment of the sport of karting;
- Focus on increasing equity and diversity within the sport and organisation, including but not limited to youth, women, disabled, indigenous and culturally diverse groups;

Proactively engage with and contribute to the aims and objectives of KA as contained within the KA Strategic Plan.

Functional Committees

The Board may establish various Functional Committees to assist it in fulfilling the requirements of effective management of the sport.

Where a National Official is designated as one of the members of a Functional Committee, they will, in conjunction with the Chair of that Functional Committee be expected to provide a leadership role befitting the eminent position held as a National Official of KA.

Other Administrators/Co-Ordinator's/Committees

A National Official may refer matters to, or seek advice from, the CEO, other KA Administrators, Co-Ordinator's and Committees as may be required to fulfill their role.

Reporting to the Responsible Director and CEO of KA

Any matters which could be reasonably deemed as significant should be advised to the CEO and the Chair of the Functional Committee in a timely and appropriate manner.

Modification of this Standing Order

This Standing Order may only be amended by the Board, who may do so as it deems necessary from time to time in the following manner:

- A proposal by the Functional Committee for amendment of this Standing Order; or
- A proposal by the National Official for amendment of this Standing Order
- A proposal by the CEO.

Safety Notes

- All activities of the National Officials will be:
 - Aligned and conducted with safety as a paramount consideration and without detriment to the health and wellbeing of any member;
 - Conducted in a manner of openness and transparency and non-discriminative.

Environmental Notes

- All National Officials are to be acutely aware of environmental considerations and administer themselves in a manner that minimises the overall detriment of the natural and manmade environment.

Performance Measures

- All National Officials will act in accordance with the responsibilities and functions outlined in this Standing Order and to the responsibilities of the relevant Functional Committee.
- The National Officials responsibilities will be integrated within the organisations performance framework and approved by the CEO.

“Customer” Satisfaction

All National Officials will ensure that their activities will have as a primary objective, the improvement of customer satisfaction levels in the sport so as to achieve the broad objectives of:

- Encouraging competition from a young age at appropriate levels,
- Developing excellence in driving, mechanics and officiating, and
- Increasing participation in the sport of karting.

All National Officials are to be acutely aware that the Board of KA holds as an imperative that our sporting competitions should be fun, fair, well run, and provide the best value for money that is achievable, in a quality environment where people can participate for the simple enjoyment of sport and to be able to strive for success at elite levels. To that end, officials decision making and interaction with our customers at all levels should be:

- Respectful,
- Fair and
- Transparent so as to encourage all who desire to compete in Karting on a level playing field.

All National Officials should adopt and follow sound principles of governance, administrative responsibility and decision making for a fit and proper purpose.

All National Officials should consider National, State and Club levels of karting competition in their processes and decision making.

National Prosecutor

Powers

The National Prosecutor's principal role is to act on the instructions of the CEO and to appear on behalf of the KA at the KA Appeal Tribunal (**AT**), the KA Disciplinary Tribunal (**DT**), the KA Investigatory Tribunal (**IT**) and when required in the Australian Motor Sport Appeal Court (**AMSAC**).

Appointment

The appointment of the National Prosecutor will be made by the Board for a period of 12 months. The Board may appoint an Assistant National Prosecutor as it sees fit from time to time.

Reports To

CEO

Preamble

The Australian legal system is an adversarial process whereby one party or a number of parties (variously referred to as Complainant, Plaintiff, Applicant, Appellant) make a claim, assertion or charge and another party (variously referred to as Defendant or Respondent) refutes in part or in full the claim, assertion or charge.

The majority of matters requiring determination by an KA Steward's Hearing, an IT or a [DT](#) relate to charges made as a consequence of an alleged breach of the rules of the KA Karting Manual. In such circumstances, the KA will be a complainant with respect to a breach of the rules or will be a Respondent with respect to an appeal against an earlier decision. In order to carry out its function as a Complainant or Respondent the KA has created the position of National Prosecutor.

Responsibilities and Functions

Subject always to any other provision in the KA Karting Manual, the National Prosecutor:

1. Shall advise the CEO in relation to proceedings brought by the AKA or proceedings which are to be responded to by the KA.
2. Shall act as an advocate for the KA.
3. Shall act always on the instructions of the CEO.
4. Shall deal with all matters in accordance with the rules.
5. Shall not provide legal advice or otherwise assist any party (except the KA) to a proceeding to promote its case.
6. Shall not liaise with the AMSAC or with Motorsport Australia. Any communication received by the National Prosecutor from the AMSAC or from Motorsport Australia or from any other party whether or not that party is a party to a proceeding involving the National Prosecutor, shall be forwarded to the CEO for further instructions.
7. May make recommendations through the CEO to the Board regarding procedures, rules and other matters but the CEO shall not be bound to accept such recommendations.
8. Shall be independent of the National Tribunal Registrar and vice versa.
9. Does not have a power or a duty unless the power or duty is specifically conferred on the National Prosecutor by this rule or by another rule in the KA Karting Manual.
10. Shall as expeditiously as possible and in any case within 72 hours provide to the CEO copies of all correspondence received by or generated by the National Prosecutor.
11. Shall not communicate directly with the KA's legal advisers without the written consent of the Secretariat.

The National Prosecutor shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in the application of this role.



DESIRABLE PERSONAL QUALITIES

Possess skill set and experience, and/or formal qualifications (if any) in any of the following areas:

- Demonstrated Sports Administration and/or Event Management background in the Not for Profit Sector;
- Extensive knowledge of karting competition administration at Club/State/National level is essential;
- Knowledge of the KA Karting Manual is essential;
- Sound knowledge of judicial procedures and the essential notions of natural justice, procedural fairness and consideration of only relevant matters in judicial hearings and decision making is essential;
- Legal knowledge in areas of sport administration;
- High level of communication skills;
- Broad understanding of motorsport at multiple levels;
- Must have the ability to listen, analyse, think creatively and work in the best interests of the sport of karting;
- Honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.

National Tribunal Registrar

Powers

The National Tribunal Registrar's principal role is to ensure that the KA Appeal Tribunal (**AT**), KA Investigatory Tribunal (**IT**) and the KA Disciplinary Tribunal (**DT**) function in an efficient and proper manner and that the rules of the KAC are complied with at all times.

The office of the National Tribunal Registrar is an administrative position and not a judicial position.

Appointment

The appointment of the National Tribunal Registrar will be made by the Board for a period of 12 months. The Board may also appoint an Assistant Tribunal Registrar.

Reports To

CEO

Preamble

Underpinning the Australian legal system is the doctrine of separation of powers whereby the Judiciary remains separate and independent of the Executive.

In the same way, the Board and the CEO shall allow the KA Judicial system to operate without interference whilst ever the Tribunals and Courts and its Officers operate in accordance with the rules and within the powers granted to them.

Responsibilities and Functions

Subject always to any other provision in the KA Karting Manual, the National Tribunal Registrar:

1. Shall convene the AT when an appeal is lodged in accordance with the rules, and in doing so, shall provide to the parties to the appeal details as to when and where the AT is to sit.
2. In convening the AT to hear an appeal, may nominate the Members who are to sit on the AT provided such Members have been previously appointed or approved by the KA and such appointment or approval remains current.
3. May direct the parties to do certain things by certain times with respect to an appeal or a response to an appeal. In making such directions, the National Tribunal Registrar shall at all times only make such directions in accordance with the rules.
4. Shall provide the parties with a written copy of the AT's determination or any direction, or order made by the AT.
5. May convene a directions hearing or such other administrative hearing as is necessary for the efficient and proper function of the AT.
6. Shall ensure that the appropriate fees including appeal fees are paid in accordance with the rules and that the form of appeal complies with the rules.
7. Shall ensure as far is practical that any orders made by the AT, including the imposition of fines, suspensions, exclusions and other sanctions are complied with.
8. Where such action is not practical, or unenforceable by the National Tribunal Registrar, then the National Tribunal Registrar shall refer the matter to the CEO for further action.
9. May attend an AT hearing to record the proceeding and accept directions from the AT. However, the National Tribunal Registrar may not play any active role in the judicial process nor make any representation to the AT.
10. Shall deal with all matters relating to AT appeals in accordance with the rules.
11. Shall convene the IT when a matter is referred to an IT in accordance with the Rules, and in doing so, shall provide to the parties to the IT Proceedings with details as to when and where the IT is to sit.

12. In convening the IT to hear an appeal, may nominate the Members who are to sit on the IT provided such Members have been previously appointed or approved by the KA and such appointment or approval remains current.
13. May direct the parties to do certain things by certain times with respect to an appeal or a response to an appeal. In making such directions, the National Tribunal Registrar shall at all times only make such directions in accordance with the rules.
14. Shall provide the parties with a written copy of the IT's determination or any direction, or order made by the IT.
15. May convene a directions hearing or such other administrative hearing as is necessary for the efficient and proper function of the IT.
16. Shall ensure that the appropriate fees including appeal fees are paid in accordance with the rules and that the form of appeal complies with the rules.
17. Shall ensure as far is practical that any orders made by the IT, including the imposition of fines, suspensions, exclusions and other sanctions are complied with.
18. Where such action is not practical, or unenforceable by the National Tribunal Registrar, then the National Tribunal Registrar shall refer the matter to the CEO for further action.
19. May attend an IT hearing to record the proceeding and accept directions from the IT. However, the National Tribunal Registrar may not play any active role in the judicial process nor make any representation to the IT.
20. Shall deal with all matters relating to IT appeals in accordance with the rules.
21. Shall convene the DT when a matter is referred to a DT in accordance with the rules, and in doing so, shall provide to the parties to the DT proceedings (the "**Proceedings**") details as to when and where the DT is to sit.
22. In convening the DT to hear a matter, may nominate the Members who are to sit on the DT provided such Members have been previously appointed or approved by the KA and such appointment or approval remains current.
23. May direct the parties to do certain things by certain times with respect to the Proceedings or a response to the Proceedings. In making such directions, the National Tribunal Registrar shall at all times only make such directions in accordance with the rules.
24. Shall provide the parties with a written copy of the DT's determination or any direction, or order made by the DT.
25. May convene a directions hearing or such other administrative hearing as is necessary for the efficient and proper function of the DT.
26. Shall ensure that the appropriate fees (if any) are paid in accordance with the rules and that the form of referral to the DT complies with the rules.
27. Shall ensure as far is practical that any orders made by the DT, including the imposition of fines, suspensions, exclusions and other sanctions are complied with.
28. Where such action is not practical, or unenforceable by the National Tribunal Registrar, then the National Tribunal Registrar shall refer the matter to the CEO for further action.
29. May attend a DT hearing to record the proceeding and accept directions from the DT. However, the National Tribunal Registrar may not play any active role in the judicial process nor make any representation to the DT.
30. Shall deal with all matters relating to DT appeals in accordance with the rules.
31. Shall not provide legal advice or otherwise assist any party to a proceeding to promote its case. The National Tribunal Registrar may however provide parties to a proceeding with advice relating to procedure alone.
32. Shall not liaise with the AMSAC or with Motorsport Australia. Any communications received by the National Tribunal Registrar from the AMSAC or from Motorsport Australia or from any party that is not a party to the proceeding shall be forwarded to the CEO for further action.
33. When the National Tribunal Registrar communicates with a party to an appeal, the National Tribunal Registrar shall then communicate with the other party or parties in identical terms.
34. Shall ensure that all communications to and from the National Tribunal Registrar are in writing and unless very exceptional circumstances exist, communications shall not be oral. If an oral



- communication occurs, the National Tribunal Registrar shall, within 24 hours of such oral communication, confirm that communication in writing.
35. Shall not hold any position within the KA whilst ever he/she holds the position of National Tribunal Registrar.
 36. May make recommendations to the CEO regarding procedures, rules and appointments to the AT and/or the DT but the CEO and the Board shall not be bound to accept such recommendations.
 37. Shall be independent of the National Prosecutor and vice versa.
 38. Does not have a power or a duty unless a power or duty is specifically conferred on the National Tribunal Registrar by this Standing Order or by any rule in the KA Karting Manual.
 39. Shall as expeditiously as possible and in any case, within 72 hours, provide to the CEO copies of all correspondence received by or generated by the National Tribunal Registrar.
 40. Shall not communicate direct with the KA's legal advisers without the written consent of the CEO.

DESIRABLE PERSONAL QUALITIES

Possess skill set and experience, and/or formal qualifications (if any) in any of the following areas:

- Extensive knowledge of karting competition administration at Club/State/National level is essential;
- Knowledge of the KA Karting Manual is essential;
- Sound knowledge of judicial procedures and the essential notions of natural justice, procedural fairness and consideration of only relevant matters in judicial hearings and decision making is essential;
- Legal knowledge in areas of sport administration;
- High level of communication skills;
- Broad understanding of motorsport at multiple levels;
- Must have the ability to listen, analyse, think creatively and work in the best interests of the sport of karting;
- Honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.



National Medical Officer

Powers

The National Medical Officer's principal role is to bring to the attention of the CEO and the Board any matters relating to the health and safety of drivers, officials, teams and spectators which he or she believes requires action and to develop a national policy on medical safety in karting.

The office of the National Medical Officer is a largely administrative position and not a clinician's position.

Appointment

The appointment of the National Medical Officer will be made by the Board for a period of 12 months.

Reports To

CEO

Preamble

The purpose of the medical service and the National Medical Officer in karting is to develop a plan or plans to provide those resources, skilfully deployed, for the optimal management of casualties in order to ensure the best achievable outcome at Club, state and nationals levels of competition.

The role involves thorough planning, development and administration, in order to ensure the presence of qualified and experienced personnel with appropriate equipment, including vehicles and communications at affordable levels having due regard for the risk of competition at Club, State and National levels.

Responsibilities and Functions

1. Development of suitable medical plans and medical policy frameworks for karting at Club, State and National levels;
2. Develop and establish a national policy on medical issues;
3. Advise the Board on medical issues in karting
4. Advise the national Safety Committee on issues of medial safety and best practice for application at karting events at Club, State and national Levels;
5. Differentiate between the needs of karting race meetings at different levels of competition
6. Development of a training and education infrastructure, that will include the development of:
 - publications,
 - a competency framework,
 - and a 'train the trainer' programme to improve upon the delivery of medical services at karting events;

DESIRABLE PERSONAL QUALITIES

Possess skill set and experience, and/or formal qualifications (if any) in the following areas:

- Must be a medical doctor;
- Has clinical skills preferably in trauma medicine;
- A good administrator who is able to organise medical and para-medical personnel and performs administrative tasks in relation to medical cover at events;
- High level of communication skills;
- Broad understanding of motorsport at multiple levels;
- Must have the ability to listen, analyse, think creatively and work in the best interests of the sport of karting;
- Honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.

National Technical Commissioner

Powers

The National Technical Commissioner's principal role is to ensure that a national technical compliance and scrutineering framework is developed and implemented so as to ensure that consistency of technical interpretation exists at all levels of competition and across all States.

The National Technical Commissioner will assist the Technical Director in the evaluation of technical components for homologation and approval for use in competition

Appointment

The appointment of the National Technical Commissioner will be made by the Board for a period of 12 months.

Reports To

CEO

Responsibilities and Functions

- Advise the Board on matters relating to the technical specifications of all components of karts
- Evaluate and consider under the direction of the Technical Director, any proposals for change to technical regulations;
- To consider any matters referred to him/her by the Board or the CEO;
- To recommend appointments of appropriately qualified Technical Officers to national events as required by the regulations;
- The preparation of appropriate technical regulations that may be required from time to time;
- Develop and implement appropriate processes and procedures for the introduction of new racing components as may be required by the Board from time to time
- Undertake the Homologation process of technical items as required or directed by the Board
- Review Technical submissions for new products and services and produce appropriate reports to the Board
- Oversee the technical evaluation of any components or classes of components used in kart racing as may be referred to it by the Board from time to time – for the avoidance of doubt this may include the evaluation of tyres used in different classes and competitions
- Review and recommend as appropriate technical addendums to the KA Manual for Board approval
- Develop, implement and review training packages for all KA Technical Officials/Stewards
- To provide direction and advice to all State Technical Commissioners on matters of:
 - Technical compliance;
 - Technical specifications of components used in karting;
 - Scrutineering procedures;
 - Compliance checkingOf karts and associate equipment including apparel and safety equipment to ensure compliance with the Regulations;
- Evaluate for the purpose of ensuring consistency across States interpretations from each State Technical Commissioner

The National Technical Commissioner shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in the application of this role.

DESIRABLE PERSONAL QUALITIES

- Demonstrated extensive Technical Administration experience is essential;



- Extensive knowledge of modern motor sport scrutineering and compliance checking processes and systems is desirable;
- Formal Qualifications in Mechanical Engineering or an appropriate trade qualification is desirable;
- Knowledge of karting technical administration at Club level and above would be advantageous;
- Knowledge of the KA Karting Manual would be advantageous;
- High level of communication skills;
- Must have the ability to listen, analyse, think creatively and work in a team environment;
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.

National Track & Safety Inspector

The responsibilities of this position have been replaced by the Safety Risk and Compliance Manager and the Safety Delegate.

Safety Delegate

Powers

The Safety Delegate's principal role is to assist the Safety, Risk and Compliance Manager to drive the KA safety agenda nationally as well as to assist the National Championship Officials in their duties to ensure that circuits used for the Australian Kart Championship are presented in the safest possible manner for top line national karting competition.

Taking an approved project-based approach, the Safety Delegate will work closely with the Safety Risk Management and Compliance Manager and assist with the development of programs to progressively enhance the approach to circuit safety at National, State and Club level across Australia.

Appointment

The appointment of the Safety Delegate will be made by the Board for a period of 12 months.

Reports To

CEO

Responsibilities and Functions

The Safety Delegate will have the responsibility to:

- Act as Chair of the National Safety Committee;
- Provide counsel to the CEO and the Safety Risk and Compliance Manager on matters of safety;
- At the instruction of the CEO, attend National Championship, National Series, National Cup, and such other events as may be required by the CEO to assist the Officials of the event to meet the safety requirements established by KA;
- Provide written reports to the Safety Risk and Compliance Manager on matters related to safety emanating from such meetings as may be deemed necessary;
- Assist the Safety Risk and Compliance Manager as may be required in the assessment of new circuit safety issues;
- Monitor International kart safety trends and provide advice on relevant issues;
- Collaborate with the Safety Risk and Compliance Manager as may be necessary so as to achieve a unified approach to safety in karting.

DESIRABLE PERSONAL QUALITIES

- Knowledge of Karting;
- Knowledge and understanding of International and National motorsport;
- Knowledge of karting safety issues;
- Knowledge of kart circuit safety standards and guidelines;
- Knowledge of the KA Karting Manual would be advantageous;
- Sound levels of understanding of modern corporate governance requirements;
- High level of communication skills;
- Must have the ability to listen, analyse, think creatively and work in a team environment;
- Possess honesty, sensitivity to and tolerance of differing views and cultures, a friendly, responsive and patient approach, personal integrity and community building skills.

National Officials Co-ordinator

Powers

The National Officials Co-ordinator's principal role is to ensure that a national officiating, stewarding and judicial framework is developed and implemented so as to ensure that consistency of race meeting management, interpretation of rules – both technical and sporting and judicial enforcement is consistently met at all levels of competition and across all States.

The National Officials Co-ordinator will assist the CEO with the appointment of senior officials for race meetings in accordance with the KA Manual.

Appointment

The appointment of the National Officials Co-ordinator will be made by the Board for a period of 12 months.

Reports To

CEO

Responsibilities and Functions

The National Officials Co-ordinator will have the responsibility to:

- Convene and Chair the National Officials Committee;
- Establish the standards necessary for the effective control and officiating at karting events across Australia;
- Appoint appropriately skilled officials as required for the conduct of National race meetings;
- Ensure that appropriate standards and a consistent grading system for Stewards is applied;
- Ensure that appropriate standards of officiating are being maintained at all levels at all karting events;
- Ensure that the process of officiating at karting events is conducted so as to meet the objectives of the KA;
- Develop and implement suitable training programs to ensure that all Officials at Karting events in Australia are effectively trained:
 - In their obligations and duties under the regulations,
 - To ensure that a "Customer First" mentality is maintained at all time when dealing with drivers, competitors, fellow officials and stakeholders in the sport;
 - In the efficient and effective enforcement of the rules of racing and KA's technical rules while meeting at all times the objectives of KA with emphasis on fairness of competition, safety, respect, and transparency in decision making,
 - So as to allow them advance through the various grades of officiating in Karting;
- To ensure that the judicial system applied at all KA events respects the requirements or natural justice and due process at all times and is conducted in accordance with the Rules in force from time to time;
- To review and recommend changes in the management and control of race meetings whenever they may be required;
- To ensure that race meetings are conducted in the safest manner possible utilising appropriate targeted risk management principles;
- Work with the State Officials Co-ordinators to ensure that State and Club officials are appropriately trained so as to meet these objectives in each State;
- To ensure, through continual assessment that all State Associations and Affiliated Clubs are utilising the best possible approach to officiating at events;
- To consider matters referred to them by the Board from time to time;
- Establish processes to ensure that the Officials are conducting race meetings efficiently at all time.



The National Officials Co-Ordinator will be supported in this role by the Officials Delegate.

DESIRABLE PERSONAL QUALITIES

- Demonstrated Sports Administration and/or Event Management background in the Not for Profit Sector;
- Demonstrated extensive senior motorsport administration experience is essential;
- Senior Motorsport Official (Steward/Clerk Of Course) is essential;
- Extensive knowledge of modern motor sport judicial functions, processes and systems is essential;
- Sound knowledge of judicial procedures and the essential notions of natural justice, procedural fairness and consideration of only relevant matters in judicial hearings and decision making is essential;
- Knowledge of karting officiating and stewarding administration at Club level and above is essential;
- Legal knowledge in areas of sport administration;
- Be able to develop and conduct suitable training modules for officials is highly desirable;
- Knowledge of the KA Karting Manual is essential;
- High level of communication skills;
- Must have the ability to listen, analyse, think creatively and work in a team environment;
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.



CIK Delegate

Powers

The CIK Delegate's principal role is to represent Australia (Motorsport Australia and KA) in person or by teleconference at meetings of the CIK-FIA Commission.

The CIK Delegate will assist the CEO with the issuing of International Licences, Visas, Waivers and Authorities to compete.

Appointment

The appointment of the CIK Delegate will be made by the Board for a period of 12 months.

The Board may appoint an alternate CIK Delegate (which may be a Board Director) as it sees fit from time to time.

Reports To

Chair and CEO

Preamble

The Confederation Internationale de Karting (**CIK**) is one of the sporting Commissions of the FIA. The object of the CIK shall be to develop, promote, co-ordinate and regulate Karting-related activities around the world, respecting the principles enacted by the Fédération Internationale de l'Automobile (**FIA**).

The FIA has delegated national authority of karting to Motorsport Australia. KA's authority to organise and control karting in Australia has in turn been delegated to it by Motorsport Australia. Australia currently holds one of the 27 seats on the CIK and is required to nominate a delegate to represent Motorsport Australia and KA.

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Responsibilities and Functions

The CIK Delegate will have the responsibility to:

- Act as AKA representative at meetings of the CIK as required by the Board;
- Provide counsel to the Board on matters of international karting;
- Assist the Board to align certain classes of karting conducted in Australia as determined by the Board with international classes conducted in accordance with CIK technical and sporting regulations;
- Assist the Board with the organisation of international and elite karting classes and competition in Australia;
- Provide written reports on all meetings to the Board;
- Receive, distribute and report on all correspondence relating to CIK issues;
- Monitor International issues and provide timely advice and recommendations of relevant issues;
- Advise on relevant International structural changes and the potential impact on KA competition;
- Assist the CEO with the issuing of all International Licences, Visas, Waivers and Authorities to compete;
- Oversee all regional karting issues relating to karting and advise the board accordingly;
- Attend Board Meetings as may be required.

DESIRABLE PERSONAL QUALITIES

- Knowledge of CIK-FIA structure, roles and responsibilities;
- Knowledge of International Karting class structures, championships, trophies and events is essential;
- Knowledge and understanding of International and National motorsport;
- Knowledge of karting technical administration at Club level and above would be advantageous;



- Knowledge of the KA Karting Manual would be advantageous;
- Sound levels of understanding of modern corporate governance requirements;
- High level of communication skills;
- Must have the ability to listen, analyse, think creatively and work in a team environment;
- Possess honesty, sensitivity to and tolerance of differing views and cultures, a friendly, responsive and patient approach, personal integrity and community building skills;
- Ability to present at International/Regional workshops and conferences;
- Flexibility to be able to attend national and international meetings.

Vintage Chair

Powers

The Vintage Delegate's principal role is to assist the CEO to ensure that Vintage Karting is conducted at all times within a framework that is consistent with the requirements of vintage karting generally.

Appointment

The appointment of the Vintage Delegate will be made by the Board for a period of 12 months.

Reports To

CEO

Responsibilities and Functions

The Vintage Delegate will:

- Chair the Vintage Karting Committee
- Establish through the Committee the standards, guidelines and plans necessary for the effective control of Vintage Karting in Australia;
- Establish through the Committee the standards, guidelines and plans necessary for the effective control of Vintage Karting events across Australia;
- Have a Safety First focus for Vintage Karting
- Identify issues within Vintage Karting and develop recommended solutions for presentation to the CEO;
- To ensure that appropriate standards of officiating are being maintained at all Vintage Karting events;
- To ensure that the process of officiating at Vintage Karting events is conducted so as to meet the objectives of the AKA.
- Provide a conduit between the CEO and the Vintage Karting committee and the Vintage Karting community for the betterment of Vintage Karting in Australia.
- Through the Vintage Karting Committee to recommend rule changes and enhancements for the benefit of Vintage Karting generally.

DESIRABLE PERSONAL QUALITIES

- Knowledge of the Vintage Karting is essential;
- High level of communication skills;
- Must have the ability to listen, analyse, think creatively and work in a team environment;
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.

National Stewards Panel

Powers

The National Stewards Panel is an integral part of the national karting judicial framework. It shall have the same general authority as the Stewards of the Meeting with additional and extended powers to deal with any matters that arise between Meetings in accordance with these Rules.

Appointment

The appointment of the Co-Chairs of the National Stewards Panel will be made by the Board for a period of 12 months.

Reports To

Board

Responsibilities and Functions

It is intended that the National Stewards Panel will simplify the judicial process where matters may arise between Race Meetings or that could not be dealt with during a Race Meeting. It will alleviate the need to convene a Disciplinary Tribunal to deal with such matters.

- The National Stewards Panel shall have the same authority as the Stewards of the Meeting with additional powers as outlined in this Rule.
- The National Stewards Panel will have extended powers to deal with any matters that arise between Meetings in accordance with these Rules.
- The National Stewards Panel may commence a Hearing upon referral to them by KA of any matter in accordance with the Rules and shall conduct such Hearing in accordance with the Rules.
- Three (3) Stewards shall be present at all Hearings conducted by the National Stewards Panel.
 - At least one (1) member of the National Stewards Panel must be available to Chair any Hearing.
 - Should a member or members of the National Stewards Panel be unavailable, the remaining member or members of the panel will fill the position with another suitably qualified Steward or Stewards.
- The National Stewards Panel may hear any matter in their absolute discretion at any time in accordance with the authority given to them by these Rules.
- The National Stewards Panel shall be empowered as follows:
 - To conduct a Hearing into any matter as a result of a Meeting which was not able to commence or to be completed at a Meeting and was referred to them.
 - To conduct a Hearing into any matter that may constitute a breach of the Rules and that was referred to them by KA.
- At all times matters decided by the National Stewards Panel will be subject to the same provisions of Appeal that apply to all other judicial matters under the rules.

DESIRABLE PERSONAL QUALITIES

- Demonstrated Sports Administration and/or Event Management background in the Not for Profit Sector;
- Demonstrated extensive senior motorsport administration experience is essential;
- Must be a Grade 1 Steward;
- Extensive knowledge of modern motor sport judicial functions, processes and systems is essential;



- Sound knowledge of judicial procedures and the essential notions of natural justice, procedural fairness and consideration of only relevant matters in judicial hearings and decision making is essential;
 - Knowledge of karting officiating and stewarding administration at Club level and above is essential;
 - Legal knowledge in areas of sport administration is desirable;
 - Knowledge of the KA Karting Manual is essential;
 - High level of communication skills;
 - Must have the ability to listen, analyse, think creatively and work in a team environment;
 - Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, personal integrity and community building skills.
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