

## B5 2021 NATIONAL CLUB AFFILIATION REQUIREMENTS

Scheduled Reviewed Annual

Date of Board Approval 29 September 2020

Club affiliation with a State Karting Association (SKA) and KA for the year commencing 1 January 2020, is conditional upon full compliance with the following National Affiliation Requirements: -

- a) Completing the Club Affiliation Form and submitting it to your SKA together with payment of the National Club Affiliation Fee of \$50.00
- b) The club maintaining ongoing currency as an entity in accordance with relevant State, Territory or Commonwealth requirements – see **APPENDIX A**.
- c) Having all of the Club's participants (Competitors, Drivers and Officials) registered on Karting Australia's CMS program.
- d) Club acceptance and compliance with its SKA constitution and the KA Constitution, Rules, Regulations, Policies, Procedures, Safety Standards and instructions, issued by KA, including but not limited to:
  - (i) National Competition Rules
  - (ii) Decisions of the Board and directives issued by KA
  - (iii) Member Protection Policy
  - (iv) Privacy Policy
  - (v) Anti-discrimination, Harassment and Bullying Policy
  - (vi) Observed Driving Session Policy
  - (vii) Social Media Policy
  - (viii) Code of Conduct
  - (ix) Licencing Rules
  - (x) Risk Management Policy
  - (xi) Officials Licence Policy
  - (xii) Private Practice Policy

KA's Bylaws and Policies can be found online at: <https://www.karting.net.au/administration/by-laws-policies>

- e) Clubs must: -
  - (i) Ensure that all karting activities – both Competition karting and social karting are conducted in accordance with the Rules and Regulations and under the provision of a properly issued Organising Permit by appropriately Accredited and Licenced Officials.
  - (ii) Have achieved and will maintain KARM (Karting Australia Risk Management) Level 2 Accreditation and will work towards achievement of higher level of KARM as they are released.
  - (iii) Comply with KA and SKA requests for club and participant information in a timely manner.
  - (iv) Follow the KA injury and incident reporting procedures, including completion of injury report forms. All injuries must be documented in accordance with the injury report procedure.
  - (v) Ensure that at least two (2) members of the Club Executive or Committee have successfully completed the Volunteer Management Course in the KA Officials Academy powered by Rosche Paper.
- f) Throughout 2021, Clubs must maintain a commitment to progressively work to:
  - (i) Achieve and maintain the highest levels of KARM Accreditation as the training modules become available.
  - (ii) Implement Working with Children Checks (Suitability Checks) for all staff and volunteers (paid or unpaid) and ensure they are conducted in accordance with State Legislation.
  - (iii) Ensure the Club meets its employment obligations, including the appropriate level of WorkCover insurance.
  - (i) Maintain an ongoing compliance with the basic venue safety requirements, including but not limited to:
    - Having the Current Organising Permit on prominent display on the Club Notice Board and/or at the Out Grid at all Club venues at all times that a karting activity is taking place.

- Having the latest approved Waiver/Disclaimer signs on display in the grid area and at any entrance into the facility.
- Having Safety Rules on prominent display at all club venues.
- Having Private Practice Rules on prominent display at the Out Grid at all club venues at all times.
- Ensuring that trial evacuation exercises (Fire Drills) are conducted at least twice per year.
- Ensuring that at least one currently qualified First Aider, is on site and accessible in accordance with the KA Rules.
- Ensuring that a fully equipped, regularly maintained First Aid Kit is on site and accessible during all KA Permitted Karting activities.
- Ensuring that a working telephone either landline or mobile is on site, operational and accessible during all KA Permitted Karting activities and emergency contact numbers are on prominent display near the handset or other prominent place.
- Implementing an MPIO procedure wherein at least one person per club has completed the online MPIO Course by the beginning of the Calendar year. The Club MPIO should be a person who is not on the Club executive. Some exemptions to this requirement may, be given to smaller clubs upon application to KA.

## APPENDIX A

### Incorporated Club Responsibilities

Legislation differs in each state or territory, so it is difficult to outline detailed requirements for Incorporated Bodies (Associations and Clubs), but basically, an incorporated association may need to:

- Have a current constitution and act in accordance with its objects and rules
- Have a committee, responsible for managing the Club
- Have a public officer
- Have a registered office in its state of incorporation
- Hold an annual general meeting once every calendar year
- Lodge an annual statement every year
- Keep proper accounting records and, where required, prepare, have audited and lodge financial statements
- Keep minutes of all committee and general meetings.
- Keep registers of members and all committee members

For more information about incorporating an association and post-incorporation obligations, visit the website of the relevant State or Territory authority.