

## AKA National Officials

### Scope

This Standing Order applies to AKA National Officials appointed by the Board of AKA Ltd in accordance with the Constitution and the Regulations of AKA.

### Definitions

**AKA** means the Australian Karting Association Ltd.

**Board** means the Directors of the AKA acting as a body which includes the Chairman.

**CAMS** means the Confederation of Australian Motor Sport Limited under whose delegated authority AKA derives its authority to run Karting throughout Australia.

**CEO** means the Chief Executive Officer of AKA.

**Club** means a Kart Racing Club affiliated with an Ordinary Member.

**Committee Member** means a person who has been appointed by the Board as a member of a Functional Committee.

**Constitution** means the Constitution of the Australian Karting Association Ltd.

**Director** has the same meaning as in the Constitution.

**Executive Commission** means the body appointed by the Board in accordance with the provisions of the Memorandum Of Understanding with the Ordinary Members of AKA.

**Executive Officer** means either a member of the Board or an AKA 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

**Functional Committee** means a Functional Committee, appointed by the Board in accordance with the Constitution.

**Official** means a national Official

**Ordinary Member** means the state and territory Karting Associations that have affiliated with AKA in accordance with the Constitution.

**State Karting Council** means the body established under the Constitution in each State.

## AKA National Officials

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| <b>Objective</b> | <b>The objective of this Standing Order is to define the responsibilities and powers of AKA National Officials to support the efficient administration of the organisation of sprint kart racing across Australia.</b> |
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### **Standing Order Establishment**

The National Officials are either appointed by the Board in accordance with Clause 8.1(a) of the Constitution; or  
 Appointed at the Annual General Meeting in accordance with the Administrative Procedures of the AKA Karting Manual.  
 National Officials are responsible to the Board and may be appointed for an enduring or fixed term basis.

#### **Powers, Conflicts and Removal**

The powers of the National Officials shall be limited to the powers delegated by the Board and stipulated in this Standing Order.  
 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.

#### **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 AKA, the General Standing Regulations of AKA, all AKA Policies, the International Sporting Code of the FIA, the National Competition Rules of CAMS 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 AKA as contained within the AKA Strategic Plan.

#### **Functional Committees**

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

## AKA National Officials

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 AKA.

### **Other Administrators/Co-ordinators/Committees**

The National Official may refer matters to, or seek advice from, the CEO, other AKA Administrators, Co-ordinators and Committees as may be required to fulfill their role.

### **Reporting to the Responsible Director and CEO of AKA**

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 for the National Official which must be supported by a simple majority of the Committee ; or
- A proposal by the National Official for amendment of this Standing Order
- A proposal by the CEO after consultation with the National Official and or the relevant Functional Committee.

### **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 AKA 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:

## AKA National Officials

- 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.

## Schedule 6 – 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 AKA 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 the National Officials Committee;
- In conjunction with the Operations Director, 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 AKA;
- Develop and implement suitable training programs (at least one each year in each State) 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 AKA's technical rules while meeting at all times the objectives of AKA 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 AKA 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 it by the Board from time to time;

## AKA National Officials

- Establish processes to ensure that the Officials are conducting race meetings efficiently at all time.

### 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 AKA 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.