



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.



Objective

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.

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.

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 AKA 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 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.

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; 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 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:

- 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 1 – 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 AKA at the AKA Appeal Tribunal (AT), ~~Court (AKAC)~~ the AKA Disciplinary Tribunal (DT) 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 AKA Steward's Hearing, a DT Tribunal or an AT Appeals Tribunal or the ~~AKAC~~ relate to charges made as a consequence of an alleged breach of the rules of the AKA Karting Manual. In such circumstances, the AKA 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 AKA has created the position of National Prosecutor.

Responsibilities and Functions

Subject always to any other provision in the AKA 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 AKA.
2. Shall act as an advocate for the AKA.
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 AKA) to a proceeding to promote its case.
6. Shall not liaise with the AMSAC or with CAMS. Any communication received by the National Prosecutor from the AMSAC or from CAMS 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 AKA 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 AKA'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 AKA 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.



Schedule 2 – National Tribunal Registrar

Powers

The National Tribunal Registrar's principal role is to ensure that the AKA [Appeal Tribunal \(AT\)](#) and the [AKA Disciplinary Tribunal \(DT\) Court \(AKAC\)](#) function in an efficient and proper manner and that the rules of the AKAC 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 AKA 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 AKA Karting Manual, the National Tribunal Registrar:

1. Shall convene the [AT AKAC](#) 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 AKAC](#) is to sit.
2. In convening the [AT](#) to hear an appeal, may nominate the Members who are to sit on the [AT AKAC](#) provided such Members have been previously appointed or approved by the [AKA Secretariat](#) 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 AKAC's](#) determination or any direction, or order made by the [AT AKAC](#).
5. May convene a directions hearing or such other administrative hearing as is necessary for the efficient and proper function of the [AT AKAC](#).
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 AKAC](#), 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 AKAC](#) hearing to record the proceeding and accept directions from the [AT AKAC](#). However, the National Tribunal Registrar may not play any active role in the judicial process nor make any representation to the [AT AKAC](#).
10. Shall deal with all matters relating to [AT AKAC](#) appeals in accordance with the rules.
11. 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.



12. 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 AKA and such appointment or approval remains current.
13. 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.
14. Shall provide the parties with a written copy of the DT's determination or any direction, or order made by the DT.
15. May convene a directions hearing or such other administrative hearing as is necessary for the efficient and proper function of the DT.
16. 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.
17. 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.
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 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.
20. Shall deal with all matters relating to DT appeals in accordance with the rules.
21. 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.
22. Shall not liaise with the AMSAC or with CAMS. Any communications received by the National Tribunal Registrar from the AMSAC or from CAMS or from any party that is not a party to the proceeding shall be forwarded to the CEO for further action.
23. 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.
24. 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.
25. Shall not hold any position within the AKA whilst ever he/she holds the position of National Tribunal Registrar.
26. May make recommendations to the CEO regarding procedures, rules and appointments to the AT AKAC and/or the DT but the CEO and the Board shall not be bound to accept such recommendations.
27. Shall be independent of the National Prosecutor and vice versa.
28. 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 AKA Karting Manual.
29. 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.
30. Shall not communicate direct with the AKA'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 AKA 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.



Schedule 3 – 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.



Schedule 4 – 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;
- To co-ordinate the National Technical Committee including the preparation of agenda's and recording of Minutes of meetings;
- 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 AKA Manual for Board approval
- Develop, implement and review training packages for all AKA 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 AKA 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.



Schedule 5 – National Track & Safety Inspector

Powers

The National Track & Safety Inspector is the pre-eminent position on all matters related to circuits' safety and design in Australia.

The National Track & Safety Inspector is empowered to make recommendations to the Board in supporting the administration of safety related issues at AKA licensed circuits across Australia.

Appointment

The appointment of the National Track & Safety Inspector will be made by the Board for a period of 12 months.

Reports To

CEO

Responsibilities & Functions

The National Track & Safety Inspector will, in conjunction with the National Safety Committee will have the responsibility to:

- Establish the standards necessary for the design, construction and maintenance of Karting circuits across Australia;
- Establish minimum safety standards to be applied at all levels of karting competition in Australia;
- Establish an appropriate track safety inspection and audit regime;
- Establish a safety inspection and development matrix for use in the consistent assessment of all issues of safety in karting;
- Establish a grading system of tracks that recognises those Tracks that are suitable for use at National, State and Club events;
- Inspect new and existing Tracks prior to the issuing or renewal of a track license;
- Co-ordinate the AKA Track Safety Committee, and act as the means of communication between the committee and the Board;
- Advise the State Track Safety Inspectors;
- Inspect, or nominate an interstate track safety inspector to inspect all temporary circuits.
- In conjunction with the State Track Safety Officer, ensure at least one track safety school is conducted in each state each year;
- Ensure a consistent interpretation of track safety rules in each state;
- Carry out the directions of the Board;
- Inspect the tracks at the request of the AKA/ State Karting Boards.
- Inspect, in conjunction with the State Track Inspector, the track nominated or designated for the National Championships and report to the AKA on its suitability.
- Approve the designated track for the National Championships before the permit is issued.
- Consolidate, analyse and maintain a matrix of track safety issues arising from:
 - track inspections,
 - post event debriefing and
 - consultation with circuit owners/operators;
- Advise AKA, the Board, Ordinary Members, Clubs and competitors on all matters related to general safety, track safety, safety of competitors, pit crew, officials and spectators;
- Advise the Board or any rules that should be enacted or amended so as to enhance the safety levels of all kart racing activities in Australia
- Keep abreast of technological and other advancements in track safety and competitor safety:
 - Assess them for application in Australia;



- Ensure circuit owners/operators are advised and consulted on technological and other opportunities that may be available.
- Establish in consultation with circuit owner/operators a forward looking implementation plan for track safety issues arising from the analysis of the track safety matrix;
- Through management liaise with the Ordinary Members, circuit owners/operators to ensure the circuits are maintained to an appropriate level of safety, commensurate with the track safety matrix, activity/function and risk;
- Through the AKA representative to the CIK, proactively interact with the CIK on track safety related issues.

DESIRABLE PERSONAL QUALITIES

- Demonstrated Sports Administration and/or Event Management background in the Not for Profit Sector;
- Knowledge of risk management for motorsport;
- Knowledge of general motorsport safety requirements;
- Knowledge of karting competition administration at Club/State/National level would be advantageous;
- Knowledge of the AKA Karting Manual would be advantageous;
- Sound knowledge of Occupational Health and Safety legislation and regulations;
- 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



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 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 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;



- 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 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.



Schedule 7 – CIK Delegate

Powers

The CIK Delegate's principal role is to represent Australia (CAMS and AKA) 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 CAMS. The AKA's authority to organise and control karting in Australia has in turn been delegated to it by CAMS. Australia currently holds one of the 27 seats on the CIK and is required to nominate a delegate to represent CAMS and the AKA.

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 AKA 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 AKA 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.



Schedule 8 – Safety Delegate

Powers

The Safety Delegate's principal role is to help the Safety Risk and Compliance Manager and the National Track & Safety Inspector 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 AKA 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.

Schedule 9 – Officials Delegate



Powers

The Officials Delegate's principal role is to assist the CEO and the National Officials Co-Ordinator to ensure that a national officiating, stewarding and judicial framework is developed and implemented.

Appointment

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

Reports To

CEO

Responsibilities and Functions

Taking an approved project based approach, the Officials Delegate will assist the National Official's Co-Ordinator to advance and improved the standards of officiating at Karting events in Australia that may include the following:

- In conjunction with the National Officials Co-Ordinator, establish the standards, guidelines and plans necessary for the effective control and officiating at karting events across Australia;
- Collaborate with the National Official's Co-Ordinator to identify issues within the ranks of the officials and together, to develop recommended solutions for presentation to the CEO;
- In conjunction with the National Officials Co-Ordinator, to ensure that appropriate standards of officiating are being maintained at all levels at all karting events;
- In conjunction with the National Officials Co-Ordinator, to ensure that the process of officiating at karting events is conducted so as to meet the objectives of the AKA;
- Assist the National Official's Co-Ordinator to develop and implement suitable training programs to ensure that all Officials at Karting events in Australia are effectively trained;
- Assist the National Officials Co-Ordinator with the identification of Officials capable of achieving higher standings as Officials;
- Assist the National Officials Co-Ordinator to establish processes to ensure that the Officials are conducting race meetings efficiently at all time.
- Collaborate with the National Officials Co-Ordinator as may be necessary so as to achieve a unified approach to best practice in officiating in karting in Australia.

DESIRABLE PERSONAL QUALITIES

- Demonstrated Sports Administration background in the Not for Profit Sector;
- Demonstrated extensive senior motorsport administration experience is essential;
- Senior Motorsport Official (Steward/Clerk Of Course) is essential;
- Knowledge of karting officiating, stewarding and administration at Club level and above;
- Be able to 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.



Schedule 10 – Vintage Delegate

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.

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