



STATE TRIBUNAL REGISTRAR – ROLE AND RESPONSIBILITIES

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INTRODUCTION

This document sets out the responsibilities and powers of the State Tribunal Registrar within the judicial framework that applies to Karting Australia Competition.

Each State Association (“Association”) will appoint a State Tribunal Registrar.

The office of State Tribunal Registrar (“STR”) is an administrative position, not a judicial position.

The principal role of the STR is to ensure that the State Tribunals function in an efficient and proper manner and that the Tribunal rules are complied with.

Role and Responsibilities

Subject always to any other provision in the Australian Karting Manual, the STR:

1. Shall convene a Tribunal when required in accordance with the rules, and in doing so, shall provide to all parties to the hearing to be conducted details as to when and where the Tribunal is to sit.
2. In convening any Tribunal, the STR may nominate the Members who are to sit on the Tribunal provided such Members have been previously appointed or approved by the Association and such appointment or approval remains current.
3. May direct the parties to do certain things by certain times with respect to a hearing. In making such directions, the STR shall at all times only make such directions in accordance with the rules.
4. Shall provide the parties with a written copy of the Tribunal’s determination or any direction, or order made by the Tribunal.
5. Shall ensure that the appropriate fees are paid in accordance with the rules and that the form of application to a Tribunal complies with the rules.
6. Shall ensure as far is practical that any orders made by the Tribunal, including the imposition of fines, suspensions, exclusions and other sanctions are complied with.
7. Where such action is not practical, or unenforceable by the STR, then the STR shall refer the matter to the Association for further action.
8. May attend a Tribunal hearing to record the proceeding and accept directions from the Tribunal. However, the STR may not play any active role in the judicial process nor make any representation to the Tribunal.
9. Shall deal with all matters relating to Tribunals in accordance with the rules.

10. Shall not provide legal advice or otherwise assist any party to a proceeding to promote its case. The STR may however provide parties to a proceeding with advice relating to procedure alone.
 11. Shall not liaise with the AMSAC or with CAMS. Any communications received by the STR from the AMSAC or from CAMS or from any party that is not a party to the proceeding shall be forwarded to the Association for further action.
 12. When the STR communicates with a party to a proceeding, the STR shall then communicate with the other party or parties in identical terms.
 13. Shall ensure that all communications to and from the STR are in writing and unless very exceptional circumstances exist, communications shall not be oral. If an oral communication occurs, the STR shall, within 24 hours of such oral communication, confirm that communication in writing.
 14. May make recommendations to the Association regarding procedures, rules and appointments to a Tribunal but the Association shall not be bound to accept such recommendations.
 15. Shall be independent of the State Prosecutor and vice versa.
 16. Does not have a power or a duty unless a power or duty is specifically conferred on the STR by this rule or by another rule in the Australian Karting Manual.
 17. Shall as expeditiously as possible and in any case, within 72 hours, provide to the Association copies of all correspondence received by or generated by the STR.
 18. Shall not communicate directly with the Association's legal advisers without the written consent of the Association.
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Policy Manager

Manager – CEO