



KARTING AUSTRALIA FUNCTIONAL COMMITTEES

Scope

This Standing Order applies to Functional Committees as appointed by the Board of Karting Australia (KA)

Definitions

KA means the Australian Karting Association Ltd.

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

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

CEO means the Chief Executive Officer of KA.

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

Committee means a Functional Committee, appointed by the Board in accordance with the provisions of this Standing Order.

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 KA.

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

Ordinary Member means the state and territory Karting Associations that have affiliated with KA 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 a KA Functional Committee to support the efficient administration of the organisation of sprint kart racing across Australia.

Standing Order

1. Establishment

- 1.1 The Committee has been established by the Board either in accordance with Clause 8.1(a) of the Constitution or as required from time to time by the Board;
- 1.2 The Committee is a management committee responsible to the CEO/Board and may be established for an enduring or fixed term or on a project or issue basis.

2. Composition

- 2.1 The Committee shall consist of a:
 - i) Chair appointed by the Board. Such person may be a member of the Board; and
 - ii) Number of other members with the appropriate suite of skills to undertake the functions assigned to the Committee by the Board.
- 2.2 A member of the Committee defined in 2.1 above, may at the sole discretion of the Board, be appointed as the Deputy Chair of the Committee to support the Chair in managing the Committee.
- 2.3 Committee Members shall hold office for the calendar year for which they are appointed or for the balance of that calendar year if they are appointed during that year; or for such other period as the Board determines.
- 2.4 The CEO may appoint an Executive Officer of the Committee who shall provide administrative support to the Committee. Such person (unless they are a member of the Board) will not be members of the Committee and shall not have any entitlement to vote.
- 2.5 In addition to the Committee Members, the following individuals shall be able to attend each meeting of the Committee to take part in discussions but not to move, second or vote on motions:
 - i) Directors of KA;
 - ii) CEO of KA; and
 - iii) Other relevant management together with external parties who are not Directors but whose expertise or input is relevant to the operation of the Committee may attend by invitation of the Chair.
- 2.6 The Board may, in its sole discretion, remove from office any Committee Member during the term of their appointment without need for litigation and without any requirement for giving reasons to do so.
- 2.7 All members of the Functional Committees (other than the Executive Officers who may be members of KA staff or independent contractors to KA) 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.

3. Functions & Responsibility

- 3.1 Committee members must not allow personal interests or the interests of associated persons to conflict with the interests of the organization.
- 3.2 All Committee members **must declare** to the Chair any **material conflict of interest (both actual and perceived), and/or any potential conflict of interest**. Each Committee Member's independence is assessed by the Chair on an individual basis focusing on an assessment of each Committee Member's

capacity to bring independence of judgement to Committee decisions and recommendations.

- 3.3 The Committee shall have responsibilities as determined by the Board and defined within the relevant Schedule to this Standing Order.
- 3.4 The Committee shall act within the parameters of the Schedule to this Standing Order, the Constitution of KA, the General Standing Regulations of KA, all KA Policies and Procedures, the International Sporting Code of the FIA, the National Competition Rules of CAMS and Australian laws.
- 3.5 The powers of the members of the Committee shall be limited to acting on requests from the CEO and/or Board and stipulated in this Standing Order. No individual Committee Member carries any power in their own right.
- 3.6 The Committee has no delegated authority from the Board to determine outcomes of its reviews and investigations and the Board retains its authority over such matters.

4. Operation

4.1 Procedures

- i) The Committee shall meet as frequently as required, by teleconference, video conference or other electronic means as determined by the Chair;
- ii) The date, time and place of each meeting of the Committee shall be notified to all eligible persons approximately seven (7) days prior to the meeting;
- iii) The agenda for each meeting of the Committee will be prepared by the Chair in consultation with the CEO.
- iv) The Chair may convene a meeting of the Committee at any time but must convene a meeting within thirty (30) days when requested to do so by at least three (3) Committee Members.

4.2 Quorum

- i) The quorum for a Committee meeting shall be 50% of the Committee members entitled to vote.
- ii) No business may be transacted at a meeting if a quorum is not present.

4.3 Voting - by the simple majority

- i) Voting procedures at meetings of the Committee shall include:
 - (a) All appointed Committee Members including the Chair shall have the right to vote;
 - (b) The Executive Officer shall have the right of discussion and to move and second motions, but the Executive Officer (unless they are a member of the Board) shall not have any right to vote;
 - (c) The determination of any matter will be by simple majority; in the event of equality of votes, there is no casting vote and the motion shall be declared to have failed;

Email voting is permitted out of session and will be administered as follows:

- (d) The Executive Officer, on behalf of the Chair, may from time to time seek resolution through email. The procedure for such resolution is as follows:
- (e) A Decision Paper outlining the matter to be considered will be circulated to all members of the Committee; and
- (f) The Committee will be requested to cast their decision either for or against the motion that has been proposed with a reply response required by the Executive Officer.



4.4 Reporting to the CEO of KA

- i) Any matters which could be reasonably deemed as significant should be advised to the CEO in a timely and appropriate manner.
- ii) The Chair will liaise with the CEO regarding the outcomes of each meeting.
- iii) Any written resolutions will be provided to the CEO.
- iv) The Committee through its Chair, will report as required to the Board through the CEO on the Committees progress for its designated area of responsibility; and

4.5 Modification of this Standing Order

This Standing Order may only be amended by the Board.

5. Confidentiality

Each Committee member shall be bound to observe strict confidentiality.



Schedule 1 –GOVERNANCE, FINANCE AND RISK MANAGEMENT COMMITTEE (Consolidation of the Original Administration and Finance & Audit Committees)

Powers

The Governance, Finance and Risk Management Committee is empowered to make recommendations to the CEO/Board in supporting the effective governance, risk management, finance, audit and administration of the sport of karting throughout Australia when requested to do so by the CEO and/or Board.

Composition

- The Governance Finance and Risk Management Committee will comprise the following members:
 - Administration Director (Chair) Finance Director (Co-Chair)
 - Up to three other persons with skills sets in the following preferred disciplines:
 - Insurance and/or risk management;
 - Corporate governance;
 - Sport or motorsport administration;
 - Law and/or compliance;
 - Qualified accountant;
 - Not for profit audit;
 - Banking or finance industry

Each member is expected to be financially literate.

Responsibilities & Functions

The Governance Finance and Risk Management (Administration) Committee may from time to time be asked by the CEO/Board to advise or make recommendations in the following areas:

- Overall governance performance, the corporate structure and the Constitution of KA.
- Recommend and develop appropriate governance policies and procedures for KA;
- Develop and maintain an effective risk management strategy and process;
- Develop and maintain an effective compliance system;
- Develop and maintain current the KA Member Protection Policy;
- Develop and maintain current the KA Code Of Conduct;
- Monitor and review the KA Strategic Plan against performance of all levels of the sport of karting;
- the functional framework of the KA Tribunal;
- Competition insurance requirements;
- Development of administrative policies required for the development and improvement of the sport;
- Develop and implement suitable financial and audit processes and procedures;
- Produce and maintain the KA Finance and Audit manual;
- Develop and maintain investment strategies for the KA;
- Prepare and maintain annual cash flow budget forecasts;
- Review KA's annual financial accounts;
- Review KA's ongoing financial accounts, systems and delegations;
- Compliance of all reporting, accounting and audit requirements as legislated by Federal and State law;
- Identifying opportunities for income generation (eg major grants, investments etc)
- Ensure that there is an effective risk control framework in place and framework to ensure KA meets all its legal obligations;
- Recommend the appointment, re-appointment or replacement of the external auditors.



The Committee may be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO/Board regarding the appropriate regional service delivery model for governance principles;
- Provide general support and advice to the CEO/Board on any matter relating to corporate governance referred by the CEO/Board to the Committee for advice and/or action;
- Consider and make recommendations to the CEO/Board regarding the appropriate model for the financial stability, control and compliance of the business;
- Provide general support and advice to the CEO/Board on any matter relating to the efficient and effective management of the financial affairs of the company along with any related issues and any other matter referred by the CEO/Board to the Committee for advice and/or action;

The Committee shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations and decisions. All deliberations, recommendations and decisions shall be in the interests of safety and karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.

SKILLS

- Skill sets and experience, and/or formal qualifications (if any) in any of the following areas:
 - Business and/or sports administration;
 - Governance;
 - Not-for-profit organisation administration;
 - Insurance and/ or risk management
 - Sound knowledge of insurance requirements and procedures as applicable to non for profit sporting organisations;
 - Compliance;
 - Law/legal areas of sport administration;
 - Human resource management; or
 - Any other area which the applicant can demonstrate that will contribute to the administration of karting.
- Formal Qualifications in Business Finance/Audit/Accountancy or demonstrated extensive senior business finance experience;
- Knowledge of financial risk management practices;
- Extensive knowledge of financial administration of a karting or motorsport body including reporting and audit at club level and/or above would be an advantage;
- High level of communication skills;
- Customer first mentality;
- Knowledge of laws relevant to sports administration;
- 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;
- Knowledge of karting / motorsport administration would be advantageous.



Schedule 2 – EVENTS AND SPORTING COMPETITION COMMITTEE

(the “Competition Committee”)

Powers

The Competition Committee is empowered to make recommendations to the CEO/Board in supporting the administration of the framework of karting competition at Club, State, National and International event level within Australia when requested to do so by the CEO and/or Board. Authority extends to all areas of sporting competition, sporting rules and regulations, event allocation and implementation.

Composition

- The Competition Committee of up to seven 7 people and will comprise the following members;
 - Competition Director (Chair)
 - National Officials Co-ordinator
 - [Sporting and Competition Manager \(Executive Officer\)](#)
 - [KA Safety Delegate](#)
 - Up to four (4) other Persons

Responsibilities & Functions

The Competition Committee may from time to time be asked to advise or make recommendations in the following areas:

- Review the way in which race events are conducted at all levels and develop an operational framework for events that is appropriate for Club, State and National level events;
- Review, recommend modification and/or maintain the classes of karting that are open for competition at Club, State and National levels
- Develop a hierarchical framework for national competition that is appropriate for the modern sporting environment;
- Develop standalone events and Championships that provide clear pathways from grassroots levels to the elite end of the sport of karting and that are self-sustaining and profitable for KA;
- Develop and implement a framework that encourages appropriate partnering in events and championships of national significance;
- Develop and adopt appropriate competition and sporting regulations for KA;
- Production of an annual National Calendar of Events;
- Develop a National Event Implementation Manual/framework so as to ensure consistent, professional standards of event implementation and presentation are applied to all National events;
- Establish as may be required from time to time Sub-committee/s to work with the host club/s of the KA National Championship Series, major events, championships and series.
- Recommend to the Board clubs/circuits for the hosting of national championships and events against a set criteria developed to ensure that the full capability and functionality of the event will be able to be met;
- Produce and maintain the KA Manual;
- Through the AKA representative to the CIK, proactively interact with the CIK on the potential to attract an international CIK event to Australia
 - Advise on competition insurance requirements and make recommendations where necessary;
- Recommend KA Manual Addendums;
- Managing the archiving of competition records nationally;



The Committee may be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO and the Board regarding the appropriate regional service delivery model for events;
- Provide general support and advice to the CEO and the Board on any matter relating to the hierarchy of events, Nationally calendared events, the development of championships, 'promoted events and series' and any other matter referred by the CEO to the Committee for advice and/or action;
- Liaise with the National Medical Advisor with respect to the areas of common interest and/or interdependency.

The Committee shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations and decisions. All deliberations, recommendations and decisions shall be in the interests of safety and karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.

SKILLS

- Broad understanding of motorsport at multiple levels
- Demonstrated sports administration and/or high level event management background in the Not for Profit Sector including risk management for motorsport is essential;
- Extensive knowledge of karting competition administration at Club/State/National level would be advantageous;
- Knowledge of the KA Karting Manual would be advantageous;
- High level of communication skills;
- Customer first mentality;
- 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 3 – NATIONAL TECHNICAL COMMITTEE

(the “Technical Committee”)

Powers

The Technical Committee is empowered to make recommendations to the CEO/Board in supporting the administration of technical issues, technical rules and regulations and kart safety for all components of the kart, including the chassis, engine, tyre, wheels, brakes specifications and driver safety devices when requested to do so by the CEO and/or Board.

Composition

The Technical Committee of up to seven 7 people and will comprise the following members;

- Technical Director (Chair)
- KA National Technical Commissioner
- Technical Expert/s
- KA Appointed Technical Inspector/s

Responsibilities & Functions

The Technical Committee may from time to time be asked to advise or make recommendations in the following areas:

- Develop and implement technical regulations and procedures for kart racing
- Provide Technical advice and reports to the Board as required on all matters technical
- Develop, maintain and implement a Technical Scrutineering Manual for the sport of karting
- Develop a schedule of set penalties for recommendation to the Board for breaches of technical regulations
- 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
- Provide Technical advice and presentations to an KA judicial body as may be required
- Review Technical insurance requirements and make recommendations as necessary for Board review
- Manage the archiving of KA Technical records nationally to meet statutory and insurance requirements

The Committee will be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO and the Board regarding the appropriate regional service delivery model for technical control and scrutineering;
- Strategy implementation required to ensure that all Ordinary Members and Clubs conduct technical compliance checking and scrutineering in a manner consistent with KA requirements so as to ensure that the objectives stated in 3.3 herein are achieved at all times.
- Provide general support and advice to the CEO and the Board on any matter relating to technical and homologation issues and any other matter referred by the CEO to the Committee for advice and/or action;

The Committee shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations and decisions. All deliberations, recommendations and decisions shall be in the



interests of safety and karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.

SKILLS

- 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;
- Customer first mentality;
- 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 4 – NATIONAL TRACK SAFETY COMMITTEE

(the “Safety Committee”)

Powers

The Safety Committee is empowered to make recommendations to the CEO/Board in supporting the administration of safety related issues at KA licensed circuits across Australia when requested to do so by the CEO and/or Board.

Composition

- The Safety Committee of up to eight (8) people and will comprise the following members;
 - Safety Delegate (Chair)
 - National Track Inspector
 - National Medical Officer
 - Safety Risk Management and Compliance Manager (Executive Officer)
 - Engineering Technical Expert/s (safety)
 - Risk Management Expert
 - 2 Accredited Track Inspectors appointed by KA

Responsibilities & Functions

The Safety Committee may from time to time be asked to advise or make recommendations in the following areas:

- 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;
- Consolidate, analyse and maintain a matrix of track safety issues arising from:
 - track inspections,
 - post event debriefing and
 - consultation with circuit owners/operators;
- Advise KA, 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 KA representative to the CIK, proactively interact with the CIK on track safety related issues.
- Review and recommend as appropriate safety addendums to the KA Manual;
- Ensure that National events are only ever conducted at circuits that meet or exceed the national track safety criteria for national level events;

The Committee will be required to attend to, but not be limited to these matters:



- Consider and make recommendations to the CEO and the Board regarding the appropriate regional service delivery model for track safety inspections;
- Provide general support and advice to the CEO and the Board on any matter relating to circuits, including but not limited to track safety related issues and any other matter referred by the CEO to the Committee for advice and/or action;
- Liaise with the National Medical Advisor with respect to the areas of common interest and/or interdependency.

The Committee shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations and decisions. All deliberations, recommendations and decisions shall be in the interests of safety and karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.

SKILLS

- 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 KA Karting Manual would be advantageous;
- Sound knowledge of Occupational Health and Safety legislation and regulations;
- High level of communication skills;
- Customer first mentality;
- 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 OFFICIALS COMMITTEE

(the “Officials Committee”)

Powers

The Officials Committee is empowered to make recommendations to the CEO/Board in supporting the administration of the sport of karting through the establishment and implementation of enhanced standards of officiating, stewarding and the overall control of race meetings at KA licensed circuits and KA sanctioned events across Australia when requested to do so by the CEO and/or Board.

Composition

- The Officials Committee will comprise the following members:
 - National Official’s Co-ordinator
 - [Officials Delegate \(Chair\)](#)
 - National Prosecutor
 - State Official’s Co-ordinators (maximum of 1 per state)
 - Up to two other Persons

Responsibilities & Functions

The Officials Committee may from time to time be asked to advise or make recommendations in the following areas:

- Establish the standards necessary for the effective control and officiating at karting events across Australia;
- Establish appropriate standards and guidelines for officials of all levels at all karting events
- Establish appropriate ‘officials career pathways’ so as to attract and encourage people to participate as officials in the sport of karting;
- Ensure that the process of officiating at karting events is conducted so as to meet the objectives of the KA;
- Ensure that appropriate standards and a consistent grading system for Stewards is applied;
- To follow a “Customer First” mentality in dealing with drivers, competitors, fellow officials and stakeholders in the sport;
- Develop suitable training programs to ensure that all Officials at Karting events in Australia are effectively trained:
 - In their obligations and duties under the regulations,
 - 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 in Australia;
- To ensure that the judicial system applied at all KA events respects the requirements or natural justice and due process at all times;
- To review and recommend changes in the management and control of race meetings;
- To ensure that race meetings are conducted in the safest manner possible utilising appropriate targeted risk management principles;
- To ensure, through the implementation of suitable training and 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 appropriate checklists and pro-forma’s to simplify the process of conducting a race meeting and reporting back to either the Ordinary Member or the KA;
- Establish processes to ensure that the Officials are conducting race meetings efficiently at all time.
- Review and recommend as appropriate officials related addendums to the KA Manual;



- Develop, implement and review training packages for all KA Officials;
- Develop, implement and oversee an operational framework for the approval of Supplementary Regulations for State and National Championship events;
- Develop, implement and oversee an operational framework for the issuing of Nationally Approved Race Permits;

The Committee will be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO and the Board regarding the appropriate regional service delivery model for officials training and assessment;
- Provide general support and advice to the CEO and the Board on any matter relating to the efficient and effective conduct KA officiating programs along with any related issues and any other matter referred by the CEO to the Committee for advice and/or action;

The Committee shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations and decisions. All deliberations, recommendations and decisions shall be in the interests of safety and karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.

SKILLS

- Demonstrated Sports Administration and/or Event Management background in the Not for Profit Sector including risk management for motorsport is essential;
- 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;
- Broad understanding of motorsport at multiple levels;
- High level of communication skills;
- Customer first mentality;
- 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 – COMMUNICATIONS AND MARKETING COMMITTEE

Powers

The Communications and Marketing Committee is empowered to make recommendations to the CEO/Board regarding the communications and marketing activities of KA with particular emphasis on innovative and sustainable marketing and promotional activities and to make recommendations to the Board in supporting the administration of the communications, marketing and brand management portfolio when requested to do so by the CEO and/or Board.

Composition

- The Communications and Marketing Committee will comprise the following members;
 - Marketing Director (Chair)
 - [Media and Marketing/Event Operations Manager \(Executive Officer\)](#)
 - Up to three other persons with skill sets in the following preferred disciplines: new and traditional media, event management and marketing, business development, sponsorship management and activation, advertising, promotions and PR along with a genuine enthusiasm for Karting and motorsport.

Responsibilities & Functions

The Communications and Marketing Committee may from time to time be asked to advise or make recommendations in the following areas:

- Develop and implement suitable marketing and communications plans and processes for implementation by the Board from time to time;
- Produce and maintain an KA crisis management and communication plan;
- Develop a sponsorship and commercial partnership strategy for approval by the Board and implementation;
- Provide advice to the Board on effective strategies to develop the brand and the sport of Karting throughout Australia;
- Ensure that appropriate brand guidelines are developed and implemented so as to unify the collective Ordinary Member brands under a common national brand;
- Identify opportunities for income generation;
 - Identify and develop strategies to capitalise upon the identified opportunities;
- Prepare submissions for discussion and recommendation at Committee and Board level;

The Committee will be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO and the Board regarding the communications, brand development and marketing activities required by the business;
- Provide general support and advice to the CEO and the Board on any matter relating to the efficient and effective management of the marketing and communications of the company along with any related issues and any other matter referred by the CEO to the Committee for advice and/or action;

The Committee shall ensure that the interests of all stakeholders in karting are considered fairly and equitably in its deliberations and decisions. All deliberations, recommendations and decisions shall be in the interests of safety and karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between karting at club, state national and international levels; on karting generally in each



State/Territory and nationally and any potential impact on KA and to the commercial viability of venues across Australia.

SKILLS

- Possess skill set and experience, and formal qualifications (if any) in any of the following areas as well as a genuine enthusiasm for Karting and motorsport:
 - Media, journalism, public relations, issues management;
 - Design, creative skills, advertising, content production;
 - Social media, ICT (Information, Communication and Technology) platforms;
 - Events management;
 - Business development;
 - Sponsorship;
 - Sports administration.
- knowledge of karting administration at Club level and/or above would be advantageous;
- knowledge of the KA Karting Manual would be advantageous;
- High level of written and oral communication skills;
- Customer first mentality;
- 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 – VINTAGE KARTING COMMITTEE (the “Vintage Committee”)

Powers

The Vintage Committee shall when requested from time to time to do so by the CEO and/or Board make recommendations in supporting the administration of the framework of Vintage Karting participation at Club, State, National and International event level within Australia. Authority extends to all areas of Vintage Karting participation including parades and multi-kart demonstration events, rules and regulations, registration process of Vintage karts, event allocation and implementation as referred to it by the CEO and /or the Board from time to time.

Composition

- The Vintage Committee of up to eight (8) people (including a Secretary) and will comprise the following members;
- Chair (Vintage Delegate)
- Up to 6 people whom ideally represent the various eras in Vintage Karting
- Secretary

Responsibilities & Functions

The Board; or CEO (through liaison with the Committee Chair) will refer matters/issues/projects to the Vintage Committee to be considered.

The Vintage Committee may from time to time be asked to advise or make recommendations in the following areas:

- Review the way in which Parade and multi-kart demonstration events are conducted at all levels and develop an operational framework for events that is appropriate for Club, State and National level events;
- Review, recommend modification and/or maintain the classes of Vintage karting that are open for participation at Club, State and National levels
- Review, recommend modification and/or maintain the period classes or eras of Vintage karting and eligibility for a particular period of Vintage karting
- Develop and implement a framework that encourages appropriate partnering in events of national significance;
- Develop and recommend appropriate regulations for KA as they relate to Vintage Karting for consideration by the Board;
- Recommend Events of significance to Vintage Karting (parades or demonstrations) for consideration for inclusion on the KA National Calendar of Events;
- Develop a National Event Implementation Manual and framework so as to ensure consistent, professional standards of event implementation and presentation are applied to Vintage events;
- Recommend to the Board clubs/circuits for the hosting of major vintage karting events against a set criteria developed to ensure that the full capability and functionality of the event will be able to be met;
- Consider and make reasonable recommendations to the KA Board for adjustments that may be considered necessary to the Vintage chapter of the KA Manual while recognising the need for stability of Rules;
- Recommend KA Manual Addendums for Board Approval;
- Managing the archiving of competition records nationally;
- Preparing submissions for discussion at both Committee and Board level;



- Develop and maintain a recognition criteria for the registration of vintage karts including procedures for the issuing of log books and registration stickers.

The Committee may be required to attend to, but not be limited to these matters:

- Consider and make recommendations to the CEO regarding the appropriate regional service delivery model for Vintage karting events;
- Provide general support and advice to the CEO on any matter relating to Vintage Karting events and any other matter referred by the CEO to the Committee for advice and/or action;
- Liaise through the CEO with the National Medical Advisor with respect to the areas of common interest and/or interdependency.
- Liaise through the CEO with the National Technical Commissioner with respect to the areas of common interest and/or interdependency.

The Committee shall ensure that the interests of all stakeholders in Vintage karting are considered fairly and equitably in its deliberations and recommendations. All deliberations, recommendations and decisions shall be in the interests of safety and vintage karting generally on a national basis. In pursuing an issue in the national interest, the Committee will, where relevant, consider the implications of its recommendations and decisions on the interface between Vintage karting at club, state national and international levels; on karting generally in each State/Territory and nationally and any potential impact on AKA and to the commercial viability of venues across Australia.

SKILLS

- Broad understanding of motorsport at multiple levels
- Understanding of Vintage karting and the various periods of Kart permitted to participate in events
- Demonstrated sports administration and/or high level event management background in the Not for Profit Sector including risk management for motorsport is essential;
- Extensive knowledge of karting competition administration at Club/State/National level would be advantageous;
- Knowledge of the KA Karting Manual would be advantageous;
- High level of communication skills;
- Customer first mentality;
- 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.