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(OFFICE USE ONLY)

Please ensure all sections are completed using black ink and signed where indicated.

This form must be completed by any Club desiring to apply for or renew its Membership and Affiliation with the Australian Karting Association Ltd (“AKA”) and a State or Territory Karting Association (“State Association”). It must be lodged with the State Association with which affiliation is being sought along with the prescribed AKA and State Association Membership and Affiliation fees.

A copy of this form is to be supplied to AKA by the State Association by the later of the date of receipt by the State Association or 31 January 2019.

1. CLUB DETAILS

LEGAL NAME	ABN		
ADDRESS			
SUBURB	STATE	POSTCODE	
STATE ASSOCIATION WITH WHICH YOU ARE AFFILIATING e.g. Karting Queensland			

2. PRIMARY CLUB CONTACT

NAME			
CLUB POSITION			
EMAIL			
MOBILE	TELEPHONE		
CLUB WEBSITE			
CLUB FACEBOOK			
CLUB TWITTER			
CIRCUIT ADDRESS			
MONTH OF CLUB AGM			
DISPLAY CLUB DETAILS ON WEB	YES	NO	

3. CLUB EXECUTIVE

Should Office Bearers change throughout the year (e.g. after an AGM or for any other reason where a position may be filled as a casual vacancy) please notify your State Association within 14 days of the change of Office Bearer.

CLUB PRESIDENT

NAME		
KA LICENCE NO	MOBILE No	
EMAIL		

CLUB SECRETARY

NAME		
KA LICENCE NO:	MOBILE No	
EMAIL		

CLUB TREASURER

NAME		
KA LICENCE NO:	MOBILE No:	
EMAIL		

CLUB SAFETY OFFICER

NAME		
KA LICENCE NO:	MOBILE No:	
EMAIL		

SKC / STATE ASSOCIATION GENERAL MEETING DELEGATE (If other than the President)

NAME		
KA LICENCE NO:	MOBILE No:	
EMAIL		

OTHER OFFICE BEARERS e.g.: Senior Vice President, Club Licensing Officer etc. (Complete only if applicable)

ROLE		
NAME		
KA LICENCE NO:	MOBILE No:	
EMAIL		

ROLE		
NAME		
KA LICENCE NO:	MOBILE No:	
EMAIL		

ROLE		
NAME		
KA LICENCE NO:	MOBILE No:	
EMAIL		

4. MEMBERSHIP AND AFFILIATION FEE (inc. GST)

A fee of \$50.00 (Including GST) to affiliate the Club with AKA (the **"Fee"**) has been approved by the Ordinary Members of AKA (the State Associations) at the AKA Annual General Meeting.

The Fee when paid to the Ordinary Member confirms the Club's Membership and Affiliation with AKA and is for a one (1) year period commencing 1 January in each year. The Fee must be paid to AKA by the Ordinary Member for and on behalf of the Club. (For the sake of clarity; the Club is not required to pay the Fee directly to AKA in support of this Application it must be paid through the Ordinary Member.

5. MEMBERSHIP AND AFFILIATION STATEMENT
WE THE COMMITTEE:

- 1) Acknowledge the conditions of Membership and Affiliation and agree to make application for/or to renew Membership and Affiliation with AKA and the State Association.
- 2) Acknowledge and agree to abide by the AKA National Club Affiliation Requirements.
- 3) Acknowledge that as a condition of acceptance of this application, the Club undertakes to be bound by the Constitution of AKA, the AKA National Competition Rules ("**NCR**") including all Policies, Regulations, Board decisions and instructions issued by AKA and the Constitution of the State Association and its Rules including all other policies, and instructions issued by the State Association.

AFFILIATION STATEMENT (con't.)

- 4) Understand that upon acceptance of this application, AKA and the State Association will grant to the Club all the benefits, advantages, privileges and services associated with being a Member and Affiliated with AKA and the State Association.
- 5) Understand that any breach of the requirements of Membership and Affiliation may, in accordance with the Constitution of AKA and/or the Constitution of the State Association, render the Club liable to the loss of Membership and Affiliation as well as the loss of all benefits, advantages, privileges and services associated with being a Member and Affiliated with AKA and the State Association.
- 6) Understand that any significant breach of the NCR's may render invalid any insurance cover and/or indemnity for any event and/or person in question.
- 7) Understand that subject to compliance with these conditions of Membership and Affiliation, the Club shall be entitled to organise authorised events by means of an Organising Permit issued by AKA or on behalf of AKA by the State Association.
- 8) Will provide a register of the Club's financial members within five (5) working days upon formal request by the AKA and/or the State Association.
- 9) Duly authorise the undersigned to submit this application on behalf of the Club.
- 10) Duly authorise the Primary Club Contact specified in Item 2 of this Club Affiliation Application Form to be the primary contact for the Club with AKA and the State Association.

6. SIGNING and CONFIRMATION

Name		Signature	
Date		Position	

**Completed Club Membership and Affiliation Application forms to be sent to:
The State Secretary of the State/Territory Association that your Club wishes to Affiliate with.**

OFFICE USE ONLY			
<i>Received by:</i>		<i>Date:</i>	
<i>Forwarded to:</i>		<i>Date:</i>	
<i>Forwarded to:</i>		<i>Date:</i>	
<i>Recommended</i>	YES		NO
<i>Approved</i>	YES		NO

Administrative Provision A16 - National Club Affiliation Requirements

Club affiliation with a State Karting Association and Karting Australia for the year commencing 1 January 2019, is conditional upon full compliance with the following National Affiliation Requirements: -

1. Completing the Club Membership and Affiliation Application Form and submitting it to your State Association together with payment of the National Club Affiliation Fee of \$50.00
2. The club maintaining ongoing currency as an entity in accordance with relevant State, Territory or Commonwealth requirements – see **APPENDIX A**.
3. Having all of the Club's participants (Competitors, Drivers and Officials) registered on Karting Australia's CMS program.
4. Club acceptance and compliance with its State/Territory Association and Karting Australia's Constitution, Rules, Regulations, instructions, Policies and Procedures issued by KA, including but not limited to:
 - (i) National Competition Rules
 - (ii) Decisions of the Board and directives issued by KA
 - (iii) Member Protection Policy
 - (iv) Privacy Policy
 - (v) Anti-discrimination, Harassment and Bullying Policy
 - (vi) Observed Licence Test Policy
 - (vii) Social Media Policy
 - (viii) Code of Conduct
 - (ix) Licencing Rules
 - (x) Risk Management Policy
 - (xi) Officials Grading Policy
 - (xii) Private Practice Policy
5. Clubs must:
 - (i) Ensure that all Karting activities, are conducted in accordance with the Rules and Regulations by appropriately Accredited and Licenced Officials.
 - (ii) Have achieved and will maintain at the minimum KARM (Karting Australia Risk Management) Level 2 Accreditation.
 - (iii) Comply with Karting Australia and State Association requests for club and participant information in a timely manner.
 - (iv) Follow the KA injury and incident reporting procedures, including completion of injury report forms. All injuries must be documented in accordance with the injury report procedure.
6. Throughout 2019, Clubs must maintain a commitment to progressively work to:
 - (i) Achieve the higher levels of KARM Accreditation as the training modules become available.
 - (ii) Implement Working with Children Checks (Suitability Checks) for all staff and volunteers (paid or unpaid) and ensure they are conducted in accordance with State Legislation.
 - (iii) Ensure the Club meets its employment obligations, including the appropriate level of WorkCover insurance.
 - (i) Maintain an ongoing compliance with the basic venue safety requirements, including but not limited to:
 - Having the latest approved Waiver/Disclaimer signs on display in the grid area and at any entrance into the facility.
 - Having Safety Rules on prominent display at all club venues.
 - Having Private Practice Rules on prominent display at the Out Grid at all club venues at all times.
 - Ensuring that trial evacuation exercises (Fire Drills) are conducted at least twice per year.
 - Ensuring that at least one currently qualified First Aider, is on site and accessible in accordance with the KA Rules.
 - Ensuring that a fully equipped, regularly maintained First Aid Kit is on site and accessible during all KA Permitted Karting activities.
 - Ensuring that a working telephone either landline or mobile is on site and accessible during all KA Permitted Karting activities and emergency contact numbers are on prominent display near the handset or other prominent place.
 - Implementing an MPIO procedure wherein at least one person per club has completed the online MPIO Course by the beginning of the Calendar year. The Club MPIO should be a person who is not on the Club executive. Some exemptions to this requirement may, be given to smaller clubs upon application to KA.

APPENDIX A**Incorporated Club Responsibilities**

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

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

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