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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 completed and signed copy of this form must be supplied to AKA by the State Association by the later of the date of receipt by the State Association or 31 January 2021.

1. CLUB DETAILS

LEGAL NAME	ABN		
ADDRESS			
SUBURB	STATE	POSTCODE	
STATE ASSOCIATION WITH WHICH YOU ARE AFFILIATING			

2. PRIMARY CLUB CONTACT

NAME	KA LICENCE NO.		
CLUB POSITION			
EMAIL			
MOBILE	TELEPHONE		
CLUB WEBSITE			
CLUB FACEBOOK			
CLUB INSTAGRAM			
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

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KA LICENCE NO.

MOBILE No:

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EMAIL

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

NAME

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KA LICENCE NO.

MOBILE No:

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EMAIL

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

ROLE

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NAME

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KA LICENCE NO.

MOBILE No:

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EMAIL

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ROLE

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NAME

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KA LICENCE NO.

MOBILE No:

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EMAIL

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ROLE

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NAME

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KA LICENCE NO.

MOBILE No:

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EMAIL

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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 Member States of AKA at the AKA Annual General Meeting.

The Fee when paid to your Member State confirms the Club’s Membership and Affiliation with AKA and is for period of one (1) year commencing 1 January 2021. The Fee must be paid to AKA by the Member State 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 Member State.

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 By-Laws, Policies, Regulations, Safety Standards, Board

MEMBERSHIP AND AFFILIATION STATEMENT (cont.)

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.

- 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

<i>Name</i>		<i>Signature</i>	
<i>Date</i>		<i>Position</i>	

**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 A15 - National Club Affiliation Requirements

Club affiliation with a State Karting Association and Karting Australia for the year commencing 1 January 2021, is conditional upon full compliance with the following National Affiliation Requirements: -

- a) 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
 - b) The club maintaining ongoing currency as an entity in accordance with relevant State, Territory or Commonwealth requirements – see **APPENDIX A**.
 - c) Having all of the Club's participants (Competitors, Drivers and Officials) registered on Karting Australia's CMS program.
 - d) Club acceptance and compliance with its State/Territory Association and Karting Australia's Constitution, Rules, By-laws, Regulations, Policies and Procedures, Safety Standards and Instructions 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 Accreditation and Upgrade Policy
 - (xii) Private Practice Policy
- KA's Bylaws and Policies can be found online at: <https://www.karting.net.au/administration/by-laws-policies>
- e) Clubs must:
 - (i) Ensure that all Karting activities, – both Competition karting and social karting, are conducted in accordance with the Rules and Regulations, and under the provision of a properly issued Organising Permit 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.
 - (v) Ensure that at least two (2) members of the Club Executive or Committee have successfully completed the Volunteer Management Course in the KA Officials Academy powered by Rosche Paper.
 - f) Throughout 2021, Clubs must maintain a commitment to progressively work to:
 - (i) Achieve and maintain the highest levels of KARM Accreditation.
 - (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 current Organising Permit on prominent display on the Club Notice Board and/or at the Out Grid at all club venues at all times that a karting activity is taking place.
 - 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, operational 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.