

B5 2024 NATIONAL CLUB AFFILIATION REQUIREMENTS

Scheduled Reviewed Annual

Date of Board Approval 13 November 2023

Club affiliation with a State Karting Association (SKA) and KA for the year commencing 1 January 2024, is conditional upon full compliance with the following National Affiliation Requirements: -

- a) Completing the Club Affiliation Form and submitting it to your SKA 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 KOMP portal and ensuring that only employees, volunteers, Officials and contractors to the Club who are required by State Law to have applied for and received a Working With Children Check fill such roles at any organised and sanctioned Club activity.
- d) Club acceptance and compliance with its SKA constitution and the KA Constitution, Rules, Regulations, Policies, Procedures, Safety Standards and instructions, issued by KA, including but not limited to:
 - (i) National Competition Rules
 - (ii) Organised Social Karting Session Regulations
 - (iii) Decisions of the Board and directives issued by KA
 - (iv) Karting Integrity Framework including the Member Protection and Child Safeguarding Policies
 - (v) Privacy Policy
 - (vi) Anti-discrimination, Harassment and Bullying Policy
 - (vii) Observed Driving Session Policy
 - (viii) Social Media Policy
 - (ix) Code of Conduct
 - (x) Licencing Rules
 - (xi) Risk Management Policy
 - (xii) Officials Licence 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 recreational Karting Activities are conducted in accordance with the Rules and Regulations and under the provision of a properly issued Organising Permit by appropriately Accredited and Licenced Official[s].
 - (ii) Have achieved and will maintain KARM (Karting Australia Risk Management) Level 2 Accreditation.
 - (iii) Ensure that they have, at all times a competent person appointed to the role of Club Safety Officer in compliance with General Rules, Chapter 4, Rule 2, and that the appointed Club Safety Officer has successfully completed the KA Club Safety officer course in the KA Officials Academy by no later 31 January in each year or within one (1) month of being appointed to the position, whichever is the sooner.
 - (iv) Ensure that every person (if any) who drives, rides on or uses a motorised retrieval vehicle (MRV) at the Circuit including on the Track only ever does so in full compliance with the provisions of General Rules, Chapter 4, Rule 19.
 - (v) Ensure that the Club Safety Officer or such other person appointed by the Club Committee has provided the Operator of a MRV with a safety briefing or training and induction in the safe operation of their MRV and maintains records of the safety briefing and/or safety training provided to all MRV Operators that comply with the requirements of General Rules, Chapter 4, Rule 19 f). Such records must be kept by the Club for a period of five (5) years.
 - (vi) Comply with KA and SKA requests for club and participant information in a timely manner.
 - (vii) 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.



- (viii) 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.
- f) Throughout 2024, Clubs must maintain a commitment to:
- (i) Progressively work to achieve and maintain the highest levels of KARM Accreditation.
 - (ii) Ensure the Club meets its employment obligations, including the appropriate level of WorkCover insurance.
 - (iii) Maintain ongoing compliance with venue safety requirements, including but not limited to:
 - Ensuring that the Circuit and the Track is properly licenced and that all schedules of work required to be undertaken by the State or National Track Inspector is completed in a timely manner.
 - Ensuring that the Circuit and the Track is maintained in accordance with the requirements of the Circuit Licence, the KA Circuit Regulations and Guidelines and the Rules. Attention is drawn to the requirements of General Rules, Chapter 4.
 - Having the Current Organising Permit on prominent display on the Club Notice Board at the Circuit 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 the Circuit at all times.
 - Ensuring that trial evacuation exercises (Fire Drills) are conducted at least twice per year.
 - Ensuring that the Club complies fully with the medical Services/Requirement Rule – reference: General Rules Chapter 6.
 - 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 or the SKA.

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.