**Part 2A**

**KARTING INTEGRITY**

**Simplified Minor Concerns And Complaints Handling Process**

**WARNING LETTERS**

**(STANDARDISED TEMPLATES FOR CLUB AND STATE ASSOCIATION USE)**

**WARNING LETTERS**

**Letters should be placed on Club or State Karting Association Letterhead and sent via email.**

**Respect Karting Logos are available for downloading in the Toolkit at** [**www.karting.net.au**](http://www.karting.net.au)

**It is open to the State or Club that is issuing the Warning Letter to select the draft that they feel best suits the matter that they are dealing with. There are three (3) First warning and two (2) Second and Final Warnings letters provided for your use.**

**There is minimal customisation that is required, but you are advised to think carefully about what you say in those spaces. You should also remember to remove all areas of shading and the prompts before sending the Warning Letter off.**

**All Club Warning Letters must be copied to the Club’s SKA.**

**CONTENTS OF THIS DOCUMENT INCLUDE:**

1. **FIRST WARNING LETTER - TWO-STRIKE WARNING LETTER SYSTEM**
	* **3 Versions**
2. **SECOND AND FINAL WARNING LETTER - TWO-STRIKE WARNING LETTER SYSTEM**
	* **2 Versions**

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**FIRST WARNING LETTER - TWO-STRIKE WARNING LETTER SYSTEM (Version 1)**

[Date]

[Recipient’s Address]

Dear [Name],

**Subject: First Warning - Notice Regarding Recent Conduct**

It has been reported to the Committee of the [Club Name] (the “**Club**”) that on [Date] you were involved in a minor incident at the Club that fell outside of the behavioural standards that we as a Club, Karting <<State>> and Karting Australia have pledged to uphold for our sport:

*“On behalf of the Club, we will call out behaviour that undermines our commitment to drive a culture of respect for karting and all who participate in our sport.*

*We will not tolerate abuse directed towards Drivers, Teams, Officials, Administrators or Volunteers, so that we can create a safe community, free of bad behaviour, where people want to participate and where fun is paramount.”*

As a Club we wholeheartedly support the principles of Karting Australia’s **Respect Karting** initiative and the simple objective for everyone in our sport to always treat others as they themselves would like to be treated.

It has been reported to us that [include a short sentence as to what took place]. Unfortunately, that is not acceptable behaviour at our Club.

We trust that what happened on [day of the week or the date] is an isolated incident and won’t be repeated. Please take this letter as a **First Formal Warning**. Should there be any further transgressions, this could lead to disciplinary action being taken against you in accordance with the Rules or the Club Constitution.

We want our Club to be a friendly, welcoming and respectful place, with all our members and visitors knowing that this is a place where people always try to respect our sport, our Club, officials and volunteers, fellow competitors and children.

The Club has adopted the following positive behavioural principles for participants in our sport:

* Following the ideals of sportsmanship;
* Exercising self-control and respect;
* Keeping things in perspective – remember it’s just a race that is meant to be fun;
* Abiding by the Rules;
* Respecting the integrity and judgment of Officials and volunteers;
* Not using foul language, and insulting remarks, threats and physical violence at any time;
* Encouraging leadership, use of initiative and good judgment;
* Not intentionally violating the integrity of the sport.

We want you and your family to enjoy racing here and to help us ensure that unacceptable behaviour at our club and racetrack is a thing of the past.

Yours faithfully

<<Club Name>>

<<Name of Person Writing the letter>>

<<Title>>

cc: State Association

**FIRST WARNING LETTER - TWO-STRIKE WARNING LETTER SYSTEM (Version 2)**

[Date]

[Recipient’s Address]

Dear [Name],

**Subject: First Warning - Notice Regarding Recent Conduct**

The Committee of [Club Name] (hereinafter referred to as the “**Club**”) has been informed of an incident involving you on [Date], which is considered to be inconsistent with the behavioural standards that our Club, Karting [State], and Karting Australia have pledged to maintain for the betterment of our sport.

*“On behalf of the Club, we will call out behaviour that undermines our commitment to drive a culture of respect for karting and all who participate in our sport.*

*We will not tolerate abuse directed towards Drivers, Teams, Officials, Administrators or Volunteers, so that we can create a safe community, free of bad behaviour, where people want to participate and where fun is paramount.”*

In alliance with Karting Australia's Respect Karting initiative, our Club strives to foster an environment where all participants uphold respect, integrity, and fairness. We are adamant in ensuring that no form of abuse or misconduct toward Drivers, Teams, Officials, Administrators, or Volunteers is tolerated, as we aim to cultivate a safe and enjoyable community for everyone involved.

The report received by the Committee detailed the following incident: [include a brief description of the incident]. Such behaviour is not in alignment with the values and principles of our Club and the broader karting community.

We hope that what took place on [day of the week or the date] is an isolated event and that it will not recur. Please consider this letter as a First Formal Warning Notice. Be advised that any subsequent infractions may result in disciplinary action in accordance with the Club's Rules or Constitution.

Our Club aspires to be a haven of camaraderie, hospitality, and respect, where all members and guests feel valued and appreciated. We are dedicated to ensuring that everyone contributes positively by:

* Embracing the spirit of sportsmanship;
* Exhibiting self-control and respect for others;
* Maintaining a balanced perspective – let’s not forget that it’s a race meant for enjoyment;
* Complying with the Rules;
* Valuing the dedication and decisions of Officials and Volunteers;
* Refraining from using offensive language, derogatory remarks, threats, or engaging in physical aggression;
* Promoting leadership, initiative, and sound judgment;
* Abstaining from deliberate acts that compromise the integrity of our sport.

We invite you and your family to enjoy the racing experience and contribute positively to making our Club and racetrack exemplars of appropriate sporting conduct and community spirit.

We thank you for your attention to this matter and look forward to seeing you continue to participate with the utmost respect and sportsmanship.

Warm regards,

<<Club Name>>

<<Name of Person Writing the letter>>

<<Title>>

**FIRST WARNING LETTER - TWO-STRIKE WARNING LETTER SYSTEM (Version 3)**

[Date]

[Recipient’s Address]

Dear [Name],

**Subject: First Warning - Notice Regarding Recent Conduct**

It is with concern that I write to address a recent incident involving you at the [Club Name].

On [Date], it was reported to the Committee of [Club Name] (hereinafter referred to as “the Club”) that you were engaged in an incident which did not align with the behavioural standards we, along with Karting [State] and Karting Australia, have pledged to maintain.

*“On behalf of the Club, we will call out behaviour that undermines our commitment to drive a culture of respect for karting and all who participate in our sport.*

*We will not tolerate abuse directed towards Drivers, Teams, Officials, Administrators or Volunteers, so that we can create a safe community, free of bad behaviour, where people want to participate and where fun is paramount.”*

The Club is firmly aligned with the values set forth by Karting Australia’s Respect Karting initiative, which encompasses the principle that everyone involved in our sport should exhibit the same level of respect and decency they would expect in return.

The Committee has received a report stating that [include a brief description of the incident]. Such behaviour does not comply with the standards of conduct we expect from our members.

We trust that this was an isolated occurrence and expect that it will not recur. Please be informed that this letter serves as your **First Warning**. Be advised that any subsequent infractions may result in disciplinary action in accordance with Karting Australia, Karting [State] and our Club's Policies, Rules and/or Constitution.

Our Club aspires to be a hub for amicable, welcoming, and respectful interactions, where members and guests alike can rely on an atmosphere of mutual respect towards the sport, Club, officials, volunteers, competitors, and young enthusiasts.

In striving to attain this, the Club has embraced the following behavioural principles for all participants:

* Upholding the spirit of sportsmanship;
* Exercising self-control and mutual respect;
* Maintaining perspective – remembering that at its core, karting is about enjoyment;
* Compliance with the Rules;
* Respecting the expertise and decisions of Officials and volunteers;
* Refraining from the use of offensive language, derogatory comments, threats, or physical aggression;
* Encouraging leadership, initiative, and sound judgment;
* Refraining from deliberate acts that compromise the integrity of the sport.

We warmly invite you and your family to partake in and relish the racing experience at our Club. Your cooperation is essential in helping us create an environment free from detrimental behaviour.

We thank you for your attention to this matter and look forward to seeing you continue to participate with the utmost respect and sportsmanship. Should you have any questions or wish to discuss this further, please don't hesitate to contact the Club.

Yours faithfully,

<<Club Name>>

<<Name of Person Writing the letter>>

<<Title>>

**SECOND & FINAL WARNING LETTER - TWO-STRIKE WARNING LETTER SYSTEM (Version 1)**

[Date]

[Recipient’s Address]

Dear [Name],

**Subject: Second and Final Warning - Continued Behavioural Breach**

It is with grave concern and disappointment that I write to address a continued breach of the Club's behavioural standards involving you.

As you may recall, a First Warning was issued to you on [Date of First Warning] concerning an incident that was in violation of the Club’s behavioural standards.

On [Date], an incident was reported to the Committee of [Club Name] (hereinafter referred to as "the Club") that indicates your conduct still falls outside of the behavioural norms we, in association with Karting [State] and Karting Australia, are committed to enforcing.

Despite the previous warning, the Club has received a report stating that [include a brief description of the second incident]. Such behaviour is entirely unacceptable and contradicts the fundamental principles we uphold as an organisation.

The Club is unwavering in our commitment to Karting Australia’s Respect Karting initiative and to nurturing an environment where respect, fair play, and the spirit of sportsmanship are paramount.

This continued disregard for our established codes of conduct, despite the prior warning, is deeply disconcerting. **Please treat this communication as your Second and Final Warning**. Further infractions, if any, may lead to stringent disciplinary action, up to and including possible suspension or expulsion from the Club, in accordance with Karting Australia, Karting [State], and our Club's Policies, Rules, and/or Constitution.

In light of these events, and in an effort to resolve this situation, you are required to undertake the following corrective measures: [only include the rectification directions that the State/Club wants to impose]:

1. [If the conduct complained of includes alleged breaches of Karting Australia’s Social Media and Acceptable use of Social Media Policy, include the following.] Immediately delete the post/s and all comments from all of your social media platforms.
2. Submit a formal written apology to those affected by your actions, which should also include a commitment to improved behaviour[[1]](#footnote-1).
3. Attend a scheduled meeting with the Club Committee on [Specify Date], to discuss your actions and the measures you will take to ensure they are not repeated.
4. Participate in, and complete, a Club-approved behaviour modification program.
5. Contribute to the Club community through volunteer work, to be coordinated with Club officials.

These measures must be completed no later than [Specify Date]. Non-compliance will be viewed as a continued disregard for the Club's values and will result in additional repercussions.

Our Club aspires to be an inclusive, welcoming, and respectful platform where members and guests can enjoy the sport in a harmonious atmosphere. We expect all participants to contribute positively to this environment by:

* Upholding the ethos of sportsmanship;
* Demonstrating self-control and mutual respect;
* Maintaining perspective – remembering that, ultimately, karting is about enjoyment;
* Strictly adhering to the Rules;
* Respecting the expertise, decisions, and efforts of Officials and volunteers;
* Abstaining from the use of offensive language, derogatory comments, threats, or physical aggression;
* Encouraging leadership, initiative, and sound judgment;
* Unwaveringly maintaining the integrity of the sport through fair play.

Your understanding, immediate attention, and rectification of this issue are crucial. We value your participation and encourage you to adhere to the behavioural standards to continue enjoying the shared passion for karting at our Club.

Please consider this matter with utmost gravity. Should you have any questions or require further clarification, feel free to contact the Club at your earliest convenience.

With hope for improved conduct.

Yours faithfully,

<<Club Name>>

<<Name of Person Writing the letter>>

<<Title>>

**SECOND & FINAL WARNING LETTER - TWO-STRIKE WARNING LETTER SYSTEM (Version 2)**

[Date]

[Recipient’s Address]

Dear [Name],

**Subject: Second and Final Warning – Further Breach of Behavioural Standards**

I write this letter with grave concern and disappointment regarding your recent conduct at [Club Name].

As you may recall, a First Warning was issued to you on [Date of First Warning] concerning an incident that was in violation of the Club’s behavioural standards. It was our expectation that the matter would be resolved, and no further incidents would occur. However, it has come to the Committee’s attention that on [Date of Second Incident], you were involved in another incident. Details of the incident are as follows: [include a brief description of the incident].

This continued behaviour is absolutely unacceptable and goes against the very fabric of what our Club, Karting [State], and Karting Australia stand for. As emphasised in your First Warning, we are committed to fostering an environment of respect, sportsmanship, and camaraderie. Your actions have not only shown disregard for this commitment but have also adversely affected the sense of community and safety that we strive to provide for all participants and members.

**This letter serves as your Second and Final Warning**. We implore you to take this communication extremely seriously. Be advised that any further transgressions will not be tolerated and will result in immediate and stern disciplinary action, which may include, but is not limited to, suspension or termination of membership, in accordance with Karting Australia, Karting [State], and our Club's Policies, Rules, and/or Constitution.

In order to rectify this situation and regain the trust of the Club and its members, you are required to [only include the rectification directions that the State/Club wants to impose]:

1. [If the conduct complained of includes alleged breaches of Karting Australia’s Social Media and Acceptable use of Social Media Policy, include the following.] Immediately delete the post/s and all comments from all of your social media platforms.
2. Issue a [written apology](https://www.psychologytoday.com/au/articles/200207/the-power-apology) to the concerned parties involved in the incident, acknowledging the impact of your actions, expressing regret for having caused hurt or damage, accepting responsibility for your actions and providing a statement of willingness to remedy the situation.
3. Attend a mandatory meeting with the Club Committee to discuss your behaviour and commitment to upholding the values of the Club.
4. Complete a set number of volunteer hours within the Club to contribute positively to the community.
5. Engage in a behaviour awareness program, [if deemed necessary by the Committee.]

We expect these corrective actions to be completed by [Date]. Failure to meet these requirements will be considered as non-compliance and will have further consequences.

At this juncture, it is imperative that you reflect upon your actions and make a conscientious effort to align your behaviour with the values and principles of our Club and the greater karting community. We encourage you to:

* Exhibit exemplary sportsmanship;
* Exercise restraint and demonstrate respect toward all individuals;
* Abide by Club rules and guidelines;
* Respect the authority and decisions of Officials and volunteers;
* Engage in positive, constructive communication without recourse to offensive language or derogatory remarks;
* Contribute to creating an atmosphere that is welcoming, safe, and conducive to enjoyment for all.

We urge you to make a decisive change in your conduct. This is your final opportunity to demonstrate that you are capable of being a valued and respectful member of our community.

Should you have any questions or if you would like to discuss this matter further, please do not hesitate to contact the Club.

Yours faithfully,

<<Club Name>>

<<Name of Person Writing the letter>>

<<Title>>

1. [**The Power of Apologies**](https://hms.harvard.edu/sites/default/files/Departments/Ombuds%20Office/files/M.Wagner.ColumbiaUniversity.OmbudsOffice.ThePowerofApologies.pdf)

A thoughtful apology can mend a relationship while a thoughtless one may cause further conflict.

**What makes an effective apology?**

***1. A specific definition of the perceived offence***. The person offended and the perceived offender need a clear shared understanding of the behaviours (or omissions) that felt hurtful, rude, or wrong.

***2. Acknowledging that the perceived offence caused harm.*** The person offended needs recognition that their pain or embarrassment was legitimate, even if others might have felt differently.

***3. Taking responsibility.*** Offenders should acknowledge that, whether or not the offense was intentional, they were accountable for causing harm.

***4. Recognition of wrongdoing.*** Offenders need to agree that they were insensitive and made a mistake.

***5. A statement of regret.*** While “I’m sorry” is generally not enough for a complete apology, it is a necessary part of any apology and is imperative for re-building trust.

***6. A promise not to repeat the offence.*** The offender needs to offer a clear plan for self-restraint, improved behaviour, and how to work with the offended person to address possible future misunderstandings. [↑](#footnote-ref-1)