



VOLUNTEER MANAGEMENT FRAMEWORK

Volunteers - Karting's Heroes



Karting Australia

Volunteer Management Framework



Volunteers are the lifeblood of any thriving club or association, filling it with energy, passion, and commitment. Yet, the ongoing management of volunteers, a cornerstone for a well-run organisation, can often be overlooked until it's too late.

Recognising this vital need, we present the Karting Australia Volunteer Management Framework. This comprehensive framework is your guide to unlocking the full potential of your volunteer force, covering every aspect from recruitment to placement, induction, training, supervision, recognition, and the all-important succession planning.

Karting Australia's Volunteer Management Framework, includes:

- The “**Volunteer Management Framework**” (VMF)
- The “**Volunteer Management Action Plan**” **Workbook (V-MAP Workbook)**
- The template [Club* Name] “**Volunteer Management Action Plan**” (V-MAP), with three (3) versions being for small, medium, and large Clubs*.
- Customisable off-track “**Volunteer Position Descriptions**”;
- Various **checklists and surveys that each Club** can call their own and use in the recruitment, development, and management of their Volunteers.

to assist our Clubs and States to translate vision into reality that will allow all Clubs and State Associations to join with us to build a legacy of volunteering excellence, community, and enduring success for our sport.

* **Note:** The three components of the Volunteer Management Framework - the VMF, V-MAP Workbook and the final V-MAP are just as applicable to each State Karting Association as they are to each Club. (When it is used by a SKA, substitute the State name wherever the word “Club” appears.

INTRODUCTION

Our karting community thrives because of our dedicated volunteers. They bring the excitement and safety to everything from local races to the Australian Kart Championship. Our clubs offer amazing experiences for both new and experienced racers and volunteers, all playing a role shaping future motorsport champions and lifelong karters.

However, we don't have as many volunteers as we need. This shortage can lead to burnout and a high turnover rate. Recruiting and keeping volunteers, along with managing races, is a huge task for our current team. Karting Australia (KA) knows how vital volunteers are. We believe it's essential not only for KA but also for our Member States and clubs to value and support these volunteers. If we don't work together, karting's future could be in jeopardy.

Modern life makes volunteering harder. People are busier, and there are many other activities, like online games and social media, competing for their time. COVID-19 has added more challenges to getting and keeping volunteers.

“People from all walks of life see and realise opportunities to contribute to individual, club and community goals in a way that suits them.”

KA's goal is to increase participation in karting. We want to offer a range of experiences for all our drivers. As we grow, we'll need more volunteers to maintain the quality of our events. We must be creative and have a strong volunteer team, both on and off the track.

We see these challenges as opportunities. By working together and adapting, we can create better roles for volunteers and strengthen our sport. Embracing new and flexible roles will be key to succeeding in today's volunteering world.

PURPOSE

Our Volunteer Management Framework is a detailed guide to help clubs and states develop and implement a Volunteer action Plan to guide them in setting up for a concerted push to reinvigorate the Australian karting volunteering landscape. It will help you to recruit, induct, train, involve, keep, and appreciate your volunteer – current and new. It ensures safe karting by training official volunteers and having enough helpers for local clubs to run smoothly.

These dual purposes are broadly categorised as:

- **ON THE TRACK VOLUNTEERS:** Race Officials – the people who are trained, graded, and licenced by each State Association to meet Karting Australia's requirements of safety, fairness and competition management.
- **OFF THE TRACK VOLUNTEERS:** People Who Run the Club and the Member State – Club Executive, Administrators and Event Support Volunteers.



EVERY CLUB IS DIFFERENT, ONE SIZE DOES NOT FIT ALL!

We recognise that every Kart Club in the country is different. They are different in size, catchment area, infrastructure, needs, financial resources, demographics, frequency of competition and organised Karting Activities.

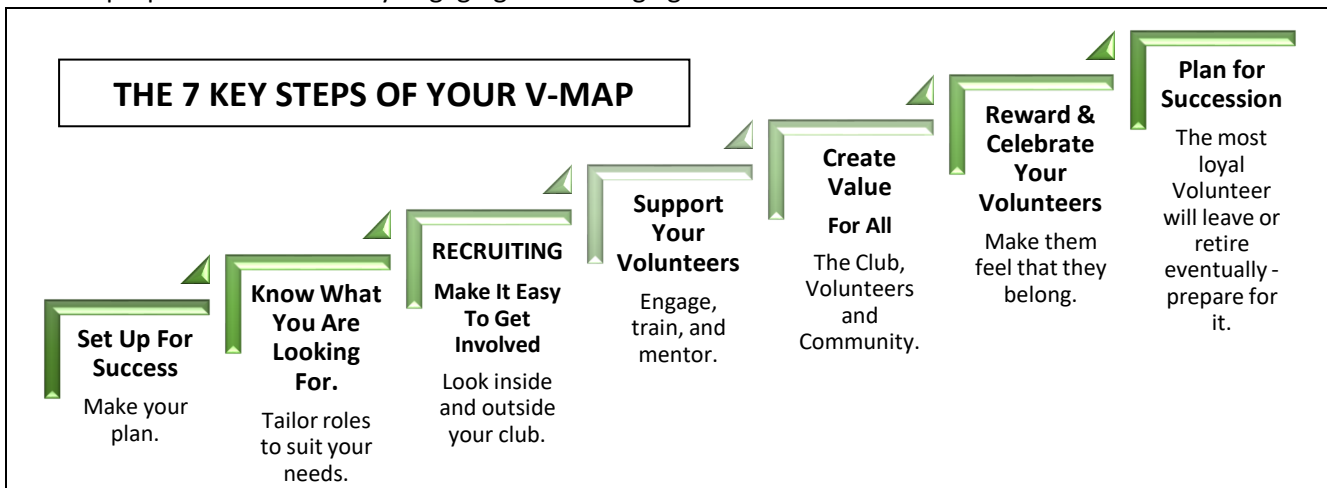
This framework accommodates these differences by best separating what we consider to be the basic volunteering requirements for Clubs with less than 50 members/licenced drivers (small size Clubs), between 50 and 100 members/licenced drivers (medium size Clubs), and more than 100 members/licenced drivers (large size Clubs).

KARTING CLUB PROFILES | VOLUNTEERING BASICS

SMALL CLUB Less than 50 members / licenced drivers	MEDIUM CLUB More than 50 and less than 100 members / licenced drivers	LARGE CLUB MEMBER STATE More than 100 members / licenced drivers
<ul style="list-style-type: none"> • Have position descriptors for all on-track Race Officials (Officials) and off-track Volunteer (Volunteer) roles • Host and record minutes of regular Committee meetings throughout the season • Have a New Member Coordinator • New Member Welcome Letter • Use the Club Volunteer Action Plan and complete <i>Club Volunteer Engagement Record</i> 	<ul style="list-style-type: none"> • All that a SMALL CLUB does plus: • Have a Volunteer Coordinator • Regular promotion and training for club Officials Club Handbook • Adopt or develop club level policies and procedures • Committee Meeting agenda always includes volunteers as an agenda item. • Minimum required trained Officials (<i>see General Rules Chpt 7 Rule 5</i>) • Club Volunteer Recognition Program 	<ul style="list-style-type: none"> • All that a MEDIUM CLUB does plus: • Have a Volunteer Coordinator/Volunteer Committee • Formal Induction for all New Members • Social media/marketing strategy • Event Management Plan • Club Officials accessing OUR Program • Awards Event that includes volunteer recognition

VOLUNTEER MANAGEMENT ACTION PLAN

Your Volunteer Management Plan has seven key steps with associated tasks each one that has a specific and critical purpose for successfully engaging and managing our volunteers.



Overview – 7 Key Steps Of Your Volunteer Management Action Plan

Step 1	SET UP FOR SUCCESS:	Use the information in this Volunteer Management Framework document help you to develop a plan to recruit, empower and celebrate your volunteers. Laying a solid foundation should make it so much easier you and those who will follow in your footsteps in the months and years ahead
Step 2	KNOW WHAT YOU'RE LOOKING FOR: <i>Develop Your Plan</i>	A clear Volunteer Plan lets everyone know how they can help and what they're expected to do. A well thought out plan that fits the size of your Club: <ul style="list-style-type: none"> • Helps you manage volunteer recruitment and training. • Describes club roles and what each member can offer. • Ensures a friendly place for volunteers. • Anticipate and addresses issues that may arise. • Appreciates volunteers.
Step 3	RECRUITING: <i>Attracting Your Volunteers</i>	Identify and understand the tasks that need to be done – On Track and Off Track. Adopt or write Position Descriptions Look inside and outside your Club Ask people to help, advertise.
Step 4	SUPPORT YOUR VOLUNTEERS	Creating a great experience will help keep your volunteers coming back. Proudly teach them about your Club. Be welcoming, friendly, supportive. Induct, train and mentor your new volunteers.
Step 5	CREATE VALUE FOR: <i>Your Club, Volunteers & Community</i>	Volunteers bring a sense of dedication, community, and selflessness to a club, bringing energy and a shared purpose. In return, a club can enrich their volunteers' experiences by providing opportunities for personal growth, skill development, and fostering a sense of belonging and achievement.
Step 6	REWARD AND CELEBRATE YOUR VOLUNTEERS	Recognising and celebrating volunteers is essential for your club. It fosters a sense of appreciation and community, motivating members to continue their valuable contributions. Appreciation and rewards come in many forms and leads to long term mutually beneficial relationships.
Step 7	PLAN FOR SUCCESSION	A club's sustainability relies on effective succession planning for its volunteers. For a club to thrive and maintain continuity, it's imperative to have succession plans in place for its volunteers.



KARTING AUSTRALIA
OFFICIAL

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BioPak

TECH SERIES

OVERVIEW

Why Do People Volunteer in Karting?

People volunteer for different reasons, including:

- Support the family in karting.
- Give back to the sport after participating as a driver.
- Build skills for a job.
- Connect with others and join a community.

How to Learn Their Reasons?

Get to know your members.

- Meet drivers, parents, and mechanics.
 - This helps understand their motivation.



Tip: Ask about their reasons in yearly surveys. Then, a club leader can follow up.

Messages to Encourage Volunteering

- Family Bonding - Volunteer and support your family on the track. Create lasting memories!
- Full-Circle Experience - Relive your karting joy by helping others experience theirs.
- Skill Building - Boost your motorsport career! Volunteering provides vital skills.
- Community Connection - Make friends, enjoy camaraderie on and off the track.
- Join the Family - Love karting? So do we! Volunteer, share stories, and be a key part of our family.

STEP 1. SET UP FOR SUCCESS

Use the information in this **Volunteer Management Framework** document and the **Volunteer Management Action Plan Workbook** help you to develop a plan to recruit, empower and celebrate your volunteers. Yes, there is work to be done at the front end (that we have tried to simplify for you and to provide you with numerous resources and templates to make it easier) but spending the time now, laying a solid foundation should make it so much easier you and those who will follow in your footsteps in the months and years ahead.

Background

Volunteering in Karting provides so much more than just what happens on the Track or at the Club.

People that choose to volunteer in sport experience a range of positive health and social benefits including:

- New friendships
- Part of a community
- Gain new skills
- Build confidence
- Spending time with family
- Sense of purpose and giving back
- Enjoyment and fun

This Volunteering framework is made up of seven key principles, all of which you can consider when looking to attract and manage your volunteers:

1. SET UP FOR SUCCESS - Develop A Plan

- It should be Easy to implement and understand.
- The proposition of volunteering at your Club must be Attractive.
- It must offer and portray a positive social experience for your Volunteers.
- It must overcome the biggest obstacle you will face - "I don't have time". The Volunteering experience must be Timely.
- You must make the volunteering experience Rewarding.

Recognition + Rewarding behaviour = Retention of Volunteers.

2. **KNOW WHAT YOU ARE LOOKING FOR - Tailor roles to support my needs** - consider how you can remove barriers to support volunteers to get and stay involved.
3. **RECRUITING - Make it easy to get involved** - think about how someone can reach out to your organisation and make sure contact details and tasks/roles are communicated clearly.
4. **SUPPORT YOUR VOLUNTEERS - Ensure your volunteers are ready** – get them trained and always supported in their role with education, training and regular check ins.
5. **CREATE VALUE FOR YOUR CLUB VOLUNTEERS, AND COMMUNITY - Showcase and celebrate your volunteers** – tell your members how they are supporting your organisation and community
6. **REWARD AND CELEBRATE YOUR VOLUNTEERS** - they are not just involved to do all the work, include them in everything like your regular communications, social events and recognition activities.
7. **PLAN FOR SUCCESSION** – there will always be a need to replace and replenish your volunteer workforce. 20-year Volunteers are amazing and there are plenty of examples of people who have committed a huge part of their lives to their karting club, but they are the exception.

EASY WAYS TO ENCOURAGE VOLUNTEERING

People may not volunteer because of various challenges. Here's how to help remove those challenges:

No Time?

- Offer short tasks or one-time activities.
- Allow tasks to be done online, like social media updates.
- Share roles with friends to lessen the workload.
- Offer short-term projects with a clear end date.

Not Asked?

- The best way to get volunteers is to directly ask.
- Have club leaders personally invite others.
- Know what help you need beforehand.
- Understand their reason for joining the club and link it to volunteering.
- Offer them support as needed and encourage them to bring friends.

Don't Know About Opportunities?

- Communicate available tasks and roles.
- Share on newsletters, social media, and websites.
- Club leaders can help identify possible volunteers.
- Offer roles and ask people to pick convenient dates and times.



Tip: Emphasise the benefits of volunteering, like community involvement and skill-building, rather than just filling a role.

Feel Unskilled?

- Ensure roles are clear and free of jargon.
- Offer support or a buddy to guide new volunteers.
- Check in regularly to offer assistance.
- Begin with easy tasks and show them clearly, like how to work in a canteen.

Lack of Confidence?

- Use a buddy system to boost their confidence.
- Start them on simple tasks.
- Provide training and support.
- Let them work with friends and introduce them to the larger group.

APPOINT A VOLUNTEER COORDINATOR *

* Applies mainly to Medium and Large Clubs

A Volunteer Coordinator helps with all things related to volunteers in your club. While everyone in the committee helps volunteers, having a special person for this ensures everything runs smoothly.

What They Do

- Connect the committee and volunteers.
- Help understand what volunteers need.
- Figure out how many volunteers are needed.
- Find and place volunteers in the right jobs.
- Thank and reward volunteers.
- Plan for future volunteer needs with the committee.

Where Do They Fit in the Committee?

This role can be a separate one in the committee or part of someone else's job. If your club is big, it's best to have a dedicated person. If just starting, maybe split the tasks among a few people.

Choosing the Right Volunteer Coordinator

Pick someone who is:

- Friendly.
- Good at talking to people.
- Organised.
- Great with people.
- Good at solving problems.

How to Support Them

Make sure your Volunteer Coordinator has everything they need and feels part of the team. Everyone should help make the volunteer plan work.

Support them by:

- Setting aside money for volunteering.
- Talking about volunteers in every committee meeting.
- Planning sessions to review the volunteer process.
- Giving them tools like communication apps and scheduling info.

Volunteer Coordinator position description template:

<https://www.karting.net.au/club-toolkit/volunteers>

STEP 2. DEVELOP A VOLUNTEER MANAGEMENT ACTION PLAN

A clear Volunteer Management Action Plan lets everyone know how they can help and what they're expected to do. Here's why a plan is good:

- Helps manage volunteer recruitment and training.
- Outlines tasks when they happen, who does them, and the support they will get.
- Describes club roles and what each member can offer.
- Ensures a friendly place for volunteers.
- Addresses any problems or needs.
- Meets rules and guidelines.
- Appreciates volunteers.



TIP: Store the plan online and give the Volunteer Coordinator access.

Plan Sections:

- Tasks and roles
- Event schedules
- Position details
- Welcome processes
- Guidelines and rules for volunteers
- Member skills and reasons for joining
- Ways to thank volunteers
- Plans for future roles

VALUE OF YOUR CLUB

Your club is more than just races and driving fast. Knowing its value helps get volunteers. Benefits of volunteering:

- Making friends
- Joining a community
- Learning
- Feeling purposeful
- Giving back



TIP: Ask volunteers why they like helping out. Use their answers to attract more helpers.

BUILD A WELCOMING CLUB WITH A GREAT CULTURE

Make sure your club celebrates and supports volunteers, as they're crucial. Here's how to make everyone feel at home:

- Does the club represent the local people?
- Are there family events?
- Offer diverse food and drink.
- Ask members for their thoughts.
- Welcome new families and helpers.
- Ensure everyone can access the club.

Challenges in Making a Plan

Some issues you might face:

- It seems like too much work.
- Different opinions about the plan.
- Fear or resistance to change.
- Not everyone is on board.
- Not seen as urgent.
- People feeling overlooked.
- Thinking replacements will just appear.

Steps to Create a Plan

1. **Find Key Roles:** Not all roles need a plan, but main committee and officiating roles do.
2. **Note Key Skills:** List essential skills or experience for these roles.
3. **Determine Support Structures:** Think of ways to back your plan, like assistant roles.
4. **Spot Potential Volunteers:** Check your networks for future role-takers.
5. **Train and Grow:** Support potential members with training so they're ready to step in.

STEP 3. RECRUITING – ATTRACTING YOUR VOLUNTEERS

- Know What You Are Looking For

Understanding Your Tasks and Getting The Right Help.

Why Break Down Roles into Tasks?

Clubs often have members juggling many roles due to others' time constraints. This can cause burnout, putting the club at risk. By identifying specific tasks, you can bring in volunteers for short, focused assignments. This clarity in roles helps in better advertising, targeted recruitment, and clear training needs. Investing time to understand tasks now will benefit the club yearly.

How to Identify Tasks:

- Ask committee members to list their tasks in detail.
- Together, list tasks for other important roles like officials or 'team' leaders.
- Estimate the time each task needs.
- Think of any task barriers and solutions.
- Put all tasks in a shared document for yearly review and updates.

Match Volunteers to Tasks:

It's crucial to match volunteers with tasks suited to their skills and interests. Adjust the role to the volunteer, ensuring they enjoy it and succeed.



Tip: With your task list, brainstorm as a committee to find the right volunteers.



Tip: Ask about skills in volunteer forms to discover members' hidden talents and interests.



Tip: Start engaging volunteers at your club with these Volunteering resources:

- **ONE:** Use the **ON THE TRACK** on **OFF THE TRACK** tables to identify the many volunteering roles available in Karting.
- **TWO:** Use the *Karting Australia Club Toolkit*. *You will find* gives position descriptors for volunteer roles. <https://www.karting.net.au/club-toolkit/volunteers>

Creating Position Descriptions

To find the right volunteers for your club, you'll need clear role descriptions.

Why? This helps potential volunteers know:

- What is expected of them.
- How much time it will take.
- The support they will get.



TIP: Review roles yearly to ensure they're still needed.

Before Writing a Position Description For a Role, Ask Yourself and Your Committee:

- Is the role doable?
- Have people given feedback on this role before?
- Can the role be broken down into smaller tasks?
- Can more people share the role?
- Are there any challenges with this role?
- How can we be flexible?

How to Write a Position Description

- Use a template as a base. [<https://www.karting.net.au/club-toolkit/volunteers>]
- Customise it: add your logo and adjust the details.
- Only list essential tasks.
- Indicate the time commitment.

Race Officials

- **The roles and responsibilities of the different roles that our Officials fill at race meetings are detailed in the Rules. See General Rules, Chapter 7 and Appendix 1 to the Framework document:**
 - Stewards
 - Race Director
 - Clerks of the Course
 - Race Prosecutor
 - Race / Competition Secretary of the Meeting
 - Chief Timekeeper and Timekeepers
 - Chief Scrutineer and Scrutineers
 - Fuel Tester
 - Tyre Tester
 - Scale Marshals
 - Flag Marshals
 - Pit Marshals
 - Starter
 - Grid Marshals
 - Noise Control Marshal
 - Officials Secretary (Steward's Secretary)

Off-Track Volunteers

- **Need a Template?**
 - You will find plenty of karting specific Template Position Description on the *KA Club Toolkit*:
<https://www.karting.net.au/club-toolkit/volunteers>

FINDING VOLUNTEERS

Get to know your club members. Most will help if:

- They're asked.
- They get support.
- They can fit it into their schedule.

Highlight that your Club Values Volunteers!

- Add a note on registration forms.
- Include a section in welcome packs.
- Discuss during registration days or meet-ups.



TIP: Show them the benefits of volunteering.

Using Player Registration Platforms

Many platforms let you ask members if they're interested in volunteering. Consider questions like:

- Would you help occasionally?
- Can you assist in training sometimes?
- Do you have special skills we can use?

Annual Club Survey

A survey helps review and plan. Include questions about volunteering, like if they'd like to help next season.

Engaging Members

Your club is full of potential volunteers: parents, supporters, and Drivers.

Young Members Can

- Assist in Officiating and helping out at events.
- Learn officiating.
- Manage social media.
- Help with tasks like setting up.

Parents Can Help With

- One-off tasks (e.g., BBQs).
- Joining a friend for tasks.
- Assisting with simple supervised officiating at Club race meetings.

Remember, the key is to be flexible and make volunteering enjoyable and rewarding.

SEEKING OUT NEW VOLUNTEERS

Expand your search for volunteers beyond your immediate circle.

Looking Beyond Your Club

By reaching out beyond your usual group, you can bring in varied skills and backgrounds to your club. To attract new people:

- Show them the benefits of joining.
- Address their interests and motivations.

Ask yourself:

- Do your volunteers reflect the community around you?
- Does your committee represent your members?
- Have you considered volunteers outside your club?

Recruitment Ideas

- Social media promotion
- Collaborate with sponsors on social media
- Connect with former players
- Use platforms like 'Seek' to post opportunities
- Partner with local schools and universities
- Engage with community boards and local government
- Collaborate with local RSL, Men's Shed[s] and community groups
- Start a referral program to reward member-recruited volunteers
- Work with local volunteer agencies and jobseeker groups

HOW TO ADVERTISE A VOLUNTEER ROLE

Creating a Catchy Advertisement

Choose the Right Platform

Know where you're posting (like Facebook or a website). Adapt the content for that audience.



Tips for a Great Ad:

- Eye-catching headline.
- Be concise.
- Use a compelling image for social media.
- Use straightforward language.
 - Consider getting AI (like Chat GPT) to write the advertisement.
- Describe main tasks, hours, and skills needed.
- Mention any necessary qualifications or checks.
- Highlight the role's importance and benefits for the volunteer.
- Provide contact info and how to apply.
- Use engaging phrases like "can you help?" instead of just "volunteer".

Application Process

- **Know Your Needs:** Understand which roles might need a detailed application.
- **Detail the Role:** Create a clear position description.
- **Promote the Position:** Advertise across different channels.
- **Application Form:** Attach a form with clear criteria to your ad.
- **Review Applications:** Screen submissions to find the best fit.

Screening Volunteers

Screening ensures a secure, suitable environment for everyone.

Benefits:

- Keeps everyone safe.
- Recognises the applicant's skills and history.
- Spots potential risks.
- Gets to know the applicant.
- Allows for reference checks.

Steps After Getting Applications

- Check if they match the criteria.
- Maybe interview them. Essential roles might need this step.
- Do necessary background checks (It is law across all Australian jurisdictions that volunteers and employees who are working with children MUST have a valid and current Working With Children check.).
- Review references they've given.
- Share all conduct guidelines with them.

STEP 4. SUPPORTING YOUR VOLUNTEERS

Creating a great experience will help keep your volunteers coming back.

Welcoming Volunteers:

- Give a warm welcome to new and returning volunteers. A good first impression can make a big difference.
- Ensure newcomers feel valued and supported. Recognise that some might face challenges or needs:
 - Provide a welcome kit that includes:
 - A welcome letter
 - Club's history and mission
 - Volunteer's position description
 - Contact details of key club members
- Consider having a designated person, like a Welcome Officer, to greet new volunteers.
- Introduce newcomers to the main members and leaders.
- Show appreciation for their effort.
- Record their contact details in the club's volunteer list.

Welcoming New Volunteers

- Be flexible in roles and timing.
- Offer diverse food and drink options, like vegetarian choices and non-alcoholic beverages.
- Accommodate personal schedules, like family time.
- Ensure accessibility.
- Be mindful of any costs.
- Introduce a buddy system for guidance.

Preparing Volunteers:

After the warm welcome, ensure that they have everything they need:

- Give them an information booklet about the club and their role.
- Share passwords and access to necessary software.
- Provide a list of club rules, policies, and procedures.
- Offer a tour of the place.
- Hand over any essential keys.
- Mention if any specific training or certificates are needed.
- If possible, let a previous volunteer guide them or pair them up with a buddy.

Training:

Help your volunteers perform their best by offering training:

- Training boosts confidence and skill. Some good options are:
 - Officiating courses,
 - Governance courses, like the Directors course.
 - First aid lessons.
 - Alcohol service training.
 - Grant writing workshops.



TIP: Remember to allocate funds for volunteer training in your yearly budget, like for courses and training opportunities.

STEP 5. CREATE VALUE FOR THE CLUB, VOLUNTEERS, AND COMMUNITY - Showcase And Celebrate Your Volunteers

Keeping Volunteers Informed

Why Update Volunteers?

- Regular updates make volunteers feel valued and part of decision-making.
- Inform them about changes that might affect their roles.

What Should You Share?

- Role changes.
- Important contacts and emergency details.
- Policy and procedure adjustments.
- Upcoming events and key dates.
- Chances for feedback.
- Staff updates.
- Available support for their roles.

Communication Tips:

- Be brief; remember they might be busy.
- Use varied methods to ensure everyone gets the message.
- Add pictures to make it engaging.
- Assume online posts are public, even on private accounts.

Valuing Feedback

- Volunteers' feedback can enhance their experience.
- It shows you care and value their insights.

What Feedback to Seek?

- Thoughts on their role.
- Workload views.
- Suggestions for improvements.
- Equipment or facility concerns.
- Conflicts.
- Needed support.
- Success stories.
- Their future involvement.

How to Get Feedback?

- Methods vary - emails, calls, surveys, suggestion boxes.
- Mix formal and informal methods. A chat gives instant feelings; surveys offer comprehensive insights.
- Store feedback for reference.

Improving the Volunteer Experience:

- Step 1: List feedback-based improvement areas.
- Step 2: Prioritise them.
- Step 3: Schedule changes and plan actions.

CLUB VOLUNTEER GUIDELINES

Club Volunteer Policy:

Have a set policy to manage volunteers. Ensure it meets legal standards and follows Karting Australia's rules.

Expense Reimbursement Policy:

Volunteers might have extra costs when helping out. Create a policy to explain which costs the club will pay back. Some costs might be:

- Office items
- Equipment
- Medical stuff
- travel, accommodation and meals

Choosing Volunteers:

Have a clear way to pick volunteers for important roles.

Volunteer Complaint Policy:

If there's a problem, have a policy that tells how the club will handle it. This includes the steps the club will take and who's responsible.

Behaviour Rules (Codes of Conduct):

Set clear behaviour standards for members. This might cover things like how to act on social media, or how Officials and players should behave.

CHECKS FOR WORKING WITH CHILDREN AND POLICE

If you're hiring for tasks involving children, you need to follow certain legal checks. But, you can also choose extra checks if needed. Make sure job descriptions mention these checks so applicants know about potential costs or processes.

Working with Children Checks

Each state has its own rules about these checks. To see rules for your area, click your state's link:

- [Northern Territory](#)
- [New South Wales](#)
- [Queensland](#)
- [South Australia](#)
- [Tasmania](#)
- [Victoria](#)
- [Western Australia](#)

Police Checks

For roles like the club Treasurer who handles money, you might want a police check. This check might cost money. For details based on where you are, click your state:

- [Northern Territory](#)
- [New South Wales](#)
- [Queensland](#)
- [South Australia](#)
- [Tasmania](#)
- [Victoria](#)
- [Western Australia](#)

STEP 6. REWARD AND CELEBRATE

Make Volunteers Feel Like They Belong

It's vital to appreciate the volunteers in Australian Karting. Volunteering is fun, rewarding, and offers chances to make friends and learn new skills. Anyone can find a role that matches their interests and schedule, from Officiating to organising events. Volunteers are the backbone of our sports community.

Appreciating Volunteers:

Simple Ideas thank your volunteers to make them feel valued:

- Understand what motivates them for a meaningful thank you.
- Many affordable ways to show appreciation:
 - Highlight them in a newsletter or on social media.
 - Give a 'Volunteer of the Year' award.
 - Offer membership discounts.
 - Cover Officiating certification or training fees.
 - Provide free or discounted club clothes.
 - Offer free meals during volunteering.
 - Give discounts for events.
 - Host a special thank you event.
 - Present a certificate.
 - Nominate for bigger awards.
 - Write recommendation letters.

STEP 7. PLAN FOR SUCCESSION

For a club to thrive and maintain continuity, it's imperative to have succession plans in place for its volunteers.

Succession planning ensure that there's always a pool of trained individuals ready to step in and take over key roles when current volunteers move on or step down. Without this foresight, clubs risk facing gaps in leadership and expertise, which can hinder their operations and growth.

Succession planning not only safeguards the club's future but also fosters a culture of mentorship, ensuring that valuable knowledge and experience are passed down to the next generation of volunteers.

Appendix 1: ON TRACK & OFF TRACK VOLUNTEERS

There are many exciting roles to play that make karting the place to volunteer!

ON THE TRACK		OFF THE TRACK	
ROLE	DESCRIPTION	ROLE	DESCRIPTION
RACE OFFICIALS	<i>To direct and control Competitions</i>	President	<i>Provide leadership; responsible to the Committee</i>
<i>All Race Officials are required to complete 'Basic Training' (on-line) in the KA Officials Academy as a pre-requisite to obtaining a Level 4 Officials Licence.</i>		Vice President	<i>Assist the President in providing leadership</i>
Stewards	<i>Event Control, training in (KA Officials Academy)</i>	Secretary / Administrator	<i>ensure provision of administrative support</i>
Clerk of the Course	<i>Responsible for the general conduct of the Meeting</i>	Treasurer	<i>Responsible for SKA/Club financial supervision</i>
Race Director	<i>To maintain continuity of sporting activity management</i>	Club Safety Officer	<i>Responsible for club safety requirements</i>
Race Secretary/ Secretary of the Meeting	<i>Responsible for the organisation all material and notices</i>	State Karting Association Delegate/Alternate Delegate	<i>Responsible for attending State meetings/matters</i>
Starter	<i>Starting and ending a race</i>	Senior Vice President	<i>Responsible for supporting Executive Committee</i>
Flag Marshall/ Safety light Operator	<i>To give signals by flags and/or lights to the Competitors</i>	Club KOMP Officer	<i>KA's Karting Online Management Portal</i>
Chief Timekeeper / Timekeeper	<i>Start the timing of Competitions; report to Clerk of the Course</i>	New Member Coordinator	<i>Welcome and induct new club members</i>
Chief Scrutineer	<i>Responsible for ensuring compliance of each Kart/equipment</i>	Volunteer Coordinator/ Volunteer Committee Member	<i>Recruit, support and recognise volunteers Responsible for recruiting/training officials</i>
Scrutineer	<i>Responsible for ensuring compliance of each Kart/equipment</i>	Child Safeguarding Officer/MPIO	<i>Responsible for child safety requirements</i>
Fuel Tester	<i>To ensure all Fuel conforms to the requirements</i>	Canteen/Bar Manager	<i>Responsible for managing club bar and or canteen</i>
Tyre Tester	<i>To ensure all Tyres are used as supplied</i>	Awards Committee	<i>Responsible for organising club awards</i>
Noise Control Marshall	<i>Monitoring engine starting in the paddock</i>	Website	<i>Responsible for club website</i>
Grid Marshall	<i>Marshall/control Karts until they are "in the Starter's Hands"</i>	Fundraising	<i>Raise money to support the club development</i>
Pit Marshall	<i>Responsible for organisation, layout of the pit/paddock area</i>	Grants	<i>Seek out and apply for local grant funds</i>
Photography/video	<i>Responsible for photos/videos; accreditation needed</i>	General volunteer	<i>General volunteer role</i>
Announcer		Casual volunteers, example, worker bees	<i>Responsible for organising volunteers as needed</i>

Refer: to AKA Manual, General Rules for specified duties; Club Toolkit for role descriptors.