



POTENTIAL NEW MEMBER INQUIRY

Next Steps for Karting Clubs

1. Prompt Response

- **Timely Communication:** Respond to the email or phone call as soon as possible, ideally within 24 hours. Prompt responses show professionalism and enthusiasm.
- **Personal Touch:** Address the potential member by name and express excitement about their interest in joining your club.

2. Provide Information

Welcome Packet: Send a digital welcome packet that includes:

- A brief history of the club
- Membership benefits
- An overview of karting activities and events
- Contact information for key club members
- FAQ Document: Include a document answering common questions about membership, costs, equipment, training, and events.

3. Schedule a Meeting or Tour

- **In-Person Tour:** Invite the potential member (and their family) to visit the club. Offer a tour to show them the track, pits, and other amenities.
- **Meet and Greet:** Arrange a meeting with key club members. This helps establish a personal connection and allows them to ask questions.

4. Explain the Membership Process and Karting Options

- **Membership Fees:** Clearly outline the membership fees, including any initial joining fees and recurring costs.
- **Licencing and KAC:** Explain the various licencing options and if relevant how the requirements around becoming a Karting Activity Controller.
- **KOMP:** Explain how the KOMP platform works, show them how to download the app or access via computer.
- **PRACTICE OR COMPETITION:** Let potentials new members know that they don't have to start competing right away (or at all). There is the option for recreational karting only if they wish. Advise that kids can get a practice licence from age 6 and can start competing at age 7.

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HOW TO SERIES



HOW DO I GET MY KARTING ACTIVITY CONTROLLER LICENCE?

BEFORE YOU START

Working With Children Check

If not already completed and obtained, you must apply for and receive a State legislated WWCC. Click [here](#) to find the relevant State body for your application.

Go to Step 2 if you are already a holder of the WWCC in your State.

Where to obtain a Working with Childrens Check

Appropriate agencies to apply for a working with childrens check that do so through an authorized government screening unit in each state and territory

The table below shows authorized government screening units that are responsible for working with childrens registrations in each state and territory

State or Territory	Name of the check	Link to Government Screening Unit	Year of Commencement
New South Wales	Working with Childrens Check	Link to NSW Working with Childrens Check	2000
Queensland	Blue Card Check / Working with Childrens Check	Blue Card Services	2001
Victoria	Working with Childrens Check	Department of Justice and Regulation, Working with Childrens Check Unit	2006
South Australia	OOO Screening / Working with Childrens Check	OOO Screening Unit, Department for Communities and Social Inclusion	2011
Australian Capital Territory	Working With Vulnerable People (WVWP) Check	Background Screening Unit, Police Canberra	2012
Tasmania	Registration to Work with Vulnerable People (RWVWP) / Working with Childrens Registration	Department of Justice	2014
Western Australia	Working With Childrens Check	WWCC Screening Unit, Department for Child Protection and Family Support	2005
Northern Territory	Working with Childrens Clearance / Ouvre Card	Screening Assessment for Employment / Education / Training (SAFE/NET)	2015



Step 1

Login or join the Karting Australia **Officials Academy** - click [here](#). If you don't yet have a login, click the email address.

Officials



Click on the image above to log into the Karting Australia Online Officials Academy.

If you do not have a log in for the Academy please email officialsacademy@karting.net.au with your request.

Step 2

Take the Karting Australia courses as shown here. Complete all five in any order you wish!



Step 3

You have completed and passed! CONGRATULATIONS... next step is to register your Licence on **KOMP** by using the Karting Australia App or going to portal.karting.net.au



Step 4

- Login in KOMP
- Click Applications
- Click Officials Licence
- Select State
- Select State Organisation
- Click Apply
- Follow Process to complete
- Once completed, if you go to Licences and Membership on your Dashboard your status will show as SUBMITTED.
- Your State Administrator will confirm your Working With Children Check and will then update your status to COMPLETED.
- You are now able to act as a Karting Activity Controller!!





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5. Safety

Safety Protocols: Provide information on the club's safety protocols both on and off the track and the importance of adhering to them.

6. First Event or Practice Session / Purchasing First Kart / Come and Try Day

- Invitation: Invite the new member to a Come and Try Day or if they are already sold on the sport, their first event or practice session. Provide details on what to expect and any preparations needed.
- Purchasing a Kart: Provide guidance on best options for the new karter regarding where to purchase a second-hand kart, what apparel they'll need and approximate costs.
- Mentorship: Assign a current member as a mentor or buddy to help the new member feel welcome and navigate their first few sessions.

7. Follow-Up

- Check-In: After their first event or session, follow up with the new member to see how it went and answer any further questions they might have.
- Feedback: Ask for feedback on their initial experiences to continuously improve the onboarding process.

8. Ongoing Engagement

- Communication: Keep the new member informed about upcoming events, training sessions, and club meetings through regular communication channels like emails or newsletters.
- Involvement: Encourage the new member to get involved in various aspects of the club, from volunteering at events to joining committees.
- By following these steps, your club can ensure that new members feel welcomed, informed, and excited about becoming part of your community. A positive and structured onboarding process sets the foundation for a long and active membership.