

## B5 2025 NATIONAL CLUB AFFILIATION REQUIREMENTS

Scheduled Reviewed Annual

Date of Board Approval 25 November 2024

### Bylaw B5 - National Club Affiliation Requirements

Club affiliation with a State Karting Association (**SKA**) and Karting Australia (**KA**) for the calendar year commencing on 1 January 2025 is contingent upon the club's adherence to the following National Affiliation Requirements:

- a) Completion and submission of the Club Affiliation Form to the respective SKA, accompanied by the payment of the National Club Affiliation Fee in the amount of \$50.00.
- b) The club must maintain its legal status as an entity in accordance with the applicable requirements of the relevant State, Territory, or Commonwealth legislation, as detailed in Appendix A.
- c) All club participants, including Competitors, Drivers, and Officials, must be registered on Karting Australia's KOMP portal. Additionally, the club must ensure that any employees, volunteers, Officials, and contractors who are required by State law to obtain a 'Working With Children Check' have applied for and received such clearance before engaging in any organised and sanctioned Club activities.
- d) The club must accept and comply with the constitution of its SKA as well as the KA Constitution, and must adhere to all Rules, Regulations, Policies, Procedures, Safety Standards, and directives issued by KA and use its best endeavours to ensure that its members also comply with the constitutions and adhere to the aforementioned Rules, Regulations, Policies, Procedures, Safety Standards, and directives.  
KA's Bylaws and Policies can be found online at: <https://www.karting.net.au/administration/by-laws-policies>
- e) Obligations of Clubs:
  - (i) Clubs must ensure that all karting activities, including both competitive (**Racing**) and recreational karting (**Karting Activities**), are conducted strictly in accordance with the Rules and Regulations, including all Appendices thereto. Such activities must be carried out under the authority of and in accordance with a properly issued Organising Permit by either the SKA or KA and overseen by appropriately Accredited and Licensed Officials.
  - (ii) Clubs must attain and maintain Karting Australia Risk Management (**KARM**) Basic Accreditation.
  - (iii) Clubs are required to appoint a competent person or persons to the role of Club Safety Officer in accordance with General Rules, Chapter 4, Rule 2. The appointed Club Safety Officer(s) must successfully complete the KA Club Safety Officer course via the KA Officials Academy by no later than 31 January each year or within one (1) month of assuming the position, whichever occurs first.
  - (iv) Clubs shall comply with requests from KA and/or the SKA for club Information (included but not limited to Club office bearer details) in a timely manner.
  - (v) Clubs must adhere to KA's injury and incident reporting procedures, including the proper completion of injury report forms. All injuries must be documented in strict accordance with the prescribed injury report procedure.
  - (vi) Clubs must 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.
  - (vii) Clubs must ensure that they obtain and maintain, at all relevant times, public liability insurance cover for all



activities undertaken at the venue occupied by the Club that do not fall within the scope of coverage under KA's public liability insurance, including (without limitation) any camping at the venue or hiring of any portion of the venue to any person:

- A. With a reputable insurance company.
- B. For an amount, covering such risks and containing such terms that are acceptable to or required by KA, acting reasonably, from time to time.

(viii) Clubs must provide KA or their SKA with a Certificate of Currency confirming compliance with clause (e)(vii) immediately upon request.

(ix) Clubs must ensure that written agreements are entered into with third parties with respect to the hire of any of the Club's facilities.

(x) Clubs must ensure that they comply with all terms applying to their occupation of their venue, including under any leasing or licensing agreement.

f) Clubs' Commitment Throughout 2025:

(i) Clubs shall work progressively to achieve and sustain higher levels of KARM Accreditation.

(ii) Clubs are obligated to fulfil their employment obligations, including the maintenance of appropriate WorkCover insurance.

(iii) Clubs must ensure continuous compliance with all venue safety requirements including but not limited to:

- A. Ensuring that the Circuit and Track are properly licensed and that all required work schedules prescribed by the State or National Track Inspector are completed promptly.
- B. Maintaining the Circuit and Track in accordance with the conditions of the Circuit Licence, "KA Circuit Regulations and Guidelines", and the Rules, with specific attention to General Rules, Chapter 4.
- C. Displaying the current Organising Permit prominently on the Club Notice Board at the Circuit during all Karting Activities and Meetings.
- D. Displaying the latest approved Waiver/Disclaimer signs in the grid area and at all entrances to the facility.
- E. Ensuring that every individual who operates a vehicle at the Circuit holds the appropriate license and has received adequate training for its safe operation.
- F. Ensuring that if the club uses a motorised retrieval vehicle - with or without a trailer (**MRV**) it will do so strictly in compliance with General Rules, Chapter 4, Rule 19.
- G. Prominently displaying all Required Official Signage and Safety Rules at locations prescribed in the "KA Circuit Regulations and Guidelines" – Section A, Rule 24 (a) Waivers and (b) Karting Activity (Private Practice) Rules (c) General Safety Requirements signs, in the form as prescribed by KA. <https://www.karting.net.au/track-safety-signage>
- H. Conducting trial evacuation exercises (Fire Drills) at least twice annually.
- I. Ensuring full compliance with the Medical Services/Requirement Rules as specified in General Rules, Chapter 6.
- J. Keeping a fully equipped, regularly maintained First Aid Kit accessible on-site during all KA Permitted Karting Activities and Meetings.
- K. Ensure that a list of EMERGENCY contact phone numbers is prominently displayed next to the "Karting Activity Rules and Conditions" sign at the Out Grid. Additionally, during any KA Permitted Karting Activity, the KAC responsible for the activity must have a charged, operational mobile phone in their possession at all times.
- L. Implementing a Member Protection Information Officer (**MPIO**) procedure, ensuring that at least one individual per club has completed the online MPIO Course by the start of the Calendar year. The Club MPIO should not be a member of the Club Executive. Exemptions to this requirement may be granted



to smaller clubs upon application to KA or the SKA.

- (iv) Clubs must maintain precise records on KOMP to demonstrate compliance with the provisions of Clauses E. and F. herein.

## 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.