

P6 CODE OF CONDUCT

Scheduled Review Triennially or as required *(Replaced Policy P4 MPP Part D)*

Date of Board Approval 19 September 2022 Updated: 25 November 2024

Overview

Karting Australia seeks to provide a safe, fair, and inclusive environment for everyone involved in our organisation and in our sport. We always endeavour to carry on the business of providing fair, safe, and socially responsible motor sport, an activity which is, therefore, vulnerable if its media, public or professional image is tarnished in any way.

We require certain standards of behaviour by all **Relevant Persons** and **Relevant Organisations** to which this Policy applies (whilst they are a Relevant Person or a Relevant Organisation), spectators, parents/guardians of Relevant Persons that are minors and all other persons under our control (**Other Persons**):

- When attending any KA sanctioned and/or related activity in any capacity whatsoever (**KA Activity**) regardless of whether they are taking part in a paid or unpaid/voluntary capacity;
- Whilst travelling to or from a KA Activity; and
- At all other times at which Relevant Persons are wearing KA apparel or uniforms, whether compulsorily or by choice.

Our Codes of Conduct are underpinned by the following core values:

- To act professionally and always represent KA and our sport in a professional manner;
- To act within the Rules and spirit of our sport;
- To display respect and courtesy towards everyone involved in our sport;
- To prevent discrimination and harassment;
- To prioritise the safety and well-being and health of all people who participate in and who are involved in our sport; and
- To encourage and support opportunities for participation in all aspects of our sport.

This Code of Conduct, as amended from time to time, binds all Relevant Persons, Relevant Organisations and Other Persons.

Breaches of This Code

Failure by any person to comply with the standards of conduct required by the Code of Conduct may result in, amongst other things, immediate removal from a particular Meeting, Event or Karting Activity held under an Organising Permit by the Club or Organiser of the Meeting, Event or Karting Activity without refund and:

- For Relevant Persons and Relevant Organisations, Disciplinary Measures being taken against the offender;
- For Other Persons:
 - a reprimand or warning;
 - bans from attending particular Circuits, Courses, Meetings or Events, Competitions or Karting Activities held under an Organising Permit issued by KA or a Karting Organisation without refund;
 - suspension or expulsion from Karting Activities or Meetings; and
 - any other sanction considered appropriate by KA, a Member State or a Club (as the case may be).

Addressing Alleged Breaches

If KA, a Member State or a Club (**Initiating Entity**) determines, in its sole discretion, that an Other Person may have breached this Code, the Other Person must:

- provide the Initiating Entity with any information reasonably requested by it regarding the potential breach of this Code;
- reasonably cooperate with any investigation conducted by the Initiating Entity concerning the potential breach.

If an Initiating Entity determines, in its sole discretion, that a breach of this Code has occurred:

- the Initiating Entity will communicate its provisional views and proposed sanctions to the Other Person involved and provide a reasonable opportunity to the Other Person to provide a response, which may be verbal or in writing (depending on the circumstances);
- the Other Person involved must provide their response on the initial views and proposed sanctions to the Initiating Entity within the timeframe required by the Initiating Entity; and
- the Initiating Entity will consider any response provided by the Other Person within the required timeframes before making a final decision (at its sole discretion) regarding the sanction to be imposed on the Other Person, if any. For the avoidance of doubt, the Initiating Entity may proceed to make a final decision in the event that the Other Person fails or refuses to provide a response within the required timeframes.

The appropriate timeframes for relevant actions contemplated above will be determined by the Initiating Entity at its sole discretion taking into account factors such as (among other things) where the potential breach occurred and the nature of the potential breach.

If the nature of the potential breach requires it, the Initiating Entity may impose any provisional sanction that it considers appropriate at any time after becoming aware of a potential breach of this Code.

Jurisdiction for Alleged Breaches

If an alleged breach of this Code occurs at the:

- **Club level**, or involves people operating at the Club level, then the alleged breach should be reported to, and handled by, the relevant Club in accordance with this Code in the first instance.

Note: The Club must, as soon as is reasonably practicable after addressing an alleged breach, provide to their Member State for their information such details of the alleged breach as would ordinarily be required in a KA Concern or KA Complaint Form (as the case may require).

- **State level**, or involves people operating at the state level, then the alleged breach should be reported to and handled by the relevant Member State in accordance with this Code in the first instance.

Note: The Member State must, as soon as is reasonably practicable after addressing an alleged breach, provide to KA for its information such details of the alleged breach as would ordinarily be required in a KA Concern or KA Complaint Form (as the case may require).

Only matters that relate to, or which occurred at, the **National level**, as well as serious cases referred from the Member State and Club level, should be referred to the KA Complaint Officer and dealt with by KA using such information as would ordinarily be required in a KA Concern or KA Complaint Form (as the case may require), however, KA may at any time exercise its right to deal with an alleged breach of this Code.

Definitions

Defined terms not otherwise defined in this Code of Conduct have been defined in, and have the meaning given to them, in the KA “Australian Karting Manual - National Competition Rules” (**NCR**), KA Constitution, KA Integrity Framework (**KIF**) and the Member Protection Policy (**MPP**).



SCHEDULE 1 - CODE OF CONDUCT - GENERAL

Relevant Persons, Other Persons and Relevant Organisations to which this Policy applies including but not limited to all Drivers, Administrators, Officials, Licence Holders, Organisers, Coaches, Contractors, Support Personnel as defined in the 'KIF' and spectators and all Other Persons under our control at any KA sanctioned and/or related activity are bound by our Code of Conduct and are required to:

- a. respect the rights, dignity and worth of others;
- b. conduct themselves in line with KA's values;
- c. be fair, considerate, and honest in all dealings with others;
- d. be professional in, and accept responsibility for, their actions;
- e. make a commitment to provide quality service;
- f. maintain a duty of care (and follow any safety guidelines) to others involved in KA, state members and affiliated clubs (where a duty of care applies);
- g. be aware of, and maintain an uncompromising adherence to KA's standards, Rules, Regulations and policies including this Code of Conduct and the Child Safeguarding Policy;
- h. establish and maintain an environment that is safe for the conduct of activities for Children;
- i. operate within the rules of the sport, including the National Competition Rules (NCR), national and international guidelines that govern KA, State Members and Affiliated Clubs;
- j. Show concern for the health, safety and welfare of members and participants;
- k. give all people equal opportunity to participate;
- l. be a positive role model, demonstrating a high degree of individual responsibility (especially when dealing with children), understanding that their words and actions are an example;
- m. wear their uniform, accreditation, and identification (as required) while involved in delivering karting services or as required by an affiliated member (such as when representing KA, State Members or Affiliated Clubs);
- n. understand the repercussions if they breach, or are aware of any breaches of, this Code of Conduct;
- o. not shame, humiliate, oppress, belittle, harass or degrade any person, especially children;
- p. not unlawfully discriminate against any person, especially children, because of culture, race, ethnicity or disability;
- q. not engage in any activity with a Participant that is likely to cause harm;
- r. not do anything that brings KA, a Member State or an Affiliated Club of the sport of karting into disrepute or engage in conduct that is unbecoming;
- s. not use their involvement with karting to promote their own beliefs, behaviours or practices where these are inconsistent with those of KA, a Member State of an Affiliated Club;
- t. not supply alcohol or drugs (including tobacco) to Children participating in karting activities or services; and
- u. while on duty, not:
 - i. use, possess or be under the influence of an illegal drug;
 - ii. use or be under the influence of alcohol;
 - iii. be incapacitated by any other legal drug such as prescription or over the counter drugs.



SCHEDULE 2 – LICENCE HOLDERS

In addition to adhering to the Code of Conduct – General that is applicable to all people bound by this Policy, this specific Code of Conduct has been developed for Licence Holders.

This Code of Conduct – Licence Holders should be read in conjunction with the MPP and Child Safeguarding Policy.

Licence Holders are required to:

- a. not initiate or tolerate acts of aggression, or engage in any violence on or off the track;
- b. respect the talent, potential and development of fellow licenced participants;
- c. care for and respect the equipment used or provided to them as part of their program/activity;
- d. control their emotions, and not engage in verbal abuse of or swearing at or in the vicinity of others, sledging participants or behaviour that deliberately distracts or provokes a participant or official;
- e. maintain high personal behaviour standards towards participants, volunteers, and officials at all times;
- f. never argue with or dispute a decision of an Official. If a participant disagrees with a decision, they should deal with their dispute in accordance with the relevant rules;
- g. be honest in their attitude and preparation to practice;
- h. cooperate with coaches, support personnel and other individuals who may assist you in your karting development;
- i. not engage in conduct that is, unethical, unbecoming, or likely to cause harm to the reputation of the Participant or the Affiliated Club;
- j. not take part in any form of bullying including via the use of social media;
- k. Not make or post inappropriate, offensive, or discriminatory comments in public; and
- l. Use appropriately the facilities and equipment made available for karting activities.



SCHEDULE 3 – ADMINISTRATORS AND VOLUNTEERS

In addition to adhering to the Code of Conduct – General that is applicable to all people bound by this Policy, this specific Code of Conduct has been developed for Administrators and Volunteers.

This Code of Conduct – Administrators and Volunteers should be read in conjunction with the MPP and Child Safeguarding Policy.

Paid administrators and volunteers are required to:

- a. adopt a collaborative and consultative approach to planning, leadership, management, administration and decision making;
- b. create accessible pathways for people to participate in karting, not just as a Participant but as an Official, administrator or any other role;
- c. ensure that rules, equipment, length of activities and practice schedules are in accordance with the NCR as well as suited to the age, ability and maturity level of participants;
- d. ensure an environment that provides quality supervision and instruction for Child Participant's;
- e. remember individuals participate for their enjoyment and benefit, so maintain a balanced approach with awards and competition results with acknowledgement of social karting participation;
- f. assist officials, coaches and participants in highlighting appropriate behaviour and skill development to help improve the standards of officiating and coaching;
- g. ensure all involved in karting emphasise fair play, not winning at all costs and sportsmanship to the highest degree;
- h. support implementation of all policies and procedures of KA, Member State and the Affiliated Club; and
- i. make it clear any breach of this policy including abuse, bullying or harassment is unacceptable and may result in disciplinary action.



SCHEDULE 4 – OFFICIALS

In addition to adhering to the Code of Conduct – General that is applicable to all people bound by this Policy, this specific Code of Conduct has been developed for Officials.

This Code of Conduct – Officials should be read in conjunction with the MPP and Child Safeguarding Policy.

Officials appointed by KA, a Member State, or an Affiliated Club are required to:

- a. understand and have completed the appropriate Officials accreditation and/or endorsement for each Officials role they are undertaking or intending to undertake;
- b. be fully conversant with the National Competition Rules (**NCR**) and/any other published rules and regulations pertaining to the competition to be officiated;
- c. actively maintain technical knowledge through ongoing review of the NCR, technical publications, and review of videos/livestreaming;
- d. be punctual for all official events and attend all pre-competition Officials briefings;
- e. dress in a tidy fashion, with appropriate and allocated Officials clothing befitting the status and image of an Official;
- f. be prepared and confident to follow the NCR's in applying sanctions, penalties and/or referrals to tribunal hearings as appropriate to the alleged breach;
- g. be accountable for one's own officiating performance by being consistent and objective;
- h. be cooperative in using appropriate Officials templates and in providing unbiased information for relevant reviews and hearings;
- i. when travelling to officiate for KA, Member State of Affiliated Club ensure you abide by the KA or relevant Travel Policy including the process for booking and/or claiming travel expenses; and
- j. not engage in conduct that is, unethical, unbecoming, or likely to cause harm to the reputation of the Participant or the Affiliated Club.

SCHEDULE 5 – PARENTS, GUARDIANS AND PARTICIPANT LICENCE HOLDERS

In addition to adhering to the Code of Conduct – General that is applicable to all people bound by this Policy, this specific Code of Conduct has been developed for Parents, Guardians and Participant Licence Holders.

This Code of Conduct – Parents, Guardians and Participant Licence Holders should be read in conjunction with the MPP and Child Safeguarding Policy.

All Parents, Guardians and Participant Licence Holders during any activity or event are required to:

- a. remember that their Child participates in karting for their own enjoyment, not theirs;
- b. focus on their Child's efforts, participation and enjoyment rather than winning or losing;
- c. never ridicule or yell at their Child or any other Children for making a mistake or losing a race or event;
- d. show appreciation for good performance by all participants;
- e. recognise volunteers, officials, coaches and administrators who give up their valuable time;
- f. respect Officials' decisions and teach Children to do likewise;
- g. not engage or condone any physical and/or verbal intimidation or abuse towards a participant, official or volunteer;
- h. not enter the restricted areas of the track, unless authorised by an official;
- i. respect KA administrators and abide by their decisions;
- j. allow fellow parents the respect they deserve in their viewing of or involvement in their Child's participation;
- k. respect the facilities and equipment of their own and other clubs;
- l. not take part in any form of bullying, make or post inappropriate, offensive, or discriminatory comments in public or on social media; and



SCHEDULE 6 – SPECTATORS

In addition to adhering to the Code of Conduct – General that is applicable to all people bound by this Policy, this specific Code of Conduct has been developed for Spectators.

This Code of Conduct – Spectators should be read in conjunction with the MPP and Child Safeguarding Policy and the Terms and Conditions of Entry to the venue where a Meeting is being held.

Spectators are required to, during any activity held or sanctioned by KA:

- a. focus on the participating Driver's' efforts and performance rather than winning or losing;
- b. never ridicule or yell at participating Drivers for making a mistake or not winning a race and/or competition;
- c. show appreciation for good performance by all Drivers (including opposing Drivers);
- d. respect Officials' decisions and teach others to do likewise;
- e. show appreciation and respect for volunteers, officials, coaches, mechanics and administrators;
- f. review the KA Accredited Photographers and Media Policy, prior to an event, before taking photos or videos of participants;
- g. comply in all respects with the terms of entry for any venue related to any KA sanctioned and/or related activity; and
- h. allow fellow spectators the respect they deserve in their viewing of the class/event.

Terms and Conditions of Entry to a Karting Venue

By entering this venue, you agree to comply with Karting Australia's policies, including its Code of Conduct, which applies to all entrants. Failure to comply with the Code of Conduct (available on KA's website or via the above QR Code) may result in, among other things, removal from this venue as well as temporary or permanent bans from attending Karting Activities or race Meetings.
