

**SUPERKARTS
AUSTRALIA PTY LTD
(SKA)
MEMBERSHIP POLICY
Member Protection,
Responsibilities and
Requirements
including Code of
Conduct.**



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Member Protection, Responsibilities and Requirements including Code of Conduct.

1. Definitions for the purposes of this document:

CAMS refers to CAMS Ltd, the Confederation of Australian Motorsport, a motorsport governance and regulatory body in Australia, and its acronym *Cams*

Code of conduct refers to definitions defining appropriate and inappropriate behaviour,

Company refers to *Superkarts Australia Pty Ltd*, and its acronym *SKA*

Competitor refers to any member that enters a race meeting,

Director refers to an individual member of the SKA Company Board of Directors appointed from time to time,

Driver refers to a person, who drives a Superkart entered by a Competitor at a race meeting,

Dissent refers to the holding of and public expression of opinions at variance with those commonly or officially held, which is likely to incite others and be disruptive to persons and race event conduct.

Event/Race Meetings included in the provisions of this document refers to any race event where SKA acts or is nominated as the category administrator, or organiser for the management of the Superkart Competitors,

Member refers to any person having applied for, paid the membership fee for, and been accepted as a Member of SKA in accordance with the Rules, Policies, Terms and Conditions of the Company,

Member's Associate/s refers to persons or including family and relatives, friends, spectators, colleagues, pit crew, pit member, sponsor/s or others with a deemed connection to the Member,

Pit Crew/Pit Member refers to anyone who assists a competitor and/or driver with their event participation or their vehicle,

Official refers to SKA director/s, SKA Officials – Event Managers (EM), Driving Standards Observer (DSO), Category Liaison Officer (CLO) and assistants, CAMS Officials, and Event appointed Officials.

Policy refers to the prescriptive intentions and outcomes, and confined principles of the document.

Protection refers to keeping safe of, preventing harm to, and the preserving of the rights of Members.

Responsibilities and Requirements refer to specific obligations and actions referred here-in that are required of a Member, and of those persons deemed or declared to be associated with the Member.

Spectator/s refers to any person, family member or friend, who attends to observe the competitor, driver, or event racing.

2. Updating information:

a. It is the member's responsibility to keep their information up to date with SKA by one or more of these methods in order of priority: either by email, telephone or text message.

This information includes;

- i. Contact details including phone and email details
- ii. Emergency contact details
- iii. Timing device number
- iv. Racing number. Any racing number changes must first be checked with SKA to confirm availability of that number and approved allocation at SKA events.
- v. Racing class changes

3. Entering a Race Meeting:

a. Events/Race Meetings are conducted under the regulations of CAMS Ltd (Confederation of Australian Motorsport). The Sporting Regulations, Supplementary and Further Regulations and race meeting standing and technical regulations in force at the event must be adhered to.

b. Supplementary Regulations (Supp Regs) are produced by the organisers or promoters of an event to explain any additional rules that are relevant to the particular event. Supplementary Regulations are usually available four to six weeks prior to an event and must be read by the competitor. Further Regulations are additional event regulations issued by organisers to relate specific event particular information and obligations to competitors and drivers.

c. Entries must be returned by the stipulated time and in the manner as outlined on entry forms or determined by the promoter. Any late entries may not be accepted or a penalty may apply.

Notification must be given to the SKA event management team either by post, email, telephone or text message that you have entered a particular meeting. This requirement is necessary so that entries can be collated, investigated if they go missing and timing devices for the event can be recorded and/or organised.

d. Entry Form requirements for the Series and each event, the amount of entry fee and the date and time of closing of entries are to be adhered to. Entry Fee payment in full is required for the Entry to be accepted as final. Non-payment of all or a portion of Entry Fee by Close of Entry date shall make void a Competitor/Driver entry. Acceptance of Late payment of Entry Fee is at the discretion of SKA. If allowed, a penalty or late fee may apply.

e. In addition to, and notwithstanding anything contained within Cams Ltd Regulations that may be at variance with this SKA Policy, Competitors and Drivers are notified that their Entry for an SKA Event is always accepted conditional upon full compliance with these regulations and any notified updates. SKA notifies Competitors and Drivers that they have responsibilities to adhere to CAMS Ltd Occupational Health and Safety Policies, Event Regulations and OH&S, and these SKA Member Protection, Responsibilities and Requirements policies. Entries are accepted on the conditional basis of persons conducting themselves in accordance with these regulations, and an Entry may be Refused by SKA should there be evidence of risk of detrimental outcomes for any person, entity or property should that Entry be processed and accepted. Should an Entry be Refused, whether the refusal shall stand will be adjudicated by CAMS. SKA will provide full explanation to CAMS for its refusal, and may or may not at its discretion provide a public reason for such refusal.

4. Attending a Race Meeting:

a. Competitors need to arrive as close as possible to the published venue opening time/s so as to allow time to set up for the race meeting including scrutineering, sign on and timing device collection. Gates open and closing times are published or announced. Following sign-on or commencement of the event including organised practice days, SKA Members are responsible for the actions of associates and those that accompany them.

b. Documentation - It is the Competitor's responsibility to complete documentation checking at sign-on with the relevant club, promoter or organising body prior to scrutineering. Documentation includes providing for holding by Officials, the relevant license/s, logbook and membership card/s.

c. Officials – At race meetings there will be appointed and assistant officials of a club, promoter or motorsport organisation as outlined in the Supplementary regulations. In addition, the SKA event team will act as officials for the Superkart category and may appoint additional officials on the day. Officials will wear shirts, badges, or vests indicating their official status for the race meeting.

Officials conducting the meeting are volunteers who are giving their time so you can compete. Do not abuse, intimidate or coerce officials or ignore their instructions. Ask for their help and advice; they will gladly give it. Offences against Officials will result in Penalties, such as suspensions and fines, and be imposed on competitors who do not adhere to the Code of Conduct as outlined at 6. Code of Conduct.

d. Racing – From the commencement of the race event until the completion of the race event as prescribed in event documents, Members are subject to the event regulations in addition to these

SKA policies. Members are required to have read and understand their obligations under event regulations and agree to be bound by them by their entry consent by signature.

e. Timing - All events run automated timing systems. It is the competitor's responsibility to provide their own, or collect and pay for a hired timing device for use during the event. This must be done prior to the vehicle being scrutineered as a timing device forms part of the vehicle's equipment. Timing devices must be returned immediately at the conclusion of the final race or as soon as retiring from a race meeting.

In the event that a competitor is supplying their own timing device, they must advise SKA in entry documents, either by post, email, telephone or text message prior to Close of Entry for the event. This information must be kept up to date with the SKA event team.

Hired timing devices are at the risk of, and the responsibility of the Hirer during use at the event until returned to the supplier. Hired timing devices must be returned within One Hour of the conclusion of the final race. Any lost/misplaced or un-returned hired timing devices, or those that are returned damaged will be advised to the chief timekeeper who will in turn bill SKA for the cost of the timing device. The amount will then be billed to the competitor for payment. Failure to pay within seven days will result in exclusion from results and race meeting/s until payment is made.

f. Scrutineering - Each organiser of race events has variations as to what happens at scrutineering. Ensure your vehicle conforms to the Sporting and Technical Regulations of Cams and event Supplementary Regulations. Vehicles which do not meet the requirements of the relevant Regulations will not be allowed in competition.

g. Drivers Briefing - The Clerk of the Course or Organisers will call a driver's briefing at times published, announced or notified to Competitors and Drivers. Attendance at this briefing is compulsory for all competitors/drivers. The officials will pass on event particulars and any last minute changes concerning the conduct of the meeting and remind you of starting procedure and signal flags. They will also reinforce any rules and other general information which needs to be brought to your attention. It is an opportunity for you to ask questions and obtain additional information about the race meeting and its procedures.

h. Presentation – a presentation will be held at the completion of the race meeting. On receiving an award, members are permitted to make a short speech. This may include thanking individuals, sponsors, organisers etc. Each person must be permitted to speak freely without call outs from the crowd. Negative or critical comments are prohibited.

i. Event Occupational Health and Safety - A Member, associate or guest of a member of SKA is required to comply with event, organisers, and SKA OH&S policies at all times during events. Members, event attendees and personnel shall not be hindered or put at risk whilst carrying out their occupation or duties during the event. Safety will include actions to prevent risk of accident or injury, and regulations concerning handling of fuel and flammables, and safe conduct of use of welding or flamed appliances. Health policy includes a responsibility to maintain a healthy environment. SKA events are an enforced *Smoke Free* workplace environment, and smoking is restricted to specific designated smoking areas. Smoking is prohibited in all 'No Smoking' signed areas, paddock team areas, officials and briefing rooms, medical rooms, restrooms and amenities areas, pitting and garage areas, and event marshalling and scrutineering areas.

5. Racing - Disputes, Concerns and Complaints:

Racing is governed by CAMS and Organisers regulations published and announced for events. CAMS processes determine the governance of all race event activity, including their judicial provisions for breaches and disputes that may occur during racing events and meetings. SKA Member Policy operates in parallel with these and obligates Members to participate in a coordinated process for dispute resolution. At any time during a race meeting or event, should a Member have a dispute, concern, or complaint about the racing or an incident, or an aspect of the event operations or procedures, or about the conduct of another Member or person, the following course of action must be taken;

- The matters must first be raised with an SKA EM (Event Manager) or SKA DSO (Driving Standards Observer), SKA CLO (Category Liaison Officer) as nominated by SKA or the Organisers.
- In the case of a racing related matter, the SKA EM, DSO, or CLO must refer the matter to the Secretary of the Meeting or the Clerk of the Course if it is deemed necessary by CAMS NCR's, Standing Regulations or Supplementary Regulations or if either driver or SKA EM, DSO or CLO request it to be referred for opinion or determination.
- In the case of a non-racing matter, the SKA EM, DSO or CLO must assist the Member in discussion with the other member, driver or person either by speaking on their behalf or being present whilst the discussion takes place as both a witness and mediator.

Drivers, their pit crew or spectators must refrain from approaching another Member, driver or person with a dispute, concern, or complaint without a SKA EM, DSO or CLO present. Officials will listen, discuss and assess matters, and will make suggestions or directions as to further procedures to be followed. Resolution of a dispute, concern, or complaint may come via mediation, or agreement of parties involved, or may include formal lodgement of written documents and payment of process fee as prescribed in event regulations.

6. Code of Conduct:

- a. A Member, associate or guest of a member of SKA is required to comply with the SKA Membership Policy and must meet the following requirements in regard to conduct during any activity held or sanctioned by the SKA. An SKA Member is required to comply with the following:
 - i. Respect the rights, dignity and worth of others including members, officials, volunteers, spectators and people from other categories,
 - ii. Be fair, considerate and honest in all dealing with others,
 - iii. Be professional in, and accept responsibility for, your actions,
 - iv. Follow instructions and direction of an official including SKA Event team members,
 - v. Respect the decisions of Officials, and not openly or publicly dissent from the issued decisions of Officials
 - vi. Never vilify, ridicule, or unduly scold a person for making a mistake,
 - vii. Respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin;
 - viii. Refrain from intimidating others either by vilification, aggression, manner, voice tone and level, gestures or comments whether verbal, implied or written.

- ix. Do not throw objects, missiles or anything else likely to affect any person or machine, including on to the race track or any part of it, in the pit or paddock area or at other person/s including members, officials, volunteers, spectators, or people from other categories and members of the public,
- x. Do not incite or use violence in any physical or implied form, against any person or property, spectator, volunteer, official or driver,
- xi. Do not engage in discrimination, harassment, intimidation, vilification, or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting,
- xii. Do not behave in a manner to which other persons may reasonably object, or behave such as to cause to any person, harassment, fear, offence, annoyance, embarrassment, or intimidation,
- xiii. Comply with any Terms of Entry of a venue, including bag inspections, prohibited and restricted items such as flares, missiles, dangerous articles and items that have the potential to cause injury or public nuisance,
- xiv. Do not enter the track, pit or paddock area or its surrounds without lawful or official authority,
- xv. Be aware of, and maintain an uncompromising adherence to SKA's, Organiser's, CAMS Ltd, and other event jurisdictional rules, regulations and policies,
- xvi. Conduct yourself and operate your participation within the rules of the sport including state, national and international guidelines which govern any event or social activity of SKA,
- xvii. Do not use or attribute your involvement with SKA to promote your own beliefs, behaviours or practices where these are inconsistent with those of SKA,
- xviii. Refrain from any behaviour that may bring SKA into disrepute,
- xix. Be a positive role model and conduct yourself in a manner that enhances, rather than injures, the reputation and goodwill of SKA and it's event associates, Cams Ltd, and the superkart category generally,
- xx. Understand the repercussions if you or your deemed associates breach, or are aware of any breaches of, this code of behaviour. Examples are outlined in 9. SKA CODE OF CONDUCT – GUIDELINES OF OFFENCES AND PENALTIES

7. Spectator Code of Behaviour

a. A spectator or person whether or not they are or would be deemed associated with a Member, Competitor or Driver as Pit Crew/Pit Member, attending at an event or otherwise involved in any activity sanctioned or staged by, or held under the auspices of SKA or an associated Entity or Club must comply with the following:

- i. Respect the directions and decisions of Officials, and not dissent from those;
- ii. Never vilify, ridicule or unduly scold a person for making a mistake;
- iii. Respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin;
- iv. Do not incite or use violence in any physical or implied form, against any person or property, spectator, volunteer, official or driver;
- v. Do not engage in discrimination, harassment, intimidation, vilification, or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting,

- vi. Do not behave in a manner to which other persons may reasonably object, or behave such as to cause to any person, harassment, fear, offence, annoyance, embarrassment, or intimidation,
 - vii. Comply with any terms of entry of a venue, including bag inspections, prohibited and restricted items such as flares, missiles, dangerous articles and items that have the potential to cause injury or public nuisance;
 - viii. Do not throw objects, missiles or anything likely to affect any person or machine, including on to the race track or any part of it, in the pit or paddock area or at other/s including members, officials, volunteers, spectators, people from other categories and members of the public,
 - ix. Do not enter the track, pit or paddock area or its surrounds without lawful authority; and
 - x. Conduct themselves in a manner that enhances, rather than injures, the reputation and goodwill of SKA and its event associates, Cams Ltd, and the superkart category generally,
- b. Any person who does not comply with the Spectator Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and banned from attending future events.

8. Social Networking Websites Policy

a. SKA acknowledges the emergence of new technology and communication mediums (new media), and wishes to enable such new media to be used to benefit the sport and its participants, and to applaud achievements. This can occur due to the immediate nature of communication to a wide audience using channels including but not limited to Facebook, twitter, and SMS. However, participants need to be very mindful of a few key matters that could lead to inappropriate use of new media, at times unintended, and at other times without a proper understanding that once comments are made or published, they are in the public domain for a long time, and difficult to take back (retract).

- i. Do not include personal information of yourself or others in social media channels;
- ii. Do not use offensive, provocative or hateful language;
- iii. Do not make comments that bring the sport or members of the SKA into disrepute;
- iv. Use your best judgment – do not publish something that makes you the slightest bit uncomfortable, and never write/publish if you are feeling emotional or upset (or are intoxicated);
- v. Never post a photo of a child or young person without permission from the child's parent or guardian;
- vi. Never comment on rumours, do not deny or affirm them or speculate about rumours; and
- vii. Always use social network forums to add value and promote the sport in a positive way.

9. SKA CODE OF CONDUCT – GUIDELINES OF OFFENCES AND PENALTIES

These offences, behaviours and penalties are provided as examples only. SKA reserves the rights to deal with these or other offences and/or behaviours as circumstances may dictate.

Level 1

The Penalty for a Level 1 offence shall be an Official Reprimand, Warning, and Counselling of the member should the offence be considered low level by SKA. For more serious breaches the matter would be dealt with by CAMS, and SKA would recommend the Penalty of a Suspension of the

individual's membership for a minimum of one race meeting, exclusion from the event if appropriate, and loss of points and awards.

Examples of behaviour which may result in a Level 1 penalty:

- Verbal abuse or hostility towards any other participant, person or any other member of the public.
- Behaving in a manner to which other persons may reasonably object,
- Threat of assault of another driver, member, official, spectator or member of the public, whether implied, stated or written.
- Failure to follow an instruction or direction of an official, including dissent of an official decision or directive made within the rules of CAMS, or for Safety reasons.
- Disputing/protesting, reacting in a provocative or disapproving manner in an inappropriate way toward any decision made by official.
- Charging or advancing towards an official or technical official in an aggressive manner when appealing any decisions made by an official or technical officer.
- Throwing any object at, towards or near an official, driver, spectator or member of the public in an inappropriate and/or dangerous manner.
- Using rudeness, profanities, in or with abusive language, gestures or hand signals gestures which are considered to be obscene, offensive, or insulting.
- Making public statements including the use of social media which are not fair, constructive or reasonable and involve a personal attack on another member, driver, club member, official or administrator or bring the sport into disrepute.

Level 2

The Penalty for a Level 2 offence will result in the matter being dealt with by CAMS, SKA would recommend the penalty of an immediate suspension from competition of the individual concerned, exclusion from the current year Championship with a loss of any points or awards accrued during current year/season at SKA race event/s and the cancellation of SKA Race Membership. So that no confusion may occur in the obligations and understanding by Members of this provision, the intent and policy of SKA in relation to Level 2 serious breach of rules and offences is ONE STRIKE AND YOU ARE OUT.

Examples of behaviour which may result in a Level 2 penalty:

- Using language or gestures which seriously offends, insults, intimidates, threatens, disparages or vilifies another person on the basis of that person's race, religion, gender, colour, descent or national or ethnic origin, or ability.
- Behaving in a manner such as to cause to any person, harassment, fear, offence, embarrassment, vilification or intimidation,
- Recurrent breaches of Level 1 behaviour, to the notice of SKA, patrons, or Officials.
- Any act of violence against any person or property occurring within any part of the property or confines of the Event Venue, on the race track, paddock, pit lane or marshalling area, or garaging or pitting stations.
- Physical assault, including any physical contact between persons of aggressive nature including touching, pushing, pulling, spitting, whether or not causing any bodily injury to another driver, member, official, spectator or member of the public.

10. DETERMINATION OF BREACH OF RULE/S AND/OR OFFENCE LEVEL 1 AND 2.

The following describes options and procedure for dealing with breach of rules and offence related matters. SKA endeavours to provide fairness and equity to all comers whilst fulfilling its obligations and responsibilities.

SKA is the adjudicator of all matters concerning its members, their membership and their associates in attendance. SKA reserves the right to apply a penalty of its determination to maintain discipline and order in the preservation of the rights of the parties involved.

- Upon the report, complaint or recommendation of an SKA Manager/Official/ or Promoter/Organiser representative, or from CAMS Ltd and/or its Officials, the SKA Board of Directors will at its discretion consider the matters at the earliest opportunity.
- SKA Board of Directors may at its discretion appoint or delegate another body to deal with the matters involving a report, complaint or recommendation of an SKA Manager/Official/ or Promoter/Organiser representative, or from Cams Ltd and/or it's Officials.
- SKA Board of Directors may at its discretion refer the matters concerning report, complaint or recommendation of an SKA Manager/Official/ or Promoter/Organiser representative, or from Cams Ltd and/or it's Officials to another appropriate entity, for example to CAMS, or state or federal police or other agency.
- SKA Board of Directors may investigate matters concerning report, complaint or recommendation of an SKA Manager/Official/ or Promoter/Organiser representative, or from Cams Ltd and/or its Officials, and such investigation may include taking of evidence and witness testimony.
- SKA may suspend the membership of the member during investigation or determination of report or complaint of an alleged breach of policy rules or offence. In such case the member will be notified accordingly and involved in the process as appropriate to the circumstances.
- Should SKA in its sole consideration make a Finding that a Breach of the above Rules or an Offence as described above has occurred and is supported by evidence and/or is proven on the balance of probability, the SKA Board of Directors will notify the imposition of a Penalty or apply one or other of the above Penalties as appropriate to the Offence.
- SKA will notify concerned persons, entities and organisations of the outcome of its determination of matters concerning report, complaint or recommendation of an SKA Manager/Official/ or Promoter/Organiser representative, or from CAMS Ltd and/or its Officials.
- In relation to matters falling within the provisions of CAMS regulations and rules, CAMS procedures including the NCR provisions for judicial procedure will be followed. As appropriate SKA may be involved in such proceedings and may provide testimony and/or evidence, and may make recommendations.
- The decision of SKA adjudication is Final. SKA will enter into no third party correspondence nor is there any provision or Right inferred to a party other than any Right prescribed in the common law of the jurisdiction of the place of occurrence.

END OF DOCUMENT