



OFFICIALS – OPEN MEETINGS POLICY

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Drafted by	Glenn Wall	Approved by KV	09 th May 2021

INTRODUCTION

Karting Victoria recognises the need for clubs to have more flexibility and choice in the appointment of officials for Meetings. Karting Victoria is also committed to ensuring that the appointed officials are of the necessary grading and experience. This policy and associated documents will be regularly updated.

DEFINITIONS

Grading:	Grading level for each role that an Official carries out as approved by SKA or KA
KA:	Karting Australia
Open Meetings:	Approved Open Meetings on the State Calendar in any year.
Officials:	For the purpose of this policy 'Officials' are persons accredited by Karting Australia to carry out roles and duties of Stewards and Clerks at Meetings.
Organiser:	Organising committee for the relevant Meeting on the State Calendar.
Rules:	KA National Rules, Policies and Procedures, and the Approved State Regulations
SKA:	State Karting Association – In this instance Karting Victoria.

APPLIES TO

This policy applies to all Victorian clubs affiliated with Karting Victoria and Karting Australia, and all Karting Australia Officials holding a grade 3 and above accreditation. Grade 4 accredited officials are welcome to attend the meetings.

OBJECTIVES

To ensure that officials appointed to Victorian Meetings have the necessary experience and grading, and are of sufficient numbers, to manage and control a Meeting to which they are appointed. At all times the grading of officials appointed to the Meetings must comply with the Rules. Another expected outcome is that clubs and officials will engage in a more collaborative manner, and officials will be given opportunities to work at familiar clubs. This is expected to increase engagement and reduce absenteeism of officials at race meetings. As part of this Policy clubs are encouraged to include their grade 4 officials at open meetings to give them the chance to increase their knowledge and experience at this level of the sport. This will lead to opportunities for those grade 4 officials to upskill and upgrade.

¹NOTE: Grade 4 officials included in this manner **cannot** be included in the minimum required official numbers.

Part A - Required Officials

For any calendar year the minimum number of officials required at a Meeting is found in Appendix 1 to this Policy. In all instances Karting Victoria reserves the right to:

- Increase or decrease the minimum required number of officials at any Meeting
- Request that a nominated official be removed requiring the Organiser to find a suitable replacement to the satisfaction of Karting Victoria.
- Appoint a chief steward and/or clerk of course to open meetings from time to time if deemed necessary.

The Chief Steward and the Clerk of the Course **MUST NOT** be from the club hosting the meeting. Contact details for the officials to be invited by the organiser to open meetings can be sourced via the Karting Victoria office.

NOTE: This information is to be used by Clubs and Organisers only for the purpose of sourcing Officials for Meetings. Any other use may constitute a breach of Privacy Legislation.

Part B – Responsibilities

Responsibility of Organiser

It is the sole responsibility of the Organisers to appoint the required number of Officials to a meeting; this will include the chief steward and the clerk of course. When lodging Supplementary Regulations for a Meeting for approval by Karting Victoria, the appointed officials **MUST** be included in those Supplementary Regulations. Karting Victoria requires evidence that the appointed officials have accepted their appointment to the meeting. This can simply be a “Yes” reply to an email sent to the official requesting their attendance. These emails must be sent to Karting Victoria in conjunction with the Supplementary Regulations when they are lodged for approval.

Karting Victoria understands that unforeseen events can occur where appointed officials are unable to attend. Should an official inform the Organiser of their inability to attend prior to the Meeting, a replacement official is to be sourced by the Organiser. Karting Victoria **MUST** be contacted for approval of the replacement official.

Should an official fail to attend the meeting, without informing the Organiser prior to the Meeting commencing, the Organiser will immediately contact Karting Victoria for support and assistance.

Responsibility of Officials

Upon receiving a request to attend a Meeting the Official must respond by email to the Organiser with either their acceptance to attend or their inability to attend. In any case this request must be treated as urgent.

If an appointed Official becomes aware of his or her inability to attend a Meeting they **MUST IMMEDIATELY NOTIFY** the Organiser and Karting Victoria, preferably by email.