



STATE SERIES COMMITTEE POLICY

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Drafted by	Phil Lane/Mark Worsnop	Approved by KV	19th November 2021

INTRODUCTION

A Series is a set of karting races operated by karting Clubs who have agreed to conduct such races as a series of events. A Series is conducted under the delegated authority of Karting Victoria as the Association delegated by Karting Australia to be responsible to administer and control the sport of Karting in Victoria in accordance with the requirements of the Federation Internationale de L'Automobile and Karting Australia. A Series Committee is intended to represent the karting Clubs who will host and participate in the Series, by creating a forum at which those member Clubs can discuss and make decisions about how the Series will be conducted by those Clubs. This Policy is introduced under the same authority delegated to Karting Victoria by Karting Australia.

1. POWERS OF SERIES COMMITTEE

A Series Committee, when duly formed in accordance with this policy, is empowered to:

1. Hold meetings and make decisions on behalf of its member Clubs with respect to the Series only and in accordance with this policy;
2. Seek out Series Sponsors;
3. Set the proposed roster for the Rounds for the Series for a calendar year for ratification by Karting Victoria;
4. Determine the entry fee and prize pool levy amount for the Series in any calendar year;
5. Make recommendations to Karting Victoria for approval of changes to the State Regulations each year in relation to the Series. Such recommendations must be provided to Karting Victoria upon request and in any case no later 31 October each year;
6. Appoint a representative for each Round of the Series to be responsible for merchandise sales, raffle tickets, and be the contact person for the Series committee at the race meeting. The representative must be a member of the Series committee but does not have to be the same person at every Round of the Series;
7. Collect the Prize Pool Levy if applicable in accordance with Clause 7.1 of this Policy and decide on and purchase prizes in accordance with Clause 7.3 of this Policy.
8. Assist Clubs involved in the Series with the administration and promotion of the Series in a manner that ensures procedural consistency at all meetings. For example: Preparation of programmes; collation of Series points; Style of trophies to be presented at each Round and for the Series; etc.;
9. Declare the Series winners and other placings for each Class competing in the Series;

2. SERIES COMMITTEE SELECTION AND COMPOSITION....

1. Each Club hosting a round of a Series (Series Clubs) is entitled to have one representative on the Series Committee for that Series. Series Clubs are required to appoint their representative member on the Series Committee by a vote at a general meeting of their members no later than

30 November each year, to commence in that role for 12 months from 1 January of the following year.

2. A Series Club can remove its own Series Committee member and appoint a replacement at any time.
3. Except pursuant to the process under Clauses 2-4 and 2-5, an elected representative of a Series Club cannot be refused the right to sit on a Series Committee.
4. The Series Committee can request the removal and replacement of any Series Club Committee member on the grounds of:
 - a. Conflict of interest;
 - b. Serious misconduct including but not limited to:
 - i. Misappropriation of funds;
 - ii. Being found guilty of a breach of Karting Australia Media Policy;
 - iii. Being found guilty of a breach of Karting Australia National Competition Rules General Rules Chapter 8 Rule 5a), c), d), e), l), m) or u)
 - c. Failure to attend three consecutive Series Committee meetings;
 - d. That member ceasing to be a financial member of the Series Club they are representing.
 - e. That member breaching a part of this Policy without reasonable cause.
5. Karting Victoria has the delegated authority to require the removal of a Series Committee Member on grounds identified in Clause 2.4 above.
6. A representative nominated by Karting Victoria's Executive must be invited to attend every meeting of the Series Committee as an observer.
7. The Series Committee will appoint an initial Chairperson from among their number.
8. The Chairperson role is to be rotated between each of the Member Clubs annually (in alphabetical order of the name of each Club). If a Series Club representative who is acting as Chairperson is removed or leaves the Series Committee mid-term, then the role of Chairperson will pass to the next Series Club due to be rotated into that position for the balance of the incomplete term and be entitled to remain for the duration of the following full term due to them under normal rotation.
9. Quorum for Series Committee Meetings:
 - a. The minimum members to be in attendance for a Series Committee Meeting will be at least two thirds of the Series Committee Members;
 - b. Where a quorum is not formed within half an hour of the designated time for commencement of the meeting, the meeting must be adjourned and the date and time of the adjourned meeting be distributed to all Series Committee Members;
 - c. No business can be conducted by the Series Committee unless a quorum is present.

3. HOW COMMITTEE DECISIONS TO BE REACHED....

1. All matters discussed by the Series Committee should be notified in advance on an agenda to allow Series Clubs to ratify any proposals for the Series. The Series Club should put any matter to be decided by the Series Committee to a vote by that club's members or for directions on how that Club's representative on the Series Committee is to vote for or against a proposal before the Series Committee.
2. Any decision voted upon will be decided by a simple majority of the Committee Members of the Series Clubs only;
3. Where the voting of the Series Clubs' is tied, the Committee will ask the observer from Karting Victoria to seek a non-binding indication from the Karting Victoria Executive as to how it

recommends the Committee proceeds on that issue before placing the decision for re-vote. If a decision is tied after such re-vote, then it is deemed to have failed to pass.

4. Karting Victoria, in its role as the sole appointed administrator of the sport of Karting in Victoria, has delegated authority to notify the Series Committee that any of its decisions with respect to the Series are impermissible where such decision is reasonably deemed by Karting Victoria to be in breach of Karting Australia Rules and policies, Karting Victoria's Policies and/or The State Sporting Regulations, or creates an unacceptable risk or may cause liability for either Karting Victoria or the Series Clubs. All decisions dealing with matters under clause 4 below are to be sent to Karting Victoria for approval before they take effect.

4. COMMITTEE DECISIONS TO BE REFERRED TO KV FOR APPROVAL BEFORE TAKING EFFECT

1. Removal of a Committee Member other than the replacement of a Series Club's own representative in accordance with Clause 2-2;
2. Addition or Removal of a Series Club to the Series;
3. Roster of the Rounds for inclusion in the Race Calendar;
4. Changes to State Regulations in respect of the Series.

5. REPORTING – MINUTES OF MEETING

1. Meeting minutes are to be kept for every Series Committee Meeting and provided in writing to the Series Clubs and Karting Victoria within 7 days of the conclusion of the meeting.

6. REPORTING - FINANCIAL INFORMATION

1. Periodic reporting;
 - a. The Series Committee is responsible for the preparation of a report detailing the collection and disbursement of funds by the Committee for each Series Round held. This report is to be provided to Karting Victoria and the Series Clubs within 7 days after the end of the month in which a Series Round has been held.
 - b. Copy of Bank Statement for the month in which a Series Round is held to be provided with the report required in clause 6.1.a. above.
2. Annual Reporting:
 - a. A Statement of Receipts and Payments for the year ended 31 December each year and Statement of Financial Position as at 31 December each year are to be provided to Karting Victoria and the Series Clubs no later than 28th of February each year;
 - b. These reports are to be reviewed by an independent qualified accountant and their opinion regarding the accuracy of the Financial Statements is to accompany the reports referred to in Clause 6.2.a above to Karting Victoria and the Series Clubs when the Financial Statements are provided.

7. GENERAL

1. Control of Series Bank Account if a Series Prize Pool is collected;
 - a. The Series Committee is to elect by simple majority one of the Series Clubs ('the Series Trustee') to open and operate a bank account on behalf of the Series ('the Series Account') and hold the Series monies on Trust for all the Series Clubs;
 - b. There are to be two signatories selected by a simple majority vote to operate the Series Account and these signatories should not be from the same Series Club;

- c. The signatories to the Series Account are to be one person from the Series Trustee and another Series Committee member from one of the other Series Clubs;
 - d. The Karting Victoria Treasurer will be given access to the Series Account by way of internet banking for the purpose of reviewing of all entries.
 - e. Where there is an existing Series bank account opened prior to this Policy coming into effect that doesn't comply with Clauses 7.1.b. and c. above, all funds in that account are to be transferred to the Series Account referred to in Clause 7.1.a once it is established and the pre-existing bank account closed.
2. Receipt of Prize Pool monies;
 - a. All Prize Pool receipts are to be banked into the Series Account.
3. Payment of Invoices:
 - a. All invoices for purchases made for products or services are to be issued by suppliers to the name of the Series Trustee trading as *'The Name of the Series'* using the ABN of the Series Trustee;
 - b. Payments will be made from the Series Account referred to in Clause 7.1.a.
 - c. It is recommended but not mandatory that payments are made via Electronic Banking.
4. Accounting For GST:
 - a. Prize Pool Levy receipts are not a taxable supply and do not include GST.
 - b. All payments made will be included in the relevant periodic Business Activity Statements of the Series Trustee if that Series Club is registered for GST.
 - c. Where the Series Trustee has a current GST registration any GST credits-received by the Series Trustee from the invoices paid on behalf of a Series and included in the lodgement of a Business Activity Statement will be transferred to the Series Account.
5. Other agreements:
 - a. In the event of any other agreements entered into by Series Clubs either verbal or documented and whether they be pre-existing or made at any time in the future, this Policy Document takes priority over those agreements where any apparent, perceived, or potential conflict exists.
6. Compliance:
 - a. Series Clubs and the Series Committee are to comply with the requirements of the Karting Victoria Official Open Meetings Policy and the Officials Travel Expense Reimbursement Policy.
 - i. Karting Victoria reserves the right to appoint officials or to replace officials appointed by a Series Club or the Series committee at any Series Round if in its sole discretion deems it to be necessary to ensure the integrity of the meeting.
 - b. Series Rounds must comply with all Karting Australia and Karting Victoria Policies and Regulations and with the Karting Australia Competition Rules.
 - c. Karting Victoria reserves the right to make alterations to the Supplementary Regulations of the Series and/or a Series Round where it is deemed necessary to maintain the integrity of the Series or a Series Round.
7. Updates to this Policy;
 - a. Karting Victoria reserves the right to amend, remove, or replace this Policy Document at any time and in its sole discretion.