

Cyclekart Club of Australia Incorporated



MASTER DEFINITIONS DOCUMENT

This document is part of a system of management framework that provides an insurable safe system of operation for CCA activities. The complete framework is available to view at <https://cyclekarts.org.au/framework>

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1. Objective

The purpose of this document is to provide the official definitions for terms used throughout all CycleKart Club of Australia (CCA) policies, procedures, guidelines, and official communications. Its purpose is to ensure clarity, consistency, and a common understanding among all members and stakeholders.

This document forms part of framework and system of management that provides a safe system of operation, and insurable risk management framework for CCA activities. The complete framework is available to view at <https://cyclekarts.org.au/framework>

2. Scope

These definitions apply to all policies that directly reference this document.

3. Definitions

Assessment: The process of verifying a driver meets standards.

Barrier: An obstacle (deemed to be impenetrable) used to safely restrain the forward movement of a kart that has left the Track.

Buffer: An energy-absorbing deformable apparatus designed to partially dissipate the kinetic energy of a kart striking the apparatus.

Catch Traps: An area of loose material designed to slow a kart which has left the Track surface.

CCA: The CycleKart Club of Australia incorporated. Also referred to herein as “The Club”.

CCA CycleKart: A CycleKart constructed to ‘The CCA Cyclekart Construction Standard’.

Circuit: A closed track, permanent or temporary, beginning and ending at the same point, built or adapted specifically for CCA sanctioned activity and including but not limited to the track, in grid and out grid and all the reserved areas designated solely for Officials, Participants, Competitors & Drivers.

Classic Formula: Classic ‘Stevenson Cyclekart Formula’.

Clerk of Course: Senior official with overall responsibility for track control. Also defined as: Senior official responsible for overall event management.

Club Licence: CCA-issued permit authorising participation.

Club Officer / Club Official: A Committee member or person appointed by the committee in an official role.

Club Role: A governance or administrative function within the club structure.

Committee: Means the committee of management of The CCA.

Competence: The combination of skills, knowledge, experience, and qualifications required to perform a role effectively. Also defined as: knowledge, skills, and behaviours required to drive safely.

Construction and Operation Guidelines: Minimum performance standard for CycleKart construction contained in the Technical Build Requirements policy.

Constitution: The Rules under which The CCA operates.

Corner: A significant change in direction of the Track, generally with a radius to the inside and outside edges.

Course: A road or track, and the inherent installations, including but not limited to the Circuit, Spectators Areas and Paddock Area, used for Karting Competitions. A course may be temporary or permanent.

CycleCar: Pre-war lightweight vehicle based on motorcycle mechanicals.

CycleKart: A vehicle based on GoKart mechanicals designed to look like an open-wheeled vintage car.

CycleKarting: The act of operating a CycleKart. Also: activities undertaken by the CCA.

Deputy Clerk of the Course: Supports the Clerk of the Course in the running of events.

Driver: Person in control of a cyclekart on track or in the pits.

Dynamic Events: Events that include driven or moving Cyclekarts (e.g., Test & Tune days).

Elected committee role / member: A position that is nominated for and voted by member election.

Event: Any organised CCA activity involving vehicles.

Event Checklists: Tailored checklist for CCA roles.

Event Management Plan: Detailed document outlining the requirements for safe event management. Also defined as: Overarching management document for each event.

Event Plan: A detailed document including Event Regulations, Risk Assessment, and Emergency Procedures.

Event Proposal: A written submission outlining the intent, scope, and logistics of a planned event.

Event Regulations: The official document setting the rules and requirements for participants.

Event Role: An operational function undertaken during the conduct of a club event.

Event Secretary: Responsible for Event administration and Documentation.

First Aid Official: Provides medical support at the event.

Flags: Standardised signalling system for driver control.

Flags/Signals: Standard marshaling signals adopted by CCA for track control.

Junior driver: Driver Under the age of 16.

Kerb: A device located at the Track edge, usually at a corner, designed to prevent Track edge disintegration and to deter karts from driving off the Track.

Marshal: Volunteer or official positioned to oversee part of the track or pits.

Marshals: Trackside officials responsible for maintaining order and safety at events.

Misconduct (Ordinary): Offences that are graded as being low or medium level.

Misconduct (Serious): Offences that are graded as being high or serious level. They may entail deliberate and/or willful behaviour that is improper and/or intimidatory, and/or unacceptable and/or disrespectful, and/or that causes risk to the reputation of cyclekarting and/or to the health and safety of a person.

Nominated committee role / member: A position that is appointed by the committee members.

Official: A person appointed to conduct or oversee the event. Also defined as: Event Organiser, Clerk of Course, Scrutineers, Marshals, and any appointed CCA representative.

Paddock: An area set aside for the use by competitors for kart maintenance, repair and storage during the course of an event.

Parc Fermé: A secure area adjacent the Track and under the control of Officials.

Participant: Any driver, member, or invited guest taking part.

Policy/Guideline: A formal document designed to manage or mitigate one or more identified risks.

Residual Risk: The level of risk remaining after risk treatment or control measures have been implemented.

Ripple Strip: A profiled concrete strip on the outside edge of a Track corner, constructed to a specified profile, to deter karts from driving off the Track.

Risk: The effect of uncertainty on objectives.

Risk Assessment: The overall process of identifying, analyzing, and evaluating risks.

Risk Management Register: Pre-identified risk mitigation measures determined by formal risk assessment.

Risk Register: A central document used to record, track, and manage all identified organizational risks, including their assessment, status, and mitigation actions.

Role: A designated position within the club or an event, carrying defined responsibilities.

Run-off Area: The area from the edge of the Track to the first line of protection.

Scrutineering: The inspection of vehicles prior to participation.

Security Fence: A fence constructed to prevent the access of all persons to a secure area.

Separation Barrier: Is a barrier of buffer designed to stop karts from short cutting the Track.

Sign-On Register: The attendance list for officials, participants, and volunteers.

Special: Any vehicle that does not follow 'The CCA Guidelines'.

Spectator: Any person attending but not participating.

Spectator Fence: A fence constructed to restrict the access of all persons to a specified area.

Stakeholder: Any current member of the CCA or persons with an interest or involvement in CCA events.

Stands and Temporary Structures: All spectator stands, viewing platforms and like structures whether of a temporary or permanent nature, must be approved by the appropriate statutory or regulatory body(ies).

Start Grid or Out Grid: An area set aside from the paddock and Track for the assembly of karts in race order prior to the start of a race.

Static Events: Events that do not include driven or moving Cyclekarts (e.g., Displays and social events).

Straight: The section of Track between two corners.

The Guidelines: Contraction of 'The construction and operation guidelines'. (See – 'Construction and operation guidelines').

Track: A road specifically built or adapted to be used for Karting competitions. A track is defined by the outer edges of the racing surface and is the only route to be used during a Competition.

Track Length: The length of a Track is considered to be that of the centerline of the Track.

Weigh-In-Area: An area set aside from the paddock and Track for the assembly of karts at the end of a race prior to being weighed.

Works Order: A plan, either provided to a Circuit operator by a Circuit Inspector or agreed between a Circuit operator and a Circuit Inspector, scheduling the works necessary at a Circuit or Course to comply with the requirements of the KA Circuit Licence.

4. Review and Updates

- This policy shall be reviewed annually
- Amendments shall be approved by the Committee and communicated to members.