

# Cyclekart Club of Australia Incorporated

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## ROLE COMPETENCY GUIDELINES

This document is part of a safety management framework that provides a safe system of operation for CCA activities. The complete framework is available to view at <https://cyclekarts.org.au/safety1st>

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## **1. Purpose and Scope**

The purpose of these guidelines is to define the roles, responsibilities, and competency requirements for club governance and event operations within the Cyclekart Club of Australia (CCA).

These guidelines ensure that all appointed individuals have a clear understanding of their duties and the minimum standards required for safe execution of their duties, and effective management of club affairs and events.

## **2. Definitions**

For the purposes of these guidelines, all definitions provided in the CCA Master Definitions Document shall apply.

## **3. Appointment of Roles**

All committee roles are appointed in accordance with the club constitution by way of formal nomination and ballot at the AGM.

Committee roles are held for a period of two years, after which time the position must be relinquished for formal re-election.

A retiring committee member shall be eligible to stand for re-election without nomination.

All nominations must be made by a member of The CCA at least 28 days before the AGM by delivering the nomination of that person to the club secretary. The nominee will then be invited to submit a formal application that will be disseminated to members for consideration before voting.

## **4. Committee Roles and Descriptions**

The following committee roles are required under the CCA constitution

### **Chair / Chairperson**

- Provides leadership, chairs meetings, represents the club publicly, ensures compliance with club policies and legislative requirements.

### **Secretary**

- Manages records, correspondence, meeting agendas and minutes.

### **Treasurer**

- Oversees financial management, budgeting, reporting, and compliance with financial regulations.

## **5. Additional Committee roles**

In addition to the formal committee roles outlined above, the committee may create and appoint additional committee roles as it requires for the ongoing operation of the club. All additional roles shall be created in accordance with the clubs constitution. These roles can be permanent or temporary in nature and can be both elected or appointed roles.

All additional committee roles shall be recorded within the role description policy along with any competency requirements.

### **Elected roles**

Elected roles are created by the committee and then are open for nomination and vote as per the main committee roles. Office duration and re-nomination rules are the same as normal committee roles.

When a new role is created the office will be held until the second AGM from initial appointment.

Where deemed necessary the first office holder may be nominated by the committee when the role is created.

### **Nominated roles**

Nominated roles are created and appointed by the committee.

Nominated roles are to be reviewed by the committee annually.

### **5.1. Additional Committee roles [Elected]**

#### **General Committee Members (State Representatives)**

- Assist in governance and support subcommittees or special projects.
- Oversee club operation within their jurisdiction in accordance with committee oversight

## **5.2. Additional Committee roles [Nominated]**

### **Safety Officer**

This is generally an existing nominated member of the committee with at least one year experience held in an active committee position

- Monitors safety standards, oversees risk register implementation, ensures hazard reporting.

As this role requires a minimum level of experience and qualifications, the committee should consider outsourcing the role in a consultative capacity if it cannot be suitably filled from within the committee.

## **6. Event Roles and Descriptions**

The following additional roles and responsibilities have been identified by the club as necessary for the safe organization and operation of CCA events. These roles are non-elected positions and will be appointed by the committee as necessary.

### **Event Organiser**

- Overall responsibility for planning and delivering the event, including permits, risk management, and logistics.

### **Clerk of Course**

- Ensures the event is run safely and fairly, acts as the authority on event day operations.

### **Scrutineer**

- Conducts vehicle and driver equipment inspections to ensure compliance with safety and technical standards.

### **Marshal**

- Supports and is subordinate to the Clerk of the Course
- Assists with track safety, provides signals to drivers,
- Supports safe conduct of on-track activity.
- Manages flag signals, track communication, and coordination of on-track activity.
- Provides immediate medical support, must hold current First Aid certification.

### **First Aid Officer**

- Provides immediate medical support, must hold current First Aid certification.

**Event Support / Logistics**

- Non-competence roles assisting with registration, catering, parking, and general logistics.

**Media & Communications Officer**

- Manages public communications, social media, press releases, and branding.

## **7. Competency Requirements**

The following competency statements outline the basic requirements for each role as described

**Chair**

- Leadership and governance experience,
- Knowledge of club policies and procedures.
- Knowledge of legislative and legal requirements relating to club operation
- Formal handover from exiting Chair

**Deputy Chair**

- Leadership skills, familiarity with club policies.

**Secretary**

- Administrative skills, record-keeping competence.
- Familiarity with club policies
- Formal handover from exiting Secretary

**Treasurer**

- Financial management experience.
- Familiarity with club policies
- Formal handover from exiting Treasurer

**General Committee Members (State Representatives)**

- Familiarity with club policies
- Valid First Aid certification. (Preferred)
- Formal State Representative induction
- Formal handover from exiting office holder

**Safety Officer**

- Knowledge of safety standards, risk management, and hazard identification.
- Formal safety qualifications and experience are required
- Valid First Aid certification. (Preferred)

**Clerk of Course**

- Knowledge of Motorsport Australia guidelines (where applicable), event control experience.
- Formal Marshal competence training
- Valid First Aid certification. (Preferred)

**Marshal / Track Control**

- Awareness of safety protocols, communication skills.
- Formal Marshal competence training
- Valid First Aid certification. (Preferred)

**Scrutineer**

- Mechanical knowledge, understanding of scrutineering standards.

**First Aid Officer**

- Valid First Aid certification. (Mandatory)

**Media & Communications Officer**

- Communication and media management skills.

## **8. Training and Development**

The CCA is committed to supporting the development of its members by providing opportunities for training and mentoring. New officials may shadow experienced role-holders until deemed competent. Training may include First Aid courses, risk management workshops, or familiarisation with policy and legislative guidelines.

## **9. Review and Compliance**

These guidelines shall be reviewed annually by the Committee or following any significant incident or regulatory change.

Compliance with this Policy is mandatory for all role-holders. Failure to comply may result in removal from a role or other disciplinary action.