Cyclekart Club of Australia Incorporated

EVENT MANAGEMENT POLICY

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

Version	Date	Details	Approved
V 1.0	20.09.2025	Draft Proposal	20.09.2025
V 1.1	29.10.2025	Draft Review	10.01.2026

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1 Objective of Policy

The objective of this Policy is to establish a clear framework for the safe, consistent, and effective management of all Cyclekart Club of Australia (CCA) events. This Policy ensures that events are conducted in alignment with the Club's Safety Policy, legal obligations, insurance requirements, and duty of care to members, participants, and the public.

2 Scope

This Policy applies to all events organised or sanctioned by the CCA, both static and dynamic, including but not limited to:

Static Events

- Club Displays
- Show-and-shine events
- Social and fundraising events
- General community events
- Club meetings

Dynamic Events

- Test & Tune days
- Track days
- Come-and-try days
- Demonstrations at external venues
- Participation in third party events

3 Definitions

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

4   Roles & Responsibilities

Event Organiser:

- Oversees planning, approval, and delivery of the event.
- Ensures compliance with this Policy, Event Regulations, and relevant legislation.
- Appoints key officials.

Clerk of Course:

- Manages the running of the event on the day.
- Conducts drivers briefing and enforces event rules.

Scrutineers:

- Conduct pre-event inspections of vehicles.
- Record findings and ensure rectification of non-compliance.
- Assist vehicle drivers with vehicle compliance requirements

First Aid Officer:

- Provides first aid coverage during the event.
- Maintains incident records in line with CCA procedures.

Marshals:

- Assist the Clerk of the Course.
- Provide safety oversight and driver communication during event
- Provide instruction and management of members of the public

Volunteers:

- Assist with event setup, sign-on, pack-down and other roles as required
- Follow directions from event officials.

5 Event Lifecycle Management Overview

All events must be planned in accordance with this document. The primary objective is to ensure that events are undertaken safely, and without accident or incident.

The procedure outlined herein, aligns with the CCA safety policy and ensures events are managed in accordance with the CCA risk management strategy, and that the risks associated with the event are identified and adequately controlled.

5.1 Front end planning

The purpose of the draft proposal stage is to provide the committee with a broad overview of the planned event so that further direction and assistance can be given if required.

This ensures that development of the event plan is undertaken in accordance with the CCA Safety Policy

1. Submit Draft Event Proposal in writing to Committee for consideration
2. On acceptance of draft Event Proposal, the Event Plan is to be prepared and submitted to the committee for formal review.
3. Committee will undertake a formal review of the event plan and supporting documentation and may request changes or corrections be made to the Event plan if the plan does not meet with Club policy requirements.
4. After committee approval, the Event Plan is to be finalised and circulated to the Committee.
5. Event approval can then be formally granted

5.2 Event Organisation

After event approval is given, the Event organizer can commence with organizing the event.

1. Appointment of key officials and engagement of volunteer roles
2. Notification of local councils, landowners, or insurers where required.
3. Event Regulations to be distributed to CCA members.
4. Event advertising, web and social media notifications can be organized
5. Mailing list communications can be organized if required
6. Venue bookings and contract services to be organised
7. Coordination of other tasks required for successful event delivery

5.3   Event Execution

On the day of the event the Event organizer is responsible for coordination of all event related activities.

1. Track inspection carried out immediately prior to event
2. First aid and fire safety measures must be in place as determined by risk assessment and in accordance with agreed event regulations
3. Emergency procedures must be clearly defined and communicated.
4. Registration and sign-on must be completed prior to participation.
5. Drivers must sign the Driver's Declaration and Waiver.
6. Scrutineering must be completed before vehicles are permitted on track / display.
7. A Drivers Briefing is compulsory for all participants.
8. Event is conducted under direction of appointed officials in accordance with club policy
9. Alcohol is prohibited; drivers must maintain a BAC of zero.
10. Smoking is only permitted in designated areas.
11. Vehicle movement is restricted to designated operating areas.
12. Post-event reporting is to be completed within 24 hours of the event. Copies of all registration, sign-on and waiver forms are to be stored in club archives

6   Planning & Documentation

The Event Organiser must ensure the following documentation is prepared and presented to the committee for review:

- Event Proposal
- Event Plan including
    o Risk Assessment
    o Emergency Management Plan
    o Event Regulations
- Site Map (showing entry, exit, parking, operating areas, and evacuation points)
- Insurance confirmations (where required)

On the day of the event the following documentation must be completed and signed by all participants

1. Driver registration forms
2. Waiver forms completed by all participants.
3. Scrutineering forms.
4. Accident / incident forms

The above documentation must be retained and archived in accordance with the clubs archival process, which is outlined in the document storage and archive policy.

7   Authorisation

All events must be formally reviewed by the Committee before approval can be granted

No event can be announced or advertised until formal approval has been granted.

The Committee reserves the right to refuse or withdraw approval as necessary

Approval may be withdrawn if the event is not organised or executed in accordance with the submitted event plan, or the event fails to follow club policy requirements.

Where approval is withdrawn pending remedial actions, a postponement may be enforced until such time as those action items are addressed.

8   Safety & Risk Management

Each event and event venue is different. There are many factors that can negatively impact event safety that need to be considered when planning an event.

The Event Risk assessment that is required to be presented as part of the event plan, needs to identify all reasonably foreseeable risks, and provide mitigation measures to reduce the risk score to an acceptable level. Residual risk controls are to be implemented to control any remaining residual risk.

The CCA Master Risk Register already lists most reasonably foreseeable risks along with mitigation control strategies that are to be implemented. But mitigation effectiveness may be impacted by environmental conditions, location or other influences. So it is important to assess ALL risks in the context of the event, as part of the event planning process, even those risks that are already considered 'well controlled'.

- Event planning must be carried out in accordance with the risks and control measures defined in the CCA master risk register
- Event risk assessments must consider master risk register risks and control measures in the context of the event venue and locality
- When assessing the venue you absolutely MUST walk the track
- When assessing track safety and preparing the event risk assessment, take a photo of risk items and include them in the submission. A picture speaks a thousand words.
- Use the Event risk assessment checklist to help guide key areas to check
- Control measures to follow the hierarchy of controls
  - Elimination
  - Substitution
  - Engineering
  - Administrative
  - PPE
- If in doubt, consult the CCA Safety officer. They are there to help.

Remember the idea of risk management is not to make it difficult to plan and execute events, it is solely to ensure that no one gets hurt and everyone gets to go home at the end. We have developed these strategies to help anyone put on a safe controlled event, so if you are feeling overwhelmed by this aspect of Event planning, reach out to the Safety officer who will help walk you through the requirements.

9   Safety & Risk Management

The following prescribed control measures are mandatory at all CCA organized events

- At least one qualified First Aid Officer must be appointed and present.
- Fire extinguishers must be available at the refuelling area, pit area and marshal stations
- A controlled refuelling area must be specified with suitable spill and fire controls.
- Evacuation point must be clearly marked and communicated.
- All participants shall comply with CCA policy at all times
- Incident reporting procedures must be followed, with documentation submitted to the Committee.

10   Compliance & Discipline

- Failure to comply with this Policy or directions from event officials may result in:
    - Warning, suspension, or exclusion from the event.
    - Written report to the Committee for further action.
    - Disciplinary measures under the Club's Code of Conduct.

11   Period of Review

This Policy will be reviewed annually

All reviews shall be ratified by the committee.