**Policy**

It is the policy of Combined District Kart Club (CDKC) to provide a policy on the general operations of the club.

**Procedure**

The following outlines a number key issues to assist the committee and other club members on the general operation of the club.

|  |  |
| --- | --- |
| First Aid | It is the responsibility of the club to ensure that a qualified 1st Aid Officer is at each race meeting. CDKC engage Christine, at club race meetings. Christine is paid **$285 per day (based on a 8 hour day)**, this is to be transferred into her bank account. Christine is required to pay for her own food & beverages throughout the race meetings.  Contact: ChristinePatrick (Hands to Heart First Aid)  Phone: 0419 283 645  The committee can decide to engage St Johns Ambulance at larger events or as may be required by the KA.  Her account is paid by the Treasurer electronically each month.  Price reviewed January 2016. |
| Caretaker | CDKC have a caretaker on site. See caretaker contract for more details. The caretaker is paid **$100 per month** (cash). The caretaker is responsible for running practice and being available as may be required by the committee. The caretaker is supplied with on site accommodation and all utilities are paid by the club.  The caretaker acts as a key contact for club members whilst on site and is encouraged to up sell membership and other benefits of racing at CDKC.  Caretaker: Warren Brown  Phone (track phone) 6351 4356 |
| Flag Marshals | CDKC engage flag marshals at all events. This is a group of 4/5 guys with a passion for motorsport. .  Rob Horne ph 0413 769 515-home 02 6352 2056,  Warren (Wazza) ph 0466 250 255  Sometimes Rob’s wife attends and she is also paid if required to be a flag marshal for the day. All positions are paid for in cash at the end of each race meeting.  **$50 per day** plus breakfast, morning tea & lunch |
| Finance | * Onsite Safe – There are 2 safes on site and keys are held by the President, Vice President & Treasurer (or delegate). All monies throughout the day are to be secured in the safe. At the end of each race meeting it is the Treasurer’s, or their delegates responsibility to transport banking to the Westpac Bank to be deposited.. * Cheque Signatories – President and Treasurer. * Westpac tokens holders are – President & Treasurer. |
| Key holders | * All keys issued are to be recorded in the Key Register which is the responsibility of the President. |
| KA Officials | * It is the committee’s responsibility to ensure that officials are appointed for club race meetings. These must be submitted to the KA on the supplementary regulations. Officials are paid as follows:   Accommodation – local accommodation  Meal Allowance – $40 per day  Travel – fuel related travel  All officials will be paid via electronic funds transfer. A summary of expenses are to be given to the Treasurer for reimbursement at the end of each race meeting. Officials will be paid by COB the Wednesday after the race meeting.   * The club are to provide on site accommodation where possible to reduce costs. * A special arrangement has been made with Wayne Bradwell. He is paid $70 per race meeting for expenses and stays in a club caravan. * Russell Grimson is paid $50 per race meeting for expenses incurred throughout the month. |
| Club Officials | * In addition to the above officials it is the committees responsibility to ensure that the following positions are filled at each race meeting.   Lap Scorers x at least 2 (7.30am – 4pm race days)  Race Secretary x at least 2 (6am – 8am race days) |
| Financial Audit | * It is the Treasurers responsibility to ensure that monthly accounts are tabled at committee meetings and forwarded to the auditor as required. * The auditor will prepare the Annual Audited Accounts for ASIC. |
| Canteen | * It is the canteen coordinators responsibility to ensure that stock levels are maintained for each race event. * It is the canteen coordinators responsibility to ensure that there are adequate “helpers” at all times in the canteen. * It is the committees responsibility to ensure that the canteen have adequate notice for special events and all catering for such events is approved and costed by the canteen coordinator prior to confirmation. * The canteen coordinators will be reimbursed for fuel expenses via eft after each event. The canteen coordinators are to provide a fuel receipt with the canteen reconciliation documents for reimbursement. * [PP 2 7 Canteen Operations.docx](PP%202%207%20Canteen%20Operations.docx) |
| Special Events | * It is the Special Events Coordinator responsibility to ensure that all events are promoted. All correspondence and marketing materials are to be approved by the President prior to distribution. * Lithgow Tourism – Robbie Park 0427438293 |
| IT | * It is the Club Secretary responsibility to ensure that all IT is in working order. * The Club Secretary may engage a consultant to assist as may be required from time to time. * The clubhouse hosts a terminal server which can be accessed by the laptops for race entries and lap scoring. |
| Computer Hardware | * The club owns 4 laptops.   Computer #1 – Used for race secretary & lap scorer  Purchased in March 2016  Computer #2 - Used for race secretary & lap scorer  This is the slave machine for the lap scorers  Computer #4 – For the caretaker to check memberships & conduct official and driver endorsements.  Computer #5 – For the stewards, only has access to the internet. |
| Opening Procedures | * It is the responsibility of the Vice President (or delegate) to ensure that the track is open ready for racing. This includes the flags, fire extinguishers, opening of all sheds & other facilities and track inspection. |
| Closing Procedures | * It is the responsibility of the Vice President (or delegate) to ensure that the facilities are locked at the end of each race meeting and that all equipment is secured. * It is the responsibility of the Canteen Coordinator to ensure that perishables are disposed of and that all food items are secured. * It is the responsibility of the Canteen Coordinator to cash up and record banking to be given to the Treasurer. * It is the responsibility of the Race Secretary to cash up the race entries, practice fees and memberships and record appropriately for the Treasurer. |
| Membership | * The Membership Coordinator (MC) is to ensure that all memberships are processed within a suitable timeframe. * The MC will process memberships via the merchant facility or will be advised of bank deposits or electronic payments from the Treasurer. * The MC will keep a membership log that may be required to the Executive from time to time. * The MC (or delegate) will contact lapsed memberships as required. |
| Caravan | * CDKC has 23 on site van spaces. * There is an annual fee of $200 per site * [P&P 2.10 Caravan Agreement.docx](P&P%202.10%20Caravan%20Agreement.docx) |
| Waste Removal | * SITA Australia – Contact Jennifer 0409 181 668 |
| Hart | * Sporting bibs for Metro order details   Username: [president@cdkc.com.au](mailto:president@cdkc.com.au)  Password: Rotax125 |
| Insurance – Truck | * GIO – 3rd party – Policy Number G500263114 renewal due 27 August |
| Registration – Truck |  |
| Insurance – PL | * OAMPS – QBE – Policy Number 130U006659BPK renewal due 21 May |
| Insurance – Ute | * OAMPS – QBE – Policy Number 130U006659BPK renewal due 21 May |
| Registration – Ute | * Due 17 July – CTP with QBE |
| Weigh Scales | * These need to be calibrated as per the KA rule book * Contact: PCS Precision last completed on August 2015. A copy is kept at the scales and another scanned for records. * Received renewal June 2016 for calibration due July 2016. |
| Track License | * This is an annual renewal process that is conducted by the Track Inspector appointed by KNSW then forwarded to Department of Sport and Recreation for approval. The track license expires 30 June each year.   Contact from DSR - [motorsport@sport.nsw.gov.au](mailto:motorsport@sport.nsw.gov.au) (Kevin)   * We must also apply on an annual basis through KA for a practice permit. The permit expires 30 June each year. * From 1 January 2016 we are also required to complete the Certificate of Compliance as part of our track licensing. This is to be sent to the above email address within 21 of the event. |
| Annual General Meeting  (AGM) | * Must be held at least 6 months prior to the end of the FY * Audited accounts to be filed with Department of Fair Trading (Form A12 to be completed) * We are required to notify members of the AGM 14 days prior to the scheduled meeting or 21 days if there is a constitutional change. * Once the meeting has been held, we need to ensure the following: bank authorities are correct; state office is notified of changes to positions; minutes are typed and approved at a committee meeting as a true an accurate record of the meeting (not fully approved until next AGM); update CM:S contacts as required. |
| Financial Information | * The club uses MYOB to enter and record financial information. * Financial reporting – larger, or Tier 1 associations, whose gross receipts exceed $250,000 or current assets exceed $500,000 are required to submit audited financial statements each year to the members at the AGM. * Annual financial summaries in the approved form with the Director-General within 1 month after the AGM. |