



SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

Servicing motorsport in Queensland since 1977

Code of Conduct Policy

1. Objective

The objective of this Code of Conduct Policy is to detail Short Circuit Motor Sport Association Inc. guidelines and expectations required for the behaviour and conduct of our officials, volunteers, and members.

2. Policy Details

This Code of Conduct Policy document is applicable to all Short Circuit Motor Sport Association Inc. officials, volunteers, and members. The conduct of officials and volunteers are under scrutiny when they are representing Short Circuit Motor Sport Association Inc., when:

- Officials, Volunteers, Members, or Competitors are traveling to and from any Short Circuit Motor Sport Association Inc. events or Carnell Raceway for maintenance work.
- Wearing any Short Circuit Motor Sport Association Inc. apparel.
- Other events that are held at Carnell Raceway where Official, Volunteers, or Members are representing Short Circuit Motor Sport Association Inc.

3. Code of Conduct

All volunteers, officials, and members must have a high standard of safety, health, and welfare for others. It is crucial to understand and recognise that there is a high level of risk and danger during racing events and extreme caution is always warranted.

Health and safety are necessary to be able to conduct duties as required for each event by the volunteers and officials and it is required that they are medically fit to do so. This

is mandatory while engaging in official duties at an event or whilst doing other volunteer work such as maintenance at Carnell Raceway.

All volunteer officials must conduct their duties as dictated by their relevant role description, rules of motor sport and any National guidelines during Short Circuit Motor Sport Association Inc. events. All rules and regulations must be known, and this includes volunteers in any other capacity with Short Circuit Motor Sport Association Inc.

Everyone must be following the rules of Carnell Raceway and any guidance from officials or the management committee as is required.

All volunteers, officials, and members are to take responsibility and be accountable for all their actions and behaviour. Anyone who creates disrepute or commits and act prejudicial to the interests of Short Circuit Motor Sport Association Inc. will be dealt with in accordance with the grievance procedure for members and termination of duties for non-members. All volunteer positions must read their role descriptions and adhere to the roles they chose, stay within those roles, and support everyone as a team.

Short Circuit Motor Sport Association Inc. is there to provide a like-minded interest for all its members, therefor it is encouraged that all are to behave in an ethical, fair, impartial, and honest manner. When making decisions where it concerns Short Circuit Motor Sport Association Inc., it is important that all are consistent, objective, and courteous. Conflict of interest must be declared before accepting or doing a role and best practice is to try and avoid all conflicts of interest where possible. Any role that is done must be done with integrity and honour.

Short Circuit Motor Sport Association Inc. is an entity that brings people together, therefor it is desirable everyone respect each other and be open to communication and feedback. Everyone should have courtesy for others and have proper regard for their dignity, rights, and obligations. With open communication and willingness to receive feedback on tasks and obligations will support the growth and prosperity of Short Circuit Motor Sport Association Inc. Everyone has a responsibility to engage and

participate in dealings with others and it is important not to participate in or tolerate any forms of violence, abuse, harassment, or intimidation of anyone. This includes treating people with equal respect regardless of their gender, age, roles, sexual orientation, race, culture, religion, or any other attribute.

The roles of the Management Committee being, President, Vice-President, Secretary, and Treasurer are in place to assist with the running of the association. In order to support these roles, it is important to respect the lines of authority established for the management and administration of Short Circuit Motor Sport Association Inc. and its events. During events there are Senior Officials along with the Management Committee to ensure the safety of all who participate and for this to be possible, it is important for all participants to comply with all reasonable instructions.

4. Implications for Non-Compliance

Any breach of this policy will result in corrective action taken by the Short Circuit Motor Sport Association Inc. Management Committee. The corrective action will be in accordance with the Short Circuit Motor Sport Association Inc. Constitution for members, and termination of duties for non-members. The proper grievance procedure will be followed.

5. Policy Review

The Policy will be reviewed once every year by the Management Committee to ensure it is correct and relevant.

Version	Date	Author	Description of Change
1	April 2024	Charlotte Kelly	Document Creation.