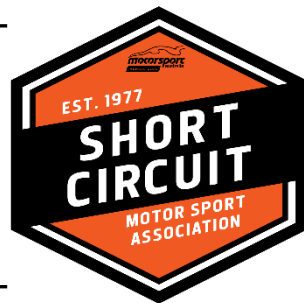


SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

Servicing motorsport in Queensland since 1977

President: Moss Lane
Vice-President: Dan O'Mara
Secretary: Charlotte Kelly
Treasurer: Cassie Lepp
ABN 52 502 752 630
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General Committee - Short Circuit Motor Sport Association Inc.

Role: Event Coordinator

Purpose of the Role

The Event Coordinator is responsible for the effective planning, organisation, and management of events for the Short Circuit Motor Sport Association Inc. (SCMSA). This role ensures that all events comply with association regulations, Motorsport Australia regulations, and legal requirements. The Event Coordinator plays a vital role in fostering collaboration among officials, conducting toolbox talks, and ensuring the smooth execution of events.

Key Responsibilities

1. Event Planning and Coordination

- a. Collaborate with the Event Secretary to meet event requirements and ensure compliance with legal and association policies.
- b. Provide the Secretary with all the information for upcoming events to distribute to relevant parties such as affiliated clubs.
- c. Contact and coordinate event officials, ensuring their availability and readiness to perform their roles.

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Clubs affiliated with SCMSA

Downs Motorsport Club - Lotus Club of Qld
Ipswich West Moreton Auto Club
Tamworth Sporting Car Club - Millmerran Auto Club



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- d. Provide the Media & Merchandise Coordinator with event details for publicity purposes.

2. Toolbox Talks

- a. Lead pre-event toolbox talks with officials, including the Compliance Coordinator, Clerk of the Cours, Deputy Clerk of the Course, Event Secretary, Eligibility Officer, Scrutineers, Timing Official, Motorsport Australia Delegate, and Carnell Raceway Operations Coordinator. Other Officials can be included if required.
 - i. Review event safety protocols, responsibilities, and schedules.
 - ii. Address any anticipated challenges and establish communication processes.
- b. Facilitate post-event toolbox talks to gather feedback from officials, identify operational improvements, and discuss lessons learned.

3. Collaboration with Officials

- a. Serve as the primary point of communication for all officials prior to the event, ensuring clear and timely updates.
- b. Coordinates with event officials to ensure their availability for each event.
- c. Work closely with the Compliance Coordinator to address and resolve compliance issues.
- d. Liaise with Scrutineers to ensure vehicles meet safety and technical standards.
- e. Collaborate with the Eligibility Officer to confirm competitor compliance and resolve eligibility concerns.
- f. Coordinate with the Timing Official to ensure accurate recording and reporting of event results.
- g. Engage with the Motorsport Australia Delegate to ensure events align with national regulations and address any compliance concerns.

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4. Records and Compliance

- a. Maintain accurate records of event planning, execution, and decisions for association records.
- b. Ensure events comply with the Work Health and Safety Act 2011 (Qld), insurance requirements, Motorsport Australia regulations, and other applicable legislation.

Legal and Ethical Obligations

- Act in the best interests of SCMSA, avoiding conflict of interest.
- Ensure adherence to all relevant legal and regulatory requirements, including safety, health, and financial compliance.
- Maintain confidentiality and uphold the integrity of SCMSA and its affiliated clubs.

Key Relationships

- **Executive Committee:** Reports all event details, toolbox talks, event documentation, and issues that arises with compliance or disputes for resolution and recording.
- **Event Secretary:** Collaborates on event requirements, compliance, and documentation.
- **Compliance Coordinator:** Addresses compliance and safety concerns during the event.
- **Eligibility Officer:** Ensures competitor eligibility and compliance with regulations.
- **Scrutineers:** Oversees vehicle inspections and resolves safety concerns.
- **Timing Official:** Ensures accurate timing and reporting of event results.
- **Motorsport Australia Delegate:** Liaises to ensure events meet national standards and regulatory requirements.

Clubs affiliated with SCMSA

Key Behaviours

- Guide officials and volunteers with confidence and ensure event objectives are met.
- Demonstrate fairness, respect, and professionalism in all interactions with volunteers, officials, and stakeholders through clear and professional communication.
- Remain flexible and resolve challenges through collaboration with the team.
- Be proactive in identifying and addressing compliance or safety issues.
- Foster a collaborative environment during toolbox talks to improve communication and operational efficiency while promoting and enforcing Work Health and Safety standards.
- Maintain confidentiality and ensure all compliance matters are handled with integrity.

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