



MILDURA KART CLUB VOLUNTEER MANAGEMENT ACTION PLAN

Volunteers - Karting's Heroes



About Our Sport and Our Club

Welcome to the dynamic world of kart racing at the **Mildura Kart Club**! Our Club is nestled 10km from Mildura CBD. We offer convenient access to a wide range of accommodation options nearby to ensure a comfortable stay for our members and guests. Currently, our club is home to around 80 enthusiastic karters and their families, alongside a flourishing regional membership. We operate as a separate incorporated entity, steered by a committee of dedicated volunteer members. Our affiliation with Karting Victoria ties us to the larger Karting Australia community, creating a network of passionate karting enthusiasts across the country.



Our aim is to offer our members top-tier sprint kart racing facilities that ensure safety for drivers, pit crew, Officials and families alike. Our **Vision** encapsulates an atmosphere of fun, inclusion, and respect, where karting is a fun and welcoming activity for all ages. We prioritise customer satisfaction and maintain a keen focus on safety.

Our Club prides itself on our **Values**. We are a welcoming, family-friendly, inclusive, fun, and diverse community. Safety, respect, excellence, teamwork, honesty, and trust underline everything we do.

We firmly believe that the strength and evolution of our Club is hinged on our members' active involvement and commitment. As a volunteer-run organisation, we encourage all members to engage more deeply with the club beyond just racing. After all, as a member, you are now part of our team - it is your club!

We host a range of karting competitions and activities, from regular **Recreational Events** (just for fun) to **Club Competition**, extending to **State level Competition** and on a semi-regular basis, we host **National Championship, Series and Cup** events. Organising large-scale State and national events requires a lot of planning and help from our members, ensuring successful and profitable events.

Maintaining our facilities is a team effort, with track and grounds upkeep taking place at our regular working bees. The more members that lend a hand, the quicker we get the work done, thus minimizing the closure time for the track. Every member's contribution counts, and we expect each one to attend at least one working bee per year.

Join us at the Mildura Kart Club, and immerse yourself in a thrilling, inclusive, and satisfying karting experience.

Garry Rogers
Club President

Our Club/State Details

Club Name

Mildura Kart Club Incorporated

Trading Name

Mildura Kart Club

State Association

Karting Victoria

Year Established

Website

Mdakart.com.au

Social Media Accounts

Facebook

Club Vision

Karting at Mildura Kart Club is fun, enjoyable, and welcoming for all ages with a focus on safety, respect, inclusion, and customer satisfaction.

Club Values

Welcoming, Family Friendly, Inclusive, Fun, Diverse, Safety 1st, Respect, Excellence, Teamwork, Honesty, and Trust.

Number of Volunteers

20

Number of Life Members

5





Mildura Kart Club Volunteer Management Action Plan

1. Introduction (Setting Up For Success)

A. Purpose

- To effectively manage and appreciate the volunteers who support the XYZ Karting Club.

B. Scope

- This plan covers the recruitment, training, appreciation, and retention of volunteers.

C. Objectives of the Volunteer Program

- Enhance the club's operations and events and community outreach.
- Foster a sense of community and teamwork and leadership.
- Provide opportunities for members to contribute and develop skills and take on leadership roles.

2. Volunteer Roles & Responsibilities

A. Determine and then list here the specific roles within the Club that require either paid personnel or or volunteers to undertake the specific duties of the role, including:

- The statutory roles required by law: President, Secretary (or Public Officer), Treasurer etc.,
- The roles required by the KA NCRs to be filled:
 - Club Safety Officer – (Refer to NCR, General Rules, Chapter 4)
 - Must successfully complete the Club Safety Officer Course in the KA Officials Academy.
- The roles that the Club will need to fill to be effective and efficient in organising Race Meetings, (Refer to NCR, General rules Chapters, 5, 6, 7).
 - Race / Competition Secretary (Responsible for organising and preparing for Race Meetings),
 - Event Administration Officers / Committee Members who will form the Organising Committee for Race Meetings,
 - Promotions Officer / Social Media Officer etc
 - Key Race Officials or Officials Officer
- In addition to statutory roles, consider introducing roles that the Club thinks they need to appoint to share the load and to run the Club efficiently e.g. :
 - Membership Coordinator to manage member registrations and renewals.
 - Equipment Manager to oversee the maintenance and storage of equipment.
 - Community Outreach Coordinator: To engage with the local community and schools.
 - Sponsorship Coordinator: To seek and manage club sponsorships.
 - Youth Engagement Officer: To involve younger members in club activities.

B. Volunteer Position Descriptions:

- Select and customise the Position Descriptions for each Volunteer role, detailing responsibilities, time commitment, and any required skills or qualifications.
- Regularly update position descriptions to reflect the growing needs of a medium-sized club.

3. Recruitment Process

A. Advertise/Seek/Find

- Seek appropriate people to fill the identified roles that need volunteers.
- Collaborate with local businesses and schools for potential volunteer partnerships.

B. Promotion

- Use club's social media, website, and member meetings to advertise volunteer opportunities.
- Host open days or volunteer 'fairs' to attract and engage potential volunteers.

C. Selection

- Interview potential volunteers and match them with suitable roles.
- Introduce a panel-based interview process to ensure a diverse range of volunteers are selected.

D. Screening

- This ensures both safety and suitability for the role and identifies potential risks.
- Implement advanced screening processes, including reference checks for critical roles.

4. SUPPORT YOUR VOLUNTEERS

A. Welcome

- Provide new volunteers with a welcome kit that includes:
- A welcome letter
- Club's history, purpose and vision
- Volunteer's position description
- Contact details of key club members

B. Orientation

- Introduce new volunteers to the club's purpose, values, and operations.
- Organise team-building activities during orientation to foster camaraderie.

C. Skill Development

- Offer training sessions for specific roles (e.g., safety protocols for the Safety Officer).
- Introduce advanced training sessions, considering the diverse roles in a medium-sized club.

D. Mentorship

- Pair new volunteers with experienced members for guidance.
- Organize quarterly mentor-mentee meetups to ensure continuous guidance.

E. Budget

- Allocate appropriate funds to implement critical elements of the plan.
- Consider a larger budget allocation for volunteer management, reflecting the club's growth.

5. Create Value

A. Regular Communications and Meetings

- Communicate regularly by text, email, and phone
- Conduct bi-monthly volunteer meetings to discuss upcoming events and address concerns.
- Introduce a dedicated communication platform or app (e.g. WhatsApp or Slack Team App) for volunteers.

B. Feedback Loop

- Create a system for volunteers to provide feedback and suggestions.
- Implement a more structured feedback mechanism, like quarterly focus group discussions.

C. Code of Conduct:

- Outline expected behaviours and values for all volunteers.
- Organise yearly workshops on ethical conduct and club values.

D. Safety Protocols:

- Ensure all volunteers are aware of and adhere to safety guidelines.
- Introduce advanced safety training sessions, especially for roles directly involved in karting activities.

E. Grievance Policy:

- Establish a clear process for addressing any issues or conflicts among volunteers.
- Set up a dedicated committee or committee member to address volunteer grievances.

6. Reward and Celebrate

A. Thank You Events:

- Organise bi-annual events to celebrate and thank volunteers.
- Consider larger-scale events, like an annual volunteer awards night.

B. Recognition:

- Highlight a "Volunteer of the Month" on the club's social media and website.
- Introduce a "Volunteer of the Quarter" recognition system.

C. Perks:

- Offer discounts on club merchandise or free entry to certain events for active volunteers.

7. Plan For Succession

A. Succession Planning:

- Identify potential leaders among volunteers for future committee roles.
- Organise leadership training sessions for potential successors.

B. Implement Mentor Programs

- Pair up current volunteers with potential successors.
- Introduce group mentorship programs, where a group of new volunteers is mentored by a senior volunteer.

C. Check-ins

- Conduct bi-annual one-on-one check-ins with volunteers to discuss their experiences and any potential challenges.
- Introduce a more structured feedback mechanism during check-ins, like a standardized feedback form.

D. Communicate

- Communicate the importance of succession planning to all members.
- Never be afraid to ask new, current or past members to help out by giving a little bit of their time to the Club.
- Organize bi-annual meetings to discuss the importance of succession planning.

E. Review & Update

- Conduct a review of the V-MAP annually, incorporating feedback and adjusting to the club's evolving needs.
- Conduct an annual survey to gather feedback from volunteers on their experiences.
- Form a dedicated committee comprising senior volunteers and club members to oversee the bi-annual review and update process.

APPENDIX 1 - CLUB EXECUTIVE AND GENERAL COMMITTEE

Executive Committee	Name	Surname	Contact email	Contact phone
President				
Vice President				
Secretary				
Treasurer				
General Committee Members	Name	Surname	Contact email	Contact phone
Race Secretary				
Club Volunteers & Officials Coordinator				
Marketing, Promotions, & Social media Coordinator				
Fundraising & Sponsorship Coordinator				
Grants Coordinator				
Grounds Maintenance Coordinator				
Delegated Roles	Name	Surname	Contact email	Contact phone
SKA Delegate				
Deputy SKA Delegate				
Canteen Manager				
Welcoming Officer				
Club Track Safety Officer				

APPENDIX 2 – OFF-TRACK VOLUNTEER POSITION DESCRIPTIONS

President

Club Overview:

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

The President steers the Karting Club towards meeting its goals and objectives, encompassing governance, management, and administration, while ensuring the club's alignment with the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and the Club. The President also ensures that all legal and compliance obligations are met.

Desired skills

- Familiarity with the karting community, the club's regulations, bylaws, and constitution.
- Capability to delegate effectively.
- Strong communication skills.
- Approachability.
- Prior experience in a leadership capacity.
- Robust decision-making abilities.
- Experience in planning and overseeing operations.
- Skilled in chairing meetings, negotiating, and maintaining a neutral stance.
- Openness to change and adaptability.
- Possession or willingness to obtain a current volunteer's 'Working with Children' check.
- Passion and dedication to the Karting Club.

Key roles & responsibilities

- Attend meetings with Karting Australia and State Karting Association as needed.
- Preside over Club Committee, AGM meetings, and other key gatherings.
- Maintain a thorough understanding of all club activities and operations.
- Provide direction and leadership to the Committee, ensuring they execute their roles.
- Collaborate with the Secretary to draft meeting agendas and ensure timely distribution.
- Monitor and drive the club's targets and objectives.
- Ensure a casting vote in meetings when necessary.
- Communicate portfolio activities to members at the Annual General Meeting.
- Confirm planning and budgeting align with members' wishes.
- Implement and supervise risk management, policies, and legal prerequisites.
- Engage with stakeholders, such as local councils and community groups.
- Direct the club's strategic planning for the future.
- Offer guidance and leadership to all club members.
- Represent the club as a spokesperson when necessary.
- Ensure timely and appropriate responses to complaints and disputes per Club protocols.
- Annually review Club policies, manuals, and role descriptions.

End of year/term hand over

- Update vital documents: position description, handover notes, and key contacts list.
- Orient the incoming President and offer training, mentorship, and support.
- Handover keys, security codes, and other necessary items.
- Share ongoing planning documents and prioritise club tasks that are in progress.

Vice President**Club Overview:**

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

The Vice President is pivotal in ensuring the seamless running of the club. The Vice President backs up the President in various aspects of leadership and stands in for them if they are unavailable, ensuring that the club's commitments and activities run without interruption.

Reports to: The President

Desired Skills:

- Must hold or be willing to obtain a current Working with Children check.
- Well-informed of all Kart Racing and Recreational Karting activities.
- Committed to club events and responsibilities.
- Strong leadership qualities.
- Capable of chairing and leading meetings.
- Unbiased, impartial, and able to make decisions in the best interest of the club.
- Open-minded and receptive to change.
- Embody the spirit and values of the Karting Club community.

Key Roles & Responsibilities:

- Uphold and promote the mission, vision, and values of the Karting Club.
- Possess an in-depth knowledge of club rules, by-laws, policies, and roles.
- Understand and ensure the club meets its compliance and legal obligations.
- Collaborate with the President in setting meeting agendas.
- Support the President in strategic planning, budget preparation, and long-term goals.
- In the President's absence, responsibilities include but are not limited to:
- Chairing committee meetings and annual general meetings.
- Acting as the official spokesperson for the club.
- Representing the club in various forums and events.
- Overseeing and ensuring the completion of the President's responsibilities.

Secretary

Club Overview:

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

Ensure smooth administration, coordination, and communication for all club activities, primarily focused on kart racing and recreational karting events.

The club adheres to the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Club itself.

Responsible to: The President

Desired skills

- Highly organised with a keen eye for detail.
- Proficiency in computer software, especially those related to event planning and database management.
- Excellent communication skills, both written and verbal.
- Strict confidentiality ethics, especially with regards to club matters.
- Possession of, or the ability to obtain, a volunteer's 'Working with Children Check' or equivalent.

Key roles & responsibilities

- Adhere and promote the mission, vision, and values of Karting Australia, the State Karting Association, and the Club.
- Stay updated with all current Club documents, rules, and karting regulations.
- Coordinate Club and Annual General meetings (AGM).
- Collaboratively work with the President to draft meeting agendas and circulate them timely to members.
- Document, disseminate, and archive minutes/reports from committee and general meetings.
- Prepare Annual Reports for the Incorporations Act and AGM.
- Facilitate the nomination process for the Committee and crucial club roles.
- Preserve an updated copy of the Club's Rules and By-Laws.
- Submit necessary reports and notifications per the Incorporated Associations Act on the club's behalf.
- Maintain a comprehensive register of members, sponsors, karting participants, and other affiliated entities.
- Efficiently handle all correspondence for the Club, ensuring prompt reactions, follow-ups, and necessary distributions.
- Ensure all club licenses, especially those concerning karting, remain up to date.
- Collaborate with the State association on Driver and Officials registrations, Permits and other mandatory paperwork.
- Act as the Public Officer of the Club (Incorporated Association).
- Keep club templates, like letterheads, updated and easily accessible.

- Represent the club and liaise with local media, other karting clubs, and relevant community organisations.
- Secure and manage essential legal documents, such as constitutions, leases, and property titles.

End of year/term handover

It's imperative that the club maintains a seamless transition between secretaries. To this end:

- An assistant secretary should be recruited or appointed, prepared to take over responsibilities.
- Clearly outline expectations to assistant secretaries.
- Ensure assistant secretaries undergo necessary training and are well-versed in club operations.
- Offer consistent oversight, guidance, and support to assistant secretaries throughout their tenure.

Treasurer

Club Overview:

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

The Treasurer is integral to the financial management of the Club's accounts and transactions, ensuring transparency, accountability, and adherence to the financial standards set by our affiliated bodies.

Reports To: The President

Desired Skills:

- Solid financial background with awareness of accounting procedures.
- Demonstrable honesty and trustworthiness.
- Proven ability to keep accurate records.
- Strong attention to detail.
- Ability to work systematically and logically.
- Hold a volunteer's 'Working with Children Check'.

Key Roles & Responsibilities:

- In collaboration with the committee, draft a budget that mirrors the Club's income and expenditure for presentation at the inaugural meeting of the year.
- Regularly update records of all income and expenditure.
- Oversee the club's cash flow and petty cash levels.
- Produce and disseminate invoices for services provided by the club.
- Attend monthly club committee meetings and present a financial statement.
- Present account details to the Club Committee and members in line with the [Correct Name - Incorporated Associations] Act.
- Monitor and request reports on accounts from various sections of the Club.
- Complete tax returns and ensure timely income tax payments for employees.
- Ready financial accounts for auditing and supply the auditor with essential details.

- Offer a comprehensive financial report to the membership at the AGM.
- Act as one of several signatories, requiring two on every club cheque.
- Instigate financial management protocols safeguarding the club's funds and assets as well as the volunteers handling them.
- Supervise the club's bank accounts and manage account signatories.
- Guarantee that all sanctioned expenses are settled on time.
- Account for funds sourced from government and/or grants.
- Collect all dues owed to the club.
- Advocate for Electronic Funds Transfer for payments, needing two signatories for approval.

End of Year/Term Hand Over:

A pivotal role of the treasurer is to ensure that a successor is identified at the term's conclusion. A strategic approach for smooth transition involves designating an assistant treasurer to familiarise themselves with roles and responsibilities. Upon the appointment of a new treasurer, a thorough handover is mandatory, including all requisite legal transfers of account signatories and pertinent account information.

Race Secretary

Club Overview:

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

The role of the Race Secretary is to manage and oversee both the racing and recreational karting events as well as the social activities connected with the club. The Events Coordinator may form a subcommittee to support in the planning, organisation, and successful execution of karting events and social activities.

Responsible to: President

Desired Skills:

- Well organised
- Delegation skills
- Excellent communication skills
- Ability to liaise with both internal club members and external parties
- Energetic & enthusiastic
- Knowledgeable about karting events and racing
- Creative

Key Roles & Responsibilities:

- Adhere to the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Club.
- Review the karting events and social functions held the previous year. Develop and propose recommendations for the current year to the Committee for approval.
- Coordinate all karting events, recreational activities, and social functions for the Club, initiating a sub-committee to assist if necessary.
- Secure all required Permits, registrations, and approvals for both racing and social events.
- Promote all karting events, recreational activities, and social functions via the Club website, social media channels, newsletters, etc.
- Advocate all karting events, recreational activities, and social functions to Club members, encouraging them to involve family and friends.
- Serve as the primary point of contact for all Club karting and social events.
- Ensure the availability of all necessary materials and equipment for the events.
- Oversee the collection of all funds related to the events and liaise with the Treasurer for proper management.
- Maintain precise records of revenues and expenditures for all event-related activities.

Volunteer & Officials Coordinator**Club Overview:**

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

The Volunteer Coordinator will oversee and bolster the Karting Club's volunteer workforce, ensuring efficient organisation, recognition, and operation of all volunteer-based activities related to Kart Racing and Recreational Karting.

Responsible to: The President

Desired Skills:

- Leadership skills with a proficiency in directing and inspiring teams.
- Effective communication skills, especially relevant to the karting context.
- Good interpersonal skills suitable for a diverse group of volunteers.
- An enthusiastic and positive approach, with a genuine passion for karting and volunteering.
- Organised mindset with a flair for multitasking.
- Ability to foster and maintain productive working relationships within the Karting environment.
- Familiarity with the vision, purpose, and values of Karting Australia, the State Karting Association, and the affiliated Club.

Key Roles & Responsibilities:

- Adhere to the mission, vision, values, and priorities of Karting Australia, the State Karting Association, and the Club.
- Lead and streamline the recruitment of new volunteers, ensuring alignment with the Club's karting activities.
- Strive to ensure there is an optimal number of volunteers for varied roles including race coordination, officials, event organisation, and support functions.
- Manage the reimbursement of any approved expenses for volunteers.

- Champion and promote the invaluable efforts of volunteers throughout the racing season.
- Provide regular updates and reports to the Club's committee.
- Prioritise discussions and strategies about volunteer management in committee meetings.
- Recognise and appreciate each volunteer's dedication and contributions.
- Handle nominations for relevant volunteer awards, including Club accolades honors.
- Develop/use appropriate job descriptions for every volunteer task.
- Identify and implement training for volunteers, to develop the skills needed for their roles.
- Oversee the volunteers directly or designate suitable supervisors.
- Discover and enact innovative ways to recognise and reward volunteers.
- Engage in consistent communication with committee members, ensuring transparency and coordination.
- Conduct necessary screening processes for volunteers, such as Working With Children (WWC) checks and reference evaluations.
- Develop and maintain a register of volunteers, keeping records current.
- Monitor volunteer retention, address any drop-offs, and formulate succession strategies when necessary.

Marketing, Promotions & Social Media Coordinator

Club Overview:

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

To oversee and manage the club's Marketing, Promotions & Social media presence, driving engagement within the Karting community, and fostering the club's rich culture, events, and activities.

Responsible to: The President

Desired Skills:

- Able to communicate effectively with a diverse group, including kart racers, club members, and the public.
- Possesses marketing expertise, with prior experience engaging with local media, especially in sports or recreational activities.
- Passionate user of various social media platforms, with an emphasis on those popular within the karting community.
- Strong strategic planning capabilities, especially in determining what, when, and how the club communicates.
- Proficiency in engaging a diverse audience through social media platforms.
- Respectful, effective, and adaptive communication skills.
- Acumen for creating engaging content, such as memes, photos, videos, and race highlights tailored for social media.

Key Roles & Responsibilities:

- Collaborate with the Committee to craft and refine the Karting Club's marketing plan, ensuring alignment with the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and the Club.
- Coordinate with the Treasurer to set a realistic budget for the marketing initiatives.
- Continuously evaluate the club's promotional strengths and areas of improvement. Adapt to marketing opportunities and potential challenges specific to the karting world.
- Develop an understanding of the major kart races, recreational activities, fundraising events, and other significant happenings in the karting year; strategise their promotion.
- Formulate a season-based communication strategy; defining content allocation for the pre-season, in-season, and post-season phases.
- If necessary, assemble a dedicated social media team to assist in diverse content creation and moderation.
- Consistently update the club's social media channels during the racing season with timely updates about race results, racer standings, any unforeseen incidents, milestones, upcoming events, etc.
- Actively promote club events, race days, training sessions, and other key activities throughout the year.
- Advocate for our valued sponsors, spotlighting any special deals or announcements they might offer.
- Liaise with all divisions within the club to ensure their accomplishments, messages, and tales are broadcast and celebrated.
- Periodically audit the list of individuals with access to the club's social media accounts, updating permissions based on changes in roles or volunteer shifts.
- Ensure a seamless transition by passing on all pertinent login and administrative details to the succeeding Social Media Coordinator.

End Note: As our Promotions, Marketing & Social Media Coordinator, you play a pivotal role in narrating our karting journey, engaging fans, racers, and partners alike. Your work contributes directly to the vibrant, racing-enthusiast community we've built and continue to foster.

Fundraising & Sponsorship Coordinator**Club Overview:**

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

The role of the Fundraising & Sponsorship Coordinator is to attract, manage, and retain sponsors in support of the club's kart racing and recreational karting activities. This role actively promotes the club's alignment with the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and the Club.

Report to: President

Desired Skills:

- Proficiency in maintaining meticulous records, particularly financial ones.
- Strong organisational capabilities.
- Effective interpersonal skills and the ability to present in a group setting.
- Exemplary written and verbal communication talents.
- A high degree of enthusiasm and creativity, especially in the context of karting.
- Either already possesses a Working with Children check or is amenable to obtaining one.

Key Roles & Responsibilities:

- **Club Alignment:** Strictly adhere to the mission, vision, values, and objectives of Karting Australia, the State Karting Association, and the Club.
- **Strategic Planning:** Investigate fundraising & sponsorship avenues tailored to the karting community and present the Committee with a yearly fundraising plan and objectives. Revise and/or develop the Club's karting-specific sponsorship packages.
- **Curate and manage a comprehensive sponsor contact database,** detailing sponsorship tiers, Benefits provided and financial arrangements.
- **Coordination:** Take charge of all fundraising & sponsorship initiatives and establish a sub-committee for assistance if necessary.
- **Compliance:** Secure all the necessary permits, registrations, and approvals tailored to karting events and activities.
- **Promotion & Marketing:** Collaborate with the Marketing, promotions & Social media Coordinator to promote fundraising & sponsorship opportunities.
- **Community Engagement:** Champion fundraising events among Club members and inspire them to garner support from their network of family and friends.
- **Proactively approach local businesses and organisations relevant to karting for sponsorship opportunities.**
- **Partnership Building:** Engage Club sponsors and nearby businesses for support, potentially in the form of voucher donations or other in-kind support, keeping karting interests in mind.
- **Volunteer Management:** Organise schedules for volunteers aiding in fundraising activities, ensuring they're well-versed with the karting environment.
- **Logistics:** Make sure all resources necessary for fundraising, especially those specific to karting, are procured and ready.
- **Financial Supervision:** Oversee the collection of all funds raised and coordinate with the Treasurer for submission. Maintain a thorough record of all financial transactions related to fundraising & Sponsorship activities.

Grants Coordinator

Club Overview:

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

The primary function of the Grants Coordinator is to effectively manage and coordinate grant and funding applications. This role is pivotal in sourcing additional revenue streams for the Club, ensuring that the Club can continue to successfully organise and conduct Kart Racing and Recreational Karting Activities in line with the vision, purpose, and values set by Karting Australia, the State Karting Association, and our Club.

Responsible to: The President

Desired skills

- **Record Maintenance:** Ability to maintain clear and accurate records of all grant and funding activities.
- **Detail-Oriented:** Possesses a keen eye for detail, ensuring that every part of the grant application adheres to its respective guidelines.
- **Research Ability:** Effective skills in researching diverse grant and funding opportunities tailored for Karting activities.
- **Organisational Prowess:** Capable of managing multiple tasks and deadlines efficiently.
- **Written Communication:** Demonstrated ability in drafting compelling grant applications and corresponding with funding bodies.
- **Teamwork and Interpersonal Skills:** Ability to work harmoniously with Club members, community partners, and external grant organisations.

Key roles & responsibilities

- **Club Alignment:** Ensure all activities and applications align with and promote the mission, vision, and values of the Club as well as the standards set by Karting Australia and the State Karting Association.
- **Grants Discovery:** Actively research, identify, and prioritise relevant grants and funding opportunities that can benefit the Club's Kart Racing and Recreational Karting Activities.
- **Eligibility Verification:** Review and interpret grant/funding guidelines to ensure the Club's eligibility.
- **Grant Provider Liaison:** Initiate conversations with grant providers to gather insights, ensuring the club's alignment with their programs and maximising the chance of successful applications.
- **Documentation Collection:** Efficiently gather, organise, and collate all necessary supporting documents and information that need to accompany the application.
- **Community Collaboration:** Work closely with community partners to bolster the application, leveraging their support where required.
- **Presidential Review:** Submit comprehensive applications to the President for a final review and approval. Ensure timely lodging of these applications before the deadline.
- **Application Tracking:** Follow up on submitted applications to confirm their receipt and keep the Committee updated regularly on the progress.
- **Financial Collaboration:** Work closely with the Treasurer to confirm the receipt of grant/funding monies and ensure proper allocation and use.

- **Acknowledgment and Publicity:** Ensure that every approved grant and funding source is acknowledged appropriately through Club communications, the Club's website, and social media platforms.
- **Grant Register Management:** Efficiently maintain and update a comprehensive register of all grant/funding applications, their statuses, and outcomes.
- **Financial Accountability:** Collaborate with the Treasurer to ensure that all received grant money is appropriately used and reported (acquitted) as per the grant terms.

Grounds Maintenance Coordinator

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The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

The Grounds Maintenance Coordinator will oversee the upkeep of maintaining the facility and track. They will ensure the grounds and track are up to the standards required by Karting Australia, the State Karting Association and the club.

Responsible to: The President

Desired Skills:

- Leadership skills with a proficiency in directing and inspiring teams.
- Effective communication skills, especially relevant to the karting context.
- Good interpersonal skills suitable for a diverse group of volunteers.
- An enthusiastic and positive approach, with a genuine passion for karting and volunteering.
- Organised mindset with a flair for multitasking.
- Ability to foster and maintain productive working relationships within the Karting environment.
- Familiarity with the Karting Australia Circuit Regulations and Guideline.

Key Roles & Responsibilities:

- Adhere to the mission, vision, values, and priorities of Karting Australia, the State Karting Association, and the Club.
- Regularly assess the track for maintaining all safety requirements of karting Australia.
- Partake in Track Inspections with State Karting Association.
- Coordinate works for maintaining the facility and track.
- Manage the preparation of the track prior to any club race day and open meetings.
- Coordinate maintenance of club equipment used for maintaining the facility.
- Manage the watering of the facility.

Canteen Manager

Club Overview:

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

The Canteen Manager is responsible for overseeing the efficient operation of the Karting Club's canteen during race days, recreational karting activities, and other events organised by the Club.

Responsible to: The President

Desired Skills:

- Strong organisational abilities.
- Sales experience.
- Proficiency in financial management.
- Exceptional interpersonal skills.
- Record-keeping proficiency.

Key Roles & Responsibilities:

- Uphold the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Club.
- Collaborate with the Committee to devise an annual canteen budget/forecast.
- Develop and coordinate a canteen roster for volunteer assistance.
- Source and order all food and drink items required to stock the canteen initially.
- Determine and establish a price list for all available items.
- Coordinate the pickup/delivery and appropriate storage of all canteen items.
- Ensure constant and adequate stocking of the canteen throughout the karting season.
- Guarantee that all canteen volunteers receive proper training, including safe food handling and responsible alcohol service (if applicable).
- Oversee canteen volunteers, providing support as necessary throughout the season.
- Procure and reconcile any cash floats as needed from the Treasurer.
- Keep precise records of all sales and purchases for the Treasurer's review.
- Ensure the security of the canteen and its contents at all times.
- Provide the Committee with timely updates on sales and any other pertinent details.
- Prioritise hygiene within the canteen, strictly adhering to safe food handling practices in accordance with local and state regulations.
- Emphasise and promote the availability of healthier food options.
- If alcohol is served, ensure the procurement of the requisite licenses, adherence to liquor license laws, and champion responsible drinking at all times.
- Regularly update and display the Club's policies concerning food and alcohol service.
- Actively market the canteen through the Club website, social media channels, newsletters, etc.

Welcoming Officer

Club Overview:

The Mildura Karting Club is dedicated to organising and conducting top-tier Kart Racing and Recreational Karting Activities. We proudly affiliate with and embrace the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our esteemed Club.

Purpose of Role:

To provide a warm and welcoming atmosphere for all new members and volunteers, ensuring they have the best start at our club. This role will play a crucial part in the onboarding process of members and ensure they are introduced to the culture, activities, and ethos of the club.

Responsible to: President / Volunteer Coordinator

Desired skills

- Friendly and approachable demeanor.
- Proactive in approaching and engaging with people.
- Strong ability to establish quick rapport.
- Commitment to attending club races, activities, and events.
- Embrace diversity, ensuring every individual is treated with equality and fairness.

Key roles & responsibilities

- Uphold and represent the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Club.
- Act as the primary point of contact for new members and volunteers, ensuring they feel welcomed and informed.
- Remember names and provide tailored club information as required.
- Attend key functions such as karting races, registration days, and other events, actively participating in meet and greet activities.
- Provide new members with a concise induction, ensuring they are informed about club procedures, key contacts, and included in club communication channels such as newsletters or social media groups.
- Identify and suggest opportunities for new members to be paired with experienced members or a buddy for guidance.
- Regularly report to the Committee, highlighting any concerns or suggestions.
- Periodically check in with members, ensuring their smooth integration and addressing any needs or concerns they might have.

APPENDIX 3 ON-TRACK VOLUNTEER (LICENCED AND GRADED RACE OFFICIALS)

REFER TO NCR'S GENERAL RULES CHAPTER 7 – RACE OFFICIALS, POLICY P25 – OFFICIALS LICENCE POLICY and P24 KARTING ACTIVITY CONTROLLER POLICY.

RACE OFFICIAL ROLES

The list of Race Officials and the Accredited Officiating Disciplines include:

STEWARDS (Event Control)

- Steward

RACE MANAGEMENT OFFICIALS (Event Command)

- Race Director
- Starter
- Pit Marshal
- Flag Marshal / Safety Light Operator
- Race Secretary
- Race Prosecutor
- Grid Marshal
- Clerk of the Course (including Assistants)
- Chief Timekeeper and Timekeeper
- Officials (Stewards) Secretary

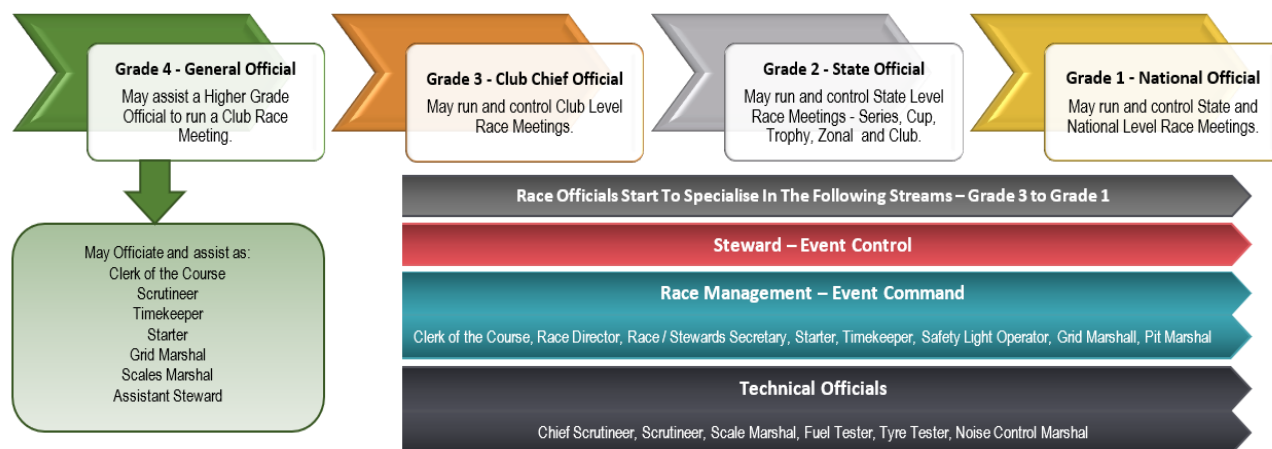
TECHNICAL OFFICIALS (Scrutineers)

- Chief Scrutineer
- Scale Marshal
- Scrutineer
- Fuel Tester
- Tyre Tester
- Noise Control Marshal

Minimum Requirements for RACE OFFICIALS - Refer:

<https://www.karting.net.au/wp-content/uploads/2023/12/P25-Officials-Licence-Policy-Updated-13-November-2023-Clean.pdf>

RACE OFFICIALS' PROGRESSION PATHWAY



APPENDIX 4 - MINIMUM MEETING REQUIREMENTS FOR OFFICIALS

The Club Officials Coordinator is responsible for ensuring minimum required officials are available for each race/event organised. The following information provides a guide to what this may involve from Club Competition through State Level Events to National Championship Meetings.

To meet minimum event safety requirements the following applies:

	OFFICIAL → <i>Competition type ↓</i>	CHIEF STEWARD	STEWARD	CLERK OF THE COURSE (COC)	ASSISTANT COC	CHIEF SCRUTINEER	SCRUTINEER	TIMEKEEPER
SOCIAL/ RECREATION	NON-COMPETITIVE	<u>Karting Activity Controller (KAC)</u>						
CLUB	CLUB COMPETITION	✓	✓	✓	✓	✓		✓
STATE & ZONAL	STATE CUP STATE SERIES STATE TROPHY ZONAL COMPETITION	✓	✓✓	✓	✓✓	✓	✓✓	✓
NATIONAL	STATE CHAMPIONSHIP	✓	✓✓✓	✓	✓✓	✓	✓✓✓	✓
	NATIONAL CHAMPIONSHIP NATIONAL SERIES NATIONAL CUP	✓	✓✓✓ ✓	✓ + Race Director	✓✓✓	✓	✓✓✓✓	✓

Colours: Any, Level 4, Level 3, Level 2, Level 1

APPENDIX 5 - JUNIOR OFFICIALS

Minors can become officials too from the age of 14 years old.

Refer: <https://www.karting.net.au/wp-content/uploads/2019/11/P26-Junior-Officials-Policy.pdf>

Junior officials must be supervised by another official, 18 years or older who holds a current valid KA Officials Licence

Encouraging juniors to officiate is a great way to introduce them to volunteering at a young age and keep them in the sport. Junior Officials can also be non-racing family members looking for another way to get involved in motorsports.

SAFETY FIRST

All Junior Officials must attend an official briefing and be verbally briefed on the day by a senior official. They must be made aware of whom they are responsible to; and safety measures related to the activity.

Junior Officials are not permitted to attend incidents on the Track.



We can find a role for you no matter whether you are young or older.

APPENDIX 6 - VOLUNTEER RACE OFFICIALS RECORD FORM

[illegible]

APPENDIX 7 - NEW MEMBER COORDINATOR/VOLUNTEER COORDINATOR/VOLUNTEER COMMITTEE RESPONSIBILITIES

The New Member Coordinator/Volunteer Coordinator/Volunteer Committee plays a vital role in ensuring the club always have enough volunteers. Being able to agree on the responsibilities of this role in advance means the expectations are clear and the person taking on the role can feel organised and focused on what needs to be done, and when, and by whom.

RESPONSIBILITIES

PRE-SEASON	SEASON	POST SEASON

APPENDIX 8 – OFF-TRACK VOLUNTEER ENGAGEMENT RECORD FORM

Keeping records is an important part of compliance, and knowing who is volunteering, in which role(s) and when. Sometimes, the need to keep records is a State law requirement. Having accurate club records means everyone involved knows what everyone else has committed to for the season. This is also a great way to track buddy's/mentors and succession planning.

Role	Date commenced	Name Surname	Phone	Email	WWC / References	Training required/ requested	Mentor/Buddy /Successor	Licence number
OFF THE TRACK								
President								
Vice President								
Secretary								
Treasurer								
Race Secretary								
Club Volunteers & Officials Coordinator								
Marketing, Promotions, & Social media Coordinator								
Fundraising & Sponsorship Coordinator								
Grants Coordinator								
Grounds Maintenance Coordinator								
SKA Delegate								
Deputy SKA Delegate								
Canteen Manager								
Welcoming Officer								
Club Track Safety Officer								
Casual volunteers								
<i>Insert additional role</i>								
<i>Insert additional role</i>								

APPENDIX 9 -RACE OFFICIAL VOLUNTEER ENGAGEMENT RECORD FORM

Role	Date commenced	Name Surname	Phone	Email	WWC / References	Training required/ requested	Mentor/Buddy /Successor	Licence number
ON THE TRACK								
Stewards								
Race Director								
Race Secretary								
Clear of the Course								
Starter								
Race Prosecutor								
Chief Timekeeper/ Timekeeper								
Pit Marshall								
Grid Marshall								
Officials Secretary								
Flag Marshall/ Safety Light Operator								
Chief Scrutineer								
Scrutineer								
Tyre Tester								
Scale Marshall								
Fuel Tester								
Noise Control Marshall								
Announcer								
Assistant Race Official								
Observer								
Secretary of the Meeting								
<i>Insert additional role</i>								
<i>Insert additional role</i>								