

Function	Role and Responsibility of the AKA	Role and Responsibility of State Associations
1. Strategy		
1.1 Strategic Plan	Prepare by end February 2006 a strategic four-year plan (2006-2010) and update annually, with the planning for the following quadrennium completed in 2009. Circulate the updated strategic plan to the State Associations and other appropriate stakeholders Report against the Strategic Plan at the Annual Forum.	Prepare and update annually strategic plan, which works within the National policy framework and reflects the aims and objectives of the national strategic plan. Submit a report to the first AKA Board Meeting of the calendar year summarizing achievements and amendments to the strategic plan.
2. Policies & Systems		
2.1 Anti-Doping and Medication Control	In consultation with the State Associations, develop a national policy and procedure supporting a drug-free sport	Adopt the National AKA Anti-Doping and Medication Control By-Laws, Policies and Procedures.
2.2 Judicial System	In consultation with the State Associations, review all levels of the system with a view to modernising and simplifying procedures and bringing consistency for AKA rule infringement.	Assist the AKA revise the Disciplinary policies and procedures. Operate the tribunals required by the rules and act as tribunal registrar as required.
2.3 Rules enforcement		
3. Governance & Structure		
3.1 Corporate Governance	AKA will cooperate in securing funds to assist State Associations to review their corporate governance. AKA agrees to conduct a review of its corporate governance system at least once every four years with the aim of adopting modern governance principles and practices	State Associations agree to immediately commence investigation of applying the best sports management practice model to their constitutions and continue to review their corporate governance system at least once every four years with the aim of adopting modern governance principles and practices.
3.2 Structure	Acknowledge that the State Associations are legally autonomous and financially independent bodies operating within a National framework. Maintain the Committees of the AKA, in accordance with strategic plans as approved by the AKA Board.	Acknowledge that State autonomy works within the National framework and the AKA's constitution.
3.3 National Committees	National Committees develop national policies and rules that apply to the conduct of their respective designation across Australia. National Committees carry out other functions as determined by the Board.	State Associations contribute to the development of national policies and rules. State Associations implement national policies and rules and carry out other functions at State and regional level complementary to the functions of the National Committees.

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4. Finance & Administration		
4.1 Finances	<p>Adopt 30 June as the end of the financial year</p> <p>Manage the finances of the AKA in a conservative and responsible manner</p> <p>Provide the financial statement of the AKA to the State Associations within four months of the close of the financial year as part of an Annual Report</p> <p>The determination of non-indexation adjustments to levies and other fees requires two-thirds majority vote of the Shareholders.</p> <p>The AKA will not enter into any arrangements which impose a financial cost on the State Associations (excluding insurance and any other costs already being met by the Member State Associations), unless the AKA is prepared to meet the cost of such imposition or has the agreement of the State Associations.</p>	<p>Adopt 30 June as the end of the financial year</p> <p>Manage the finances of the State Associations in a conservative and responsible manner.</p> <p>Work towards a common accounting and reporting format in the AKA and all State Associations</p> <p>Pay an annual affiliation fee to the AKA, of an amount determined by the AKA Board from time to time.</p> <p>Collect and remit to the AKA an annual capitation fee for each member, of an amount determined by the AKA Board from time to time.</p> <p>Collect and remit to the AKA any other levies as determined by a two-thirds majority vote of the Shareholders.</p> <p>Maintain financial records as approved by an accredited auditor, and forward audited financial statements to the AKA as part of an Annual Report.</p>

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4.2 Administration	<p>Maintain an adequately-resourced National Office</p> <p>Provide a summary of all Board meetings and General Meetings of the Federation to State Associations within 21 days of the meetings</p> <p>Establish common privacy guidelines in consultation with the State Associations.</p> <p>In consultation with the State Associations, develop an AKA membership Code of Conduct for the relationship between the AKA (including its State Associations) and individual members and affiliates. A two-thirds majority of Shareholders will approve its implementation.</p> <p>In cooperation with the State Associations, develop relevant common administrative systems, forms and other stationery for use by all State Associations.</p>	<p>Maintain an adequately-resourced State office to properly service members.</p> <p>Provide a summary of proceedings of all Council, Board or Annual General meetings of the State Associations to the AKA within 21 days of the meeting</p> <p>Comply with the privacy legislation within agreed National guidelines and compliant with respective State legislation, for use of membership records of the State Associations</p> <p>Implement the AKA Code of Conduct (when developed) for the relationship between the AKA (including its State Associations) and individual members and affiliates.</p> <p>Conduct State business and all relations with individual members and affiliates fully in accordance with the AKA Codes of Conduct (when developed)</p> <p>Communicate with AKA promptly all issues arising within State activities that are referred to under the Codes of Conduct or in areas that require national compliance (e.g. anti-doping).</p> <p>State Associations adopt National policies and by-laws (i.e. anti-doping, medication control, disciplinary, appeal, member protection, privacy).</p> <p>State Associations use agreed common systems and agreed common forms and other stationery.</p> <p>Adopt a common system between AKA and State Associations for record keeping and archiving</p>

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4.3 Member Services	<p>In conjunction with the State Associations, develop a common system of membership categories</p> <p>Develop a common national program addressing the servicing of members and volunteers including, but not limited to, membership terms and conditions and insurance cover.</p>	<p>Implement a common system of membership categories.</p> <p>Implement the member servicing program within the relevant State Associations and, in so doing, comply with this program with the objective of ensuring that members and volunteers receive similar services, regardless of their State.</p> <p>Conduct the registration, organisation, and control of members, and volunteers in the relevant State and record this information in the National Database as appropriate.</p>
4.4 Information Technology	<p>Develop and implement a single National Database to provide exchange of data and information between the AKA and the State Associations.</p> <p>Provide State Associations with ongoing access to the database, subject to management and confidentiality protocols which will be established by the AKA in consultation with the parties and be binding on all parties.</p>	<p>Fully cooperate with the AKA in the development of the National Database</p> <p>Provide the AKA, through input into the National Database, with such information as it requires to develop and maintain a national database; this information includes, but is not limited to:</p> <ul style="list-style-type: none"> ◆ The names, addresses and contact details of clubs and their members ◆ Event results ◆ Accreditation details for accreditation of officials

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5. Communication	Develop a Communication Strategy in consultation with the State Associations covering all aspects of communication with members, State Associations and Committees and external stake holders.	On-forward AKA correspondence to clubs and club correspondence to AKA. Act generally as a conduit between members, clubs and committees
5.1 The Internet	Further development the national web site Place all policies of the AKA on the AKA website.	Support the National web site Ensure that all State Associations' web pages are accessed via the National web site Place all policies of the State on the State website National documentation must not be made available on State webs but State webs should provide a link to such documents on the National web.
5.2 Officiating	Establish and maintain the AKA National web site as a one-stop source for AKA Officiating information. Develop a coordinated approach to communication strategies (e-mail and hard-copy), resulting in a more uniform and credible coverage across all states.	Provide input and support (via direct web page links) to establish the AKA National Web Pages as a one stop source for AKA Officiating information Provide input and support for e-mail and hard-copy communication strategies
5.3 National Magazine	Subject to financial feasibility, publish a national magazine.	Support the national magazine by providing copy, as requested by the AKA

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6. Officiating		
6.1 Officiating	<p>Support Competition and Technical Committee in their role of developing and implementing AKA principles.</p> <p>Establish and maintain an AKA Officials structure.</p> <p>Review course content, delivery options, resource materials and accreditation requirements through the AKA National Committees.</p> <p>Approve groups/organisations as ‘course providers’.</p> <p>Develop services and benefits for AKA Officials, such as biannual publications</p> <p>Coordinate the development and marketing of Courses to ensure an adequate number of trained Officials is available for the sport.</p>	<p>Support State Association representation at National Committees and their role of developing and implementing AKA principles.</p> <p>Establish and maintain support for State Association representation at two officiating workshops annually.</p> <p>Assist in the delivery of AKA courses and examinations according to the National course policies.</p> <p>Provide input and support for National AKA Officials marketing initiatives</p>

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7. Education		
7.1 National Road Safety through Karting Program		
7.2 Elite karters Programs, including CIK	<p>Oceana</p> <p>Design a national high performance program aimed at maximizing the performance of Australian individuals & teams in international competitions.</p> <p>Conduct the program with the assistance and involvement of the ASC and the State Institutes and Academies of Sport and appropriate government initiatives.</p> <p>Ensure that there are national elite competitions for that are major national sporting competitions. Support the State Associations in the development of regional elite programs</p>	<p>Where required by the relevant State government, the State Associations may be invited to enter into a partnership arrangement with the AKA and the respective State Institute or Academy, in relation to the high performance program in that State.</p> <p>Support the AKA elite programs and activities</p> <p>Conduct regional elite programs within the National High Performance Program, geared to develop junior and senior riders of a national standard; the program structure and operation is to be formalized in an agreement signed by the State Associations and relevant funding authorities (e.g. Institutes of Sport)</p> <p>Assist the AKA in the development and operation of the High Performance Program</p>

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8. Racing		
8.1 Licencing – karters	Develop and monitor licencing conditions for karters	
8.2 Tracks	<p>Work with the State Associations to consult with local and State governments and commercial developers, in order to promote the provision of facilities and to ensure that new facilities adequately cater for the sport.</p> <p>Develop and monitor licencing conditions for tracks, training requirements for track inspectors</p> <p>Develop and monitor conditions for licencing/permitting events</p>	Work with the AKA to promote the provision of appropriate facilities
8.3 Competitions	<p>Promote, develop and advance the National Championships in whatever format is considered best from time to time and consider co-beneficial efforts with States' Championships</p> <p>Develop the State and National Inter-Schools Competitions into an integrated national competition as appropriate</p> <p>Facilitate the running of the National Schools Cup.</p> <p>Seek a national sponsor for this competition.</p>	<p>Promote, develop and advance State Championships in whatever format is considered best from time to time and consider co-beneficial efforts with National Championships</p> <p>Develop the State Schools competitions to their full potential if appropriate</p> <p>Run the relevant State Schools Cup</p> <p>Ensure that the State Schools Cup conforms to the national model where possible.</p>
8.2 Club Development/ Club & Regional Competitions	<p>Encourage and support the State Associations in club development</p> <p>Ensure that National Championships are held.</p>	<p>Assist clubs in their development.</p> <p>Assist in the development of club competitions</p> <p>Encourage and assist in the organisation and staging of local and regional events and competitions</p> <p>Ensure that State Championships are held</p>

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8.4 Event Licensing	<p>Publish licensing guidelines for use by the State Associations</p> <p>Issue and supervise national licenses for the promotion and conduct of events by private individuals and corporate bodies within the AKA guidelines</p> <p>Consult with the respective State before licensing any event in their territory; such licensing must conform to AKA guidelines</p>	<p>Issue and supervise licenses for the promotion and conduct of State and lower-level events by private individuals and corporate bodies within the guidelines approved by the AKA Board</p> <p>Without the prior written consent of the AKA, not authorise or use or permit to be used the intellectual property of the AKA other than on a club, local, regional or State basis.</p>

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9. Marketing and Promotion	Develop and Marketing & Promotion Strategy	
9.1 Branding	<p>Promote the AKA and its brand</p> <p>Develop and maintain a national system of logos</p>	<p>Promote the AKA and its brand within State Associations</p> <p>Promote the AKA Board-approved logo</p> <p>Not grant any licence or permission to use the State logo outside its territory</p>
9.2 External Relationships	Develop relationships with media, corporate sponsors, and government representatives, and project the image of a united federation with all such representatives, riders and public	Support the AKA in these endeavours
9.3 Sponsorship and Funding	<p>Seek sponsorships and funding on a national level for all aspects of the sport in Australia, giving preference to national sponsorships which enable the national brand to be promoted</p> <p>Consult with the State Associations on any sponsorship or funding of events or activities owned by the State Associations</p> <p>Consult with the State Associations on the signing of any sponsorship contracts</p>	<p>Seek sponsorships for properties that are confined to the relevant State, provided that the sponsorship's operations do not conflict with national sponsorships</p> <p>Seek State level and regional level Government funding</p> <p>Make all reasonable endeavors to ensure State programs are consistent with the national marketing program of the AKA.</p>
9.4 Media	Enter into national arrangements with media organisations to promote the sport of on a national basis	<p>The State Associations must not enter into any agreement or understanding with any print or media organisation with coverage outside their State without the prior approval of the AKA</p> <p>Produce and publish a calendar of all State events</p>

10. Technical	Maintain and protect, the rules and regulations of the sport as laid down in the Karting Manual and addendum from time to time	Maintain and protect, the rules and regulations of the sport as laid down in the Karting Manual and addendum from time to time
10.1 Equipment and Gauges	Develop policy to minimise the necessity for testing and validating equipment and standardising as far as possible, equipment, including gauges, capable of testing the widest possible array of engines and devices requiring of testing and or measurement	Contribute to development of National policy to minimise the necessity for testing and validating equipment and standardising as far as possible and implement it