

South East Queensland Blokart Club Inc (SEQBC)

Rules and Regulations

Date Approved: 17 September 2017

Approved by: South East Queensland Blokart Club Executive Committee

Review Due: AGM 2018

References:

- A. South East Queensland Blokart Club Constitution
- B. Certificate of Incorporation dated 23rd July 2010
- C. Blokart International Operation Manual/Instructions
- D. South East Queensland Blokart Club Membership form 2017/18
- E. Office of Fair Trading – Associations and non-profits
(www.fairtrading.qld.gov.au/non-profits)

Document Instructions

This document has been created to provide guidance on the day to day running of the South East QLD Blokart Club. This document is to be read in conjunction with References above.

SEQBC Rules and Regulations are to be available at all times upon request to any current club member of those completing the Membership Form.

By completing the SEQBC Membership Form the applicant acknowledges that they have read and understood the information provided within this document.

At no time is this document to supersede any instructions and or rules detailed in Ref A. above.

This document is to be presented each year at the Annual General Meeting, checked for concurrency and accepted by the Club Executive Committee for release.

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South East QLD Blokart Club Rules

All members upon joining SEQBC agree that they will at all times abide by the rules set down below. If there are any issues or questions relating to the club rules, these are to be raised with a member of the Executive Committee as soon as possible.

1. SEQBC Public Liability Insurance only provides cover to members at authorised club events.
2. Only Blokarts are permitted to be used at club events.
3. Blokarts must be configured in accordance with the Blokart International Owner's Manual.
4. A minimum of helmet, shirt, shorts and closed in shoes are to be worn whilst sailing by all members or non-club members.
5. During racing only club members are permitted in the sailing area.
6. During recreational sailing, non-club members **MUST** be escorted by a club member when entering the sailing area.
7. Members under the age of 18 **MUST** be supervised by a Legal Guardian at all club events.
8. Any member has the right to raise any question, queries and or concerns at club meetings or sail days.
9. **NOTHING** will override the need for safety whether racing or social sailing.
10. All members are responsible for safety and should raise any concerns to a Club committee member as soon as possible.
11. Respect, consideration and common courtesy are to be shown at all times between members and to the public and or guests.
12. At all times club members are to be respectful to other people and or property.
13. Club property is to be respected and treated as your own.
14. Club property is not to be removed from the Timing Trailer location without approval from a committee member.
15. All racing is to be conducted in accordance with International Blokart Racing Association (IBRA) Rules.
16. Blokarts that do not meet the IBRA Rules will **NOT** be permitted to sail at club events.
17. No member will act in a way that will bring discredit to either the Club, Australian Blokart Association and or the World Blokarting Community,
18. The Indemnity Form **MUST** be completed and small fee paid by any non-club member wishing to sail in a Blokart.
19. Non-club members **MUST** be instructed on the basic operations of the Blokart by a club member prior to any trial sailing is undertaken.
20. Any instructions in the SEQBC Rules and Regulations not listed above are to be followed by all members.

1 Introduction

The South East QLD Blokart Club Incorporated (SEQBC) which was established in 2010 is a non-profit community organisation, aimed at providing a safe, fun atmosphere where a group of people can enjoy the sport of Blokarting in and around the Brisbane area.

SEQBC is a registered Incorporated Club under the Queensland Government and as so, is also an approved club under the Australian Blokart Association (ABA), which provides associated club access to the \$20,000,000 Public Liability Insurance Policy held by the ABA.

2 SEQBC Mission

Provide a safe, enjoyable social environment for members of all ages and abilities to enjoy the sport of blokarting and associated events. With great experiences and friendly people promote all things Blokart throughout the South East QLD region (Brisbane and surrounding areas).

The Club, although governed by a committee, will work as one to grow the club and take it forward in the future.

3 SEQBC Members Statement

As a member of the South East QLD Blokart Club, I will at all times ensure my actions are safe and respectful. I will use the Blokart product as per the manufacturer's recommendations and at no time act in a way that could cause damage or injury to equipment, club members, visitors or myself.

4 Committee

Full details regarding the requirement for committee members, is detailed within Ref A. The Executive Committee (EC) consists of the President, Vice President, Treasurer and Secretary. At least three of the four positions are to be filled each year. To provide a fair and diverse club the following additional restriction has been placed on EC Members:

- a. At each AGM at least 2 EC positions must change.

Unless resignation is received or special circumstances arise, an EC position can only be elected at the AGM.

To help with the overall running of the club and provide club members the chance to help in the club's interest a number of volunteer positions have been created. Volunteer positions need not be filled and may change between members throughout the year, keeping the EC informed.

4.1 Roles and Responsibilities

Although roles and responsibilities are listed within this document, they are within no means definitive and may be shared between all members of the EC. This also goes for the volunteer positions.

4.1.1 President

- Be the face of the club
- Ensure that the club's Executive Committee are fulfilling their requirements.
- The safety of the areas, members, visitors and activities are maintained.
- All documentation required by local government is available and maintained by those who are responsible to do so.
- Maintain the club's policy documents.
- Maintain the club's digital footprint and associated media, sites, forums and pages.

4.1.2 Vice President

- Share the responsibilities of the Club President.
- Act on behalf of the President if he/she is not available.

4.1.3 Treasurer

- Maintain the club's finances in accordance with Government regulations including the self-audit which is required each financial year.
- Control spending and receiving of funds.
- Take membership fees from new/returning members.
- Ensure all financial documentation is kept up to date.

4.1.4 Secretary

- Maintain minutes of meetings held by the club.
- Members contact details and list is kept up to date.
- Aid the Treasurer if required in their duties.
- Consult yearly with the ABA regarding annual fees.

Volunteer positions

4.1.5 ABA Representative

- Officially sit on the ABA meetings to discuss Blokart as within the Australian community.
- Present the Club to ABA and voice opinions in the best interest at both Club and Australia level.
- Deliver any voting or information requested by ABA to club members.
- Provide details of ABA meetings to club members.

4.1.6 Track Coordinator

- Work with Economic Development QLD, a department of the Queensland Government (EDQ) to ensure all agreements and site access is available to the club.
- Act as a single point of contact for EDQ/ Northshore Blokart Track (NBT) site matters.
- Contact EDQ with any safety concerns or issues that may arise at NBT
- Work with club members to ensure that NBT is kept tidy during and after use.
- Work with club members to provide ample marking and track identification during club meets.

4.1.7 Race Coordinator

- Organise Race Series or Race Days.
- Maintain standard Race Instructions for NBT.
- Design and lay tracks that are both technical and challenging.
- Help members with any queries relating to the IBRA Rules
- Explain to new members the responsibilities of the race official and his/her duties before, during and after a race.

4.1.8 Social & Fundraising Coordinator

- Organise social days at NBT or elsewhere.
- Liaise with businesses and or companies to obtain ongoing or event sponsorship.
- Investigate and coordinate fundraising for the club.
- Look at possibilities with business and or companies to conduct fundraising activities.
- Look for ways to promote the club at markets, expos, fairs, etc.

5 Finances

The Treasurer is responsible for the Club finances. Although SEQBC is a non-trading club, all effort should be made to follow Government requirements as detailed at Reference E.

5.1 Yearly financial audit

It is the responsibility of the Treasurer to ensure the yearly audit is conducted in accordance with Fair Trading QLD guidelines.

As per Fair Trading QLD, SEQBC is a Level 3 association (less than \$20,000 of assets and less than \$20,000 Total Revenue).

Unless members specifically request for an external Audit to be conducted, the President or Treasurer will need to verify the financial statements. If they are satisfied, they will provide a written statement:

“The association keeps financial records in a way which properly records the association’s income and expenditure and dealing with its assets and liabilities.”

5.1.1 Lodgement of Annual Return

The Annual Return is to be submitted to the Office of Fair Trading QLD within 1 month of holding the AGM.

5.1.1.1 Adopting the financial statement

The President or Treasurer presents the statement at the AGM. It should include:

- A profit and loss statement (for income and expenditure)
- A balance sheet (for assets and liabilities)
- All mortgages, charges and securities that affect any of your property at the end of the financial year
- A copy of the signed report from you.

5.1.1.2 Viewing a financial statement

Any member can ask to see the financial statements. The Secretary must give them a copy of the statement within 28 days. The member may need to pay the reasonable costs (such as photocopying costs).

You risk a fine of up to \$440 if you don’t give a copy to the member.

5.1.1.3 Lodging your annual return form

Within a month of the AGM you must:

- Fill out your annual return form
- Attach your financial statement, including the Auditor’s or verifier’s statement, to the form
- Pay the lodgement fee
- Lodge the return form.

Lodgement form will be sent to the Club within a month of the end of the financial year. Fair Trading is to be contacted if:

- The form never arrives
- You need a new copy.

Submit a Statutory Declaration with the form if:

- You made no transactions during the financial year and
- You don't own any assets, liabilities or property.

A receipt for the lodgement fee can be requested when lodging the form.

5.1.1.4 Seeking an extension

Contact Fair Trading if more time is required to lodge the annual return. Request is to be written and include:

- The name of the incorporated association
- A contact phone number
- Postal address
- The reason for the request.

Fair Trading will inform the club within 2 weeks if an extension has been granted.

Fair Trading will only grant extensions in exceptional situations

5.1.1.5 Defining the financial year

SEQBC financial year will be July – June.

5.2 Keeping Records

Financial records must be kept for at least 7 years. The 7 years starts from the date of the final entry in each record.

5.2.1 Cash Book

SEQBC must keep a cash book. The cash book will record all:

- Cash payments
- Cheque payments (expenditure)
- Receipts

SEQBC should:

- Keep it in order from earliest to latest
- Split it into 2 sections - payments and receipts
- Balance the cash book at regular intervals (such as monthly)
- Reconcile the cash book with your bank statement.

5.2.2 Receipt Book

SEQBC must keep their receipt books. Whenever the club receives money from another party, it must:

- Record each transaction
- Issue a receipt if asked
- Keep a duplicate of every receipt issued
- Keep a register of receipt books

Receipt books are to be included in the register to keep track of them. Receipts should reconcile with your bank statements.

5.2.3 Bank Statements

SEQBC must keep bank statements. The club must:

- Have an account with a financial institution
- Keep the account in a Queensland branch
- Make any payment of \$100 or more by cheque or electronic transfer.

6 Membership

Membership is open to all ages and abilities. Children under the age of 18 however must be accompanied by a legal guardian at any club event.

A person who does not pay their yearly fee might no longer qualify to be a member.

6.1 Membership Options

SEQBC has a number of membership options available. These have been designed to provide the best possible balance between yearly membership fees and yet maintain a fair membership scope to all who wish to join. Membership options and fees may change yearly dependant on financial requirements. Currently SEQBC provides 4 options.

6.1.1 Life Time Member

A Life Time Membership is designed to pay special thanks to a member or family for efforts within the SEQBC. A Life Time Membership entitles the recipient to have their yearly fees paid for by the club for as long as they remain a member. A Life Time Membership will only stay current if the recipient concurrently joins each year.

6.1.1.1 Life Time Member Nomination

A Life Time Membership can only be granted by the EC at an AGM. The requirements for a Life Time Membership will require:

- Nomination from a SEQBC member
- Reasoning for nomination from no less than two SEQBC members
- Should the EC accept the Nomination for consideration? - Discussed and voted on by all members at an AGM.
- Accepted by the EC as an approved Life Time Member.

If approved, the nominated member will be required to submit an application for membership; however the Club will pay the fees on their behalf.

Only those members who successfully fulfil all requirements as detailed in paragraph 6.1.1.1 shall be awarded Life Time Membership.

6.1.1.2 Life Time Member Recipients

Only those members listed below shall be eligible for Life Time Membership:

Name	Membership Type	Date Awarded
Andrew/Christine/Georgina and Mason Hine	Family	30 June 2014

6.1.2 Individual Adult Member

An Individual Adult Member is any person over the age of 18.

6.1.3 Individual Child Member

Any person under the age of 18 may join SEQBC as a child member. Membership forms however must be signed by a Legal Guardian on their behalf. Legal Guardians are also required to supervise their child at any club event.

6.1.4 Family Membership

A family membership is available to a family residing at the same residential address. A family is considered to be a maximum of 2 adults and 3 children. Members under the age of 18 must be supervised by their Legal Guardian at any club event.

6.2 Membership Fees

Membership fees will be released each year with the renewal of membership. Fees may fluctuate yearly due to the insurance requirement. Every attempt will be made to try and keep fees affordable for members. It should be noted that as ABA are required to cover insurance for all clubs in Australia, at times it may require any changes to be passed on to club members. Fees will be detailed yearly on membership forms.

6.3 Register of members

SEQBC will register details of all ordinary members and committee members.

Under privacy laws, anyone has the right to:

- Check records kept about them (including membership details)
- Correct any detail if they believe they are inaccurate.

7 Approved Sailing Areas

SEQBC has approval to conduct club sailing events at a number of locations in Brisbane and surrounding areas. When using these areas club members must obey any rules in force and leave areas in a clean state when sailing has been completed.

SEQBC sail areas are only available to ABA members. This is due to insurance and license agreements. Any member of the public wishing to try a Blokart must complete a SEQBC Indemnity Form. A small fee of \$10 is also required. This provides the sailor with temporary membership to be covered under the club's insurance. These forms are available from any of the EC.

7.1 Red Beach Bribie Island

Red Beach is located at the south west end of Bribie Island and is available for sailing all year round. It has been made available by the Moreton Bay Regional Council under a verbal agreement only.

Sailing is restricted to the beach that surrounds the Buckley's Hole Conservation Park as per the diagram next page. The parking area is accessed by the service road off Tully Street. This is a shared beach with people and dogs. ***At all times Blokarts are to keep clear of any members of the public utilising the area.***

Parking is available at the end of the service road off Tully Street, Bongaree.



7.2 Northshore Hamilton (NBT)

Northshore Hamilton is known by the club as 'Northshore Blokart Track'. This is the main area of sailing conducted by the club. SEQBC meets most Sundays during daylight hours. Northshore access is provided by Economic Development QLD, a department of the Queensland Government. SEQBC has use of the area under a signed agreement. Annex A is the current agreement including the available area, access procedure and requirements for use by SEQBC members.

Access to the site is usually granted on a 2 monthly basis. A request is to be sent to EDQ to ensure that no other bookings have been made. Club members will be made aware of availability when known. NBT can also be made available outside the usual Sunday sailing if required. If members wish to use the area on public holidays, they can request this through the Track Coordinator to contact EDQ.

Northshore is available to other organisations and at times can be inaccessible for sailing. Any such instance will be communicated to members when known.

8 Timing Trailer

NBT is also home for the club's timing trailer. This is locked in position on site and accessible by club members only.

The trailer is used to store club equipment only. Any personal equipment stored within the trailer will be considered shared club equipment unless prior approval and reason is approved by the EC.

Moving the timing trailer around NBT is to be conducted in a way that complies with Queensland Road Authority regulations on towing a trailer.

Any member noticing a defect with the trailer is to inform a member of the EC as soon as possible.

9 Club Racing

Club racing is to be conducted in accordance with International Blokart Racing Association (IBRA) Rules.

SEQBC will have a standard Notice of Race (NOR) which will provide details relating to the area or racing. Any changes are to be made available to all members and briefed at the first following race meet.

Race official duties are to be shared between members. Details on requirements are outlined in the NOR.

All consideration should be taken not to impose on those members wishing to conduct social sailing. A track is to be laid out and those not racing are free to use it, however they must stay clear of any kart involved with a race.