

SPEEDWAY SEDANS AUSTRALIA INC

POLICY

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SECTION 1 NATIONAL CONFERENCES

- 1.1 That the SSA Inc. Board Meetings shall be twice yearly. There needs to be an AGM and another meeting in every 12-month period.
- 1.2 That each State/Territory may have its Board Member and a delegate at each SSA Inc. Board Meeting but that each State/Territory has one vote on any issue raised at SSA Inc. Board Meetings.
- 1.3 SSA Inc. Secretary will be responsible for pre-arranging accommodation bookings for all Board Members to attend Board Meetings.
- 1.4 That the venue for the SSA Inc. Annual General Meeting be determined by availability of venues at the time of the AGM.
- 1.5 Members of the Board and/or Sub-Committees may participate in a meeting either together or separately by means of a conference telephone or other communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute being present at the meeting.
- 1.6 All meetings of the Board and/or Sub-Committees held by means of a Conference telephone or other communications equipment will be agended and minuted in accordance with the Rules of this Association.
- 1.7 Where a Board Member telephone hook-up is held and Steward and/or Technical matters are discussed, the National Advisors/Liaison will be in attendance.
- 1.8 Correspondence/minutes etc will be processed electronically and distributed electronically using emails.
- 1.9 The newly elected Office Bearers of the SSA Inc. Board to take office at the conclusion of the Special General Meeting immediately following the Annual General Meeting.
- 1.10 Past Presidents/CEOs of the SSA Inc. are permitted to attend any future meetings they may wish to, at his/her own cost, and speak, but not vote, so as this Body does not lose their expertise and we recognise their devotion to the sport.
- 1.11 Correspondence will be kept for two years. Correspondence also covers emails, faxes.
- 1.12 Any decision made by the CEO between Meetings must be ratified by the Board electronically through emails.
- 1.13 The SSA Inc. will produce an information sheet (Tek Torque) as required.
- 1.14 The SSA Inc will abide by the following correspondence flow chart:
 - (a) All correspondence from the National Office to a Member Club will be sent direct, and a copy will be sent to the relevant State/Territory Secretary.
 - (b) The National Secretary is to deal with all urgent matters as directed by the CEO. Emailing is the primary way to communicate , where possible
 - (c) All correspondence from the National Office must be endorsed by the National Secretary and dated before being sent to States/Territory for distribution.

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- (d) Any correspondence received by Board members or sub-committees must be forwarded onto the National Secretary for distribution. Emailing will be used where ever possible.
- 1.15 That all States/Territory must be financial 14 days prior to start of SSA Inc. Board Meetings. Non-financial States/Territory Board Member will not be able to take part in that Meeting.
- 1.16 All motions tabled at SSA Inc. Board Meetings (other than procedural motions) be numbered in order of being dealt with and that number be included in the Minutes of the meeting.
- 1.17 When sending out Surveys, they are to be sent out to drivers through the SSA Inc. Office. and must be returned to the SSA Inc. Office.
- 1.18 That if the SSA Inc. Board declares a subject "In House", it remains in confidence until it is released in the public domain.
- 1.19 Agendas for Board, Technical and Steward Meetings are to be sent to Board Members and State/Territory Secretaries, 7 days prior to Meeting.
- 1.20 Board members are to read and correct where necessary SSA Inc. Board Meeting minutes before their release.
- 1.21 That reports and minutes from meetings sanctioned by the SSA Inc., with the exception of day to day electronic media discussions, be forwarded to the SSA Inc. Office and Board Members within 30 days of the meeting.

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SECTION 2 FINANCIAL AND FINANCIAL FEES

- 2.1 The CEO and/or persons appointed by the Board are allowed a daily meal allowance as set by Board whilst travelling on SSA Inc. business.
- 2.2 The SSA Inc. shall pay any reasonable expense of any person appointed by them. Any expense/account and for payment must be submitted within the current financial year or no more than four months after the end of each financial year.
- 2.3 Expense costs must be forwarded to the Secretary and be accompanied with receipts and/or accounts, which will be ratified by the SSA Inc. Board through emails and finalised through 'Accounts for Payment' monthly.
- 2.4 All claims for travel by motor vehicle whilst on authorised business will be a fee as set down by the Board from time to time or the cost of an economy airfare, whichever is the cheaper.
- 2.5 The SSA Inc. shall pay the expenses of the CEO, Steward Advisor and Secretary to attend Board meetings. All airfares for the CEO, Board Members and Sub-committee members to attend Board Meetings will be booked at least 21 days in advance of that meeting.
- 2.6 Any SSA Inc. official, who wishes to be reimbursed for expenses incurred, must seek Board approval prior to making any official visits.
- 2.7 That all persons seeking reimbursement of expenses shall supply the original tax invoice for purposes of the SSA Inc. claiming the GST paid as an 'input credit'.
- 2.8 Any costs arising from lawsuits and being claimed from the SSA Inc. will have to be authorised in writing by the Board prior to the cost being incurred.
- 2.9 Any Board member/sub committee member conducting SSA Inc business will be covered by the Associations Insurance Policy.
- 2.10 Projected fee increases are implemented in the next financial year.
- 2.11 A monthly financial reconciliation of all the SSA Inc. accounts is to be provided to the CEO & Financial Portfolio Board Member of the SSA Inc.
- 2.12 Advertising in the specification books - that we charge a minimum of \$900 plus GST per page plus artwork costs to a maximum of 6 pages per book.
- 2.13 The National Secretary is paid a wage at a rate to be set by the Board.
- 2.14 That the SSA Inc. facilitates a nationwide standard registration fee for all Classes.
- 2.15 That there is an annual review of fees for drivers in all States/Territory. (States/Territory to supply at Board Meetings)

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FINANCIAL FEES

As predetermined by the Board.

- State/Territory Affiliation \$ 400.00 inc GST
- Club Affiliation \$ 70.00 inc GST
- National Title Nomination Fee \$175.00 inc GST
- National Title Late Nomination Fee \$515.00 inc GST

ALLOWANCES PAID

- Out of Pocket Expenses - Appointed Officials \$50 per day
- Travel Allowance - per km each way 40 cents

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SECTION 3 GENERAL REQUIREMENTS

- 3.1 Press Statements:
- a) That no statement on behalf of or in the name of the SSA Inc shall be made, except by the CEO or by his/her authorisation.
 - b) Written Newsletters or Media reports must have CEO approval prior to being released.
- 3.2 The SSA Inc. agrees to recognise disqualifications and suspensions from all other divisions if reciprocal recognition is gained.
- 3.3 Facsimile messages and/or electronic messages, even when not accompanied by a covering letter will be recognised as correspondence.
- 3.4 The CEO, National Secretary and Stewards Advisor are required to notify the State/Territory Executive of any approach from an individual Member or a Member Club within that State/Territory, and give the details of the inquiry and the answer or advice given.
- 3.5 The colours of the SSA Inc. shall be Green and Gold.
- 3.6 Upon receipt of any resignation of the CEO or National Secretary, the Board Members shall appoint an Acting Person to hold office until the election of a new person at the next Board Meeting at which an election can take place in accordance with the Constitution.
- 3.7 The resignation of any SSA Inc. Board Members, shall not extinguish any liabilities that arose during the period of Office.
- 3.8 The National Secretary will email a copy of the Constitution and/or Policy to each State Office upon request.
- 3.9 The Board shall determine the area of State/Territory Boundaries, upon request of an individual Club/State/Territory provided the Board has mutual agreement of both States/Territory concerned. If mutual agreement between States/Territory cannot be achieved, then the Board be the Arbitrator and make the binding decision.
- 3.10 The States/Territory shall issue all Affiliated Clubs with an Affiliation Certificate.
- 3.11 Any Club, Promoter or speedway merchandiser wishing to use the SSA Inc. logo on any promotion material must have written SSA Inc Board approval.
- 3.12 That the SSA Inc. uses an infringement card, log book and decal for each year's registration.
- 3.13 That the SSA Inc. keeps all Minutes and Financial Reports as per the statute of limitations;
- a) all Appeals, legal letters and Technical Correspondence for six (6) years
 - b) all financial records for five (5) years, and
 - c) all General correspondence including emails and faxes for two (2) years.
- 3.14 That licenced persons found to be computing incidents of denigration or derogatory Comments on chat forums, print and electronic media and public address be it about officials, other drivers, promoters, associations or racing venues, be prosecuted for conduct prejudicial to the sport and be dealt with as per the Australian Speedway Racing Rules and Regulations.

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3.15 That all officials sign the SSA Inc. Code of Conduct at the beginning of each season.

3.16 That Speedway Sedans Australia will supply the Speedway Australia National Office with the procedure to issue accredited officials licence.

1. The applicant is to have attended a state official's accreditation within the past 2 years.
2. To be the holder of Speedway Australia officials or higher insurance or to be applying for this insurance.
3. To be a current financial member of an affiliated club.
4. To complete an application form and lodge with their club or State/Territory body.
5. This form is to be endorsed by their State/Territory body and lodged with Speedway Australia.
6. The card is then to be issued and returned to the State/Territory body for distribution.

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SECTION 4 JUNIOR DRIVERS

- 4.1 A junior driver must be aged 10 years old to 16 years old at the time of the application to be eligible for a junior licence.
- 4.2 Junior Drivers be accepted in each State/Territory at an age limit acceptable to State/Territory Laws and State/Territory requirements.
- 4.3 If a junior licence is obtained at the age of 16 years old, the holder is eligible to finish the season on this junior licence, even if he/she obtains the age of 17 years during the season.
- 4.4 Drivers are responsible to obtain a copy of the Racing Rules and Regulations from their Club Secretary.
- 4.5 Any new licence application must have the completed medical form, irrespective of the year the application is made in accordance with Speedway Australia policy.
- 4.6 When junior racing is programmed, the junior must nominate a 'Chief Crew Person' prior to the commencement of the race meeting. Responsibility of the nominated 'Chief Crew Person' is to be available at all times for the junior driver. Juniors must at all times have the nominated 'Chief Crew Person' with him/her when required to liaise with Officials, first aid personal, drivers and at any Dispute/Appeal hearing etc 'Chief Crew Person' to be 18 years old and over.
- 4.7 Junior drivers entering the Pit area when their Class is not programmed are subject to Club and State/Territory by-laws.
- 4.8 SSA Inc. junior registered cars are only permitted to compete together. Rule 3.2 ASRRR.
- 4.9 That no junior competitor will receive prize money from competing in a junior event.
- 4.10 That Parents/Guardians need to sign the National Junior Sedan Title Nomination form allowing for photos/videos to be taken of their child/children during the running of the SSA Inc. National Junior Sedan Title.

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SECTION 5 ROLE STATEMENTS

5.1 CHIEF EXECUTIVE OFFICER

That the SSA Inc Board appoint, following an election of candidates, the SSA Inc Chief Executive Officer for a period of two years.

The CEO shall:

- a) Be the Chairperson of meetings of the SSA Inc. Board.
- b) Be responsible, subject to the directions of the SSA Inc. Board, for the proper control of all affairs of the Association.
- c) In the absence of direction, to make decisions himself/herself, provided such decisions are not in conflict with the stated Constitution or Policy of the Association, and shall report such decisions to the SSA Inc Board
- d) Be responsible for the making of all statements on behalf of the Association and to make sure that any other person makes no such statements.
- e) Ensure that all members of the Board keep the CEO informed of all matters of the Association under their control or competence, and in the event of the absence of a member of the SSA Inc Board Meeting, then such member provide a written report.
- f) Represent the Association at all functions, meetings and other occasions requiring the presence of a representative of the Association. The CEO may delegate such authority to some other member of the SSA Inc. Board.
- g) Be required to submit a written report to all meetings of the SSA Inc. Board.
- h) Be responsible for all correspondence emanating from the Association. The CEO may delegate certain matters to the Secretary provided that the Secretary shall keep the CEO informed of the contents of such correspondence by the submission of a copy of that correspondence to the CEO.
- i) Ensure that the Secretary attends all meetings of the SSA Inc. Board; and records the minutes of such meetings and makes such minutes, agendas and notices available to all members of the Association, and Members of the SSA Inc. Board, within the time specified by the Constitution.
- j) At an SSA Inc Board meeting, in the event of equality of votes, have the casting vote.
- k) Shall be the SSA Inc Representative on the National Super Sedan Series Management Committee.
- l) Shall receive a weekly remuneration as set down by the SSA Inc. Board.

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5.2 BOARD MEMBERS

That each State/Territory Board representation is per each State/Territory own selection process.

The Board Members shall:

- a) Be responsible for the proper control of all affairs of the Association.
- b) Ensure that the CEO is kept informed of all matters of the Association under their control or competence.
- c) Represent the Board at functions, meetings and other occasions requiring the presence of a representative of the Board.
- d) Be required to submit written reports to all meetings of the National Board, 14 days prior to meeting and be circulated with agenda.
- e) Perform such other duties as required from time to time, as requested by the CEO or the Board.

5.3 DELEGATES

“Delegate” means the person who has been appointed to represent their State/Territory Branch at SSA Inc. Board Meetings.

5.4 NATIONAL SECRETARY

The position of SSA Inc National Secretary should not be a position on the SSA Inc Board. The National Secretary shall:

- a) Attend meetings of the SSA Inc. Board to record the minutes of such meetings and make available copies of such minutes, agendas and notices to members of the Association, members of the SSA Inc. Board, within the time stipulated in the Constitution.
- b) Conduct and carry on all correspondence on the stationary and letterhead of the Association and make provision for stationary and letterhead and such other normal requisites as may be required for the administration of the Association.
- c) Carry out such other secretarial functions as directed from time to time by the CEO or the SSA Inc Board
- d) Assist each member of the SSA Inc. Board where required.
- e) Receive all correspondence forwarded to the Association and present such correspondence to the SSA Inc. Board members through emails for consideration.
- f) Keep on file all material that may be of use to the Association.

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5.5 TREASURER

The Treasurer shall:

- a) Receive all moneys due, payable or owing to the Association and issue receipts for all such moneys.
- b) Attend to the payment by electronic transfer or cheque of all debts, expenses and other outgoings of the Association, which have been passed for payment.
- c) Deposit all moneys received by the Association with the bank of the Association in the appropriate account or accounts as soon as possible upon receipt of such moneys.
- d) Keep and maintain a record of all receipts and payments in a manner satisfactory to the Board and present to each meeting of the SSA Inc Board for acceptance a summary of receipts and expenditure of the Association since the previous SSA Inc Board meeting.
- e) Keep and maintain a record, as directed, of all assets and liabilities of the Association.
- f) Provide a monthly profit & loss statement to all SSA Inc. Board Members.
- g) Present to each Annual General Meeting of the Association in each year a summary and analysis of receipts and expenditure for the year to date.
- h) Present to each Annual General Meeting of the Association, an audited balance sheet for the financial year just completed.
- i) Maintain an account or accounts in the name of the Association with a suitable bank.

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5.6 MEDIA LIAISON OFFICER

Media Liaison Officers Duties:

- a) Report on all Australian Titles
 - (i) Have comprehensive preview of the event on the website the week leading up to the event
 - (ii) Have comprehensive review of the event on the website no more than two days after the event
 - (iii) Have complete race results placed on the website no more than two days after the event
 - (iv) Send comprehensive report of all National Titles to the National Magazines, SRN, Oval Express, Auto Action etc
 - (v) Have photos of the event accompany the articles; including photos of the final four place getters in a single photo and individual photos of the top four drivers.
- b) All information for the Title prior to the running of the event, including a copy of entry form and driver profiles to be provided to the Media Liaison officer to assist with the promotion of the event, by SSA Inc. National Secretary or any other person/persons appointed to deal with Title
- c) To report on National Conferences – highlighting main points of interest.
- d) To attend all Australian Titles where possible.
- e) To arrange and perform the live audio coverage from all Australian Titles that the Media Liaison Officer attends.

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SECTION 6. NATIONAL STEWARD'S ADVISORY COMMITTEE.

NATIONAL STEWARD ADVISOR

The National Steward Advisor will be required to sign a Duty Statement as listed below.

- a) That the National Steward Advisor be elected by the SSA Inc Board from nominations received from states, for a period of two years.
- b) That the position of SSA Inc National Steward Advisor should not hold a position on the SSA Inc Board.
- c) The National Steward Advisor will work under the direction of the nominated SSA Inc Board Member.
- d) The National Steward Advisor will be the spokesperson to the SSA Inc Board for the National Stewards Advisory Committee decisions and recommendations
- e) Assist with the process for the Australian Speedway Racing Rules and Regulations Book.
- f) Interpret and liaise with appropriate persons with Steward issues that may arise at race meetings.
- g) Informed clarification communicated to the enquirer. This must be adhered to. (Processes used to reach decision must be provided to the SSA Inc. National Office within 7 days).
- h) National Steward Advisor to have casting vote.
- i) The National Steward Advisor agrees that the SSA Inc Board will be the final arbitrator on all issues.
- j) Formulate and collate Steward Accreditation and training.
- k) Other duties as directed by the SSA Inc Board.
- l) The SSA Inc Board reserves the right to review this Role Statement at any time.
- m) Ensure integrity of communication to State/Territory and National Office.
- n) All recommendations and clarifications emanating from SSA Inc. National Stewards' Advisory Committee are to be forwarded to the SSA Inc. Office on the correct Recommendation or Clarification forms.

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SSA Inc. NATIONAL STEWARDS BOARD

Aims

To continually monitor all facets of Racing Rules and Regulations and their compliance and enforcement and review as required.

To solicit input from Stewards, Clubs, State/Territory and Associations and other people interested in the betterment of Speedway Sedan Racing.

Structure

- The SSA Inc. National Stewards Board is a sub-committee of Speedway Sedans Australia (SSA Inc.) responsible directly to the SSA Inc. Board
- The SSA Inc. National Stewards Board will consist of the National Stewards Advisor and one Steward representative from each State/Territory as delegate to the SSA Inc. National Stewards Board meetings
- Each State will appoint its own Stewards representative
- The SSA Inc. Stewards Board Member will be the Chairperson for all National Stewards Board meetings
- The SSA Inc. Board will appoint a Minute Secretary for all National Stewards Board meetings. The Minute Secretary will record proceedings during all National Stewards Board meetings. The Minute Secretary, along with the SSA Inc. Stewards Board Member, will produce a report from these meetings for presentation to the SSA Inc. Board.
- The Minute Secretary will circulate to all National Stewards Board members a copy of the report to be presented to the SSA Inc. Board.

National Stewards Board Meetings

- The National Stewards Board may hold authorised meetings as required. Telephone hook-up meetings are preferred wherever possible.
- A State/Territory Stewards Report is required for each National Stewards Board meeting to be supplied 14 days prior to the meeting and circularised along with the Agenda.
- The National Steward Board members will be supplied with a copy of Minutes of all State/Territory Stewards Meetings.
- All correspondence from the National Stewards Board must be forwarded through the SSA Inc. National Office.
- The SSA Inc. Stewards Board member and the Minute Secretary of the National Stewards Board will produce the National Stewards Board report for presentation to the SSA Inc. Board.
- Travel costs of State/Territory Steward representatives to Conferences are covered by equalisation.
- The costs of National Stewards Board telephone hook ups will be covered by the SSA Inc.

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Responsibilities

- Ensure adherence to the Racing Rules and Regulations is maintained.
- Ensure safety for all competitors and pit crew is paramount.
- Have input into updates of Racing Rules and Regulations book.
- Ensure that on the distribution of a new Racing Rules and Regulations book, State/Territory Stewards provide a summarised update of changes/updates to Stewards in their home state.
- Education is made available to competitors and stewards in each State/Territory.
- Be available to steward or assist at SSA Inc. National Titles and Blue Ribbon events.
- Assist with the organisation of each State/Territory Stewards committee.
- Inform the SSA Inc. Stewards Board member and the National Secretary of any issues that may arise from a rule interpretation or change.
- Forward any Stewarding issues or enquiries onto the relevant State/Territory person.

Authority

- To understand and enforce the Racing Rules and Regulations across all SSA Inc. divisions of Sedan racing.
- Liaise with appropriate people and interpret Stewarding issues, in accordance with the Racing Rules and Regulations that may arise at race meetings.
- Formulate and collate Stewards accreditation and training.
- The SSA inc. Board reserves the right to review this authority at any time.

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SECTION 7 STATE/TERRITORY BODIES

- 7.1 Any State/Territory that does not keep its financial commitment to the SSA Inc on a thirty (30) day payment period will forfeit all voting rights until such time as it meets its commitments.
- 7.2 If the Affiliation Fee of any State/Territory remains unpaid at the beginning of the Annual Meeting they shall forfeit all rights and privileges of membership and their Board member, delegates and observers shall no longer have the right to attend such SSA Inc meetings.
- 7.3 The members of any such State/Territory, which is not financial, shall not be allowed to compete in any meeting or competition run by a Member Club of the SSA Inc. Any State/Territory whose Membership Fees are not paid by the fourteenth day of September in the same year shall be required to make fresh application for Membership to the SSA Inc.
- 7.4 States/Territory set their own Membership (Affiliation) fees to cover State/territory expenses.
- 7.5 States/Territory may impose an administration fee on Registration and Licence Fees.
- 7.6 That all six Sedan groups of SSA Inc must licence with the State/Territory Body of the SSA Inc to obtain their license and insurance.
- 7.7 States/Territory are responsible for collection of SSA Inc Registration fees through their member clubs.
- 7.8 The SSA Inc will have a register of all State/Territory Scrutineers, engine sealers and Stewards to a National SSA Inc registration system.
- 7.9 States/Territory will allocate their own State/Territory Titles.
- 7.10 Each State/Territory may supply a complete list of all their respective Sedan State/Territory Titles and nomination forms to all States/Territory.
- 7.11 That each State/Territory to provide to the National Office at three monthly intervals, a Driver/Officials list containing the following information -
 - a) Drivers Name and Address
 - b) Registered Scrutineer and Registered Steward Name and Address
 - c) Drivers Class of Racing
 - d) Drivers Infringement Card Number
 - e) Driver/Car Owner Log Book & Decal Number
 - f) SSA/Speedway Australia Licence/Officials Number
 - g) Email addresses.
- 7.12 All States/Territory must forward copies of State/Territory Minutes to the National Body.
- 7.13 Each State/Territory shall operate under the SSA Inc Constitution or a Constitution or Memorandum and Articles of Association as shall be approved or accepted by the SSA Inc.
- 7.14 All States/Territory make a determined effort to foster Sedan classes that are outside the SSA Inc with the intent of gathering all Sedan racing under the SSA Inc banner. States/Territory to set fees for these Classes Rationalisation.

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- 7.15 Each State/Territory is entitled to one vote at the National Technical conference.
- 7.16 The Annual General Meeting and General Meetings of each State/Territory will be conducted as per State/Territory Constitution.
- 7.17 Any State/Territory not complying with any or all of the requirements as laid down in the Constitution and/or Policy will be asked to show cause as to why they should not be suspended or disqualified from the Association.

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SECTION 8 CLUBS

- 8.1 Clubs must keep the State/Territory informed of all Club Officials names and addresses.
- 8.2 Clubs will set their own Membership fees.
- 8.3 New Clubs applying for Affiliation must apply to their State/Territory.
- 8.4 All Clubs applying for Affiliation must supply a copy of their Constitution, Memorandum and Articles of Association or Model Rules to the State/Territory.
- 8.5 Any changes to a Club's Constitution or Memorandum and Articles of Association or Model Rules must be forwarded to the State/Territory.
- 8.6 Each Speedway Club affiliated with the State/Territory for Speedway Racing should be registered as an Incorporated Body.
- 8.7 All Stewards and Scrutineers may be required to pay a Licence Fee each year, to their States/Territory to register them as State/Territory Stewards and Scrutineers.
- 8.8 All Tracks shall have a minimum of \$50M Public Risk Insurance to cover any situation that may arise. Public Liability Insurance must be APPRA and/or Insurance Board of Australia and/or recognised State/Territory or National Government regulatory body approval.
- 8.9 That Basic Tools to be supplied by host Club at all Race Meetings.

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SECTION 9 AWARDS

PHIL MCLENNAN MEMORIAL AWARD

- 9.1 The SSA Inc. shall implement an Award to be known as the 'Phil McLennan Memorial Award'.
- 9.2 A plaque shall be struck and attached to the base of the award, honouring Mr Phil McLennan for his services to the SSA Inc.
- 9.3 The Base and Gavel set to be presented, to each CEO of the SSA Inc. upon election.
- 9.4 The Base and Gavel to remain the property of the SSA Inc.
- 9.5 The names of each National CEO to be engraved on the Base, noting the years of service.

BRYAN GRAY

- 9.6 The SSA Inc shall implement an Award to be known as the 'Bryan Gray Memorial Award'.
- 9.7 A plaque shall be struck and attached to the base of the award, honouring Mr Bryan Gray for services to the SSA Inc.
- 9.8 The Base and Gavel set to be presented to the National Technical Committee.
- 9.9 The Base and Gavel to remain the property of the SSA Inc.

DAVE WILSON

- 9.11 A Perpetual Trophy has been put in place to be presented at each National Modified Sedan Championship for the best presented car; this is to be voted on by the Machine Examination Team. This trophy is to be known as The Dave Wilson Memorial Trophy.

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SECTION 10 AUSTRALIAN SPEEDWAY PROMOTERS ASSOCIATION

- 10.1 The National SSA Inc. CEO or the CEO's representative will be the authorised persons to attend ASPA meetings.

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SECTION 11. PRIVACY POLICY.

This Privacy Statement sets out Speedway Sedans Australia (SSA Inc.) general policy in relation to protecting the privacy and confidentiality of personal information that the SSA Inc. may collect.

The protection of the privacy and the confidentiality of all personal information collected by the SSA Inc., in order to facilitate its commitments to its competitor base, is of the utmost importance to the manner in which it operates.

The SSA Inc. acknowledges its serious responsibility on the handling of all personal information that it may need to collect.

The SSA Inc. Privacy Policy has been developed in accordance with the National Privacy Principles contained in the Privacy Act. This Privacy Policy explains how the SSA Inc. will collect, use and handle all personal information in its keeping.

Collection of Personal Information.

When first applying for or renewing licences, registrations or insurance coverage with the Association, the SSA Inc. needs to collect a variety of data. In order to maintain the records of the SSA Inc., specific requests are made for certain information. These requests include, but are not limited to, the following-

- Full Name
- Mailing Address
- Telephone Numbers
- Fax Numbers
- Mobile Phone Numbers
- Email Address
- Date of Birth
- Signature

Following the receipt of the above information necessary for the issue of licences, registration or insurance covers, the above information is maintained for record purposes.

Club members may choose not to provide any information; however, this may mean that the requested service may not be able to be provided.

The SSA Inc. will collect personal information only to the extent necessary to provide individuals with the services requested. Personal information is collected by lawful and fair means and not in any unreasonably intrusive way.

The Use of and the Disclosure of Personal Information.

The SSA Inc. collects personal information in order to provide licences, registrations, insurance or distribute sport specific information.

The SSA Inc. may also use or disclose personal information for purposes related or ancillary to the main purpose for which that information had been collected and where such disclosures would be reasonably expected. Examples include, but are not limited to, the following-

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- Provide affiliated State/Territory Bodies with mailing lists for the purpose of their promotion of race meetings and the invitation to race at those race meetings.
- Provide affiliated State/Territory Bodies with lists of registered car owners, licenced drivers and licenced and accredited officials for the purposes of forwarding materials directly to those persons.
- Regulatory reporting and compliance as may be necessary now or in the future.

Should any further specific uses for disclosure arise, then these would be conveyed at the point of collection.

Should the data being collected be used in a manner contrary to the primary purpose of the collection, the SSA Inc. will take all reasonable steps to inform individuals about how that personal information will be used; unless the use is exempt under the National Privacy Principal.

Data Quality.

The SSA Inc. will take all reasonable steps to make sure that the personal information collected, used or disclosed is accurate, complete and up to date.

Data Security.

The SSA Inc. will do all that is necessary to ensure the security and protection of electronic and hard copy storage of personal data against misuse, loss, unauthorised access, modification or disclosure.

Personal information that is no longer required by the SSA Inc. will be destroyed by shredding or re-identified as appropriate. Data storage systems will be reviewed and updated as appropriate.

Access and Correction.

Any request for access to self-personal data will be fulfilled within a reasonable time (within 30 days).

Please be aware that, in some cases, there may be an exemption under the National Privacy Principals, which may prevent the SSA Inc. from providing such information. Should this occur, then the SSA Inc. will advise in writing as to the reasons for the request being denied.

Identifiers.

The SSA Inc. identifies club members by alphabetical listing of 'surname / family or last name'.

Anonymity.

Wherever it is lawful and practicable the SSA Inc. will give individuals / clubs the option of not identifying themselves when entering into transactions with the SSA Inc. This may mean that the requested service may not be able to be provided.

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Sensitive Information.

The SSA Inc. will not collect sensitive information about club members / clubs unless-

- The individual / club have consented in writing.
- The collection is required by law.
- The collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

Any information obtained from the SSA Inc. website will be treated under the same conditions in respect to privacy as any other personal data that may be collected. Every effort will be made to ensure the security and confidentiality of personal data sent to the SSA Inc. via its website.

For aggregated statistical analyses or systems administration purpose only, the SSA Inc. will record details on-

- The type of browser and operating system being used.
- The internet service provider.
- The top level domain name.
- The address of the referring website.
- The computer's internet protocol.

The SSA Inc. will not make any attempt to identify users or their browsing activities, except where required to do so by law.

Further Information.

For more information about privacy regulations and their applications contact the Office of the Federal privacy Commissioner at www.privacy.gov.au

For more information about what the SSA Inc. is doing to protect an individual's / club's privacy contact the SSA Inc. National Office at office@speedwaysedans.com

The SSA Inc. reserves the right to modify or amend the Privacy Policy at any time by posting the revised Privacy Policy on the SSA Inc. website. Any material changes in how the SSA Inc. uses or shares Personal Information will only affect the information collected after the effective date of the change to the SSA Inc. Privacy policy, unless the SSA Inc. clearly express otherwise.

The SSA Inc. endeavours to ensure that it is completely up-to-date with best practice in the protection of personal information. The content of this Privacy Policy is continually being revised and updated.

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SECTION 12. Technical Liaison Portfolio.

1. To be an appointed position from the members of the SSA Inc. Board.
2. To be the link between the SSA Inc. Board, the National Technical Committee and the Class Technical Advisory Committees.
3. To work in close consultation with the National Technical Committee and the Chairpersons of the Class Technical Advisory Committees.
4. To chair the National Technical Committee meetings and to offer advice to that committee on the current technical policy status of the SSA Inc. Board.
5. To report National Technical Committee recommendations and clarifications to the SSA Inc. Board.
6. To give feedback to the SSA Inc. Board on the working status of the National Technical Committee and the Class Technical Advisory Committees.
7. To assist with the management of the SSA Inc. Specification Books.
8. To assist in the development and presentation of the SSA Inc. National Technical Committee Accreditation programme.

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SECTION 13. SSA Inc. CLASS TECHNICAL ADVISORY COMMITTEES

Roles and Responsibilities.

Scope.

The SSA Inc. Class Technical Advisory Committees (CTAC) are sub-committees of Speedway Sedans Australia Inc. (SSA Inc.) and are responsible directly to the SSA Inc. Board.

The SSA Inc. Board has the responsibility of making policy decisions with regard to technical matters. The CTAC will formulate class specifications to suit that policy.

The purpose of the CTAC is to formulate a class specification manual and other specification and clarification rulings for their class of responsibility.

The CTAC will also, besides formulating class specifications and clarifications, advise the SSA Inc. Board and the National Technical Committee on outcomes pertaining to the following-

1. Research which includes any written source of an enquiry.
2. Cost benefit to the class.
3. Cost effect on the class.
4. Benefits for the class from the recommended specification changes.
5. Written competitor/team feedback.
6. All Information to be posted and forwarded on relevant websites.

Policy and Aims.

The Class Technical Advisory Committees will-

1. Foster sedan type race vehicles for Australian Speedway and to formulate uniform specifications for their respective class.
2. Continually monitor all facets of construction, safety, maintenance, competition and upgrading and not preclude any competitor regardless of financial status.
3. Solicit specification items from all individuals interested in the betterment of Speedway Sedan racing.

Structure.

Chairperson.

The position of Chairperson for each CTAC will be for a two year period.

A Chairperson may re-apply for the position at the conclusion of a two year term.

Nominations for the position of CTAC Chairperson will be advertised by the SSA Inc. through relevant channels.

Any nomination for the position of CTAC Chairperson must be supported by a resume.

The SSA Inc. Board will select the CTAC Chairperson from nominations received. A representative of the National Technical Committee may apply for the position of CTAC Chairperson.

The CTAC Chairperson will be the direct communication point with the SSA Inc. Technical Board Member, National Technical Committee, CEO and National Secretary.

The CTAC Chairperson will have a casting vote on any tied decisions at committee level.

When the National Secretary has to forward a reply with relation to clarification or recommendation outcomes, the class CTAC Chairperson is to word the notification for the National Secretary to forward on.

The CTAC Chairperson will be required to attend Technical Committee Meetings. Voting at these meetings will consist of State/Territory Technical Officer having one (1) vote and the CTAC

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Chairperson have a vote on their particular section except where the State/Territory Technical Officers who are also CTAC Chairpersons only have one (1) vote.

Committee.

1. SSA Inc. National Technical Committee Representative (permanent position) appointed by the SSA Inc. Board.
2. The State/Territory representative from States/Territory where a class competes. This representative will be appointed by and have full responsibility to the State/Territory. The State/Territory representative will be charged with the responsibility of gaining a point of view from within his/her own State/Territory. This information must be supported by written evidence from sources.
3. State/Territory CTAC member's terms will be for a period of 2 years and alternate with the CTAC Chairman's terms.
4. The SSA Inc. Board reserves the right to review all individual committee members and this authority at any time.

Authority. (A)

The authority of the CTAC is to formulate responses from written requests received notwithstanding any reasons for or reasons against any specification enquiry.

Any written specification enquiry will be sent to the Chairperson of the specific CTAC who will forward the enquiry onto the CTAC Committee via email. This will be done with a closing date for replies. Once replies have closed, the CTAC Chairperson will collate a response, inclusive of time frame, which will be entered onto the correct form. (Clarification Form or Recommendation Form).

The CTAC when preparing a response to a specification enquiry will seek advice and input from competitors, car owners, constructors, scrutineers and technical personnel as they deem relevant for their class of responsibility. A written record of any such input needs to be lodged with the specific CTAC Chairperson.

Written responses to any specification enquiry will be sent through the SSA Inc. Office on SSA Inc. letterhead to the source of the original enquiry. When the National Secretary is to forward a reply or response with relation to clarifications or recommendation outcomes, the class CTAC Chairman is to word the notification for the National Secretary to forward on.

If the specification enquiry is covered in the Class Specification Manual, it will be treated as a CLARIFICATION and the response sent directly to the enquiry source containing the relevant section from the Class Specification Manual. A copy of the response will be sent to the SSA Inc. Technical Board Member and the CEO.

If the specification enquiry is not covered in the Class Specification Manual, it will be treated as a PROPOSED SPECIFICATION CHANGE. After research into such a specification enquiry by the CTAC Committee, the CTAC Chairperson will collate all responses into a RECOMMENDATION which will be sent to the SSA Inc. Technical Board Member, CEO and National Secretary. Such a RECOMMENDATION may be one (1) of two (2) types.

TYPE 1.

Although the RECOMMENDATION may not fit exactly within the current Class Specifications, it may fit within the broad outlines of the Class Specifications and, therefore, be accepted.

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TYPE 2.

The RECOMMENDATION does not fit within the current Class Specifications and may be rejected outright or placed onto the Agenda of the next SSA Inc. Board Meeting.

TYPE 2 RECOMMENDATIONS will be retained by the CTAC Chairperson for any future use.

(Class Specification Manuals, etc.)

Any CTAC RECOMMENDATIONS will be voted on by the SSA Inc. Board as written. Should any changes be required, the RECOMMENDATION will be returned to the CTAC so that a new RECOMMENDATION can be formulated.

Any RECOMMENDATION going forward to the SSA Inc. Board needs to be factual in its content and be supported by written research evidence and costing.

Authority. (B)

The authority of the CTAC is to formulate re-writes of Class Specification Manuals for their class of responsibility.

The CTAC when preparing a re-write of a Class Specification Manual will seek advice and input from competitors, car owners, constructors, scrutineers and technical personnel as they deem relevant to their class of responsibility. A written record of any such input needs to be lodged with the specific CTAC Chairperson.

After research and preparation by the CTAC Committee, the CTAC Chairperson will collate a DRAFT CLASS SPECIFICATION MANUAL which will be sent to the SSA Inc. Technical Board Member, CEO and National Secretary.

The DRAFT CLASS SPECIFICATION MANUAL will be voted on by the SSA Board as written. Should any changes be required, the DRAFT SPECIFICATION MANUAL will be returned to the CTAC for alterations.

A Class Specification Manual will only be re-written if it is deemed necessary by the SSA Inc. Board.

Any new Class Specification Manuals will be ratified by the SSA Inc. Board at the May Board meeting in the year that the manual is renewed.

The final version of the Class Specification Manual will be placed on the relevant web site.

The CTAC will not be the authority for safety equipment and apparel. The CTAC may make observed recommendations concerning safety to the National Technical Committee or the SSA Inc. Board who will in turn forward such recommendations onto the Speedway Australia Safety Committee.

Any specification changes made due to safety concerns will be effective immediately, following ratification by the SSA Inc. Board.

Any specification changes to the Class Specification Manual, deemed necessary by the SSA Inc. Board, will be placed on the relevant web site along with a date of implementation.

The National Technical Committee representative on each CTAC will advocate as to how any specification changes or rulings would be workable and be monitored and controlled by the National Technical Committee.

If required, the CTAC may present a budget for projects/research costs that they may wish to undertake to the SSA Inc. Board. Once a budget is approved, the CTAC, under the guidance of the SSA Inc. Technical Board Member, will complete the project/research. If for any reason, it is not completed, a full written report will be made available to the SSA Inc. Board stating any progress and reasons for the non-completion of the project/research.

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Compilation of Class Specification Manual.

1. Owners/Drivers' meetings to gauge any new specifications or any changes to existing specifications required.
2. Owners/Drivers' meetings proposals collated by stating-
 - a. Reasons for the proposals.
 - b. Wording for all new proposals.
 - c. Copies of background correspondence or meeting minutes regarding the proposals.
 - d. Analysis of the effects that the new proposals may have on the future of the class.
3. Owners/Drivers' meeting proposals are to be forwarded to the CTAC for development of a Draft Class Specification Manual.
4. Owners/Drivers' meetings to review the Draft Class Specification Manual. CTAC to collate final responses from drivers' meetings.
5. CTAC collates final Draft Specification Manual for presentation to SSA Inc. Board
6. Following SSA Inc. Board approval, CTAC Chairperson will check final Draft Specification Manual for accuracy.
7. The final version of the Class Specification Manual will be placed on the relevant web site.

Communication.

The various CTAC will be encouraged to communicate through electronic means (email / phone hook-up). Any form of CTAC Committee meeting needs SSA Inc. Board ratification.

Any person attending a CTAC meeting as an observer will be by SSA Inc. Board approval.

The CTAC may, in conjunction with the Technical Board Member and the National Secretary, prepare a competitor/team owner survey on specific questions in relation to a particular class concern. The survey is to be presented in a non-ambiguous manner.

Results of any survey will be collated by the National Secretary.

The CTAC Chairperson will produce a written report for presentation at SSA Inc. Board and National Technical Committee meetings.

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SSA Inc. National Technical Committee.

Aims.

To continually monitor all facets of construction, safety, maintenance, competition and upgrading and not to preclude any competitor regardless of financial status.

To solicit Policy items from competitors, car owners, clubs, states/territory, promoters and other people interested in the betterment of Speedway Sedan racing.

Structure.

- The SSA Inc. National Technical Committee is a sub-committee of Speedway Sedans Australia Inc. (SSA Inc.) responsible directly to the SSA Inc. Board.
- The National Technical Committee will be made up of one Technical Committee Representative from each State/Territory as delegates to the Technical Committee and National Technical Conference.
- CTAC Chairpersons will form part of the National Technical Committee.
- Each State/Territory will appoint its own Technical Representative.
- The SSA Inc. Technical Board Member will be the Chairperson for all National Technical Committee meetings.
- The SSA Inc. Board will appoint a Minute Secretary for all National Technical Committee meetings. The Minute Secretary will record proceedings during all National Technical Committee meetings. The Minute Secretary, along with the SSA Inc. Technical Board Member, will produce a report from these meetings for presentation to the SSA Inc. Board.

National Technical Committee Meetings.

- The National Technical Committee may hold authorised meetings as required. Telephone hook-up meetings are preferred wherever possible.
- A State/Territory Technical Report is required for each national Technical Committee meeting. All State/Territory Technical Reports are to be forwarded to the National Office 14 days prior to the National Technical Committee meetings.
- The National Technical Committee will be supplied with a copy of minutes of all State/Territory Technical Meetings.
- All correspondence from the National Technical Committee must be forwarded through the SSA Inc. National Office.
- The SSA Inc. Technical Board Member and the Minute Secretary of the National Technical Committee will produce the National Technical Committee Report for presentation to the SSA Inc. Board.
- Travel costs of State/Territory Technical Delegates to Conferences are covered by equalisation. The costs of National Technical Committee telephone hook-ups will be covered by the SSA Inc.

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Responsibilities.

- Ensure that the standards of all specification manuals are maintained.
- Safety – Competitors / Pit Crew.
- Specifications-
 - a. Eligibility and Implementation of specifications.
 - b. Enforcement of specifications.
 - c. Education of competitors and scrutineers.
- Assist with the scrutineering of entrants in SSA Inc. National Titles and Blue Ribbon Events.
- Assist with the organisation of each State/Territory Technical Committee.
- Inform the SSA Inc. Technical Board Member and the National Secretary of any issues that may arise from a technical specification.
- Forward any Technical issues or enquiries onto the SSA Inc. Technical Board Member for distribution to the relevant Class Technical Advisory Committee.

Authority.

- To understand and enforce the Class Specification Manuals of all SSA Inc. Classes.
- Liaise with Class Technical Advisory Committees in reference to class recommendations.
- Liaise with appropriate people and interpret technical issues, in accordance with Class Specification Manual, on technical issues that may arise at race meetings.
- Formulate and collate technical training and competencies.
- The SSA Inc. Board reserves the right to review this authority at any time.

Funding.

- Out of pocket expenses for Technical Delegates to be met by individual State/Territory.
- Current SSA Inc. kilometre rates apply.
- Accommodation as per individual state ruling.
- If required by States/Territory, clubs or individuals, the rates as above are to be paid by the Body or individual concerned.

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GUIDELINES FOR SCRUTINEERS.

Club Scrutineer.

- Have a working knowledge of mechanics.
- Have a working knowledge of the SSA Inc. Specification Manuals.
- Satisfy the club of their competence.
- Must be SSA Inc. accredited.

State/Territory Scrutineer.

- All of the above for Club Scrutineer.
- Have the capacity to enhance the working knowledge of the State/Territory Technical Committee.
- Have qualified with 12 months continuous experience as Club Scrutineer.
- Must be SSA Inc. accredited.

RACE DAY SCRUTINEERING.

Race day scrutineers are to check:

LICENCE.

- Valid Speedway Australia / SSA Inc. licence.
- Valid SSA Inc. Infringement Card signed by the owner.
- Any fines or suspensions noted have been paid or served.

LOG BOOK.

- Valid for season.
- Valid for car presented.
- All particulars completed.
- Any faults noted at previous inspection have been completed.

CAR REGISTRATION.

- Valid registration decal.
- Dual registration of SSA Inc. cars can be accepted if the car is duly scrutineered and monies paid for each division. The car can only compete in the division for which it has been nominated at a race meeting.

PROTECTIVE CLOTHING.

- Driver's race suit, helmet, gloves, boots, socks, underwear and balaclava etc must be checked for specification compliance.
- Scrutineers may mark these safety items if so desired; in such a manner it will not damage the items to prevent another driver resubmitting these items for inspection.
- Offenders who are caught resubmitting any items shall be reported to the Chief Steward.

Scrutineers must be conversant with the Australian Speedway Racing Rules and Regulations Book.

The scrutineer may engage assistants, but the scrutineer is ultimately responsible for all assigned duties.

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SECTION 13a. SPECIFICATION MANUALS.

- a) There are six (6) specification manuals that need to be kept up to date. (Super Sedans, Modified Sedans, Production Sedans, Street Stock, Four Cylinder Sedans and Junior Sedans.)
- b) A specification book will be used for a period of five (5) years.
- c) A specification book will be re-written only if it is deemed necessary by the SSA Inc. Board.
- d) CTAC will be responsible for the completion of a specification manual.
- e) The completed specification manual will be placed on the SSA Inc. web site.
- f) Any specification changes made due to safety concerns will be effective immediately following the Technical Committee decision and Board ratification.

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SECTION 14 SCRUTINEERING AND SPECIFICATIONS

14.1 If a State/Territory Technical Representative encounters a Technical problem within their State/Territory, the Representative is to contact the Technical Liaison for advice. The Technical Liaison will then contact the other State/Territory Technical Representatives and will then collate the decisions and advise the originator.

14.2 If an engine or car parts are stripped after protest or under direction of officials and the car is found to conform to the specification manual, the competitor has the right to claim the cost of gaskets used to re-assemble up to a maximum of \$300, payable by the body that instigated the protest or stripping of parts, on presentation of invoice.

14.3 That any person, who seals an race engine, must be registered with the SSA Inc National Office, giving details of Name, Address, Company Name and list of seal numbers held.

14.4 SEALING AN ENGINE

a) General

Twist seals to be used with a national numbering system to be kept on a national data base. Seals to be easily seen when engine is in the car.

b) Street Stock and Junior Sedans

Engine to be checked with the head and sump removed.

Bottom of Block

- Check crankshaft and conrods are correct type for the block being used and block is correct for the model of car
- No polishing, lightening or deburring, no extra counter weights on crank
- Check sump is visibly standard externally
- Seal sump on with one seal. Also one seal on timing cover.

Top of Block

- Measure Bore and Stroke and check size listed in back of book
- Check pistons do not protrude above block
- Check pistons are the correct type, dished or not as per O.E.M.

Head

- Measure diameter of valve head and check listed size in book
- Check valve seats, throats and ports are not enlarged or polished
- Visual check on valve springs (single or double)
- Seal head on. One seal per head on V6 Engines.

c) Modified and Production Class:

Engine to be checked with head only removed.

- Check stroke - must be standard for engine block series
- Check head is the correct one for the engine block series
- Seal sump on, Also one seal on timing cover.

d) Super Sedans:

V8 Engines - Check with one head removed.

- Measure Bore and Stroke, calculate capacity - 367 cubic inches MAX

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- Seal sump and timing cover on.
- 6 Cyl. And Rotary engines - seal for eligibility only; on sump and timing cover.

14.5 SEAL IDENTIFICATION LOCATION AND TAG COLOURS

SEAL IDENTIFICATION LOCATION AND TAG COLOURS

Seals are to be stamped SSA Inc and numbered then placed on the engine in the following positions.

Super Sedan	1 x sump	1 x timing cover	1 yellow class ID tag
Modified Sedan	1 x sump	1 x timing cover	1 Blue class ID tag
Production Sedan	1 x sump 1 x each cylinder head on EFI Engines	1 x timing cover	1 Green class ID tag
Street Stock	1 x sump 1 x Cylinder Head 1 x each Cylinder Head on EFI engines	1 x timing cover	1 Red class ID tag
Junior Sedan	1 x sump	1 x timing cover 1 x Cylinder Head	1 Orange class ID tag
4 cylinder Sedan	No engine seals required		

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SECTION 15 RACE MEETINGS

- 15.1 Where there is an Appeal to the Speedway Australia Tribunal, all prize money concerned shall be forwarded to the National Office, which will be responsible for distribution upon completion of the Appeal.
- 15.2 An SSA Inc 'Blue Ribbon' event is a major event that is sanctioned by the State/Territory or National body.
- 15.3 Sanctioned Blue Ribbon events;
- National Titles
 - National Super Sedan Series
 - Latrobe Grand Prix
 - State/Territory Titles
- 15.4 That one way communicators and transponders to be compulsory for all Blue Ribbon and National Title events.
- 15.5 Tracks that conduct National Titles and Blue Ribbon Events will have a minimum of \$50M Public Risk Insurance to cover any situation that may arise. Public Liability Insurance must be APPRA and/or Insurance Board of Australia and/or recognised State/Territory or National Government regulatory body approval.
- 15.6 That at SSA Inc. National Titles, on the Dummy Grid line up, cars must cross over to facilitate missing cars.

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SECTION 16 TITLE SUBMISSIONS AND ALLOCATIONS

16.1 SUBMISSIONS

- a) Any promoter or Club wishing to provide a submission for a National Title will be required to fill in the appropriate forms provided by SSA Inc. When completed, these forms will be returned to the National Secretary and then to the Title's Board member.
- b) That the Board member holding that portfolio review all future National Title Submissions for compliance with Policy.
- c) If any Title submission does not come up to the expectations of the National Board, in any one or all of the following conditions, then it will not be accepted:
 - i. Minimum track standards
 - ii. Minimum tow money
 - iii. Minimum prize money
- b) The National Title submissions close 30th August, in each year, with the National Secretary.
- c) That the SSA Inc. Board will allocate titles from all submissions received by 30 August for allocation at the September Board meeting.

16.2 ALLOCATIONS

- a) The following sequence shall be used for all SSA Inc Title Allocations:

Season	Super Sedans	Modified Sedans	Production Sedans	Street Stock	Junior Sedans
2014/2015	TAS	TAS	NSW	WA	VIC
2015/2016	QLD	NSW	WA	VIC	TAS
2016/2017	WA	SA	VIC	QLD	SA
2017/2018	NSW	VIC	QLD	SA	NT
2018/2019	VIC	QLD	SA	NT	QLD
2019/2020	SA	TAS	WA	TAS	WA
2020/2021	TAS	WA	NSW	WA	VIC

- b) If a State/Territory cannot conduct a Title then that particular Title goes to the next State in rotation.
- c) The preferred date for the Australian Modified Sedan Title is the Easter period of each year.
- d) The preferred month for the Australian Super Sedan Title is January each year.
- e) Junior Title to be held during the Christmas School Break.

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- f) The following information will be considered when allocating all National Titles:
- Distance to venue
 - Any additional cost to competitor to reach venue
 - Number of registered vehicles in that section in the state of proposed venue
 - National Title must be conducted over 2 consecutive nights
 - National Title shall not be held over the Christmas/New Year period (including travel time)
 - Rest days to be discouraged at National Titles.
 - Each state/territory must have a minimum of 6 cars registered in the class, before they are eligible to submit for a National Title
- g) If a title submission from any State/Territory is not received in the National Office by the 30th-August in any given year, that State/Territory is advised of their options as per Policy. The next State/Territory in rotation will be notified immediately that their State/Territory has been allocated this Title
- h) All National Titles must be advertised and promoted as the 'SSA Inc National Title for

16.3 The SSA Inc. will allocate exclusively all sedan division National Titles.

16.4 The SSA Inc. reserves the right and in agreeance with the promoting body due to the number of nominations received to allocate a title to a one night event.

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SECTION 17 TITLES - GENERAL REQUIREMENTS

- 17.1 That the SSA Inc. will sanction five National Titles:
- a. The Australian Super Sedan Title
 - b. The Australian Modified Sedan Title
 - c. The Australian Production Sedan Title
 - d. The Australian Street Stock Title
 - e. The Australian Junior Sedan Title
- 17.2 All State/Territory Sedan Titles will be open to Interstate Competitors.
- 17.3 The SSA Inc. will supply to the finalists of each National Title, a small medallion to commemorate that achievement.
- 17.4 The Points System for all State/Territory and National Titles will be: 36,28,23,17,13,10,8,6,5,4,3,2,1 which are scored in the Heats, to arrive at the Top Points scorers for the Final.
- 17.5 Roof numbers for National Titles:
If required and where possible, the National Secretary will allocate a Roof number as close as possible to the cars actual number. In the event of two cars nominating and having the same number, preference will go firstly:
- a. To the Home Track car, then
 - b. To the first Home State/Territory car that nominates
- 17.6 The National Secretary will advise the nominated driver after the close of nominations, any changes of number required for any nominated car.
- 17.7 Grid Draws for National SSA Inc. Titles will be done after practice with drivers in attendance. All late nominations, received after close of nominations will pay a late fee (\$515) Late Nominations close at the completion of scrutineering. Late entries will be included in the draw.
- 17.8 At State/Territory and National Titles, the online Nomination Form plus unencumbered Log Book, Speedway Australia Licence and SSA Inc. Infringement Card, be accepted as the Car and Driver Clearance.
- 17.9 The National Secretary will allocate times on the day of scrutineering for competitors. This allocation will be done as soon as possible after the closing date of nominations, in conjunction with the relevant Board member.
- 17.10 That at all National Titles, the Track commentator be invited to Officials Briefing to understand Directives to Officials by Chief Steward.

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17.11 SCRUTINEERING AT NATIONAL TITLES

- i. All cars must be available for inspection on first day of scrutineering by 4.00pm. Prior arrangements can be made if a genuine emergency arises - notice of these conditions to be on all Entry Forms so that they can and will be enforced. Late arrival may result in a fine. The cars are re-checked each night for a safety check and that the log book is signed by the Driver and Scrutineer once only for the title.
- ii. At all National Titles, passes to gain entry to the complex and pit area will be issued as per Title Information Sheet, once the vehicle has passed scrutineering.
- iii. Previous years champion allowed to defend Title, but must compete in heats, but if fails to qualify by this means, he may compete from Rear of Field in his own or substitute car. The substitute car must comply with Rule **4.30.3** of the Australian Speedway Racing Rules and Regulations.
- iv. No races for deliberate contact race vehicles are to be programmed prior to a National Title Final race.
- v. Format for National Titles will be – 4 heats per car. Points from all four heats determine top 16 cars for “A” Main. Qualifiers 17 to 32 to “B” Main over 20 Laps. There will be sufficient cars qualifying in finishing order from the “B” Main so that there will be 20 starters in the “A” Main. No reserve cars. Qualifiers 33 to 50 to “C” Main, over 20 laps with first two finishers to Positions 33 & 34 in “B” Main. If less than 20 Qualifiers in “C” Main, the laps will be one lap per qualifier plus one lap.
- vi. If a National Title is unable to be held on the rain out dates, the SSA Inc. Representative and the appointed Drivers Representative and any State/Territory Board Member at that Title, are the persons to negotiate on behalf of the competitors.
- vii. To constitute a National Title, a minimum of 4 States must have at least 6 cars registered in that division.
- viii. That SSA Inc. supply printed sashes (1-5) and trophies (1-3) for all National Titles.
- ix. Title Sanction Fee: The Title Sanction fee for National Titles will be as the SSA Inc. Board directs.
- x. That at National Titles, the first five finishers be impounded or resealed for inspection for legality. Legality checks must be completed either after the Final of the Title event or within 24 hours at a place provided by the Club or Promoter. Time of inspection is up to the discretion of the Chief Technical Officer at the event.
- xi. That a Competitor can only drive one car per each round of Heats.
- xii. That the SSA Inc. does not run two National Titles on the same weekend.
- xiii. That a Perpetual Trophy be put in place at National Modified Sedan Championship for the best presented and maintained car, voted on by the Machine Examination Team, to be known as the Dave Wilson Memorial Trophy.

17.12 That all State/Territory hosting a National Title must supply in writing to the National Office, 30 days prior to the National title, a list of all officials who will be assisting SSA Inc. appointed officials at the National Title being held in their State/Territory.

17.13 That a retail outlet / supplier of safety gear may be present during scrutineering at all SSA Inc. sanctioned titles to supply safety gear.

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SECTION 18 TITLES - PRIZE MONEY, TOW MONEY AND BONUS MONEY

PRIZEMONEY:

- 18.1 That prize money for all SSA Inc. National Titles shall be increased by an amount not exceeding 10% per year.
- 18.2 The amount of National Title prizemoney will be at the discretion of the SSA Inc. Board. Rule 4.23.7 will be waived for National Titles. Competitors who start an event at a National Title will be paid prize money whether they finish the event or not. First withdrawal will receive the last place prize money and so on.
- 18.3 All prize money at National Titles will be paid by electronic bank deposit, no sooner than twenty-one days after the Chief Steward gives the all clear.
- 18.4 That all monies still held by the SSA Inc. sixty (60) days after the final declaration of a National Title will be forfeited to the SSA Inc. if the appropriate paperwork is not submitted by the competitor.
- 18.5 There will be no prize money paid in the heats.
- 18.6 That three (3) months before close of nominations for National Titles, Clubs/Tracks will deposit 33 1/3% of total prizemoney and tow money with the SSA Inc., this deposit will be by bank draft.

TOW MONEY CRITERIA

- 18.7 The National Title tow money will be paid by electronic bank deposit through the National Office no sooner than twenty-one days after the Chief Steward gives the all clear.
- 18.8 All Competitors travelling from Tasmania will automatically have \$100 bonus taken out of the Tow Money Pool and set aside. e.g. Tow Money for Modified Title \$7200. One Tasmanian Competitor - \$7200 - \$100 = \$7100 in tow money pool.
- 18.9 Total number of kilometres travelled by Competitors travelling over 200 kilometres from their home address to be added together. E.g. 75935 kilometres
- 18.10 Total number of kilometres will be divided into tow money pool, after Tasmanian bonus has been taken out. This will give a cent per kilometre figure. eg $\$7100 \div 75935 = .09.35$ cents per kilometres.
- 18.11 Round off amounts to the nearest dollar.
- 18.12 All distances to be taken from the google maps web site.
- 18.13 Tow money will be calculated from the residential address of the registered car owner.
- 18.14 For National Titles held in Tasmania, \$1000.00 from the towage allocation will be divided Equally across interstate/Territory title entries travelling to Tasmania.

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BONUS MONEY

The guidelines for bonus money will be:

- 18.15 Each divisional State/Territory Title holder is eligible to receive an additional bonus of \$200 to attend a National Title in his division.
- 18.16 That the previous season's State/Territory Champion will be eligible for Bonus Money for the concurrent National Title. If there is no State/Territory Champion, there will be no Bonus Money payable.
- 18.17 The current National divisional Title holder will receive a bonus of \$200 to defend the divisional Title. If a particular State/Territory or National Champion does not attend, the Bonus money allocated for them shall not be paid.
- 18.18 Bonus money will be paid by electronic bank deposit through the National Office no sooner than twenty-one days after the Chief Steward gives the all clear.

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Section 19 TITLES - OFFICIALS

- 19.1 The SSA Inc. appointed Chief Steward, Scrutineer and SSA Inc. Representative for National Titles will submit a written report to the National Board within thirty (30) days of the Title meeting. The report from the Chief Steward will include a Track Report; any Penalties issued and report on the overall conduct of Race Meeting. The Scrutineer will report on the presentation of the Race Cars, conduct of scrutineering etc., and will include a copy of Scrutineering Inspection Sheets.
- 19.2 The SSA Inc. will appoint and pay expenses for National Titles for all officials deemed necessary by the SSA Inc. Board for the conduct of SSA Inc. National Titles.
- 19.3 At National Titles, all Officials, other than those supplied by the SSA Inc. will be supplied and funded by the State/Territory, the Club or the Promotion, where the Title is being held.
- 19.4 The SSA Inc. Representative at all National Titles shall be the CEO or the CEO's Representative.
- 19.5 Any person who is going as a Representative of the National Board or a National Official and who is a member of the Club holding the National Title and who resides in the immediate area shall not be paid full expenses.
- 19.6 The State/Territory that is hosting the Title is to arrange adequate Officials and Scrutineers who will be required to scrutineer the total number of entrants. An appointed SSA Inc. Representative will also be in attendance.
- 19.7 The State/Territory that is hosting the Title is to arrange adequate Stewards for the event. The National Steward or an appointed Representative will also be in attendance.
- 19.8 The SSA Inc. requires a maximum of 16 passes for Officials, Stewards and Scrutineers at each National Title.
- 19.9 That the SSA Inc. appoints a Media Person to attend all National Titles.
- 19.10 **List of Technical Personnel Job Description for Titles**
- a) Steward present from start of machinery examination.
 - b) Chief Machinery examiner to be present (minimum of 1)
 - c) One machinery examiner per 10 cars e.g. 60 cars would have 6 machinery examiners
 - d) Person to check log books and licences.
 - e) Persons needed to write check sheets and log books; minimum 1 per line of cars.
 - f) Place to write and examine cars under cover – firm base and preferably access under cars.
 - g) Person to keep others not involved out of area (security). One representative allowed with each car. Scrutineer to work with that representative regarding any irregularities and completion of necessary paperwork.
 - h) Tables and chairs for writers and officials.
 - i) Access to toilets and drinks during scrutineering.
 - j) Access to food outlets for lunches.
 - k) State/Territory to provide necessary equipment to scrutineers and basic hand tools for infield use. Liaise with Technical personnel.

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Section 20 GUIDELINES FOR HOST CLUB FOR AN AUSTRALIAN JUNIOR SEDAN TITLE

SCRUTINEERING:

- a. Scrutineering to be done the day prior to the race Meeting.
- b. Drinks and food to be available at Scrutineering for Competitors with the SSA Inc. providing up to \$100.

PRACTICE:

- a. Practice to be held the day prior to the race meeting.

WELCOMING FUNCTION:

- a. Alcohol free venue.
- b. Notable Guest Speaker.
- c. SSA Inc. to supply caps and Certificate of Participation to all drivers who have entered the event
- d. Suitable food to be available at a minimum cost.
- e. Driver interviews during the evening.
- f. NO CALCUTTA (gambling).
- g. Suggested finishing time no later than 10.30 p.m.
- h. Photo taken with all Drivers and Officials.

RACE NIGHT ONE:

- a. Rechecks/Scrutineering 3.00 p.m. to 4.00 p.m.
- b. Drivers Meeting to be brief and informative at 5.00 p.m.
- c. Grand parade.
- d. Introduction of Drivers to Spectators
- e. Driver Interviews in the pits during the night
- f. Racing to be completed by Junior Competitors by 10.30 p.m.

RACE NIGHT TWO:

- a. Scrutineering 3.00 p.m. to 4.00 p.m.
- b. Drivers Meeting to be brief and informative at 5.00 p.m.
- c. Grand parade.
- d. Driver Interviews in pits during the night.
- e. Presentation of medallions to all drivers in the final.
- f. Racing to be completed by 10.30 p.m. for Junior Division.
- g. Suggested Fireworks or similar at the drop of the chequered flag.
- h. Presentation Track Side with as many Competitors present as possible.

RACING FORMAT:

- a. Heats 8 laps maximum 12 cars
- b. Final 25 laps maximum 20 cars.

GENERAL:

- a. The SSA Inc. National CEO to be present at all Australian Junior Sedan Titles (where possible).
- b. The SSA Inc. should give careful consideration when selecting the Chief Steward and Technical Representative.
- c. An SSA Inc. Media Representative, e.g. (web site) to be present.
- d. Consideration to Driver Profiles.
- e. Where possible, the Australian Junior Sedan Titles will be held during Christmas/Summer school holidays.

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Section 21 TITLES – ON –LINE NOMINATION FORMS

- 21.1 Completed entry forms (nominations) for National Titles must be submitted on-line by 5.00 p.m. on the date of closure, four (4) weeks prior to the scheduled date of the Title. Entries received after this time will be subject to the late Nomination Fee.
- 21.2 That Nomination Fees for National Titles be:
- Super Sedan, Modified Sedan, Production Sedan, Street Stocks and Junior Sedans \$175.00 inc GST.
 - Super Sedan nomination fee may be higher, depending on the submission from the venue.
 - Transponder hire \$20.00.
- 21.3 Title Nomination fees are non refundable.
- 21.4 That all late Nomination Fees be \$515 inc GST, for all classes.
- 21.5 Late Nominations will be accepted up to the close of scrutineering on the first day.

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Section 22 DUTIES OF NATIONAL REPRESENTATIVE AT NATIONAL TITLES

- 22.1 The SSA Inc. Representative shall work in conjunction with the Promoting Body and all race day officials.
- 22.2 Follow up with the Promoting Body all pre-race meeting arrangements organised by the SSA Inc. Title Liaison person. The result of this discussion is to be relayed to all drivers and Officials.
- 22.3 All title Prize Money, Tow Money and Bonus Money will be paid from National Office by electronic bank transfer following the clearance from the Chief Steward.
- 22.4 Any fines, Appeal Money, plus all relevant paperwork to be forwarded to the National Secretary, as soon as possible.
- 22.5 Ensure that the appointed SSA Inc. and State/Territory Officials carry out their allocated duties.
- 22.6 Draft up a Thank You/Report Letter to the Club/Promoter at the completion of the meeting. This letter is to be forwarded through the National Office.
- 22.7 Ensure that all SSA Inc. National Title equipment is returned to its respective storage unit following use.
- 22.8 Ensure that all SSA Inc. National Title equipment is returned to the SSA Inc. Office or other pre-determined location following use.
- 22.9 Report any damage, loss or replacement required of SSA Inc. National Title equipment to the SSA Inc. Office.

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Drivers' Representative at SSA Inc. National Titles.

The drivers' representative

1. Must be accessible to all competing drivers for the duration of the SSA Inc. National Title event.
2. To introduce self, meet and welcome all drivers as they go through pre-race scrutineering prior to SSA Inc. National Title events.
3. To assist all competing drivers without bias or favour.
4. Is required to attend all drivers' briefings.
5. Is to liaise with the Promoting Body and all officials on matters that may have an effect on competing drivers.
6. Must be the holder of a current SSA Inc. licence/insurance.
7. Must be thoroughly conversant with the relevant Specification Book and Racing Rule Book.
8. Must be able to advise competing drivers on all matters that may affect them arising throughout the conduct of the SSA Inc. National Title event.
9. Accompany competing drivers in any judicial procedures arising during the conduct of the SSA Inc. National Title event.

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POLICY

Section 23 GUIDELINES FOR RAIN OUT AT NATIONAL TITLES

Should it be necessary to cancel, abandon or postpone any National Title race meeting, the following guidelines may be taken into consideration.

RACE NIGHT PROCEDURE:

1. If the first night of a two night race meeting is rained out, the race meeting will be completely run on the second day.
2. Should it begin raining after the commencement of the first round of heats and before the commencement of the second round of heats, the remaining first, second & third round of heats will be run on the second day of the race meeting.
3. Should it begin raining after round one and before the completion of round two, the remaining second and third round of heats will be run on the second day.
4. Should it commence raining after round two and before the completion of round three, the remaining heats in round three will be run on the second day.
5. Should it rain at any point, on the second day during the re-run of night one's program, the remaining heats to be run will need to be completed in time for a track grade and driver/vehicle maintenance before the second nights program commences.
6. Should it be rained out on the first night and in the afternoon of the second night, the first nights heats will be run as soon as possible once the rain ceases. Should this not be possible, the race meeting will be abandoned to a date to be fixed between the SSA Inc. and the Track Promotion?
7. Should it rain after the conclusion of the first nights program and before the second night's program commences and no events are possible on the second night, then the program will be completed on the rain out date.
8. Should it commence raining on the second night after the third round of heats and before the completion of the fourth round of heats, the remaining fourth round of heats will be run on the rain out date.
9. Should it commence raining after the final round of heats on the second night and before the final is run, the final will be run on the rain out date.
10. If the race meeting is cancelled, abandoned or postponed after the Final has begun and before "half the advertised laps" are completed then it will be deemed to be a no-race.
11. If the race meeting is cancelled, abandoned or postponed after the Final has begun and "half the advertised laps" are completed, then placings will be awarded as per the lap scoring sheets / transponder records at the time.
12. If the original race meeting is cancelled before the heats and/or the Final has been completed, and the meeting is rescheduled in conjunction with the SSA Inc. and the promoting body, it is deemed to be a new event including new nominations, grid draws, date and place, etc.

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TOW, PRIZE AND BONUS MONIES:

1. If Title scrutineering has not been completed and the race meeting is cancelled, abandoned or postponed, no tow money is due to any nominated competitor and any prize money held in trust by the SSA National Office.
2. If the race meeting is cancelled, abandoned or postponed before the first round of heats has been completed – only tow money is due to be paid to the nominated competitors.
3. If the race meeting is cancelled, abandoned or postponed any time from the completion of the first round of heats up to and before the Final event has begun, then tow money will be paid to the nominated competitors who have qualified for the same.
4. Should the Title be declared a non-Title, the prize money for the event shall be held by the National Office for the rescheduled title event
5. In the event of a rescheduled Title meeting, the promoting body will be again liable for all tow money, and final money as previously allocated.
6. Should the decision be made to continue with the Race Meeting at the same venue, at a later date, the controlling Body holds the prize money in trust until the meeting has concluded. Tow money for this event will be paid only once to eligible drivers.

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Section 24 CODE OF CONDUCT FOR OFFICIALS, COMPETITORS AND PARENTS.

OFFICIALS

- Be impartial, consistent and objective at all times.
- Understand the purpose of the rules of competition.
- Be co-operative and understanding in the interpretation and application of rules or any penalties.
- Make a personal commitment to keep informed, sound principles and rule updates.
- Seek continual self improvement through study, performance appraisal and regular updating of competencies.
- Ensure behaviour is consistent with the principles of good sporting behaviour. Actions speak louder than words.
- Condemn unsporting behaviour and promote respect for all competitors.
- Place the safety and welfare of the participants above all else.
- Ensure the “spirit” of competition is maintained.
- Value the individual in sport.
- Avoid the use of derogatory language on gender or race.
- Refrain from any form of sexual harassment towards officials and competitors.
- Encourage understanding of; and access to knowledge, of all areas of officiating.
- Be a positive role model in behaviour and personal appearance.
- When dealing with a Junior driver, you must have a Parent/Guardian present, as well as the drivers representative.

COMPETITORS

- Always comply with the rules.
- Competitors are responsible for their own conduct as well as the conduct of any person associated with them, such as, pit crews, vehicle owners, sponsors etc.
- Most stewards have volunteered their services for the smooth, efficient and fair conduct of the race meeting. Avoid arguing with a steward. If you disagree with a ruling, quietly check with the official on how the decision is reached.
- Control your temper. Verbal and physical abuse of Stewards or other competitors, or other officials and deliberately distracting or provoking others, is not acceptable or permissible behaviour.
- Treat all competitors as you would like to be treated. Do not interfere with, bully, or take advantage of any other participant.
- Avoid the use of coarse or derogatory language.
- Compete within your skill levels. Only try to extend these skills when there is no likelihood of danger to others, and personal risk in controlled.
- Avoid using Social Media to bully other competitors or any Official. Fines apply for any derogatory comments placed on any Social media outlet.

PARENTS/GUARDIANS

- Encourage children to participate, if they are interested. Do not force any child who is not willing to participate.
- Focus upon the child’s efforts and performance rather the overall outcome of the event.
- Assist the child to set realistic goals based on their ability.

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- Teach children that an honest effort is as important as victory, so that the result of each meeting is accepted, without undue disappointment.
- Encourage children to follow the rules and any Stewards decision.
- Never ridicule or scold a child for making a mistake during competition. Positive comments are motivational.
- Remember children are involved in Speedway for their enjoyment, not yours.
- Children learn best from example. Applaud good performance by all competitors.
- Respect a Stewards decision. If you disagree with a Steward, raise the issue through the appropriate channels. Do not question the Stewards judgment and honesty in public.
- Support all efforts to remove verbal and physical abuse from sporting activities
- Recognise the importance and value of volunteers.
- Demonstrate appropriate social behaviour by not using foul or derogatory language.