

SSA DIVISION/CLASS TECHNICAL COMMITTEES

Roles and Responsibilities:

Scope.

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

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

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

1. Research including written source of enquiry
2. Cost benefit to the class / cost effect on the class
3. Benefits from recommended changes
4. Competitor / Team feedback.

Policy and Aims.

To foster sedan type race vehicles for Australian Speedway and to formulate uniform specifications for their respective divisions.

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

To solicit items from all individuals interested in the betterment of Speedway Sedan racing.

Authority.

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

The CTAC when preparing specification manual/recommendations will seek advice and input from drivers, car owners, constructors, machine examiners, scrutineers and technical personnel as they deem relevant for the class of responsibility.

The CTAC will do the research, the preparation and make any changes as such in relation to a specific specification, prior to SSA Board approval.

Safety equipment and apparel will not be an authority of the CTAC, but can make observed recommendations to the National Technical Committee/SSA Board, who will in turn forward the recommendations onto the Speedway Australia (NASR) Safety Committee.

Anything technical relating to the class will be sent to the CTAC Chairperson who then will forward it on to the CTAC committee (email). This will be done with a closing date for replies. Once the replies have closed the CTAC Chairperson will collate the answer.

If this is a clarification and is in the book then it is answered directly to the Competitor in writing on SSA letterhead with a copy being sent to the Technical Board Member, and the CEO.

If the clarification is not in the book it will be sent to the CTAC members who will forward back their answers, in a specified time. The replies are collated and the clarification is sent to the National Technical Committee, Technical Board Member, National Secretary and the CEO. A written reply will be sent to the competitor on SSA letterhead.

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

Recommendations that have been collated by the CTAC Chairperson will be sent to the National Secretary, National Technical Committee Technical Board member and the CEO and placed on the agenda for the next Board meeting. This list will be retained by the CTAC Chairperson for any future use. (Specification Manuals etc.)

The CTAC recommendations will be voted on by the SSA Board, as written and should any changes be required, the recommendation will be returned in full to the CTAC with suggested changes and so a new recommendation can be submitted.

Any information and recommendations going forward to the SSA Board needs to be factual in its content and should contain research information and cost pertaining to the recommendation or the information put forward.

If required the CTAC can present a budget for projects/research costs they wish to undertake. Once the budget has been approved the CTAC under the guidance of the Board will have total authority to complete the project. If for whatever reasons the project is not completed a report outlining reasons for non completion must be presented to the Board.

A specification book will only be re-written if it is deemed necessary by the SSA Board.

A specification book will be used for a period of 3 to 5 years. Any new class specification manuals will be ratified by the Board at the May Board meeting in the year that the book is for renewal.

The National Technical Committee representative on each individual CTAC would advocate as to any future recommendations would be workable and any specification or technical rulings based on the understanding of the CTAC can be monitored by the National Technical Committee and their technical personnel in its entirety.

Communication:

The various CTAC will be encouraged to communicate through electronic means (email phone hook ups etc), depending on the relevant work load of the committee they shall decide as to when a meeting will be required and it must also be ratified by the Board.

The CTAC if required in conjunction with the SSA National Secretary can prepare competitor / team owner survey forms on specific questions in relation to a particular class problem. The survey is to be presented in a non ambiguous manner.

Results of any survey will be collated by the SSA Secretary for the CTAC point of reference.

Meetings:

The CTAC Chairperson and the Minute Secretary of the Committee will produce a report for presentation to the National Technical Committee and the SSA Board.

The CTAC may hold authorized meetings as required.

Any person attending CTAC meetings as an observer will be by invitation only.

Structure:

Chairperson

The position of Chairperson for each Class Technical Committee will be advertised by the SSA through the relevant channels. Any nomination, application or expression of interest for the Chairperson position must be supported by a resume.

The SSA Board will select a Chairperson from the nominations. A representative from the National Technical Committee may also apply for the position of Chairperson to a Class Technical Committee.

The Chairperson will be the direct communication point and will have a direct line of communication to the National Secretary, Technical Board Member, National Technical Committee and the CEO.

The Chairperson of each CTAC will have sole responsibility to his/her Committee and to the SSA Board.

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

Committee

1. SSA National Technical Representative (permanent position) appointed by the SSA Board.
2. A state representative from states where the class actually competes. This representative will be appointed by and have full responsibility to the state. The state representative will be charged with the duty of gaining the point of view from within his/her state. This information must be supported by written evidence from state sources.

COMPILATION OF SPECIFICATION MANUALS.

1. Drivers' meetings to gauge any new specifications or any changes to existing specifications required
2. Drivers' meetings proposals collated by stating –
 - a. Reasons for the proposals.
 - b. Wording for all new proposals.
 - c. Copies of background correspondence or minutes regarding the proposals.
 - d. Analysis of the effects the new proposals may have on the future of the class.
3. Drivers' meeting proposals forwarded to CTAC for development of Draft Specification Book.
4. Drivers' meetings to review all of the new proposals. CTAC to collate final response from state.
5. CTAC collates final Draft Specification Book for presentation to SSA Board, through the National Technical Committee.
6. CTAC Chairperson will check final Draft Specification Book for accuracy before printing.
7. The final version of the Class Specification Manual will be placed on the relevant web site.