

This document sets the expectations and precautions to achieve a safe and enjoyable environment for HSCCQ club members and guests.

# Holden Sporting Car Club QLD By laws

# Contents

---

Club Management	2
What to do about a Risk or By law Breach	2
Disciplinary procedures	2
Reporting of Risk or By law breaches	3
Recording a breach	3
General Behaviours	3
Non Prescription drugs or alcohol	3
Legal/ prescribed substances	3
Known Medical conditions	4
Smoking	4
Photography and Videography and the Use of technology and social media	4
Child protection	4
Acting in the interests of children	4
Supervision of children	4
Physical contact	5
Other Child Protection Measures	5
Visitor by law	6
Organisation standards	6
General safety	6
Confidentiality of information	7
Complaints management	7
Risk Management Process	7
Event Scoring	8
HSCCQ Motorkhana and Khanacross Champion	8
Club Champion	8
Useful References	9

## Club Management

The HSCCQ constitution defines the formal rules and structure under which the club operates. The constitution can only be changed via a vote during the AGM.

The club by laws are in place to be more agile and address issues or concerns as they arise and protect the interests of the club and its valued members. Club by laws can be established or changed via a vote in a monthly meeting. By laws that impact club competitions can only be applied to the following season and will not impact a season that has already commenced.

These by laws and the constitution must be available for all members and presented to new members and they sign to say they received them.

If the club by laws are ever found to contradict the HSCCQ constitution the position defined in the constitution will automatically take precedence.

The club operates under the Confederation of Australian Motorsport (CAMS). CAMS maintain a set of regulations which apply to events and competitors operating under their framework. If the club by laws are ever found to contradict the CAMS regulations the position defined by CAMS will automatically take precedence.

## What to do about a Risk or By law Breach

No matter who you are if you are faced with an immanent risk to the wellbeing of an individual and you can reasonably take action you should take that action.

If you are not a committee member, you become aware of a risk or breach but it is not posing an imminent threat to any individual you should report it to the nearest committee member or official.

If you are a committee member or official and become aware of a risk or breach you should advise at least one other committee member or official and together decide on the best response.

By laws regarding breaches apply if there is reasonable suspicion of a breach. You need to act to minimise any risk to people and property regardless whether or not you have evidence against an individual or individuals.

A by-law breach can attract media attention. Communication with the media on behalf of the club will only be undertaken by the Secretary, President or Vice President. In the event the breach has the potential to result in legal action involving the club no media correspondence should be entered into and legal representation should be considered.

## Disciplinary procedures

The club committee on behalf of its members reserves the right to:

- Bring to the attention of an individual any specific breach of the club by laws or constitution.
- Provide written warning to an individual regarding any specific breach of the club by laws or constitution.
- Banning individuals from physically attending club events.
- Review or revoke an individual's club membership as per the HSCCQ constitution.

While it would be normal to escalate through these measures in the order they are listed the committee reserves the right to proceed directly to any measure if the seriousness of the breach dictates firmer action. For example if the breach clearly demonstrates the safety of the club members are at risk unless the action is taken.

Other than the first option any of the other disciplinary actions taken must be formally acknowledged in the club committee meeting and resulting minutes.

### Reporting of Risk or By law breaches

Where the committee has become aware of a Risk or By law breach a representative of the committee will be nominated to communicate the breach with the relevant parties.

These communications will include the following where appropriate:

- Parents or guardians of any children specifically impacted.
- Law enforcement agencies or other agencies responsible for the specific breach (such as Child Safety).
- The owner or guardian of any property damaged.
- The governing body of the event (including CAMS).

### Recording a breach

Any breach or suspected breach must be tabled in a club committee meeting and minuted along with any action taken or planned. The committee reserves the right to omit names to preserve the reputation of individuals. For breaches considered less serious by the committee no names will be recorded in the minutes.

Less serious breaches are those where the committee unanimously agrees that a verbal discussion with the person/people is sufficient. This is where the person has reasonably demonstrated a willingness to comply in future and no future action is planned.

Names will not be omitted in any case where further action is agreed. If a breach is more serious as agreed by the committee the minutes will include the name or names of the person/people who is/are in breach if there is sufficient evidence against the person/people. If the evidence is purely by witness a single witness is insufficient.

### General Behaviours

- No driver coaching by HSCCQ unless requested by the driver. Parents or guardians must consent for coaching of junior drivers.
- No unseated passengers in moving vehicles
- No parking in line with the finish garage
- No spectators in test areas as defined by the edge of the bitumen, flagged area or witches' hats, or wheelie bins (which ever defines the larger area)
- Everyone attending an event must follow all formal directions given by committee members or officials

### Non Prescription drugs or alcohol

Refer to the CAMS regulations.

## Legal/ prescribed substances

Refer to the CAMS regulations.

## Known Medical conditions

Refer to the CAMS regulations.

## Smoking

As the club frequently has children in attendance as competitors and/or spectators it is important to limit the exposure of smoke and the act of smoking. Any smoking should be away from other individuals (unless they too are smoking). Any smoking should also be away from any flammable substances.

## Photography and Videography and the Use of technology and social media

Refer to the CAMS Social Media Policy.

## Child protection

For the purpose of these by laws children are defined as people currently under the age of 18. The Holden Sporting Car Club of Queensland is committed to the safety and wellbeing of children and the protection of children from harm while they are attending any club event. All club members and guests are expected to adhere to the by law as defined in this document.

## Acting in the interests of children

Any behaviour not aligned to this by law will be dealt with quickly and in a manner fitting the behaviour on a case by case basis as agreed by the club committee. Unwelcome behaviours in terms of child safety and wellbeing will be handled using the Disciplinary procedures as found in the Club Management section of this by law.

Anyone who becomes aware of inappropriate behaviours will follow the same actions as defined in the Club Management section of this by law.

## Supervision of children

Children are welcome at HSCCQ events so long as a parent or guardian has given prior commitment to provide supervision during the event. HSCCQ expect that an adult bringing children to an event do so with the intent to supervise them for the duration of the event.

The supervisor of specific children will be the only person who can be alone with those specific children.

If during the event unforeseen circumstances result in the inability for the parent or guardian to supervise the child one of the following scenarios will take place (listed in priority order):

1. The parent or guardian will seek commitment from a preferred club committee member who will confirm they are a current blue card holder.
2. If the parent or guardian is unable to seek an alternative a committee member will seek a commitment on their behalf.
3. If a suitable supervisor cannot be found a committee member will endeavour to identify from the event records an emergency contact number for the parent or guardian. The

committee member will endeavour to contact the emergency contact to gain guidance on the preferred course of action.

4. If the previous actions do not achieve a suitable outcome the committee member will contact QLD Child Safety after hours service centre on 1800 177 135.

If it is necessary for a committee member or club member to assume the supervisor of children they will drop any other responsibilities or activities that would remove them from the immediate vicinity of the children.

## Physical contact

For committee members, club members or guests who are not parents or guardians of the children in question the following applies:

All physical contact with children will be avoided except if it is necessary to remove the child from danger or in the management of an injury. If possible during these exceptions the contact should be supervised by a second committee member. If possible during these exceptions the intended actions and reasons should be explained to the child before the action is taken.

All adults, including parents or guardians are expected to refrain from inappropriate physical contact, e.g.:

- violent or aggressive behaviour such as hitting, kicking, slapping or pushing
- kissing, or touching of a sexual nature.

You should consider whether in your service environment it is practical and necessary to provide an explanation to a child about what physical contact will occur and why it will occur. Additionally, you should consider if it is necessary to seek permission from a child and/or parents in relation to the physical contact and how this would be clearly documented. You should also consider what supervision is necessary while physical contact is occurring.

## Other Child Protection Measures

The club is required to have a Blue Card representative. The responsibilities of this person are to:

- Provide advice to Blue Card Services of any change of details for the organisation.
- Provide updated lists of committee members to Blue Card Services.
- Provide notification to Blue Card Services of any incident that possibly impacts the wellbeing of a junior.
- Receive notifications from Blue Card Services regarding any notifications, applications, withdrawals, negative notices, suspensions or cancellations.

The Blue Card representative must be confirmed to Blue Card Services by the Club President, and therefore should not be the club president.

The Blue Card representative will be elected by the committee between the AGM and the first event.

100% of exec committee and extended committee require blue cards due to their involvement in the decision making process.

Blue cards are optional for competitors and volunteers who aren't committee members so long as they are not in contact with juniors without the relevant parent or guardian.

Only blue card holders or the relevant parents or guardians can be in cars with juniors. This rule applies to other juniors too.

The following measures must be in place during drivers briefing:

- Children should be asked to attend driver briefing even if they are not driving.
- Committee members will be asked to hold up their hands or step forward for a minute and allow the broader group to visually identify the committee members.

## Visitor by law

As there is often no way to physically restrict access to the locations used for HSCCQ events it will not be possible to identify individuals who are not competitors or officials.

A reference to the Club By laws will be prominently displayed near each of the entry points to each active test area. This is assumed to be the most visible point for any spectators. A committee member can decide on a better location if better visibility is anticipated. The reference to the club by laws will make it clear the by laws apply to everyone attending a HSCCQ event, not just competitors and officials. The reference will also recommend they check the by laws if they have concerns.

Everyone attending a HSCCQ event have a responsibility to act if inappropriate behaviour is witnessed by anyone at a HSCCQ event.

## Organisation standards

The club exists for the enjoyment of its members. As such the club is committed to providing a safe environment free from bullying, discrimination, general harassment including sexual harassment.

The committee may need to take assertive action to protect the best interest of the majority of club members.

These actions will only be:

- In response to a specific breach of a by law or the constitution.
- Taken by an elected committee member.
- Proportional to the risk introduced by the breach

Within these bounds these actions are not considered bullying or harassment.

The club will not tolerate any form of bullying, discrimination, violence, general harassment or sexual harassment. Any instances of these acts will be dealt with using the discipline options defined in this document.

## General safety

It is important to consider the general safety of all people potentially impacted by activities undertaken by the club. Everyone is responsible for safety.

For example you should consider the following:

- any risks posed by the physical environment or equipment used in your service environment
- the security of the physical premises in which your services are offered

- that children and young people have access to safe spaces away from dangerous activities and equipment, and
- by laws are in place in relation to:
  - sun safety
  - the management of allergies and other medical conditions.

## **Confidentiality of information**

By providing an entry to a club event the member is approving the use of their name for publishing event results.

The use of member's personal details for purposes other than official club business is not permitted.

Club and event officials are permitted to access member information in order to perform official duties.

Individuals are not permitted to access member information for other members while it is exposed during processing (on the event secretary desk while signing in).

## **Complaints management**

Anyone making a verbal complaint should do so to a committee member. If they are not satisfied with the response, they can raise the complaint in writing to one or more members of the committee via the contact form available on the web site. The person making the complaint is required to explicitly note the communication is a complaint. The person making the complaint must provide their name and contact details. The committee members cannot be expected to guess which conversations are or are not complaints.

Anyone receiving a formal complaint should bring it to the attention of the relevant committee members or officials.

Regardless if the complainant is satisfied with the response the complaint should be tabled at the next committee meeting and included in the minutes.

If the complaint has a safety implication the person receiving the complaint will take immediate actions necessary to make the situation safe. Once the situation is safe the committee member will seek a second opinion from another committee member regarding the need for further action. If determined by at least 2 committee members an impromptu committee meeting will be held to decide on the action to be taken. For example if weather conditions have changed and have resulted in one or more courses becoming unsafe and should be closed for the remainder of the event.

## **Risk Management Process**

For motorsport activities the Risk management process and plan will be conducted under the standard CAMS framework.

If risks are identified outside of a motorsport activity they must be raised with the committee and suitable mitigation agreed.

The following is adapted from the Standards Australia's AS/NZS ISO 31000:2009 Risk management - Principles and Guidelines.

There are six steps to consider in the development of an effective risk management plan:

1. Describe the activity
2. Identify the risks
3. Analyse the risks
4. Evaluate the risks
5. Manage the risks and reassess, and
6. Review.

## Event Scoring

Points are only accumulated by current financial club members at the time of each event.

### HSCCQ Motorkhana and Khanacross Champion

Points accumulated by HSCCQ members representing HSCCQ in motorkhana events (including those hosted by HSCCQ).

The same points table is used for HSCCQ members representing HSCCQ in khanacross events (including those hosted by HSCCQ).

Points accumulated for motorkhana will not apply for khanacross and visa versa.

1st IN CLASS	20 POINTS
2nd IN CLASS	17 POINTS
3rd IN CLASS	15 POINTS
4th IN CLASS	13 POINTS
5th IN CLASS	11 POINTS
6th IN CLASS	10 POINTS
7th IN CLASS	9 POINTS
8th IN CLASS	8 POINTS
9th IN CLASS	7 POINTS
10th IN CLASS	6 POINTS
11th IN CLASS	5 POINTS
12th IN CLASS	4 POINTS
13th IN CLASS	3 POINTS
14th IN CLASS	2 POINTS
15 <sup>th</sup> or lower IN CLASS	1 POINT
ATTENDING	1 POINT

The point for attending is only applicable for competitors and is not in addition to points scored for places.

### Club Champion

HSCCQ Club Champion is awarded to the member who has furthered the HSCCQ cause on and off the track.

Points can be accumulated by representing HSCCQ in any motorsport events (including those hosted by HSCCQ). Events will only be included upon prior approval of the committee. Only results provided to the HSCCQ secretary, president or vice president will be included in the points calculations.

1st IN CLASS	10 POINTS
2nd IN CLASS	6 POINTS
3rd IN CLASS	4 POINTS
4th IN CLASS	3 POINTS
5th IN CLASS	2 POINTS
6th IN CLASS	1 POINT

## Useful References

Blue Card Services website:

[www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

Department of Communities, Child Safety and Disability Services:

[www.communities.qld.gov.au/childsafety](http://www.communities.qld.gov.au/childsafety)

Family and Child Connect Services:

[www.communities.qld.gov.au/childsafety/protecting-children/how-to-prevent-abuse/family-and-child-connect](http://www.communities.qld.gov.au/childsafety/protecting-children/how-to-prevent-abuse/family-and-child-connect)

Queensland Police Service:

[www.police.qld.gov.au](http://www.police.qld.gov.au)

Department of Education and Training:

[www.deta.qld.gov.au](http://www.deta.qld.gov.au)

Early Childhood Education and Care:

[www.deta.qld.gov.au/earlychildhood/](http://www.deta.qld.gov.au/earlychildhood/)

Department of Aboriginal and Torres Strait Islander Partnerships:

[www.datsip.qld.gov.au/](http://www.datsip.qld.gov.au/)

Office of the Queensland Parliamentary Counsel to access legislation such as the *Working with Children (Risk Management and Screening) Act 2000*, *Working with Children (Risk Management and Screening) Regulation 2011*, *Child Protection Act 1999* etc:  
[www.legislation.qld.gov.au/OQPChome.htm](http://www.legislation.qld.gov.au/OQPChome.htm)

Play by the Rules:  
[www.playbytherules.net.au/](http://www.playbytherules.net.au/)

*Confederation of Australian Motorsport*  
<https://www.cams.com.au/>