

SOUTH AUSTRALIAN RALLY PANEL

TERMS OF REFERENCE

June 2013

1. Introduction

The function of the South Australian Rally Panel (SARP) is to provide direction and assistance to the Australian Rally Commission, South Australian State Council and the various offices of CAMS in the administration and regulation of Rallying, Rallysprints, Trials, Touring Road Events and Autocross in this state.

In practice, this places the Panel in a dual role. It has an administrative function and, on matters of policy, a directive and an advisory role.

The SARP function is to provide direction to Clubs and individuals on the conduct of rallies, autocrosses, road events and including touring road events.

Where the word rally is used, it is taken to include all levels of rallies.

2. Composition

2.1 The SARP will comprise a Chairman and Secretary. Additional members shall be appointed to the panel from the following criteria as required:

- (i) Up to two delegates from each CAMS affiliated club running rallies in SA. The current list of such clubs is shown in Appendix A,
- (ii) One delegate from any CAMS affiliated club that has an interest in the disciplines covered by this panel through its members as either competitors or officials. Clubs that fit this category must apply for membership in writing to the panel. The current list of such clubs is shown in Appendix B
- (iii) One Australian Rally Commission delegate
- (iv) A Rally Scrutiny Working Group delegate
- (v) Vice Chairman
- (vi) Immediate Past Chairman
- (vii) Series Event Checker
- (viii) Dedicated Rally Car Registration Scheme representative
- (ix) CAMS State Council representative (dual role with 2.1(i))
- (x) Series Steward
- (xi) Series Technical Commissioner
- (xii) Other nominated members at the Panels' discretion. The current list of these additional positions will be shown in Appendix C

2.2 The role of each member is:

- (i) To effectively communicate all information between the SARP and the member's represented club or group;
- (ii) To present personal views and the views of the group they represent;
- (iii) To support the recommendations of the Panel at State Council.

2.3 Appointments & Voting Rights

- (i) The Panel Chairman will be appointed by the SA State Council from those persons nominated for Chairman, by the close of nominations, for consideration.
In the absence of a Chairman being nominated, the SA State Council may elect a Chairman from the nominated members of the Panel.
- (ii) The Chairman will NOT have a deliberate vote, but will hold a casting vote if necessary.
- (iii) The Secretary, who will be appointed by persons on the SARP, will have a deliberate vote.
- (iv) The Australian Rally Commission delegate is appointed by the National Council of CAMS (upon recommendation from the SA Rally Panel and State Council) and will have a deliberate vote.
- (v) The Rally Scrutiny Working Group delegate is appointed by the Rally Scrutiny Working Group and will have a deliberate vote.
- (vi) The two delegates from the clubs in Appendix A are appointed by their clubs and both will have a deliberate vote.
- (vii) The one delegate from the clubs in Appendix B are appointed by their clubs and will have a deliberate vote.
- (viii) The immediate Past Chairman will be an automatic appointment for one year and will NOT have a deliberate vote.
- (ix) The Series Scrutineer or Series Technical Commissioner will be appointed by the panel and will NOT have a deliberate vote.
- (x) The Series Event Checker will be appointed by the persons of the SA Rally Panel and will have a deliberate vote.
- (xi) Vice Chairman will be appointed by the Chairman and will NOT have a deliberate vote. The Vice-Chairman shall chair meetings in the absence of the Chairman and will have the same voting rights as the Chairman when so acting.
- (xii) The CAMS State Council Representative will be appointed by the persons of the SA Rally Panel and will NOT have a deliberate vote.
- (xiii) Dedicated Rally Car Registration Scheme representative Will have a deliberate Vote
- (xiv) Other nominated members of the panel will have a deliberate vote as determined by the panel upon acceptance to the panel. Their Voting Rights will be detailed in Appendix C
- (xv) No one person will have more than one deliberate vote as a result of filling several roles.

2.4 Membership of the Panel may be terminated or changed for any of the following reasons:

- (i) upon the members own resignation in writing to the panel, and being accepted by the panel;
- (ii) upon being absent without prior notice or apology from three successive meetings of the panel;
- (iii) upon disqualification or suspension under the provisions of the National Competition Rules;
- (iv) by a majority decision of votes at a properly-constituted meeting of SA Rally Panel;
- (v) by the State Council at its discretion.
- (vi) If an Appendix A Listed Club does not run an event within a 24 month period.

- 2.5 A casual vacancy on the panel may be filled during the current year upon written nomination to the State Council.

The members of SA Rally Panel will hold office for a period of two years, with each Appendix A club having one delegate up for re-election each year commencing January 1st of each year. Appendix B club delegates will be elected each year. Appendix C Membership will be approved by the Panel each year.

The Panel aim to meet at least once a month from January to December within the term of the Panel.

At least 7 days notice of the time and place of each meeting shall be sent to each member of the panel.

A 'Face to Face' meeting shall neither begin nor continue if a quorum is not present. A quorum shall be a minimum of 50% of appointed persons on the Panel. Apologies are seen as members making the effort to contact the panel and will count towards the quorum however a minimum of 3 voting members and the Chairman (or Vice Chairman in their Absence) must be present.

Voting at meetings shall be by a show of hand, and a simple majority shall determine motions. In the case of an equal vote, the decision of the casting vote shall be at the Chairman's discretion.

Electronic Voting (for example via email) can be used in lieu of a 'Face to Face' meeting. The results of electronic voting shall be collated by the Chairman and actioned accordingly. The voting results will then be ratified at a subsequent 'Face to Face' meeting.

- 2.6 Roles of these panel positions:
- (i) Immediate Past Chairman - Advise SA Rally Panel when needed from past years of experience and history on panel.
 - (ii) Vice Chairman – To give advice and support to the Chairman and fill the role of Chairing the meetings if the Chairman is not present.
 - (iii) Chief Scrutineer - To oversee scrutiny at the calendared rally events and help Department of Road Transport with Dedicated Rally Car Applications.
 - (iv) Series Event Checker - To see that events run smoothly and effectively and report to SA Rally Panel and organising clubs. To fill out the Rally Event Evaluation Reports.

3. Administrative Functions

In general, unless State Council specifically requires otherwise, administrative matters essentially fall within the ambit of the Panel. It therefore follows that the Panel's decision on such matters will usually be adopted by State Council with minimal review only.

The administrative functions to be performed by the SA Rally Panel are:

- 3.1 Formulation of an annual Rally and Autocross calendar. The clubs are to apply to SA Rally Panel using the appropriate form available from the CAMS SA office.
- 3.2 Allocation of:
 - (i) rounds of the SA Rally Championship.
 - (ii) other rallies including club events.
 - (iii) Autocross rounds.
 - (iv) Navigational and Touring Road Events
- 3.3 The approval of date changes to Events detailed in 3.2.
- 3.4 Compilation and updating of the booklet 'Conditions for Rallies in South Australia' for State Council approval.
- 3.5 Compilation and final audit of all championship and series points as outlined in the Conditions for Rallies in South Australia.
- 3.6 Calculation of Driver Performance Index (DPI) listing.
- 3.7 Appointment of Series Co-coordinators.
- 3.8 Appointment or approval of:
 - (i) Event Checkers and/or
 - (ii) Course Checkers.
- 3.9 In association with the Regional Manager or CAMS State Staff, liaise with local government, forestry, police and vehicle registration authorities regarding rally matters.
- 3.10 Where appropriate, offering advice to the Australian Rally Commission through the SA Australian Rally Commission Delegate..
- 3.11 Development, compilation and updating of other manuals and procedures pertaining to rallies and autocrosses in SA, as required.
- 3.12 In association with the Regional Manager / CAMS State Staff explore marketing and promotional opportunities that may assist organising clubs to increase the public awareness of Rally, Road Events and Autocross Management and the hiring out of the CAMS radios.
- 3.13 Approve or decline payments from the Road Damage Repair Fund.
- 3.14 Recommend Series Technical Commissioner and Series Steward
- 3.15 Management of the South Australian Trophy Promotion Fund including collection and distribution of the funds however the SA Rally Panel deems necessary.

4. **Policy Matters**

The Panel's role in the regulatory or policy area is strictly advisory. The elected Councils, State or National, are only bodies authorised to formulate or issue CAMS policy or regulations.

Therefore, the Panel makes recommendations to State Council or the Australian Rally Commission on such questions. It is the prerogative of State Council or the Australian Rally Commission whether to accept such advice.

In the first instance, State Council will ordinarily refer recommendations of which it does not approve back for further consideration. Only if this process fails to remedy Council's objections would a recommendation be refused. However, it must be stressed that for this procedure to operate effectively, the SA Rally Panel must offer its advice to State Council in good time.

Without limiting the generality of this provision, the policy functions the SA Rally Panel covers include:

- 4.1 National Rally Code,
- 4.2 National Competition Rules and other documents issued by CAMS in as much as these apply to rallies and autocrosses in SA,
- 4.3 Vehicle eligibility for South Australian road events,
- 4.4 Determination of banned and/or restricted areas and roads,
- 4.5 Planning for the future of rallies and autocrosses in SA,
- 4.6 Other matters on which advice is sought by the Regional Manager / CAMS SA Staff or State Council.
- 4.7 Touring Road Events
- 4.8 Administration of the Panels funds.

5. Reporting to State Council

SA Rally Panel minutes shall be tabled at the earliest State Council Meeting possible. The Chairman or a nominated member of the SA Rally Panel May attend State Council meetings to present, and actively support the Panel's recommendations.

SA Rally Panel Terms of Reference

Appendix A CLUBS

Current list of clubs running rallies in CAMS SA jurisdiction are :

Rallysport Club of South Australia Inc. (RCSA)
PO Box 251,
NORTH ADELAIDE 5006

Walkerville All Cars Club Inc. (WACC)
PO Box 92,
WALKERVILLE 5081

Southern Districts Car Club Inc. (SDCC)
PO Box 3,
MORPHETT VALE 5162

Barrier Sporting Car Club Inc. (BSCC)
PO BOX 611,
BROKEN HILL 2880

South Eastern Automobile Club Inc. (SEAC)
PO BOX 1551,
MT GAMBIER 5290

Appendix B CLUBS.

Current list of clubs with members participating in events under the jurisdiction of the SARP

Appendix C Additional Panel Member Roles and Voting Rights

Member or Organisation

Voting Rights

Australian Citizen Radio Monitors Gawler
and Barossa (ACRM)

No