

# Administrative Procedures

*This document outlines the in-house procedures, protocols and systems of League Racing Australia. All internal structures are provided for in this document.*

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## 1.0 Dictionary

### 1.1 'Season'

A season is a period of time over which races are conducted. A season in itself is not a descriptor of any championship or series stint, and is moreover a designated period across the entire ecosystem of League Racing Australia.

### 1.2 'Series'

A series is a specific homologation of racing. A series does not define a time period to any extent.

### 1.3 'Championship'

A championship is a success-tallied (points) number of events (races) that conclude after the specified number of events are complete to provide a ranked result of drivers. Each series may only have one championship across a season.

### 1.4 'Team Principal'

A team principal is a person who is initially charged with all powers in relation to the administration of a team, group and its subsidiaries.

### 1.5 'Subsidiary Team'

A subsidiary team is a name given to a team within a specific series, and these subsidiaries race under the banner of the parent team group.

### 1.6 'Stewards Board'

The Stewards Board is a group of 3 officially elected members who hold power of adjudication and sentencing by virtue of their election. The Stewards Board is vested with original and appellate functions.

### 1.7 'Chief Steward'

A chief steward is a person who holds ultimate responsibility in administering due procedure in a decision before the Stewards Board, and is a member of the 3 officially elected stewards.

### 1.8 'Race Director'

A race director is a person who makes important decisions upon the interpretation of the rules and how they apply to their encharged series. They have reasonably wide discretion in terms of how to govern an event.

### 1.9 'Moderator'

A moderator, within the ordinary meaning of the word, is a community member of mutual respect and authority who holds appropriate consent to uphold standards of procedure within all domains of League Racing Australia.

## **2.0 Racing**

### **2.1 Multiple Series Per Season**

A season may consist of multiple series, unlimited by scale and number.

### **2.2 Single Grid Per Series**

A series may not consist of divisions or other separation of participants.

### **2.3 Single Championship Per Series Per Season**

A series may not hold more than one championship per season.

### **2.4 Series Regulations**

A series is governed by its respective 'Series Regulations' document, which may be found linked on our 'Procedure Portal' website page.

### **2.5 Implementation of Series**

A series may be added or removed from a season calendar at the sole discretion of the owner of LeagueRacingAustralia.com.

## **3.0 Teams**

### **3.1 Formation**

A team within the framework of League Racing Australia may be formed at the instigation of any member of League Racing Australia.

### **3.2 Limit on New Teams**

There is an annual limit on the formation of new teams in the order of 10 new teams per calendar year.

### **3.3 Team Principal**

Team Principals are vested with the power to administrate their teams within a private forum thread designated to them within the

League Racing Australia forums. Team Principals may divest their powers of administration to any member of their team.

### **3.4 Responsibility of Team Principal**

Team Principals hold full responsibility over the decisions and processes of their respective teams.

### **3.5 Powers**

Team Principals may do whatever they wish with the name and branding of their team. Teams do not need to be tied to League Racing Australia as an entity or for administration purposes.

### **3.6 Subsidiaries**

Team Principals may agree to adopt subsidiary teams under their own team/group internal processes. A subsidiary does not hold an independent identity; the parent team holds all responsibility for their subsidiaries.

### **3.7 Team Front-Page**

League Racing Australia has the right to request branding information of a team for use exclusively within the team's front-page on the League Racing Australia website. A failure to provide these details may result in a deregistration of a team within the League Racing Australia framework.

## **4.0 Reviews/Stewarding**

### **4.1 Formation**

A Stewards Board of no less than 3 stewards of League Racing Australia, duly elected by all members of League Racing Australia, will exist from Season 2 onwards. The Stewards Board will be elected for the duration of 1 season before requiring re-election. There is no limit otherwise set upon who may stand for election.

## 4.2 Decisions of League Racing Australia that may be Appealed

All decisions of an official nature, exercised with reference to official authority of League Racing Australia, can be appealed by any member of League Racing Australia. A non-exclusive list of persons who hold official power to act on behalf of League Racing Australia is as follows:

- a) Owner (Director);
- b) Hosts;
- c) Race Directors;
- d) Moderators; and
- e) Any other staff member of League Racing Australia that may exist from time to time.

Team Principals do not act on behalf of League Racing Australia. As a general rule, the decisions of Team Principals in relation to subsidiaries, members, drivers, promotions, systems, and all other administrative operations of a team, are at the sole discretion of the Team Principal and cannot be appealed by extension. However, Team Principals' rights to operate their team within the League Racing Australia framework may be appealed on such a basis. Due prudence towards jurisdiction will be applied in all cases relating to Team Principals.

## 4.3 Racing Incidents at First Instance

The Stewards Board may have racing incidents referred to them officially at first instance by any member of League Racing Australia.

## 4.4 Decision of the Stewards

All decisions of the Stewards Board are final, and cannot be appealed. The stewards have exclusive discretion to determine sanctions and/or recompense in relation to reviews of administrative decisions, save the authority to make orders concerning the ownership of League Racing Australia. The adjudication of racing incidents at first instance is governed exclusively by the 'Racing Rules of Conduct'

document to be found on the 'Procedure Portal' page of our website.

## 4.5 Judicious Exercise

The stewards will judiciously analyse all incidents and decisions according to strict legal formalism and make findings upon the following points of contention in every case:

- a) Findings of Fact;
- b) Interpretation of Rules;
- c) Application of Rules; and
- d) Application of Penalty.

## 4.6 Reading Judgement

The position of Chief Steward will be administered upon the elected steward who receives the most votes. All other stewards may benefit from the pre-reading of the Chief Steward's initial judgement in all cases before writing their own dissent, agreement, or requesting joint judgement with another steward.

## 4.7 Result

The majority result as decided by the individual stewards will be applied to the case.

## 4.8 Recusal

A steward must disqualify themselves from deciding a case if they are a party to the original decision or incident. In such circumstances, the disqualified steward will not be replaced, and the 2 remaining stewards will decide the case. The chief steward does not receive a casting vote, and the other steward does not receive the benefits of reading judgement. In a situation of a 1:1 finding in such a case, all stewards will be immediately dissolved, and a new referendum for the election of a new Stewards Board will be held immediately. Said referendum must last for a minimum of 5 days.

## 4.9 Publication

The result and judgements of all stewards will be published on the 'Procedure Portal' page on our website.

## 5.0 Hosting

### 5.1 Appropriate Host

The driver in each series with the best internet connection will be encouraged to take on hosting duties. Said person may decline to take on such duties, and the person with the second best internet connection will be encouraged to take on hosting duties. Said person may decline to take on such duties, and the person with the third best internet connection will be encouraged to take on hosting duties, and so on, until a suitable host is found.

### 5.2 Responsibilities

A series Host has the responsibility to apply all settings as stipulated in the specific 'Series Regulation' document.

### 5.3 Acting Race Director

In situations where the Race Director to a series is not present during the event, the Host will assume the position and appropriate responsibilities and powers of the Race Director as an acting Race Director.

## 6.0 Race Directors

### 6.1 Sole Discretion

There will be one Race Director for each series, and this person will have sole discretion in the administration of his or her duties.

### 6.2 Powers

Race Directors hold wide powers in relation to determining how an event takes place. The Race Director's powers are limited to the

administration of events within their encharged series, and no further.

### 6.3 First Point of Call

Drivers should entrust the appropriate Race Director with their issues in regards to:

- a) Rule interpretation;
- b) Event starting time;
- c) Disputes between drivers;
- d) On-track incidents; and
- e) Any other issue in relation to a specific series.

### 6.4 Power of Adjudication and Sentencing

Race Directors hold a direct power of adjudication and sentencing regarding on-track incidents, subject to the appeal powers of the Stewards Board.

### 6.5 Resignation

Race Directors are expected to resign from their position if they have reason to believe that they have lost the confidence of series participants. A replacement Race Director will be provided by League Racing Australia no less than 7 days after resignation, and the series Host will act as caretaker Race Director during the transition.

### 6.6 Power to Remove Penalties

In series where an in-game penalty system is in use, the Race Director has an inherent right to remove the effect of in-game penalties where possible in situations where a penalty is clearly unjust on the face of the matter.

## 7.0 Reporting of Incidents

### 7.1 Drivers right to lodge Protest

All drivers have an inherent right to have either the Race Director or the Stewards Board determine an on-track incident.

## 7.2 Race Director's right to Adjudicate

Race Directors have an inherent right to decide on-track incidents at their own discretion and volition irrespective of the desires of any other drivers.

## 7.3 Race Director's privilege to Defer Judgement or Seek Determination

Race Directors may seek the advice of current or former members of the Stewards Board, and this seeking of advice, whether formal or informal, will not constitute a formal process or hearing of the matter before the Stewards Board. A Race Director may forfeit their privilege to adjudicate a specific matter by direct and explicit correspondence with the Stewards Board, in which case, the Stewards Board's decision will be final.

## 8.0 Moderators

### 8.1 Keepers of the Peace

Moderators are vested with discursive and quasi-administrative powers to diffuse disputes and other non-sociable occurrences within the forum and other venues of official activity of League Racing Australia, in pursuit of the elimination of vexatious or oppressive conduct within the community. This authority must be exercised in absolute accordance with the principles of proportionality and due sensitivity.

### 8.2 Policy of Succinct Information

All moderators will endeavour to answer all questions of the community succinctly and accurately. This involves a two-fold answer to questions of administrative import:

- a) A direct quote of the relevant rule from an official document of League Racing Australia, accompanied by appropriate citation; and
- b) A direct link to the relevant official document containing the relevant rule.

## 8.3 Onus to Inform of Appeal Rights

Moderators exhibiting their quasi-administrative power in the elimination of oppressive conduct must signify post-action that their decisions and actions are subject to official review by way of insertion of the sentence:

*'This decision may be appealed by filling out the appropriate form in the Procedure Portal.'* or a sentence or communication of similar substance. A failure to inform members of their appeal rights will not be safe as to prejudice from the Stewards Board.

## 9.0 Forums

### 9.1 Professional Conduct

Members are to conduct themselves within the forum and other venues of official League Racing Australia activity with the utmost sensitivity towards usual standards of behaviour. Members' activities within the forum are solely attributable to the individuals responsible for the conduct, unless said activities are explicitly authorised as an official power or right of an official person acting on behalf of League Racing Australia.

## 10.0 Alteration

### 10.1 Variation by Referendum

This document may be varied by official referendum housed in a forum thread on our website appropriately titled 'Season (#) Referendum', with '(#)' denoting an Arabic numeral corresponding with the preceding season's designated number.

### 10.2 Variation by Executive Power

This document may be varied by executive power of the owner of LeagueRacingAustralia.com only where the owner has made it explicitly clear via the 'Latest News' page of our website, that:

- a) The 'Administrative Procedures' document will be varied;

- b) The specific provision/s to be amended is/are quoted in full, and the correct, amended provision/s is/are published in full; and
- c) The amendments will take hold after a minimum period of one month has passed since publication on the 'Latest News' page, with specific date upon which the amendments will take place.

In such circumstance, this document may be varied to the explicit extent of the amendments as published, and on or after the date as published within the communiqué.

## **11.0 Referendums**

### **11.1 Seasonal Referendum**

Referendums will take place at the end of every season.

### **11.2 Amendments for Vote**

Any member may nominate amendments to any official document of League Racing Australia – save the 'League Racing Australia Constitution' – to be voted on in the next referendum. Members may do so by signifying that they would like to submit an amendment in the appropriate forum thread on our website. Want of form will not invalidate a nomination; however League Racing Australia holds no responsibility that amendment nominations are listed correctly in the referendum survey.

### **11.3 Stewards for Nomination**

Any member may nominate themselves for election to the Stewards Board to be voted on in the next referendum. Members may do so by signifying that they would like to nominate themselves in the appropriate forum thread on our website. Want of form will not invalidate a nomination; however League Racing Australia holds no responsibility that amendment nominations are listed correctly in the referendum survey.

### **11.4 Referendum Structure**

All referendums will posit rule amendments in the form of a 'yes'/'no' question, and the amendments will be passed based on a majority rule voting system. All referendums will posit stewards nominations in the form of a list of candidates, and the 3 elected stewards will be affirmed based on a plurality-at-large, block voting system.