



*Australian Independent Dirt Kart Association Inc.*

Safety Policy for Alcohol  
and  
Anti Drugs in Go-Karting

1<sup>st</sup> January 2005

### Purpose

Australian Independent Dirt Kart Association Inc. is committed to providing a safe system of Go-Kart Racing and a safe racing environment by eliminating conditions that could lead to illness or personal injury, equipment or other property damage, and disruption to operations of Kart Clubs.

Any driver or person who assists a driver or visitor shall not operate a Go-Kart, club plant and equipment or perform any driving services while under the influence of any drugs or alcohol and shall not possess, distribute, purchase, sell or consume alcohol or drugs on Club property or while otherwise on club business.

Anyone who refuses to participate in, cooperate with, or abide by the rules of this policy or the terms of a rehabilitation program will be terminated from driving go-karts with a Club. A driver or person who assists a driver or visitor undergoing rehabilitation or who have completed rehabilitation will be required to abide by all other A.I.D.K.A. rules and regulations including expected levels of driving performance.

In order to reduce the hazards and risks on the Track or Club's premises associated with alcohol and other drugs, the Australian Independent Dirt Kart Association Inc. will implement and maintain an Alcohol and Anti Drugs Safety Policy in Go-Karting Racing.

### Definitions

For the purposes of an Alcohol and Anti Drugs Safety Policy the following definitions apply:

"A.I.D.K.A." means Australian Independent Dirt Kart Association Inc.

"Authorised collector" means a pre-dominated and trained person in the collection of urine for testing and use of the breathalyser.

"Authorised testing centre" means an accredited laboratory in accordance with Australian Standard 4308 and as approved by the Association and Clubs.

"Association" means Australian Independent Dirt Kart Association Inc. and affiliated Clubs

"Affiliated," means All Clubs who have been registered and are financial by the 31<sup>st</sup> January each calendar year

"Confirmatory test" means a test conducted following the return of a positive screening test result to identify and quantitated the specific drug from the class of drug detected in the screening test.

"Cut-off level" in relation to alcohol and other drugs is a value at or above which the test result is considered to be positive and below which the test result is considered to be negative.

"Driver" means any person holding a drivers licence issued by Australian Independent Dirt Kart Association Inc.

"Invalid sample" is a urine sample which is adulterated and/or which does not conform to the requirements of Australian Standard 4308.

"Negative confirmatory test result" means a result indicating the presence of no drugs or the presence of drugs below the cut-off levels prescribed in this Policy.

"Negative screening test result" means a result indicating the presence of no class of drugs or the presence of a class of drugs below the cut-off levels prescribed in this Policy.

"Official" is a person who acts in a official capacity on behalf of the club or the association in a role as nominated on the day or elected to a position at any race meeting in compliance with A.I.D.K.A. Rules of Racing 5.3

"Other persons in the Track or Club's premises" means any person who performs driving for or on behalf of Australian Independent Dirt Kart Association Inc. or any person who performs driving on the premises or property of Australian Independent Dirt Kart Association Inc...

"Pit crew" is a person who provides, assists a driver or enters the pit area or goes onto the track to provide assistance after a race has been completed and who has signed any form indicating that the person is pit crew for the nominated driver is deemed to be pit crew

"Policy" means the Australian Independent Dirt Kart Association Inc. Alcohol and Anti Drugs Safety Policy as amended from time to time.

"Positive confirmatory test result" means a result indicating the presence of drugs at or above the cut-off levels prescribed in this Policy and/or a test result and/or an action that is deemed by the Policy to be a positive confirmatory test result.

"Positive screening test result" means a result indicating the presence of a class of drugs at or above the cut-off levels prescribed in this Policy.

"Under age testing" Any Test that is required to be carried out on a person under the age of 16 (sixteen) must have a parent or guardian or senior family member present

"Screening test" means an initial test to identify the presence of a class of drugs as prescribed in this Policy.

"Valid sample" means an unadulterated urine sample that conforms to the requirements of Australian Standard 4308.

### **Objectives**

The objectives of the policy are to:

1. Provide a safe environment free from occupational health and safety hazards associated with inappropriate use of drugs and/or alcohol;
2. Set out the Association and Club's requirements in relation to the abuse of drugs and alcohol so that everybody is aware of what is expected of them and how they can expect to be treated;
3. Use the policy as a deterrent for Drivers considering alcohol/drug use that may affect their driving performance and compromise safety;
4. Provide assistance through a range of preventative, educational, and rehabilitative measures to overcome alcohol and other drug problems that could affect individual performance or fitness to participate in Dirt Kart Racing;
5. Provide an environment which is conducive to productivity and to the achievement of the objectives by minimising the potentially harmful impact of alcohol and other drug consumption;
6. Ensure that people who are deemed unfit for driving as a result of alcohol or other drug misuse are dealt with in a fair and constructive manner;
7. Ensure that Australian Independent Dirt Kart Association Inc. meets its obligations to Drivers, contractors and the general public to carry out its operations safely in accordance with relevant legislation.

## Duty of care

Both the Association and Clubs and individual Drivers have obligations under the Duty of Care responsibilities in Occupational Safety and Health Legislation and at Common Law.

As a Driver the Association and Clubs are obliged to provide a safe Track and/or Club premises so that Drivers are not subjected to unnecessary hazards. Part of this duty to take reasonable care relates to taking reasonable steps to ensure Drivers are in a fit state for driving safely and to minimise risks to both themselves and other participants.

Drivers and other persons on the Track or in Club premises have a corresponding duty under legislation to take reasonable care so as not to expose themselves or their fellow Drivers to unnecessary risks.

Drivers have an obligation to advise A.I.D.K.A if they:

- Are unfit to perform driving as a result of alcohol or drugs
- Are taking any medication that might affect their driving performance
- Believe another Driver or person in the Track or Club premises is unfit to perform driving as a result of alcohol or drugs.

## Application

The Alcohol and Other Drugs Policy applies to all Australian Independent Dirt Kart Association Inc. Drivers and sites within Australia and to any person performing driving for or on behalf of Australian Independent Dirt Kart Association Inc. or performing driving upon the premises or property of Australian Independent Dirt Kart Association Inc..

## Misuse of Alcohol & Other Drugs

Everybody performing duties at A.I.D.K.A. Sanctioned Events are expected to act in a responsible manner and present themselves for driving in a fit state. Accordingly, a person adversely affected by alcohol or drugs is not permitted on the premises.

Any person whose alcohol or other drugs test results exceed the limits set out in this Policy will be deemed unfit to participate.

This Policy does not apply to prescription drugs which are used for their intended purposes as currently prescribed for the person using them and where use of such drugs does not adversely affect the person's ability to perform driving in a safe and proper manner. All personnel who use prescribed drugs must report such instances to A.I.D.K.A. and/or Club Administration and must also make known of any possible side effects.

This Policy does not apply to the moderate and responsible consumption of alcohol in accordance with the relevant Association and Clubs procedure at Association and Clubs business or social functions or in connection with business travel and entertainment.

## Compulsory Drug & Alcohol Testing

Drivers and other persons in the Track or Club premises are required to undertake alcohol and drug testing when, where and as required. This will include:

1. Random testing
2. Extraordinary testing
3. Incident testing
4. Fitness for Driving testing

Valid samples for the purpose of drug screening will comply with the requirements of Australian Standard 4308 for the collection, detection and quantitation of drugs of abuse in urine.

A screening test to identify the presence of alcohol will be conducted by breath analysing equipment that meets the requirements of Australian Standard 3547 and the procedure used will be as recommended by the manufacturer of the device.

All drug and alcohol testing shall be conducted at an Association and Clubs approved testing facility or, if conducted at the Track or Club premises, shall be administered by authorised external persons.

Where a Driver or other person at the Track or Club premises returns a positive screening test result a confirmatory test will be conducted.

A person who returns a positive screening test will not be permitted to remain in or return to the Track or Club premises pending the receipt by the employer of the confirmatory test result. Where a person is so required to leave the Association and Club premises or property the Association and Clubs will ensure that it is in a safe and responsible manner.

A positive confirmatory test result will be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

A person who returns a negative confirmatory test result will be permitted to return to the Track or Club's premises.

**Note**

The associations aim is to support a drug and alcohol free environment the only exemption shall be spectators who are not associated with a driver. Therefore drivers, pit crew and officials are subject to open testing.

**1. Random Testing**

All Drivers and other persons in the Track or Club premises may be required to provide a sample for testing as a result of a random selection process. The Association and Clubs reserve the right to amend and adjust the random selection process from time to time as appropriate.

**2. Extraordinary Testing**

Any Driver once found to have obtained a positive result in either drug or alcohol testing shall be required to undergo further urine testing at the rate of three extraordinary tests over six months not including normal selection for random testing.

The Association and Club Occupational Health and Safety Representative shall determine when extraordinary testing is to take place.

**3. Incident Testing**

Drivers involved in significant incidents may be tested. Significant incidents may include, but are not limited to:

- Vehicle accidents
- Injuries treated by a medical practitioner
- Property/equipment damage
- Reportable near misses.

Persons involved in such incidents will be transported to an authorised testing centre as soon as possible for urine and breath analysis. They will not be permitted to commence driving until a negative test result is returned and they are considered to be fit to drive.

A person who is required to provide a post-incident sample will be excluded from participating until the testing process is completed at which time they will either return to driving or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

**Note**

Any Test that is required to be carried out on a person under the age of 16 (sixteen) must have a parent or guardian or senior family member present

**4. Fitness for Driving Testing**

Any Driver who has reason to believe that another Driver or a visitor is under the influence of drugs or alcohol must report their suspicions to their A.I.D.K.A. or Club Official. If the A.I.D.K.A. or Club Official agrees that there is cause for suspicion they must arrange for the person to be removed from the Track or Club premises and taken to an authorised testing centre to provide a urine or breathalyser test.

The person will not be permitted to commence driving until a negative test result is returned and they are considered to be fit Driving. The person who is required to provide the sample will not drive until the testing process is completed at which time they will either return to driving or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Drivers have the opportunity to voluntarily self-test "without prejudice" prior to the commencement of driving if they are in doubt of their fitness to participate. If they are positive these people should never have any action taken against them if they stand aside and do not participate. They are being responsible by checking that they are right to go prior to the event.

A Driver who removes themselves from the Track or Club's premises prior to any incident or disciplinary action will do so until the issue is resolved. Repeated events will be treated as instance suspension of driver.

## 5 Special testing

If a test is required that would involve taking a blood sample to be the testing for a suspect doping substance as described in the Australian Sports Commission's (ASC) Model Anti-Doping policy and in conjunction with the World Anti-Doping Agency (WADA) policy.

The Testing procedure must follow the strict guidelines as listed in the Australian Sports Commission's (ASC) Model Anti-Doping policy and WADA.

This information can be viewed on the website of the World Anti-Doping Agency ([www.wada-ama.org](http://www.wada-ama.org)).

### Refusal to Undertake a Test

Refusal by a Driver to submit to or cooperate fully with the administration of a drug and alcohol test will be deemed to be the same as a First Positive result and the Driver will be removed from the premises.

1<sup>st</sup> positive = 3 months suspension

2<sup>nd</sup> positive = 1 year suspension

3<sup>rd</sup> positive = 10 year suspension

The Driver will be given a verbal warning. This will be performed in accordance with the relevant Association and Club procedure, which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.

The Driver will present themselves at an authorised testing centre within 24 hours of the first refusal and undergo a test. If the Driver continues to refuse to take a test, it will be treated as a Second Positive result. The Driver will be given a final written warning assuming there are no mitigating circumstances.

The Driver will present themselves at an authorised testing centre within 24 hours of the second refusal and undergo a test. If the Driver continues to refuse to take a test, it will be treated as a Third Positive result.

Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the Driver to state their case. Unless there are convincing arguments to the contrary, the individual may be disqualified without notice.

### Provision of an Invalid Sample or Inability to Provide a Sample

A Driver or other person in the Track or Club premises who provides an invalid sample for testing will be required to provide a valid sample for testing within 24 hours at an authorised testing centre and to comply with the instructions of the authorised testing centre to ensure the provision of a valid sample.

In the absence of a medical explanation acceptable to the association for the provision of an invalid sample, the provision of a second consecutive invalid sample will be treated as a Positive result for the purposes of this Policy.

Where a Driver or any other person at the Track or Club premises asserts that they are unable to provide a sample for testing, in the absence of an explanation acceptable to the Association and when given a reasonable timeframe, the person will be deemed to have returned a positive confirmatory test result for the purposes of this Policy.

### Requirement to Declare Use of Drugs Prior to Testing

As part of drug testing Drivers and any other persons at the Track or Club premises are required to declare in writing to the person taking the test, any prescription drugs and non-prescription drugs that are available over the counter used in the ten days prior to undertaking the drug test.

Where a positive test result is returned indicating the presence of a class of drugs consistent with the declared prescription and/or over the counter drugs no further action will be taken pending receipt of the confirmatory test results and provided the person is fit to participate.

If the confirmatory test result is consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs it will not be considered a Positive result for the purposes of this Policy and no further action will be taken, provided that the person is fit to participate.

Where the confirmatory test result is not consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs or where the use of prescription and/or non-prescription over the counter drugs has not been declared it will be considered a Positive result for the purposes of this Policy.

### Testing Levels

The screening test cut-off levels are:

<b>CLASS OF DRUG</b>	<b>CUT-OFF LEVEL</b>
<b>Alcohol</b>	<b>0.00mg/100mL (0.00%)</b>
Opiates	300
Sympathomimetic amines	300
Cannabis metabolites	50
Cocaine metabolites	300
Benzodiazepines	200

The confirmatory test cut-off levels are:

<b>COMPOUND</b>	<b>CUT OFF LEVEL</b>
<b>Alcohol</b>	<b>0.00mg/100ml (0.00%)</b>
Morphine*	300
Codeine	300
Amphetamine	300
Methylamphetamine	300
Methylenedioxymethylamphetamine	300
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor- $\Delta$ - tetrahydrocannabinol -9-carboxylic acid	15
Benzoylcegonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
7-amino-clonazepam	200
7-amino-flunitrazepam	200
7-amino-nitrazepam	200

## Action in Relation to Test Results

### 1. First Positive

If a Driver or other person in the Track or Club premises returns a positive confirmatory test result for the first time for alcohol or other drugs then the following will apply:

- a) They will be provided with a copy of the laboratory drug and alcohol test results.
- b) The Driver will be removed from the premises and given a verbal warning. This will be performed in accordance with the Association and Clubs relevant disciplinary procedure, which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.
- c) The Driver may request a Driver's representative to be present in a purely observatory capacity.
- d) The Association and Clubs will recommend to the Driver that they seek medical and/or counselling help.
- e) In the event of the positive result being for alcohol or drugs other than cannabis, the Driver will present themselves within 48 hours at an authorised testing centre and undergo further urine or breathe testing. If the test is positive, it will be treated as a Second Positive. Only if the test is negative will the Driver be able to resume participate in normal A.I.D.K.A. or Club activities.
- f) In the event of the positive result being for cannabis, the Driver shall undertake weekly drug testing at an authorised testing centre. The Driver will not be permitted to commence driving until a negative result is achieved. This may continue for a maximum period of up to six weeks. The cost of testing to provide a negative result shall be at the Driver's own expense.
- g) The Association will consider failure to undertake weekly drug testing as required and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy as evidence of the Driver's intention not to return to driving and may terminate their Driver's Licence accordingly.
- h) In the case of any other person in the Track or Club premises they will be removed from Association and Club premises and will not be permitted to perform driving for or with the Association and Club or to enter Association and Clubs premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Association and Clubs.
- i) On return to driving the Driver or other person in the Track or Club premises will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of Drivers Licence.
- j) Disputed results will be dealt with in accordance with Australian Standard 4308 and at the Driver's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

## 2. Second Positive

If a Driver or other person in the Track or Club premises records a positive confirmatory test result for the second time for alcohol or drugs then the following will apply:

- a) They will be provided with a copy of the laboratory drug and alcohol test results.
- b) Driver will be removed from the premises and given a final written warning.
- c) Driver shall present themselves as soon as possible to a panel consisting of;
  - A.I.D.K.A. representative or nominated person
  - Driver's representative (Driver's choice) in a purely observatory capacity

The objective of the panel is to discuss;

- Source of problem
  - Explain the repercussions of a Third Positive test
  - Reinforce the Alcohol and Other Drugs Policy
  - Organise counselling and/or medical help if required
- d) Driver shall undertake counselling and provide some proof or display an undertaking as to a change in lifestyle. The Counsellor shall decide when such proof or display is sufficient and when enforced counselling is over. Failure to complete enforced counselling or to provide sufficient proof of a change in lifestyle will result in disciplinary action up to and including termination of Drivers Licence
  - e) In the event of the positive result being for alcohol and drugs other than cannabis, the Driver will present themselves within 48 hours at an authorised testing centre and undergo further urine or breathe test. If the test is positive, it will be treated as a Third Positive.

Only if the test is negative will the Driver be able to resume their normal activities.

- f) In the event of the positive result being for cannabis, the Driver shall undertake weekly drug testing at an authorised testing centre. The Driver will not be permitted to commence driving until a negative result is achieved. This may continue for a maximum period of up to six weeks. The cost of testing to provide a negative result shall be at the member's own expense.
- g) In the case of any other person in the Track or Club premises they will be removed from Association and Clubs premises and will not be permitted to perform driving for or with the Association and Clubs or to enter Association and Clubs premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Association and Clubs.
- h) On return to driving the Driver or other person at the Track or Club premises will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of A.I.D.K.A. Licence.
- i) Results will be dealt with in accordance with Australian Standard 4308 and at the Driver's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

## 3. Third Positive

This clause is effective from the 31<sup>st</sup> December 2004. The Driver will be immediately suspended from driving pending an investigation of the incident or occurrence. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the Driver to state their case.

Where a person in the Track or Club premises other than a Driver returns a positive confirmatory test result for the third time The Association may refuse to permit the person to perform official duties for or on behalf of the Association and Clubs or to perform official duties on the premises or property of the Association or Clubs tracks.

#### 4. **Disciplinary Record**

All Drivers shall commence with a clean drug and alcohol disciplinary record in relation to positive test results as from 31<sup>st</sup> December 2004. Where a Driver has not breached this Policy for a period of not less than 24 months the individual will be regarded as successfully rehabilitated and any future incident or occurrence will be treated as a First Positive.

#### **Misconduct**

The following behaviours shall be deemed gross misconduct and will be subject to instant termination of A.I.D.K.A. Licence:

- The possession, cultivation, distribution, sale, purchase, or consumption of illegal substances (only on the premises, activities outside of the sport should not be taken into consideration, this action may assist a person rehabilitate successfully and resume the sport);
- The unauthorised consumption, sale or supply of alcohol;

The possession, sale, distribution or consumption of prescription drugs except as properly prescribed;  
The use of alcohol or any other drug such that a person's driving performance or ability to driving safety may be jeopardised;

Breaches of confidentiality;

Tampering with an alcohol or drug test sample.

#### **Counselling & Rehabilitation**

All personnel will be offered the opportunity to seek appropriate counselling and rehabilitation services where the need arises. The Association and Clubs attend in appropriate circumstances to help Drivers with problems associated with the abuse of drugs and alcohol and to encourage their rehabilitation.

However no part of this Policy or any related procedures is intended to affect the Association and Club's right to manage its Track or Club's premises and discipline its Drivers or members, nor to make the Association and Clubs liable for the costs associated with counselling and rehabilitation.

If a Driver feels they require assistance with a substance abuse or dependence related issue they may bring this to the attention of their A.I.D.K.A. Executive and or Club Officials. No disciplinary action will result from such a request, even if it is obvious that the Policy must have been previously breached, provided that the request is made well in advance of and not as a result of a drug and alcohol test.

Counselling and Rehabilitation, if required, can be arranged on a strictly confidential basis. This may be arranged through the Association and Club's Driver Assistance Program provider, or through other agencies as listed below: Contact details will vary from State to State.

Alcohol and Drug Information Service (24hrs)

Alcoholics Anonymous (24 hrs)

Narcotics Anonymous

Alcohol and Drug Information Service

#### **Ensuring Confidentiality**

All Driver information generated as a result of the implementation of this Policy will be safeguarded according to normal requirements for confidential human resource and medical information.

The information will only be provided to those people in the Association and Clubs who have a legitimate need to know to ensure safety, health, or performance. No information relating to this Policy and identifying a particular individual will be released to any third party except with the individual's consent or to obtain professional or legal advice or if required by law.

Statistics will be compiled from time to time and made available to all members. Any published statistics will not identify individuals.

Breaches of confidentiality shall result in the termination of membership of the Association

### Association and Clubs Premises

Alcohol is allowed on Association and Clubs owned Club and in the designated area associated with the clubrooms. No Alcohol will be allow in the designated pit area

To monitor compliance with this Policy the Association and Clubs reserves the right to conduct searches, inspections and tests on Association and Clubs premises in accordance with applicable law and without prior notice of the clothing, personal effects, toolboxes, baggage, vehicles and of any person subject to this Policy.

If it is intended to conduct such a search the person/s concerned will be informed of the reason and be allowed to have another person present. The person conducting the search should request another A.I.D.K.A. Executive or Club Official to be present and all details must be fully documented.

Where any Driver or other person at the Track or Club premises refuses to submit to a search, inspection or test the incident will be referred to the local authorities. Where any Driver is found to be in possession of a prohibited item they will be subject to disciplinary action up to and including termination of Licence. Any other person at the Track or Club premises found to be in possession of a prohibited item will not be permitted to enter or remain on Association and Clubs premises.

The possession, cultivation, distribution, sale, purchase or consumption of illegal substances on Association and Clubs property, or while otherwise on Association and Clubs business will be considered a criminal matter and be referred to the appropriate authorities. Such matters will be dealt with in accordance with the relevant Association and Clubs procedure.

### Representing the Association on Official Business at other Sites

Association Executive Members or Drivers who are representing the Association on Official Business are required to abide by and cooperate with the requirements of any organization drug and alcohol policy and procedures. This includes, where required, undertaking alcohol and other drug screening and submitting to searches and inspections so long as they are conducted in accordance with applicable law.

In the event of Association Executive Members or Drivers testing positive in these circumstances or being found in possession of a prohibited item, the Driver should immediately contact their Driver's Representative who will undertake to arrange safe transport of the Driver to an appropriate location. The Driver's Representative should immediately contact the Association and Club's Occupational Health and Safety representative.

The Association should notify all Clubs that Executive Members or Drivers testing positive to alcohol or drugs and will also be shown as a positive result on their drug and recorded in the Log Book in accordance with the provisions of this Policy.

### Accountabilities

#### **1. A.I.D.K.A. Executive and Club Officials**

A.I.D.K.A. Executive and Club Officials are accountable for ensuring the successful implementation and operation of the Alcohol & Other Drugs Policy. This will ensure that all Drivers understand and support the Policy and adequate resources are provided for appropriate education, training, counselling, and other requirements of the Policy.

#### **2. A.I.D.K.A. Executive and Club Officials**

A.I.D.K.A. Executive and Club Officials are accountable for ensuring that all individuals are aware of and comply with the provisions of this Policy and that the Policy is applied fairly and consistently to everybody in their areas of responsibility. This includes the provision of training, education, and other support programmes and periodic review of the implementation, application, and effectiveness of the Policy.

A.I.D.K.A. Executive and Club Officials also have responsibility for determining the fitness for driving of individuals under their control and for taking prompt and appropriate action to address declining safety or driving performance as a result of alcohol or other drug misuse. Failure to apply and enforce the Policy in a timely and effective manner will be treated as a performance matter.

All A.I.D.K.A. Executive and Club Officials will be appropriately trained to ensure their competency in handling these matters.

#### **3. All Individuals**

Everybody is accountable for:

- a) Ensuring that they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- b) Raising any concerns about their own fitness for Dirt Kart Racing;
- c) Raising any concerns about another person's fitness for driving with A.I.D.K.A. or Club Administration;
- d) Notifying their A.I.D.K.A. Executive and Club Officials of any situation in which this Policy may have been breached. This includes unauthorised possession or consumption of alcohol or other drugs on site or during driving and failure to provide details of prescription medication and associated limitations to carry out normal duties.
- e) Medical confidentiality will be maintained as appropriate.

#### Review

A review of the Policy will be held as appropriate. The review will be a formal mechanism to consider any concerns that any Driver may have with the application and operation of the Policy.

#### Procedures and Forms

Association and Clubs procedures and forms relevant to this Policy are:

- Discipline, Misconduct, Incompetence
- Reasons, Notice
- Driver Assistance Programme
- Consumption of Alcohol at Association and Clubs Functions
- Procedure for medicals
- Alcohol & other drugs confirmatory test request
- Drugs testing chain of custody form
- Alcohol and other drugs induction training attendance sheet

Procedure for Drug Search, Seizure, Investigation

Australian Independent Dirt Kart Association Inc. Inc

*DRUGS TESTING CHAIN OF CUSTODY FORM*

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TEST REQUEST (to be completed by medical officer, collector or requesting Association and Clubs)

Donor Surname: ..... *Date of Birth:* ...../...../.....

Donor Given Name(s): ..... *Sex M F (please circle)*

Location: ..... *Dr Code: ..... Panel Code: .....*

*Account to: ..... .....*

Phone results to Secretary of A.I.D.K.A. and on request proceed to the Turbinal if positive.

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DONOR ACKNOWLEDGEMENT AND DECLARATION (To be completed by donor)

I understand that I am required to pass a sample of my urine under supervision for the purpose of a urine drug screen and where required, a sample of expired breathe for alcohol analysis. I understand that I am entitled to request the urine sample be split and that I may take possession of a portion of the urine specimen.

I consent to the release of these results to a person authorised by Australian Independent Dirt Kart Association Inc..

I understand that I am required to declare in writing any prescription drugs and non-prescription drugs that are available over the counter used in the ten days prior to undertaking this test. I understand that if I do not declare the use of prescription and/or over the counter drugs and I return a positive confirmatory test result, the test result will be a positive test result for the purpose of Australian Independent Dirt Kart Association Inc.'s Alcohol and Other Drugs Policy.

I am taking and/or have taken the following medications (Prescription and/or Non -Prescription over the counter) in the last 10 days:

Signature of Donor Date

Name & Signature of Witness Date

Donor Identification Source:

People should be made aware that this form and information is collected by the person doing the tests and is confidential. Only the facts that people are negative or positive are released to A.I.D.K.A. generally, not what drugs they are taking are known.