**WARNING – MINOR INCIDENT (PRO-FORMA LETTER FOR CLUB USE)**

 <<Date>>

<<Club Name and Address>>

<<Addressee Name and Address>>

Dear <<Name>,

**Re: Your Conduct**

It has been reported to the Committee of the <<Club Name>> (the “**Club**”) that on <<Date>> you were involved in a minor incident at the Club that fell outside of the behavioural standards that we as a Club, Karting <<State>> and Karting Australia have pledged to uphold for our sport:

*“On behalf of the Club, we will call out behaviour that undermines our commitment to drive a culture of respect for karting and all who participate in our sport.*

*We will not tolerate abuse directed towards Drivers, Teams, Officials, Administrators or Volunteers, so that we can create a safe community, free of bad behaviour, where people want to participate and where fun is paramount.”*

As a Club we wholeheartedly support the principles of Karting Australia’s **Respect Karting** initiative and the simple objective for everyone in our sport to always treat others as they themselves would like to be treated.

It has been reported to us that <<include a short sentence as to what took place>>. Unfortunately, that is not acceptable behaviour at our Club.

We trust that what happened on <<day of the week or the date>> is an isolated incident and won’t be repeated. Please take this letter as a **First and Final Warning**. Should there be any further transgressions, this could lead to disciplinary action being taken against you in accordance with the Rules or the Club Constitution.

We want our Club to be a friendly, welcoming and respectful place, with all our members and visitors knowing that this is a place where people always try to respect our sport, our Club, officials and volunteers, fellow competitors and children.

The Club has adopted the following positive behavioural principles for participants in our sport:

* Following the ideals of sportsmanship;
* Exercising self-control and respect;
* Keeping things in perspective – remember it’s just a race that is meant to be fun;
* Abiding by the Rules;
* Respecting the integrity and judgment of Officials and volunteers;
* Not using foul language, and insulting remarks, threats and physical violence at any time;
* Encouraging leadership, use of initiative and good judgment;
* Not intentionally violating the integrity of the sport.

We want you and your family to enjoy racing here and to help us ensure that unacceptable behaviour at our club and racetrack is a thing of the past.

Yours faithfully

<<Club Name>>

<<Name of Person Writing the letter>>

<<Title>>

cc: State Association