

**FORMULA VEE ASSOCIATION OF AUSTRALIA INC**  
**NATIONAL TECHNICAL COMMITTEE**  
**TERMS OF REFERENCE**  
**as of 1/6/2018**

**1. General**

- (a) The appointments and directions authorised in this document are an exercise of the powers and responsibilities of the Board of Management (BoM) under the Constitution of the Formula Vee Association of Australia Inc (FVAA).
- (b) The National Technical Committee (NTC) has been established by the FVAA as a standing committee to provide the BoM with technical advice and recommendations :
  - (i) For the orderly, strategic development of the sport of Formula Vee racing, and
  - (ii) To ensure uniform interpretation and application of Class Regulations across all States.

**2. Authority**

- (a) The authorised role of the NTC is to advise and make recommendations to the BoM.
- (b) The NTC is responsible to, and shall report to the BoM.
- (c) Specifically, the NTC is not empowered to make or purport to make any decision which is the legal responsibility of the BoM.
- (d) Any recommendation contained in any report furnished to the BoM by the NTC shall have no effect unless and until it is approved by the BoM by formal resolution, and promulgated to FVAA members through any medium permitted by the Constitution.  
**In the event that the BOM rejects a recommendation or submission from the NTC, the BOM shall minute the rational for the rejection and advise the NTC of the rejection.**
- (e) Should the BoM approve any recommendation of the NTC that requires endorsement or action on the part of CAMS (including decisions to be taken by the Australian Motor Racing Commission, or action required of the Manager Technical Services) then the formal request to CAMS will be made by the President of FVAA on behalf of the BoM.

**3. Composition**

- (a) The NTC shall comprise not less than six and not more than seven members, being:
  - (i) the six State Technical Directors (or Technical Representative) nominated by the six respective state Formula Vee Associations and appointed to the NTC by the BoM, and
  - (ii) The National Technical Director who shall serve as Chairman.
- (b) A State Technical Director appointed as a member of the NTC may also be appointed National Technical Director, in which case the NTC will comprise six only members.
- (c) The BoM may also appoint a Deputy Chairman to act in the absence of the National Technical Director.
- (d) The President of FVAA is an ex-officio member of the NTC and is entitled to attend meetings and take part in discussions, but not to move or second or to vote on resolutions.
- (e) At the discretion of the Chairman, other parties may be invited to attend meetings and to take part in discussions, but not to move or second or to vote on resolutions.

**4. Tenure**

- (a) At a meeting held after 31 October in a calendar year, the BoM shall appoint a National Technical Director. The two year term of tenure will commence on 01 January following appointment and will cease on 31 December the following year.
- (b) The BoM shall appoint the members of the NTC. The term of tenure will commence on 01 January for the appointed year and will cease on 31 December of that year.
- (c) Members of the NTC who have completed their term may be eligible for reappointment.
- (d) The BoM may annul the appointment of any member of the NTC during his term of office.

## **5. Meetings**

- (a) The NTC shall normally meet not less than four per calendar year either in person or by teleconference.
- (b) The Chairman may convene a meeting at any time by giving reasonable notice to all members of the NTC by any medium permitted by the Constitution, but must convene a meeting within 30 days if not less than three NTC members request him to do so.
- (c) A quorum shall be four voting members. No business shall be conducted at any meeting of the NTC unless a quorum is present.

## **6. Minutes**

- (a) Formal minutes of all meetings of the NTC are to be recorded and copied without delay to the BoM following ratification by attendees.
- (b) Original minutes are to be retained by the NTC for a minimum of five years.

## **7. Voting**

- (a) At a meeting of the NTC each of the six State Technical Director members has one vote on any proposed resolution.
- (b) The Chairman does not have a vote in his own right. However, if the Chairman is also a State Technical Director member (ie. in the case of a six-person committee) then he may retain his voting right as a State Technical Director member.
- (c) Determination of any proposed resolution in the affirmative requires not less than four votes to be cast in its favour.

## **8. Discretion**

Without limiting the discretion of the NTC to conduct its affairs as it sees fit, and recognising those specifics identified in the foregoing, as far as is practicable the NTC should endeavour to conduct its business according to the same criteria that govern proceedings of the BoM.

## **9. Specific Functions**

- (a) The NTC shall :
  - (i) Consider and make recommendations to the BoM as necessary concerning the FV Class Regulations and other CAMS requirements affecting FV competition;
  - (ii) As required - in response to specific ad hoc taskings - prepare formal technical reports for the consideration of the BoM;
  - (iii) Maintain an ongoing programme of research into potential enhancements to FV competition concerning cost-effective performance, equity and safety;
  - (iv) Contribute to development of a strategic plan for the future direction of FV;
  - (v) Serve as a forum for the resolution of contentious technical issues and interpretations according to the procedure outlined in CAMS FV Technical Manual, to ensure consistent application of Class Regulations, nationally.
  - (vi) in particular, when considering the correct interpretation of any technical regulation, give suitable weight to its intended effect, and not construe the particular regulation on the basis of any perceived deficiency, omission or ambiguity in its expression in such a way as would render the effect of the regulation contrary to the spirit of the Class Regulations generally or to the Objects of the FVAA.
  - (vii) Any interpretation of Technical Regulations by the NTC shall be verified by CAMS Technical Services. [Note: Any conclusion reached by the NTC, and any subsequent decision of the BoM in regard to (v) above is appealable to the CAMS Eligibility Committee in accord with NCR 159].
- (b) Members of the NTC will undertake, in all of their deliberations, to:
  - (i) Serve as equal partners in a cohesive committee acting in the best interests of FV competition nationally (ie. members are not agents for the State Associations that nominated them);
  - (ii) Contribute without prejudice and resist any untoward external influence.

(c) In assembling its technical advisings to the BoM the NTC may, at the discretion of its Chairman, gather pertinent information from any source and by whatever means deemed appropriate. (This may, for example, include liaison with industry or appropriate areas of CAMS administration, such as the Manager Technical Services).

#### **10. Changes to the ToR**

The BoM may amend, add to, delete from or rescind any or all of these Terms of Reference at any time by resolution.

### **Appendix A**

#### **ROLE OF THE NATIONAL TECHNICAL DIRECTOR**

1. Serve as Chairman and Co-ordinator of the National Technical Committee.
2. Record and maintain minutes of NTC meetings.
3. Prepare reports and recommendations to the BoM on behalf of the NTC.
4. Attend meetings of the BoM, and undertake appropriate representational duties on behalf of FVAA, as required
5. Oversight the performance of State Technical Directors with particular regard to ensuring that each State FV Scrutineer:
  - (i) Is trained against the requirements of FV Class Regulations and the Technical Manual, as well as general rules of CAMS;
  - (ii) undertakes to comply with all of the requirements of the role as a condition of appointment;
  - (iii) Receives appropriate training updates at least annually to ensure nationally consistent application of procedures and rulings.
6. Prepare Change Notices to the Technical Manual, as appropriate.
7. Maintain and distribute supplies of measuring and sealing equipment (including seals and Certificates of Compliance) to State Technical Directors, as required.
8. With the approval of the BOM, the NTC may appoint a National Sealing Director to assist the NTD with the duties in items 5, 6 and 7 above.

## Appendix B

### Objectives of the Formula Vee Regulations

The following objectives must be maintained by the NTC when deliberating on proposed changes to the class regulations.

The aim is to ensure that any regulation changes are measured against the following objectives thus ensuring the changes progress the category in the correct direction.

The key objectives are-

- **Cost**

Limit and/or reduce the cost of building a car, specifically the engine.

Limit and/or reduce the cost of maintaining a F Vee ; increase time between engine rebuilds, improve the reliability, etc.

- **Simplicity**

The rules should be simple to understand.

The key components (engine, gearbox, suspension, etc) should be simple to build.

Use weights and measurements as opposed to 'standard' specification.

- **Availability of parts**

Parts that are used should be easy to find/buy. This means that we should be prepared to look at non-VW components in the future.

- **Minimise modification of parts where possible**

As the modification of parts is one of the core costs of engine building, parts should be standard where possible (as long as not conflicting other objectives).

Reduce the possibility of an advantage being gained by any engine builder/competitor.

Parts specification should ensure that you can't gain an advantage by sorting through 1000's of parts. This will mean parts specification actually **excludes** some genuine VW parts. (just because it's original doesn't mean it's OK to use). This ensures everyone can get access to parts of comparable specification.

Parts specification should ensure significant flow testing provides no advantage

A key measurement should be that a competent engineer/engine builder from a non-F Vee background should be able to build a complete engine pretty much straight away – without needing to know any hidden secrets or trick rule readings.

- **As a final measurement, we must ensure that we are the most attractive entry-level category of motor racing in Australia.**