

**Calgary Kart Racing Club**  
12740 – 68 St. SE Calgary, Alberta



An

Affiliated Club

# **Practice Supervisor** **Roles & Responsibilities** Ver 1.65

***EFFECTIVE***

# **April 1 2011**

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(Copies of 2011 Parental, Minor and General Waivers are available on the CKRC website.)

## **INTRODUCTION:**

It is the club's policy to provide the maximum access possible to the facility for all local area karters while maintaining the highest standards of safety and minimizing liabilities.

In 2004 we were offered a new insurance package from ASN Canada FIA which improved member access over previous years. This package, as far as we know, is as yet unchanged for 2011. In order to qualify for this improved access the following guidelines must be strictly followed. As in previous years, anyone caught violating these procedures are subject to loss of both Practice and Racing privileges.

The Club will regularly schedule practice sessions throughout the season. These sessions will be staffed by qualified volunteer club members, or Practice Supervisors (*Note: Practice Supervisors are not the same as Corner Marshals. Each of these roles is separate and distinct from the other and must be qualified for separately.*)

Club members who take the Practice Supervisor Course and then volunteer to supervise Club-scheduled sessions are eligible for a key to the facility for their own "private" sessions as below. All private or unofficial sessions should be published on the Club's website so that as many people as possible may access the facility (this notification to the general public is necessary to maintain our level of government funding/grant eligibility).

**For 2011 In order to retain a key the member must volunteer to run at least TWO scheduled Test and Tune sessions OR One Race Day marshal session in 2011. A holding cheque for \$250 must be placed with the Treasurer and \$50 will be required for the key. The holding cheque will be returned when the volunteer commitment of running two Test and Tune sessions or one Race Day Marshal Session has been fulfilled. A planner will be posted within the ATCO Building for you to place your name on the required day or contact Fred Causer by email [fredcauser@hotmail.com](mailto:fredcauser@hotmail.com) to register your preferred dates.**

**Once you have logged your dates it is your responsibility to fulfill them. If at the last minute you can not fulfill your commitment it is up to you to find a replacement. Members not wishing to make this commitment may still gain a key at the price of \$300**

The Club is affiliated with ASN CANADA FIA, and our race days and practices are run under the rules of that organization as modified by the Club Supplemental Regulations. ASN Canadian Karting Regulations, Book 1-Sporting and Book 2-Technical Regulations are available at [www.asncanada.com](http://www.asncanada.com). The Club Supplemental Regulations are available at [www.ckrc.com](http://www.ckrc.com). All participants must sign a document stating that they will, without reservation, conduct themselves in accordance with these regulations. This statement will be on the Club Membership Application Form and on the Day Pass form, available at the track.

## **SUPERVISOR QUALIFICATIONS & REQUIREMENTS**

In order to organize and run practice sessions on a regular basis, the club needs a group of qualified Practice Supervisors. Certification will consist of attending a one-hour Practice Supervisor Class and then working with a certified Supervisor for a minimum of one scheduled practice session this one session does not count towards your commitment . Members who were already qualified under the T&T policy of previous years may be certified as a practice supervisor by retaking the course this year which will be valid for 3 years.

The Club Executive will schedule these classes on a regular basis depending on demand.

Each club-scheduled practice session generally requires two people in charge, at least one of whom must be certified under this policy. New Practice Supervisors will initially work with experienced Supervisors and, when certified, will take a leadership role and in turn help certify other Supervisors.

Privately-scheduled practice sessions must have a minimum of one Supervisor in control of the track at all times. If the number of karts on the track is to exceed six, then there must be at least two Supervisors present and identified as being in charge of the session. The second Supervisor may be a trainee.

The Green Supervisors flag bin has a white board on it for the session Supervisor's name in dry-erase marker to be written on it. T&T/ Practice rules are posted on the fence. An ID with "Practice Supervisor" and whistle will be available with the practice documentation and should be worn by the supervisor in charge. Supervisors are also encouraged to wear the club supplied vests to identify to all present who is in charge of the session.

*Note: A certified Practice Supervisor must have attained the age of 18. Mature minors who have taken the course may act as assistants or Second Supervisors in a trainee capacity but cannot be the principal Supervisors.*

## **SUPERVISOR AUTHORITY & RESPONSIBILITY**

Supervisors certified by the Club have final authority during a Practice Session. Their responsibilities are as follows:

- Ensure the track is safe and then open the track to the membership as per these guidelines
- Ensure that all individuals entering the facility, whether driving or not, have:

**1. Signed the current Waiver Form(s) every time!**

**2. If driving, have presented equipment meeting the current ASN and Club Technical Specifications. (*See Equipment Safety page 5*)**

**3. Complied with the track operating safety requirements**

**4. Paid the daily fee or have a valid Track Pass if participating in track activities The supervisor will be issued with a numbered receipt book and will be responsible for checking club members cards at the time of them signing the waiver and collecting money and issuing a receipt from the receipt book to non members. They should then contact the Club manager or Treasurer to arrange collection of fees taken.**

**5. Paid up members will also have a Blue security seal attached to the Left Hand Yoke of their chassis. If the Kart does not have this seal this will indicate to the Practice Supervisor that they need to approach the driver and claim a day practice fee.**

**6. Arrange equitable track time for the various groupings of karts and ensure that the following conditions are met:**

**Juniors and seniors must never be on the track at the same time!**

Entrants should be grouped together when necessary by type of kart, speed potential or experience as is reasonably determinable at that specific event.

When practicing the day before a race event, it may be advantageous to group karts according to the various club race classes

Start and end the sessions for each applicable group (ten-minute sessions seem to work well

Restrict access to twelve karts (or less) with no passing.

If deemed necessary Suspend individuals not complying with track safety requirements

End track access sessions and close the track

*Note: Any Club member suspended from a practice session by a Practice Supervisor will automatically be ineligible to compete in the next Club-sanctioned race. Any non-member suspended from a practice session shall not be eligible for further access to the track. Suspended individuals may appeal to the Club Executive if they feel that there are mitigating factors.*

Ensure that an operating cell phone is available and that flags, a first aid kit and a fire extinguisher are at trackside prior to commencing the session.

***Note: A response vehicle is required to be in the same spot reserved for the ambulance on race days. A first aid kit and fire extinguisher must be in the passenger compartment of this vehicle.***

Ensure the track is safe (walk the track!) and free of dirt and debris at the beginning and end of the session, and that all equipment is returned to the proper storage location.

***Note: Supervisors can request that session participants help sweep the track and clean up (don't let everyone leave and leave you a kilometer-long track to sweep!!!)***

- The acting Practice Supervisor shall not be a driver. The track must at all times be under the control of a qualified Practice Supervisor. A driver, once on the track, is not considered to be an active Supervisor.

***Note: If a qualified Supervisor wishes to access the track he may designate another adult as the temporary Supervisor in charge under the following conditions. Violation of the following conditions will lead to suspension of all practice privileges, suspension from future race days, or other penalties as imposed by the Club Executive:***

- ◇ The Supervisor who wishes to drive must ensure that the gates between the paddock and restricted pit area are closed.
- ◇ The response vehicle must be in place with a first aid kit, fire extinguisher and cell phone inside the vehicle.
- ◇ A competent adult must be properly instructed and designated as the in charge Supervisor for the duration of the certified Supervisor's on-track session. The temporary Supervisor in charge is to monitor the track and signal the certified Supervisor as necessary with the flags provided.
- ◇ **The certified Practice Supervisor is to be the only driver on the track**
- ◇ The adult temporary Supervisor is the only individual allowed in the restricted pit area and will display the red flag should any other individual enter the restricted area.
- ◇ The adult temporary Supervisor must be able and prepared to use the response vehicle  
in case of an incident or call 911 as appropriate.
- ◇ When the certified Practice Supervisor leaves the track at the end of their session they will resume their duties and retake charge of the session, reopen the gates between the pit and paddock and allow other individuals to practice under the normal practice rules.

## **IN CASE OF AN EMERGENCY**

**Dial '911' and report a "GO-KART" accident at 12740 – 68 St. SE Calgary.**

*(There was incident in 2001 where the operator did not hear the "t" in kart – seven emergency vehicles responded to what they thought was a "car rolled over on top of the driver just south of Race City on 68 St. SE.")*

## **INCIDENT REPORTING**

All significant incidents, including all those requiring first aid or medical treatment must be reported to the CKRC Executive committee OR Club manager and where necessary, an ASN incident report must be completed. Incident Reports will be available with other documentation.

## **DOCUMENTATION PROCESSING**

In order to simplify the paperwork, the requirements for the Practice Supervisor in 2011 are to:

- ensure that **everybody signs the General Waiver every time**
- Ensure new junior drivers have both their Annual and their Parental waivers signed (they only need to do this once). A record of these Annual Waivers will be kept at the track
- Record any monies received for day passes in the receipt book, a copy is to be given to the participant. Any monies collected should be given to the Manager or the Treasurer upon arrangement. A day pass will automatically give the participant a day's membership in the Club.

Participants who register for the day pass will be required to complete and sign a short form for a complementary one-day membership in the club. By signing that membership form participants commit themselves to following the ASN Canada FIA, Club Supplemental and Practice Regulations.

A container will be at the track to house all documentation required to record and control Practice Sessions. It will be stored in the Atco trailer.

In order to remain eligible for various government grant programs (and the Casino), we must be able to demonstrate adequate facility usage, and that we are open to members of the public at the same rate as club members. We will do this by tracking the number of signatures on the waiver forms (another reason to sign the waiver!) and tracking the average ratio of driving participants to non-driving participants in a designated study period during the summer.

## **EQUIPMENT SAFETY COMPLIANCE**

Both the karts and the drivers' personal equipment must meet all ASN Canada safety requirements. Copies of the Technical Passport (the pre-race safety tech sheet) will be available with the waivers for drivers to use as a guideline. **(Note full width bumpers are mandatory even for Test and Tune from 2011) ((also see page 13 Equipment Requirements))** If a member or non member presents a Kart without a full width bumper the individual should be advised as to where they can purchase one.

If a kart has not gone through safety tech and been signed off by a club certified safety technical inspector then the participant may be required to complete a technical inspection form and present it to the supervisor who may perform a spot check on various items.

If the kart has passed a club safety inspection then the participant is still responsible to ensure that it continues to meet ASN safety requirements, and warrants it does so by presenting it at a practice session. The requirement that he do this is in the Practice Section of the club supplemental rules a copy of which is included at the end of this manual.

New Karters having equipment that has not been checked by a club technical inspector may be refused access by the Supervisor if he feels their equipment may not be safe. *Note: The Supervisor can refuse to allow any equipment on the track that he feels is unsafe or in violation of the rules.*

(Current CKRC certified technical inspectors: Tony Illing, Fred Causer and Joey Guyon)

All drivers must wear Snell K98 or more current full-face helmets, rib protectors and abrasion-resistant clothing and shoes, as per ASN Regulations. Neck collars are no longer mandatory for Practice or race sessions.

Note: For Practice and T&T sessions *only*, drivers may wear abrasion-resistant clothing rather than driving suits (e.g.: jeans and a sturdy leather jacket). This is to permit the introduction of karting to potential new members.

## **TRACK PASSES & FEES**

A kart owner with track pass may lend his kart to a friend (with the appropriate knowledge of the rules and safety equipment, **(and completed one day club membership form)**) to drive in a practice session for no additional fee, provided that only one kart is being driven under that owner's track pass at any given time. If two karts are on the track there must be passes for two karts (whether annual or daily).

**A list of members and track passes will be available at the track.**

## **WAIVERS**

At all non-race events covered by CKRC Annual Practice and Testing and Tuning Insurance, **all people entering the Club facilities will be required to sign the CKRC Practice and Testing and Tuning Event Waiver every time.**

In addition to this, everyone will be required to sign a copy of the waiver when they apply for membership or a track pass.

### ***Why both a day waiver and the annual waiver?***

*In part to ensure that nobody misses signing the waiver, in part to reinforce the potential dangers of kart racing, and ensure that everyone understands the nature of the waiver. Plus, the number of signatures on the waiver will allow us to track attendance in 2011. If we didn't sign the waiver every time we would have to use other documentation anyway.*

### Additional Waivers for Minor Participants

Minors will also be required to sign two annual Minor Waivers and both their parents will have to sign two annual Parental Waivers.(these waivers are good for the season and will be kept on file – they do not need to be signed every visit to the track)

One Minor/Parental Waiver will be for the CKRC annual practice and Test and Tune Insurance, and the other will be for all other ASN events

Minors who do not have completed Parental Waivers are not allowed in any restricted area of the track (pits or track areas). Visiting minors must sign the General Waiver and stay in the paddock area – they are not allowed past the gates into the hot pit/grid area – i.e. not past the 4-foot-high internal chain link fence or any gates in that fence.

## **COMPETITIVE AND NON- COMPETITIVE PASSING – A DISCUSSION**

We have a first aid post and qualified first aid attendants at races – at club practice events on the other hand, we are relying on the fast response time of the city ambulance service.

We are not racing in a practice situation – there are no trophies or championship points on the line, no possibility of improving your racing resume. It is not as competitive as our regular club races – and those are for fun anyway!

In a race you might try to out brake a competitor into a corner, and both of you may pass your normal braking point to be first into that corner to maintain or improve your position (even though you would go slower by scrubbing off speed ).

There are no competitors in a practice, only participants wanting to have an enjoyable day and go home safe and sound in one piece.

**You should never go “deeper” into the corner than normal to make or fend off a pass.**

Racing is a non-contact sport – there is no excuse for contact in club practice sessions run under our normal annual PRACTICE and TESTING AND TUNING insurance package.

If you point to the side that you want the following driver to use to make the pass and allow him room to pass, that would be a non-competitive pass.

If there is incidental contact, one driver may have been the primary cause but likely both are at fault, and should be cautioned.

If there is deliberate contact then at least one driver should be penalized.

### **PRACTICE SESSION REGULATIONS**

Practice Sessions are provided by volunteer Supervisors to allow everyone as much access as possible to the Club’s facility. Our Insurance limits the use of the track in these sessions to:

- **No more than 12 karts on the track at any time**
- **Juniors and Seniors may not be on the track at the same time**
- **No competition (racing) allowed – only non-competitive passing is permitted**

Remember, we normally have no ambulance or medical teams on site during these sessions. There must also be:

- A certified, non-driving Practice Supervisor present and in charge.
- A set of flags to be used to signal the drivers on the track.
- A functional cell phone (to call 911 in case of emergency) fire extinguisher and first aid kit in a response vehicle on the starting grid

## **PARTICIPANT RESPONSIBILITIES**

- **Everyone** entering the facility must sign the General Waiver **every time!**
- **Before the start and at the end of the session, help the Supervisor walk the track and inspect, prepare and, where necessary, sweep the track.**
- Follow the directions of the Supervisor at all times. Failure to do so or violating any of the ASN Canada or Club Supplemental rules may result in suspension from the next club race (or more severe penalty)
- Enter the track at the direction of the Supervisor in charge and only when there are less than 12 (or fewer) karts on the track
- No driving of karts except on the track. **When exiting the track, karts must be stopped before the first white line of the grid area.**
- When running engines in the paddock, the rear wheels must be off the ground.
- No alcohol may be consumed until a participant's duties are completed, at which point provincial laws again govern consumption. The Supervisor may ban the consumption of alcohol at any time.
- **Help clean up at the end of the session!**

## **EQUIPMENT REQUIREMENTS:**

All karts must meet ALL ASN Canada safety regulations and by presenting a kart at a club practice session the participant warrants that it meets these criteria. **This is to include a full width rear bumper to ASN specifications. A book will be placed in the Practice Supervisors Bin which should be used to record Non Compliance of practice members and all Practice Supervisors should ensure that they record in it.**

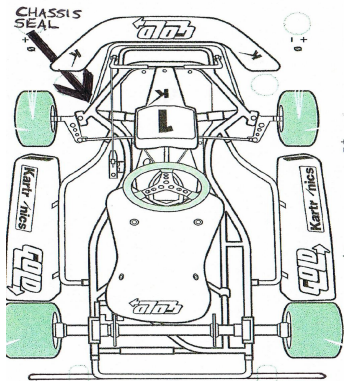
**If a practice member presents a Kart that does not conform to ASN Safety standards the Individual is to be told and shown why it does not conform and also informed that they will be entered into the log and that before returning again it must be corrected.**

**It is the Practice Supervisors decision as to whether he allows the member to run on a ONE OFF occasion (He may if required send him out on his own)** Supervisors should check the log at the beginning of their duty to ensure that they have an over all view of what has been logged at previous sessions and against which Karts.

The supervisor may require a participant to complete an ASN Canada Technical Inspection Form or have a club technical delegate inspect the kart. Racing karts only. All drivers must wear helmets meeting current ASN requirements Snell 98 or newer or those listed in the ASN Canada FIA Sporting Regulations section 5.1, neck collars (optional), rib protectors (mandatory) and abrasion resistant clothing.

To aid the supervisor in ascertaining if the Participant is a club member a unique numbered BLUE security seal will be issued to all members to attach to the L/H chassis yoke.

Any participant that does not display this seal should be regarded as a non member and **SHOULD BE APPROACHED FOR DAY PAYMENT.**



Anyone claiming that they are a member but does not display the seal should still pay the day practice fee and then be instructed to contact the club manager on 403 305 9170 to sort it out.

Up to date membership lists should be available in the Test and Tune box and in the ATCO Building.

**AFFIRMATION OF COURSE ATTENDANCE**

I, (print name) \_\_\_\_\_ have attended the CKRC Practice Supervisor’s Course conducted by \_\_\_\_\_ at (place) \_\_\_\_\_

on (date)\_\_\_\_\_ .

I am aware of the current ASN Canada FIA Sporting and Technical regulations and the CKRC Supplemental Club Regulations, and the club Practice Regulations as reprinted in this manual, and agree without reservation to conduct myself in accordance with them. I am aware that I can get updates at [www.asncanada.com](http://www.asncanada.com) and [www.ckrc.com](http://www.ckrc.com) and will stay current with any bulletins and updates published on those sites.

Signature

Initials of Person conducting Practice Supervisor Class

Recertification            Y                            Key issued                    Y                    Number .....            N

New trainee                    Y

**Revisions:**

Page 5      **Chassis security membership seal**

Page 10     **Full width rear bumper mandatory from 2011**

Page 11.    **Full width Bumper requirement now 2011**

Page 14.    **Chassis security membership seal**

Page 15     **Update Affirmation of course attendance key register**