



Calgary Kart
Racing Club
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Affiliated Club

T and T Supervisor
Roles & Responsibilities
Ver. 1.72
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Criteria for running a Kart Test & Tune

Testing and tuning is an on-track activity that does not involve wheel-to-wheel competition, races of any kind, or rewards of any kind:

1. During Testing and Tuning sessions, the track must be supervised at all times it is being used, regardless of the number of karts on the track. For clarity, it is not permitted that a single person alone can take a kart onto the race track without a first-aid trained club supervisor present.
2. Testing and Tuning is available only to permanent and temporary (daily) members in good standing of an affiliated club who individually have signed a waiver.
3. All participants, not just the driver, must sign a waiver and release, preferably an annual release with membership, or each time the race track facility is used.
4. Parent/Guardian release waivers are applicable where minors are involved.
5. No more than 10 karts on the race track at one time.
6. Wheel-to-wheel competition is not permitted.
7. Non-competitive passing is allowed.
8. A person (Supervisor) who is not the driver of a kart on the track must supervise the activity on the race track.
9. The Supervisor must be able to call 911. A connected land line phone or functioning cellular phone is permitted.
10. A fire extinguisher and first aid kit must be accessible by the supervisor. 11. A vehicle must be readily available to the Supervisor to provide assistance where necessary while awaiting response from the 911 call.

INTRODUCTION:

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

ASN Canada FIA supplies our insurance through their broker Stoneridge Specialty Insurance. In order to qualify for this coverage 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 T and T sessions throughout the season. These sessions will be staffed by a dedicated Test and Tune Supervisor supplied by Overdrive motorsports in conjunction with CKRC. When not available or during private test sessions qualified Club members, known as T and T Supervisors will take on the responsibility.

All Club members over 18 or Guardians of Juniors, as part of their membership, must take the T and T Supervisor course.

As part of this scheme all members will be issued with a circuit card key which would also give them season round access 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. Newly trained members will still be required to carry out one shadow session with a previously trained member before they complete their commitment. This can be scheduled during a T & T session whilst attending to Test and Tune (i.e. 1 hour training with a qualified Supervisor to learn the required actions to enable you to carry out your duty then the rest of the time can be spent on T & T).

Ideally you should make two separate trips but CKRC recognizes the significant distance, expense and time a newly qualified Supervisor would have to sacrifice to achieve this training.

These training roles do NOT count towards the Volunteer Refund scheme. If you volunteer to step into a free date that the paid Supervisor cannot attend these hours will be counted toward your volunteer hours. Private sessions do not count as volunteer hours.

Any dates that require to be filled will be posted on Motorsportreg.com and can be signed up for on there.

If you for some reason you can no longer attend you're a signed up date, you should find a replacement that is suitably trained and inform the Club Manager immediately by email to manager@ckrc.com. If notification is well in the future he will TRY to reassign your date. If this is not possible it will be up to you, as the assigned Test and Tune Supervisor, to find a replacement and inform the Club Manager. You will be required to provide a Try a Kart date at the time you receive your card key.

SUPERVISOR QUALIFICATIONS & REQUIREMENTS

In order to organize and run practice sessions when required or on a private basis, the Club needs qualified Test and Tune Supervisors. Certification will consist of reading this brief and completing the on- line test paper.

Once complete the test should be e-mailed to the Club Manager at manager@ckrc.com

If newly qualified you must then work with a certified Supervisor for a minimum of one hour during a scheduled Test and Tune session (this one session does not count towards your commitment). Once members are qualified they will be certified for 5 years. Members are to make themselves familiar with yearly regulations.

The flag bin is located on the PIT ROAD East side of the Pre-Grid Marshall Booth and must be used for all T&T sessions. The key to open the box will be hung in the Scale House by the breaker panel in a lock box. The box contains 1 Red flag, 1 Yellow flag, 1 Blue flag, 1 Green flag and 1 Chequered flag along with a First Aid kit, fire extinguisher, Practice paperwork and Day Membership forms and a Hi Visibility vest.

Supervisors are to wear the Club supplied vests to identify to all present, who is in charge of the session. T&T/ Practice rules are posted on the fence. The Practice Supervisor should text the Club Manager to inform him that he is on station at 403-305- 9170.

Note 1: If a vehicle is required on the circuit for an Emergency the Supervisor should STOP the session and attend using a vehicle which will include a First Aid Kit and fire extinguisher . This may be taken from the Test and Tune box but must be returned afterwards. Vehicles must as reasonably practical stick to the grass to attend, if this is not possible it should be driven in the center of the circuit.

Note 2: A certified Test and Tune 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 Supervisor.

SUPERVISOR AUTHORITY & RESPONSIBILITY

Supervisors certified by the Club have final authority during a Test and Tune session. Their responsibilities are to ensure the track is safe and then open the track to the membership as per these guidelines: **IF PRESENT, THE PAID T AND T SUPERVISOR HAS ULTIMATE AUTHORITY.**

- 1) Ensure that an operating cell phone is available and that flags, a First Aid kit and a fire extinguisher that are trackside are complete prior to commencing the session;
- 2) Ensure that all individuals entering the facility, pre grid or track whether driving or not, have;
 - a. Signed the current Waiver form(s) and comply with the track operating safety requirements;
 - b. If driving, have presented equipment meeting the current ASN and Club Technical Specifications. (See Equipment Safety Page 10/11). If a non-member they must fill in the self tech part of the day pass on MSR; and
 - c. Paid the daily fee \$40 on-line via <http://www.motorsportreg.com> or have a valid membership track Pass if participating in track activities.
- 3) The Supervisor will be responsible for checking Club members via the Chassis Tag or logging on to **www.motorsport reg.com/ dashboard/ membership** before they enter the track. Day members must be able to show the Practice Supervisor evidence that he has purchased a day membership on-line at the time of them signing the waiver and before being allowed on the track;
- 4) Paid up members will also have a **BLUE (2018)** 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 ensure they have already gone on-line and purchased a day membership;
- 5) Arrange equitable track time for the various groupings of karts and ensure that the following conditions are met:
 - a. Entrants should be grouped together when necessary by type of kart, speed potential or experience as is reasonably determinable at that specific event; and
 - b. **Juniors and Senior's must never be on the track at the same time at a Test and Tune Session!** The only exception to this is if they are taking part in a CKRC Registered school lead follow session under Test and Tune regulations.
- 6) When Testing and Tuning the day before a race event, it may be advantageous to group karts according to the various club race classes;
- 7) Restrict access to ten karts (or less) with no competitive passing;

- 8) Start and end the sessions for each applicable group (ten-minute sessions seem to work well);
- 9) If deemed necessary suspend individuals not complying with track safety requirements and inform the Club Manager immediately 403 305 9170;
- 10) 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 place;
- 11) End track access sessions and close and lock the track.

Note 3: 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.

- 12) The Test and Tune Supervisor shall not be a driver. The track must at all times be under the control of a qualified Test and Tune Supervisor.

Note 4: If a qualified Supervisor wishes to access the track during a private test session with no other members present he may designate another adult as the temporary Supervisor in charge under the following conditions. Note you must have a minimum of one Qualified Supervisor in control of the track at all times.

- 13) The Supervisor who wishes to drive must ensure that the gates between the paddock and restricted pit area are closed:
 - a. A response Vehicle must be to hand along with a working fully charged cell phone;
 - b. A competent adult must be properly instructed in line with this training manual and designated as the in charge Supervisor for the duration of the certified Supervisor's on-track session;
 - c. The temporary Supervisor in charge is to monitor the track and signal the certified Supervisor as necessary with the flags provided;
 - d. The certified Test and Tune Supervisor is to be the only driver on the track;
 - e. 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; and
 - f. The adult temporary Supervisor must be able and prepared to use the Response Vehicle in case of an incident and call 911 as appropriate.

IN CASE OF AN EMERGENCY

Dial '911' and report a "GO-KART" accident at
1200 RR 250
SE 12-24-25 W4M in the Town of Strathmore.

If a vehicle is required on the circuit for medical reasons the key for the Eastern gate (Ambulance entrance) is on the T and T key lanyard.

INCIDENT REPORTING

All significant incidents, including all those requiring first aid or medical treatment must be reported to the Club Manager (403 305 9170) or a member of the current CKRC Executive committee and where necessary, an ASN incident report must be completed. Incident Reports will be available with other documentation.

DOCUMENTATION PROCESSING

MAKE SURE EVERYONE SIGNS THE WAIVER EVERY TIME.

For Day Members ensure that they have registered and paid on-line and also complete the Self Tech page.

A Day pass will automatically give the participant a day's membership in the Club. By signing up on-line they commit themselves to following the ASN Canada FIA, Club Supplemental and Practice Regulations.

The flag container will be at the track to house all documentation required to record and control Test and Tune Sessions. It is attached to the back of the Pre Grid Marshal Booth East side. If documentation is getting low please inform the Club Manager or look inside the

ATCO trailer on the back wall paperwork holders for new copies.

TRACK PASSES & FEE WAIVERS PRACTICE

WAIVERS

At all non-race events covered by CKRC Annual Testing and Tuning Insurance, all people entering the Club facilities will be required to sign the CKRC Testing and Tuning Event Waiver every time. The supervisor should create the waiver upon his arrival.

ADDITIONAL WAIVERS FOR MINOR PARTICIPANTS

Minors will also be required 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 Parental Waiver will be for the CKRC annual 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 areas of the circuit (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 6-foot-high internal chain link fence or any gates in that fence

TRACK PASSES & FEES

A kart owner with a track pass may lend his kart to a friend (with the appropriate knowledge of the rules and safety equipment, and completed a one day club membership on-line, to drive in a Test and Tune session for a fee of \$5, provided that only one kart is being driven under that owners 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 on-line
<http://www.motorsportreg.com>

TEST AND TUNE SESSION REGULATIONS

Test and Tune 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:

- 1) Testing and tuning is an on-track activity that does not involve wheel-to-wheel competition, races of any kind, or rewards of any kind;
- 2) During Testing and Tuning sessions, the track must be supervised at all times it is being used, regardless of the number of karts on the track. For clarity, it is not permitted that a single person alone can take a kart onto the race track without a Club Supervisor / Temporary Supervisor (Page 6) present;
- 3) Testing and Tuning is available only to permanent and temporary (daily) members in good standing of an affiliated club who individually have signed a waiver;
- 4) All participants, not just the driver, must sign a waiver and release, preferably an annual release with membership, or each time the race track facility is used;
- 5) Parent/Guardian release waivers are applicable where minors are involved;
- 6) No more than 10 karts on the race track at one time;
- 7) Wheel-to-wheel competition is not permitted;
- 8) Non-competitive passing is allowed;
- 9) A person (Supervisor) who is not the driver of a kart on the track must supervise the activity on the race track;
- 10) The Supervisor must be able to call 911. A functioning cellular phone is required;
- 11) A fire extinguisher and first aid kit must be accessible by the supervisor (T & T box);
- 12) A Response Vehicle must be provided by and be readily accessible to the Supervisor parked by the ambulance gate to provide assistance where necessary while awaiting response from the 911 call; injured drivers must be able to be laid flat in that vehicle.
- 13) A Test and Tune Supervisor on an assigned Test and Tune Duty may NOT drive a Kart

during his Duty time; and

- 14) Alcohol MUST NOT be consumed whilst on duty

EQUIPMENT SAFETY COMPLIANCE

Both the kart and the drivers' personal equipment must meet all ASN Canada safety requirements. Copies of the Technical Passport (the Pre-Race Safety Tech Sheet or Day Member Tech Sheet) will be available with the waivers for drivers to use as a guideline.

Note 5: full width bumpers are mandatory even for Test and Tune from 2011.

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 and denied access to the circuit.

If a kart has not gone through safety tech and not been signed off by a Club Certified Safety Technical Inspector then the participant will 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 Test and Tune session. The requirement that he do this, is in the Test and Tune Section of the Club Supplemental rules. New Karter's 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.

Current CKRC Certified Technical Inspectors:

Tony Illing, Fred Causer, John Kwong and Joey Guyon

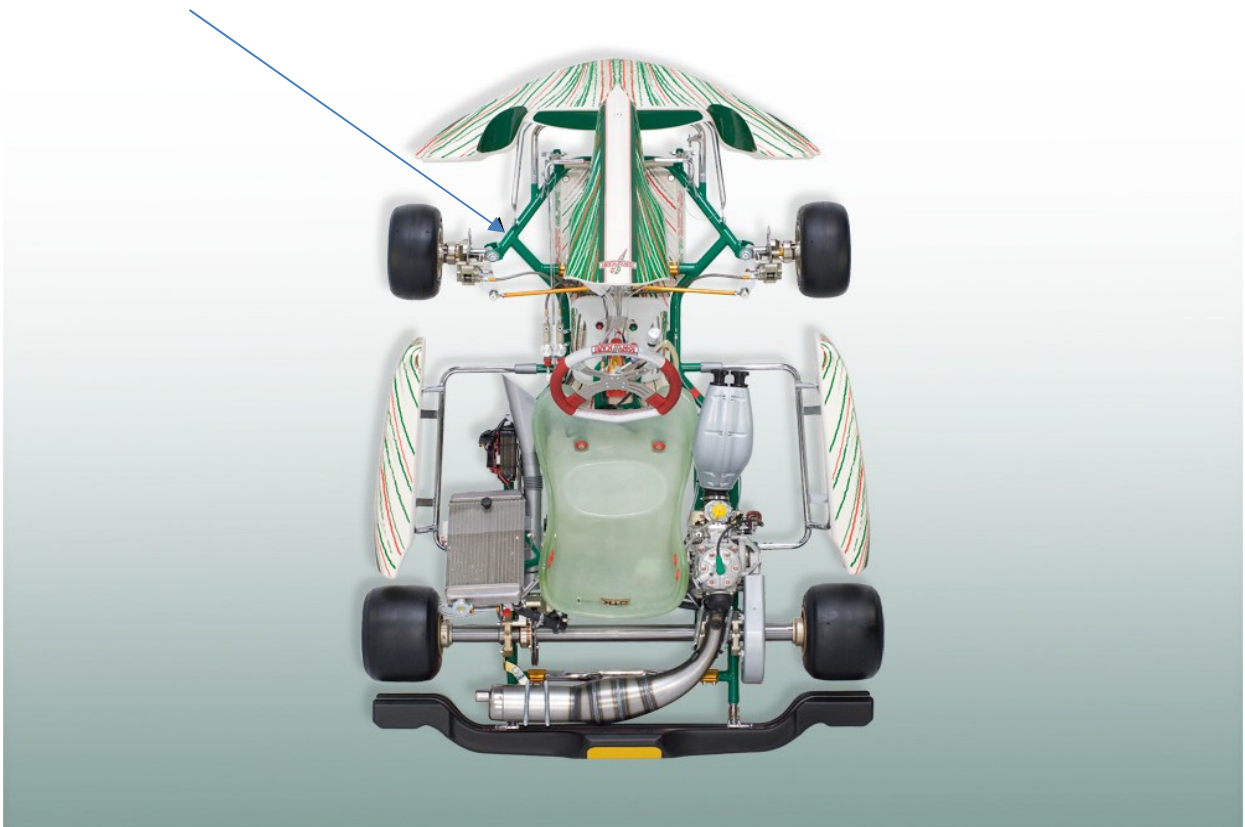
All drivers must wear a current rated full-face helmet, rib protectors and abrasion-resistant clothing and shoes, as per current ASN Canada FIA Book 1 Regulations. Neck collars are no longer mandatory for Practice or race sessions.

Note 6: For T&T sessions only, member guests and drop in drivers may wear abrasion-resistant clothing rather than driving suits (e.g.: jeans and a sturdy leather jacket) and a full faced DOT standard full face helmet. This is to permit the introduction of karting to potential new members.

EQUIPMENT REQUIREMENTS:

All karts must meet ALL ASN Canada safety regulations and by presenting a kart at a club Test and Tune 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 Test and Tune Supervisors box which should be used to record Non Compliance of Test and Tune members and all Test and Tune Supervisors should ensure that they record in it.

If a Test and Tune 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. Supervisors should check the log at the beginning of their duty to ensure that they have an overall view of what has been logged at previous sessions and against which karts.



The supervisor will ensure a Day Member completes a Self-Technical Inspection form or have a Club Technical delegate inspect the kart. All CKRC member drivers must wear helmets meeting current ASN requirements those listed in the ASN Canada FIA Sporting Regulations section 5.1, neck collars (optional), rib protectors (mandatory) and abrasion resistant clothing. (See page 9 Note for drop in drivers)

To aid the supervisor in ascertaining if the participant is a club member a BLUE (2018) security seal will be issued to all members to attach to the L/H chassis yoke, depicted by the Arrow.

Any participant that does not display this seal or who cannot prove a membership via www.motorsportreg.com should be regarded as a non-member and either helped to register or be turned away.

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

Up to date membership list is available on-line at www.motorsportreg.com if available the Club Manager should be able to confirm membership or direct you on how to find it yourself.

You are now required to take the 35 Question Practice Supervisor test paper.

A pass Mark of 90% is required.

Once completed follow the instructions on the bottom of the paper to submit for marking.

An e-mail will be sent back as to whether it was a pass or a fail. If it was a failure please re-sit and resubmit.

Revisions:

Introduction - Page 3

Change – Para 2 – ASN Insurance rewording

Change – Para 3 – Rewording Paid T and T Supervisor

Change – Para 4 – Rewording All Members

Change - Para 8 – Rewording for stand in T and T supervisor RVF Hours

Change - Para 9 – Reworded

Change - Para10 - Club Manager e-mail address change

Supervisor Qualifications and Requirements - Page 4

Change – Para 2 - Club Manager e-mail address

Supervisor Authority and Responsibility - Page 5

Change - Para 1- Paid T and T Supervisor Authority

Change - Para 4- Seal colour change

Equipment Requirements - Page 11

Change – Seal colour