



Calgary Kart
Racing Club
PO Box 44025
Calgary RPO Southcentre, AB T2J 7C5

T and T Supervisor
Roles & Responsibilities
Ver. 1.77
EFFECTIVE March 12, 2024

Contents

CRITERIA FOR RUNNING A KART TEST & TUNE	2
INTRODUCTION	3
SUPERVISOR QUALIFICATIONS & REQUIREMENTS	4
SUPERVISOR AUTHORITY & RESPONSIBILITY	5
INCIDENT REPORTING	7
DOCUMENTATION PROCESSING	9
TRACK PASSES & FEES	9
WAIVERS	9
ADDITIONAL WAIVERS FOR MINOR PARTICIPANTS	9
TRACK PASSES & FEES	10
TEST AND TUNE SESSION REGULATIONS	10
EQUIPMENT SAFETY COMPLIANCE	12
EQUIPMENT REQUIREMENTS	13
NON CKRC SCHEDULED TEST SESSIONS	14
TEST INSTRUCTIONS	15

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 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 Speedwaiver.
3. All participants, not just the driver, must sign a Speedwaiver and release, preferably an annual release with membership, or each time the race track facility is used if they intend to enter Zone A or B.
4. Parent/Guardian release waivers are applicable where minors are involved.
5. No more than 15 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 functional cellular phone with internet access is required.
10. A fire extinguisher and first aid kit must be accessible by the supervisor. There is one in the T and T box hanging on the East side divider fence on the Pre Grid
11. A vehicle must be readily available to the Supervisor to provide assistance where necessary while awaiting response from the 911 call.
12. Sessions should be divided at a minimum of Cadets, Juniors and Seniors and can be sub divided into Cadet, Junior 2 Stroke, Junior 4 stroke, Senior 2 stroke, Senior 4 stroke and Shifter

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.

Stoneridge Specialty Insurance provides our policy coverage. 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 CKRC. When not available or during unscheduled test sessions qualified Club members, known as T and T Supervisors will take on the responsibility. <https://link.ckrc.com/tandtpercouse>
<https://link.ckrc.com/tandtupertest>

All Club members over 18 or Guardians of Juniors, as part of their membership, must take the T and T Supervisor course. Once passed your access card will be annotated to allow you to open the Pre Grid gates. NOTE Once the card has been activated on the Pre Grid gate access pad you have 20 seconds to open both gates.

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 unscheduled 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). Please note once your card has activated the gates to open you are responsible for the circuit's security. If you leave, have someone else tap their card to take over.

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 RVF volunteer hours you must contact VP Facilities to log your hours. Unscheduled sessions do not count as RVF volunteer hours.

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

SUPERVISOR QUALIFICATIONS & REQUIREMENTS

In order to organize and run practice sessions when required, or on an unscheduled basis, the Club needs qualified Test and Tune Supervisors. Certification will consist of reading this brief and completing the on- line test paper. <https://link.ckrc.com/tandtsupertest>

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 Pre Grid divider fence East side and must be used for all T&T sessions. The box has a combination lock on it with the code of 2572. It contains 1 Red flag, 1 Yellow flag, 1 Blue flag, 1 Green flag and 1 Checkered flag along with a First Aid kit, fire extinguisher and a Hi Visibility vest. Any deficiencies should be reported immediately to VP Facilities.

Supervisors are to wear the Club supplied Hi Visibility vests to identify to all present, who is in charge of the session. T&T/Practice rules are posted on the fence.

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 surface.

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

The Supervisor certified by the Club who is on duty has 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 a charged and fully 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 pre grid or track Zone A and B whether driving or not, have;
 - a. Signed the current Speedwaiver and comply with the track operating safety requirements;
 - b. If driving, have presented equipment meeting the ASN 2023 Book 2 Technical Regulations and Club Technical Specifications. (See Equipment Safety Page 10/11). Note. For Test and Tune purposes ONLY Push Back Bumpers are NOT required.
 - c. If a non-member they must fill in the self tech part of the day pass on MSR; and
 - d. Paid the day pass fee on-line via <http://www.motorsportreg.com>, or have a valid Club membership if participating in track activities.
 - e. Issue the required Junior, Senior and Mechanic wristbands
- 3) The Supervisor will be responsible for checking Club members via the Front Nassau Panel Year / Weight sticker or logging on to **[www.motorsport reg.com](http://www.motorsportreg.com)**/ **dashboard/ membership** before they enter the track. Day members must be able to show the Practice Supervisor evidence that they have 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 be issued a Year sticker that must be attached where shown on the front Nassau Panel. If the Kart does not have this sticker, 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. Cadet, Junior 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 and approved school lead follow session under Test and Tune regulations. Members cannot schedule their own Schools.

- 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 15 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 who are not complying with track safety requirements and inform the club Executive Immediately.
- 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 Test and Tune 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 Member Supervisor wishes to access the track during an unscheduled test session with no other members present, they 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 Member trained Supervisor who wishes to drive with no other member's present 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 combination lock on the Eastern gate (Ambulance entrance) is 2572.

INCIDENT REPORTING

All significant incidents, including all those requiring first aid or medical treatment must be reported to the current CKRC Executive committee and where necessary, a Stoneridge Specialty Insurance incident report must be completed and submitted to them with a Full written report of the incident. Incident Reports will be available from their web site <https://stoneridgespecialty.ca/>

DOCUMENTATION PROCESSING

MAKE SURE EVERYONE HAS SIGNED THE SPEEDWAIVER

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

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 Club Supplemental and Test and Tune 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 East side of the Pre Grid dividing fence near the Marshal booth.

TRACK PASSES & FEES

WAIVERS

All non-race events covered by CKRC Annual Testing and Tuning Insurance, requires all people entering the Club facilities to sign the CKRC Speedwaiver if they intend to enter Zone A or B.

ADDITIONAL WAIVERS FOR MINOR PARTICIPANTS

Minors will also be required to sign an Annual Parental Speedwaiver. These waivers are good for the season and are on file electronically – they do not need to be signed every visit to the track.

One Parental Waiver will cover annual Test and Tune Insurance, and all other Club Race events.

Minors who do not have a completed Parental Waiver are not allowed in any restricted areas of the circuit Zone A and B (Pre Grid or track areas).

Visiting minors who are not testing must 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 fence or any gates in that fence.

TRACK PASSES & FEES

A kart owner with a membership that entitles them to track use may lend their kart to a friend during a friends and family sponsors event scheduled by the club (with the appropriate knowledge of the rules and safety equipment) and completed and paid for a one-day club membership on-line, to drive in a Test and Tune session, provided that only one kart is being driven under that owner's membership at any given time. If two karts are on the track there must be passes for two karts (whether annual or daily).

Any member offering charged services must ensure their driver(s) have registered on Motorsportreg.com and paid any fees required.

A list of members will be available on-line

<http://www.motorsportreg.com>

TEST AND TUNE SESSION REGULATIONS

Test and Tune Sessions are provided by either club employed or 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 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 Speedwaiver;
- 4) All participants, not just the driver, must sign a Speedwaiver, preferably an annual Speedwaiver if they are anticipating entering into any Zone A or B Restricted areas;
- 5) Parent/Guardian release Speedwaiver are applicable where minors are involved;
- 6) No more than 15 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 qualified and 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 Test and Tune Supervisor on Test and Tune Duty may NOT drive a Kart during their Duty time;
- 13) Alcohol or recreational drugs MUST NOT be consumed whilst on duty.
- 14) In a supervised T&T session, it's crucial to prioritize safety protocols and adhere to track guidelines. To enter a live track (Zone A), permission must be obtained from the designated authority, which is the T&T Supervisor. Their approval ensures organized track usage and minimizes potential risks.

- 15) As an instructor on a live track, it's essential to prioritize safety and positioning. The safe place to stand is on the inside of a corner, preferably in or behind a Marshall post, allowing for clear visibility and minimizing exposure to oncoming traffic.
- 16) You should never be on or looking at your cell phone at any time you are in Zone A when the track is live. Distractions like cell phones pose safety hazards and must be avoided to maintain a safe environment for all participants.

EQUIPMENT SAFETY COMPLIANCE

Both the kart and the drivers' personal equipment must meet all ASN Canada safety requirements published in 2023 Book 2. It is the driver's responsibility to ensure their equipment conforms to the safety requirements and must not go on the track if it does not.

Note 5: full width bumpers are mandatory for Test and Tune. Metal bumpers are not legal.

If a member or non-member presents a kart without a full width bumper or with a metal bumper the individual should be advised as to where they can purchase a legal bumper 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 2023 Book 2 safety requirements, and warrants it does so by presenting it at a Test and Tune session. The requirement that they 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 they feel the equipment may not be safe.

Current CKRC Certified Technical Inspectors:

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.

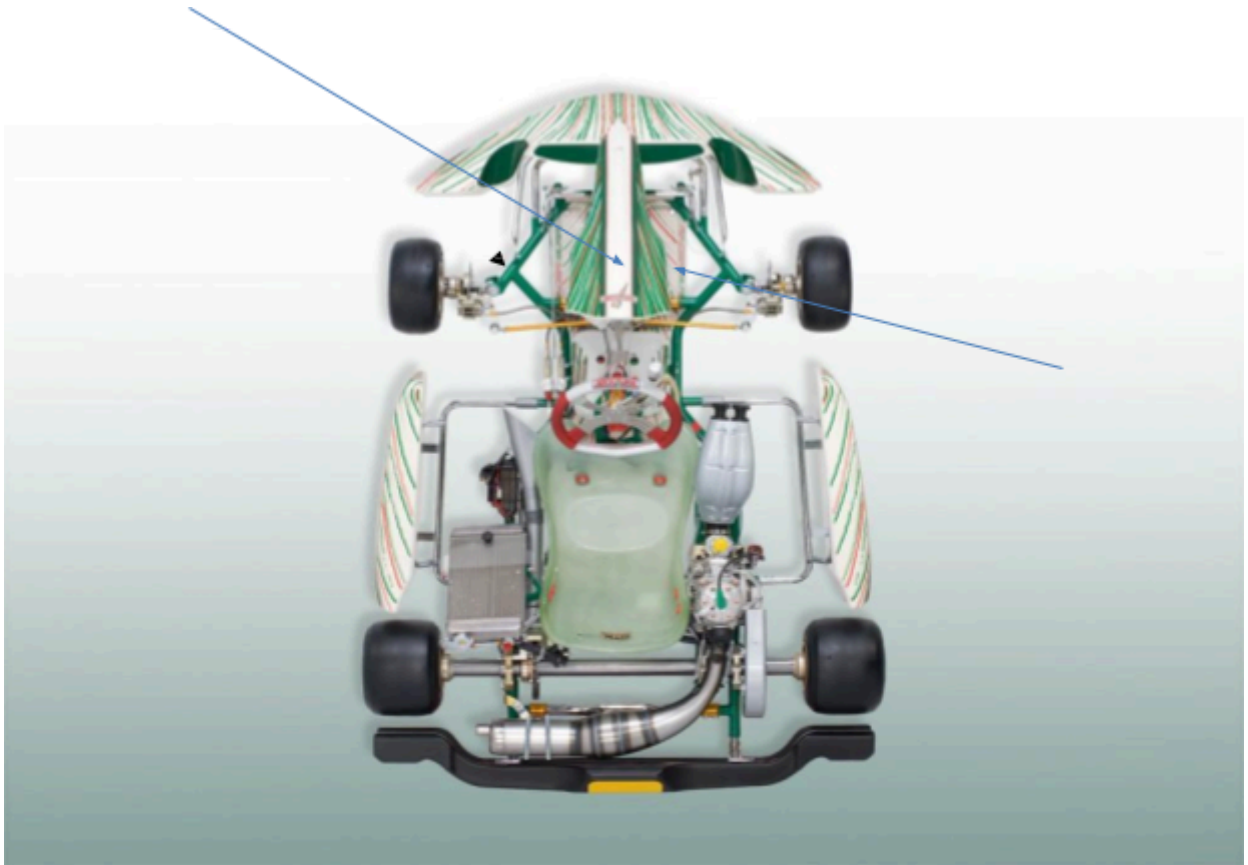
Note 6: For family, friends and sponsors day sessions, member guests may wear abrasion-resistant clothing rather than driving suits (e.g.: jeans and a sturdy leather jacket) and a full faced DOT standard full face helmet. This is to permit the introduction of karting to potential new members.

EQUIPMENT REQUIREMENTS

All karts must meet ALL 2023 ASN Canada Book 2 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. 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 2023 Book 2 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 2023 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 Year Weight sticker will be issued to all members to attach to the top center of the Nassau (Front) Panel or in the case of OTK panels to the side, depicted by the arrows above.

Any participant that does not display this sticker or who cannot prove a membership via www.motorsportreg.com should be regarded as a non-member and either helped to register by logging onto Motorsportreg.com and walking them through the process or be turned away.

Anyone claiming that they are a member but does not display the sticker 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.

NON CKRC SCHEDULED TEST SESSIONS

Members may engage in Non CKRC Scheduled Test sessions when the circuit is available to do so.

1. All Speedwaivers must be signed
2. All Test and Tune Regulations must be adhered to
3. A supervisor must be present and act at all times as the safety person.
4. Once you have opened the gate YOU are responsible for the security and operation of the track
5. If you take a break and step away from the Pre grid for any length of time you must “electronically close the gates” and then swipe open again.
6. If you have finished or another member wishes to take over testing in-between you must get them to swipe their card to take over the track (**YOU DO NOT HAVE TO PHYSICALLY CLOSE THE GATE**) once they swipe, it automatically logs you out and them in .. continue to do this until you have finished. You must Close the gates completely once finished.

Members found in violation of these Testing Regulations will

1. **Immediately Have Circuit and Track Access Suspended for a minimum of 1 week**
2. **Required to attend an Interview with the Executive**
3. **Be Liable to pay \$250 to have their access card reactivated**
4. **Read and write the Test and Tune Supervisor Document and test again.**

TEST INSTRUCTIONS

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

<https://link.ckrc.com/tandtsupertest>

A pass Mark of 90% is required.

The test will inform you if you pass or fail. If it was a failure, please re-write and resubmit.