



KARTSPORT NEW ZEALAND MANUAL

SECTION R - EVENT PREPARATION

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R EVENT PREPARATION

R1 PERMITS AND EVENT DEFINITIONS

R1.1 APPLICATION:

R1.1.1 The Host Club for New Zealand and Island Sprint Championships, New Zealand Schools Championships, New Zealand and Island SuperKart Championships & Grand Prix, New Zealand Dirt Championships & CIK Trophy of New Zealand must make an application, to the KartSport New Zealand Permits Manager or appointee, for a permit no less than 120 days prior to the date of the start of the event.

Permit applications for all "other events" requiring a permit must be made no less than 60 days prior to the start of the event and sent for processing to the KartSport New Zealand Permits Manager or appointee.

R1.1.2 For a permit application to be processed it must include:

- Completed Permit Application form*
- Appropriate Permit Fee
- Draft Entry form
- Draft Information Sheet
- Draft Supplementary Rules
- Meeting Official's Form* signed or with written confirmation attached by the Personnel confirming they will be available.

* The Permit Application Form and the Meeting Officials Form may be downloaded from the KartSport New Zealand web site - www.kartsport.org.nz

R1.1.3 Permit amendments will be accepted up to 30 days prior to the start of "other events" (as noted above) if substantially correct on receipt.

Under the special circumstances of a venue being made available inside the 60 day period, the National Steward has the sole discretion to allow it or not. These permits will be at double normal fees.

Failure to comply with any of the above may invalidate the application.

R1.1.4 A permit is not approved until a KartSport New Zealand Permit Number has been issued. It is the responsibility of the host Club to include the Permit Number on the Entry form, Information Sheet and Supplementary Regulations. Clubs which distribute entry forms by any means before the Permit Application has been approved and/or without the Permit Number on the forms will be fined and may have their event cancelled.

R1.1.5 Clubs may apply for a permit to run an event using another Club's home sprint track. This permit application must include written permission from the home Club plus an approved Safety Plan in the name of the Club applying for the permit. The event(s) will count towards the home Club's Permit Quota (see Rule R1.1 7).

The Chief Steward reserve the right to stop and or cancel any event at any time if it is considered the circuit, crowd control or general safety is not in the interest of competitors and/or the general public.

R1.1.6 Clubs applying to host KartSport New Zealand Championship (except Dirt Championships) and CIK sanctioned events must have their own AMB timing system installed and operational at the time of application.

R1.1.7 Club Permit Quota:

Clubs with a KartSport New Zealand rated home sprint track are eligible for:

- A maximum of 12 Group F Club Day Permits (no permit fee required) plus 2 Group E Event Permits (Open events, Masters Games, Series rounds, Night events) per calendar year.
- Vintage Karting New Zealand Inc may apply for a maximum of 3 x Group E Parade/Demonstration/Regulatory Trials per year to be run at KartSport New Zealand approved tracks. Such events may be hosted by Vintage Karting New Zealand or sub contracted to a host Club. These events will not count towards the host Club's allocated events. In any year that the NZ Vintage Kart GP is run this event will count as one of the three events. These events must be advised and approved at National Conference as part of the annual Event Calendar.

KartSport New Zealand hosted Events and CIK sanctioned events (Group A, B and C Events) are in addition to the Permit Quota.

Club Day Permits are issued after the National Conference each year and any date changes must be approved, following application, by the Competitions Manager.

Unused event quota cannot be carried over into a new calendar year.

Clubs without a KartSport New Zealand rated home sprint track are not eligible for a Club Permit Quota for sprint events.

Note: There is no quota restriction for the application of Demonstration Permits.

R1.2 CONDUCTING EVENTS ON THE SAME DATES AND EVENT PROTECTION

Note: Where the term SPRINT is used, it refers to both Seal and Dirt racing. The status of events is ranked in order of priority. Permits for Group A events have priority over all other events. Permits for Group B have priority over all events ranked below. Dates for Group B events must be provided to the National Conference in accordance with these rules. Permits for Group C events will be issued for the period between each National Conference and applications will be treated on a first in first served basis. Group D and Group E events are equal in status. For permit applications to be considered as received, all documentation and payment of the required fees must be provided to the National Steward or his appointee(s). If more than one application is received for the same date, the events with the higher group ranking will take priority when issuing a permit. The National Steward's decision will be final.

Except for Group F Club Days, no events may be run in the period 14 days prior to day 1 of the New Zealand Sprint Championships or in the period 7 days prior to day 1 of the CIK Trophy of NZ and the North & South Island Sprint Championships.

R1.3 PERMIT FEES (inclusive of GST):

Group F Club Day (KartSport New Zealand Licenced Sprint Track) per event	\$50
Group E Open Sprint (incl Masters Games) per event	\$250
Group D Club Day (MSNZ Licenced Circuit) per event	\$250
Group C CIK approved and sanctioned event (plus CIK fee) per event	\$250
Group B Island Sprint, Island SuperKart & GP, NZ Schools and NZ Dirt per event	\$250
Group A NZ SuperKart & GP and CIK Trophy of NZ per event	\$250
Group A NZ Sprint per event	No Fee
Temporary Circuits (See R1.13) per event. Inspector's travel/accommodation costs plus	\$2000
Demonstrations per event (fee may be waived subject to marketing evaluation)	\$1000
Stand alone Open Series Registration Fee per series	\$1000
Fully Integrated Open Series Registration Fee per series*	\$500
<i>(* ie a true points only series FULLY integrated into existing events, and with existing Classes, that is open to anyone with the respective Licence rating to enter.)</i>	
Additional Charges	
Amendments to Permits	\$250
Corrections to permits	\$150
Permits received late	\$250

NOTE: Permit Fees and Additional Charges are non refundable.

R1.4 DEFINITION FOR DETERMINING PERMIT APPLICATION

R1.5 GROUP F - CLUB DAY

An ordinary type Club Day event for members of that Club and any other KartSport New Zealand Licenced competitors accepted by the Club. No entry form required.

NOTE: Events such as Series Rounds, Open and/or Hosted events do not constitute ordinary Club Days. Prior clarification regarding the status of an event should be obtained from the National Steward. If the nature of the event is such that the National Steward believes that the Club wants or expects non home Club members to attend or if prizes/ trophies offered make it desirable for non home Club members to attend this will not be considered an ordinary Club Day event.

Permit Application Requirements:

- KartSport New Zealand Licenced Sprint Track – Nil
- MSNZ circuits - No entry form required, but a copy of the Indemnity Form and Supplementary Rules must be submitted with the Permit Application, Permit Fee and Official's Form.

Event Status:

- Any Club may run a Club Day on any day they wish.

Licence Rating Requirement:

- Nil

R1.6 GROUP E - OPEN EVENT SPRINT (INCLUDES PERMANENT SPEEDWAY OVALS)

Where any eligible KartSport New Zealand licenced competitor is allowed to compete.

Permit Application Requirements:

- KartSport New Zealand Licenced Sprint Track - Entry Form, Information Sheet, Supplementary Rules, Permit Application, Permit Fee and Official's Form.
- Permanent Speedway Ovals - Entry Form, Information Sheet, Supplementary Rules, Permit Application, Permit Fee and Official's Form. Further information on the event including a venue Safety Plan will be required by the National Steward before the Permit is processed.

Event Status:

- Clubs may run Open events on the same day.

Licence Rating Requirement:

- Tier 1 or 2 Sprint. Note following classes Tier 2 Sprint only:
Junior ClubSport 120
ClubSport 120
KZ2 Restricted (unless over 30 years of age)

R1.7 GROUP E - MASTERS GAMES (Exception)

The only Masters Games events KartSport New Zealand will issue Licence Rating dispensations for will be the New Zealand Masters Games and respective Island Masters Games. Conditions as per R1.6 with the following dispensations only:

- Minimum Unrated Sprint Licence or One Day Licence for all classes.
- A variation to the MAW for classes

All other "Masters Games" will be subject to normal KartSport New Zealand Codes Rules and Specifications.

R1.8 GROUP D - OPEN EVENT MSNZ CIRCUITS ONLY

Where any eligible KartSport New Zealand licenced competitor is allowed to compete.

Permit Application Requirements:

- Entry Form, Information Sheet, Supplementary Rules, Permit Application, Permit Fee and Official's Form.

Event Status:

- Clubs may run Open events on the same day.

Licence Rating Requirement:

- Nil (See Rule D3.2). Depending on the event the National Steward reserves the right to set a minimum Licence Rating requirement.

R1.9 GROUP C - CIK APPROVED & SANCTIONED EVENTS

Dates for these events will be approved providing they do not conflict with any Group A or B events. Such approval will only be granted for the period up to the next National Conference.

Permit Application Requirements:

- Contact the KartSport New Zealand National Steward prior to any planning.

Event Status:

- On the weekends these events are contested, only a Group F event may be conducted.

Licence Rating Requirement:

- As per event Supplementary Rules.

R1.10 GROUP B - ISLAND SUPERKART, NZ SCHOOL CHAMPIONSHIPS and NZ DIRT CHAMPIONSHIPS

When KartSport New Zealand announces the dates for these events they will take priority over all events except for those in Group A.

Permit Application Requirements:

- Entry Form, Information Sheet, Supplementary Rules, Permit Application, Permit Fee and Official's Form.

Event Status:

- On the weekends these events are contested only a Group F sprint event may be conducted.

Licence Rating Requirement:

- See respective event Eligibility Rules.

R1.11 GROUP A - NEW ZEALAND and ISLAND SEALED SPRINT CHAMPIONSHIPS, CIK TROPHY OF NEW ZEALAND and NEW ZEALAND SUPERKART and GRAND PRIX

The dates for these events are fixed as Easter Weekend (New Zealand Sprint Championships), Labour Weekend (Island Sprint Championships) and when KartSport New Zealand announce the date for the CIK Trophy of NZ and the NZ SuperKart and Grand Prix Championships.

Permit Application Requirements:

- Entry Form, Information Sheet, Supplementary Rules, Permit Application, Permit Fee (where applicable) and Official's Form.

Event Status:

- On the weekends these events are contested only a Group F sprint event may be conducted.

Licence Rating Requirement:

- See respective event Eligibility Rules.

Note: At NZ Sprint, CIK Trophy of NZ and Island Sprint events the Blue and Red Double Diagonal Flag will be used.

R1.12 EXCEPTION - SUPERKART INTERNATIONAL CLASS (SEE E1.5)

Regardless of R1.9, R1.10 and R1.11 the SuperKart International class is permitted, subject to the issue of the respective event permit, to run at MotorSport New Zealand and Motorcycling New Zealand promoted events on dates which clash with National, Island and Schools Sprint events and National and Island Dirt events.

R1.13 TEMPORARY CIRCUITS

Final approval for an event on a Temporary Circuit rests with the Executive of KartSport New Zealand following a report from the National Steward.

Procedure

The National Steward, the National Track and Safety Inspector and one Grade 1 Race Official will travel to the venue 90 days prior to the date of the proposed event. The club making the Permit Application will be responsible for all costs of travel and accommodation. Together with the Convenor the KartSport New Zealand officials will inspect the proposed layout. If the event is to be run in conjunction with another body (MotorSport New Zealand or Motorcycling New Zealand) a representative from the respective body including their safety person is to be in attendance. Detailed plans of the circuit including all safety barriers, run offs, crowd control must be provided. Within 7 days the National Steward will provide a written report to the National Executive whose ruling will be final. If approved, on the day of the event either the National Steward or the National Track and Safety Inspector plus a Grade 1 Race Official will attend. All details as specified together with the additional details in the written report must be adhered to. The Chief Steward will not permit the event to proceed if it is considered that any of these details are not completed satisfactorily.

The KartSport New Zealand Officials reserve the right to stop and or cancel the event at any time if they consider the circuit, crowd control or general safety is not in the interest of competitors and/or the general public.

Permit Application Requirements:

- Entry Form, Information Sheet, Supplementary Rules, Permit Application, Permit Fee and Official's Form. Detailed plans of the circuit including all safety barriers, run offs, crowd control must be provided.

Event Status:

- Group D or Group E event.

Licence Rating Requirement:

- Tier 1 Sprint or A Road.

R1.14 DEMONSTRATIONS

It may be permissible to conduct Demonstrations at other events. For conditions and Permit requirements contact the National Steward in the first instance.

R1.15 SERIES

All Series and respective Rounds venues/dates for the next year will be determined no later than at National Conference each year.

A Series includes:

- A competition run over more than one weekend.
- A competition run at more than one venue on the same weekend.

All Series Rounds will be run under Group E Open event permits in the name of the host Club.

Stand alone Sprint Series Rounds can only run over a maximum of five weekends within a 12 month period. Multiple Rounds per weekend are permitted.

There is no limit to the number of series that can be contested at any one event and no single series can prohibit other series from being contested at the same event.

Exception: A Sprint Series can be run over a maximum of six weekends within a 12 month period providing all Rounds are run within host Clubs' signature events (eg Citrus, Blossom, etc).

The organizer/promoter of the Series is required to apply for a Series Permit by submitting the following, no later than three months prior to the date of the first Round:

- A copy of the Series Supplementary Rules.
- Date/venue/host Club for each Round.
- A copy of the Round hosting contracts (signed by both parties) between each of the host organizer/promoter.
- Name of the Series Race Secretary who will be responsible for co-ordinating entries and providing host Clubs with provisional entry lists prior to the event. The Series Race Secretary must provide the event Stewards with the provisional Series points following the confirmation at each Round. (For Series results and classifications procedure see R3.8.)
- Series Registration Fee.

R1.16 NIGHT EVENTS

All Night Events (run under artificial light) must be conducted subject a KartSport New Zealand event permit. (Fee as per R1.3 respectively). Final approval of the lighting must be obtained, no later than the night prior to the event, from a Kartsport New Zealand Race Official.

R1.17 MANAGEMENT EXCEPTIONS

The National Steward, Competitions Manager or the Executive may decline a permit application or grant dispensation when an exception to the Permit rules is in the best interest of the sport and KartSport New Zealand members.

R1.18 EVENT NAMES

Event names including the terms National, Nationals, New Zealand, Aotearoa, NZ, NI, SI, Australasian, Tasman, Pacific, Kiwi, North Island or South Island may only be used for the following Group A or B events.

- National Schools Championships
- New Zealand Dirt Kart Championships
- National and Island Sprint Championships
- National and Island SuperKart and Grands Prix Championships
- CIK Trophy of New Zealand

Plus the following Group E events:

- New Zealand and Island Masters Games

Or as approved by the Executive.

Approved exceptions are:

- Trans Tasman Challenge - KartSport Manawatu
- Rotax Max Challenge of New Zealand - NZ Rotax Distributor, Right Karts Ltd.

R2 ENTRY FORM

This is a basic entry form and is to be used for all KartSport New Zealand events. Relevant details that an organiser may require from a competitor may be added, eg. How many will be attending the Prizegiving? Do you require fuel? Do you require a pit site/shelter etc. These details can be important to a club when organising a large meeting. The Information Sheet and Supplementary Rules are to be separate from the entry form.

.....
KARTSPORT NEW ZEALAND (INC)
OFFICIAL ENTRY FORM
.....

(name and date of event)

KartSport New Zealand Permit Number ____

This entry must be completed in full or entry may be invalidated.

This is to certify that I, the undersigned, submit this entry to compete in the

.....(name of event) being conducted by the(name of club)

on/at the(name of venue) on the (day, month & year)

I understand and accept that submission of this entry form constitutes an agreement with the organisers to take part in the above event.

I certify that the particulars supplied on this entry form are true and correct in every particular.

INDEMNIFICATION: I acknowledge and agree to accept as a condition of entry that the FIA-CIK; MotorSport New Zealand; KartSport New Zealand;

.....(other associations);(name of club);

..... (local council); all sponsors and all or any members, officials or assistants of any of the above named and or known organisations, or their respective servants, officials, representatives, or agents shall not be under any liability whatsoever for any death or bodily injury, loss or damage which may be sustained or incurred as a result of my participation in the race meeting or event, howsoever such death or bodily injury, loss or damage is caused notwithstanding that such death, injury, loss or damage may have been contributed to or caused by the negligence of the Inviting Club or KartSport New Zealand or any of their respective officials, servants, representatives or agents or by any other person.

DECLARATION: I declare I have a current KartSport New Zealand Competition Licence with a rating applicable to the class entered. (Ratings will not be valid unless they have been dated 10 days prior to the start of the event.)

I declare I am conversant with and will abide by all current KartSport New Zealand rules, regulations, codes and specifications governing kart racing, and that I will abide by any supplementary rules which apply and the directions and rulings of the Chief Steward of the day without losing my right to protest or appeal.

I declare that I have no medical condition that may impede my ability to drive a kart in competition or practice.

I declare that my kart and driving apparel will comply with all current KartSport New Zealand Rules and Specifications throughout this event.

I declare that should I at the time of this event be suffering from any disability of any kind whether permanent or temporary which is likely to detrimentally affect my control of my kart or my fitness to drive, I will not participate.

I declare that I will not make use of drugs or of prohibited methods such as are defined by the Intoxicating Liquor and Drug regulations of KartSport New Zealand.

I declare that I give consent to the details contained on this entry form being held by KartSport New Zealand and/or the Organising Club for the purpose of the promotion and benefit of the event concerned, and KartSport in general. I acknowledge my right to access and correction of this information. This consent is given in accordance with the Privacy Act 1993.

Signature of Competitor: Date:
Minors, under 18, must have a parent's or legal guardian's signature approving conditions of entry and declaration. A parent or legal guardian signing on behalf of a minor must attend driver's briefing and be in attendance during the course of all competition and official practice and, should the competitor choose not to represent him/herself, be the only person to represent the competitor at any judicial hearing.

Signature of Parent or Legal Guardian:
Print Name: Date:

Please Print
Name of Competitor:.....
Address:
Age (if under 18): Phone:
Email address:
Registered Number: Preferred Racing Number: Transponder No:
Name of club of which you are a current financial member:.....
State make and model of motor(s):.....
State type/make of kart:
Sponsor/s (if any):
State tyres to be used (if applicable)

This event is for (add rating) rated licence holders. *
Ratings will not be valid unless they have been dated at least 10 days prior to the event at which they are produced.
Please enter me in the following classes. *

HOST CLUB TO LIST CLASSES HERE

Entry Fee per class \$..... (add fee) *

Entry fee \$ per class
Fuel Test Levy \$ 10.00 **
Tyre Test Levy \$ 10.00 **
Ambulance fee \$ ***

Add any other charges you require, ie Security, Practice etc.

Entries close 5.00 pm (day month, year).
Entries postmarked after this date will be double fees. ****
Send entries to:(address).
Make cheques payable to:(name organisation)

CheckList. ie. Entry Received, Receipt sent, Entry fee banked etc

Notes

- * See R1.4 regarding appropriate Licence Ratings. As a suggestion when you list the classes to be contested list the minimum/maximum rating required for that particular class, similarly if you have differing entry fees for the classes you are going to run put the entry fee beside the applicable class as well.
- ** Refer Rule L3.11 and L4.3 for Tyre Testing and Fuel Testing respectively.
- *** Refer Rule Q6 headed First Aid Facilities and Personnel.
- **** Refer Rule P for Closing Date and Late Entry Closing Date rules for the event you are hosting. If it is not an event hosted for KartSport New Zealand you can choose your own closing date.

R3 PREPARING FOR AN EVENT - SUPERKART OR SPRINT

R3.1 CONVENOR: The organising club will appoint a person who will be the liaison between KartSport New Zealand and the organising club. (See Convenor Responsibility.) Inform the KartSport New Zealand Secretary well in advance of the person appointed. If this is a National or Island Championship event KartSport New Zealand reserve the right to decline the appointment. A convenor must be accessible at all times (ie not racing). On all permit forms the convenor's name, address and phone numbers must be included. Convenors for hosted Championship events must have attended a KartSport New Zealand Convenor Training Seminar within the 24 months prior the event hosting application being accepted.

R3.2 INSURANCE: KartSport New Zealand holds Public Liability Insurance of \$5,000,000.00 for karting throughout NZ. If this cover is not sufficient, contact the National Secretary outlining requirements such as cover, indemnity etc. Your Club will be sent a cover note indemnifying those required, and at a later date you will be billed the difference. This liability can be extended to any amount that the club, council etc require.

Affiliated Bodies are responsible for the payment of any respective insurance excess that may apply to the KartSport New Zealand Public Liability Insurance Policy.

R3.3 ENTRY FORM, ORDER OF EVENT, GENERAL INFORMATION and SUPPLEMENTARY RULES: These must be approved by the National Steward and sent out to clubs a minimum of 2 months before the event.

R3.4 Should there be less than the required number of entries at closing date the class will be cancelled. Should there be less than the required number of classes at closing date the event will be cancelled. In either case the Club will immediately advise the National Steward and then notify, within 10 days of the closing date, all affected competitors by registered mail or signature required courier.

R3.5 EVENT TIMETABLE:

- All events except Club Days. A general timetable with key start and finish times (Documentation/Scrutineering, Drivers Briefing, Tuning Runs/Qualifying and Racing) must be included on the event Information Sheet submitted with the Permit application.
- For all hosted events the host Club, within 2 days of the closing of late entries, must submit an additional detailed event timetable draft to the National Race Director. If the date for closing of late entries is extended for any reason, the event timetable draft must never the less be submitted within 2 days of the original closing date for late entries. The National Race Director will be responsible for the finalization of the detailed event timetable and its distribution to the host Club and the event Race Director no later than 2 days prior to the commencement of the event. Once this finalized detailed event timetable is distributed by the National Race Director it may not be amended in any way prior to the commencement of the event without the approval of the National Race Director.
- For all hosted events the host Club must provide a minimum of three "official clocks". One each for the Official Notice Board, Scales Area and Out Grid respectively.

R3.6 CONFIRMATION OF ENTRIES: An area should be set aside where a driver can confirm entries, make a late entry etc. Once an competitor has been scrutineered that person is deemed an entry and NO refunds can be expected.

- R3.7 ENTRY FEES:** New Zealand Sprint Championships only. These are the property of KartSport New Zealand and must be in the hands of the National Treasurer 30 days after the conclusion of the event or a penalty of 10% per month may be imposed. For entry fee charges see Section P. When sending fees to the Treasurer, indicate the number of entries and at what fee. The charged late fee is the property of the organising Club.
Entry fees from the New Zealand SuperKart Championships, South and North Island SuperKart and Sprint Championships, New Zealand Dirt Championships, CIK Trophy of New Zealand and National Schools Championships belong to the host Club.
- R3.8 RESULTS:** The person posting the results must, at the time of adding them to the Official Notice Board, note the time of posting and sign and write their name on each result sheet using a pen.
- R3.8.1 Provisional Race Result (including Time Trial)**
Posted on the Official Notice Board immediately after the race/time trial and subject to 20 minute protest period or outcome of any hearing as a result of a protest.
- R3.8.2 Confirmed Race Result**
As at the 20 minute point following posting of Provisional Race Result (if no protest) or following posting as a result of a hearing.
- R3.8.3 Provisional Event Result**
Posted on the Official Notice Board after racing is concluded but before tech inspection (if any) and subject to both tech inspection outcome and 20 minute protest period.
- R3.8.4 Confirmed Event Result**
Posted on the Official Notice Board after Technical inspection completion and any hearings as a result of a protest and signed off by the Chief Steward. Subject to 20 minute protest period.
- R3.8.5 Event Classification**
As at the 20 minute point following posting of Confirmed Event Result (if no protest) or following posting as a result of a hearing. No official prizegiving or trophy presentation can commence until the Event Classification has been established.
- R3.8.6 Confirmed Series Result (or Confirmed Series Result to date if part way through series)**
Posted on the Official Notice Board after Event Classification and signed off by the Chief Steward or another KartSport New Zealand Steward present and appointed for this purpose by the KartSport New Zealand Chief Steward of the day. Subject to 20 minute protest period.
For all Rounds other than the final Round, these must be provided to the Chief Steward for sign off before the commencement of Drivers Briefing at the following Round and they must be posted immediately following the Drivers Briefing. For the final Round they must be signed off and posted on the final day of competition.
- R3.8.7 Series Classification (or Series Classification to date if part way through series)**
As at the 20 minute point following posting of Confirmed Series Result (if no protest) or following posting as a result of a hearing. For the final Round, no official prizegiving or trophy presentation can commence until the Series Classification has been established.
- R3.8.8** Event and Series Classification may be amended as a result of action taken following any further fuel/tyre testing of samples collected during the event and sent for laboratory analysis.

- R3.8.9** For National, Island and CIK trophy events, all race results and a list of names, addresses and contact phone numbers for all perpetual trophy holders are to be sent to the National Secretary within 30 days of the conclusion of the event by the event Race Secretary or their appointee.
- R3.9 REPORTS:** It is the host Club's responsibility to ensure that the a event report and results of all Road and Sprint, National, Island and Open permitted events are in the hands of the KartSport New Zealand Web Master within 14 days of the event.
- R3.10 OFFICIAL PRACTICE:** (Rule Q5). Adequate practice periods must be given and stipulated on the entry form. Practice sessions will be of 10 minutes minimum duration with a minimum of 4 sessions. Adequate time must be allocated for machine examination prior to the commencement of the practice period. A kart is not permitted to practice until approved by a Machine Examiner. All Flag Marshals, Officials, First Aid and safety equipment must be in position prior to practice starting. When Clubs are hosting New Zealand and Island SuperKart Championships the host Club is permitted to charge a fee for Official Practice to cover the cost of track hire provided the individual charge equates to the overall hire charge.
- NOTE:** The term "track available for testing" is to be used when the circuit can be used for practice, but Officials will not be in attendance - this is not Official Practice.
- R3.11 FIRE EXTINGUISHERS:** Must be readily available to all parts of the circuit and competitors must be advised prior to the meeting where these are situated.
- R3.12 CLUB OFFICIALS:** A list of Club officials must be submitted to the KartSport New Zealand with the permit application. This should include the Starter, the Out Grid Pit Marshal and Control Tower Personnel. KartSport New Zealand reserves the right to appoint the Starter, the Out Grid Pit Marshal and Control Tower Personnel including the Chief Timekeeper.. List on the permit application the KartSport New Zealand officials that you have contacted and who have confirmed in writing their availability to officiate at your event. (Rule R.1)
- R3.13 KARTSPORT NEW ZEALAND OFFICIALS:** Stewards, Clerks of the Course, Technical Officers and Scrutineers will be organised by KartSport New Zealand and advised to the club with permit approval. Clubs not being able to provide sufficient Race Officials etc in their area for the event may be requested by KartSport New Zealand to reimburse travel costs.
- R3.14 GATE PASSES:** Sufficient gate passes MUST be supplied for all KartSport New Zealand Officials and a minimum of 2 gate passes for each competitor on confirmation of their entry. It is suggested these passes be sent out with receipt of entry.
- R3.15 TROPHY PRESENTATION:** A suitable venue for the presentation of trophies etc should be arranged. Subject to venue occupancy permit limitations, admission only tickets must be made available for all Championship event prize givings.
- R3.16 RECOVERY VEHICLE:** A and B rated Track Complexes, when hosting National Sprint, Island Sprint, National Schools and CIK Trophy events, must have a recovery vehicle and trailer in operation on competition days for the purpose of kart recovery.
- R3.17 FLAG MARSHALS:**
- **KartSport New Zealand Championship (hosted) Events:**
At least two for each Flag Point. One responsible for displaying the Yellow Flag and the Yellow with Red Stripes Flag and the other for displaying Blue Flag.
 - **All Other Events:**
At least one for each Flag Point.
- Exception:** When an approved Safety Lights system is in operation.

- R3.18 OUT GRID PIT MARSHAL:** In control of the dummy grid and the out gate. Ensuring that karts are on the correct grid, giving the engine starting instruction(s) and then releasing the field on to the track (Ref J2.7). This is one of the roles that can either break or make an event. The Out Grid Pit Marshal should determine any gaps on the grid prior to sending out the field. This information should be relayed to the starter and control tower staff so that they can determine where the gaps should be.
The Out Grid Pit Marshal PA system must override the Announcer PA system on the speakers in the Pits and Dummy Grid areas.
To become an approved Pit Marshall the candidate must have carried out the role of the Pit Marshall at three club days and have completed the following training modules and questionnaires as noted on the KartSport New Zealand training matrix and as administered by the Race Officials Training Coordinator, ie. Modules 3, 4, 6, 9 and The Role of the Pit Marshall.
- R3.19 STARTER:** Must be experienced, if not the competitors will very quickly dictate the start of a race. KartSport New Zealand reserves the right to approve/appoint the starter/s. For all Group A, B, C, D and E events (excluding SuperKart events) the Starter must be a Race Official Grade 3 or higher.
- R3.20 OFFICIAL NOTICE BOARD:** Must meet the requirements of the Track and Complex Rating Code. At all events, notices, results and/or information may not be removed without the authority of a KartSport New Zealand Official.
- R3.21 COMPETITOR RELATIONS OFFICER (CRO):** Will be appointed by KartSport New Zealand. Compulsory for National Sprint Championships. Optional for other events.