



## KARTSPORT NEW ZEALAND MANUAL

### SECTION Q - EVENTS GENERAL

Issue 2018-1 published and effective 1-1-18

#### **Q EVENTS GENERAL**

##### **Q1 ENTRY FEES:**

**Q1.1** Once a competitor has had his/her kart scrutineered and/or confirmed his/her entry, he/she is deemed to be a competitor and no entry fee refund can be expected. Exception to this are entries for the SuperKart Grand Prix. These MAY be refunded on application.

##### **Q2 MINIMUM ENTRY REQUIREMENTS:**

###### **Q2.1 NZ SPRINT CHAMPIONSHIPS**

Minimum entry per class: 8  
Minimum number of classes: 7 of 10

###### **Q2.2 CIK TROPHY OF NEW ZEALAND**

Minimum entry per class: 8  
Minimum number of classes: 1 of 3

###### **Q2.3 NATIONAL SCHOOLS CHAMPIONSHIPS**

Minimum entry per class: 6  
Minimum number of classes: 4 of 6

###### **Q2.4 SOUTH and NORTH ISLAND SPRINT CHAMPIONSHIPS**

Minimum entry per class: 6  
Minimum number of classes: 6 of 10

###### **Q2.5 NZ SUPERKART CHAMPIONSHIPS**

Minimum entry per class: 5  
Minimum number of classes: 4 of 7

For attaining the minimum numbers for the SuperKart Championships, the Grand Prix entry is not to be taken into account. However for a Grand Prix to be recognised it must have a minimum of 5 entries.

###### **Q2.6 SOUTH and NORTH ISLAND SUPERKART**

Minimum entry per class: 5

###### **Q2.7 NZ DIRT CHAMPIONSHIPS**

Minimum entry per class: 5  
Minimum number of classes: 6 of 10

##### **Q3 SMALL FIELDS**

**Q3.1** Should there be less than the required number of entries at Early Closing Date the class will be cancelled. Should there be less than the required number of classes at Early Closing Date the event will be cancelled. In either case the Club will immediately advise the National Steward and then, with KartSport New Zealand's approval, notify, within 10 days of the closing date, all affected competitors by registered mail, signature required courier or response requested email.

#### **Q4 TROPHIES and PRIZE PURSE**

##### **Q4.1 NEW ZEALAND SPRINT TITLES**

KartSport New Zealand will be responsible for the challenge trophies for first place in each class. The host Club must provide keepsie trophies for each class as detailed below and must incur a minimum cost of 20% of the total entry fee at closing date on the 1st to 3rd place trophies. The minimum amount to be spent on the 1st to 3rd place trophies will be \$306.00 (incl GST) per class. Keepsie trophy budget total must have the prior approval of KartSport New Zealand. Proof of expenditure must be provided to KartSport New Zealand Executive within 30 days of the event at which time KartSport New Zealand will reimburse (on receipt of invoice) the host Club providing the Club has met its obligations under Rule R3.7. The maximum amount reimbursed will be equal to 20% of the total entry fee amount received from confirmed entries.

<b>Number of Entries at Closing Date</b>	<b>Keepsie Trophies</b>
8	1st to 4th
10	1st to 5th
12 and over	1st to 6th

##### **Q4.2 NEW ZEALAND SUPERKART AND GRAND PRIX TITLES**

KartSport New Zealand will be responsible for the challenge trophies for first place in each class. The host Club will be responsible for the prize purse in either cash, product or services for 1st to 3rd in each class to a retail value equal to 20% of the total entry fee for each respective class at closing date. The SuperKart Championship and Grand Prix entry fees and prize purses are to be treated independently.

The host Club must provide keepsie trophies for each class as detailed below and must incur a minimum cost of 20% of the total entry fee at closing date on the 1st to 3rd place trophies. The minimum amount to be spent on the 1st to 3rd place Championship trophies will be \$153.00 (incl. GST) per class. The minimum amount to be spent on the 1st to 3rd place Grand Prix trophies will be \$150.00 (incl. GST) per Grand Prix.

<b>Number of Entries at Closing Date</b>	<b>Keepsie Trophies Championship</b>
5	1st to 3rd
10	1st to 5th
12 and over	1st to 6th

  

	<b>Keepsie Trophies Grands Prix</b>
5 and over	1st to 3rd plus 1st in class

##### **Q4.3 ISLAND SPRINT, ISLAND SUPERKART AND NZ DIRT TITLES**

KartSport New Zealand will be responsible for the challenge trophies for 1st place in each class. The host Club must provide keepsie trophies for each class as detailed below.

<b>Number of Entries at Closing Date</b>	<b>Keepsie Trophies</b>
5	1st to 3rd
8	1st to 4th
10	1st to 5th
12 and over	1st to 6th

##### **Q4.4 CIK TROPHY OF NEW ZEALAND TITLES**

KartSport New Zealand will be responsible for challenge trophies for 1st to 3rd places in the KZ2 class. KartSport New Zealand will be responsible for challenge trophies for 1st place for each of the Challenge Cup support classes contested.

For keepsie trophy requirements refer Rule P3.12.

#### **Q4.5 NATIONAL SCHOOLS TITLES**

KartSport New Zealand will be responsible for both the individual 1st place class challenge trophies and the schools section team 1st place challenge trophies. The host Club must provide keepsie trophies to at least 6th place in each class plus a keepsie trophy for the winning school in each section. The total value of the keepsie trophies must be at least equal to 20% of the total individual and team entry fees received.

#### **Q4.6 KEEPSIE TROPHIES**

Prior to purchase the host Club must submit the design of the keepsie trophies to KartSport New Zealand for approval.

**Q4.7 TROPHIES:** A competitor is responsible for any trophies presented. They must be returned in good condition to the National Secretary a minimum of 10 days before the date of the event or when requested in writing by letter sent by signature required courier. Trophies are not to be engraved. Engraving will be arranged by KartSport New Zealand. Trophies for which KartSport New Zealand are responsible may not be taken out of the country unless an agreed upon bond has been put up and held by KartSport New Zealand. In the event of a KartSport New Zealand trophy not being returned by a given time, the recipient will be fined \$200.00 and be responsible for the replacement and updating of a new trophy.

#### **Q4.8 MASTERS CHAMPIONS**

At NZ Sprint, NZ SuperKart, Island Sprint, Island SuperKart and NZ Dirt events the first Master classified in each senior class will be recognised as the Masters Champion for that event/class providing:

- Competitors satisfy Rule D1.2.
- Competitors are aged 40 years or more on the first day of competition.
- Six or more paid "Masters" entries for the respective class are received by early entry closing date.

KartSport New Zealand will be responsible for the respective challenge trophies. Host Clubs will provide a keepsie trophy for the first placed Master in each class respectively.

#### **Q4.9 OVERSEAS EVENT PRIZES/AWARDS**

Recipients of prizes/awards managed by KartSport New Zealand, which include entry to an overseas event, have a maximum of 60 days from the completion of the respective event to confirm acceptance of the prize/award. If the recipient does not confirm acceptance within this period the prize/award will be allocated to another competitor at KartSport New Zealand's discretion.

#### **Q5 OFFICIAL PRACTICE, TUNING RUNS, PRACTICE AND TRACK AVAILABLE FOR TESTING:**

##### **Q5.1 GENERAL:**

Drivers must be correctly clothed at all times. (Rule G3.2)

The following class groupings are the only class groupings permitted:

- Cadet Raket and Cadet ROK may run together.
- Vortex Mini ROK must run alone.
- Junior ClubSport LO206, Junior ClubSport 120, Junior 100cc Yamaha, Formula Junior and 125 Rotax Max Junior may run together.
- All Senior classes may run together.

At all times drivers must meet the age limits, as per Rule E3, for the class of kart being driven.

- Karts must travel around the circuit in the same direction.
- Karts must leave and enter the pit area via the correct exit and entry.
- Karts must not be driven in or through the pit area.
- Karts must not be worked on at the circuit edge.
- Karts must be pulled well clear of the circuit if a break down occurs.

- Karts may only be refuelled in the pit area. Refuelling is NOT permitted on the Out Grid nor any area of the circuit.

**Q5.2 OFFICIAL PRACTICE:** Responsibility for management of the rules rests with KartSport New Zealand officials in attendance.

- All Flag Marshalls (R3.17) and First Aid personnel (Q6) must be in attendance.
- On track activity will be controlled by the Race Director.
- Out Grid must be Pit Marshal controlled.
- Karts may be randomly scrutineered at the end of their respective practice sessions.
- Karts must have 4 number plates with numbers. (Rule L2).
- Transponders must be fitted and working.
- Practice will be in timed sessions or laps for each class.

**Q5.3 TUNING RUNS:** Responsibility for management of the rules rests with KartSport New Zealand officials in attendance.

- Used on a race day prior to competition. Limited to short runs of a few laps.
- All other requirements for official practice apply.

**Q5.4 PRACTICE:** Responsibility for management of the rules rests with the convenor or host club.

- Grid must be Pit Marshal controlled.
- Timed sessions or laps for each class. (Rule R3.10)

**Q5.5 TRACK AVAILABLE FOR TESTING:** Responsibility for management of the rules rests with the competitors.

Club, Club Management and or KartSport New Zealand Officials may impose controls for safety reasons.

**Q5.6 Accredited KartSport Coach Exceptions:** Accredited KartSport New Zealand Coaches are permitted to:

- During test days only, operate one-way radio communication Coach to Pupil while the pupil is on track.

NOTE: Not permitted on test days immediately prior to Group A, Group B, Group C, Group D or Group E events.

- During test days only, undertake, in a senior specification kart, on track coaching of a Cadet, Junior Restricted or Junior Age Group Pupil in their respective specification kart. At any one time only the Coach and Pupil are permitted on track together.

NOTES: Not permitted on test days immediately prior to Group A, Group B, Group C, Group D or Group E events. Subject to host Club's class sequencing should other drivers wishing to test be present (eg prior to Group F Club Days).

**Q6 FIRST AID:**

**Q6.1 SPRINT (permanent circuit), ISLAND, NATIONAL, INTERNATIONAL:**

Minimum of suitably qualified personnel whose sole responsibility is first aid. A vehicle or room must be provided at the circuit for a patient to either be checked, recover, or await an ambulance in private and comfort.

**Q6.2 ALL OTHER SPRINT EVENTS INCLUDING CLUB DAYS:**

Minimum of suitably qualified personnel whose sole responsibility is first aid.

**Q6.3 MOTOR RACING CIRCUITS (MSNZ), ROAD RACE AND NON-PERMANENT SPRINT CIRCUITS: If Less Than 20km From A Commissioned Ambulance Station:**

Minimum of suitably qualified personnel whose sole responsibility is first aid. A vehicle or room must be provided at the circuit for a patient to either be checked, recover or await an ambulance in private and comfort. Communication to a commissioned ambulance station MUST be provided at the circuit. It is recommended to have the minimum of a decommissioned ambulance in attendance.

### **If More Than 20km From A Commissioned Ambulance Station:**

A commissioned ambulance with suitably qualified (paramedic trained ambulance officer) personnel and/or a medical practitioner must be provided. If a medical practitioner is used there must be a vehicle or room at the circuit for a patient to either be checked, recover or await an ambulance in private and comfort. Communication to a commissioned ambulance station **MUST** be provided at the circuit under these circumstances.

#### **Q6.4 DEFINITIONS:**

- **Suitably Qualified:** Minimum - adult holding a current 16 hours Workplace First Aid Certificate 6400, 6401, 6402 or equivalent. PHEC (pre hospital emergency care) qualified personnel preferred.
- **Vehicle:** An ambulance or vehicle capable of carrying a stretcher. Stretcher to be provided.
- **Room:** Caravan or room solely for the purpose of first aid. Stretcher to be provided.
- **Commissioned Ambulance:** Must be able to take people from the circuit to hospital.

#### **Q6.5 FIRST AID FACILITIES and PERSONNEL**

All first aid facilities and personnel must be on hand from the start of practice to the completion of racing. A charge may be levied on all entrants to assist in offsetting the ambulance charges, BUT firstly the Club must seek approval from the National Steward and may be asked to provide a receipt from the Ambulance Association or medical practitioner after the event being proof of the charges. This charge can only be made when a paid service is required.

#### **Q7 TRACKS - DEFINITION**

**Q7.1** These specifications are the minimum requirements for all events. The final approval of any circuit will be in the hands of the National Track and Safety Inspector and/or the National Steward.

**Q7.2 SPRINT TRACKS - PERMANENT:** The KartSport New Zealand Track and Complex Rating Criteria (which includes a requirement for a current Track and Safety Plan) is a Code. All permanent sprint tracks are to be relicenced annually. Annual inspections will normally be performed by the National Track and Safety Inspector at no cost to the respective Clubs. However the cost of follow up inspections and inspections to approve modified tracks and/or complexes will be to the account of the Club concerned. Clubs wishing to make any changes to their tracks and complexes are urged to contact the National Track and Safety Inspector before undertaking any planning.

**Q7.3 MOTOR SPORT NEW ZEALAND PERMANENT TRACKS:** These are normally safe, but run off areas should be checked for obstructions that may be safe for a 2 tonne race car, but be a launching ramp for a runaway kart. Careful note should be made of armco barriers, as in some cases these are built a bit high, and may be quite adequate for a race car, but a kart may just get halfway underneath. These areas should be protected with haybales or car tyres.

Where a club hires a MSNZ Track, an approved, current KartSport New Zealand Safety Plan must be in place.

**Q7.4 SPEEDWAY TRACKS:** Safety protection will be required for all flag marshals positioned on the infield of the track. (Minimum standard as per requirement for sprint tracks). Where a club hires a speedway track, use of the track must have the prior written approval of the National Track and Safety Inspector (and/or National Steward). An approved, current KartSport New Zealand Safety Plan for the track must be in place.

**Q7.5 FINAL APPROVAL:** The club must satisfy the Chief Steward of the day that the circuit is safe and must abide by any rulings or changes that the Chief Steward requests.

**Q7.6** The Chief Steward has the right to cancel/postpone the event if he/she considers the safety precautions/plans to be inadequate.

**Q8 RACE EVENT OFFICIALS**

**Q8.1 STEWARDS:** Rule C2.7 & C2.8

**Q8.2 RACE DIRECTOR:** Rule C2.9

**Q8.3 CLERKS OF THE COURSE:** Rule C2.10

**Q8.4 TECHNICAL OFFICERS:** Rule C2.14

**Q8.5 MACHINE EXAMINERS:** Rule C2.15

**Q8.6 KARTSPORT NEW ZEALAND OFFICIALS IN TRAINING:**

**Race Officials in Training:** May only act under the supervision of a KartSport New Zealand Steward/Clerk of the Course who must be in attendance and officiating at the event.

**Technical Officers in Training:** May only act under the supervision of a KartSport New Zealand Technical Officer who must be in attendance and officiating at the event.

**Q8.7 APPOINTMENT OF OFFICIALS:** All 'permit' events including National Title events will be under the control of KartSport New Zealand Stewards, Race Director, Clerks of the Course, Machine Examiners and Technical Officers. The National Steward and National Technical Officer or their appointees will decide on the number required for the event. At Club days, the officials of the day will be appointed by the promoting Club and must include at least one KartSport New Zealand Steward/Clerk of the Course who must be in attendance at the meeting. The number of required KartSport New Zealand officials is determined on the Club's Safety Plan. (Rule R1 – Permit Requirements.)

**Q8.8 AGE:** The minimum age for Race Officials, Technical Officers and Machine Examiners is 18 years old.

**Q8.9 ACCIDENTS:** At any kart event where injury is sustained through a karting accident and doctor or hospital treatment is required, the Chief Steward must make a full report to the National Steward. This must be done within 7 days, stating the full facts and believed reason for the accident. This refers to ALL kart events, i.e official practice days, club days up to major events.

Note: When property is damaged, a full report of damage etc shall be submitted to the National Steward and National Treasurer. If a report is not submitted it may invalidate any insurance or ACC claims.

**Q8.10 RACE OFFICIALS' TRAVEL:** KartSport New Zealand reimburses Stewards, Race Director, Clerks of the Course, Machine Examiners and Technical Officers if they are required to attend an event. This is only done when there are insufficient personnel in the area to carry out the duties to KartSport New Zealand's requirement. Clubs should remember that in this case KartSport New Zealand will request a refund when travel costs have to be paid out.

Reimbursement will not be requested for the following event hosted on behalf of KartSport New Zealand: NZ Sprint Championships.

**Q9 FAST TRACK CLUB DAYS**

**Q9.1 CLUBS** can apply to KartSport New Zealand for approval to use this procedure at their Club Days.

**Q9.2 THE APPROVAL** when granted will form a part of the Clubs' Safety Plan.

**Q9.3 A FAST TRACK CLUB DAY** can only be conducted when the required qualified officials are available for that club day including an approved KartSport New Zealand Pit Marshall.

**Q9.4 FAST TRACK CLUB DAY APPROVAL PROCESS**

Approvals to individual affiliated Clubs will only be authorised by the KartSport New Zealand Executive after personnel and procedures have been approved by the National Steward and the National Technical Officer.

The approved Clubs must comply with their Safety Plan including the minimum number of Officials required.

Clubs will only be able to conduct an approved Fast Track Club Day when the required qualified Officials are available for that Club Day including an approved Pit Marshall.

Competition licence checking and documentation will be conducted as per normal practice by Stewards or Race Officials in the morning or afternoon prior to the drivers' briefing(s).

**All** competitors except those subject to normal club scrutineering practice must complete and sign the approved Fast Track Scrutineering Record form which will be counter signed and stamped by a Race Official at documentation.

This document will be submitted by the competitor/guardian to the Race Secretary at the confirmation of their entry.

All competitors and karts except those subject to normal club scrutineering practice must be checked at least once during the day for compliance with the rules.

All "X" plated drivers and those unrated/not qualified for a Tier 2 licence rating will also have their kart fully scrutineered and their personal safety apparel checked as per normal club scrutineering practice.

At least three karts other than those subject to normal practice and from different classes will be randomly selected for scrutineering at each "Fast Track Clubday."

A Machine Examiner will supervise all scrutineering activities and will also carry out the specified random kart checking throughout the day on any of the out grid, the in grid or any other designated area.

The Machine Examiner may be assisted when required by a Technical Officer or a Grade 3 or higher Race Official.

The approved Pit Marshall's name will be included on the Club's "Fast Track Clubday" approval from KartSport New Zealand.

The Pit Marshall will conduct driver's personal safety apparel checks throughout the day's race programme in addition to their normal duties and will record those checks.

Drivers or karts found not to be complying with the rules may NOT start a race.

Any non-compliance must be rectified immediately or the kart must leave the out grid and be classified as a Did Not Start. (DNS)

Any PNRs arising from non-compliance will be administered in the normal way.

Every driver must attend a Drivers Briefing. Drivers and the Parent/Guardian of any minor driver arriving after any Drivers Briefing at the start of the event must report to the the Clerk of Course and request a briefing.

The "**Out Grid Check Sheet**" naming and signed by the approved Pit Marshall must be included with the Chief Steward's Report of the event to the Race Officials Area Coordinator.