



**Karting (New South Wales) Inc**  
**State Policy and Procedures**  
**RACE AND OFFICE POLICY & PROCEDURE**

---

All kart race meetings are required to have a race permit issued. Application for a race permit must be made online using the Card Management System.

**Timing of Applications**

- (a) Submit permit application via club computer "Club Licence Production" at least 30 days prior to race date. If within that time the system will not allow an application to be lodged.
- (b) If approved, the Permit will be issued 2 weeks prior to race date. The Permit number will appear on the top right hand side of the Permit.
- (c) Permit to be displayed on notice board at the race meeting to which Permit applies.
- (d) The Permit number to be noted on all paper work submitted to State Office after the meeting.
- (e) For major meeting where the supplementary regulations nominate an early "opening date for receipt of entries" then the permit application should be received three weeks prior to this date.

Applications received outside of these time frames will incur the following penalties:

- 1<sup>st</sup> offence, will be a written warning.
- 2<sup>nd</sup> offence, a monetary fine of \$500.00.
- 3<sup>rd</sup> offence, permit refused.

The State Office will issue the race permit prior to the nominated "opening date for receipt of entries" provided the correct information is supplied at the times required.

**Supplementary Regulations and Series Regulations**

A copy of the supplementary regulations for the event must also accompany a permit application. The supplementary regulations should be prepared to the standard format as approved by KARTING NSW and include **all** required information.

X:\POLICY N PROCEDURES\CURRENT\Race and Office Procedure Policy.doc

Date Created: 12<sup>th</sup> August 2000 SKC Meeting

Date Amended: Amended for 2008 AGM

Date Amended: 31<sup>st</sup> July 2010 AGM Meeting

Date Amended: 5<sup>th</sup> May 2012 SKC Meeting

Date Amended: 28<sup>th</sup> July 2012 AGM

Date Amended: 1<sup>st</sup> August 2014 - NSWPV/14-08

Date Amended: 6<sup>th</sup> August 2017 – Board Meeting (last dot point added to what the race secretary is required to submit to the state office)



**Karting (New South Wales) Inc**  
**State Policy and Procedures**  
**RACE AND OFFICE POLICY & PROCEDURE**

For competitions that involve a Series of Meetings, then “Series Regulations” should be prepared that describe, the meetings that will form the competition, the series race format, the series point score and any series prizes.

The Series Regulations must be supplied with, or prior to, the application for a race permit for the first race meeting.

Each race meeting, within the series, can have separate supplementary regulations, however these shall not alter the Series Regulations.

Approved supplementary regulations are to be displayed with the Race Permit on the Club notice board.

**Track Licencing as it affects Race Permits**

Tracks are currently licenced annually for the period 1 July to 30 June. For those clubs conducting events in July and August they should be aware that a race permit can't be issued until the track licence has been issued by the KARTING NSW and the NSW Sport and Recreation, for that period.

**Race Secretary & Race Entry**

Driver to swipe licence card. If driver does not have a licence card, ask for the competitor's licence number, or name and search for the correct person.

**Check the following carefully:**

- (1) The licence is valid and the competitor's club membership is valid.
  - *if the licence has expired the system will highlight in red that the licence is expired. If the driver does not have a valid licence, do not enter the driver, advise the driver and report the matter to the stewards. Note: Temporary licences are valid.*
  - *If the competitor's club membership is not valid the system will also show the fact – this means that the licence is not valid. If the*

X:\POLICY N PROCEDURES\CURRENT\Race and Office Procedure Policy.doc

Date Created: 12<sup>th</sup> August 2000 SKC Meeting

Date Amended: Amended for 2008 AGM

Date Amended: 31<sup>st</sup> July 2010 AGM Meeting

Date Amended: 5<sup>th</sup> May 2012 SKC Meeting

Date Amended: 28<sup>th</sup> July 2012 AGM

Date Amended: 1<sup>st</sup> August 2014 - NSWPV/14-08

Date Amended: 6<sup>th</sup> August 2017 – Board Meeting (last dot point added to what the race secretary is required to submit to the state office)



**Karting (New South Wales) Inc**  
**State Policy and Procedures**  
**RACE AND OFFICE POLICY & PROCEDURE**

*competitor can prove that he/she is a member of a club then advise the competitor that they need to have their club secretary update the system. If not, do not accept their entry and advise the stewards of the meeting.*

- (2) Class competitor wishes to enter – the system remembers the last class that the competitor raced in (do not assume that it will always be the same)
  - (i) check that licence division and grade is appropriate for the class being entered.
  - (ii) check the licence condition(s) are appropriate for the class being entered (licence conditions appear as a pop up on the screen).
- (3) Ask the kart number of competitor.
- (4) Ask if the competitor requests an endorsement. Check the transponder number (Tx) is the one the driver intends to use at this meeting – the system remembers the last number that the driver used. *(This will save the Timing Officer a few headaches later in the meeting).*
- (5) The method of payment (i.e cheque, cash, credit card etc) and the entry fee.
- (6) Issue the competitor with a scrutineering form.
- (7) If a competitor is under 18 years old, their Guardians information needs to be recorded.

Once you have satisfied yourself that all is in order then accept the entry and 'save' it.

If there are any anomalies with the entry do not enter the driver - report the matter to the stewards.

Ensure that the Clerk of Course is aware of drivers wishing "P" or upgrade endorsements.

X:\POLICY N PROCEDURES\CURRENT\Race and Office Procedure Policy.doc

Date Created: 12<sup>th</sup> August 2000 SKC Meeting

Date Amended: Amended for 2008 AGM

Date Amended: 31<sup>st</sup> July 2010 AGM Meeting

Date Amended: 5<sup>th</sup> May 2012 SKC Meeting

Date Amended: 28<sup>th</sup> July 2012 AGM

Date Amended: 1<sup>st</sup> August 2014 - NSWPV/14-08

Date Amended: 6<sup>th</sup> August 2017 – Board Meeting (last dot point added to what the race secretary is required to submit to the state office)

Page 3 of 5



**Karting (New South Wales) Inc**  
**State Policy and Procedures**  
**RACE AND OFFICE POLICY & PROCEDURE**

**Race Permit Fees and Paperwork**

All race meetings have race reports that are required to be completed by officials and returned to the State Office. Additionally, clubs are required to pay fees and charges to the KARTING NSW in relation to race meetings. These monies and associated paperwork are remitted to the State Office after the race meeting.

The Race Secretary is required to collect all:

- Medical Reports - Casualty Report and Incident Report to be completed for all injured drivers.
- Stewards' Report & any Bulletins
- Penalty Notification Forms and Infringement Notices
- All Forms of Complaints (ensure that penalty notices & Complaint Forms are as listed on Stewards Report)
- Written Warnings are to be listed on the Stewards Report.
- Race Meeting Results (to be printed from the race management system).
- Notice/s of appeal.
- Track Inspection Report (Track Logbook form).
- Complete Certificate of Compliance – to be sent direct to State Office
- Endorsement sheet.
- Karting NSW Health or Safety Report to be used for non racing incidents.
- Karting Australia Pre-Event Checklist, pages 4 and 5.

Within 48 hours of the completion of racing Clubs must:

Post or return the completed race paperwork.

Upload the meeting in the Card Management System.

Notify Debbie Wilkinson at [accounts@kartingnsw.com](mailto:accounts@kartingnsw.com) if there are any discrepancies to the number of entrants.

Within 14 Days of the completion of racing Clubs must:

Remit all monies due.

X:\POLICY N PROCEDURES\CURRENT\Race and Office Procedure Policy.doc

Date Created: 12<sup>th</sup> August 2000 SKC Meeting

Date Amended: Amended for 2008 AGM

Date Amended: 31<sup>st</sup> July 2010 AGM Meeting

Date Amended: 5<sup>th</sup> May 2012 SKC Meeting

Date Amended: 28<sup>th</sup> July 2012 AGM

Date Amended: 1<sup>st</sup> August 2014 - NSWPV/14-08

Date Amended: 6<sup>th</sup> August 2017 – Board Meeting (last dot point added to what the race secretary is required to submit to the state office)

Page 4 of 5



**Karting (New South Wales) Inc  
State Policy and Procedures  
RACE AND OFFICE POLICY & PROCEDURE**

Race paperwork and payments received outside of these time frames will incur a penalty of \$50 incl. GST.

The State Office shall not issue race permits to any club that is in arrears, with money, reports or the completion of required paperwork, by more than one event.

To assist in this process all race officials should ensure that their completed race paperwork is returned to the club/race secretary at the end of the meeting, for return to the State Office and endorsements verified in the CMS.

X:\POLICY N PROCEDURES\CURRENT\Race and Office Procedure Policy.doc

Date Created: 12<sup>th</sup> August 2000 SKC Meeting

Date Amended: Amended for 2008 AGM

Date Amended: 31<sup>st</sup> July 2010 AGM Meeting

Date Amended: 5<sup>th</sup> May 2012 SKC Meeting

Date Amended: 28<sup>th</sup> July 2012 AGM

Date Amended: 1<sup>st</sup> August 2014 - NSWPV/14-08

Date Amended: 6<sup>th</sup> August 2017 – Board Meeting (last dot point added to what the race secretary is required to submit to the state office)

Page 5 of 5