



## **KNSW OPEN STATE CHAMPIONSHIP POLICY AND PROCEDURE**

### **1 THE COMPETITION**

- a. The KNSW Open State Championship will be contested over three (3) rounds with one (1) round to be held in each of the three (3) KNSW Regions – Northern, Metro and Southern. The final round is to be held in the Metropolitan Region.
- b. If no Club in one of the regions makes application to host a round of the KNSW Open State Championship by the stipulated closing date of applications, Clubs in the other two regions will be eligible to apply.
- c. Applications to host a round of the Championship will close on the first Friday of November, eighteen months prior to the year of competition. As an example, applications for the 2019 KNSW Open State Championship would close on the first Friday in November 2017.
- d. KNSW Board will make the final decision on the allocation of venues for the Championship.
- e. The Australian Karting Association (trading as Karting Australia - KA) will allocate the dates for each round of the KNSW Open State Championship.
- f. KNSW will collaborate with KA to determine the dates for each round of the KNSW Open State Championship.

### **2 PROCESS**

- a. The Championship will be run jointly between KNSW, the host Club and the host venue. If no agreement can be reached, KNSW will negotiate an alternate venue for the conduct of the round.
- b. The host Club and the host venue will agree and acknowledge that KNSW Ltd is the sole proprietor of all intellectual property rights associated with the KNSW Open State Championship.

### **3 THE APPLICATION PROCESS**

- a. Offering prestige and financial rewards, the right to host a major karting event is often a hard fought process by several clubs.
- b. To be successful in being awarded a major event, clubs must be able to present a bid to the Karting New South Wales Board that demonstrates a club's ability to plan, promote, financially support and execute the event in a manner that provides a benefit to the host club. The successful clubs must also be able to demonstrate that they have the ability to host an event that competitors and support staff enjoy; an event that showcases the sport of kart racing in a favourable light.

- c. It is strongly recommended that when presenting a bid for consideration that these guidelines form the basis of the bid document. Decision makers will look for all of the key elements contained within these guidelines to be addressed in order to demonstrate that the various clubs have considered the complexities, workload and financial burdens associated with hosting such an event.
- d. One of the key elements of the bid will be the “Event Team”. Such a team needs to comprise executive members of the club committee empowered with the responsibility and authority to make decisions on behalf of the club as well as those who have had some experience with the organisation of similar events if they do not already exist with the executive members and seek out others who have expertise in marketing, financial management and catering. These people will prove invaluable leading up to and during the event. A resume of the Event Team would be highly regarded as part of the bid document;
- e. remembering that many of the decision makers may not be familiar with each club’s track and facilities. Bid presentations should include detailed layouts of all of the club’s facilities showing track layout, park ferme areas, clubhouse location, toilet facilities, pit areas, car parking etc.
- f. Essential to the ability to host a major event is the financial stability and strength of a club. Often there are significant financial outgoings in the form of marketing expenses as well as track and facility maintenance expenses that may draw heavily on a club’s cash flow prior to the realisation of any income from entries. Clubs are encouraged to provide an Income and Expenditure Statement along with a Balance Sheet for the last two years to demonstrate the clubs financial stability. Separately, a forecast Income and Expenditure Statement and Cash flow Analysis for the period up to and including the staging of the event will ensure the club has a thorough understanding of the financial implications of hosting such an event. The hosting of a major event should provide additional infrastructure and/or cash to the host club to the overall benefit of its members.
- g. Care should be taken when preparing forecast financial statements and a number of different financial models should be presented allowing for up to 20% variation in projected entry numbers as well as a contingency for unexpected expenses.
- h. Accommodation for drivers and their teams can be expensive and on some occasions, a considerable distance from the track. Consideration should be given to contacting local accommodation providers with a view to advance notice as well as negotiating special rates for the event. These discussions may also bring to light any competing events on the same dates.

### **3.1 CHECK LIST**

1. The bid must be presented in writing
2. Ensure sufficient copies for all Karting NSW Board members
3. Provide details of the Event Team including resumes
4. Track layouts should be in with clearly defined legends
5. Enclose financials for the last two financial years – such information will remain strictly confidential
6. Enclose Income & Expenditure forecasts for the event period
7. Provide accommodation plans for competitors and officials.
8. Contact the state track inspector and have the track inspected

#### 4 ELIGIBLE CLASSES

- Cadet 9
  - Cadet 12
  - KA4 – Junior Light
  - KA4 – Junior Heavy
  - KA3 – Junior
  - KA3 - Senior Light
  - KA3 Senior Medium
  - TaG 125 – Light
  - TaG 125 – Heavy
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- a. A minimum of 8 competitors must participate in each particular Class for that particular round to be allocated Championship points.
  - b. All three rounds of the Championship must be officially contested for the Class Championship to be awarded
  - c. The race format will be determined by KNSW as per the KA manual.
  - d. The timetable for each round of the Championship must be approved by KNSW.
  - e. Practice will be in accordance with the KA Manual.
  - f. The host Club will use the current KNSW logo and KNSW approved sponsors' and corporate partners' logos on programs and all advertising for the Championship.
  - g. The host club will provide trophies for the first three placegetters in the Final of each eligible class of the respective round of the Championship.
  - h. KNSW will provide trophies for the first three placegetters in the overall Championship standings for each of the eligible classes of the Championship.
  - i. KNSW will arrange the prize pool for the Championship.
  - j. The host venue must meet the minimum standards to host a round of the Championship.
  - k. The entry fee is to be reviewed annually and determined by the Board of Directors of KNSW.
  - l. The Championship officials will be allocated by KNSW in collaboration with the host Club.
  - m. The financial responsibility for the conduct of each round of the Championship rests solely with the host Club.

## 5 ENTRIES

- a. The entry procedure will be in accordance with the KA Manual and as approved by KNSW
- b. Receipt of entries will open 60 days prior to the event.
- c. The approved event Supplementary Regulations must be published on the official KNSW website.
- d. Entries will close 14 days prior to the event.
- e. Late entries cannot be accepted.
- f. All competitors will receive acknowledgement of receipt of their entry, immediately it is received. They will also be provided with a copy of the Event Supplementary Regulations.
- g. The entry list will be posted on the official KNSW website through CM:S
- h. The entry fee, as approved by KNSW, will include: (a) all practice days, (b) gate entry for the competitor and two (2) pit crew for all days and (c) a copy of the official event program.
- i. The host club may set a gate entry fee.

## 6 VENUE FACILITIES

### 6.1 TRACK

- a. The paddock area must be able to accommodate approximately 300 competitors and crew with an allocation of 3m x 3m per competitor with minimum 3m wide aisle ways.
- b. The circuit must comply with the Track Requirements as set out in *Chapter 5, Rule 4* of the Karting Manual and be a minimum length of 500m and a minimum width of 7m throughout its entire length. KNSW highly recommends that the track length requirement is 700m.
- c. The maximum length of any circuit is to be 1.7km.
- d. The host venue will have digital scales for weighing of karts. These are to be checked and certified within 21 days prior to the event. The weighing post should be covered; however this may be a temporary structure.
- e. The host venue is to provide a covered area for the post event scrutineering and a fenced area for the impounding of karts prior to technical inspection.
- f. Toilet facilities at the rate of one cubicle per thirty (30) entries are to be provided.
- g. A canteen facility serving hot and cold food plus a covered eating area approximately 12m x 6m complete with tables and chairs are to be provided.
- h. Additional facilities as required or approved by KNSW are to be provided.

## **6.2 SECRETARY'S OFFICE**

The race secretary's office should be equipped with:

- A full range of stationery supplies including KA stationery
- A photocopier
- Phone facilities if required by KNSW
- Suggest a minimum of three computers:
  - Two to be used to confirm entries (all entries will be pre-entered)
  - These two later to be used for race timing and Stewards use.
- A printer and spare ink cartridges
- An official notice board – minimum size of 1.2m x 2.4m

## **7 MEDIA**

- a. All race results should be freely available to accredited media and all mainstream media
- b. KNSW will reserve the right to record, distribute, exhibit, transmit, replay and stream communicate to the public, the KNSW Open State Championship on an exclusive basis via all forms of audio-visual media.

## **8 MEDICAL**

- a. As a minimum, suitably trained First Aid or equivalent personnel are to be in attendance for all controlled practice.
- b. As a minimum, an accredited ambulance or equivalent paramedical service must be in attendance for all official racing.

## **9 RACE TIMING**

Timing and lap scoring is to be in accordance with the Karting Manual.

## **10 RESULTS**

The host club shall provide results in accordance with the Karting Manual.

## **11 OFFICIALS**

- a. KNSW will be responsible for the appointment of the Chief Steward, additional two stewards (minimum Grade 2), 2 Clerks of Course (minimum Grade 2), Technical Officials including tyre scanner, State Technical Officer and three technical officers.
- b. The host club will appoint a single person for co-ordination of the event and who will act as the club's representative in communication with KNSW.
- c. The host club will arrange for:
  - Two (2) assistants to the Clerk of Course
  - Four (4) assistants to the Chief Technical Officer
  - One (1) Steward's Secretary
  - One (1) Fuel tester
  - Two (2) flag marshals per flag point unless lights are being used
  - Pit Marshal
  - Starter

- Grid Marshals
  - Noise Control Marshal
  - Track Safety Officer
  - All other officials to adequately undertake control of the event
- d. The host club should also arrange for additional support officials to allow relief and rotation of officials.
- e. The host club will supply the officials listed in General Rules, Chapter 4, Rule 14 (a) of the Karting Manual with a radio for communication and a headset.

## **12 ACCOMMODATION AND TRAVEL**

- a. There shall be suitable accommodation for competitors, officials and supporters within a reasonable radius of the host venue.
- b. The host club will be responsible for the cost of accommodation and travel in relation to all officials except the KNSW Officials Coordinator for whom the cost of travel is met by KNSW.
- c. The host club will be responsible for providing Officials at the track with breakfast, lunch and bottled drinking water.
- d. The host club will also make a provision of \$40 per night, per visiting official, as an allowance for an evening meal on the two nights.

## **13 TECHNICAL CONTROL**

### **13.1 FUEL**

In accordance with the Karting Manual

### **13.2 TYRE POOLING**

Tyre pooling will not be permitted at State Championship rounds.

### **13.3 TECHNICAL INSPECTION**

- a. Appropriate marking and identification of all equipment to be used in racing will occur.
- b. Post race technical inspection will occur in all classes.
- c. The host club shall ensure adequate officials are available for all aspects of these events to occur without undue delay to the race program.
- d. All functions will be undertaken under the supervision of an experienced Technical Inspector approved by KNSW.

#### **13.4 DRUG TESTING**

- a. All drug testing and arrangements shall be in accordance with all National policies.
- b. The host venue in association with the host Club will arrange for the provision of acceptable facilities for the conduct of drug and alcohol testing for the duration of the respective round of the Championship.
- c. KNSW will arrange for an approved drug and alcohol testing agency and qualified technician to conduct drug and alcohol testing as per the current KA Manual.

#### **14 PROMOTION**

- a. The host club may appoint a media liaison person who will be responsible for all media contacts and promotional matters.
- b. Both KNSW and the host club must keep each party informed of all promotional activities and events.
- c. As a minimum, the host club should have advertisements posted on the Club website and social media platforms. A copy of the advertising graphic should be sent to KA and KNSW to be posted on their respective websites. Any cost associated with the advertising of the event will be met by the host club.
- d. All press releases must be cleared through KNSW prior to their release.
- e. All press releases will be distributed to all motorsport media outlets including online platforms as well as all mainstream media (radio, television and newspapers)

#### **14.1 OFFICIAL PROGRAM**

- a. The official program will only be published after approval of the draft by KNSW.
- b. The official program must carry all official statements as required by the Karting Manual and shall acknowledge the support of KNSW.
- c. The official program will carry a copy of the event timetable.
- d. The official program will be professionally published and printed, with sufficient copies for one per entry plus additional copies as determined by the host club. Each entrant shall receive one (1) copy free of charge.
- e. Official programs may be sold by the host club, which shall retain all income so derived.

#### **14.2 OFFICIAL WEBSITE**

- a. KNSW will have final approval in relation to any content of an event website.
- b. KNSW and the host club will maximize their respective website and social media platforms to provide information about the event, before, during and after, as well as to promote the event.

### **15 RACE COMMENTARY**

- a. The Saturday and Sunday sections of these events shall have a professional commentator for their entirety.
- b. The host club will provide adequate public address systems, audio equipment and commentary positions for commentary to be undertaken in a professional manner.
- c. KNSW and the host club will collaborate on the appointment of an event commentator.
- d. KNSW and the host club will provide the event commentator with (a) access to the live timing feed in order to identify competitors, (b) the event program and (c) advertising copy and advertising schedule

### **16 PUBLIC ADDRESS SYSTEM**

- a. The pit area, paddock area and spectator areas are to have good, even and reliable coverage by a public address system.
- b. The public address system should provide for an over ride control so that official announcements will cut out event commentary.

### **17 TROPHIES AND PRIZES**

- a. Trophies will be awarded for all classes back to third place.
- b. KNSW will provide and present to all class state champions one (1) blue number plate bearing the numeral 1 and Nassau panel stickers.
- c. KNSW is responsible for organizing the Championship prize pool.
- d. KNSW is responsible for the Championship standings.
- e. Other prizes may be provided by the host club with approval of KNSW.

### **18 TRACK PRESENTATION**

- a. All areas of the track will be recently mown, with all edges trimmed.
- b. It is highly recommended that all painted fixtures will be given a fresh coat of paint but as a minimum all track markings will be freshly painted.
- c. Flagpoles will be provided for the display of the Australian and KA flags
- d. The paddock area, if not grassed, should be even graded so as to drain without puddles. Aisle ways, if not grassed, should as a minimum have a compacted gravel surface.
- e. Appropriate measures should be undertaken, during the event, to control dust in the pits and paddock areas.



## **19 SPONSORSHIP**

- a. The host Club and the host venue will agree and acknowledge that KNSW Ltd is the sole proprietor of all intellectual property rights associated with the KNSW Open State Championship.
- b. KNSW will reserve the right to record, distribute, exhibit, transmit, replay and stream communicate to the public, the KNSW Open State Championship on an exclusive basis via all forms of audio-visual media.
- c. The host club may seek sponsorship for the event only after collaboration with KNSW to ensure that there is no conflict.
- d. KNSW reserves the right to refuse the association of a particular sponsor with the event if it believes the association may not be in the interest of the sport.

## **20 PERMIT FEE**

- a. The permit fee payable to KNSW includes permit fees, state championship income and track development fund.
- b. KNSW will invoice the host club post event.

## **21 REFUNDS**

Refunds after the close of entries will be considered by KNSW. The respondent will need to provide the Championship Committee with the grounds for claiming the refund.

## **22 SUPPLEMENTARY REGULATIONS**

- a. The host club will prepare the event timetable, with final approval by KNSW.
- b. The Supplementary Regulations shall be prepared by the host club in collaboration with KNSW..
- c. Event Supplementary Regulations are to be finalized a minimum of 12 weeks prior to the event.

## **23 EVENT PROMOTERS**

- a. KNSW may appoint and pay for professional Event Promoters to undertake promotion of the events.
- b. The host club will provide full co-operation to these appointed persons.

*Reviewed and updated by KNSW Board of Directors and General Manager – November 2017*