

OFFICIALS REFERENCE GUIDE



Table of Contents

Contents

Table of Contents	2
INTRODUCTION.....	4
RISK MANAGEMENT	5
KNSW OFFICIALS CODE OF CONDUCT:.....	6
Professionalism:	6
Good Sportsmanship:.....	6
Honesty and Integrity:.....	6
Compliance to the Law:	6
Consideration of KNSW and Event Organisers / Promoters:.....	6
Compliance with Venue Rules:	6
Compliance with Health and Safety Requirements:.....	6
Respect of Intellectual Property:	6
Exercise Common Sense:.....	6
ACCREDITATION & GRADING OF OFFICIALS	7
Officials Accreditation	7
Right of Supervision.....	7
Officials Training	7
Upgrade Procedure	8
Downgrade, Suspension or Revocation Procedure	8
RACE MEETINGS & EVENTS.....	9
Overview	9
List of Officials.....	9
Essential Officials	10
Essential Officials by Meeting Type.....	10
Essential Officials by Meeting Level	10
Appointment of Officials	11
Plurality of Duties.....	11
Separation of Duties.....	11
Remuneration of Officials.....	12
Powers of the Stewards.....	12

The Stewards Report	13
Powers of KNSW Following Stewards Report.....	13
OFFICIALS DUTIES.....	15
Duties of the Secretary of the Meeting	15
Duties of the Chief Timekeeper	15
Duties of the Clerk of Course.....	15
Duties of Chief Scrutineer and Scrutineers.....	16
Duties of Flag Marshals.....	17
Duties of Judges of Fact.....	17
Duties of the Starter	17
Duties of the Pit Marshals	18
Duties of the Grid Marshals	18
Duties of Scale Marshals	18
Duties of the Track Marshals	18
Duties of Noise Control Marshal	18
Duties of a Race Prosecutor.....	18
OFFICIALS RACE PAPERWORK.....	19
Introduction	19
General Forms	19
Pre-Race Forms	19
Race Forms	19

INTRODUCTION

This handbook has been produced as a guidance document for the training, development, and recognition of volunteer Licenced Officials of Karting New South Wales.

For the avoidance of doubt, in the event of any inconsistencies between this Officials Reference Guide and the current KNSW Rule Book, the current KNSW Rule Book takes precedence.

Karting New South Wales is the delegated body (SSO) vested with the authority to conduct and promote the sport of Kart racing in NSW. Their objectives are to ensure that it is carried on in a manner which enhances and secures the safety of competitors, spectators, and Officials, and which encourages the sport to be competitive and fair for all who take part.

To uphold these objectives, KNSW may annually produce an updated digital version of the KNSW Rule Book. KNSW utilises the services of volunteer Licenced Officials, empowered to enact those rules and regulations during the conduct of race meetings, to maintain a satisfactory level of safety, welfare, and fairness of competition for all involved.

KNSW is an equal opportunity organisation, which values diversity. All members of KNSW have a responsibility to ensure that personnel can perform their role in an environment free from discrimination and harassment.

It will be the general duty of all volunteer KNSW Licenced Officials, irrespective of the duties assigned to them, to act honestly and in good faith, and in accordance with the rules and regulations and the general interests of the sport of Karting.

All volunteer KNSW Licenced Officials will be bound by the provision of Section R.1.1 of the KNSW Rule Book in so far as that chapter may relate to offences that may be capable of being committed by an Official. A complaint made against a volunteer KNSW Licenced Official during a race meeting may result in disciplinary action by a Disciplinary Tribunal and may include a reprimand or penalty of license downgrade or suspension. Complaints against Officials may only relate to assault / intimidation of a competitor, pit crew or any person and not procedural or judgmental errors.

RISK MANAGEMENT

Essentially, all volunteer KNSW Licenced Officials appointed to the various positions at race meetings are 'risk managers' of their appointed area for KNSW and are responsible to 'minimise the risks' by applying the relevant procedures and responsibilities associated with their appointed position.

Good 'risk management' is a vital component to the organising, planning and efficient running of any KNSW race meeting, and an important consideration when appointing personnel to any KNSW Official position.

A grading system for KNSW Officials has been established to provide uniformity throughout KNSW clubs. There are four (4) levels with advancement dependent upon experience gained at race meetings, demonstrated knowledge and application of the KNSW Rule Book and criteria for assessment which includes a level of competency endorsements.

Not only is it important that an Official can be identified by a grading which reflects their experience and abilities, but it also means they will be appointed to a position at an event, which is within their capabilities.

All KNSW Officials have the right to expect that:

1. Their health, safety and welfare are of prime importance.
2. They are appointed to a level of competition appropriate to their level of competence.
3. They are provided with the appropriate equipment and resources to successfully perform their duties.
4. They are treated with respect.
5. They have access to self-improvement opportunities.

KNSW OFFICIALS CODE OF CONDUCT:

Professionalism:

KNSW Officials are representing KNSW, whether Officiating at a race meeting or travelling to or from a race meeting. KNSW Officials must always be respectful of others, act professionally and always represent KNSW in a professional manner. This includes an appropriate standard of dress, cleanliness, and appearance, including, if supplied, wearing KNSW Apparel at KNSW Permitted race meetings.

Good Sportsmanship:

KNSW Officials must always display a positive attitude towards others and behave in a manner that exhibits sportsmanlike behaviour.

Officials must not abuse their authority or use intimidating behaviour including raising of their voice. Officials must not use the rule book to threaten karters and or parents/guardians (of child participants) into accepting a lesser or greater penalty.

Honesty and Integrity:

KNSW Officials must always display honesty and integrity and not behave in a manner that exhibits bias towards anyone, nor gamble or wager in relation to any event to which they are appointed.

Compliance to the Law:

KNSW Officials must comply with all laws, rules, codes of practice, regulations and Policies, or by-laws in place from time to time, whether relating to KNSW or any applicable other matter.

Consideration of KNSW and Event Organisers / Promoters:

KNSW Officials must recognise the authority of the KNSW and the objectives of the Event Organisers / Promoters and comply with any rules, regulations, directions, or orders from time to time in force but not limited to safety and disciplinary matters.

Compliance with Venue Rules:

KNSW Officials must comply with any applicable rules or regulations affecting the use of a venue, or requests made by or on behalf of the owner, lessee, or licensee of the venue.

Compliance with Health and Safety Requirements:

KNSW Officials must always 'risk manage' all personnel under their control during a race meeting and comply with relevant Work Health and Safety policies.

Respect of Intellectual Property:

KNSW Officials must not release documents or other information acquired during their duties without the authorisation of KNSW. This includes any comment to or on any form of electronic media or otherwise, pertaining to any issue arising from a race meeting.

Exercise Common Sense:

KNSW Officials must recognise that 'Motor Sport is Dangerous' and must always exercise common sense in the application and enforcement of KNSW rules.

ACCREDITATION & GRADING OF OFFICIALS

Officials Accreditation

- All Senior/Regular Officials must be a Minimum of 18 years of age.
- Junior Officials must be a Minimum of 16 years of age. Their responsibilities will be determined in accordance with the KNSW Junior Officials Policy.
- All Officials, except for Stewards, may have assistants to whom any of their duties may be delegated.
- All Officials must satisfactorily complete an Officials accreditation course every two (2) years, either electronically or in person, in order to retain their Official's accreditation.
- KNSW must appoint a State Officials Coordinator. The KNSW Officials Coordinator must be able to officiate as a Level 2 or higher, Clerk of Course or Steward.

Right of Supervision

In addition to the Officials above, members of the KNSW Officials Committee, have the right to observe and recommend on all events at a race meeting (when they are present), especially on matters of safety, for any:

- Person or body of people organising or taking part in the promotion or organisation of any Competition within NSW.
- Person acting as an Official, Competitor or Driver, or any holder of a Licence issued by KNSW in any Competition held under these Regulations.

Officials Training

Karting New South Wales recognises that it has a 'duty of care' to provide biennial Officials Training Schools for all volunteer KNSW Licenced Officials, in conjunction with online modules, their 'on the job' practical experiences and tuition gained through officiating at race meetings.

Each Official has the responsibility of assisting and guiding, by active mentoring, both those above and below them, by advice and example within their discipline. It is also incumbent on the Chief Steward and Clerk of Course of a Meeting to observe how the other Officials perform and advise the office of KNSW accordingly, for this advice is an important factor in the upgrading process.

Paradoxically, the best thing that can happen to a Club Official is to be appointed to a meeting where problems and disputes arise and the Stewards, as a group, are called upon to resolve such matters. If all meetings attended run smoothly, as is indeed the ideal, then they will fail to acquire practical experience in the decision-making area.

Volunteer KNSW Licenced Officials must satisfactorily complete an KNSW Officials Training School biennially, either 'online' or in person, as prescribed by the General meeting, to retain their KNSW Officials accreditation.

The purpose of KNSW Officials Training is to:

- Ensure that all KNSW Officials are fully conversant with the duties, responsibilities and

administration requirements associated with their various roles as Officials to enable them to perform in a positive and professional manner.

- Keep updated and informed of the latest rules and regulations and their meanings.
- Maintain consistency of interpretation and enforcement of the KNSW rules at all levels of competition.
- Provide a reliable and consistent line of feedback on the viability of rules for consideration by the Rule Book Committee
- Foster personal pride and a respect for the sport.
- Encourage local, and state participation and recognition.

Upgrade Procedure

The Officials Licence accreditation procedures have been implemented to clearly define the prerequisites required to retain or upgrade an Officials Licence.

An Official may hold different licence levels for different disciplines of officiating at any one time (e.g. they could be a Level 1 Clerk of Course and a Level 3 Steward.)

Recognition of Prior Learning / Experience may only be considered if all stated relevant Licence requirements can be proven to have been met and will be assessed by the KNSW Officials Coordinator.

Downgrade, Suspension or Revocation Procedure

A Licence downgrade, suspension or revocation must only relate to either of the following:

- Failure to adequately and competently perform the duties required for their appointed position and current licence grading at any KNSW Meeting;
- Failure to successfully officiate at the Minimum number of Meetings required to retain their current licence grading, unless approved by the KNSW Officials Coordinator. Any action to downgrade, suspend or revoke the Licence of an Official must take place within a reasonable period of time. Officials cannot be represented by an Advocate. Any appeal from these proceedings disciplining Officials, can only be made in writing to the KNSW Officials Coordinator:
- Such appeal must be received within fourteen (14) days of receipt of the written notification of downgrade, suspension, or revocation of the Official's Licence;
- Upon receipt it will be referred to the KNSW Tribunal Registrar for determination.

When an Officials Licence is downgraded for more than two (2) months, the process to upgrade must begin from the level downgraded to, unless otherwise instructed by the KNSW Officials Coordinator.

RACE MEETINGS & EVENTS

Overview

It will be the general duty of all Officials, irrespective of the duties assigned to them, and no matter how appointed, to act honestly and in good faith and in accordance with these Regulations, including all Policies and procedures of KNSW and the general interests of the sport of Karting.

In particular, an Official will be bound by the provisions of these Regulations, insofar as the Regulations may relate to offences that may be capable of being committed by an Official.

No Official is to make any comment to, or on any form of electronic media or otherwise, pertaining to any issue arising from a Race Meeting.

List of Officials

The list of Officials whose duty it shall be to direct and control any Meetings may include:

- Stewards
- Clerk of Course and Assistant Clerks of Course
- Secretary of the Meeting
- Chief Timekeeper
- Chief Scrutineer and Scrutineers
- Fuel Tester
- Tyre Tester
- Barcode Official
- Scale Marshals
- Flag Marshals
- Track Marshals
- Pit Marshals
- Starter
- Grid Marshals
- Noise Control Marshal
- Race Prosecutor (Sprint State Titles only)
- Officials Secretary (Steward's Secretary)

Essential Officials

The Minimum number of essential Officials at the following Meetings must be:

Essential Officials by Meeting Type

Promotional/Come & Try Meetings	A Chief Steward Grade 4 or higher.
Endurance Meetings	A Chief Steward Grade 3 or higher. A Clerk of Course Grade 3 or higher. A Chief Scrutineer Grade 4 or higher. A Pit Marshal. A Refuelling Marshal.
Sprint Race, Speedway & RKA Meetings	Will be as per the Meeting Level designated.

Essential Officials by Meeting Level

Club Competition – Level 1	A Chief Steward Grade 3 or higher. A Clerk of Course Grade 4 or higher. A Chief Scrutineer Grade 4 or higher.
Named Events – Level 2	A Chief Steward Grade 3 or higher. A Steward Grade 4 or higher. A Clerk of Course Grade 3 or higher. A Chief Scrutineer Grade 4 or higher.
Zone Competitions – Level 3	A Chief Steward Grade 3 or higher. A Steward Grade 3 or higher. A Clerk of Course Grade 3 or higher. An assistant Clerk of Course Grade 3 or higher. A Chief Scrutineer Grade 4 or higher.
State Titles – Level 4	A Chief Steward Grade 2 or higher. Three (3) Stewards Grade 3 or higher. A Clerk of Course Grade 2 or higher. Two (2) assistant Clerk of Course Grade 3 or higher. A Chief Scrutineer Grade 2 or higher.
Australian Titles – Level 5	A Chief Steward Grade 2 or higher. Three (3) Stewards Grade 3 or higher.

	<p>A Clerk of Course Grade 2 or higher.</p> <p>Two (2) assistant Clerk of Course Grade 3 or higher.</p> <p>A Chief Scrutineer Grade 2 or higher.</p>
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KNSW reserves the right to vary the minimum essential Officials for a Meeting, and for Speedway, Endurance and RKA Meetings to vary the Minimum gradings required.

Grade 4 experienced officials may be specially approved by the Officials Co-Ordinator, to run Club Competitions, where less than 50 karts will be in attendance, at the request of the Organisers.

Appointment of Officials

All Meeting Officials will normally be nominated by the Organisers.

KNSW will normally review and approve the nominated Officials for a Meeting, however, KNSW reserves the right to appoint alternate Stewards, Clerk of Course or Chief Scrutineer.

At any Title Meeting, the Chief Steward, Stewards, Clerk of Course, Chief Scrutineer and other essential Officials may be nominated by the Organiser but will be appointed and/or approved by KNSW.

At any Meeting, the Stewards and the Clerk of Course will be responsible to KNSW.

Plurality of Duties

At Title Meetings, plurality of duties of essential Officials is not permitted. At all other Meetings, it is recommended that plurality of duties is not undertaken by any Official.

At no time may a Steward perform more than one duty.

At Club Competition Meetings, any other Official may act as a Steward for the purpose of the conduct of a Steward's Hearing, provided that the Chief Steward shall perform the duties of Chairman for the Hearing. Such other Official must not be a Competitor who is directly affected by the decision of the Stewards.

Separation of Duties

An Official shall not, at any Meeting, perform any duties other than those which are clearly attached to their appointment(s).

An Official shall not be eligible to compete in any Competition at a Meeting at which they are acting as an Official, except as permitted by these Regulations.

At a Club Competition Meeting:

- A Competitor may act as an Official, except the Clerk of Course, Chief Steward or Chief Scrutineer, provided it is announced at the Driver's briefing and the Competitor is not responsible for any official documentation.
- Where there are less than 50 entries, a Competitor may act as any Official, except the Chief Steward or Clerk of Course, providing they possess the appropriate accreditation.

Remuneration of Officials

All Officials, at any Meeting, shall act in an honorary capacity.

All Officials refreshments and meals as required at the Track, are the responsibility of the Organiser(s).

Appointed Meeting Officials:

- Will have any overnight stay accommodation paid by the Organiser(s), and should be reimbursed for any fuel/travel and evening meal expenses by the Organiser(s) in cash.
- Evening meal expenses are \$50, per overnight stay.

Any other Officials may also be reimbursed for their services by the Organiser(s).

Powers of the Stewards

The Stewards shall have authority to enforce these Regulations, including:

- The Supplementary Regulations.
- Any Addendum's issued.
- Any Bulletins issued.
- The Meeting program.
- The instructions to Drivers (if any).

They have authority to adjudicate upon any dispute or complaint arising during the Meeting, subject to any rights of appeal, and in particular shall have power in accordance with these Regulations to:

- Keep order in conjunction with the civil authorities, being responsible for public safety and policing of the Meeting.
- Decide what penalty to apply for a breach of these Regulations.
- Recommend that a penalty of suspension of a Competitor and/or Driver be imposed by a Tribunal.
- Amend the Supplementary Regulations in exceptional circumstances.
- Alter the composition of or consolidate Heats.
- In the event of a dead-heat or tie-on points, authorise a resolution in accordance with these Regulations.
- Accept a correction made by a Judge of Fact.
 - i. A decision of a Judge of Fact may be altered after consultation between the Chief Steward and the Judge of Fact.
- Amend placing's and awards in accordance with these Regulations.
- Exclude from the Track and its precincts any Competitor or Driver who refuses to obey the order of a responsible Official.
- Prohibit from competing any Driver who, or any Kart which they consider to be dangerous, or is reported as such by the Clerk of Course or a Scrutineer.

- Exclude from one or more Competitions, or for the duration of the Meeting, any Competitor or Driver whom they consider to be, or who is reported to them by the Clerk of Course or Organisers to be, ineligible to take part therein, or whom they consider guilty of misbehaviour or unfair practice;
- Postpone or alter the conditions of a Competition for reasons of safety or Force Majeure.
- Alter the Meeting program at the request of the Clerk of Course or the Organisers.
- Appoint a temporary substitute(s) to replace any Steward(s) not able to perform their duties. Such power shall be exercised by the remaining Steward(s) and shall be used to ensure that there are always at least two (2) Stewards of a Meeting.
- Use any video or electronic systems to assist them in reaching a decision.
 - i. Approve the Start of Competition.
 - ii. In exceptional circumstances, take the decision to stop / abandon / re-run a section of an Event when permitted by the Regulations.
 - iii. Settle any issue which might arise during a Meeting, subject to the 'Right of Appeal' in accordance with these Regulations.
 - iv. Appoint and use an Officials secretary to complete paperwork at a Meeting.

The Stewards Report

The Stewards are not in any way responsible for the Organising of a Meeting, and in carrying out their duties do not incur any responsibility other than to KNSW, and/or the KNSWC, that issued the Organising Permit.

As soon as practicable, but no later than five (5) days after the conclusion of a Meeting, the Stewards shall, with the help of information provided by the Clerk of Course, compile, sign and send a report containing all completed forms, including the results of each Competition together with particulars of all Protests lodged, action taken thereon, Hearings, Penalties imposed, together with any recommendation in respect of such cases.

The report shall also contain the Stewards general comments on the organisation of the Meeting and the exercise of their own powers in relation thereto, and any other observations as to the conduct of the Meeting which they consider should be made to KNSW as the authority under whose permit the Meeting was held.

Any Appeal fees received in accordance with these Regulations must be submitted as a part of this report.

The Stewards Report must be submitted to KNSW and must not be left in the possession of the Club or the Organisers of the Meeting.

Powers of KNSW Following Stewards Report

If it appears to KNSW from any Stewards Report or otherwise, that a mistake has been made during Competition, or that the results of a Competition have been improperly or incorrectly made out, KNSW shall be entitled to inquire into the matter.

After giving the interested parties an opportunity to be heard, KNSW may make such order as it deems proper, even though no Protest or Appeal may be outstanding.

No inquiry shall be ordered after the expiration of fourteen (14) days, after the publication of the results.

OFFICIALS DUTIES

Duties of the Secretary of the Meeting

The Secretary of the Meeting shall be responsible for the organisation of the Meeting as regards all material and notices required in connection therewith.

They shall satisfy themselves that the various Officials are acquainted with their duties and are furnished with the necessary equipment and check their Officials identification.

If necessary, they shall assist the Clerk of Course in the preparation of the information required for the Stewards Report.

Duties of the Chief Timekeeper

At the start of the Meeting, report to the Clerk of Course for instructions, after which they are responsible for:

- Starting the timing of Competitions, if so, instructed by the Clerk of Course.
- Using the timing equipment in accordance with the Regulations.
- Overseeing the timing of each Competition in accordance with the Regulations.
- Declaration of times taken in order to compile the results of each Competition.
- Preparing and signing timing reports and to send them, with all necessary supporting documents, to the Clerk of Course.
- Sending on request, any original time sheets either to the Stewards or to KNSW.
- Communicating any times or results only to the Stewards and the Clerk of Course, or in accordance with their instructions.

The Chief Timekeeper is a Judge of Fact, to confirm and register times and results.

Duties of the Clerk of Course

The Clerk of Course is responsible for the general conduct of the Meeting in accordance with the Supplementary Regulations, the Meeting Program and Organising Permit, and, shall:

- Ensure that sufficient appropriately qualified Officials are present for the conduct of the Meeting and report any deficiencies to the Chief Steward.
- Ensure that all Officials are provided with the information and equipment necessary for carrying out their duties.
- Before the commencement of practice/Competition, instruct the drivers of the ambulance and pick-up vehicle(s) not to move their vehicles inside the Racetrack area whilst Karts are in motion.
- Control Competitors and their Karts and prevent any ineligible Competitor, Driver or Kart from taking part.

- Send the Karts to the start in their correct order and, if necessary, start them.
- Discuss with the Chief Steward any proposal to modify the Meeting Program.
- Convey to the Chief Steward any report that deals with the misbehaviour of, or breach of Regulation by, a Competitor or Driver.
- Receive Protests from Competitors and immediately transmit them to the Stewards.
- Provide the information necessary to enable the Chief Steward to compile their report.
- Obtain the approval from the Chief Steward to commence practice or Competition.
- Constantly liaise with the Stewards, in order to ensure the smooth running of all Competitions.
- Collect the reports of the Medical Officer for delivery to the Stewards.

Assistant Clerks of Course may be appointed to occupy posts along the Racetrack, assigned to them by the Clerk of Course:

- They shall immediately report by any means at their disposal, all incidents and accidents which occur on the section of the Racetrack for which they are responsible.
- The Clerk of Course may request a written report of all incidents noticed by the Assistant Clerks of Course.

In the case of a Meeting comprising several differing Events, there may be a different Clerk of Course for each Event type.

Duties of Chief Scrutineer and Scrutineers

The Chief Scrutineer and Scrutineers are generally responsible for ensuring compliance of each Kart and associated equipment, including apparel, with the Regulations.

The functions of Chief Scrutineer, Scrutineers, Fuel Tester, Scale Marshal, Tyre Tester, Barcode Official and Noise Control Marshal may be combined at the discretion of the Chief Scrutineer.

The responsibilities of the Chief Scrutineer shall include:

- At the start of a Meeting report to the Clerk of Course.
- Make inspections before, during or after a Meeting.
- Use only such measuring instruments and/or procedure as may be specified or approved by KNSW, or as deemed necessary by the Chief Scrutineer to determine compliance.
- Communicate official information only to KNSW, the Organisers, the Stewards, and the Clerk of Course.
- Prepare the relevant information from their inspections and forward to the Stewards or the Clerk of Course as may be appropriate.

Duties of Flag Marshals

Flag Marshals are Officials appointed to give signals by flags and/or lights to the Competitors in accordance with the signals described in these Regulations and consistent with the instructions of the Clerk of Course.

Duties of Judges of Fact

The Judges of Fact at each Meeting are the Starter, Chief Timekeeper, Scale Marshal, Fuel Tester, Barcode Official, Grid Marshal, Noise Control Marshal and Chief Scrutineer.

The above Judges, and any other Judges of Fact will be listed in the Supplementary Regulations and any Addendum's and/or Bulletins issued.

The duty of a Judge of Fact is to decide when or whether a Kart or Driver:

- Has touched or passed a given line; or
- Exceeded a minimum or maximum limit; or
- Not conformed to a given specification; or
- Not complied with some other fact as laid down in these Regulations.

A Protest or Complaint cannot be made against the decision of a Judge of Fact, and any decision will be accepted as final, unless corrected as herein after.

The finding, though final as regards the fact decided, shall not constitute a statement of results, because it will not have considered the conditions under which all the Karts have completed a Competition.

If any Judge considers that they may have made a mistake they may correct it, subject to this correction being accepted by the Stewards of the Meeting. The Stewards may use any video or electronic systems to assist them in reaching a decision.

Duties of the Starter

The Starter will:

- Signal the start of Competition in a manner that is fair for all Competitors.
- Signal Competitors with flags, lights and boards as required by these Regulations.
- Signal the end of a Competition.
- Report to the Stewards and/or Clerk of Course, any Competitor whose conduct before Start of a Race is not satisfactory.

The Starter is a Judge of Fact and will determine any Competitors who are in breach of the relevant Starting Procedure.

Duties of the Pit Marshals

The Pit Marshals shall be responsible for the general organisation, layout and control of the pit/paddock area.

Duties of the Grid Marshals

The Grid Marshals shall be responsible for the marshalling of the Karts in their correct grid positions and controlling Karts until such time as they are placed in the hands of the Starter.

They need to co-operate with the other Meeting Officials, such as Clerk of Course, Starter and Scrutineers.

Duties of Scale Marshals

The Scale Marshal reports to the Chief Scrutineer and is responsible for weighing and recording the weight of each of the Karts and Drivers, in accordance with these Regulations.

Competitors must weigh to the scales of the day.

Should a Competitor fail their first weigh-in, they may request one (1) additional weigh-in in the presence of a Steward.

The Scale Marshal shall be Judge of Fact, as to measuring the weight of any Kart and Driver at the completion of any Competition.

Duties of the Track Marshals

The Track Marshals shall be responsible for assisting any Karts or Drivers on the Track if needed.

Duties of Noise Control Marshal

The Noise Control Marshal shall be:

- Report to the Chief Scrutineer.
- Judge of Fact, as to the noise level recorded by any individual Kart.
- Responsible for monitoring and reporting on noise levels of all Karts.

Duties of a Race Prosecutor

KNSW may appoint one or more Race Prosecutors at Sprint State Title Meetings.

The Race Prosecutor's principal role is to act on the instructions of the Officials at a Meeting and appear at a Steward's hearing as an Advocate on behalf of those Officials.

OFFICIALS RACE PAPERWORK

Introduction

These links contain samples of current race forms that may need to be used by officials at all KNSW race meetings. Each form has a specific purpose, and the correct completion is a requirement as part of your role as an Official so please refer to them as often as necessary.

General Forms

- Risk Management Plan	
- Volunteers Policy	

Pre-Race Forms

- Junior Officials Policy	
- Practice Sign on Sheet	Sample
- Sign on Indemnity Form	Sample
- Pre-Event Checklist & Track Log	Sample 1 Sample 2
- Driving Test	Sample
- Scrutineering Form Sprint Endurance RKA	Sample
- Event Bulletin	Sample
- Health or Safety Report	

Race Forms

- Critical Incident Policy	
- Judge of Fact Penalty	Sample 1 Sample 2
- Infringement/Protest Form	Sample 1 Sample 2
- Notice of Appeal Form	Sample
- Official Receipt	Sample
- Incident Report	Sample
- Medical Clearance Form	Sample
- Technical Complaint Form	Sample
- Nose Cone not in Correct Position	Sample
- Notification of Minor Ineligibility	
- Kart Damage Sheet	Sample
- Technical Component Receipt	Sample
- Stewards Report	Sample
- Social Meeting Official Report	