

1. SUBMISSION

- 1.1 For anyone other than the KNSW Board or officials of KNSW to apply for a rule change all [rule change request forms](#) must be submitted by a KNSW Member Club – as an individual member of a club if you want a rule changed you need to fill out the rule change request form and send it through to your home club asking them to endorse your request and submit it to KNSW for assessment. It is the submitters responsibility to include all research/testing required to support their rule change request.
- 1.2 All rule change request forms must be sent to: rules@kartingsw.com.au

2. THE PROCESS

- 2.1 Within 7 days of submission the rule change request will be screened by KNSW staff to ensure it is possible (e.g. a rule change requesting helmets become optional will be declined at this stage) and the submitter will either receive a response from KNSW advising them the rule change has been declined (and why) or that the rule change request has been sent to the Rule Change Committee for further analysis. Should the request require further research/testing then this will be communicated to the submitter and the request will not be passed on to the next step until this research/testing is completed.
- 2.2 Within 7 calendar days the Rule Change Committee will discuss the rule change request and either submit the rule change request along with reasons why it should be approved onto the Board or decline the request and pass reasons why it was declined onto the board so that the submitter can be contacted with these reasons. Should the Rule Change Committee request require further research/testing then this will be communicated to the submitter and the request will not be passed on to the next step until this research/testing is completed.
- 2.3 Within 7 calendar days the Board will ensure that the rule change request will not jeopardise insurance or existing contracts and will benefit the sport of karting and once the request has passed the Board's criteria, the rule change request will be sent out to all Member Clubs for feedback.
- 2.4 Member clubs will have 7 days to submit feedback to the Board on the rule change request. If a club does not respond within this period, then it will be assumed they have no issue with the proposed change.

- 2.5 Once the feedback period has finished the Board will either approve or decline the rule change request within 7 days at which point the submitter will receive a response either declining their rule change request (and the reasons why) or that the rule change request has been approved and the date it will be implemented.

Please note the timeframes above are the maximum that this process can take, the Board of KNSW can fast track any rule change request submitted should the board believe an immediate rule change is required.