



## **KARTING NSW STATE CHAMPIONSHIP SERIES POLICY**

### **1 THE COMPETITION**

The KNSW State Sprint Championship (the Championship) will be contested over three (3) rounds with one (1) round to be held in each of the three (3) KNSW Regions – Northern, Metropolitan and Southern. The final round is to be held in the Metropolitan Region.

If no Club in one of the regions makes application to host a round of the Championship by the stipulated closing date of applications, Clubs in the other two regions will be eligible to apply.

Applications to host a round of the Championship will close 60 days prior to the KNSW Annual General Meeting held one year prior to the year of competition. As an example, applications for the 2020 KNSW State Sprint Championship will close 60 days prior to the KNSW 2019 Annual General Meeting.

The KNSW Board will make the final decision on the allocation of venues for the Championship, and will allocate the dates for the round or each round of the Championship.

The Championship format will also be reviewed annually at the KNSW Annual General Meeting.

### **2 PROCESS**

Each round of 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.

The host Club and the host venue will agree and acknowledge that KNSW is the sole proprietor of all intellectual property rights associated with the KNSW State Sprint Championship.

### **3 THE APPLICATION PROCESS**

Offering prestige and financial rewards, the right to host a major karting event is often a hard fought process by several Clubs.

To be successful in being awarded a major event, Clubs must be able to present a bid to the KNSW 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.

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.

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, then 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.

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.

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.

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.

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.



## **BID CHECK LIST**

- The bid must be presented in writing.
- Provide details of the Event Team including relevant resumes.
- Track layouts should be listed with clearly defined legends.
- Enclose financials for the last two financial years (such information will remain strictly confidential).
- Enclose Income & Expenditure forecasts for the event period.
- Provide accommodation plans for competitors and officials.
- Contact the state track inspector and have the track inspected.

## **4 ELIGIBLE CLASSES**

The KNSW State Sprint Championship classes offered are:

- Novice
- Rookie
- Junior Light
- Junior Heavy
- Junior Performance
- Senior Light
- Senior Heavy
- Senior Performance Light
- Senior Performance Heavy
- TaG 125 Light
- TaG 125 Heavy
- KZ2

A minimum of 8 competitors must participate in each particular Class for that particular round to be allocated Championship points.

All three rounds of the Championship must be officially contested for the Class Championship to be awarded.

The race format will be determined by KNSW as per the KNSW Regulations.

The timetable for each round of the Championship must be approved by KNSW.

Practice will be in accordance with the KNSW Regulations.

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.

The host Club will provide trophies for the first three place getters in the Final of each eligible class of the respective round of the Championship.

KNSW will provide trophies for the first three place getters in the overall Championship standings for each of the eligible classes of the Championship.

KNSW will arrange the prize pool for the Championship.



The host venue must meet the minimum standards to host a round of the Championship.

The entry fee is to be reviewed annually and determined by the Board of Directors of KNSW.

The Championship Officials for each round, will be allocated by KNSW in collaboration with the host Club.

The financial responsibility for the conduct of each round of the Championship rests solely with the host Club.

## **5 ENTRIES**

The entry procedure will be in accordance with the KNSW Regulations.

Receipt of entries will open 60 days prior to each round.

The approved round Supplementary Regulations must be published on the official KNSW website, and will be provided to all competitors upon receipt of their entry.

Entries will close 7 days prior to each round.

Late entries cannot be accepted.

The entry list will be posted on the official KNSW website through MyKarting Portal.

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 Meeting Program.

The host Club may also set a gate entry fee.

## **6 VENUE FACILITIES**

### **6.1 TRACK**

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.

The host venue must comply with the Track Requirements as set out in KNSW Regulations. The race track is recommended to be a minimum length of 700m, with a minimum width of 7m throughout its entire length. The maximum length of any race track is to be 1.5km.

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.



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.

Toilet facilities at the rate of one cubicle per thirty (30) entries are to be provided.

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.

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 KNSW and regular stationery supplies.
- A photocopier / printer (with spare cartridges).
- Phone facilities if required by KNSW
- Internet access must be available to use the MyKarting Portal.
- 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.
- An official notice board – minimum size of 1.2m x 2.4m.

## **7 MEDIA**

All race results should be freely available to accredited media and all mainstream media.

KNSW will reserve the right to record, distribute, exhibit, transmit, replay and stream communications to the public, regarding the Karting NSW State Championship on an exclusive basis via all forms of audio-visual media.

## **8 MEDICAL**

As a minimum, suitably trained First Aid or equivalent personnel are to be in attendance for all controlled practice.

As a minimum, an accredited ambulance or equivalent paramedical service must be in attendance for all official racing.

## **9 RACE TIMING & RESULTS**

Timing and lap scoring is to be in accordance with the KNSW Regulations.

The host club shall provide results in accordance with the KNSW Regulations.



## **10 OFFICIALS**

KNSW will be responsible for the appointment of State Championship Officials as per the Regulations Section R.2.5 d).

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.

The host Club, in consultation with KNSW, may nominate various Stewards and Clerks of Course for consideration, but will need to also arrange for:

- Two (2) assistants to the Clerk of Course
- Four (4) assistants to the Chief Scrutineer
- One (1) Steward's Secretary
- One (1) Fuel Tester
- One (1) flag marshal 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

The host Club should also arrange for additional support officials to allow relief and rotation of officials.

## **11 ACCOMMODATION AND TRAVEL**

There shall be suitable accommodation for competitors, Officials and supporters within a reasonable radius of the host venue.

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.

The host Club will be responsible for providing Officials at the track with breakfast, lunch and bottled drinking water.

The host Club will also make a provision of \$40 per overnight stay, per visiting Official, as an allowance for an evening meal.

## **12 TECHNICAL CONTROL**

Fuel at each round will be in accordance with the Supplementary Regulations.

Appropriate marking and identification of all equipment to be used in racing will occur.

Tyre pooling will not be used.



### **13 TECHNICAL INSPECTION**

Post race technical inspection will occur in all classes.

The host Club shall ensure adequate Officials are available for all aspects of these inspections to occur, without undue delay to the race program.

All functions will be undertaken under the supervision of an experienced Technical Inspector approved by KNSW.

### **14 DRUG AND ALCOHOL TESTING**

All drug and alcohol testing and arrangements shall be in accordance with all KNSW policies.

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.

KNSW will arrange for an approved drug and alcohol testing agency and qualified technician to conduct drug and alcohol testing as per all KNSW policies.

### **15 PROMOTION**

The host Club may appoint a media liaison person, who will be responsible for all media contacts and promotional matters.

Both KNSW and the host Club must keep each party informed of all promotional activities and events.

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 KNSW to be posted on its website and social media platforms. Any cost associated with the advertising of the event will be met by the host Club.

All press releases must be cleared through KNSW prior to their release.

All press releases will be distributed to all motorsport media outlets including online platforms as well as all mainstream media (radio, television and newspapers).

### **16 OFFICIAL PROGRAM**

The Official program will only be published after approval of the draft by KNSW.

The Official program must carry all official statements as required by the KNSW Regulations and shall acknowledge the support of KNSW.

The Official Program will carry a copy of the event timetable.



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.

Official Programs may be sold by the host Club, which shall retain all income so derived.

## **17 OFFICIAL WEBSITE**

KNSW will have final approval in relation to any content of an event website.

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.

## **18 RACE COMMENTARY**

The Saturday and Sunday sections of these events shall have a professional commentator for their entirety.

The host Club will provide adequate public address systems, audio equipment and commentary positions, for commentary to be undertaken in a professional manner.

KNSW and the host Club will collaborate on the appointment of an event commentator.

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.

## **19 PUBLIC ADDRESS SYSTEM**

The pit area, paddock area and spectator areas are to have good, even and reliable coverage by a public address system.

The public address system should provide for an override control so that Official announcements will cut out event commentary.

## **20 TROPHIES AND PRIZES**

Trophies will be awarded for all classes back to third place.

KNSW will provide and present to all Class State Champions one (1) blue number plate bearing the numeral 1 and Nassau panel stickers.

KNSW is responsible for organising the Championship prize pool.





KNSW is responsible for the Championship standings.

Other prizes may be provided by the host club with approval of KNSW.

## **21 TRACK PRESENTATION**

All areas of the track will be recently mown, with all edges trimmed.

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.

Flagpoles may be provided for the display of NSW or Karting NSW flags.

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.

Appropriate measures should be undertaken, during the event, to control dust in the pits and paddock areas.

## **22 SPONSORSHIP**

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 State Championship.

KNSW will reserve the right to record, distribute, exhibit, transmit, replay and stream communications to the public, regarding the Karting NSW State Championship on an exclusive basis, via all forms of audio-visual media.

The host Club may seek sponsorship for the event only after collaboration with KNSW to ensure that there is no conflict.

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.

## **23 PERMIT FEE**

The permit fee payable to KNSW includes driver levies, state championship income and the Club Development Fund.

KNSW will invoice the host Club post event.

## **24 REFUNDS**

Refunds after the close of entries will be considered by KNSW.



The respondent will need to provide KNSW with the grounds for claiming the refund.  
Refunds for any Classes with insufficient entries will be automatically processed.

## **25 SUPPLEMENTARY REGULATIONS**

The host Club will prepare the meeting timetable, with final approval by KNSW.

The Supplementary Regulations shall be prepared by KNSW in consultation with the Board, the KNSWC, and the host Club.

Round Supplementary Regulations are to be finalised a minimum of 12 weeks prior to the event.

## **26 EVENT PROMOTERS**

KNSW may appoint and pay for professional Event Promoters to undertake promotion of the meetings.

The host Club will provide full co-operation to these appointed persons.

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