



Manitoba Karting Association

Club Supervisor Course Information



Affiliated Club

Effective June 15, 2016

INTRODUCTION:

The purpose of the Club Supervisor is to provide maximum access to the MKA facility for all club members while maintaining the highest level of safety and minimizing liabilities.

As a Club Supervisor, you will be able to schedule and oversee practice sessions outside of our race calendar dates. In order to become a Club Supervisor, you must complete the Club Supervisor Roles and Responsibilities course and pass the test at the end of the course. Once you have passed the test you will be required to shadow an existing Club Supervisor or Executive member during a test and tune session, for a minimum one-hour session. Following the shadowing session, you will be qualified to carry out your own test and tune sessions following the guidelines outlined in this course.

There is no additional cost to become certified as a Club Supervisor however, you will have to be first aid certified which may be at your expense.

As a Club Supervisor you must commit to 2 hours of track supervision in the race season during a race weekend test and tune. This does not count as volunteer hours for purposes of a race day volunteer requirement; it is a separate commitment, which can be scheduled with our volunteer coordinator.

CLUB SUPERVISOR QUALIFICATIONS

In order to become certified as a Club Supervisor, you need to meet several criteria and they are as follows:

1. You must be a member of the Manitoba Karting Association in good standing for a minimum of one year.
2. You must be at least 21 years of age.
3. You must possess a current/valid first aid certification and provide a photocopy of such to the MKA.
4. You must complete the Club Supervisor course.
5. You must pass the test following the course.
6. You must commit to 2 hours of race weekend test and tune track supervision.

Once you have met all of these criteria, you will be certified as a Club Supervisor. Your certification will be valid for 3 years or until there is a change in criteria/rules for the role of Club Supervisor, whichever comes first. It is your responsibility to stay current on any rules or regulation changes throughout the year.

If at any time, your qualifications change, you may be required to relinquish your role as a Club Supervisor until such time that all criteria can be met again.

For example, if your first aid expires, you would not be able to perform Club Supervisor duties until such time as you renew your first aid certification.

PRACTICE SESSION REQUIREMENTS

- The supervisor is required to have the necessary equipment on hand to conduct the practice session. The supervisor's flag stand will be located in the storage trailer and will contain 1 Red Flag, 1 Black Flag, 1 Yellow Flag, 1 Green Flag, and 1 Checkered Flag.
- Also in the storage trailer there will be a First Aid Kit, Fire Extinguisher, practice paperwork (waivers) and a Hi Visibility vest.
- Supervisors are to wear the club supplied vest to identify to all present, who is in charge of the session.
- Practice rules are posted on the fence beside the pre-grid area.
- The Club Supervisor in charge must make arrangements with the MKA prior to conducting a practice session; the preferred method would be to email manitobakarting@gmail.com.

AUTHORITY & RESPONSIBILITY

Club Supervisors certified by the MKA have final authority during a practice session. Their responsibilities are to ensure the track is safe and then open the track to the membership as per these guidelines.

- 1) Ensure that an operating cell phone is available and that flags, a first aid kit and a fire extinguisher are at trackside prior to commencing the session.
- 2) Ensure that all individuals entering the facility, whether driving or not, have:
 - i) Signed the current Waiver Form(s) and comply with track operating safety requirements; and
 - ii) If driving, have presented equipment meeting the current ASN and Club Technical Specifications (See Equipment Safety).
- 3) Daily practice fee of \$25 has been paid.
- 4) Arrange equitable track time for the various groupings of karts and ensure that all practice rules are followed (see Practice Session Regulations).
- 5) Start and end the sessions for each applicable group.
- 6) If deemed necessary, suspend individuals not complying with track safety requirements and inform the MKA immediately.
- 7) Ensure that access to the track is restricted to karts, drivers and mechanics approved by the Supervisor.
- 8) Ensure that **absolutely no other vehicles** are allowed within the track area during a practice session, this includes (but is not limited to) any form of kart recovery vehicle. If it is necessary to use a vehicle to retrieve a broken kart or injured driver, the track must be shut

down and cleared of any other karts by the Supervisor before proceeding at the Supervisor's approval.

9) Ensure any pets are secured during practice sessions.

10) End track access sessions and close the track.

11) Ensure the track is safe (walk the track!) and free of dirt and debris at the beginning and end of the sessions, and that all equipment is returned to the proper place.

Note 1: Any club member suspended from a practice session by a Club Supervisor will automatically be ineligible to compete in the next Club-sanctioned race. Suspended individuals may appeal to the Club Executive.

Note 2: The Club Supervisor of a practice session shall **not be a driver.** The track must at all times be under the control of a qualified Club Supervisor.

IN CASE OF AN EMERGENCY

Dial 911 and report a "GO-KART" accident at the Gimli Kart Track. Relay these directions to emergency personnel: From Highway #8 go West on Minerva Rd (provincial road 109N), at the intersection of Minerva Road and Road 118E turn right and go north to the end of the road to reach the Kart Track.

INCIDENT REPORTING

All significant incidents, including all those requiring first aid or medical treatment must be reported to the MKA Executive via manitobakarting@gmail.com and where necessary, an ASN incident report must be completed. Incident reports will be available with other documentation.

DOCUMENTATION

MAKE SURE **EVERYONE** SIGNS THE WAIVER **EVERY** TIME. At all non-race events covered by MKA Annual Practice and Testing and Tuning Insurance, all people entering the facilities will be required to sign the MKA Practice and Testing and Tuning Event Waiver **every time.**

A list of current members will be provided by the MKA to ensure all drivers have completed required annual waivers. If someone wishing to participate in a practice session cannot provide proof of membership, he/she will be denied access to the track for practice purposes.

Only drivers and one mechanic are allowed on the pre-grid at any time.

All spectators must sign the waiver and will not be allowed in restricted areas of the track (pre grid and track area). Spectators will not be allowed inside any of the fenced areas and will be restricted to the pit/paddock and spectator areas.

EQUIPMENT SAFETY

- Both the kart and the drivers' personal equipment must meet all ASN Canada safety requirements. Copies of the Technical Passport (the pre-race safety tech sheet) will be available with the waivers for drivers to use as a guideline. **(Note: Full width bumpers are mandatory even for Test and Tune or Practice)**. If a member presents a kart without a full width bumper the individual should be advised as to where they can purchase one and will be denied access to the circuit.
- Even if a kart has passed a club safety inspection, the participant is still responsible to ensure that it continues to meet ASN safety requirements, and warrants it does so by presenting it at a practice session. New drivers having equipment that has not been checked by a club technical inspector may be refused access by the Supervisor if he/she feels their equipment may not be safe.
- A log book will be placed in the storage trailer for Club Supervisors to record Non-Compliance of practice participants and all Club Supervisors should ensure they do so.
- If a practice participant presents a kart that does not conform to ASN Safety standards, he/she is to be advised of same and shown why it does not conform and also is to be informed that they will be entered into the log and that before returning again, it must be corrected.
- Supervisors should check the log at the beginning of their duty to ensure that they have an overall view of what has been logged at previous sessions respecting practice session participants.
- All drivers must wear a current rated full-face helmet, rib protectors and abrasion-resistant clothing and shoes, as per current ASN Canada FIA Book 1 Regulations.

PRACTICE SESSION REGULATIONS

Testing and tuning is an on-track activity that does not involve wheel-to-wheel competition, races of any kind, or rewards of any kind.

1. During Testing and Tuning sessions, the track must be supervised by a Club Supervisor at all times it is being used, regardless of the number of karts on the track. For clarity, it is not permitted that a single person alone can take a kart onto the race track without a first-aid trained Club Supervisor present.
2. The Club Supervisor in charge of the practice session will wear a safety vest at all times to identify themselves as the person in charge of the session. All

participants must obey the direction of the Club Supervisor at all times. Any participant not following the instruction of the Club Supervisor may be asked to suspend their practice session and may face penalty as determined by the MKA Executive.

3. Testing and Tuning is available only to members in good standing with the Manitoba Karting Association, who individually have signed a waiver.
4. All participants, not just the driver, must sign a waiver and release, preferably an annual release with membership, or each time the race track facility is used.
5. Parent/Guardian release waivers are applicable where minors are involved.
6. No more than 10 karts on the race track at one time.
7. Junior and Senior karts shall not be on the track at the same time except where it is for instructional purposes only and has been approved by the Club Supervisor present.
8. Wheel-to-wheel competition is not permitted.
9. Non-competitive passing is allowed.
10. The Club Supervisor must be able to call 911. A connected land line phone or functioning cellular phone is permitted.
11. A fire extinguisher and first aid kit must be accessible by the Club Supervisor.
12. A vehicle must be readily available to the Club Supervisor to provide assistance where necessary while awaiting response from the 911 call.
13. The Club Supervisor in charge of the practice must notify the MKA via email to manitobakarting@gmail.com before opening the track for practice. All participants must pay the practice fee online in advance or make other payment arrangements with the MKA prior to attending any practice session.
14. Failure to comply with these regulations may result in penalty or loss of club privileges up to and including suspension of membership as determined by the MKA Executive.

THIS COMPLETES THE CLUB SUPERVISOR COURSE MATERIAL.

YOU MUST NOW REQUEST THE CLUB SUPERVISOR TEST BY SPEAKING TO A MEMBER OF THE EXECUTIVE OR CONTACTING THE CLUB AT MANITOBAKARTING@GMAIL.COM

UPON SUBMITTING THE TEST FOR REVIEW, YOU WILL BE NOTIFIED IF YOU HAVE BEEN QUALIFIED AS A CLUB SUPERVISOR OR IF YOU NEED TO RE-SUBMIT THE TEST. THANK YOU.