

Australian Karting Association Inc

Officials Committee Meeting Minutes



Venue: Crowne Plaza, Cnr Arden & Carr Streets, Coogee, NSW
Date: 25th / 26th June 2011

Stewards Coordinators:

QUEENSLAND	Malcolm Saunders
NEW SOUTH WALES	Howard Whitehouse
VICTORIA	Sylvia Stania
TASMANIA	Janine Evers
SOUTH AUSTRALIA	Rod Clee
WESTERN AUSTRALIA	Kim Light
NORTHERN TERRITORY	Brenton Taylor

National Officials Coordinator:	Brian Sparrow	
Chairperson :	Simon Whiting	National President
Observer:	Max Laybutt	National Treasurer

Item 1 – VKA Item 1

Definitions: need to take out the second track reference.

Race track area: incorporate into the track reference.

Need a definition: for race circuit to reflect 17.12 j or alter the wording to suit the current definition.

No definition for Parc ferme?

Reason:

Administrative tidy up

Committee's recommendation to the NKC:

Change wording in rule 17.12J from 'race circuit' to 'race track area'.

Add meaning for 'Parc ferme' to definitions chapter.

Parc-ferme;

An area designated as being under the strict control of the Official/s to restrict entry and exit as proscribed. This may be temporary or nominated in the supp regs.

Item 2 - TAS Item 6

4.03 Essential Officials

Rewrite change to:

At **all** race meetings, the minimum number of essential graded officials must be:

- a) A Clerk of Course.
- b) Two (2) Stewards, where one (1) Steward is the Chief Steward.
- c) The Clerk of Course and Chief Steward must be minimum Grade 3; the second Steward may be a Grade 4 or higher.
- d) A Chief Scrutineer.

Reason:

Clubs are mis-reading and mis-using 4.03 to mean there is a choice and that 2 officials are only needed, especially on Club days. To assist in ensuring clubs follow the correct level of manning AKATas would like the rule to be written in a clearer manner as above. Club is mentioned in Rule 4.05 and should also be mentioned in 4.03. (see also reason in Item 7 re new gradings where the above Gr 3 will transpose to Club Chief Official and the Gr4 to General Official)

Committee's recommendation to the NKC:

Remove all references in the manual to Director, and implement the above changes in red.

Item 3 - TAS Item 7

4.05 Plurality of Duties:

Remove the 'strongly recommended', add Clerk of Course and Change to:

At State and National Championships plurality of duties of key officials is not permitted. At **all other race** meetings it is strongly recommended plurality of duties is not undertaken by an official. (At no time may a steward perform more than one duty.)

Reason:

In Tas a club has been known to allow the Clerk of Course to also be the Weigh Marshal at the same time, the Clerk of Course has also been the Chief Scrutineer at the same time and at another the only Steward was the Weigh Marshal as well! By removing the 'strongly recommended' will make the rule clearer especially with a new grading system of officials whereby the Gr3 can become the new proposed Club Chief official. This will be applicable to the Rule 4.03. Gr3.

Committee's recommendation to the NKC:

Implement as above.

Item 4 – SA Item 1

Rule 13.19

13.19.3.d ii conflicts with 13.19.5a make the rule clearer and more consistent.

13.19.3(d)

To be eligible for Junior Clubman, Formula JMA or Junior Performance, a driver must;

- (i) Be a minimum of 13 years of age.
- (ii) Hold a B grade junior licence that has been endorsed at six (6) race meetings in a Junior National class.

13.19.5(a)

To be eligible for KF3, a driver must have a minimum B Grade Junior Licence with endorsements from three (3) open meetings in either Junior National or Junior Clubman Class as having reached a satisfactory standard for advancement.

Change rule 13.19.5(a) to read;

To be eligible for KF3, a driver must;

- (1) **Hold a B grade junior licence that has been endorsed at three (3) race meetings in each or any of the following classes; Junior Clubman, Formula JMA or Junior Performance.**

Committee's recommendation to the NKC:

Implement the above change to rule 13.19.5(a)

Item 5 – SA Item 2

16.11 (a) Red flag stoppages

Wording and rule should be changed to come in line with the CMS system and the rules need to have more consistency.

16.11 Race Stoppage:

Races may only be stopped under extreme emergency and by using the red flag/lights.

(a) When a race is stopped it must be restarted over the remaining number of laps as approved by the Stewards, unless

- i. It is at least 50% complete at the time. In this case places will be awarded according to the position at the end of the lap prior to race cessation.

Committee's recommendation to the NKC:

Below rules in red to be changed to read as follows;

16.11 Race Stoppage:

Races may only be stopped under extreme emergency and by using the red flag/lights.

(a) When a race is stopped it must be restarted over the remaining number of laps as approved by the Stewards, unless

- i.) **At least 50% of the race is completed by the leading kart, in which case placings will be awarded according to positions at the commencement of the lap in which the race was stopped.**
- ii.) It is a State or National Championship event where less than 3 laps remain to be completed **by the leading kart**. In this case, **placings will be awarded according to positions at the commencement of the lap in which the race was stopped.**

(b) Any competitor who is stationary when red flag/light is used to stop a race will not be permitted in the re-start of that race. There shall be no complaint or appeal against this section of Rule 16.11(b).

(c) After a red flag incident, the karts are to be impounded in parc ferme and no work is permitted to be carried out. Any karts found by the Scrutineers to be unsafe and / or non compliant will be excluded from the re-start of the race.

(d) Re-Start of Race:

- (1) **Positions to be as recorded at the commencement of the lap in which the race was stopped.** If the lap scorers do not have a complete record of all starters, the Stewards may re-start the race in the original order with grid positions revised

- after exclusion of those who are ineligible under Rule 16.11(b).
- (2) If the race is stopped on the first lap, the race is restarted in the original grid order and formation after the exclusion of those who are ineligible under Rule 16.11(b).
 - (3) If a re-start is to be conducted over laps remaining, such a re-start is to be in single file at a pace as directed by the Clerk of Course. The starter must allow all karts to be clear of the out-grid and in formation, if necessary allowing roll-up laps of the circuit, before the starter signifies the re-start of the race.
 - (4) All competitors eligible for a re-start after a red flag stoppage must be allowed one spark plug change if the engine fails to fire after the first attempted re-start. Subsequent attempts will be allowed at the discretion of the Clerk of the Course.

Item 6 – SA Item 3

Rules 15.10 and 15.13

Need to be reworded to be more compatible with each other. Drivers being overlapped need to receive the blue flag and obey the blue flag rule. At the discretion of the Chief Steward, the blue and red double diagonal may be used to signal to the driver to return to the in-grid.

Committee's recommendation to the NKC:

Change the following rules as follows;

15.10 Blue: (Waved)

A waved Blue Flag / flashing light signifies that you are about to be overlapped by one or more competitors. On receiving this flag / light, you must continue with your race and hold your normal race line, but allow any overlapping kart /s to pass unimpeded.

Failure to obey this rule will result in the Blue and Red Double Diagonal flag being shown, under direction from the Clerk of Course / Stewards, as per rule 15.13.

15.13 Blue and Red Double Diagonal:

This flag, together with an appropriate board showing the kart number, will be displayed to a competitor who has been overlapped and has failed to comply with rule 15.10 (waved blue flag).

On receiving this flag, the competitor must stop racing, move off the racing line so as not to impede the progress of any other competitors and return to the in-grid prior to completion of their next lap. Approaching the in-grid, the driver of the lapped kart must raise one hand to clearly signal to following competitors that he/she is leaving the circuit.

Competitors who obey this flag will be classed as finishers and awarded a finishing position in the race.

Competitors who fail to obey this flag will be shown the black flag, together with an appropriate board showing their kart number signaling them to immediately cease racing and return safely to the in-grid without impeding another competitor, and report immediately to the Clerk of Course or assistants. These competitors will be penalized with exclusion from that section of the event by way of a Penalty Notification Form, and possible further penalty. There shall be no appeal against this decision or penalty.

Item 7 – WA Officials Item 1

Rule 16.27 and Rule 16.09(iii)

That a driver is not permitted to drive on the track as if weaving. (i.e. all across the track in a “zig zag” style).

Reason:

If a driver has come off the circuit, and then re-enters the circuit, abut has grit, dirt, stones etc on tyres they drive on the track (sometimes in an erratic manner) to “clean up” their tyres. This gives the appearance of weaving, but is not ‘weaving to warm tyres (as in 16.09). It may not occur when other competitors are near, so is not a danger to other competitors’. Might be difficult to word, but needs some discussion – perhaps by Official Committee.

Committee’s recommendation to the NKC;

Replace existing rule 16.27.2 with new rules 16.27.2 and 16.27.3 below;

16.27 During a race:

- 1) A kart alone on the track may use the full width of the track. However, as soon as it is caught up on a straight line by a kart which is either temporarily or constantly faster, the driver shall maintain his/her line.
- 2) Curves, as well as the approaches and exit zones thereof, may be negotiated by drivers any way they wish within the limits of the track. Overtaking may be done either on the right or the left.
- 3) Manoeuvres liable to hinder other drivers, such as premature direction changes, deliberate crowding of karts towards the inside or outside of the track or any other abnormal braking or changes of direction, are strictly prohibited and shall be penalised according to the importance and repetition of the offence.

Item 8 – WA Officials Item 2

That the AKA provide training to State Official Coordinators on an on-going basis.

Reason:

State Official Coordinators are required to provide training and accreditation to both Stewards and Clerks of Course. Currently no training is provided to State Official Coordinators – the training package being delivered in each State very much depends on the skills of the person elected to this position. Is there a requirement that “trainers” are required to hold qualifications? How do we stand under the different State rules and regulations?

Committee’s recommendation to the NKC;

AKA to structure and implement an Occupational Health and Safety Policy and a Risk Management Policy for Officials at race meetings.

Item 9 – WA Officials Item 3 Officials Training Schools

We would like to propose that consideration be given to altering the rules for Officials Training Schools, specifically “*Summary 1. All grades of [STEWARDS][CLERK OF COURSE] must attend an Officials Training School annually*” as it appears in the Officials Handbook.

We believe that this should be altered to read “*1. Grade 3 and Grade 4 [STEWARDS] [CLERK OF COURSE] must attend an Officials Training School annually*”.

The question should be asked what benefit does a Grade 1 and/or Grade 2 [STEWARDS] [CLERK OF COURSE] gain from attending an annual Officials Training School? It is worth noting that a State’s Stewards Co-ordinator is not required to be a Grade 1 steward and are often Grade 2.

Grade 1 and Grade 2 Officials would see no benefit from attending a training school. In order to reach these grades people have proved themselves to be diligent and competent as well as dedicated to the sport for which they regularly volunteer their time, and have done so over a number of years, many who have never driven a kart. Grade 1 and Grade 2 officials regularly spend their time reading and learning “on the job” at tracks, and generally have a very up-to-date knowledge of the Karting Manual.

Another area that needs consideration for change is the imposition on officials to sit questionnaires at time of renewing their licence (new on-line system). The questionnaires are an extremely valuable training tool, provoking both thought process and knowledge of the Karting Manual. Should these be limited to officials? The question needs to be asked “why don’t drivers have to answer similar questionnaires at the time of renewing their licence?”.

Another area that needs to be looked at is what period of time does an Official’s licence grade remain? Should this not fall within the same time limits as that of a driving licence – 3 years? There is no clear indication of the length of time.

Recommend:

Remove the requirement for both Grade 1 and Grade 2 stewards to attend an annual Officials Training School;

Length of time an Officials licence grade remains valid be set;

Remove compulsory on-line questionnaires for officials at time of applying annually for their licence renewal. These questionnaires should be used as a training tool not a requirement to pass in order to obtain an officials licence. It should be remembered that ALL the people applying for these licences are “volunteers” and on the whole do not compete in the sport;

Look at implementing on-line training questionnaires for drivers, who have the potential to gain the most.

Committee’s recommendation to the NKC:

This item to be revisited after the Officials section of CM:S has been released.

Item 10 – NSW Officials Item 1 Officials Paperwork

A review of Officials Paperwork to be undertaken.

Committee's recommendation to the NKC:

Look into re-producing all race meeting Officials paperwork as templates so that they can be either printed out and filled in manually or completed as a document on computer and then printed out.

Item 11 – NSW Officials Item 2 Demerit Points System

Objective:

To establish a National Standard Demerit Point Penalty System for use by Stewards to deal with minor matters without the need to have hearings.

Further, to standardise penalties from State to State for the same offences, thus giving a consistency that is currently lacking and leading to confusion by competitors.

Overview:

Steward of race meetings have to continually deal with minor infringements of the rules by way of a formal hearings. The Demerit Point System would allow the clerk of the course and the Stewards with the agreement of the competitor to deal with minor matters by way of Penalty Notification Form.

Each driver is allocated 20 points to their respective license. A driver who breaches a rule can be dealt with by way of a Demerit point penalty. This point penalty is deducted from their points. When a driver losses all of the points within a twelve month period they are automatically suspended for a period of 3 months.

The points lost from an infringement are returned to the driver's license after a period of 12 months from the date of the infringement.

The driver would be spoken to by the Clerk of the Course and have a choice of accepting a Demerit point penalty or attending a Stewards hearing.

If the driver accepts the demerit point penalty then a Penalty Notice is issued (Currently used AKA form).

If the driver wishes to contest the infringement then a stewards hearing is held. If found guilty, a standard penalty applies. The original demerit points plus a fine of \$50.00 per demerit point (i.e. 3 demerit points & \$150.00 fine). The driver still has the provisions of Chapter 8 (Appeals) for the hearing.

The Demerit points for each offence are listed in a Penalty List and cannot be varied by the Stewards of the meeting. This will give consistency throughout the our National organisation.

Committee's recommendation to the NKC:

NSW to more clearly define a process for the above and clarify what offences it would relate to.

Items from the National Officials Coordinator

1. Review of the current version of the Officials Handbooks with a view to expanding them to include classifications for 'General Officials' and 'Club Chief ' officials, similar to the current CAMS classifications.

Committee's recommendation to the NKC;

Brian Sparrow and Janine Evers to work on this document and liaise with the other coordinators for their approval prior to submitting to NKC for approval and implementation.

2. Upgrade the contents of rules 4.09 and 4.12 of the AKA Manual with relation to the Powers of the Stewards and the Duties of a Clerk of Course. These two rules were written about 20 years ago, almost word for word from the contents of the CAMS manual of the time. These two rules should reflect the way we run karting in Australia, not motor sport in general.

Add to rule 4.09;

4.09 Powers of the Stewards of the Meeting:

The Stewards of the Meeting shall have **general power and supreme** authority to enforce compliance with the **International Sporting Code**, these **National Competition Rules**, the Supplementary Regulations, the Programme, and the Instructions to Drivers (if any), and to adjudicate upon any dispute or complaint arising during the meeting subject to the rights of appeal provided by these Rules, and in particular, shall have power in accordance with these Rules to;

- (a) Keep order, in conjunction with **such military and police** **the civil** authorities **as** ~~have undertaken the policing of the meeting and~~ who are especially responsible for public safety.
- (b) Decide what penalty to **inflict** **apply** for a breach of these Rules.
- (c) **Modify** **Amend** the Supplementary Regulations in exceptional circumstances.
- (d) Alter the composition of, or consolidate heats.
- (e) **In the event of a dead-heat or tie on points, authorise a resolution in accordance with the National Competition Rules.** ~~run-off in the case of dead-heats.~~
- (f) Accept a correction made by a Judge of Fact. **A decision of a Judge of Fact may be altered after consultation between the Chief Steward and the Judge of Fact.**
- (g) Amend placing's and awards as laid down in Rule 4.17(f) and Rule 6.01.
- (h) Prohibit from competing any driver who, or any kart which they consider to be dangerous, or is reported as such by the Clerk of **the** Course or a Scrutineer.
- (i) Exclude from one or more competitions or for the duration of the meeting any entrant or driver whom they consider to be or who is reported to them by the Clerk of **the** Course or Director or Promoters, to be ineligible to take part therein or whom they consider guilty of misbehaviour or unfair practice.
- (j) Exclude from the course and its precincts any competitor or driver who refuses to obey the order of a responsible Official.

- (k) Postpone or alter the conditions of a competition for reasons of safety **and or** "force majeure."
- (l) Modify the position of the starting area or finishing line, or alter the programme at the request of the Clerk of **the** Course or the Promoters where necessary to ensure reasonable safety for drivers and spectators.
- (m) Appoint a temporary substitute or substitutes to replace any Steward or Stewards not able to perform his/her duties. Such power shall be exercised by the remaining Steward or Stewards and shall be used to ensure that there are always at least TWO Stewards of a Meeting.
- (n) View Cinematographic, photographic or similar apparatus to facilitate the Stewards decision.
- (o) **Approve the commencement of the practice / competition/s.**
- (p) **In extraordinary circumstances, take the decision to stop or abandon an event.**
- (q) **Settle any issue which might arise during a race meeting, subject to the 'Right of Appeal' in accordance with the National Competition Rules.**

Add to rule 4.12;

4.12 Duties of the Clerk of **the Course or Director:**

~~All Clerks of Course must attend an Officials Training School once a year.~~

In the case of a meeting comprising several competitions there may be a different Clerk of **the** Course or Director for each competition. The Clerk of **the** Course is responsible for the general conduct of the meeting in accordance with the Supplementary Regulations, Programme and Organising Permit, and, in particular, **he/she** shall: -

- (a) ~~Ascertain whether all~~ **Ensure that sufficient appropriately qualified Officials are at their posts present for the conduct of the meeting, and report the absence of any of them any deficiencies** to the Chief Steward of the Meeting.
- (b) Ensure that all Officials are provided with the information and equipment necessary for carrying out their duties.
- (c) Before ~~each race meeting~~ **the commencement of practice / competition, instruct** the drivers of the ambulance and pick-up vehicle/s **are to be instructed** not to move their vehicles inside the race track area whilst karts are in motion.
- (d) Control competitors and their karts and prevent any ineligible competitor, driver or kart from taking part.
- (e) **Ensure that each kart and (where appropriate) each competitor carries the proper identification marking in accordance with the programme. (This is a Grid Marshal responsibility, and needs to be added to rule 4.20.)**
- (f) **Ensure that the correct driver is in each kart and marshal the kart as necessary. (ditto this rule)**
- (g) Send the karts to the start in their right order and, if necessary, start them.
- (h) Convey to the Chief Steward of the Meeting any proposal to modify the programme.
- (i) **Convey to the Chief Steward of the Meeting** any report that deals with the misbehaviour of, or breach of rule by, a competitor or driver.
- (j) Receive complaints from competitors **or drivers** and immediately transmit them to the Stewards of the Meeting.

- (k) ~~Collect the reports of the Timekeepers, Scrutineers, Assistant Scrutineers and Observers together with such official information as may be necessary for the determination of the results. ??????~~
- (l) Prepare a written statement of the information necessary to enable the **Chief Steward** of the Meeting to complete their report.
- (m) Obtain the approval from the **Chief Steward** of the meeting to commence practice / competition/s.
- (n) Constantly liaise with the **Stewards** of the Meeting in order to ensure the smooth running of each event.
- (o) Collect the reports of the **Medical Officer** for delivery to the **Stewards** of the Meeting.

Committee's recommendation to the NKC;

Implement as above.

3. Reword rule 4.09(f) to read;
Correct a decision or accept a correction made by a Judge of Fact.
Rule 4.09 refers to the Powers of the Stewards of a Meeting.
Rule 4.09(f) states;
Accept a correction made by a Judge.

Re-word rule 4.09(f) to read;
Correct a decision or accept a correction made by a Judge **of Fact.**

Committee's recommendation to the NKC;

Refer to item 2 above.

4. Review of chapters 6 and 7 of the AKA Manual with the view to making them easier to understand for competitors and officials.

Committee's recommendation to the NKC;

Brian Sparrow to re-organise chapter 7 and submit to State co-ordinators for approval prior to submitting to NKC for approval.

Add to rule 1.14;

1.14 Entries:

Entry to all AKA permitted race meetings must utilise the AKA Competition Management System (CM;S) by either the pre-entry facility or the plastic AKA license swipe card for identification and confirmation of entry.

- (a) **If stipulated in the approved supplementary regulations for the race meeting, a club may reserve the right to accept faxed or email entries before the closing date of entries. These entries MUST be complete with a relevant method of payment as stated in the approved supplementary regulations for the race meeting. Any extra fee for credit card processing MUST also be stipulated in the approved supplementary regulations for the race meeting**

- (b) If less than the minimum number of genuine entries stated in the relevant supplementary regulations are received to constitute a Class by the listed close of entries, the Class will either be consolidated as per rule 16.06, or will NOT be contested. All drivers whose entry is not accepted for any Class shall be notified as soon as possible and their entry fee will be returned.
- (c) A competitor may only enter, qualify and race one (1) entry per class.

Committee's recommendation to the NKC:

Implement as above.

LATE AGENDA ITEMS.

As a 'risk management' initiative, there is a need to formulate a new rule to disallow officials, drivers, pit crews from crossing the track (racing surface) when the track is hot (karts are in motion).

Proposed new rule 16.27.4

When a track is being used by competitors for carby session/practice or competition, it is expressly forbidden for any other person to enter the track for any purpose until the completion of the event, unless during a red flag stoppage after all karts have ceased motion.

In the above rule, the word 'track' is defined as any part of the racing surface bordered by a single line, curbs or ripple strips at each side of the course.

Committee's recommendation to the NKC:

Already covered in the manual.

Rule 16.15 Kart Direction.

16.15 Kart Direction:

- 1) During a meeting, it is expressly forbidden to drive ~~or push~~ a kart at any time in a direction opposite to that in which the event is being run.
Infringement of this rule means immediate exclusion from the meeting and possible further penalty, except as in rules 16.10 (e)(iii), (vi) referring to clutch driven karts.
- 2) Should any club be found to allow use of their track in the direction that is not approved the matter is to be referred to the SKC for penalty.

Committee's recommendation to the NKC:

Implement the above changes.

13.17 Licence Grading Administration:

- 1) Only one licence endorsement can be obtained per driver, per race meeting.
- 2) License endorsements can be obtained at both open and closed race meetings.
- 3) License endorsements must only be considered if competitors have satisfactorily completed at least 75% of events entered at a race meeting in classes with a minimum of (6) six genuine entries.
- 4) Once the conditions to change a licence grade have been met, the competitor must apply to the State Secretary, via the AKA Licence System, if an upgrade is required. The term Upgrade encompasses both grade changes (eg. D to C to B) and division changes (eg Midget to Rookie to Junior to Senior).

Committee's recommendation to the NKC;

Implement the above changes.

Rule 6.01

6.01 Types of Penalties: (during a race meeting)

The Stewards of the meeting may impose a penalty consisting of ONE or More of the following:

1. A fine (up to \$1,000.00)
2. Revise finishing order
3. Revise grid position
4. Time penalty
5. Place Penalty
6. Points Penalty
7. Exclusion from that section of the event
8. Exclusion from the event
9. Exclusion from the meeting
10. Suspension (up to 6 months)

Change to read;

Where a person has been found guilty from a penalty notification / complaint, a penalty consisting of ONE or more of the following must be applied, except when the matter is referred to a tribunal, where a suitable penalty must be recommended.

1. A fine (up to \$1,000.00)
2. Revise finishing order
3. Revise grid position
4. Time penalty
5. Place Penalty
6. Points Penalty
7. Exclusion from that section of the event
8. Exclusion from the event
9. Exclusion from the meeting
10. Suspension (up to 6 months)

Committee's recommendation to the NKC;

Implement the above.

TRAC 1.09 Fire Extinguishers.

Committee's recommendation to the NKC;

Officials committee requests the Track committee to re-define rule TRAC 1.09 with regard to rule 15.19 in relation to marshals at flag points and issues related to the pre-amble.

Rule 16.09

(vi) In the event of karts breaking formation before the start of a race or not complying with the requirements of Rule 16.09 or Rule 17.07 the **race** may be stopped at the discretion of the Starter and/or the Clerk of Course/Stewards. The offending driver or drivers may **either** be penalised after the red and white flag is used to return the class to the grid, **or penalised at the finish of the race provided that the competitors have been advised of the procedure and the penalty at the drivers briefing.** ~~Continued offences will lead to exclusion. The effect of giving notice of appeal does not apply to Rule 16.09.~~

As per rule 7.04(d) a complaint or appeal may not be made against this decision.

Committee's recommendation to the NKC;

Implement the above changes.