

Track Supervisor Guidelines

Introduction

We are experiencing a growth in membership and as a result test and tune days (further referred to as T&T) are getting busier. During test and tune days we see a big spread in driving skills and talents. The main goal of the track supervisor is to guide the membership in using the track in a safe and fair manner.

Code of conduct

We expect a high level of mutual respect from both the drivers and the track supervisors. Profanity, yelling or any other verbal, mental or physical abuse will result in immediate removal from the facility for the day. The incident will be reported to the executive for further review.

Drivers, parents and others attending the T&T sessions are not to engage in any discussions about the enforced rules and regulations with the T&T supervisors, or any decisions made by the track supervisors. If a person who is attending the T&T session disagrees with the regulations or a decision made by the track supervisor this person can contact the executive to discuss his comments and/or concerns.

Track supervisors are expected to treat drivers, parents and others attending the track with respect and refrain from any confrontations, conflicts or any other communication that potentially can lead to a heated argument.

For track supervisors, if a member has a question try to answer it to the best of your knowledge. If you don't know the answer or feel engaging in a conversation might lead to an argument refer the member to one of the executives for follow up.

For drivers, parents and others attending the T&T please remember track supervisors are there for you and this is not their daily job. They are at the track to guide the members and drivers and do their best to have a safe and fun day at the track. Drivers are not to engage in discussions. They should bring your concerns to the executive.

Decisions made by a track supervisor during a T&T session are final and not up for debate.

Drivers etiquette during T&T

The primary reason for T&T is what it already says in the name. Test and Tune. The regulations state no competitive passing or racing. We expect all racers to follow these regulations. We understand there can be a large deviation between skill and speed during a test and tune session. We ask and expect from the drivers to be courteous to the less skilled drivers at the same session. Especially when it's a busy day the experienced drivers will have to take the lead and be aware of this.

A pass of a highly skilled driver passing another skilled driver might look like a competitive pass but doesn't necessarily mean to be one. Be aware of this. Skilled drivers run follow and lead practice. This might look like racing but be careful making this call.

Experienced drivers should refrain from the follow and lead practice with a larger number of drivers during exceptional busy weekends.

If a driver is on track and there are a larger number of karts at the track a driver should try to give space, slow down create a gap, then resume speed. I would also recommend that a driver will "try" to make passes on straights and encourage racers that are being passed to yield the position.

In case of an emergency

If there is an emergency or any other situation where a person is hurt or can get hurt the session has to stop immediately by means of the red flag. The track supervisor will be in charge and attend the situation. The track supervisor will be responsible for calling the emergency services or instruct another person to call the emergency services on his behalf.

What does WCKC expect from a track supervisor

The primary job of the track supervisor is to create and oversee a safe and controlled environment for the members to exercise T&T. We want our members to enjoy themselves and go home safe at the end of the day. We will try to accommodate as many drivers as possible, but the members must realize that sometimes their individual needs are not fully met during very busy days.

Besides that, we would like to see the following tasks to be executed:

- Follow and supervise practise rotations
- Make sure entering the track and exiting is done in a safe way
- Maintain order at the paddock and hot pit
- Control number of karts on the track
- Supervise track behaviour and communicate with the drivers through flagging
- Control Track access
- Check membership credentials
- Check if all the persons on the track are signed up with signup
- Make sure all present at the track following COVID protocols.
- Be courteous to the drivers and who is present at the track. Don't raise your voice or invoke heated discussions. Stay calm and refer them to the executive.
- Have a great time!

Practice day rotation

The goal is to give as much members the opportunity to use the track for T&T. We will be executing a "progressive" day rotation for classes to use the track. Early in the day classes will be combined as not many will be ready to go on track. As the day progresses the classes will be split up depending on attendance. NOTE: if attendance temporarily drops, for example during lunch, the rotation at that moment stands. We will not combine classes mid day and split them up again afterwards. This will just create confusion. As the day winds down classes can be combined again.

The default rotation will be as follows:

Cadets
Seniors
Juniors
Shifters

As the day progresses and it is getting busier, the classes will be split into the following rotation depending on attendance:

1. Cadets
2. Senior 4 cycle
3. Juniors 4 cycle
4. Seniors 2 cycle
5. Junior 2 cycle
6. Shifters

Cadets, kid karts and shifters will ALWAYS have their own sessions. They will not be combined with other classes as there is no way to determine beforehand the difference in skill level and speed.

Rookie drivers and kid karts can request separate sessions if they desire to do so.

The track Supervisor is the **only** person with the authority to combine classes, alter the rotation to his or her discretion and add or remove sessions.

Track enter and exit

Drivers entering the track must stop or slow down and raise their hand to safely enter the track. To avoid congestion all drivers come off the scales area. The front pit lane access is blocked off and not accessible. There should be no gathering around in the scales area, neither will this area be used by any member as paddock space.

Maintain order at the paddock and hot pit

We don't want any congestion in the pit area, or having drivers gather in the hot pit. Drivers are not supposed to leave their karts in the hot pit. The main purpose of the hot pit is to arrive ready to go on the track when the driver's session is going out.

No one will be allowed access to the hot pit without proper credentials. The membership card will be considered proper credentials as it is proving the member has submitted all their paperwork.

Maximum karts allowed on the track in one session

The default maximum number of karts allowed on the track is 10. However, when there is a track supervisor present this number can be increased to 16 for non-combined classes. If the track supervisor deems this to be safe and executable. ***Under no circumstances can a member decide to increase the number of karts over 10 on the track without explicit consent of the track supervisor. ALWAYS check with the track supervisor how many karts there are on the track and what class is out before entering the track.***

If there is no track supervisor in attendance the maximum number of karts on the track will be 10.

What if there are 10 karts on the track

In case the track is to capacity with 10 karts and there is no track supervisor, or the track supervisor keeps the maximum to 10 karts, or the capacity of 16 karts has been reached the session will be shortened to 8 minutes, and a second group of the same class will depart immediately after the first group comes in for an 8 minute session.

Obey flags and other instructions

During T&T we will have no corner workers to instruct the drivers for immediate danger or other problems that might arise. The track supervisor will keep an eye out, but it is the main responsibility of the driver to be cautious and be aware of unexpected situations.

The track supervisor will communicate with the driver with flags. During T&T we use a limited number of flags. ALWAYS obey flag signals.

Green: Track is hot

Yellow: Danger, slow down

Red: Stop session immediately slow down to walking speed and enter the pit. Serious issue on or off the track.

Black: Come in immediately. The track supervisor needs to talk to you.

Checkered: End of session, come into the pit.

If a driver received the black flag, this could have many reasons such as your kart is broken, your mechanic or parent wants you to come in or you violated a track rule. We will not tolerate arguing with the track supervisor. A driver arguing with the track supervisor will simply delay going back on the track shortening the practice session for this driver.

Access to the track

During test and tune no one will be allowed on the hot track without explicit consent of the track supervisor. Kart recovery can only be executed at the end of the practice session unless there is an immediate dangerous situation. In this case the session will be stopped to allow safe access to the track.

All parents, mechanics and other persons at the facility will have to be behind the fence at all time. Repeat offenders will be warned and/or asked to leave the facility for the rest of the day.

Check membership credentials

We are all caught up with the membership card and at this time all members that are paid up and full members will have a membership card. The track supervisor will occasionally ask the membership to produce a membership card to prove they are paid up full members. All members are required to wear their membership card visibly if possible. (this obviously does not apply to a driver all suited up).

Checking membership cards is important. If a member has a membership card this means they signed and submitted all the proper waivers and other required forms.

What if a member forgot his membership card?

Sometimes we forget stuff. If a member forgot to bring his card you can verify his membership status by checking online if you have access to motorsportreg.com or a simple phone call to the president or the membership coordinator will help you out. Even though we consider the statement of the member to be in good standing to be true we do need to verify before allowing access to the track.

Check if all the persons on the track are signed up with signup

As long as we are under interim Covid rules we need to check if everyone on the track is registered with signup. This is important as we need to be able to trace if there would be an infection at the track. The signup list is available on any computer or smart phone by going to the signup registration page.

What if a person is not registered with signup

If a person did not signup they can register on the spot if there are still spots available. If the day is completely booked up there is no alternative than removing the person off the property. Note, EVERYONE will need to be registered on signup.

Be courteous to the drivers and who is present at the track

The members at the track are there to enjoy their hobby. It's our goal to make their experience as pleasant as possible. As mentioned, many times before avoid confrontations and be courteous.

What if a person has a bad day?

If a person is noncompliant or disruptive approach him in a calm and professional matter. Do not enter in a discussion with the person. Explain that the person has 2 choices. Either comply and bring the issue to the executive or go home. If the situation can't be defused and the person continues to be disruptive, abusive, or noncompliant there is no alternative then to send the person home for the day. Please inform the president or past President immediately if this occurs.

Final note

At the end we are all at the track because we enjoy being there and want to have a good time. Always keep that in mind while going through the day! Questions? We are only a phone call away. 250-382-3377

Erik Gerlof
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