



# Policies and Procedures International Kart Federation

## **IKF State Governors**

### **I. WHAT IS AN IKF GOVERNOR?**

An IKF State Governor is an elected representative to the national organization, the International Kart Federation, by majority vote of the National Members within a given state/area.

### **II. WHY AN IKF GOVERNOR IN EACH STATE/AREA?**

Simply: To provide representation for all karters in their state/area, and to be their “**voice**” in affairs of the Federation. In reverse manner, the Federation tries to channel information back to the Governor in order to provide a communication link to and with the karter. This assures that the Federation is kept informed as to what is happening in or at the field: in turn, the karter is made aware of current Federation programs. It is only through a functioning organization and a “busy” communication line that both the Federation and the karter can be kept informed of all that is taking place in the field of karting.

### **III. HOW IS AN IKF STATE GOVERNOR ELECTED?**

Each IKF State Governor shall be elected by the majority vote for all National IKF members within the State/Area. The Governor is elected for a two-year term of office. In the case of an appointment by the Board, the term of office will be until the next regularly scheduled election. The nomination and election of Governors is concurrent with that of the National Board of Directors, and only those states or areas without representation will be considered for the ballot. In order to be eligible as a candidate for an IKF State Governorship, the IKF elected must:

- (i) Be a National member of the Federation,
- (ii) Have a minimum of two nominations from within the state/area in which he seeking office.
- (iii) Be willing to serve both the karters and the Federation, and to conduct all karting business in a manner that is of mutual benefit to all concerned.

In general terms, the nominations for IKF Governors open in the Fall of each calendar year, close the month of October, with final counting of votes performed in the Winter.

The term of office for the elected IKF Governor is two years. The term commences upon notification following the count of the ballots in and concludes at time of elections in the second calendar year.

If for any reason an individual Governor cannot or is unable to fulfill his duties during his term of office, it shall be the responsibility of the National Board of Directors to either appoint a suitable replacement to

fill out the unexpired portion of the term of office, or to call for a special election within the state/area affected.

#### **IV. IKF GOVERNOR MAY APPOINT ONE OR MORE LIEUTENANT GOVERNORS WITH THE BOARD'S APPROVAL.**

This is the prerogative of the individual Governor and such appointments are strongly recommended by IKF to ease the workload. When appointment of a Lieutenant Governor is made, it shall be at the responsibility of the Governor to select only those IKF members who are acceptable to the body of karters being represented. Further, the appointee must be willing to serve as an assistant with full recognition of the duties involved.

The elected Governor shall furnish to IKF the name and address of the Lieutenant Governor; as well as the boundaries of the state/area, which is to be covered by the Lieutenant Governor.

With such appointments, the elected Governor shall understand that the purpose is that of providing sufficient assistance to assure that both the Federation and the karters are represented in and adequate manner within the state/area. The purpose is not that of "bestowing" a title on a friend.

#### **V. WHAT ARE THE RESPONSIBILITIES OF AN IKF GOVERNOR?**

The responsibilities of the Governor are broken down into several sections in order to better explain the personal responsibilities involved and necessary functions while in the field.

1. Personal Responsibilities of an IKF Governor
  - a. The first responsibility of every IKF Governor is that of loyalty to both the Federation and the karters who elected him. To speak or act in such a manner, or to condone practices which are contrary to the basic principles and philosophies of the Federation can only undermine and hinder the healthy growth of the sport of karting. To this end, it is vitally necessary that all rules and regulations be created to govern all members of the Federation equally, and that such rules and regulations be administered in like manner. Any favoritism displayed by a Governor or an individual, individuals, or a given group can only ultimately destroy the effectiveness of that Governor with those karters who elected him to office. Violation of these principals may result in a Governor's removal from office by the Board.
  - b. Each IKF state Governor must, in all of karting activities, conduct themselves in a manner that is complimentary to their office, to the Federation, and to every karter they represent. They will not at anytime willfully act in such manner that creates criticism of the sport of karting, the Federation, local karting organizations and clubs or any one karter or group of karters. They will at all times support the Federation and is in accord with its purposes and decisions. In the event of disagreement with the Federation or its policies for any cause, they shall make every effort to resolve differences in a businesslike manner. Should the Governor disagree or otherwise disapprove of the Board decisions or rulings, he/she should express them self to the Board and

state their reasons for disapproval. At no time and under no conditions shall the Governor make public or private accusations against the Federation or any official of the Federation. Such actions cannot resolve any differences of opinion and are not in the best interests of karting.

- c. **Each individual Governor and his/her Lieutenant Governor shall be fully familiar with the current IKF Competition Regulations.** Above all else, he/she must particularly **understand the spirit of intent** behind such regulations. This same familiarity and attitude shall hold for all such procedures, regulations and decisions established by the Federation for the conduct of kart races and the encouragement and general improvement of the sport of karting.
- d. The effective Governor will be active and will always endeavor to do the best possible to further karting in all ways, without bias or partiality, the effective Governor will listen to both sides of any dispute within the area which he/she represents and make judgment accordingly. To this end, to the best of his ability, the effective Governor will make effort to arbitrate and settle differences, interpret regulations, and generally improve the position of the Federation.

While they need not be a natural leader, each Governor should strive to develop and further their leadership capabilities through being active, keeping informed, being available and willing to listen and talk to all karters at all times.

## 2. Field Responsibilities of an IKF State Governor

- a. In order to be, and to remain fully aware of the conditions and problems of his area, the Governor shall try to attend all IKF regional events scheduled within their state/area. If unable to attend a given event, the Governor should arrange for their Lieutenant Governor to attend and to provide a full report at the conclusion of the event. It is important that the Governor be available for consultation with both the race officials and karters to the greatest extent possible. To this end, the Governor should make their presence known to the race officials and, further, let them know where they can be reached during their stay.

The Governor must anticipate that they will be called upon to act as a mediator between karters, clubs, tracks, and –sometimes –even the Federation. They must always do this in a tactful manner and –most important –they must maintain an unbiased attitude so that no individual or group will obtain preferential treatment.

- b. Interpretation of Regulations.

Each Governor –and Lieutenant Governor –will make a diligent effort to thoroughly understand the current IKF Competition Regulations, and to be aware of the spirit and intent of the regulations. In those cases where doubt exists as to the meaning and intent of a given rule or regulation, it is the responsibility of the Governor to clarify the issue with the Federation. **As it will be a responsibility of the Governor to make certain the regulations enforced at all regional events**, all doubts and questions should be cleared prior to the start of the racing season. Also, the Governor will be called upon to make decisions and to render interpretations of the various rules as the need arises. **In those cases where a given situation is not specifically covered in the Competition Regulations, or where the interpretation of a given rule is disputed, it is the responsibility of the Governor to so advise the National Board of Directors and request an official ruling.**

**To enforce their decisions, the Governor shall have the full authority and backing of the Federation.** Accordingly, his decisions will be subject to review, upon appeal, only by the National Board of Directors.

c. Scheduling of IKF events.

In order to provide a series of IKF championship events for karters in their state/area, the Governor shall, after consultation with all the IKF-member tracks and clubs under their jurisdiction, establish a non-conflicting sprint, speedway and road race schedule. The schedule is then submitted to the Regional Coordinator to be worked into a region schedule. If a scheduling conflict does arise, it is up to the Regional Coordinator, Governor or Governors concerned and Track Promoter to reach an agreement which best serves all concerned. The Regional Coordinator then submits the final region schedule to IKF for approval by the National Coordinator. **No Governor, club, or track can schedule or change an event: all must go through their Regional Coordinator or the IKF Board.**

d. Regional Jackets

The Federation traditionally furnishes the regional point winners with jackets according to the current IKF Competition Regulations and Technical Manual.

e. Communication between IKF and the karter.

It is the responsibility of the Governor to make certain that the communication paths are established and maintained between the Federation and the karter. It will also be their responsibility to see that the karter is kept advised on items of general interest that are forwarded to the Governor. In order to best accomplish this, the Governor should be prepared to make announcements and post bulletins at races, tracks, club meetings, kart shops, IKF Website, or other places frequented by karters. If the IKF Governor is unable to attend a given event or meeting he/she should arrange for the Lieutenant Governor to handle necessary communications. If the Governor has not appointed an assistant, letters to clubs, or club officers covering subject items will often prove adequate. It is recommended, however, that the Governor make every effort for a personal appearance of either himself or his designated assistant.

f. Road racing licensing program and driver training school

It is a most important function and responsibility of the Governor to establish and supervise schooling of the novice driver(s) at all IKF-sanctioned road race events. He/she shall check the racing schedule with the race officials to make certain that sufficient time has been allocated to permit practice time plus observance of novice drivers and their capabilities on the track. In accordance with current competition regulations, no other drivers are permitted to be on the course during the novice practice sessions. The Governor shall also make certain that all novices are called together for a group meeting pertaining to safety procedures, flag signals, and track courtesy. Following these sessions with novice drivers, the Governor shall approve the novice license permits for those who have performed in a satisfactory manner. Further, he/she shall check to make certain that these drivers are assigned and take a grid position at the rear of the starting grid, and that their helmets carry the prescribed identifying marks.

In the event that the Governor does not feel that a given novice can safely, in the interest of both him/her and other competitors, start and complete an event, he/she must inform the Race Officials and make certain that the entry is withdrawn. In such cases the Governor shall advise the Federation of his decision, along with his recommendations.

## **VI. GOVERNOR'S TRAVEL FUND**

Each Governor, whether elected or appointed by the Board, is eligible to participate in disbursement of the Governor's Travel Fund. The Fund is created through assessing each entry of an IKF regional event, sprint, speedway, and road race, \$0.25 per entry, per class. Note: By decision of the National Board, assistants appointed by the individual Governor are excluded from this program.

### **GOVERNOR'S TRAVEL FUND DISBURSEMENT PROGRAM**

The GOVERNOR'S TRAVEL FUND was devised by the National Board of Directors as a means to provide some financial assistance to IKF Governor's in order to defray expenses in attending events held within their state/area. The fund has an annual cycle based upon the IKF Competition Year, and is formed through assessment of each IKF member, both National and Family, who enters any of the IKF regional events, or championship races. No assessment is made at a National event, i.e., Winternational, Springnational, Fallnational, or Grand National race, or other event regulated through terms of contract between the Federation and the host club or track.

#### **1.0 ELIGIBILITY**

Only those IKF Governors who have been duly elected through ballots cast by the general membership, or have been appointed by official action of the National Board are eligible to draw from the Governor's Fund. This is applicable to any payment demand made upon the fund. Not eligible to draw from the fund is that individual appointed by any IKF Governor to serve him as his Lieutenant Governor.

- 1.1 **The IKF Governor must attend the regional event from which he/she is drawing.** He/she must make them self generally available to all officials of the event, and to all IKF members competing in the event. He/she must at all times during the conduct of the event be prepared to act within the limits of authority which has been established for his official position.
- 1.2 The attending IKF Governor must make his presence known to club and race officials, and must act as a mediator to the best of his ability in cases of arbitration arising from individual interpretation of IKF rules, policies, and /or procedures.
- 1.3 An IKF Governor is not eligible to draw from an IKF event, which they attend outside of the normally prescribed boundaries of the state/area, which they serve as an elected representative of the Federation.
- 1.4 **An IKF Governor is not eligible to draw from an IKF regional event if they or a family member of their family races in the event.**

#### **2.0 PAYMENT FROM THE FUND**

No payment of expense of monies is to be made directly to an IKF Governor at the time or immediately following the running of a regional event where the entry fee includes an assessment programmed to be later transferred to the Governor's Fund, Further, no IKF Governor is to either request or accept payment of fund monies from the host sponsor of the sanctioned event.

- 2.1 The Governor's Fund assessment is presently established at \$0.25 per entry per class, effective at all IKF regional (Championship) events. No assessments are collected at Winternational, Springnational, Fallnational, Grand National, or other contracted events.

### **3.0 DISBURSEMENTS FROM THE GOVERNOR'S FUND**

*All disbursements from the Governor's Fund shall be made only from the IKF Office. Payment shall be made only in the form of a negotiable check payable to the requestor. The face sum of the check will be in accord with the total entries logged and assessments collected as reported by the host club or sponsor of IKF regional events.*

- 3.1 The IKF Governor applying for expense payment from the Fund must transmit, following each IKF regional event attended, a REQUEST FOR DISBURSEMENT.
- 3.2 Each transmitted disbursement request received will be checked against incoming race records and financial recap sheets prior to payment of the requested sum. If discrepancies exist, the race records and financial recap sheets shall be the final authority as to the amount that is due to the requestor.
- 3.3 Expense payment from the fund will be made quarterly, based upon the calendar year.
- 3.4 Telephone calls and /or requests made verbally will not be accepted or honored, nor withdrawal requests be honored which are transmitted in letter form or on plain paper.
- 3.5 Unsigned or incomplete REQUEST FOR DISBURSEMENT forms will not be accepted or honored. Under such circumstances the form will be returned to the requestor.

An adequate supply of REQUEST FOR DISBURSEMENT forms is enclosed for your use. Should you need additional forms, please advise the IKF Office. It is recommended that you prepare the form in duplicate, following a regional event, which you attend, retaining one copy for your permanent records. Remember that so far as the Internal Revenue Service is concerned, any "expense" monies received by you relative to your position as IKF Governor is considered to be income.

Should you have questions pertaining to the program, please contact the IKF Office for additional information.

### **IKF REGIONAL POINTS PROGRAM (see current IKF Rulebook)**

The intent of the regional points program is to promote and maintain an interest at the local and regional level. It is designed with the average karter in mind and the program will give recognition and reward to those who participate on regional levels. The points programs will be open to any and all IKF karters who participate in sprint, speedway, or road race regional events.

The program will be administered by the Regional Coordinators in respective regions and the Regional Coordinator will be responsible for coordinating point's races between Governors, clubs, and track owners. The following is the program outline.

1. Open for IKF members.
2. Points will be kept for all racing types: sprint, speedway or road race.
3. Points will be kept for each class in each of IKF's regions.
4. A karter need not reside in a region to score points in that region and he/she may accumulate points in each region he/she participates in.
5. Points may not be carried from one region to another or from one class to another.
6. At the end of each competition season, for each type of racing, a plaque will be awarded for the most points in each class. This individual will be designated as the "Regional Class Champion".
7. All regional class champion jackets will be supplied by IKF according to Section 800 of the current IKF Competition Regulations and Technical Manual.
8. Points will be awarded according to Section 800 of the current IKF Competition Regulations and Technical Manual.
9. It is recommended that each track hold at least one regional point's race a competition year based on the following track requirements. If the schedule permits, more can be scheduled.
  - A. Safety for the competitors.
  - B. Track length and width number TDB.
  - C. Parking/Pit areas for competitors and spectators.
  - D. Restrooms and food.
  - E. Pit Pass Sales. Other than Regional events if applicable.
  - F. Hotel/Motel and restaurants availability.
  - G. Entry numbers + Regional races.
  - H. Paperwork and Procedures submitted to IKF Office.

**The Board of Directors will have the final decision in track requirements if a track is denied a Regional points race.**

10. It is also recommended that a predetermined number of races be totaled towards a karters point total (i.e.)  
The best 6 out of 7  
The best 8 out of 10  
This is left to the Governors and Regional Coordinators to decide at the beginning of each competition year.
11. IKF will supply the Regional Coordinator with all master sheets pertaining to all events within his region.
12. Regional Coordinators or the IKF Office will supply *Karter News* with point totals for quarterly publication.

13. The regional point champion will receive a top 10 starting position at the Road Race Grand Nationals.

## **PROCEDURES FOR SCHEDULING IKF REGIONAL EVENTS ROAD RACE, SPRINT AND SPEEDWAY RACES**

### **1. GOVERNOR RESPONSIBILITIES**

1. Schedule your meeting date with the clubs and tracks and/or other sponsoring groups as early as possible prior to January 1. If at all possible, based upon weather conditions in your area, do schedule races after the Grand Nationals-Sprint, Speedway and Road Race. After you schedule your meeting date, fill in the Club/Track Record Sheet. Mail a copy to all clubs and other groups sponsoring racing in your area.
2. Contact the Regional Coordinator within your region to determine if dates for major events have yet been established within their area(s). To keep the record straight at this point, any dates that have been established should be noted on a large calendar –one that is large enough for all attending to see- that you will be using during your scheduling sessions.
3. Once your scheduling meeting is underway, work on the road racing track schedules first. This is necessary because many of the road racing tracks are available on a limited basis only with regard to open dates for karting events. It is possible if you have scheduled your meeting early that you will have a better selection of race dates for the road racing tracks.
4. Following the working up of the road racing championship race dates, the dates should be filled in on your large master calendar. With the calendar marked, the dates that are available for sprint and speedway championship races can then be readily determined.
5. The total number of IKF member tracks in your area will determine the final number of championship races awarded each club/track. When you are contacting tracks prior to your scheduling meeting, do make certain that you contact ALL tracks and clubs in your state/area. It is possible that some of the clubs and tracks that are now members of the Federation will wish to sign up to participate in the IKF Championship Race Program.
6. When you are scheduling, do observe the following basic ground rules:
  - a. Make every possible effort so that each member track is awarded at least one regional race in the calendar year.. The awarding by the National Board, of a contract race, i.e., Winternational, Springnational, or Fallnational and regional events, does not necessarily constitute one of, or the “regional” event for a given club/track during the competition year. At the discretion of the Board, a “contract” race can –and may be either a totally separate event or a “national” title may be applied to a championship race already on schedule. Should you have a question on this, do contract the Federation Office.
  - b. In the event that there are no road racing races on schedule in your state/area, do all possible to schedule additional sprint or speedway races for each of your IKF member track/clubs.

- c. Remember that it is your responsibility to see that a race or race date sanctioned –road racing, speedway or sprint – is respected and supported by all clubs, groups, and IKF member tracks in the area. There shall be no other race sponsored or otherwise organized in conflict with the sanctioned event by any group or member group who participates in the IKF Championship Race Program. Note: while dates maybe difficult to fit in, same division dates must be respected and every effort must be made to not schedule different division dates on top of each other.  
**Should a race of the same division be organized or promoted in direct conflict with a scheduled, IKF regional event, the club or track so-involved –if a participant in the IKF programs –may lose all IKF regional events that have been scheduled for the club or track. This is subject to the discretion of the Board.**

It is very necessary that you make the foregoing very clear to all the clubs, tracks, and/or sponsoring groups. In particular, in your discussions with the clubs and tracks stress “Protect your race date by respecting and honoring all other divisional, regional race dates around you!” Although it may seem out of balance for a club or track to drop a local club race, dividends will be coming to all through reciprocal action by the groups involved.

## II. REGIONAL COORDINATOR RESPONSIBILITIES

The Regional Coordinator Program was established by the IKF Board Directors in October, 1974. It was established to help eliminate future scheduling problems and conflicts.

1. The Regional Coordinator shall be one Governor or person from each region, appointed by the IKF Board of Directors.
2. Appointment of the Regional Coordinator shall take place at the Fall Board Meeting each year and the term of Office shall be for one year.
3. The Regional Coordinator shall be the person to:
  - a. Schedule a regional or championship race in master event log.
  - b. Change a date listing.
  - c. Cancel a date listing.
  - d. Establish an event log for his region.
4. **No Governor, club or track can schedule or change an event: all must go through their Regional Coordinator.**
5. A Regional Coordinator can be removed or replaced at any time by the IKF Board of Directors. The position has too much power to leave anyone, not doing the job to the satisfaction of his constituents, in office very long.
6. When any Regional Coordinator schedules or changes an event, all Governors will be notified ASAP.
7. The Regional Coordinator will coordinate the activities of the other Governors in his region as the need arises.
8. The Regional Coordinator will receive expense reimbursement, in addition to what he/she receives as a Governor or \$0.25 per entry at in his region. The \$0.25 per entry will be withdrawn from IKF's sanction fees and will not be an additional expense to the club or track.

9. The Regional Coordinator and /or the IKF Office will administer IKF's regional points program. Also, please remember that a Regional Coordinator is not a regional dictator, you were appointed to assist the Governors with their scheduling problem and to organize the racing schedule in your region.

## **PROCEDURES FOR SETTING UP AN IKF REGIONAL EVENT**

There are basically seven steps which must be followed in order for a club or member track to apply for and be granted an IKF regional road race. Each IKF Governor, club, member track, and other personnel involved must be fully familiar with the required procedures so that confusion, unnecessary paper work, and conflicting schedules are eliminated. It is particularly important that the IKF Governor work closely with any new club or member track –or their designated officials –to assure that the procedures are correctly followed, and that necessary paper work is forwarded to the IKF Office in ample time to permit completion of internal office functions.

The incorrect handling of the required paper work –either through misunderstanding or negligence, will result only in conflicts and confused schedules, undue expenses through delays and telephone calls (both the race sponsor and IKF) and lack of support by the karter because of inadequate or late publicizing. This latter could possibly cause additional financial loss to the club or track.

The publicizing of an IKF Championship race, road race, speedway, or sprint, is underwritten by the Federation through inclusion of the race date in the Events section of Karter News.

A second type of service, the mailing of race announcements, entry blanks, et cetera, is offered by the Federation to member clubs and tracks. The cost of this service is \$0.10 per piece for handling, plus cost of postage. The mailers must be received at the IKF Office folded and tabbed, ready to mail, or the labor cost of folding and tabbing or any other special handling will be added to the billing.

NOTE: Club races or other special events may be advertised in the magazine but it will be necessary to charge for these at standard page rates.

To some IKF Governors the following seven steps covering the sanctioning and scheduling of road races will be totally new; to others, the information will be familiar through past use. However, do review the material and keep it available just in case a new club or track requires information and help.

### **STEP 1-TRACK MEMBERSHIP**

Any club or track desiring to stage or host an IKF regional event must be a track member of the Federation. Thus, the first necessary procedure is that of completing the "TRACK SANCTIONING APPLICATION" for either new membership or the renewal of an old membership. The membership runs concurrently with the calendar year and the membership fee is \$150.00 annually. It is recommended that clubs and tracks renewing a membership do so prior to the ending of the current calendar year, or as shortly after the start of the new calendar year as possible. By so doing, the club or track will be

assured of full twelve months of benefits from the membership. Also, by applying for membership early there will be no chance of this important function being overlooked and will eliminate the possibility of not gaining regional races or the missing of the publicizing of races scheduled too late.

In order to allow for processing of the application, **the required paper work must be on record at the IKF Office not less than 30 days prior to the proposed date of the first event scheduled.** Make certain that all clubs and tracks are aware that they must get the sanctioning application in early and that it must not be held and shipped in with other paper work necessary for their event.

## **STEP 2 –GOVERNOR RESPONSIBILITY FOR RACE SCHEDULING**

A championship or regional event is one that is scheduled by the IKF Regional Coordinator and for which a sanction application has been made. An IKF member who competes in a regional event is officially credited with such participation on his competition record (maintained at the IKF Office) and gains credit towards participation in the Road Race, Speedway, or Sprint Grand Nationals. Club races and local events do not provide race participation credits for entrants.

All IKF Governors are requested to conduct a SCHEDULING MEETING, **to be attended by representatives of all concerned clubs and tracks in his state or area.** At this meeting serious effort must be made to schedule all road race events while dates are still available from those tracks which can hold road races. Following this, as generally there are fewer problems of date availability with sprint tracks, the sprint championship can be worked out.

When scheduling road race events, remember these two prime points:

- a. It is contrary to IKF policies to schedule two road races within a two week period, if the tracks involved are less than 500 miles apart. If circumstances (track availability) dictate that such schedules be established, schedule approval will be granted by IKF only if all parties concerned are aware of the situation and are in full agreement that both events will be staged. This agreement must be filed with IKF in writing, at the time of submittal of schedules.
- b. In the event that it is necessary to change a date or cancel an event that has been scheduled, notice must be made to the IKF Regional Coordinator at the earliest possible time, and the notice must be in writing. (A telephone notification will be acknowledged but written confirmation must be forwarded immediately for purposes of record.) The Regional Coordinator or the IKF Board are the only ones permitted to change a scheduled event. Upon approval by the National Coordinator, all will then be notified by the IKF.

For additional information pertaining to race scheduling and scheduling meetings, refer to PROCEDURES FOR SCHEDULING IKF REGIONAL EVENTS which is included in this packet. When working up schedules, it is recommended to IKF Governors that all spoken communications be

confirmed in writing, and that all such communications be filed in the event of any future misunderstanding or conflict of opinions.

### **STEP 3 – LEAD TIME TO PUBLICIZE EVENT**

Due to the lead time required to meet printing deadlines, mail delivery, et cetera, the Track Sanctioning Application must be received early at the IKF Office. It is recommended therefore that the Application be mailed at least ninety (90) days prior to the event. If the Application reaches IKF sixty (60) days before an event, it is very likely that notice of the race will appear in *KARTER NEWS* but one time before the race date. If the Application is received only thirty (30) days before the race date, there is no possible way that the event can be listed or publicized in the magazine.

It is important that each IKF Governor stresses the foregoing facts to all member clubs and tracks!

### **STEP 4-IKF PIT PASS PROGRAM**

A member club or track must order the required pit passes early to assure delivery in ample time for the scheduled event. It is recommended that the pit pass order be filed with the IKF Office at least thirty (30) days prior to the event. In case of emergency, orders can be filled if the order is placed fifteen (15) days before the event. However, if special handling, air mail and/or special delivery are required to make the race date, the club or track will be billed for additional charges.

The pit pass order must be accompanied by either a check or money order covering the number of pit passes ordered. This is because the pit pass fee also includes insurance fee, and the fee must be paid immediately to the insurance carrier. If the pass order does not include check for payment, IKF cannot ship any passes ordered until payment has been received.

If the club or track requires excess coverage (liability insurance in excess of the normal \$1M) IKF must be notified at least ten (10) days in advance so that arrangements can be made with the insurance carrier. It is important that the IKF Governor advise the member club or track that the Federation is not in the insurance business and that any decisions pertaining to any facet of our courtesy insurance program rests with the insurance carrier.

### **STEP 5 – CHANGING OF SCHEDULES**

Once an event has been scheduled, sanction approved, and listed in *Karter News*, the date or location SHOULD NOT be changed (except to correct a typographical error) unless there is sufficient time to notify IKF members in the next issue of *Karter News*. Based upon mechanical requirements of the magazine, plus mail delivery time, notification of a schedule change must be received from the division coordinator at least forty-five (45) days prior to the originally scheduled data.

Again, IKF will accept telephone notification of a date or location change in an emergency, but such notification must be followed up in writing!

## **STEP 6 –MAILING SERVICE**

A courtesy service offered to member clubs and tracks is the mailing of race announcements and/or flyers providing details of the event, plus an entry blank. The flyers will be mailed to all IKF members (National) in accordance with instructions provided by the club or track. This is not a free service and the direct costs are billed to the club or track. The normal rates for this service are: Handling \$0.10 plus First Class Postage per piece. If additional handling is required, such as folding, tabbing, et cetera, the additional charges will be billed.

Should a club or track wish IKF to handle a mailing for them, they should allow a minimum of thirty (30) days for processing and mail delivery if the karter is to receive the flyer in time for him to complete his planning. Thus, announcements for entry flyers should be forwarded to the IKF Office in sufficient time to meet the thirty (30) day period. Also, the material should be forwarded in (i) ready-to-mail condition preferably; and (ii) in sufficient quantity to cover the area requested by the club or track. To accomplish the latter, it is recommended that the mailer contact IKF in advance to determine the total number of National Members in the area to be covered

## **STEP7 –POST-RACE PAPERWORK AND PROCEDURES**

Equally important as pre-race work, for a successful event, is the post-race paperwork and following of procedures. Many clubs and tracks tend to fall down in this detail and in the confusion which follows, record keeping is virtually impossible and undue expense to the Federation is created. If the participants at a given event do not receive credit for their entry, they become angry with the club, the track, and IKF. In many cases, it has been found, the karter refuses to attend any following events sponsored by the club or track when follow-up paperwork has been poorly handled.

The host club or track agrees to furnish to IKF certain specified paperwork records and fees 10 Days following the conclusion of a regional event. Each IKF Governor should be prepared to discuss such details with the club or track during preliminary scheduling and sanctioning efforts.

Until all paperwork and fees outlined in the sanction agreement are received in satisfactory condition, the terms of the sanction agreement have not been satisfied. If the complete entry list, by classes, is not entered accurately and filed with IKF, the entrants cannot be given necessary credit. If the monies due IKF within 10 Days following an event are not received, the Federation runs low on funds required to pay bills, salaries, et cetera. In such case it is necessary to divert funds from other sources in order to remain solvent. Although the Federation is a non-profit organization, it is a basic fact that money is required to administer the national racing program. In the past the Federation has been somewhat reluctant to force payment of the fees in order to prevent working hardship upon a club which is formed primarily of karters to enjoy the sport of karting, However, to hold the costs of operating the Federation to the lowest possible minimum figure, the request is made to each IKF Governor that he/she discusses the foregoing with each member club or track so that understanding is present.

## CONCLUSION

When the seven basic steps, at a minimum, have been completed in accordance with the time schedule established for each, you will have fulfilled –along with the sponsoring club or track –the minimum requirements established to correctly set up, publicize, and follow up an IKF regional event. This does not mean “that’s all there is to it,” but rather that the listed steps are merely a guide to that which must be accomplished.

The degree of success of a given event can be measured only by the extent of effort and the completeness of preparation of the racing schedule, pre-race publicity, club readiness, general conduct and handling of the event, and the accurate and on-time completion of all necessary follow up paperwork. Simply, the more complete the details of staging an event, the greater the possibility that the event will be classified as a “total” success by the karter.

If any additional information can be provided the IKF Governor with regard to any of the foregoing details, the IKF Office will be happy to give any assistance possible.

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