



## Track Supervisor Guidelines

### **Purpose of the Club:**

Bakers Creek Kart Club (BCKC) is formed to own, manage, protect, and improve the track; to promote kart racing; and to conduct a race series each year.

### **Requirements:**

Track Supervisors must be adult Full Members of the club who have shown good judgment and commitment to the club. They must complete Track Supervisor Training initially and be recertified each year. In addition, Basic First Aid Training is required, available online through the Red Cross.

### **Role of Track Supervisor:**

The Track Supervisors are entrusted to maintain the physical barriers, the insurance coverage, the safety rules, and the fees that have been put in place by the club.

### **Physical barriers:**

- 1) Lock all doors and gates before leaving.
- 2) Never copy a key.
- 3) Never loan a key.
- 4) Never cut a lock or chain.

### **Insurance Coverage:**

1) If you are opening the track on a weekday, inform the insurance company by contacting Nicci Senter or leaving a message by email, phone, or fax.

Email: [nicci@nkaonline.com](mailto:nicci@nkaonline.com)

Fax: 317-774-7029

Phone: 317-774-7021 (Press 6 to leave a message.)

- 2) Require everyone in the pits to sign a release and to wear an armband.
- 3) Complete all insurance paperwork correctly, and put it between the front doors at BTK.

### **Safety Rules:**

- 1) Know and enforce all safety rules listed in the BCKC Driver Rules booklet.
- 2) Apply good judgment to enforce safety when any hazard arises.
- 3) Have a working cell phone on you whenever supervising the track.

## **Fees:**

Know and enforce all fees.

Pit Pass:	\$10 for Club Members and Non-Members
Track Fee:	\$60 each Non-Member
Fuel:	\$12 per gallon
Membership:	Individual \$400/year Family \$600/year Initiation fee \$100
Race Fee:	\$60 first entry class for Non-Members \$40 Club Members \$25 for any additional entry class \$10 discount for any entry received by Wed. before race day

## **Tasks of the Track Supervisor:**

- Show up reliably*
  - Track Supervisor must coordinate to schedule practice sessions, and must reliably adhere to the schedule once it is posted on the club message board.
- Open the Track*
  - Upon completion of Track Supervisor training, the Track Supervisor will be granted a key to the registration building. Inside of this building is everything necessary for a successful practice day.
  - The desk drawer inside the registration building contains the track keys attached to a wand, armbands, release waivers, list of members, envelopes, and a pen.
  - Using the keys on the wand, unlock the main pit entrance gate, and drive in. Insure that the secondary pit entrance gate is locked unless Chiptech business requires that thoroughfare.
  - Unlock the track entrance and exit gates and open them fully. Slide the cut tires around the gate poles at the track entrance and exit.
  - Keys on the wand will unlock all gates including both pit entrances, the track entrance and exit, timing and scoring, and the tech shed.
- Enforce Armbands and Track Fees*
  - Armbands are \$10 on practice days as well as on race weekends (Friday & Saturday) and must be worn on the wrist by anyone in the pit or track area. There are **NO** exceptions to this rule. Along with purchase of the band, the wearer **must** sign the release waiver. If the person is minor, then a parent or guardian must complete the minor release form. A new minor release form must be completed for each visit to the track.
  - The Track fee for visitors is \$60 per person.
  - If a person claims to be a club member, but you are unaware of their membership status, check the membership list found in registration. Club applicants whose application is pending approval will be granted a 90 trial

period during which time they may use the track without paying a track fee. The applicant is required to produce the letter of trial membership that was sent from the club in order to enjoy these benefits. If they are unable to produce that letter and are not listed on the membership list, then they **MUST** pay the \$60 track fee or they **CANNOT** use the track. If they truly are club members, then their check will be refunded to them.

- A club member may introduce a guest to karting by allowing some use of the member's kart on the track without paying a track fee, but **only if it is the guest's first experience with driving a racing kart.**

4. *Optionally Sell Fuel*

- Fuel is available at BTK. The option to allow fuel purchase on practice days is open to the Track Supervisor, but the option to not sell fuel is open as well, according to the dictates of the moment.
- Octane 93 is \$12 per gallon.
- VP 98 is \$12 per gallon.

5. *Oversee and enforce safety*

- Make sure that everyone on the track is wearing appropriate safety gear and is following BCKC driver rules at all times.
- If someone is found to be in violation of BCKC driver or safety rules, ask the driver to come off the track and remind them of the rules. You may use the flags as is necessary to bring drivers on and off the track.
- If a driver refuses to follow the safety or driver rules, ask him to leave the track immediately. If he refuses **LOCK** the entrance and exit to the track and contact local authorities as necessary.

6. *If a serious injury occurs.*

- Use your First Aid training, and use your best judgment to prevent further injury.
- Call 911 for ambulance if you think it warranted.
- Complete Accident Report form found in the expandable folder in registration building.

7. *To close the Track*

- Lock both the track entrance and the track exit.
- If you unlocked any other buildings at the track, please lock them up.
- Place all unused wristbands, forms, and envelopes in the drawer along with the pens and track keys.
- Lock the registration building.
- Complete the Practice Day Summary form, count money received, and check all forms for completeness.
- Place the money, insurance waivers, and summary sheet in the large envelope and push that through the front door of BTK. This may take a little maneuvering but it will fit.
- Lock the pit entrance and you're all finished!