Observed Licence Test – Policy and Procedure

Policy Number	CES003		
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Purpose
This policy is designed to provide a common framework for all presenters of the Observed Licence Test ("**OLT**"). All areas included in this policy will be covered throughout the conduct of the OLT.

Background
The Board of Karting Australia hold as an imperative that our sporting competitions should be fun, fair, well run, and provide the best value for money that is achievable, in a quality environment where people can participate for the simple enjoyment of sport and to be able to strive for success at elite levels.

Inherent in this is that **our sport must be conducted in the safest possible environment at all time.** It is essential that all drivers have a clear understanding of the Safety requirements of the sport including the flag signals before they compete in a KA race meeting.

The sport of Kart Racing is great fun but it can present many dangerous scenarios to not just the competitors but also to the parents/guardians/support crew of competitors. The Observed Licence Test will be used to evaluate potential competitor's ability to safely control a kart and ensure compliance with the regulations.

On the completion of this test they will be allowed to participate in KA sanctioned karting activities, specifically racing on KA licenced race tracks.

Before any Driver shall be permitted to compete on a KA licenced Race Track they are required to undergo an Observed Licence Test. They must have completed a Safety Training Assessment prior to undertaking this test.

Procedure
This test is made up of two components: theory and practical.

The presenter will provide instruction on the following items explaining the processes as listed below including any additional information as relevant and using practical displays such as examples of paperwork (scrutineering form), flags and other items as necessary which may involve track diagrams.

Theory:

This will be conducted in a classroom environment and covers the following areas:

- Safety Presentation
- Flags
- Driving Standards
- Assessment

Safety Presentation

The safety presentation shall cover the following areas:

Apparel

Reaffirm the safety requirements for karts and racing apparel. Technical Rules, Chapter 7, Apparel shall be referenced. Attention shall be placed on race suit standards; helmet requirements and attention must be paid to any long hair ensuring that it is tucked inside a helmet.

Equipment

Using a scrutineering form outline the key elements that must be checked for conformity. Explain the requirement to complete a scrutineering form and hand in at scrutineering.

Officials and Their Roles

Detail the importance of obeying officials at all times, they are there for your safety and must be obeyed.

Safe Use of the Race Track

Time must be spent detailing how to enter and exit the racetrack in a safe manner. Detail the raising of your hand when exiting the track and also if you are slowing and have an issue on the track.

Outline the process involved should they spin out or stop on the race track (move to a place of safety, requirement to keep safety apparel on).

Flags/Light Signals

Detail the flags as listed in the Australian Karting Manual. A hand out of the flags will be beneficial but remember to retrieve them before the written assessment. Use practical examples showing on a track map where the flag/light points are focusing on the start/finish control line and where they will see the key flags.

Driving Standards

Explain the expected standards as detailed in the Competition Regulations Chapter 3 Code of Driving Conduct on Karting Circuits. This will include a hand out of OPRI 15 -03. Particular attention must be placed on the overlap, passing overlap, expected driving standards and the expectations should they be overtaken (hold your line, do not do anything unexpected).

Assessment

The written assessment must be completed in a reasonable time frame and being mindful of those that may not be able to complete the forms by th emselves e.g. young children. It is encouraged that you work your way through the assessment with them, talking about each point. The written assessment can be downloaded from the KA web site and is titled *"Observed Licence Test – Written Assessment."*

Practical:

The objective of the practical test is to ensure that the competitor isufficiently competent to compete in kart competitions such as to reduce any potential risk to themselves and others should they not be competent in controlling a kart. It is imperative that the assessor not be forced into making a decision that they are not comfortable with due to outside pressures such as conducting the OLT on a race weekend.

Track Walk

The group shall be taken for a walk around the track starting from the out grid ensuring that the features of the track are outlined. These will include the:

- baulk line,
- starting lights,
- formation laps,
- flag light points/flag points,
- no man's land,
- start lights,
- acceleration line,
- finish line,
- exit from the track,
- weigh shed,
- Parc Fermé.

Details such as how to re-join the circuit safely shall be discussed, raising your hand to exit the circuit and other pertinent information shall be discussed.

Kart Observation

All potential participants must be observed while driving on the racetrack.

Remember they must be separated into the appropriate practice divisions Cadet/Junior/Senior.

You have a duty of care to the competitor and to the other competitors to ensure that the competitor is capable of handling a kart in a sensible controlled manner. If you believe they are not capable then you need to make the hard decision and advise them accordingly that more practice is required.

It may be appropriate to use the average lap time for that class of kart at that track as a guide to assist in making this decision (for example they may have to be within 10% of this average time).

Mock Race

If time and numbers permit it would be a benefit to hold a mock race so that participants understand how the formation laps, race start, race finish and weigh shed arrangements work.

On completion of the OLT the licence holder shall be allowed to compete in KA sanctioned events.

Any club level official at Grade 3 or higher shall be entitled to conduct the Observed Licence Test.

General Observations for the Presenter

Remember that all licence holders under the age of 18 must have a guardian/parent present when you are conducting the OLT.

Remind all attendees that officials are volunteers and deserve to be treated as they would like to be treated themselves.

Encourage questions at any time.

Introduce yourself and each other to try and establish networks of friends that competitors can call upon when they have questions or are unsure of what to do. This will ensure the experience of racing is not so daunting and create a friendly environment for the beginner.

Stress the importance of feeling safe at all times and not to be afraid to ask questions of the officials of the meeting (through the correct channel).

On completion of the OLT the competitor is able to undertake their first race meeting.

Please give them a copy of the document 'My First Race Meeting' that is available for download from the KA Website.