

# Cyclekart Club of Australia Incorporated

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## MEMBERS HANDBOOK

This document is part of a safety management framework that provides a safe system of operation for CCA activities. The Complete framework is available to view at <https://cyclekarts.org.au/safety1st>

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## Acknowledgements

The CycleKart Club of Australia would like to acknowledge the generous support of CycleKarts GB in granting us permission to tap into their knowledge and experience and allowing us to adapt their guidelines as the basis for this handbook. The CycleKarts GB guidelines align most closely with the requirements for running events in Australia as well as the legislative requirements of running an incorporated organisation. i.e. "A Club".

We would also like to acknowledge the tireless work of all of those involved in the wider Cyclekarting community, as without these people, Cyclekarting would not be what it is today. We would like to extend our gratitude to Peter and Michael Stevenson of [cyclekarts.com](http://cyclekarts.com) for their vision of CycleKarts and CycleKarting,

Kelly Wood and *The Cyclekarts North America* Facebook page, by far the largest online CycleKarting community, which provides a constant source of inspiration, Steve Vinson from the *Arizona Cyclekart Club* and Adam Arndt from the *Cyclekarts* Facebook group, both names that you will frequently come across when researching CycleKarting, Andrew Roudny for his *CycleKart Builders information package* and also [cyclekartclub.com](http://cyclekartclub.com), a fantastic community with heaps of great info from CycleKart builders. It is these people and resources that have inspired and guided our journey in CycleKarting. We definitely stand on the shoulders of giants. We would also like to thank all of those involved in the Australian Cyclekarting community for their continued support and belief in what we are trying to do.

## 1. Introduction

The CycleKart Club of Australia (henceforth '*The CCA*' or '*The Club*') exists solely to support and promote the sport of CycleKarting in Australia. It was created out of a need for a formal legally structured body that could undertake the responsibility for the organisation of insurances to hold public events. The Club achieves this by operating under a formal safety framework that manages safety, legislative and insurance obligations.

This handbook covers the essential things you need to know about how that framework applies to you.

### 1.1. Purpose of this handbook

The main goal of the handbook is to define what a '*CCA CycleKart*' is and isn't from an insurance perspective. To be able to obtain and operate under our insurance policy, our safety framework controls certain aspects of what we do to ensure that any risks associated with Cyclekarting are suitable managed.

The main controls are essentially what kinds of vehicle are allowed to participate in events, and how those participating in events conduct themselves. So we've defined both of those things in our safety framework

This handbook provides guidance for members building a CCA eligible Cyclekart and outlines safe and acceptable conduct at CCA events. Managing Cyclekart eligibility helps us to demonstrate that events that are run or endorsed by the CCA are done so in a safe and organised manner. It also ensures that we do not have vehicles that fall outside of what is reasonably considered to be a Cyclekart.

Of course, the definition of a '*CCA CycleKart*' outlined in this guidebook is specifically intended for CCA members, and reflects the context as they apply to CCA activities. Beyond that, we have no jurisdiction and people are free to do as they like.

However, we encourage all CycleKart builders, whether they are members of the club or not, to consider building their CycleKarts to the guidelines in this handbook as not only will it allow the completed CycleKart to be eligible to participate in CCA activities, but their Cyclekart will also align with the definition as accepted by the wider Cyclekarting community.

The original definition of what constitutes a '*CycleKart*' was originally outlined by the inventors Peter and Michael Stevenson well over 20 years ago. Whilst construction techniques have evolved, the basic format has remained the same. This same basic format has been adopted by the wider CycleKarting community and is accepted as the de-facto standard. The CCA guidelines outlined in this handbook follow the same definition and intent.

Adopting a common set of basic guidelines allows all CycleKarts to be constructed equally, particularly from a fun and safety perspective. However, we appreciate that guidelines need to be loose enough to allow creativity. No one likes 'nanny state' rules and regulations, or being told what to do or how to do it, and that is not the aim of what we are trying to do here. There are a few 'Hard Rules' relating to the basic design, such as wheel and engine choice along with some dimensional constraints, but other than these basic rules, builders are more or less free to build their CycleKart as they choose.

If you think that rules and guidelines are not for you. Please consider that if you discovered CycleKarting by stumbling across an article or watching a video online, there is a 99.99% chance that the CycleKart you saw was built to those very same guidelines.

Further information, including access to the full safety framework documentation can be found on the website under [/safety1st](#)

## 1.2. *Rationale*

We have drawn heavily on the experiences and words of people who have been CycleKarting for a lot longer than we have and have tried to remain true to the original ethos of CycleKarting as defined by its inventors over 20 years ago.

CycleKarting is about a love of open-wheeled vintage vehicles. From the original cyclecars of the 1920's, to the vintage midget racers of the 1970's, capturing that spirit in the way they look, is an important aspect. Basing your build on an actual inspiration car is recommended, but that's not to say that all CycleKarts have to be exact replicas of a real car, in fact far from it. As long as the design captures the essence of cars of the era then you are on the right track.

CycleKarts are fairly unique as a building and driving experience and so the best way to understand them is to drive one, with other people. We recommend that you try to attend a come-and-try day and test one out for yourself to get an idea of what CycleKarting is all about.

The terms 'racing' and 'sport' are often used to describe Cyclekarts and CycleKarting, but this is not without issue, as these expressions are often taken to imply that CycleKarts are race-cars and that CycleKarting is in fact a form of competitive motorsport. Neither is technically true.

Whilst some may be designed to look like vintage racers, CycleKarts are most definitely NOT race-cars. They are built in backyard sheds and are not designed or intended to be operated at extremes. Nor is Cyclekarting about competitive racing.

If your interest in CycleKarts is driven by the desire to win, or be the fastest, this is probably not the hobby for you. There are plenty of other cheap entry level motorsports that will better satisfy the urge for proper competition. That's not to say that a little friendly competition isn't encouraged of course.

Cyclekarting is first and foremost about community, and the *art* of the CycleKart. It's about bringing people together to share and enjoy a common journey of CycleKart construction. Any similarities between Cyclekart events and actual competitive racing events is somewhat (albeit intentionally) coincidental. There's no drivers' championship or national series, just a bunch of like-minded people having fun.

This same ethos was outlined by the original CycleKart creators, and is also upheld by the other CycleKarting communities mentioned in the acknowledgements. It is something that we have worked hard to capture in these guidelines without overstating the requirements.

The more technical aspects of the guidelines are included to help maintain a level of safety and be able to operate within the often narrow bureaucratic requirements of insurance cover. These safety requirements are not overly difficult to comply with and are designed to keep Cyclekarting safe for everyone. Many of the guidelines are just common sense.

The rest of the guidebook deals with things like club administration and event management, which is for the most part the same stuff legally required by all clubs in Australia. This should already be familiar to anyone who belongs to any kind of incorporated club.

## ***2. General Administration***

### ***2.1. The Club***

'The CycleKart Club of Australia' informally began life on Sept 13th 2018 under the name Aussie CycleKarts with the purpose of connecting anyone with an interest in CycleKarts and to promote CycleKarting in Australia. The CycleKart Club of Australia was formally incorporated on February 22nd 2024.

The CCA is a not-for-profit incorporated association and a formal registered Australia Body, which exists to promote the sport of CycleKarting in Australia and encourage and assist members in designing, building, and driving CycleKarts. It is overseen by a committee elected at an Annual General Meeting (AGM) and is managed in accordance with the club's constitution. It is a private club run and managed on a voluntary basis.

The CCA promotes an inclusive family atmosphere and as such members are required to abide by the club's rules for the safety of its members and those attending CCA events. The rules of the club are set out in the clubs Constitution and the Members Handbook.

### ***2.2. Website and social media***

The CCA has a website that can be viewed at - <https://cyclekarts.org.au>

The club benefits from the use of an active forum, which can also be accessed via the website.

The club also runs a Facebook Group - <https://www.facebook.com/groups/aussiecyclekarts>

... an Instagram channel - <https://www.instagram.com/aussie.cyclekarts/>

... a Youtube channel - <https://www.youtube.com/@CyclekartClubofAustralia>

...and a Discord channel - <https://discord.gg/UTqXpEptpX>

Announcements will be made on the website and discord channel from time to time, specifically relating to events and guidelines. Please check the website and discord for updated information before you leave for any events.

### ***2.3. Committee***

The Committee exists to serve the needs of the CCA Members and is bound to conduct and operate the club in accordance with the club constitution which is incorporated in law under the incorporation's association act.

Committee members are nominated and elected at each AGM in accordance with the club's constitution. Committee members are duty bound to help with all matters concerning the club. If you need help or advice, please reach out to the committee, they are there to help.

The current post holders and contact details can be found on the club website.

For a more detailed overview of the operation of the committee, please refer to the club constitution and operational framework.

### ***3. Membership***

#### ***3.1. Membership Levels***

The CCA has several levels of Membership:

Member (Full)	Can vote on any matter Can stand for a committee position Can participate in the club's registration scheme. Is eligible to bring CycleKarts to, and participate in, CCA organised / endorsed events Will be issued with a unique driver's number Will receive the club newsletter
Family Membership	As per Full membership but extends to include family members under the clubs insurance scheme. This allows Family members to drive in events but does not confer additional voting rights or committee roles
Associate Member	Associate membership is for anyone who is not a Member but is actively participating in CCA events. (e.g. driving, marshalling). Associate Members are not eligible to vote or stand for Committee positions Will be issued with a unique driver's number Will receive the club newsletter.
Temporary Member	A temporary membership allows a one-off guest to participate in a CCA event. Temporary memberships are valid for the duration of the event only. Temporary memberships are at the committee's discretion. Temporary membership does not include the right to vote or stand for Committee positions. Will be issued with a temporary 'event' driver's number Does not receive the club newsletter.
Social Member	A person who does not meet the criteria for Associate Membership or Temporary Membership may become a Social Member on payment of the full annual membership subscription. Social members are not eligible to vote or stand for Committee positions Will receive the club newsletter.

#### ***3.2. Membership Dues***

- Memberships run from December to December.
- Fees are due at the start of the year
- Membership fees will be reviewed annually in December and will be published on the club website.
- Membership fees are non-refundable
- Detailed membership benefits are listed on the website.
- All Members shall receive access to the clubs constitution on joining the club.

### **3.3. *Drivers Numbers***

Drivers' numbers are used to identify drivers and vehicles in all CCA sanctioned events.

Members can select a unique driver's number when their membership application is processed. This number will remain allocated to the member for the duration of their membership and is retained across membership renewals.

When the membership expires, there is a one month grace period after which time the driver's number will be released and is then available to be reallocated.

In the case of upgrading or changing between membership types, drivers' numbers will be retained provided that the original membership or grace period has not expired.

Associate and temporary members will be issued with a temporary number when registering for an event

### **3.4. *Conduct of Members***

All members are ambassadors of the CCA and CycleKarting in general. As such, all members are expected to behave in a responsible and respectful manner.

Any member who brings the name of the CCA into disrepute, or who conducts themselves in a manner not befitting the CCA or the sport of CycleKarting, may have their membership revoked without refund.

Where a member has had their membership revoked, they have the right to appeal the decision by submitting a formal letter of appeal to the committee in writing, to be received no later than 14 days from the date of issue of the ban.

Life and Honorary Membership may also be forfeited upon membership revocation

### **3.5. *Life and Honorary Membership***

From time to time the club may confer life or honorary membership under the following conditions

- Nominations can only be made by a committee member
- The nomination must confer the reasons why the membership is considered appropriate and provide specific examples of work or involvement that has significantly progressed the goals and objectives of the club
- To be eligible for nomination for Life Membership the nominee must meet the following criteria
  - Must have made significant or outstanding contributions to progress the goals and objectives of the CCA, which are clearly recognised, respected and acknowledged or endorsed.
  - Must have served on the CCA committee
  - Must have completed a minimum of 5 years continuous CCA membership unless exceptional circumstances can be cited
- Honorary membership may be bestowed on any person nominated by the Committee that does not meet the criteria for nomination as a Life Member.
- All nominations require a majority vote to secure success.

Life members are entitled to the same rights as a Member but are not required to pay annual subscriptions. Life Members also have their name added to the CCA honours board.

Honorary membership may be awarded to individuals that are recognised by the committee as being significant contributors or supporters of the CCA and its goals and objectives. Honorary members are entitled to the same rights as Social Members but are not required to pay annual subscriptions. Honorary Members also have their name added to the CCA honours board.

## 4. CycleKart Construction Guidelines (A.K.A. "The Guidelines")

The following guidelines have been created to ensure that all CycleKarts built to participate in CCA events are built and operated to the same specifications and standards. These guidelines are drawn from the CCA Safety and operational framework and ensure that all club activities are conducted in accordance with safety, legislative and insurance requirements.

This handbook is intended to be a guide for the application of the framework and is intended to remove the complexities of interpreting the framework by providing an easy to follow overview.

Where a rule or item is present in the framework documentation but does not appear in this guide, the framework documents shall be applied. Where ambiguity exists between this guide and framework documents, clarification should be sought from the committee.

The guidelines largely stipulate the dimensional and performance constraints of CycleKart construction in accordance with the CCA definition. These constraints also align with current guidelines and rules used in both the USA and UK.

The guidelines are very basic and easy to comply with, and construction of a compliant CycleKart should not pose an issue. Generally all styles of CycleKart can be made to comply. These guidelines should therefore be considered 'Hard Rules' and any deviations from these rules must be approved by the committee by seeking an exemption.

Please consider that if the guidelines don't specifically say you **can** do it, then please check. If in doubt, always seek clarification directly with the club committee.

Please note that additional technical safety requirements are listed in the safety section for both CycleKarts and drivers.

### 4.1. *What is a CCA Cyclekart?*

- A CCA CycleKart is a Cyclekart that is constructed to the guidelines contained herein.
- Inspired by open-wheeled vintage cars. The design can be based on a specific 'inspiration' car, or built in the same spirit and style.
- For the most part there are no restrictions on the methods of construction used to construct your CycleKart, but it is assumed that the methods employed follow best practice.

### 4.2. *Wheel track*

- Not more than 1000mm (measured between centre of contact patches)

### 4.3. *Wheelbase:*

- Typically about 1675mm and normally less than 1800mm.
- Wheelbases longer than 1800mm are permitted in the Aerokart class

### 4.4. *Engine:*

- 6.5hp Honda "GX200" or clone (e.g. Predator / Various branded copies)
- Electric motor (72V, nominal 5kW, 7.5kW peak).
- Engines may be modified but power is limited to 10hp. (Typ. exhaust and carburettor upgrade)

- Rarely, approval may be given to use a different engine, but not in any circumstance where this results in more power.

#### **4.5. *Wheels:***

- 17" wire spoke wheels (e.g. Honda 'postie bike' or similar / pit bike wheel).
- 18" permitted for Edwardian era builds where appropriate.
- Maximum rim width 1.85" (Exemption for rear wheel on three-wheel cars)

#### **4.6. *Tyres:***

- Typically 2.5/2.75" but maximum of 3.25"
- Larger rear tyres are permitted in the case of three-wheel cars

#### **4.7. *Brakes:***

- Rear (driven axle) brake(s) ONLY (No front brakes allowed). Can be mechanical or hydraulic.
- Typically hydraulic disc brakes are preferred.
- If cables are used to operate the main brake mechanisms, then the minimum cable diameter is 1.8mm and a secondary cable is to be fitted in case of cable failure.
- It must be possible to lock the brakes on (e.g. handbrake or hydraulic line lock) or have a separately operated 'parking brake'.
- In both cases the 'parking' brake must be able to hold the CycleKart under engine load. This is to prevent vehicle runaway in the case of a stuck throttle when starting the engine.

#### **4.8. *Suspension:***

- Front suspension schemes should follow the inspiration car. For the pre-war period this is usually leaf springs on a beam axle.
- Typically, this is 2 leaf springs running along the car, a single transverse leaf spring or 1/4 elliptic schemes.
- Almost all cars in the period use beam axles. A handful of potential inspiration cars have coil springs and/or independent front suspension, for example a sliding pillar arrangement (Morgan and Lancia are most notable examples).
- Where the CycleKart is not following a specific inspiration car, leaf spring suspension must be used.
- Period style dampers can be used (they might not do much, but they can look great)

#### **4.9. *Transmission***

- Transmission system is free choice: CVT, centrifugal clutch, belt clutch all acceptable.
- No manual clutch or manual gearboxes are allowed
- A reverse gear may be fitted if desired.

#### **4.10. *Rear axle***

- Rear Axle design is free choice: One-wheel drive, fixed axle, differential are all accepted

#### 4.11. *Weight*

- Aim for 100-125kg (maximum recommended weight 150 kg - no driver, full fuel)
- Electric CycleKarts are weighed without batteries. Maximum weight for battery packs is 32kg.

#### 4.12. *Cost*

- Open cheque-book builds are not really in the spirit of CycleKarting. Whilst other groups might put a specific limit on what a CycleKart should cost, we prefer to trust that people are doing the right thing.
- We encourage builders to employ thriftiness when sourcing parts. Repurposed items are ideal and fit the general style and ethos of Cyclekarting.
- We also encourage that each CycleKart should be at least 50% built by the owner. If you cannot weld or have no idea on how to get started, reach out to the community and you will find that there are plenty of people willing to help you out. Building your Cyclekart is where most of the fun lay and a good way to forge new friendships.

#### 4.13. *Exemptions and Approvals*

- Exemptions to the guidelines may in exceptional cases be granted but not in any case where they present a safety issue or have significant performance advantage.
- Any application for an exemption must be lodged with the committee in writing along with an overview of the exemption with supporting evidence for justification.
- Any deviation to the guidelines must be pre-approved by the committee to be eligible to participate in CCA events.
- NOTE: There may be CycleKarts in the club that do not comply with the current guidelines but are permitted because they have applied for, and been given an exemption. This does not confer rights to any other CycleKart.

#### 4.14. *“Grandfather Clause”*

CycleKarts that pre-date changes to this definition and find themselves outside of the new rules and guidelines, **may** be approved by the committee, provided they comply with the rules in effect at the time they were built.

**NOTE:** Always build to the **CURRENT** guidelines!

## 5. Safety

### 5.1. CycleKart Safety Requirements

The following safety requirements apply to all forms of CycleKarts:

- No sharp leading edges are allowed
- Any fuel used must be from a petrol filling station and be free from additional additives. (Additives to prevent damage for Ethanol content are permitted.)
- Fuel tanks must be originally designed to be a fuel tank or the design must be submitted for review by the committee. Maximum volume of fuel in the tank must not exceed 5 litres.
- All CycleKarts must be fitted with an ignition cut-out “kill switch” on the dashboard and clearly marked. Kill switch must also be of the latching type not a momentary push button.
- Where batteries are used, a master battery cut-off / isolator switch must be fitted to isolate the battery. Isolator switches must be accessible from both outside and inside of the CycleKart and be clearly labelled.
- All CycleKarts must be fitted with a minimum of two throttle return springs.
- All CycleKarts, must be fitted with an effective braking system. If your brakes are ineffective, you will not be allowed to run.
- All CycleKarts, must be fitted with a Locking ‘parking brake’ that is capable of holding the CycleKart under power. The ‘parking brake’ must be applied when starting your CycleKart and when it is idling.
- For Cyclekarts without a handbrake that are accepted under the grandfather clause. Engines can only be started and run with a driver sat in the Cyclekart.
- A functional clutch which disengages drive to driven wheels at idle must remain in working order at all times (electric CycleKarts are exempt)
- All CycleKarts must have a securely mounted exhaust
- All CycleKarts must have a suitable silencer. Individual venues may have specific noise dB limits which will be advised before each event.
- Where CycleKarts are to be used in an area with a fire risk advisory in place, or there is deemed to be a high risk of fire, a spark arrestor must be fitted to the exhaust, or a silencer with integral spark arrestor used. It is also recommended that if your CycleKart does not have a spark arrestor fitted, that one is included in your toolkit just in case it is required.

## **5.2. *Driver Safety Requirements***

The required safety equipment will be specified in the event regulations.

In general, the safety equipment required includes:

- Certified helmet - The helmet must meet the AS/NZS 1698:2006 standard or an equivalent standard from another country
- Arms and legs covered
- Gloves
- Closed toe shoes
- Neck braces are recommended but are not mandated at this time unless it is a specific requirement of the venue / event regulations
- Goggles are recommended but are not mandated at this time unless it is a specific requirement of the venue / event regulations

## **5.3. *Pit Safety Requirements***

Additional general safety requirements will be specified in the event regulations.

In general, the following safety requirements need to be met:

- A minimum 2kg dry powder fire extinguisher to be brought and made available for the event
- All fuel to be stored in a container that meets AS/NZS 2906 standard (jerry can / petrol station style fuel cans / etc)
- Spill kits may also be required at some venues i.e. kitty litter + brush + scoop + bag.
- (Bring one anyway. Just in case)

## **5.4. *Fitness to drive***

- All drivers must be physically fit enough to operate the CycleKart safely.
- All drivers must be able to enter and exit their CycleKarts without assistance. Exemptions may be granted for drivers with disabilities or special needs. This will be assessed on a case-by-case basis.
- A zero alcohol / drugs policy is mandated for all drivers, pit crew and event officials.

## **5.5. *Inclusivity***

The CCA is a fully inclusive organisation that strives to make CycleKarting accessible to all.

No one shall be excluded from participating on the basis of discriminatory characteristics except where such characteristics are deemed to pose a risk to the safety and wellbeing of the participant or any other person.

Drivers with physical impairments or special needs, or their carers are encouraged to contact the club prior to the event to discuss any specific requirements, questions or concerns that they may have.

Wherever possible the club will endeavour to accommodate all requests for participation by drivers with physical impairments, or special needs, and will seek to develop programming that accommodates such requests

CycleKarts may be modified so that they can be operated by drivers with physical impairments. One example is the use of hand controls. CycleKarts modified in this manner must be approved by the committee. Any such approval must be sought prior to the event.

If you have any questions, please reach out and contact a committee member. We will be only too happy to assist.

## ***6. Insurance and Permits***

The CCA operates under its own insurance scheme that provides cover for both static and dynamic events. This insurance requires that club events and activities are conducted in alignment with the clubs safety and operation framework. This ensures that risks associated with Cyclekarts and Cyclekarting events are suitably and adequately managed.

The insurance provides cover for:

- Public liability up the value of \$20M
- Volunteer insurance
- Personal Injury Cover (including all non-competitive, non-timed driving at CCA events)

### ***6.1. Insurance cover***

Insurance Cover extends to events and club activities organised and endorsed by the Club committee.

Where appropriate or necessary a risk assessment shall be carried out to ensure that all risks are suitably and adequately managed.

Events may not be held without the approval of the committee.

### ***6.2. Driver Insurance eligibility***

All drivers holding an appropriate membership are eligible to participate in CCA organised or endorsed dynamic events provided that:

- They have completed the driver training module
- Their Cyclekart has passed scrutineering
- They are registered for the event and all paperwork has been correctly submitted and approved

#### ***1.1. Insurance claims***

All claims, issues and questions are to be brought to the attention of the committee at the time of the incident. In the event of an incident involving injury or damage, as far as is practicable the incident site should remain untouched so that a club official can review and assess the incident.

#### ***1.2. Third Party event insurance***

In some cases, where CCA members are invited to non CCA events organised by third party entities, insurance may be provided by the third party.

## ***2. Event Management***

CCA events are varied in nature, consequently each event is to be managed on a case-by-case basis.

Event Regulations will be developed by the CCA committee for each event and will be issued to participants as part of the drivers pack issued to registered participants. This drivers pack outlines the safety requirements and behavioural expectations of participants, and lists any event specific requirements and hazards.

On occasion, the club is invited to attend and participate in events organised by other organisations. The event management, insurance and regulations for such events are agreed on a case-by-case basis.

### ***2.1. Event Categories***

CCA events are categorised as follows:

- Static display
- Parade
- Dynamic display
- Test-and-tune
- Come-and-Try
- Dynamic Event

### ***2.2. Event Officials***

The CCA Event Checklist will identify what officials will be required to manage the event and enforce the relevant regulations. The various types of officials are:

- Event Organiser / Event Secretary
- Clerk of the Course / Deputy Clerk of Course
- Scrutineers
- First aid officer
- Marshals
- Starter

## 2.3. *Participant Eligibility*

- All participants in a dynamic CCA activity (i.e. **not** a static display), are to be Full, Family or Associate members of the CCA.
- Temporary Membership is also available to those who are not Full, Family or Associate members and who wish to participate in dynamic CCA activities. Temporary membership is available at the sole discretion of the committee.
- Occasionally, social members may be allowed to take part in static display events, but this would be stipulated in the specific event regulations.
- All participants taking part in a dynamic CCA activity (i.e. **not** a static display), are to be pre-registered for the event with the CCA.
- All participants and CycleKarts taking part in a dynamic CCA activity are required to meet the minimum requirements set out within the standard: *S1 CycleKart Construction Standard*
- CCA Driver numbers shall be used as the CycleKart identification number. In the case of Associate and Temporary members who do not have permanent driver number allocation, a temporary driver number will be issued when registering for the event.

## 2.4. *Junior Drivers*

- All drivers younger than 16 years of age are classified as Junior drivers.
- Minimum eligible age for all drivers is 11 years of age.
- Drivers younger than 11 may be permitted to participate provided that they can demonstrate that they physically fit their vehicle, can properly operate all controls without compromising track vision and can maintain proper control the vehicle. This will be assessed on a case-by-case basis.
- Junior drivers must be accompanied by an adult member who is responsible for their supervision at all times
- Signed parent or guardian consent will be required before junior drivers are permitted to participate.
- Junior drivers will need to be either associate members, or temporary members, and will be subject to the relevant event fee.
- All drivers will be required to demonstrate that they physically fit their vehicle and can properly operate all controls without compromising track vision.
- All personal safety equipment must fit correctly.
- Where appropriate, time slots will be allocated to allow novice drivers sole use of the track.
- When a novice is able to demonstrate ability to lap the track in a safe manner, they will be permitted to participate in events.
- Further specific requirements or limitations may be imposed by the event insurers. Please check the published event details for more information.

## 2.5. *CycleKart Eligibility*

- All CycleKarts taking part in a dynamic CCA activity (i.e. **not** a static display), are to be pre-registered for the event with the CCA.
- All CycleKarts and participants are required to meet the minimum requirements set out within the CCA Cyclekart construction standard: *S1 CycleKart Construction Standard*
- Scrutineering of all registered CycleKarts will be carried out at a prescribed time and location prior to the commencement of the event.
- The time and location for scrutineering will be communicated to participants along with an event schedule as part of the event registration pack sent out to participants upon registration
- Scrutineering is to be conducted in accordance with the CCA scrutineering policy.
- Where host or venue scrutineering requirements differ from the CCA scrutineering policy, the higher of the two requirements shall be adopted for the event. Wherever possible such changes will be documented in advance within the event regulations.

## 2.6. *CycleKart Numbering Convention*

- All vehicles participating in a CCA dynamic event must display an identification number. This number is used by track officials to identify the driver. No other number may be used or be visible on the vehicle.
- By default, permanently allocated CCA Drivers numbers are used as the identification number.
- In the case of Associate and Temporary members who do not have permanent driver number allocation, a temporary driver number will be issued when registering for the event.
- In the case of a CycleKart having a sign-written or permanent number as a tribute car detail, if this number differs from the allocated number, it must be covered. (You can use tape to cover or strikethrough the number).
- Where more than one driver is sharing a CycleKart, the CycleKart must display the number of the driver operating the CycleKart at the time. No other driver numbers are to be visible. (You can use tape to cover other driver numbers).
- Numbers must be in a contrasting colour compared to the bodywork and in an easy-to-read font of no less than 75mm tall. For dark vehicle colours, a light coloured roundel with dark text may be used

### ***3. Risk Management***

The CCA employs a risk management framework to help identify and control risks associated with static and dynamic CycleKart events. Our risk management policy was developed by qualified safety specialists to ensure that it meets our duty of care requirements under law.

The CCA employ a proactive safety management philosophy and actively promote safety in all CCA related activities.

#### ***3.1. Master CCA Risk Management Register***

All 'reasonably foreseeable' hazards and risks associated with operating CycleKarts, and holding CycleKart events, are captured in the master CCA Risk Management Register. The CCA Risk Management Register includes risk analysis on each identified hazard, and provides mitigating control measures that are to be employed at each event, and employed within build guidelines to ensure that risks are controlled to an acceptable level.

#### ***3.2. Event Risk Assessment***

A risk assessment will be carried out for each event in accordance with the requirements of the CCA Risk Management Register. This risk assessment is in addition to risks identified within the master risk register and is intended to identify location and environment specific risks, as well as risks not previously captured within the Master Risk Register. The actions and recommendations resulting from the risk assessment will be detailed within the Event Management Plans and Event Regulations. New risks shall be added to the master Risk Management Register as appropriate.

#### ***3.3. Event Management Plan***

An event management plan shall be created for each event. This plan outlines the safe management requirements for each event and is based on the outcome of the event risk assessment along with any host, venue or insurer specific requirements. It also captures all event specific information in one single document. The information captured within the Event Management plan is used to generate the Event Checklists and Event Regulations

#### ***3.4. Event Checklists***

An event checklist will be created to ensure that the event management plan is correctly delegated and implemented. The checklist itemises responsibilities by role and includes Driver's responsibilities, Marshals responsibilities, etc...

### **3.5. Event Regulations**

The Event Regulations are included within the driver's pack sent out to entrants on registration, and include a driver's checklist. It outlines the safety requirements and behavioural expectations of participants, and lists any event specific requirements and hazards.

It should be noted that:

- The Event Regulations may be updated at any time as required.
- Any update to the Event Regulations shall be communicated to participants by email and be published to the event page on the website. All updates will also be discussed as part of the driver's safety meeting.
- A drivers safety meeting will be held prior to the start of each event
- A drivers safety meeting may also be held at any point during the event as required by the Clerk of the Course.
- All drivers and pit crew are required to attend all driver's safety meetings. If you do not attend you will not be allowed to run.
- Latecomers need to speak with the Clerk of the Course or their deputy before entering the track.
- Any member has the right to communicate concerns they may have relating to the safety of the event with the Clerk of the Course or their deputy.
- The Clerk of the course's decision is final in all matters

### **3.6. Safety Systems relationship**

