

2015 Swervin's Mini Indy

Sponsor & Team Handbook

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2015 Swervin's Mini Indy

General Information

The fourth annual Swervin's Mini Indy "Laps for Life" for the Leukemia & Lymphoma Society of Canada will be held in Regina on **Saturday June 20, 2015 (set up and Tech day) and racing on Sunday June 21, 2015 (semi final and finals)**. This year's event will be held in the Regina City Plaza in downtown Regina.

This handbook was designed to help answer questions you may have about the Mini Indy and help you prepare for the race.

What is a Mini Indy?

The term "Indy" is a shortened way of saying Indianapolis, this style of automobile racing is typically held on the streets or in a track, and is held in major cities throughout the world. Swervin's event is a mini version of Indy style racing. The course is comprised of hairpin turns, bends and a long straight-away that will place a premium on maneuverability and acceleration. Obstacles are set up to challenge the drivers' abilities. The karts have high-style fiberglass bodies, powered by five horsepower engines.

Who Participates/ What are the Benefits?

Representatives of companies and organizations can participate in a fun filled weekend full of competition on the race track. Participating in the Mini Indy provides many benefits to those involved. To be successful on and off the track, a team must work together. In the pits some of the tasks that require teamwork would be:

- Knowing who is responsible to lift the kart to remove the nut and tire,
- Who brings the tire,
- Having someone technically minded just in case the kart stalls or there is work to be done on the engine.

To enhance your performance throughout the weekend, we have mandated that all team members (drivers, pit crew and Celebrity race participants) attend driver training. You will gain a better understanding of all aspects of racing through instruction on the track. Teams will be picked on a voluntary basis or they can be picked in an exciting and creative way. (Let us know how you picked your team)

To be successful when working as a team you will always win. For the Mini Indy, UFCW Local 1400 Leukemia, Sponsors, and Team Members, are all winners against Leukemia.

Who Can Drive? What Constitutes a Team? How Competitive is the Race?

Race teams are comprised of a 5-6 person crew which must include at least one mechanic, and all team members will have a chance to drive throughout the day. All team members must be 16 years or older and must have photo id in case the officials request to see the team members id. Team members may be fellow employees, family members, clients or friends. While the race is intended to be competitive, it's also expected to be FUN; safety is of the upmost importance. All karts must remain in stock condition- no modifications are permitted except for those named in the Rules and Regulations section of this handbook. (Section C)

How Is The Race Conducted?

Race day will start with a minimum of ten preliminary heats. Points will be accumulated during races throughout the day to establish team grid positions in the Championship Race. Points will place your team in the Championship Race. All heats will have two tire changes and one driver change (this will take place in the two mandatory pit stops during every heat). Each heat will be based on a designated number of laps; the first team to

complete their laps wins. Placement for the remaining teams on the track will be based on the number of laps they have completed.

The Championship race will be longer than the Preliminary Heats.

Insurance

The Orr Centre will purchase insurance through Gallon Insurance, which will cover your team for race day, the scheduled driver training and the Mini Indy's cabaret. The policy covers liability for each team member. The policy does not cover damage to your vehicle. All participants and volunteers are required to sign at least 2 of the 3 waivers for race day. The three forms that need to be filled out are:

- 1) Parental Consent, Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement (Anyone on the team under the age of 19 has to have the parents or legal guardian fill out this waiver) - Included in the package.
- 2) Minor's Assumption of Risk and Release and Waiver of Liability (Anyone on the team under the age of 19 has to fill out this waiver)- Included in the package
- 3) Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement (Form is to be filled out by every member of the team)- Included in the package

Releasing Swervin's Mini Indy Laps for Life Leukemia and Lymphoma Society of Canada, all sponsors of the race, the volunteers and the City of Regina from any liability kart sponsors are strongly encouraged to obtain insurance for any other activities outside of the Mini Indy as this policy only covers official Mini Indy activity. In order to race, Merv Armstrong must have these waivers on file.

Sponsors

Rawlco Radio

National Crane Services Inc.

Western Litho

Swervin's Indoor Racing LTD ***

Emerald Water & Ice.

The Stripe Shop

Mark's Mini Tune ***

Guardian Traffic Services ***

A1 Rentals *

United Food & Commercial Workers Union local 1400

Global TV

Maaco Autobody

Kart Information

Kart Specifications

Karts must be picked up by the kart sponsor from a designated location. You will be contacted to make arrangements to pick-up your kart when it is ready. You will need a van, pick-up truck or trailer to transport your mini kart. You can also look at the Kart information at gokartsupply.com; specifications are subject to change. Check with Merv Armstrong at: Mervin.armstrong@gmail.com

The specific dimensions of the kart are as follows:

Engine:	1994-1998	Karts – 5HP/6.5HP Briggs & Stratton
	1999-2002	Karts – 6HP Briggs
Chassis:	heavy gauge, jig welded steel frame	
Drive System:	centrifugal automatic clutch, self energizing band brake, safety on/off switch, 1/2" inch steel rod and foot pedals	
Seat:	adjustable cushioned seat for more comfortable riding	
Tires:	heavy-duty pneumatic slick	
Height:	23"	
Width:	36"	
Length:	86"	
Weight:	132 lbs.	
Top Speed:	25 mph	

Your kart will be inspected by a member of the logistics committee prior to arrangements being made for you to pick it up. **Please be certain to read your Owner's Manual before driving your kart.**

Note: READ YOUR OWNER'S MANUAL.

The technical inspection is provided by the awesome guys over at
Mark's Mini Tune

Technical Inspection Check List- 2015

Company: _____ Car # _____ Date: _____

Company Representative: _____

- _____ Serial Number (Belly Pan of Kart)
- _____ Code
- _____ Model
- _____ Type
- _____ Engine RPM (4,000)
- _____ Engine Kill Switch Operation
- _____ Check Intake System
- _____ Check Muffler
- _____ Check Brake
- _____ Check Steering
- _____ Check Throttle Operation
- _____ Check Compression (_____)
- _____ Check Gear Ratio (_____)
- _____ Tire Pressure (minimum PSI 40lbs cold – maximum PSI 50lbs hot)

Note: Tires will gain pressure when they are hot
- _____ Roll Cage Installation
- _____ Final Inspection of all modifications

**MODIFICATION INSPECTIONS MUST BE APPROVED PRIOR TO
THE RACE HAPPENING**

Checked By: _____

Comment: _____

Outfitting Your Team Personalizing Your Kart & Team

Decorating your Kart

We encourage you to be creative in decorating your mini kart. The kart sponsor is responsible for the expenses related to decorating your kart and outfitting your team.

Kart Number/ Decals

Please call Merv Armstrong at the 581-0716 to reserve your kart number. Kart numbers must be clearly marked on the nose and on both sides of the body. The number will be 6" in diameter- black number on white background otherwise uniform numbers will be supplied on Race day.

Numbers already selected for this year's event are: 0,2,3,4,5,7,8,9,11,13,14,15,16,18,20,21,29,31,34,76,77 and 81.

Outfitting your crew can be fun and add to the excitement of race day. Outfitting your team can range from the same coloured pants and shirts to coveralls with your company logo (100% Cotton recommended – Long pants and long sleeve shirts are required). For more details about outfitting your team see the Rules & Regulations for specifications.

Spare Parts

We will not be ordering extra parts; we are encouraging teams to pre-order spare parts. Make sure to supply enough tires on race day to conduct the tire change (complete and partial units) as we will have no extra items available on race day.

If you require parts please call Mark or Justin at Mark's Mini Tune at (306) 586-5777. This guy can find pretty much anything you need.

Rules & Regulations

Note: Any breach of the rules & regulations will result in penalties being assessed.

A. GENERAL RULES

1. All decisions are made with safety being the primary consideration. Decisions concerning the event shall be made by the Race Officials. The Race Officials will then report to the Race Steward has overall responsibility for the Race Event.
2. The Race Steward shall hear protests and make judgments on disputes.
3. All participants must be a minimum of **16 years of age** with a valid piece of photo id.
4. All participants must register, sign insurance waivers and receive appropriate event credentials before being admitted to restricted areas.
5. **Only team members, race officials and volunteers are allowed within the course perimeter.**
6. All team members (drivers, pit crew and celebrity drivers) are required to attend an Official Driver Training – Race Briefing before being allowed to participate.
7. Team credentials (photo id, waivers, etc) must be submitted to Merv Armstrong no later than: Deadline: **May 29th, 2015. **NOTE** Tax deductible racing fee of \$1000 per team MUST also be received by this date. A team is not allowed to race until all documentation and fees as turned in.**
8. Kart Sponsors/ Owners are responsible for the conduct of their team members at all times during the event.
9. The consumption of any chemical substance, alcohol, drugs – prescription or over the counter- which may affect any participant prior to or during the competition is strictly prohibited. **Participants who violate this rule will be excluded from the event.**
10. Smoking is strictly prohibited other than in designated areas. Failure to comply will result in penalty. Smoking signs will be visibly placed in designated areas.
11. The Race Steward may change, amend or delete portions of the schedule for consideration of safety, time and/or other factors. These decisions are not subject to protest.

B. THE TEAM

1. All teams consist of five or six team members; pit areas will be restricted to authorized team members only. (ID MUST BE SHOWN)
2. While competing in a race, teams are required to wear long sleeved shirts, jackets or uniforms, full length pants – no shorts or skirts and full coverage shoes – no sandals or open toed shoes.
3. Drivers are not permitted to compete without an approved helmet.
4. Helmets supplied by team must meet Government Standards i.e. Transport Canada and be approved by the Technical Committee prior to driver training. Because of the scheduled driver change during each race teams may desire a second helmet if they wish, contact Merv Armstrong for more information.
5. Helmet(s), are to be approved by the Technical Committee prior to driver training.
6. Loose clothing, long hair or other articles worn by driver must be controlled or covered to prevent the possibility of the item becoming caught in rotating parts of the vehicle.

C. VEHICLE REGULATIONS

IMPORTANT: Manco Products has instituted a mandatory extended headrest (acting as a roll bar), and a safety harness for all karts participating in Mini Indy events.

1. Karts will be subject to technical inspection by the Technical Inspection Committee and Race Steward prior to the event.
2. The Technical Inspection Committee will make periodic checks throughout the event and after each race. It is the responsibility of the entrant to ensure the kart meets all the technical specifications, i.e. Specified 4,000 RPM. Karts not complying with the rule at any time during the event will be subject to penalty.
3. One team member must be present at all times during kart's technical inspection and when governor settings are being made.
4. The Technical Inspection Committee's decisions as to what is modified, is final.
5. Only karts approved by the Technical Inspection Committee shall be allowed to compete.
6. Karts must remain stock.
7. Modifications which in anyway relate to or enhance performance such as:
 - Carburetor modifications or replacement;
 - Gearing alterations or replacement;
 - Boring or stroking of the engine;
 - Timing or ignition changes; or
 - Changes to track width, **alterations to threaded portion of the spindle** are strictly prohibited.
8. Governor settings for the vehicle's engine must not be tampered with, altered or changed beyond the specified 4,000 RPM for the event. Engines will be set to a standard during Technical Inspection.
9. Technical Inspectors will evaluate steering systems during the technical inspection for safety and integrity.
10. Body work must remain in stock condition from the centre line of the front wheels to the rear-most part of the rear wing; except the body may be trimmed to enable easier driver entry into the vehicle.
11. The front wings of the kart may be trimmed or removed. Additional reinforcement of the nose area, body or frame, ahead of the front axle is prohibited. The decision of the Technical Committee concerning reinforcement is final.
12. All sharp body edges must be smoothly finished or suitably protected to prevent the possibility of injury.
13. All fuel will be supplied. Fuel will be centrally located – you are responsible for refueling.
14. Kart numbers are to be placed on each side of the body (6" in diameter) or will be placed on your kart by an authorized official.
15. Cosmetic modifications such as painting and decals are encouraged. Body work must remain in stock condition from the centre line of the front wheels to the rear most part of the rear wing. In no circumstances can metal be added or deleted to the chassis without prior written authorization.

D. RULES OF THE ROAD

1. Unsafe driving or other unsportsmanlike conduct is not permitted. Intentional bumping, rough driving or other unsportsmanlike conduct will be assessed a penalty at the discretion of race officials.
2. Corner Marshals and Pit Lane Officials are assigned to ensure safety rules are observed and to issue instructions. Failure to comply with their instructions will result in penalty. (See "Flags").
3. If a kart is involved in a major incident, race officials will signal the driver whether or not they will be allowed to continue in the race.

4. In the event of a roll-over or an incident where the driver is dislodged from the seat of the kart, a medical check of the driver as well as a technical inspection of the kart will be required before the driver or kart is allowed to continue in subsequent race(s).
5. Deliberate blocking of a passing vehicle is prohibited. Any driver who appears to be blocking another kart seeking to pass may be assessed a penalty at the discretion of race officials.
6. In a passing situation when you are being overtaken, if the passing kart's front wheel is between the front and rear wheels of the passed kart, you must allow room for the kart to pass. The passing driver is also responsible for ensuring the safe completion of the pass.
7. If a vehicle stops on the course during a race, safety requires the driver must remain **in the car**. This particularly applies to the driver's feet. Course Officials will assist the driver when safe to do so, either by assisting the driver to continue or by removing the kart from the racing surface.
8. Team members are not allowed on the track at any time during the race, only track officials may assist the driver back to the pit area during a race. The safety assistance given by Officials shall not be of a nature which assists the driver to improve his position in any race.

E. The Race(Each Race is 20 Laps)

1. Starting positions for each Preliminary Race and Championship Race will be posted by the Race Steward on a board in the Indy-grid area.
2. A "Starter" is a kart which receives the green flag at the beginning of the race. Karts entering the track after the race has begun will be considered starters, provided they complete one full scored lap before the checker flag is displayed.
 - a. A "Scored Lap" consists of two consecutive crossings of the Start/Finish line.
3. To be considered a "Finisher" a kart must complete a minimum of one full scored lap. Only finishers will receive points in a race.
4. Entrants are expected to know the race schedule. If you miss a heat, you will not be re-scheduled in another race to make up for the missed race.
5. The start is a running start in rows of two. The pole position is the inside position with respect to the first turn. If a kart falls out during the parade lap, it is required to move to the rear of the starting grid.
6. At all times during the race when the kart is in motion, the driver must wear all required safety equipment and the safety harness must be fastened.
7. There must be a minimum of two pit stops, one driver change and two tire changes during each race. The driver change and one tire change may be accomplished during the same pit stop.
8. Karts on the pit road must proceed at reduced speed. Any passing in the pits must be the result of overtaking a kart about to stop or overtaking a kart which has moved less than two lengths from its pit position. Excessive or unsafe speed will result in a penalty.
9. Backing up in the pit is not permitted. If the pit is missed, drivers are to re-enter the course and complete another lap before re-entering the pit lane to arrive at the correct pit location.
10. For the purposes of the tire changes, the front end of the kart must be lifted from the ground by a mechanical device. No direct manual lifting is permitted.
11. The lug nut may be removed from the kart using only an acceptable tool, defined as a standard, manually operated ratchet or speed handle with an appropriate-sized socket. The use of motorized tools such as pneumatic, electrical or otherwise is specifically prohibited.
12. Engines may be left running during pit stops. During a driver change, the driving wheel (designated at driver training) of the kart must be blocked.

13. Driver and tire changes are not permitted for the first three laps of any race. A red/green signal will be displayed at the pit entrance. Pit stops for mechanical problems are permitted.
14. Pit Marshals will be assigned to each kart to confirm tire changes and a driver change has been made in each race, and that pit regulations are observed.
15. Each team should designate one team member to be responsible for signaling the driver to report to their pit. Each pit crew is encouraged to make a "Pit Board" or sign with your company name, race number, etc. To be used to signal the driver when you want them to make a pit stop.
16. Only one person is allowed in front of the pit area adjacent to the racing surface and then only to signal to the driver. All other pit crew members must remain in the pit area.

F. Flags

Flags will be used to relay information and instructions from race officials to the drivers. These flags are to be obeyed at all times. Failure to do so may result in penalty.

Green:	The race is underway and the course is clear.
Yellow – Held Steady:	Caution, danger, slow down, no passing another kart from the flag until passed the emergency area.
Yellow – Waved:	Drivers must proceed with extreme caution.
Red:	The race is being stopped. All drivers must come to an immediate and safe stop.
Blue held steady:	Another competitor is following you very closely.
Blue Waved:	A competitor is trying to overtake you, make way.
Black:	Return to your pit for official consolation, displayed only at the Start/Finish line. Race Official will point to the driver or display his number with the flag. This action does not qualify as a pit stop.
White:	Last Lap
Black with Orange Ball:	There is something mechanically wrong with your kart.
Checkered:	You have finished the race or practice session. Return to pit.

G. Hand Signals (Drivers communicate with each other by means of hand signals).

1. A driver must signal intent to enter the pits from the course by raising an arm.
2. A driver who recognizes they are about to be passed by a significantly faster kart should move to one side of the racing surface and should point to the side on which the overtaking driver may pass.

3. The driver of a stalled kart should raise both arms to indicate they are unable to move. The driver must stay in the vehicle. Race Officials will assist the driver to return to the race or remove the disabled kart from the racing.

H. Protest Procedures

1. Each entrant has the right to protest any vehicle believed to be illegal and/or any decision made by Race Officials in the course of the racing event.
2. Protests arising as a result of race competition, or of technical nature, will be heard by a Protest Committee consisting of the Race Steward with input from Race Officials and the entrant making the protest as required by the circumstance. Decisions made by the Race Steward are final and cannot be argued.
3. All protests must be filed within one half hour after the incident or decision.

I. Penalty Structure

1. Racing Infraction
 - 1st – Stop & Go
 - 2nd – Stop – 30 seconds
 - 3rd – Last place points
2. Technical Infraction
 - 1st – lose points from last race
 - 2nd – lose all points to time of infraction
 - 3rd – Team is disqualified
3. Administrative Infraction
 - 1st – lose points from last race
 - 2nd – lose all points to time of infraction
 - 3rd – Team is disqualified

J. Rain Policy

As The Swervin's Laps for Life Leukemia Mini Indy is a charitable event, no refunds will be issued in the event of inclement weather. Every effort will be made to conduct a safe race. Please report to the race site unless otherwise notified.

Race Structure & Points System

Saturday June 20, 2015

Race #1 @ 6:00pm Random draw will be made during Driver Training to determine the Grid Position.

NOTE: Grid positions for the remaining races will be based on accumulated Points Order (1st place to last place) unless race states Inverted Positions.

Race #2 Points Order

Race #3 Inverted Points Order

Race #4 Points Order

15 Minute Break

Race #5 Inverted Points Order

Race #6 Points Order

Race #7 Inverted Points Order

Race #8 Points Order

Celebrity Race **10:00pm**

Sunday June 21, 2015

Race #9 **12:30pm** **5 Slowest cars from Previous Day**

Race #10 **5 Slowest cars from Previous Day**

Race #11 **5 Fastest cars from Previous Day**

Race #12 **6 Fastest cars from Previous Day**

Race #13 Consolation Prize **5 Fastest cars of Race 9 and 10**

Championship Race Mini Indy Cup **6 Fastest cars from Race 11 and 12**

Awards Presentation

NOTE: There will be a bulletin board in the Indy Grid Area listing your Grid Positions and Points. Be aware that delays and changes in order may occur.

GRID POSITIONS

Inside Grid

Position 1
Position 3

Outside Grid

Position 2
Position 4

Inverted Field

Simply Calculate your points after each race – complete the above grid chart and flip the order.

Ties

In the event of a tie, the teams in question will have their finishing positions compared and the best finishes will win the better position.

POINTS SYSTEM

Placement

Points Awarded

1 st	-	5
2 nd	-	4
3 rd	-	3
4 th	-	2

Mini Indy Race day activities

Practice Driving

All practice MUST be done on private property. These karts are **NOT** Street legal.

Remember: Non-scheduled practice sessions on any track are the responsibility of the Kart sponsor.

To make things even, the event will seek a fuel sponsor. However, if this is not possible, regular (89 octane) fuel, oil, etc. must be provided by the team or its sponsor.

High octane fuel is not allowed as it provides an unfair disadvantage to teams that do not have access to this kind of fuel.

The event is based on team work and driving skills not performance enhancing drugs for your car

Technical Inspection/Delivery of Karts for the Race

Following driver practice, karts must be delivered to the designated building for Tech Inspection. A time of 15 minutes will be designated to each team at the end of the driving practice.

ALL CARS MUST BE TECH INSPECTED PRIOR TO RACING.

All karts will be given a complete inspection prior to race day by the Tech Team.

PLEASE DO NOT MAKE ANY UNNECESSARY MODIFICATIONS TO YOUR KART.

After the karts are inspected, your karts will be locked up in a trailer provided by Swervin's Indoor Racing where they will be impounded until race day. If your kart does not pass the inspection, you will be notified immediately and will be required to make any necessary changes and submit your kart in a second inspection. Any kart that does not meet the vehicle guidelines stated in this handbook will be asked to return the kart to conditions that meet event specifications prior to participation on race day.

We want to make the race **fair, safe** and most of all **FUN for EVERYONE**. The key to winning the Mini Indy should be the skill of the drivers and the speed of the pit crew. The Mini Indy is governed by qualified members of the racing community in Regina and our Logistics Committee. We must adhere to the rules and regulations and we are only able to obtain insurance to conduct this race by following the outlined rules and regulations.

OUR #1 PRIORITY IS YOUR SAFETY!

CELEBRITY RACE

For the 2015 Mini Indy, we have a challenge for any of the competitive Celebrities that you can think of. The Celebrity race consists of individual Celebrity drivers competing against each other in a 10 lap run no pits format. Starting from a running start in the pit lane, Celebrity driver will make ten laps to contribute to the teams win.

Individual promotion time for your company, gives the public address announcer an opportunity to highlight your firm and to describe the goods and services it provides. It also allows Swervin's Lap for Life to publicly thank your company for its support of their cause.

Please be sure to register your Celebrity driver's name if you have a Celebrity Driver, when you register your team. On race day, the Celebrity race will be held at 10:00pm. Karts will run in the race according to the number that is drawn before the start of the race. Please be ready to run, **the race schedule does not permit us to wait for drivers if they are late.**

Individual promotion time for your company, gives the public address announcer an opportunity to highlight your firm and to describe the goods and services it provides. It also allows Swervin's Mini Indy Laps for Life Leukemia and Lymphoma Society of Canada to publicly thank your company for its support of the Foundation.

On race day, the Swervin's Mini Indy Laps for Life Leukemia and Lymphoma Society of Canada race will be held at 6:00pm. Karts will run in the race according to the number that is drawn before the start of the race. Please be ready to run, the race schedule does not permit us to wait for drivers if they are late.

BANNERS

Each kart sponsor will have the opportunity to display ONE company banner along the track at the Mini Indy. Banners should be no longer than 6'x3' or the equivalent to that size.

Banners should be sent to the Merv Armstrong no later than: **June 15, 2015.**

TEAM MEMBER NAMES

We must have the names of your 5-6 team members by: **June 15, 2015.** If you want them listed in the race program, please see the FORMS section of this handbook for the appropriate form to complete and return.

DRIVER RELATIONS

Throughout the Event, your team may have questions regarding the race, grid positions, problems with your kart, complaints, etc., you need to designate **ONE representative of your team to act as a spokesperson.** This individual will then take your team's concerns forward to the appropriate Race Steward.

PROMOTIONAL OPPORTUNITIES

RACE DAY PROGRAMS

Race day programs will be printed for distribution prior to and during the race weekend. The programs will include the name of each kart sponsor, a list of the team members, and an outline of the weekend's activities. **We must have the team members' names by: June 15, 2015**

Regina Schedule of Events

(This is a tentative schedule and is subject to change)

NEW LOCATION

-

Regina City Square Plaza

Saturday, June 20, 2015.

Race Day # 1

Race 1 @ 6:00pm

Race 2 @ 6:30pm

Race 3 @ 7:00pm

Race 4 @ 7:30pm

Race 5 @ 8:00pm

Race 6 @ 8:30pm

Race 7 @ 9:00pm

Race 8 @ 9:30pm

Celebrity Race @ 10:00pm

Awards Presentation

Sunday, June 21, 2015.

Race Day # 2

Race 9 @ 12:30pm

Race 10 @ 1:00pm

Race 11 @ 1:30pm

Race 12 @ 2:00pm

Race 13 @ 2:30pm

Championship Race @ 3:00pm

Awards Presentation