



AUSTRALIAN KARTING ASSOCIATION

PO Box 4473
 SOUTH MACKAY QLD 4740
 Mobile: 0409 945 928
 Fax: (07) 4951 2468
 Email: akaqsec@akaqld.asn.au
 Website: www.aka.qld.asn.au



President: Tom Kenneally - Senior Vice President: John McCleverty - Junior Vice President: Steven Pattel - Secretary: Swaleha Ali – Treasurer: John Lane

Race Day Documentation Checklist

Please ensure the following original documents need to be sent to the State Office at the conclusion of the race meeting:

	Document Name	Completed by:
1	Copy of Race Permit – sent by AKA Qld	
2	Copy of Supplementary Regulations – obtained from AKA Qld website	
3	Bulletin Form	Chief Steward and Chief Clerk of the Course
4	Attendance Form	Signed by All Officials
5	Entries List	Race Secretary
6	Stewards Report (Pages 1, 2 & 3)	Chief Steward and signed by both Chief Steward and Clerk of the Course
7	Stewards Summary – Written Warning & Flags	Completed by Race Secretary and signed by Chief Steward
8	Stewards Summary - Endorsement	Completed by Race Secretary and signed by Chief Steward
9	CM:S Discrepancy Report	Race Secretary
10	Technical Report	Technical Officer
11	Casualty Report	First Aid Officer
12	Penalty and Complaint Forms	Completed by Complaint or Officials of the Meeting
13	Flag Questionnaire	Completed by Drivers and signed by Chief Stewards

Please do NOT send Scrutineering Forms