



AUSTRALIAN KARTING ASSOCIATION

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SECRETARIES & LICENSING OFFICERS

Due to issues that are arising from race meetings with regards to licences AKA Qld has introduced the following licence administration changes.

Licence requests will **NOT** be processed by the State Office on Fridays, Saturday or Sundays.

If you are lodging Licence Renewals, upgrade requests and or Class changes for your club members these are to be locked in the CM:S licence system **no later than the Wednesday prior to their intention to compete in that grade or class.**

If your drivers request is not submitted in this time frame their licence status will not be altered in the system and Rule 13.02 must be applied.

Drivers with an email address logged in the system will also receive this information via the CM:S.

AKA regulations require all licence holders be a financial member of a club to hold a valid AKA licence. Please ensure that all club memberships are updated and in order.

If a club member pays his membership on a race weekend. The club must ensure that club membership details are updated in CM:S system prior to 8:00pm on the Tuesday following the race meeting.

New Licences

Applications for temporary licences **cannot** be processed by any club until club membership is valid with that club.

Payment or credit card details must be received in conjunction with all relevant paper work. This includes photo, birth certificates and any relevant medical forms.

New licences will be posted by the State Licensing Officer to the drivers nominated home club address, Please ensure that the new driver receives their Smartcard and AKA Manual.

Please also ensure an email address is entered so information can be distributed to the licence holder. If no email address is available please input the club's email address.

Flag Questionnaires are required to be completed and signed off by a Steward at, or before , the driver's first race meeting as per Rule 13.15 (AKA Manual)

This date is then to be transferred to the Summaries report for input into CMS by the State. Flag Questionnaires are available at <http://www.karting.net.au/wp-content/uploads/forms/10-Flag-Questionnaire.pdf>

Expired licences renewed by the club on race weekends will be ineligible to compete that weekend.