

Baseline Program Operations Manual

This document establishes professional, repeatable operating procedures for race days and test & tune (practice) days. The goal is consistency, safety, data-driven improvement, and positive youth development.

SECTION 1: RACE DAY OPERATIONS (COMPETITION DAYS)

1. Pre-Event Preparation (Prior to Arrival)

Administrative & Compliance - Confirm race registration and class eligibility - Verify driver license/credentials - Confirm liability waivers completed - Review event schedule, format, and rules

Equipment Readiness - Kart cleaned and inspected - Spare parts inventoried (chains, sprockets, plugs, fuel lines, wheels) - Tires labeled and logged - Tools, scales, fuel, canopy, tables loaded

2. Arrival & Pit Setup

Pit Area Setup - Set canopy, tables, kart stand - Establish clean work zones (mechanical, data, safety) - Fire extinguisher accessible - First aid kit accessible

Initial Kart Setup - Tire pressures set to baseline - Chain tension checked - Fluids checked - Safety equipment staged

3. Safety & Mechanical Checklist (Before Any Track Activity)

Driver Safety Check - Helmet (snell approved, chin strap secure) - Suit, gloves, shoes secured - Rib protector / neck collar (if required) - Driver fitment confirmed

Mechanical Safety Check - Throttle return verified - Brake pressure confirmed - Steering tightness verified - Wheel nuts torqued - Fuel lines secure - Chain guard installed

No kart enters track without checklist completion.

4. Tire & Performance Program

Tire Management - Tires marked by session - Pressures logged before and after each session - Tire temperatures recorded (if applicable) - Adjustments documented

Lap Time & Data Tracking - Lap times logged each session - Driver feedback recorded - Track conditions noted - Adjustments documented

5. Session Procedures

Before Session - Grid call time confirmed - Final tire pressure check - Driver briefing (goals, focus areas)

After Session - Immediate kart inspection - Tire pressure/temps logged - Driver debrief (what worked / what didn't) - Adjustments decided

6. Race Preparation & Execution

- Final safety and mechanical check
 - Fuel verified
 - Driver mental prep
 - Clear communication roles assigned
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7. Post-Race Procedures

- Kart inspection
 - Data review
 - Equipment cleaned
 - Incident review (if applicable)
 - End-of-day checklist
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SECTION 2: TEST & TUNE / PRACTICE DAY OPERATIONS

1. Purpose & Objectives

Practice days are used to: - Develop driver skill - Test setups - Collect data - Train team members

2. Arrival & Setup

- Similar pit setup as race day
 - Reduced branding focus
 - Emphasis on efficiency
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3. Practice Safety & Mechanical Checks

- Same safety checklist as race day
 - Increased inspection frequency
 - Focus on learning procedures
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4. Structured Practice Program

Session Planning - Each session has a defined goal - One change at a time - Driver focus areas defined

Data Collection - Lap times logged - Setup changes tracked - Driver feedback recorded

5. Team Development Focus

- Rotate crew roles
 - Teach mechanical procedures
 - Review data together
 - Encourage questions and learning
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6. End-of-Day Review

- What improved
 - What needs work
 - Action items documented
 - Equipment maintenance scheduled
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PROGRAM STANDARDS

- Safety is non-negotiable
 - Professional conduct at all times
 - Data-driven decisions
 - Respect for partners, tracks, and competitors
 - Youth development is the priority
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2026 Goal: Learn, refine, and perfect systems. **2027 Goal:** Execute at a high competitive level.

APPENDIX A: RACE DAY PRINTABLE CHECKLIST (CLIPBOARD READY)

Arrival & Setup - Pit space assigned and confirmed - Canopy, tables, kart stand set - Fire extinguisher accessible - First aid kit accessible

Kart & Equipment - Wheels torqued - Chain tension set - Brake pressure verified - Throttle return checked - Fuel lines secure - Numbers and transponder verified

Driver Safety - Helmet secured - Suit, gloves, shoes - Rib protector / neck collar - Final fitment check

Crew Chief Signature: _ **Time:** _

APPENDIX B: TIRE & LAP TIME LOG SHEET

Session #: __ Track: __ Date: ____

Item	Left	Right	Notes
Tire Pressure (Pre)			
Tire Pressure (Post)			
Tire Temp (If Used)			

Lap Times - Best Lap: _ - **Average Lap:** _ - Consistency Notes: _____

Track Conditions: ____ Setup Changes: ____

APPENDIX C: DRIVER DEBRIEF FORM (POST-SESSION)

Driver Name: _ **Session #:** _

1. What felt good this session?

1. What felt off or difficult?

1. Where did you lose confidence or speed?

1. One thing to improve next session:

Coach / Mentor Notes: _____

APPENDIX D: CREW ROLE CARDS (RACE DAY ASSIGNMENTS)

Crew Chief

- Final authority on decisions
- Manages checklist completion

- Communicates with driver

Mechanic

- Performs mechanical checks
- Executes setup changes
- Reports issues immediately

Engineer / Data Lead

- Logs lap times and tire data
- Tracks setup changes
- Supports decision-making

Safety Officer

- Confirms PPE compliance
- Oversees pit safety
- Stops activity if unsafe

Driver Mentor

- Mental prep and focus
- Post-session debriefs
- Youth development support

All roles must follow professionalism, safety, and respect standards at all times.