



# Farndon Soapbox Derby 2024 - Kart Application Form

(Amended 14 Jan 2024)

This is the information and application pack for the 2024 Farndon Soapbox Derby, to be held on Sunday 15<sup>th</sup> September 2024. Please read the rules in their entirety, **complete the red parts on the last 2 pages and return the application form to us ASAP.**

The primary objective of this event, alongside having some fun, is to raise money for local charities. As such we ask every kart team to set up a Just Giving Page (which we will help with) and encourage each team to try their best to raise at least £500 (or £250 for the Junior category). This is not a 'golden rule' but strongly encouraged, reflecting the significant amount of work by volunteers and our ambitious fundraising achievements (£48k in 2023!).

## How the Event Will Be Run in 2024

The Farndon Soapbox Derby will take place on **Sunday 15<sup>th</sup> September 2023** from **07.30 am until about 5.30 pm.**

It is a time trial charity event for gravity powered homemade karts, competing along a 300m tarmac road with a gradual decline, with curves, jumps and sections of steeper declines.

Karts will start from the bed of a 40ft trailer down a shallow ramp onto the road course itself.

No more than two kart pushers will be permitted on the trailer start bed.

Pushers' contact with the kart **MUST** finish at the top of the ramp. The pushers will then run and follow the kart down the course to assist in the event of stoppage, and to push the kart back to the paddock at the end of each heat (by a different route through the village).

**There will be NO PRACTICE RUN!** Each kart will make three timed 'race' runs of the course and the final positions will be determined by the total time recorded for them. A 15 second penalty per intervention will be incurred should the kart driver require assistance from their pushers.

There are 2 main categories: Juniors (12-17) and Adults (18 and over). This refers to the drivers and passengers of the kart, (the construction and race team can be of any combination of ages).

Note: This year we are introducing a large company category for businesses with over 25 employees.

Each kart team is targeted with **raising £500 for our charities** (Juniors £250). This is a target not a 'golden rule'. However, it is a condition of entry that every team sets up and promotes a JustGiving page. You will not be recognised as a competitor until this is done. Our main charity, The Hospice of the Good Shepherd, have an event team who will assist you to set up your own team page on the main SOAPBOX JustGiving event site. They can also suggest ways of fund-raising for your kart and there will be a special prize for the kart team that raises the most sponsorship money.

Be wacky – **but family friendly!** We encourage imaginative, bright designs for your karts. Sponsorship and logos are encouraged to help with your fundraising target. There will be a competition for the most creative and fun kart which will be judged on the day.

Whilst there will be no cost for spectators to come along and watch, we will be encouraging donations for parking, and there will be street collections on the day.

In addition to the races there will be a programme of **family entertainment**, offered between the villages of Farndon and Holt at various venues – see our social media and website closer to the event.

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## Conditions of Entry

1. A Team Captain is to be appointed (who must be at least 18 years of age) to sign the Registration Form (in advance) and Participation & Waiver Form (on the day).
2. The Team Captain will be responsible for the entire teams' compliance with all the rules and regulations.
3. There is no limit to the total number of people in an entrant's construction and support team.
4. The "Race Team" for each heat will consist of one driver and maximum one passenger (optional), with two kart pushers for each run.
5. Therefore, for each heat there are 3 or 4 participants "track-side". Drivers, passengers and pushers can be swapped around between heats, and it is permitted to have a pool of say five or six participants from which to select participants in each heat, provided they all have insurance and are registered in advance.
6. Any "Race Team" member under the age of 18 on the day must have written and signed consent of their parent or guardian on the appropriate section of the Participation Form.
7. No changes may be made to the kart after scrutineering, apart from any necessary repairs.
8. Karts may **not** be entered by multiple Teams – each team must have their own kart.
9. If your kart has previously competed in our event, we kindly ask that you rebrand it with a different theme.
10. Teams are responsible for the ongoing risk assessments of their kart during the event and are obliged to report any damage or potential risk to the scrutineers.
11. Each team will complete a Risk Acknowledgement Waiver Form before competing.
12. The event is being run by local volunteers on behalf of the Hospice of the Good Shepherd who carry a £10m Public Liability Insurance policy, however this does NOT cover individuals to compete on the day- **You will be required to take out your own policy to compete. This is a modest cost (c£10 each), and the organising team will direct you to an approved supplier closer to the time. Every "Race team" member needs to be insured to go trackside, be they a pusher, driver or passenger.**
13. Each Kart will be fitted with a transponder on the day. These are unique and will be fitted to the Kart or driver by the timing company. It is your responsibility to ensure it is **on the driver for each race** and to return it to the timing company at the end of the event (at the finish line of the final heat). There will be a £50 charge for any team not returning their transponder!
14. The organisers have the right to refuse entry or withdraw any team if, in the organiser's opinion, the kart or Race Team poses a threat of injury to either themselves or others either before or during the event.
15. At no time during racing shall participants be under the influence of, or be affected by, alcohol, recreational pharmaceuticals or other substances or drugs that may impair their ability to participate.
16. The rules are mandatory. Any competitor refusing or failing to comply with them will not be allowed to compete, as they have been designed for everyone's safety.
17. Farndon Soapbox Derby reserve the right to amend the rules and to go above and beyond their guidance, if necessary, to ensure the safety of all involved.

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## Technical Specification and Safety Clothing – Mandatory Compliance

*The following requirements will be checked by our Marshalls during scrutineering at the start of the race day*

1. Gravity propulsion only – i.e., no motors, no pedals, no stored potential energy (e.g. batteries) or sails.
2. Maximum **external length 3 metres** and maximum **external width 1.5 metres**.
3. No protrusions of any kind will be allowed outside these dimensions.
4. Wheels must be of an inflatable tyre type and unrestricted diameter but must be within the maximum dimensions.
5. Working brakes that affect 2 wheels on the same axle must be fitted and tested. **You MUST be able to stop your vehicle on the course – failure to do so will result in your dismissal from the event**
6. Karts must have **effective steering** to navigate the route. NB kart-steering by feet is not acceptable.
7. Materials which might shatter on impact, are **NOT** permitted.
8. Karts **can carry no more than two people**, seated, feet facing forward.
9. **No exposed sharp corners or edges** will be allowed.
10. All items must be **securely attached to the kart** (*anything that is likely to fall off will be removed*).
11. **Covers may be attached to the chassis** but must be considered safe and secure on inspection.
12. A **padded steering wheel** or **handlebar** is recommended.
13. **Karts may have between 3 and 6 wheels, with or without suspension.**
14. **No additional ballast** is allowed in the kart.
15. The bodywork and the chassis should be constructed **using recycled materials where possible**, but we **strongly recommend a metal-based chassis** – (*build it well, so it lasts all three heats on the day!*).
16. **All karts must be safe** (*any believed to be dangerous to the public or the participants will **not** be allowed to take part in the race*).
17. **All karts must display their allocated race number.**
18. **No live fire or inflammable flares allowed on the karts.** All ‘accessories’ must be securely fixed to the karts
19. Occupants of the kart **must** wear a hard-shell helmet with a secured chinstrap. Full-face helmets are recommended (***NB cycle helmets will not be accepted***).
20. **Legs and arms must be covered.**
21. The wearing of **gloves is mandatory**. Elbow pads and knee pads are advisory.
22. **Occupants of karts to remain seated and facing forward at all times.**
23. Race Team must abide by reasonable instructions given by the event officials or marshals in the interest of safety and the smooth running of the event (*this includes braking after the finish line*).

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## How the Race will be Run

1. Each Heat Race Team will consist of a maximum of 4 people. (1 Driver, 1 Passenger and 2 kart pushers).
2. The drivers/passengers can change for each run but must remain within either the Junior or Adult category.
3. The “push zone” is the trailer bed only, kart pushers are permitted to accelerate the kart only as far as the top of the ramp, they must release the kart. **Any infringement will incur a 15 second penalty.**
4. Kart pushers then follow the kart, should a push or other assistance be required along the route - **each individual intervention will incur a 15 second time penalty.**
5. A signal is given to mark the start of the timed run. The kart’s time is measured by the transponder when it crosses the start and finish lines. After crossing the finish line driver must apply their brakes, slow down and enter the Stop Zone, before returning their kart back up to the paddock area at Farndon Primary School, Churton Road (along a separate and pre-determined route).
6. Only 1 kart will be allowed on the track at any one time.
7. Nearer the time we will ask you to provide a piece of music to be played as your kart races, together with a ‘Bio’ for your team so that our race commentator can make you famous!
8. The race timings and decisions on prizes are final (*no exceptions*).

## Event Timings and Logistics - **PLEASE NOTE UPDATED TIMINGS**

**Please visit the village before the event day to familiarise yourselves with the topography.**

- 07.30 **STEP 1. ARRIVAL.** Arrive with your kart at the carpark in front of Farndon Primary School (one car and trailer per team). You will then be directed to the “Paddock” on the playground at the rear of the school where you will be based for the day.  
Please be on site no later than 8.30 am to allow for.....
- 08.30 **STEP 2. REGISTRATION.** All “race team” members (i.e. those intending to go trackside, either driving, or as a passenger, or as a pusher) to register at the registration desk, with each individual completing and signing the Participation & Waiver Form. All “race team” members will be cross-checked to ensure that they have provided insurance documents in advance. **The “race team” members will then be issued with a wristband. Participants can only go trackside with a wristband!** You will also be provided with your timing transponder (for which you will be asked for a £10 cash deposit, refundable at the end of the day).  
*Note: If you have collected any donations in cash, you can hand them in at the registration desk.*
- 09.00 **STEP 3. SCRUTINEERING.** Your kart will be checked over by scrutineers (professional race marshalls) for compliance with all the specified Rules, Regulations and Technical Specification.  
**YOU MUST PASS SCRUTINEERING IN ORDER TO COMPETE.**
- PLEASE DO NOT ARRIVE AT THE VENUE BEFORE 7.30am – we won’t be ready for you!**  
**You must be registered, in attendance and have passed scrutineering by 10.00am**
- 10.00 Team Briefings and walk the course (note: all race team members to attend)
- 11.00 Heat 1
- 13.00 Heat 2
- 15.00 Heat 3
- 17.15 (ish) Prize giving ceremony will take place at the ‘paddock’ on the playground of Farndon School.
- 17.30 Event Closes

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## ENTRY FORM & G.D.P.R. COMPLIANCE:

Please nominate a 'Team Captain' who will act on behalf of your team (by signing this form, the Team Captain ensures that ALL team members have read, understand, and adhere to the Rules and Regulations set out by FSD).

All applications for registration MUST be received at Farndon Soapbox without delay (preferably to [admin@farndonsoapboxderby.co.uk](mailto:admin@farndonsoapboxderby.co.uk)). Entry is 'First come first served'. Once your application form has been received, the Hospice of the Good Shepherd will invoice you for the Entry Fee (£250 for corporates (>25 employees), £100 for Senior category, £50 for Junior category).

*Note: all registration fees contribute to our fundraising.*

**Your place is not secured until (a) your registration form has been completed/submitted, (b) your registration fee is paid, and (c) you have set up a JustGiving page on the event site (please do this with the assistance of the HOGS event team).**

Entry numbers are strictly limited, please apply early to secure your place.

Once all spaces are taken, a reserve list will be collated in the event of any team withdrawing.

<b>Team Captain/ Applicant Details</b>	
Individual Name	
Company Name <i>(required if you want us to invoice your company)</i>	
Contact Address	
Email address	
Telephone	
Date of Birth	
<i>For invoicing purposes, please provide name, company name, address and email of invoice recipient (if different from above)</i>	
Kart Team Name (if known at this stage)	
Category : Corporate (25 employees+) £250 Senior                               £100 Junior                                £50	

<b>Mandatory declaration – please complete</b>			
<b>Declaration:</b> By signing this form, I agree to all the rules and regulations set out by Farndon Soapbox Derby and agree to provide and race a soapbox kart at the event on Sunday 15 September 2024 .			
Signature			
Printed Name		Date	

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## Please ensure you read, and then sign this privacy notice

Farndon Soapbox Derby is the “controller” of the personal data you provide to us, our address is:

2 Woodland Cottages, Barton Road, FARNDON, Chester Cheshire CH3 6NJ

Contact by telephone 07899 998255 or 01829 271505. Or email: [karts@farndonsoapboxderby.co.uk](mailto:karts@farndonsoapboxderby.co.uk)

The Data Protection Officer is Pauline Amphlett, the contact details as above.

We need contact details for your team captain in order to fulfil a contract with you i.e., to register your team in the competition.

In order to keep in touch with you about this and any future years events please confirm your preferences for us to retain (or not) your information **by ticking ONE the boxes below**

**Yes, please contact me about any future years Farndon Soapbox Derby**

**No, please do not contact me after this year Farndon Soapbox Derby**

NB You may withdraw this consent at any time by contacting the Data Protection Officer. Your personal information will be processed by Farndon Soapbox Derby and the Hospice of the Good Shepherd for the purposes specified above. We will not share your information with any third party unless we are legally obliged to do so.

You have the right to access your personal data held by us, the right to rectification of inaccurate personal data, the right to request erasure of your personal data, the right request restriction of processing, the right to receive or have your personal data sent to another controller in a portable format, and the right to object to us processing your personal data.

You have the right to lodge a complaint with the Information Commissioner’s Office by calling **0303 123 1113** or via their website [ico.org.uk](http://ico.org.uk)

**Please sign and date to show you have read and understand this notice:**

**Signed:** ..... **Date:** .....

## Questions or Queries (where to send this form?)

Please complete this form and return by email to: [admin@farndonsoapboxderby.co.uk](mailto:admin@farndonsoapboxderby.co.uk)

Alternatively please post to: – **Farndon Soapbox Derby, Bank House, Stannage Lane, Churton, Chester Cheshire CH3 6LE**

We will confirm receipt of your application ASAP, after which the Hospice of the Good Shepherd will send you an invoice for the application fee. Upon payment, and after setting up a Justgiving page, your place is confirmed.

**PLEASE NOTE- YOUR PLACE IS NOT CONFIRMED UNTIL YOU HAVE PAID!!!**

We are HERE TO HELP. We want you to have fun, stay safe, and help raise as much money as we can for charity.

If you have any questions arising from these rules and regulations, please don’t hesitate to contact us through the website [www.farndonsoapboxderby.co.uk](http://www.farndonsoapboxderby.co.uk), by email ([karts@farndonsoapboxderby.co.uk](mailto:karts@farndonsoapboxderby.co.uk)) or via our social media platforms .