

COLORADO REGION SCCA

2002 Race Chair

“Event Planning Guide”

INTRODUCTION

Thank you for volunteering your time to be an Event Race Chair for this season.

The Event Race Chair helps establish the foundation for the entire weekend by planning ahead to reach that ultimate goal of having your event run smoothly, efficiently and fun. This guide and checklist is intended to help you keep track of the many details that are involved in a race weekend.

Some of you that have previously been Event Race Chair before, this guide may seem very primary, however, it is intended for both the new and experienced Race Chair.

The Colorado Region is always looking for ways to improve this information. Should you find something that has been left off this Race Chair Planning Guide, please contact your local 2002 Race Chair Chief on the Board of Directors who is Sean Gould (303-433-4530) in the evening. An updated Contact list can be found at <http://coloradoscca.org>.

(HINT #1 - Communication is the most important element in a successful event. Take nothing for granted. Making telephone calls ahead of time with friendly reminders and enthusiasm can save you major headaches on the day of the event.)

RACE CHAIR EVENT CHECKLIST

NINE WEEKS: (details page 5-7)

- ___1. Contact the Event Chief Steward (listed on Supplementary Regulations)
- ___2. Contact all Chiefs of Specialty (See Appendix A)
- ___3. Contact Chief Instructor, Registrar, Tech, and Regional Executive
- ___4. Hire a Gate Guard.
- ___5. Contact Track Manager and or Race Headquarters (See Appendix B)
- ___6. Determine Costs: (See - Appendix G)
 - A. Design and order Dash Plaques
 - B. Order Trophies
 - C. Arrange Party
 - 1. Contact potential Sponsorship (if Needed)
 - D. Donations
 - E. T-Shirts
- ___7. Use Budget for 2002 for your event
 - A. Attend Board Meeting (1st Tuesday of each month)
 - B. Attend General Membership Meeting to promote your event
- ___8. Contact Paddock Marshall

EIGHT WEEKS: (details page 8)

- ___1. Verify the following items have been done.
 - A. Supplementary Regulations
 - B. Sanction Number
 - C. Insurance Certificate
- ___2. Contact Redline Express Newsletter Editor
 - A. Advertise Event

FOUR WEEKS: (details page 9-10)

- ___1. Check On/Order Refreshments, 2 Bottles Champagne (cheap domestic, as it will be sprayed, not consumed, FOR DRIVERS SCHOOLS ONLY)
- ___2. Confirm Tow truck, Ambulance, Track Manager.
- ___3. Contact Divisional Medical Administrator
- ___4. Arrange for Worker Lunches if Applicable
- ___5. Arrange and Plan Party if Applicable

TWO WEEKS: (details page 10)

- ___1. Make Final Party Arrangements
- ___2. Prepare PRINTED handouts for Registration THAT INCLUDES:
 - A. List of Officials, Chiefs, and Party notes
- ___3. Trash Cans for Beer Kegs

ONE WEEK: (details page 10)

- ___1. Reconfirm with Chief Steward and officials
 - A. Check for Chief's meeting pre-event
- ___2. Pick up Trophies
- ___3. Call Treasurer and Locate Insurance Certificate
- ___4. Call Treasurer and Locate Stewards Packet
- ___5. Fax Insurance Certificate to the track

FRIDAY DAYTIME: (details page 11)

- ___1. Mark Parking Spaces per necessity (Second Creek)
- ___2. Mark Impound (La Junta)
- ___3. Set up Pikes Peak International Raceway
- ___4. Set up Mountain View (Mead)
- ___5. Organize a Set up for PMI (Pueblo)

FRIDAY NIGHT REGISTRATION: (details page 11)

- ___1. Attend Registration at Race Headquarters
- ___2. Locate Insurance Certificate for Chief Steward
- ___3. Locate Stewards Packets

DAY OF EVENT: (details page 11)

- ___1. Set up Pueblo corners 9 through 10 after the Friday night drags.
- ___2. Be Available to Chief Steward - Get a Radio in the tower
- ___3. Introduce yourself to all officials and be visible at all times
- ___4. Verify contract vehicles are on station ready to go.
- ___5. Say ? THANK YOU?
- ___6. Check with Chief Steward Regarding Chiefs Meeting
- ___7, Verify delivery of Stewards Packet for Chief Steward and SOM Chairman

FOLLOW UP: (details page 12)

- ___1. Submit Bills
 - A. Attend Board Meeting for debriefing
- ___2. Observer's Report

NINE WEEKS: (See Appendix A)

- ___1. Contact the Chief Steward for your event that is listed on the Supplementary Regulations, introduce yourself and give him/her your telephone number.
- ___2. Contact all the Regional Specialty Chiefs to get the name and telephone number of the specialty Chief's assigned to your event for the weekend. Make sure they have enough workers, and ask them what special items they may need for the weekend.
- ___3. If the event is a Driver's School, review the Supplementary Regulations and note where Race Headquarters is located. Contact the Chief Instructor and the Chief Registrar to see what arrangements they will need to set up a room for classroom instruction as well as doing Registration/Tech for Friday night. For a Driver's School, trophies can be recycled from previous excess. Contact the Hospitality Chief to see what trophies are available, as you will need 4 recycled trophies. Call the Regional Executive should there be a hotel/motel listed as race headquarters to confirm the contract, details and information.
- ___4. Contract a Security or Gate Guard for your event at \$10.00 per hour for 2 days. Registration closes at 10 am each day so a hired Security or Gate Guard will be responsible for checking credentials, collecting fees for paddock passes, and getting the waivers signed till the end of race day. (Please make sure if lunches are provided, the Guard gets a lunch taken to work site).
- ___5. Contact track manager(s) or work with track contacts to determine any specific requirements for each track. (SEE APPENDIX B).
- ___6. Determine costs for worker incentives (if desired), dash plaques, trophies, and a party (if budgeted or you get sponsorship).
 - A. DASH PLAQUES and TROPHIES:
 - a. The Creator's Touch, 303.873.6952 (Donna or Jerry), 1688 S Quintero Way, Aurora, CO, 80017. They do great full color Dash Plaques and Magnets, as well as trophies and full color sublimation plaques, tee shirts, tablecloths. Anything.
 - b. Les Reseigh at Action Awards, 8040 Federal Blvd., Westminster, CO

80031, 303-430-4123(ph) or fax is 303-430-1996. OR Dick Hunter in Colorado Springs at (719) 599-3306 (after 6 PM). Send your art to: 910 Ellston Ct, Colorado Springs, CO 80907. They can do most anything in any size, shape, or color, and are great designers. Be aware, there is usually a charge for more than one color. Mr. Hunter will mail dash plaques to you. You will need to order extra plaques if you are planning a trophy that will require a dash plaque, you can order more) see below. You may give the dash plaques to Registration and the F & C Chief, deliver to the Stewards, and leave the rest at Hospitality. (You can also go around and give out the plaques personally to each specialty).

Examples: DS/Regional: 150* *Add 75 if needed for trophies
Regional/National: 175* *Add 125 if needed for trophies
National/National: 250* *Add 75 if needed for trophies

B. ORDER REGIONAL and NATIONAL TROPHIES (see Appendix F)

The type of trophies to get is a difficult decision to make. While some people prefer ? practical? items such as briefcases, wine glasses, clipboards, pottery, pictures, others think old- fashioned trophies or plaques can't be beat. Trophies in the past have included everything from little brown jugs to wooden model racecars and laundry bags.

Be creative. Don't make trophies that engrave event ? specific? or ? position? specific. Hospitality will provide the winners with place plaques for each class 1st, 2nd and 3rd winner and with the event information on a dash plaque you can choose a trophy that fits those 2 items and stick them on the trophies, again, use your imagination and be creative.

Try to stick to an average of \$10 - \$12 per trophy. You could spend more on first place trophies and less on second/third place. If possible, it's a great idea to get money from sponsors. Remember what your budget is for the weekend.

C. PARTIES

A party can be anything from chips/dip and beer, to a BBQ. This will be determined by several factors, including the type of race (only events specified have been designated as ? party dinner event). Sometimes beer, pretzels, popcorn, and finger foods are appreciated just as much as a dinner.

D. DONATIONS:

We have been lucky in the past in receiving donations of beer for Saturday night. If you have a friend in the beer business, you might appeal to them. Check local stores for sales on Kegs. Be creative in acquiring sponsors for parties. We rely heavily on drivers and race teams. Perhaps a new direction would be good.

E. T-SHIRTS:

T-Shirts are an option to buy within the budget, particularly on Charity events.

1. Contact Alice Heitcamp - \$7.50 per T-shirt - No Minimum - Your own design - 720-350-6852 (Cell number)
2. Other T-shirt contract orders come with a minimum.

___7. Use the 2000 Budget that the Board approved for your event. (Appendix G)

- A. Attend at least one Board meeting prior to your race to give a report on status; the Board can sometimes assist with locating officials or personnel.
- B. Attend the General Membership meeting before your event to “talk-up” anything special you might be planning

___8. Contact the Paddock Marshall: verify that someone will be at the track Friday night until registration closes to park rigs, motor homes, trailers in a tight paddock area, and Saturday/Sunday mornings when registration opens (7 am), to direct traffic and ease parking problems for larger rigs.

EIGHT WEEKS:

1. Verification of important documentation

A. **SUPPLEMENTARY REGULATIONS:** The Colorado Region Board of Directors is responsible for organizing, submitting and preparing the supplementary regulations for the Executive Steward to approve for the 2000 season. The Board Of Directors (BOD) designs, edits, and maps all the supplementary regulations for the Executive Steward to approve for the 2001 season. The BOD designs, edits, and maps all the Supplementary Regulations for mailing.

1. Have a copy of the supplementary regulations sent to you when they are printed. Read the Supplementary Regulations to make sure you are familiar with any special instructions for the event.

B. **SANCTION NUMBERS:** The National SCCA Office in Denver issues the sanction numbers for each event. The completed supplementary regulations are mailed out in a race packet usually 3 events at a time. Contact either the Regional Executive or a board member to give them information on the party or sponsors. If a handout is necessary for registration, make sure this is ready and delivered to registration at race headquarters on Friday night.

1. Be available, if necessary, to help mail race packets to drivers and officials.

C. **INSURANCE CERTIFICATE:** The Colorado Region Treasurer is responsible for submitting the fee and application for the insurance certificate 14 days prior to your event. Call and check to make sure that the Treasurer has done so and whom the insurance certificate is being mailed directly to.

1. The Treasurer mails in the fee and applies for a sanction number 45 days prior to the event.

2. The National Office will send the Stewards Packet via mail to the contact person designated at the Treasurer's request. This packet must be given to the Chief Steward before the event by early Saturday morning of a two-day event at the latest.

___2. Advertise a party or sponsor in the newsletter; contact the Redline editor to submit

article, artwork or ad the month before your event.

FOUR WEEKS:

- ___1. Check with Course Marshall regarding refreshments. Sometimes there are leftovers from a previous race, which can be used. As a general rule, pop is provided to the corner officials during the day, or something warm on cold days. Soda and Beer are provided for Saturday and Sunday night after the track goes cold: Buy 2 bottles of cheap Champagne on Drivers Schools.
 - A. Basic guide to amounts:
 1. Pop.....10 cases (mixed, 1 case diet)
 2. Beer.....8 cases
 - B. It is a good idea to watch for sales on refreshments, and purchase at that time. If you can pay for refreshments ahead of time, keep all receipts and the Treasurer will reimburse you. If it is not possible for you to pay for refreshments, contact the Treasurer to arrange for payment to you in advance.
- ___2. Confirm dates with Tow Truck, Ambulance Company, and Track manager. Call to let them know whom you are and where to reach you. Since contracts have been signed at the beginning of the year, no rate discussions are necessary.
 - A. Verify location of fire truck/flat tow with Emergency Services Chief and ensure it will be available and at the track. The person who is driving the fire truck/flat tow must be a member. Trial Memberships (Never been a member) are available thru registration.
- ___3. Contact Divisional Administrator of Medical Services for Rocky Mountain Division and make sure he has a race physician available. Get the doctors name and number so that you can contact them directly. Also ask to have a copy of the disaster plan sent to you. If no physician will be available, contact the Divisional Executive Steward for a waiver using the ALS ambulance staff.
- ___4. Worker Lunches: Will be provided at a limited number of events (it is very helpful

to get a sponsor for this item). Contact track manager/concessionaire for help with arrangements. The average number of workers requiring lunches is 40-50, which needs to be adjusted depending on event type and track location.

- ___5. Call caterer or organize party to feed either the workers or everyone on Saturday night. Holiday weekends usually have provisions in the budget for food or find a sponsor(s). There have been hot dogs, brats, hamburgers, shish kebabs, salads, steak, french dip, chicken, turkey, sandwiches, soups and many more interesting things that are appreciated and heartily eaten by all.

TWO WEEKS:

- ___1. Make final party arrangements and verify sponsors if available.
- ___2. Prepare a list of chiefs, officials, and party plans to be handed out at registration for Friday night, Saturday and Sunday morning.
- ___3. If beer kegs are being used, contact the Course Marshall to bring a 39-gallon trash can for each keg.
 - A. Extra ice will be needed to ice the kegs. Contact the track manager to arrange to have available to ice kegs.
 - B. Cups will be needed for beer--sometimes you can get the cups from beer provider, otherwise check with the Course Marshall to see if there are any leftovers, or purchase if necessary.

ONE WEEK:

- ___1. Reconfirm any chiefs, officials, doctor, fire truck/flat tow, or any others that might be a concern. Check for Chief's Meeting prior to event.
- ___2. Pick up trophies.
- ___3. Contact Treasurer to locate Insurance Certificate and place in packet to be brought to Friday night registration.
- ___4. Contact Treasurer, locate Stewards packets from National Office, to be brought to Friday night registration.

- ___5. Call Chief Steward to let him/her know any shortages or concerns about the event.
- ___6. For Races in La Junta, an Insurance Certificate must be faxed to La Junta Businessmen's Association at 719-382-7223 or 719-382-7231.

FRIDAY DAYTIME:

- ___1. If your race is a regional/national or national/national, it is suggested that you mark parking spaces to help keep the paddock orderly. Second Creek has a marking machine, call the track manager to make sure there is chalk. The Region now owns a marking machine, but chalk would have to be purchased. Contact the Course Marshall to obtain the machine, and arrange to be available to help lay down chalk.
- ___2. La Junta, check on the supplementary regulations map for the location of impound, and mark area clearly.
- ___3. PPIR check track contract/supplementary regulations for location.
- ___4. Mountain View (Mead) will need parking for entrants (small paddock)
- ___5. PMI (Pueblo) needs corners 9 through 10 set up with tires because of the Friday night Drags. Setup needs to be done before 8 am Saturday morning.

FRIDAY NIGHT REGISTRATION:

- ___1. Be available to answer questions or solve problems.
- ___2. Ensure that Insurance Certificate is available for the Chief Steward.
- ___3. Ensure that tables are available for registration. Two areas are needed for driver's schools.

DAY OF EVENT:

- ___1. Set up Pueblo track corners 9 through 10. This consists of setting tires out from corner nine to direct drivers into the hot pit lane, and there are tires directing the drivers around turn 10. The track needs to be ready to go by 8 am sharp.
- ___2. Obtain a radio from the communication tower and confirm what channel to use.
- ___3. Introduce yourself to the Chiefs and to other race officials. Circulate throughout the day to see how things are going and to spot any problems. Let them all know if they need help to call the tower and they will contact you.
- ___4. Be sure the ambulance, fire truck, tow truck, and security personnel are ready and on

station at their required times. (SEE APPENDIX C)

___5. Say, "THANK YOU".... "I APPRECIATE YOUR HELP" are the operative words.

We would like everyone to have a good time and come back again.

___6. Check with Chief Steward to determine if a Chief's meeting will be held, where, and at what time. This will give you a handle on how everything is going.

___7. Ensure that the Stewards Race Packets are available at registration.

FOLLOW UP:

1. Submit bills or items for which you need reimbursement (including telephone/fax) to the treasurer as soon as possible, so that race accounting can be completed. You can bring (see Treasurer or Regional Executive) all your receipts, bills, and completed reimbursement sheet to the track for reimbursement prior to the completion of your event. See sample form to copy: (APPENDIX H).

A. It is suggested that you attend the Board meeting following your race to receive any follow-up suggestions the Board might have on your event.

2. You will receive a copy of the Observer's Report for your information. Find the Chairman of the Steward's of the Meet (SOM), introduce yourself and provide him/her with your mailing address.

ADDITIONAL THOUGHT: YOU TOO ARE APPRECIATED, A PERSONAL HATS OFF AND "THANKS" TO YOU AHEAD OF TIME FOR VOLUNTEERING TO BE A RACE CHAIR....

Remember, you are not alone. If you want or need help, just ask.

NOTES ON EVENT:

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**APPENDIX B: TRACKS/ MANAGERS/ SPECIAL CONDITIONS AND
SETUPS**

SECOND CREEK: Bob - 303-371-6661 pager: 303.610.0344

1. Confirm that Port-a-Potties will be available on corners and at registration.

PUEBLO: Jay Gilman - 719-543-7747

1. Make arrangements to get Security or Gate Guards for Saturday and Sunday. Guards are expected to collect entry fees after registration closes at 10am until the last car is off the track at the end of each day.
2. Make arrangements for Port-a-potties around the track for corner officials, and a port-a-potties at registration.
3. Make sure that ice will be available for your weekend event.
4. Verify Snack Bar will be open during event on Saturday and Sunday.
5. Setup time to replace tires on corner 9 through 10 to be ready for 8 am start time with cars on the track. (Plan to begin this at 6:30 am on Saturday morning)

LA JUNTA: Jim Casebeer @ La Junta Businessman's Association - 719-384-8454

1. Make arrangements for port-a potties for corner officials.
2. Verify availability and delivery of ice for the weekend event.
3. Invite them to be involved in the Saturday night party if they are interested.

PPIR: Co-ordinate with Ginna Sanders (Track Liaison) 719-578-0652

1. Track design layout to track coordinator 2 weeks before event.
2. Chalk (sidewalk) to mark grid area.
3. Provide additional trash bags to hand out at registration.
4. Times to concessionaire re: gates open time for lunch (give 30 min advance notice)
5. Prepare event handout re: Yes & No's at PPIR per the management.

APPENDIX C - ON-STATION TIMES

Ambulance: 1/? hour before start of event (this gives the Emergency Services Chief and the Safety Steward time to contact the crew and give any special instructions), and a tour taken by the ambulance crew, around the track, to get familiar with the corner stations and track layout.

Tow Truck/Fire Truck/Flat Tow/Safety Car 1/? hour before start of event

Call the Emergency Services Chief to verify - All Equipment Ready and confirmed for Weekend.

EMERGENCY SERVICES CHIEF- "Sandy" Bob Sanders - 719-578-0652

APPENDIX D -FOOD VENDORS FOR TRACKS

Second Creek - At track service vendor

Cajun Cuisine - Contact: Mo (720)-981-1463

La Junta: Lynn Casebolt 719-384-3517

The Hogs Breath Saloon (will cater at track)

The La Junta Businessmen's Association will help you out as well with names and phone numbers to contact for food. The snack bar, in the railroad car, also serves food if you ask them to be open.

Pueblo: Jay Gilman 719-543-7747

Ask track manager Jay Gilman for phone number to track vendor.

PPIR: Pro Concessions

Ginna Sanders – Track Liaison to PPIR

or

Leave Message (719) 636-1005

Fax number (719) 636-1715

Mead: No snack bar. Everything has to be brought in.

Cajun Cuisine - Contact: Mo - 720-981-1463

This track does not have exclusive Track food; it is Open for catering to be brought in from other companies

APPENDIX F - TROPHY COUNT

These are estimated amounts based on attendance from the last two years. You may need to adjust the count based on your event. Bob Maples may have more accurate information as Divisional Points Keeper.

CLASS	REGIONAL	NATIONAL
AS	2	2
ASR	1	
ITA	3	
ITB	3	
ITC	3	
ITE	1	
ITS	3	
T1	2	2
T2	2	2
SSA	2	
SSB	3	3
SSC	2	3
SP	1	
CSR	1	3
DSR	2	3
FV	3	3
F500	1	1
CF	3	
FF	3	3
FC	3	3
FA	1	2
FM	3	3
LEG	1	
SRF	3	3
S2	3	3
S7	3	
EP	1	1
FP	1	1
GP	1	3
HP	1	1
GT1	1	3
GT2	1	2

GT3	1	2
GT4	1	3
GT5	1	3
TOTAL.....	67 Regional.....	58 National....

APPENDIX E - FORMS

Blank reimbursement forms attached:

Sample of Insurance Certificate - Contact Treasurer to verify done.

Sanction Number - Contact Treasurer to verify done.

Instructions: Keep all receipts as you purchase items. Fill out form. Make copies for yourself and send all originals to the Treasurer. The Colorado Region Treasurer for 2001 is Charlie Thompson at 1003 Willow Place, Louisville, CO 80027



**Colorado Region
SCCA
CLUB RACING**

Expenditures and/or Reimbursement

Name:		Event Name:	
Address:		Event Date:	
City	Zip	Event Site:	
Work Phone		Home Phone	
<u>Date</u>	<u>Item</u>	<u>Use</u>	<u>Amount</u>
<u>Signature:</u>			<u>TOTAL:</u>