

COLORADO REGION SCCA



2009 RACE CHAIR MANUAL & EVENT PLANNING GUIDE

INTRODUCTION

Thank you very much for volunteering your time and energy to be an Event Race Chair for this exciting new season.

The Event Race Chair establishes the tone for the entire weekend. By planning ahead, you will help the Colorado Region reach their ultimate goal of having a smooth, efficient, safe, and FUN event.

This guide is intended to help you keep track of the many details that are involved in planning and executing a race weekend. It is intended for both the new and experienced Race Chair. We know you'll approach this job with enthusiasm and with the help of this manual, you should be equipped to handle the details with ease.

Communication is an important element to a successful event. Take nothing for granted. Ask questions of your specialty chiefs, board members, and stewards. Use the timeline and checklists to stay on track. Phone calls ahead of time can save major headaches on race day. Smile and say "thank you" a lot!

Michelle McColl
Chief of Race Administration

Phone: 303-940-9128
Email: mccoll5@comcast.net

*Planning races at our brand new venue is new to all of us. Should you find something missing from this planning guide, or if you have ideas to help us improve this information, contact you're Chief of Race Administration. Thanks again, and HAVE FUN! **Michelle***

EVENT PLANNING GUIDE

IMPORTANT DOCUMENTATION

1. **SUPPLEMENTARY REGULATIONS:** The Colorado Region Board of Directors will prepare and submit the supplementary regulations to the Executive Steward for final approval. Supplementary Regulations should be given to the Executive Steward at least 55 days prior to the event to ensure approval in time to submit to the National Office.
2. **SANCTION NUMBERS:** The National SCCA office in Topeka issues the sanction numbers for each event. The approved supplementary regulations packet and sanction fees are mailed out by the Colorado Region Treasurer so that they are received by the National Office at least 45 days prior to the event.
3. **INSURANCE CERTIFICATE:** The Colorado Region Treasurer is responsible for submitting the fee and application for the insurance certificate 14 days prior to your event. The insurance certificate will be mailed by the National Office to the Treasurer.
4. **STEWARDS PACKET:** The National Office will send the Stewards Packet to the treasurer. Arrange with the Treasurer to get this packet to the event. This packet must be given to the Chairman SOM on Friday evening or early Saturday morning.

DETERMINING RACE COSTS

1. **BOD APPROVED BUDGET:** Use the approved budget as a maximum guideline for your expenses. If you have secured a donation and/or sponsor, then your budget should be adjusted accordingly. Attend one or two BOD meetings prior to your race to give a report on the status of your planning. Keep receipts for all of your purchases and seek reimbursement from the treasurer. If it is not possible for you to pay for items in advance, contact your race chair chief or treasurer to arrange payment.

A. DONATIONS/SPONSOR: We have a LOCAL track again.

Check with local stores for donations, discounts, or sales. If you know someone in the beer business, you might appeal to them. Colorado Region races are “spectator events”. Who do you know (think job, friends, or family) in a business that could benefit from the exposure and advertising of sponsoring all or part of an event? Past sponsors have paid for event tees, beer, and/or the Saturday evening party.

B. WORKER INCENTIVES: As race chair, incentives are up to you. Colorado Region volunteers receive FREE lunch, a party, refreshments, and a PDX entry. Other incentives might include gas cards, gift cards, or partial lodging reimbursement. Remember to work within your budget!

C. WORKER/DRIVER SWAG: Again, it’s up to you and your budget. Past swag has included tee shirts, ball caps, beanies, rally towels, patches, etc.

D. DASH PLAQUES OR MAGNETS: These gifts commemorate the event and have been collected by region workers and drivers over the years. They are a cost effective memento.

D. WORKER LUNCHESES: The estimated number of workers for HPR is 75 – 85. Lunch should be provided for all volunteers, and contract staff. At HPR, the track concessionaire can provide lunches. Concession lunch can include a burger/hotdog, chips, and drink. It’s a good idea to have a tracking or ticket system to be sure only the workers are getting a “free lunch”.

E. WORKER REFRESHMENTS: Water and canned refreshment (pop, tea, lemonade, etc.) are provided to workers, contract labor, and officials during the day. Refreshments might include something hot on cold days or a frozen treat (ice cream or ice pops) on hot days. Before you finalize your purchases, check with the equipment manager to see if there are any leftovers that you should use from a previous race. Keep an eye out for sales & check discount stores like Wal Mart & Sam’s Club.

The basic guidelines are:

1. Water.....10 – 12 cases (depending on the outside temperature)
2. Ice.....20 – 25 bags of cubed ice (depending on the

outside temperature) You may want to arrange an ice

pickup at the local grocery store. Sometimes ice has been donated if we can load it into our own coolers.

3. Canned Refreshment.....12 cases (7 mixed pop, 1 diet, and round it out with some tea and lemonade, etc.)

F. TROPHIES: Colorado Region's 2009 races are all scheduled at HPR. You're Chief of Race Administration and BOD will choose a trophy style so that leftovers can be used throughout the year. Contact the Race Chair Chief to determine the number of left-over trophies available from previous races and order/pick-up additional trophies as needed for your event.

STAFFING YOUR RACE

1. CHIEF STEWARD: The Chief Steward for your event is listed on the Supplementary Regulations. Give him/her a call to introduce yourself and give them your telephone number.

2. REGIONAL SPECIALTY CHIEFS: Check your supplementary regulations for the specialty chief's assigned to your event. Make contact with them and ask them if they need anything for the weekend. Make sure they have enough workers to staff the event. If you aren't sure which specialty chief is assigned to your event, contact the Colorado Region chief of that specialty. You can contact your Rocky Mountain Division specialty chief if you are unable to resolve any questions or issues.

3. DRIVERS SCHOOL: If the event is a Driver's School, review the Supplementary Regulations and note where Race Headquarters is located. Contact the Chief Instructor to see what his needs are for classroom space, registration, and tech for students on Friday night. If Race Headquarters is located off site, contact your BOD to confirm these arrangements are made and paid for. You will need 4 recycled trophies for a Driver's School. Contact the Chief of Race Administration to see what trophies are available.

4. CTT / PDX: If your event includes a CTT/PDX, check the supplementary regulations for particulars and contact the CTT Chief to see what his needs are for the Friday night class. There is no on-site

registration for CTT or PDX (free PDX for volunteers excepted). Please remind your registration chief that registration

for CTT / PDX is handled through [www\[dot\]RMSolo\[dot\]com](http://www.RMSolo.com).

5. REGISTRATION: Contact the registration chief to coordinate times for registration and needs for tables and chairs. Racers must pre-register on [www\[dot\]dlbracing\[dot\]com](http://www.dlbracing.com). Volunteers are also encouraged to pre-register.

6. TRACK MANAGER: Contact the track manager(s) to determine any specific requirements at the track. Let them know how to reach you prior to the event. A security or gate guard is required for HPR, so confirm with your Chief of Race Administration or BOD that this is covered in the track contract. Make contact with the hired guard either prior to or at the beginning of the weekend, as they will be responsible for checking credentials, collecting fees for paddock passes, and getting waivers signed at the gate. Remember to have lunch delivered to the guard each day.

7. PADDOCK MARSHALL: Verify who will be at the track to direct traffic and arrange parking for larger rigs, motor homes, and trailers in the paddock. Optimally, this job should be manned from Friday morning (on a test day) through Friday night registration and Saturday morning during registration hours. Vendors must make prior arrangements with track management to sell any goods at the track.

8. TOW TRUCK & AMBULANCE: Contracts for race services are signed prior to the race season. Get copies of the tow and ambulance contracts from your Chief of Race Administration. Contact each service and let them know how to reach you. Confirm the names of the personnel who will work your event and pass this information on to your Chief of Emergency Services. Tow and Ambulance services are required to meet the ES Chief at 7:30am, so they need to allow time prior to that for registration. It is recommended for service personnel to be SCCA members, and they will at the least have to sign up for a volunteer membership. Be sure to include your contract personnel in your lunch count.

MAKE IT AN EVENT

SATURDAY EVENING PARTY: It has become a Colorado Region tradition to throw a great Saturday evening party for Racers and

Volunteers. The party can be catered at the track (under stars or tent) or it can be held in town at a local venue. Past parties have included snacks, hot dogs, burgers, shish kabobs, steak (self cook or cooked by your BOD), BBQ, spaghetti, pizza, and everything in between. An easy option is to use the track concessionaire. If you are bringing in your own food for dinner, check around for the best prices at the Byers General Store or Walmart & Sam's Club. Beer should be provided. Any extra's can be consumed after the track goes cold on Sunday night and/or stored for the next event. Breckenridge Brewery has given us good prices and they have been generous with donations as well. HPR has rules for bringing in an outside caterer, so check with the track manager if you aren't using the track concessionaire or bringing in your own food for dinner. The basic guidelines for beer are:

Beer.....12 cases mixed canned or bottled beer
Kegs..... 2 Kegs should get the job done. Remember though; we can't use the leftovers for the next event, you need to ice them down, place them in trash cans, and you need to arrange for cups.

MARKETING YOUR RACE

- 1. MEMBERSHIP MEETING:** Attend a general membership meeting prior to your event to promote the race and any special incentives.
- 2. ADVERTISING:** Contact the Web Master and Redline Editor to submit event advertisements. In addition, have the Web Master to prepare a blast email to club members advertising the race and asking for help as needed in specific specialty areas. Consider getting publicity in the local papers, such as the I-70 Scout and the Eastern Colorado News. Local stores may be willing to post flyers for the event. Include race sponsors in your ads, and include party details, and any swag or volunteer incentives in your Redline and Website Ads.

EVENT CHECKLIST & SUGGESTED TIMELINE

EIGHT WEEKS:

- ___ 1. Contact the Event Chief Steward for your event
- ___ 2. Contact all Chiefs of Specialty
- ___ 3. Contact Chief Instructor (if your event includes a driver's school)
- ___ 4. Contact the Time Trial Chief (if your event includes TT/PDX)
- ___ 5. Contact the Track Manager
- ___ 6. Contact the Paddock Marshall
- ___ 7. Use the approved Race Budget (D/R, R/R, or N/N) to determine your costs
 - A. Donations or Sponsor
 - B. Trophies
 - C. Dash Plaques or Magnets
 - D. Driver / Worker Swag
 - E. Worker Lunches and Refreshments
 - F. Party
- ___ 8. Attend a Board Meeting to present your ideas and budget
- ___ 9. Attend a General Membership Meeting and promote your event.

SIX WEEKS:

- ___ 1. Verify the following have been done
 - A. Supplementary Regulations
 - B. Sanction Number
 - C. Insurance Certificate
- ___ 2. Contact the Registrar and instruct her to open registration on DLB

- ___3. Contact the Web Master to post an ad online and to send a blast email advertising the event
- ___4. Contact the Redline Editor and place an event flyer in Redline
- ___5. Contact newspapers and any other advertising venues
- ___6. Order additional trophies

FOUR WEEKS:

- ___1. Order or purchase water and refreshments
- ___2. Purchase your beer. Purchase 2 bottles of cheap champagne if your event is a driver's school. (It will be sprayed, not consumed)
- ___3. Confirm Tow Truck, Ambulance & Gate Guard
- ___4. Arrange worker lunches
- ___5. Arrange and Plan the party
- ___6. Reconfirm sponsors and / or donations

TWO WEEKS:

- ___1. Prepare a party flyer to be handed out at registration on Friday night and Saturday morning
- ___2. Make final party arrangements

ONE WEEK:

- ___1. Reconfirm with Chief Steward and Specialty Chiefs
- ___2. Pick up Trophies
- ___3. Call Treasurer and make final arrangements to get the insurance certificate and steward's packet to the event
- ___4. Make sure insurance certificate is faxed to the track

FRIDAY DAYTIME:

- ___ 1. Work with Paddock Marshall to have the paddock marked as necessary
 - A. Mark reserved spaces
 - B. Mark impound
 - C. Mark Pre-Grid
- ___ 2. Make sure the Gate Guard is on track, knows their duties, and supervise as necessary

FRIDAY NIGHT REGISTRATION:

- ___ 1. Register yourself and attend registration
- ___ 2. Deliver any handouts to the registrars and give them any special instructions.
 - A. Worker/Driver Swag
 - B. Event magnets and/or dash plaques
 - C. Saturday evening flyer and any instructions
- ___ 3. Make sure the insurance certificate and steward's packet is delivered to the chief steward

DAY OF THE EVENT:

- ___ 1. Pick up ice or take delivery of ice
- ___ 2. Pick up a radio in the tower
- ___ 3. Be available to the chief steward
- ___ 4. Introduce yourself to all stewards and chief of specialties
- ___ 5. Check with chief steward regarding chief's meeting
- ___ 6. Fill coolers with water and ice. Get them to the corners and other areas of specialty prior to the start of the race
- ___ 7. Verify contract vehicles (ambulance and tow) are on station and ready to go
- ___ 8. Prepare large coolers with ice and pop for the morning pop run

- ___ 9. Verify the timing of the morning pop run with the chief steward and have them radio you so you or your runner are staged and ready to go
- ___ 10. Make sure lunch is ready in time for the lunch break and make sure you have the tracking or ticketing system in place so this runs smoothly
- ___ 11. Prepare large coolers with additional pop and water for the afternoon pop run
- ___ 12. Verify the timing of the afternoon pop run with the chief steward and have them radio you so you are staged and ready
- ___ 13. Ice down the beer for the evening party
- ___ 14. Arrange with the Hospitality Chief for trophies to be given at the end of the day or during the evening party. Check with the equipment manager to have the podiums set up for trophy presentations
- ___ 15. Set up for the party and have a good time yourself!

FOLLOW UP:

- ___ 1. Submit any bills to the treasurer either at or shortly after the event
- ___ 2. Attend the Board Meeting after the event for debriefing
- ___ 3. Contact your chief of Hospitality and get a count of leftover trophies to the Race Chair Chief
- ___ 4. Follow up with the board and get a copy of the Observers Report for your event

Appendix A

List of Chiefs & Official Contacts

<p><u>Executive Steward:</u> Anne Christian 303.554.0044 achristian[at]aol[dot]com</p> <p><u>Colorado Region Specialty Chiefs:</u></p> <p>Chief Instructor Ted Winning 303.693.7421 tedwinning1[at]aol[dot]com</p> <p>CTT / PDX Grant Barclay 970.227.1311 GBarclay[at]aol[dot]com</p> <p>Emergency Services Andy Chick andrew72[at]peoplepc[dot]com</p> <p>Equipment Manager Ed Shuler eshuler[at]mac[dot]com</p> <p>Flagging & Comm Gray Brumfield 303.420.2996 brumson[at]comcast[dot]net</p> <p>Hospitality Lis McLeod lismcleod[at]live[dot]com</p> <p>Merchandise Michelle McColl 303.940.9128 mccoll5[at]comcast[dot]net</p> <p>Paddock Marshall Nancy Foster 303.797.2142 nlfradioqueen1[at]comcast[dot]net</p>	<p>Paddock Marshall Kathy Bradley 303.464.9407 rmdkatcomm1[at]msn[dot]com</p> <p>Pit & Grid Teri Massey 720-283-3812 teri[dot]massey[at]comcast[dot]net</p> <p>Race Administration Michelle McColl 303.940.9128 mccoll5[at]comcast[dot]net</p> <p>Radio Nancy Foster 303.797.2142 nlfradioqueen1[at]comcast[dot]net</p> <p>Registration Ann Hickey 303.475.5330 anniedew[at]msn[dot]com</p> <p>Scrutineering Bob Maples 303.979.0577 scca_fp2002[at]hotmail[dot]com</p> <p>Sound Control Nancy Foster 303.797.2142 nlfradioqueen1[at]comcast[dot]net</p> <p>Starters Erin Ebelmesser 503.999.7852 lylaskye[at]msn[dot]com</p> <p>Timing & Scoring Gayle Harris 303.598.9322 gahbox[at]yahoo[dot]com</p>
---	--

Colorado Region Board:

Regional Executive (RE)

Joe Gilmore
720.318.5100
jrgbox[at]yahoo[dot]com

Assistant RE

Grant Barclay
970.227.1311
GBarclay[at]aol[dot]com

Treasurer

Teri Massey
720.283.3812
teri[dot]massey[at]comcast[dot]net

Board Member

Sean Gould
303.433.4530
seangould[at]comcast[dot]net

Board Member

Tom Hunsinger
303.773.0828
tom[dot]hunsinger[at]comcast[dot]net

Board Member

Jake Latham
jake[dot]latham[at]gmail[dot]com

Board Member

Karl McColl
303.403.2670
mccoll5[at]comcast[dot]net

Board Member

Chris Sarian
303.948.3145
chrissarian[at]msn[dot]com

Board Member

Nancy Foster
nlfradioqueen1[at]comcast[dot]net

Secretary (not an official board member)

Michelle McColl
303.403.2670
mccoll5[at]comcast[dot]net

Track Contacts:

Track Manager

Doug Shaffar
303-769-4771
970-412-9816
303-769-4773 (fax)
trackmanager[at]highplainsraceway[dot]com

Assistant Track Manager

Ted Winning
303.693.7421
tedwinning1[at]aol[dot]com

Concessions:

Mo's Catering & Cajun
Mo Foster
303.932.0978 or 303.619.9633

Contract Services:

Towing

Advance Towing
Russ Lindemann
303.466.0025
lindemann[at]Comcast[dot]net

Ambulance

TBD

Misc:

Webmaster

Christine Jerritts
303.523.0893
webmaster[at]coloradoscca[dot]org

Editor Redline

Christine Jerritts
303.523.0893
redline[at]coloradoscca[dot]org

Rocky Mountain Division
Administrators:

You will **NOT** need to contact these divisional administrators as part of your normal race chair duties. The contacts are listed in the instance that your specialty chief (as listed in the supplementary regulations for your event) is unable to help you or refers you on to the divisional level. When in doubt, call your chief of Race Admin.

Driver Licensing

Guy Ruse
303.444.4121
guyhal[at]aol[dot]com

Emergency Services

Kevin Carter
303.666.5220
ftokev1[at]comcast[dot]net

Flagging & Comm

Jim Millard
719.578.1113
LandSDistribu[at]aol[dot]com

Grid and Pits

Teri Massey
720.283.3812
teri[dot]massey[at]comcast[dot]net

Medical Safety

Kevin Lutz MD
(w)303.454.2266 (h)303.377.6118
Kevin[dot]Lutz[at]uchsc[dot]edu

Points Keeper

Lea Williams
(h)505.466.3474 (w)505.989.9793
mlw2[at]aol[dot]com

Radio

Nancy Foster
303.797.2142
nlfradioqueen1[at]comcast[dot]net

Registration

Ann Hickey
303.475.5330
anniedew[at]msn[dot]com

Scheduling Representative

Ted Winning
303.693.7421
mzgee[at]aol[dot]com

Scrutineers

Ty Till
505.865.0664
datsunracer[at]gmail[dot]com

Sound Control

Nancy Foster
303.797.2142
nlfradioqueen1[at]comcast[dot]net

Starter

Shellee Peterson
303-588-1960

Timing & Scoring

Brenda Abbott
719.783.2270
abbottbj1[at]yahoo[dot]com

Appendix B

List of vendors and contacts

Trophies & Plaques:

Action Awards

Les Reseigh
303.430.4123

Tees, Magnets, & Swag:

Colorado Custom Clothing

Larry Lawler
303.898.7884
Larry[at]coloradocustomclothing[dot]com

Food Services & Catering:

Mo's Catering & Cajun

Mo Foster
303.932.0978 or 303.619.9633

Byers General Store

Will Chase
303.822.5325
Wac11875[at]aol[dot]com

May Farms


Gary May
303.822.5800
Tinal[at]mayfarms[dot]com
Kristam[at]mayfarms[dot]com

Breckenridge Brewery & BBQ

Sarah Kokkeler
303.573.0431

Appendix D

Blank reimbursement form

		Colorado Region SCCA <small>CLUB RACING</small>	
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>

INSTRUCTIONS:

Keep all receipts as you purchase items for your event. Make a copy of the receipts for yourself. Fill out this form and give all originals to the treasurer for reimbursement.