



SWMS Processes and Procedures

Event Organizer/Race Chair

Purpose and Scope: This document specifies the actions taken by the person serving as Event Organizer (or “Race Chair”) for a specific SWMS track event.

The Event Chair shall be responsible to create and communicate all aspects of the event (e.g. description, dates, social events, special invited marque clubs, "civilian" lunch tours, any invited special run groups, any extra cost features, special instructions, fuel availability, pre-event test & tune arrangements with the track, etc.). An Assistant Event Chair may be appointed to assist the Event Chair. The Event Chair duties are, for the most part, completed by the race weekend. Event Chairs may participate in the racing event. The Event Chairperson’s duties include:

Prior to the Event (also see the “Event Chair Packet – Pre-Event Checklist”, attached)

- Review this document and have a copy in your possession at the race.
- Obtain sponsorship for the event.
- Create a budget for the event consistent with any budget guidance from the Board.
- Diligently read and use the Event Chair Packet, attached to this document.
- In the weeks and months prior to the event, be sure that it is suitably being completely described and "promoted" via email, the website, or by any other appropriate methods.
- Pre-event involvement with the Race Steward is most helpful and encouraged. However, the overall design of the weekend is the Event Chair's responsibility.
- As necessary, help verify the accuracy of event information (e.g. printed, club website, mailing, or advertising).
- Unless the Board has designated a specific individual to do all communication and coordination with track management, it is the Event Chair’s responsibility to do so concerning his or her event – confirming dates, times, services provided (or not) by the track, etc. Contact with track management well before the event will make event preparations easier and tend to preclude late surprises.
- Verify that insurance has been procured.
- Confirm arrangements for the ambulance service and verify that the ambulance personnel are aware of the hours that the ambulance will be needed.
- Provide all event officials and chiefs with timely communications and information concerning the event.
- Coordinate with track food concession for weekend meals.

- Make arrangements for worker lunches and beverages.
- Plan the Saturday dinner. Determine whether the dinner will be catered or potluck. If catered, make arrangements with a restaurant or caterer for what will be provided and transportation to the track, as well as the cost. If potluck, advertise the fact to participants, requesting they bring dishes, sides, desserts, etc.
- Discuss event needs with Chief of Workers, determining any special instructions for the weekend based on number of workers available.
- In communication with the Registrar (regarding numbers of participants and classes of vehicles being registered), prepare a schedule for each day, showing the Drivers' Meetings and other set activities and designating run-groups and their sequence. Provide the schedule to the Registrar for distribution to participants and workers.
- Ensure, by communicating with individual chiefs of specialties or by recruiting individuals, that a Race Steward, Tech. Inspectors, Race Control, and Timing and Scoring will be present for the event. If possible, arrange for an Announcer for the weekend (an individual with good pronunciation and verbal skills). Recruit a "gate monitor" to get attendee signatures on the track's liability waiver and to provide directions and information for all days of the event.
- Prepare a schedule of run groups for all days of the event; provide it to the Registrar at least a week prior to the event.
- If it is your intent for Lunchtime Touring to be conducted during the lunch breaks (which is normal practice), recruit a person to be in charge of and to conduct those activities. See referenced procedure, "SWMS Processes and Procedures – Lunchtime Touring".
- Confirm that the "worker truck" has gas and is operable.
- Obtain awards/trophies for the event (if they are to be awarded).
- Organize a drawing for Track Marshals and other volunteer workers, to be held at the end of track activity on Sunday.

During the Event

- Call and lead the mandatory Drivers' Meetings on Saturday and Sunday mornings (see the Event Chair Packet – Drivers' Meeting Checklist). At the meeting, discuss the race format, any special instructions to drivers and paddock crew, schedule, logistics, lunch break, and lunch-time touring and worker rides. Specifically mention and thank any sponsors. Announce that no alcohol is to be consumed until track activity is over for the day. Introduce the Race Steward for any additional comments.
- Identify individuals who will provide worker rides during the lunch breaks.
- As untoward events occur necessitating changes to the schedule, coordinate with the Race Steward to make those changes. Inform Race Control and the Announcer (if there is one) of the changes.
- At the end of track activity on Saturday, set up tables and chairs and, after the meal, clean up.
- Award any trophies/awards after the end of track activity on Sunday.
- Conduct the worker drawing after the end of track activity on Sunday.

Following the Event (also see the "Event Chair Packet – Post-Event Checklist", attached)

- Obtain any unpaid bills or requests for reimbursement (with receipts). Pay, or arrange for the Treasurer to pay, such legitimate expenses (catering, ambulance service, worker meals, etc.).
- Submit a report to the insurance company for any injury (of any kind) brought to the attention of the Event Chair or any other RMVR official during the weekend. Injuries need not be race related. Injuries to any attendee including spectators, crew, or workers are included. The request form to submit is included with Event Chair packet.
- Gather any suggestions or recommendations from other officials to incorporate in your Post-Event Report. Submit that report to the Race Steward for inclusion his his/her report. Post Event Reports from both the Event Chair and Race Steward will be made available to next year's Event Chair and Steward.
- Prepare an event financial report (unless the Treasurer takes on this responsibility) of income, expenses, and bottom-line gain or loss; present the report at the next following Board meeting.

References: SWMS Processes and Procedures - Lunchtime Touring

Document Point-of-Contact: The author of this document was Robert Richards; it was reviewed by experienced Event Organizers Jerry Stoughton, Cara Brenza, and Larry Pittsley.

Attachments:

Event Chair Packet, which includes a Pre-event Checklist, a Post-event Checklist, and a Drivers' Meeting Checklist.

EVENT CHAIR PACKET

The Board and your fellow members appreciate your involvement. We realize that these events are produced by unpaid volunteers who are not professionals, and have prepared this packet to assist you.

1. The Job Description for Event Chair

Pre-event checklist

Post-event checklist

Drivers' meeting checklist

2. It is suggested that you review SWMS General Rules published on the club's website.
3. Last year's Chairpersons' comments. These are kept by the Chief Steward. (If you don't find those previous year's reports, you will learn how important it is to leave notes for the next person to do this job!)

It is critically important that you develop a complete description about your race weekend as soon as possible in the year so that it can be incorporated in the website's Event Page dedicated to your event. If not provided, ask for the description of last year's similar event and use that as a starting point for your event.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE PRESIDENT OR THE
APPROPRIATE CHIEF OF SPECIALTY.

We value your opinions. Please prepare a brief written statement for the Board and include your comments, suggestions, and recommendations for the next event Chair.

THANKS FOR BEING THE CHAIRPERSON OF THIS EVENT!!

EVENT CHAIR — PRE-EVENT CHECKLIST

Name of Track/Race: _____ Event Chair: _____
 Asst. Chair: _____ Phone: _____
 Race Steward: _____ Phone: _____
 Asst. Steward: _____ Phone: _____

	Done	Comments
At least two months prior to event, consult reports on last year's event (kept by Chief Steward) for comments and suggestions.		
All event details should be communicated the Webmaster for inclusion in the SWMS web page. Also sent those event details to the member who sends out e-mail messages to all members.		
Keep the webmaster and e-mail communicator up-to-date on the weekend's planned activities, especially extra-ordinary aspects (e.g. dinners, lunch tours, special races, etc.).		
Track Manager Contact: Phone: _____ Fee:\$ _____ paid: _____ Track facilities: (toilet, hand wash, oil disposal, fuel, trash, electricity, food, etc.) set.		
Confirm that SWMS is covered by Insurance for event.		
Board OK for any special expenditures or Invited run groups?		
Any special Pit/paddock arrangements?		
If there is to be lunch-time touring and/or worker rides, recruit persons to serve as flagger at start/finish and at Grid to confirm vehicle inspection and to release vehicles.		
Confirm ambulance and Safety/Tow vehicle arrangements.		
Recruit a person to serve as the "gate monitor", who will ask those who arrive to sign the track liability waiver, if any, and providing basic directions to paddock, registrar, tech. inspection, etc.		
Recruit a person to be in charge of and to conduct Lunchtime Touring.		
At least a week prior, generate the weekend schedule. Include: 1) The run Groups for the weekend, especially if different than usual. 2) The order in which you want to run groups to run. 3) Any special races or on-track sessions. 4) If a special dinner should be shown on the schedule. 5) If Friday Lapping or Test and Tune is available and how to register for same. Provide the schedule to, as a minimum, the Registrar.		
Arrange for worker lunches to be available and that Sat. evening snacks/dinner is arranged.		

Coordinate with Race Steward, Chief of Workers, Chief of Tech. Inspection, as needed.		
Organize Day One Drivers' Meeting agenda. Keep it brief!!		
Be sure ambulance and Safety/Tow vehicle is at the track.		

EVENT CHAIR — POST-EVENT CHECKLIST (And Event Report)

	Done	Comment
Set and conduct meeting to review event		
Propose changes or improvements		
Consult any other event chiefs to obtain any receipts/bills and to get input for this Post-event report.		
Submit all unpaid bills or needed reimbursements (with receipts) to Treasurer.		
If there were any injuries you're aware of, advise the Event Steward since they must submit an insurance report of ANY injuries (driver, spectator, or crew).		
The Event Chair is responsible to either write, delegate, or confirm that a designated RMVR scribe has written a nice article about the weekend. The article should be submitted to a publication(s) like Victory Lane. Also be sure some nice photos accompany the article.		
Submit this completed Post-Event Checklist (Event Report) with comments and suggestions to the Chief Steward.		

Other Comments:

Recommendations:

Problems:

Submitted by : _____ Name Date

Forward this report, including any comments and/or recommendations, to the Chief Steward to be included with his/her reports. The entire package is made available to Chair/Stewards next year. Consequently they will have the benefit of your efforts and suggestions.

DRIVERS' MEETING CHECKLIST

(To aid Event Chair & Race Steward)

Keep meeting to ten minutes if at all possible!!!

This is only a checklist and guide! Please add or delete to this list so that your drivers' meeting only communicates necessary information unique to the event. Assume racers know what they are doing. Be clear, concise, and friendly! Don't lecture unless there is a real need. Do not lecture those who offended in public, sparing the rest of the drivers.

Possible topics for Event Chair

Thank everyone for showing up!! Have fun!!

Introduce event officials for the benefit of the drivers, letting them speak to their respective issues, if needed.

Event Chair: _____ Chief Driving Instructor: _____
Chief of Tech: _____ Flagging: _____
Pit & Grid: _____ Starter: _____

Special recognition for anyone deserving - Person: _____

Review the Schedule of the day

Posting of groups, grids, and results — when & where

Mention when and if the meal concession will be open.

Introduce Race Steward, _____, and let him/her finish the meeting.

Possible topics for Race Steward

Unusual Track items:

1. New characteristics
 2. Current track conditions, if necessary
- Any unique traffic flow info

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|--|--|----------------------|
| 1. Circulation from paddock to grid
to track from grid
to hot pit from track | 4. Entry to Paddock from Hot Pit
5. Entry to Paddock from track | 2. Entry
3. Entry |
|--|--|----------------------|

Describe the “no-pedestrian area” between the paddock area and grid (Sandia Speedway).

Flags (Perhaps early in season review meaning of flags. Or just ask if there are any flag questions.)

1. No passing under yellow – penalty if done.
2. Failure to obey black, red, or meatball – penalty.
3. Failure to obey corner marshals – penalty.
4. Black flag corner.
5. Corner where car # displayed.
6. Where to meet Tech or Race Steward.
7. Review "Red Flag" procedures.
8. Review "Black Flag" procedures.

Review hand signals

1. Raise arm if slow on track or if you are having trouble
2. Raise arm if you are exiting the track
3. Raise both arms if car has stopped running
4. Acknowledge flag instructions with a wave
5. Acknowledge passing racers with an indication of which side to overtake on

Driver conduct on track (Presume drivers know these things. Don't lecture!!)

1. Racing courtesy – No vehicle-to vehicle contact
2. When weaving to warm tires, stay on your side of track
3. Grouping for green flag - Practice and qualifying sessions - single file. Race sessions – double file, side by side.
4. Make safe and clean passes. Do NOT dive under the slower car when entering the corner, nor use "bad" exit from corner which will result in a blind spot collision. Overtaking car has the responsibility for making a safe pass.
5. Use your mirrors
6. Do not block – penalties will result
7. If you go four off for any reason, come to a stop. Wait for direction by corner worker BEFORE entering track. Exit track to grid area for mandatory damage examination.
8. If your car is exhibiting a problem (handling, brakes, leaks, etc.) signal with raised hand and get off racing line and proceed to track exit at a safe speed. DO NOT CONTINUE TO DRIVE A MALFUNCTIONING VEHICLE - FIX IT OR TRAILER IT.

Driver & crew conduct in pits (Again, only bring up if there is a need)

1. Driver is responsible for conduct of crew members, their children, dogs, etc.
2. NO alcohol or recreational drugs allowed in paddock, pit or track...PERIOD
3. No speeding in paddock (5 mph). Penalty for unsafe speed in paddock may result in suspension from the event.

