



SWMS Processes and Procedures

Registrar

Purpose and Scope: This document specifies the actions taken by the person serving as Registrar for SWMS events, both on-track and other, such as the annual club Banquet.

Roles, Responsibilities, and Actions:

Note – In this document, actions required of the involved parties are shown in standard black font. Optional actions and examples are shown in *gray, italic font*.

Pre-season Registrar Action

Once the SWMS annual event schedule is set or, in any case, well before the first event, set up MotorSportReg.com with the needed event webpages for on-line registration.

Driver/Participant Registration Actions

Prepare a Registration Form (available on the SWMS website under “Forms”. Prepare an appropriate Technical Inspection Form (for the class in which you will participate), including the participant inspection portion. Well before the event, send those documents to the Registrar along with the appropriate registration fee, or, as a minimum, inform the Registrar of your intent to participate by sending in the Registration form well before the event and provide the registration fee to the Registrar upon arriving at the track. Fees may be paid to the Registrar by cash or check. If the Driver/Participant chooses to use the website MotorSportReg.com for registration (which is encouraged), payment must be made by credit or debit card prior to midnight on the Wednesday before the event.

Pre-event Registrar Actions

Keep track of all the drivers registering for a race or other event. This information comes from several sources:

- Email from the drivers
- Registrations from MotorSportReg
- Mail from the post office
- Phone calls from drivers

When the registration is received, prepare a manila envelope driver's packet with the driver's name on the top, and attach a tech sheet with the pertinent info about the specific car entered, and a special marking

known to the tech personnel that indicates the driver has checked in, paid the race fees, and shown the necessary credentials (competition license, state drivers' license, etc.) *The envelope contains, as a minimum, a map of the track, a wristband, a schedule, and any advertising by the sponsors. For packets for student drivers, karters, and drivers from organizations other than SWMS, also include a color copy of the flags used by track marshals. Prepare 10 or more "blank" packets for those who have not pre-registered ahead of the race date.*

List all this pertinent info on forms for each race group (the race group sheets) developed for that purpose, to be used by several people - timing and scoring, race control, the race steward, tech inspector, and the registrar. Forward that list to those officials no later than the Thursday before the event. Update these lists and the list below as registration is completed on event day.

Compile an alphabetical list of those who have pre-registered, with columns for checking off licenses, transponder #'s, payment amounts due and methods (cash/checks, etc.) Regarding the state driver's licenses, list the issuing state, the last 4 digits and the expiry date.

Prepare worker packets to be handed out to Track Marshals as they check in. These consist of a manila envelope containing a track map, a schedule, blank lunch menu, a worker drawing slip, and a wristband.

Worker Actions Managed by Registrar

As Track Marshals and all other volunteer workers arrive at the track on event days they complete the following actions:

Sign track release and sign in on the worker list. Pick up a worker packet and place the wristband in it on your wrist. *If they wish they can fill out a lunch menu and fill out a drawing slip for the Worker Drawing held on the last day of the event.*

During Event Registrar Actions

(The following actions are specified for events at Sandia Speedway. For events at other venues, the actions are modified appropriately.) After participant and worker check-in is completed, the registrar usually takes or sends a copy of the schedule to the cook, along with the lunch tickets, around 10:00 A.M. The registrar coordinates with race control in order to call the cook about 15 minutes before the workers are due in for lunch.

Prepare a list of the worker lunches ordered, and total the amount, getting a grand total for Saturday and Sunday, which is verified by the cook. This list is to be given to the Treasurer on Sunday, along with the cars/karts on-track total. This is used to pay the club's amount due to the track, as specified below.

On the race group forms mentioned above, Timing and Scoring makes a check mark if the car has had any track time. This car-count information is passed on to the Treasurer by the registrar at the end of the event, who passes this info to the track management. The Treasurer is to pay track management on Sunday for the weekend's car count and worker lunches.

Registrar Actions that May Occur Before, During, and After an Event

The registrar collects all payments for event registration that are not made to MotorSportReg.com. These may be in the form of cash or money order. (At this time, we don't accept payment via credit cards; that is

done by MotorSportReg.com. *The cut - off for that is the Wednesday before the race, so all the info from them is current and nothing is "in progress."*)

Receipts are used for cash, even if the person says they don't need one. Receipts are not written for a check or money order, since those documents contain the information captured on a receipt. On the receipt is listed the person's name, the amount collected, and what is being paid for (race, membership dues, competition license, etc.) This is used to prepare an enumeration of income and expenses for the treasurer. That enumeration includes (examples shown in gray):

Income:

Entries - cars race weekend (both days) 15 cars @ \$275.00 = \$4125.00

Single day entries (Saturday or Sunday) 10 @ \$140.00 = \$1400.00

HPDE (students) one day / both days: Sat. 2 @ \$140.00 = \$ 280.00

both days = \$ 275.00

Lunchtime Touring (corner workers are free, but others pay \$20.00 for the 20-minute session)

Karts \$ 95.00 each for adults 15 or older, \$ 10.00 for junior karters ages 4-14 (releases need to be signed by both parents and collected by the registrar)

Memberships paid 2 @ \$50.00 = \$100.00 (if there aren't too many, I usually list the names)

Merchandise sold

Donations from anyone

The worker prize drawing: \$ 150.00 (*There are three drawings : \$25.00 ; \$50.00 , and \$ 75.00 ...these are taken from the cash collected at check-in.) To be included, a worker must work both days of that race. There is no drawing for out-of-town races, because the workers get a stipend.*)

Normally registration is free for Event Chairpersons if they are going to participate on-track, unless they wish to pay, but their car must be included in the car count provided to the track management. (Note – the Event Chairperson need not participate in the event he or she has organized; credit for a free event entry can be used at a later date.)

The number of days worked by each corner worker is also totaled, and the annual total is used to pay for the worker's entry to the annual banquet.

The Registrar provides all the monetary income and enumeration of income and expenses to the Treasurer following the event.

Definitions: None

References: None

Document Point-of-Contact: This document was written by Bob Richards based on input and review for completeness and correctness by Marcy Luders, SWMS Registrar.