

RMR/AMR Event Chairperson's Guidelines 2009

General Guidelines for Events

Introduction

Each event chairperson has a basic set of duties which the Board expects him to fulfill to assure a successful and financially sound event. The following information will help you to prepare your event with the least hassle, and maximize everyone's enjoyment. We thank you for your efforts. Have fun.

Who to Ask About your Event

The RMR Second Vice president (or AMR VP) is primarily responsible to the Board for your event and is also a valuable source for information. It helps to keep your Vice President informed of the state of planning for your event and have the Board's resources available for any questions or assistance you may need.

This year sees many new faces chairing our events. Welcome to a rewarding and exciting activity with the Club. We have also lined up experienced co-chairs for the events, and they are a great source of information. The previous chairperson can provide invaluable help with your questions and planning for your event. Many keep notebooks with records, course maps, schedules and examples of handouts.

Board Requirements

- Attend the two board meetings prior to your event to present the status of your plans and arrangements. Generally, the two Board meetings will be the one two months before your event as well as the meeting one month before your event.
- Present a budget at the first meeting for the Board's approval. The 2nd Vice President (or AMR VP) can help you develop a working budget for each event. If you are unable to attend the Board Meetings, give a complete report to the 2nd Vice President (or AMR VP) to present on your behalf.
- Present a follow-up report at the Board meeting following the event. Please provide your narrative on how the event ran, any issues that came up and the financial results. The Treasurer may be able to help you with the final financial statement for your event. If you are unable to attend the Board Meetings, give a complete report to the 2nd Vice President (or AMR VP) to present on your behalf.

Early Arrangements

- Confirm the track or venue dates with the venue representative and obtain cost data
- Select an event name. A catchy name and good newsletter article help create interest and attendance.
- Arrange event support staff; corner worker chair, control, registrar, tech inspection, etc.

Sponsorship & Door Prizes

With Board approval you may try to obtain a sponsor for your event. Even a small sponsorship will help defray some of the costs for the event. Door prizes may add interest and promote attendance.

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Organizing the Event

It is your responsibility to organize the help from the volunteer members you will need for the event. Delegate tasks. Delegation removes some of the work from your plate and gets others involved. This experience may aid recruiting volunteers to chair an event next year. The membership chairperson may have a list of interested volunteers you can contact. Try to involve members who have not chaired an event or helped with an event before.

It is your responsibility to write two newsletter articles prior to your event. If you need help contact your co-chair or Vice-President.

If it's a track event, it must be conducted in compliance with the PCA Track Event Guidelines. These guidelines and supporting forms are available on the Porsche Club National website. These are also included in the Event Chairperson's Notebook. Also, be aware of and follow the Administrative Rules for Events contained in the Challenge Series Rule Book.

Support People

You must contact the **standing committee chairpersons** to make sure these people have arranged to supply these services for your event. Contact information for these committee chairpersons is included in the Resources section of the Event Chairperson's Notebook. The standing committees are:

- **Equipment** Will coordinate with you to have the proper equipment for your event and arrange for the van to be there. Setting up and taking down the equipment at the track will require additional volunteers that you need to recruit. If your event is a DE or autocross, the radio batteries will need overnight charging before use.
- **Chief Driving Instructor**— Will secure instructors for your event and coordinate their activities with the students at the track. The Chief Driving Instructor will assign drivers to run groups, and will have suggestions for instructional sessions, track walks, chalk talks and other activities that will make your event educational and fun. Please coordinate your event agenda with the Chief Driving Instructor. Contact him/her early in your planning to insure that run group and corner working assignments are made consistent with your agenda.
- **Timing**— Timing will arrange to have the timing equipment at the event, and will identify the timing personnel for your event. Timing will require a van or camper to set up in and provide shelter. Confirm with the Timing Chair that he/she is on track to time your event. In general, the Timing Chair will be present or will insure that arrangements have been made for a substitute. For CS events, Timing will reconcile the participants list with the registrar and prepare the official timing/event results report. Copies will be forwarded to both RMR and AMR newsletters and websites, to the CS Chairperson, and to the Event Chair.
- **Safety**— The safety chair or an appointed substitute should approve your course before the event begins or deal with any unsafe conditions prior to the event. Any question of

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safety due to weather or entrant conduct should be referred to him/her. Confirm which corner working stations will be staffed and let your corner worker chair know for planning. Once cars are on the track, the Control should arrange to measure each car's noise output for compliance with local and national noise limitations. Non-compliant cars/drivers should be warned by the Event Chair, follow guidelines in Regional Procedures Manual (RPM), Challenge Series Rulebook and/or venue contract.

- **Tech Inspection**— The Tech chairman will assign your event's pre-tech to be held at designated shops. Generally he/she should setup pre-tech sites in Colorado Springs, Denver, Boulder and Fort Collins; contact information for potential sites is included in the Resources section. He/she will make sure the pre-tech is staffed and coordinate the evening's pre-tech. He/she will also coordinate the pre-tech at the track. You should recruit volunteers to assist with the track pre-tech. The top tech is performed before any car enters the track for the first run of the day and you should recruit volunteers for this as well. Call to confirm the day before the event.

You will also need to find *volunteers* to coordinate several other activities:

- **Registrar**— Line up your registrar early and keep him/her completely informed of the details of your event. The Registrar will receive many phone calls and Email messages and is your most effective way to answer member's questions.

The Registrar will handle several administrative tasks for you. First, the Registrar will register event participants, maintain registration records, collect registration fees (if not done online) and turn these over to the Treasurer. Second, the registrar will coordinate run group and corner worker assignments with the Chief Driving Instructor. Third, the registrar will prepare event registration packets. Finally, the registrar will be onsite early to hand out registration packages, ensure registration forms are complete and signed, make sure the tech inspection has been completed for every car and handle late registrations.

The registrar is a key member of your volunteer team. Be sure to pick someone with experience, confirm that he will handle all the tasks listed above, and keep your registrar informed! Some registrars like to have an assistant on the event site. Ask if the Registrar would like you to arrange for an assistant.

- **Corner Worker Chairperson** This is very important to the smooth running of the event. Pick someone with experience. It wouldn't hurt to pick two running in different run groups or let the chair find additional help. Let this person sign up the workers and assign their stations. Include the Corner Worker Guide in the event packet. At RMR events, the Club's van is available for transporting the workers to the stations. The corner worker chair should make sure someone provides cold water to the corner workers throughout the day.

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- **Control** Arrange for 2 to 4 qualified people to serve as Control during the course of your event. Consult the Resources section for volunteers with the proper qualifications for this mandatory function. Experienced Control volunteers will handle their function without the need for intervention. You should check early each day to be sure they have what they need. Coordinate information and schedule announcements through Control as they will have the PA system at hand.

Note: Control will monitor cars participating to insure that only properly registered cars are on the track. Track rental fees are determined by number of cars participating. Control will conduct and provide the count to the Event Chair. It is the Event Chair's responsibility to turn this over to the Track Manager.

- **Staging** This person is responsible for lining up cars on the grid, providing any necessary instruction and sending groups of cars to the start for timed runs. Please pick two experienced people.
- **Observer** This person is responsible for observing the event and completing the Observer Report submitted to PCA National. If the Zone Representative is present, he/she automatically has this responsibility. If not, try to find someone from another region. Use the observer's report to guide your event planning activities. Please fill out as much of the information as possible prior to giving the form to the observer.
- **Starter** This person is responsible for getting the run groups on and off the track. You must pick someone from the certified starters list found in the Resources section. Confirm that he/she will be at your event or will arrange for a qualified substitute. Contact your Starter early!
- **Gate in the Morning** Someone needs to be gathering signatures on the waiver forms at the gate as soon as it opens in the morning. Every person entering the track must sign the waiver form. This post will be included in the corner worker rotation once cars are on the track. Your gate volunteer must be able to stay on post until relieved.
- **Refreshments** This person arranges for Beer 30 refreshments. He/she buys the pop, beer, wine things, bottled water and ices them all down in the coolers. They also buy the munchies, and set up the food at the end of the day. They keep the corner workers in water too. Ask last year's chairs for amounts and preferred labels of beer.
- **Scoring** These two people fill out the large timing sheets from the computer printouts from timing, and identify the fastest times in the various classes.
- **Photographer** Assign a photographer or ask members at the event with camera to submit pictures of your event. Digital images or videos of track rides are good for the membership meeting, web site and newsletter.

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- **Other Event Advisors** The Club president, vice presidents, safety chairperson and chief driving instructor are available to consult on any decision you may encounter. You must seek out their advice before canceling an event or taking other significant actions. Once you and your advisors have made a decision, make it final, communicate it and stick to it.

Managing Money--Budget

The average driver school budget is approximately \$11,000 and is a significant undertaking. Establishing a conservative budget and sticking to it will help your event meet the financial goals of a small surplus. A budget worksheet is provided on the CD accompanying this notebook. A hard copy example is also included in the Resources section.

Income and Expenses

Most event income will channel through the Registrar to the Treasurer. If you receive any registrations, money, or credit card information, forward them to the registrar as soon as possible, preferably several days in advance of the event. All other event income, such as Taste of the Track fees and technical inspection fees go to the Treasurer.

The Club will reimburse you and your volunteers for expenses incurred for the event. You must have receipts and fill out an expense reimbursement form (included on CD accompanying this notebook) and submit it to the Treasurer for payment. Some items, such as the track rental, liability insurance and ambulance fees, will be paid in advance or are billed directly to the Treasurer. If you require other expenses to be paid in advance, talk with the Treasurer and obtain Board approval. If you will require any checks to be written at the event, make sure the Treasurer or the President will be present with checks at your event, and have the invoices for documentation.

Entry Registration Forms

Registration will be done on-line.

Articles

You are responsible for a total of **three** articles to appear in the region newsletter; two before the event and one follow-up. You may write them yourself or recruit someone to do them for you. Please email your article in a word document format to the AMR and RMR Newsletter Editors and Webmeisters, with a copy to the 1st Vice-President (or AMR VP). Contact information is in the People Resources section of this notebook.

The articles are critical to good attendance and make the event easier for everyone to attend. Please make sure they are submitted by the deadlines. The articles are due by the 5th of each of the two months prior to the event. A follow-up article with photos in digital format recapping the success of your event is due for the issue following the event.

Your first article should appear two months prior to the event should include an interesting name and/or theme to pique interest and some basic information including dates, event location, chairperson's names and contact information and pre-tech information. The second article,

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appearing one month prior to your event, should include all the details. Be sure to include the registrar's name, phone and address; pre-tech locations in Colorado Springs, Denver, Boulder, Ft. Collins and Grand Junction if applicable; track opening time; drivers meeting time; food availability, etc. In the time between the first and second articles you will have presented your budget to the Board and will have approval for the entry fee to be published in the second article.

Please include a section discussing noise restrictions appropriate to your venue. The Challenge Series Rulebook states, "*Vehicles driven on a track in an Autocross or Drivers Education event may not produce sound exceeding 105 dB(A). The event chair shall enforce this rule as needed during practice sessions, but shall not allow a vehicle not in compliance to continue to make laps.*" In addition, the Challenge Series Rulebook has been updated to include;

If the entrant has been warned during practice about noncompliance, and the vehicle is not in compliance during timed runs, no time for any run will be given to the entrant driving at the time of timed-run noncompliance. If the entrant had not previously been warned during the event, a two-second penalty shall be added to all timed runs by the driver at the time of non-compliance.

Publicizing the Event

Attend two or three membership meetings prior to your event to publicize it. You will be asked to make a short, focused presentation to the members on the highlights which will attract entrants. You may also have a chance to say a few words at drivers' meetings at events prior to your event.

Email Alerts

Arrange with the 1st VP (or AMR VP_ to send out an informative email invitation to our list of interested members before the event. A good time to do this is just before registration opens, and again before it closes. Last minute changes and other information can be sent out later if needed.

Pre-Tech

Confirm the dates and places with the Tech Chairperson far enough in advance to be listed in your articles. Have refreshments available. Have yourself or someone else arrive at the location early and stay late to clean up. Send a thank you note to the host.

Challenge Series Rule Book

Be sure to have a copy of the current book at the event. **THIS IS VITAL!!** The rule book will help you with car questions, dealing with protests, course safety, timing and any competition questions or problems you are likely to encounter. Remember, it is the driver's responsibility to properly classify the car, not yours. Further guidance can be obtained from the Challenge Series Committee members or other experienced members.

Obtain a copy of the current Challenge Series standings to post at event registration.

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Regional Procedures Manual

Read and follow the guidelines set out in the Regional Procedures Manual (RPM) available on the PCA website.

Scoring

The timing chair for your event will provide timing results to the Challenge Series Scorekeeper, Webmasters, and Newsletter Editors as soon as possible after it is official. It is your responsibility to get a copy of this report into the event historical folder maintained by the Treasurer.

Insurance

Insurance is provided by PCA National for all events with moving vehicles including pre-tech inspections. The Insurance Coordinator (in AMR's case, the VP) is responsible for ordering the PCA insurance for your event. The site for your event may also require a formal certificate of insurance. If that is the requirement, please inform the Insurance Coordinator and provide a fax number or email address. Obtain the certificate from the Insurance Coordinator. Work with the Insurance Coordinator and the Tech chairperson to arrange for insurance for the pre-tech venues.

You must have the insurance certificate on site at your event and posted in a conspicuous location. The event will be cancelled if the form is not in your possession on-site.

Make sure the appropriate waiver form signed by everyone at the site, including guests and drop-ins. It is important to catch everyone, and also to ask for signatures at the start each driver's meeting. Parents must sign on a separate wavier form for minor children. Use only the current release form. Other forms may not be valid for the current insurer. The current form is generally provided with the insurance certificate. Copies of these forms are included in the Resources section of this notebook and in Word format on the CD accompanying.

If the event is cancelled, inform National within 24 hours so they may obtain a refund of insurance premium.

Observer's Report

You are expected to make sure an Observer's Report is completed and forwarded to PCA National. A copy of the report form has been included in this packet. The Observer is responsible for observing the event and collecting the information requested on the report form. This person should be the one who completes the form, signs it and sends it into PCA National. Please assist the Observer by completing the top portion of the form and providing a stamped and addressed envelope.

If your Zone Rep is present at your event, it is automatically his responsibility to act as the Observer and complete the report. Please contact your Zone rep to verify attendance. Advise the Safety Chair who will serve as or appoint an observer (preferably from another region) if the zone rep will not be in attendance.

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Ambulance

An ambulance is required for a Driver's Education event, and at some autocrosses. The event may not begin until the ambulance arrives and is in position. The ambulance must be on hand from the minute the cars start out onto the track until the last run group has exited the track for the day. The Board has signed a contract with the ambulance company that includes your event. Call the ambulance company to confirm the arrival time and dates one week before and the Friday before the event. Contact information will be found in the Resources section of this notebook. The ambulance invoice will be sent directly to the Treasurer. Keep track of their arrival and departure times and verify proper hourly billing with the Treasurer.

Information Packets

The Registrar will prepare and print data for information packets to be given to each entrant. At the minimum include a track map; a welcome sheet with general information, daily schedules for driver's meetings, run groups and Beer 30, sponsor thank yous and run group stickers. Coordinate your event-specific items with the Registrar. A sample of the previous year's packet is invaluable; having several as a guide is even better.

Please provide each first time driver with a copy of RMR's introduction to Driver education events well in advance of the event. Direct them to the internet for more information and articles. Have the driver skills check list for instructors and students.

Acknowledgements

In public, at your event, thank everyone who helped—your chair people and your workers. If you have a sponsor, make sure they receive ample and frequent recognition for their contribution.

Track Setup

Ask the Safety Chairman and Chief Driving instructor to inspect the track each day and set up the track by positioning the cones on the track for reference relative to braking, turn in and the apex. The Cornerworker chair will distribute the flags, crowbars, traps, fire extinguishers and vests to each corner before the event. When the first corner worker group goes out the radios will be distributed.

Track Take Down

On Saturday, confirm that the Equipment Chair has arranged to bring in radios to be recharged overnight. Other corner equipment can be left at the corner station. On Sunday, be sure everything is loaded in the van and the radios are given to the Equipment Chair. Turn off the PA system, and lock the gate if you are the last to leave the track. Make sure the van is returned. Ask for help.

Event Follow-up

Make sure registration forms, tech sheets, minor children releases and waivers are given to the Treasurer to be included in your Event History folder. These documents are retained for eight years. Forward a copy of the scoring results to the Treasurer and insure that a copy has been sent to the Challenge Series Scorer.

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Some Advice

The best advice is to be prepared and have every position covered with someone who understands what they are expected to do and when they are expected to do it. A meeting or phone call a week or two in advance with every key person can be helpful. If everybody knows who is doing what, they can help each other and don't have to come to you with every question. Most importantly, ask for help from everyone, past chairmen have a wealth of information for you and know who is good for what jobs. Call those past chairmen and your co-chairs: they will probably volunteer to do something.

Try to stay on schedule. Start your day on time, and strive to get your first run group and corner worker group out on time. Controlling the drivers' meeting is critical to beginning run sessions on time. The starter and control will adjust the run times in the event of delays to end up with everyone driving as much as possible. Weather delays and mechanical delays are a normal part of the event, so go with the flow.

Leave yourself free to coordinate your key people and put out fires. Relax and let your crew do their jobs and you will enjoy the event too. Meet some new members and welcome them into the club by asking them to help out, or introducing them to an experienced member.