

# **RMR/AMR Event Chairperson's Guidelines 2013**

## **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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 will provide you with the final financial statement for your event. If you are unable to attend the Board Meetings, give a complete report to the 2<sup>nd</sup> Vice President (or AMR VP) to present on your behalf.

### *Early Arrangements*

- Confirm the track or venue dates with the venue representative and obtain any cost data needed to support the event budget.
- Select an event name and prepare newsletter articles to announce and create interest in the event. A catchy name, good newsletter article, e-mail blasts, and opening registration well ahead of the event, are important in creating interest, and attendance.
- Arrange event support staff; refreshments, safety, control, equipment, tech inspection, etc.
- Contact the Registrar for the event and develop required information about the event to open registration.

### *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.

Remember, the Event Chair is responsible for organizing the event, and the paddock activities, but not what happens on track. The on track activities are the responsibility of the Chief Driving Instructor, Control and the Safety Chair. Please coordinate your event agenda with the Chief Driving Instructor. Contact him/her early in your planning to insure that any specific event agenda items are worked into the event planning and coordination.

The Event Chair will be responsible for assigning someone to do the car count on Grid for our regional payment to the track. Alternately, this information can come from Registration after an event from final event registration records.

#### *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 equipment trailer to be there as required. 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 the event as well as overnight on a 2-day event.
- **Chief Driving Instructor (CDI)** — Will secure instructors for your event and coordinate their activities with the students at the track. The Chief Driving Instructor will be in charge of all on track decisions, i.e. run group numbers, size, schedule, and assignment, along with any disciplinary actions, etc. In other words, of all track related decisions except the immediate ones necessarily assigned to Control. The CDI will also have suggestions for instructional sessions, track walks, chalk talks and other activities that will make your event educational and fun.
- The CDI will, at the Driver's Meeting, take a moment to go through the Instructor assignment list. This will take the mystery out of the introduction of Instructor to Student. Everyone is required to attend the Driver's Meeting – this is a perfect place for the introductions to take place.

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- Specifically, the CDI will:
  - Provide each scheduled RMR/AMR event with Instructors.
  - Approve visiting nationally certified instructors from other regions to instruct at an event.
  - Assign Instructors to Students.
  - Determine run group numbers, size, schedule, and assignments.
  - Only CDI can change run group assignments at the event.
  - Event CDI will approve/sign off on "Taste of the Track" rides and assigning instructors.
  - For Parade Laps, the event CDI will approve the drivers for the lead and chase cars. The CDI will also brief the lead and chase car drivers on the procedures for Parade Laps.
  - With the event chair and safety chair, make safety decisions at an event.
- **Control** - Arrange for 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.

#### Control Responsibilities:

- a. Control will be in direct contact with CDI, Ambulance, Track Manager (for towing of cars), all corners and the start at all times.
- b. Control is responsible for managing track announcements, corner workers, grid, and start personnel, and start and stop ("hot" and "cold") track status to the extent required to keep the event on schedule and protect the safety of those on the track.
- c. Prior to Hot Track, Control will make radio contact with the Ambulance to confirm they are positioned and have a radio. Control will also make contact with the Track Manager (or equivalent person) to assure he is ready for any car removal.
- d. Control coordinates the actions of the corners, ambulance, and towing when there are incidents, offs, or other events requiring corner worker or other response.
- e. Control should call around the track to confirm the Ambulance, Corners and Start are on the job:
  - At the beginning of the event -prior to hot track.
  - After each Corner/Start break time.
  - Back from Lunch.
  - If there are any incidents that will shut down the track.
  - Control will ask Start if they are ready to release cars and Start will respond.

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#### START Position (RMR HPR DE Events):

START will be a HPR Track Employee / Corner Worker - he/she will cover Start position and corners #1 & #2. Start will not release a run group until directed by Control at any time and will expect to get a 5 minute notice prior to the release of cars from Control. (This is because; Start will blow the whistle and notify drivers to be ready for release.)

START will control cars from entering the track to insure that only properly registered cars and instructors are allowed on the track. START will also observe cars as they approach the START for any safety concerns (loose belts, windows not down, hoods unlatched) before releasing a car onto the track.

- f. Control will keep the Event Schedule running on time. Announce Run Group's to grid - 15 minutes prior to schedule time to grid, then again at 5 minutes to Grid. Also, give the Five minute warning to Start.
  - g. Control keeps a spin log (record of all loss-of-control incidents including spins, 2-off and 4-off), and contacts the CDI by radio for any 4 off or of any other erratic driving of a student or students. If the drivers do not come right in after a spin (4-off), Control will have them black flagged to talk to CDI at the Black Flag station in Hot Pits. Control shall remind CDI if it is a second or subsequent incident for that driver that day. Control can record other information given to it (car counts, for instance). Upon the completion of the event, Control will provide the spin log to the CDI. After CDI review, he/she will forward it to the Treasurer for retention with the remainder of the event records.
  - h. Control will consult with Event Chair and CDI if unusual situations arise. (i.e. red flag situation, weather, etc.)
- **Registrar**— The RMR 2<sup>nd</sup> Vice President (and AMR VP) will work with the Registrars to pre-assign registrars for all driving events (DE, Autocross, Tours/Rally) and other events as needed. The Registrar will need information about your event 3 months ahead of the event to open the event registration a minimum of 8 weeks prior to the event. Keep your registrar completely informed of the details of your event. The Registrar will receive many phone calls and e-mail 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 set up on-line registration for each event in MotorsportsReg.com. The on-line registration system will maintain registration records and collect registration fees for your event. The Registrar will communicate with persons wishing to sign up for an event and handle any difficulties they have with the registration process. If the event is not set up on-line the registrar will collect registration fees and turn these over to the Treasurer.

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The CDI's will work with the Registrar to obtain the list of persons registered for an event and send them the Run Groups and Instructor assignments. Corner Worker assignments (if required) will also be coordinated between the CDI's and the registrar as part of the run Group assignment process for the event.

The Registrar will prepare event registration packets ahead of the event based upon the information provided by the CDI (Schedule, Run Groups, and Assignments) and the Event Chairperson (Sponsor Information, Special Announcements, Meal Tickets, Event Give-Aways, etc.). The Registrar will provide non-driving instructors with a full Event packet at a particular event. The CDI will provide the registrar with the names of all non-driving instructors ahead of time to facilitate packet creation.

Finally, the Registrar (and additional on-site registration support as needed) will be onsite early to hand out registration packages, make sure the tech inspection has been completed for every car and collect the pre-tech forms, check driver's licenses, and ensure registration forms are complete and signed. The Registrar will also handle any registration funds due, collect pre-tech at the track fees, and work to complete late registrations when permitted.

At the event, the Registrar will notify the CDI if a packet is not picked up (non-driving instructors, instructors, and event participants) in order to make any instructor / student re-assignments needed.

The registrar is a key member of your volunteer team. Be sure to pick someone with experience, confirm that he/she will handle all the tasks listed above, and keep your registrar informed!

- **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 tour the Track / Course to observe track conditions before the event begins and will work to resolve any unsafe track or paddock conditions prior to the event. Any question of safety due to weather or entrant conduct should be referred to him/her. The Safety Chair should communicate with the Ambulance to ensure they have an event schedule, radio, and are familiar with access and procedures to enter the track during an emergency. The safety chair will communicate with CDI and Control to jointly resolve and make aware of any safety issues.
- **Tech Inspection**— The Tech Chair 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

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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:

- **Corner Worker Chairperson**

**RMR Events** – Corner Worker's are provided by HPR for DE Events. There will be a total of 9 Corner Workers require per event. HPR Management will be responsible to make sure the corner workers are trained and adequate numbers are available to cover the 9 positions.

The Event Chair may assign a person to check with HPR Management and the Corner Workers during the event to address any specific needs from this staff.

Corners to be covered for an HPR DE Event are:

Start/Corner covering #'s 1 & 2, Corner #5, Corner #6, Corner #7b, Corner #8, Corner #9, Corner #11, Corner #13, and Start Finish Box on the front straight - (they will be able to view Corners #3 through #4 along with anything that may occur on the approach to the front straight from #13).

**AMR Events** - 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. The corner worker chair should make sure someone provides cold water to the corner workers throughout the day.

- **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** - **See requirements under Control for RMR Track Events.** 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!

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- **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.
- For RMR Events at HPR – Gate workers are provided during the event and on Friday and Saturday nights (6PM to 6 AM) to control access to the event (signing waivers, handing out wrist bands, etc.) and provide night security.
- **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** For Timed Events (Autocross and DE Events as needed) 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.
- **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 \$20,000 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

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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 Webmasters, with a copy to the 1<sup>st</sup> 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 10<sup>th</sup> 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 three 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, appearing two months 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.

#### *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 1<sup>st</sup> 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.

#### *Regional Procedures Manual*

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

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#### *Scoring*

When timing or scoring is performed for an event, the Timing Chair for your event will provide timing/scoring results to the Event Chair, Webmaster, 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.

#### *PCA Incident Reports*

The Event Chair is responsible for completing and submitting PCA Incident Reports according to PCA National procedures. Forms can be found online at [www.pca.org](http://www.pca.org).

#### *PCA Incident Report Policy:*

An Incident Report should be completed whenever any of the following occur:

1. There is car-to-car contact of any sort, whether or not the damage can be "rubbed out."
2. There is car damage caused by contact with an immovable object which cannot be buffed out.  
Damage caused by contact with debris does not require a report. Also, car damage sustained to the undercarriage or to wheels or suspension as a result of an off-track excursion does not require a report.
3. There is injury to a person, even though the previous criteria have not been met.
4. There is an incident involving a potential injury or actual injury to a person that does not occur in an "on track" environment.
5. There is a verbal altercation between an individual(s) and an event or Region official.

In the event of bodily injury, an Incident Report should be submitted on the next business day, otherwise, Incident Reports are due within five (5) business days.

#### *Waivers*

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 of each driver's meeting. Parents must sign on a separate waiver 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.

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

Original Signed Waiver Forms are collected by the Event Chair and provided to the Treasurer for recordkeeping. The Event Chair is responsible for insuring these form are collected and provided to the Treasurer.

#### *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 forms for various types of events have 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.

#### *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.

#### *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.

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#### *Track Setup*

Ask the Safety Chair 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 Corner Worker Chair or Equipment 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 Equipment Trailer or Storage Container at HPR 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. Ask for help as needed.

#### *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. The Registrar will forward copy of the Control / Participant Record any at track receipts, checks, and cash to the Treasurer within one week following the event. Any timing and scoring results will finalized and also sent as needed for recordkeeping of the event.

#### *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.