

RESPONSIBILITIES TIMELINE AND CHECKLIST

Timeline: The table below provides a convenient checklist of tasks associated with your event. Use it to keep track of what you need to accomplish and what you have completed. Each activity and the responsibilities of each volunteer are described in the next section of this document. A list of current volunteers for various functions and other resources are listed in the “Resources” section.

Safety: The central goal of any event is safety for the participants and their cars. If you are considering doing anything out of the ordinary, be sure to check with the safety chair.

Organization: The key to holding a successful event is to be organized. Use the materials below to help with that aspect of your event. Do not hesitate to ask for help. RMR is blessed with a strong base of experienced members who have chaired events and are willing to share their knowledge with you. Just ask! If you cannot identify an appropriate resource, ask the 2nd Vice President.

Event Chair Responsibilities: Your primary job is to recruit and organize the volunteers. Once you have them lined up, let them do their jobs. It is however, “a trust but verify” situation. Find out if your volunteers are “get it all done early” or “put it off to the last minute” sort. And, watch for one of the former stalled waiting for one of the latter.

At the track, your job is to handle upsets and exceptions. They will occur. Most are simply a breakdown in communication easily handled by getting the right parties together. Occasionally a more serious upset pops up. You may not make a decision on your own; contact the Safety Chair, the Chief Driving Instructor or a member of the Board to help. They all have many years of experience and have probably encountered your problem before.

You do have a small number of functions on track day. These are included in the timeline table.

**RMR/AMR Event Chairperson's Guidelines 2013
Event Timeline and Checklist**

Your Event: _____ **Location:** _____ **Date:** _____

3 Months prior to Your Event Completed

Who Contacted

<ul style="list-style-type: none"> • Newsletter article 'piquing' interest 	<ul style="list-style-type: none"> - Due on 10th of month PRIOR to publication. (Indicate registration fee only if you have Board approval.) 	Event Chair	
<ul style="list-style-type: none"> • Board Meeting to present budget proposal 	<ul style="list-style-type: none"> - RMR BOD meeting is the Monday before the first Thursday of each month. AMR's is on the first Tuesday of each month. 	Event Chair	
<ul style="list-style-type: none"> • Contact Registrar for your Event. 	<ul style="list-style-type: none"> - The registrar will be working with you to get your event details and open the event to on-line Registration 	Event Chair	

2 Months prior to Your Event

Who Contacted

Completed

<ul style="list-style-type: none"> • Open Event Registration on Motorsports.Reg 	<ul style="list-style-type: none"> - Have RMR or AMR Registrar Open the Event to Registration. Registrar needs all relevant event details to open event. 	Registrar	
<ul style="list-style-type: none"> • Newsletter article giving details 	<ul style="list-style-type: none"> - Due on 10th of month PRIOR to publication. Date _____ 		
<ul style="list-style-type: none"> • Contact Standing Committee Chairs. In general, the Chairs of these committees will insure 	<ul style="list-style-type: none"> - Equipment 		
	<ul style="list-style-type: none"> - Chief Driving Instructor 		

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<p>that the functions of their committee will be executed for your event without the need for you to do anything. However, you should contact the Chair early in your planning and again the week before the event to be sure everything is on track.</p>	- Registrar		
	- Tech Inspection / Pre-tech		
	- Safety		
	- Timing (if timed event)		

Also 2 Months prior to Your Event Completed

Who Contacted

<ul style="list-style-type: none"> Recruit volunteers to coordinate other event activities. It is important that Control and Start volunteers be experienced in their function. Select volunteers from the list in the Resources section of this notebook. Other volunteer positions offer a good opportunity to involve those who have not participated in the past. 	- Pre-Tech Inspection at the Track		
	- Control		
	- Photographer		
	- Observer		
	- Refreshments		
	- Staging (if timed event)		
	- Scoring (if timed event)		
	- Morning Gate (Non- HPR Events)		
	- Start (Non- HPR Events)		
	- Corner Worker Chair (Non- HPR Events)		

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1 Month prior to Your Event

Who Contacted

Completed

<ul style="list-style-type: none"> Board Meeting to report status or submit report to 2nd VP for delivery to the BOD. 	<ul style="list-style-type: none"> BOD meeting is the Monday following the first Thursday of the month AMR's is on the first Tuesday of each month. 		
<ul style="list-style-type: none"> Confirm PCA Insurance has been ordered for pre-tech (DEs) and event. Arrange to get Certificate from PCA through Insurance Coordinator 	<ul style="list-style-type: none"> Insurance Coordinator 		

2 Weeks prior to Your Event

Who Contacted

Completed

<ul style="list-style-type: none"> Contact Standing Committee Chairs and volunteer coordinators again to confirm all is in order. (This is a good time to let your refreshment chair have the registrar's estimate of attendance.) 	<ul style="list-style-type: none"> Equipment 		
	<ul style="list-style-type: none"> Chief Driving Instructor 		
	<ul style="list-style-type: none"> Registrar 		
	<ul style="list-style-type: none"> Safety 		
	<ul style="list-style-type: none"> Tech Inspection – Pre-tech 		
	<ul style="list-style-type: none"> Tech Inspection - Event 		
	<ul style="list-style-type: none"> Control 		
	<ul style="list-style-type: none"> Observer 		
	<ul style="list-style-type: none"> Refreshments 		
	<ul style="list-style-type: none"> Photographer 		
	<ul style="list-style-type: none"> Morning Gate (Non- HPR Events) 		

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	<ul style="list-style-type: none"> - Corner Worker Chair (Non- HPR Events) 		
	<ul style="list-style-type: none"> - Start (Non- HPR Events) 		
	<ul style="list-style-type: none"> - Staging (if timed event) 		
	<ul style="list-style-type: none"> - Scoring (if timed event) 		
	<ul style="list-style-type: none"> - Timing (if timed event) 		
<ul style="list-style-type: none"> • Confirm that PCA insurance has been issued for pre-tech. Arrange to get a copy of the insurance certificate. 	<ul style="list-style-type: none"> - Insurance Coordinator 		
<ul style="list-style-type: none"> • Arrange Tech Inspector Volunteers to staff each pre-tech (DE). 	<ul style="list-style-type: none"> • Pre-Tech Chairperson 		
<ul style="list-style-type: none"> • Coordinate a Pre-Tech Representative to bring refreshments, waivers and insurance certificate to location. Return expenses and forms to Treasurer. 	<ul style="list-style-type: none"> • Pre-Tech Chairperson 		
<ul style="list-style-type: none"> • Contact venue 	<ul style="list-style-type: none"> - Confirm dates and times. - Confirm venue will be unlocked. - Ask about any last minute changes. 		
<ul style="list-style-type: none"> • Contact ambulance company 	<ul style="list-style-type: none"> - Double check schedule and location with them. 	Event Chair	

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Event Weekend

Friday Afternoon

<ul style="list-style-type: none"> • Stop and think. Check your timeline for anything you missed 	<ul style="list-style-type: none"> - Relax and have a beer. Everything will be OK. 	Event Chair	
<ul style="list-style-type: none"> • Double check ambulance 	<ul style="list-style-type: none"> - Only if there is any uncertainty 	Event Chair	
<ul style="list-style-type: none"> • Stage Equipment 	<ul style="list-style-type: none"> - Load equipment from storage and take to the track or other event venue as needed. <i>RMR Equipment for track events is stored at HPR.</i> 	Equipment Chair	

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Saturday – Early

Opening the Track	What to Check	Who	
There are a couple of things you must do but your main job now is to stay out of the way, trust but verify.	Gate person in place with waivers	Early gate person	
	Tech inspection people are in place.	At track Tech Inspection chair	
	Registration ready to go.	Registrar	
	Equipment out at corners	Equipment Chair	
	Track Inspection and set cones	Safety Chair and Chief Driving Instructor	
	Post Insurance Certificate at registration	Registrar and Event Chair	
	Coordinate Announcements with Control	Event Chair and Control	
	Complete Tech Inspections before Drivers' Meeting	Tech Inspection Chair	
	Confirm Top Tech people Organized	Tech Inspection chair	
	Stage Water for Event Participants and Corner Workers	Refreshments Chair	
	Refreshments / Food Set	Refreshments Chair	
	Position Ambulance-Give Radio, Schedule	Event Chair and Safety Chair	
	Track Walk, if Autocross		

Drivers' Meeting			
The Event Chair runs this meeting. It is critical that this meeting is kept short and only essential items are covered. The rough agenda at right includes the	Welcome Participants and Thank Event	Event Chair	
	Safety / No D&A	Event Safety Chair	
	Track Set-up and Condition	Chief Driving Instructor	
	Event Schedule and Control	Control	
	Run Groups / Instructor Assignments	Chief Driving Instructor	
	Announcements / Closing	Event Chair	

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minimum basics. A more detailed agenda is included in this guide.			
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Cars to the Track	What to Check	Who	
Once the event starts the functions of the Event Chair are to handle upsets. On-track activities are managed by CDI, Control, and Safety	Corners out	Control or Corner Worker Chair	
	First run Group out-begin run schedule	Control with Start	
	Student meeting – during Black Run Group	Chief Driving Instructor	
	Observer's report	Observer/Safety Chair	
	Identify protest committee	Event Chair	
	Ice refreshments	Refreshment Chair	
	Set out refreshments	Refreshment Chair	

Saturday – Late

End of Day			
	Beer 30	Event Chair and Refreshment Chair	
	Radios placed in charger	Equipment Chair	
	Get volunteer for Sunday AM gate	Corner Worker Chair	
	Door Prizes	Event Chair	
	Clean up & Close Track	Equipment Chair and Event Chair	

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Sunday - Early

A repeat of Saturday unless the event is to be timed. The extra steps involved in a timed event are detailed at right.	What	Who	
	Gate Person in Place with Waivers	Early Gate Person	
	Tech inspection people are in place.	At track inspection chair	
	Registration ready to go.	Registrar	
	Post Insurance Certificate at Registration	Registrar and Event Chair	
	Equipment out at Corners – Confirm and fresh Radios	Equipment Chair	
	Check Track Condition and Set-up	Safety Chair and Chief Driving Instructor	
	Coordinate Announcements with Control	Event Chair and Control	
	Stage Water for Event Participants and Corner Workers	Refreshment Chair	
	Drivers' Meeting	Event Chair	
	Timed Event (Supplemental Activities as Needed for a Timed Event)		
	Ice Refreshments	Refreshment Chair	
	Beer 30	Event Chair and Refreshment Chair	
	Pick up Equipment – Store in Trailer or at Track in Container	Equipment Chair	
	Get Car and Driver Counts for Each Day. Required for Track Invoicing.	Event Chair from Control to Track Manager and Treasurer.	
	Collect Original Waivers from Gate for Saturday and Sunday	Event Chair to Registrar.	
	Collect Documents to Provide to Treasurer and CDI. Spin Log, Control Sheets, Insurance, and any Invoices.	Registrar, Control and Event Chair. Registrar puts together packet for Treasurer and CDI.	
Clean up Refreshments and Trash	Refreshment Chair		
Close Track	Equipment Chair and Event Chair		

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Extra Steps for Timed Events	Timed Event – Drivers Meeting in Afternoon as Req'd	Start	
	Assign staging volunteer	Staging	
	Timing set up	Timing	
	Grid for timed runs	Staging	
	Timing Sheets filled out	Scoring	

Later ...

A permanent (8 years) record of your event will be created and maintained by the Treasurer. Your job is to get all the materials to him. And remember to reward your volunteers with a THANK YOU	What	Who	
	Fees to Treasurer	Registrar and Event Chair	
	Results to Timing Scorer	Timing	
	Registration forms to Treasurer	Registrar	
	Waiver forms to Treasurer	Event Chair	
	Follow up article with thank yous and photographs	Event Chair	
Final Financial Report at next board meeting. Submit all expense reports as soon as possible after event.	Event Chair with Treasurer		