



AMR Event Chair Training

February 16, 2016, Joel's House
3105 Blodgett Dr, CoS, CO, 80919, 5:30 PM



Materials liberally “borrowed” from RMR Presentation

Introductions...

- Your name
- Your cars
- Areas you'd like to see covered today

● Thank you for volunteering to Chair an Event

- ❖ New Club Experience...
- ❖ Give back to AMR/RMR...
- ❖ Can do better than...
- ❖ Satisfaction and Joy of Contribution...
- ❖ Meet and Get to Know Others...

● Role of Event Chair is:

- ❖ Organize and run a successful, safe, fun (and financially sound) event
- ❖ Coordinate the available volunteers and resources within AMR/RMR
- ❖ Obtain AMR Board approval for your event...
- ❖ Coordinate and Communicate with the available volunteers and resources within AMR/RMR... (develop a plan, then work the plan)
- ❖ “Trust but Verify” the Volunteers and Committee Chairs working with you
- ❖ Do it with the least amount of hassle and maximize enjoyment
- ❖ **Not** Do It All Yourself!!!

Overview

- Event Schedule
- Resources
- Event Chair Handbook
- General Event Guidelines
- Planning Highlights
- Event Budgeting
- Event Timeline
- Event Promotion
- Event Registration
- Volunteers
- Event Day Responsibilities
- Drivers' Meeting
- Post Event
- Standing Committee Chairpersons
- Suggestions / Tips
- CDI Committee Developmental Ideas
- Questions

2016 AMR Events

- HPDE 101 – March 19th (Robert Yen)
- PPIR – April 9th & 10th (Dwight and Dana Kasten)
- 1st (Spring) La Junta – April 30th & May 1st (Jeff and Justine Estein)
- Pueblo – May 21st & 22nd (John Duclos, Patrick DuFour)
- PPIR Autocross – August 6th (Tim Drummer, Paul Cormier)
- Snowmass – August 25th – 28th (Chris and Kathleen Lennon)
- 2nd La Junta – October 1st & 2nd (John and Melanie Richey)

AMR People Resources and Contacts

- President: Joel Godfredson
- Vice President: John Duclos
- Secretary: Denise Jordan
- Treasurer: Dana Kasten
- Advertising and Sponsorship: Whitney Strand
- Registrar: Brian Griggs
- Webmaster: Kathleen Lennon, Greg Sirochman
- Rally Master: Jim Sorensen
- Newsletter Editor: Bill Cospers
- Historian and Safety Chair: Fred Veitch
- Charity Leader: Barb Treacy
- Chief Driving Instructors – Chair: Chris Lennon
- Control – Kathleen Lennon
- Equipment Chair – Travis Smith

Event Chair Handbook

- Event Calendar
- People Resources
- General Event Guidelines
- Timeline and Checklist for Event Planning
- Communications Channels
- Event Rules
- Planning Tools
 - Budget and Expenses
 - Registration
 - Event Day Schedule
- PCA National Guidelines
- Forms
 - Observer's Report
 - Incident Report
 - Liability Waivers

General Event Guidelines

- Event Chairperson Role
 - *Organize and run a successful, safe, fun (and financially sound) event*
- Board Requirements
 - Keep Board informed of the status and plans for the event
 - Attend the two board meetings prior to your event to present the status of your plans
 - Present and work within an approved Event Budget
 - Present a post event report – Financial and General

Planning Highlights

- Start Early
- Ask for Help as Needed
- **Recruit and Organize Volunteers to Help You!**
- Use Resource List and Event Timeline and Checklist
- Early Organization
 - Promote Event
 - Establish a Budget
 - Open Registration Early and Utilize Deferred Billing

Event Budgeting

- Establish a Budget
- Fixed
 - Event Income (Budget)
 - Event Venue Rental
 - Car Fees
 - Ambulance Rate
 - Corner and Gate Workers
 - Insurance
 - Online Registration
 - Registration Fee Structure
- Discretionary
 - Refreshments / Food
 - Give-Away or Promotional Items
 - Unique Equipment for Event
 - Sponsorships (Event Sponsor, Beer Thirty Sponsor, Water)

Event Timeline

- 3 Months Prior
 - Newsletter Article
 - Budget approved by Board
 - Contact Registrar
 - AMR Newsletter deadline is the 5th of the month
 - RMR Newsletter deadline is the 10th of the month
- 2 Months Prior
 - Newsletter Article
 - Open Registration
 - Contact standing committee chairs
 - Recruit required volunteers
- 1 Month Prior
 - Report status to Board
 - Confirm insurance
- 2 Weeks Prior
 - Confirm with standing committee chairs and volunteers
 - Confirm vendors & venues
 - Confirm ambulance

Event Promotion

- Newsletter Articles (hardcopy and on AMR web-site)
- Should first run 3 months prior to Event Date
- Brief / limited details about Event as known
- Newsletters published the 1st of the Month
- Use Previous Event Articles as Templates
- Establish a Catchy Name / Theme for Event
- Should run more detailed articles in the 2nd and 3rd (final) months prior to Event Date
- Send e-mail blast(s) to further promote event and communicate details for participants
- Post on AMR and RMR Facebook pages
- Be sure to include your sponsors in all of your event advertisements (newsletter, FB posts, e-mail blasts, etc.)

Event Registration

- Plan to open Event Registration 2 months prior to Event Date
- Contact the Registrar for your Event early
- Online Event Registration will be handled by MotorsportReg.com
- Details to include for Event Registration:
 - Newsletter Article (or Standard Text)
 - Event Type and Name of Event
 - Event Date, Location and Time of Start (if known)
 - Event Fees (approved by Board)
 - Event Special Features that require Registration
 - Meals, Charity, T-shirt Prices and/or Sizes, etc.

Volunteers You Need to Find

- Observer
 - Responsible for Observing the event and completing the Observer report to be submitted to PCA National
 - Use someone impartial to the running of the event (Zone Rep, someone from another region, etc.)
 - Prepare the form with standard information and give to the Observer
- Refreshments / Ice
 - This person arranges for Beer 30 refreshments (and food, if desired)
 - Purchases beer and maybe wine, pop bottle-water, sport drinks, ice, etc. using budget provide by Event Chair
 - Stages drinks and ices them down for coolers - may need to recruit other volunteers to keep an eye on water and hydrating refreshments during the event
 - Clean up and store unused refreshments
- Coffee & Morning Snacks (possibly use vendor)
- Corner Worker Truck Driver(s)
- Starter
- Top Tech
- Someone to collect waiver signatures and hand out wristbands at the front gate
- Gate worker (Pueblo)
- Photographer (optional)

Event Day Responsibilities

- Take a Deep Breath and Relax!
- Your planning and organizational work are complete
- Main Job – Be readily accessible, but let the volunteers perform their functions
- Check and verify that they have what they need
- Work with the CDI, Control, Safety and Track Management to make sure the event runs smoothly
- Remember that the CDI, Control and Safety are in charge of the on-track activity
- The Event Chair is responsible for completing and submitting PCA Incident reports for the event (bring blank forms for Control)

Drivers' Meeting

- The Event Chair starts the meeting and allows the others on the event team to make their brief statements
- Be sure and thank the volunteers and the sponsor(s)
- Keep the Drivers' Meeting short (15-20 minutes max) and only cover the essential items
 1. Welcome and Thank You's!
 2. Safety / No Drugs or Alcohol
 3. Track Set-up and Conditions
 4. General Event Schedule and Control
 5. Run Groups / Instructor Assignments
 6. Special Announcements / Closing

Post Event

- Have Volunteers and Participants help to clean up and stow equipment, etc.
- Collect Documents to provide to Treasurer and CDI
 - Original Event Waivers
 - Registrar provides Car Counts each day
 - Control Logs
 - At-track Registration(s), cash and checks
- Submit Invoices to Treasurer
- Submit PCA Post Event Report
- Prepare a follow-up article for the Newsletter with Photos, Thank You's and Event Results / Summary
- Provide a brief report of your event to present at the next AMR/RMR Board Meeting
 - Include any lessons learned to pass on to the other DE Chairs
- Sign up to Volunteer Again!

All Final Documents should be transferred to the Treasurer within 7 days of the event for final event accounting

Standing Committee Chairpersons

- Equipment Chair

- Coordinates equipment required for the event
- Someone may need to charge radio batteries overnight
- Volunteers will be needed to assist with setup and take down

- Registrar

- Registers event participants using MotorsportReg.com and handles participant registration questions
- Coordinates run groups and instructor assignments with the CDI
- Prepares packets / run group stickers as applicable
- On-site – Distributes Event Registration packets / stickers to participants, ensures registration and tech inspection is complete, handles on-site registration and changes with CDI

Standing Committee Chairpersons

- Control
 - Controls and communicates with Start, Corner Workers and Grid actions on the track to provide communication and safety for participants on the Track / Course
 - Manages the Event Schedule in terms of managing announcements for the Drivers' Meeting, Cars to Grid and the Start and Stop time of run sessions
 - Constant communication with the CDI, Start and Corner Workers for the Event
 - Will stop an Event or order an Ambulance on-course when immediate response is required; Prior to a restart, Control will work with CDI and Safety to ensure a restart is appropriate
 - Maintains a log of cars on track for each run session, spin log and any track issues during the event
 - Communicates 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

Standing Committee Chairpersons

- Chief Driving Instructor(s)
 - Coordinates Instructor and Student Assignments for Event
 - In Charge of Track Related Decisions for:
 - Run Groups, Sizes, Schedule, Student Assignments and Driver Discipline
 - Parade Laps / Lunch time rides – CDI will approve lead and sweep drivers and brief these drivers of the procedures for parade laps
 - Coordinate and Communicate Track Decisions with Control, Safety, Track Manager and Event Chair as needed to ensure on track activities run safely and smoothly
 - Conduct Novice Training Meeting / Ground School at Track
 - Participate in Drivers' Meeting to Announce Instructor / Student Assignments and General Track Rules (2-spin rule, 4 wheels off, etc.)
- Tech Inspection
 - Coordinates Pre-Tech Inspection Locations and Times for Region Events
 - Provides Volunteer Tech Inspectors to Inspect Cars at Pre-Tech Inspection Sites
 - Ensures Insurance and Waivers are completed and returned to Treasurer
 - Arranges for Tech Inspection at the Track
 - Recruits Volunteer Tech Inspectors to staff on-site Tech Inspection
 - Sets-up Equipment for the on-site Tech Inspection location at the venue
 - Coordinates Top-Tech for the Event to Top-Tech cars as the 1st run group is staged

Standing Committee Chairpersons

- Safety
 - Tours 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 questions of safety due to weather or entrant conduct should be referred to him/her
 - Communicates with CDI and Control to jointly resolve and make aware of any safety issues
- Timing (Timed Events Only)
 - Timing will arrange to have timing equipment at the event and will identify the timing personnel for your event
 - Timing will require a location providing shelter, proximity to the track and access to power
 - Timing will reconcile the participants list with the Registrar and prepare the official timing / event results report
 - Copies will be forwarded to both AMR and RMR newsletters and web-sites and to the Event Chair

Suggestions / Tips

- Deferred billing on DE's through MotorsportReg.com
- Event Registration Packet – hardcopy, softcopy or both?
- Encourage volunteers to consider co-chairing a future Event
- PCA National has stated that the M/SA 2005 helmets will be acceptable through June 1, 2016
- Reintroducing Logbooks

CDI Committee Developmental Ideas

- Each Event is unique, but should plan for 30-35% of students needing instruction (goal is 1:1 instructor-to-student ratio)
- Consider idea of **hotel cost assistance** for instructors at certain venues (La Junta and Pueblo)
- Consider offering free registration for 2nd La Junta HPDE if instructors have instructed at 3 or more qualifying AMR events
- Add questions (planning on leaving early on Sunday, detailed questions about desired level of instruction, etc.) to Registration form
- Continue using Top Tech “tug test” for suction cup mounts
- Recommend conducting ground school during the first session of the Black run group
- CDI debrief after the Blue run group for the novices and their instructors
- Instructor candidate check-ride dates will be assigned by CDI (PPIR)
- Consider adding a 10-minute track familiarization session at the beginning of the day
- Consider wait listing in 2017