



Race Chair Manual
Jack Pine Sprints
&
Harvey West Memorial Day
Classic

Land O'Lakes Region SCCA
Updated For the 2018 Race Season

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1 Introduction

This document is intended to help someone in chairing a race. It describes the things that need to be done before, during and after the event. A timetable is provided that shows what needs to be done when and in what order it should be done. As things change, this document should be updated to reflect the changes.

2 Purpose

The purpose of the Race Chairman is to organize the event and make certain that everything runs smoothly. The event participants are the Region’s customers. The drivers pay their entry fee and they expect to race and enjoy themselves. The workers volunteer and they expect to work, see good racing and enjoy themselves. The Race Chairman makes this possible. Race chairmen for the season are selected by the Competition Committee, with approval by the Regional Executive, usually before the January Competition Committee meeting. The Race Chairman selects several assistants to assist before, during and after the event.

3 Responsibilities

The Race Chairman is responsible for the organization of the event. This includes, setting a race budget, verifying that the event is properly staffed, organizing after race parties and working with the treasurer to pay all of the bills. He or she arranges for the trophy distribution and the distribution of race results. Some of these things are actually done by other specialties; the Race Chairman is responsible to see that they get done. The Race Chairman should keep copies of all correspondence and copies of anything that is forwarded to someone else. The LOL Region Board of Directors and the Competition Committee can be used as a source of advice. All Race Chairmen should attend the monthly Competition committee meetings. Check the Drift for the time and location on the Board meetings and the Competition meetings, or contact the Competition Director.

All of the current year’s Race Chairmen are members of the Competition Committee. It is expected that all of the members of the Competition Committee will work together to perform the duties of the Competition Committee as defined in this document. The other members of the committee should be used as sources of information.

4 Before the Event

4.1 Track Contract

The Regional Executive, with approval of the Board of Directors, signs the track contracts. The Competition Committee, the Race Chairman and the Treasurer should each be given a copy of the signed contract(s). The track contracts should be read, noting things that are not covered in

the basic track rent. Also, note any special requirements, i.e.: Brainerd International Raceway (BIR) may charge separately for wreckers, EMT's, etc. This document will address the typical items that are expected. The Race Chairman is responsible to verify that all of the contract points are adhered to.

4.2 Race Entry and Supplemental Regulations

The Competition Committee, with input from interested parties, determines the content of the race entry. A member of the Competition Committee will handle the actual preparation of the race entry.

The race entry includes the event description, the schedule, supplemental regulations, a list of the race officials, and the entry form. The description of the event includes the type of event, the date of the event, the registration deadline, entry fee, late fee, sanction number, and the Registrar's name, address and telephone number.

The schedule contains the list of race groups, start times and lengths of all practice and qualifying sessions, Registration and Technical Inspection hours and meeting times for workers and drivers. It lists which classes are in which race groups. The schedule for the races lists the start time and length (number of laps or time) for each race.

The Supplemental Regulations contain information that supersedes General Competition Rules and information not addressed by the GCR.

The Race Entry should be finalized as soon as possible so that a preliminary copy (without the sanction number) can be sent to SCCA National Office – Club Racing with the Sanction Application. Once the Sanction Number is issued, it is added to the Entry; the entry is then printed. The Entry should be mailed to race drivers at least three (3) weeks prior to the event. This will give drivers two weeks to register before the late fee date. Consult with the Competition Committee to determine your level of participation required for the entry mailing.

4.3 Sanction Number

A member of the Competition Committee fills out an "Application for SCCA Club Racing Sanction". Although an event may require more than one sanction number only one application is needed. If the weekend events are a Drivers School and Regional Race or National and Restricted Regional then sanction numbers are required for each. The application must be postmarked at least 45 days before the event to avoid a late fee.

4.4 Insurance

There are two parts to insurance, PA (Participant Accident) and liability. A member of the Competition Committee will handle both types. The PA insurance comes from the SCCA National Office – Risk Management. Liability insurance is either arranged with the track or obtained from the SCCA National Office – Risk Management. The SCCA National Office must receive the insurance application 14 days before the event. The insurance application requires a sanction number.

The Chairman of the SOM, the Chief Steward and the Safety Steward will need copies of the insurance certificates included in their Officials packet. You should receive these from the insurance carrier. If you do not have them a week before the event, call the Competition

Committee member responsible for coordinating the insurance. The event cannot begin without these certificates.

After the event you will need to fill out an insurance audit form. See Appendix F- Sample Forms

4.5 Budget

The Competition Committee will determine the budget for the event. This will help you determine how much can be spent on giveaways, parties, etc. The Competition Committee will provide the actual expenses and income for this event from the previous years. This can be used as a general reference for expense and income amounts. This will help you make decisions on budget figures and on the amount of discretionary items you can incur. Discretionary items include worker and driver giveaways, and extent of the party/dinner. Appendix B is a list of items that should be considered for the budget. Initially many of the amounts entered will be rough estimates which can be refined as better information is obtained. The Competition Committee and Board of Directors should be advised if there are extraordinary expenditures or income.

Once items are ordered, fill out a LOL Region Expense Worksheet and send it to the Region Treasurer. Include the company name, what the order is for and the approximate cost.

4.6 Trophies

The Competition Committee will select the trophies for the season, estimate the number needed, and place the order. The GCR sets the minimum number of trophies.

Number of Starters	Number of Trophies per GCR	Number of Trophies per Comp. Comm.
1	0	1
2	1	1
3	2	2
4 - 5	3	3
6 - 10	3	4
11 - 15	3	5
16 +	3	6

For The Majors races, be sure to distribute the Majors Event Winner stickers that the SCCA National Office sent. The stickers will be included in the packet for the Chairman of the SOM. Check with this person at the event. Any undistributed Majors Event Winner stickers should be returned to the Chairman of the SOM.

4.7 Checkered Flags (National Races Only)

The ordering of checkered flags will be handled by a Competition Committee member. These are given out at National races only. The winner of each class receives a checkered flag to keep. The Race Chairman may add (ie: via silk screening) to the checkered flags the event name and date along with the Region or event emblem. This is not a requirement.

4.8 Staffing

Select assistant race chairmen. At least 1 is necessary; however, depending upon the event, track, and experience level of the race chairmen staff, you may wish to have more. Remember,

things this team will be responsible for will include radio distribution, trophy table, lunch deliveries, party setup, etc. Meet with them as soon as possible. This meeting should be to assign tasks and completion dates.

All specialties need to be adequately staffed for the event. It is the responsibility of each specialty chief to notify his or her workers of the event dates and times and to encourage them to participate.

The specialty chiefs should also provide the needed equipment for their specialty at the event. A letter should be sent (emailed) to all chiefs and stewards confirming and thanking them for their participation. Race Entry information should be included with the letter. These letters should be sent as soon as possible so the chiefs are able to inform their workers of the meeting and green flag times. This letter should include any special information regarding the plans for the event. (i.e. information on the after race party). Include how they can contact you with any special needs, requirements, and/or questions.

If you decide to host a pre-race meeting, this letter can be used to schedule the meeting date, time, and location. This should be held two to three weeks prior to the event with the specialty chiefs and the chief steward.

4.8.1 Medical

Medical requirements are specified in the GCR.

BIR – The track provides the ambulances and this is noted in the contract. We arrange for the EMTs through the track, and we get billed directly from the track for their services. Call the track for the costs; confirm the cost and dates with a letter. Cendiv now REQUIRES a dedicated ALS (Advanced Life Support) and BLS (Basic Life Support) at each divisional event. Be sure to check for changes if we host a Majors event.

4.9 Equipment and Supplies

4.9.1 Wrecker

BIR - The track has a wrecker and a tilt bed but they aren't usually available to us. The Race Chairman should discuss these arrangements with the Chief of Safety, who will make arrangements with the track and towing company for providing operator(s) for the equipment. See "Suppliers" for the contact info.

It is recommended that there be two wreckers and a tilt bed but this is at the discretion of the Chief of Safety.

4.9.2 Copy Machines

Timing and Scoring will need at least one working copy machine. The copy machine is crucial for posting and distributing qualifying and race results. Check with the Chief of Timing and Scoring as to their needs.

BIR - If a copier is needed, we can get by with a single copy machine if a service technician is available on-call with a pager. If it is difficult to get a service technician to the track on weekend, we can order two copy machines with the stipulation that the second machine will only be used if the first one fails. If we cannot make copies we cannot post results! If we do not use the second machine we usually do not have to pay for it.

4.9.3 Scales - Region and Track

The Region scales/weights, used for technical inspection, need to be calibrated and certified periodically per GCR. A Competition Committee member will confirm with the Chief of Tech that the calibration and certification is current. He or she will also confirm with the Chief of Tech that any other scales used by Tech at the track have been calibrated and certified.

4.9.4 Region Radios

The Region radios are used by towards and most of the specialties. Assure the radios will be at the track for the event. The Flag Chief has been responsible for the radios and renting equipment (headsets and extra radios). LOL rents and shares radios with CRA (Central Racing Association). Their representative will be at the track to manage the radios during the event.

4.10 Track Rent

This is specified in the track contract along with the schedule of payments. A Competition Committee member will coordinate with the Region Treasurer to assure this is paid on time.

4.11 Worker & Driver Giveaways

Generally, we provide tokens of appreciation for the event workers and possibly drivers. Whether or not to provide these will be dependent upon the budget, which will be provided by the Competition Committee. The giveaway should contain the event name and date; include the event or Region logo if possible

4.12 Pace Car & Driver

Arrange for pace car(s) and qualified pace car driver(s). At events with split starts, two (2) pace cars and drivers will be necessary. The pace car driver(s) needs to be a nationally licensed competition driver or person designated by the chief steward. Consult with the Chief Steward to determine the pace car driver qualifications and to help find a driver.

BIR: We usually are able to use the track pace car(s). Arrange for its (their) use with the track prior to the event.

4.13 Official's Packets

Packets of information need to be assembled for each specialty chief and steward. The packet should include a welcome letter (from the Race Chair and Regional Executive), emergency plan, event entry form, an entry list and name badges. Include other information such as written drivers meeting (from the Chief Steward), etc. Copies of the insurance certificates need to be provided for the Race Chairman, Chief Steward, Chief of Medical, Safety Steward, and Chairman of the Stewards of the Meet (SOMs). Check with the Chief Steward to see if there is

anything he or she wants to include in the packets. Find someone to make the name badges. The emergency plan is available from the track and will be obtained by Chief of Safety. It should be updated annually.

Arrangements should be made with the Event Registrar for the preparation of the packets prior to the event. Provide the necessary information to the Event Registrar as far in advance as is possible, so the packets can be assembled prior to the event and be available when Registration opens for the first time during the weekend. The registrar will be swamped with work the week before the event. Get your information to them as early as possible.

Along with the sanction number, SCCA National Office will send a packet of information labeled for the Chairman of the SOM. This packet will be received by the Competition Committee member requesting the Sanction Number and should be placed with the Chairman of the SOM information packet. Normally, this will be handed over by the Competition Committee member to the Event Registrar of the event as soon as it is received.

4.14 Lunches

Arrange lunches for all workers and officials. You can consider an afternoon treat if it fits within the budget. This could be fruit, popsicles, hot chocolate, etc., depending on the weather. Contact the lunch supplier to coordinate lunches, provide an estimate of the lunch count, and determine what time the final lunch count is needed.

BIR – We have several outside vendors who provide our lunches. The list is at the back of this manual.

Sometimes we arrange to bring our own beverages, sometimes we arrange it with the caterer, depending on our budget and staffing. Arrangements have been made to use the coolers/refrigeration at the gas station immediately outside the track. This is also where we can purchase ice; in addition, ice can be purchased at the Wheelie Bar at the end of the condos (use this option ONLY if absolutely necessary).

4.15 Party

The Saturday party can be anything from refreshments to a full dinner. Entertainment, recorded music or live music is another consideration. The race budget should determine the cost of the party. An option is to find a sponsor for the party. Arrange for door prizes for the party. These are usually donated items.

If the budget is tight, we purchase pizza from Costco in Baxter—order in advance. For 125 attendees (workers, drivers, etc) we order 40 pizzas and pick them up at 5pm for a 5:30 pm party start. If the budget is flexible or we have a sponsor, we can use other caterers.

We also purchase beer from local liquor stores, although we can negotiate with the track for beer if we have the budget. We found that picking it up ourselves saved quite a bit of money. Preferred vendor is the general store right outside the gate.

Other tracks (Road America and Blackhawk Farms) have access to a beer trailer. We can look into finding a resource if we have the time.

4.16 Signage

Signs may need to be made for assigned parking, sponsors and registration. These are usually 8.5- by 11-inch computer printed signs. Plastic/vinyl signs may be left over from previous events.

4.16.1 Parking Signs

We haven't done this in past years, but may do so if we are not sharing an event with TransAm, etc.

BIR - Provide parking signs to reserve spaces, at a minimum, for the Chief Steward, Race Chairman, Safety Steward and F&C Chief. Hang a sign for each assigned space on the fence near the exit of the pits. The sign should include the titles. Post the parking signs as early as possible, before drivers setup their paddock areas.

4.16.2 Sponsor Signs

Provide signs for any event sponsors. If they are sponsoring a particular part of the event (e.g.: party), note that on the sign. Post them where they can be seen by the participants.

4.16.3 Registration Signs

Registration needs signs to direct people to the proper place for the service they need. Check with the Event Registrar to see if signs need to be made. Registration usually provides their own signs.

5 At the Event

At the event, the Race Chairman and his or her assistants are responsible for off-track (racing surface) activities. These include assignment of Region radios, arranging for the gathering of Sound Control reports, lunches, the party, trophies, pace car rides, and anything else that will help the event run smoothly. The Race Chairman and/or assistants should help out at Registration when it is busy. If this is needed, these people will be issued a Regional Registration license at Registration.

The Race Chairman needs to make sure all specialties have drinking water and ice throughout the day. Don't forget Registration and Sound, Pits and Grid.

The Race Chairman should check with the Chief of Tech to make sure they have adequate fire extinguishers (and appropriate types) in the impound area. If extinguishers are needed, check with the Chief of Safety/Rescue.

It may be necessary to supply ice and towels for the drivers use in the impound area if the weather is hot and/or humid. Check with the Chief of Tech as to their needs. If this is needed, contact the Chief of Rescue to determine how to obtain the necessary supplies.

5.1 Track Inspection

The Regional Executive or designee should tour the track prior to the start of the event. This is to identify any existing damage, such as to the guardrails, concrete blocks, etc. (Road America began charging for damage to their track beginning in the 2001 race season.)

5.2 Region Radios

The Race Chairman's designee should monitor the sign-out of the radios, headsets, and microphones each morning and the check-in of these items at the end of the day. The batteries should be charged prior to the next day's use. A sample sign out sheet is in Appendix F - Sample Forms. There should be sign-out sheets with the radios.

Assure Timing and Scoring, Registration, and Tech have Admin Regions on Friday night of the event. Also, Registration should receive the base station and the antenna.

The radios are usually handed out at the Pavilion. They can be recharged at the medical building overnight.

5.3 Worker Meeting

The Race Chairman should attend the morning worker meeting. Introduce yourself, thank the workers, and see if there are any things that might affect the running of the event. If there is a sponsor or if the budget permits, a breakfast treat can be provided.

Contact Rod at the Wheelie bar for coffee; and the Manager of the gas station for donuts. We generally order 3 dozen donuts for 65 workers/safety crew and serve them at the Pavilion.

5.4 Trophies

Assign at least two people to hand out trophies. See Appendix xxx and yyy for the trophy checklist and trophy distribution chart, respectively. The trophy distribution chart should be posted for driver information. This will help to make things run more smoothly on race day. The trophies are presented after each race subsequent to Timing and Scoring announcing the results are official. Get a copy of the provisional results from T&S, sorted by class, so the people handling the trophies can prepare before the drivers begin to line up. Trophies must not be handed out before the race results go official

Per GCR, there is a mandatory 30 minutes before provisional results may become official. This period of time may increase if any issues arise (e.g.: Protests), Official results are available 30 minutes after the provisionals are posted or after any protests are settled. A "results runner" is needed to pick up the provisional and official results (see Chief of T&S for coordination).

In general, the Region does not mail trophies. In the event of protests that are not settled before the close of the event we can mail trophies.

A count of the trophies used must be provided to the Competition Committee. This count should be based on type of trophy. For example, there is one type for 1st and another type for all the other places, there would be two counts needed, 1st and the rest.

5.5 Lunches

Race Chairmen are responsible for arranging for the lunches for the workers.

Because BIR does not have a place to eat we have been renting a party tent for lunches and the Saturday night party.

Option 1: Workers come in to eat in the tent:

A designated person stands by the box lunches and makes sure only workers, safety crew and stewards receive a lunch. Once all have been fed any additional box lunches can be sold for what we paid for them and the cash given to the treasurer.

Option 2: Tickets

Arrange to distribute lunch tickets to all specialties for distribution by their event Specialty Chief. See Concession Stand or Track Manager to obtain the necessary tickets. If unable to obtain from the previous sources, see the Chief Registrar. Note the beginning and ending numbers of tickets to insure the Concession Stand charges appropriately.

Option 3: Deliver to the corners

F&C Central Control will obtain the actual numbers by specialty and delivery location. Make sure they are aware of the time the count is needed by the lunch provider. Obtain the counts and summarize as early as possible and within the time frame specified by the lunch provider. The F&C Chief of the event usually delivers lunches to the corners. He or she may need assistance from the race chair crew. Coordinate lunch pickup and delivery with the F&C Chief. Lunches can be delivered to other specialties before the lunch break begins. Appendix F has a lunch count form.

5.6 Sound Readings

Arrange for someone (usually the course marshals) to pick up the sound readings from Sound Control. One copy should be delivered to the stewards in the control room and one should be posted with the results as soon as possible. The sound readings should be picked up after every other session at a minimum.

BIR – There are NO sound requirements at BIR, however we DO still do sound readings to help the drivers at other tracks IF we have a worker willing and able to do the job.

5.7 Audit Forms Counts

The stewards might request various counts. The Chief Registrar will need to know if any counts are needed, either by day or for the entire weekend.

You will also need the total number of entries and compliance fee entries separated by type for the post event audit forms.

Get the number of entries and the numbers of compliance fee entries separated by type from the Chief Registrar. This will have been reconciled by the Chief Registrar with information from T&S. Obtain this as early as possible on Sunday.

5.8 Fire Extinguishers

LOL is responsible for recharging used extinguishers and for replacing missing ones.

BIR – Make sure the fire extinguishers are counted before they are distributed to the corner stations. This is normally handled by the Course Marshals. Check with the Course Marshals / Rescue to determine if any extinguishers are missing or were discharged

LOL Safety Team will track fire extinguisher usage.

5.9 Settle Accounts

BIR – The party caterer is usually either BIR or a LOL Region member, who likes to be paid by the last night of his services. Obtain an invoice from him each night he caters. Verify this complies with the agreement, complete a LOL Region Expense Worksheet, and give this to the Region Treasurer who will write a check.

BIR - The wrecker operator should be paid after the event. Because we have a season contract with the tow company the treasurer will send a check.

Verify this complies with the agreement, agrees with your expected counts, complete a LOL Region Expense Worksheet, and give this to the Region Treasurer who will write a check.

6 After the Event

6.1 Audit Forms

The blank audit forms are included with the Insurance Certificate or the sanction envelope received from SCCA National Office or found online. These should be completed Sunday afternoon. The originals and a copy of each, as well as an LOL Region Expense Worksheet, should be given to the Region Treasurer to be sent to SCCA National Office with checks for the amounts due.

6.1.1 “SCCA Master Insurance Plan Event Audit Form” form

See 5.7 Audit Forms Counts for information on where to obtain the counts. The Insurance Handbook includes the PA Rates. A copy of the initial event premium paid should have been provided to you prior to the start of the event (See 4.4 Insurance). This pre-paid amount will be necessary, as well as the basic event classifications (event, regional/national, permanent course, etc). Some clarification for completion of the lines is on the back of the form.

6.1.2 “Tow Fund/Excess Sanction/Spec Racer Ford/Formula SCCA/SCCA Sports Racer Compliance” form

See 5.7 Audit Forms Counts for information on where to obtain the counts. Each sanction number for the event must have a separate section. This is especially critical at events such as the Cat National, where a Restricted Regional occurs. The instructions at the top of the form help to clarify the form completion. Remember:

- a) The tow fund only applies to National events.
- b) The excess sanction is only for events with entries over 150 cars. Each event (sanction number) must be filed under a separate section of the form.
- c) SRF / FSCCA / SCCA SR Compliance Fee applies at all events.

d) Fill out the Cendiv Audit as well.

6.2 Accounting

Make sure that the Region Treasurer has LOL Region Expense Worksheets for all event expenses and LOL Region Deposit Worksheets for all event income. Items that might not have been taken care to this point could be the trophy fund. See 7 Treasurer Slips for more details on the slips.

6.3 Results

The results will be available on the LOL Region Website the day after the completion of the event. For any competitors who do not have access to the Internet and wish to have results mailed to them, obtain their name, address, group, and class. Coordinate this with T&S to insure the participant receives the requested results.

6.4 Trophies

Mail or ship any trophies that you agreed to send. This could include protests that were not finished at the track.

6.5 Thank You letters

Send letters of appreciation to the officials and sponsors.

6.6 Accounting to Competition Committee

Lunch Counts

of entries

of 1st place trophies used

of other place trophies used

7 Treasurer Slips

Throughout this Guide, references have been made regarding completion of forms to be submitted to the Treasurer. Our region uses two forms, LOL Region Deposit Worksheets (Income) and LOL Region Expense Worksheets (Expense). These forms are available on the LOL Region Website.

All slips for an event should be delivered to the Treasurer within 10 days of the conclusion of the event. If any of these guidelines are not clear, please ask for help from the Competition Committee or the Region's Treasurer.

If a form is to be sent out, a copy of the completed form should be provided to the Treasurer for their records. Many times, our Region's Treasurer is the record archive for our activities.

7.1 LOL Region Deposit Worksheets

LOL Region Deposit Worksheets are submitted when money is earned or received. This would include, but is not limited to, race entries, sponsorships, and merchandise sales. These should be submitted to the Treasurer with the cash, checks, and credit card slips. If there are a large number of checks, it is helpful to subtotal the checks in each category and include the list of checks with the LOL Region Deposit Worksheet. Be sure to complete the event, dates, and responsible people's names on the slip.

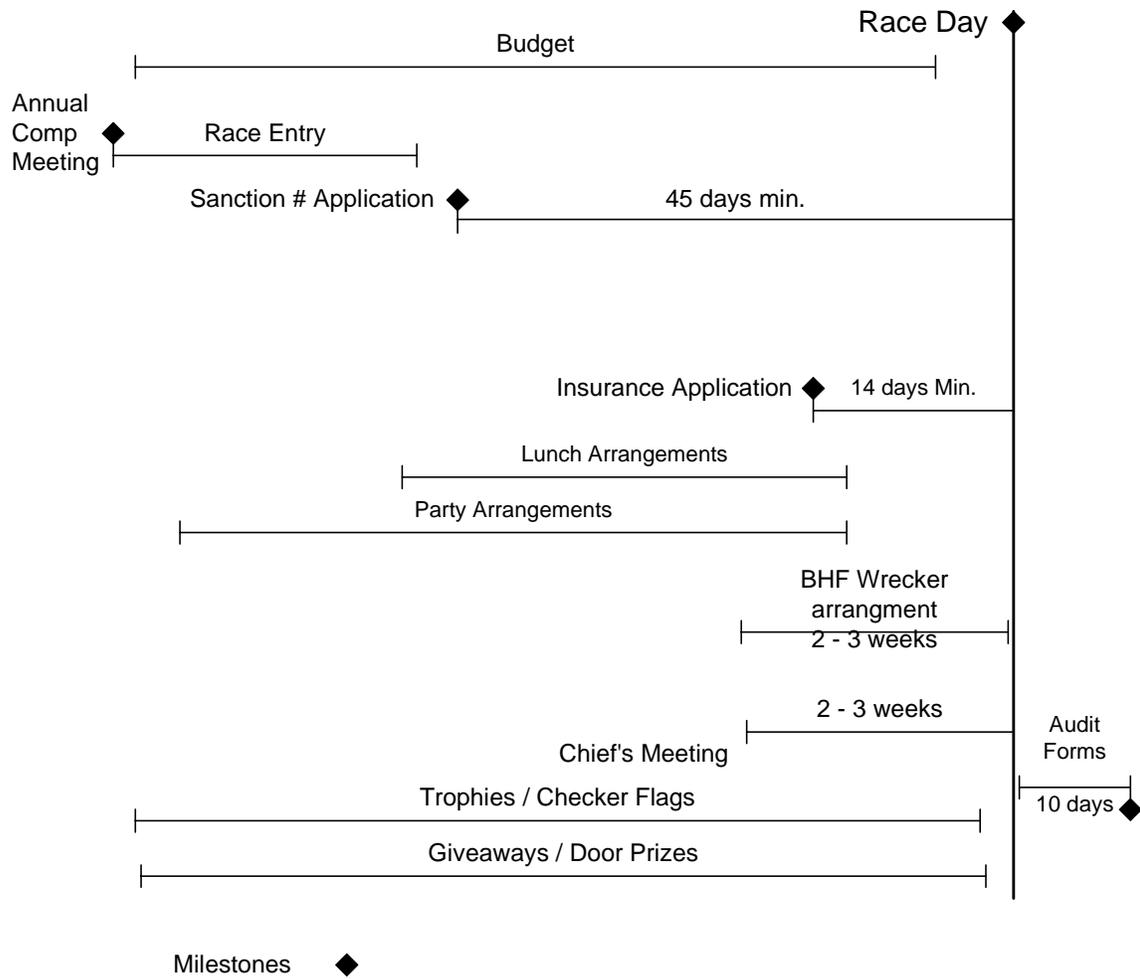
7.2 LOL Region Expense Worksheets

LOL Region Expense Worksheets are completed when money is spent. All receipts and invoices should be submitted to the Treasurer with the LOL Region Expense Worksheet. For invoices sent directly to the Treasurer, it is very important to submit a LOL Region Expense Worksheet before the invoice reaches the Treasurer. This makes it clear who is issuing the invoice, to what it pertains, and the amount (if known).

An invoice received without a corresponding LOL Region Expense Worksheet may not be paid. Remember to sign the LOL Region Expense Worksheet so an accounting trail is available in case a question arises later.

Appendix A - Time Line

Time Line



8 Appendix B - Budget Items

Expenses
Track Rent
Supplemental Track Expense
Sanction
Insurance
Misc. SCCA (Tow fund, etc.)
Area 5 Trophy Fund, etc.
Trophies
Worker/Driver Giveaways

Income
Entries
Entry Refunds
Bad Checks
NSF Makeup
Overcrew
Sponsorship
Saturday Dinner Sponsorship

Copy Machine

Specialty Supplies
EMTs
Worker Lunches

Saturday Party, Prizes
Saturday Party (Food, & Drink)

Saturday Party Tent & Tables
Checkered Flags

Wrecker

Entry Printing, Postage, & Labels
Worker Prizes
Driver Prizes
Misc. Administration.
Sat/Sun Breakfast/coffee

Worker treats
Ice
Name tags

9 Appendix C - Required Forms

Supps

Sanction

Insurance

SCCA Master Insurance Plan Event Audit Form #9727

Tow Fund/Excess Sanction/Spec Racer Ford/Formula SCCA/SCCA Sports Racer Compliance

Cendiv Audit form

LOL Region LOL Region Expense Worksheets

LOL Region LOL Region Deposit Worksheets

10 Appendix D – Suggested Suppliers 2018

Party Time Rentals

For BIR tent rental

(218) 829-6300 talk to Brad

Either 1 large tent or the 2 smaller ones together; order fans for July 4 and Labor Day (not needed for Memorial weekend)

Location: either next to the BIR Tech barn or on the far side of the bridge (on the left)

Mike's Pro Shop 651-488-6785

Trophies, awards, promotional items

Mike Schmid cell: 612-978-9146

Pro-Graphics (952) 888-2463

Signs

Dave Erickson

Nitro Square (this is where we get ice, liquor and sometimes worker treats)

Baxter MN (gas, food, Matthew is mgr)

Matt: 218-831-3945

Karen-acct mgr-deals with invoices:

accounts@adal.com, 1-218-851-7462

18198 State Hwy 371, Brainerd, MN 56401

Phone: (218) 454-3780

FOOD:

Costco Baxter (good pizzas, cheap ask for price but around \$8 each. We need 40 pizzas for the average event)

13650 Elder Drive South, Baxter, MN 56425

Phone:(218) 855-5740 press: 5-3 (food court pizza)

Ask for the deli manager (Holly-mgr)

Costco--Baxter:

M-F 10:00am - 8:30pm

Sat. 9:30am - 6:00pm

Sun. 10:00am - 6:00pm

Worker lunches: Prairie Bay restaurant-pizza--218-824-6444

Marla about catering--\$9 lunch-sand, sal, chips, cookie, bev

GREAT lunches and close to track

Used Zorbaz Mexican. Must have person with truck willing to pick up—VERY messy

Pay in advance

Good food. Order tacos for 125 people, request extra salsa, lettuce and onions (tell them we didn't have enough last time)

Zorbaz Mexican:

8105 Lost Lake Rd, Nisswa, MN 56468

Phone: (218) 963-4790

Hours: Open today · 11AM–2AM

Ask for Dave/Jen

Morning coffee for workers: Caribou Coffee: Phone: (218) 833-8099

11 Medium roast boxes, plus 1 decaf each day, Sat and Sunday.

15175 Edgewood Dr N, Baxter, MN 56425

Open · 6AM–9PM

Pickup and pay cash (plus tip) - **(tell them, “Please have it ready at 7:00 am each day”** ((This gives person picking up enough time to stop by registration to drop off coffee and donuts to workers in the SCCA office)

Morning donuts for workers:

Cub Baxter 218-828-4601 main

Ask for Bakery:

Order 3 dozen fried donuts, mixed, including fritters and filled donuts

For BOTH Saturday and Sunday (3 doz on Sat and 3 doz on Sunday). Need a copy of the receipt on both days so whoever picks up isn't charged. Total is around \$36/day

Have the Cub order taker repeat order back to you and listen carefully for misunderstandings.

They will then transfer you back to customer service to provide the credit card number. Receipt will be on the Sat donuts.

(don't use) Pizza Ranch (218) 454-3290

14643 Edgewood Dr N Suite 110, Baxter, MN 56425

Rod (Wheelie Bar at BIR) last option if we are desperate or don't have enough lunches

218-851-0581

Versatile Golf Carts-- (218) 824-3533

fax: 218-824-3534

jerry@versatilevehicles.com

Sometimes for Race Chair or Stewards, as needed. About \$100/weekend, order in advance. Pick up between 3-5pm on Friday and return on Sunday afternoon (drop off behind Registration building – put key under the seat on top of battery.)

Rhino Rentals, LLC for headset/radio rentals. Talk to Flag Chief and order 3-4 weeks in advance

9494 Hemlock Lane North

Maple Grove, MN 55369

TEL: 763-315-8692 Dan or Courtney

FAX: 763-315-8695

TOLL FREE: 888-335-3737

Casey Lloyd announcer: 507-469-4520

email in system

SCCA-LOL Race Chair Manual, 2018

lloyd.caseyarthur@gmail.com

Depends on if we have the budget for it.

Talk to Gary at track if we need the National Anthem played. They will also do Canadian Anthem if we have our regular Canadian drivers/workers.

12 Appendix E – Race Track Telephone Numbers

Brainerd International Raceway

Office 866-511-7606

Gary Curtis gary@birperformance.com

Cell: (612) 803-9165

Rod (Wheelie Bar) (May use for ice or if we are short lunches, but try not to)
218-851-0581

Blackhawk Farms Raceway

Office 815-389-3323 FAX 815-389-2000

Cindy Robinson crobenson@jvl.net.com

Concession 815-389-3323 x13

Road America

Office 800-365-7223

3. More BIR info

Competition course: 2.5 mi

Donnybrooke (entire track, including dragstrip): 3.1 miles

Main number:

218-824-7223

Sherry is office manager

Stephanie Wieczorek

new ticket manager

stephanie@brainerdraceway.com

218-824-7229

1-218-824-7606 Gary direct

(866) 511-7606 Gary Direct

Jed 651-247-2629 jcopham@hotmail.com

Jason Rue: 218-255-1169--handles catering

BIR tent locator Dan Antron: 612-247-3518

Tom in accounting
218-824-7228
tom@brainerdraceway.com

Geoff Gorvin
gorvin@charter.net
Brainerd Int'l Raceway
Marketing & PR
www.BrainerdRaceway.com
218-821-9513

Andrew DeLeon (marketing) 952-894-5985 (Geoff is primary contact)

Mark Stansbury (ambulance services) 218-820-6073
=> Jerry Brahm (former sheriff) track supervisor? 218-232-7614
Head of security

Gary also has 2 docs who teach at the drivers school.

Other resources:

Shirts:

LMH embroidery

Tammy: 218-895-5220

LMH Embroidery <lmhemb@gmail.com>

Worker/Driver Giveaways:

Showcase Awards
213 N. Broadway
Milwaukee, WI 53202
FAX 414-271-4411

Pins:

Showcase Awards
213 N. Broadway
Milwaukee, WI 53202
FAX 414-271-4411

Checkered Flags:

Creative Screen Printing
1108 South 10th Street
Sheboygan, WI 53081
Steve Tupper

Lunch Count Saturday, May 28

		Where Delivered	
Corners			
Start			
Grid			
Finish			
Pit			
Paddock			
Sound			
Timing and Scoring			
Stewards			
Flag Chief			
Assistant Flag Chief			
Race Chair			
Asst. Race Chair			
Safety			
Emergency vehicles			
Registration			
Tech			

12.1 Appendix G – Check List

✓	Task	Status
	Long Before the Race	
	Track Contract	Get signed copy from Competition Committee
	Race Entry and Supplemental Regulations	Comp. Comm. Develops
	Sanction Number(s)	Comp. Comm. Requests
	Insurance - PA (Participant Accident)	Comp. Comm. Submits
	Insurance - Liability	Comp. Comm. Submits
	Budget	
	Trophies	Comp. Comm. Orders
	Checkered Flags	Comp. Comm. Orders
	Select Assistant Race Chairs and meet	
	Attend Competition Comm. Monthly Meetings	
	Order tents for the season	
	Pay for the tent a week prior to the event	
	Before the Race	
	Contact Specialty Chiefs and meet	
	Letters and Entry Mailed to Stewards	
	Verify Doctor or EMT participation	Chief of Safety. Reserves
	Wrecker -check with Chief of Safety	Chief of Safety. Reserves
	Calibration of Sound Equipment	Chief of Sound. will coordinate
	Calibration of Scales (Tech and Track)	Chief of Tech. will coordinate
	Copy Machine (may not be needed)	Chief of T&S. Reserves
	Copy Machine Paper (1 case)	Chief Registrar/T&S Reserves
	Region Radios	Flag Chief
	Disaster Plan	Chief of Safety. will obtain
	Track Rent - pay first installment	Comp. Comm. Will make arrangements
	Worker and Driver giveaways (at Registration)	
	Pace Car(s) and Driver(s)	Work with BIR for car
	Official's packets	Chief Registrar will assemble
	Race Chair Letter (in Official's packet)	
	Lunches	Contact Caterer
	Worker treats (Afternoon snack)	
	Sat/Sun. donuts	
	Worker Party -	Order pizza from Costco
	Worker Prizes for Party	
	Arrange for dinner/prize tickets with Registration	

✓	Task	Status
	Signage - Registration	Printed on letter size paper.
	Parking (for officials at LOL)	Obtain from the previous LOL Race Chair
	Thanking Sponsors	
	Obtain Registrar License (Regional) - for you and assts.	
	Envelopes for mailing race results	
	Name Tags for Officials	
	Send Letters/Faxes Verifying:	
	Doctor/EMT	Chief of Safety. will handle
	Wrecker	
	Worker lunches and party	
	Beer and Soda prices (Sched E)	
	Make copies of Radio Sign Out Sheet	
	SOM Packet	Comp. Comm. will provide to Chief Registrar
	Get original of each insurance certificate	Obtain from Comp. Comm.
	At the Race	
	Track Tour – at lunch if sched allows	Designate a person to manage
	Help with Registration	For sure the night before and morning of the race
	Region Radios	Hand out
	Water and Ice	Designate a team to deliver
	Attend F&C Worker Meeting	
	Fire Extinguishers – LOL	Count those put out and those used up
	Sound Report Pick-up Person	Ask Chief of Course Marshal to handle
	Get Lunch Counts each morning	
	Pace Car Rides	
	Nat'l Event Winner Stickers – Nationals only	Get from Chairman of SOM's
	Results Runner	
	Trophy Helpers (2)	
	Lunches and Lunch Tickets	You deliver all except those on track
	Worker Party (also deliver dinners to T&S, Registration, Tech, Stewards, and any other specialties working late)	
	Audits - # of entries from Registration	Need # for each class, especially SRF, workers
	# of entries from Tech	by specialty, and any other the Chairman SOM
	# of entries from Timing and Scoring	wants. Make sure #'s from all 3 sources agree
	# of workers by specialty (from Registration)	
	Get last gate ticket # and return roll to security	
	Settle Accounts	
	Track Rent – remainder	
	Wrecker	
	EMT's	

✓	Task	Status
	Lunches	
	Used Fire Extinguishers	
	Security	
	Oil Dry	
	Track clean up, etc.	
	After the Race	
	Fill out Insurance Audit Forms	
	SCCA Master Ins. Plan Event Audit Form	Give to Treasurer with LOL Expense Worksheet to pay
	Tow Fund/Excess Sanction/Spec Racer Ford/Formula SCCA/SCCA Sports Racer Compliance	Give to Treasurer with LOL Expense Worksheet to pay
	Accounting	LOL Expense Worksheets for bills and LOL Deposit Worksheets for income to Treasurer
	Trophies	Fulfill arrangements you made with drivers not present
	Thank You Letters	