

SSSCC April Club Meeting

4/9/2008

Old Business

Meeting called to order at 6:30pm by Lynn Rogers, President. 12 members present.

There were no March events since last meeting.

The new timing computer has been completed and is ready for its first event. Thanks to Rex, Mitch, and Lynn for donations to cover purchase of a monitor. We ended up getting a 22" widescreen for \$209 on clearance at Best Buy. Thanks to Bruce for donating a 19" LCD monitor to act as 2nd timing monitor and to Mara for donating a keyboard and mouse. The new system will be assembled and tested at set up Friday for this weekend's events.

Treasurer's Report – Jodee reports that there is \$950 in the checking account. We will be making a payment to Yakima Sun Dome in the amount of \$2500 by April 22nd to secure the site for our May events there. Trailer tabs need to be renewed as well.

New Business

Upcoming events:

Winter Heat #5 & #6 – April 12/13 at Gesa Stadium (formerly Dust Devils.)

Course and event setup at 2:00 Friday afternoon. The sweeper is scheduled to arrive at 4:00pm. There are over 50 pre-registered each day, so please be early. The weather is supposed to be in the upper 70's so be prepared for the sudden heat wave. The course designer is Mitch Lewis.

Season Events #1 and #2 – May 3rd/4th at Yakima Sun Dome

Course and event setup Friday May 2nd. More details to follow.

Purchasing:

Jim Walker has ordered the lapel microphones for radios that will replace all the headsets and provide improved function and more durability. They should arrive soon.

Mike Ellsworth brought a demo of the station buckets we will be using for worker stations this year. Each bucket will contain some chalk, crayon, drinking water, red flag, lapel microphone, and if room, the extinguisher. Lawrence, Safety Chief, will be testing each extinguisher and passing them out to stations at each event.

2008 Club Sponsorship

It is time to secure sponsorship from local businesses. So far Autobahn has agreed to renew and Lynn has collected renewal agreement. Les Schwab has provided stickers for van and we need someone to install, maybe at Friday event setup? Chad has collected renewal agreement from KS. Lynn is awaiting feedback from Kartsports NW who is considering renewal. Need to get vinyl for the van printed for Advantage Backflow. Chad is talking to Tri-City Battery about becoming a sponsor.

The club needs to do a better job of describing sponsors when mentioning them at meetings and other instances. We need to find out from each sponsor how they wish

to be described so that we can do so correctly. Lynn has begun to ask sponsors if they have a “tag line” or if there was something they would prefer we say about them which would help people know who they are and what they do.

New sponsors are needed. Lynn has developed a sponsorship incentive to club members as follows. If you secure a new club sponsor at the \$300 level, the club will give you \$50 cash. If you secure a new club sponsor at the \$1000 title level, the club will give you \$200 cash. Sponsorship packets are available via the forum as needed. They say 2007 season on them, but no changes have been made since then. Qualifying for the cash requires that you secure the sponsor and deliver a check to the club. An officer will then contact the sponsor for graphics logos and such to get them put on the van, course maps, and such.

Rule Change

There has been a proposed rule change to immediately ban the use of alcohol burning go-karts at any SSSCC events. The reason for this decision is if an alcohol burning engine catches fire, it burns clear. Risk of injury to the driver and responders is higher. At this time there is no immediate impact as there are no current participants running alcohol burning karts. There is no negative impact expected to be seen from this ruling. A unanimous vote made this rule effective immediately. During discussion the question was raised about a car running any type of alcohol. Lynn will check on the current rulings of SSSCA and report back.

Safety Issues

Lawrence brought up a couple issues he wishes the club to focus on this year. He will be implementing a station chief at each worker station who will be responsible for assigning each person working the station a specific job. This will eliminate any confusion about job duties and make the workers more efficient. He will be creating a laminated card that stays in each station bucket that outlines the duties of the station. A second focus will be training a few key people to do course control in a more sharply defined manner. This will improve event flow and tie this position in with safety more.

Inspiration Studio Trophy Season

Lawrence Danton’s Company, Inspiration Studios, is sponsoring a season trophy based on the SSSCC season events. They are awarding a men’s and a ladies trophy for top PAX winners. He will be posting results after each event to his website which he will share with us when he has it up and running. This is a little added incentive to attend all the events this year.

2008 – Event Flow

1. Friday Setup (overseen by Harold Walkup)
 1. Arrival time – 3:00 P.M. (unless otherwise stated)
 2. Things to accomplish:
 - a. Position trailer
 - b. Position van
 - c. Define site perimeter as needed
 - d. Place cones
 - e. Evaluate course with designer for safety and flow.
 - f. Chalk course
 - g. Supply cones to worker stations

- h. Setup grid
 - i. Plug in radio charging tub and nest all radios correctly in cradles.
 - j. Identify problem areas on race surface which require attention.
 - i. Either fix the problem or report it for event morning correction.

- 2. Friday night pre-event setup (overseen by Mara Walkup)
 - 1. Verify all laptops are running most current version of Axware software.
 - 2. Verify all laptops are fully charged and running properly.
 - 3. Create event in Axware timing software.
 - 4. Download event registrations from ORM.
 - 5. Print registration labels and affix to blank timing cards.
 - 6. Print bar code labels and affix to blank timing cards.
 - 7. Verify bar code scanner is fully charged.
 - 8. Verify timing light units are fully charged.
 - 9. Verify all necessary electronics consumables are on hand. (batt's, labels, etc)
 - 10. Print reports of online payment transactions for membership and event.
 - 11. Event morning duties:
 - a. Setup timing computer and peripherals
 - b. Setup registration computers
 - c. Test computer network
 - d. Test bar code scanner
 - e. Test label printers
 - f. Be available for tech support as needed.

- 3. Waiver (overseen by Rex Ayers)
 - 1. Before event:
 - a. Recruit waiver workers for entire days event.
 - b. Confirm to those people their assignments
 - c. Communicate assignments to chief of workers
 - 2. During event:
 - a. Verify with chief of workers that all volunteers are there.
 - b. Supervise Waiver positions throughout day.

- 4. Event morning setup (overseen by John Jobin)
 - 1. Arrival time – 7:00 A.M.
 - 2. Things to accomplish:
 - a. Setup registration area
 - b. Setup and test PA system
 - c. Setup and test timing lights
 - d. Setup and test display board
 - e. Resolve any remaining race surface issues unresolved from setup crew.

- 5. Registration, Membership, and Work assignment (Mikey Hall, Scott Bliler, Jodee Penner, Dan Best, Ken Wheeler)
 - 1. Arrival time – 7:30 A.M.
 - 2. Membership:
 - a. First contact at registration line.
 - b. Determines what the person needs and delegates as needed.
 - i. If the person wants to join the club:
 - 1. Have them fill out the form
 - 2. Collect membership dues
 - ii. If the person has pre-registered for the event:

1. Find their timing card in the pre-reg stack.
 2. Collect entry fee dues
 3. Give them bar code label and instruct them of placement
 4. Send them to next available registration person
 - iii. If the person has not pre-registered for event:
 1. Collect entry fee dues
 2. Give them a blank timing card
 3. Send them to next available registration person
3. Registration:
 - a. Second contact at registration line.
 - i. If person is pre-registered for the event:
 1. Verify all information on their label is correct
 2. Mark them as registered in the Axware software
 3. Send them to the work assignment person.
 - ii. If person is not pre-registered for the event:
 1. Input information into the Axware software.
 2. Print registration label for timing card.
 3. Print bar code label and instruct them of placement
 4. Send them to work assignment person.
6. Work Assignment:
 - a. Before event:
 - i. Communicate with chiefs of timing, waiver, and tech for work assignment volunteers selected by those chiefs.
 - b. During event:
 - i. Final contact at registration line.
 1. Collect time card from participant
 2. Assign them a work assignment
 3. Write assignment on tear off portion of timing card
 4. Instruct person to where work assignment is.
 5. Remind person of 9:00 Drivers meeting.
 6. Send person to Tech inspection.
 7. Perform worker check in before each run group.
 - ii. Verify with chiefs of timing, waiver, and tech that all volunteers are present.
7. Tech inspection: (Overseen by Mike Parker)
 1. Before event:
 - a. Recruit volunteers to perform tech inspections
 - b. Confirm with volunteers their assignment
 - c. Communicate with Chief of workers those workers.
 2. During event:
 - a. Arrival time – 7:30 A.M.
 - b. Perform mechanical tech inspection
 - c. Inspect helmet for race readiness
 - d. Inspect car interior for loose items
 - e. Verify numbers are on side of car
 - f. Verify bar code sticker is on properly
 - g. Verify sticker matches numbers on car
 - h. Send car to grid location
8. Novice: (Victor & Vickie Livengood)

- a. Arrival time – 7:30 A.M.
- b. Assist novices in the registration line
- c. Assist novices in preparing for tech inspection
- d. Guide or delegate a guided course walk at 8:30 A.M.
- e. Assist novices as possible throughout day.

9. Kart: (Dawn Danton)

- a. Arrival time – 8:00 A.M.
- b. Make contact with each kart participant to aid them in becoming event ready.
- c. Lead a mandatory Minor Kart meeting
 - i. Safety concerns
 - ii. Navigation concerns
 - iii. Speed off course concerns
 - iv. What to do if stalled on course.
- d. Coordinate with grid and timing on when to run karts.
 - i. Inform karters when to get ready for timed runs.
 - 1. Give heads up minutes before running to ensure they are suited up and ready on time.
- e. Monitor and assist karters throughout day as possible.

10. Safety: (Lawrence Danton)

- a. Arrival time – 8:00 A.M.
- b. Perform safety course walk before 8:30 guided walk
- c. Lead safety portion of 9:00 drivers meeting
- d. Supervise safety aspects of event throughout day.

11. Timing: (Mitch Lewis)

- a. Before event:
 - i. Recruits volunteers for timing, timing assistant, grid, course control, and announcer.
 - ii. Confirm to those people what they will be doing.
 - iii. Report to chief of workers those people's assignments.
- b. During event:
 - i. Arrival time – Before registration closes
 - ii. Confirm with worker chief that all volunteers are present.
 - iii. Communicate with each of them how to perform those duties.
 - iv. Supervise those workers throughout the days events and manage any issues as necessary.

12. Post event tear-down (Manny Bonilla)

- a. Arrival time – Before registration closes
- b. Packs and arranges items in van and trailer after events.
- c. Ensures van and trailer are locked and secure.
- d. Ensures site facilities are locked and secure (bathrooms, etc...)
- e. Ensures site is clean of race garbage and participant equipment.