

Checklist for coordinating a race

10-10-11

Race Track Venue

- 1) Find a lake with easy vehicle access to the track location
- 2) Ice conditions need to be confirmed to be safe for racing, and vehicle loads, prior to putting in the track (consult track committee for guidance)
- 3) You are responsible for getting the appropriate equipment/personnel to put the track in (truck with plow, ATV with plow, etc.), and getting the track put in that meets ISR/KCPRO EAST standards. The KCPRO EAST Track Committee personnel can assist you with all of this.
- 4) For insurance purposes, you need to contact the KCPRO EAST Treasurer and inform him/her of what lake, city, and county, the track resides in. This needs to be communicated no later than 5 business days prior to the race event.
- 5) The Appropriate bathroom facilities need to be available during the race. This usually includes contracting with a company in the area that can provide portable toilets, and will deliver and pick them up from the race track location. One or two portable toilets usually suffice. You should provide the KCPRO EAST Treasurer with the invoice for payment, at the conclusion of the race.
- 6) Either a certified EMT or Ambulance service, need to be obtained for the race. This information needs to be communicated to the KCPRO EAST Treasurer, no later than 5 business days prior to the race date. KCPRO EAST will pay \$150 for these services, for that entire day (if there are two people, that amounts to \$75 each). You should find the KCPRO EAST Treasurer during the race event, and have he/she pay the EMT, or Ambulance service, before they leave the race track.

Post-Race Awards Banquet

- 1) Find a business in the area that would be willing to sponsor a race. It is important that you secure sponsorship funds for the race you are coordinating. The funds should be received prior to, but no later than, the date of the race. (See sponsorship information on the KCPRO EAST website, and or feel free to contact a KCPRO EAST officer for guidance).
- 2) Find a place that is willing to host our post-race awards banquet (this may or may not be the same business/entity that is sponsoring the race). Awards banquets usually last a couple hours, so this information should be communicated to the banquet host.
- 3) The post-race awards banquet location should be relatively close to the race track, and should be a place suitable for children of all ages. The awards banquet location needs to be able to seat all of KCPRO EAST racing families
- 4) As the person responsible for coordinating the race, you are responsible for providing each racer with a goodie-bag. Goodie bags usually consist of items such as candy, juice boxes, cookies, and/or other fun stuff for the kids. For further clarification, contact a KCPRO EAST officer.

