

This article explains the responsibilities of the Event Sponsor. The following will help you carry out your duties and provide an enjoyable event for all participants:

To successfully sponsor an autocross event, you must:

- 1) Schedule the event.
(At Planning Meetings or call the President, Russ Kelso.)
- 2) Coordinate with the President to determine site availability.
- 3) Coordinate with the Insurance Chairman to insure the event is covered by PCA Event Coverage. (Bob Patterson).
- 4) Advertise your event in the Roadrunner Ramblings, (Editor-Tom Leavitt)
This article needs to be in Editors hands no later than the 10th of the month prior to the month you want it to appear in the Newsletter!
- 5) Determine a course layout for your event (many of us have copies of various courses we have run before, just ask around if you need a suggestion)
- 6) Coordinate the layout with the Safety Chairman (Doug Brosveen) then make copies of the course to hand out at the event during registration
- 7) Coordinate with fellow members to assist you on the day of the event, someone to take fees and get insurance release forms signed during registration while you are setting up the course is a big help
- 8) Obtain equipment from the club storage room and transport it to the site (check with Board members to get access to the storage room - which is only open from 07:00 AM to 7:00 PM!)
- 9) Check out the two way radios which are required for the corner workers, starter, Sponsor, and timing as well as the walky-talky radios for the Timer and the Scoreboard (they probably need to be recharged prior to the event, and usually are in the storage room inside a brown vinyl suitcase)
- 10) Coordinate with the Timer to be sure they and the timing equipment will be available. Some qualified to operate the timing equipment are: Tom Leavitt, Sonoya Shanks, Doug Riley, Randy Bartell, Neil Alessio and Greg Strobel.
- 11) The Lap Time Board and Easel are large and may require special transportation arrangements along with those stacks of cones and the blue plastic boxes which hold everything from fire extinguishers to Die Serie Rule Books, Observer Reports, dry markers, erasers, cleaning fluid, and even a torque wrench in case it is needed for technical inspection. The extra helmets owned by the club are usually just on a shelf, not in the boxes.
- 12) At the event site: Coordinate to have the gates open on time. At Sandia Motorsports Park contact: Ms Dawn Freeze 352-8888, extension 103. At San Felipe Casino Hollywood contact: Bill Malinka 867-6700, extension 261. Make sure there are no unexpected obstructions. (such as a vehicle left overnight right in the middle of your proposed course layout!) Set up a table and chair in a conspicuous place for registration, filling out forms, signing insurance releases and paying the fee (which you have established by coordinating with the Treasurer (Neil Alessio) to be sure

your event does not lose money! Using your course layout maps (which are now available to all at your registration point) you and a few volunteers construct the course with cones (where will you have slaloms? How many? How far apart will your cones be? Will your slalom feature equal distance cones? Increasing distance cones? Decreasing distance cones? Where will the start/finish be? Where will the timing lights be located?) It gets interesting. After you have set up the course, (did anyone mark the cone locations with chalk or shoe polish?) hold a drivers/workers meeting and divide into two groups establishing which group works first and which group drives first. Smaller subgroups of four cars must be run in succession in order to accommodate the timing software which can't handle more than four cars at a time. Give the safety chairman a chance to remind everyone that our first priority is NO DAMAGE & NO INJURY and NO DRUGS OR ALCOHOL USE ISK PERMITTED. Assign corner workers, starter, recorder of lap times and enjoy!

- 13) After the event is over the results should be announced and recorded and provided to the Score keeper. (Tom Leavitt) All club equipment and trash picked up and the equipment returned to the Club Store Room. An after event report is provided to the Roadrunner Ramblings Editor (Tom Leavitt) for inclusion in the next newsletter, and the PCA Observer Report filled out and submitted to PCA. Examples of this report are in the Event Forms Blue Notebook, which is in one of the blue plastic boxes. The report may be filled out and mailed in to PCA Executive Secretary, or it may be done on line.

Good luck! Bob Blackwell.