

TARANAKI KART CLUB

Convenor's checklist

Pre-Race Day (At least Monday or Tuesday prior to meeting)

1. Phone Ambulance Service on 067656343 Brian Storey to arrange for a Paramedic (10am-5pm)
2. Confirm the following minimum numbers of officials from the phone list inside the Kartorque cover:-
 - 3 Race Officials required (1 Clerk of the Course, 1 Assistant Clerk of the Course - both on track, one Chief Steward – off track)
 - 1 x Pit Steward (Gate)
 - 2 x Machine Examiners
 - 1 x Race Starter
 - 1 x Shop Manager (check there will be sausages and bread for barbeque at the end of racing)
 - 1 x Bar Manager
 - 1 x Race Secretary
 - 1 x Person to put the reports up on the board
 - Check/Confirm availability of flaggies with Rob
3. Confirm that a key holder will be at the track to unlock on Race Day.
4. Check to see who the Duty Class is that will be helping you set up on the day as well as pack up after the meeting. Make sure these people do help.

Race Day Morning

Assist the Duty Class in putting out the following equipment.

1. Air Compressor
2. Check scales are working
3. 5 x Fire Extinguishers (Pit Gate, Tech Shed and one on each flag marshal point) Fire Extinguishers need to be rotated once to ensure the powder is loosened
4. 4 x PA Speakers and push red button to turn amplifier on, radio system is preset
5. 2 x PA Integrated Communication Modules (ICM's) One at starter stand and one at pit gate, Check pit gate mic working
6. 1 x Electronic Lap Counter to starter stand, turn transformer on - its to the left of light switch in tech shed and please turn off after meeting (Check start light system working)
7. 1 x Yellow, 1 x Blue flag at each flag Marshall point
8. 1 x set of flags at the Starters Stand and chair (these are under the control tower)
9. 1set of flags for pit gate – (blue bag labelled pit gate)
10. Unlock Padlocks and relock on chains: Gate for lower car park, Tech shed & Tech shed side gate, Ambulance Gate, Tower, and tower gate, chain across track, toilets, clubrooms
11. Put up reports board
12. Put out Rubbish Drums
13. Organise recovery vehicle, trailer and driver

14. See Race secretary/steward regarding race direction, number of practices, laps per race and race order depending on entries
15. Check with race officials on placement of bags depending on racing direction
16. Put race order magnets on Race Order Board at Pit Gate
17. Make sure Clubrooms are clean and tidy
18. Toilet Block clean & tidy, are paper towels, toilet paper and hand cleaner stocked up? Supplies in storeroom. Please check toilets during the day
19. Please arrange for someone to give the shop workers a half hour break during racing so they get to watch a few races
20. Ensure all race officials have radios (including convenor if not racing)
21. Ensure race secretary has paid the ambulance person
22. Typical club day time line is as follows:
 - 7:45am – Gates open and equipment unlocked as above.
 - 8:15am to 9:00am – Scrutineering
 - 8:30am to 9:00am – Confirmation of entry
 - 9.15am – Drivers briefing at pit gate
 - 9.30am – Tuning Runs
 - 10:00am – Racing commences
 - Lunch break of 30 minutes after two rounds or as time allows

Race Day Afternoon

1. Barbeque to be set up to start cooking sausages
2. The Duty Class assists to put away the equipment
3. Confirm that a key holder will be available to lock up
4. Dispose of the rubbish before the next meeting. Including bins in pit area, rubbish in toilets and clubrooms
5. Ensure all radios are returned and on the charge
6. Make sure 4 Flaggie Jackets have been returned to Tech Shed
7. Assist with prizegiving. (Aim to hold prizegiving 30 minutes after racing finishes)
8. Clean barbeque and put away
9. When all finished, pat yourself on the back for a job well done.

- ◆ **If you have any difficulties, contact the President, Vice President, Secretary or a Club Steward.**
- ◆ **If you can think of a task that should be included on this list, please contact the President.**

(This was updated on the 20/02/08)