

## **Convening a KartSport Whangarei race day meeting at Anderson Park. Helpful Hints from Dave Robbie - updated on 17<sup>th</sup> June 2013**

*The Duty Class will nominate one of their members or supporters to be the **Convenor** and the other drivers and support persons on the day would shift the chain from across the track, put out the flags, fire extinguishers, etc. prior to start of racing and refit the chain across track and collect all items at the end of the racing.*

- (1) **Ring around early** - it takes less time if it's **more** than a week from the next meeting than it does a couple of days before the meeting.  
Most of the Race Officials also carry out their duties at other clubs as well as ours and also like to have an occasional weekend away from karting. So it is important to plan to contact them **early**.
- (2) Each Class of Kart will take turns to nominate someone to be the Convenor of the upcoming meeting. There are over 40 active members of our club so there should be no need to rely on only 2 or 3 to do this.
- (3) You will notice that the same names come up over and over again in the following list. We need others to step up to the plate. Please help if you can.

**The following positions require people before a meeting can go ahead.**

**Two Race Officials (one Clerk of the Course and one Steward).** Alan Hoare (09) 430-0503, Maylene Robbie (09) 436-2559, Dave Robbie (09) 436-2559, Richard Macey (09) 438-4944, Amy Griffiths (09) 438-5982, Robin Woolridge (09) 438-2111

**One Scrutineer.** Murray McLean (09) 434-8128, Dave Robbie, Technical Officer (09) 436-2559, or any Race Official.

**One Race Secretary and one Assistant.** Contact Ella Gleeson (09) 4307472

**One First Aid Person.** Derek Tunnicliffe (09) 407-7933, Maylene Robbie (09) 436-2559.

**One Starter/Finisher.** Dave Robbie (09) 436-2559, Alan Hoare (09) 430-0503.

**One Pit Gate Marshal.** Most Club Members could do this on a Club Day.

**Canteen Manager.** Amy Griffiths (09) 438-5982, Hazel Beasley 021-672643

**One BBQ Cook for breakfast.** Most members of the club surely can cook bacon and eggs on a BBQ. Contact Maylene Robbie regarding the supply of the food to be cooked (09) 436-2559.

### **SETTING UP BEFORE RACE DAY COMMENCES.**

1. Turn on Tech Shed Main Switch
2. Connect Start Light switch at Start Position and set out the green flag.
3. Remove the chain across the track near the pit gate and store it **BEHIND** the bang bag of the flag marshal point.
4. Turn on Air Compressor.
5. Yellow, blue and yellow/red flags at each Flag Marshal Point.

6. Last lap Board and Chequered flag plus Lap Scoring Numbers at Finish Line shelter
7. Check that there is no debris on the track.
8. Check that bang bags are in correct position.
9. Put out Kart Racing Today sign outside the main entrance gate.
10. Put out the Car Park sign about 5 metres inside the main gate
11. Fire extinguishers: 1 at Pit Gate, 1 outside Tech. Shed, 1 on fence near Finish Line, 1 at flag Point 3.
12. Rubbish bins with plastic bags in them positioned around pits area.
13. Grid Draw board mounted at Pit Gate.
14. Test Public Address System and take remote microphone to the Pit Gate Shelter.
15. Sweep out debris in Tech Shed.
16. Set up table and chair etc. ready for Scrutinising of karts.
17. Open Tech Shed entry & exit gates prior to Scrutinising of karts.

### **AFTER RACING IS OVER FOR THE DAY.**

1. Collect all flags from Flag Marshal Points and Finish Line Shelter.
2. Collect Lap scoring numbers from Finish Line Shelter.
3. Collect all of the Fire Extinguishers.
4. Collect Start Switch.
5. Collect all rubbish bins and ensure rubbish in bags ready to be taken away.
6. Collect Grid Draw board from Pit Gate Shelter.
7. If Public Address System has been used ensure the microphone is collected from Pit Gate Shelter.
8. Ensure all bang bags are in correct position
9. Replace the track chain across the track near the pit gate.
10. Turn off the Main Switch on Distribution Board in the Tech Shed.
11. Put in Tech Shed the Racing Today sign from outside the main gate.
12. Put the Car Parking sign away inside the Tech Shed.
13. Close and lock front door of the Tech Shed.