

Race Day Tasks

**EVENT: National/Club Round No.**

**DATE:**

TASK NO.	Race Day Tasks	No. of People	Time	Completed by (Print Name)	
				Person 1	Person 2
<b>Pre-Event</b>					
1	Clean Track with Leaf Blower	1	30min		
2	Pitlane Sleepers (wait till Pitlane clean with Leaf Blower )		5min		
	Erect Rostrum Steps & Ladder	2	5min		
	Put out Speaker System & Pitlane Monitor		10min		
	Podium set-up		5min		
3	Generator Set-up		5min		
	Compressor Set-up	2	5min		
	Layout Timing System		10min		
4	Erect Catch Fencing x5		15min		
	Put out Club Info Board	2	5min		
	Marshal Chairs, High Vis Vests, Pegs				
5	Computer Set-up	2	30min		
Petrol for equipment / Oil for equipment					
<b>Post-Event</b>					
1	Pitlane Sleepers		5min		
	Rostrum Steps & Ladder	2	5min		
	Speaker System & Pitlane Monitor		10min		
	Podium removal		5min		
2	Generator removal		5min		
	Compressor removal	2	5min		
	Tidy up Timing System		5min		
3	Remove Catch Fencing x5		15min		
	Remove Club Info Board	2	5min		
	Tidy Marshal Chairs, High Vis Vests, Pegs				
4	Tidy up Computer	2	20min		

**ENSURE PARK ENTRANCE GATES ARE LOCKED BY 10AM**

**NOTE:**

- 1 The committee has the right to pre-assign tasks on a rota system to ensure they get done.
- 2 Persons must sign the sheet prior to commencing task so everyone knows who is completing it.
- 3 Drivers must vary the tasks they do in the interest of fairness.
- 4 It's the actual Driver that must complete the tasks. If a Pitman or friend helps that is seen as a BONUS, unless previously agreed with a Committee member (they must put that persons name in brackets beside signature)