

VOLUNTEER POSITION

JOB DESCRIPTION: TECH SHACK PERSONNEL

- a commitment to TMR to be in attendance at every scheduled race and Test N Tune.
- once you have learned this position, an untrained, unprepared person cannot step into your place

(these duties were also performed by Nancy Siddon before she would start her day in the lanes. I am breaking up the two jobs, with the anticipation that it will make them more attractive to new volunteers)

SATURDAY

- start time of 8:30 a.m.
- the most important part of working in the Tech Shack, is remembering that it is a “People Persons” position. Talking with the racers and spectators takes up a large part of the day, and the more personable and informative you are, the quicker you can get them back to their race car or to the stands.
- learning all about the race day, the rules of the track, where everything is in the tech shack so you can answer questions from racers and spectators.
- learning the cash register (signing up racers, entering funds into several different categories)
- selling product to the racers and fans.
- taking new OASC memberships.
- be comfortable communicating on the radio.
- learning the Race Program. Familiar with PC’s. (printing tech cards, changing info in the computer, entering new racers (full info)
- registering new and repeat racers, assigning car #'s, checking new tech cards for missed info, collecting race fees, gate fees (if they do not have wristbands on) plus the new Staff Funding monies, making sure waivers are signed correctly.
- making sure that the racers bring their pit crew, families, friends to the tech shack to sign in, pay, get wristbands (if applicable)

- KOTH - keeping track of the King of the Hill entries, as they come in (monies kept separate), racer #'s recorded separate, and radioed to the tower at cut off time or before. Prepare a clip board with a ladder for the Staging Director and the copy of all the racers who entered.
- Keep the ladder current with round winners advanced, have it back to the Staging Director well in advance of next round.(remember to watch for bye runs, other Tech Shack personnel will be keeping track of the round winners and their time slip info. You will refer to this to determine who gets the next bye).
 - Saturday evening - is spent working with the Track Director to assemble the prize packages for the following day.

SUNDAY

- start time of 8:30 a.m. The morning progresses much like Saturday. At 11:00 a.m. print out a list of “Racers By Car Number” and “Racers By Last Name”, put aside for Track Director.
- during the lunch break, determine who has not returned to race from Saturday.
 - remove them from the “Current Racer List” in the computer
 - print out a copy of “Racers Present” so you can cross reference. Make manual changes on those lists, remove any more racers from the computer who did not participate in Sunday qualifying.
 - Once that is done, print out lists of “Racers By Class”, this will determine for the Staging Director how many entries there are for the ladders.
 - work with the Staging Director, to set up the ladders and determine if there are any “bye” runs in 1st round of eliminations.
- during the afternoon, you will work closely with the Staging Director taking the finished round ladders and transferring new info for the next round. Close attention must be paid to who had the bye runs (only 1 per racer per event), try to watch the runs to determine if there were any infractions that the computer could not catch. This will drastically alter the outcome of the WIN/LOSE on the time slips and must be corrected before the racers pick up their slips. Listen carefully to the radio for any data coming from the tower personnel with regards to runs.
- awards presentation, help the Track Director with the distribution of plaques, product and racer payouts.

••**MOST IMPORTANT:** *Unless you are absolutely positive, the paper you are throwing away is just “scrap”, DO NOT discard any information from the Tech Shack.*