

## SMRI Contingency Director

### Duties and responsibilities

- 1) Race events
  - a. Arrive before registration opens to place contingency items in registration
  - b. Place the following items in registration:
    - i. Copies of contingency forms for all contingency vendors along with copies of class payout and grid size requirements (at least 50 copies of each vendor contingency claim form)
    - ii. Stickers for each contingency vendor
    - iii. Folder or box for racers to place their completed contingency form
  - c. During riders meeting explain where forms are located, that completed forms are due before racing starts and any special requirements for a certain vendor (i.e. Pirelli and Michelin require that you sign up online). This should be done at the beginning of the race season and then at contingency's director's discretion afterwards
  - d. During the day during race events – walk the pit area and view the bikes of the contingency applicants. Verify they have the equipment and stickers for the appropriate vendor.
  - e. Be available to answer contingency questions as required
  - f. Take notes on racers with contingency issues - be prepared to research and respond to racer after race event.
  - g. Collect all contingency forms at the end of the race event.
  
- 2) The Week after a Race Event
  - a. Obtain official race results from the head scorer. Make sure any protests or issues have been resolved first.
  - b. Create an excel file with all the race results, the SMRI logo, the race event date and location. Title it SMRI Official Race Results. Pull the information from the race results into this common file. Add a column next to each racers name titled sponsors. For each racer, enter the sponsors they have claimed contingency for (at least the tire vendor). If they do not claim contingency, leave blank.
  - c. Take the completed contingency forms and complete the club official portion of the form with the official race results. Sign and date.
  - d. Make a copy of all of the contingency forms after you have filled them out. Keep these forms for at least 2 years in case there are questions or issues.
  - e. Create a summary letter to go to each contingency vendor. In this letter let them know you appreciate their support, the date and location of the race event and the list of contingency place holders.

Create the form for this list from the vendors payout (i.e. if they only pay 1<sup>st</sup> through 3<sup>rd</sup> places, only list 1<sup>st</sup>-3<sup>rd</sup> and only list the classes they pay). Enter the names of the racers who won contingency in that class. Note that you also need to refer to the race results to make sure the grid sizes were large enough for them to place. Some require 8, others 10. Make sure every racer is qualified before entering them on the summary letter (grid size, place, class, stickers, and product use).

- f. Print the summary letters and sign. Make copies of all the letters and keep with the forms for 2 years.
- g. Mail the summary letter, contingency forms and race results to the address listed for each vendor. Mail with delivery confirmation is preferred.
- h. Some vendors require electronic submission (Michelin and Pirelli). Emailing copies to the vendors along with mailing them can sometimes results in awards being sent out sooner.
- i. Note that the expenses for copies, mailings and internet usage are not reimbursed by the club. However, the contingency director is compensated for races.
- j. Contact contingency vendors with any questions from the race weekend. Resend copies of forms if needed.

### 3) September Timeframe

- a. Contingency vendors are starting to plan their budgets for the next year. This is when you want to request sponsorship.
- b. Generate letters to each sponsor including the club logo, location, information on the season next year (number of race events and locations and the numbers of classes and description of each class). If they've been a sponsor in the past, state so and thank them. If not, state that the racers are interested and give specifics on the club (number of members and some interesting facts about some of the classes – they like the Formula Femme, the ULGP and some have specific supermoto payouts).
- c. Mail the letters before the first of October.
- d. As responses are received, obtain contingency forms and payout rules and information as it comes in. Request stickers if you do not have any or enough. Save for next season.

### 4) Prior to Race Season (February - March)

- a. Verify adequate supply of stickers for each vendor. If not, request from vendor.
- b. Verify claim forms and payout information for each vendor. Provide electronic copies to webmaster to post on the website.
- c. Verify requirements for each vendor. Some have special requirements such as registering on a website or filling out a tax

- form. Post this information on the website and be sure to communicate to racers at rider's meetings and on forum.
- d. Update contingency contact list with new names or phone numbers as needed. This is a list of the POCs for each of the vendors. These are the people you send forms and race results to as well as contact with questions.