

SMRI Secretary

General Secretary Duties:

- Maintain membership list
- Maintain membership information (always bring to race track)
- Issue racing licenses
- Attend meetings as needed
- Registration duties at all racing events.*
- Registration duties at track days.**

*Race weekend secretary duties:

- Get all race registrations.
 - Keep them in order of received, number them. Deadline should be midnight Wednesday, but our registration system has some inconsistencies, so the deadline isn't enforced. People can register day of race and still get gridded based on points.
- Check mail box Friday afternoon for any other registrations.
- Alphabetize registrations in one of the two accordion boxes.
- Make sure you have enough copies of SMRI Final results, scoring sheets and grid sheets to make it through the weekend.
- Make sure you have a copy of the season point totals up to this race.
- The AMA insurance packet will have the data card for the weekend – it needs to be installed in the AMA swipe machine.

Saturday Morning: Registration opens at 7am (or as close as possible)

- Move leathers to registration area.
- Someone should come bring you a radio during registration.
- As racers check in (AMA swipe, check races entered, payment received), move their registration sheet to the other box in alpha order (or your registration help will make a stack).
- All racers need to be an AMA member – if they aren't, sign them up.
- Rent leathers as needed (hold license).
- Set up and sell T-shirts

Saturday when registration slows down:

- Make a list of every race and the riders in each race. (Include their race number and write them down in order of registration received)
- Put the list of riders for each race in order based on the rider's season point standings.
- Make grids and SMRI Final Results for at least the endurance classes (expert and novice – GTO/GTU are combined for each level). Highest point holder goes in the 1A position, next highest 1B and so forth.
- You will need a total of 4 copies of the grid sheets and a total of 2 copies of the SMRI Final Results sheets. There is a copy machine at the track that is in the front office. You'll need to find someone to give you access to it.

Copies:

Hot Pit – Grids

Starter – Grids (Use the upside down grids)

Posted – Grids

Scorer - Grids and Final Results

Announcer – Final Results

- If you can get the Final Results pages done for the rest of the classes, it would make life MUCH simpler on Sunday morning.
- Pack up registration when you've finished the grids for the endurance races.
- Post one set of grids on the tuff shed, give one to pit out, start/finish flagger and keep one for you. Head to the tower to score the races.
- Someone can announce to have scorers head to the tower if you need more.
- Count on 1 scorer for every 3 racers. The more experienced people you have, the less you need. The hardest positions to score are in the middle, give those to the most experienced people. *REMEMBER:* If there is a protest, you have to be able to show one way or the other – Label and keep the sheets people score on, keep your write-up sheets (if you have any) and keep it in a way that you can find things if you need it.
- Once the race is completed, fill out the finishing positions for the racers on the SMRI Final Results sheet. Post it by setting it on the big table in the tower – the riders have 30 minutes from the time of posting to notify an official of a protest. What you weren't able to get done during the day, needs to get done that night.

Sunday:

- You need to come in Sunday with at least one set of the grids completed for all the classes. If someone registers late, write them in the back.
- Registration closes at 9am.
- Grids should be posted at 10am on the Tuff Shed (or as close as possible).
- Racing starts at 11am.
- Pack up registration at 9am, being sure to keep aside enough pens/pencils and copies of scoring sheets for the scorers up in the tower. If you didn't make copies of the grids the night before, get someone to let you into the office and make copies of the grids and the Final Results sheets.
- Make sure the copies are in race order and distribute them to the needed people (see above list) on clipboards and post a set on the tuff shed.
- Have someone announce that the grids are posted. There is another 30 minute time-frame for racers to protest their grid positions.
- As the races are scored, post the Final Results as soon as possible after the finish of the race.
- When lunch comes, make sure all your final results are posted from the morning.
- Afternoon is same as morning – post final results as soon as possible.
- Once racing is over, post ULGP results and get the checks for the ULGP and Formula Femme winners.
- Make sure you have the final results when you leave Sunday night.

Follow-up to the race weekend:

- Race results will be sent by Davinia (she copies them down during the trophy ceremony) within a couple days and everyone checks the accuracy.
- The AMA packet needs to be put together within 2 weeks of the race date. In the packet, 1 copy of the onion skins, race results with AMA number next to rider's name, and a referee sheet that comes in the AMA packet.

****Track Day Registration Duties:**

- Move leathers to registration
- Collect pre-registration tickets (make sure information on the back is filled out).
- If the individual has not pre-registered, write down
 - Name
 - Amount paid and what specific form – check #, SMRI bucks, CC, cash
- If someone rents leathers, hold their license till they give them back.