BEST PRACTICES for RACE MANAGEMENT (04/11/18)  
Suggestions and Guidelines for Efficiency to Conduct a Racing Event

PROVEN BEST PRACTICES - The following information to promote efficient race management was compiled by event management people and racers using racer critiques, spectator critiques, and race committee critiques. This information is meant to be a guide for race committees to improve inboard racing events for the racers as well as the spectators.

USE TO EVALUATE - Please use this document to evaluate your event and make adjustments and changes; if you need assistance or advice, please contact Dutch Squires (Inboard Chairman) or Don Melillo (Inboard Administrative Assistant) and they will connect you with someone that can offer suggestions on how to implement the best practices.

THIS IS A TOOL - This document is *not* necessarily complete; think of it as an attempt to provide a tool for race committees for many of the things that we know can make a positive change for your event. The race teams and inboard racing believe that these best practices are a key to improve inboard racing events.

EVENT MANAGER or COORDINATOR or CLUB: This group coordinates all aspects for the race so that when the Race Director, officials, and volunteers arrive for the event weekend, everything is planned and in place. During the event weekend, the Event Coordinator (or designated club representative) is available to the Race Director to trouble-shoot and solve event management issues. The management of the racing is under the supervision and direction of the Race Director.

RACE DIRECTOR GUIDELINES

1. A dedicated Race Director is a key to efficient race management. This “best practices” guide suggests that a dedicated Race Director enables an event to be run more efficiently by allowing the referees to concentrate on their job of acting as referee, communicating with turn judges, driver’s rep, scorers, and flagmen.
2. The Race Director is in control of and directs all aspects of the racing program during the race weekend by communicating with all race program staff—pit manager, course patrol, course safety/rescue team, onshore EMS services, and the officiating staff.
3. Race Director should be knowledgeable of APBA rules and procedures.
4. Prior to the event, the Race Director should communicate with the Event Coordinator/host club and ascertain that they  
   a. have contracted all necessary support services, equipment, and permits necessary to conduct the event;  
   b. have coordinated their staffing and volunteers
5. Race Director should be provided with the names of the key race management staff (starting line staff, course patrol manager, pit manager, APBA safety/rescue staff, EMS services manager, assistant risk manager, driver’s rep).

LINES OF COMMUNICATION for efficient race management

1. Race Director communicates with the event coordinator (or club representative), referees, pit manager, course boats, safety/rescue on the course, EMS services on the shore, CG/government marine services, announcer, and the assistant risk manager.
2. Referee   
   a. communicates with Race Director, assistant referee, scorers/timers, the announcer  
   b. communicates with turn judges and the driver’s representative regarding infractions  
   c. communicates with the flagmen

d. communicates with the inspector regarding records and protests

1. Assistant referee   
   a. communicates with the referee  
   b. communicates with the driver’s rep  
   c. tracks teams in radio corral or if corral is remote from starting line, communicates with a volunteer assigned to the radio corral for team reporting /tracking  
   d. takes over as referee when the chief referee needs to leave the starting line.
2. Pit Boss communicates with Race Director and the pit volunteers
3. Event Coordinator or club representative communicates with the Race Director

REGISTRATION and DRIVER’S MEETING SUGGESTIONS

1. Mandatory on-line or mail-in pre-registration.
2. Signage for location of registration area; separate section for driver/own registration and crew registration.
3. Driver’s sign-in at driver’s meeting (rather than roll call).
4. Begin driver’s meeting on time.
5. Keep driver’s meeting brief.
6. Use signboard to post race schedule, breaks, list turn judges.
7. Use signboard to post race results/penalties during race day.
8. Select turn judges (or contract them) prior to driver’s meeting and announce at driver’s meeting.

PITS OPERATIONS

1. Team arrival-----pit volunteer to give specific directions on where race boat is to be parked and gives directions for where vehicles are to be parked.
2. Staging of boats:   
   Static staging of race boats in crane area, if possible.  
   For boats that cannot be pitted in crane area, pit personnel on tractors to tractor boats to crane area.  
   If tractors are not used, pit personnel to communicate with teams to facilitate getting boats promptly to the crane.
3. Pits Manager   
   Charts location of boats   
   Develops the plan for getting boats to/from cranes, in/out of water.  
   Meets with pits volunteers to communicate the pit management plan.  
   Communicates directly with pit volunteers that are assisting in crane area and the volunteers in the staging area of boats.  
   Communicates directly with the Race Director regarding heat schedule  
   Posts results of the heats on a signboard.
4. Pit volunteers at each crane to assist with crane signals.
5. Sufficient pit volunteers in the pits to assist the Pits Manager
6. Pit volunteers on the floats to assist race teams
7. PA in pits for pit manager to communicate to racers.
8. Pit security provided all weekend
9. Driver’s Representative  
   Communicates directly with the referee/assistant referee  
   Posts penalties on the signboard

COURSE BOATS

1. Four course patrol boats are recommended to assist disabled boats
2. Course boats set the buoys
3. Race Director communicates with course patrol boats to give instructions on handling disabled race boats
4. Disabled boats towed by course patrol boats can be handed off to jet skis in the wet pit area to get the disabled race boats to the floats
5. Course boats shuttle turn judges to turn judge boats

SAFETY/RESCUE, EMS SERVICES

1. APBA safety/rescue and local EMS services should be contracted as soon as event date is set
2. The Race Director and referee(s) communicate with the APBA safety/rescue team
3. The Race Director communicates with the onshore EMS Services

INSPECTIONS OF BOATS AND EQUIPMENT

1. Inspector communicates with referees/scorer/driver’s rep regarding boat inspections needed
2. For title events and early race season events, the inspector has a team of 2 to 4 additional inspectors to assist with boat inspections and technical inspections
3. Inspector(s) should be provided with a secure, protected area to conduct technical inspections required for records that have been set or titles that have been won.

RACE MANAGEMENT ENHANCEMENT

1. A schedule for everything should be provided to all staff and volunteers
2. Sufficient functioning radios provided to all staff/volunteers that need to communicate with others.
3. Event volunteers must be knowledgeable of their responsibilities and know what to do, when to do it, and how to do it.
4. Racing schedule should be conducted on time; delays should be communicated to race teams.
5. Down time between heats should be kept to a minimum; the Race Director should control all interruptions of the race program to minimize delays.
6. Disabled boats should be kept in the course corners until it they can be towed to the pits without much interruption of the heats.
7. Radio corral – designated place/tent; the assistant referee (or a volunteer) tracks team reporting.
8. Event staff and volunteers should be identifiable with event clothing.
9. PA in spectator area and pit areas for calling racing action.
10. Sufficient number of portable toilets in the pit and crane areas.
11. Salt water races should have water hoses/washing area.
12. Signage for racers, volunteers, spectators.
13. Provide elevation for turn judges (flying bridge boats; scissor lift).
14. Sufficient piers/floats in the wet pit area.
15. Tow money and prize money is essential.
16. Tow money and prize money should be presented to race teams by Sunday evening.
17. Trophy (or plaque, or certificate, or medal) for at least first place.
18. Awards presentation conducted ½ to 1 hour after the last heat giving proper recognition to the awards recipients
19. Swearing and disrespect by race teams toward one another and the event committee is unacceptable.
20. Swearing and disrespect by volunteers toward race teams is unacceptable.

TIME LINE BEST PRACTICES FOR EVENT PREPARATION

The following is a suggested timeline for race management organization. In addition to this timeline, the event race committee should compile a detailed list and timeline for specific duties to be carried out and name of the people assigned to complete each task.

By December 1  
Register the event date with the inboard office.  
Begin the online sanctioning process on apba.org so that the event shows on the website schedule of events.

6 to 9 months prior to event  
Process applications for permits (e.g. marine, Coast Guard, parks, municipal, liquor)  
Contract municipal support services: public works, public safety, police services, ambulance, fire engine  
Contract trash services  
Contract APBA safety/rescue   
Contract crane services  
Contract tent needs   
Contract fencing needs  
Contract portable toilets  
Contract event site PA needs  
Contract golf carts needs  
Contract tractor needs  
Contract or arrange for starting line facility (trailer, barge, platform)  
Contract food/beverage vendors  
Contract parking lot needs  
Communicate with volunteers for commitment to the event (course patrol boats, pits, pit gates, pre-event setup, post-event breakdown and cleanup, pits security

6 months prior to event  
Contract key race program staff: Race Director, Referee, Assistant Referee, Chief Scorer, Timer,   
 Pit Manager, Course Manager, Announcer, Inspector, Safety/Rescue  
Contract motel accommodations for staff (officials, safety rescue, volunteers, announcer)  
Contract radios

3 months prior to event  
 Ascertain that all permits have been received

45 to 60 days prior to event

Complete the sanction and insurance applications  
 A list of materials, tables/chairs, and tools needed should be compiled and organized

30 days prior to event  
 Communicate/meet with all volunteers regarding their duties  
 Separate meetings for various groups of volunteers is suggested

Written list of duties is suggested  
  
10 days prior to event

Follow up with all companies for contracted services

Day before or event week  
Course Manager meets with course boats volunteers  
Pit Manager meets with pits volunteers  
Race Director meets with Event Operations Coordinator and key emergency services (EMS, fire, marine police, Coast Guard, local police)  
Race Director meets with Event Operations Coordinator, starting line officials, pits manager, course manager  
Race Director meets with Event Operations Coordinator and referees to determine race schedule  
Grounds setup