



Race Weekend Protocol: Registration Person

1. Confirm with SKK website manager that an upcoming Race link to payment exists two weeks in advance.
2. Set up cash box for Raceday w/ \$1's, 5's, 10s, and 20's (\$200 dollars in cash is a good starting spot)
3. Under the control tower, in the container are tables and chairs, combo 1313 or 1414.
4. Set up the table & chairs near the grid to open registration.
5. Place Release of Liability sheets & Minor Waiver forms for entries on the table.
 - a. Each racer must sign the release on Raceday.
 - b. Minors need only to sign the JUNIOR Release form once for the season.
6. Set out wristbands that are assigned to entries (junior or senior use the same ones)
 - a. Each racer must wear their assigned a wristband corresponding to liability sheet.
7. Prepare Grid sheets (attached) for each class to be run & place on the table under the Control Tower.
8. Make sure drivers names & kart numbers are entered on grid sheets.
9. Obtain a list of entries that paid via SKK's website, apply to grid sheets as "Paid \$"
10. After Registration is closed, work with scoring to assign transponder numbers to each driver.
 - a. If a driver has their own transponder, THEY MUST present the transponder code at the time of registration.
 - b. Once scoring has assigned SKK transponders to racers in each class, write the corresponding transponder number assigned to the racer on grid sheets
11. Review to make sure racers and or guardians have signed liability sheets, return these docs to a board member.
12. Hand the registration money to a board member.
13. SKK will mail the liability sheets to the insurance company within 14 days after the race.