

Pinewood Derby Race Volunteer Guide

Race (set up 4:30 pm, Design Judging 6:30, Race 7:00)

Set Up

Track Set Up Team - See the track assembly instructions for the order of construction. *Carefully* start the hex socket screws when assembling the track. Start by turning the screw slowly backwards until it drops with a click sound. Then gently start the screw clockwise. If a screw is binding, do not force it. Try a different one. If that doesn't work, call me for the tap-and-die set. Also, do not over-tighten screws, especially those on the starting line section of the track.

Electrician - Get power to the two tracks. Make sure the extension cords are covered with guards.

Flag Stringer - String up flags to rope off the race area. Add banners and additional flags as appropriate.

Design Competition Chairman - Rope off a secure pit area to display the cars. This should be away from the tracks, probably at the rear of the room.

-Set up cars on tables by division. A piece of thin rope stretched across the table serves as a good chock for the cars.

-Put a half sheet of paper inside a half of a file folder in front of each car with the racer's name on the bottom of the sheet of paper, invisible to the judges. The file folders are taped to the table and flip up to allow judges to affix the colored judging dots to the piece of paper inside. The file folders provide a semi-secret ballot

-Put out the "Do Not Touch Cars" signs on the tables.

-Hand out a colored judging dot sheet to each scout and parent that wants to judge the cars for appearance as they enter the room. Only scouts and their parents may judge.

-Assign helpers to each table to insure that no one touches the cars and that all spectators remain out of the area unless they are actively judging.

-About $\frac{3}{4}$ through the judging, swap out the judging pages so that the counters can get a head start tallying up the scores.

-Cease giving out colored judging dot sheets 10 minutes prior to race time.

-Tally up the scores giving 3 points to 1st place dots, 2 points to 2nd place dots, and 1 point to 3rd place dots.

-Give the results to the Cubmaster.

Trophy Chairman - Rope off a secure area and set up a table or two to display the trophies and medals. This area should be near the pit area. This is where the scouts will go after they finish racing, away from the tracks, to receive their awards from the Cubmaster. Be available to be a Track Team member.

Pizza Chairman - Stop at Little Ceasars and pick up some pizzas for the race set up crew. Save your receipt for pack treasurer. Be available to be a Track Team Member.

Den Leaders - In charge of getting their dens to the race and helping the Track Team get them in order for the race.

-After the racing is over, take the scouts over to the awards area and assist the Cubmaster with delivering the awards.

Race Operation

Track Teams (2 teams of 6 people each) This process is designed for speed. The only limiting factor should be the time it takes the scouts to get their cars set up at the starting gate. Scouts will be grouped into threes and race each other within their group three times. Each scout races on each of the three lanes of the track. After every scout in the division finishes racing in those three "Preliminary Heats", they are regrouped by speed and do it all over again. The average time of these last three "Trophy Races" determines the trophy winners.

Marshaller - With the help of the Den Leader, line the scouts up in the order that the Spreadsheet Person calls out.

-Group the scouts into threes and assign them lanes for each of their next three races.

-Within each group the lane order is A-B-C for the first scout, B-C-A for the second scout, and C-A-B for the third scout.

-Write the group number and the lane assignments for the first three races in the appropriate blocks on the pit pass.

-If the number of scouts in the division has a number divisible by three with remainder two, there will be one group with two scouts. If the remainder is one, there will be two groups of two scouts, so that no scout will have to race alone. Their lane orders will be A-B-C and B-C-A.

-As soon you write the group number and lane assignments for all three races on the pit passes of each of the first three scouts, send them to the starter.

-Write the group number and lane assignments on the pit passes of the rest of the scouts in line.

-When finished writing the group number and lane assignments on the pit passes of all the scouts in the division, help the starter get the right scout on the right lane for each race.

-After the three Preliminary Heats are run by each scout in the division, the Spreadsheet Person will give you the new order for the Trophy Races. With the help of the Den Leader, put the scouts in order and do the whole thing over again.

Starter - Make sure the next three scouts in line are in the same group as shown on their pit passes. Do not assume the scouts will remember what group they are in or will stay with their group. Check their pit passes!

-Put each scout on the correct lane based on the first blank space on his pit pass. Check their pit passes!

-After all the scouts in that group have set up their cars on the track, give a "thumbs up" to the Timer.

-Wait for three red lights on the finish line to come on and then pull the starting pin.

-Immediately reset the starting gate, and get the next three scouts on the track.

Timer Operator - When the starter gives a "thumbs up", hit the spacebar.

-Wait for the race to finish.

-If only two racers are racing, hit the spacebar to stop the timer after the two cars pass the finish line.

-Under normal conditions, with three racers in a race, the timer will stop automatically and list the times for the three lanes.

-Write the three times, in order, on the next 3 time stickers on the time sticker sheet. If one lane was empty, draw a dash for that lane instead of writing the time listed on the screen.

-Give the time sticker sheet to the "Sticker Person"

-Hit the spacebar 3 times to prepare for the next race. Wait for the starter's thumbs up. Hit the spacebar.

Sticker Person - Look at the pit pass to see the lane listed closest to the top that does not yet have a sticker. That will be the lane that the person just raced on. Take the appropriate time sticker (A for A, B for B, etc) and stick it in the topmost empty space on the pit pass. After all three stickers are attached to three scout pit passes, hand the sticker sheet back to the Timer Operator.

Reader - For each scout, read his name and lane to the Spreadsheet Person.

-When the Spreadsheet Person is ready, read the time to him/her.

Spreadsheet Person - Call out the names of the scouts in order from the spreadsheet so that the Marshaller and Den Leader can get the scouts in line in the right order.

-After each race, type the time in, by lane, for each scout as it is read to you by the Reader.

-After each scout has raced in all three lanes, save the spreadsheet (Ctrl-S) and then sort that division in descending order by Preliminary Heats Average.

-After the sort, call out the scout's names, in order, to the Marshaller and Den Leader so that they may order the scouts for the Trophy Races.

-After the trophy races, sort the scouts by Trophy Race Average to determine place winners.

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