Communication between Registration and Timing & Scoring

From CenDiv Road Racing 2007-2009
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Excellent communication between Registration and Timing & Scoring makes every driver happy, and makes everybody look like we know what we are doing! When we work together, all the needed information gets to where it needs to be, and it all looks really easy (because, when we communicate, it is :-) These are guidelines for the minimum communication and hand offs between us for this race season, for consistency event-to-event.

For CenDiv races, when the Chief of Timing & Scoring (or pre-arranged designee) arrives at the event, the Chief Registrar (or designee) should be ready to hand off **both** an electronic copy and a corresponding printed copy of the entry information. This should include at least one compiled list that tells the number of entries per race group, and the following information for each driver:

1. Car number   [CarNum] – 1 to 3 digits, leading 0 when needed
2. Car Class   [Class] – 5 alphanumeric
3. Transponder number (zero if unknown)   [Transponder] – up to 9 numeric digits–no leading 0s
4. Driver First Name   [FirstName] – 11 characters
5. Driver Last Name   [LastName] – 20 characters
6. City & State/Province/Country as one field   [Hometown] – 22 characters
7. Region of Record – abbrv. (not number)   [Region] – 5 standard alpha
8. Member Number   [MemberNum] – 10 digits, optional dash
9. Car make and model as a single field   [CarDescr] - 22 alphanumeric
10. Car Color   [CarColor] – 9 alpha,slash
11. Sponsor   [Sponsor] – 30 characters and spaces
12. Race Group   [Group] 1-2 digits, no leading zero

The electronic version of the entry information must include the above fields, in the above order, in a COMMA delimited text file. The first row of the file contains only the headers that appear in the brackets next to the above descriptions. So, the first line of the file looks like this:

CarNum,Class,Transponder,FirstName,LastName,Hometown,Region,MemberNum, …

The above information may be provided in a single list, or as a separate sheet per driver and sorted by race group. When a field is empty, the export file shows two commas next to each other. TYPICALLY, the ONLY empty field should be the Sponsor when the driver does not provide one. **CAR MODEL YEAR IS GONE!!!!**

Note: some registrars will "reserve" a place for a driver even if the driver has not yet paid or arrived at the track. For the purpose of getting the car number assigned and driver information properly communicated to T&S, feel free to include these in the original export; it is MUCH easier to delete an entry that cancels or does not show up, than it is to identify a "unknown" car on track!

The **Chief Registrar** must determine a method that works for them to **keep track of** the additions, drops and **changes that happen after the "export for T&S"** was done, including assigning unique car numbers per group. These further changes must be done with a complete "entry slip" that includes the above information, and communicated to T&S prior to the driver's group going on track.

It is difficult to keep track of when groups go out, and sometimes time just flies! When you know you have new entries, use the radio to communicate to T&S at least the group, car number, class and color before the group goes out. That also triggers T&S to know about a non-listed car.

Ask for help: Registrars, if the FAX is not working between Registration and T&S, call the Race Chair or the Chief Steward and let them know you need help getting the information transported. At Blackhawk Farms, coordinate with the Flag Chief or Course Marshall if you may be dropping off entry forms at the "main gate" so they are easier to pick up between sessions; T&S Chief: if you are not getting entry information for cars on track, first reach the registrar on the radio & ask to change channels to have a conversation to work things out, and to get additional details if possible; If you cannot reach the Chief Registrar, let the Race Chair or Chief Steward know you need help to get the information you need. COMMUNICATE – TALK WITH EACH OTHER; PLAN to need to work things out, and chances are that everything will run smoothly.

T&S: Be prepared to provide to the Chief Registrar a "Race Book in progress" around lunch time on the last day, that shows ALL sessions each group has been on track. The Registrars use this to confirm that a car has not appeared on track and thus does not need to have insurance paid; It also helps them determine if a refund can be issued to a driver – believe it or not, some drivers attempt a refund after they went on track for "only practice". Sorry, but that counts as an entry. Create an Orbits Merge of all sessions on track, that shows total number of laps per entrant, that can be ordered by driver name – this would be extremely useful to the Chief Registrar instead of a Race Book "plus".