

RACE HOST CHECKLIST

1. Gather volunteers
2. Look for sponsors
3. Establish entry fee
4. Make list of phone numbers and email addresses
 - a. Racers
 - b. Airport managers
 - c. Volunteers
5. Timing crew (3-5 people)
 - a. Primary time keeper, a backup, and a spotter
 - b. Timer software (such as Time.is or other atomic clock)
 - c. Establish fixed points to call start & finish times
6. Ground crew (3-4 people)
 - a. Parking race planes as they arrive
 - b. Lining up start order and launching at race start
7. Pilot check-in (1-2 people)
 - a. Get waivers signed
 - b. Give course outline and race schedule
 - c. Hand out shirts or other welcome materials
8. Photographer
9. Logistics
 - a. Hotel – try to get a group rate
 - b. Transportation
 - c. Friday night dinner (restaurant or hangar)
 - d. Saturday breakfast & lunch
10. FBO
 - a. Fuel discount if possible
 - b. Emergency hangar for bad weather if possible
11. Fly the race route to identify hazards and potential problems
12. Contact managers of airports used as turn points
13. Race procedures

- a. Contact tower (if present) about departure procedure, inbound checkpoints, call signs, etc
 - b. Determine radio frequencies
- 14. Pilot Briefing
 - a. Cover the course turn by turn
 - b. Share altitudes and frequencies to be used
 - c. Discuss rules of passing on course
 - d. Taxi procedure
 - e. Finish line, altitude, calling out distance from finish
 - f. Landing procedure
 - g. **What to do in the event of an emergency**
- 15. Determine speeds and finish order
 - a. SARL Excel spreadsheet
 - b. Print out results
- 16. Awards ceremony
- 17. Miscellaneous
 - a. Speed waivers
 - b. NOTAMS