

Tech Team Position: Tech Inspector/Tech Scribe. (4-5 sets of two member teams)

Tech inspector inspects the cars in accordance to “Tech Inspection Guidelines” tab at <http://tech.pcasdr.net/>
Inspector should have gloves and a flashlight and be doing the actual inspection of the car.

Tech Scribe gets the tech form from the driver and makes sure it is correct. Then they verify membership and helmet certification. If the helmet has no SDR sticker the scribe places a helmet sticker on the left side of the helmet in view of the starter when the driver is seated in the car. The tech inspector will call out comments for the scribe to write down. The scribe can also request items from the tech sheet if the inspector gets stuck. The tech sheet is written in logical order of items being inspected but the dialogue and order is something the tech and scribe can work out to best fit their team. The scribe writes the inspectors initials and car number along with the date and time in the bottom right corner of the Tech Inspection box. Like this:

Inspected by: *SG-97*

Date: *5-31-15 / 6:45*

The very last thing the scribe does is have the driver and co-driver sign the bottom of the tech sheet before handing it back to them.

There will be a *tech and scribe* in each line plus a *floating team* (If there are enough team members) that walks between lines 1-3. Line 4 team can float to lines 1-3 if there is a lull in line 4 cars. The floating tech team will leave the line at 6:45 and tech the volunteer cars in the cold pits.

It is important that the *tech and scribe* remain at the front of the line so the line is forced to move forward. If the tech and scribe move to the back of the line cars will bunch up in line entry.

After cars leave the tech inspection area with their completed tech sheets they should park their cars and walk up to the registration table. The registration table is set up at least 75 feet away from tech inspection so drivers don't think they can leave their cars in tech and walk to registration. This creates a bottle neck at tech.

Tech team Position: Pre-Registration table (2-4 members)

Simply stated; the Pre-Registration table personnel perform the following tasks:

-
- Open Pre-Registration at 6:30; close at 7:30.
- Check tech sheets to make sure they are completely and properly filled out. This means they are marked by our tech team, signed at the bottom by the driver and membership has been properly verified. If the tech sheet is not completed the driver must go back through tech. PR should have a copy of the sample tech form from <http://tech.pcasdr.net/>
- If membership has not been verified the driver can see the personnel at the tech advisor table near line #4. The tech advisor has the most recent membership file from PCA national.
- All drivers and guests must sign the club waiver before getting their tech sticker.
- PR gives the driver their window sticker and arm band after signing the event waiver.
- PR takes the completed tech sheets and all other registration material to the trailer at 7:30.
- Any drivers not registered before this time or not pre-registered must register at the trailer.
- Trailer returns all tech sheets to the Tech Advisor for review after all cars are registered (After the drivers meeting)

Then it is drive time!