



2008 Work Detail Policy

The NCQMA Work Detail Policy is as follows:

1. The NCQMA Vice President will be responsible for the 2008 Work Detail Schedule.
2. NCQMA will have posted Work Detail Dates listed on the 2008 NCQMA Race Schedule.
3. Every NCQMA Club Member will be required to participate with Work Detail duties.
4. Track Opening & Closing Duties are included in the 2008 Work Detail Policy.
5. Assigned NCQMA Work Detail participants will be required to Sign-in and Sign-out.
6. Track Opening & Closing assignments will be in alphabetical order, based on the Member's last name.
7. Track Opening & Closing assignments will be posted on the NCQMA website before the beginning of each month.
8. The estimated number of Track Opening and Closing assignments per member will be based on the number of race events divided by the number of Club Members. New club members will be automatically included in alphabetical order.
9. If a member is assigned to Track Opening & Closing, they must sign-in 15 minutes before the scheduled starting time for that event. (For example, if Open Practice begins at 9:00am, you must sign-in before 8:45am.)
10. Failure to perform or attend an assigned work detail event will result in a fine and suspension.
11. Each Race Event and scheduled Work Detail date will have an assigned Work Detail Captain.
12. The Work Detail Captain will be the first member assigned on a race date, based on alphabetical order.
13. The Work Detail Captain will be responsible for:
 - Sign-ins at beginning of the race event or work detail day.
 - Track Opening and Closing checklist completion.
 - Sign-outs after all work is completed.
 - Notifying NCQMA VP of any assigned non-participants.
13. The estimated number of Track Opening and Closings per member will be available when the 2008 Schedule is completed.
14. Each Member has the opportunity to notify the NCQMA Vice President for requested dates to perform their required number of work detail assignments due. This must be completed within (2) weeks after the 2008 NCQMA Race Schedule is posted on the NCQMA website.

If you have any questions about this policy or need further clarification, please see a NCQMA Club official.