



## Work Detail Policy

- The NCQMA Board will schedule Work Detail dates, and the dates will be posted on the NCQMA Schedule.
- The NCQMA Track Director, along with the Board of Directors and Race Day Officials, will create a list of activities to be completed on each Work Detail date.
- A representative from each NCQMA family must participate in one of the two optional work detail dates, and the mandatory work detail date **or** make special arrangements with the NCQMA Track Director to complete an alternative project prior to the scheduled work detail dates.
- Failure to participate in required work detail dates will result in a \$50 fine being imposed. This fine must be paid prior to being allowed to register for the next race.

## Race Day Opening/Closing Policy

- Each NCQMA family will be required to participate in race day opening/closing duties. The number of assignments per family will be based upon the number of members and number of race days.
- Tuesday night duties will be scheduled by class. National and/or special event opening/closing duties will be assigned by the NCQMA Vice President.
- Each member will be given the opportunity to sign-up for race day opening/closing duties. After March 1<sup>st</sup>, the NCQMA Vice President will begin assigning the duties for all members. Members will be notified of their assigned date(s) through email and posting on the NCQMA website.
- If a member cannot fulfill his/her assigned duties, it is his/her responsibility to arrange for someone to complete it for him/her or to contact the NCQMA Vice President at least two weeks in advance of the assigned date to reschedule, if possible.
- Each race day opening/closing detail will have an assigned captain. The Captain will be responsible for sign-ins at the beginning of the race day, completion of the checklist, sign-outs when all work has been completed, notifying the NCQMA Vice President of any assigned non-participants, and turning in the sign-in/out sheet to the tower at the end of the night.
- Failure to perform assigned race day opening/closing duties will result in a \$50 fine being imposed. This fine must be paid prior to being allowed to register for the next race.

**If you have any questions about these policies or require further clarification, please see an NCQMA Official.**

January 2011