

Pack _____ Pinewood Derby Pre-Race Day Checklist

90+ days out (e.g. October)

- Select a date for the activity: January 26, 2019
- Reserve the building/rooms Done: Wake Forest building reserved
- Designate a Pinewood Derby coordinator and/or committee to own and drive the activity for your Unit

60-89 days out (November)

- Ensure race-day availability (and day-before setup) access to necessary equipment, such as:
 - Track
 - Timer/Software
 - PA/audio equipment such as microphones **Hosting by Pack 303 – HANDLED !!!**
 - Projector
 - Tables/chairs/decorations
- Distribute pinewood car kits to participants (late Nov/early Dec)
- Distribute race rules to participants along with the car kits.** It is advisable to adopt the District rules, as those will be in effect for anyone going on to compete at the District level anyway. 2018 PWD District Rules (and 2019 once available) are here:
<http://neuseriverdistrict.org/Events/PinewoodDerby.aspx>

30-59 days out (December)

- Designate at least 3 adults to handle **inspection/weigh-in NO LATER THAN January 24, 2019.** As a reminder, there will be no last-minute check-in/weigh-in on race day. This **MUST** be completed by January 24, and **racer information sent by January 25, 9pm.**
- Designate at least 2 adults from your Unit to assist with:
 - Setup on January 25** (evening) – one adult minimum, ~5pm Wake Forest building
 - Cleanup on January 26** (afternoon) – one adult minimum, after races are complete (time to be announced once schedule is finalized, but probably ~3:30pm)
- Designate 10 day-of-race adult volunteers for these areas during your Unit's pinewood derby:
 - 3** Judges for Originality and Craftsmanship (**HINT:** you can do this judging and before race day if you finish your weigh-in/impounding by January 24!)
 - 1** Race Starter (should not be a parent, family member or leader of any racers)
 - 1** End-of-Track adult, to hand cars back to racers after each heat (same restrictions as starter, no family members/parents allowed)
 - 2** Impound table/car storage area – one each to handle ingress/egress of cars as heats progress (again – no parents or family members of racers)
 - 2** Cub leaders for crowd control to ensure no one is jumping over the track or disturbing any race equipment such as wiring
 - 1** Emcee to entertain the crowd (songs, stories, etc.) during pre-race setup and in between Grand Final races and awards ceremony
 - ...Plus at least 2 backups in case any of the above fall through
- OPTIONAL:** Designate a photographer to take racer pictures for use during the derby (if your Unit desires), and provide pictures along with racer data by 9pm January 24, 2018
- Ensure parents and Cub Scouts are aware of the January 24 impound cut-off (or your final inspection/weigh-in date if earlier in the week). **All of your Unit's cars must be FINISHED and impounded on that day (or evening).** Recommend each racer bring their car in a shoe box labeled with their name for safekeeping until race day. (You may also want to determine where they will be stored, and how they will be transported to Wake Forest building on race day – your Ward's clerk's office can work.)

15-29 days out (January 1)

- Unit Pack Committee Chair should ensure PWD Coordinator is on track, and all adult volunteers are still on board -- Who is confirmed to help with setup and clean-up? Who will help with day-of-race activities? etc.)
- Pack Committee Chair and/or Cubmaster should remind Cubs/parents of January 24 (or your specific earlier cutoff) deadline for weigh-in/inspection.
- Pack Committee should ensure that inspection/weigh-in tools are available and in working condition: scale, calipers, rulers or measuring tools to ensure overhead and under-body track clearance, etc. <https://smile.amazon.com/Woodland-Scenics-Derby-Wheel-Alignment/dp/B0006O085M> is an invaluable, quick tool and only \$5.40 delivered via Amazon Prime.
- *OPTIONAL*: If you are planning to have any “refreshments” at your Unit’s Pinewood Derby, this is probably a good time to handle those arrangements and assignments.

14 days out (~January 13)

- Pack Committee Chair should remind Cubs/parents of January 24 (or your specific earlier cutoff) deadline for weigh-in/inspection.

7 days out (~January 20)

- Pack Committee Chair should remind Cubs/parents of January 24 (or your specific earlier cutoff) deadline for weigh-in/inspection.
- Reminder to bring cars in a shoe box with racer name on box. Very good idea to pack cars in the box with rags, bubble wrap or some kind of packing material.

3 days out (~January 21)

- Same reminders as before – January 24 (or your inspection/weigh-in date) is IT, and no cars can be checked in after that!!!

Check-In Day/Night – January 24 (or before)

- Provide at least 4 adults and older Boy Scouts (non-family members) to handle weigh-in, inspection, and impounding of cars
- Pinewood Derby Coordinator / Committee Chair / Cubmaster orchestrate check-in, weigh-in, inspection of cars. Suggested order:
 - Check-in at first table to collect racer name, whether they are Wolf/Bear or Webelos, get or provide a unique race car number (zero is not allowed, and there cannot be any duplicate car numbers), and take a head/shoulders photograph of the racer for use during races (optional)
 - Racer is given a blank inspection slip and directed to the next table (weigh-in)
 - Racers take their car and inspection slip to the weigh-in table
 - Car is weighed and inspected; rejected cars can be worked on until check-in closes
 - If weight is approved, that section is initialed on the inspection slip, and racer proceeds to the inspection table/area with their inspection slip
 - Car is inspected (illegal/wet lubrication, wet paint, loose items, height/length measurements, wheelbase, track clearance, wheels and axles), and each item is initialed by inspector
 - *If final inspection is passed*, slip is signed and KEPT by the inspection team. Car is taken to the Impound area (back in shoe box) and impounded until race day
 - If final inspection *does not pass*, inspection slip is returned unsigned, and racer can work to rectify issues until check-in closes
 - Impound official verifies that weigh-in and inspection have passed, and **keeps the check-in slips**

- Participation items (such as “Race Participant” patches) can be given out at this point to eliminate this step later, if desired
- SUGGESTED: Provide at least 3 adults (one from Committee, two other adults that DO NOT have family members in the Derby) to judge impounded cars for Craftsmanship and Originality awards on the night of check-in.
- Generate/create/finalize awards for Craftsmanship and Originality so that they do not need to be done on race day. These awards can be PRINTED AND SIGNED the night/day/week before.
- **Impounded cars should be stored securely until race day.** Each participant should bring their car in a shoe box with their name and car# on it for overnight/extended storage.
- Impound official cross-checks inspection slips for cars that **passed** – you should have one signed slip for each shoebox being stored.
- Send “passed inspection” racer data and photographs to Scott Schnegelberger (scott@sschnege.org), in THIS format please (one racer per line):
 - Firstname, Lastname, CarName, CarNumber, [Wolf/Bear | Webelos], Pack #
 - Example: Joey, Speedracer, FastCar, 99, Webelos, Pack 303*

Setup Evening (January 25, 2017)

- Setup will begin around 5pm, and each unit must send at least 2 adults to assist.
- Setup is usually done in this order (though some things can be done in parallel)
 - Stage
 - Chairs
 - Tables
 - Track (UNDER SPECIFIC SUPERVISION to prevent damage)
 - Decorations
 - Track leveling
 - Barricades/roping off of “out-of-bounds” areas
 - Hang sheets for projector screens
 - Timer, Electronics, Computers
 - Projector / Audio / Microphones
- After main room setup is complete, we still need a few adults to assist with testing. This requires running test cars on all lanes many times to dial-in the instant-replay video, lighting, timer, and other electronics. Last year this process took about 1.5 hours, and we were headed home by 10:30pm. The more people we have to help with the list above, the sooner we can begin that test process...

Race Day (January 26, 2017)

45min to 30min before race start:

- PWD Coordinator, Pack Committee Chair, Cubmaster, and all race officials arrive at least 30 minutes early to event location to handle any last-minute issues, and to receive any additional training on how the races will flow and how to understand the projector display (starter, end-of-track official, impound officials MUST understand all of this)
- Track is (re)cleaned and re-inspected for lane straightness, level, etc.
- Timer/software are tested and re-checked

15min before race start:

- Race management software/timer officials finalize the race heat scheduling in conjunction with Cubmaster – Webelos only race other Webelos, for example.
- Impounded cars are retrieved from secure storage and staged on the Impound table based on bracket (Wolf/Bear should be together; Webelos are displayed and raced separately)

- Emcee should begin to welcome families, and perhaps begin a joining activity, such as songs, skits, or stories
- **Impound officials (at least 2) must be at Impound area from this point until end of all racing.**

10min before race start:

- Race officials over software/timer finalize and print race schedule as backup (this can be done the night before if all data is available by 9pm Thursday, January 24!)
- Software/timer officials confirm all track sensors are operational (at least 2 races using a ‘fake’ set of race heats pre-built for this purpose and three designated ‘test’ cars)
- Software/timer officials confirm equipment is working and finalize race preparations
- Emcee announces expected start time (“We will start the races in XX minutes... please take your seats.”)

Racing begins!!!

- PWD Coordinator/Pack Committee Chair should help to maintain crowd control, address any ‘flow’ issues

After Grand Final Races are finished:

- Emcee should keep crowd occupied with songs, stories, skits, etc.
- Cubmaster should retrieve pre-printed awards for Originality and Craftsmanship
- Race officials confirm results and print final awards for Speed (or provide handwritten times/data from software to Cubmaster for announcement)
- All awards are aggregated to Cubmaster for presentation / Awards Ceremony
- Awards are presented

Cleanup:

- **Your Unit is responsible for cleaning up trash, food and making the area nice for next Unit**
- The last Pack of the day’s races will be responsible for assisting with cleanup of chairs and tables as well as the stage; we *may* ask for assistance with the aluminum track itself, but please WAIT until all the electronics are removed.

Rough start times (subject to change based on exact racer counts from each Unit):

9:30a – 11:00a	303+625 (WF1+Henderson)
11:30a – 1:00p	302+305 (Falls Lake/WF2)
1:30p – 3:00p	301+310 (R1/R2/R3)
3:30p – 4:30p	30+304 (R4/Knightdale)