

Carnegie Mellon Sweepstakes Guidebook

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Part 1

Purpose

The purpose of this Guidebook is to concisely pass important and useful information from one generation of Sweepstakes to the next. This document is separate from and non-overlapping with the Official Sweepstakes Rules, which documents all necessary procedures. The information in this guidebook need not necessarily be followed, but has been proven sound by previous Sweepstakes committees and will likely help the current Sweepstakes committee in their job.

This guidebook should be updated by each generation of Sweepstakes to reflect changes in procedure or additional knowledge that is felt to be worth passing on.

Part 2

Common Knowledge

This chapter details common information that all members of the Sweepstakes Committee should be aware of.

2.1 Google Drive

Sweepstakes maintains a digital folder containing notes, documents, spreadsheets, images, and other useful items from many years past. Currently this folder is stored on Google Drive and will be referenced as such in this guidebook.

The Sweepstakes Chairman should be the owner of this folder. If you are the Sweepstakes Chairman and the outgoing Chairman did not make you owner of the folder, you should yell at them until they do so. The information there will be invaluable to your success throughout the year.

2.2 Sweepstakes Brand

Sweepstakes is constantly scrutinized by many watchful eyes. Because of this, it is important for Sweepstakes to have a unified and consistent image that it presents to the world.

2.2.1 Logos

There have been many Sweepstakes logos throughout the years, with each year's committee creating their own unique image. It is the recommendation of this guide that Sweepstakes adopt a single logo for general-purpose use. The one in most prevalent use at the time of this writing is the Thorn logo, created by Daniel Kane. Give credit when possible, and remember that the font used when updating the year is Futura.

Additional yearly logos may be created, but should be used in limited circumstances, such as in the Buggy Book or on yearly T-shirts or flyers.

2.2.2 Website

At the time of this writing, cmubuggy.org is the de facto official website for Buggy as a sport, maintained by the Buggy Alumni Association. This poses a number of potential problems.

- The important historical and logistical information stored there is not stored in any other location, thus if the website were to fail, the information would be lost.

- The website is not maintained by any official member of Sweepstakes. Thus, the information there could be inaccurate or incomplete.
- There will not necessarily be consistent leadership in the BAA, which could cause fluctuations in the website's reliability.

For these reasons, it is important that each Sweepstakes committee makes an effort to keep the official Sweepstakes website up-to-date and to point spectators and participants to it whenever possible in favor of cmubuggy.org. This website is:

www.cmu.edu/buggy

The website can be easily edited on any Andrew cluster machine at the path `~buggy/www/Sweepstakes/`

The Welcome.html file contains all basic information and should be updated once per year at minimum to reflect changes in personnel, dates, etc.

To publish updates to the web, go to <https://www.andrew.cmu.edu/server/publish.html> and enter the user ID “buggy” in the Personal Web Pages section. Click Publish. You should then see your changes reflected on the live website.

2.2.3 Titles

There are certain mistakes consistently made when addressing Sweepstakes members, and other words in Buggy, so for clarity here is an enumeration:

- Sweepstakes Chairman (not chairMEN. Chairmen is the plural of the word and is used to refer to the collective group made up of each team's chairman).
- Assistant Chairman (Ass Chair is acceptable, but not in official contexts).
- Safety Chairman
- Buggy Showcase Chair (this one is new, so just be consistent).
- Buggy Book Chair (no hyphen, buggy and book are two words).
- Sweepstakes Advisor (not Adviser).
- Raceday (not Race Day. Not RaceDay. Not Race-day).
- Buggy with a capital 'B' refers to the sport as a whole.
- buggy with a lower-case 'b' refers to the actual vehicle.

2.3 Updating Guidebook/Rules

This Guidebook is exactly like the Sweepstakes Rules in that it is written in LaTeX and stored in a Git repository.

For the non-geeks, LaTeX is a programming language used to create beautiful PDF documents. It's not very hard to learn, and mostly involves typing words, but it also has powerful features for when you need them.

Git is free version control software. This means that all previously saved versions of this guidebook are

safely stored online in case anyone makes a mistake or deletes something important.

So, to update this Guidebook, first you will need to open up a terminal. On Mac and Linux computers there is an app called “Terminal” and on Windows PCs there is an app called PuTTY that is a free download.

Once you have a terminal open, you need to connect to one of the Andrew machines. You can do this by typing “ssh ID@unix.andrew.cmu.edu” where ID is your Andrew ID. It will prompt you for your password, which you should enter.

Next you need to get your own copy of the Guidebook from Git for editing. Do this by typing
“git checkout git@github.com:CMUBuggy/Guidebook.git guidebook”

Hopefully this worked out and you now have an editable copy of the Guidebook in a folder called “guidebook”. Go to that folder by typing “cd guidebook” then type “ls” to see all the files that are inside that folder.

The files are named after the chapters of the book, so pick the one you want to edit and open it by typing “emacs CHAPTER.tex” where CHAPTER is replaced with the name of the file you want to open.

If you’ve never used emacs before, or if you have struggled with anything up to this point, go find a CS or ECE major and they should easily be able to help you. But hopefully it’s obvious that you can just type where you want to edit the text, or scroll down using the arrow keys until you get to the place where you want to change something. When you’re done, the command to save and quit in emacs is the following sequence:

control-x control-s control-x control-c

Once you have edited all the files you wish to edit, you need to create a PDF of the updated Guidebook. Do this by typing “pdflatex guidebook.tex” then hit Enter, Up Arrow Key, Enter to run this command twice and generate the table of contents.

If, when you type this command there is a question mark at the bottom of the terminal, you have a syntax error. Type “q” and hit Enter and then go find out what you typed wrong. You might have to use Google for help here.

If you want your changes to be saved by Git (which you do), you need to add all your changes by typing “git commit -am PERSONAL MESSAGE” where PERSONAL MESSAGE is a message describing the changes that you made. The PERSONAL MESSAGE should be surrounded by quotation marks.

Then type “git push”

Finally, you want to get the PDF you just created onto your personal computer so you can share it with the world! To do this, close the terminal window and open a new one. Then type

“scp ID@unix.andrew.cmu.edu:~/guidebook/guidebook.pdf Desktop”

This should copy the PDF from the Andrew machine to your Desktop. Open it up and enjoy!

2.4 You Are Not Alone

Always remember that you are not the first person to have held this position. There are scores of people who have been through it before and would be happy to help you work through any problems that arise. The previous Sweepstakes chairmen can be reached by emailing the list

sweepstakes-past-chairmen@lists.andrew.cmu.edu

If that doesn't work, Elon wrote the first draft of this Guidebook and is always eager to help a Sweepstakes in need. He can be contacted at nightslide7@gmail.com

Part 3

Chairman

This chapter lists information specific to the role of Chairman. It should be noted that anybody can perform these tasks, but they usually fall under the scope of the Chairman's responsibilities.

3.1 Orientation

The first task of the Chairman within the year is the organization of Buggy Orientation. This event is meant to introduce as many Freshmen as possible to the sport of Buggy in hopes that they will join a team. The event is typically held during Freshmen Orientation, although it should be noted that direct recruitment is discouraged during this time period. For that reason, this event should focus on Buggy as a whole and presenters should not identify with any team if possible. Greek orgs rarely participate, but every effort should be made to get as many teams to participate as possible.

Slides for the presentation are located on Google Drive and can be easily updated each year. The presentation is introduced by the Chairman, then team members from each of the roles in Buggy (Pusher, Driver, Mechanic, Support) present the basics of their roles and share stories about what Buggy means to them. Teams should be encouraged to bring buggies to the event so that Freshman can look at them in person and possibly touch them.

After the presentation portion, there is typically an outdoor portion of the event where Freshmen are invited for a closer look at buggies and Q&A. There is often an option for Freshmen to push a buggy. If there is a driver in the buggy, it is extremely important that the driver be a veteran driver and be wearing all required safety gear.

To ensure maximum attendance, flyers should be put up as early as possible before the event. If the Chairman will not be on campus during Orientation, it is likely that one or more teams will be willing to help put up flyers on their behalf. Example flyers can be found on Google Drive and can be modified in Photoshop to fit the current year.

3.2 Meetings

One of the most important jobs of the Chairman is organizing and hosting meetings. There are four commonly recurring meetings which the Chairman is expected to host. It can be good practice to have the Assistant Chairman take notes during meetings so that the Chairman doesn't have to multitask running the meeting and jotting things down. Notes from all meetings can be found on Google Drive in years 2015 and 2010, which provide a good understanding of what to expect throughout the year.

3.2.1 Chairmen's Meetings

These meetings are described clearly in the rules. As of 2015 10pm on Mondays has continued to work well as a meeting time. MM103 (Breed Hall) proves to be an ideal meeting location in part because of its centrality on campus, and in part because of the clear distinction between the front of the room and the audience. Whatever room is chosen, it should be requested as early as possible to avoid changing locations every week.

Before rolls can even start, there should be at minimum one meeting of the Chairmen to make sure, among other things, that everyone knows each other, that everyone is familiar with the rules (and know that they are responsible for their entire team's adherence to them), and that they understand what is expected of them on a given day of rolls.

It is nice to begin the first Chairmen's meeting with food and socializing. The Chairmen are responsible for much of the decision making throughout the year, and it will go much more smoothly if they know each other and are comfortable speaking up in the meeting environment.

3.2.2 1-on-1 Meetings

These meetings are between the Chairman and the Sweepstakes Advisor and should happen once-a-week whenever possible. It is amazing how much information there is to share every week and how many questions can come up.

From the Chairman's perspective, it is important to update the Advisor on current events in the Buggy world. The Advisor has an enormous wealth of historical knowledge, but often does not have time to stay updated on the day-to-day workings of the Buggy community. The more the Advisor knows, the more they can help the Chairman lead with confidence.

This is also the time to ask any questions which do not directly relate to any other members of the Sweepstakes committee. Anything which involves other members should be handled in the Committee Meetings.

3.2.3 Committee Meetings

These meetings are attended by the Sweepstakes Committee and the Sweepstakes Advisor and are for working out anything relating to Buggy in general. They should be held on or before Thursday each week if possible so that the Committee can effectively prepare for each upcoming weekend of Rolls.

When a Buggy Book Chair and Buggy Showcase Chair are elected, they should be invited to attend these meetings.

It is beneficial to host these meetings every week even if there might not be much to talk about. The worst case scenario is that the meeting only lasts five minutes. And there may be issues that other members of the Committee need to discuss that won't come up except in these meetings.

3.2.4 Operations Meetings

These meetings are only held in the leadup to Raceday. They typically begin in January unless someone sees reason that they should start earlier. They are held monthly or bi-monthly until the need arises for them to be held weekly. The participants include at least one member from every organization that will be helping to facilitate Raceday. This includes at minimum:

- Sweepstakes

- cmuTV
- WRCT
- Radio Club
- CMU EMS

It is typical for Alumni Relations and the Buggy Alumni Association to attend these meetings as well, since an enormous number of alumni attend Raceday every year. It is acceptable to only invite them later in the year, since they are not as integral to the specifics of running Raceday. However they often have knowledge or can offer assistance on matters the Sweepstakes Committee might not be familiar with.

During these meetings, more than any other, it is important for the Chairman to arrive with an agenda. Without it, it will be unclear who should speak and take charge of the moment. That is the job of the Chairman. Specifically, cmuTV and WRCT sometimes drag their feet with preparations, and need to be strongly encouraged to prepare early. Like Sweepstakes, their leadership changes every year, and they might not have a fancy guidebook to help them along.

If a particular group does not appear in the agenda, they do not have to attend the meeting, although often once conversation starts flowing, it can be useful to have as many people present as possible to weigh-in. The list of tasks to cover before Raceday may seem daunting, but these people are all here to help make it a success.

It's also nice to occasionally order food for these meetings, especially if you have to schedule one right before a break or late in the evening. Sweepstakes probably has room in the budget for sandwiches for a few meetings.

3.3 dlists

In case you've never heard, dlist stands for distribution list and is a list of email addresses or Andrew IDs used to easily send email to an entire group. Sweepstakes has three dlists:

- Chairmen's dlist
- Drivers' dlist
- Past Chairmen's dlist

The outgoing Chairman should have made you the moderator of these lists. If they didn't and no longer have access, you can email it-help@cmu.edu and they should be able to help you. You can access the lists you administer at lists.andrew.cmu.edu

The first thing you should do is update the Chairmen's dlist with all of the new Chairmen for the current year. It is good form to leave any old people on the list unless they specifically request to be removed.

You will also need to update the Drivers' dlist with all the new drivers. This can be harder since you don't see them as regularly. The best thing to do is to collect email addresses at the Driver's Meeting, and keep track of anyone who joins late in the year.

Put yourself on the past chairmen's dlist so it can continue to grow!

3.4 Signs

It may seem silly to have a section dedicated to signs, but there are a surprisingly large number of signs involved in Buggy, and proper implementation of these signs and their placement can make many jobs much easier for the Chairman. Also, all except one of these signs must be implemented before Rolls can begin. Kinkos on campus is the most convenient place to go for printing.

3.4.1 Laminated No Parking Signs

These signs are posted around the course and indicate to cars the dates and times when they will be towed for parking on the course. They should say “No Parking” and should include the variance number given by the city. One set is made for Fall and one for Spring and they remain posted from at least one week prior to Rolls beginning and remain posted all semester. PDF files of these signs are available on Google Drive and can be edited in Photoshop to change the dates each year.

You should DEFINITELY have Kinkos drill two holes at the top and bottom of each sign close to centerline for zip ties to pass through. This saves the team whose chore it is to put them up the struggle of drilling holes, and removes the possibility that they will be poorly drilled or drilled in the corners. Don’t drill holes in the corners... This also limits the amount of water that will seep in through the lamination and destroy the signs. These signs should be at least 11”x14” in size. Printing them on yellow or orange paper also makes them significantly more visible.

In the past it has proved necessary to provide the team placing the signs with a map of where they should be placed. Such a map is available on Google Drive, but essentially consists of every signpost around the entire course where a sign could possibly be posted. Sweepstakes also needs to provide zip ties to the team placing the signs.

A fresh set of laminated signs needs to be produced between Truck Weekend and Raceday for the sole reason that Raceday does not occur on Saturday and Sunday. You can prepare these ahead of time to remove one task during the stressful time of Raceday.

It would be nice if these signs could be made from metal and posted on metal T-posts, however as of 2015 the City of Pittsburgh forbids placing T-posts in their ground.

3.4.2 Weekly No Parking Signs

In order to close roads, the City of Pittsburgh requires that paper No Parking signs be posted no later than 24 hours prior to the beginning of the closure. These signs are provided by the city (or copied on the Student Activities copy machine) and need dates and variance numbers written in manually. This task is historically carried out by the generous Sweepstakes Advisor, but could easily be assigned to a team. The task of posting the signs is assigned to a team as specified in the rules. Sweepstakes may need to purchase tape or string for this team.

Theoretically these signs are superfluous compared to the Laminated No Parking Signs, but they should still be placed at visible locations around the course. If it rains after they are posted, the signs will likely be destroyed. It is probably fine not to worry about this except on Raceday, when you should worry about EVERYTHING. For Raceday, it is very good practice to print twice as many signs as necessary, just in case.

3.4.3 Road Closed A-frames

Large (22”x28” minimum) signs must be attached to A-frames and placed at the entrance to every road that is closed during Rolls and Raceday. The signs must be removed every day or they may be destroyed. They

should be placed in the middle of the road, not on the sidewalk. This is a chore for a team to carry out, but it is Sweepstakes' responsibility to ensure that team is doing it correctly.

Typically the team whose chore it is to place the signs keeps them from year to year. They will likely know how to do the job, however the Chairman should drive around the course on the morning of every day of Rolls to ensure the signs are placed properly and are clearly visible. During this check, the Chairman should also check that the barricades are in place and the police officers are attending them.

3.4.4 Raceday Road Closed Foam-Core Signs

These signs are for Raceday only. They must be printed on weatherproof foam-core board (like posterboard but made out of plastic) to ensure that they remain stiff even in rain. They should indicate in large letters the dates and times when the roads will be closed during Raceday. As always, editable examples are available on Google Drive. Also, make sure that the printer places grommets near the centerline for the zip ties to go through. Sweepstakes will need to purchase extra-large zip ties for the team who will post the signs, since they will need to wrap around phone poles and light posts.

The location and orientation of each sign is also very important and not at all obvious, so a document with a map and photos is available on Google Drive and should absolutely be given to the team who is posting them.

These signs must be posted a minimum of one week prior to Raceday.

3.4.5 Barricade Signs

These signs are optional, but have proved helpful and greatly increase safety for drivers on the course. They are laminated yellow signs which clearly indicate that bicyclists and pedestrians are not allowed on the roads during Rolls and Raceday. With these, the barricaders have some help with their jobs, since bikers and pedestrians often wear headphones and cannot hear people screaming at them.

If used, the signs can be attached to the barricades using tablecloth clips. They can be purchased at REI and other locations. They can be augmented with caution tape tied between two barricades to block the entire road, making it physically impossible for bicycles to easily breeze past a barricade.

3.4.6 Crosswalk Signs

These signs are optional. They are two signs which are posted on A-frames and placed at either end of the crosswalk at the top of Hill 2. They indicate to runners that they should wait for permission to cross, which greatly increases the safety level for drivers in that area. However in most cases no one will be paying enough attention to grant permission, so the wording should possibly be changed.

3.5 Rolls Preparation

There are a number of things the Chairman needs to take care of before rolls can even be scheduled.

3.5.1 Haybales

Hopefully you're aware that on each day of rolls the chute is lined with a great many haybales. 300 to be exact, at least as of 2015. However those haybales don't appear from nowhere. The Chairman needs to order them from a local farmer. At the time of writing, L.P. Campbell is the preferred source. They know about Sweepstakes and are happy to have our continued business. Currently there are two phone numbers they might be reached at: (724) 899-2403, and (412) 418-0623. They might not answer the first time you call.

They're farmers, cut them some slack.

It is important, however, to call early. They will need about a week just to load all the hay onto a truck, and they can only deliver on days when it's not raining.

Tarps

Before the hay is delivered, Sweepstakes needs to purchase two large tarps. 30ftx60ft should be more than large enough.

One of the biggest challenges you may face as a chairman is getting the tarps not to blow away (unless you just tell the team covering them to do it better). I suggest purchasing sand bags to weigh down the top tarp. You can also use cable clamps (reusable zip ties) to tie at least one edge of the top tarp to the bottom one.

At the end of each semester, go collect the tarps or they will disappear forever. You can probably store them in the Carnival cage in the basement of the parking garage. They will be wet and smelly so you don't want to store them anywhere nice.

Hay Delivery

Receiving the haybales is pretty straightforward, however it is a terrible chore and will give you empathy for the teams who do it every weekend. Typically during delivery each team is expected to send at least one person to help. It is perfectly reasonable to fine teams that do not send anyone.

3.5.2 Barricades

The City of Pittsburgh Department of Public Works is responsible for delivering barricades for road closures. CMU is located in District 3. The barricades may be delivered to the corner of Tech and Frew without any intervention by Sweepstakes, however if Rolls are coming soon and there are no barricades, a phone call should be made to the 3rd Division. Phone numbers should be available on the Department of Public Works website. As of 2015 it was (412) 255-0768.

3.5.3 Road Closures

Sweepstakes needs to request permission from the city to close the roads and pay money for the closed parking meters. This task is usually handled by the Sweepstakes Advisor, however the Chairman should verify that it is done in preparation for Rolls.

Also, closures for Raceday should be requested as early as humanly possible. You do not want someone stealing those days, trust me.

3.6 Running Rolls

This section describes the duties of the Chairman on a typical day of Rolls.

3.6.1 Police

The police are given instructions to arrive at Tech and Frew at 5am on each day of Rolls. The Chairman needs to meet them there and ensure that each one knows what their job is. Some will be veterans, but others will have been told nothing at all about their duty that day. There is a handout on Google Drive with Sweepstakes' phone numbers and a map of the barricade locations that can be given to new police.

Let them know if anything strange or different is happening that day. You should also bring a copy of the permit to close roads in case you need it.

At this time it is very important to collect each of their phone numbers and alert them to any unusual events happening on the roads. They **MUST** be instructed to keep out all cars – even emergency vehicles – unless you explicitly call and tell them to let them through. In the case where a driver needs an ambulance, call all the police and tell them to stay at their barricades but allow any ambulances through. You **DO NOT** want ambulances from an unrelated emergency coming through the course while buggies are rolling.

Before the meeting, it is good practice to drive around the course and see if there are any cars that need to be towed. At the meeting, tell any of the officers where the cars are and they will have them tagged and towed. Note that during this time, the barricade that they should be manning will be unmanned, so the Chairman should ensure that the barricade is closed to protect drivers during course walks.

If only 3 police officers show up, don't send anyone to Circuit Dr., but make sure the barricade is closed. If 2 or fewer police officers show up, you will need to elicit volunteers from the teams to man the outer barricades. In this case, instruct them to park far back from the barricade so they don't get harassed by angry drivers. Many veteran police officers already do this.

When rolls are finished for the day, call each officer and tell them to open their barricade. They should not assume that rolls are finished at 9:00, in case there are still buggies on the course.

3.6.2 Meetings

Barricaders

Soon after the police have been sent to their posts, a meeting of the barricaders should be called. The requirements for being a barricader are not many (except for the Phipps and Margaret Morrison barricaders, who need to be competent individuals, as these are probably the most dangerous barricades). Just ensure that each team has a barricader and that they know where to go and to not let bikes or cars or runners onto the course. Make sure to impress upon them that it is a safety issue and that they could be saving drivers' lives.

Instruct them that cars are allowed out of the course. If a car did inadvertently end up on the course, you don't want them trapped there. Also instruct the barricaders to let through people who are clearly with Buggy.

Each barricader needs to wear a safety vest for visibility. These can be returned every day or kept all year. Either way, when they go missing, the team should pay to replace them.

You should also remind them to make sure their team switches them out during rolls, especially on cold days.

Nap Time

After the Barricaders meeting is Chairman nap time. You can go hang out with the Safety Chair while he/she does drops, or you can find the team giving out hot chocolate and give them extra safety points. Or you can yell at people to sweep harder and fix the haybales and generally be better at their chores.

Flaggers

Each flagger should have flagged at least once before or have someone along to teach them. Be sure to remind each flagger to watch for hazards downhill and throw a stop flag if there are any dangers.

Make sure that all stop flags are kept hidden from view except in actual emergencies.

Chairmen

This meeting is held just before the start of Rolls. It is the time when the Chairmen can voice concerns and Sweepstakes can impart any important information about the day. It is usually quite short.

Drive Around

After the Chairmen's meeting it is very good practice for the Chairman, Safety Chairman, or both to drive around the outside of the course to ensure that all of the outer barricades are in place and the police are having no issues. The trip should conclude with a drive through the chute to ensure that the course is clear and rolls are ready to begin. Radio Club also helps ensure that the course is clear once you're back at the top of the hill.

3.6.3 Radio Club

This section exists simply because no member of a Buggy team ever has significant reason to know that Radio Club exists during rolls. They are stationed at minimum: at the top of the hill, at the transition flag, and in the chute. The radio person at the top of the hill will report to the Chairman when each team has cleared the chute and the course is clear for the next team.

3.6.4 EMS

CMU EMS has a contract with Sweepstakes each year to have one EMT on call in the chute during each day of Rolls. The EMT will be first on the scene of any crash, and will determine in conjunction with the Safety Chair when it is appropriate to call an ambulance if necessary. The Chairman should ensure that EMS is in place before Rolls begin. You should also make sure to have the phone number of someone in EMS in case nobody shows up.

3.6.5 Follow Cars

While driving a follow car might seem like an easy task, it is somewhat non-trivial. Follow car drivers must have an extraction kit, know how to extract a driver, not follow too closely behind their buggies, not drive too fast, and never drive backwards on the course for any reason. They should also be aware that once they pass through the chute, the next team is cleared to go. They should turn off their headlights and use their emergency flashers at all times while driving on the course. The Chairman should make sure that each follow car driver is aware of these requirements. If problems arise, a daily meeting of the follow car drivers for that day is not out of the question.

3.6.6 Team Communication

The Chairman needs some form of communication with the teams during Rolls. In recent years, the smart-phone app Zello has been used successfully. It has the benefit that no physical walkie-talkies need to be passed out and returned and recharged. There is a slight delay in message delivery based on network strength, but it has not been an issue.

The Chairman needs to announce the roll order, especially who is clear and who is up next. The roll order should also be written on a board at the top of the hill. The board should be in the Sweepstakes office on the 3rd floor of the University Center.

3.6.7 Stuff To Bring

You will need either a box or a bag full of all the stuff you will need at rolls. This way you just need to remember to bring the box and you won't forget anything. What's in the box may vary depending on if you allow teams to be responsible for their own items, but it may contain:

- Vests
- Whiteboard markers
- Caution tape
- Traffic cones
- Police instructions
- Chore assignments
- Road permit
- Barricade signs and clips
- List of caped drivers/buggies
- Fruit snacks

You also need to bring the rolls board. If this is too much of a hassle, you can assign it to a team as a chore.

3.6.8 Cancellation

In the event that Rolls need to be cancelled due to weather or other terrible circumstances, it must be done by 3am the morning of Rolls to avoid paying for police officers. There is a special phone number to call to cancel the police. The Sweepstakes Advisor should have it on file. As of 2015 it was (412) 200-5220. If it's after 5pm it's an "emergency." In addition, the following people need to be informed that Rolls are cancelled:

- Chairmen
- CMU Police Department
- CMU EMS
- Radio Club
- Sweepstakes Advisor

As with most decisions made as Chairman, once the decision has been made to cancel, it is best to stick to it, even if some teams complain. The teams elected you to be their leader, and they will respect your decision, no matter what it is. What they will not respect is someone who can't make up their mind. So if it's on the edge, make a choice and stick with it until the bitter end, even if it means setting everything up just as it starts pouring rain. The worst that happens is everyone gets a few more hours of sleep.

3.7 Finances

It is another job of the Chairman to monitor the finances of Sweepstakes throughout the year. This comes in two parts: collecting money from the teams, and planning for next year.

3.7.1 Fees

Raceday Fees are described in some detail in the rules, so we don't need to discuss them here.

3.7.2 Fines

It is a good idea to keep a spreadsheet of all the accumulated fines of each team, so that you can refer back to it when you charge them. An imperfect example can be found on Google Drive. Including the dates of each fine would be a very good idea.

Do not do what it says in the rules. Taking a deposit and requiring more if fines accumulate is ridiculous. Just charge teams at the end of the year. And change the rules if you get the chance.

Half fines (e.g. for being late to meetings) are a great way to keep teams in line (or at least to make a little extra money).

Any time a team covers another team's chore, they are credited the amount of the fine for the chore they covered. However, to ensure Sweepstakes does not lose money, if, at the end of the semester a team has a positive balance, Sweepstakes will not pay them money, but they will instead receive a congratulatory pat on the back.

3.7.3 JFC

The Joint Funding Committee oversees the distribution of the Student Activities Fee to all recognized student organizations at CMU. Upon viewing Sweepstakes' budget from previous years, you will immediately realize that we get a hefty percentage of the funds JFC hands out. This is largely because Buggy is recognized as one of CMU's longest-standing traditions and is held in high regard, and also because running an event as large as Raceday takes a lot of money. It is important to stay in good graces and ensure an easy time for future Sweepstakes. This comes in two parts.

Spending

Don't spend too much money. If it's not in the budget, that doesn't mean you can't buy it, but ask yourself if it's really necessary. Also realize that the vast majority of the Sweepstakes budget is entirely for Raceday.

Planning

Each Chairman is responsible for planning the budget for the next Chairman. Don't make them hate you because of this... Always ask for more than you really need and ALWAYS appeal if they decline to provide some things.

When planning next year's budget, don't forget the little things. Tape, zip ties, cones, camera batteries, vests, etc. Have your Assistant Chair do an inventory of the Sweepstakes office and find out what you have. This is especially useful leading up to Raceday.

3.7.4 BAA

The Buggy Alumni Association, in addition to hosting a website, helping out with Rolls and Raceday, and occasionally stirring up drama, also collects donations. They probably have a sizeable pot of money that they won't necessarily tell you about. However, if you have an idea to improve Buggy, but it's not in the budget, BAA might be able to help.

3.7.5 Special Allocations

If you determine that Sweepstakes needs to purchase something that does not appear in your budget for the year, that is exactly the time to ask JFC for a special allocation. These are one-time funds for things that come up unexpectedly during the year. In fact, asking for special allocations throughout the year looks good during appeals at the end of the year, because it shows that you tried to remain out of debt, even if you failed.

3.8 Rule Changes

Don't be afraid to change the rules. For this one year you have that power. The rules are not perfect, so utilize your power to make them better.

However, realize that most of the rules have been around for decades, and probably have a reason for being there. If you get any resistance from the Chairmen during voting, you should think long and hard about the importance and efficacy of the change, even if you're able to get a majority vote required by the rules.

3.9 SWAG

SWAG stands for Stuff We All Get. Except not everyone gets it, and it's usually not free.

This section is mostly for fun, however I do **HIGHLY** recommend buying some sort of SWAG for the Sweepstakes committee as early in the year as possible. It does wonders for pulling everyone together and making them feel like part of a cohesive team. If the SWAG you want has a minimum order of 6, order for your Advisor, Buggy Book Chair, and Buggy Showcase Chair also. They'll appreciate it when they materialize.

3.9.1 Raceday Shirts

This SWAG is not optional, and is mentioned again in the Raceday section. Like all things Raceday, if you do it early, you won't have to worry about it at the last minute.

Everyone participating as "Staff" on Raceday needs a shirt to make them easily identifiable. These shirts should be brightly colored. Long sleeves are preferred to avoid sunburn in case of sunshine (haha).

3.9.2 End-of-year Gifts

It is certainly a nice gesture to get some small memorabilia for those that helped you throughout the year. Once it's all over, you will know exactly who I mean.

If the year went particularly well and you're feeling generous, you may also give gifts to the Chairmen.

Theoretically Sweepstakes could pay for these gifts, however it is very unlikely that there will be an excess of money in the account, and if there is, next year's Sweepstakes would probably appreciate it more than the Chairmen.

3.10 Read The Rules

This should be self-evident, but the Chairman should be extremely comfortable with the rules of Buggy. At the very least you should keep a copy of the rules close at hand to refer to them whenever necessary.

Part 4

Safety Chair

This chapter includes all information that past Safety Chairs felt necessary to pass on. Read at your own discretion.

4.1 Drivers' Meeting

One of the first things you will have to schedule and host is the Drivers' Meeting. Typically two meeting times are scheduled to ensure that a majority of drivers can make it to at least one. You will have to meet separately with anyone who can't make either.

In some years alumni have been invited to speak at these meetings to impress upon the drivers the seriousness of their role. It is up to you whether or not to take them up on this offer.

Be sure to cover all aspects of Buggy related to safety, especially safety gear and stop flags. Discuss how a properly fitted helmet should feel, and how to form a mouthguard and cut off the ends so it doesn't choke you. Describe Capes and a typical day of Rolls. Tell them anything you would want the drivers on your old team to know. And make absolutely sure to impress upon them that if they feel unsafe, they should stop, even on Raceday.

It is also a good idea to show a video of the course from a driver's perspective. If you don't have one of these, ask around, they exist.

You may consider giving the drivers a short quiz at the end to make sure they were paying attention. This might seem silly, but even veteran drivers might assume they know something when they actually don't. Some example questions include:

- What are the 5 pieces of safety gear you are required to wear at all times while driving?
- What does a stop flag look like? What should you do when you see one?
- How many points of attachment should your harness have?
- If your helmet slips over your eyes, what should you do?

It's also a good idea to provide a handout summarizing what was discussed. This can also help keep you on track during the meeting. And afterwards, make sure to open the floor to Q&A. The drivers should be comfortable with you and feel that they can come to you with any problems they can't discuss with their team.

4.2 Safeties

Some teams will try to make your life difficult, or will try to hide things from you during safeties. Teams are allowed to have secrets, but if they pertain to the safety of the driver, it is your job to make sure that whatever is inside the buggy is safe for the driver.

There's no reason to be overly lenient with the teams. They know the rules, and they should be expected to follow them. That said, demanding unreasonable things beyond the rules is not something you should regularly engage in.

4.3 Capes

Teams will always schedule Capes at the least convenient possible time. Sometimes this will be the morning of Rolls. You must maintain a balance between doing your job and maintaining your sanity. If needed, you can always ask the Chairman or Ass Chair to do Capes for you, assuming the team is OK with it.

If a team fails many times in a row, even if it's fewer than the number specified in the rules, you can just tell them to try again later. Unless they're super close, they obviously need to go back to the shop and fix things anyway before it will be really safe.

4.4 Spot Safeties

During each day of Rolls you should go and spot safety at least one team. Work this out with your Chairman and Ass Chair so someone is available to drive down to the chute in the event of a crash while you're busy.

Don't give too many passes on Spot Safety failures. If there's a problem that you told them about during Safeties or Capes and they haven't fixed it by Rolls, a Spot Safety failure is the next level of warning. Or if a driver clearly isn't harnessed in properly during the pull test, a Spot Safety failure is a great way to make sure that team never makes that mistake again. That said, it's still a pretty harsh punishment, so don't abuse it.

4.5 Rule Changes

If you see a place in the rules where safety could obviously be improved, or if something comes up during the course of the year that is clearly unsafe and needs to be banned, change the rules! You are in a unique position for this year only where you have the power to do that. Make good use of that opportunity!

At the same time, realize that the rules have been around for many decades, and most of the rules are there for good reasons, so proceed with caution.

4.6 Safety Points

You can award teams safety points when they do safe things and be just like Jake Reid. But really a more reasonable thing is to dole out punishment when teams are unsafe.

Part 5

Assistant Chairman

This chapter is chock-full of useful information about how to be a good Assistant Chairman!

5.1 Cookies

The number one most important job of the Assistant Chairman is to bring cookies to Rolls. At least once.

5.2 Roll Count

This is actually important. Keep track of all buggy/driver combinations. Give the Safety Chair a sheet each day to mark which ones passed drops. Count how many rolls each buggy/driver got. A complete roll is making it through the chute, even if they successfully stopped at a stop flag on the way. Keep track of pass tests when that happens. Have fun with it! There is an amazing spreadsheet in the 2015 section of Google Drive which will automatically show you when drivers are qualified, which is not a trivial task.

5.3 Assist

If the Chairman is absent, you become acting Chairman. Good luck!

Part 6

Buggy Book Chair

This chapter covers useful info about how to make an awesome Buggy Book without much hassle.

6.1 Design

6.1.1 Delegation

Remember, first and foremost, that it is your job to ensure that the Buggy Book gets made. It is not necessarily your job to create it. If you are not an artist or a designer, find some friends who are and bribe them with cookies. The more eyes on the project the less work each person has to do.

6.1.2 Past Books

Looking at past Buggy Books is a wonderful way to get inspiration for what you want the design to be. They should all be online at cmubuggy.org. If they're not, bug someone to put them up. And be sure to look further back than just one or two years. Sometimes it takes a few years for layout or content to drastically change.

6.1.3 Photos

There are many great photos on cmubuggy.org, but you might feel that these have been overused in past books. Most people won't notice, so don't worry too much, but if you start asking around, you'll find lots of people have photos that aren't posted online. Ask specific teams for photos, or even go to the library or Alumni Relations for historical photos.

6.1.4 Heat Times

There is this question every year about whether or not the Day 1 heats will be in the Buggy Book. Since heat selection usually happens very close to Raceday, it is sometimes not possible, and it will depend on your turnaround time for printing. Don't make the book late just for that nice final touch.

If you can't get the heat schedule in time, a good compromise is to put a url or QR code in the book linking readers to a website which lists the heat times. You can talk to the Chairman about possibly linking to an externally-viewable heat schedule.

6.2 Schedule

Be aware of your deadlines. Start layout as early as possible. You will not get information from the teams until the very last minute so make sure to finish everything else so you can plop the information in quickly.

6.2.1 Chairmen

Set a deadline for the Chairmen well before you actually need the information. Most teams will overshoot it by a few days, and some might lag for a week or more. Press them hard to get at least a basic set of information, and be as lenient as you can when they want to make updates later.

6.2.2 Tales

Tales don't take long to write, but they do take a long time to edit. If nobody is stepping forward wishing to write the Driver, Pusher and Mechanic tales, find some friends who do Buggy and bribe them with cookies to write a tale.

The Chairman, Ass Chair, Safety Chair, Showcase Chair, and even you yourself will have to write a tale as well. Don't let them slack on this just because they're special.

6.2.3 Support Organizations

Don't forget about these guys! They will usually be very cooperative and timely as long as you give them enough notice to put a page together. Raceday would be nothing without them so they deserve a mention.

6.2.4 Printing

Research printers early and decide which one you want to go with. Figure out exactly what the turnaround time is for printing. You will need every day you can spare before the book has to go to print, but you also want to keep the cost down.

Remember that you will also need time to make a proof for both you and the Sweepstakes Advisor to review. This will take at least one full day. And give yourself time just to read through the entire book cover to cover and make sure you don't have typos or other glaring mistakes.

Part 7

Buggy Showcase Chair

This chapter covers all aspects of Buggy Showcase not specified in the Rules. Especially tips on how to make everything flow smoothly.

7.1 Terms

For clarity, the Design Competition specified in the rules is held during the Buggy Showcase. The Buggy Showcase is an overarching event which can include music, slideshows, keynote speakers, bouncy castles, laser tag, or any number of fun things.

7.2 Design Competition

The Design Competition should be your top priority. If Buggy Showcase consists of nothing but the Design Competition, you will have fulfilled the duties of your role.

7.2.1 Space

You will need to reserve a space that is large enough to accomodate every buggy the teams will be racing this year, plus any extras they may wish to bring. Typically Wiegand Gym is used and provides plenty of space given the current number of teams.

You will need to order stanchions to separate the teams from each other and from the observers. The Sweepstakes Advisor can help you with the ordering process.

You will need to reserve a space separate from the display space large enough for all the judges, three presenters and one buggy. Connan in the CUC is large enough, and conveniently located close to the Gym. Be sure to reserve it early since it may be popular during Carnival. You will also need to order at least two tables and multiple chairs for this room. The judges need to sit and the presenters need a place to put their buggy that is not on the floor.

7.2.2 Judges

You will need to find knowledgeable people capable of listening to presentations and making informed decisions on the quality of the design and construction of the team's buggies. Start this process early, as it is often the most challenging part of your job.

Professors are usually a good choice. Specifically professors in engineering or science who have a background close to that used in buggy development. Volunteers from an organization sponsoring Sweepstakes are also good candidates. Alumni are typically avoided, especially alumni who are well-known in the Buggy community or who are very recently graduated. If they are so old and unknown that no one even knows that they did Buggy, then that should be fine.

7.2.3 Judging Sheets

The judging sheets have undergone many iterations in past years. You should look on the Sweepstakes Google Drive for past versions and absolutely consult previous Showcase Chairs about what did and did not work regarding the sheets. The judges probably gave feedback about the sheets last year and you don't want to be the person who didn't implement the changes for this year.

7.2.4 Timing

Do your best to come up with a schedule that ends early, and try to stick to it. You will probably run late, as judges will often take a long time to deliberate or take a very long lunch. One thing that can help with this is to have all teams entering the Design Competition arrive 1-2 hours before the teams who are not competing. This way all teams are still present for the display portion, but they don't have to sit around for hours while the judging takes place.

A very important point to remember during Design Comp is that the rest of the Sweepstakes Committee is essentially sitting on their hands for the entire time, so don't be afraid to utilize them so you can run around less.

7.2.5 Food

You will need to order breakfast for the judges and Sweepstakes, and lunch for the teams, the judges, and Sweepstakes. Typically lunch consists of a few King Kong pizzas. Just be sure that the judges are able to get food before the mob of hungry students descends upon it.

7.3 Buggy Showcase

Buggy Showcase is designed to make the event more interesting and engaging for the public and the teams. If you choose, it can start a few hours later than the Design Competition but end at the same time to ensure maximum capacity at any given time and minimize the feeling of emptiness that results from people filtering in and out over the course of four hours.

7.3.1 Presenters

An obvious thing to do during Buggy Showcase is to have one or more presenters speak about the history of Buggy or their personal experiences with Buggy. In order for this to be successful, you will need to order a stage and arrange for a soundsystem. ABTech can probably help with the soundsystem unless they're busy that day, and you might be able to reuse the stage that Sweepstakes purchases for the timing system on Raceday.

Typically alumni give presentations, but the current students could also present. You could have each team present an overview of their team. You could even judge these overviews and present awards if you wanted to. You could also just put up a Powerpoint that cycles through old pictures.

7.3.2 Kid Zone

Alumni Relations likes to host a Kid Zone for kids who come to Buggy Showcase. You should work with them to give them space in the room, and order tables or other supplies if they need them. Hopefully they will mostly take care of themselves.

7.3.3 BAA

The Buggy Alumni Association needs a table at Buggy Showcase since a large number of alumni come back for this event. But they should also be mostly self-contained in their setup and operations.

7.3.4 Buggy Books

You will need to provide a place to sell the Buggy Books as Buggy Showcase is the time when most books are sold. Someone needs to man the table at all times, but you can delegate that responsibility to the Buggy Book Chair.

7.4 Awards

The winners of Design Comp are not announced at the event, but are saved until the Awards Ceremony on Sunday of Carnival. These are some of the most exciting to announce, since the race winners are known prior to the ceremony. If the Chairman is amenable to it and you want to announce the winners, you should! The hard work is over and this is your reward.

Part 8

Sweepstakes Advisor

This chapter covers any information the Sweepstakes Advisors wish to record for posterity, or to pass on to the next Sweepstakes Advisor.

Part 9

Raceday

There are relatively few coherent memories of Raceday, but this chapter aims to sum up all remembered information not covered in the Rules surrounding the planning and execution of Raceday.

9.1 Preparation

Raceday is an amazing collaboration of an enormous number of people. But don't let that freak you out. Most of those people are there to help in any way they can.

9.1.1 Sunday Raceday

It is very important to plan for the possibility of Raceday happening on Sunday. Though this has not happened in many years, it has happened, and it is always possible given the Pittsburgh weather. The most important thing is to let everyone involved know that it's a possibility. However, some things just won't be able to happen. For example, it is unlikely that you will be able to reserve the Jumbotrons on a potential basis for that date.

Bottom line: if Raceday gets rained out on both Friday and Saturday, Sunday will be only the basics. Make sure you have a rain date set up for:

- Road Closures
- Police
- Pittsburgh EMS
- Timing System
- Lead and Follow Trucks
- Volunteers

It is assumed that cmuTV, WRCT, CMU EMS, and Radio Club will be available that day, but double check with them.

Discuss this with the teams as well. Booth teardown happens that day and teams would be hard-pressed to fit in both things. It's good to talk to the Carnival Committee Chair and ask if teams could get an extension on the teardown deadline in that situation.

9.1.2 Lead/Follow Trucks

At some point before Raceday – probably just a few days before – you will need to pick up the Lead and Follow Trucks and bring them to campus. This is pretty fun. Just make sure you plan ahead, because you will need three drivers total – two for the trucks, and one to get the drivers there.

9.1.3 Awards

You will need to get the trophies made well in advance of Raceday. You will also need to collect the first place “travelling” trophies from the last year’s winners so that their team name can be engraved. Note: the travelling trophies will not have the current year’s winners engraved on them. Instead the winners will receive plates in the year following their victory.

Determine the number of people that will be allowed on stage for awards and make this clear to the teams. You want to limit it because the stage probably won’t be terribly large.

9.1.4 Rosters

Make sure to get rosters in a searchable format like an Excel document. For preliminary rosters especially, this is incredibly important.

9.1.5 Volunteers

You will need to train your volunteers in how to judge whether a pusher violated a transition. Get a team (usually Fringe) to bring out a buggy for about a half hour and demonstrate to the volunteers what a good transition and a bad transition looks like.

Make sure that the line judges are properly recording any violations. It is up to you how much you want to trust the judges to make the call. If you don’t trust them, have them film everything and review the tapes later. If you trust them, then let them write down violations even if they didn’t catch them on film.

Related to this, you will need to give each judge a handout with each heat, the buggies in the heat, and identifying marks for each buggy so that someone with no knowledge of the teams could accurately write down comments about what they see.

You also need to make bright shirts for everyone. The Chairman should have this covered if they read the Chairman chapter.

9.1.6 Announcers

WRCT will need at least three announcers during each day of Raceday. This is technically their job, but they usually don’t know who would make good announcers. There is a short list of alumni who make good announcers and you should contact them and ask if they would like to do it again. Possibilities include:

- Andy Bordick
- Will Weiner
- Connor Hayes

Try to figure out a good way to keep the announcers up to date on what’s happening on Raceday. You don’t want them announcing the wrong thing.

9.1.7 Supplies

You can make sure you have all the supplies you need well in advance so that you're not even more stressed out just before Raceday. Things you will definitely need:

- Water bottles
- Clipboards - one for each judge/timer
- Pens - one for each clipboard
- Digital Cameras (with working batteries) - one for each judge
- Stopwatches (with working batteries) - one for each timer
- Stanchions - for around the finish truss
- Breakfast
- Scissors

9.1.8 Fire Safety Training

Work with the Fire Marshal early in the Spring semester to go over how the fire safety training will go and what will be discussed. There are certain historical problems that should definitely be covered.

9.1.9 Course Marshals

You will need to work out a map of where the course marshals from each team are to be stationed. By now you should know which teams are more reliable than others, so put people you trust in important areas like the chute and the top of the hill.

You can use Radio Club to check up on the status of the Course Marshals throughout the day to make sure nobody is slacking off.

9.1.10 Timing System

Countdown Clock

I recommend requesting a countdown clock for the starting line from the timing guys. This is helpful for the teams to know when the next heat is. But make sure they know that the starter's countdown from 10 is the official start of the race. This is easiest when you tell the starter to count down from 10 AFTER the countdown clock reaches 0.

Stage/Tent

You will need to order a stage and tent for the timing guys to set up on at the finish line. This used to be a truck, but a stage and tent is much easier to manage.

9.1.11 Barricade Slips

You will need to make and print barricade slips to give to anyone who might need to come through the outer barricades. The Chairman needs to personally sign each one with metallic sharpie. Do this ahead of time!

9.2 Day-of

9.2.1 Decisions

It is very important for every member of Sweepstakes to realize that all decisions made during Raceday are ostensibly final. Either there will be no time to reverse the decision, or doing so would cause undue stress for everyone.

Think hard about each decision before you make it, and consult the teams' Chairmen if necessary, but once you make a decision, stick to it. There is no situation in which your decision will please 100% of people, but you will displease a lot more people if you go back on a decision after making it.

If you discover that your decision truly was the wrong one, correct it, and do so as quickly and openly as possible. If the decision is related to the weather, and you've waited as long as reasonably possible to make the call, don't worry about what anyone says. You're just doing your job.

Also, as much as possible stick to the rules. Nobody can get mad at you if you follow them to the letter.

And don't forget about tape review. On Day 1, you can review the tapes at the end of the day and grant re-rolls on Day 2. During the finals you need to review the tapes immediately, but it can definitely aid in decision making.

9.2.2 Protests and Appeals

Make it clear ahead of time what teams can and cannot appeal. It takes a lot of work to review each appeal and they should really have a limit to how many they can submit.

9.2.3 Disqualifications

Organize a system for recording DQ's ahead of time. This is a reasonable job for the Head Judge, but make sure that they hand off this information to Sweepstakes at the end of the day! Otherwise nobody will know what the results were during Chairmen's.

9.2.4 Radio Shadows

Nobody tells you about this because nobody except Sweepstakes knows, but every member of Sweepstakes will have a Radio Shadow. This is someone from Radio Club who will follow you around literally wherever you go (except in the trucks for safeties or into the bathroom). They'll even run if you have to be somewhere quickly! This is a pretty incredible resource because you have instant communication access to everyone around the entire course.

9.2.5 Starting Beep

Triple check that this is working. It is so often a problem, just make sure it's set up and ready to go. Then check it again during the timing heat.

9.2.6 Tape Review

Some of the tapes may need to be reviewed immediately by the Head Judge if there is a protest or appeal, but the rest of the footage should be reviewed at the end of the day in the cmuTV truck. You should review the tapes for any questionable DQs to verify them, and review the camcorder footage from the line judges for any heats where they made notes.

It is not worth your time to pour over the entire day's worth of footage looking for things someone might have missed. Be happy with the calls that were made and accept them as final. It is also not necessary to involve the Chairmen in this review. They will only slow down the process and argue about trivial things. Once again, they elected you to make decisions.

9.3 Chairman

9.3.1 Live Spreadsheet

USE A LIVE SPREADSHEET!!! I can't tell you how strongly I recommend this.

What is a live spreadsheet? It's like a Google Docs spreadsheet, except it's published to a special website. Regular Google Docs spreadsheets slow down or become impossible to edit once a certain number of people are viewing them, but live spreadsheets don't have this problem.

The trick is that the special website is updated every 30-60 seconds from an actual Google Docs spreadsheet that you can edit during Raceday! This is unbelievably useful when schedule changes inevitably happen. Even if the next roll is delayed by only 2 minutes, you can update the spreadsheet and everyone around the entire course will be notified within 1 minute.

So how exactly does it work? First you need to make a spreadsheet in Google Docs containing the schedule for Raceday. It is to your benefit to make this spreadsheet as sophisticated as possible. You should include variables for the time in between heats in case you need to shorten this time due to rain. You should also link all heat times to the previous heat time, so that if you change one time, the change propagates through all the heats with only one step. There is a (used) example in the 2015 Google Docs folder.

It is extremely important that you do NOT send out a link to the editable spreadsheet, or if you do, make sure that those people do not share it and do not open it on Raceday. As mentioned above, if too many people view this document you will be unable to edit it.

Once you have your spreadsheet set up, click File ->publish to the web. This will give you a link to the live spreadsheet, which you can share with any number of people. You can do this for just the sheet you want people to see during Raceday. You can even publish to the web again on Day 2 with a different sheet so people don't even have to change their link.

The final step for making this successful is having a smart phone with 3G and access to Google Drive. This is how you will make live updates. It might seem like there is no time for this, but you'll be sitting in the back of a truck for at least two minutes during every heat, which should be plenty of time to update the schedule.

Now you can communicate with all of the volunteers and teams in a single step. You should have a backup method prepared, and make sure your Advisor has the phone numbers of all the volunteers, but if you test out this system ahead of time you shouldn't have any problems except for extra strange things like weather advisories, which is what the alert system is for.

9.3.2 Lead Truck

As Chairman you get to ride in the Lead Truck along with the Head Judge, your radio shadow, and possibly someone from the lead truck auction. This is truly one of the coolest experiences you will ever have. Use this time to take some deep breaths and realize what an amazing thing you've just helped create.

Be sure to wear comfortable shoes and stretch your legs before Raceday. At the end of every heat you will jump out of the back of the truck and observe one of the buggies crossing the finish line to ensure the pusher had their hand on the bar.

9.3.3 Safeties

If you decide with your Head Judge and Safety Chair that you would like to safety all three buggies after they race, then on Day 1 the Chairman will need to do safeties as well. Just coordinate this properly and don't safety your own team.

9.4 Assistant Chair

As the Assistant Chair, your job will be to man the starting line while the Chairman and Safety Chair are running around the course like chickens with their heads cut off. You will be the main point of contact for the teams while the Chairman is away. You will also receive all protest and appeals forms. Be sure to give these to the Head Judge for review. Only involve the Chairman and Safety Chair if necessary, since they'll have plenty of things on their minds.

9.4.1 Course Walks

You will be in charge of course walks in the morning. Drivers need to walk with their heats and check in with you before they leave and after they get back. Bring a list and check them off.

9.4.2 Chair

Bring a chair.

9.5 Safety Chair

9.5.1 Truck Inspections

Hopefully you've worked out most of the kinks during Fire Safety Training and Truck Weekend. If you issued a warning on Truck Weekend that wasn't fixed by Raceday, don't be afraid to disqualify people.

Don't let teams obviously hide things. You shouldn't hesitate to ask them to uncover something for the sake of safety.

Be sure to check that any tarps covering the entryways are fireproof.

9.5.2 Rain Delay

If it rained earlier in the day and the roads are still damp, it will be largely up to you to determine if it is safe enough to race. Taking drivers down into the chute to inspect the roads is not a bad idea. Consulting the Chairmen is also necessary, as ultimately it will need to be a joint decision. However if everyone says "GO" and you still believe it is unsafe, it is your duty more than anyone to say no.

9.5.3 Follow Truck

You will ride in the Follow Truck for every heat along with your radio shadow and one representative from every team participating in that heat. Be sure to check that everyone has an extraction kit. If they don't

that is perfectly obvious grounds for a DQ. Though of course you should warn them about this and every other way they could possibly get disqualified.

In the event of an accident you will be quickly on the scene.

Wear comfortable shoes and stretch your legs. You will need to jump out of the truck after every heat and run to safety the buggies from that heat.

9.5.4 Ways To Get Disqualified

You should dedicate a Chairmen's meeting prior to Raceday to going over all of the ways a buggy or team could be disqualified. All of these are in the rules, but there is no comprehensive list, so we will attempt to make one here. Please update it if you think of more, and remember that teams will always find new and interesting ways to disqualify themselves.

- Transition violations
- No hand on the bar at finish
- Pacing
- Interfering with another team's buggy
- False start (third time)
- Unsportsmanlike conduct
- Failing or interfering with drops
- Failing or interfering with safeties
- 5-second rule
- Loss of mass
- No one in follow truck with extraction kit
- Interfering with EMS access to an accident
- Fire safety violation

9.6 Head Judge

Hopefully you already have some idea of how Raceday works, unless you completely blocked it from your memory. Still, some tips are always nice.