

Carnegie Mellon Sweepstakes Guidebook

December 31, 2015

Contents

1	Purpose	3
2	Common Knowledge	4
2.1	Google Drive	4
2.2	Sweepstakes Brand	4
2.2.1	Logos	4
2.2.2	Website	4
2.2.3	Titles	5
3	Chairman	6
3.1	Orientation	6
3.2	Meetings	6
3.2.1	Chairmen's Meetings	6
3.2.2	1-on-1 Meetings	7
3.2.3	Committee Meetings	7
3.2.4	Operations Meetings	7
3.3	Signs	8
3.3.1	Laminated No Parking Signs	8
3.3.2	Weekly No Parking Signs	8
3.3.3	Road Closed A-frames	8
3.3.4	Raceday Road Closed Foam-Core Signs	9
3.3.5	Barricade Signs	9
3.3.6	Crosswalk Signs	9
3.4	Rolls Preparation	9
3.4.1	Haybales	9
3.4.2	Barricades	10
3.4.3	Road Closures	10
3.5	Running Rolls	10
3.5.1	Police	10
3.5.2	Meetings	11
3.5.3	Radio Club	11
3.5.4	EMS	11
3.5.5	Team Communication	12
3.5.6	Cancellation	12
3.6	Finances	12
3.6.1	Fees	12
3.6.2	Fines	12
3.6.3	JFC	13
3.6.4	BAA	13
3.6.5	Special Allocations	13

3.7	SWAG	13
3.7.1	Raceday Shirts	13
3.7.2	End-of-year Gifts	14
4	Safety Chair	15
5	Assistant Chairman	16
5.1	Cookies	16
5.2	Roll Count	16
5.3	Assist	16
6	Buggy Book Chair	17
7	Buggy Showcase Chair	18
7.1	Design Competition	18
8	Sweepstakes Advisor	19
9	Raceday	20

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 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

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 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. 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 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 every 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, 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).

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.

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 for 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. At the time of this writing 10pm on Mondays has continued to work well as a meeting room. MM103 (Breed Hall) proves to be an ideal meeting location. 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 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 has proven a great idea 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 Thursdays or earlier in the 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.

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. 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 when needed.

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.

3.3 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 the last of these signs must be implemented before Rolls can begin. Kinkos on campus is the most convenient place to go for printing.

3.3.1 Laminated No Parking Signs

These signs are posted around the course and indicate to cars the dates 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 holes 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... The signs should be at least 11"x14" in size. Printing them on yellow 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 this writing the City of Pittsburgh forbids placing T-posts in their ground.

3.3.2 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. The task of posting the signs is assigned to a team as specified in the rules.

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. In this case, it is very good practice to print twice as many signs as necessary, just in case.

3.3.3 Road Closed A-frames

Large (22x28" 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.

3.3.4 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.

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.

3.3.5 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 to block the entire road, making it impossible for bicycles to easily breeze past a barricade.

3.3.6 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.

3.4 Rolls Preparation

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

3.4.1 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 right now. 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 quick to respond. 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 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.

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.

3.4.2 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.

3.4.3 Road Closures

Sweepstakes needs to request permission from the city to close the roads. 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.

3.5 Running Rolls

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

3.5.1 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.

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 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. If 2 or fewer police officers show up, you will need to elicit help from the teams and get volunteers 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.

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.

3.5.2 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. 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.

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 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 ensures that the course is clear.

3.5.3 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. They will report to the Chairman when each team has cleared the chute and the course is clear for the next team.

3.5.4 EMS

CMU EMS has a contract with Sweepstakes renewed each year to be on call with one EMT 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.

3.5.5 Team Communication

The Chairman needs some form of communication with the teams during Rolls. In recent years, the phone app Zello has been used successfully. It has the benefit that no physical walkie-talkies need to be passed out and returned.

The Chairman needs to announce the roll order, especially who is clear. 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.

3.5.6 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. 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.

3.6 Finances

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

3.6.1 Fees

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

3.6.2 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 dates with each fine is 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 year a team has a positive balance, Sweepstakes will not pay them money, but they will instead receive a congratulatory pat on the back.

3.6.3 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. 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.

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.

3.6.4 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.

3.6.5 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.

3.7 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 early in the year. It does wonders for pulling everyone together and making them feel like part of a 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.

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:

3.7.1 Raceday Shirts

Everyone participating at Staffion 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).

3.7.2 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.

Part 4

Safety Chair

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

Part 5

Assistant Chairman

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

5.1 Cookies

It is of the utmost importance that the Assistant Chairman 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. 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 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.

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 Design Competition

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, or any number of fun things.

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

This chapter covers all information not covered in the Rules surrounding the planning and execution of Raceday.