

A successful and fun Pinewood Derby is *highly dependent* on the work of the "Pinewood Derby Committee."

The following job descriptions illustrate the responsibilities of each position:

- **Chairman :** This individual is responsible for all Committee coordination activities. Strong organizational, motivational, and leadership skills are required here. The Chairman will typically host two or three meetings in the months prior to the Derby to collect and coordinate the status of all of the other Committee members, and to assign/coordinate additional tasks. During the races, the Chairman will also act as the behind the scenes coordinator of the event, coordinating solutions to all unforeseen 'emergencies' should (when) they arise.

Event: (1) (2)
Facilities: (1) (2)

- **Master of Ceremonies :** The MC is the Committee 'mouth' during the Derby. He / she announces all races and racers, all results, and all other general communications during the event. The MC also presents all trophies, certificates, and medals to event winners during and after the Derby.

MC: (1)

- **Track Setup and Repair Team :** This is the role of the "Trackmaster." They assemble the tracks and timers in the weeks before the race, and effect any repairs that might be necessary. During the races the Trackmasters are also responsible for keeping the tracks fast-and-smooth.

Tracks: (1) (2)

- **Registration Team :** We need six individuals responsible for check-in, weighing, and rules conformance. 3 per "registration line" and we hope to run two lines if we can get 2 scales.

	Gold	Blue
Registrar		
Weigh & Inspect		
Stickers		

- **Race Manager:** One person to keep the racing moving on both tracks and guide the flow of the racing. Guides the Car Sorters as to which group will be racing next. Handles racing interruptions for re-runs, cars falling off the track, etc. Handles questions raised by the Starters, and Car Handlers and Sorters.

Race Manager: (1)

- **Starters :** One per track. Responsible for staging and starting cars, organizes and guides the scouts in operating the starting gates.

Gold Starter: (1) (2)
Blue Starter: (1) (2)

- **Car Sorters:** One or two per track. "Sorts" the cars using the number stickers into sets of three on the "Car Sorting Table" so that the "Car Handlers" simply

load the 3 cars at the front of that table into trays and carry them to the starting line.

Gold Sorter: (1) (2)

Blue Sorter: (1) (2)

- **Car Handlers:** Two per track. 1) Ferries cars from the "Car Sorting tables" to the "starting-line", 2) Ferries cars from the 'finish-line' to the "Car Sorting Tables" during the races.

Gold Car Handler: (1) (2)

Blue Car Handler: (1) (2)

- **Decorations Team :** These individuals are responsible for all Derby-day decorations. This involves acquiring decorations and arranging all event decorations.

Decorations: (1) (2)

- **Judges:** One person per track is responsible for working the finish-line during the races. This job involves judging car finish order (as a backup for the electronics) and resetting the lights (push a button). Also verifies that the "finish line" Car Handler loads the cars into the tray in the proper slots for 1st, 2nd, and 3rd.

Judges: (1) (2)

- **Refreshments:** This Team of two or three persons are responsible for the purchase and set-up of snacks during the event.

Refreshments: (1) (2)

- **Crowd Control / Cub Escorts :** Eliminate horseplay in the halls, rest areas, and other non-race areas.

- (1) (2)

- **Results Team :** Using either "tally sheets" or computer spreadsheets, develop and maintain lists of cars, owners, and race results. Calculate "standings" from the "point" totals of each race.

Keep the "MC" informed of race or tally results, progress in the racing, run-offs, etc.

Post the results as needed for the spectators and participants review.

Results: (1) (2)

- **Awards Team :** The awards team is responsible for developing an award program for the races. The awards person then purchases trophies and awards and coordinates the making of certificates.

"Special Category" awards will be judged by the race staff based on perceived "scout involvement" for categories such as "Best of Show", Most Imaginative", "Best Paint Job", etc.

Awards: (1) (2)

- **Cleanup Team :** All of our Committee members (and volunteer parents) help with post-event cleanup.