

## **RUNNING THE PINEWOOD DERBY**

### October

- Buy cars. Purchase 10 more kits than kids. This will allow you to have extras on hand in case anyone wants to buy a kit for the family races (charge them \$5 per kit). This also allows you to have extra parts on hand in case anyone loses a wheel or axle. Also, buy the cars at the Scout Store. We get a discount in bulk prices and we won't have to pay shipping fees.
- Organize the Pinewood Derby Clinic which usually happens on the first Saturday in December. You will need an expert and a package (described later) for each scout who shows up.

### November

- Find out who is on your team (track set-up and decorations, test and tune night, and race day). Make sure you have their names, phone numbers, and email addresses.
- Decide who will be the announcer and get a commitment.
- Get a copy of the most recent Pack roster.
- Create and print out a flyer for each scout. Make sure to include race times and all categories of races and awards.
- Check out the rules. Update them if necessary. Print out a copy for each scout.
- Check out the contract. Update if necessary. Print out a copy for each scout.
- Put together one car, one set of rules, and one flyer together to create a package for each scout. Find out the number of scouts per den. Place one package per scout per den in a bag and leave them for den leaders to pick up. Make sure you notify all den leaders exactly where you will be leaving the cars. Try to lock them up in the Cub Scout room.

### December

- Email Troop 454 (the Boy Scouts) to make sure there are no conflicts with the set up the Sunday before the race.
- Email out parents any info you didn't send with the package.
- Email out your team with dates, times, and duties. Make sure they respond back that they can do the times assigned.
- Gather up the scale, projector, and the finish line to both check and see if they are working properly and to make sure they aren't "borrowed" before the event.
- Check to see if there are any updates for the derby software.
- Order trophies. Spend under \$500. Go to [crownawards.com](http://crownawards.com)
- Order patches (one for each scout in the pack).

## January

- Remind crew about dates and assignments
- Create all form (sign in sheets, award sheets for judges, winner sheets, etc.).
- Create a list of the entire crew to give to the announcer (decorations, track set up, judges, food table, etc.)
- Create TXT files for each den (should correspond with roster) in the Derby Software. This is needed before race day.
- Test finish line with software.

## Sunday before the race

- Build track. Set up decorations (any way you wish).
- Might want to alert Pack that you will be there and have the scale out so people can check the weight of their cars.
- The track must be pushed up against the wall because of all the events that happen in the DFRC that week.
- Make some kind of barricade around the track.

## Test and Tune Night

- Arrive early to test your own cars!
- Push track into position.
- Put out a couple of tables for people to work on their cars. Put out another table for the food.
- Have volunteers put chairs out.
- Go over each car that arrives to ensure that they are following all the rules.
- Put out the PA system.
- Check computer and finish line.

## Race Day

- Arrive early and check track, computer, and finish line one more time. Also test PA system.
- Get judges for the "Best of" trophies.
- Use sign in sheets to update the TXT files you created in the Derby software.
- Type in names for Family and Adult races.
- Try to have fun!