



APBA
PERSONAL WATERCRAFT RACING
EVENT ORGANIZATION MANUAL



American Power Boat Association (APBA) Personal Watercraft Racing Event Organization Manual

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APBA PWR Event Organization Manual

I. FORWARD

The sanctioning body for Personal Watercraft Racing (PWR) events in the United States is the American Power Boat Association (APBA). The APBA is a membership and service organization for racers and race promoters in the United States. The APBA provides event information, coordination, publicity, promotion, sanctioning and offers its members and race promoters valuable services.

Over the past few years, APBA Personal Watercraft Racing events have received excellent participant, spectator and media response, indicating that these events have all the right ingredients for continued growth. The sport of personal watercraft racing offers an enthusiastic promoter, club or watercraft dealer the opportunity to organize local, regional and national events. A personal watercraft racing event can be an excellent addition to a city's summertime activities list or fund raising program as well as an excellent highlight or addition to a festival or carnival. A successfully promoted personal watercraft event can generate a tremendous amount of publicity, exposure and new business for a city, park, and/or local businesses.

The following manual provides an overview that describes all of the details about organizing a successful, smooth running, and safe personal watercraft racing event. This manual coupled with local contacts, hard work and a touch of creativity, should help to provide the basis for successfully organizing a personal watercraft racing event.

If there are any questions, or additional information that you require, please feel free to contact APBA National Headquarters at 17640 East Nine Mile Road, Eastpointe, MI 48021.

Good Luck and Safe Racing,

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II. HOW TO RUN A PERSONAL WATERCRAFT RACE

What is a Sanction?

A sanction is an authorization or approval of a certain event by a governing body, and approval that binds the holder of the event to obey certain rules and regulations in full. It guarantees that the results of these events, when carried out in accordance with the rules, will be recognized as correct and official. A promoter that sanctions an event with the APBA also agrees to conduct the event in compliance with all local, state and federal laws. If the promoter does not meet the criteria set by the sanctioning body, the promoter may lose the privilege to obtain future sanctions.

The sanction is a protection measure for the promoter or organization sponsoring the race, and it provides positive assurance to them that no other race will be sanctioned in that geographical area on the same date for which that promoter or organization has one scheduled.

The sanction is also a protection measure for the riders. It is their assurance that the administration of all details is in capable hands, that the rules will be impartially enforced and that every rider will be given a fair deal. It also assures the rider that the prizes will be advertised and that any unsportsmanlike conduct will be dealt with appropriately. The granting of a sanction mandates that the sanctioning body approve all key race officials. In most cases, some form of testing is required.

Who Gets A Sanction?

A sanction for a personal watercraft race may be applied for by any promoter or organization which is in good standing with the American Power Boat Association. The promoter must fill out the proper paperwork and supply the information requested, pay the proper sanction and insurance fees to the American Power Boat Association and the APBA's Insurance Company as provided by the rules. Should the American Power Boat Association decide that, in its opinion, the parties applying for the sanction are qualified and capable of conducting the events in question, in full accordance with the racing rules, the sanction will be approved.

Sanctions cannot be transferred or assigned to another organization and sanction fees will not be refunded unless authorized by the APBA. The APBA may refuse to grant a sanction and cancel a sanction that has already been granted if it is in the best interest of the sport. If the promoter cancels an event, for any reason, they must contact the APBA by the next business day. If it is not reported the promoter may forfeit the sanction and insurance fees. If the APBA receives a bad check (not sufficient funds) from a promoter, they will be required to submit future fees with a cashiers check or money order.

If the APBA received valid complaints concerning the safety and other issues related to the proper running of an APBA event, formal action may be taken by the APBA. A promoter may be put on temporary probation pending review. After an investigation, the APBA may reinstate the promoter or revoke the promoter's right to obtain future sanctions.

How to Apply for a Sanction

Before applying for a sanction the promoter or organization must clear its proposed racing date with APBA National Headquarters. This should be done as soon as it is 100% certain that the event date is firm. It is important to call or e-mail APBA Nationals Headquarters to check to see if there is another date scheduled on the same date in the same region before too much work is done. Once the date has been cleared the sanction and insurance applications should be submitted to National Headquarters no less than forty-five (45) days prior to the race date. Once the required information is received COMPLETE in every detail, the sanction and insurance applications will be forwarded to the APBA's Insurance Carrier for approval. The applications must be accompanied by the correct sanction and insurance fees specified. Additional fees may apply to all sanction applications received in less than 45 days prior to the event date.

Sanctions will not be granted on the same dates for events within such distance of each other that the sanctioning body has reason to believe that the success of either event might be jeopardized. It is customary to protect race promoters who have fulfilled all sanction obligations for the corresponding dated in subsequent years. For these reasons, it is very important that dates be reserved as early as possible. The APBA will not allow two races with the same type of racing (Closed Course, Endurance, etc) be sanctioned on the same date

less than 300 miles apart. That is the “official” APBA rule, however, we prefer to avoid any two races in the same region on a given date. A promoter that has had a date on a previous year has first right of refusal for a date. If two promoters want the same date the APBA Executive Committee may step in to choose the best event for the sport (i.e., the APBA may decide that an event with a festival that attracts 50,000 spectators is more important than a race at a beach that could be held any other weekend). For the good of the sport and the racers promoters in the same region should work together on race schedules to avoid conflicts.

Requirements for a Sanctioned Race

When applying for a sanction, the promoter or organization must agree and certify that the racing rules and regulations will be upheld in every way. Furthermore, the promoter must assure the sanctioning body that the functional requirements of the event will be adequately taken care of, such as housing and pit requirements, patrolling of the race course, and the safety and welfare of the riders. If in the opinion of the sanctioning body, it is believed that any detail will not be properly supervised or administered, the sanction can be refused.

The basic requirements for an APBA Personal Watercraft Racing sanction include the following:

- 1) The American Power Boat Association competition and safety rules will be used and enforced.
- 2) The promoter agrees to purchase the adequate insurance needed for the event through the APBA's official insurance carrier.
- 3) Provide key officials (Race Director, Chief Inspector and Chief Scorer) that have the knowledge and skill to serve in any official capacity as well as qualified course officials.
- 4) A detailed diagram of the intended course, pit area and spectator viewing areas will be filed and approved in advance of the race.
- 5) A photo sheet of necessary photos will be on file with the insurance company prior to the race.
- 6) All entries shall be made on an official entry form provided or approved by the sanctioning body.
- 7) The course will be surveyed, checked during races and verified by certified official that correct safety distances and requirements are met.
- 8) All buoys will be set in their correct positions and maintained in their correct positions during the races as to not create a hazard on the racecourse.
- 9) All crafts liable for inspection shall be inspected under the supervision of the Chief Inspector named on the sanction application.
- 10) All crafts registered to race will be safety inspected prior to becoming allowed out on the water.
- 11) Proper attention will be given to all other details incidental to the proper handling of the racing, such as pit coordination, rider registration, riders meeting, starting, examination of current APBA membership cards, etc.
- 12) A fully equipped ambulance with a minimum of two EMT's capable of providing basic life support must be made available at the race site to render medical aid when necessary throughout the race. First aid and ambulance service to the local hospital is to be furnished at the expense of the conducting promoter or organization.
- 13) The race promoter shall commit to provide any perpetual trophies and or cash prizes/awards as stated on the sanction application and/or announced on the pitboard or promoters website.
- 14) At the conclusion of the races, a complete summary of results and final positions will be filed with National Headquarters within 10 days.
- 15) At the conclusion of the races, all membership applications and fee, waiver and release forms, accident reports, protest forms, and other official paperwork must be returned to APBA within 7 days.

Instructions for Filing a Sanction

The following are guidelines to assist you in properly applying for a personal watercraft racing sanction with the APBA.

1. All official paperwork and applicable fees (sanction, insurance and officiating memberships) must be submitted to the APBA no less than forty-five (45) days prior to the event.
2. The sanction application must be properly and completely filled out.
3. One sanction application must be filled out for each event.
4. On the sanction application you must state the name of the officials who will be serving in the positions of Race Director, Chief Inspector and Chief Scorer.

5. A detailed diagram of the intended course, pit area and spectator viewing area must accompany the insurance application. Once a diagram has been submitted for a particular site it does not need to be submitted again for subsequent events unless there are changes in the layout of the site and course.
6. Event site photos must be included with the insurance application with photos taken as shown on the photo and diagram sheet. Photos must be taken for every site unless and event has taken place at that exact site and location in the past.
7. Sanction fees are to be made payable to the APBA and mailed to APBA Headquarters with the sanction and insurance paperwork.
8. The insurance fee (participant accident and spectator liability) is to be made payable to the APBA's insurance carrier and mailed to APBA Headquarters with the sanction and insurance paperwork.

Race Supplies

Upon the granting of a sanction, National Headquarters will furnish supplies for race use, including membership applications, lap charts, waiver forms, minor release forms, accident reports, technical/safety inspection reports, summary sheets, etc. The promoter is responsible for supplying entry forms, paper/scoring forms needed to run the race and all other paperwork and materials needed to conduct the race. Request for supplies must be done at least 14 days prior to a race. Should race supplies need to be express-delivered to the promoter, the promoter will be responsible for the shipping fees.

For the appropriate fee the APBA will perform direct mailing of flyers and announcements provided that the flyers are supplied to APBA Headquarters in a timely manner.

Insurance

Event liability is mandatory by virtually all facilities and agencies in every state. The APBA provides event liability and participant accident coverage for a sanctioned event. Insurance fees vary by the amount of liability coverage that is required by the facility or governmental agency. Ask the facility or park manager what the minimum requirement is for insurance and then contact the APBA for liability limited and insurance rates.

There are companies and governmental agencies (e.g., the host site, facility, sponsors, Coast Guard, etc.) that may request to be listed on the insurance policy. Additional insured may be added but please keep it to a minimum. As the number of additional insured increases, so does the potential to make claims against the policy. Additional fees many apply to those promoters requesting a large number (over 5) of companies be added as additional insured. Please understand that the insurance you are purchasing ONLY cover activities related to the PWC race. Other activities like a festival or other event you are running in conjunction with or a go-ped or pitbike race are NOT covered.

Permits

Regardless of how much support you have for an event, if you do not secure the correct permits to hold your event your event may never take place or be shut down. If the race is to be held on waters under the jurisdiction of the U.S. Coast Guard or any other governmental agency, a special permit or permits must be obtained. These permits may be for the water as well as the land that you event will be staged from. Unless you race is on private land, plan on needing to secure some type of marine or special event permit to hold your event. The earlier that the permit applications are submitted to their appropriate offices, the earlier that details of the application can be reviewed, minimizing delays and allowing promoters to proceed with the planning of the event. Normally a chart of the intended course must be included with most U.S. Coast Guard and other marine event special event applications. Important Note – The U.S. Coast requires permit applications be submitted at least 135 prior to the event date.

Many state and local governments also require permits to hold races. The promoter or organization should therefore check into these requirements well in advance of the race date. The cities and parks that you are holding events can help with determining what permits you will need. You may also need a letter from the city or park showing approval of the event to be submitted with the permit applications.

Race Courses

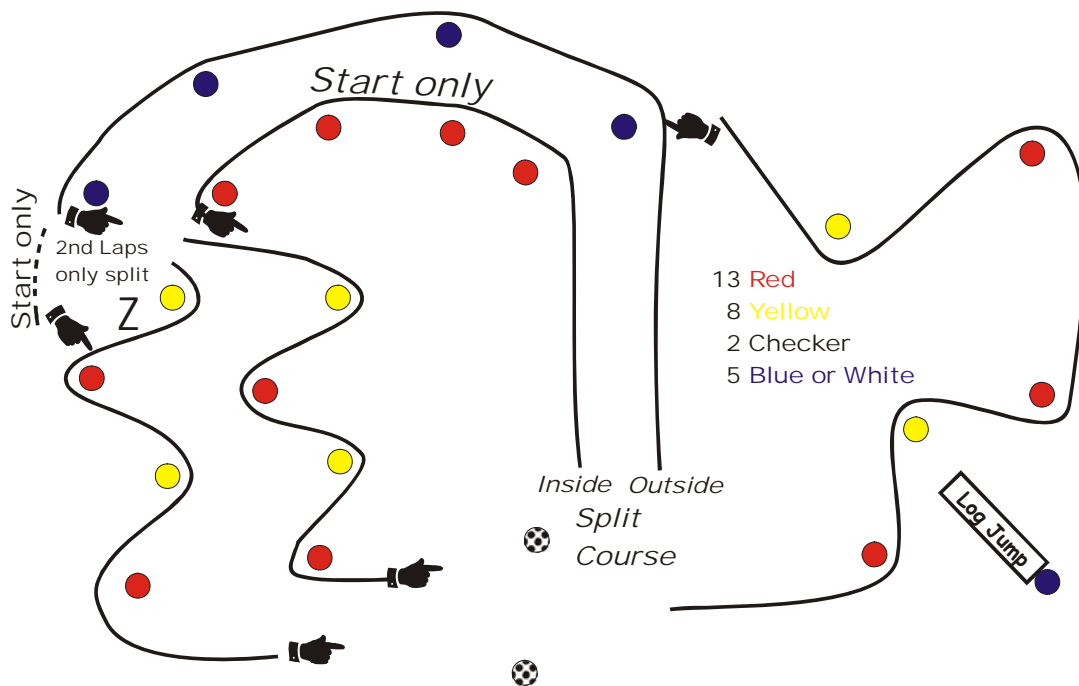
Aside from certain minimum insurance distances, the APBA Personal Watercraft Racing rules do not specify the actual shape or dimensions of the racecourse. It may be any shape required to best suit geographical conditions and the requirements of the riders, spectators, and race site. As a rule of thumb, a closed course racecourse should include an equal amount of right and left hand turning buoys. Other forms of PWC racing

like Endurance, Supercourse and Sprint racing are becoming more popular. The set up of these courses must follow similar guidelines with the safety of the racers the top priority.

It is important that the starting line be wide/long enough to allow room for all starters to start abreast of one another. This line should be prominently marked on both ends so that riders and officials will have no difficulty knowing where it is. The finish line should also be adequately marked with a double, larger checkered buoy whenever possible.

In addition, it is important that the starting line be far enough from the remainder of the course to allow the starters to stage upcoming events prior to the finish of a heat (similar to waiting in an on-deck circle in baseball.) The starting line should also be located far enough from the first turn buoy to give the field of riders a good run and allowing them to spread out slightly before being required to turn. If possible the first turn buoy should be a gradual turn something more than 90 degrees, and it should not be placed closer than 300 feet from the starting line.

It is important to keep the course free from driftwood and spectator craft at all times. To ensure that the course is free from spectator craft, several perimeter buoys should be placed at least 100 feet beyond the course on all sides. If the slalom course is placed side by side with the closed course, a minimum of 150 feet should be separating the two courses. A sample of a closed course racecourse is below:



The Pit Area

The success of any race depends largely on the facilities and cooperation, which are available to the riders, their crews and their families. The hot pit area should be adjacent to the racecourse and provide every reasonable need for the riders, including but not limited to the following:

- 1) Ample docking area
- 2) Area for tents and canopies
- 3) Technical inspection area
- 4) Fuel supply area
- 5) Bulletin board for notices, results and schedules
- 6) Loudspeakers
- 7) Food and drinking water available
- 8) Personnel to keep spectators and unauthorized people out
- 9) Fencing where possible
- 10) Safety and medical attention area
- 11) Security at night

No one other than riders, holders, pit crew, mechanics, officials and other such persons who have been authorized by the Race Committee should be allowed in the "hot pit area". The "hot pit area" is the area in which the participants are utilizing to transport watercraft around, put watercraft in and out of the water, as well as the water itself. Everyone in the "hot pit area" must have signed the waiver and release forms and be in possession of the designated pit pass which is usually handed out during registration. An inexpensive wristband is the most common form of pit pass. Persons without official business in the "hot pit area" should not be allowed a substitute for paying entrance fees where required. In order to assure that all of these requirements are met, there should be a dedicated pit manager assigned to monitor and control the hot pit area. All other staff members should also be aware of the boundary lines of the "hot pit area" and assist in keeping these areas clear of spectators and others that have not signed the waiver and have the appropriate pit pass.

The Schedule of Events

One of the functions of the Race Director or Chief Scorer is to determine the schedule outlining the running order of the events. This is a very important duty and requires the exercise of good judgment. To do this accurately will require a print out and list of all participants at your event and the number of racers in each class. Most regional races, and even national events, will require the combining of several classes to reduce the number of events. Know which classes can be combined safely is very important. It is important to keep in mind that often times a rider will have several crafts which he intends to enter in different races. Many racers also race in both Ski and Runabout classes. Therefore, sufficient time should be allowed between starts of the classes in which this might occur.

Tips to Scheduling the Events: When scheduling events try to alternate events between a Ski class and a Runabout classes. Also alternate or mix up the Novice, Amateur, and Pro classes. By doing this, you will minimize the chance of riders having to run back-to-back races. Use common sense when putting together the race order and combining classes (i.e.: Do not schedule a Novice Ski Stock class back-to-back to a Novice Ski Limited class). Never combine Ski and Runabout classes together. Try to combine classes where there are riders of the same skill level. If a log jump is utilized, never combine classes that are required to hit the log jump with classes that do not have to hit the log jump. Always try to separate Junior, Beginner and Women's classes from other classes even if they have only a few riders in each class. Try to keep 800 Runabout and 1200 Runabout classes separated as well – especially at the Novice level. When combining class try to keep the combined classes to less than 10 racers in each race. Use sound judgment and remember that safety is the first priority.

The program should be arranged so that racing will be nearly continuous. There is nothing that distracts a spectator's interest more than long waits and delays. ALWAYS KEEP THE PROGRAM MOVING!!! (Having a qualified announcer can help with this.)

Whenever possible the Race Committee should have complete racing instructions printed and distributed to all riders, officials and other interested persons, as well as posted on the pit board. These racing instructions should give the following information. This should be done prior to the start of the first race.

- 1) Time and place of rider meeting
- 2) Running order of heats/motos and number of laps for each class
- 3) Instructions to riders about reporting for inspection, etc.
- 4) Information about presentation of prizes, entertainment, etc.

Rider Registration

It is important that every rider upon his/her arrival on site be obligated to register at some convenient place. The official in charge of registration should be familiar with all details of that particular race. One of the officials should go over the entry form carefully with every rider to determine that it has been filled out properly and signed, that any missing data has been completed, that the entry fee has been paid, and that the release form and liability waiver has been signed. The registration officials should supply the rider with all the information available pertaining to the race. Should the rider have any requests or questions that need answering, the officials should see to it that the rider's concerns are properly taken care of.

III. EVENT EQUIPMENT NEEDED

Course Marker Buoys

Course marker buoys are available in a variety of sizes and colors. The APBA recommends using buoys of the A-5 (28 inch) and A-6 (34 inch) size as a minimum. For all National events A-6 buoys are required. For a flat water closed course race you will need at least 20-25 buoys with an equal number of red and yellow buoys. You will also need 2 white buoys (preferably painted or marked with a checker pattern) for the start/finish line. If you are doing an ocean race or event with large waves you will use less buoys to set the racecourse. If utilizing a split start, 5 additional white buoys (4 plus a spare) will be needed. Additional white, blue, or other colored buoys are needed to form a merge lane on a split course or a lot "hotdog" type inflatable can be used. Large regular course buoys and/or large triangle buoys can be used to mark turns for endurance type events. Contact APBA Headquarters for the names of available buoy suppliers.

Anchor

Concrete cinder blocks are the most common type of anchor used to hold the buoys in position. Two blocks (8"x 8"x16") is usually sufficient to hold buoys in position for events with no waves or current. In deep or turbulent water with a strong undercurrent, it may be necessary to attach three to four blocks per buoy or more. A minimum of 80-100 cinder blocks will be needed to set the average racecourse. The rougher the water and faster the current the more blocks you will need to anchor buoys.

Anchor Rope

To attach an anchor to each buoy, the APBA recommends an inexpensive quarter inch polypropylene rope attached to chain for attaching to buoys. Chain (at least ¼") chain should be used to attach to the cinder blocks, so the rope will not fray. If you attached the rope right to the cinder blocks the rope will break. See below for description of a basic buoy set-up.

Hardware/Buoy Rigging

There is a considerable amount of hardware such as chain, anchor shackles, swivel links that you will need to set or "rig" the buoys. Having the right hardware on your buoys will help with the buoys staying in place, being able to move and rotate and keep from breaking buoys. These items can be very costly if you buy them from a Home Depot or your local hardware store. Contact APBA for a list of wholesale suppliers of these items.

Here is description of a basic buoy setup: Start with the buoy and attach a 10-inch piece of chain around the eyelet of the bottom of the buoy. Attach the 10-inch piece of chain with an anchor shackle to one end of a large swivel link. The swivel link is very important as it allows your buoy to turn without tangling your rope and causing it to break. On the other end of the swivel link attach a piece of 2-foot chain. About 6 inches down on your 2-foot piece of chain attach a counter weight (see below) with a large spring clip or anchor shackle. Take the piece or 4-foot chain and attach it to two cinder blocks with an anchor shackle (for 3-4 blocks you make need to use longer chain) leaving an end of chain of about 2 feet above the cinder blocks. In between the buoy rig and your block rig attach a piece of rope that will give you a length of two to three feet more than the water depth of where the buoy will go. It is extremely important that you wrap all rope knots with duct tape to prevent them from unraveling. If you expect large waves you should provide additional slack in the buoy or add some type of bungee-cord system to allow the buoy to move up and down.

Chain – one 10 inch piece, one 2 foot piece and one 4 foot piece per buoy (6 feet if using a 4 block set-up).

Anchor Shackles – four per buoy

Swivel Link – one per buoy

Duct tape – 2-3 rolls per event

Rope – 1-2 500 foot spools per event (rope can be reused many times)

Counter Weight – 1 per buoy

Counter Weights

To keep the buoys from laying on their side you will need a counter weight on each buoy. For an A-6 buoy you will need a weight around 15 lbs and for an A-6 buoy you will need a weight of around 20 lbs. These can be made out of steel, lead or poured concrete. You will need a large spring clip or an anchor shackle to attach the counter weight to the chain at the top of a buoy rig.

Starting Line

If you are utilizing a rubberband starting line system you will need three 8-10 foot poles, a starting mechanism and rubberband (colored surgical tubing). Contact APBA for suppliers of these items.

Starting Flags

A complete set of flags as described in the APBA rulebook will be needed. These flags can be purchased in complete sets or hand made. A total of what is needed is as follows:

4 x Yellow	4 x Red	1 x White	1 x Blue with Yellow stripe
1 x Black	1 x Checkered	1 x Green	

(As back up, it is a good idea to have extra yellow and red flags available as course marshals tend to lose or break flags)

Stopwatches

Stopwatches are needed to accurately score slalom events and time freestyle routines. A stopwatch is also very critical when timing splits on the racecourse and lap times. A backup stopwatch should always be available in case one is damaged or to act as a backup during slalom events and take separate times.

Scoring Cards

Each freestyle judge (3-5 people) will need a set of scorecards numbered 0-9. An inexpensive permanent set can be made out of plastic or Plexiglas with vinyl numbers attached.

Starting Card

A starting card with a large number "1" on one side and a large number "2" on the other side is needed to start the race. The starting card should be made of a waterproof material such as plastic or Plexiglas.

Bulletin Board

A bulletin board or pit board is needed for posting the event schedule, results and any notices important to riders. A standard 4'x 8' piece of plywood attached to two posts makes an excellent bulletin board.

Communications Equipment

Walkie-talkies or hand-held radios are needed for use by land officials and course marshals. These radios will help to make an event run smoothly and efficiently. A public address system will be needed to announce the events and communicate information to the riders in the pit area. Bullhorns are ideal for communicating information to riders at the starting line or in the staging area. Two-way radio communication between patrol boats and officials is highly recommended. For patrol boats, headsets are desirable in order to keep the course marshals hands free. Waterproof bags can be purchased to keep radios dry. A brand of radios called "Standard" are completely waterproof, are reasonably priced (around \$100) and work great.

Patrol Boats

It is required that at least two patrol boats (personal watercraft) are on the course at all times during an event. Each patrol boat should be equipped with one (1) red flag, one (1) yellow flag, and a rope to tow distressed boats back to the pit area. At least one boat should also have a hook to tow and move buoys around. It is highly recommended that a third craft (a full sized boat) designated as the rescue boat, be on the water at all times with a minimum of three people in the boat – a driver, an observer and a trained medical first aid person. Each person on the water must be equipped with a life vest. Two-way radio communication between patrol boats and officials is highly recommended. For patrol boats, headsets are desirable in order to keep the course marshals hands free.

Rescue Board

Some type of rescue board or floating stoke must be used to get injured riders from the water to shore. The most popular rescue board used for personal watercraft racing events is the High Surf Accessories. For more information visit www.highsurfrescue.com on the internet.

Tables and Chairs

A minimum of two (2) tables, 6-8 feet long, will be needed for the participant registration area. In addition, at least one (1) table will also be needed on the scoring stand during the race, one (1) for the announcing stand

and one for the tech area. A minimum of 10 chairs for staff and participants to use during registration and scorers/announcers to use during the race will also be needed.

Safety Inspection Stickers

Small stickers are needed to show proof that each boat has been safety inspected by the Tech Inspector. The stickers are to be placed on the front of each boat by the Tech Inspector after he/she has determined that the boat has met the safety criteria as outlined in the rulebook. These stickers can be sponsor decals. Contact APBA for list of Safety Inspection Suppliers.

Petty Cash

A minimum of \$300 in small bills will be needed to provide change when participants are paying entry fees, membership dues, or purchasing numbers and backgrounds. A cash box is also recommended.

Miscellaneous Supplies

Supplies such as: paper, pencils, paper clips, stick pins, making tape, duct tape, stapler, staples, staple remover, hammer, nails, sledge hammer, etc. should be provided for official use. Also a "paid" stamp and "entered" stamp are very important for the Chief Scorer.

IV. SUGGESTED SCHEDULES

The Day Before the Event

You should always try to set up as much as you can on-site the day before the event. Set up all staging, scoring platforms, tents, judges stand and any other stationary items that will not get stolen. Rope off the pit area, put in the race course and outline where things need to be set up the morning of the event. At most sites you will be able to set up the entire course the day before the race. For closed course racing it is most often a must that you do this the day before as it takes all day to put in a proper race course.

- Make a list of all the tasks that need to be done the morning of the race, the amount of time to accomplish each task and the number of workers that it will take to accomplish each task.
- It is very important that you hold an officials meeting the night before the race. Make sure that all officials know where and when they need to be on-site the day of the race and what they will be doing when they get there. Assign tasks to workers.
- Holding registration the night before the event, as well as having and encouraging pre-registration for your event will help decrease the amount of race morning traffic.

1-Day Event: All Classes

With a one-day event you will be required to run all qualifiers, heats, motos, and finals on one day. Please note that if you plan on having more than 100 riders attending the event, you may want to go to a two-day race format. If you must have a one-day event and plan on having more than 100 riders, you should consider having pre-registration only for the event and start racing earlier in the morning (i.e. close registration at 8:00 am).

Day One

6:30 am	Meet with staff, officials and volunteers and hand out additional assignments. Finish setting up site and course.
7:00 am	Open rider registration. Close registration promptly as printed on the event flyer. Perform safety inspection of all boats and safety equipment.
8:00 am	Close registration. Announce riders meeting at 9:00am. It is mandatory that all riders attend.
8:15 am	Riders meeting Announce order of practice.
8:45 am	Practice begins
10:00 am	Post entries and order of events on the pit board.
10:30 am	Practice ends. Start qualifiers and first heats.
11:00 am	Open slalom course if offered
12:00 pm	Lunch break and Freestyle
1:00 pm	Resume closed course racing.

2:00 pm Close slalom course.
 2:30 pm Final heats.
 4:00 pm Try to have all events finished.
 5:00 pm Awards ceremony.

For a double round event you will follow the schedule above both days, however, since most riders will already be registered you may be able to start registration later.

2-Day Event: Day One – Novice & Amateur; Day Two Expert & Pro-Am

With this format you will basically be running two one day events with Novice and Amateur racing on day one and Expert and Pro racing on day two.

Day One – Novice and Amateur Racing

6:30 am Meet with staff, officials and volunteers and hand out additional assignments. Finish setting up site and course.
 7:00 am Open rider registration. Close registration promptly as printed on the event flyer. Perform safety inspection of all Novice and Veteran boats and safety equipment.
 8:00 am Close registration.
 Announce riders meeting at 8:15am. It is mandatory that all riders attend.
 8:15 am Riders meeting
 Announce order of practice.
 9:00 am Practice begins
 10:00 am Post entries and order of events on the pit board.
 10:30 am Practice ends. Start qualifiers and first heats.
 11:00 am Open slalom course
 12:00 pm Lunch break and Amateur Freestyle
 1:00 pm Resume closed course racing.
 2:00 pm Close slalom course.
 2:30 pm Final heats.
 4:00 pm Try to have all events finished.
 5:00 pm Novice and Amateur awards ceremony.

Day Two – Expert and Pro-Am Racing

6:30 am Meet with staff, officials and volunteers and hand out additional assignments. Finish setting up site and course.
 7:00 am Open rider registration. Close registration promptly as printed on the event flyer. Perform safety inspection of all Expert and Pro boats and safety equipment.
 8:00 am Close registration.
 Announce riders meeting at 8:15am. It is mandatory that all riders attend.
 8:15 am Riders meeting
 Announce order of practice.
 9:30 am Expert and Pro practice begins
 10:00 am Post entries and order of events on the pit board.
 10:30 am Practice ends.
 Start Expert and Pro-Am qualifiers and first heats.
 11:00 am Open slalom course
 12:00 pm Lunch break and Pro Freestyle
 1:00 pm Resume closed course racing.
 2:00 pm Close slalom course.
 2:30 pm Expert and Pro-Am final heats.
 4:00 pm Try to have all events finished.
 5:00 pm Expert and Pro-Am awards ceremony.

2-Day Event: Day One – Qualifiers, Day Two – LCQ's and Finals

With this type of format, qualifying for all classes will be done on day 1 and all finals will be done on day 2. This format allows riders to race two days for one entry fee. If you are running an event in conjunction with another event such as a festival, this format will guarantee two full days of racing to entertain the spectators.

Day 1 – Qualifiers and First Motos

6:30 am	Meet with staff, officials and volunteers and hand out additional assignments. Finish setting up site and course.
7:00 am	Open rider registration. Close registration promptly as printed on the event flyer. Perform safety inspection of all boats and safety equipment.
8:00 am	Close registration. Announce riders meeting at 9:00am. It is mandatory that all riders attend.
8:15 am	Riders meeting Announce order of practice.
8:45 am	Practice begins
10:00 am	Post entries and order of events on the pit board.
10:30 am	Practice ends. Start qualifiers and first heats.
11:00 am	Open slalom course
12:00 pm	Lunch break
12:30 pm	Resume racing
2:00 pm	Close slalom course.
5:00 pm	Try to have all events finished.

Day Two – LCQ's, Moto 2 and Finals

8:00 am	Meet with staff, officials and volunteers and hand out additional assignments. Set up course if necessary. Announce riders meeting at 8:15am. It is mandatory that all riders attend.
8:15 am	Riders meeting Announce order of practice.
9:30 am	Practice begins
10:00 am	Post entries and order of events on the pit board.
10:30 am	Practice ends. Closed course last chance qualifiers and final heats begin.
12:00 pm	Lunch break
12:30 pm	Amateur and Pro Freestyle.
1:30 pm	Final closed course heats.
4:00 pm	Try to have all events finished.
5:00 pm	Awards ceremony.

Suggested Order of Practice

- 1) Keep in mind that regardless of which order of practice is used the intent of practice time is to allow the riders time to familiarize themselves with the layout of the racecourse. The fact that practice is not intended to serve as a race between competitors and speeds are to be kept to a minimum needs to be stressed at the riders meeting. Depending on time constraints riders are usually allowed two-four laps of practice time; the first lap is under the escort of a course marshal with no passing allowed. The other laps is completed without an escort and the no passing rule still in effect. Because of the slower speeds the number of racers allowed on the water at one time can be greater than the maximums allowed during racing, as long as the number isn't large enough to create a safety hazard.
- 2) For events with a larger number of entries or an event needing to expand the schedule a separate practice time can be allotted to every experience level in each division.

The list below contains a common breakdown of which riders might get grouped together depending on the number of entries and the difficulty of the course:

- i. Novice Ski
- ii. Women Ski
- iii. Expert/Pro-Am Ski
- iv. Beginner Ski
- v. Juniors Ski
- vi. Novice Runabout
- vii. Expert and Pro-Am Runabout
- viii. Womens Runabout
- ix. Beginner Runabout
- x. Sport

3) For events with a smaller number of entries or events with tight time constraints, different experience levels can be grouped together in the following manner in order to produce fuller fields and/or complete the practice schedule in a shorter period of time. In these cases, the riders in each grouping are sent out in waves. Try to separate Junior and Beginner riders from other riders if you have enough of them.

- i. Ski
- ii. Sport
- iii. Runabout

4) Because the circumstances of each event are so different it is difficult to determine that any one practice is better than the other. Therefore almost any variation of the above schedules is acceptable as long as the safety of the participants is considered above anything else. If a log jump is utilized, never group classes that DO hit the long jump with classes that DO NOT hit the log jump for practice.

V. GENERAL SAFETY RULES AND REGULATIONS

The following is an outline of the general safety rules and regulations that must be enforced at an event in order to ensure a safe environment for participants and spectators. These rules are only an outline - a current copy of the APBA Personal Watercraft Racing rulebook should be consulted for a more complete and detailed listing.

1) Rider Safety Equipment

- a. Whenever riders are racing practicing or testing equipment at sanctioned events, the rider must wear complete safety equipment including helmet (a full face helmet is mandatory), life jacket (type 3 USCG approved). A helmet is not required for freestyle.
- b. Protective legwear such as wetsuit or BMX padded nylon pants is highly recommended to be worn at all times by riders during competition. It is highly recommended that protective legwear be used in the Runabout classes as well.
- c. Eye protection in the form of goggles as well as closed toe footwear shall be highly recommended for all personal watercraft racing.
- d. Absolutely no face shield or guards will be allowed.

2) Pit Area

- a. An area designated as the "hot pit area" (i.e. the area that the boats are put in before and after heats) must be roped off to separate the participants from the general public.
- b. Everyone in the "hot pit area" must sign the Release and Waiver of Liability form. This includes officials, media and television, crew personnel. There must be a way of distinguishing those individuals who have signed the waiver (i.e. wristbands, hand stamps, etc.)
- c. Only riders, holders, mechanics, craft transporters, etc., should be allowed in the hot pit area. No spectators are allowed in the hot pit area.
- d. All participants and pit crewmembers must wear closed footwear when working in the pit area, riding boots or holders staging on the line.

- e. No alcoholic beverages are allowed in the hot pit area.
- f. Smoking is not permitted in the hot pit area
- g. No one under 10 years of age is allowed in the hot pit area.
- h. Crafts should be equipped with fire extinguishers in case of fire or there should be extinguishers available in the hot pits.
- i. A separate area for fueling the boats is recommended.

3) Perimeter Buoys

- a. Perimeter buoys need to be placed at least 100 feet beyond the course on all sides if the event is to have any type of spectator boat traffic.

4) Free Ride Area

- a. Free ride areas are not allowed at every race site and must therefore be approved in advance via a course diagram with distances marked.
- b. The free ride should be controlled and marked off with perimeter buoys with access to the free ride area being enforced as a no wake zone. This is extremely important if your race site has plenty of other boating traffic.
- c. Those participants choosing to use the free ride area must at all times wear a life jacket, helmet and closed footwear.
- d. Only participants (APBA members) are allowed in this free ride zone. Anyone not participating in the event is not allowed to ride boats in this area.

VI. OFFICIALS DUTIES

The success of every race is directly related to the efficiency of the officials. For this reason it is required that at APBA sanctioned races certain officials as listed on the Sanction Application demonstrate their experience and knowledge of the APBA rulebook and be approved by APBA Headquarters. Beginning in 2008, the Race Director, Chief Inspector and Chief Scorer must take the proper exam and be approved before they are allowed to officiate in any capacity.

The purpose of these open book exams is to make sure that all events associated with the APBA name and sanction are run by competent, consistent, professional officials. By taking these exams key officials will know exactly what their duties and responsibilities are at each event. Riders can be assured that all APBA events they attend throughout the country will be run smoothly and fairly according to the letter of the rulebook. These exams are an excellent training tool for all officials to learn more about Personal Watercraft Racing. Copies of these exams can be obtained by contacting National Headquarters.

The success of every race is dependent on its staff. In most cases, if you have a great staff you will have a great race. It is extremely important that all staff members know and understand their jobs and responsibilities. While all staff members have their jobs to perform a "Team" effort is needed to pull off the event.

Race Promoter

The Race Promoter is the person who is responsible for the coordinating and operation of the race and the officials. Prior to the event, it is the Promoter's job to make sure all details and officials' assignments are taken care of and that registration runs smoothly and on time. The Promoter does not actually operate the race but guides and assists the officials (registration officials, inspectors, starter, timers, scorers course marshals announcers and Race Director) and other staff members and volunteers in performing their specific tasks. The Promoter has the power to act on behalf of the APBA and can be challenged only by the Race Director or the APBA official. The Promoter is also responsible for making sure that all monies are collected at registration is reconciled and all finished paperwork is sent to APBA Headquarters. In the case that an injured rider is taken off the course, it is the Promoter's job to see to it that the rider is checked out and that an accident report is filled out on the proper form by the Race Director.

Prior to the event the Promoter is responsible for coordinating and directing the staff of officials who will be responsible for all the event logistics including setting up the stage, the scoring stand, the announcing booth, the tents, the banners, the pit area, etc. as well as manage and take care of all equipment, patrol boats, awards and prizes. During the event the Promoter is responsible for solving any logistical or site problems that

may occur, taking care of all event sponsors and providing the Announcer with all the information needed for on site announcements. Following the event the Promoter must set up and run the awards ceremony and direct the staff of officials responsible for tearing down the course and the site.

Race Director

Once the race begins the ultimate authority is transferred to the Race Director. At many smaller events the Promoter and the Race Director are the same person. An APBA Race Director has a wide variety of responsibilities, however, the safety of the competitors and spectators is foremost. It shall be the responsibility of the Race Director to attend and/or give the riders meeting and to assure that all questions regarding rules, safety requirements, conduct of the race and conditions of the awarding posted prizes are thoroughly explained to the riders. It shall be the duty of the Race Director to see to it that all provisions of the racing rules are complied with by contestants and officials. The Race Director's sole function is to referee the event. The Race Director may advise the Race Committee or make suggestions for the proper handling of the race. Suggestions to the Race Committee as to course, conduct, inspection and compliance with rules etc. must be observed. The Race Director may overrule any decisions of the Race Committee relative to these rules.

The Race Director should be on the alert to see that the officials themselves obey all rules and impartially compel obedience by others. The Race Director must be sure the timing, scoring and other details of procedure are properly handled and correctly recorded on the standard forms. It is the particular duty of the Race Director to see that adequate pit facilities and course patrol are provided and that all insurance and safety requirements are met. The Race Director should inform the Promoter of any deviations and make sure they are corrected before the race is started. The Race Director has the power to recall a start or annul a starting disqualification when the officials have erred in the starting procedure.

During the event the Race Director should be positioned behind the starting line. This allows racers to know where the Race Director is during the entire event. During the event the Race Director may call rider infractions. When an infraction occurs, the Race Director should report it to the lap counters/scorers or to the Chief Scorer. The Race Director should have radio contact with the Course Marshals, the Promoter, and the Chief Scorer. The Race Director is the person that will warn, penalize, and/or disqualify riders in the case of an infraction. When discussing matters with participants the Race Director should remember to treat others as you would expect to be treated.

Chief Inspector

The Chief Inspector or "Tech Inspector" is responsible for assuring that all riders' equipment is not likely to cause injury on the racecourse. The Chief Inspector and his assistants should check all racing watercraft in an APBA sanctioned competition event for safety compliance, and check the condition of all mandatory safety apparel before practice begins or any craft is allowed on the water. A boat that has passed inspection will have a sticker applied to the front of the craft so that it is visible to the starter when the boat is on the starting line.

Prior to riders meeting the Chief Inspector should get with the Race Director and discuss how many riders from each heat should report to the technical inspection area following that heat. That number along with the location of the technical inspection area should be announced at riders meeting. Upon completion of qualifying and final races, the Chief Inspector will inspect the top finishing watercraft for rule violations. Before the race, the Chief Inspector should consult with the Race Director as to what specific items are to be checked in each racing class.

Assistant Inspector

The Assistant Inspector is responsible for helping the Chief Inspector safety inspect boats as well tech inspect the top three riders of each heat. Regional races are not required to have an Assistant Inspector. The APBA highly recommends having an Assistant Inspector at National and other large events that hold important titles.

Chief Scorer

From a paperwork standpoint, the Chief Scorer is the eyes and ears of APBA Headquarters. Without the proper flow of paperwork and information and event can undoubtedly come to a complete stop. After logistically working out the details with the Promoter and Race Director, the Chief Scorer is in charge of registration. That means the Chief Scorer is one of the first officials that riders see each morning, and oftentimes acts as a liaison between the riders and the officials. At registration, it is the Chief Scorer's

responsibility to make sure that all participants on the water are current APBA members and all new memberships have been signed, that all entrants pay the appropriate entry and membership fees, that everyone who shows up at registration and has the right to be in the hot pits signs the insurance waiver and release, and that every entrant is registering only for those classes in which he/she is qualified to run. While the Chief Scorer may not be the person to actual person collecting funds and checking memberships, it is the Chief Scorers responsibility to ensure that registration staff is doing their jobs correctly.

Once the Race Director or Chief Scorer has determined the schedule, the Chief Scorer must make sure that lap charts have been completed for every heat/moto and then remain at the race Headquarters to answer any scoring or scheduling questions or problems which arise during racing. All monies collected at registration are reconciled and the Chief Scorer verifies all finished paperwork before being turned over to the Race Director.

Chief Scorer's Assistant

The Chief Scorer's Assistant works closely with the Chief Scorer during registration and after racing has been completed. After each heat is completed, the Chief Scorer's Assistant will compare all the lap charts from that race and look for discrepancies. If a question arises, then the Chief Scorer should consult the Scorers and/or Race Director for verification. For smaller events an Assistant Scorer may not be needed. For larger events it is a must.

Scorers/Lap Counters

There should be a minimum of three Scorers to count laps and watch for missed buoys at each event. Each Scorer should have a complete set of lap charts with the correct heading for each event at the top of each chart. Scorers lap charts should also have the number of laps that each event will be running. It is helpful to have a complete set of score sheets available to at least one Scorer to verify boat numbers. For events with a full field of racers, one Scorer should call boat numbers (at least for the first 1-2 laps) and the others will record the boat numbers. During each event, Scorers write down competitors' boat numbers in corresponding lap columns as riders complete each lap (cross the finish line). Scorers must pay close attention to the race leader, as his/her boat number must be written at the top of each lap column, with the remaining boats in the event to follow. Scorers indicate a missed buoy by circling the boat number of the rider in the lap missing in some columns but will show up when the final lap totals are compiled. If a missed buoy or penalty is called during the race the Scorers should indicate which official made the call and what buoy was missed.

In addition to scoring the events, the Scorers will be responsible for assisting the Chief Scorer and Race Director with running registration.

Starter

The Starter is the person who is responsible for starting each race. The Starter must be knowledgeable of the correct starting procedures and should have experience. The Starter should be equipped with a stopwatch, starting card (a 12" x 12" card with a number 1 on one side and a number 2 on the other side) or a green flag and a whistle. Once the staging officials have assembled the riders in their correct position on the starting line, the Starter signals the riders to start their engines by waving his hand above his head in a circular motion and holds up the starting card with the 2 prominently displayed. The Starter then very quickly looks down the line to check to see if any rider has raised their hand signaling for a two-minute-hold. Only a rider can call for a two-minute-hold (Holders and Mechanics are not eligible to call for a two-minute-hold). If no hands are up, the Starter points at each rider on the line, starting with the rider in the pole position to see if all riders are ready. If a rider is ready, he/she signals to the Starter by nodding his/her head. The Starter should continue to go down the line, asking each rider if they are ready, even if a rider is raising his/her hand signaling that he/she is not ready. If the Starter gets to the end of the line and there is still a rider with a hand up, the Starter should signal for a two-minute-hold and inform riders to cut their engines by waving his hand below his throat. The Starter should immediately start the stopwatch and begin timing the two-minute-hold. While the Starter is timing the two-minute-hold he/she should be keeping a close watch on the rider who signaled for a two-minute-hold is ready, or the stopwatch has reached 2 minutes, the Starter should signal the riders to start their engines and begin going down the line again to ask if riders are ready. Only one two-minute-hold will be granted per race unless the race is officially restarted. Once all riders are ready the Starter turns the starting card from the number 2 side to the number 1 side. Within seconds, the number 1 will be turned sideways signifying the race will start and any moment. The race is officially started when the starting gate is released or the green flag is

waived. The start of the race may be delayed only while the Starter is displaying the number 2. Once the Starter displays the number 1, the start of the race cannot be delayed.

Flagger

The Flagger is the person who communicates to the riders once the race has been started. At most events the Starter and Flagger are the same person. The Flagger should be equipped with a complete set of flags and know what each flag is for and when to use each flag. The Flagger should also have a list of events with the number of laps that riders will be required to make in each event. It is the Flagger's job to inform riders about hazards on the course and to tell them which lap they are on as they cross the finish line.

Course Marshals

Course Marshals are officials that work the event from the water on their patrol vehicles (personal watercraft). A Course Marshal must be an experienced personal watercraft rider.

There must be a minimum of two Course Marshals on the course at all times. The Course Marshals must be experienced watercraft riders and knowledgeable of all APBA rules. Each Course Marshal will be equipped with a red and yellow flag, a towrope, and a radio or headset. The Course Marshal will have a wide variety of responsibilities while on the course, however the safety of the competitors is foremost. Some of the major responsibilities of a Course Marshal is to watch for rule infractions and missed buoys, caution riders of downed or slower riders, towing in distressed riders and keep the course free from floating objects. A Course Marshal is also responsible for keeping the events moving. As soon as the last rider finishes the race, the Course Marshal should be in position for the next event. At most events, it will be the Course Marshals duty to set, adjust and tear down the racecourse.

Each Course Marshal must know what each different flag signifies and when to use a flag. Before each event the Course Marshals should ask the Chief Referee where injured riders should be taken to obtain medical assistance. If a rider goes down, the Course Marshal should immediately get to the downed rider and ask if he/she is "Ok". If a rider is seriously injured and needs immediate help the Course Marshal should call the Race Director and ask them to stop the race. If a rider is just shaken up, the Course Marshal should help the rider get out of the way of traffic, and back on his/her watercraft. If the rider's boat will not run or it is damaged, the Course Marshal should tow the rider off the course. While safety of the riders is the Course Marshals number one job, a Course Marshal should also be checking for missed buoys and rule infractions. If a rider misses a buoy and does not go back and pick it up, the Course Marshal should immediately call Scoring on the radio and give them the boat number of the rider who missed a buoy. The Course Marshal should also be trained in how to properly board and transport an injured rider to shore in case of an injury.

Closed Course Staging

One or two Staging Officials should be positioned on the starting line. At least one official should have a complete list of riders in each class and the order in which they should be positioned on the line. The Staging Officials are responsible for making sure that all riders are in the correct positions on the line before the race is officially started. The Staging Officials job is to check boat numbers on the line and make sure each competitor is in the event he/she is supposed to be in. This procedure takes place while the preceding race is in progress.

Runner

There should be a Runner who will be responsible for carrying paperwork between the officials and posting results on the pit board.

Slalom Timers

If Slalom is run at your event you will need two Slalom Timers, equipped with stopwatches, slalom event sheets and pens, must be located in the perfect sight lines of the entrance/exit buoys of the slalom course. One person should be appointed as the primary timer and the other as the back up timer, in the event that the primary timer's stopwatch did not work. It is the Slalom Timers job to time and record each competitor's slalom runs. Each competitor gets two back-to-back slalom runs. Competitors run time starts when the nose of the boat breaks through the entrance buoys and time stops when the nose of the boat breaks through the exit buoys. If a competitor misses a buoy, he/she is charged with a 10 second penalty, which is added to the competitor's score.

Final results are determined by taking the riders best run of the two completed slalom scoring sheets should be given to the Chief Scorer to look over and make sure that all times have been added/computed correctly, who in turn gives the results to the Announcer. The slalom results should then be posted on the pit board.

Freestyle Timer

The Freestyle Timer should be equipped with a stopwatch and a red flag or an air horn and be positioned next to the Freestyle Judges. Each competitor will be given 2 minutes to complete as many tricks as possible during their routine. Each competitor gives the Freestyle Timer a hand signal when he/she is ready to begin his or her routine. The Timer starts the stopwatch. When the competitor has 15 seconds left in his/her routine, the Freestyle Timer signals to the judges and competitor by holding the red flag up above his head or by blowing the air horn two short bursts. At the end of the designated time, the Freestyle Timer signals the judges and the competitor that time is up by waving the red flag or blowing the air horn for 5 seconds.

Freestyle Judges

Three to five Judges will be needed for Freestyle competition. The Freestyle Judges should be knowledgeable regarding the difficulty of the maneuvers performed. Each Freestyle Judges should be given a complete set of scorecards numbered 1-10 (Olympic scoring is used for Freestyle). As each Freestyle routine ends, Judges hold the rider's score above their heads, showing the scores to the spectators, announcer and the Scorer who records the results. Any number turned sideways indicates that number plus $\frac{1}{2}$ (i.e. 7 turned sideways indicates 7 $\frac{1}{2}$) Judges should continue to hold up score cards until all scores have been recorded by the Scorer.

Announcer

Experienced race promoters generally agree that the Announcer is one of the most important individuals on their race team. The Announcer is the only member of the race organization in direct communication with the audience. This makes selection of a top announcer or announcing team very important to a spectator oriented event. Announcers need a blend of talent, experience and knowledge of the sport. The Announcer(s) should be equipped with a complete and accurate list of events, rider profiles and have radio contact with the other officials. The Announcer's job is to not only keep spectators and sponsors happy, but also keep the events moving and the participants up-to-date with the schedule of events.

Set-Up and Tear Down Crew

The set-up and tear down crew should work with the Event Coordinator before and after each event and be responsible for setting up the stage, scoring stands, announcers booth, tents, banners, inflating buoys, roping off pit area, etc.

Pit/Ramp/Staging Coordination

During events in which a ramp and/or crane must be used to get boats in and out of the water, two to three individuals will be needed to direct traffic and assist riders with getting boats in and out of the water. At all events, a pit coordinator or manager should be assigned to control access in and out of the pits and maintain high traffic areas during busy times.

Personnel Assignments and Responsibilities

Race Director
Promoter/Event Coordinator
Chief Inspector
Chief Scorer
Assistant Chief Scorer
Scorers (2-3)
Runner
Slalom Scorer and Timers (2)
Pre Staging
Staging
Course Marshals
Starter
Flagger
Course Set-Up & Tear Down (usually handled by course marshals)

Site Set up & Tear Down (4)
Pit Coordinator (4)
Announcer
Registration Team
Freestyle Timing/airhorn (1)
 Scoring (1)
 Judges (3-5)

VII. SCORING GUIDE

1) Statement of Purpose

One of the most important jobs of the Race Committee lies in the hands of the Chief Scorer and his/her staff. An improperly scored race sets off a chain reaction of problems, not the least of which is the fact that a heat or moto cannot be instantly replayed or repeated with a guarantee of duplicate results. Because of this, an ample number of qualified personnel need to be available to handle the scoring responsibilities. A knowledgeable Chief Scorer is needed as a guide for the rest of the scoring staff. The more information that the Chief Scorer has obtained prior to an event the better the event will run. The purpose of this section is to help prepare an individual for what he/she will have to do while serving in the capacity of Chief Scorer. This guide is written for the manual system of scoring with the understanding that some duties and responsibilities would be changed with a computerized scoring system.

The APBA highly recommends using a computerized scoring system like Aqua Score or Competition Manager over manual sheets for ease of accomplishing things at a faster pace (i.e. payouts, checks, overall scoring tabulations etc.).

2) Chain of Command

While the ultimate authority at the race site lies in the hands of the Race Director, however, the Chief Scorer is still in charge of the scoring function. Not even the Race Director has the authority to tell the Chief Scorer to change official scoring documents without the Chief Scorer's acceptance. It is a Chief Scorer's responsibility to make sure that the letter of the rulebook has been followed with reference to memberships, entries, registration, lap counting, and positioning. If the Chief Scorer has a question or problem he/she should discuss it with the Race Director and whenever possible, a joint decision should be made.

3) Understanding the Paperwork

Scoring Sheets

These forms are intended to serve as a master copy of the results of qualifiers, heats, motos, and finals. They should include the rider's name, hometown, craft number, sponsors information, and finishing position. They should also be labeled at the top with the division/class name and heat/moto number. It is often times easier when posting scoring sheets on the pit board to number each form in the upper right-hand corner to correspond with the events in the order that they will be running. For most events a computer program such as Aquascore or Competition Manager will be used to print these forms, however, it still can be done by hand. The Chief Scorer should understand what it would take to run an event by event in the case of a computer system crashing.

Lap Charts

These forms are provided by the APBA or can be printed from the APBA PWR promoter website. They need to be labeled at the top with the division/class and heat/moto information, and they should also be numbered in the upper right-hand corner to correspond with the scoring sheets and the order of events.

4) Registration

Pre-Event Planning

The most important thing to do before an event is to make sure that all scoring positions are filled. In addition, try to get everyone on the scoring team a list of his/her duties. If at all possible, try to find time to do a practice run of calling/lap chart completion and registration procedures. This will only make the race day job easier.

Organizing Registration

For registration purposes, it is recommended that two 8-foot tables be set up along side one another to form on 16-foot long area that the scorers can use; two to three tables should be set up in a separate area for the riders to use when filling out their forms with chairs. Picnic tables work great if these are available.

Optimally at least six officials are needed to run registration smoothly: two to handle for pre-registrations, two to handle late-registrations, one to enter entry information into the computer or transfer information onto scoring forms, and one to answer any questions racers may have. We do not recommend scoring events by hand unless you are running a very small event. Handwritten scoring forms will not be needed because the computer should be able to print all the forms directly.

APBA Memberships: It is extremely important to make sure the rider is a current member of the APBA. That can be done by asking to see a membership card and checking its expiration date or by looking up the riders name on a current membership listing provided by the APBA. If the rider is a current member, then it must be indicated on the entry form in the box marked for official use only. That can be done by putting his/her membership number in the blank marked APBA membership or by simply writing the word member on that line. Once that is done, the rider should be given his/her entry form back and told to continue down the line.

If the rider is not a current member, he/she must properly fill out and sign the back of a membership application. The registration official must then double check to see that the membership application has been filled out and signed properly (**If a membership application is not signed the racer will not receive a membership card until it gets signed – SO THIS IS VERY IMPORTANT**). Be sure to check the date of birth line. The minimum age to compete is 10 years old (for the Junior Ski class). In addition, if a rider is between the ages of 10-18, his/her parent or legal guardian must fill out a minor release before he/she is allowed to join. Once all the paperwork has been filled out correctly, the official must mark a \$70 fee on the APBA membership line of the entry form, collect the membership fee and fill out a membership receipt, if requested.

Waivers and Wristbands: This official is responsible for making sure that everyone in the hot pit area signs the insurance waiver and gets a wristband to wear signifying it. The people who are allowed in the hot pit area are usually limited to riders, holders, and/or mechanics. Anyone else entering that zone should also sign the waiver and be given a wristband. The participants must sign and print their names in addition to indicating their status. (i.e. rider, holder, mechanic). The waiver should be signed first before a wristband is issued, and the registration officials must put the wristband on the individual. Once they sign the waiver, the people should not be allowed to walk away without their bands on.

Once they have a band on they should be told to keep it on throughout the day (if it's only a single day event) or the weekend (if it's a two-day event). In addition, if the person coming to sign the waiver is between the ages of 10-18, he/she does not sign the standard sheet along with everyone else. They must sign a minor waiver instead before a wristband is put on his/her wrist. Please note that all officials also need to sign the waiver and get wristbands.

Number Assignments: One official is responsible to hand out numbers and backgrounds to those riders who need them to display on their crafts (usually, these people will be a new APBA members who don't already have assigned numbers). First of all the entry form needs to be checked to see whether the rider is a beginner, novice, expert or pro. If they are a beginner/novice they should be given black numbers on an orange background; if they are an expert rider, then black numbers on a yellow background and if pro, then black numbers on a white background are to be given. Please keep in mind that the rider will need enough numbers and backgrounds to display the number on both sides of the craft in a highly visible area. Below the

waterlines is not acceptable and anyone's numbers which are unreadable will not be scored. If the rider is a new racer he/she must choose a number from 101-999.

In order to assure that there is no duplication of numbers for scoring purposes within the same classes, check a listing of current standings for the series (if the event is part of an established series) and see which numbers are currently being used in the classes which the new rider is registering for. Before issuing a number, be sure to check all classes that the rider is registering in for duplicates, not just one. Once a number has been determined, be sure to tell the rider what it is, write it in the space provided on the entry form, indicate the amount owed for numbers and backgrounds in the officials use box on the entry form, and send the rider down the line with all of his/her paperwork and numbers.

Entry Forms: The officials accepting entry forms is responsible to look over the entry form, highlight or draw attention to the classes entered and see proof of an APBA membership one last time. After making sure that the rider is a current member the official then should add up the cost of the entry fees and mark the appropriate amount in the for official use only box on the entry, while at the same time summing the total amount owed by the rider. The rider should be informed of the total amount he/she owes and asked to pay the cashier or registration official. If the rider is a new member, the official should also see that the membership application was properly filled out. The new member should be given a copy of the membership receipt to hand on to until his/her membership card comes in the mail. The remaining copies of the membership receipt should be stapled to the back of the application and kept in the official's possession for submitting to the APBA. Please keep in mind that if a check is being written and there is APBA membership money involved there must be two checks one for membership dues and one for entry fees/number money.

Cashier: After receiving a rider's entry form the cashier should double check the total amount owed and accept payment for that amount. Once payment is received the official should initial the officials only box and hand the entry form to the person who is beginning to mark the scoring forms.

5) Duties After Registration and Before Racing

- Double check entry form to make sure all classes and riders have been entered into the computer.
- Print an event summary or list of the number of riders entered in each class.
- Print all your scoring sheets. It is extremely helpful to use a dot matrix printer that can print on 4-part paper.
- Work with the Race Director to see what classes can be combined safely and establish a running order of events. When setting up the race order of the different classes alternate between Ski and Runabout classes as well as the different skill levels. This will help to minimize riders running back-to back races.
- Number the scoring sheets accordingly placing the heat or moto number in the upper right hand corner of the scoring forms.
- Type up a running order of events and make six copies (one for each tech, announcer, staging, flagger, pit board and media).
- For classes with more than the number allowed on the course at one time (heats), make sure the scoring sheets indicated how many crafts will transfer into the final.
- Once you have established the race order post a copy of the scoring sheets on the pit board so that the riders can check to make sure they have been placed in the proper classes.
- Have the announcer make an announcement that the pitboard has been posted and instruct riders to check the pitboard to make sure they are in the correct classes they signed up for.
- There will most likely be corrections that will need to be made. After you make the corrections replace the new scoring sheets with the old ones.
- Once the scoring sheets have been updated make four copies of the scoring sheets and place on of each on a different clipboard for tech, announcer, staging, pit board. For larger events additional copies may need to be made for the media.
- With the updated list of scoring sheets do 1 master lap chart and make 2 copies of each placing each on a separate clipboard. You now have a set of lap charts for each of your three scorers.

6) Duties During Racing:

- Double check all lap charts to make sure they are identical if they are not discuss it with your scorers immediately and determine how to resolve the discrepancy.
- Go to the first lap column of one of the lap charts and add up the number of times each craft number shows up in each lap column paying careful attention to missed buoys and those boats that did not finish or start.
- After the number of laps each rider raced has been counted the order of finish should be determined (keep in mind that combined classes should be scored separately).
- Make sure all positions have been recorded on scoring sheets and posted on pit board.
- Make up new scoring sheets for those classes which need last chance qualifiers as well as for those have some riders who already transferred.

7) Duties After Racing:

- Make sure all final results have been posted on the pit board.
- Prepare any necessary paperwork required for the award ceremonies or the following days' racing.
- If applicable reconcile all monies and paperwork left over from registration.
- Turn all official paperwork (entry forms, lap charts, scoring forms, waivers, etc.) over to the Promoter or Race Director for forwarding to the APBA National Headquarters.

VIII. Sample Event Work Sheet

The following worksheet is to help organizing an event. It is not necessary to include every item on this worksheet into each event. What is included will depend on the size and caliber of the event and the budget that is available. As a minimum however, the items marked with an asterisk must be completed.

	Person Responsible	Completion Date
PRIMARIES		
Sanction*	_____	_____
Insurance*	_____	_____
Ambulance*	_____	_____
Permits*	_____	_____
Local Fees*	_____	_____
Bathrooms	_____	_____
Other	_____	_____
TRANSPORTATION		
Airline	_____	_____
Car	_____	_____
Van/Truck	_____	_____
Other	_____	_____
ACCOMODATIONS		
Contestants*	_____	_____
Officials/Staff*	_____	_____
Equipment	_____	_____
Other	_____	_____
ADVERTISING		
Press Release	_____	_____
Event Flyers*	_____	_____
Signs/Posters	_____	_____
Magazines	_____	_____
Newspaper	_____	_____
Television	_____	_____
Radio	_____	_____
Direct Mail	_____	_____
Internet	_____	_____
Other	_____	_____
EQUIPMENT		
Course Buoys*	_____	_____
Anchor Rope*	_____	_____
Anchor Blocks*	_____	_____
Stopwatches*	_____	_____
Starting Card*	_____	_____
Set of Flags*	_____	_____
Bulletin Board*	_____	_____
Tables*	_____	_____
Chairs*	_____	_____
Patrol Boats*	_____	_____
PA System*	_____	_____
Handheld Radios*	_____	_____
Bullhorn	_____	_____
Binoculars	_____	_____
Cyclone Fencing	_____	_____

Stakes	_____	_____
Sledge Hammer	_____	_____
Tents	_____	_____
Log Jump	_____	_____
Scaffolding	_____	_____
Other	_____	_____

SUPPLIES

Pens/Pencils*	_____	_____
Masking/Duct Tape*	_____	_____
Stapler/Staples*	_____	_____
Paper*	_____	_____
Petty Cash*	_____	_____
Pit Passes	_____	_____
Cash Box	_____	_____
Craft Numbers	_____	_____
Other	_____	_____

FOOD & BEVERAGE

Officials	_____	_____
In House	_____	_____
Vendors	_____	_____
Hosted Parties	_____	_____
Other	_____	_____

OUTSIDE SERVICE

Set up crew	_____	_____
Concessions	_____	_____
Security Guards	_____	_____
Police	_____	_____
Park Personnel	_____	_____
Coast Guard	_____	_____
Harbor Patrol	_____	_____
Parking	_____	_____
Other	_____	_____

AWARDS

Cash	_____	_____
Trophies	_____	_____
Medals	_____	_____
Plaques	_____	_____
Cups	_____	_____
Ribbons	_____	_____
Other	_____	_____

PERSONNEL

(Officials)		
Race Director*	_____	_____
Event Coordinator	_____	_____
Chief Inspector*	_____	_____
Safety/Tech Inspector*	_____	_____
Chief Scorer	_____	_____
Starter*	_____	_____
Flagger*	_____	_____
Staging* (2)	_____	_____
Pre-Stage (1-2)	_____	_____

Slalom/Timers (1-2)*	_____	_____
Announcer*	_____	_____
Registration (4-6)*	_____	_____
Course Patrol (2-3)*	_____	_____
Freestyle Judges (3-5)	_____	_____
Freestyle Score/Timer (1-2)	_____	_____
Runner (1-2)	_____	_____
Photographer	_____	_____
Journalists	_____	_____
Other	_____	_____

These are primary positions, however, most workers can serve in more than one capacity (i.e. when registration closes, workers can then go to another assignment such as a scorer or freestyle judge). It is important that each person know well in advance what assignments he or she is responsible for.

IX. The Costs of Putting on an Event

If you have established a budget for your event(s) using the sample budget outline, you should have a pretty good idea on what it will cost to put on an event. A first draft of a budget is usually much higher than the actual event costs. Keep in mind that there are many ways to reduce the expenses associated with putting on an event. Every item on the sample budget outline that you can get donated or a sponsor for will reduce the cost of putting on the event. Many of the capital investment (equipment) items can be rented or borrowed from friends or local businesses.

The first event that you promote will always be the most expensive because of the initial investment you will probably have to make in equipment and supplies. Running a series of events is usually less expensive on a per event cost basis due to the fact that you will be able to split up expenses such as equipment purchases and advertising over several events.

REMEMBER: As a promoter of the event, you or your club retains all the entry fees and sponsorship dollars raised. A companion to the Guide to Running a Personal Watercraft Racing Event entitled "Event Sponsorship and Promotions Manual" is available from National Headquarters to help with soliciting sponsors for the event.

Here are a few suggestions to help you reduce the costs associated with your event.

PRIZE MONEY: One of the largest expenses on most events is the cash purse. If you do not have a sponsor to pay for a cash purse and feel it is necessary to offer a cash purse you can offer participants a percentage payback of their entry fees as a purse (i.e. 50% of their entry fees paid back as a purse)

TROPHIES: Have local businesses sponsor the trophies. You can identify the trophy sponsor by putting sponsors names and or logo on all the trophies. Medals and plaques are much less expensive than trophies.

HOTEL ROOMS: Hotels will often give complimentary rooms to groups who book or use their hotel as the official hotel of an event. Hotels will usually give you and your participants a special rate for using their hotel.

OFFICIALS LUNCHEs: A vendor may be willing to provide free lunches and drinks for your officials in exchange for free space to sell food and beverages at the event. You can also ask the local beverage distributor for free drinks for your officials.

PATROL BOATS: Have a local dealer donate a demo boats to be used as patrol boat for the event.

ANCHOR BLOCKS: Contact a local lumberyard or construction company and ask them to donate cinder blocks for you to use for the event.

FREESTYLE SCORING CARDS: An inexpensive set of Freestyle Scoring Cards can be made very easily out of poster board and a black permanent marker

SAFETY INSPECTION STICKERS: Have an industry aftermarket company donate decals to be used to indicate which boats have been safety inspected.

X. Sample Budget

Capital Investments (Equipment)

Course Buoys	\$ _____
Anchor Rope	_____
Anchor Blocks	_____
Stopwatches	_____
Starting card	_____
Scoring Cards	_____
Set of Flags	_____
Bulletin Board	_____
Tables	_____
Chairs	_____
Patrol Boats	_____
PA System	_____
Handheld Radios	_____
Bullhorn	_____
Binoculars	_____
Cyclone Fencing	_____
Stakes	_____
Sledge Hammer	_____
Tents	_____
Log Jump	_____
Supplies	_____
Other	_____
	=====
	=====
Total Capital Investments	\$ _____

PER EVENT EXPENSES

Primary Expenses –

Sanction	\$ _____
Insurance	_____
Ambulance	_____
Site Fee/Permits	_____
Arm Bands	_____
Rope	_____
Gas/Oil	_____
Other	_____
	=====
	=====
Total Primary Expenses	\$ _____

Purse/Awards

Cash Purse	_____
Awards	_____
Metals	_____
Trophies/Plaques	_____
	=====
	=====
Total Purse/Awards	\$ _____

Officiating Expenses

Salary	\$ _____
Food	_____
Drink	_____
Hotel	_____

Airfare	_____
Car Rental	_____
Gas/Mileage	_____
Miscellaneous	_____
	=====
Total Officiating Expenses	\$ _____

TOTAL PER EVENT EXPENSES

SERIES EXPENSES

Advertising/Promotional Expenses

Advertising	\$ _____
Flyers	_____
Banners	_____
Postage	_____
T-shirts	_____
Other	_____
	=====

Total Advertising/Promo Expenses \$ _____

Series Awards

Plaques	\$ _____
Trophies	_____
Cups	_____
	=====

Total Series Awards Expenses \$ _____

TOTAL SERIES EXPENSES \$ _____

TOTAL EXPENSES \$ _____

(capital equipment + [per event (x number of events)]+ series expenses)

INCOME

Entry Fees	\$ _____
Gate Fees	_____
Site Fees	_____
Sponsorship	_____
Ad Sales	_____
Softgood Sales	_____
Souvenir Sales	_____
Number Sales	_____
Concessions	_____
	=====

TOTAL INCOME \$ _____

LESS TOTAL EXPENSES \$ _____

NET INCOME \$ _____

XI. Commonly Asked Questions and Answers

1) *How many days before an event must the sanction and insurance paperwork be sent to the APBA Headquarters?*

ANSWER: All sanction and insurance paperwork completely filled out, should be sent to APBA Headquarters with the appropriate fees no less than 45 days before the event.

2) *What does it cost to put on an event?*

ANSWER: The cost of putting on an event depends on the site and the caliber of the event. To get a general idea of the cost of running an event, work through the sample worksheet that is enclosed in this manual. The basic cost of putting on an event includes the sanction fee, insurance fee, ambulance, flyer printing and mailing, prize purse, awards and equipment. The first event you promote is always the most expensive do to the initial investment that will have to be made in equipment and supplies.

3) *What permits will be required to conduct the race?*

ANSWER: The kind of permits that will be required depends on the site and body of water on which the event will be held. If the race is held on waters under the jurisdiction of the U.S. Coast Guard, a special permit must be obtained. Applications usually must be turned in at least 135 days prior to the event and a chart of the intended course must be included with the application. A general rule is that all oceans, rivers, and great lakes require a Coast Guard permit. You may be required to secure other permits from the Department of Natural Resources (DNR), Core of Engineers, Fish and Wildlife Resource Agencies, Bureau of Land Management or other state and local agencies. For details, contact the Commander of the Coast Guard District or DNR Regional Director in which the event will be held.

4) *Should the event be a one or two day event?*

ANSWER: The number of participants that you expect to have at your event will determine the number of days that it will take to run all the heats. If you are expecting more than 100 racers, you may want to go to a two-day format.

5) *How many officials/volunteers will it take to run the event?*

ANSWER: You will need a minimum of 10 officials/volunteers to run the event. However the more help you have the better. The APBA recommends that you try and recruit at least 12 responsible people to help with running the event.

6) *What happens if the ambulance or transport vehicle leaves the site to transport and injured rider?*

ANSWER: If the ambulance leaves the site for any reason, racing must be stopped until another ambulance arrives and is set up on site.

7) *How many medical personnel will I be required to have at the race?*

ANSWER: The ambulance personnel must consist of one driver and at least one medical attendant capable of providing care at BASIC LIFE SUPPORT.

8) *Who is required to sign the insurance waiver and release from at events?*

ANSWER: Everyone that is participating in the event and enters the hot pit area must sign the insurance waiver and release form. This includes all participants, mechanics, holders, sponsors, members of the

press and officials. Spectators (those individuals who come to the event to watch) should not be allowed in the hot pit area and therefore will not be required to sign the insurance waiver and release form. All participants under the age of 18 are required to sign a minor and release form instead of the insurance waiver.

9) *If someone is injured at the event, what procedures must be followed?*

ANSWER: If someone is injured at an event, it is the responsibility of the Race Director at the event to report all accidents requiring medical attention to APBA National Headquarters by filling out the appropriate incident report form. An incident report must be filled out for each incident even if a participant or spectator is not transported to a medical facility. The injured rider's signature on the waiver and release form must accompany the accident form that is sent to APBA. If someone is critically injured the Race Director or Promoter should immediately call the APBA Insurance companies 24-hour toll-free claims number, which is on the incident report.

10) *Can a rider participate wearing a cast, brace or splint?*

ANSWER: A rider can participate wearing a cast, brace or splint only with written authorization from a medical doctor and approval by the Race Director.

11) *After an event is over, what paperwork must be sent to National Headquarters?*

ANSWER: All event records, results, entry forms, lap charts, incident reports, etc. complete with all details, and properly prepared/signed should be mailed to APBA National Headquarters bearing a postmark no later than 10 days after the final day of the event.