

Junior Solar Sprint Pre-race Checklist



REGISTRATION PROCESS

- Determine the time, date, time, and location of the event.
- Onsite registration:** prepare a list of team and/or participant names to use to check-in participants as they arrive.
- Online registration:** remind advisors and students to complete registration on [CVENT](#) prior to race day.

VOLUNTEER RECRUITMENT

Volunteers are a crucial part of hosting a successful JSS event. Reach out to interested students, advisors, parents, and community members to assist with the following roles:

- Prep volunteer/line coordinators** deliver the two-minute warning before the races start.
- Timer starters:** number of volunteers needed depends on how many lanes are being used.
- Time card recorders** note times on [timer cards](#).
- Line organizers** keep participant lines flowing.
- End of the line positions** assist at the end of the track.
- Scorekeepers** track time cards and ensure all participants have two scores on time cards.
- Volunteers** combine static judging scores and time trials race scores to determine winning team

EVENT SET UP

Duration: 2 hours

- Choose your communications system (public announcement method, mobile devices, walkie-talkies, etc.) before race day; run a test to be sure everything is working
- Set up any safety measures. If the event is being held in a parking lot, block cars from entering the area using physical barriers, such as cones, or schedule volunteers to direct cars to another location.
- If possible, set up and test the track the day before the race.
- Set up tables for participants, chairs for spectators, and tents (if needed) early on race day.

THE RACE

RACE TRACK LOGISTICS

Duration: 3-5 hours for race event, depending on participation.

- Site:** A smooth, flat track (i.e., parking lot, tennis or basketball court) with room for one-race lane that is 60 cm (2') wide and 20 m (66') long. There can be multiple lanes on race day. This area should be blocked off.

- Specs:** Braided fishing line for the track. A guide wire, such as fishing line, will be no more than 1.5 cm from the surface of the track. It will go through the attachment device (such as an eyelet) attached to the car and serve as a steering mechanism to keep the car in its lane. This must be done without disconnecting the guide wire. Both ends of the guide wire will be fixed to the track. This is the only allowable method of steering the car.



SUPPLIES FOR CHECK-IN

- Pens
- Time cards to be distributed to teams
- Timing devices (stopwatches or an electronic timing system)
- Batteries and battery packs with clips soldered on (in the event of no sun)

RACE TRACK AREA

- Tables to accommodate a “repair” area; tools needed for repairs
- Space to accommodate a “stand-by” area for participants
- Space to accommodate spectators
- Safety measures (cones, physical barriers, volunteer security guards, etc.)

RAIN DATE

- Designate an alternate, indoor location in case of inclement weather. If the sun’s energy is judged to be insufficient, a battery pack and two, AA 1.5 V batteries should be furnished for each team.

OPTIONAL

PHOTO / VIDEO COVERAGE

- Set up a designated area to take team and individual photos.

LUNCH / CONCESSIONS

- If you are providing either, let participants know beforehand. Make sure there are places for people to eat (e.g. picnic tables) and trash/recycling receptacles to easily access.

AWARD CEREMONY

- Announce/recognize the winners of the races and design categories, as well as everyone who made the event possible. Consider using this [certificate template](#).