

PROCEDURES FOR PROMOTERS USING KCA REGISTRATION EQUIPMENT

The KCA has laptop computers, printers and related equipment available, for use at permitted races, which allow access to and use of the KCA registration system. Promoters wishing to utilize the KCA registration equipment and system must follow the following procedures:

1. Use of the equipment must be supervised by an individual who has been trained in its use, demonstrated proficiency in its use, and is therefore on a current KCA approved list of equipment supervisors.
2. If the race promoter has a race day volunteer who has been approved as a KCA equipment supervisor, that volunteer may supervise use of the equipment.
3. If the race promoter does not have a volunteer who has been approved as a KCA equipment supervisor, the promoter may hire a KCA approved registration supervisor for his/her race. The fees and expenses paid to the registration supervisor are the same as those established by USAC for payment of an official serving as a scorer at a race. Reimbursable expenses include mileage at 36 cents per mile and meals as promulgated by USAC.
4. If the registration supervisor at a race is a KCA approved volunteer, the race promoter is responsible for transporting the registration equipment to and from the KCA and the race site. The equipment is currently stored in Lawrence, Kansas.
5. If the race promoter hires a KCA approved registration supervisor, the registration supervisor shall transport the registration equipment to and from the KCA and the race site. The fee for such transportation is included in the fee described in paragraph #3 above.
6. An official serving as a chief referee or chief judge, shall not also serve as registration supervisor at the same race, except at a time trial, where registration closes before the race begins.
7. If the registration supervisor at a race is a KCA approved volunteer, the promoter is responsible for the return of all the registration equipment, in the same condition as when he/she received it from the KCA. In the event the registration equipment is damaged, the promoter is responsible for reimbursing the KCA for the cost of repairing and, if necessary, replacing the equipment.
8. The KCA will offer free training on the use of the registration equipment at several races throughout the year. Completion of the training is a prerequisite to requesting to be an approved equipment supervisor. Please contact the KCA for information regarding the next scheduled training.