**Job Description**

It is the policy of Combined District Kart Club (CDKC) to provide a policy on the general operations of the club.

**Procedure**

The following outlines a number key issues to assist the committee and other club members in the Grid Marshall role

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| Resources | * Time table and race order will be provided to the Grid Marshall
* Microphone will be provided to the grid marshall.
* Grid sheets will be provided to the grid marshall.
* Radio provided, pick up from radio room, ear piece or headset avaialble
* Suggest grid marshall has a clip Board and pen or marker.

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| Communication | * Call required classes to grid and rear of grid.
* Check correct grid positions for karts on grid.
* Communicate with other race officials.
* Have all karts ready to go at completion of race prior.
* Clear grid area of all crew
* On track officials will communicate when track is clear (do not release karts prior)
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|  | * Peter Brien Accommodation and fuel reimbursement
* Max Laybutt Fuel reimbursement
* Les Green Accommodation and meal (fuel reimbursement?)
* Rob Horne & Kim  $50.00 cash each per day ph 0413 769 515-home 02 6352 2056,
* All positions are paid for in cash at the end of each race meeting.
* All officials are fed lunch, drinks and snacks (deal we have with canteen is they provide up to $200.00 in value per day to feed officials)
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| Transponder Hire | * Manage transponder hire and return
* Transponder hire $30.00 per meeting
* If possible, organize these to be picked back up on in grid at completion of Final (drivers p
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| Officials | * It is the committee’s responsibility to ensure that officials are appointed for club race meetings. These must be submitted to the KNSW on the supplementary regulations. Officials are paid as follows:

Accommodation – local accommodationMeal Allowance – $40 per dayTravel – fuel related travelAll officials will be paid via electronic funds transfer. A summary of expenses are to be given to the Treasurer for reimbursement at the end of each race meeting. Officials will be paid by COB the Wednesday after the race meeting.* Some officials take full advantage of the accommodation/reimbursement offer others require less.
* A special arrangement has been made with Wayne Bradwell. He is paid $70 per race meeting for expenses and stays in a club caravan.
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| Club Officials | * In addition to the above officials, it is the committees responsibility to ensure that the following positions are filled at each race meeting.

Race timing and Safety lights x at least 2 (7.30am – 4pm race days)Race Secretary (6am – 8am race days)  |
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