

By-Laws – 3.10 NCCC Events

The NCCC Events Coordinator manages end-to-end any sanctioned NCCC event that Cowtown Hosts; thus this does not include any practice autocross that is handled by the Competition Chairperson.

NCCC Events Chairperson Guidelines

Reference Information:

Starting again in 2010, there has been a 3-ring binder created to contain all the information from these events; which will be passed from the previous year's chairperson to the current year's chairperson.

Timeline:

Beginning of Each Calendar Year

- The NCCC Sanctions for events should have been filed by the CTV Governor prior to the end of each calendar year (12/31/xx), in order for them to qualify as a "SWR 1st Choice Weekend"
- **Cowtown's Annual Fall Event:** Cowtown along with all other NCCC Clubs receives seven NCCC sanctions per calendar year. This event is typically the event that we host out at Texas Motor Speedway in September. The Cowtown Governor will be able to validate
- **Other Events:** When Cowtown obtains sanctions from other clubs for use of hosting an additional NCCC event, this chairperson will be responsible for that event as well. In the past, this has been the use of BRCC's sanctions which are split between our September TMS Event and a Spring event, typically in conjunction with CCT. The Cowtown Governor will be able to validate.

Planning Meetings

- The planning meetings need to cover the:
 - Spring Event:
 - Planning for this event needs to take place starting in May; typically two or three meetings get everything accomplished.
 - Prior to the first meeting a few things should be started and/or completed
 - Validate / book the location for the event
 - Validate / book a host hotel for the event; typically a 15 room block with hospitality room to host the SWR Governor's Meeting on Saturday night. Additionally, work in a free room for the Event Coordinator as part of the booking.
 - Validate that the NCCC sanctions have been filed and obtained with the Governor; this includes the number and type of sanctions along with the location.
 - Validate with the Governor that there is another club hosting the event w/CTV this year
 - Select and fill functional chairpersons positions (see binder for details)
 - Rough out a project plan for hosting the event
 - Rough out an event flyer; it will help you figure out items that must be decided on at the meetings
 - Develop an event budget
 - with assistance of your committee and the previous years of events
 - Present it to the Elected Officers for approval
 - Present it to the CTV Membership, if over \$1,000
 - Create and post worker sign-up sheets at the Membership Meetings
 - Have the Webmaster create a worker signup on the club's website.
 - The Governor will assist you with the sanctions, submitting and gaining the approval from the Regional Competition Director (RCD) for the flyer, along with the event results.

- Fall Event
 - Planning for this event needs to take place starting in February; typically two meetings get everything accomplished.
 - Prior to the first meeting a few things should be started and/or completed
 - Validate / book the location for the event
 - Validate / book a host hotel for the event; typically a 20 room block with hospitality room to host the SWR Governor's Meeting on Saturday night. Additionally, work in a free room for the Event Coordinator as part of the booking.
 - Validate that the NCCC sanctions have been filed and obtained with the Governor; this includes the number and type of sanctions along with the location.
 - Validate with the Governor that there is another club hosting the event w/CTV this year
 - Select and fill functional chairpersons positions (see binder for details)
 - Select and fill event chairpersons; typically offered to competitors with at least a 200 point goal for the year.
 - Rough out a project plan for hosting the event
 - Rough out an event flyer; it will help you figure out items that must be decided on at the meetings
 - Develop an event budget
 - with assistance of your committee and the previous years of events
 - Present it to the Elected Officers for approval
 - Present it to the CTV Membership, if over \$1,000
 - Create and post worker sign-up sheets at the Membership Meetings
 - Have the Webmaster create a worker signup on the club's website.
 - The Governor will assist you with the sanctions, submitting and gaining the approval from the Regional Competition Director (RCD) for the flyer, along with the event results.
 - The TMS Coordinator will be your liaison for the Texas Motor Speedway; this includes handling communications, the contract and payment of the event weekend.
 - There are many pieces and activities around this event; please refer to the binder and the [detailed project plan](#) for those.