

Pinewood Derby Race Agenda

Event and Track Setup Team (about 2 to 2½ hours before race begins relative to your race)

- Set up tables for registration/weigh-in and tables for impound area.
- Complete decorations, place ceremony flags behind impound tables, test scales
- Registration sheets and car labels ready. Inspectors should have rulers for measuring cars and scales for weigh-in the cars. Have Derby car registration sheet and circular labels ready.
- Depending on the anticipated participation level, have one to three scales available. I have found that it is best to form one registration line that will split into 2 or 3 check-in points. The one line will move faster. If one scout gets hung up at weigh-in, the line will continue to move through the other check-in stations. With large crowds, it might be best to have a monitor at the line split directing scouts to an open line (at some point, most lines get sloppy enough to slow things down)

15 Minutes Before Inspection Begins

- Derby Crew Meeting

-Make Derby Team assignments (Impound crew, Inspection crew, Registration crew, Pit Table, Decorations crew, Track setup crew (I usually pull folks from the crowd), Ceremony (Flags) crew, Best design trophy judges (non-relative), Announcements crew (DE or Cubmaster to make Pack or District related announcements, Race monitors (during race), Racing assistant (helps place the cars on the track). Not all of these volunteers will be in attendance yet. Pick them out of the crowd. The most important crews to gather now are the Inspection and Registration team.

-Inspection Team Meeting - It is very important to review construction rules with team. Usually, there are newer volunteers that may not beware of certain rules. Assign one of the members to be the Head Inspector.

One Hour to 1 ½ hours before race (depending on the anticipated participation level)

Inspection and Registration Process

Inspection

If a car passes inspection, only then can the scout be registered.

If the car passes inspection, proceed with registration

Inspection Team to review construction rules before inspection begins.

If car does not pass, send entry to pit table to correct the construction rule. Scout must re-enter the end of the line.

Registration -

Log in boys first name and Pack number

Make two stickers, one for the car and one for the boys shirt pocket

Have one of the Impound Crew place car in a secure Holding area (Impound)

Inspection Notes: *When a scout's car is disqualified at the District race, the Team Leader of the Inspection Team will inform the parent/scout that the Pack Unit Committee is responsible for distributing the Pinewood Derby Construction Rules. Always inform the parent/scout of the infraction and allow them to fix the problem, if possible, in order to pass inspection. Remember that most construction rule violations are not deliberate! Most of the time it is a parent that did not pay attention to details. While this error should have been detected in the Pack Unit, we know that communications can break down. This is why we allow the scouts*

to correct the car for the race. Always try to have a Pit Table with various tools, axles and stock wheels.

Weigh-in & Registration Begins

When Inspection & Registration Begins:

- Select Judge for Design Trophies (two non-parents for the judging). Must be selected before race starts.
- Make outline for the track with colored tape. Track is 40' X 8'. The tape bevels outward at the 40' mark to accommodate the racers.
- Designate a Racing Assistant (new leader or Boy Scout) and two other team member to Hoover at the starting area during the race to assist the Caller in miscellaneous tasks and to help the boys get organized to race their cars.
- Ceremony Member to choose Cubs/Boy Scouts to perform Opening Flag Ceremony and Event Prayer. It is best to recruit a Den or Pack a week or two before the race so that the scout will have time to practice the routine. An impressive opening ceremony will gain immediate respect from the crowd.

Usually three flag holders, depending on the number of flags. 10 Minutes before race, have the Color Guard stand behind the finish line. The Caller should stand just behind the start gate where a microphone is available. It is a good idea to mark a line that the boys must stop at with tape. See Color Guard guidelines at end of this write-up.

- Ceremony Member also chooses either an adult or scout to say the opening prayer. A Scout prayer can be read or freelance with simple short sentences making sure to address hard work of the individual Parent and Son teams, scouts and their families, sportsmanship attitude, reverence to God. (An event prayer not only blessed the event; but, also can reduce anxiety. Reverence to God is always an important element of any large event, particularly in scouting.

20 minutes before Race

Track Setup Team - Beforehand, the member of this team should have approached some of the stronger parents in the crowd about helping to bring the track in from Mr. Hawkins truck. Mr. Hawkins will call the Derby Chairperson once he arrives at the site. I always select parents and or older boys that look like they want to get involved.

Awards Team - Inspects all cars before the race begins & judge best design Trophy(s)

1) Best traditional design (obviously boy made)

Comments: I always have a Best Traditional Design trophy. This is a car that appear to be boy made. Creative designing helps distinguish the winner. In addition, please select at least three entries for this trophy and write the car numbers on a slip to hand to the Derby Chairman. Policy does no allow one scout to receive more than one trophy. This is the main reason why we award this trophy later in the race, so that we can be sure that one of the top seeds does not receive two trophy. This happens more often that you might think. Please feel free to issue other awards and or trophies for design. Be certain that you have selected a purpose/definition for other awards so that the judges will know what to look for in each of the cars.

-Awards Person assigns complete the Winners Log sheet after the race.

-Event Photographer - Have someone take pictures; just a camera flash creates excitement (even if you do not have film)

10 minutes before Race

Judges must pick design trophy(s) before race starts

Scout District Representative or Cubmaster Welcomes Scouts and Parents

- Announce any Pack or District News at this time slot
- Introduce the Pinewood Derby Chairperson for this event

Derby Chairman Welcomes scouts and parents

Go over **Race Procedures**

- Must stay behind ropes/tape when not racing
- When your car number range is called, go to the Impound table and ask the attendant for your car. Say please. Handle your car very delicately, don't touch the wheels or axles.
- Do not test it out on the floor. Wait patiently in the racing block behind the track marked with tape.
- The race is double elimination, so do not leave until the race is over.

5 Minutes before Race (Or gauge when MC is about ready to start)

Ceremony Crew - Flag Ceremony, then Prayer

Introduce Master of Ceremony

Race Begins

Countdown!

During Transitions of the Race

Announcements:

- How the design award trophy is selected. (This award is presented just before the final winners heat. Most Units will not give two trophies to one scout. Waiting until just before the final heat, the MC will be able to tell you if any of your top 4 or 5 choices have made the winners heat.)
- Winning boys & parents please stay long enough to get a picture and complete the Winner's Circle Form
- Introduce Derby Team and possibly take a picture
- Ask parents to stay afterward to help with the track removal.

During Final Heats

Toward end of race, move awards table in a position where the crowd can take pictures (best place may be behind the finish line).

Have a member of the team prepare to hand the trophies to the Chairman who awards the winners.

Final

Chairman Issues awards to boys

Award Team member completes the Winner's Circle Form

(Pack Unit Races) Completes a registration form for entry to the District race.

Things to Bring to the Derby

Three Scales

Labels for Cars & Boys

Derby Log Sheet, Winner Circle Form, Picture Permission slips

Spare car parts box (Wheels and axles plus a few tools)

Cloth - 3 types (blue, Gray and Flag)

Clips to hold cloth on table

Wood Stand for trophies

Tape (colored) to outline the track.

Flags & Poles

Camera -

Pencils & Paper

Rulers

Blank Awards Sheet for names

Box for Fee collection

Printouts (“Graphite Outside”, “Do Not Touch”, “Rules”)

Permanent Marker to mark wheels

Masking tape for other things

Posterboard for Graphics

Tips :

You can use an overhead projector to display results to the crowd.

Sticker the car and boy with a label so that the boy will remember his car number

Mall to furnish:

6 rectangular tables

8 folding chairs

Ribbon to mark line and impound station

Sometimes table clothes are available

Basic Guidelines for Opening Ceremony

Usually three flag holders, depending on the number of flags. Perhaps 3 or 4 scouts for each side of the track walk. Pick your Color Guard crew as early as possible. Practice before the crowd get to large; or, in a hallway away from the event. 10 Minutes before race starts, have the Color Guard scouts lineup with flags (for those that carry the flags) behind finish line and wait for the Caller to Shout **“Color Guard Advance the Colors”**. It is a good idea to mark a line that the boys must stop at with tape.

Color Guard Caller Duties The Caller stands directly behind the start gate of the track so that when the boys advance, they can pass the Caller and then line up.

“Color Guard Advance the Colors!”

(signals Guard to march to tape (at back of start line ramp) still facing the Impound area)

Color Guard About Face

(Color Guard faces the crowd (looking toward the finish line))

Please Join Me in the Pledge of Allegiance” Hand Salute!

Caller starts Allegiance then Immediately afterward shouts

“TWO” (immediately after Allegiance to signal the crowd to lower there salute)

*I pledge allegiance to the flag of the United States of America,
and to the republic for which it stands, one nation under God,
indivisible, with liberty and justice for all.*

“Color Guard, Post The Colors”

Color Guard, one at a time, walks to there flag holder and places the flag then returns to his position. After all Flags are placed and scouts are back in line-up, Caller shouts

“Please Join Us In the Scout Promise”

I, “your name”, promise to do my best, To do my duty to God and my country,
To help other people, and To obey the Law of the Pack.

“A Scout Is Reverent to God. Hats off please!”

The person appointed to say the pray start (general guidelines below:)

Thank God for good friends, good health, our well-being, our family, and all others who love and help us.

Thank God for our Country, our schools, our scout program and the many volunteers across the State of Tennessee.

We Pray that today’s race will be held in a sportsmanlike manner. Thank you for every car building team represented here today.

Amen (option of the scout to add “In The Name of Jesus we Pray”)

“Color Guard Dismissed”

Everyone is at ease

Optional Song

*Oh, say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watch'd were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof thro' the night that our Flag was still there.
Oh, say does that Star Spangled Banner yet wave,
O'er the land of the free, and home of the brave?*