

# ECTRA EVENT REPRESENTATIVE RESPONSE SHEET

EVENT MANAGER: Please give this sheet and a handbook to an ECTRA member to help you at your event with rule interpretation. They will send it to the Event Representative Chair after the event (see below). The event rep should return this sheet even if there are no comments.

Dear ECTRA Member, thanks for volunteering your time and services to be the ECTRA Event Rep. for this event(s). Below is a short questionnaire you will need to complete and return to fulfill your duties. A description of your duties as set forth by the ECTRA by-laws are listed.

Thank you for your participation in helping represent ECTRA and communicate with our membership. If you have any questions, contact me as 802-759-3372 or email me at [kiwana@gmavt.net](mailto:kiwana@gmavt.net). You may also go to <http://www.ectra.org>, click on Especially for Managers link and download the form, fill it out and click submit to automatically email it.

Regards, Vickie Smith, ECTRA Representative Committee Chairperson.

## Description of Duties

1. The ECTRA Event Reps' responsibility is to perform as a channel of communication between ECTRA members and the ECTRA officers and the board of directors.
2. You may be a competitor or volunteer at the even, but NOT a judge. It is strongly recommended that the rep NOT be a competitor.
3. Remind management that you are to be introduced at the pre-event briefing.
4. At the briefing, remind participants that ECTRA is looking for suggestions from membership for new rules for judging, scoring, safety standards, and rule clarification.
5. Do NOT identify any person by name of this form without their prior permission.
6. Do NOT use this form to record complaints against specific judges, rides, drives, management, or other members. Problems may be identified using general terms.
7. Have a copy of the current ECTRA handbook with you at the event, especially at the pre-event briefing.
8. Do not settle disputes; stay neutral. Use the ECTRA handbook to show participants the information they need to know to answer questions or concerns.
9. Fill out this form and mail (or email) it to the chair within 10 days of the event, even if you have no comments.

Send completed form to Vickie Smith, 8263 VT Rte 22A, Addison, VT 05491 or click Submit to email

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Event Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Event Rep Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

1. Approximately, how many people did you have ECTRA-related discussions with at this event? \_\_\_\_\_
2. Would you be willing to be the ECTRA Event Rep at another event? YES NO
3. Did any contestants or management need help in the interpretation of a rule or guideline?  
YES NO . If yes, then what?

4. What ideas, praises, or concerns would members like to bring to the ECTRA BOD?

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