



QMA Member Number

QMA Member Name

REQUIREMENTS: In order to graduate from the Novice Program the Handler must get approval from the Novice Committee that the driver is ready to be moved up to a competitive class and the handler or Adult family member must have volunteered to observe in the activities listed below. Please get signatures from the director of each area that states you have met the criteria listed below. If any of the directors are unavailable, any board member can explain the duties of the different areas and may sign in the directors place except for the final approvals.

Novice Graduation Requirements		Director	Signature
1.	Handler has approval of Novice Committee to move driver up to competitive class. Log Book will not be signed until the rest of the criteria below has been met.	Steve Peck/ Larry Cleveland	
2.	Handler or Adult Family member has observed judging and has been explained the judging procedures and read the judging portion of the 2004 QMA rulebook?	Rick Thomason	
3.	Handler or Adult Family member has observed scoring tower duties and has been explained and read the 2004 QMA scoring tower procedures? The handler or adult family member must know the duties of scoring, announcing, lap counting, recording race/qualifying results, etc.	Denise Thomason	
4.	Handler or Adult Family member has observed Pit Stewarding and has been explained the Mini-Indy Pit Stewarding checklist?	Kim Peck/ Shelly Courtney	
5.	Handler or Adult Family member has been explained the safety check procedure checklist and understands what items to check for?	Richard Keech	
6.	Handler or Adult Family member has worked in the Mini-Indy concession stand and has been explained the duties involved in the concession stand?	Chris Krages	
7.	Handler or Adult Family member has observed race directing and has been explained the race directing duties read the race director of the 2004 QMA rulebook?	Clay Hargitt	
8.	Handler or Adult Family member has observed flagging and has been explained the flagging duties read the flagging portion of the 2004 QMA rulebook? In addition, the role of flagging/lineup board person has been explained?	Carl McIntyre	
9.	Handler or Adult Family member has observed cornering and has been explained the cornering duties and safety related procedures (Location of Fire Extinguishers, helping fellow corner workers out, etc?)	Mike Fry	
10.	Final Approvals - After all signature are obtained, the log book may be signed by the Novice director. The QMA drivers card will be issued to handler by the club president and this Novice graduation checklist sheet will be stored in the Novice Notebook in the scoring tower. The club president will notify the region 4 director that this novice/family has successfully completed the novice program is ready to move up. The next race the driver will be able to participate in any of the age appropriate classes Jr Honda, Jr Stock, Senior Honda, Senior Stock, Hvy Honda. A driver must have board approval to race in 160 class have completed at least one season in a competitive class, and be at least 8 years old.	Rick Thomason/ Steve Peck/ Larry Cleveland	