



SOLO 2 OPERATIONS GUIDE

Organizing and Chairing Large Attendance Autocross Events

This guide is dedicated to E.J. Bayliss. She was our Chapter Secretary, our Solo Safety Steward in 2000, and our friend. She died in 2001

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This guide came about because during my rookie year I was asked by Fred Van Wagenen, then the Chapter’s Event Chair Chief, if I was interested in Chairing a Regional event. It was an offer that at the time, however flattering, responsibly I had to decline. I had no idea what duties were involved, no clear overview of the different roles everyone played, or in fact just how one of these things manages to come together so seemingly without effort. As I subsequently went on to discover in chairing events and in writing this guide, they don’t. They really work because each chapter has a core of skilled people who do the behind the scenes work, and who on the front lines, always manage to be there when needed. They are also the one who are always looking for ways to evolve the process and make things work better. Likewise, this guide benefited from many people’s input who are not coincidentally many of those same people, and whose contributions need to be acknowledged. Tony Ozello, Ben Martinez, Kevin Stevens, Jim Ochi, Sherry Grantz, Darren Madams, John and Pat Kelly (of North American Pylon), Kevin Lahey, Durk Edwards, Don Ebaugh, Dennis Armstrong, and Bryan Nemy, among others, all deserve credit.

Anthony Tabacco, SFR
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Forward

The purpose of this document is to assist Chairpersons for San Francisco Region Solo II events in planning, organizing, and conducting successful events. It will also serve as a guide for worker duties with the goal of broadening the pool of potential volunteers and alleviating the frequent shortage of volunteers at key and specialized work assignments.

Solo II events in the San Francisco Region are unique in that we enjoy wide participation in the sport, with average turnouts for single day events usually above 250, and to date, as high as 340 entrants. It is therefore critical that our events run smoothly and on schedule. This can best be accomplished if we have the largest possible number of willing and qualified people available for all tasks. It is hoped that the availability of this basic guide will encourage participants to try new positions, and then having mastered these, to step up to chairing events.

It takes approximately 24-30 people to adequately staff an event of this size, at any one time, and on average, around 190 during the entire course of the day's event. Of these, only the **Event Chairperson**, and some support positions such as **Safety Steward**, **Chief of Scoring**, and **Registration Chief** do not change with each run group.

At its most fundamental, the key to maintaining the event schedule is in controlling the run-interval. The time between starts, about 25 seconds, has been determined to be optimal for this, and as our attendance has grown, procedures for accomplishing this have evolved. Several basic practices have become mandatory, and many small details have been adopted by trial and error that make the event flow smoothly, but they are all in place to facilitate maintenance of the start interval. Among the most significant of these are:

- Two Grids: It is not possible to service these numbers and maintain schedule without having the next run group staged and ready to start without delay. We use large standup placards to direct drivers to each grid and to the two-driver line to minimize confusion and worker time.
- Changeover-on-the-fly: Workers must report early, be assigned and replace outgoing workers before the end of the previous run group.
- Signup sheet/Station marking: Managing the staffing at event start-up and at changeovers seven times during an event is one of the most daunting tasks for the **Chair**. We use a single sided worker signup form that clearly delineates unfilled tasks, identifies course work stations by number and automatically pairs inexperienced workers with more seasoned workers. We use larger standup placards on the course to identify individual course work stations to make changeover a more self-directed activity.

- Course Design: Supports the 25 second interval by optimizing course length and placing crossovers or safety elements near the beginning and other measures to minimize re-runs and/or course repair down time.
- Radio Procedures: The **Chair**, all **Course Worker** stations, plus **Starter**, **Timing Slip**, and (sometimes) **Grid** are connected by radio to the Motorhome at all times.

This narrative is divided roughly into an overview, followed by topic sections covering Pre-event activities, Operations during the event, and Event closeout. At the end are appendices compiling inventory control, contacts, and a master event checklist, as well as a related SCCA/SFR documents section. It would be good practice to review Events Guidelines in the National Event Operating Rules and sections on Course prior chairing an event. In this narrative, positions will appear in bold type, with the Event Chairperson hereafter referred to as the Chair. With few exception, noted whenever possible, bolded positions are the responsibility of the Chair.

Overview of Basic Responsibilities of the Chair

Each of the tasks required of the chair is explained in detail in the first section of this guide. In the Appendix is an Event Checklist, but in summary form the basic responsibilities of the Chair are to see that the following tasks are accomplished:

1. Pre-event day inventory of supplies
2. Design the Course
3. Insure all equipment arrives at course
4. Insure a qualified **Safety Steward** will be present
5. Arrange for **Course Set up Workers** to arrive early
6. Arrange for a “Rookie Mentor” for orientation and course walk.
7. Post insurance certificate on door of Motorhome
8. Locate the and unpack Motorhome
9. Set up grid, Registration, etc.
10. Rough course, Set up cones, line course, box cones
11. Set out fire extinguishers and course station placards
12. Get course approval from Safety Steward
13. Set up timers, displays, and P/A
14. Set up radios
15. Designate announcer to call first group workers 15 minutes before first car goes out
16. Call workers for each group and open grid before previous run group finishes
17. Conduct the Driver Meeting
18. Either coordinate each run group’s workers or designate a coordinator
19. Be available for questions & problems all day
20. Find someone to cover for you while you are running

After the event:

21. Pick up the course, fire extinguishers, flags, and all other equipment and pack neatly in motorhome.
22. Empty garbage cans if possible.
23. Collect all timing cards and give them to **Results Chief**, or their designate.

Co-Chair

It is current practice to share **Chair** responsibilities with a **Co-Chair**. The disposition of responsibilities between these two positions can be mutually agreed upon and is the prerogative of the **Chair**. Frequently, there are non-overlapping duties that one is more comfortable with than the other, i.e., course design. Frequently, the responsibilities of the **Run Group Coordinator** includes those divided between the **Chair** and **Co-Chair**, and are not delegated as a separate assignment. It is highly recommended that you find an experienced **Run Group Coordinator** that can cover several groups for you. No other activity for which you are responsible will consume more of your time during the event.

Additional **Chair** and **Co-Chair** responsibilities:

24. Check off workers at each changeover.
25. Re-assign workers to unfilled positions if necessary.
26. Send inexperienced course workers (trainees) out with experienced workers (trainers).
27. Attempt to put experienced workers in timing & scoring.
28. Give worker instructions to workers if necessary:
29. Be available at timing & scoring to handle problems such as:
 - Wrong numbers on cars, late on grid, wrong run group;
 - Deal with drivers with timing problems (Timing & scoring crew will not have time to solve these problems);
 - Handle any matters that arise so workers are not distracted from their jobs.
30. When the run group is over, check all timing cards for class, number, name and correct times (all runs should have a legible time written in or DNS, DNF, etc.)

Support positions:

There are a number of related activities that are required to stage an event that are activities of the SFR Solo II Steering Committee (SC), and these are not the responsibility of the Chair. They should nonetheless be coordinated with before and/or during the event. Briefly these include the Solo II Chair, The Protest Chief, the Registration Chief, the Insurance Chief, The Equipment Chief, the Safety Chief, the sound monitor, the Results Chair (Chief of Scoring), and the Event Chair Chief. The current contact for these positions is included in the “contacts” section of the appendix. You should have these numbers available prior to and during the event. Though these tasks are expected to be handled by the respective Chiefs, the ultimate responsibility however for the success of the event is that of the Chair, and verification that everything is in order is highly recommended

You should also have an emergency contact for administrative/security/maintenance at the facility we are renting.

I. Pre-Event Procedures

A. Administrative Responsibilities

- Pre-event day inventory of supplies:

Perform an inventory of Motorhome supplies at the closeout of the previous event. Verify with the previous event Chair that systems were in order at event closeout, and what supplies need to be replaced. Arrange for and obtain any replacement materials.

- Insure all equipment arrives at course:

Designate or verify the person who will pickup and drive the Motorhome to the site, and equally important, who will return it. The address and contact person for the Motorhome is in the appendix. The earlier the Motorhome arrives, the easier it will be to start on schedule and allow you more time to assist the course setup crew in properly executing your course design and to respond to setup problems. Ask the Motorhome driver to check the radios before leaving for the site so they can charge on the trip.

- Registration Materials:

Verify that registration materials (including pre-printed results sheets for posting) will be there with the **Chief of Registration**. Verify that they are bringing the pre-printed results sheets.

- Insure the site is accessible:

Contact the **Scheduling Chief** for the name of the person responsible for the site. Have the name and number for Contact person for the site, and a portable telephone in case the site (gate), or facilities such as toilets, has not been opened and it is necessary to contact them. There have been instances where locked cars have been found at a site in the morning, which can only be legally towed by the site owner.

- Insure a qualified **Safety Steward** will be present:

Contact the **Safety Chief**, whose name is in the Contacts Appendix, for a list of candidates. Arrange for them before the event day. In general, the **Safety Steward** will verify that:

1. The Certificate is on site (mandatory!)
2. Minimum spectator distances of 75 feet are met
3. worker positions are safe and secure
4. red flags and fire extinguishers are on station
5. No children under 14, bicycles or skateboards are on grid or on course
6. Photographers have spotter accompaniment
7. Course boundary is a minimum of 25 feet from solid objects
8. Course speeds are kept to the mid 60s
9. Negative camber turns have been avoided if possible
10. Cars on course are not in close proximity

11. Safety aspects of the start and finish
12. Changes to conditions during the day

- Arrange for **Course Set up Workers** to arrive early:

Get commitments for your set up crew prior to the event. It takes a minimum of 10 to 12 people to set up the site, and there will be a particular need for skilled help in several areas. Critical early start tasks necessary include Grid layout, Registration Assistant (if the Registration Chief needs help at the desk or site access control), but most especially a knowledgeable person in the setup of the electronic and timing systems. Make sure you have a commitment from a sufficient number of these key people to help out with setup. The physical layout of your course design, including the inevitable in-place revisions, chalking and marking, review by the **Safety Steward** will (and should) take the majority of your time.

- Insurance Certificate:

The **Chair** should contact the **Insurance Chief** to confirm that the certificate will be delivered or faxed. It does not have to be the original, but it must be for the specific event. The event may not start without the Insurance Certificate being on-site and posted on the Motorhome. It is the responsibility of the **Insurance Chief** to have it transported to the event site, however it is the responsibility of the **Chair** to see that the event starts on schedule. It is important to note that it takes about 2 weeks for the **Insurance Chief** to obtain the insurance paperwork for a specific event, and the **Insurance Chief** will usually have these pre-approved from the SCCA when dates are known far in advance. However in some cases (where the event has been added to the schedule), this may not be true. Verify the availability in advance.

- Rent Limitation of the site:

Contact the **Chief of Scheduling** for any limitations or special conditions imposed on the site by the Owner. Specifics may include hours of operation, special noise restrictions, special local insurance waiver requirements, toilets, security, etc. It is the responsibility of the **Chair** to see that the event conforms to these restrictions.

- Design Course:

The Chair is responsible for course design, for general site layout, and for seeing that it conforms to SCCA/SFR guidelines. Although it is beyond the scope of this guide to cover the specifics of course design, those standards are part of the Referenced Documents section of this guide. Plan the entire site, not just the course. For the event to flow smoothly and be safe, all elements, parking and pits, grid, start-finish, spectators, turn workstations, circulation, must work together. Take a total approach, but it is not necessary to reinvent what has worked at a specific site for site elements. Done correctly, course design is one of the most satisfying aspects of being **Chair**.

Make sure you reproduce your design and make enough copies to distribute to the set-up crew and to post on the Motorhome and on the registration table. You need to give a copy to the Safety Steward for the record. Make sure it is clear and easy to follow with notes for any specific features you wish included. It is not unheard of for a Chair to pre-mark

key points of the course with gypsum or spray chalk the previous day, although this may not be possible for access, scheduled day before activities, or pre-sweeping reasons.

- **Layout Guidelines:**

Course length: the optimum course length is one in which the average run is around 60 seconds. This will allow three cars on the course at a time. On certain SFR sites, it may not be possible to exceed the high 40-second range (two cars), and on certain sites, design restraint may be necessary for the event schedule to be maintained. Overlap: design the course such that, with a 25 second overlap, cars on the course will not be outboard of each other in proximate turns, nor approaching one another, nor should any elements like crossovers be places such that they can be executed within 25 seconds from the start line.

Your goal, which is both mandatory for our attendance levels, and proven possible without stifling design creativity, is to create an interesting course that minimize event down time because of re-runs, course repair, etc. Consider that the effect on the event schedule of a run interruption or red flag near the course end with three cars being required to clear the course at safe (non-racing) speeds and the resultant two (or three) re-runs, is from five minutes to eight minutes and what would happen if that occurred only once per run group, and design accordingly. Safety: Design worker stations with car direction and travel distance to replace cones in mind. The Minimum spectator distance of 75 ft. and regular SFR clearance guidelines must be adhered to.

- **Start/finish arrangement**

Easy and safe access to the start line and return to grid. Allow open lane from finish for cars getting re-run to bypass and return to the start, but not without control by the **Grid Worker**. Allow staging room at the start such that the numbers of staged cars are clearly visible from the Motorhome (important! to avoid “hold start” delays while the crew identifies it). Follow accepted practice for start/finish by designing turns that force drivers to slow after the finish lights.

(Insert objects-master maps of all sites)

- **Motorhome Placement**

Design the course such that the Motorhome can be centrally placed to view both start and finish, as well as the entire course to the extent possible. There is limited visibility from working table through the front windows in the Motorhome; the crew will be able to see out both sides. You can station the “cone counter” with a radio in the front “drivers” seat if necessary.

- **Grid design:**

Double Grid: At our current level of attendance, a double grid is mandatory. Each SFR site, with the exception of Stockton (which needs to use a tandem arraignment), has ample accommodation for this, and past experience is the best guide for what works. The two main considerations for grid layout are capacity and circulation. If each grid cannot accommodate 40 to 50 cars, circulation will be choked off. With the current sites available to us, recent successful practice has been to have 4 or 5 lanes on each grid. This

means allow 10 cars per lane, which is about 150 ft long. Designate the lane nearest the course for two driver cars, and clearly mark the lanes 1 driver, 2 driver, with the “2-Driver” standup placard at each end of the lane.

(Insert object- grid schematics)

- **Location of Registration:**

Locate the Registration table and canopy where it is visible and accessible to the main pit/parking area, usually out of the circulation path to the grid and/or course. Again, stay with past practice. We are now controlling access to the site in general with a supplemental sign-up table at the main drive entrance. Provide assistance to the Registration Chief /crew if necessary to avoid early morning backup. It is not necessary to collect membership numbers here, this is done when entering at Registration, it is only to insure everyone at the site has signed the insurance waiver.

- **Sweep the course:**

At some sites, GGF for examples, it is possible to have a mechanical sweeper clean the course the day before the event. Contact the Chief of Scheduling for information.

B. Day of Event Activities

- **Course and Site Setup:**

Early arrival and Course Setup Workers: Deploy your available forces efficiently. Determine who is available and what jobs each is capable of fulfilling. Each role is important and necessary, but those with the ability to set up timing and scoring and PA equipment need to be assigned to do only that. Ask if they need help and assign it. Use the next most experienced to set grid, and the least experienced workers to help you or your course designer to set up the course. One caveat here is not to have more inexperienced people than you can handle out on the course or your course will be changing while you concentrate on another part of it. Your basic objective for setup is to have all of the pre-event activities being accomplished simultaneously and as independently of one another as possible.

- **Unpack Motorhome:**

As soon as the Motorhome arrives, dump basic contents (all event supplies except registration and cones) to your pre-determined spot next to its final location but not where it will interfere with grid or equipment setup.

- **Registration setup:**

Drive to the registration table location and unload the table, canopy, chairs, and registration materials (not the entry cards/paperwork, cash box, etc. that are the responsibility of Registration and must remain under their control!) You may leave the canopy setup until later if necessary. Have your **Registration Assistant** (if registration needs help) get registration going as early as possible by passing around sign-in sheet, etc. as directed by the Chief of Registration. Generally, Registration will not require

much of your attention but getting this going early will greatly ease group 1 grid and tech congestion and schedule slippage.

- **dump cones:**

Drive the Motorhome around the course and drop off stacks of cones for placement by your set-up crew. It is a frequent mistake to oversupply the close in first parts of the course and under supply the extremities, which will result having to hand carry them. If possible, place the numbered course worker station placards, flags, and fire extinguishers at this time.

- **Set start-finish**

Set start-finish as your first activity so your setup crew can work around it for timing and scoring equipment layout and grid. Ideally this includes actually setting cones, with the green cones designating the actual start-finish lines.

- **Rough out course:**

It is highly recommended that you or your designer concentrate on setting the key cones early to minimize creative interpretations of your design by inexperienced setup crew. Usually cones are set preliminarily and adjusted prior to lining the course. However, depending on your preference, and as long as it is consistent with SFR guidelines, you may choose to line the course before setting cones. Your ability to fine-tune and adjust the course is diminished by doing this however.

- **set grid:**

Have the grid layout pre-designed and have your crew begin setting the grid after you have marked and set the start and finish lines, but before the course is set. This will allow first run cars to grid and have their cars teched in time. Remember, there will be first run group cars on grid and being teched around the setup, so do A grid first, and if possible have run group 1 **Tech** and **Grid** start as early as possible during setup.

- **Timing start/finish photo cell setup:**

Care should be taken to not arrange the wire connection/route where an off-course incident at start or finish can damage the wires. Alignment is line of sight using the holes in the back of the box and is correct when the red lights blink rapidly. Make sure the timing boxes are ballasted against wind.

- **Timing Displays set up:**

The timing displays consist of two electronic boards, a single sided and a double sided board. They are mounted on detachable tripods, and are wired in series with a pre-wired loom on a spool stored in the cavity next to the external electrical panel . The loom has limited reach, which should be kept in mind when designing the layout. There is a pigtailed multi-pin connector terminating next to the Motorhome external panel, and the loom should be left attached at event closeout. There is a transformer on-off switch at the cord. Make sure it is turned on.

It is not absolutely necessary for either board to be visible from the motorhome; There is a separate readout in the motorhome, but it is desirable to alert the crew to a system failure and it makes it easier for the Announcer. Arrange the boards so the readout is visible from the finish line and so the **Finisher** (who can't always hear the Announcer) can clearly see the times. It is best if the other board can be seen from both the grid/start and the general area. This usually means orienting the single sided board to the finish and the double sided to the grid.

- **Public Address setup:**

The PA system, where allowed, consists of two pole mounted speakers that must be assembled and wired back to the Motorhome. If possible, arrange them to make certain that the **Starter** (radio is also mandatory) can hear one of the speakers. It is also desirable if the **Course Workers** can hear the **Announcer**. At sites where we are not allowed the use of PA and speakers, and are required to depend on radios, PA setup is simpler; The event will not be.

- **Finalize Course setup:**

Adjust Course: It is easier to adjust your course before it is lined. After you are satisfied that the course is acceptable to you and the **Safety Steward**, you can have your crew begin lining the course.

- **Safety Steward Course Certification:**

Have the designated **Safety Steward** sign off on the course prior to lining and boxing the course.

Line course: Current SFR practice is chalking the course toward the inside of the cones, and unless you prefer, there is no requirement that the lines be “tangent” with the cones. Your crew need not lift each cone for the chalker to pass.

Box cones: Have you crew box all cones including pointer cones and cones located before and after start finish. It is a good idea to have someone verify that they are all boxed.

- **Early Start Work Groups:**

Grid: It will be best if your first run group **Grid Worker** reports for assignment as part of the set-up crew and directs drivers during the course set-up. This will alleviate problems with the inverted order of start for this group and also with one-two driver car confusion. Remember that this person will have to break for course walk.

Tech: Cars on grid for the first run group are teched on the grid. It is mandatory that the **Tech Worker** begin during the set up.

Announcer: You will need someone to staff the PA system (or for no PA system allowed sites, to staff the radio) and keep participants apprised of the schedule, announce course .

- **Course Walk:**

Allow the maximum time for course walk, and maintain the pre-published schedule for the course walk. As soon as the course is set, announce that it is open for walking. Also announce that there will be a Rookie guided course walk prior to the Drivers Meeting.

- **Drivers Meeting:**

It is frequently advantageous for the Chair to designate someone to conduct the Drivers Meeting because the morning meeting happens during particularly demanding pre-event activities. The appendix contains an abstract of topics that should be covered, and it is a good idea to reproduce this for handout to whomever will conduct the meeting. The meeting should be conducted by a participant knowledgeable about the topics to be covered, can answer any questions that participants may have, and be familiar with any new or changed procedures in effect for the event. It will help the event schedule if the meeting is kept to a minimum.

- **Novice orientation:**

Designate someone to conduct a separate Novice Orientation meeting following the regular meeting. Discuss the availability of Novice Mentors, ride along instructors, etc., as well as responding to any questions.

- **First run Group Workers:**

Announce that first run group workers should staff their posts now. Have your **Run Group Coordinator** check off positions. If flags, radios, fire extinguishers have not been taken out to the course, have the first run course workers do this.

- **Start the Event:**

Now comes the easy part! Satisfy yourself that all of the systems are operating properly. Maintain schedule. As soon as the course workers are in place, have the Grid get cars at the start. The first single car run allows you to make sure the timing and all systems are operational. Make sure you announce that the course is hot.

II. Event Operations

A. Work Assignments

The revised single sided worker signup sheets allow for quick review of the available staff for each run group, and where any worker position shortages are going to occur. Workers needed to staff each run can be sorted into three areas:

- The Motorhome (scoring/timing/announcing, etc.),
- Run Operations (grid/start/finish), and
- Course (experienced/rookie)

Ideally, all will be filled on a volunteer basis at the time of signup, but in reality, many of the “skilled” positions will be blanks on the signup form, and will have to be reconciled at each run group changeover. This is time consuming, and (multiplied by seven groups)

a major source of schedule slippage. It will be frequently necessary to just appoint “volunteers”. The Chair has final say regarding on-the-job training for the reluctant.

Note that even though reviews of run group participation is done periodically and adjustments made, it may sometimes so be necessary to shuffle workers between groups or request extra help when a small work group is paired with a large run group. The event schedule will slip when too few Turn Workers have to run long distances to replace the course.

Rookie and first timer (there is a difference) assignments: The signup form makes it easy to pair Rookies to observe and help a more experienced worker even at course stations. If a first timer is willing to learn a specialty position, encourage it but make sure it is under supervision.

B. Number required for each run group

The following is the run group worker requirement for a normal run group. Where no number is indicated, it is either optional, a luxury if workers are available, or in the case of Coursework, the worker pool remaining.

In the Motorhome:

- (1) **Card Sorter**
- (1) **Timer/Scorer**
- (1) **Announcer** (cone counter if no PA)
- (1) **Cone Counter/ Radio**
- (x) **Results Poster** (it will forestall scoring problems but optional if shorthanded)

Run Operations:

- (x) **Run Group Coordinator** (see discussion)
- (1) **Grid**
- (1) **Tech.** (2 min. during early run groups; None after 1:00PM Tech close)
- (1) **Starter**
- (1) **Time Slip/Finisher**
- (x) **Registration Assistant** (mandatory during first run group, desirable thereafter)

Coursework:

- (x) **Turn Workers (experienced)**
- (x) **Turn Workers (Novice)**

C. Maintaining Schedule

- The first run group:

It is critical that the first run group starts on time (you may not start the event early), and that you monitor progress during the day to see it conforms to your pre-determined schedule. Determine beforehand what sunset (for winter events) and what site lease limitations (i.e., late start, designated finish time) are in effect.

- **Schedule Adjustment:**

With three runs per entrant already mandated, there is not much latitude to make corrections once you fall behind.

- **Optional morning fun runs:**

At our current level of participation, there will usually be no opportunity to offer fun runs after the conclusion of the morning run groups.

- **Afternoon run group Course walk and Drivers Meeting:**

Held at the conclusion of the fourth run group. Both are mandatory. Your only real opportunity to cut time if necessary at this point is to reduce the mid-day walkthrough to a half hour.

- **Fun Runs:**

If time allows, fun runs are staged with the provisions that participants will share work assignments and assist in the course takedown. Fun runs are organized by determining the available time remaining, and holding quick drivers meeting to divide the pool of participants into two groups. One group works while the other drives. Generally, Drivers licenses are collected at the meeting and held until the event is concluded and the site picked up and the Motorhome packed. If you do not collect licenses, you will be lonely when it is time to break down the course and pack the Motorhome.

D. Worker Changeover:

Have the **Announcer** call for the next work group workers early and often. A good indicator is the start of the third run. If you wait much past that, you are probably going to cause someone to work beyond their assignment (or lose time).

Changeover-on-the-fly:

This is now fundamental for operations. It is necessary to maintain (and recapture) time by making work group changes during the last runs when the course is still hot. Use caution during these hot course changeovers. Have the **Announcer** keep everyone aware of the status of the course, and make workers be especially alert during the changeover and walk to station. In general follow these steps:

1. Announce that cars must be on the grid for the next group **IMMEDIATELY**.

As soon as its empty, fill it up with the next group. Announce the workers for the next group, maybe twenty minutes before you predict the end of the group.

2. If tech is on grid (not our current practice), commence with tech **IMMEDIATELY**.
3. Find the **Grid** Person first. Have them make sure 1 and 2 driver cars are in the correct line.
4. The new Card Sorter must immediately go to each car, and, pick up the cards, and note that they have been teched. Card Sorter must SORT the cards in numerical order, and then take them to the Motorhome. This must be done ASAP, long before the conclusion of the preceding group. Do not wait for late arrivals on grid: the responsibility for making grid and getting the card in is the drivers, and late on grid is at the discretion of the Chair.
5. Send out the course workers to replace the current course workers as **the Run Group Coordinator** checks them off. Make sure that all the workers understand which station they are assigned to by placard number and that they are REPLACING the people out there (otherwise they will head off for an unstaffed station). Instruct them to tell the workers on course that they are replacing them and that they can come in. This can be staggered; obviously, it's dangerous to have a mob of people walking out on a "hot" course. Err on the side of safety, but start this EARLY.
6. The Motorhome: When swapping timing and scoring crews on-the-fly, it is crucial that the cards with runs left remain and are not put away with the finished cards. Don't confuse the two piles. The two card sorters must work together on this. The **Poster** will still be working.
7. Swap Motorhome crews before the end of the last group (or in the beginning of the next group). If it's too crowded, swap one position at a time.
8. **Starter**: Before relieving the starter, the replacement starter should learn the current send off interval and course location of the following car.
9. Upon completion of the current run group, the **Grid Person** of the next group can IMMEDIATELY begin sending cars up to the line. If done perfectly, the first car will be staged at the line directly behind the last car of the proceeding run group and go out in 25 seconds.

E. Event Scoring and Results Collection

The tabulation of results is not the responsibility of the **Chair**, but collection is, and it is interesting that during the course of the event, the registration cards are handled by almost every worker position except course workers. It is your responsibility to fill the worker positions during the event and to see that scoring is accomplished correctly, but later tabulation is by the **Chief of Scoring**. At the end of each run group (after posting is finished by the **Results Poster**), the results cards are filed at the back of the slotted box for collection. The **Chief of Scoring** will pick up the tabulated cards at the end of the day. They are usually left organized by run group (it makes it easier for timing and

scoring problems to be resolved) although this is not critical because the spreadsheet/database that the **Chief of Scoring** uses, organizes them all after they are keyed them in.

It's faster and easier for the **Chief of Scoring** to do this later (and it will still take a lot of time—250 plus names, double check classes, have they moved, changed cars, index, etc.)

The **Chair's** responsibility here is to make sure that all those who did not work (DNW) are so noted on the worker sheets, or on the cards (a rare event). When the **Chief of Scoring** picks up the cards, the **Chief of Scoring** also picks up the sign up sheets, and will double check the two when all the rest of the sorting is done.

It is optimal if the **Chair**, or somebody, could make sure the **Chief of Scoring** gets the cards after an event when the **Chief of Scoring** runs in the a.m. Otherwise, they will have to stay all day. If the **Chief of Scoring** cannot stay, the **Chair** must arrange for the cards to be delivered.

Note: real-time/on site data entry has been tried and has not been found to be feasible.

F. Emergencies

Fortunately, the procedures for incident/injury reporting have not been needed very often but it should be clear what would need to be done if an incident should occur during your event. Locate the **Safety Steward** immediately. The reporting of the incident for insurance purposes is not the responsibility of the **Chair**, though you will likely need to provide supporting information, and you will have to determine the best course of action to keep the event moving. Should it be necessary to call for immediate help, do so in conjunction with the **Safety Steward**. Property damage reports and injury report forms are in the Motorhome.

Always make sure there is a cell phone available to summon help if necessary

G. Description of Timing & Scoring Assignments

A brief word about Timing and Scoring operations is necessary because they (are really what we are there for and) must be accomplished error free. Timing and Scoring involves the close coordination and a very rapid 25 second cycle of interaction by the Motorhome crew, which make these positions among the most highly skilled and stressful of the worker positions. A competent Motorhome crew is like gold to a Chair and the **Run Group Coordinator** should be conservative when assigning non-volunteers to these positions.

To quickly describe the basic flow of paper after each individual card is retrieved from the grid by the **Card Sorter**. The **Card Sorter** sorts them by number, hands them individually to the **Announcer** for the public address, who then hands to the **Scorer** for recording times adjusted as directed by the **Pylon Counter** who is monitoring the course

by radio. They then are given to the **Results Poster** for public posting, who then returns to the **Card Sorter** ready for the next run. Usual practice in the Motorhome has been to have the **Card Sorter** sitting on the small table with the slotted box. The **Scorer** sits directly at the timer on the large table with the **Announcer** at the microphone station opposite. The **Pylon Counter** usually sits in the front seat with a clear view of the course. Practiced crews vary this, and even omit one or more positions in the name of calmness.

This worker description will be covered in the usual order the cards are handled.

- **Card Sorter**

Get to the grid early and collect cards from the windshield. Organize timing cards in numerical order and file them however you are comfortable in the slotted box (or just hand held if you prefer). Observe the staged cars at the line and locate the correct card for each car as it approaches the start line; give the card to the **Announcer** before the car gets to the start line. Receive cards back from the **Scorer** after the run and set it aside for the **Poster** to collect (some **Card Sorters** have the **Scorer** set it on the table for pick up directly by the **Poster**). Receive the cards returned back from the **Poster**, sort them into order ready to hand to the **Announcer** at the cars next run. If you cannot find a card for a car at the start, request the announcer to hold the start until the card is found. If a car at the start has incorrect numbers or no numbers, notify the announcer, who may call the **Starter** for clarification. You must do these operations on a 25-second cycle.

When the run group is over, do a quick check for incomplete runs and have the **Announcer** make a public “last chance” call for missing runs. If there have been any results/timing problems for an entrant, call for the driver to bring their timing slips to be verified. At the completion of the run group, bundle the completed cards and place them in the back of the slotted box.

- **Announcer**

The **Announcer** receives the card from the **Card Sorter** as the car reaches the line and announces the following: all car numbers and drivers (and sponsors), before handing the card to the **Scorer**. When the car completes its run, the **Announcer** will call: the finish times, and possibly some run notes; During the run group, call for opening of grid and call of workers for next group; any special announcements. The **Announcer** should watch the course when possible so he can call for a red flag or a hold of the start when necessary. The **Announcer** may also send a car back from the start line if it has incorrect numbers, no numbers, or no timing card.

- **Scorer**

The **Scorer** receives the cards from the **Announcer** and monitors the timer and each car as it navigates the course, noting finishing times and cone count or DNFs as they are reported by radio to the **Pylon Counter**. The recorded time is the raw “scratch” time with the cones or DNF also noted. The Chief of Scoring will make the adjustments later. Always mark the time even if it is a DNF; It may be the subject of a protest. After

marking the card, hand it back to the **Card Sorter** or set it aside for the **Poster** to pick up.

Verify correct operation of timing system and monitor it during the run group. The only thing that you need to touch on the back of the timer is the power switch. The start and finish triggers and the displays should be plugged in to the plugs that are installed on the side of the Motorhome, under the hatch.

One additional thing to be aware of - if the generator is on, check the light on top of the black wall wart that powers the timer. If the light is off, make sure the wall wart is firmly plugged into the power strip, and that the power strip is turned on. The timer does have a battery that it runs off of, but the battery only lasts so long, and may run out unexpectedly.

Instructions for working the timer: There are plugs on the back for the start and stop triggers, as well as at least one for the display. The power switch is also on the back.

There is an "INIT" toggle switch on the front near the middle on the right side. When you first sit down it is a good idea to flip this switch to clear out everything. Note, this will lose all the old finished times so make sure the old motorhome crew doesn't need this info first.

If the timer is beeping continuously, one or both of the sensors is not in alignment or not connected. Verify the connections, then verify the alignment by checking the lights on the boxes. Have someone walk through the start then the finish to verify you get a time.

You will hear a single beep whenever somebody trips either the start, or two small beeps for the finish light.

There are 4 displays, and 4 possible cars can be on course at any given time:

The most recent finish will be on display 3, the top right one. This is what the announcer and scorer will read.

The previous finish will be on display 4, lower right. In case you forget to announce or record it, the time is not lost until another car finishes.

The current active car on course (closest to the finish) is on 2, lower left.

The other car on course (just beginning) is on 1, top left. All others are not displayed but are recorded.

As soon as the first car crosses the start lights, the timer will beep and a running time will start to appear in box 2. If it doesn't, your start trigger is probably broken. Have the **Announcer** call a hold the start and test it by having someone walk through the lights.

If somebody finishes the course, but the timer doesn't beep and the running clock doesn't stop then there is a problem with the finish lights. Hold the starts and test it by having someone walk through the lights.

If somebody accidentally walks through the finish lights, you can "undo" this by pressing the "RESET FINISH" button. This will allow you to get a clean time on the car about to finish without having to hold the start. The false time that appeared in box 3 will return to the last car to finish until the next car finishes and then it will display in 3. This will save giving reruns!!!! Please reread this!!!!

If somebody walks through the start lights, you can "undo" this by pressing the "RESET START". This will allow you to start the next car as normal without having to trigger a finish. The display should not be affected.

If somebody misses the finish lights, either by spinning around them and just driving off DNF or by a mechanical being pushed off course, you can trigger a finish by hitting the "FINISH" button. A time will appear in box 3. If there is another car on course, that has not been red flagged, his time will appear as normal.

Note: If the lights ever fail we can theoretically run completely manually using the "START" and "FINISH" manual buttons, but that is not an acceptable procedure.

Timer "cheat sheet":

Constant beeping means 1 or more sensors not connected or mis-aligned.

Single beep means a sensor was triggered OK.

"INIT" toggle clears all displays and starts fresh.

Most recent finish on display 3. Previous finish on 4. Current cars on 2 or 1.

"RESET START" or "RESET FINISH" undoes somebody walking through lights.

"START" or "FINISH" manually triggers the lights if somebody misses them.

- **Pylon Counter**

Take a position in front of the Motorhome where you can see most of the course, usually the front passenger seat. Both visually, and with radio interface with **Turn Workers**, relay the cone count and any DNF's from the course to the **Scorer**. Verify car numbers and clarify any situation you observe if necessary before reporting to the **Scorer**. Remember, **Turn Workers** are the only ones who can officially report cones.

- **Results Poster**

. The **Results Poster** will collect cards from the **Card Sorter** or the **Scorer** and post times on the posted timing sheets; (if not preprinted) group times by run group (class if possible); put up new, blank scoring sheets on motorhome when necessary (blank sheets are in the filing cabinet). The **Results Poster** should post results through out the duration of run group. The **Results Poster** should wait for about five cars to go, then grab the cards, which should be stacked convenient, go and post those times, then return the cards

to the card sorter (it must be immediately available to the scorer for the next run), grab the next pile, and so on.

The Registration crew has preprinted the posted timing sheets with the name, number and class. The **Scorer** for the first group should make sure those are taped to the back of the Motorhome, or locate them, or put blank sheets up if necessary

H. Description of Run Operations Assignments:

- **Run Group Coordinator (see Chair/co-Chair)**

Unless these duties are wholly/partially being fulfilled by the **Chair** or **Co-Chair**, the **Run Group Coordinator** is a full run group assignment. Go to the registration table before each run group and bring the current signup sheet for that group to the Motorhome. Check off workers; re-assign workers to unfilled positions if necessary; give worker instructions to the grid workers and Timing & Scoring crew if necessary. Be available at the motorhome when not engaged in any of the items throughout the run group to handle any timing & scoring problems; check all timing cards for completeness after the run group is over.

- **Grid**

In the San Francisco Region, it is vital that cars leave the line every 25 seconds, and that includes the period during run group changeover. The primary responsibility of **Grid** is to insure that cars ready at the start line are always staged and that the pipeline never runs dry. Your second most important task is to make sure that two-driver cars are sequenced in such that there are no two-driver changeovers left at the end of the run group to impact the schedule. Your third most important task is to make sure that cars are sent to the start line sequentially in a “run, one plus run” order. To the best extent possible, make sure the two-driver cars are sent out in a manner that keeps them on the same run as the one-driver cars.

There are several keys to accomplishing this. Although we have standing placards identifying A and B Grid, and two driver lines, you can forestall problems by getting on station early (during staging if possible), verifying that everyone in the two-driver line is a two driver car, helping the **Card Sorter** verify that they have registration cards teched (or annual tech stickers), and that they are filled out properly. Your job will be to help resolve any card deficiencies that will interfere with your managing the grid during the run (i.e. sending a car back to tech if it is not tech on grid). You can also gauge at this time by the percentage of two driver cars stages how you are going to need to manage them.

The **Card Sorter** will verify that car class, number, name and tech check off are complete. The card will be collected Numerically, which will help in sorting them in the motorhome during the run. Late arrivals to the grid may have to run their own card to the **Card Sorter** in the motorhome, but do not (!) allow any driver to delay the event.

Before you begin to direct cars to the start from any line, make sure every driver/car in the line is ready to go. Make another driver find a missing driver. Do not (!) allow driver inattention to delay staging. Send cars to the start staging area in an organized manner (no more than three or four cars should be in the staging area at any time).

Send the entire two-driver line out first, followed by the next adjacent single-driver line. When the next two-driver cars come up, sequence them in and send them immediately, even if it is one car at a time, and even if the first single driver line is still emptying. Work your way through each adjacent second adjacent single-driver line, continuing until each participant in the group has had their first run. Repeat the process, always sending out two-drivers as they come up. Driver changeover time at the end of the run group is dead time, and in some instances, it may be necessary to direct them to complete their runs in the next run group. It is good practice to memorize the first and last car in each line, but if you are unsure of the number of runs a line has had, ask drivers as they come up.

Re-runs: Cars being allowed a re-run should come off the finish line and be sent immediately back to the start, bypassing the grid, subject to the traffic already staged and any safety considerations. Note that there is a 10minute/five-car delay provision in the Solo II rules for reruns.

First Run Group: grid is sent out in reverse order without regard to whether it is a two-driver car (two driver cars should be told they are to return from their first run to the designated two driver line). Have cars stage at the front and back to the last place in a row until that line is full before going on to fill the next line. Last to arrive at grid is the first out: All other groups run “as staged”.

- **Tech**

We are now part of a national pilot program for an annual tech, but it is limited to cars (and drivers) that meet certain criteria. For those that need by-event inspection, the task involves performing technical inspection on cars to verify that they meet SCCA safety requirements before they are allowed to run. Except for the first run group tech on grid, the tech station will be located as designated by the Chair. Note that Tech is not performed past a certain designated time so it is not a work assignment for late afternoon run groups. Get to your station early. Check items on the back of the timing card and sign off each car that passes. If cars do not obviously pass tech inspection, and there is a dispute, or if you are unsure, call the **Tech Supervisor** (if available) or **Safety Steward** for resolution.

It is beyond the scope of the guide to fully explain SCCA/SFR tech requirements. There is a complete description of tasks included in the appendix section, but in general, during tech inspection, you will check at least the following to determine the safety of a car:

1. Battery brackets must be secure.
2. Wheel bearings, shock absorbers, steering and suspension must be in good operating condition. Be prepared to jack up at least one wheel of your car for this check.

3. Fuel, oil and brake fluid lines and fittings should be checked for leaks. Fluid reservoirs will be checked for adequate levels.
4. Adequate operation of brake pedal.
5. Adequate seat belt operation.
6. loose items
7. Helmet

- **Starter**

The **Starter** is one of the more demanding assignments and requires experience. Misjudgment on the part of the **Starter** can have substantial schedule consequences, so the **Starter** must have total “course presence”. You must visually monitor the entire course, all other course workstations, as well as the **Announcer**. Timing problems will usually be announced over the PA (but it is mandatory for the **Starter** to have a radio) and sending a car out incorrectly will result in a re-run-induced delay. Likewise, a red flag or a spin at any part of the course, if not caught by the **Starter**, will result in that car circulating the course under a caution, a substantial delay. When instructed to hold the start for any reason, acknowledge it to the Motorhome and the visually to the next driver.

Using the green flag, signal cars to start the course; the **Starter** is responsible for establishing proper overlap, ensuring safe starting distances for all cars entering the course, and holding the start if an unsafe situation develops. Verify from the previous starter or Chair where on the course it is safe to start the next car. In some instances, you must use your judgement to make small adjustments if a particularly fast car is staged following an obviously slow car. You may also be called upon by the timing and scoring crew to clarify obscured or missing number problems.

Every car should all stage the same relative to the line, generally require each driver to bring the front of the car to the line. Check the cones in the vicinity of the start after each car passes. You are the turn worker for the start, and report any downed cones to the cone counter or scorer. After the start is cleared, motion the next car to the line.

Acknowledge the next car coming to the line and let them know that they are in the right place. Watch the course right up to the time you will start the next car, and be ready to hold the start if a problem out on the course develops. Make sure the driver of the next car acknowledges being ready. Do a last minute course check and then send the next car out.

- **Time Slips/Finisher**

Stationed at the finish line. Writes down the time for each car coming off course and hand the time slips to the driver. Write the raw (scratch) time down as it appears on the reader board, not the cone count adjusted time, and write the scratch time down even if it has been called in as a DNF. If it is possible write the number of cones/DNF down under the scratch time, but although a nice touch, this is not (usually) possible. Timing and Scoring is the responsibility of the Motorhome crew. You should however, be able to hear the **Announcer** (this station should be radio equipped) and must be able to see timing reader board. Before heading out to the finish line station, collect blank timing

slips (currently just a pad of Post-it Notes) and pen so you don't run out (or check early with the previous run group Finisher). If it is raining, bring several pens. Always be aware of the potential for driver error through the finish line. Unlike the Starter, this position is subject to interaction with drivers in varying moods as they come off the course.

- **Registration Assistance**

This position is not under the jurisdiction of the Chair. Registration usually solicits their own crew of volunteers (make sure they are credited with their work assignment though), but the Registration crew sometimes needs help. Assist the Registration staff with registering entrants; obtain supplies from the filing cabinet in the motorhome when necessary; circulate the waiver through the registration line or among nearby spectators (or help staff the site sign-in waiver table). Help erect the canopy in the morning.

I. Description of Course Work Assignments:

- **Turn Workers**

Turn (course) workers staff predetermined positions on course marked with the freestanding placards, stations #1 through #8. Your responsibilities include monitoring your portion of the course for safety, replacing displaced cones, reporting cone (penalty) counts and Did Not Finish (DNF's) to Timing and Scoring, and flagging drivers on course.

Each station is equipped with a radio, red flag, and fire extinguisher, and should be staffed with a minimum of two workers, at least one of whom is experienced. You should have checked off either "experienced" or "novice" on the worker signup sheet to facilitate safe staffing of the station. If you are experienced, don't assign yourself to a particular station just because you want to observe a key corner when the "experienced" position is filled; The safe operation of the event comes first. Consider that many Novices just don't have the "rhythm" of the interval between cars and the time needed to safely repair the course.

It is best, if sufficient workers are available for a station, that one work radio and one "runner" replaces cones. Flags should be kept furled, not rolled, behind the back unless being shown, usually by the "runner". Displaced cones should be reported visually and by radio to Timing and Scoring. If a displaced cone counts as a hit, hold it over your head (briefly) before replacing it. If it does not count, replace it and use the baseball hand signal for "safe". In both cases, the "runner" will make sure the person with the radio calls it in.

Make sure you understand the basic rules of what constitutes a cone penalty or DNF, reviewed here as follows:

1. If a cone is knocked down, regardless of where it lands, it counts as one cone,.
2. If a cone is moved but still standing with no part of it touching the box, it counts as one cone.

3. If a cone is moved but still standing and with any part of it touching the box, it does not count.
4. Pointer cones (ie, already laying down) do not count.
5. A displaced (as above) slalom cone with its pointer cone together, count as one cone.
6. A DNF is scored when a driver goes off course entirely (with all wheels), and fails to reenter at the same spot or “upstream”, or misses a slalom or goes around a slalom pointer cone backwards.

When in doubt, check with the experienced worker. When you call in a cone or report a DNF, be sure to include the number of cones that count against the run (or DNF), car number (or best description if you can't get the number) and your corner station. It will alleviate confusion and the Timing and Scoring crew will thank you.

You can save time (and be safer) if you have one worker toss a replacement to the “runner”, particularly for cones that have been displaced a great distance or carried away under a car.

When instructed by the announcer or radio worker, red flag cars by vigorously waving the red flag as close to the approaching drivers line of site as is safe. If an unsafe situation arises, you should red flag cars without being instructed to do so. It is not correct practice to red-flag a car solely because a cone is still down, however you should red-flag a car if a course worker is in an unsafe position (which should not happen but it does). If replacing a downed cone may put you in an unsafe position, wait for the car to pass. The driver may stop and acknowledge the downed cone for an automatic rerun, and in that event, call in the re-run to Timing and Scoring, but in no case allow yourself to be put into an unsafe position for the sake of a cone.

Report before the start of your assigned run group. First run group workers will take red flags or radios to their position if they were not placed there during setup; Subsequent groups should verify they are where needed for safe operation. Check that the course in your area is set properly at the start of the run group; retrieve and replace any cones that are hit or moved. replenish your supply of replacement cones if possible.

One final note on coursework. The Turn Worker is the work assignment most exposed to injury. At all times on course, be aware of the operation of the entire course and all cars, never turn your back on car. While it is possible to considerably delay an event through unnecessary use of a red flag, remember that the basic role of course work is safety. The **Turn Worker** is closest to the course, so if you have any doubt, use the flag; a **Turn Worker** will never be criticized for exercising their best judgment in flagging an unsafe situation.

- **Worker-in-training**

If there are sufficient numbers of workers for a run group, and with the permission of the **Chair**, a worker, to learn a new position, may observe an experienced worker as their assignment. It is better if participants volunteer to learn new positions in addition to their regular assignment. Tell them to make sure their assignment is checked off.

III. Event Closeout

A. Break the course down:

Workers can be hard to find after the last run group, unless the day was closed out with fun runs, in which case the Chair holds drivers licenses. Use the PA to announce:

- The last course work group (or fun run drivers) should assemble cones in collectable stacks for pick up.
- Bring in radios, flags, fire extinguishers separately for packing in the Motorhome.
- While the Motorhome is being shutdown, assign crews to perform the following:
- Survey the area for trash and empty our containers into the site dumpster.
- Do a quick check for left items.
- Make sure all loaner helmets are turned in and a license returned.

B. Motorhome Shutdown

- Pack the Motorhome in the correct order. If everything does not fit, it was not packed correctly.
 1. Turn off the timer
 2. Turn off the PA system (If you supplied a CD, be sure to remove it from the CD player!)
 3. Turn off the generator
 4. Disconnect all exterior cables (PA, timing)
 5. Close all of the hatches
 6. Retract and secure the awnings
 7. Interior:
 - a. Clean up all garbage, empty cans, etc.
 - b. Fold up the small table on the passenger side of the RV
 - c. Put the radios in the chargers (check they are seated) in the overhead bin.
 - d. Put the card sorter in the bin recessed in the counter
 - e. Put extra pens, tape, post-its back in the correct drawers
 - f. Put the microphone back in the holder on the wall
 - g. Put the two displays under the timing table
 - h. Put the two speakers up against the small table in the overhead bunk.
 - i. Use the yellow strap to hold the speakers in place
 - j. Shut and lock all of the windows and close the window shades.

8. Load up the rear:
 - a. Clean up all garbage, empty cans, etc.
 - b. Hang helmets on the helmet rack
 - c. Roll up timing wires (blue reels), place inside reflector boxes
 - d. Put the timer lights, reflector boxes on shelf
 - e. Put the fire extinguishers in the trash cans in left side bin
 - f. Roll up and put the flags in the bin
 - g. Put the brooms in the bin
 - h. Put the leaf blowers in the bin
 - i. Drive the RV around and pick up all the cones. Stack the cones as far forward as possible.
 - j. After all the cones are in the RV, stop by registration and pick up the tables. The tables go across the RV, from the front of the bin to the passenger side, standing on their sides, in the wood brackets. They separate the cones from the rest of the storage area.
 - k. Put the generator in the corner between the tables and the bin
 - l. Put the four gravel buckets that are used to hold down the corners of the EZ-Up up against the tables.
 - m. Put the four water jugs on top of the gravel buckets
 - n. Empty the big white cooler chest, and throw it on top of the cones
 - o. Put the registration chairs in, standing up against the bin
 - p. Put the chalkers in, against the bin. Put any extra gypsum on top of the chalkers.
 - q. Put in the blue sheetrock box
 - r. Put in the EZ-Up, standing up, as far forward as possible
 - s. Put in the jack, as far forward as possible
 - t. Put all the helmets on the helmet rack. Check for left licences on the clips.
 - u. Empty the garbage cans, stack, and put in the back. Since these are light, if there isn't room, just stack them on top, where ever they fit.
9. Everything should have fit, so close and lock all the doors...

C. Trash:

The final event activity is the least rewarding (or dignified), but far from the least important. It is the responsibility of the **Chair** to see that the trash containers at the site have been emptied into the on-site dumpsters. Check for conditions or anything left on the site grounds that the site management would be displeased with. If anything of value has been turned in or reported (quite common), it is a nice gesture to store it in the Motorhome and post it on the web site.

Related Documents

- General Competition Rules
- SCCA solo 2 Rules, current edition
- SFR Supplements
- Course design Manual

Appendices

- Event Check List (form)
- Inventory of Consumable Supplies (form)
- Drivers Meeting Topic Abstract (form)
- Tech Checklist (form)
- Site Master maps (omitted from this printing)
- Local Contacts (last updated xx/xx/xx) (omitted from this printing)

Event Checklist

- **Before the event, have you?**
 - Done your Pre-event day inventory of supplies
 - Designed Course
 - Made copies for distribution to set up crew
 - Contacted and arranged for the Motorhome to be driven to the site
 - Insured a qualified **Safety Steward** will be present
 - Arranged for **Course Set up Workers** to arrive early
 - Received (or verified delivered) copy of insurance certificate
 - Gotten commitments for sufficient set up crew

- **On the day of the event, have you?**
 - Verified that the course is safe, legal and set up to your satisfaction
 - Posted Insurance Certificate on motorhome
 - Insured all systems and equipment are properly set up and operational
 - Gotten course approval from Safety Steward
 - Designated someone (or yourself) to conduct the Driver Meeting
 - Announced worker call for first run group

- **After the event:**
 - Picked up the course, fire extinguishers, flags, and all other equipment and pack neatly in motorhome.
 - Emptied garbage cans (if possible)
 - Collected all timing cards and give them to **Results Chief**, or their designate.

Event Supplies

- 4 Bags of lime athletic marker, Dolomark or equal
OSH is a good source (Note: garden gypsum cakes up and clogs the dispenser.
Look in the Cement Dept.)
- Gypsum board pieces (for boxing cones)
- Oil Dry
- Ball point pens
- Masking tape
- Post-it Notes

By others to verify:

- The Registration Box (usually kept in the Motorhome)
- Registration Forms (a registration function but a pain if there are none)
 - Pre-Printed numbers (same)

Miscellaneous:

Check to see if everything is in the first aid kit

Drivers Meeting Checklist

Topics to be covered should include:

- **General:**

1. Special Site notes (Stockton waiver, Marina Clean up, Golden Gate no PA)
2. Number of runs/ closing time
3. NO speeding or scrubbing tires (cause for expulsion)
4. Mention help with tear down (afternoon meeting)
5. Rookie course walk and lunch course walk
6. Reminder of registration and tech close
7. Grid procedures, two driver cars
8. Grid procedures, one or two grids
9. Restroom locations
10. Keep the area clean

- **Safety:**

11. NO speeding or tire scrub in pits or general area
12. Never turn back on cars
13. No hand out of car windows
14. Watch children and pets in pit area
15. Photographers need spotter and permission from Chair

- **Course Work:**

16. Report early for work group
17. volunteer for specialty positions
18. Always watch cars, Never turn your back on a car
19. Pay attention. No sitting, excessive talking. NO cell phones. NO smoking
20. Flag procedures. How to use red flag/when to use red flag
21. Watch back of car for pylon movement
22. When not to go for a cone(88 ft./sec = 60 MPH)
23. When does a cone count for a penalty
24. Radio procedures
25. How to signal by hand
26. Quick turn around/Listen for announcements
27. special topics or notes:

Tech Inspection Checklist

1. Approach car and inspect overall condition. Make sure no body panels are falling off or there's anything else dangerous on the car.
2. Enter vehicle and check inside is clean. Floor mats removed if not held down.
3. Verify brake pedal works and holds pressure. (Step on it!)
4. Verify seatbelt locks under tension. Check for any frays on webbing. Check that after market belts are adequately anchored and are acceptable type.
5. Check helmets. Should be SNELL approved 90 not DOT only. M (motorcycle) helmets are OK for Solo2.
6. If car has a roll cage, check that there is enough padding and it's secured.
7. Exit vehicle and check inside trunk. If battery is back there, check it too.
8. Check under the hood.
9. Check for strong battery tie down and cover over terminals. If in a different location, verify wiring is covered and not pinched anywhere.
10. Quickly check major belts and hoses for squishiness or cracks or excessive play. Squeeze them and pull on them.
11. Verify throttle return springs and throttle action does not stick, etc.
12. Check spark plugs wires are all fully connected and neat.
13. Check brake master cylinder for leaks.
14. Verify coolant overflow bottle.
15. Close hood and verify locking mechanism or lock pins.
16. Check wheels, for cracks and clearance and suitability.
17. Check lug nuts (all are there, can't move by hand).
18. Shake wheels for play. Give them a solid push/pull.

19. Check tires for cracks, under-inflation, cord, etc.
20. Take a quick look underneath for anything obviously broken or leaking.
21. Optionally, verify:
22. Sign tech card. Report all oddities, even if small and acceptable.

That procedure can be done in under 2 minutes. You can also add, perhaps at larger events or on cars that have never been teched before:

Verify thread engagement of wheel nuts.

23. Jack up car and check wheel bearing play.
24. Check suspension parts such as bushings and CV boots.
25. Proper numbers and class stickers or magnetics. [Not tech's responsibility]
26. Time card filled out correctly.

For those teching mod cars and karts can you please also check this:

27. Play in suspension and steering mechanisms.
28. All locks on rod ends are tightened.
29. Certain important things should be wire-tied. (hubs, etc.)
30. Battery is completely held down and no loose wires showing.
31. No excessive leaks from tranny or anywhere else.
32. Proper action on the shifter.
33. Full motion on throttle cable (no sticking). Cable stops on tight.
34. Double check throttle return springs.
35. Fuel cell and lines are all connected properly and in good shape, no leaks.
36. Fuel pump is bolted down securely and looks in good shape.
37. Carb is secured and airbox is connected properly.
38. Verify All bodywork is fastened down.