

HOW TO RUN A SOLO II PROGRAM
(Philadelphia Region SCCA – last updated July 2005)

This guide will help the Solo II Chairs, the Event Chiefs and the Solo II Chiefs put on successful events. It is intended as a guideline, and should be updated each season. It was originally compiled for the Philadelphia region in 1996 by Ken Buck, then the Solo II Chairman. He admits that he “pirated” it from several places, including the Arkansas Region, the Finger Lakes Region (with thanks to Kate Hughes), brochures collected over the years and people in the Philadelphia Region, too numerous to mention.

Please understand that this is very much a “work in progress.” It is written as a guide, specific to Philadelphia Region’s solo program, but applicable to almost every solo program in the country. Please feel free to send recommendations for improvement to author Ken Buck at acouplebucks@comcast.net. Updates will be made regularly using your input. The overall objective is to help every autocross club put on organized, safe events.

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INTRODUCTION

The purpose of this writing is to help guide the Solo II Chair through the necessary steps to put on a typical Solo II series. These notes are intended as guidelines and checklists, they are not 100% accurate for every region. Please feel free to change these notes to satisfy your regions needs. If you find any additions or corrections, please notify me (acouplebucks@comcast.net) so I can make the needed changes. This is a growing piece of literature, and I intend to update as necessary.

What does it take to be a Solo II Chair? Dedication. This may sound like a cliché, but it is true. You are looking at 20-40 hours a week, 50 weeks a year to put on a top notch Solo II program. This includes promotional time, or “Q & A” time. Time spent promoting the events and the region. If you just want to run a program as is, without growth, the job may be cut back to 2-10 hours weekly. Additionally, you need support. Build a team of soloists to help out. This will include your “Chiefs” or head workers for registration, tech, timing, staging, flagging and communications, and safety stewards. If possible, develop these workers into a regional solo board, a group that meets occasionally to discuss past events, and helps the chair plan for future events. Many regions have this group who run the program instead of one person. This group effort relieves most of the pressure from the chairman, lengthening the burnout time considerably. This group should be your number one concern as a new chairman. Without this support, you will really struggle.

Third, your need to be organized and have the ability to think ahead. Planning is the key to good events and a good season. This may sound obvious to most, but missing one form or losing one paper could spell disaster for you, your region, and the entire SCCA. For instance, a car rolls on course and hits a worker. What do you do, in what order? Do you call 911, or do you fill out the yellow card, or do you check to see if the driver signed the waiver? Who should do each step, and in what order? And who is responsible? First step should be obvious, but what order do you follow up with. To date, I personally have not had to deal with this, but many have. My intent is to help guide all of us through the many processes and procedures that we as Solo II chairs are responsible.

PRESEASON REQUIREMENTS

There are an unbelievable amount of steps necessary to start up a season. The following list will be developed into a complete list of steps. If I have missed something, please let me know, this is a work in the making.

Sites

If you have a good site, congratulations. If not, welcome to the average region. Finding a suitable site is difficult at best. There are many factors to a good site. Safety is the hardest requirement when looking at a new site. Is spectator and vehicle access controllable? Is there a safe run off area for a finish line? Is there a separate and safe staging and paddock area? Does the lot meet the SCCA requirements for safety zones around the course and corners? How close is the nearest ambulance service and hospital? Fire station? Lavatory facilities? Food? Whatever you do, keep good relations with the site owner. Without a site, there is no event. Try to lock in dates as soon as possible, preferably by mid January. This will allow you to get sanction and insurance ahead of time. This will also allow you to advertise your dates before the other local regions. Try to work your dates away from other region dates, since schedule conflicts will reduce entry numbers. If possible, develop yearly dates for your events (like a July 4 event, Last Sunday in May event, etc.) This consistency will make your scheduling easier year after year.

Sanction/ Insurance

The SCCA supplies the applications and instruction sheet for the form online. Make sure you mail the forms ASAP. These forms are the key to having your events posted in SportsCar. Make sure the safety steward and event organizer have valid memberships for the event dates. My advice is to have the event organizer (you) and your safety stewards renew your memberships early, so there is no conflict. This will save you many last minute headaches. If you have a conflict, feel free to call National and talk to them. We pay membership dues to cover their salaries. They are paid to help us, and you will find everyone to be nice and friendly.

State/Local Permits

Some states, like New Jersey, require a permit from the racing control unit of the State Police. In NJ, this is a once a year permit. Without this permit, your club will be in violation of the law, putting you and your site owner at risk of legal proceedings. Check with local officials to see if you need such a permit.

Port-a-pots

If your site has lavatory facilities, great. If not you should supply them. Shop around for a company that will drop them off the morning of the event and will pick them up that night. This will prevent any late night “tippings” or vandalism that you will be required to pay for. If the port-a-pot company has to drop off a day ahead, then make sure you have a key ahead of time. Some companies will leave a key under the port-a-pot for you to find the next day, but do not trust this. Someday you will roll into the lot and find a trashed port-a-pot. Makes for a long, uncomfortable day.

Safety Stewards

This may be a problem, depending on your volunteers. It is the Event Chair's responsibility to make sure you have at least two safety stewards at each event. This way, when one steward competes, the other can run the show. The more safety stewards, the more eyes you will have to watch all the aspects and areas of the event.

SOLO II CHAIR

Basically this person is responsible for all the behind the scenes stuff. This position will be the Solo liaison to the regional Board of Directors. This person is responsible for running Solo Board Meetings. This person should have no formal responsibilities at an event. The Solo Chair is responsible for the budget, and should order any needed supplies for each event.

BEFORE THE EVENT

Establish event dates, sites and verify there is a chair for each event.

Place the orders for the port-o-pots for the whole year. The port-o-pots must be confirmed for each event as to delivery date, site location and placement of the port-o-pots.

Plan and order trophies, if possible for the entire year. Use past history and common sense to determine the number of trophies to order.

SCCA Risk Management must receive the insurance forms at least 14 days before the event. If the form is in 45 days before event it will be listed in Sports Car.

Order any supplies that may be needed for the event.

AFTER THE EVENT

Get waiver forms and cash box from the Event Chair.

Verify the waivers are properly filled in and signed.

Place in a long-term file. This form must be retained for at least 7 years.

Ensure the next Event Chair is has all the information needed.

Collect notes from each Event Chair to add to this document. This document is a fluid document to allow orderly transition between Solo Chairs and others.

EVENT CHAIR

BEFORE THE EVENT

This person is responsible for the overall performance of the event; you are the supervisor.

You are responsible for ensuring that everyone signs the insurance waiver.

Verify the Solo Chair has obtained Sanction/ Insurance, and verify that the form is onsite at the event.

Verify there is a Solo Safety Steward assigned for the event. If the steward is also a competitor, verify there is a second Solo Safety Steward available to take over the Safety Steward responsibilities while he/she is competing.

Verify there is a Tech Inspector assigned for the event.

Use the series schedule to determine the run groups. Run groups are set by class. Two driver cars should try to be in the same run group.

Novice drivers should be paired with Novice Team representatives for work and run assignments, and if possible, should work the first heat.

Ensure the Safety Steward has determined the site is ready before the event begins. The Safety Steward's control over the course design extends only to such issues as course hazards or near course hazards and not to design philosophy. Any car judged by the Event Chair, Chief of Tech, or Chief of Safety Stewards to be in an unsafe operating condition at any time during the event shall be barred from further competition until the deficiency is corrected to the satisfaction of the Chair or Chief. Any car deemed by the Event Chair to be excessively loud shall not compete without acceptable modifications installed on the car. All cars must have class letters and car numbers on both sides. These must be large enough to be read easily by Timing and Scoring personnel and by course workers during the run. The letters and numbers may be put on using shoe polish or other markers on the windows. 8 to 10 inch high and 1.25 inch wide letters and numbers are required at Divisional and higher events.

Ensure the person controlling the start line verifies all drivers have their seat belt and helmet properly latched, as well as hood, trunk, and doors appear properly latched.

Work with the Chief of Grid to determine the area to be used for the staging grid and number the spaces. The number one space should be the closest to the start line.

SCCA Solo II events are held in the rain. The Event Chair has the right to postpone or cancel an event due to extreme weather (hurricane, volcano, earthquake, heavy

snow). Autocross is designed to resemble obstacles one would encounter everyday on the street, so keep that in mind when thinking about weather.

AFTER THE EVENT

Verify that all standard insurance and minor waiver forms are properly filled in and signed.

Give completed waiver forms to Solo Chair for long-term filing.

Give the moneybox to the treasurer.

EVENT CHAIR CHECKLIST

√ DONE	TASK
	<i>Pre event</i>
	Confirm or obtain insurance and sanction from SCCA national office; also obtain insurance certificate and hold harmless to site owner when applicable
	Verify the attendance of every Chief, and verify replacements if a Chief will not be present.
	<i>At the event</i>
	Don't forget your checklists! Delegate!!
	Driver's Meeting- use the checklist below to speed up the meeting
	Obtain heat results after each heat and post at designed location.
	Conduct trophy presentation: AM: at conclusion of lunch break PM: at conclusion of event and tear down
	<i>Post event</i>
	Follow up with each Chief regarding post-event duties
	Remember to thank everyone!

DRIVERS' MEETING

Drivers Meetings are the most important part of running a safe and organized event. The drivers' meeting is the responsibility of the Event Chair. This is the only time you get to communicate to all the drivers and all other people attending an event. What will be said can vary at each event, but there are some basic priorities that must be said at each meeting. This is the time to raise and make aware any safety concerns, upcoming events and other announcements to be noted. The following is a list of the bare essential topics of discussion.

Driver's meeting general outline

1. Welcome everyone to your event.
2. **MUST SIGN THE WAIVERS** and wear a wristband.
3. Mention your sponsors, site owners, and web site.
4. ***SAFETY FIRST!!*** The need for safety must be stressed as the most important need. If we can't do this safely, then we can't continue to do it. Introduce the Safety Steward for the event and allow him/her time to talk about safety requirements. Explain off-limit areas of site and any other site-specific rules including spectator areas and child restrictions.
5. Kart procedures and cars not moving while they are active.
6. No drugs or alcohol allowed. Please give any drugs or alcohol to Solo Chair so he/she can consume them, I mean dispose of them properly.
7. Announce any changes to the course.
8. Announce chairman or Solo chairman and Safety Stewards- Any problems – see them.
9. Explain red flag rules. Course workers- RUN, don't walk. Carry a cone with you at all times, replace downed cone, and then pick up hit cone. Safety first no cell phones while working.
10. No one allowed in the timing area. Announced times are unofficial, official times will be posted after each heat at a designated place (point to that place).
11. Working is mandatory. See the worker signup person (raise your hand).
12. Explain flow of Grid including exit from course back to grid spot.
13. Helmets at start line - return them when done.
14. Next event dates/places/times.
15. Trophies will be distributed at the end of the session.
16. Plug food vendors.
17. Bathrooms.
18. Announcements are broadcast on 88.9FM
19. After event party.

20. If you are a novice and would like help during the heat, we have instructors who can help you. (Instructors raise hands to identify themselves.)
21. Ask everyone to check lineup sheet after the meeting to verify registration.

Novice Post-Driver's meeting

1. Start lights
2. Cones- what is a penalty?
3. Off Course- what is it? Adding gates is not off course.
4. Instructors- use them, really we mean it!
5. "Don't run in front of the cars," let a downed cone lie if the car is coming back through or another car is coming. It is the competitor's problem if the cones are down that he already hit.

CHIEF OF COURSE DESIGN

The responsibility of the Chief of Course design is obviously to design the course. Prior to arrival at the site, this person should think about traffic flow in-and-out of the site, size of parking area, size of grid, location of start and finish, traffic flow from the grid to the start line, and from the finish line back to the grid. Once at the site, verify and adjust these conditions, then layout the course keeping the following items in mind:

1. Follow the Solo II rulebook, Section 2 Course
2. Have course layout checked by safety steward.
3. Keep it simple. Keep it safe. Make it fun.
4. The start shall be at least 15 feet before the start of timing (Section 6.5).
5. The course shall be at least 15 feet wide.
6. The course shall be at least 25 feet from any solid object.
7. All slalom cones shall be at least 45 feet apart (18 paces).

CHIEF OF COURSE DESIGN CHECKLIST

√ DONE	TASK
	<i>Pre event</i>
	Design course: get advice from others as needed. Refer to Chapter 2 in SIIR and verify all requirements are met.
	Obtain/arrange for equipment as needed: <ul style="list-style-type: none"> - Cones - Chalk for cone marking
	Arrange for 3-4 volunteers to set up course the day before the event, if possible; otherwise, at 7am the day of the event. If setting up the day before, mark the course and then remove the cones. It is permissible to have someone who will not be participating in the event to run the course.
	Have Safety Steward check the course
	Draw map of course and make photocopies.
	Recruit and arrange for volunteers to set up the course one hour prior to the opening of registration.
	<i>At the event</i>
	Set up course and get final approval from event Safety Steward. Re-mark cones if necessary.
	Deliver maps to Registration so that they can be distributed.
	Provide a course map for each worker station that shows areas of coverage for that worker station.
	Course designer should be available all day to handle course degradations/changes/issues, etc.
	<i>Post event</i>
	Help with teardown as needed

CHIEF OF REGISTRATION

RESPONSIBILITIES

Importance- insurance, record keeping, cash flow, crowd control

The Chief of Registration is in charge of the registration process. The chief is responsible for recruiting helpers prior to the event. Working at registration will count as a worker assignment.

This is the **FIRST** chance at attracting a permanent competitor. If the registrar is nasty, the rest of the day will go downhill. This needs to be someone who is cool under pressure, a clear, organized thinker, and a personable person. You will continually be asked those “stupid” questions and need to be able to smile and answer them. If there is an incident, the registrar is responsible for the signature on the waiver. No signature= Big Lawsuit. Missing cash= no surplus= no season.

Listed below is the row of clipboards used at registration to keep drivers organized through the registration process:

1. Sign Waiver- this covers all insurance issues. Registrar **MUST ISSUE A CREDENTIAL** (wristband) to everyone that signs the waiver. Anyone under 18 **MUST** have a minor waiver signed by a legal guardian as outlined on the minor waiver form.
2. Pick a number- Run groups are based on car classes, sign up for a number in the group your car is classed. Two driver cars may run in opposing heats of the same session. If you don't know your car class, ask at the registration table.
3. Collect money- registrar will enter your information into the computer system.
4. Course map, drivers meeting agenda- put agenda on back of map, this helps the drivers keep track of what is said at the meeting for future use (event schedules, volunteer event dates, meeting dates, etc.)
5. Worker Assignment- sign up for a worker position in the heat opposing your run group. If you do not work, you will not receive an event trophy, series points, or event results.

CHIEF OF NOVICES

Otherwise known as The Buddy System

RESPONSIBILITIES

The Chief of Novices is in charge of the Novice class proceedings at each event, including finding and assigning Buddies. Works with the Chief Registrar to set up the Buddy system. This Chief is also responsible for the pre-drivers meeting novice walk through at 9:10AM. This person, or their delegate, should always be accessible for novices to ask questions. This person also needs to monitor novice progress throughout the season. Also helps determine when to “graduate” a novice into open class.

DUTIES

1. Assign a **Buddy** to every Novice
2. Organize the pre-event Novice course walk(s), 9:10AM at the latest
3. Verify Novices are happy with their **Buddy** and the event
4. Keep a yearly list of Novices, and track progress
5. Graduate Novices into their “real” classes when appropriate

SUPPLIES NEEDED AT EVENT

- Loaner Helmets
- Air compressor or tank
- Air pressure gauge
- Shoe polish (for tire wear indicators)

PROCEDURES

Greet Newbies at the registration line and help them:

- Sign the appropriate waivers
- Class the vehicle
- Fill out registration information
- Find an appropriate **Buddy**

What does the **Buddy** do? Guide newbies through the day, answering any and all questions. If needed, ride along (if permitted) with the Novice giving instruction, or allow the Novice to ride during the Instructor’s competition runs. In general, be a warm, helpful welcoming person.

Keep a list of Novice Class participants, and track their progress. In general, once a driver has competed in three events, or won first-place in Novice Class, they should be “promoted” to their regular class. This is a subjective number, and the Chief of Novices has the final say as to the promotion of a driver. Remember that the purpose of the Novice class is to make new drivers feel welcome and allow them to compete against other first time drivers.

CHIEF OF TECH

RESPONSIBILITIES

The chief of tech is responsible for the general safety of each competing vehicle. The chief will recruit helpers ahead of time and train them to work as Tech Inspectors.

The tech inspection is only responsible for checking the relative safety of the car and not checking car classification. If the competitor requests clarification on their class then Tech may assist them or direct them to Event Chair or Chief of Novices.

DUTIES

Examine each competing vehicle and helmet per the SOLO II rulebook section 3.3C. Safety Inspections, and 3.7 Vehicle Identification.

SUPPLIES NEEDED AT THE EVENT

- Windshield dots
- SCCA SOLO Helmet stickers
- Shoe polish
- Tape for numbers
- SCCA rulebook
- Gloves
- Cones to define tech area

PROCEDURES

- Place a mark on the passenger side upper windshield, sticker or shoe polish.
- The helmet must be marked as Snell 95 or later and in good condition. If a helmet is not labeled, it may NOT be used.
- Eye protection must be worn in all cars that do not have a stock size windshield.
- Shoes covering the entire foot shall be worn.

Unstable vehicles with a high center of gravity and a narrow track must be excluded, e.g. Suzuki Samurai, Jeep CJ series and the GEO Sidekick.

If a vehicle fails tech inspection, it may not compete until the driver makes the necessary corrections to the vehicle. The Tech Inspector, the Event Chair, the Solo Chair, or the Safety Steward, may fail a vehicle. Most regions will reimburse the driver's entry fees as a good faith gesture as long as the vehicle has not entered the course.

Items consistently checked at each and every event during tech inspection:

- Helmet meets SCCA requirements
- Number/class clearly displayed on both sides of vehicle
- Battery tie downs
- Brake pedal feels strong
- Throttle is smooth No cords showing on tires

All loose objects removed from entire vehicle
Hub caps/trim rings removed
Wheels/bearings feel tight
Seat belts functional
All other items required in the current SCCA Solo rulebook

CHIEF OF TIMING AND SCORING

RESPONSIBILITIES

The Chief of Timing and Scoring (T&S) is responsible for maintaining the timing equipment and computer, setting it up and tearing it down, printing results both at the event and afterwards, year-end results, and all similar stuff. The Chief will recruit and train helpers prior to the event.

DUTIES

- Train workers to competently use the T&S equipment and software
- Set up the T&S equipment, including timer boxes, staging lights, computer system
- Print needed reports before, during, and after the event
- Tabulate final unofficial results and have them posted to the web site within 48 hours
- Make needed corrections to the results and post the official results to the web site after a two-week time period

SUPPLIES NEEDED AT THE EVENT

- Paper, Masking tape, pens
- T&S equipment and staging light
- T&S computers and software
- Data transfer media (floppy disk or flash drive)

PROCEDURES

BEFORE THE EVENT

- Initialize the event in the computer; make sure T&S equipment and computer are in good working order.

DURING THE EVENT

- Record time and number of cones for each run on audit sheet. Mark "OC" if an off-course or DNF.
- Enter times and penalties into the computer. When using a computer, ALWAYS write the times on timing cards in case power is lost or the computer crashes. This gives you an emergency back-up plan.
- Post time and cones on scoreboard, if available.

AFTER THE EVENT

- Run off a results printout.
- Trophies are given to the top one half of the class finishers. i.e. 1 trophy for a one car class, 1 for a two car class and 2 for a three car class, etc. Determine the Fastest Time of Day (FTD) for both raw time and PAXED time.
- Give cards or computer printout to event chair ready for trophy presentation.
- Send results to the Webmaster, the web sites, and the editor of the regional newsletter promptly following the event.

DETERMINING EVENT WINNERS

All classes will use the best-corrected time to determine finish positions within the class for each Region event.

All classes with less than two cars may be bumped per the Solo II Rule book, also listed in the Timing and Scoring Section of this document.

Determining Year-End Winners

There will be a champion for each class.

No bumping for year-end points, only for event trophies.

Points awarded 10-8-6-5-4-3-2-1 etc. for first place down.

Best 80% of region championship events for class championship. Minimum of 60% of the events to qualify. Only the points earned in one class category (Open and Ladies Stock, Open and Ladies Street Prepared, Open and Ladies Prepared/Modified) can be counted. This means you can run a different stock car in a different stock class at every event and all the results will go to the year end points calculations. The same is true for street prepared, prepared and modified.

The standing in each class will be determined after each event. Each competitor's points will be summed and periodically printed in the regional newsletter.

Trophies for year-end will be awarded to the highest placed drivers in each category using the bases in section 11.1 of the Solo II rulebook.

Points System

Stock, Street Prepared, Ladies, Prepared/Modified Categories:

The best corrected time will be used to determine finish positions within the classes for each region event.

The PAX factor for the correct class of each car is multiplied by the corrected time for each event to get PAX time. This PAX time is used to determine the Overall Category Championship winner. Current PAX numbers can be found on the Internet at <http://www.scca-chicago.com/solo/indexes/rtp2005.html>

CHIEF OF SAFETY STEWARDS

RESPONSIBILITIES

The Chief of Safety Stewards is responsible for having an SCCA approved Solo-II Safety Steward (SSS) working on site for each heat of the event. The Chief does not have to be a SSS them self, but must make sure each heat is covered.

DUTIES

- Plan training sessions periodically throughout the year to increase the number of SSS
- Recruit enough SSS for each heat of the event, prior to the event
- Verify the certification of each SSS prior to their working time

SUPPLIES NEEDED AT THE EVENT

- Insurance incident reports
- “Yellow cards”

PROCEDURES

BEFORE THE EVENT

The major concern for the safety steward is spectator safety. Verify the barriers for viewing will keep spectators 75 feet away from the course. You must also insure non-participant and participant safety.

Verify the Certificate of Insurance is present at the site, and everyone has signed the waiver.

Children under 12 years of age and pets shall be prohibited in staging, grid, start/finish and course areas.

Decisions to make changes to course or spectator areas should be agreed upon with the Event Chair.

The Safety Steward’s final recommendations for the control of spectators, driver or worker safety (relative to course design) becomes mandatory.

DURING THE EVENT

Make final course inspection each day.

The Safety Steward must be constantly on the alert and prepared to act upon any potential danger.

A Safety Steward is not allowed to compete unless there is another Licensed Safety Steward present to perform his duties while he is competing. A Safety Steward Trainee may not be utilized as a replacement for a Licensed Safety Steward when that steward is competing.

A Safety Steward has the right to shut down the event for non-compliance with safety.

Video and still cameras are not permitted at course workers positions or other locations within the course area. The Safety Steward may grant exceptions if a spotter to warn of approaching vehicles accompanies the photographer.

The safety steward and event chair have the right to remove anyone from the event site. If that person refuses to leave, the local police may be called to assist in removal of said person. The safety steward may also eliminate a vehicle from competition for safety reasons.

SOLO BOARD / PROTEST COMMITTEE

In order to make the Event Chairman's life easier, he/she should appoint a Solo Board / Protest Committee. This board should be made up of at least five of the Chiefs. Their purpose is to make all the formal decisions about how the program is run for the year. These people should serve on the Protest committee at each event. At an event a protest committee is to be made up of at least three members of the region board. If three board members are not present, the Solo Chair may appoint anyone who has a good knowledge of the solo II rules and regulations. This should not be counted as a worker assignment at a regional event, since the odds of an official protest are minor at best. Some important notes about protests:

The driver is responsible for the correct determination of a car's class/category. If in doubt he may submit a request for clarification to the Protest Committee.

The rights and responsibility to protest are detailed in Section 8:

A formal protest shall be made in writing, specifying which sections of the Solo Rules or other applicable rules are alleged to have been violated, and signed by one protesting entrant or driver or official. It shall be delivered to the Solo Chairman or to his designated representative, or to the chairman of the Protest Committee.

CHIEF OF GRID

RESPONSIBILITIES

The Chief of Grid is responsible for the layout and flow of the staging and grid areas. This person will design appropriately sized A and B grids, including two-driver vehicle and kart areas. The Chief of Grid is responsible for organizing a team of workers who will get the cars into the staging line in an orderly, safe, and efficient manner.

DUTIES

The Chief of Grid trains workers to run grid and staging for each heat. Grid workers direct the flow of traffic out-of and into grid, including two-driver cars and karts. The grid workers may allow cars to run out of order, but only for valid reasons.

The grid workers are responsible for making sure a car does not run before the required 5-minute cool down rule.

SUPPLIES NEEDED AT EVENT

- Cones
- Chalk or drywall section

PROCEDURES

Normally, two workers are needed for grid, one at the front of grid releasing cars to the staging line, and one at the rear of grid directing cars off the course back into grid. Workers must be ALERT for safety concerns, including foot traffic and other vehicles in the area.

The front-of-grid worker should release only 2-3 cars at a time, so vehicles do not have to sit idling and creep slowly in a long line. This is bad for engine temperature and clutch wear. Try to keep only 3-4 cars at the staging line, but never allow the start line to be empty.

The back-of-grid worker needs to direct the vehicles off course back to their parking spot. Remember, the driver has just finished an intense run and has high adrenaline flow. Be firm, but polite, when giving direction, enjoy the moment with the driver but make sure they proceed at a safe speed to their grid spot.

Try to maintain the flow of single driver and two driver cars. The first driver of a two driver car should run first and then the second driver should run after at least 5 minutes and the run group is about half finished with the first run.

When possible, re-runs should be taken at the end of the heat. If needed, re-runs may be mixed into the regular run order. A car returning to the line for a rerun shall be allowed to break in line to make a rerun. The 5-minute rule still applies.

The objective is to have everyone finish his or her first runs before anyone makes a second run.

CHIEF OF GRID CHECKLIST

√ DONE	TASK
	<i>Pre event</i>
	Check course layout for adequate grid space/layout
	<i>At the event</i>
	Set up grid cones for necessary number of lanes and chalk spots
	Brief grid workers on duties and assist as needed
	<i>Post event</i>
	Stack cones; help with teardown as needed

CHIEF OF COURSE WORKERS

This person is responsible for assigning worker assignment to every participant at an event. This person will also keep track and report non-workers to the event chairman and Chief of T&S. The Chief of workers is responsible for setting up the equipment for each course worker station. This person is responsible for the communications equipment for the workers. If supplies will be needed for the next event, the Chief of Workers should notify Chief of Equipment. This person is also to be aware of the safety and alertness of the course workers, as well as the actions occurring on the course.

COURSE WORKERS

Course work involves going out onto the course, standing in the sunshine, watching for off courses, chasing pylons should one come to be knocked over, and relaying information about off course cars and pylons to timing. Course work is typically done in pairs.

The Worker Assignment Chief will tell you what portion of the course you are responsible for and who you will be working with. Remember your station number, as this can be important when calling in penalties.

Once you have a course work partner, set out for your station as soon as you safely can. Never cross the course in front of a moving car to get to your station. If the car is on the far side of the course when you set out, keep a close eye on it anyway, since it can get to your part of the course before you expect it. Never turn your back on a car in your vicinity.

Once you reach your station, verify with the people on duty that you are at the correct station. Let them know they are relieved, and decide which of you will be the radio person.

Each station should be equipped with the following: a radio, a red flag, and a fire extinguisher, and some spare cones. Make sure you are standing in a safe position where you can see all of your assigned area. Avoid standing too close to light poles, guardrails, or other metal objects, since these can interfere with the radios. Make sure the spare cones, flag, and extinguisher are in a convenient spot should you need them.

Always remain alert when a car is on course. When a car is in your area, keep an eye out for hit cones, off courses, or other problems.

A cone counts as a penalty if it is knocked down, or if its base is outside the chalked box. The rule to remember is 'down or out'. Each cone that is knocked down or out in your area must be reported to timing. It is a good idea to wait until the car has exited your area for the last time before calling in the number of cones. Always give your station, the total number of cones, and the car number when calling in a penalty on the radio.

If a car drives off with a cone stuck in the bodywork or suspension, replace it immediately with a cone from the supply at your station, or request a replacement cone immediately over the radio. Be sure to give your station number when requesting replacement cones.

A car can go off course in any number of circumstances. Two wheels in the grass at the same time is an off course, as is going through a section in the wrong direction, or skipping a gate or section entirely, going the wrong way through a turn/gate/slalom, taking gates in the wrong order, or going on the wrong side of a non-optional segment. Call in all off courses to timing as they happen. Always give your station and car number when calling in an off course on the radio.

A car may have difficulty negotiating the course, but still not go off course.

[update] As per the 1997 Solo II rule book section 7.9.C pg 68, “ A “DNF”...shall be charged for any uncorrected deviation from the course, or for unnecessarily delaying the event. A course deviation shall not be charged if any part of the car hits a marker defining the limits of the course. A DNF is charged only if part of the course is omitted. In returning to the course after an off-course excursion, it is acceptable to drive a part of the course a second time. Because a car is not always under control when it goes off course, you should always keep your eye on the car or cars near you. NEVER turn your back on a competition car in your vicinity.

Information will also be relayed to you from timing. They may ask you to confirm a penalty you have called in, or to check the course for debris or fluid. Most importantly, timing may instruct you to red flag a car or cars.

When told to red flag a car, don't just stand there, DO SOMETHING! This is almost always a matter of safety - failure to act on a red flag puts other drivers or course workers in danger. When the red flag instructions come down, get the red flag out and start waiving. Timing will usually try to tell you which car to red flag, but if there is any doubt, flag down each and every car you see. Always stand to the side of the course when flagging a car down. Never place yourself in the path of a moving car to flag it down - the car will come out on top every time.

If you are working the final run of the day, take the radio back to the Worker Assignment Chief.

Finally, do not take friends, relatives, or spectators with you on this or any other working assignment.

CHIEF OF WORKERS CHECKLIST

√ DONE	TASK
	<i>Pre event</i>
	RECRUIT a helper, so that one person is available at all times
	<i>At the event</i>
	Get appropriate posting sheet
	Do your best to have an experienced worker at each station.
	Review/Train each station each heat using the Course Worker Guidelines (below)

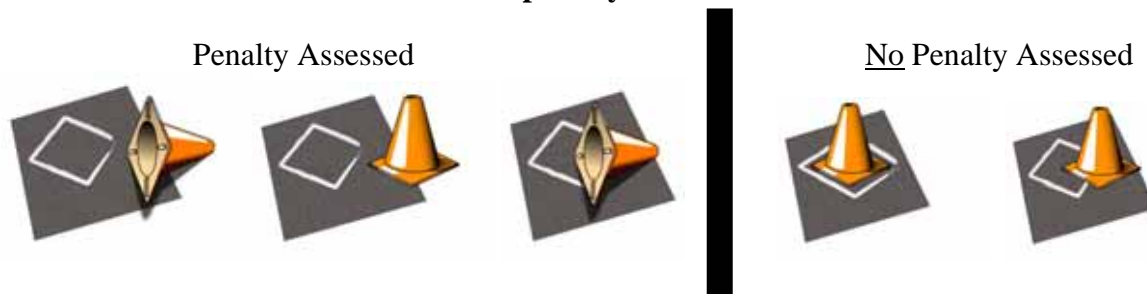
COURSE WORKING GUIDELINES

Course workers are responsible for keeping the course set-up and for reporting any penalties to be assessed to the competitors. This is the most dangerous worker position, as the course workers are on course with cars at speed. Only people in good physical health should work this position.

Only two people should work each station. One will hold the radio and red flag; the other will be the runner to replace cones. Teams should trade throughout the heat so one person does not do the entire running.

- **DON'T TURN YOUR BACK ON A CAR IN YOUR AREA!!!**
- Cars will come as quickly as 15-20 seconds. Be alert!! Hustle! Hustle! Hustle!
- Watch the cones, not the car (A good reference is to watch near the rear tires of the car, as that will give the best view of any cone movement). Check any cone moved. Reset any cone that moves and indicate whether a penalty is to be assessed or not to your radio person.
- Hand signals should be used to communicate between the runner and the radio person so cone calls can be made to T&S as quickly as possible:
 - “Safe” signal for no penalty
 - Hold up penalty cone(s) or fingers for number of penalty cones.
 - “Arms crossed overhead” penalty for going outside course (and not returning at the exit point) – driving over a line is OK. Adding gates to the course is OK, but running gates out of order is an “off course.”
- One person handles the radio. Call in penalties when car exits your area. Say something similar to, “Station 2, one cone, black Corvette (or car number).” Be sure you get a confirmation from T&S.
- The same person holds the red flag, unfurled under your arm and not flapping in the breeze. Don't hesitate to use it if you see an unsafe condition developing – or if directed by anyone. Err on the side of safety. Get the driver's attention but **DON'T PUT YOURSELF IN DANGER IN FRONT OF A CAR!!**
- Be careful not to cross through the timing lights at the start or finish lines.
- No sitting while on course. No talking on cell phones on course. No taking pictures while working on course. Your safety and the safety of others will be at risk.
- Explain to a red-flagged driver why they were stopped. They can exit the course by driving not more than 25 mph through the remainder of the course. If red flag was NOT because of anything they did, they get a rerun.
- Before the first car, check all cones in your area to be sure they are squarely in their box. Re-chalk boxes as necessary, especially in wet weather. Check again if you have a significant break.

Cone penalty illustrations:



STARTER GUIDELINES

The Starter is the most important worker position from flow and safety standpoint. The Starter has the final say in releasing a car to the course. The ideal timeline would be to release a car every 18-20 seconds. This will allow enough time for workers to reset any downed cones before the next car enters that section of the course. As for safety, the Starter must determine if the course, vehicle, and driver are ready for the run.

DO NOT talk to the driver unless they ask a question or you see an unsafe condition. Talking will distract the driver's concentration. Some drivers will inch up to the line as part of their run preparation. Do not hurry them by waving them up unless they obviously need direction.

Before letting a car enter the course, the Starter must verify:

- There is a TECH sticker (or marking) on the car
- All drivers and passengers are wearing a helmet that is latched
- The seat belts are latched.
- Hood, doors, trunk appear to be latched correctly.
- Open car (convertible) riders have eye protection in place.
- Karters have gloves, long sleeves, and closed toe shoes on.
- If the car is leaking fluid, take immediate action to move the car off the start line.
- Car appears safe for competition.
- The course is ready for the car.
- Be extremely alert when the course loops on itself; make sure the first car is clear of the loop prior to releasing the next car.
- Be alert of a "hold start" call from the T&S truck, the radio, or a course worker.
- When a car returns to the start line, the starter shall determine the car has waited 5-minutes since the last run (in conjunction with the grid workers).

NOTE for Philly Region: Guidelines for using the starting tree.

- The tree should be yellow light until the staging car breaks the laser beam. This will turn the light red, indicating the starting place for the vehicle. If the vehicle rolls past the beam, ask the driver to move backwards (make sure there is clear space behind the car). NOTE: Some cars with shiny wheels and low profile tires may cause the staging beam to go back to yellow because the rim has taken the place of the reflector box. Asking them to backup can be frustrating to the driver. So, if the car is far enough forward but lost the red, it should be left up to the driver's discretion to reposition the car. Don't force them to back up.
- The switch overrides the yellow/red circuit, giving a green light. The light will remain green until the switch is released, reactivating the yellow/red circuit.
- When the course, driver, and vehicle are ready, hold the switch until the car passes the tree. Releasing the switch prior to passing may distract the driver and cause him/her to stop their run. Do not hold green too long as too confuse the following driver.
- The T&S workers in the truck have an override switch that will cause the entire system to remain "red light." This is to hold the start in the event of a timer malfunction or safety issue not observed by the starter. There is an indicator light on the switch box that will show that the truck has the 'hold start' switch thrown.

CHIEF OF EQUIPMENT / TRUCK

The Chief of Equipment is responsible for the maintenance and transportation of the regions equipment to and from events. The Chief of Timing may take responsibility for the timing and computer equipment, this is to be decided year to year between the two Chiefs.

If your region has a truck to haul its equipment, this person is responsible for maintenance, registration, inspection, insurance, etc. As these items occur, the Chief of Equipment must contact the Solo Chair so the necessary budget concerns can be discussed.

If any Chief needs supplies or equipment for an upcoming event, they are to contact the Chief of Equipment to get those supplies. If the needed equipment is not included in budgeted expenses, then the Chief of Equipment will need to get approval from the Solo Chair.

It is advisable to plan on several cleaning / fixing weekends throughout the season, as well as an annual pre-season and a post-season cleaning. This person is responsible for organizing such workdays, and should recruit the help of the Chief of Publicity to organize the work detail.

Equipment List

General Equipment

Cones
Six Red Flags
Two Brooms
Four Fire Extinguishers
Oil Dry
Shoe polish
Tables
Chalk/drywall sections
Score Board
Trash Bags
Banners
Four chairs
Radios with charged batteries
Leaf blower
Gasoline

Timing Equipment Box

Light sensors for timers
Display and stand
3 charged batteries for sensors
2 stopwatches (just in case)

Registration Box

Minor Competitor Form
Minor Spectator Form
Pens Felt Markers
Post-it Notes
Pencils
Rubber bands
Duct Tape
Masking tape
Money Box
Clip Boards
Accident Insurance Forms
SCCA Membership Applications
Discount Coupons for First Time Racers
Calculator for calculating PAX Times (just in case)
SCCA Rule Book and GCR Book

CHIEF OF PUBLICITY

This position may be one of the most difficult if no one in the club has the people skills required for such a position. This person is responsible for the publicity of the region, including all regional events. This person will almost always recruit helpers to do the necessary legwork to help promote the region.

This position may include lining up TV, newspaper, and/or radio coverage. This person should also work out a budget for posters to be displayed throughout the community. Also publishing schedules to be handed out to potential participants.

Additionally, the Chief of Publicity should drum up contacts with sponsors for regional events. This will include marketing, promotion, collecting logos and other materials, and collecting payments for such advertising.

This person should recruit writers for such items as “Driver of the Month” promotions and similar gimmicks to enhance participation.

Other incentives may include but are not limited to-

Invitational events for other clubs

Cash award for being??? position in the overall PAX standings, FTD, STD (slowest), best appearing car, worst line through a corner, etc.

Charity event for a local non-profit

CHIEF OF MERCHANDISE

This person is responsible for attaining, storing, pricing, and selling regional and national merchandise at region events.