

2018 Tire Rack National Solo Events Job Descriptions

Announcer (PRE-ASSIGNED POSITION):

Worker's job is to keep the competitors and the audience up to date on class standings. You will also provide event administration announcements as needed. Announce all times and penalties as soon as possible after the car finishes and announce sponsor information as applicable. Please note that what you are announcing is always unofficial as it can change during an audit. Also, if you encounter an issue with the announce program while you are announcing, please do your best to keep going and know that the issue is likely already being worked on in the timing trailer.

Announce Assistant (PRE-ASSIGNED POSITION):

Worker's job is to assist the announcers and keep them informed of updated information.

Auditor:

Worker's job is to manage the audit process to verify times and penalties from the Radio Log (Verified with the Course Sequence & Incident Logs), Master Timer Log & Pronto TS Database. The auditor will follow the Champ Tour Audit Procedure guidelines to complete the audit. You will print results as required at the end of each Run Group.

Check-in Team: (PRE-ASSIGNED POSITION): Worker should have a working knowledge of the Pronto Timing Program. You will work during your pre-assigned time and check-in competitors for Solo Nationals. You will verify SCCA Memberships and give competitors their work assignment for the event, event schedule and any other information or offerings as required.

Computer (Timing): Worker should be familiar with the Pronto Timing Program. You will verify that the cars are presenting in the same order they are being scanned into the system, if not, you will make corrections. You will record penalties as they are called in from course. As a double check on sequence, you will verify that the car finishing is the car receiving the time in the Pronto Timing Program. If the cars are out of sequence, you will work with the Timing Captain to get back in sync. If there is a re-run, you will remove the invalid time (time that needs to be re-run) from the system once the competitor has completed their run in order to keep the system in sync and ensure that a competitor does not receive too many runs.

Course Set up Team (PRE-ASSIGNED POSITION): Worker will be chosen by the course designer and will assist the course designer in setting up, marking and numbering the course for Solo Nationals.

Course Worker (Multiple positions):

All Course workers must wear orange vest.

a. Clipboard/Sequence writer: Worker records the car number and class as it passed through your corner station. If it passes through your corner station more than one time, only record the car once. Record cones and DNF's for the vehicle for each run. BE SURE TO DOCUMENT CONE NUMBERS (LOCATED ON THE MAP ON THE BACK OF YOUR CLIPBOARD AND EACH CONE IS NUMBERED ON THE ACTUAL DRIVING COURSE), AND DOCUMENT THE CONE OR GATE NUMBER WHERE A DNF OCCURRED. If a vehicle passes cleanly through your corner station, mark them as CLEAN on your corner sheet.

b. Station Captain: Worker holds radio/ and red flag and maintains radio communication with timing control. Keep radio chatter to a minimum, only calling in penalties for your corner station and talking to other corners when absolutely necessary. Keep the red flag furled up and only wave it if you see a hazardous situation. If you see a situation that requires a red flag, make sure that you wave it in view of the on-coming vehicle (without putting yourself in harm's way) so they are able to safely stop.

Radio etiquette: If you have a penalty, call in to control by stating "control this is corner (State your corner #)", wait to be acknowledged by control and then report your penalty. All penalties should include car number, class and penalty.

c. Regular course worker: Watch cars as they move through your area (make sure to watch behind the car for any displaced cones). Cones in their upright position, touching any part of the box are considered clean and not a penalty. If a cone is outside of the box or down, it is a penalty. If a cone is moved regardless of it is a penalty, it needs to be put back in its correct position. Make sure you never turn your back on a vehicle and watch the vehicle through your entire section.

Grid (Multiple positions):

a. "Car sender": Worker will cars following the grid run order as needed to keep 3-5 cars in line at the staging area. Follow the grid run order sheet for sequencing second drivers. Cars must run in numeric order within each class.

b. "Re-run/2nd Driver Timer": Worker will write down the times that re-run cars get back to grid. Write down times 1st drivers get back to grid to ensure 5 minutes between 1st and 2nd drivers. Coordinate with the car sender and the Grid Captain to make sure any reruns are correctly timed given a 5 car warning.

c. "5 Car Notification": Worker will provide each car with a 5 car warning before being sent to the start line.

d. "2nd Timer/Mechanicals": Worker will provide back- up timing for re-runs and time mechanicals. Mechanicals are 10 minutes and if they are questionable they should be cleared with the Chief Steward.

Impound:

Workers will be familiar with what classes need to weigh with driver (Mod, Kart) and which weigh without (Prepared, Street Mod). Be sure that there is a priority line for Mod and Kart 2 driver vehicles that need to quickly return to grid. Report any under-weight vehicles to the Chief Steward. Perform any class-specific compliance checks as required by the Chief of Impound. As results are finalized, results will be printed on the impound printer. Results should be stamped PRELIMINARY and shown to all competitors. When all competitors are in agreement, results should be stamped PROVISIONAL, initialed, marked with the release time and posted. One worker each day will be tasked with checking contingency sheets and marking necessary changes on the sheets.

Information (PRE-ASSIGNED POSITION):

Worker will make sure that all posting boards, event status boards, documentation, etc. are ready to go at the beginning of each day and updated as information comes in from each course. You will also collect competitor forms and materials (i.e. Contingency forms) from competitors and keep them in a secure area for National staff to collect. Worker may assist in award/prize distribution.

Photo Spotter:

Worker will meet the event photographer at the timing trailer. You will be responsible for watching the surroundings while the photographer is taking pictures. You should always be within arm's reach of the photographer, you should not have any distractions and you should be watching for any danger.

Radio Control (Timing):

Worker will check in corner stations to ensure that you have proper communication and that workers know radio protocol, how to record cars and that workers know to sign the corner sheets. You will maintain communication with the course, starter and sweep vehicle; limiting the radio communications to only what is necessary (calling in penalties and re-runs). Record each radio call on a new line on the Radio Log. Inform sweep car when they should take the course to pick up sheets by referencing the split marked on the Grid run order and verifying the status of any re-runs. Radio Logs should be turned in to the Auditor after each split.

Region Set up Team (PRE-ASSIGNED POSITION):

Worker is part of the Nebraska Region and will work with the Lincoln Air Park Liaison to set up the snow fence surrounding the perimeter for Solo Nationals.

Safety Steward:

LICENSED POSITION- Worker must have a working knowledge of the 2018 Solo Rulebook and the 2018 Nationals Supplemental Rules. Assignments are assigned by the Chief of Safety as needed. Report safety incidents and complete necessary paperwork with the Chief of Safety.

Scanner:

Worker will scan the bar code on the competitor's helmet prior to them going to the start line. The worker needs to be aware of their proximity to the scanner base and not move too far down the line of vehicles. The scanner is provided with a stool, which is strategically placed in good proximity to the scanner base. Worker needs to stay fairly close to the stool in order to ensure good scans. Should the scanner have an issue, any missed scans will be caught in the trailer and if there is an on-going issue, someone will assist with fixing the scanner.

SoloMatters (PRE-ASSIGNED POSITION):

Worker is the voice of Solo Nationals on the internet. You are responsible for sharing news from paddock, grid and course.

Sound Worker:

Worker will record every car (class and number) and its sound level on the sound sheet provided. Every car, every run will be recorded. Notify the Sound Steward of any car over 97db. The sweep car will pick up the sheets when collecting corner sheets.

Sports Car Writer (PRE-ASSIGNED POSITION):

Worker will be assigned specific classes that they will follow and write a piece for Sports Car Magazine.

Starter:

Worker will start vehicles at a given interval. You will work with Safety and the Op Steward to determine what the best interval is and where the best place is to start the next vehicle. Worker should also be VERY aware of what is happening on course prior to starting a new car, i.e. red flags, stalled cars, spins, slow cars, lots of cones hit in a section of the course, etc.

Sweep:

Worker will work with the Worker Check in person to collect corner and sound sheets and make sure that they are posted correctly. You will have communication with radio control and the Operating Steward. You should have a Grid run order on a clip board in the car and it should be marked with the split. Check with timing to be sure you are clear to go at the split.

Tech (PRE-ASSIGNED POSITION):

Worker will make sure that any car passing through tech receives an appropriate technical inspection based on the Tech Inspection guidelines in the Solo Rule Book. All cars should be issued the appropriate number of tech stickers (based on the classes the car is running in). All vehicles should have the decals verified, class designation verified and that the numbers and class designations are appropriate size and color contrast. All competitor helmets should be checked for required Snell ratings and bar code stickers. You will verify tires for compliance as well.

Timer (Timing):

Worker will record all cars as they present to the start line on the Master Timer Log. Manage the FarmTek console unit, watching for any false starts or finishes. From the Farm Tek console, record every finish time in sequence on the Master Timer Log. Verify that the thermal printer is recording all finish times. At the split, advance the thermal printer and tear off the print out and give it and the Timer Log to the auditor.

Tire Cleaning:

Worker will man the tire cleaning area to ensure safety and collect funds for the Foundation. Funds will be turned over to the Chief of Tire Cleaning at regular intervals.

Waiver/Gate Worker (PRE-ASSIGNED POSTION):

Worker will ensure that everyone entering the site signs the waiver and receives an armband or if they have already signed the waiver, they show an arm band proving they have already signed the waiver. Minors ages 12-17 do not need to sign the waiver unless they are competing however they are NOT allowed in any hot areas. Only minors with a hard card are allowed in hot areas.

Worker Check-in/Sweep Asst:

Worker will check in pre-assigned workers at the beginning of the 3rd run of the previous heat (ie- if you work Heat 2, you would start checking in workers during the last half of the 3rd runs of Heat 1). If there are workers that have not checked in, go to the announce vehicle and have the announcer announce for the missing workers. Once all workers are checked in, go to the sweep vehicle to assist the sweep driver in picking up the corner/sound sheets. When corner sheets/sound sheets are picked up, the white copies are taken into the timing trailer as soon as you return from course, you keep the yellow copies for posting. You will receive the yellow copies of the Master Timer Log and Radio Log as well as preliminary results. Corner sheets and sound logs get posted in the binders and the Master Timer Log, Radio Log & Preliminary Results posted on the clipboards- all are posted with the most current on TOP. You and the sweep driver will have radio communication with radio control and the Operating Steward.

