

Event Chair

Pre-Event Responsibilities

- Refer to the Check list enclosed with Event Chair packet
- Work with SCCA Event Lead to place T&S and Tech trailers
- Ensure that all Region Chiefs know there is a Chiefs Meeting at 7pm the evening before competition begins
- Turn in SCCA portion of the Test & Tune money to the SCCA Administrative Manager on duty (CT and MT only)

Event Day Responsibilities

- Pick up a radio from the SCCA trailer
- Work with SCCA on any site or event issues
- Work with site owners/representatives on any issues
- Ensure that Chief(s) of Course maintain water and ice as necessary
- Work with Chiefs as necessary

Post Event Responsibilities

- Turn in radio
- Ensure that SCCA Administrative Manager received all necessary paperwork from Tech, Impound, Waiver Chiefs.
- Send receipts to SCCA for reimbursement within 30 days