

Chief Steward

Pre-Event Responsibilities

- Familiarize yourself with Event Supplemental regulations
- Familiarize yourself with the location of the Rulebook(s) in the Timing trailer

Event Day Responsibilities

- Pick up a radio from the SCCA Timing trailer as soon as you arrive
- Be available for any rules questions throughout the day (unless you are running)
 - Any rulings made should be documented either electronically or in writing and turned in to the Administrative Manager at the end of the day
 - Designate a Chief Steward for the heat that you are running. This person will need to consult the Chief Steward for any out of the ordinary situations and for documentation of decisions
- Approve or Deny all car change requests for ProSolo only, and assist Op Steward for CT/MT
 - If a car change is approved, provide the information to the Chief of Timing and Scoring so the change can be made in the software
 - Any car changes should be documented either electronically or in writing and turned in to the Administrative Manager at the end of the day
- Be available to the Chief of Sound
 - Any DSQ's for sound should be documented either electronically or in writing and turned in to the Administrative Manager at the end of the day
- You will work with the Chief of Grid, Operations Stewards &/or Timing & Scoring during the event if a competitor thinks there is a timing discrepancy. While you research the issue, if the answer to the discrepancy is not immediately clear, you can offer a provisional re-run.
- In the event of a Protest, be available to assist.

Post Event Responsibilities

- Turn in radio
- Ensure that all documentation from event decisions have been turned in to the Administrative Manager

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