

Operating Steward

Pre-Event Responsibilities

- Know who the other Op Steward(s) is/are at your event so you can coordinate what heats each of you will cover
- Familiarize yourself with the event supps for any event specific rules and restrictions

Event Day Responsibilities

- Pick up a radio from the SCCA Timing trailer 20 minutes prior to competition start
- Work with the Chief of Course to ensure that all corner stations are outfitted with red flags, fire extinguishers, coolers, clipboards & radios (clipboards & radios 20 minutes prior to event start)
 - Work with Chief of Course in the event a corner station is not reporting to Timing & Scoring properly or manning the course properly during competition
- Ensure that all clip boards are loaded for the next heat, that includes all corners, grid and making sure that sweep gets a new sheet grid sheet so they know where the Heat split is.
- You give the “GO” for each heat and after any shut down of event operations (ie- car breakage or timing issue)
 - Staying on schedule is very important and momentum is everything
 - Verify with Chief of Grid (or Grid Captain), Worker Check-in, and Timing and Scoring to make sure that everyone is ready to start at the beginning of each heat
- Be at the start line (the heat(s) you are working) to work with the starter and the Chief of Safety to set the interval and number of cars on course
 - Timing and Scoring can increase or decrease the interval for operational purposes by communicating with the Starter. Please communicate with Timing and Scoring directly if you feel the interval needs to be increased or decreased.
- Monitor the number of cars staged
 - If grid is not keeping enough cars staged, work with the Chief of Grid or the Grid Captain
- Monitor the number of cars on course at any one time, ensuring that the maximum number of cars on course is maintained, with the utmost consideration for safety. A delay of a few seconds per car can add up over the span of the day’s event
- Assist Chief Steward by approving or denying all car change requests for CT/MT only
 - 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
- Monitor radio communications so you can be aware of issues that arise

Post Event Responsibilities

- Turn in your radio