

# 2020 Tire Rack National Solo Champ Tour Job Descriptions

## **Announcer:**

- 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. **Do NOT attempt to contact timing using the PA; use your radio to communicate with timing.**

## **Announce Assistant (*not assigned at all events*):**

- Worker's job is to assist the announcers and keep them informed of updated information from course, grid and administration/timing.

## **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 (Registration): (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.
- You will verify SCCA Memberships by checking the expiration date on the card provided
- You will verify that each competitor has an SCCA barcode for their helmet.
- You will give competitors an event supp with their work heat and assignment documented, course maps and other materials as provided.

## **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 Chief of Timing 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 (lining) and numbering the course at a Champ Tour.

### **Course Worker (Multiple positions):**

- All Course workers must wear orange vest.

#### **a. Clipboard/Sequence writer:**

- Worker records the car number and class as it passes 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.
- Stay within close proximity to the Radio worker to ensure all penalties being called in are also being recorded on the corner sheets.
- Be diligent about putting penalties on the correct vehicle. Your sheet takes precedence over the Radio sheet in the timing trailer so ensuring that penalties are recorded on the CORRECT vehicle is imperative.

#### **b. Station Captain/Radio:**

- Worker holds radio/ and red flag and maintains radio communication with timing control.
- If you have time, gather all corner workers in your station before heat begins and review hand signals for penalties. See attached document for detail and review.
- Stay within close proximity to the worker with the clipboard to ensure that radio calls are also being recorded on the corner sheets.
- 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 VIGOROUSLY and IN VIEW of the on-coming vehicle (without putting yourself in harm's way) so they are able to safely stop.
  - If you use the red flag, notify timing on the reason for the red flag and who will receive a re-run. (Be sure your clip board person notes the re-run)
  - If you hear RED FLAG come across your radio, WAVE THE RED FLAG FOR THE ON COMING CAR. DO NOT TRY TO FIGURE OUT WHY A RED FLAG IS BEING CALLED.
    - Once you are given the all clear from timing and scoring, you can let the car in your area proceed through the course at a safe but brisk speed.
- If a vehicle stops/ breaks in your corner and does not or will not be able to continue on, give the RED FLAG command on the radio to all other corners.
  - Once the course is under control, quickly find out if the stopped vehicle needs a tow.
  - If it does need a tow, let timing and scoring know as soon as possible
    - If clean-up is required, let timing and scoring know that as well.
- 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:**

- If time permits, prior to the heat beginning, check the cones at your corner station to ensure that they are in their proper location and straight in the boxes.
- Ensure that you are aware of the proper hand signals to use if there is a cone, DNF or if the cone is “safe”. See attached document for detail and review.
- Ensure that you know what constitutes a cone penalty. See attached document for detail and review.
- 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 if it is a penalty, it needs to be put back in its correct position. If a cone is displaced from its original placement in the box, it must be fixed. (See attached document for visual detail)
- Pointer cones, unless the vehicle travels on the WRONG SIDE of the pointer cone (which would be scored a DNF), are not considered penalties if they are hit. For example, if one side of a gate had one stand up cone and two pointers and a vehicle ran over and displaced all three cones, it would only be considered a one cone penalty because there was only one stand up cone.
- Make sure you never turn your back on a vehicle and watch the vehicle through your entire section.

**Grid (Multiple positions):**

**a. Grid Captain:**

- You will be the liaison to the Chief of Grid and have communication with Timing and Scoring. If there is an issue in grid, you will be the go-to person to ask for help. The Chief of Grid will be available to assist except when they are running, then you should see the Op Steward on duty. You may also hold one of the jobs listed below. Chief of Grid/Grid Captain must use a radio with a headset or lapel mic.

**b. “Car sender”:**

- Worker will send 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.

**c. “Re-run/2<sup>nd</sup> Driver Timer”:**

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

**d. “5 Car Notification”:**

- Worker will provide each car with a 5 car warning before being sent to the start line.

**e. “2<sup>nd</sup> 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 of Impound, who will contact 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 in the Lincoln Drivers Center.
- One worker each day will be tasked with checking vehicle verification sheets (Previously known as contingency sheets) and marking necessary changes on the sheets.

**Photo Spotter (*not assigned at all events*):**

- 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, with no distractions and 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 proceed onto 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.

**Safety Steward (LICENSED POSITION):**

- Worker must have a working knowledge of the 2020 Solo Rulebook and the 2020 Solo Champ Tour Generic Supps.
- 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 2020 Solo Champ Tour Events 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.

**Starter:**

- Worker will start vehicles at a given interval.
- You will work with Safety and the Op Steward as they will 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.
- Starter should know what vehicles are in the heat they are working to understand the speed differentials they will be dealing with.
- Starter should confirm competitors are belted and helmets are strapped

**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.
- Have a predetermined route for picking up sheets in the most efficient manner and drive at a brisk pace while being aware of the location of all course workers.
- You will deliver additional supplies to the corners as needed.

**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 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.
- Worker should be familiar with the FarmTek timing system.
- Manage the FarmTek console unit, watching for any false starts or finishes.
- From the FarmTek 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.

**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 done so. An SCCA “hard card”, which indicates the holder has signed an Annual Waiver, can be used instead of signing the waiver and/or having an armband.
- Ensure that minors who are competing have proper minor waivers signed or can show a hard card with an expiration date of 2020. Minors who are NOT competing do not have to sign the waiver or have someone else sign on their behalf.

**Worker Check-in/Sweep Asst:**

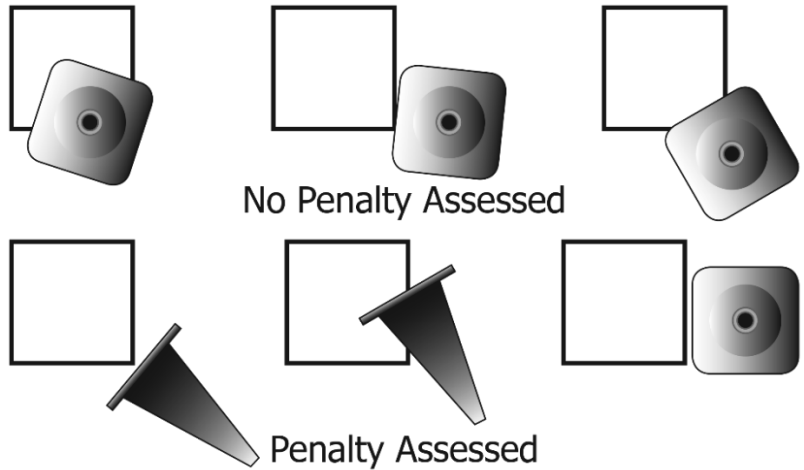
- Worker will check in pre-assigned workers at the beginning of the 3<sup>rd</sup> run of the previous heat (ie- if you work Heat 2, you would start checking in workers during the last half of the 3<sup>rd</sup> runs of Heat 1).
- Worker will go to the Lincoln Drivers Center and raise the Worker Check-in Flag, indicating to competitors that someone is available to start checking in workers. Before you go to work in the sweep car, be sure to lower the flag back down.
- 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.
  - From the Timing Trailer, 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 at the Lincoln Drivers Center 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.

Updated 03/06/20

**Course Penalty Detail**

Remember, even if a cone is nudged, it could be displaced it from its original position in the box and it should be checked.

Pointer Cones DO NOT count as penalties if they are knocked out of position.



**CONE PENALTY.**  
Hold the cone up for the Corner Captain to see and report



**NO PENALTY.**  
Make the "safe" sign. Cone may have been brushed but stays within the box. Recenter cone and ensure the Corner Captain acknowledges the sign.



**DNF.**  
Make an "X" with your upraised arms. Ensure the Corner Captain sees the sign.



**RED FLAG.**  
If you need to red flag a car, wave the flag vigorously until you get the driver's attention.