2025 Tire Rack SCCA Solo Nationals Work Assignment 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. Do NOT attempt to contact timing using the PA; use your radio to communicate with timing.

ANNOUNCE ASSISTANT (PRE-ASSIGNED POSITION):

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

AUDITOR (TIMING):

- → 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 Timing Program Database.
- → The auditor will follow the National Tour Audit Procedure guidelines to complete the audit.
- → You will print results as required during and at the end of each Run Group.

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.
    - o If the cars are out of sequence, you will work with the Chief of Timing to get back in sync.

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 for Solo Nationals.

COURSE WORKER (MULTIPLE POSITIONS):

Course working, regardless of the position, requires workers to pay close attention to vehicles on course. Always know where vehicles are on course and never turn your back on a vehicle. It may be tempting to position yourself close to a cone that is consistently hit, however doing so may put you too close to the drive line and in harm's way. In the event a car spins or slides in your direction, you should, to the best of your ability, move in the opposite direction of the slide or spin.

→ **Clipboard/Sequence writer:**

- Have all workers at the station ***legibly*** sign the first corner sheet.
- 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.
- Turn clipboard and pen in at the last sweep/take new clipboard for next heat and leave it securely at the corner station for the new worker.

→ **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 your 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 or if you hear RED FLAG come across the radio.
  - 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 the vehicle is able to safely stop.

- If you initiated a red flag, notify timing on the reason for the red flag and who will receive a re-run. (Be sure your clipboard 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 know to 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 in the radio to all other corners.
- Once the course is under control, find out if the stopped vehicle needs a tow.
- If it needs a tow, let timing and scoring know as soon as possible.
    - If clean-up is required, let timing and scoring know that as well.
- If you request a "hold start", when the course is clear in your area, call in to timing and let them know so competition can resume.

- 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. You should receive a confirmation call from control.

→ **Regular course worker:**

- If time permits, prior to the heat beginning, check the cones at your corner station to ensure 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 of its penalty status, 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.

GRID (MULTIPLE POSITIONS):

- **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 always be available to assist either in person or via radio. 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.
- **"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.
- **"Re-run/2nd Driver Timer":**
  - Worker will write down the times of cars getting a re-run when it gets back to grid.
  - Write down times 2 driver cars 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 and given a 5-car warning.
- **"5 Car Notification":**
  - Worker will provide each car with a 5 car warning before being sent to the start line.
- **"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 (Modified, CAM, XA, XB & CSX) and which weigh without (Prepared, Street Modified).
- 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.
- When the heat ends and results have been audited, provisional results will printed in the Timing Trailer.
  - 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 vehicle verification sheets and marking necessary changes on the sheets. Completed sheets should be returned to the Admin in the Timing Trailer upon completion.

PHOTO SPOTTER:

- → Worker will meet the event photographer at the pre-arranged spot designated by the Marketing Team.
- → 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, 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 (confirming penalties and re-runs, verifying with Start & Sweep when to hold and go respectively).
- → Record each radio call on a new line on the Radio Log.
- → Inform sweep car when they should take the course to pick up corner sheets by referencing the split marked on the Grid run order. If there are any re-runs, verify their status with the Timing Chief in case that delays when the Sweep car is sent.
- → 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 RE & 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 2025 Solo Rulebook and the 2025 Nationals Supplemental Rules.
- → Particular duties during each heat 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. 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 ongoing issue, someone will assist with fixing the scanner.

→ Scanner should ensure that all helmets have a 2025 SCCA Helmet tech decal. If they do not, they should be instructed to return to grid.

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 105dBc.

→ 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 to determine the best interval and the best release point for 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.

→ The Starter will use the Stage/Start Light to release the competitor.

- To release the car, the Starter will push and HOLD the button connected to the Stage/Start Light which illuminates the GREEN light and triggers a ½ second horn.
  - Hold the button long enough for the car to pass the Stage/Start Light. If you don't, it could be distracting to the competitor because the red light illuminates when the button is released.

SWEEP:

→ Worker will partner with the Worker Check-in person to collect corner and sound sheets and make sure that they are posted correctly.

→ Worker will have communication with radio control in Timing and the Operating Steward.

→ Worker should have a Grid run order on a clip board in the sweep car. Grid run order will be marked with the split to show when course sheets should be picked up.

→ Check with timing to be sure you are clear to go at the split (there could be re-runs that need to go before sweep can pick up sheets).

→ 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.

→ Sweep will deliver additional supplies to all corners, as needed.

→ Prior to the final sweep of the heat, collect new corner clipboards from the timing trailer- ensure that each clipboard has a pen.

- At final sweep, collect entire clipboard and hand the worker a new fully loaded clipboard for them to leave at the corner station for the next worker.
- Ensure the clipboard you pick up has a pen attached.

→ Final sweep for the heat will be done once the final car has finished the course.

TECH (PRE-ASSIGNED POSITION):

→ Worker will make sure that all competitors have completed their own technical inspection, as evidenced by turning in a completed tech form.

→ All cars should be issued the appropriate tech sticker (based on the class(es) the car is running in).

→ All competitors are responsible for ensuring that their car numbers and class designations are appropriate size and color contrast. They may bring a car to tech for verification.

→ All competitor helmets should be checked for required Snell ratings and bar code stickers and have helmet tech decal (Solo 2025) issued if necessary.

→ Workers will collect pre-printed 2025 Solo Nationals Tech forms and issue the 2025 Solo Nationals Event Decals when the tech form is received.

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, paying special attention to 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, tear off the printout and give it and the Timer Log to the Timing Manager.

TIRE CLEANING:

→ Worker will monitor 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. 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 (Age 19 and under) signed or can show a hard card with an expiration date of 12/31/2025.

- In the State of Nebraska, anyone under the age of 19 is considered a minor.
- Minors who are NOT competing do not have to sign the waiver or have someone else sign on their behalf but they are not allowed in any hot areas such as Grid/Impound.

WORKER CHECK-IN/SWEEP ASSIST:

→ 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 when 3rd runs start for Heat 1).

→ If there are workers that have not checked in, go to the announce vehicle and have the announcer (in a car beside the timing trailer) call 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.

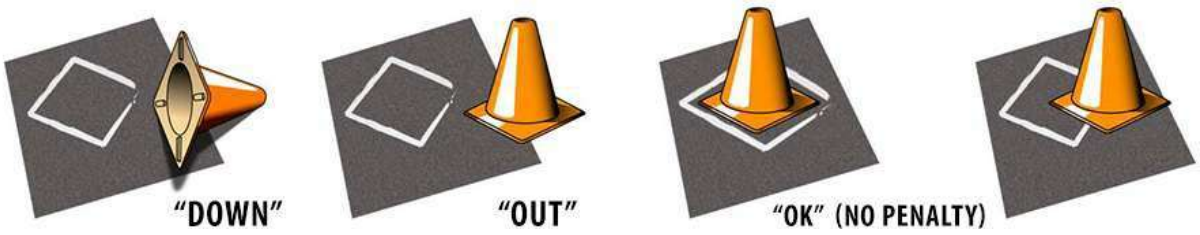
- You will receive the yellow copies of the Master Timer Log and Radio Log as well as Preliminary Results.
- In the Posting tent, where you checked workers in, there are Heat binders. File all items behind the correct tab within the binder for the Heat you are working- all items are added with the most current on TOP.

→ You and the sweep driver will have radio communication with radio control in the timing trailer and the Operating Steward.

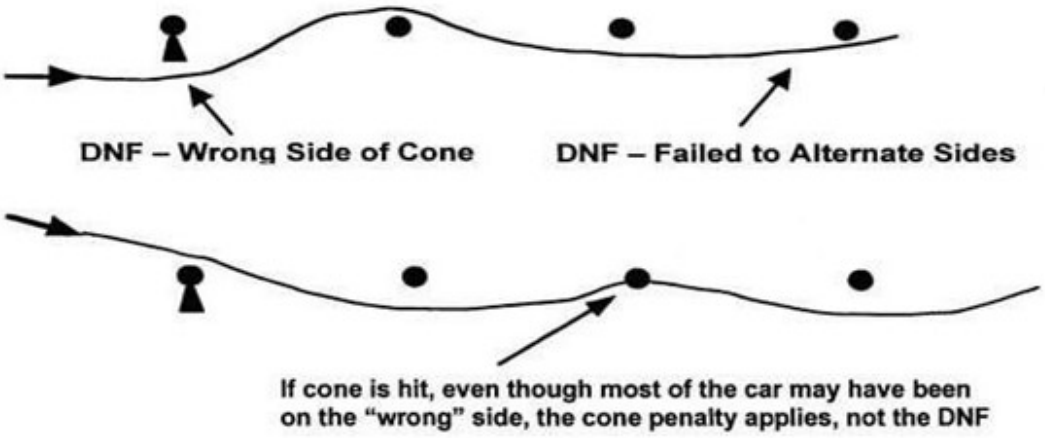
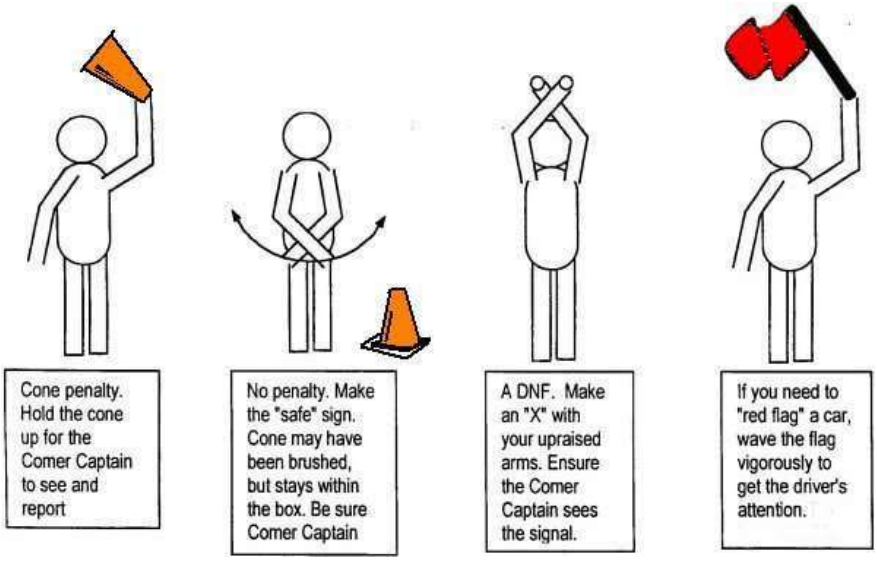
COURSE PENALTY DETAIL

Remember, even if a cone is barely 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.



A DNF occurs in a slalom if the car enters the slalom on the wrong side of a "non-optional" slalom, or fails to alternate sides correctly.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