SOLO STAFF POSITIONS

Chairperson-

In charge of guiding and helping the other Staff members have what they need to get the job done. Arranging, organizing the dates and equipment. Promotes the series and generates excitement to keep people coming back and to make sure the series makes money for the club.

Is accountable and answers to the CRSCCA BOD and officers, Proposes rule changes. Makes sure the insurance and audit forms are filled out and sent to the national office. Runs the series and makes sure everybody has fun with cars and car people.

Is one of two contacts (chairperson and SSS) if an emergency should happen. This includes but is not limited to the SCCA Nationals, Media and/or police/fire departments. NO OTHER OFFICERS OR ENTRANTS UNLESS NOMINATED BY CHAIRPERSON BOTH SSS IS TO BE A "CONTACT PERSON" or a REIABLE SOURCE of INFORMATION.

Chief of Course-

Person who is responsible for laying out and designing the event area which includes Course, Grid, Paddock, Spectators area and making sure Timing and Scoring has good vision of the course from the T/S location. All boundaries have been clearly marked with crowd control barriers.

Also, this person will be working with the solo safety steward to make sure the area and the course is safe and secure.

Chief of Safety/Safety Stewards-

Person or persons in charge of making sure that the event is operating in a safe manner this includes the course is meeting SCCA safe course guidelines (per rulebook) looks over the event site for safe spectator areas, makes sure insurance is posted around the trailer. Watches over the event checking the spectator areas, tries to spot any unsafe activities or areas before they happen. The course MUST HAVE this persons' approval. In case of an accident the SSS is the person who fills out the correct paperwork, is one of two contacts (chairperson and SSS) if an emergency happens. This includes the SCCA Nationals, Media and/or police/fire departments. NO OTHER OFFICERS OR ENTRANTS UNLESS NOMINATED BY CHAIRPERSON BOTH SSS IS TO BE A "CONTACT PERSON" or a REIABLE SOURCE of INFORMATION.

Chief of Operations-

Makes sure that all of the equipment in and around the trailer is properly hooked up and working correctly; this includes sound system, timing lights, digital display, and crowd control banners, signage around the event.

Chief of Waivers-

This person is required to be onsite FIRST THING or have a club member onsite to make sure all early attendees have signed the waiver form and make sure the wrist band has been attached to a body part of all attendees. Waiver chief must either set-up a location at the entrance to the site and/or roam through the crowd to make sure all have signed the waiver and have a wristband. They are to show new members/attendees where to paddock is and who to see in registration.

Chief of Registration-

This person in charge of making sure the online registration is open at least 2-4 weeks before the event. At the event is making sure money is collected, tech forms have been handed out and returned so all entrants can be entered into the computer.

"Guiding" new people into correct car classes showing them where to go next, help finding them a helper and making sure that all membership forms are collected and processed.

Chief of Tech-

Person or persons are required to safety inspect ALL race cars and helmets according to the current SCCA rule book. All cars must have the CORRECT classing and numbers ON THE CAR (NO WINDOWS) that have been given to them from registration, UNLESS there is a blatant issue with the car, the class given to them must be on the car. IF there is a change TECH must notify registration ASAP. Once the car has passed tech each car must receive a tech sticker and the registration/tech form must be returned to the trailer. Showing new members where the course is and what happens next.

Chief of Timing and Scoring -

Once registration is complete this person is in charge of maintaining the computer during the event They should be able to run the Axware system fix any issues that arrive during the event and post the time between run groups AND AFTER the event. They are also responsible for training and making sure there are enough workers in the trailer to keep the event running.

Chief of Workers -

This person is responsible of laying out the worker positions in and around course. Before the driver's meeting he or she should have run and work groups determined and if there are over 50 entrants should consider a 3 group system. During the event they need to make sure that all entrants are placed at their worker positions in a timely manner and all entrants have checked in to receive credit for working. The night before the event chief should preview the online entrant list to see the number of entrants and have a preliminary run/group set-up.

The person needs to listen to the entrants to make sure they are placed where they are comfortable working and if they any disabilities to prevent them from working it must be noted.

Novice Instructor -

       This person is in charge of helping out the Novices in finding their way throughout the event. It begins with a course walk through and making sure they have additional assistance they need while driving. Most of all this person must make sure that all Novices are having fun and smiling.

Chief of Grid -

       In charge of set-up and operation of grid during the event. The grid should be close to the course and have plenty of space to allow turning around and two-way traffic.

Solo Points Keeper-

       Person in charge of getting a copy of results, tabulate the results per the point system to determine the CRSCCA John Darrow Solo Champion Award winner. They are supposed to send updates of the points to the webmaster for publishing in a timely manner, on the trailer at events and the CRSCCA forums.