

# Specialties

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This document is a description of the specialties that SOVREN uses to put on an event. It is intended to let people know what is expected of them as an official and as a chief of specialty. I have included an appendix at the end that shows what was written for NWR-SCCA some 20 years ago or so as a way to show how other groups define these specialties. There should be another document listing all equipment owned by SOVREN and its current location and person responsible for it.

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# 1 Course Marshal

## **Summary:**

Mission Critical to SOVREN conducting a race weekend. Responsible for setup and takedown of corner station equipment and other track facilities support.

## **Detailed description:**

At Pacific Raceways SOVREN uses a rented IRDC box truck (and two pickups for E-crew) to store and distribute corner station equipment, such as fire bottles, flags, tents, and brooms. Prior to cars entering the track, all stations must be equipped and manned. The Course Marshal's duties involve driving around the track with the box truck, stopping at every worker's station to distribute the necessary equipment. This includes corner stations, starter and pit exit stations, and track crossing locations (turn 10). The trucks are parked/stored at a location 1/2 mile from the track. The evening before the race, Course Marshal + crew picks up the trucks and stage in the paddock. After 5:00 PM the day before (preferably), or early on race day (0630-0700) drive the track with the crew to do the above equipment distribution. The truck is then parked at turn 10, the Marshal sits on board with a radio, to be on call should additional equipment be requested. South facing, trackside at T10, usually a leisurely day watching the races. At the end of the weekend, Marshal and crew circle the track and pick up equipment, which is sometimes consolidated at the edge of the track at each station by the departing corner workers. Trucks are then returned to storage. If wet, the flags must be separated and hung up in the truck before securing for the weekend. It's a late evening Sunday. Course Marshal should review condition of flags and other equipment and see to repair and/or replacement. Basically, an intense start and finish of the weekend, heavy lifting of boxes in and out of the truck, and a fun day at the races in between. Other tracks may use either hired Course Marshal support and or other equipment for distribution.

## **Chief's responsibilities:**

Responsible for soliciting/coordinating the volunteers necessary for this work (typically 3 or 4).

## 2 Driver Services

### Summary

Driver Services is the main point of information for all types of people, from officials to spectators to drivers. Here they can get a hard copy of results, obtain any schedule changes/delays and other important information relating to the weekend events. Driver Services is also the communication hub on ground level, a point where participants can make contact with other officials if needed to resolve racing issues on and off the track. This specialty requires people who are truly customer oriented, who enjoy working with the general population, and can remain calm even when experiencing unhappy people needing resolution.

### Detailed Description

The personnel in Driver Services will receive results from Timing and Scoring to distribute to participants by making copies of each on track session of the Results. This is achieved by creating a procedure of distribution via clipboards, file box, distribution turn style or other system where a few copies of each session can be divided at a minimum by race group. The results can be copied from the master to refill empty spots or as requested. Driver Services will also have blank copies of Witness Statements used for reporting on track incidents that corner stations (or other officials) may not see. Once this form is completed, Driver Services personnel will call on the radio for a competition committee member to come and pick it up. There are also blank copies of the Change Form for those wishing to change groups, classes, cars, and other driver/car related information. Once complete, and the required written approvals have been obtained, this form can be returned to Driver Services who will then make sure Timing and Scoring receives the proper information via radio. Driver Services may in some cases be responsible for SOVREN Regalia/Merchandise. Driver Services will receive two radios, one for Race Net, and the other for Administration. Other radios will be distributed and collected at Driver Services via a check out sheet in the Radio Box that is delivered and picked up each day. Driver Services is also the location for items to be returned, this could be, but not limited to, Transponders, Media Passes, or Lost and Found items. Transponders and Media Passes are returned to a predetermined method to Registration, a check in sheet is normally provided for transponders. Lost and Found items can be reported to Race Control through the Administration channel to be announced on the PA. Unclaimed items are turned over to the track management.

### Chief's Responsibilities

The chief is responsible for ensuring that there is sufficient crew to cover the needs of the specialty as well as ensuring they are properly trained. They are also responsible to have Driver Services fully set up before the first qualifying session of the event. This usually requires arriving the day/evening prior to the event to set up the tent, (if out doors) preferably with sides, and equipment/supplies. They will also need one or more tables with chairs, a printer/copier or other method to get results from Timing and Scoring, and copy paper. This printer/copier and the equipment to connect it to timing is normally provided by some other entity or is part of the track infrastructure. The chief will be responsible for securing all items at the end of the day. This may require covering and securing all items or having to move to a secure location to protect from inclement weather (Wet, Windy, etc.)

## **3 Merchandise**

### **Description**

The people in this group are responsible for selling any merchandise the club may have for sale as well as any decals or other stickers drivers may be required to have on their cars. It may be a part of Driver Services or completely separate. It requires that you collect money for the things purchased and turn that money over to the proper official as required. You may also be required to make change or have a method to accept optional credit cards.

## **4 Emergency**

Their main job is to respond to incidents on the track where the corner workers need assistance. The activities include firefighting, emergency medical assessment and extrication of trapped or injured drivers. Emergency coordinates the retrieval of broken racecars off the track in a safe manner. Sometimes the cars only need to be flat towed and other times they need to be lifted off of tire walls or maybe even turned right side up. Emergency staff is trained to use the "Jaws of Life" and other driver extracting equipment. This is why firefighters and emergency medical technicians fit into this job perfectly, since they already know the ropes of extricating people from wrecked cars.

# 5 Flagging and Communications

## 5.1 Flags

### Summary

The purpose of the F&C organization is to provide safe, effective, and timely course control during the event. This is done by:

- Observing everything within their area of responsibility - cars, drivers, spectators, safety equipment, barriers, etc - for any unusual or improper condition that may affect the safe conduct of the event.
- Signaling the drivers with flags, lights, hand signals or other means of any change in the condition of the course or the condition of their cars.
- Communicating all relevant information about of the condition of the course, the competing cars, and any situation requiring decisions or actions by race officials.
- Relaying received information and instructions to affected personnel, including emergency vehicle crews, drivers, or other participants.
- Undertaking limited, emergency first-response action required to protect lives and property in the event of an accident.

### Detailed

Marshals, Flaggers, Communicators, Emergency Response personnel, tow vehicles crews and other necessary personnel are stationed around the [racetrack](#). In general, marshals fulfill the roles of observers, signalers and communicators.

When cars are on the track, F&C personnel will:

- Maintain a clear and safe course.
- Observe the cars for anything unusual or potentially unsafe, watch for contact between cars and for cars off the course.
- Use flags, lights and other devices to signal drivers about incidents or conditions on the course.
- Communicate local situations and conditions to officials controlling the race, particularly when the situation may affect other stations or the race in general.
- Respond to, and possibly relay, any directions received from the race control officials. At some tracks this may include such matters as dispatching response vehicles from a station, opening and closing a spectator gate or other such items.
- Under some conditions at some tracks, marshals may need to respond to an emergency situation such as a fire or collision. Not all tracks permit this and you should know the policies of each track you attend.
- Provide descriptions of incidents that can be used by the stewards to make decisions or for protests.

The F&C Specialty is open to anyone regardless of being a member of SOVREN. While SOVREN specifies 16 years as a minimum age to participate a special parental minor waiver is required before participating in a hazardous area. Other characteristics of marshals include the ability to:

- Meet reasonable physical requirements. You will be outdoors all day, exposed to all types of weather conditions, and standing for long periods of time. You must remain alert at all times in a loud, sometimes dirty, and often busy environment. You may have to run or react quickly.
- Work as part of a team and follow directions. As well, you may have to evaluate a situation quickly and make a decision about what to do or say.
- Be reliable. Be on time. Always attend when you say you will.
- Be familiar with general rules and operating procedures. That's what this Guide is for.

- Use common sense, and good judgment. The ability to think logically will help you through many situations.

### **Chief Responsibilities**

Beg and moan as required to get people to volunteer their time and sometimes money to support racing.

Assign people to places to work based on their experience or lack thereof.

Allowing for age, personal injuries, conflicts and/or personalities and pairing them so that they will have a good experience, a safe day and will be willing to return.

Educate people on:

- What to wear
- What to bring
- Where to go
- What to do
- How to act
- How to be safe
- How to Flag
- How to Communicate
- How to respond to an incident
- How to herd workers, drivers, photographers, and pedestrians and keep them safe.

See that they have

- Water
- Equipment and know how to use or operate it
- Guide Books
- Personal Protective Equipment
- Appropriate apparel when they don't get the memo on what to wear

Intervene when drivers or stewards feel they need to be abusive to volunteers

Counsel and console workers when they are exposed to situations beyond comprehension.

## **5.2 Control/Comm**

### **Summary**

Coordinates communications between all the various groups at an event. They also log all communications on the race net (the net the flaggers are using). Communicators may be required to handle both the communications and the logging depending on staffing.

### **Detailed Description**

Control communications (Control) is the central location for all communications between the various groups at an event. This involves monitoring 4 or more nets, where a net is defined as multiple radios using the same channel.

Some really big events may have a group of communicators and a separate group of loggers. The most common nets used are:

Race net which is the corners, grid/hot pit, and start, though there may be others monitoring this net. At tracks where there is landline grid/hot pit may be on a separate net. Ideally this net has a communicator and a logger although the communicator may also do the logging.

Emergency which is all the emergency equipment and crews. The communicator for this net monitors the Race net and coordinates between the stewards and the emergency crews to respond to problems reported by people on Race net and making sure the people on Race net are aware of when emergency vehicles are moving on track. This net is typically not logged although at an event where there are separate loggers and communicator it may be logged.

Administrative (Admin) this is an open uncontrolled net used by anyone who wishes to speak to another group without having to ask permission from control. This includes communications between Driver Services and Timing and Registration about car changes, informing Tech about issues with cars and any number of other items that do not affect on track safety. It is normally monitored by whoever is available often a steward. It is not a priority net for control.

Pace which is the net where all pace cars are handled. This is handled by a steward although all pace cars typically also monitor Race net. It is not logged.

### **Chief's Responsibilities**

The Chief is responsible for ensuring there is at least a minimal crew for communications or that all stations are covered. This may involve working with the stewards to cover some stations. The chief is also responsible for making sure all equipment, log form, paper, pens, clocks, radios, etc are available and ready for use. The chief may be a part of the communications crew or if there are sufficient people they may float and fill in as needed at various stations. The chief should be able to handle any station.



## **6 Media Chief**

The SOVREN media chief specialty ensures that qualified media (photographers, video, and writers) receive the proper credentials to fulfill their assignments for covering SOVREN events. The position also provides safety guidelines, procedures, and meetings to ensure that media personnel are governed by rules to keep them safe and provide access to the hot areas of the course without impeding officials from their duties or causing any race delays.

### **Responsibilities**

#### Media credentials

- Point of contact for media credential requests
- Approves or denies requests via email
- Sends a list of credentialed media to registration and race chairs prior to each event

#### Photo Safety Briefings

- Conduct photo safety briefings in conjunction with daily course officials meetings
- Monitors media during the events

# 7 Pace Car

## **Description**

The Pace Car is used to pace a group/field prior to the Green Flag. Depending on the group, the Pace Car holds the field between 35-50 MPH, driving the center of the racing surface around the circuit. Every attempt is made to down-shift into corners versus the use of brakes. Depending on the circuit, that is not always possible. The Pace Car may report circuit or vehicle conditions to Race Control which could influence the safe operation or continuation of a race session.

Upon releasing the field to the Starter, the Pace Car exits the circuit at Pit In. After the Green Flag is displayed the vehicle is now called the Safety Car and stands ready to be dispatched by Race Control at a moments' notice, typically under a full course yellow condition. When dispatched as a Safety Car, the vehicle is driven on the racing line presuming there are no obstructions or debris to be avoided, in which case the Safety Car will lead the field through the safest area of the racing surface. Speed can vary depending on surface conditions or issues at an incident.

At the discretion of Race Control, the Safety Car maintains control of the field until the incident is cleared or the field is led into the Pit Lane under a Black Flag or Checkered Flag.

## **Chief's responsibilities**

The Pace Car Chief oversees the vehicle(s) and team members to ensure safety of team members and appropriate visual identifiers and equipment (lights, banners, radios, etc.) are on the vehicle(s).

In the case of a split start a second Pace Car may be requested. The Pace Car Chief will make every attempt to provide a second, appropriately marked vehicle, if requested. The Pace Car Chief should check with any Series or Operating Steward if there are specific speed or other operational parameters to be followed.

## **8 Paddock Marshal**

### **Description**

Paddock marshals layout the paddock to be sure every team or Prep Shop has the space required. Monitor paddock entry gate and direct competitors to the correct location. If possible, they should put people in their preferred area. They let each team or Prep Shop know where they are to paddock and if needed escorts them to their place. At events where there are a number of vendors like Historics they will need to coordinate with the charity to ensure there is space for the vendors.

### **Chief's Responsibilities**

The chief needs to be sure he has adequate crew to do the job and that they are properly trained.

## 9 Pit/Grid

### 9.1 Hot Pit

#### Summary

For smaller events where there is not a lot of traffic in the pit lane the pit marshal may also be covering black flag calls and helping with grid. Their primary responsibility is the safety of all cars and personnel, including crews, who may be working in the pit lane. They may also be required to explain to drivers why they were shown a black or mechanical flag and inspect cars to be sure they are safe to return to course.

#### Detailed Description

If there is a lot of traffic in pit lane the pit marshal will be responsible for letting other marshals and crews know when cars are entering or leaving the pits by blowing their whistle or otherwise getting everyone attention to watch for moving traffic. If a car is brought in under a mechanical flag they will need to inspect the car to verify the issue and if it is worked on in pit lane to verify that it has been fixed. If the car is not safe to return to the track the pit marshal will need to send it back to paddock either on **its** own or have it towed. If cars are brought in on a black flag all the pit marshals will line the cars up in pit lane. Grid may help with this as well.

If the pit marshal is also acting as black flag they may have to explain to drivers why they were given a black flag and if required hold them for an official to come and talk to them.

If the pit marshal is not busy with pit lane they may be asked to help with grid.

#### Chief's Responsibilities

The chief is responsible for getting the people required to man pit lane if more than one is required. They are also responsible for making sure all equipment, fire extinguishers, grease sweep, brooms, canopy, etc are setup.

### 9.2 Grid

#### Summary

Pre-grid's job is to make sure everyone is lined up in the proper order before they enter the track for qualifying and racing. This is where you get to meet race drivers up close and personal. It's also important that the driver is checked for safety gear and **that** the car is safe to go out on course. This includes checking for items left in the car, hood pins latched and the driver in his safety equipment and seatbelts fastened.

#### Detailed Description

After guiding the race cars into their grid spot, we then walk around the car checking, lug nuts, wheel pins, body clips, buckles and dzus fasteners. Double checking to make sure doors are shut tight, windows are either all the way up or all the way down, that there isn't anything inside the car that is loose which could become a projectile and then to make sure the driver is fully dressed with his collar fastened, HANS type device is secured properly, safety harness is tight and fastened, arm restraints are tight and gloves are on. We will also be checking each driver for wrist band, helmet sticker and making sure the tech sticker is on the car and ensure the number on the car matches what is on the tech sticker. The crews are an important part of the specialty too. Many of the drivers have crew people to take care of them. Even though there may be crew-members present, it is still the job of the grid workers to double check the driver. The driver has his session on the mind and may forget to put on

gloves or latch the hood down. Grid is probably the best specialty at the track. Not only do you get to be with all the great cars, you do get to know the drivers, crew and families.

### **Chief's Responsibilities**

Contact your crew members and make sure they are available and know the days and times for the event. Setup the area with (canopy, chairs, umbrellas, cones, sweep, brooms, water bottles, fire bottles, signs, toolbox and coffee) or equipment as needed or available.

# 10 Race Chairs

## General

Note that most of these responsibilities may be delegated to others but the Race Chair is responsible to ensure they have been completed.

Annual club insurance application, also Annual General Meeting (AGM) Certificate of Insurance (COI)

Prepare for and attend all Board of Directors (BOD) meetings, provide monthly updates of race status, and present issues requiring BOD action/approval

## All Tracks

Review, edit, and sign track contracts

Apply for and submit COIs to tracks

Negotiate & schedule ALS ambulance services

Negotiate & schedule tow truck services

Negotiate & schedule golf cart services

Negotiate & schedule concession services, structure worker food program (job could be by others)

Prepare track checklist to coordinate track services

Post-race, review and authorize treasurer to pay for all expenses and services

Chief's letters, event specific direction and heads-up

Bring water & ice for distribution

Get reimbursement cash, sort by denomination, take to track for distribution by others

Prepare and conduct driver's meetings, including set-up/take-down PA system

During event, travel the paddock, registration, pre-grid, tower, tech, driver's services etc. to check in and assure that needs are being met. Check in with track management. If they need something.

## Pacific Raceways

Organize and implement pre-season service for IRDC trucks

Get trucks, help with track setup and teardown (assist Course Marshal if needed)

Store and transport to track power packs, PA system, extension cords, sandwich boards, measuring wheel, lime spreader (Could be an Equipment manager)

Setup/teardown A/V for meetings (Equipment Manager)

Charge, put out, and collect power packs at starter stand and track entry stoplight (Equipment Manager or Starters)

Spring Sprints, coordinate Novice program (assist Novice Chair as needed)

Historics, layout paddock (paddock Marshal), coordinate with PNWH for security, carts

Fall Finale, coordinate track rides

- Find drivers willing to give rides and be sure they know the time and place to gather (should be done pre-event if possible or sign up at registration)

- Assist with getting riders in to and out of cars and ensure all riders have a helmet.

## **Spokane**

Other than pick-up/transport jaws of life, COI, and worker cash, all by SFoS team

## **Portland**

Coordinate with All British Field Meet (ABFM), including Memorandum of Understanding (MOU)

Coordinate sound variance

Coordinate with Cascade (including MOU) for track setup, have their money ready at track

Coordinate 3 days, of security with track & ABFM

Rent tent for registration at gate

Coordinate porta-potty and communication stations (part of track checklists)

Order and collect sound measurements (Track designated person)

# 11 Radio Tech

## **Summary:**

Radio tech is responsible for ensuring that all the officials who require radios have them and that they are in working order. In SOVREN this is normally contracted to a third party.

## **Detailed Description:**

Pre-event make sure all the radios that will be needed for the event are onsite and ready for the first day. Ensure that all equipment needed to support radios throughout the weekend is on site such as spare batteries, chargers if needed, headset and speaker mics etc. During the event this person will be sure that all those who require radios have them or that they are in a place that they can be gotten. They will also be available to handle any radio issues that may come up during the event.

## **Chief duties:**

If there is a crew the chief is responsible for making sure that the people on that crew are onsite and know where the equipment is located. Ensure that radios for control are setup and working.



# 12 Registration

## Summary:

Registrars are generally the first 'face of the club' people see when arriving at the track. They greet and happily check everyone in for race day. They ensure that racers have paid their entry fees, signed insurance waivers (annual or event), have the necessary credentials and passes, tech sheets and packets if provided. Registrars also ensure Volunteers (Officials) have signed the waiver, received any credentials and packets, recorded specialty and days they plan to work. This also applies to all Media, Crew, Vendors, VIPS, Guests, Family, and Minors. All participants are wrist banded. Collect any monies due.

## Chief's responsibilities:

Request review of pricing and cancellation dates with the Board of Directors.

Prepare or update all electronic and paper forms to start the year (this includes MotorsportReg and website)

Add all necessary forms to website.

Collect entry forms both paper and electronic and process payments, assign groups, numbers, and verify competition licenses, membership levels, annuals, and car registration forms (CRFs).

Prepare registration notebooks with current entries, vendors, and prep shop information for check in.

Prepare all copies of forms related to registration needs

- Annual List,
- Minor Annual List,
- Entry Lists,
- Schedule,
- Media passes, – change forms,
- transponder rental

Review, and prepare financial report for treasurer after the event

Maintain all waivers for required years On track

# 13 Starter

## Summary

The starter is responsible for signaling the start and end of all on track sessions as well as using various flags and an electronic sign board or physical sign boards to impart vital information to drivers. This involves the use of clocks, stop watches or other timing devices, and creating lap charts to track the leaders of a session. There are a few flags that are only used at the starter location.

## Detailed Description

A Starter is the person who supervises and signals the start and end of a practice, qualifying and race sessions. The individual starts a practice, qualifying and race sessions by displaying a green flag. At the discretion of the tower, the starter administers penalties and informs drivers of mechanical issues through various flags, such as the black flag for penalties and a mechanical flag (black with orange circle in middle), respectively. Other flags used are similar to what would be displayed at the turns, such as a blue flag with a yellow stripe to inform the driver to check their mirrors for faster cars, yellow flag for an incident, white flag for safety or a slow car, surface flag (yellow with red stripes) for debris on the track surface, and a red flag to safely slow to a stop near a turn station for a major incident on the course. At the end of a practice, qualifying and race sessions, the individual displays a checkered flag to signal the end of the session.

## Chief's Responsibilities

The Chief Starter is the person who oversees the Start Team. This person ensures the safety of the team members and makes sure processes and rules set by the series are followed to the best of their ability. This person is responsible for communicating to the series on equipment needs and makes sure all the tools needed are in place, such as flags, digital display board, clocks, the series banner, reports, paper, pens, binoculars, as well as items of comfort, such as stools.

## -Re-entry

### Description

The reentry starter is responsible for the safe entry of cars onto the racing surface. At some tracks they may also be required to do the splitting of cars at the start of a race session.

# 14 Stewards

## 14.1 Chief

The Chief Steward is the only Steward for SOVREN. The role of the SOVREN Chief Steward is to be the initial contact point for issues which may arise during the event that affect the safety or fairness of the event. They will evaluate the situation and determine what actions, if any, may be warranted. This may involve simply counseling the competitor on SOVREN's expectations of competitor behavior. They may also need to help resolve competitor to-competitor issues. Should the situation be serious enough, in their opinion, to warrant further investigation and possible penalties, they will pass it on to the Competition Committee, and assist them in resolving the situation. If there is a situation where there are immediate safety concerns, either for the competitor, or their car, they may remove the competitor / car from competition. Given this role and responsibilities, the SOVREN Chief Steward should be some one that has received training in Stewarding in Sports Car racing venues.

## 14.2 Operating

### Overview

The operating stewards are responsible for the on-track portion of the race. They control the release of the cars to the track, dispatching Safety and Emergency vehicles, and the flag condition at the corner stations. They are also responsible for keeping the event on schedule.

### Duties

1. Work with the communicators, including Race Net, Emergency, Admin, and Pace/Safety car.
2. Call for the release of race cars from grid to start a session.
3. Determine the need for overall course flag conditions and advise the Race Net communicator.
4. Request Safety car and emergency equipment if needed.
5. Stop the race if needed.
6. Insure the track is cold before allowing spectators and others to cross.
7. Do not leave the tower until all race cars are off track or in the care of emergency crew.

An operating steward needs to make decisions quickly when problems occur.

Instructions will be relayed to the Tower communicators and will then be passed onto the correct specialties for action.

### Chief's Responsibilities

- Chief Operating Steward should attend the Flag Chief's morning meeting.
- Set up steward rotation. In a perfect world that would be, one operating race net, one backup, one pace/safety car and one monitoring admin.
- Confirm all required safety equipment is on site.
- Check with emergency Communication for location of emergency equipment.
- One of the Operating Stewards will usually communicate with the Pace/safety car.
- Communicate with Chief Steward, Race Chairmen, or Competition Committee if required.
- The job requires hands on training, even if the person comes from a steward background with other racing organizations. There are some things that are not done the same way in most race organizations.

# 15 Scrutineer/Tech

## **Description**

Tech is responsible to making sure that a race car has all the safety equipment needed to race per regulations. Tech makes sure that a car is safe to race by checking systems on a car. Tech makes sure that various regulations pertaining to the physical appearance of the car are adhered to. This is all done by using a check list. Once the check list is complete, the car is given an "OK to Race" and is allowed to participate in the weekends racing. If a car gets into an accident during the race, tech needs to check the car (re-inspect) to see if it can continue the race, needs repairs made prior to re-entering the race, or determining that their race weekend is over. Tech does not determine if a car is eligible to race with SOVREN.

## **Chief's Responsibilities**

The chief is responsible for ensuring there is sufficient crew to inspect the cars and that they are properly trained in their duties. They are also responsible for making sure all paperwork is available and properly filled out. They also need to coordinate with registration to be sure everyone knows what color tech sheet is being used for the particular event.

# 16 Timing and Scoring

## Summary

Truth be told, in my opinion, Timing is one of the best places to work a race. You get a great view of some of the best racing. As the cars are racing past our windows some of us are watching computer screens to make sure each car gets recorded while others are feverishly trying to write down the car numbers as they are whizzing by. We need to know each car that comes on track and back each other, and the computers up. We send results out to Drivers Services and to spectators via Race Hero.

## Detailed description

Prior to race, the Chief needs to contact timing crew to see who is coming. You need to keep them informed as to lunch options if known, schedule, reminder to bring chairs to all tracks except Portland and the Ridge, move in times if they are staying at the track and any other information they may need. The ultimate crew consists of 2 computer operators, 3 or more tapers and two comparers and a communicator. There have not been this many in timing for a very long time. Set up: Charge computers and update Orbits if needed (usually beginning of the year) In Orbits: Create a new event Create Groups and put in times of the runs (schedule) Make sure that all tab labels are correct (column headers) Download entrants from Mortorsports.reg.com Place in correct groups Know how to move competitors around from group to group, from group to runs Know how to create results page: Pos, Place In Class (PIC), Number, Class, Name, Best time, Total time, Make/Model, Hometown Know how to create the CSV report for Championship points: Pos, Number, Name, Class, Displacement, Laps, Member, Make/Model, Points (blank) At Track: Help tech support set up computers, printer, decoder Make sure decoder and loop are in working order Keep in contact with Registrar for any new drivers, changes in car numbers etc. Once racing starts changes by the drivers must go through Comp Committee who fills out a blue change sheet and talks with the Registrar to insure that there will not be duplicate car numbers. This can be done in person, by radio or calling her. If a driver changes Groups and needs to change car number Grid needs to know who is who. Fill out Timing change forms and keep them up to date though out weekend Fill out Timing Comm logs for each run At Pacific Raceways send Results down to Pre-Grid At Portland, Spokane and the Ridge send Grid sheets to Drivers Services Bring up Race Hero: Click on Icon Follow instructions on screen Fire it Up Keep Race Hero updated throughout the weekend. Bring up Race Hero and start your race day, can be kept minimized when not updating. Go to the Past Events tab Start at the bottom and work your way up - When event (practice, qualifying or race) is done bring down the drop down box and make Official Let Tech and know of any Transponder needs: recharging, not working or intermittent so they can notify the drivers Let Starter know if a car does not have a transponder so they can show the TX sign Keep track of the cars that enter the track Need to keep track of the no shows to compare with registration at the end of the weekend. Delete those who have canceled. Set up the results sheets with appropriate logos, date and name of the event You may need to make a copy of the results for the announcer Know how to : create announcements on results figure out unrelated transponder figuring out who has a non-functioning transponder how to change number of laps create split grids Make sure to mark DNF and DNS cars. Know how to merge to run groups

## Chief's responsibilities

- Store and maintain timing equipment - update computers and de-coder

- Have supplies for the workers, pens, tapes, staplers

- Make sure you have paper for printer and extra toner cartridge

- Understand the basics to set up computers, decoder, internet in the tower.

- Create the next upcoming event

- Load schedule into Orbits

Download competitors from Motorsports Reg

At the track make sure decoder is working with the loop

Have a basic knowledge of where the transponder should be on the car

Understand the Timing rules in the handbook

Save all races and results to a thumb drive

At end of event: send results to Vintage Drift editor, registrar, webmaster for posting

At end of event: send CSV's of the races to the Points Keeper

# Appendix A

## NWR SCCA Specialty Descriptions

### REGISTRATION

Your first contacts at any event are the smiling workers of Registration. Prior to the weekend, we process the competitors' entries in preparation for the Driver's and Crew's arrival, assign car numbers and race groups. At the track they make sure you have the proper credentials (photo ID, license) and have signed the waiver. While Registrars are usually most busy in the morning when they first open, they do not stay open all day long, so there is some time during the day to do other things, watch racing, help other Specialties or just relax.

### FLAGGING/COMMUNICATIONS

Standing on every corner of every racetrack around the world are the 'people in white'. This specialty, commonly referred to as "corner workers", is actually made up of three subspecialties; Flagging, Communications, and Safety. The Flagging and Communications worker may actually participate in all three areas throughout a given day without ever leaving his or her station. Flaggers relay information to the drivers on course with a variety of different flags. Communicators use radios at each corner to call race control and advise them of any changes that will affect the drivers on the course. The third part of this specialty is Safety. Corner workers assigned to Safety go to an incident scene to provide a first response and communicate back to the corner what stopped cars may need in the way of assistance.

### EMERGENCY

Their main job is to respond to incidents on the track where the corner workers need assistance. The activities include fire fighting, emergency medical assessment and extrication of trapped or injured drivers. Emergency coordinates the retrieval of broken racecars off the track in a safe manner. Sometimes the cars only need to be flat towed and other times they need to be lifted off of tire walls or maybe even turned right side up. Emergency staff is trained to use the "Jaws of Life" and other driver extracting equipment. This is why firefighters and emergency medical technicians fit into this job perfectly, since they already know the ropes of extricating people from wrecked cars.

### PIT

Pit Marshals are responsible for enforcing rules of conduct as per the GCR, the purpose of which is the safety of ALL personnel in the Pit area. During the racing event, the PM's are there to ensure entry to and exit from the Pit area of competition cars in a safe manner and to oversee the safety of car crews. To sum up: traffic control, crew control and safety supervision.

### PADDOCK

If you think the race track sometimes gets crowded, imagine what it is like where the cars park when they are not racing. Paddock is the group that is responsible for ensuring the safe and speedy passage of the racecars to the grid prior to their event, and from the track back to their paddock areas. You could say that these are the folks who direct traffic.

### PRE-GRID

Pre-grid's job is to make sure everyone is lined up in the proper order before they enter the track for qualifying and racing. This is where you get to meet race drivers up close and personal. It's also important that the driver is checked for safety gear and the car is safe to go out on course. This includes checking for items left in the car, hood pins latched and the driver in his safety equipment and seatbelts fastened. The crews are an important part of the specialty too. Probably about 50

### RACE CONTROL

Race Control covers smaller subspecialties of Pit/Paddock, Pre-Grid, Course Marshal, and is a "catch all" specialty covering those people that assist in various tasks that are not otherwise defined. As an example, the pace car driver

falls into this category as well as the people who plan the "after hours" activities such as dinners and parties, Drivers Services, and Trophies. These are all people needed to make a successful event.

### **COURSE MARSHAL**

The Course Marshals main responsibility is the distribution of corner equipment and the maintenance of corner equipment, including fire-extinguishing equipment between events. In addition the Course Marshals may assist in clearing the track of disabled and stopped vehicles. Some of these cars may have a mechanical problem or they may simply have run out of gas and they need to be towed back to their paddock area. Course Marshals may also assist in clean up of the track during and after events in the event of fluid spills or other situations that may leave debris on the track surface.

### **RADIO TECH**

Communication between Race Officials is an absolute requirement. The Radio Tech specialty is responsible for the radio communication system and to assure it is working properly at all times.

### **SCRUTINEER**

There are two primary functions of tech. The first entails a complete visual inspection of all the safety equipment. This includes driver suits, helmets, seat belts, shoulder belts, roll cage, fire system, and general integrity and race worthiness of the car. The second function is to impound cars at the end of a race to determine their legality with respect to the General Competition Rules and the specifications for their class.

### **STARTER**

The Starter communicates the Chief Steward's instructions to the drivers through a series of colored flags, beginning with the green flag to start the race. The Starter also uses other flags, including: blue, black, red, yellow, white, and of course, the flag every leading driver eagerly awaits, the checkered flag!

### **SOUND CONTROL**

Racing noise may be music to a fans ear, but to the nearby landowner it may not be so pleasant. The sound output of the cars is recorded during practice, qualifying and the race to ensure compliance with a set level, usually 103 decibels. These readings are logged by car number and class every lap when the car is clear of traffic that could interfere with the reading. Weather readings, Temperature, Humidity, Wind Speed and Direction, Barometric Pressure and Weather condition are also recorded regularly. Regular sound level meter calibrations are checked and recorded. Cars that exceed the maximum allowable level are reported to the operating Steward so that appropriate action can be taken to correct the problem and allow the car to return to the track. Cars that are close to the maximum level are advised so they may be adjusted, so that weather condition changes do not cause the sound level to exceed the maximum allowed level. This Specialty is looking for new members.

### **STEWARDS**

The Stewards are normally long-term members of the club, and are very experienced officials. They are usually exdrivers, and are responsible for the general conduct of a racing event in accordance with the "General Competition Rules". Stewards are the executive decision makers at an event, and have broad powers to assure the safety of an event and the legality of the racecars. Stewards hear and decide the outcome of protests, and may impose penalties as a result. Like other workers and officials, stewards have license grades that depend on their level of experience. The Chief Steward is the senior official at a race.

### **TIMING & SCORING**

Want to have the best viewing seat on the course, stay out of the weather and have first hand knowledge of whose who and whose winning, then, Timing and Scoring is for you. There is a special friendship among those in Timing and Scoring as they all work toward that common goal - to make a race a race. T&S times the cars during qualifying sessions, and track the running order during races. There are many jobs available in Timing & Scoring.