MiDiv Solo Series

Event Operations Manual

2024

February 18, 2024

TABLE OF CONTENTS

Event Operation Schedule

Date	Action/Task	Responsible
ASAP	Submit Event Bid	Chair/Region
ASAP	Set Budget	Chair/Region
ASAP	Confirm Event Chiefs and get approved by DSDC	Chair
ASAP	Secure Event Site	Chair
ASAP	Secure Event Hotel/Motel (optional)	Chair
ASAP	Make arrangements for Party (optional)	Chair
ASAP	Solicit Secondary Sponsors (optional)	Chair/Region
ASAP	Secure a T&S Vehicle. Anything besides RV must be ?	Chair/Region
3 months Prior	Fill out Sanction, ensure waivers and wristbands are ?	Chair
3 months Prior	Set up event on MotorsportsReg	~~DSS~~ Chair
3 months Prior	Solicit Door Prizes (optional)	Chair
3 months Prior	Determine event trophies	Chair/Sponsor (SPS)
3 months Prior	Design Course	Chair
3 months Prior	Chiefs Meeting	Chair
2 months Prior	Confirm secondary T&S equipment, from other region if necessary	Chair/DSDC
2 months Prior	Confirm site, hotel and other reservations	Chair
2 months Prior	Order trophies	Chair
1-2 months Prior	Submit course design with worker stations to DSDC	Chair
1 month Prior	Confirm Event Equipment	Chair
1 month Prior	Confirm with EACH chief duties and responsibilities	Chair
2 weeks Prior	Confirm misc. event needs and equipment.	Chair
Wednesday prior	Stuff Entrant Packets	Registrar
Friday of Event	Set up event site, obtain course approval from DSDC	Chair/Chiefs
Days of Event	HAVE FUN!	Chair/Chiefs
Sunday of Event	Provide Results to MiDiv Pointskeeper and Webmaster;	Chair/T&S
Sunday of Event	Post results on region website	Chair/T&S
1 week after	Write thank you letters to Sponsors	Chair
Upon receipt of invoice	Mail Trophy Fund payment to MiDiv Treasurer	Region Treasurer
Before 45 days after	Send Insurance/Sanction Fee to SCCA National	Chair

Introduction

Welcome to the Midiv Solo Series. This manual is designed to cover the important items that make a divisional event successful. It will list the most important things for each specialty.

This is not designed to train each specialty chief on their entire job. If you need help in this area, please let the Divisional Solo Development Coordinator (DSDC) know and they will provide the more basic info on each job that this manual does not provide.

There is one single thing that makes a divisional event successful in the eyes of the competitor:

THEY MUST HAVE FUN!!!!!

There are 3 things that must occur in order for the competitor to think they achieved the above goal. Within reason, almost anything else "bad" may happen during the weekend, but if the competitor perceives that these 3 items occurred, they will HAVE FUN and judge your event favorably.

1) **Timeliness:** The entire event must occur "on time" based on the published schedule. This includes registration, the start of the event on both days, results posting, etc.
2) **Professional, Calm and Helpful Officials**: All event officials must act professional and calm at all times towards the competitors. If the competitor feels that he was passed around for an answer, or blown off, his view of the entire event is skewed. Note: this doesn't mean that everyone has to have every answer, only that they know who to send them to.
3) **Good, Fun Course.** A certain amount of time on a course is not needed to achieve this goal.

If you and your specialty chiefs make the above happen, you will have a successful event. It's really that simple!

- Take note that at a Midwest Division Championship Solo, the entire SCCA Solo Rules apply unless the DSDC has specifically authorized an exception.
- All cars must be legal for and comply with the rules for their designated class. Additional classes may be offered at full entry fee but will not compete for series points; they may receive region-supplied awards.

Have Fun!

Event Chair

The event chair must keep the above three items in mind at all times. In order for this to occur, the following must be observed.

- ✓ A single specialty chief should be assigned for each area.
- ✓ Each chief should be required to recruit their own help. Do not do this for them
- ✓ Each chief should know your expectations regarding how they do their job and the schedule they must do it on.
- ✓ Each chief must be empowered to perform their own job without undue supervision. If they are not capable of this, they should not be a chief.
- ✓ Everyone should be reminded that certain procedures may be different than what you do for a regional event.

The following is the list of chiefs needed for each series event. Normally, if you have people in these positions at a local level they can perform at the divisional level. However, this is not a guarantee of their job and you may need to switch them around based on your experience with them.

- ✓ Safety
- ✓ Registration
- ✓ Workers
- ✓ Chief of Course
- ✓ Timing & Scoring
- ✓ Course Designer
- ✓ Equipment
- ✓ Grid
- ✓ Tech

Additional chiefs may be added if desired, but the above positions must be filled by separate people.

While working with your chiefs, be sure to emphasize timeliness to them for all areas. If they have early morning duties, they need to arrive in plenty of time to accomplish them. If they have a duty that occurs at a specific time, remind them to be ready early!

The following are specific duties for the event chair:

- ✓ Delegate
- ✓ Coordinate and communicate with all chiefs to ensure they have all necessary equipment and personnel to do their job. Ensure they know what is expected of them.
- ✓ Submit Course Sanction and Course Maps to DSDC.
- ✓ Arrange for the following:
    - o Restrooms or Porta Potties
    - o Trash Containers
    - o Supplies at event site (oil dry, lining, radios, pylons, fire extinguishers, brooms, red flags, etc)
    - o Food vendor or concessions if possible
    - o T&S Vehicle
- ✓ Coordinate social/party event. (optional)
- ✓ Arrange for event publicity.
- ✓ Set Budget

Safety Chief

Unlike at some regional events, the Divisional Event safety chief is charged with ensuring that all waivers are filled out, in addition to the crowd control and set up issues.

They also must work with the DSDC regarding approval of the course.

- ✓ Gate should be manned at all times, even during registration even if registration is NOT at event site!
- ✓ Extra attention should be paid to spectator control because of the faster pace of the event.
- ✓ Each heat requires a licensed SSS, separate from the chief.
- ✓ Safety chief is also responsible for coordinating gate workers AND supervising them during event.

Registration Chief

The registration chief is tasked with the following:

1) Accepting entries via MotorsportsReg.com.
2) Checking in entrants on night before event. This includes having them sign waivers or checking hard cards (SCCA Annual Waivers), verifying driver's licenses and SCCA (or Weekend) Memberships, and receiving wristbands.
3) Distributing material to entrants when they register, including:
   a. Supplemental Regulations.
   b. Event Schedule.
   c. Location of important items (Day of event registration location, gas, air, etc)
4) Setting appointments for those who are unable to register the night before the event and need to do so the morning of the event.

Entrants will register and pay online using MotorsportsReg.com, which will be set up to show the entry list.

The following are the most important things that need to happen for this specialty:

✓ Registration needs to open on time per the schedule
✓ Communicate worker assignments to entrants as they check in.

Worker Chief

The divisional worker chief's main responsibility is checking in workers before each heat and communicating any non-workers to T&S.

The Worker Chief assigns all workers to specific jobs. If you have input on specific assignments, please communicate it to the Worker Chief as soon as possible.

The worker chief will provide worker lists divided by heat for registration and during the event.

- ✓ Entrants MUST receive assignments as they register.
- ✓ Worker chief or assistant must be available before all heats to check in workers, including 30 minutes before start of event each day.
- ✓ Keep all sheets/paperwork from Day 1 for use on Day 2.
- ✓ Worker chief must stock clipboards with Incident Logs and pens.

Chief of Course

The Chief of Course is a separate assignment from the Course Designer. The main responsibility of the Chief of Course is to ensure the course is ready for competition and workers at all times.

- ✓ Course must be marked per SCCA Solo Rules.
- ✓ Worker Stations must be set up and stocked with flags, fire extinguishers, extra cones and water for workers BEFORE event starts and before each heat.
- ✓ Ensure that adequate rain/weather protection is available for clipboards, radios, time posting area and timing equipment (Especially display boards)
- ✓ Assist chief of safety with any spectator control issues. (e.g. setting up extra flagging tape, rope, etc)

Chief of Timing & Scoring

Unlike at some regional events, the Divisional Event Timing chief is charged with providing results in two formats. The first is scoring by class for each day individually. The second is scoring by class for both days combined for the purpose of distributing the event trophies. All results will be sent to the Divisional Pointskeeper and the Divisional Webmaster at the conclusion of the event.

They also must work with the DSDC at the end of the event regarding combined results. Combined results should be audited and provided in a timely manner so that most participants will not have left the site prior to trophy presentation. If staffing permits, the results should be audited during the heat being run or between heats to keep things moving.

The registration chief is tasked with the following:

- ✓ Set up timing equipment on course.
- ✓ Transfer entry file to scoring system as needed. Coordinate with Registration as needed.
- ✓ Make sure that the timing system is working properly prior to competition.
- ✓ Verify that all T&S staff are properly trained and have the necessary experience to work in the elevated environment of the timing trailer.
- ✓ Respond to equipment / software failures as needed during the event. Recruit help as needed.

Course Designer

The course designer must design a fun, safe course that allows 18-25 second spacing between cars in order to make the event flow quickly.

Course should generally be between 40-60 seconds long, however the designer should be careful to avoid painful maneuvers to obtain a time goal on a smaller lot. A 35-second course that flows well and is fun is more desirable than a 50-second course that is painful to drive.

- ✓ Course must be approved by the event Chief of Safety.
- ✓ If at all possible, course should be pre-run by someone not competing in the event to check for speed/safety issues.
- ✓ Course must be designed using the "national style" (e.g. pointers only on inside of turns, etc.)
- ✓ Course maps may be provided for entrants.

Chief of Equipment

The Chief of Equipment is required to maintain and setup all equipment needed for the event.

Equipment **required** for a divisional event is as follows:

> Electronic Timer and Spare.
> Display Board, preferably double sided or two units.
> Laser Or Photoheads and spares, including spare batteries. Spare timing cables if connected by cable.
> Radios – Family FRS radios are NOT allowed. PA System.

Make arrangements, if needed, to borrow equipment, including backup, from other regions.

The following are key items for the chief of equipment:

- ✓ Equipment must be set up as early as possible each event day to ensure no delays.
- ✓ All battery powered equipment must be fully charged before event. DO NOT ASSUME THAT IT IS!!!
- ✓ All battery powered equipment MUST be recharged in between day 1 and day 2. NO EXCEPTIONS.

Chief of Grid

Grid is the most visible of almost any specialty. Every competitor is directly affected by the grid personnel and the grid setup.

At most series events, Gird workers are ALSO impound workers since we impound in Grid. Impound must do the following:
- ✓ Hold cars in grid until heat final results are available.
- ✓ Check all cars for required stickers.
- ✓ Check for protests with each class after final heat results are available and release. In the event of a protest, contact the Chief Steward and Chief of Protest.

The chief of grid is not only responsible for the operation of grid during the event, but also for setting up the grid traffic flow and numbering the spots, as well as to set the splits for when to send two-driver cars and create grid sheets for posting.

Key issues with grid:

- ✓ All grids will have a separate two driver area that does not double stack cars.
- ✓ Traffic must be allowed to flow to/from the course without conflicting paths.
- ✓ Grid personnel in each heat must have a timing device for tracking re-runs and mechanicals.
- ✓ Grid personnel **must stand** in the isle in front of cars, use clear hand signals to direct drivers and must avoid standing within the rows cars at all times.
- ✓ One grid worker per heat must keep the grid radio with them at all times and in a location that they can hear it.
- ✓ At most events, Impound is held in Grid and managed by grid workers of the current heat. These workers are responsible for staying on post until all cars are released.
- ✓ Grid/Impound is responsible for checking compliance on all required stickers.

Chief of Tech

Because the average divisional entrant is much more prepared than the typical regional competitor, and is likely to be from out of town, tech must be handled in a different manner than at a regional event.

The tech workers should be aware that they may see more dedicated race cars and should be prepared to use different procedures for teching these cars.

- ✓ Tech should be open and ready at all times listed on the event schedule.
- ✓ Tech must check all cars for proper contingency/sponsor stickers.
- ✓ Cars do not need to be in "As Raced" setup to pass tech.
- ✓ Cars can be teched inside trailers.
- ✓ A Region's annual tech sticker, if current, may be accepted as completing tech.
- ✓ Helmets must be checked for a current annual tech sticker or an appropriate SNELL or other SCCA-approved certification sticker.

Required Equipment List

Registration

       Pens Clipboards (2)
       $50.00 cash for change, unless all payment is online
       Information on where entrants can get required stickers
       Entrant Packets (Entry list, course maps, welcome letter, supplementary regulations, etc)
       Wristbands and Waivers

Tech

       Pens Clipboards (2) Tech Stickers

Timing & Scoring

       Pens/Pencils Clipboards (4)
       T&S Logs
       Radios – FRS Family Radios NOT ALLOWED. Contact DSDC to borrow radios if needed
       Computer, Spare Computer, Printer
       Computer Paper – 2 reams 8.5x11 white copy paper. Scoreboards for results and grid sheets
       Tape: Blue and/or white Painter Tape, 2 rolls per event.
       Main Timer and Backup
       Timing Vehicle or trailer
       Back up Generator
       Timing Software
       PA System

Grid

       Clipboards (2) Pens
       Material to number grid spaces
       Water Cooler
       Trash container near scoreboard

Safety Steward

       Clipboards (2) Pens
       Waiver Releases
       Wristbands
       Incident Report Forms

Gate

       Clipboards (2) Pens
       Waiver Releases
       Wristbands

Course

       Pylons (Includes quantity for staging and grid)
       Red Flags
       Fire Extinguishers
       Pylon Marking material, Course lining material
       Brooms
       Oil Dry
       Clipboards (1 per corner) Pens
       Water coolers at work stations depending on weather

Typical Event Setup Schedule for Divisional Solo Events

Friday Morning	Set Up Course
Friday Afternoon	Final Course Approval from Chief of Safety
	Set up registration and tech
	Set up scales (only championship event)
	Set up T&S Equipment & Vehicle
	Mark Pre Grid, Grid and Impound (if separate)
	Set up PA System
Saturday Morning	Line course
	Set up scoreboard
	Test T&S Equipment
	Finish any other setup not done on Friday
Saturday Afternoon	Set up Sunday Course
	Final Course Approval from Chief of Safety
Sunday Morning	Line Course
	Test T&S Equipment
	Finish any other setup not done on Saturday