

BLUE RIDGE REGION – SCCA Solo Event Chairman - Task List

1/30/2008

The purpose of this document is to outline the processes that need to take place for the Blue Ridge Region – SCCA to have a successful Solo event. The Solo Event Chairman has the responsibility to make sure all the needed activities are completed and recruit manpower to make the Solo Event run smoothly. The Solo Chairman should delegate work assignments and rely on the Solo Team of volunteers to accomplish all the designated task on a timely basis. The Solo Event Chairman will function as the Chief Steward of the event and can have no other job tasks. The Solo Event Chairman has responsibility for the event site and making sure the site is left clean after the Solo event. It is the responsibility of the Event Chairman to make sure the equipment trailer is pack orderly and neatly after the Solo event.

o **Solo Event Chairman** must be a SCCA member. The entry fee for the Solo Event is paid by BRR-SCCA in exchange for being the Solo Event Chairman.

o **Solo Event Staff Needed:**

- .. BRR Solo Chairman – Lynn Combs
- .. SCCA Safety Stewards - Chuck Cessna, Todd Cohen, Lynn Combs, Jane Combs, Glen Thompson, Ray Schumin, Mick Seal, Wendy Bergstine, Anthony Hodges, Suzanne Hodges, Karen Kraus
- .. Worker Steward – Shawn Forster
- .. Course Designer – Solo Event Chairman or appointee
- .. Timing and Scoring – Glen Thompson
- .. Registration – Ray Schumin
- .. Waivers Steward – Mick Seal
- .. Chief Tech Inspector – David Clemens
- .. BRR Equipment Trailer Tow – Tim Windle
- .. BRR Treasurer – Tim Russell

o **All cost incurred** will be reimbursed by the club treasurer with proper receipt. Where possible bill to:
Tim Russell BRR-SCCA Treasurer 6038 Old Manor Court Roanoke, VA 24019-4944

o **Task to be preformed:**

- .. Solo Chairman is to apply for SCCA Insurance/Sanction for scheduled Solo event 45 days before the Solo Event.
 - .. Inquire about any noise permits or special permits needed for the selected venue.
 - .. Notify Police or University Police if required by venue.
 - .. If the venue is at an airport special security may be needed.
 - .. Bathroom facilities need to be available for the venue. If not arrange for (2) Port-a-Johns..
Handy Johns 540-343-4890, KPD 540-886-4954 cost is ~ \$80.00 each..
 - .. Dash Plaque – if needed, order from All Star Impressions 621 Townside Road, Roanoke, VA
awards@allstarimpressions.biz or 540-344-0300 Eric Danielsen
 - .. Arrange to have Dash Plaques picked up at All Star Impressions if needed.
 - .. Trailer Tow ..arrange to have the BRR trailer towed to the venue...date/time.
 - .. Arrange for power for Timing and Scoring computer. Generator and Gas can is on the BRR trailer.
 - .. Make sure flour is available for marking the course.
 - .. Location for after Solo dinner (Milk and Cookies).. optional.
 - .. Course design according to SCCA Solo rule book with emphasis on safety.
 - .. Review Solo course design guide book [HTTP://www.houscca.com/solo/courses/coursedesign.zip](http://www.houscca.com/solo/courses/coursedesign.zip)
- | | Tow Reimbursement | |
|---|-------------------|------------|
| | Hooked / mile | diesel/gal |
| .. Arrange for power for Timing and Scoring computer. Generator and Gas can is on the BRR trailer. | 1.35 | 1.75 |
| .. Make sure flour is available for marking the course. | 1.40 | 2.25 |
| .. Location for after Solo dinner (Milk and Cookies).. optional. | 1.45 | 2.75 |
| .. Course design according to SCCA Solo rule book with emphasis on safety. | 1.50 | 3.25 |
| .. Review Solo course design guide book HTTP://www.houscca.com/solo/courses/coursedesign.zip | 1.55 | 3.75 |

o **Day of Solo Event:**

- .. When in doubt, ASK! Arrive early and make sure all Solo Event jobs are covered for the day.
- .. DELEGATE... keep track of the 'Big Picture', stay ON TIME, ON SCHEDULE..see Solo Rules at www.BRR-SCCA.org
- .. Novice Walk of course ... get experienced Solo driver.
- .. Drivers meeting... use Drivers Meeting Script to cover all requirements.
- .. Run Groups/ Work Groups
- .. Keep track of the SOLO event and anything that may need to be adjusted during the days activities.
- .. Fun Runs ...if time permits... \$1.00 each run.
- .. Trophy Presentations.
- .. Trailer loaded and lot cleaned .

o **Contacts:**

- .. See STAFF page at www.BRR-SCCA.org