

**ANNOUNCER:**

- 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 ASSIST (NOT ASSIGNED AT ALL EVENTS):**

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

**AUDITOR:**

- Worker's job is to validate the times and penalties from the Right and Left Side ProSolo Sequence/Radio Logs & Pronto TS Database.
- The auditor will follow the ProSolo Audit Procedure guidelines to make corrections in the Pronto TS Database for any time and penalty discrepancies.
- You will inform the Timing and Scoring team of any potential re-runs & when all cars in a class have completed their runs.

**CHECK-IN TEAM (REGISTRATION) (PRE-ASSIGNED POSITION):**

- Worker should have a working knowledge of the Pronto Timing Program.
- You will work during your pre-assigned time and check-in competitors.
- You will be prepared to verify SCCA Memberships by checking the expiration date on the card provided.
- You will verify that each competitor has a working SCCA barcode for their helmet.
- You will give competitors course maps and other materials as provided. Event supplies are available if specifically requested.

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**Solo Department**

## COMPUTER (TIMING):

- Worker should be familiar with the Pronto ProSolo 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 the course. As a double check on sequence, you will verify that the car finishing is the car receiving the time in the Pronto ProSolo Timing Program.
  - If the cars are out of sequence, you will work with the Timing Manager to get back in sync.
  - You will have communication with the Starter and will be able to take control of the tree to hold the start. The Timing and Scoring Manager will instruct you on reasons to hold the start.
  - You will reset the tree, as needed, before cars resume running after the start has been held.

## 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 at a ProSolo.

## COURSE WORKER (MULTIPLE POSITIONS):

All Course Workers must wear an orange vest.

### → STATION CAPTAIN/RADIO:

- Worker holds radio and red flag and maintains radio communication with timing control.
- Keep radio chatter to a minimum, only calling in penalties for your corner station and talking to other corners when absolutely necessary.
- If cones are not reset timely, a driver may stop in your corner station to point out a downed cone and be granted a re-run.
  - If a driver stops in your corner station, QUICKLY verify what cone they are pointing to and acknowledge the driver so they can move on at a brisk pace through the course.
  - Call Timing and Scoring and let them know that the driver will be receiving a re-run for a downed cone.
    - If the cone was not displaced enough to warrant a penalty, the driver should not be granted a re-run, according to the ProSolo rules.

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- Bear in mind that having a car stop in your corner may cause Red Flags at other corner stations for everyone's safety.
- Keep the red flag furled up and only wave it if you see a hazardous situation.
  - If you see a situation that requires a red flag, make sure that you wave it VIGOROUSLY and IN VIEW of the oncoming vehicle (without putting yourself in harm's way) so they are able to safely stop.
  - If you use the red flag, notify timing on the reason for the red flag and who will receive a re-run.
  - If you hear RED FLAG come across your radio, WAVE THE RED FLAG FOR THE ONCOMING 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 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, give the RED FLAG command on the radio to all other corners.
  - Once the course is under control, quickly find out if the stopped vehicle needs a tow.
  - If it does need a tow, let Timing and Scoring know as soon as possible
    - If clean-up is required, let Timing and Scoring know that as well.
- 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. Control will confirm your call.

## → REGULAR COURSE WORKER:

- If time permits, prior to the shift beginning, check the cones at your corner station to ensure that 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.
- Cars are coming at a quick interval. Keep your head on a swivel and do not put yourself in harm's way if a car is coming too quickly.
- Always know where the cars are on course.
- Position yourself so that you are in a safe location when you are at your corner station.
- 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 if it is a penalty, it needs to be put back in its correct position. If a cone is displaced from its

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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.
- Make sure you never turn your back on a vehicle and watch the vehicle through your entire section.
- If a car is in a slide or spin in your direction, you should NOT try to run from or jump over the car. To avoid a spinning or sliding car, move parallel with the vehicle.

## EVENT REPORTER:

- Worker works closely with the Event Chair to document Tire Rack SCCA ProSolo Events on the internet. You are responsible for collecting news from paddock, grid, and course.

## GRID:

- Cars will be moving through grid, heading to or from the course; be aware of the movement of cars around you. Not all vehicles have horns to alert you of their presence.
- The primary purpose of the grid worker is to keep the event moving as efficiently (and safely) as possible by sending as many cars as reasonably possible to staging at an interval that does not crowd the lanes nor leave the scanner waiting for cars.
- The general rule is to send between 6 & 8 pairs of cars to the stage lanes.
- Try to keep classes together as much as possible.
- When you receive the 2-5 minute warning to send cars from Timing and Scoring, give the same warning to all competitors in the Grid & be sure to receive acknowledgement.
- If you have to split a class (due to class size), be sure to let them know who will NOT go up to the stage lanes.
- Make note of the final vehicle in the line on either the right or the left; when this car completes its second run, give the next group in grid a 5-minute warning, when it completes its third run, give a 2-minute warning.
- Be aware of traffic concerns with cars coming off course when sending the next group of cars up to avoid traffic jams.
- Send the two-driver line of cars in front of the next group of cars to the stage lanes as long as the 2nd driver vehicles have been in grid for at least 3 minutes. If not, hold them until the next group of cars goes up.

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- It is ok to mix 2nd driver cars in with the next group to even up sides and it is ok to ask the driver to switch sides to even up the sides. They do not have to but most will to accommodate the request.
- Re-runs:
  - You will need to know which side a vehicle needs to make a re-run (left or right).
    - If they have just completed the left course and need to make a right side re-run, they can go directly to the right side stage lane.
    - If they have just completed the left course and need to make a left side re-run, they must go to the two-driver lane to wait for their re-run.
    - Re-runs can be worked in anytime during a group, including the middle of a group.
- One worker is responsible for the two-driver line and re-runs (including notifying the driver); the other worker maintains the main grid. There should be good communication between the two workers to ensure warnings are given at the appropriate times to both grids.
- Keep Timing and Scoring informed of vehicles that are missing from grid.
  - If a car is missing from grid when the group pulls to the staging lanes, the car will be held, and the Chief Steward will be notified.

## IMPOUND:

- Workers will be familiar with what classes need to weigh with driver (Mod, Kart) and which weigh without (Prepared, Street Mod).
- Be sure that there is a priority line for Mod and Kart 2 driver vehicles that need to quickly return to grid.
- 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.
- As results are finalized, results will be printed on the impound printer.
  - Results should be stamped PRELIMINARY and shown to all competitors.
  - When all competitors are in agreement, results should be stamped PROVISIONAL, initialed, marked with the release time, and posted in the Lincoln Drivers' Center.
- One worker each day will be tasked with checking vehicle verification sheets (Previously known as contingency sheets) and marking necessary changes on the sheets.

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## PHOTO SPOTTER (NOT ASSIGNED AT ALL EVENTS):

- Worker will meet the event photographer at the timing trailer.
- 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, with no distractions, and watching for any danger.

## RADIO CONTROL (TIMING):

- Worker will check in corner stations (either right side or left side) to ensure that you have proper communication and that workers know radio protocol.
- You will maintain communication with the course and limit the radio communications to only what is necessary.
- Record every car on a new line on the ProSolo Course Control Sheet; record penalties as they come in for each car, including Red Lights and re-runs.
- Radio Control workers should check with each other to verify they are on the same line on their ProSolo Course Control Sheets.
  - If you are not on the same lines, work with the Timing and Scoring Manager to get you back in sequence.
- ProSolo Course Control Sheets should be turned in to the Auditor when it has 25 cars listed or there are no more cars in the Group.

## SAFETY STEWARD (LICENSED POSITION):

- Worker must have a working knowledge of the current Solo Rulebook, ProSolo Series Rules, and ProSolo event supplemental regulations.
- Assignments 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.
- Worker needs to stay fairly close to the stool in order to ensure good scans.

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- 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.

### **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 97db.
- The sweep car will pick up the sheets when collecting corner sheets.

### **STARTER:**

- This position requires experience & training.
- You will be in communication with the computer operator.
- You will reset the shot clock as the cars clear the tree using a push button.
- You will activate the shot clock countdown as the cars that just started pass a designated point on the course for the next pair of cars.
- You will activate the tree 2 to 5 seconds after the shot clock buzzer sounds as the shot clock hits zero by using a start button.
- You will be aware of what is happening on course as new vehicles pull into staging lanes.
- You will hold the start if needed for issues on course OR if Timing and Scoring communicates the need to do so.
  - The computer operator can indicate from inside that they need you to hold the start by lighting up a special pattern on the tree.
  - If necessary, you will perform a manual start that does NOT include the use of the shot clock, after holding the start as described above.
    - If a manual start is required, you will need to get a confirmation from each driver that they are ready (indicated by a head nod, thumbs up, etc).
    - After getting confirmation from the second driver, pause for 2-5 seconds and then activate the tree using the button.

### **TECH (PRE-ASSIGNED POSITION):**

- Worker will make sure that each car passing through tech has a completed Self-Tech form for each driver based on the Tech Inspection guidelines in the Solo Rule Book.
- All cars should be issued the appropriate number of tech stickers (based on the classes the car is running in).

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- All vehicles should have the decals verified, class designation verified, and that the numbers and class designations are appropriate size and color contrast.
- All competitor helmets should be checked for required ratings and barcode stickers.

## **WAIVER/GATE WORKER (PRE-ASSIGNED POSITION):**

- 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 armband proving they have already done so.
- Positively identify each person via an SCCA "hard card," completed SpeedWaiver, or driver's license.
- 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.
- A SpeedWaiver confirmation, which indicates the holder has completed an approved electronic waiver, can also be used instead of signing the waiver and/or having an armband.
- Ensure that minors who are competing have proper minor waivers signed or can show a hard card with a current-year expiration date. Minors who are NOT competing do not have to sign the waiver or have someone else sign on their behalf.

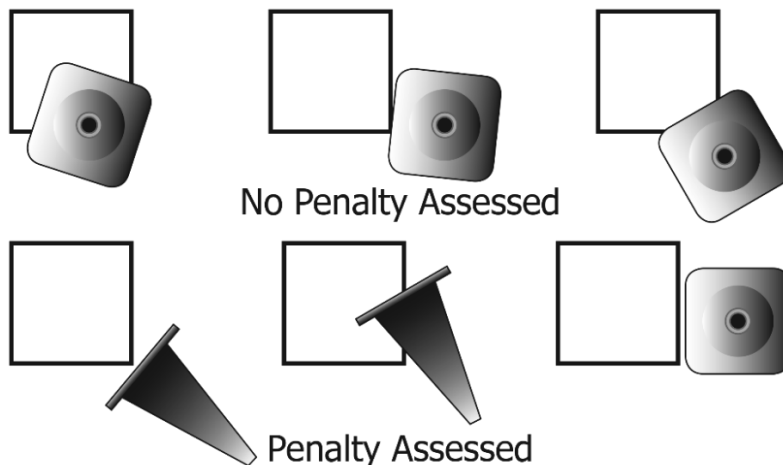


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**Remember, even if a cone is nudged, it could be displaced it from its original position in the box and it should be checked.**

**Pointer Cones DO NOT count as penalties if they are knocked out of position.**



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**CONE PENALTY.**  
Hold the cone up  
for the Corner Captain  
to see and report



**NO PENALTY.**  
Make the "safe" sign.  
Cone may have been  
brushed but stays  
within the box.  
Recenter cone and  
ensure the  
Corner Captain  
acknowledges the sign.



**DNF.**  
Make an "X" with your  
upraised arms.  
Ensure the  
Corner Captain  
sees the sign.



**RED FLAG.**  
If you need to red flag  
a car, wave the flag  
vigorously until you  
get the driver's  
attention.