

## BLUE RIDGE REGION – SCCA Solo Event Chairman - Task List

1/06/2010

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 Event 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 **Solo 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
- .. SCCA Safety Stewards
- .. Worker Steward
- .. Course Designer – Solo Event Chairman or appointee
- .. Timing and Scoring
- .. Registration
- .. Waivers Steward – must be a Solo Safety Steward
- .. Chief Tech Inspector
- .. BRR Equipment Trailer Tow
- .. Novice Coordinator
- .. BRR Treasurer

o **All cost incurred** will be reimbursed by the club treasurer with proper receipt. Where possible bill to: John Kuykendall BRR-SCCA Treasurer 1001 Village Way N Blacksburg, VA 24060-1799

o **Task to be preformed:**

- .. **Solo Chairman** will 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 if required by the 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..
- .. Trailer Tow ..arrange to have the BRR trailer towed to the venue. Schedule the date and time.

Tow Reimbursement Schedule

Hooked / mile	diesel/gal
1.35	1.75
1.40	2.25
1.45	2.75
1.50	3.25
1.55	3.75

- .. Arrange for power for Timing and Scoring computer. Generator and Gas can is on the BRR trailer if needed.
- .. Make sure flour is available for marking the course.
- .. Location for after Solo get together/dinner (Milk and Cookies).. optional.
- .. Course design according to SCCA Solo rule book with emphasis on safety. Review Solo course design guide book

o **Day of Solo Event:**

- .. When in doubt, ASK! Arrive early , make sure equipment traler is setup and Solo Event jobs are covered for the day.
- .. DELEGATE... keep track of the 'Big Picture', stay ON TIME, ON SCHEDULE.
- .. Registration, Waviars, and Tech is set up and ready to start the day.
- .. Make Sure Solo course is set up and reviewed by the Solo Safety Stewards.
- .. Open course for walking after course approval by Solo Safety Steward.
- .. Novice Walk of course arranged by Novice Coordinator.
- .. 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](http://www.BRR-SCCA.org)