

North Hills Sports Car Club

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# North Hills Sports Car Club Event Chair Information

*The North Hills Sports Car Club's Best  
Practices for a Timely and Organized  
Autocross Event*

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# North Hills Sports Car Club Event Chair Information

*The North Hills Sports Car Club's best practices  
for a timely and organized autocross event*

## **Introduction**

The purpose of this document is to provide the standard practices for club members who are acting as an event chair or co-chair for an autocross event. As the event chair you are charged with designing the course and the general management of the autocross event. You shall be given a reasonable amount of time to set up your course, without interference.

Designing a course for the North Park Swimming Pool Parking Lot is an art form. The lot is filled with off camber sections and undulations that are hard to design around. Although it might look good on paper, you would greatly benefit by visiting the lot during the week to help plot out your design.

Remember, this is a volunteer organization. Members are all too willing to help, if you need it.

## Event Safety

Listed below are the requirements you should consider when designing a course for a North Hills Sports Car Club autocross at the North Park Swimming Pool parking lot.

1. All starts **must** be at the top of the pit area, next to the guard rail, and facing away from any on-lookers.
2. All cars **must** finish at the bottom of the pit area, next to the road.
3. No severe off-camber turns.
4. If you must have a slight off-camber turn, be sure that there is enough braking distance prior to the turn, so that no braking occurs in the turn itself
5. Make sure that your finish is not aimed at the crowd of on-lookers.
6. Make sure there is a long enough braking distance at the finish, and that the finish is straight.
7. Use other participants who drive a variety of different cars, and get suggestions from them.
8. Make sure that your course follows the requirements set forth in the club's insurance policy's "Minimum Qualifications" document enclosed with this document.
9. The safety steward or a club officer must preview your course and approve it prior to your event date, to avoid making significant changes to the course on the day of the event.
10. If you as the event chair witness a major infraction by a participant that puts themselves, another participant, or a non-participants life in danger, consider the level of the infraction, and if needed, expel the participant with the concurrence of the Officers listed in the Chain of Command

# The Day of the Event

## Equipment

- At the general membership meeting prior to your scheduled event, you should determine where all equipment is located and how it is to be transported to the event site. You should also determine the time that the equipment will arrive, to assure that you will have enough time to set up your course.
- You should inspect the equipment upon arrival to make sure that you have enough cones, and that all equipment is present and in working order.
- Any member who hauls the trailer to and or from the event site is entitled to have their autocross fee waived. You should notify registration of who will be hauling the trailer.
- Ensure that the Safety Charge has completed the inspection and set up of all fire extinguishers.
- Ensure that the Medical Charge is going to be at the event.
- Ensure that at least one club officer will be at the event with the Insurance Certificate and Parking Lot Permit. Typically, it is the President who carries these two documents.

## Registration

- Registration will begin at 8:30 am and end at 9:30 am. Prior to the event, you should assure that enough club members will be available to register the participants.
- Once registration closes, the registration staff will examine the database and assure all information is correct. Any class bumps will be completed and worker assignments will be completed **prior to First Car Off**.

See the Event Check List in Appendix I

## Tech Inspection

Tech (technical) inspection will close at 10:00 am. Any cars that have not been inspected or have failed inspection will not be permitted to run. Prior to the event, you should assure that club members will be available to work Tech Inspection.

Any modifications found during tech that are not allowed in the registered class will be reported to registration, and the class will be changed. Any participant who disagrees with the decision will be referred to you, the event chairman. You may work along with tech and the club officers to settle the dispute.

## **Responsibilities and Delegation**

In the course of the day, you will have many duties to perform. You may wish to delegate some of these duties to other club officers and members to assure a timely and organized event.

Your responsibilities include, but are not limited to:

- Course design
- A copy of the course map, attached to the trailer
- Determining the position of the timing trailer
- Setting up the autocross course without interference
- Obtaining final course approval from the Safety Steward along with a club officer
- Worker assignments
- Driver's and Novice meeting
- Assigning worker assignments throughout the day
- Posting run results
- Tear down after the last timed run
- Assuring that there is someone to haul the trailer back to storage.
- Packing the equipment back into the trailer

## **Driver's Meeting**

Once registration and tech are closed, and the course is open for the participants to walk and understand the course direction. At this time you should be getting ready for the driver's meeting.

Along with the President, you will run the driver's meeting. All participants are required to attend the meeting.

You will want to review the following:

- Waiver of Liability, did everyone sign it?
- Run order (Numerical)
- Worker assignments
- Two car courses
- Pit courtesy and speed expectations
- Passengers during timed run heats
- Passenger during instruction runs
- Penalties for pylons, DNF, or O/C
- Timing and Scoring trailer
- Zero tolerance on speeding outside of the restricted area
- General questions about the course

Upon close of the meeting, ask for the current round of course workers and driver's to their cars.

See the Driver's Meeting checklist in Appendix II

## **Worker Assignments**

Following registration, a numerical list of participants will be printed. Anyone who has already worked (event chair, registration crew, tech inspection or others assisting with general event setup) will not be required to work. The only exception to this would be not having enough course workers per heat, in which case please ask for volunteers from the group of people who worked during set up.

The worker breakdown will be determined by the number of heats you declare. Dependent of the number of workers, you can decide how you will run the heats. For example, if you only have 30 workers, you can break them down into 3 groups of 10, and run 3 heats with two runs per heat. Entrants will get 4 runs for the day, but only have to work one heat.

Workers are needed for:

- Running the timing software
- Announcing
- Writing times on the log sheets
- Starter
- Finish
- Spotter (1 or 2)
- Course workers

See the Worker Assignment Checklist in Appendix III and the Worker Posting List in Appendix IV



## **Instructional Runs (AKA Fun Runs)**

Depending on the time of the day and if weather conditions permit, you may decide to host Instructional Runs after the final run heat. You should announce the decision before the beginning of the final heat. You will need a few volunteer course workers.

Prior to the Instructional Runs, you will need to announce the rules:

- Only cars that have run the event can be taken on an Instructional Run, and only drivers who have participated in the event may drive. Although, a registered driver may drive another competitors car if the owner grants permission.
- Non-registered passengers are permitted, but they must wear an approved helmet, must wear an approved seat restraint, must be 18 years of age or older, and **MUST SIGN THE WAIVER PRIOR TO PROCEEDING TO THE START.**
- The starter will assure that the waiver was signed, and if not, the car must leave the line to sign the waiver. (The starter will not have the waiver in hand)
- The starter will collect the \$1.00 fee for each run, per driver.

## **Miscellaneous**

From time to time, a participant may choose to protest another competitor. You, along with the Executive Committee will be responsible to handle the protest as defined in the clubs "Rules and Policies"

Your objective is to maintain a SAFE and FUN event. If, at anytime you or an officer of the North Hills Sports Car Club discovers an un-safe condition, STOP the event, and correct the issue.

People are opinionated; don't take any opinions or comments as an insult, even if they were. Most people will offer an opinion usually on a possible safety issue, listen to them, it might be a valid point that was missed.

## Appendix I Event Checklist

### Prior to the Event:

- Where is the equipment, how and what time will it arrive
- Who will be available for registration
- Who will be available for tech inspection
- Will a club officer be at the event with the insurance certificate and the parking lot permits
- Will the Safety Charge be at the event
- Will the Medical Charge be at the event

### Day of the Event:

- Equipment is available, and in working order
- Determining the position of the timing trailer
- Restricted area are roped off
- Course design and map is ready
- Define the course with pylons
- Marking the cone positions and lining the course
- Timing equipment is set up and the start/finish lasers are set in position
- Determine worker assignments and positions on course
- Drivers meeting
- Novice meeting
- Assigning workers throughout the day
- Posting results on the green table outside of the pit area

## Appendix II Driver's Meeting

- Did all competitors sign the waiver? You must sign the waiver before you can run
- We run in numeric order. Be aware that during the day, there may be breaks in the running order because some people are working on course. Worker assignments will be covered shortly, and posted. **IF YOU DO NOT WORK, YOU ARE DISQUALIFIED.**
- Drivers, make sure that your helmet is on and your seatbelts are one and adjusted **BEFORE** you reach the starting grid.
- Be aware that there may be two cars out on the course at a time. Pay close attention to the starter. He/she will tell you when to get ready and then **GO**. Do not delay starting after being given the go-ahead. Also, **DO NOT** stop halfway between the **STAGE** and the **START** cell and reposition your car for a better line through the start. Doing so will result in being flagged of the course and a **DNF**.
- If you lose control of your car, **STOP!** Do not do "donuts" on this lot. Carefully proceed through the rest of the course, or simply return to the pits.
- You are permitted to take a passenger during the time run heats. The passenger **MUST** be a registered competitor.
- Time permitting, Instructional Runs will be held. During Instructional Runs, you may take a non-registered passenger. But that passenger **MUST** be 18 years of age or older. No exceptions. They also wear an approved helmet and wear a seat belt. Your passenger **MUST** sign the waiver **BEFORE** you enter your car in line.
- If a pylon is displaced completely out of the chalked box, that is a two second penalty. If the pylon has just moved, and is standing, but **NOT** out of the box, then no penalty. If, however, the pylon is laying on it's side in or outside of the box, then a two second penalty applies.
- If you find a cone down during your run, stop, and point to the cone, then continue to go. You will then receive a re-run. However, if you do not stop, then you are not eligible for a re-run.
- Please stay away from the timing trailer, the starter, and finish, during the competition runs. The only people who should be around these positions are the event chair and club officers. If you have a question, please call on the event chair.
- All times will be posted after each run heat. The times are un-official until they are posted in the Newsletter.
- This is a public park, there are pedestrians, skater, cyclists, children, and on-lookers all around. Safety is out number one concern. Pit speed is 5 MPH, in first gear only. **NO TIRE WARMUPS ARE PERMITTED IN THE PITS OR AROUND THE ROADS IN THIS PARK!**

- ❑ If you notice an on-looker in the restricted area, politely ask them to leave. If they refuse, report it to the event chair or any of the club officer's immediately.
- ❑ If a disaster occurs during the event, all questions should be directed to the Designated Spokes Person. DO NOT discuss ANYTHING with on-lookers. The main focus should be attending to the incident using the proper procedures.

## Appendix III Worker Assignments

### HEAT ONE CAR NUMBERS

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- Timing Software
- Announcer
- Writing Times to the Log Sheet
- Starter
- Finish
- Spotter
- Course Workers

### HEAT TWO CAR NUMBERS

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- Timing Software
- Announcer
- Writing Times to the Log Sheet
- Starter
- Finish
- Spotter
- Course Workers

### HEAT THREE CAR NUMBERS

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- Timing Software
- Announcer
- Writing Times to the Log Sheet
- Starter
- Finish
- Spotter
- Course Workers

## HEAT FOUR CAR NUMBERS

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- Timing Software
- Announcer
- Writing Times to the Log Sheet
- Starter
- Finish
- Spotter
- Course Workers

## HEAT FIVE CAR NUMBERS

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- Timing Software
- Announcer
- Writing Times to the Log Sheet
- Starter
- Finish
- Spotter
- Course Workers

## HEAT SIX CAR NUMBERS

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- Timing Software
- Announcer
- Writing Times to the Log Sheet
- Starter
- Finish
- Spotter
- Course Workers

**Appendix IV Worker Posting**

HEAT ONE WORKERS

HEAT TWO WORKERS

HEAT THREE WORKERS

HEAT FOUR WORKERS

HEAT FIVE WORKERS

HEAT SIX WORKERS