CCSCC Event Chair Guide

Pre-Friday of Event
- Make sure that t-shirts and trophies have made or are making their way to the truck.
- Ask people to help with course setup (you want at least 2 extra people).
- Make sure that there is an SSoR (safety person) assigned to the event (work with Autocross Chair and Safety Chair to find someone).
- Make sure there is a Chief of Workers assigned (this person will need to be on site at site open, 6:30am, on the event days to check people in and assign work).
- Make sure there is a Morning Tech person for each event day to tech cars (suggest asking Robert Burkholder, if not available then ask for suggestions in the Event Chair chat).
- Make sure there is a Morning Waiver person to staff the gate prior to event start on the event days (usually Joshua Johnson, if he cannot attend, ask for suggestions in the Event Chair chat).
- Get the Event Chair keys from the previous Event Chair or Autocross Chair.
- Design a course and post the layout to the Event Chair chat, FaceBook, for feedback.

Friday of Event
- Confirm that you have at least 2 other course setup helpers and an SSoR coming to Setup.
- Finalize course design and print/forward map to helpers for smooth course setup (more info=better slalom spacings, gate sizes, course flow, etc).
- Meet at site entrance and get someone else to bring you over to the truck storage, Spot #83, (1319 Enterprise Dr, Rantoul, IL 61866).
- Drive the truck back to site (take the corners slowly, as to not have things fall over in the truck).
  - If the truck doesn't start, jump it (Cables are hanging on a hook behind the passenger seat).
- Build the course and grid areas (you can lay out the cones for the course, but I'd suggest finalizing the Start and Finish locations before tweaking what is in between):
  - Minimum gate size: ~15 ft across.
  - Minimum distance from one "element" to the next: 45 ft.
  - Maximum straight line acceleration zone: ~200-250 ft.
  - Finish chute must have at least 150' of straight line before it bends/curves.
  - 3 site restrictions:
    - Try to keep cars at least 20' from the grass (the outside cones can be closer to the grass than this, but the car's intended driving path should not be).
    - Keep the course at least 50' clear of the green power/transformer box, north side of pavement a bit in front of the truck location.
    - Try to have the Finish at least 250' away from the Start/Truck position.
  - Grid spot sizes are about 5 large steps wide (12-15 ft) and the concrete squares on site are 12' wide in the north-south direction and 15' wide in the east-west direction.
- **Once the truck spot is finalized, plug in and run the generator as you tweak the course so the walkie talkies and timing batteries get a charge (there is a little button on the black battery charger that must be pressed to turn it on, it's blue when powered on).**
- Once the course is finalized, have the SSoR do a safety run of the course and certify it for competition.
- Upload the registrations into the timing computer and do bumps/heats (Mitchell/Andrew).
- Print registration list and worker sheets for the Chief of Workers.
- Send out event email with information (Greg/Andrew).
- Check and see if the gas can needs gas for the event days and **get some if needed.**

Event Day - Morning
- Arrive about 6:40 am to get the gate unlocked and opened.
  - Morning Waiver, Morning Tech, and Chief of Workers should arrive at this time.
- **Plug in and run the generator as soon as possible so the walkie talkies and timing batteries get more charge (there is a little button on the black battery charger that must be pressed to turn it on, blue lite indicates it's powered on and charging).**
- Start unpacking the equipment needed for the event day. (Timing, PA, Laptop for Display)
- Make sure Chief of Workers is there and doing their thing.
- Make sure Morning Tech and Morning Waiver are there and doing their thing.
- Set out the drywall/chalk box by the start line and tell people to chalk the course as they walk.
- Make sure timing equipment is being set up (usually Andrew, Mitchell, Dean, and/or Emanuel).
- Find an experienced autocrosser to lead a novice walk around 8:30 am (announce no more course walks after the novice walk leaves the start line).
- 8:30 am, make sure the SSoR is ready to go with the Drivers' Meeting,
- 8:50 am, start announcing around 8:50 am for Drivers' Meeting at the back of the truck at 9 am.
- 9:00 am, Drivers' Meeting.
- 9:30 am, First Car off.

Event Day - During
- Usually, we run 2 heats in the morning, have a lunch break, and run 2 heats in the afternoon
  - Timing wise, we like to run each heat for about a maximum of 90 minutes.
  - Note how long it takes to get every car of a heat 1 run and decide on a total run count for the morning heats. You can look at the laptop on the side of the truck to determine this timing.
- As we near the final runs of Heat 2, announce a time to be back from lunch (a good baseline is probably 1 hr from whenever the first car of the Heat starts the final run).
- After lunch, again note how long it takes to get through 1 run for every car and decide on a total number of runs for the afternoon heats. Check the display laptop for this info.

General Guideline for run counts:
- ~40 entries: 4 morning runs and 4 afternoon runs.
- ~50 entries: 4 morning runs and 3 afternoon runs.
- ~60 entries: 3 morning runs and 3 afternoon runs.

Event Day - Day 1 Wrap-Up
- As the event comes to a close, get the trophies and t-shirts ready for presentation.
- After the last car is done, have corner workers bring in the flags, radios, and extinguishers.
- Get someone to print the results and post them to the club website (Mitchell, Dean, Andrew).
- Do the trophy presentation.
- Pack all items, besides cones, back into the back of the truck (things can just be loose near the rear door as they will need to be pulled back out for the next day).
- Pack the electronics away for the night, PA, Timing, Laptop for Display.
- Make sure all walkie talkies and timing batteries are plugged into a charging space.
- Upload the registrations, for the next day, into the timing computer and do bumps/heats (Mitchell/Andrew).

- Print registration list and worker sheets for the Chief of Workers.
- Send out event email with information (Greg/Andrew).
- Check and see if the gas can needs more gas for the next event day and get some if needed.

Event Day - Final Day Wrap-Up
- As the event comes to a close, get the trophies and t-shirts ready for presentation.
- After last car is done, have corner workers bring in the flags, radios, extinguishers, and stack all cones.
- Get someone to print the results and post them to the club website (Mitchell, Dean, Andrew).
- Do the trophy presentation (tell people when the next event is).
- Pack all items back into the back of the truck **neatly.**
- Make sure all walkie talkies and timing batteries are plugged in to a charging space.
- Drive around and pick up all cones.
- Ratchet strap cones in place for the drive over to the storage lot, Spot #83.
- **You'll need one person to drive you back to site after you bring the truck to the storage lot.**
- Take truck over to storage lot and make sure the other person follows you to bring you back to your vehicle (Truck goes in **Spot #83**, we will get yelled at if parked in the wrong spot).
- Go back to site, grab your own stuff, and lock the gate on your way out.

Chief of Workers notes
- Safety Workers
  - Robert Burkholder, Andrew Salazar, Dean Plumadore, Brian Catt, Russ Bedford, Emanuel Martin, Joshua Johnson, Greg Johnson, Brian Knox
- Timing
  - Mitchell Payne, Ron Coffel, Dean Plumadore, Brian Grable, Andrew Salazar, Emanuel Martin, Jared Murphy, Joshua Johnson, Isaac Goldenbaum
- Audit
  - Sandy Grable, workers that cannot run (Victor Eloy, Glenn Beccue, Paul Nurmi, Dave Becker)
- Waiver
  - workers that cannot run (Victor Eloy, Glenn Beccue, Paul Nurmi, Dave Becker, etc)
- Grid
  - workers that cannot run (Victor Eloy, Glenn Beccue, Paul Nurmi, Dave Becker, etc)
- Corner Captains
  - Fill with trustworthy/familiar names first
- Starter
  - Fill with trustworthy/familiar names first
- All novices and unfamiliar names
  - Corner workers unless the person cannot run
- PA Equipment setup
  - Glenn Beccue, Brian Knox, Mitchell Payne, Dean Plumadore

Event Chair note
- Keep receipts for anything you buy for the weekend. Send to Treasurer, Andrew Salazar, for reimbursement.
- Report any equipment that is broken to the Board on the Event Chair chat.