

Solo Chairman Tasks & Timeline (& Tips)

October

Develop event schedule for following year

- Contact venues for open dates
- Determine major conflicts: Race, SCCA National Tours, Division events (if known)
- Develop preliminary schedule
- Reserve dates at venues
 - Reserve date anticipated for Grissom, as back-up

Finalize year-end trophies

- Confirm region memberships
- Determine qualified drivers (3 events - may be in different classes)
- Provide trophy counts to Trophy chair
- Secure approved trophy budget (Region Series only)
 - Input from Trophy chair re: anticipated costs
 - Budget approval (for following year) from region Board
- Direct Trophy chair to purchase year-end awards

December

Schedule annual planning meeting

- Reserve meeting room
- Post notice on website and in region newsletter

January

Award Solo Series trophies during region banquet

Conduct annual Solo planning meeting

- Prepare agenda
- Conduct meeting
 - Determine specialty chiefs for year
 - Review Series rules and make any changes needed
 - Determine entry fees for Series events
 - Develop plans for securing new event site(s)
 - Decide on Drivers school, Test & Tune, Grissom, Division events
 - Determine any changes to event ops: times, equipment, software, etc.
 - Discuss T&S software, Web based registration usage (vs. other sources), pre-registration

Prepare annual budget

- Biggest discretionary budget issues are Web registration usage & trophies
- Confirm if SCCA insurance, weekend membership and sanction fees are all going up

February

Present budget to region Board for overall (NOT line-item) approval

Submit event Sanction applications

- Prepare forms (retrieve latest form from SCCA website)
- Send via pdf or fax to SCCA Solo Dept.

Submit Jr. Kart plan

Revise plan as required
Send to SCCA Solo Dept.

Authorize Trophy chair to purchase event trophies**Create event flyers**

Ensure volunteer is willing to do them, else have them prepared
Time to revamp the flyers?
When ready (but ASAP), post on website and forward to region newsletter editor

Arrange for Grissom reservation (may lapse into Mar/Apr)

Contact Roger Johnson re: availability, rental fees
Finalize dates
Have R.E. sign contract

Send event schedule to Division schedule keeper for posting in Division Bulletin**March****Send Insurance certificates to all venues, Grissom, etc.**

When received from SCCA Solo Dept.

Finalize equipment & supplies

Work with Equipment chair to secure all needed supplies, etc.
Arrange for trailer maintenance party
Order event waivers from SCCA (?)
Check on wristband supply; order as needed

Review SCCA Solo rulebook re: event operations

Understand requirements vs. optional steps for region-level events & for Jr. Kart events

April-October**Touch base with chiefs to ensure all of their pre-work is complete**

Touch base - provide direction, discuss, suggest, but do NOT do their work for them

Take care of the Cash Box

Stock with \$\$'s before each event
At each event
 Provide Cash Box to On-Site Registrar
 When Registration closes, retrieve Box and store in safe location
After each event

Count receipts and remit cash/checks and any purchase receipts to region Treasurer
Retain \$\$ change for next event; at year-end, take all \$\$ to Treasurer

Conduct the Solo events - Lead the process

Ensure the chiefs are doing their jobs
 Fill in where they aren't or are overwhelmed (e.g., Registration, Workers, T&S)
Approve course
 Make certain Safety chief also approves course

Review w/Course chief where second car will start, to try for 20-24 sec overlap
Make certain the Insurance Certificate is posted (at Registration works)
Determine # of run groups, # of runs, schedule for the day (e.g., lunch break)
Group should not take more than 1.5 hrs
Each group change-over takes 20 min at a minimum; usually takes 30 min
Conduct the Drivers Meeting
Key messages: safety (Safety chief talks), run/work order, schedule for the day
Plug upcoming events
Thanks to appropriate folks
KEEP IT SHORT
Keep an eagle eye on event progress and issues
Ensure safe event operation
Especially for spectators, in grid and paddock, in stage/return
Keep the event moving
Make sure Grid is keeping 2 cars staged at all times
Make sure the Starter is sending cars at 20-24 sec intervals (as safety permits)

Discussion w/any entrants/spectators who are causing difficulties
Reassign or add workers as needed
Determine any DSQs for non-working, inappropriate conduct
Award the trophies at the end of the day
Complete the Audit form after each event (retrieve the latest from the SCCA website)
Fill out form
Attach class results
Give to region Treasurer to send, along with pmt, to SCCA

DO NOT do it all

Update the budget and present to region Board

Present Solo updates at region meetings

Arrange for website and region newsletter write-ups

Other considerations

Drivers School and Test & Tunes have additional steps and issues

Workers vs. participants

Division events sometimes have additional steps, issues and aggravations, plus extra cost for venue if at Grissom

Grissom or Division event should have separate Event Chair

Site complexities and distance complicate everything

BUT - if you don't over-promise, the event can be HUGE fun!

Events at new sites are much more difficult

Need to understand site logistics, particularly site access control

Car flow, paddock size, grid size all must be carefully determined

Changes are sometimes needed as the event in underway

Don't panic if things aren't 100% perfect at the first event on a new site

Don't take on too much in one year

Drivers School + T&T + Event at new site + Grissom + Street Survival = Insanity

Three-four years is an optimum tenure for a Solo Chairman

First year is a learning experience

Years 2-3 run well , leaving capacity for fine-tuning and generally are the years you try - and perfect - new things

Year 4 is potentially one too many, especially if you are short of high performing specialty chiefs

Year 3 or 4 is time to find and train your replacement

Fun Runs are potential disasters

Often an excuse for unsafe over-driving

Hard to ensure sufficient course workers

Keeping the core group way late = burn-out

At the end of the day, you are the Solo Chairman.

Listen to inputs, then decide what and how to conduct the Solo program.

Nothing kills a program faster than on-going bickering and debate, so listen/learn, but be clear that you are the leader.

then RELAX (as best you can) and get on with it.

Learn from your mistakes and take steps to not repeat, but don't obsess over them

Hold your chiefs accountable, and don't take over for them too quickly or you'll end up doing their job event after event.

Trust your instincts - if you wouldn't have fun at an event that does X, then don't do it.