

Chief of Comp covers RO
tasks when no RO

| When | Duty/responsibility for: | Chief of Comp (CC) | Race Ops Stwd (RO) | Chief Tech Steward | T&S Steward | Licensing Admin (LA) | CR Records (CRR) | Comments/clarifications |
|---|---|--------------------|--------------------|--------------------|-------------|----------------------|--|--|
| Pre-Event <i>(these tasks completed before readiness review)</i> | Approves sanction application | | | | | | | National Comp Steward in conjunction with Sanctioning Leader |
| | Will abide by CR minimum event standards | XX | XX | XX | XX | | | Current standards posted on Teams |
| | Reviews/confirms proper sanctioning approval | | XX | | | | | Toyo and TireRack as named insured |
| | Accepts the event schedule for CR | | XX | | | | | Coordinates with Race chair (RC) |
| | Confirms if there is a designated hotel for CR staff | | | | | XX | | Coordinates with Race chair (RC) |
| | Confirms contingencies and trophies will be available | | | | | XX | | Coordinates with CR team and Race Chair |
| | Confirms we will have all needed CR equipment | | | | XX | | | Scales, T&S, all radio sets (pace car, grid and net) |
| | Approves compliance plan | | | | | | | National Tech Steward |
| | Confirms experience & qualifications of safety car team | | XX | | | | | Coordinates with Race chair (RC) - no minors |
| | Confirms awards are evening b4 last event day | | XX | | | | | Coord w/RC - must approve exceptions |
| | Ensures drv's mtg time and location are acceptable | | XX | | | | | Must be a location where drivers can hear! |
| | Confirms grid & tech volunteers - shirts ordered | | XX | | | XX | | Coordinates w/RC |
| | Makes final decision on need for split start | XX | XX | | | | | Joint decision |
| | Confirms Teams site / posting instructions clear | | | | | | XX | |
| Coordinate Control meeting with Race Chair | XX | | | | | | Must meet with Control/flaggers b4 hot track | |
| Arranges / conducts readiness review call per schedule | | | | | | | Chairman or designee | |
| Running on track sessions | Meets with control/flaggers AM of day one | XX | | | | | | RO supports |
| | Runs driver's meeting | XX | | | | | | RO supports - use '24 minimum std doc |
| | Interfaces with track control & partner organization | XX | | | | | | RO supports |
| | Radio lead for tech and safety car | XX | | | | | | RO supports |
| | Maintains control log | XX | | | | | | RO supports |
| | Leads incident investigation | XX | | | | | | RO supports |
| | Supports on the ground incident investigation | | XX | XX | | | | |
| | Coordinates all communication w/drivers | | XX | | | | | Makes PA announcements |
| | Makes all text communications | | | | | XX | | RO provides message content |
| | Makes all dyno arrangements | | | | XX | | | Always confidential - need to know only |
| Incident management | Manages car collection for impound | | | XX | | | | In conjunction with the tech team |
| | Initiates incident investigation w/drivers | | | XX | | | | In conjunction with the tech team |
| | Collects driver materials / delivers to RO | | | XX | | | | statement, video, hard card, log book |
| | Claimed mechanical - inspect car & annotate logbook | | | XX | | | | Ensure we put eyes on the claimed failure |
| | Delivers videos to T&S, other materials to CC | | XX | | | | | |
| | Copies videos - returns media to tech | | | | XX | | | Tech returns cards to drivers |
| | Returns video cards to drivers | | | XX | | | | |
| | Adjudicate incident - penalize as appropriate | XX | | | | | | RO supports |
| | Penalty letter directly to driver | XX | | | | | | Mail hard card and letter to LA w/i 7 days |
| | Edits and posts incident videos to Teams | | | | XX | | | Can be post event (w/i 7 days) |
| Post penalty to MSR logbook - add penalty to profile | | | | | XX | | Can be post event (w/i 7 days) | |
| End of Probation - driver sends penalty ltr to LA | | | | | XX | | Return hard card if has req'd signatures | |
| End of Suspension - consult Chairman | | | | | XX | | Decision to suspend, prob or end penalty | |
| Post-Event | Completes any investigations w/i 7 days | XX | | | | | | Must post info to Teams |
| | Posts all incident investigation forms to Teams | | XX | | | | | Must post info to Teams |
| | After Action Report w/i 7 days of event end | XX | | | | | | Must post info to Teams |
| | Posts all penalty details to MSR | | | | | XX | | Profile and logbook |
| | Confirms Teams / MSR info is complete and correct - compiles incident stats | | | | | | XX | |
| Audits accuracy of penalty info on MSR | | | | | XX | | Second pair of eyes to confirm | |