

Clerk of the Course Job Description

Vision:

What you deliver: Smooth event operation.

How you deliver: Create a professional but friendly atmosphere for all of the team leaders.

Responsibilities:

Coordinate with all Course Set Up Staff, Control Captains and Course Clean Up Staff

Coordinate all road maintenance, staking and course cleanup

Event schedule with Course Marshal and Chairman

Pre-Event control captain's meeting

Management of the Event Operation

Clerk of the Course Check List:

Pre Event (chronological order):

- ◇ Review this job description with the Chairman and revise as needed
- ◇ Go over proposed route with the Course Marshal and the Chairman.
- ◇ Develop the preliminary schedule with the Course Marshal and the Chairman
- ◇ Get all of your team leaders on board for this year. This includes pre and post event road work staff, course staking crew, course arrowing, lead car, set up cars, start captains, finish captains, MTC captain, course closing and sweep captains.
- ◇ Review the budget and equipment needs with Course Marshal and all of your other team leaders. Review your needs with the Chairman and then get them into the budget.
- ◇ Supervise the Course Marshal's efforts.
- ◇ Set up any pre-event road work that might be needed
- ◇ 3 or 4 WBR - Conduct the Control Captain's pre-event meeting.
- ◇ Acquire any new arrows, hazard markers and stakes that will be needed for this year.
- ◇ 1 WBR stake the course (course arrows, check road closed signs and T-posts for pennant ribbon) and do road work as needed (filling ruts etc), Should plan on three full days with four or five people, depending on the amount of road work that is needed.
- ◇ Prepare packets for the staking team (weekend before event), the arrowing team, the setup cars, lead car, control captains, comm captains, course closing and sweep teams.

Weekend of Event:

- ◇ Work with the equipment manager to assure that everything is ready to hand out to captains on Friday (clocks are set, signs grouped etc).
- ◇ Work with Course Marshal to get ready for captains meetings on Friday afternoon.
- ◇ Conduct the captain's meetings (Friday afternoon). Make sure everyone understands all of the aspects of their jobs.
- ◇ During the event you need to be at a location where you can manage the operations of the event and be available to handle problems. One option is to be at net control. This provides the best opportunity to recognize and deal with potential problems early. The downside of being at net control is that team managers and SCCA officials can not talk to you directly, however the chairman can address many of these issues. Another option is to be at the service area with a top notch radio operator keeping you apprised of developing problems. Another option is to float from one potential problem area to the next again with a top notch radio operator.

Post Event:

- ◇ Provide any data needed for the USFS report (who rolled and any other incidents of interest).
- ◇ Get feedback from all of your captains, and begin working on A to Z (projects for next year)
- ◇ Coordinate post-event road work as needed
- ◇ Email Chairperson with feedback.