

## Service Area Steward (Captain) Job Description

### Vision:

**What you deliver:** Organized, efficient and safe service areas

**How you deliver:** Make life as easy as possible for the service crews while insuring the safety of both competitors and public.

### Responsibilities:

Plan for Service Area operation with Clerk of the Course

Coordinate with your volunteers to be sure they are coming (contact Volunteer Coordinators if any sound not committed so someone else can be assigned to you)

Check for service crew compliance with the rules.

Mark the Service Area

Supervise service areas – Safety / Service Crew Assistance / Crowd Control

Clean up service area after event

### Service Area Steward Checklist:

#### Pre-Event:

- ◇ Review this job description with the Clerk of the Course and revise as needed
- ◇ 4 Weeks Before event you will get entry estimate from Registrar
- ◇ Clerk of the Course will survey the service area and finalize plan for:
  - ◇ Official parking needs (Rally Info, Comm, steward, MTC, etc)
  - ◇ Traffic flow / port-a-johns / crowd control
  - ◇ Rally cars and service crews
- ◇ Work with Clerk of the Course on the assigning of service area locations to the teams.
- ◇ Coordinate with Staffing Officer for volunteers
  - ◇ Make sure you coordinate with the volunteers assigned to your team. You should talk to each person on the phone at least once to make sure they are really committed. Ask questions like where are you staying, what is your cell phone number and when are you arriving.

#### Day(s) of Event:

- ◇ **Thursday late afternoon:**
  - ◇ Mark the individual service areas with car numbers on your map.
  - ◇ Pick up your Family radios and vests from the equipment check out area.
- ◇ **Friday and Saturday morning:** Park service crews in their spots as they arrive. Be especially careful to not allow other people to park in the service area, as you will have a tough time finding them to move their cars when needed.
- ◇ **Friday and Saturday**
  - ◇ Check that all fuel and fuel containers are moved to the fueling area.
  - ◇ Check for extinguishers held at ready during refueling, in refueling area
  - ◇ Check that jack stands are used if more than one tire is in the air.
  - ◇ Check for tarps under rally cars.
  - ◇ Direct traffic and control public
  - ◇ Control speeding in the service area
- ◇ **Sunday post-event**
  - ◇ Turn-in radios and vests to Equipment Manager.
  - ◇ Clean up the service area as needed

#### Post Event:

- ◇ Revise this checklist and submit to Clerk of the Course for next year.
- ◇ Email Chairperson with feedback.