

Rally Chairman & Vice Chairman

- A. Chief planner and organizer of all SCCA Hawaii Rally Events
 - a. Establish or oversee development of procedures to maintain compliance of Rallycross rules
 - i. Apply for sanction and insurance at least 14 days prior to rally event; ensure that Event Safety Steward has hardcopy of this document at event.
 - ii. Collaborate with Chief of RallyCross and Chief of Safety to formulate procedures that ensure the safety of spectators, drivers, and workers. Empower and support Chief of Safety on enforcing their event safety decisions.
 - iii. Collaborate with Treasurer to ensure that Rally Program is in good standing between SCCA Hawaii members, sponsors, and venue Owners/Managers. Empower Treasurer with “Power of the Purse”
 - iv. Collaborate with Secretary to continually promote and grow sponsorship and venue opportunities.
 - v. Support Chief of RallyCross, Chief of Road Rally, etc., with events within their sub-programs; empower them to make decisions within their control. Enable this sub-program chiefs to be the Primary Point of Contact to field and engage with participant inquiries.
 - vi. Ensure major program decisions are decided by consensus vote by a quorum (75%) of SCCA Hawaii Rally program chiefs
 - vii. Resolve questions, concerns, and disputes regarding the Rally Program within a reasonable period (2-4 business days)
- B. Duties of the Vice Chairman
 - a. Assist chairman with all aspects concerning the Rally program
 - b. Ensure continuity in leadership by being capable of acting in place of chairman on event of chairman’s death, resignation or incapacity.

Rally Secretary & Pro Tempore Secretary

- A. Responsible for attending all SCCA Rally Meetings to record all minutes, votes, and be the custodian of all SCCA Rally records
 - a. Ensure transparency between rally leadership and members
 - b. Give all notices of meetings which require decisions, information leveling, and routine to rally leadership and/or membership
 - c. Publish meeting minutes within 2-3 business days following meeting
- B. Duties of the Pro Tempore
 - a. Maintain full situational awareness in all aspects concerning the secretary’s correspondence, current work, and related duties.
 - b. Ensure continuity in leadership by being capable of acting in place of secretary on event of secretary’s death, resignation or incapacity.

Rally Treasurer & Pro Tempore Treasurer

- A. Responsible for maintaining accurate financial accounting of all Rally funds, ensuring all transactions (deposits and payments) are approved by a quorum (75%) of leadership
 - a. Publishing Annual/End of Season “Transparency Report” to detail financial health
 - b. Charging all registered participants prior to the commencement of a rally event
 - c. Depositing all monies generated from on-site within 2-3 business days of event
 - d. Handling financial payment for venue, sanction & insurance, charity, and other costs within 14 calendar days after each event
- B. Duties of the Pro Tempore
 - a. Maintain full situational awareness in all aspects concerning the treasurer’s correspondence, current work, and related duties.
 - b. Ensure continuity in leadership by being capable of acting in place of treasurer on event of treasurer’s death, resignation or incapacity.

Chief of Rallycross

- A. Supplementary position for Chairman
 - a. Pre-event Planning and Coordination
 - i. Plan, orchestrate, and facilitate meetings with RallyCross chiefs as needed and periodically at least annually
 - ii. Coordinate with venue managers/owners to establish race dates. Collaborate with RallyCross chiefs, Rally Chair, and Chief of Registration for creating RallyCross events within MotorSportReg
 - iii. Be the Primary Point of Contact for RallyCross events, coordinate with applicable RallyCross chiefs for inquiries within their domains
 - iv. Coordinate with Chief of Registration to make event announcements and reminders for all RallyCross events. Announcement messaging to commence no later than two weeks prior to the event.
 - v. Responsible for publishing RallyCross season schedule at least one month prior to the first event of the next season
 - vi. Answer questions from participants and interested parties pertaining to RallyCross Program and/or Event. Include and/or redirect inquiries to applicable chiefs as applicable.
 - b. Responsible for all Rally equipment to ensure their availability during RallyCross events
 - i. Transport equipment on site
 - ii. Store equipment off site
 - iii. Ensure all battery operated equipment is charged before day of event
 - iv. Ensure sufficient gas is available for all gas powered equipment
 - c. Setup and breakdown
 - i. Direct equipment setup at beginning of day
 - ii. Direct equipment breakdown and storage at end of day

Chief of Events

- A. Supplementary position for Chairman
 - a. Event Day. Function as emcee for morning driver's meetings
 - i. Ensure all participants
 - 1. Know where to see their work assignments
 - 2. Know the safety requirements while driving and working
 - 3. Know who they can go to if they have specific RallyCross questions/concerns
 - 4. Know the event day program schedule to include when to report for assignments, driving, and return from lunch
 - ii. Allocate time for RallyCross chiefs to make substantive announcements
 - b. Ensure RallyCross Event Program is on schedule
 - i. Consult with all RallyCross chiefs to propose adjustments to program schedule
 - ii. Assess if there is sufficient time for fun runs, consult with Chief of RallyCross on decision and make applicable announcements

Event Registrar -- "Chief of Registration"

- A. Pre-Event: Create MotorSportReg events for RallyCross.
 - a. Coordinate with Rally Chair to ensure that Sanction and Insurance forms are validated prior to event creation
 - b. Coordinate with Chief of RallyCross to validate that venue coordination is approved prior to event creation. .
- B. Event Day: Operate the registration desk prior to the commencement.
 - a. Check-In all participants (drivers and passengers) of the event. Ensure all participants sign waiver by witnessing sign in. Ensure participants receive a wristband indicative of driver or passenger/spectator status.
 - b. Process on-site registrations. If MotorSportReg is available, verify contact information, emergency contact, and payment information is correct for non-SCCA and weekend membership. Coordinate with Chief of Workers to ensure they have a work assignment and Chief of Technical Inspection to ensure their vehicle is properly inspected.

Event Safety Steward -- “Chief of Safety”

- A. Responsible for the safety of spectators, workers and driver’s safety relative to course design. Control over course design extends only to such issues as course safety and not to design philosophy. This includes course security, which is defined as maintaining control over spectator access to the course.
 - a. Review the course with Course Designer and verify the safety of the course
 - i. Make necessary changes to meet safety standards
 - b. Verify presence and accuracy of Insurance Certificate on site
 - c. Verify that Event Steward (Rally Chair) has a system in place for signing waivers
 - d. Review all changes made to the course after the start of competition

Event Technical Inspector -- “Chief of Tech”

- A. Inspect and verify that competition vehicles comply with the requirements of Section 3.1, and Section 3.2 (of the Rallycross rulebook), as well as any supplementary regulations.
 - a. Tech inspector is not responsible for determining vehicle’s compliance with the preparation allowances of the vehicle’s class
 - b. Keep track of tech inspection sticker inventory, coordinate with Chief of Registration on status of participants’ cars and completion of inspection

Chief of Timing and Scoring

- A. Responsible for accurately taking, reading and recording times, posting them conspicuously during the event, and preparing the official results
 - a. Setup of timing equipment used during rally event
 - i. Coordinate with Chief of RallyCross to ensure timing equipment available for events
 - ii. Timing equipment setup and establishing testing protocol prior to commencement of official scoring
 - b. Design timing and scoring (T&S) sheets for use during rally events
 - i. Ensure that T&S assigned members know how to record times
 - ii. Ensure that sufficient T&S are on-site to conduct an event
 - c. Prepare official event results in accordance with SCCA RallyCross scoring (Section 5.1)
 - i. Ensure the accuracy of results
 - ii. Ensure official event results are published and accessible to all participants within 2-3 business days following the event

Chief of Course Design

- A. Responsible for ensuring courses are designed to be fair, fun, and safe for all participants
 - a. Draw and distribute course map before event date
 - i. Communicate the corner location for workers
 - ii. Communicate the types of course elements to be setup on course
 - iii. Establish the start and finish locations
 - iv. Determine the run area and staging area pending site conditions
 - b. Set up course on event day
 - i. Recruit and direct course setup volunteers
 - ii. Ensure that the course flows smoothly and safely
 - iii. Survey run area for hazards and adjust accordingly
 - c. Consult with Event Safety Chief to approve the course design

Chief of Workers

- A. Preparation and Publication of work assignments
 - a. Assignments published within 2 business days of registration closure
 - b. Personnel assigned to positions are trained to perform required functions
 - c. Ensure that assignments are fair to all participants
- B. Preparation and publication of Event Run Order
 - a. If possible and within reason, ensure car class groupings are fair among competitors competing within the same class modifiers (stock, prepared, modified)
 - b. Ensure balance between co-driven vehicles between run heats if possible
 - c. Ensure run orders are optimized as best as reasonably achievable