

COURSE DESIGNER CHECKLIST

DONE	TASK
	PRE EVENT
	Complete SCCA Course Designer class.
	Review Chapter 2 (Course) of the SCCA Solo Rulebook. Contact the Chief of Course if you have any questions.
	Obtain a template for the site/course layout. Templates can be found under the Course Design section at https://nwr-scca.org/course-design .
	Submit map to Chief of Course two-weeks prior to the event. Chief of Course will coordinate initial course review with the Safety Steward assigned to your event.
	Coordinate an on-site final course review with the Safety Steward. This <i>MUST</i> happen prior to the start of registration the day of the event. The previous day would be ideal.
	Obtain/arrange for equipment as needed: (NOTE: All equipment is NORMALLY in the Solo Trailer). You will need the following: ● Cones ● Lumber crayons for cone marking ● Buckets, Flags and Fire Extinguishers
	With the Chief of Course - Arrange for 2-3 volunteers to help set up the course the day prior. It is permissible (and desirable) to have someone, who will not run the event, pre-run the course; if a non-competition driver is not available, it is permissible for a competition driver to run sections of the course as part of the set up and safety approval process. <i>THE COURSE SHOULD NOT BE RUN IN ITS ENTIRITY BY A COMPETITION DRIVER AS THIS CREATES AN UNFAIR ADAVANTAGE.</i>
	Print (8½ x 11) course maps (including field revisions and station locations) for registration (150 copies) – Use the template including event date and sponsors. This can be found under Course Design section at https://nwr-scca.org/course-design

	AT THE EVENT
	Set up course and get final approval from event Safety Steward 30 minutes before Registration opens. Re-mark cones if necessary.
	Have course setup volunteers put up safety barrier (crowd control tape, bunting and cones). Area should be confirmed by event day Safety Steward.

	Provide an 8 ½ x 11 course map to Timing and Chief of Workers.
	Place numbered orange bucket storing fire extinguisher, and red flag at each work station.
	<i>Course designer should be available all day to handle course degradations/changes/issues, etc.</i>

	<i>POST EVENT</i>
	Assist with teardown as necessary.