CHIEF OF WORKERS CHECKLIST

DONE	TASK
	PRIOR TO START OF SEASON
	Develop the class breakout for each run group. ● Each event is broken in two separate heats. ● Once determined, use this list of classes for the entire season. ● Use average entrant numbers from prior season to balance groups.
	Create workers assignments sheet using the class breakout. (Sheet can be downloaded from the website).
	Rule Check: Verify "Work Requirement" rules with Registration (Rule 13). Each competitor must work one work assignment in the heat opposite of when they run.

	PRE EVENT
	Recruit one additional worker to hand out work assignments and help you fill out driver information sheets during registration.
	Prepare worker assignments sheet according to pre-determined run groups.
	Get names of workers who have already volunteered for setup, registration, tech, timing, wavers and teardown from the other specialty chiefs. Fill in their names on the worker assignment sheet.

	AT THE EVENT
	Set up Worker Assignment table at the end of the registration line.
	Note - Each Specialty Chief must complete one work assignment (including pre-event setup and post-event tear-down activities) for each heat they run at the event.
	Assign each competitor a work assignment in their work group. Try to assign more challenging jobs to people with experience in that job. Ideally, novices should be assigned as course workers (not radio). **Course Control and Starter must be assigned to a person with experience covering position. DO NOT assign a person that has not done this before unless you provide a mentor to help instruct. This may occur only if there are the required number of workers available to safely cover all positions.* Fill in each person's name on the worker assignment list. Fill out the run/work group and position assigned on the Driver's Information Sheet.
	Assign each competitor a work assignment in their work group. ● Try to assign more challenging jobs to people with experience. ● Ideally, novices should be assigned as course workers (not radio).

	• Course Control and Starter must be assigned to experienced persons. DO NOT assign a novice unless a mentor is provided.
	Fill in each person's name on the worker assignment list.
	Encourage novices to attend the guided course walk. (Meet at 8:30 at starting line).
	Instruct workers to Check in with you near the timing vehicle immediately following the driver's meeting or at the end of the run group they are competing in prior to going to their position.
	Explain that each person must next bring their Driver's Information Sheet to Tech to confirm class and car number, and complete a technical inspection of their vehicle.
	Check in workers before each run group. Make sure course workers know where they are going, and fully understand their specific responsibilities.

	POST EVENT
	Return all supplies to where they belong.
	Audit worker check in and report those who did not complete their work assignments to the Event Chair.