

Service Area Steward

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

Service area handout plan for service crews

Mark the Service Area

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

Clean up service areas after event

Service Area Steward Checklist:

Pre-Event:

- ◇ Review this job description with the Clerk of the Course and revise as needed
- ◇ 2 Weeks Before HDT get entry estimate from Registrar
- ◇ 2 Weeks Before HDT 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
- ◇ 1 Weeks Before HDT - Work with Mike 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:

- ◇ **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.
- ◇ **Saturday afternoon and evening**
- ◇ Check for extinguishers during refueling
- ◇ Check that jack stands are used if more than one tire is in the air.
- ◇ Check that all fuel and fuel containers are moved to the fueling area.
- ◇ Direct traffic and control public
- ◇ Control speeding in the service area
- ◇ Turn-in radios and vests to Equipment Manager.
- ◇ **Sunday**
- ◇ Clean up the service area as needed

Post Event:

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

Problems and Solutions: