

# SouthWest MotorSport

Road Course Racing New Mexico

A Class for Every Car



## SWMS Processes and Procedures

### [Title of the Subject Process/Function]

Purpose and Scope: [State the **purpose of the document**. For Example, “This document specifies the actions taken by the person performing the Race Control function during SWMS track events.” If not stated in the purpose and if meaningful, specify the **scope or limitations of the document**. Using another example, “This document covers the actions of the Race Steward during and after an event, but does not cover the actions of the Club Steward. Those are addressed in a different document.”]

Roles, Responsibilities, and Actions: [In the main body of the document, specify the **actions to be taken**. Use the most suitable format. That is, some functions are correctly expressed as a sequential set of procedural steps, where such a sequence is logical and necessary. In other cases the best format might be a checklist or bulletized list of actions that are necessary but that do not need to be carried out in a particular order. Or, in some rare cases, a good format might be a flow chart of starting conditions, actions, decisions, and results.

This portion of the document need not attempt to cover every conceivable situation that the user might encounter. Rather, specifying general or standard actions to be performed, along with any guidelines for good practices and effective decision-making, will suffice.]

Definitions: [This section is required only if needed, in cases where specific, uncommon terminology or jargon is appropriate.]

References: [Similarly, this section is not required. But if it is useful to cite related SWMS documents, or other documents upon which this is based (e.g., RMVR, VMC, or SCCA documents), do so.)

Document Point-of-Contact: [Identify the primary author/“owner” of the document – the person who should control changes or revisions to it. Consider identifying those who reviewed the draft document.]

(Once the document is ready for publication, do not forget to add/update the revision of the document and the date [month, year] in the footer, as shown below.)

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