

# SouthWest MotorSport

Road Course Racing New Mexico

A Class for Every Car



## SWMS Processes and Procedures

### Race Control

Purpose and Scope: This document specifies the actions taken by the person performing the Race Control function during SWMS track events. Race Control functions only immediately before, during, and following track activities on SWMS track event days. For each day of each event, using radios provided, establishes the race control network and maintains it open until the track is secured after the last track session and all workers have cleared the track. In communication with corner stations, establishes the readiness of the track and workers for each run session.

Directs corner stations to display appropriate flags to control on-track situations. Collects information from corner stations in abnormal situations. Directs, or passes on Steward's directions, to maintain safety of the drivers and workers.

(Note – the race control network consists of all staffed corner stations, Start/Finish, Grid (“pit & grid”), Fire/Tow truck, Ambulance, Event Steward, and Event Organizer. Race Control is the “net control” station.)

Useful equipment and materials for Race Control: This checklist (one set per day if it will be marked-up), binoculars, writing implement.

General/Daily Checklist (this is phrased assuming the event is at Sandia Motor Speedway. Make necessary adjustments for other tracks.)

- Arrive, check in at tower.
- Get operable radio for the Race Control net.
- Get a schedule for the day, as well as lists of registered participants for each run-group (from the Registrar).
- Drive the course looking for obstacles, dirt, trash, oil, etc. (Notify Tower or Steward before entering track, or take the Steward. If Steward has done or will do this, skip this step.) Arrange for track clean-up, if needed.
- Obtain a radio from the track that is linked to the announce system. Confirm that it works effectively for paddock announcements.
- Attend Drivers' Meeting.
- Find out from Event Organizer who will be Start/Finish and grid for lunchtime.
- Attend Track Marshal Meeting, or discuss with Worker Chief about which stations will be staffed.

Stations: Grid, 3-4, 6, 8, 14, S-F, Ambulance, Safety Truck

- Connect with Steward and Event Organizer, if not already done.
- Contact the Ambulance; ensure they have a radio on the Race Control net and know their call-sign; direct them to an appropriate location for them to respond (e.g., big oval near the “scoreboard”, along-side Grid, or in the southeast corner of the paddock).

- Go to tower. Once marshals and ambulance are out, open the radio net and get a radio check from each staffed position.
- Ask the Announcer to take the initiative to make 20-, 10-, and 5-min. calls to grid.
- Confirm that Steward, Timing, and Announcer are ready.
- **Thank the marshals, ambulance, and safety truck** before first run group. Ask the corner stations to show a standing yellow flag at the beginning of each run group until the green flag is waved.
- Before the pre-lunch run group, notify the Event Organizer or other person to notify the food concession.
- Once the track is clear after the pre-lunch run group, release the corner marshals.
- After lunch, once marshals and ambulance are out, get a radio check from all stations.
- After or during the last run group, **thank the marshals, ambulance, and safety truck**. Remind them to be here early on Sunday (or if it is Sunday, to gather the corner equipment) and to turn in radios and about the worker drawing, and release them.
- Keep the radio on for a while, in case of any needed coordination.

#### Run-group checklist

- Have Announcer call 20 minutes (or appropriate interval) to grid when the previous group is released onto the track. (Ask Announcer to take care of the calls-to-grid timing and announcements him/herself.)
- Have Announcer call 10 minutes to grid
- Have announcer call 5 min. to grid.
- As the last of the previous run group are leaving the track, remind all corners except 14 to hold a standing yellow and to pull them once green flag is waved/announced/
- Inform S/F to, at his discretion, direct Grid to release the cars.
- Upon cars leaving the grid and being on-track, start timing the session (note time or start the timer). If necessary direct corners to pull the yellow flag as the cars pass their location.
- At 20 min. and 10 min. until end of session, remind the Announcer to give the 20-min. or 10-min. call-to-grid for the next group. Same at 5 min. to go.
- If session elapsed time is not being kept by Start/Finish, at 4 min. 'til end of session, tell S/F to give the one-lap signal. (If only the "south" part of the track is being used, this can be at 3 min. to go.

Unusual Event/Accident Checklist (Keep a written list of incidents [e.g., offs, spins, collisions, flag violations] for each day by car number and car make, driver name, run-group session, type of incident, and immediate aftermath.)

- Upon observing an incident, or if any corner station reports "**Fire**" or **an overturned vehicle**, direct all stations to display the red flag.
- Take a deep breath and assess the situation.
- Upon notification or upon observing an accident, evaluate the situation. Get info from corner stations as needed. Ensure you have the location of the event correctly identified.
- In coordination with the Race Steward, decide and direct –
  - No action (e.g, spin with no contact and continued, 2 or 4 wheels off and continued with no debris on track)
  - Waving or Standing yellow; which corners
  - Debris flag at the corner station "upstream" of any dirt, oil, vegetation, or other debris on the track
  - Black flag (pointed or displayed) to an individual car
  - Red flag or black flag for all operable vehicles (see directly below)

- Other action (An example of other action to be considered is: If the incident or accident involves one or more immobilized cars that are on or near the track surface, especially if the incident occurs early in the session, black-flag the session, clear the track of operating cars, direct that the immobilized vehicles be recovered by the safety/tow crew, direct the run group to gather at the grid in the correct order, and restart the session. Alternately, red-flag the session, recover the immobilized cars while others are stationary, then restart the session. Consider explaining this approach at the morning Drivers' Meeting and the Worker Meeting that follows.)
- Notify Safety Truck and Ambulance to stand-by, if needed, but not to enter the track until directed.
- If needed, and when safe, release Ambulance and/or Safety Truck to the scene.
- Recover from the event. With the Race Steward, determine when an unusual event is adequately handled and lapping/racing can resume, going back to what's left on the schedule.
- At the appropriate time have Announcer give a 10-min (or appropriate interval) to grid call for the next (or same) run group.
- Ask the Event Coordinator to adjust run times on the schedule, as needed.
- At end of day or after the event, offer the list of incidents to the Race Steward or Chief Steward.

Document Point-of-Contact: Tom Wolicki (Independent Review by Bob Richards)