



CARS National Series Manager

The National Series Manager reports to and works under the direction of the CARS President.

The primary task is management of the Canadian Rally Championship with respect to on event operations, in particular ensuring uniform standards are maintained from event to event.

Specific duties of the NSM also include;

- Prepare a written report after each CRC event for the Board of Directors.
- Meet with the senior event management and stewards after each CRC event for a review.
- Work in coordination with the chairman of the National Organizers' Committee to disseminate information on activities and programs.
- Take part in organizer communications within the National Organizers' Committee.
- Maintain contact and work with CRC organizers to maintain standards.
- Review and approve supplementary regulations, safety plans, insurance applications and schedules of events for CRC rallies.
- Ensure that CRC event safety plans are adhered to and that due diligence is maintained in regard to event security.
- Attend each CRC event and facilitate services with both the organizers and the competitors.
- Participate on the Sponsorship Committee.
- Maintain on event relationships with the CRC Media provider and series sponsors.
- Manage the media accreditation program and media bibs.
- Ensure CARS contracts/agreements/contingency programs with sponsors are respected, including completing any requirements such as reports.
- Participate in Extended Board conference calls representing Canadian Rally Championship interests.
- Participate on the Administrative Rules Committee.
- Confer with the technical director on issues arising with the GCRs or the National Rally Regulations. Assist in drafting wording changes to regulations.
- Work with the Technical Director and event scrutineers at CRC events to enforce eligibility regulations
- Work with CRC event registration teams and the scorers to ensure competitor eligibility regulations are met and that the results of the event are accurate.
- Assist CRC events with start order information and ensure that the keeper of the seed list receives the information needed to carry out his role
- Ensure CRC standings are updated following an event and provide the President and Office Manager a list of award recipients for the annual awards ceremony.
- Rule book responsibilities include updating the rule book in both languages, selling advertising in the rulebook to offset the cost and managing production of the rulebook.