



# CARS National Series Manager

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

The National Series Manager is a member of the CARS extended board and as such attends the monthly CARS board meetings.

The primary task is the management of the Canadian Rally Championship with respect to event operations, in particular ensuring uniform standards in compliance with CARS rules and guidelines, both administrative and technical, are maintained from event to event.

The Role can be broken down into three main areas;

- a) Pre- event activity
- b) During event activity
- c) Post event activity

## Pre-Event.

- Help establish the series schedule, avoiding conflicts where possible to enhance cross border participation.
- Set steward schedule for the season.
- Require event organizers to meet event preparation timeline.
- Review, input to and approve;
  - supplementary regulations,
  - event safety plans,
  - route book,
  - stage schedule,
  - recce plan.
- Ensure that Supplementary regulations are available to competitors 6 weeks prior to event and include the stage schedule.
- Ensure that competitor advance package (route book, stage schedule, stage maps, recce instructions, etc.) is issued no later than 2 weeks prior to the event.
- In conjunction with the Technical Director determine any specific areas of technical focus.
- Review technical inspection plans with Chief scrutineer

## During Event.

- You are the senior CARS official at the events
- Review the stage set-up, arrow boards, banner tape, etc. for compliance with rules, guidelines and safety plan.
- Review Marshal availability and preparation.
- Review Technical Inspection plans and inspector preparation.
- Provide general oversight to the event as it progresses and be willing to provide input to the Clerk of the Course, Stewards, Chief Scrutineer, scorer and competitors.

- Attend Stewards meetings, provide input as required to help maintain common standards and interpretation of the rules.
- Provide the Chief Scrutineer support with difficult or controversial decisions relative to technical compliance and safety.
- Work to help event Chief Scrutineers maintain a common technical standard across all events.
- Monitor event media for compliance with media guidelines and safety.
- Monitor what is happening with RallySafe.
- Monitor scoring of the event and be prepared to point out errors.
- Be aware of all incidents, understand what happened, understand why penalties have been assessed. In the case of serious incident immediately notify the CARS president and Region Director.
- Satisfy yourself that when the stewards make the results final you are comfortable that the rules have been followed with respect to posting of results, timelines for inquiry, etc.
- Ensure that Podium backdrop, CARS technical equipment, stage side signage, CARS media vests, etc. are collected and get to the next event.

## Post Event

- Report at next board meeting on;
  - Prep of upcoming events
  - Outcome of most recent event
- Input to Admin and Technical rules chairman on required rule changes.

## Other Activity

- Participate in working groups as agreed with the CARS board