



# STEWARD'S MANUAL & GUIDELINES



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Please note that this Index has corrected page numbers to match the manual

# SCCA STEWARD'S MANUAL & GUIDELINES

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## ON BEING A STEWARD

THANK YOU for participating in the Sports Car Club of America (SCCA) Steward's Program. Through your combined efforts, those of the local Regions, and the National Office, SCCA conducts hundreds of events annually for the enjoyment of its members.

What can we learn from the word "steward"? It means to take care of that which is not yours, to husband with care and concern, to manage with prudence and economy. A Steward is a supervisor of services and resources. In the context of SCCA, it is the Steward's role to supervise all of the activities at a racing event to assure the best result for all concerned.

At all SCCA events, the Steward's job is to serve the members by assuring order and control, to promote equity among competitors, and to conduct the program in an orderly manner within the constraints of the General Competition Rules (GCR). These tasks do not mandate that everyone will enjoy the event. Certainly, a penalized competitor may feel that it was not a good weekend. However, as Stewards, we can assure that everyone, including workers and officials, are treated in a gentle manner, that the rules are enforced equally, and that everyone who contributed their efforts are appreciated.

The SCCA recognizes you as a person worthy of holding a position of authority. You should treat that trust with care while exercising your responsibilities with sincerity and humility.

There are two aspects of being a Steward that should be addressed at this point.

The first is style. As Stewards we are obligated to conduct ourselves within the bounds of the GCR. It is our bible and our guide; we cannot ignore it or go around it. The way in which we do things and even the things we can do are proscribed by the GCR. Within those rules, we should be individuals, each having our own style. Some of us are quiet and reserved. Some are demonstrative. Some do a little of each. However you choose to act is, and will be, your style. You are not expected to become an automaton blindly following a course set by others. You should exercise your authority in a manner that you are comfortable with. Just remember that you are an authority figure at the race and your style must fit within the parameters of the GCR. You may not *"hang an offender from the yardarm."*

The second is respect. You will be granted a certain amount of respect based on the fact that you are a Steward. You may generate more respect by giving respect to every person that you meet. All others, drivers, entrants, workers, guests, crew and everyone else associated with or attending the event deserves the respect you demand from others. You will gain respect by being fair and consistent. You may not favor a buddy you've known for many years and you may not disparage a brash upstart you dislike. The disputants that come to you must expect and receive fair treatment, consistent with your prior decisions. You will lose respect when you do not do these things both for yourself and the Steward's Program. You should feel an obligation to yourself and to this program

to make sure that your actions do not cause the SCCA community to lose faith in either. Arbitrary, capricious decisions are the quickest way to be seen as irrelevant and a hindrance to the process.

Do you consider yourself someone others look up to? Are you a role model for newer Stewards? You must be these things, while not considering yourself to be of too great importance. You are a worker at the event the same as each other SCCA member. You are accorded no special status or privileges at the event.

What is central is the racing program, and the fair and equal consideration that everyone involved in the competition should receive.

Does this make you a servant? Yes, in the truest meaning of that word. This is not to imply subservience to your role, but, in truth, the main reason you officiate is so that others may race, officiate, spectate, work a corner, time, score, etc.

Handle with care and concern, be a supervisor of services, take care of that which is not yours, and manage with prudence and economy. Above all, be courteous, respectful and consistent.

Be the kind of Steward SCCA wants you to be –

**THE BEST.**

# THE STEWARD'S ORGANIZATION

**“There is no sin punished more implacably than resistance to change.”**

*--Anne Morrow Lindbergh*

**“Change is the nature of things.”**

*-- Lao Tzu*

As we go forward, we look also to the past. We do not want to forget that Stewarding is a service organization, not an honorary society. Licenses are clearances to work specified levels of events. They are not trophies to be attained and displayed as badges of rank. They represent a commitment to serve. They are not permanent; they must be earned and maintained. And each comes with the responsibility to pass along knowledge and training to a successor.

What follows is not meant to answer every question, for that you will need to use your own good judgment. Nor is it meant to replace your GCR. It is meant to focus us on our organization on service to the sport and keep us on track, as we become a better and stronger organization. Read it as such.

## NINE DIRECTIVES FOR SCCA STEWARDING

### LEADERSHIP

Stewards must be leaders, not managers. They must set the tone for our events and for the performance of all officials and SCCA personnel. They must adhere to the highest standards of conduct and must lead our members in the execution of competitions that are safe, enjoyable, equitable, and operated in a proper SCCA manner.

### JUDGMENT

Stewards must exercise good judgment in all matters, while applying the GCR in a forthright manner and making decisions based in facts. They must not be swayed by unfounded opinions nor deterred from good judgment by extraneous matters. They must see clearly and decide in favor of the sport.

### INTEGRITY

Stewards must be cognizant they are held to a higher standard than other members. They must do nothing to impugn their integrity or raise doubts as to their ability to render proper judgments. Conflicts of interest and the appearance of conflicts of interest must be diligently avoided.

### TRAINING

Stewards must work constantly to improve their skills. A commitment to Stewarding is a commitment to learning and to providing for the education of others. Stewards-In-Training will be carefully educated through an SIT

program adopted system-wide. All Stewards will participate in continuing programs in order to maintain their licenses.

### **RECRUITING**

Stewards must be recruited to the highest standards. It must be acknowledged that the specialty is not for everyone. We must actively seek those we want in the program, rather than relying on those who apply. Steward candidates must have demonstrated leadership skills, good judgment and a recognized commitment to the sport.

### **STANDARDS**

Stewards must set the standard for all competition officials. They will adhere to the highest standards and strict guidelines, including behavior, acceptable appearance and attitudes toward other members. Expectations of performance in all areas will be clear and strictly monitored. Those Stewards who do not consistently meet the high standards of the program will not be maintained at their current license grade.

### **CONSISTENCY**

Stewards must be consistent in their administration of the rules and equitable in their treatment of our members. There is only one GCR and it will be applied consistently across the country. Stewards must insure members' trust in the reasonable application of penalties. The thoughtful administration of rules shall not be compromised.

### **RESPONSIBILITY**

Stewards must take full responsibility for their actions. It is acknowledged that Stewards are fallible and often must make decisions under adverse circumstances. However, mistakes must be acknowledged and rectified immediately. Members shall not be penalized for the shortcomings of our race organizations nor shall undue penalties be imposed for "special" circumstances. Stewards have a particular responsibility to provide events run in a proper SCCA manner for the vast majority of our members who follow the rules. Stewards must execute their responsibilities as set forth in the GCR without equivocation.

### **ACCOUNTABILITY**

Stewards will be held fully accountable for their actions. Any fraudulent proceeding or act prejudicial to the interest of SCCA or of car racing generally shall be grounds for downgrade or dismissal.

## **SCCA STEWARDS' PROGRAM STRUCTURE**

1. The SCCA Board of Directors appoints the Chairman of the Stewards Program.
2. The Chairman of the Stewards Program has complete authority over the SCCA Stewards Program, including removing any stewards from their duties or removal/downgrading of their stewarding licenses.
3. The Chairman of the Stewards Program is responsible for the Divisional Executive Stewards. The Director(s) of each division shall annually nominate an experienced and properly licensed steward to serve as Divisional Executive Steward. The Chairman of the Stewards Program is responsible for making recommendations and advising the Directors concerning their choices.

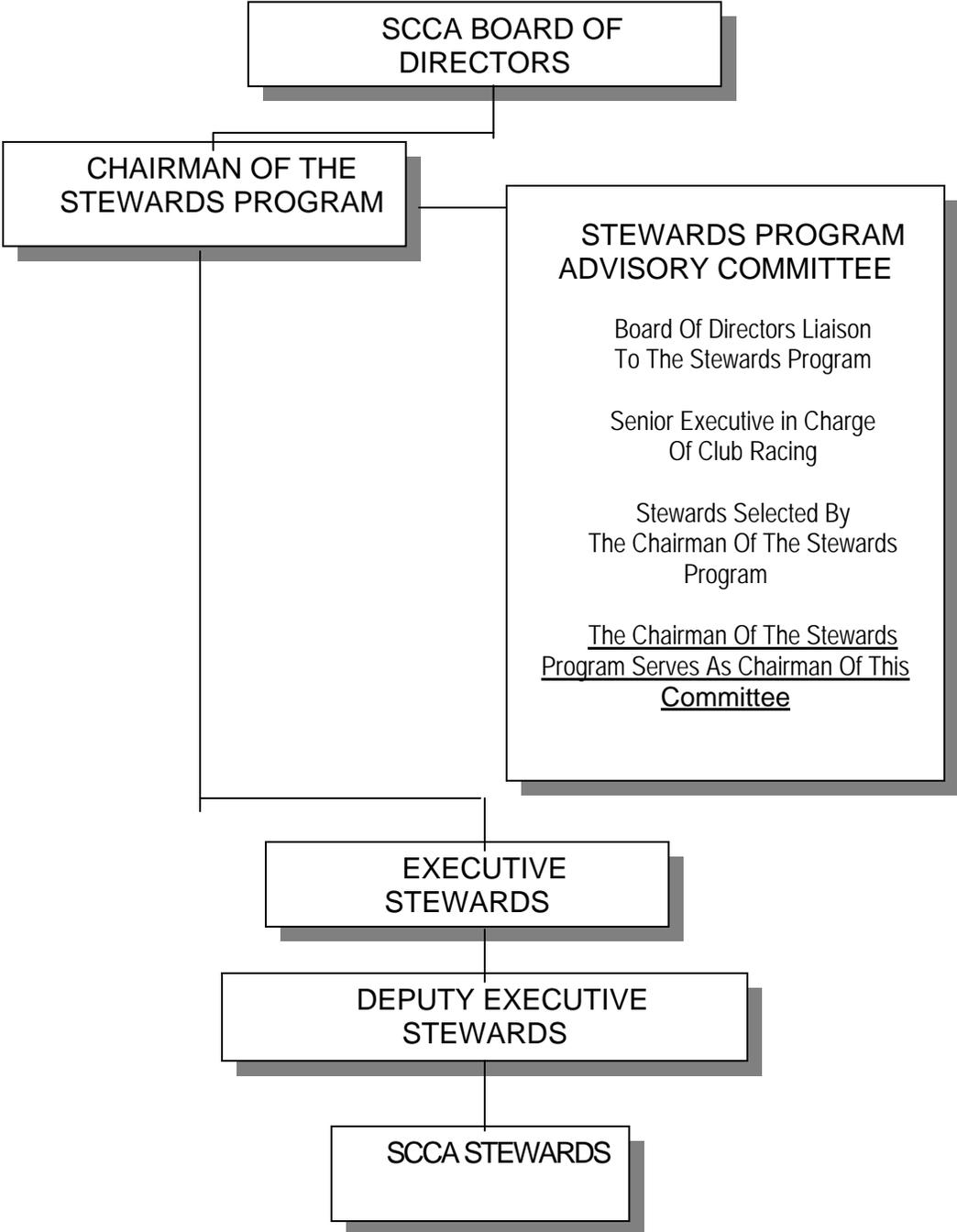
### **The Stewards Advisory Committee**

The Stewards Committee is appointed to assist and advise the Chairman of the Stewards Program. The Senior Executive in charge of club racing, the Board of Directors Liaison to the Stewards Program and other National Stewards chosen by the Chairman of the Stewards Program serve on this committee. The Chairman of the Stewards Program serves as Chairman of the committee. The committee has no rules making authority.

### **Stewards Training Program**

A training program instituted by the Chairman of the Stewards is the responsibility of the Divisional Executive Stewards to carry out the training program. The continued training and development of licensed Stewards is emphasized. Open book exams will be conducted several times a year and all Stewards will be required to participate in at least one training session annually to maintain their current license grade.

# ORGANIZATIONAL CHART



## CHAIRMAN OF THE STEWARDS PROGRAM: JOB DESCRIPTION

The Chairman of the Stewards Program has the overall executive authority over the Club Racing Stewards Program. The Board of Directors, Sports Car Club of America, Inc., shall appoint the Chairman with input from the Senior Executive in Charge of Club Racing.

The Chairman holds a National Steward license, and should be well experienced in the organization and conduct of Club Racing events, with experience in all phases of the stewards program.

The Chairman holds primary responsibility for the conduct of all Club Racing events, the performance of officials at the event and for providing oversight on how events are conducted.

The Chairman has the authority to remove any Executive Steward at any time during their term for unsatisfactory or non-performance or actions detrimental to the best interests of SCCA, Inc. If the Division's Director(s) disagree with the Chairman, the matter shall be referred to the Board of Directors, where a simple majority vote of the Directors is necessary to overturn the decision of the Chairman of the Stewards Program.

The Chairman shall review, discuss and approve the appointment of Deputy Executive Stewards with each Divisional Executive Steward. The Chairman shall develop and implement all necessary training programs and systems for the initial training and development of Stewards in Training and the continuing training and development of stewards in all license levels.

## **STEWARDS DUTIES, RESPONSIBILITIES, FUNCTIONS AND PROCEDURES**

- 1) Overall Organization of the Stewards Program**
- 2) Chairman of the Stewards Program**
  - a) Appointment Process
  - b) Authority
  - c) Duties and Responsibilities
  - d) Term of Office
- 2) Divisional Executive Stewards**
  - a) Appointment Process
  - b) Authority
  - c) Duties and Responsibilities
  - d) Term of Office
- 3) Deputy Executive Stewards**
  - a) Appointment Process
  - b) Authority

- c) Duties and Responsibilities
- d) Term of Office
- 4) Steward License Grades**
  - a) National Steward
  - b) Divisional Steward
  - c) Regional Steward
  - d) Senior Steward
  - e) Steward In Training
- 5) Steward Race Appointment Requirements**
  - a) National
  - b) Regional
  - c) Driver's School
  - d) Restricted Regional
- 6) Steward Training and Development**
  - a) Steward In Training Program
  - b) Training and Development Programs for license renewal and upgrades
  - c) Development program for Deputy Executive Stewards and Executive Stewards
  - d) Steward Evaluations

## **TRAINING**

### **TRAINING PROGRAM FOR LICENSED STEWARDS**

#### **I. Introduction**

Stewards shall participate in open book exams several times a year and must participate in at least one training session annually to maintain their license grade.

#### **II. Outline of Stewards Continuing Training Program and Materials**

- A. What are the roles of the Chief Steward, Operating Stewards, Safety Stewards, Stewards of the Meeting, including the Chairman?**
- B. Service and Leadership responsibilities and roles of Stewards.**
  - The leadership role is frequently misunderstood by Stewards.
- C. Preparation in advance for an event.**
  - Few Stewards do this task sufficiently. The material will cover such things as working within the region before the season starts in the

development of event Supplemental Regulations and training of specialties, through the Friday night checklist review to ensure that the event has the proper equipment to conform to the GCR requirements.

**D. Duties of an SOM at the Event.**

- This section will deal not just with the duties and responsibilities of an SOM, but also with the very important aspects of the event that the SOM do NOT perform and how to handle situations where the SOM may be encouraged by a driver or other participants, to become involved in areas of event operations.

**E. Handling Driver-to-Driver Protests and Requests for Action. (Case Studies)**

- These case studies will be adapted primarily from Court of Appeals cases, in order to utilize situations from outside the division where the training is being conducted so the stewards will not be familiar with the details of the incident. Whenever possible, in-car videotapes of the incident will be utilized.

**F. Handling Mechanical Protests. (Case Studies)**

- These case studies are also adapted from Court of Appeals cases. In some instances, there will be the possibility of having actual parts prepared to display the component in question and discussion of why the item in question is not in compliance with the GCR.

**G. Duties of an Operating Steward at the Event.**

- Material for this section begins with a review of the basic duties and responsibilities of the Chief Steward (and assistants) contained in Section 6 of the GCR. Material, both existing and to be developed for the Stewards Manual, will also be covered.

**H. Operational Situations**

- Case studies that have been prepared from Court of Appeals cases and other SOM courts introduce the various types of problems that the Operating Stewards must deal with. Highly realistic simulation exercises will be employed, utilizing highly qualified Flagging and Communications personnel and 2-way radios.

**I. Duties of a Safety Steward at the Event.**

- The training for this area starts with GCR 5.12.3, covering the responsibilities of the Assistant Chief Steward-Safety and assistants. Current and to be developed material in the Stewards Manual and Guidelines will also be reviewed.

**J. Safety Steward Problems and Practices. (Case Studies)**

- Case Studies will be developed to illustrate the issues and problems the Safety Steward needs to deal with.

**K. Duties of the Chairman of the Stewards of the Meeting.**

- This material begins with a review of Section 5.12. B of the GCR and materials from the Stewards Manual and Guidelines, covering both the responsibilities and non-responsibilities of the person holding this position.

**L. Chairman, SOM Special Issues.**

- Case studies from Court of Appeals cases dealing with both the normal and some of the unique responsibilities of the Chairman of the Stewards of the Meeting.

**M. Functioning as a Chief Steward.**

- This training will begin with a detailed analysis of the basic duties, powers and responsibilities of the position.

**N. Special Chief Steward Situations.**

- Includes case studies from Court of Appeals cases that provide insight into the issues the Chief Steward must deal with.

**O. Working with Specialties.**

- Includes material currently in the Stewards Manual and Guidelines, plus additional material that will be developed in conjunction with the National Administrators.

**P. The Role of the Court of Appeals in Club Racing.**

- Prime discussion topics in this area will be to review how the Court actually works and how to prepare your SOM reports or RFAs and Protests, so they are complete, understandable and provide the essential information the Court of Appeals needs.

**III. Presentation of the Training Program**

The Executive Steward is responsible for the content and presentation of the training program for his/her division.

## **TRAINING PROGRAM FOR STEWARDS-IN-TRAINING**

**I. Introduction**

The Club has an excellent Steward-In-Training program. Unfortunately, it has fallen into disuse in some divisions; in others, it was never implemented. It will now become the standard throughout the country with Executive Stewards accountable for utilizing it.

An SIT may, under direct and continuous supervision, act as a Steward for training purposes.

**II. Instructor's Package**

This material includes:

- Lesson plans to be followed by the Training Steward when working with a SIT.
- Letters and evaluation forms to be given to an event Specialty Chief.
- Instructions and evaluation forms for other Stewards who will be involved in the training and evaluation of an SIT
- Material for the Chairman, SOM, when the SIT is working for a region other than their home region.
- A recommended training schedule.
- Progress report forms to keep the Executive Steward updated on the SIT's progress.

### **III. Steward-In-Training Package**

This portion of the material is given to each Steward-in-Training. This can happen by either the Club Racing Department sending the package to the SIT when they receive the SIT's approved application form, or by the Executive Steward, Divisional Training Steward(s), at an appropriate training meeting.

The material includes:

- The Roles, Philosophy and General Tenets of being a steward.
- Specialty Study Guides that cover what the SIT is expected to learn before being signed off by that specialty.
- Logs of SIT training and assignments.

## **COURT of APPEALS**

The SCCA has established a COURT OF APPEALS to hear appeals from individuals who believe they have not been given a fair judgment by a first court in Club Racing events, specifically, The Stewards of the Meet (SOM) or the decision of a "Driver or Official Review." The members on the Court of Appeals appointed by the Chairman of the Board of Directors should all be active Stewards. The Court is described in the Operations Manual; the appeals process is described in the GCR.

### **STEWARDS' REVIEW BOARD**

To maintain the high standards of the Steward's Program, and to retain credibility within the racing community for ensuring fairness and impartiality for all, the Chairman of the Stewards may establish a Steward's Review Board.

## **LIABILITY**

In addition to the \$5,000,000 Participant Accident and Catastrophic Medical coverage, Stewards have \$50,000 Errors and Omissions insurance under the SCCA General Liability policy. It may also be prudent to obtain a personal umbrella policy with higher limits. These policies are available at relatively reasonable rates through most insurance companies.

## **THE STEWARD'S ROLE**

In addition to the SCCA behavior standards listed earlier, the following behaviors are to be adhered to by all stewards and will be the basis for the Executive Steward's evaluation of performance.

**CREDIBILITY/PRIDE/RESPECT.** The Steward's Organization is the heart of SCCA racing! To keep everything running smoothly, consider the following:

**Credibility** - your personal credibility with both participants and your fellow Stewards is important. Always act in a way to enhance your credibility.

**Pride** - is essential to serve as a Steward for our sport. Take pride that you are a member of the Steward's Program, and serve in a style of which to be proud.

**Respect** - is crucial to be an effective Steward. You will be more effective if you have the respect both of participants and fellow Stewards. Acting in a way that gains you no respect will be a disservice to yourself and the sport. Acting disrespectfully toward others is also a disservice to yourself and the sport.

**DO YOUR BEST TO BE FAIR.** "Fair" means free from favor toward either, or any side. Fair implies the elimination of personal feelings, interests, or prejudices to achieve a proper balance of conflicting needs, rights, or demands; and there will be times when needs, rights, and demands do conflict.

**PREDICTABILITY.** How predictable should your actions as a Steward be? The answer depends on the performance and adherence to the rules you and the SCCA expect from entrants and drivers, and other officials. If you expect participants to respect and abide by the GCR, then as a Steward, you are obliged to do the same. Your actions as a Steward should be sufficiently and consistently predictable to encourage participants to comply with the GCR.

**DON'T BE A WHISTLE BLOWER.** You've seen the type; a person given a whistle who feels compelled to blow it at everything that moves until no one listens anymore. Your position of responsibility at an event is like a whistle, so use it sparingly, properly, equally, fairly. Don't throw your weight around, or you'll soon find you haven't any. People respond best to being led, not pushed. Be a Steward who officiates so that we may race, NOT so that we may not race.

ONE SET OF RULES? Have you seen instances where rules were interpreted very strictly for some participants, and perhaps less so for others? The GCR applies equally to all participants. Favoritism or lackadaisical enforcement of the GCR should be scrupulously avoided. The Executive Steward should address any Steward displaying favoritism, both during the season and at license renewal time. Any Steward found to be acting in an arrogant or officious manner should be reprimanded and possibly dismissed from the program if they cannot change their behavior. Even-handed treatment of everyone must be the goal of each Steward.

SCCA events should be conducted SAFELY, FAIRLY, and in a FRIENDLY way. The rules are not intended to make things more difficult. They protect both competitors and workers. Be a facilitator, not a complicator. Encourage a smoothly running, friendly attitude.

STANDARDS FOR STEWARDS. As a Steward, you are a leader. You should always be dressed neatly and groomed, act for the betterment of the sport, be dependable, and conduct yourself in a style that reflects positively on the sport and all of its participants. You are an example for all participants, anything less than your best will be noted, any disrespectful or biased action will be detrimental to you personally and to the others who work to make our sport the best.

**Stewards are held to a higher standard of behavior and deportment than other members of the SCCA.**

STEWARDS MUST KEEP COMMITMENTS, and arrive on time at every event to which assigned. But emergencies do arise, so call the Executive (or Deputy) Steward who made your assignment, and either the Chief Steward or Chairman SOM the minute you know you won't be able to attend.

"LOOSE TALK" by Stewards or other workers regarding official actions or procedures is not condoned or permitted.

STEWARDS SHOULD CIRCULATE when they are not in a hearing or on duty. You are expected to spend some time "among the troops". You cannot and should not operate in a vacuum; talk to workers in each specialty and competitors, rain or shine. If you are observant, and that's one of the reasons you are a Steward, you should learn something new at each event, which will help you to be more effective in the future. And remember, circulating extends to the Saturday night social function.

STEWARDS SHOULD BE INVOLVED with their home Regions, helping to improve the racing program by attending Race Board meetings, by reviewing event schedules and regulations, and helping out on work days at the track. Stewards are race workers and Region members, just like everybody else.

Remember that the reward for hard work is more hard work. That's what got you into the Steward's Program through the SIT Program and made you a Steward. No time to relax now - the fun is just beginning.

Yes it should be fun for you. If you do not enjoy your work, then you should seriously examine your reasons for being there. Merely wanting to be of service is fine, but if that is all there is, your lifelessness will show and your attitude will suffer. A Steward should enjoy helping and working with people. He or she should enjoy helping stage a well-run event, on time, with a minimum of frustration and delays. If you aren't there just because you enjoy being the boss, you are in the wrong program. SCCA wants willing, able workers who show up at the event with a smile on their face and keep it - even and especially when it is 110 degrees and a competitor is screaming in your face that somebody has dumped crawfish shells in his car the night before, it smells like a cattle feedlot next to a tannery and paper mill, he doesn't have any idea who did it - but you, you're the Chief Steward, you find and punish the person. The good Steward will explain patiently why his problem can't be solved. The great Steward will help him clean out the car.

It is always your choice which kind of Steward you will be. It is a decision you will make each day in each situation. How do you want to be remembered by your fellow Stewards and the other members of the SCCA community?

## **STEWARDS AND THE GCR**

The GCR is *THE* book, which governs the racing and espouses the racing philosophy of the SCCA. It is a guide for reaching good decisions -- not a tool to reach hasty, and easy solutions to tough situations. Most fair and equitable decisions are acceptable while hard-line interpretations are often not.

**BE OBJECTIVE AND UPHOLD THE GCR.** Many participants on the basis of a brief -and often erroneous - description of the problem, a few rumored comments from the hearings, and perhaps an incomplete report of the final decision or action will judge most actions of the Stewards. Right or wrong, this is frequently the way it is. You will perform a much better service for the sport if you enforce the GCR fairly and firmly, as written. You can also, when asked, advise anyone what the decision was and why, then cite the GCR section as your authority. You should have already done this as part of the hearing procedure when you notified the participants. If you cannot cite the GCR as the basis for your decision, the decision is probably wrong.

**THE GCR IS A GOOD BOOK.** You might find it worthwhile to consider the GCR as The Good Book, because all Stewards are expected to operate and make decisions based on the GCR and the Supplementary Regulations (Supps)

as published for all to see -- Stewards, Entrants and Officials. Should any rule in the (GCR or specification books appear to be printed in error, it can be corrected only by established procedures.

RULE CHANGES. The procedure for rule change is by vote of the Club Racing Board and the Board of Directors, effective upon member notice.

NO STEWARD HAS THE AUTHORITY TO CHANGE THE RULES. DO NOT INTERPRET THE GCR, but rather arrive at your decision based on WHAT THE GCR SAYS, not what you think the rule makers meant to say, or should have said. If you identify a rule that needs to be improved, or a specification that needs to be corrected, write to the Club Racing Board in care of the National office.

## LICENSING

There is a clearly defined ladder of experience, knowledge, and competence in the licensing structure for Stewards. Climbing that ladder is a reflection of an individual's mastery of necessary skills and ability and readiness to assume ever-greater responsibility for the safe and appropriate conduct of a racing event.

***It is possible to descend the ladder if a Steward's skill, judgment, or performance does not match the requirements for the license he or she holds.***

The granting of any Steward's license at any level is always **provisional** on the Steward performing appropriately in that license grade. The Executive Steward of each Division must approve all license renewals of Stewards within his or her Division and is responsible for evaluating at that time the performance of each Steward in the grade of license he or she holds. The renewal of a license by the Executive Steward is his or her certification to the rest of SCCA that the license holder is qualified to hold such license because the holder of such license may use it at any event around the country.

Also, the various Stewards' positions at events require specified license levels. These requirements are noted in the GCR.

### SCCA STEWARDS LICENSING PROCEDURE

The SCCA National Office through the Steward's Organization, which has been established by the Board of Directors, issues all Steward Licenses. A single application form is used for both new and renewing licenses. All licenses are issued for the membership year, and expire on the anniversary date. They are renewed by application only; application forms will be mailed by SCCA in advance of the member's anniversary date, and should be completed by the

Steward and forwarded promptly to the Executive Steward of the Steward's Division.

#### OUT-OF-DIVISION STEWARDS LICENSE RENEWAL

Stewards working the majority of their events in one Division, while maintaining their Region-of-Record in another Division will be listed on the Roster for their "working" Division, and the Executive Steward for the "working" Division will handle their license renewals.

#### MINIMUM LICENSE REQUIREMENTS

##### **Steward-in-Training:**

For initial application:

A letter of application to the Executive Steward of the individual's home Division containing the applicant's background, reasons for wanting to join the Steward's Organization, and what he or she hopes to contribute to it. Experience in road racing, as a competitor or as an official, is considered important.

For renewal:

Most individuals will remain Stewards-in-Training for at least two (2) years and their SIT license will be renewed for those years if the SIT is making adequate progress in the SIT program.

##### **Regional Steward:**

For upgrade from Steward-in-Training:

- a. Shall have served an appropriate term, usually two (2) years.
- b. Shall have participated as an SOM at no less than six (6) events during that time.
- c. Shall have completed all specialty assignments, as well as served satisfactorily in all steward race functions under supervision during the SIT program.

For renewal:

- a. Shall have participated in at least four (4) events in the last year.
- b. Shall have served as SOM for two (2) of these events.
- c. Shall have served as Safety Steward for at least one (1) of these events.

##### **Divisional Steward:**

For upgrade from Regional Steward:

- a. Shall have participated in no less than four (4) events as Assistant Chief Steward with a Regional Steward License.
- b. Shall have served as an SOM for at least two (2) events per year
- c. Shall have served as a Safety Steward at least once every two (2) years.

For renewal:

- a. Shall have participated in at least four (4) events in the last year.
- b. Shall have served as Chief Steward or Assistant Chief for two (2) of these events.
- c. Shall have served as SOM for two (2) of these events.
- d. Shall have served as a Safety Steward at least once every two (2) years.

### **National Steward:**

For upgrade from Divisional Steward:

- a. Shall have served no less than two (2) years as a Divisional Steward.
- b. Shall have participated as Chief Steward or Assistant Chief Steward at no less than four (4) events in each of the years.
- c. Shall have served as an SOM for at least two (2) events per year, one (1) as Chairman SOM.

For renewal:

- a. Shall have served at a minimum of four (4) events in the last year.
- b. Shall have served as Chief or Assistant Chief Steward for at least two (2) of the four (4) events.
- c. At least one (1) of the two (2) must have been a Driver's School, a National, or an FIA classified event.
- d. Shall have served as an SOM at least once each year.
- e. Shall have served as a Safety Steward at least once every two (2) years.

### **PROCESS TO SELECT CHIEF STEWARDS OF NATIONAL RACES**

The National Stewards selected to serve as the Chief Steward of a National Race shall meet the highest standards for stewards in SCCA Club Racing. The purpose of this process is to assure that only our best stewards are assigned to chief our most important races, our National events, across the country. This selection is good for one year only and will be reevaluated annually by the Executive Steward of the division and the Chairman of the Stewards Program.

- a. By September 1<sup>st</sup> of each year the Executive Steward of each division shall nominate candidates to be approved for assignment as a Chief Steward of National Races. Those nominations shall be forwarded to the Chairman of the Stewards. Each Executive Steward may nominate a maximum of one National Steward for each permanent racetrack in their division. If two or more divisions utilize a racetrack, each division may use that track in their total count of permanent racetracks. In addition, each division may have one (1) additional

National Steward approved for assignment as a Chief Steward of National Races, if authorized by the Chairman of the Stewards Program.

b. By November 1st of each year the Chairman of the Stewards Program, after consultation with all nine Divisional Executive Stewards, shall approve those candidates authorized to serve as a Chief Steward of a National Race during the following racing season. If there is not a mutual agreement between the Chairman of the Stewards Program and the Executive Stewards, the Chairman of the Stewards Program shall make the final decision.

**Senior Steward:**

a. The Board of Directors has created the Senior Steward License. This license honors those Stewards who have served the SCCA as a Steward long and well. The Senior Steward is encouraged to sit with the SOMs and with the SITs to make available their knowledge and expertise. The complete list of applicable Senior Steward duties is as determined by the Executive Steward and the Chairman of the Stewards Program. The assignments reflect the lessened physical demands placed on a Senior Steward.

b. Each Executive Steward will annually review the Stewards in his or her Division to determine who will be nominated for this license. The Chairman of the Stewards will review those Stewards selected for consideration.

c. There are no minimum requirements for renewal.

NOTE: All Stewards (except Senior Stewards) must participate in events at a minimum of two (2) different tracks each year.



## TRAINING

### STEWARDS IN TRAINING

The SCCA Steward's Organization is the best in the country. Our Stewards are regularly called upon to work for other organizations in many capacities. The group has done a respectable job of keeping its memory alive from generations past to the present through a rich oral tradition. Likewise, the GCR has provided continuity for the organization.

Every individual who applies to become an SCCA Steward must be carefully considered. Desire alone is simply not enough reason to be accepted. SCCA Stewards must possess the highest character and demeanor. The Executive Steward in each division will establish the manner in which SCCA members are accepted into the SIT program. Some Execs use the program as a way to test the characteristics of the individual because experience has taught them that past performance is not always a good indicator. "Can't miss" candidates do fail and "never will make it" do. Success in the Steward's Program is determined by the capacity of each individual to grow and learn. It is also helpful to have the candidates themselves determine that they are not suited for the program rather than having it told to them. If the recognition is not there, the Executive Steward must make the decision and terminate the relationship for the good of the individual and the Club.

Recruitment of SITs is the responsibility of every Steward. Candidates can be identified and the subject broached informally. The Exec or other Stewards can be consulted and brought in for the final sale. Don't think because you are an SIT that you neither have the responsibility to recruit other Stewards or the ability to identify good candidates. Indeed, the newest SITs often (regrettably far too often) have a better view of which of their co-workers would be good candidates. The word regrettably is used because it reflects the failure of the existing Stewards to circulate among the other specialties and drivers to know and become known.

Reasons for acceptance include the following:

1. A strong working knowledge of the SCCA
2. Current or prior experience as a driver
3. Current or prior experience as a race official
4. Time and resources to participate and travel
5. A strong sense of reason, logic, and equity
6. Pride in the SCCA
7. Humility, self-respect, and a sense of humor sufficient to avoid taking oneself too seriously
8. A pleasant personality

Likewise, becoming a part of the SIT program is not an irrevocable commitment. Many candidates discover that their talents and desires do not mesh with being a Steward. Sometimes, the SIT program exposes glaring weaknesses that preclude final licensing. In either case, the Executive Steward of the Division will handle the decision discreetly. No reason should ever be

announced. Nor should an SIT be licensed just because he or she has put in their two (2) years or more.

Rigorous training will ensure that a candidate who passes will be proud to be part of a very select group. Quality is the goal, not quantity. The Division's Executive Steward using the SIT Manual will supervise training.

The training period for most SIT's will be at least two (2) years, and will annually encompass the following:

1. Read and be tested on all SCCA rulebooks and policy manuals (including the GCR and the Operations Manual).
2. Participate in mock sessions with experienced Stewards.
3. Work at least three (3) events as a member of the SOM.
4. Work at least three (3) events as Assistant Chief Steward - Safety.
5. Write a critique of each event to be reviewed by the individual responsible for SIT training.

In addition, during the two (2) year period, each individual will work as a participant in each of the SCCA specialties.

The purpose is to instill in each candidate a strong desire to be the best. Racing is a serious business. It is serious to the competitor, the Region, and the SCCA. While we cannot re-create Solomon, we must try to emulate his actions. The SCCA expects more from its Stewards than from other members. Stewards have a greater impact on the perception of the organization than any other group in the Club.

Steward's decisions are often subject to second-guessing. Stewards are criticized as inconsistent when handing down different penalties on the same weekend for similar offenses, and so, must be taught to have patience so as to avoid "gray" or routine decisions. Common sense must be used, along with courage, to assure that reasonable and prudent decisions are meted out.

#### STEWARDS' ONGOING TRAINING

If it is reasonable for SCCA to require a rigorous training program for new Stewards, then it is also reasonable that SCCA insist all current Stewards engage in annual, ongoing training to maintain their skills and knowledge of the GCR.

Each Division's Exec Steward will organize this training. At least one training seminar will be conducted every year at a Division meeting, or at other times and locations the Exec feels appropriate, especially in geographically large Divisions. Sessions may highlight recent changes in the GCR, delve in depth into little used or poorly understood rules; explore racing experiences with their object lessons and problem solving using the GCR; discuss tracks, the strengths and development needs of key worker groups, and ways to improve the interface between the Steward's Organization and Regions, workers, and track owners.

Stewards will also participate in training during the year. This training will be disseminated by the Chairman of the program and will be developed by the Stewards advisory committee.

Stewards should continue their training throughout their SCCA involvement. Just as the GCR changes, so do operating procedures, problem areas, and techniques for getting the job done in a friendly manner. Effective SCCA

Stewards must continually upgrade their style and knowledge to help stage even better events. While annual participation in at least one training session is not mandatory for license upgrade or renewal, Stewards who sincerely wish to serve the Club in the most professional manner will find the time to participate. Executive Stewards will take into account an unwillingness to expand and learn when license renewal time comes.

One form of training is to accept assignments for all positions for which your license level makes you eligible. This keeps your skills fresh because they are consistently exercised and renewed. Changing roles from one weekend to another requires mindfulness, flexibility, and discipline; and the great benefit is an overall perspective on the process of “Stewarding”, coupled with a thorough understanding of its component parts.

Experienced Stewards should rotate back through different worker specialties to gain updated exposure to areas with which they may have lost touch. Saturdays are good for this, and the operating rotation for the Assistant Chiefs (back-up, control, black flag, and so on) can easily be expanded to include sessions with a specialty so the Stewards can acquaint themselves with how the group is working at the event, and to meet new members.

Experienced Stewards should welcome the opportunity to help train new Stewards. Taking a “new guy” under your wing is the highest expression of care for SCCA’s racing program. If you are not training your future replacement, you are doing your Club a great disservice.

## **BE THE BEST THAT YOU CAN BE**

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# PROCEDURES AND GENERAL CONSIDERATIONS

## ALWAYS REFER TO THE GCR

You are not expected to commit the GCR to memory; it is too long and is changed too often. You are expected to perform your duties as a Steward in accordance with the GCR. Frequent reference to the GCR is both mandatory and desirable. Always read the GCR before enforcing the simplest rule. Always. It may not say what you remember and it may have nuances that are brought out by the particular facts you face. It may have other references you have forgotten. Do not rely on others to provide you a GCR to look at. Not having a GCR at an event is grounds for demotion in grade. Reading the GCR between events is desirable to reacquaint yourself with its provisions.

The GCR is subject to amendment and clarification from year to year and during the year. Read all "FasTracks" and either note the changes in your GCR or keep a copy of every "FasTrack" for the current calendar year with you.

## DECISIONS

The process of selecting and qualifying Stewards has been designed to assure that each Steward is capable of fulfilling the duties of any position for which he can be assigned. The Stewards are vested with great authority and wide discretion because they are expected to be people who can exercise such authority and use such discretion wisely. Operating Stewards are expected to be able to make proper decisions quickly and under stress and occasionally, extreme pressure. Not everyone is suited to be an Operating Steward nor does everyone have the temperament to be a judicial Steward. Be honest with yourself as to your abilities and desires.

Stewards are expected to make decisions. They may consult among themselves and with other specialists but ultimately the Steward must make the decision when the decision is due. A decision by an Operating Steward is often immediate, that of an SOM deliberative. In every instance there comes a time when the decision must be made. SO MAKE IT. If the decision is a hard decision - MAKE IT. You are there to decide matters great and small. The worst thing you can do is to make no decision. If you do not decide, you abdicate your authority and you damage the authority of other Stewards. A Steward who becomes known as wishy-washy or indecisive will neither enjoy the program nor be a Steward for long.

There are right decisions and wrong decisions in SCCA. A right decision is one made after hearing and considering all of the evidence in an impartial manner, after reading the applicable portions of the GCR and the Supps and resolving to apply them in a reasonable straightforward manner without strained interpretations or ignoring inconvenient provisions, after considering prior decisions and situations similar to the one you are making and resolving to be

consistent with those decisions, after rejecting all attempts to influence you or pressure you including pleas about loss to the organizing region and after considering the differing viewpoints of your fellow Stewards fairly and objectively. A wrong decision is one that is not made by doing all of the preceding.

Your decision may be correct or incorrect. It really matters less that the decision is incorrect than it must be made by the right procedure. By following the right procedure, the correct decision most often results. An incorrect decision may result from information or factors not available to you (a video tape of a driving incident found after the decision comes to mind). An incorrect decision should never result from your deciding it was not worth the effort to obtain all of the evidence.

You should never shy away from a decision because it involves a popular driver or harsh consequences. The Stewards who serve as SOMs at the Runoffs<sup>®</sup> are faced yearly with the prospect of taking away a National Championship earned by a driver on the track. It is a heavy decision, fraught with a lot of consequences. It gets especially hard if the circumstances are murky and accounts differ. Yet the decision must be made and made that weekend. There is no time to go home and think. You should regard each decision that way - I have to make this decision now.

Of course, there are times when you must wait for tests and reports. But that is part of making a right decision - assemble all of the evidence before deciding.

Once the decision is made - deliver it to the proper parties - the Chief Steward, the Protestee and the Protestor. A decision by the SOM should be delivered by them jointly but with the Chair speaking for the group. You may explain the basis of your decision but do not argue or unduly elaborate or engage in a debate. Be courteous but firm. The SOM may disagree among themselves in making the decision but once made it should be a joint decision and the positions taken by the members of the court not divulged. It is improper for any SOM to openly state that he or she did not agree with the decision and it is wrong. There can be no benefit to anyone from such an action.

After delivering a decision, inform all parties of their right to appeal and the name and telephone number of the driver advocate for appeals for the division, if one has been appointed. If you have access to the Court of Appeals procedures, provide all parties with a copy for their use. You may make available to any party a copy of your decision. You should not make available copies of witness statements or other evidence.

### BE IN CONTROL

The SCCA is well populated with strong, dominating personalities. Some are Stewards; some are workers, some drive, etc. The Steward must remain in control of every situation.

The first rule is you cannot control events if you cannot control yourself. If you are prone to losing your temper, to panic, to bouts of self-doubt, you may wish to serve in those positions that will not place demands on you that you may not be able to handle. Be honest with yourself and the program. Discuss the matter in private with the Executive if you feel it necessary.

When confronted with a threatening or volatile situation, make sure that you have firm control of your emotions and resolve firmly not to let go of them. Deal with fractious, angry persons in a calm, deliberate manner. If necessary, postpone or delay a hearing to allow a person to gain control of himself. It will help them to calm down and make everyone's job easier. You are not required to take abuse and should not. If anyone does so and will not calm down, the Chief Steward, per the GCR, has the right to exclude such persons from the event. The Chief Steward should do so. It is part of his duties to protect all workers, officials, entrants and guests from unruly or abusive behavior and not let one boor spoil the enjoyment for everyone.

It is essential that the Chief Steward control his or her emotions at all times. Getting into a shouting match, allowing your irritation to influence your decision, deciding on the basis of friendship or animosity, are all undesirable and harmful. Listen to everyone, be patient. Be gentle, firm and fair.

When conducting hearings as Chair, SOM, you must remain in control not only of the hearing but also of the process. It is yours to manage - not the Protestor's, not the Chief Steward's, not even the other SOMs. The Chair must firmly take control of the hearing process and move it forward to a proper conclusion. Once the Protestor turns in the protest, the matter is out of his control. He cannot direct how a protest will be heard or what tests or measurements will be made in the case of a mechanical protest. If an entrant/driver protests another car, he alleges the violations and is consulted about the amount of the bond but the SOM set the bond. Once the bond is set, the protest goes forward until withdrawn in whole or in part by the Protestor. The Protestor is not allowed to see the tests or measurements performed or to be present during disassembly. He is not allowed to object to the procedures or demand a change. All of that is the province of the SOM. The SOM should arrive at a decision on how to proceed and communicate that to all parties before the process begins. Consider valid objections before proceeding.

## APPEARANCE

It may be unfair, it may be unjust, but we are judged by the image we present. Stewards should at all times try to be both neat and clean in appearance and orderly. Torn shirts and ragged jeans do not present an appropriate image. It will be far easier to gain the attention of the parties involved if you convey an image of management - one part of which is that you are in control of your own appearance and you value yourself enough to be neat and presentable. Cute buttons and decorations are OK. It is especially appropriate for Stewards to wear emblems of their region or division and of various specialties. Doing so indicates that you share their enjoyment and pride. If the Flagging & Communications people deem you worthy of one of their special hats, wear it with pride. It will enhance their opinion of themselves and you. Derogatory or inflammatory materials should not be worn at any time during the event - parties included. You are known as a Steward and proclaiming a person or organization as idiots will offend someone unnecessarily.

## COMMENTS

A Steward should always speak advisedly at any event or at any time around SCCA people. Your comments will have the weight of your position attached to them and be taken as “official” even if you have no authority over anything. Requests for opinions should be answered with reference to the GCR or by referring the inquirer to someone who can help. The innocent question about exhaust valves today is the three-angle valve protest of tomorrow. And, rest assured, one of the parties will have your words (or most of them) memorized to play back for you.

Any comment you make can and will be taken out of context and distorted and exaggerated. The best defense is to not make such comments in the first place. Some are unavoidable but you should never fear having your exact words repeated to you.

## COMMUNICATIONS

The Secret Car Club of America has justly earned its name over the years because of our refusal to share information. Some people treat information as a means to power or a bargaining chip to be used to gain an advantage over someone else. Most of us outgrow that by the sixth grade. Every Steward should be past that by the end of the SIT program. However, we are all guilty of not communicating properly. Too often this occurs from ignorance (Gee, I didn't know you should be told that.) or laziness (Someone else can tell the drivers. They'll ask if they are interested).

If you expect rules to be followed, they should be publicized. Each region does a newsletter. Articles can be contributed to it talking about rule changes and interpretations. Driver newsletters made available at the track circulate among everyone there. Written communications are a thousand times better than the spoken word. The document exists and it can be referred to. The words have not been filtered through old perceptions and new biases. The newsletter becomes a reference point to which all can turn.

The task of communicating falls to each Steward. Be honest and straightforward. Tell the truth. If a decision has been made and the parties notified, it is proper to advise others of the decision. As noted elsewhere, a penalty serves two purposes, punishment and deterrence. A secret penalty for an undisclosed violation is not a deterrent. If the overall winner in Group 1 has been DQ'd for a pass under the yellow, his fate may well stop a driver in Group 5 from committing the same infraction. Likewise, it is not advisable to discuss, even with other Stewards, the results of a hearing in progress. You do not know what all the evidence will show and you cannot know what the result will be.

## SUBMIT ALL REPORTS IN A TIMELY MANNER

All Stewards are expected to submit reports in a timely manner as required by the GCR, SOM, Chief Steward, and GCR ACS Safety. Failure to do so may result in loss of assignments, license downgrade, or loss of license as determined by your Division's Executive Steward.

## SAFETY REPORTS

Observer and Accident Reports should be limited to comments regarding the specific event, or accident being reported. Any item regarding course safety should be reported only by separate memo, or telephone call to the Divisional Executive Steward, and the Safety Administrator.

Remember, any report or note may be subpoenaed as legal evidence. When serving as Chairman SOM, it is a good idea to review all items on the report with the SOM for their comments and suggestions. This procedure is an important part of training for SITs. If you identified any problem areas, go over them with the Race Chairman before you go home. He or she will then have your personal input regarding areas you feel need improvement.

## INSURANCE

One of the highest cost factors in our sport is insurance. All Stewards should use their best efforts to ensure that hazards and exposures are minimized to preserve the economic viability of our sport. Insurability is a privilege, not a right, and we must all be aware of this at all times. We must insure that our regions require all personnel in hazardous areas be licensed members. This includes not only Flagging and Communications, but also Pit Marshals, Starters, Emergency Services personnel, etc.

## ROUGH DRIVING

Overaggressive driving has contributed to high insurance costs and should be controlled. "Reckless or dangerous driving" is a breach of the GCR and offenders may (and should) be penalized. This attitude, and enforcement, should be applied to all classes. BUMP DRAFTING should not be allowed in ANY class.

# **Event responsibilities for various stewards Positions**

**For all stewards, you are there to see that the event is run properly and as close to the schedule as possible, if a job needs to be done and you can do it without impairing your other duties – DO IT. No steward should consider him or herself above moving tire bundles, safety barriers or broken cars.**

### **CHIEF STEWARD – THE FUNDAMENTALS**

1. Ask for and get a copy of the insurance certificate as the first item of business at all events.
2. Be polite and considerate at all times, but firm and impartial in the enforcement of the GCR.
3. Always present a neat and clean appearance, and conduct yourself in a manner which will reflect favorably upon yourself, the SCCA and its Stewards Program. Remember the watchwords of style, respect and consistency. It is very hard to go wrong if you follow those principles.
4. Assure that all appointed officials are in their positions and qualified to serve. Be sure there are adequate workers for each specialty. If you do not find adequate workers, draft people. Most competitors will forego a crew person if the alternative is to go home with no race. Be sure that all required equipment is present and functioning including the equipment for Scrutineering, safety, flagging & communications, etc.
5. Verify that a Disaster Plan is in place, that all pertinent officials have a copy of the plan, are aware of its contents and understand completely the scope of their duties under the plan.
6. Do not alter or fail to enforce and observe the Supplemental Regulations or the schedule of the events – only the SOM have this authority.
7. Do not disqualify drivers, but per the GCR, you may exclude or otherwise prohibit drivers for non-compliance. Penalties must be imposed only as provided for in the GCR.
8. Advise drivers immediately if their cars are found to be non-compliant in impound, and give them an opportunity to explain before excluding them or originating a Request For Action for the SOM.

9. Accept protest only from drivers, entrants, and others (including officials) individually. Notify Timing & Scoring as required. (see checklist in the appendices.)
10. Be as positive as possible of your position before using the black flag during a race. Giving a driver the Black Flag in a sprint race is likely fatal to the driver's chances of winning or evening placing well. Be sure the flag is not only justified, but the only way to correct the situation. There are very few situations that cannot be handled after the race in an equally appropriate manner.
11. Direct the use of the blue flag (if under the Chief Steward's control) and the closed black flag with appropriate frequency. These are warning Flags. The closed black flag can be used to let the offending driver know you are aware of his conduct and that stronger sanctions may follow if the conduct is repeated. Make sure everyone uses the same terminology "OPEN" or "CLOSED" – not "full " or "Furled" – and that the terminology conveys the right message CLEARLY.
12. If you plan to conduct a drivers meeting, make the various specialty chiefs aware of such meeting and ask for input as to their problems. It should not be just to introduce the other stewards and talk about upcoming events. Have something meaningful to discuss with all the drivers. Can you do it in writing prior to the event? If you arrive with your agenda for the meeting already written, it probably can be on paper for all to read.
13. Circulate among the specialties, keep you eyes and ears open for problems and concerns, both stated and unstated. Having the Chief Steward on a corner or in timing & scoring is significant to the workers. You become a face and a person, not a distant authority. Attend the worker meetings and parties. Meet the workers and remember their names – calling out to a worker, as someone you know is acknowledgement of their worth and their value. Express your concerns and listen to theirs. Your event will be no better than your weakest specialty. Address areas of concern to the Executive Steward of your division so that he or she can be aware of problems.
14. After the event, call the Executive Steward and discuss it with him or her. Let them know the problems you encountered and how you handled them. Pass out praise to the workers that earned it. Mention them by name. Recognition is often our only means of paying the workers. Pat yourself and your fellow stewards on the back and recognize the good things you did. The Executive Steward needs this input in evaluating the stewards in the division – you included. If all the Executive Steward hears about you is negative, that is all he/ she can

15. Do not leave the event until all problems and hearings are resolved, and all affected parties are notified of the decisions. Remember per GCR you have the right to appeal any decision of the SOM at your event. Used judiciously (as are all the powers of the Chief Steward) this will allow you to rein in a runaway first court.

## THE CHIEF STEWARD'S AUTHORITY

Should you exclude or not? The Chief Steward may invoke that authority (by CSA) throughout the ENTIRE event or may cause Tech stickers to be removed or may disallow qualifying times. The Chief Steward should make the punishment fit the crime – the more serious the offense, the more severe the penalty. The Chief Steward is responsible to control competition to promote equity among all entrants. We cannot assure equity in all class but we can eliminate the situations we learn about. The Chief Steward can have cars impounded after practice or qualifying sessions to determine their conformance, and thus their eligibility to compete.

Assume the Chief Scrutineer reports a car to be underweight following the first qualifying session, the Chief Steward should assure that all measurement procedures were correctly followed (this does NOT necessarily mean re-weighing the car. If you are satisfied that the reading can be reproduced, i.e. two (2) weighing by Tech that match), discuss the infraction with the entrant/driver, explain the rules, listen to the reasons, and disallow the times from that session or take such action (including no action) as is appropriate.

The Chief Steward would then inform Timing of whatever lap times attributed to that car had been disallowed. The CS might also, for various infractions, remove the Tech sticker, which implies approval and eligibility, and thereby requires a car to be re-inspected. Any such action should be memorialized by a CSA and if no further action is taken, the form should be given to the Chair, SOM.

If a driver disagrees with the Chief Steward's decision, he or she may protest the Chief's action to the SOM. The Driver still has the right to appeal their decision. In this way, there are three (3) levels of consideration and hearings.

In most cases, this long sequence of events will not occur. A car that is underweight, too long, too short, or too wide is noncompliant and therefore ineligible. It would be excluded by the Chief Steward and the event will continue without requiring the SOM to be involved. The same can be said for post race impound. If the car's track is too wide, it will be excluded, adding "EXCL" to the familiar "DISQ" posted by Timing and Scoring in lieu of a finishing position. Any such action should be memorialized by a CSA and if no further action is taken, the form should be given to the Chair, SOM.

## REQUEST FOR ACTION (RFA)

The Chief Steward may refer infraction occurring during a race (such as passing under the yellow) to the SOM by using the RFA. The SOM will investigate, make a determination, and impose penalties (if needed). The Official Report and or Chief Steward's RFA must be attached to, and filed with the Observer's Reports. Specifically, an RFA is a request from the CS that the SOM examine a possible breach of the rules by a competitor, a worker, a crew member, or a guest. The RFA is described in the GCR. Under the penalty points system, a penalty imposed by the Chief Steward (by using a CSA0 does NOT accrue penalty points while the same penalty imposed by the SOM does. This is a factor to be considered in deciding to act or to file an RFA.

The Chief Steward, for valid reasons, may elect not to exclude a car following a qualifying session, or post race. If the infraction is not cut and dried, he or she may (wisely) prefer to let the SOM handle the entire affair since their specialty is to engage in thorough and often lengthy investigations. For these purposes, the RFA exists. Should the Chief Steward have doubts, use the RFA and save the competitor the aggravation of having to file a protest. That's the friendly way to handle gray areas. It also saves you the embarrassment of being overturned by the SOM based on facts you did not know. Even situations that you see may involve factors unknown to you that change the decision (a pull over on a pass under the yellow).

## POST RACE IMPOUND/TEARDOWN

The Chief Steward may require disassembly of any part(s) of car(s) to determine their conformance in post-race impound. Should the car(s) prove to be

compliant, the Region must reimburse the entrant's cost. The cost of such teardown must be established for your protection and the protection of the competitor before teardown begins, as in all such cases. Be sure the entrant of the car understands the amount he will be reimbursed if the car is compliant before you authorize work to begin.

### **CHIEF STEWARD'S AUTHORITY – SUMMARY**

It is implicit in this authority that only the best Stewards be appointed as Chief Stewards, and that they conduct themselves with impartiality, enforcing the rules equally for benefit of all entrants, and in a genteel manner. It is not our purpose to increase the hassle factor by engaging in witch-hunts. Our purpose has not changed: CONDUCT ALL EVENTS FAIRLY, FRIENDLY, AND FIRMLY.

### **INELIGIBLE DRIVER OR AUTOMOBILE**

Per the GCR duties for the Chief Steward, the Chief Steward is responsible for "preventing an ineligible driver or automobile" from participating. Assisting the Chief Steward in this is the Chief Scrutineer who "shall report to the Chief Steward any automobiles that he finds that do not conform with requirements of the GCR". AS a matter of partiality, the Chief Steward and Chief Scrutineer should agree in advance how they will address this responsibility. Of greatest importance is adopting a reasonable approach. Avoid nitpicking and witch-hunts that destroy the respect you have earned. When possible, obvious configuration non-conformance should be resolved prior to the final qualifying session so the affected entrant/driver may still have a reasonable opportunity to qualify and compete. If this is not possible, then so be it, but attempt to enforce all rules in a reasonable manner with the view toward bringing legal fields of cars to the race grid.

### **STEWARD OF THE MEETING – THE FUNDAMENTALS**

1. The Chairman should ask for and get a copy of the insurance certificate as the first item of business at all events. With the certificate

2. Verify that the Chief Steward has determined all officials are present and capable of performing their duties and verify that all stewards (or a sufficient number to allow the event to be held properly) are present and able to function. Appoint substitutes for any official or steward absent or unable to perform.
3. Be polite and considerate at all times, but firm and impartial in the enforcement of the GCR. Make yourself available during the event to competitors, workers, guest and everyone else. Circulate through the pits and paddock. Do not sit and talk with your fellow SOMs during the whole event. The SOM are not appointed to sit in ivory tower. If each SOM has visited every specialty, the Chair should convene the SOM and hold a mini-seminar, particularly with SIT's on the panel or review operations for the Observer's Report.
4. Do not interfere with the operation of the event by the Chief Steward per the GCR. Remember the SOM have authority to remove the Chief Steward if he/she is unable to perform his/her duties.
5. Do not alter the Supplemental Regulation after the time for acceptance of entries has begun except in the interest of safety, or force majeure or to alter the schedule (which may be for reason other than safety or force majeure).
6. Do not advise entrants and drivers at an event at which you are serving since you may at a later hearing have to make a ruling on your own advice. Refer such request for advice to the Chief Steward or Chief Scrutineer.
7. Do not normally conduct investigations or hearings on your own, but function on proper protest or RFAs at the request of the Chief Steward. If you see an infraction or questionable item, refer it to the appropriate official for further investigation or action. All referred items will be heard no matter how difficult or involved the matters or circumstances may appear.
8. Do not include within your Official Report any comments, remarks, or suggestions as to the condition of the course. These remarks shall be transmitted privately to the Division's Executive Steward.

9. Do not hold a hearing unless all parties affected are heard individually and privately; when arranging a hearing, advise all parties of the location and time of the hearing, their right to call witnesses, and the right to appeal.
10. Immediately advise the Chief Steward and the Chief of Timing and Scoring of any action filed (so the results may be held) or decision (so that results may be released) by the SOM, which might affect the results of any competition.
11. Do not leave the event until all problems and hearing are resolved, and all affected parties notified of the decisions, unless it has been determined that the issue (typically involving teardown protests) can best be resolved after further information is obtained from sources unavailable to the Committee at the event. If this is the case, advise all parties of the Committee's requirements, plans, and the notification process.

## **ADDRESS THE REAL ISSUE**

In any hearing, you should address the violation(s), and/or Illegality (ies) protested or reported, and not be unduly influenced by apparent procedural matters to the extent that you might consider taking no action solely on the procedural grounds, when, in fact, the violation(s) and or illegality (ies) are substantially proven. **BEING JUST AND FAIR SHOULD TAKE PRECEDENCE OVER PROCEDURE.** However, improper procedure should be addressed, noted, or reprimanded as necessary. This does not mean the GCR time limits or other requirements should be ignored, but the sound judgment is essential to your review process.

## **CONSIDER ALL PERTINENT INFORMATION**

Any SCCA Court may consider all material and information it deems pertinent. You are not limited to the protested items if you find other instances of illegality or non-compliance with the GCR. Consider only the facts in the matter for the protest at hand not what happened at the last event or last year. Do not take into account either party's reputation as a "good" or a "bad" guy. Develop and use checklists for each type of protest or RFA. A good checklist will remind you of all the steps you should take. Do not rely on your memory for this purpose and the GCR may not have all the tasks and suggestions you need for deciding a protest properly and notifying all concerned. Get witness statements from EVERYONE. The witness can complete the statements while waiting – if they add to their statement in the hearing, make note on the back of the statement and sign to identify origin. The Court of Appeals can only look at written record – not your memory.

## **BASIS FOR DECISION**

Finalize all decisions in strict accordance with the GCR and supporting Supplemental Regulations and Specifications. Regardless of the factors you heard or considered during the hearing and investigation, the final decision should be clearly based on the GCR, or else you begin to whittle away at the foundation of our system of jurisprudence.

## **DELIVERING THE VERDICT**

This is often the most difficult task the SOM encounters when dealing with a protest, especially if it's done right. Just as only the SOMs who heard the entire protest should vote, all the SOMs who took part should be on hand when their decision is delivered, if possible, although the Chairman will usually speak for the group. Both the Protestor and the Protestee must be equally informed **INDIVIDUALLY** of the Committee's work and rationale for the decision. While agreement from all parties is sought as to the correctness of the decision, understanding of how the SOM made the decision is all that is required. This job, when well done, can help avoid many Appeals being filed that will never be heard. The effectiveness of this important part of every protest always boils down to "a matter of style". You need not to crucify someone just for being underweight, but you must disqualify that person. A clear and complete (and non-personal) explanation, with reference to the GCR can ensure that a competitor understands the problem, and will return with a compliant car. **ALWAYS ADVISE BOTH PARTIES OF THE RIGHT TO APPEAL AND THE APPEAL PRODECURES.** If your Division has a driver's advocate to assist for such purpose, tell each party and give them information on how to contact.

## **CHAIRMAN, SOM, AND OBSERVER**

**RESULTS OF THE COMPETITION** are a required part of the Observer's Report per the GCR. Make a friendly visit to Timing and Scoring early in the event. Hat with the Chief about the good job done in the past, and ask when would be a good time to drop by to pick up your copy (ies) of the results. This serves to remind Timing & Scoring of your special need, and gives you the opportunity to make them feel appreciated.

### **OFFICIAL OBSERVER**

The Chairman of the SOM is the Official Observer for SCCA at the event. He or she (with the help of all SOM) is expected to observe the performance of all specialties during the event and comment for good and bad on the performance of all concerned. The Chairman should devote part of the last day of the event to getting observation from each of the SOM, preferably in a group so comparisons can be made. The Observer's Report is not a place to bash people or act on old

animosities. It should be a constructive tool to praise and suggest areas that need improvement. It is not desirable to single out a person for mention in the report. A quiet mention to the Event Chief or Divisional Administrator of that specialty is more productive. Especially bad cases should be mentioned to the Executive steward.

## **ASSISTANT CHIEF STEWARD, SAFETY THE FUNDAMENTALS**

1. Be fully aware the economic future of our sport rests very strongly on your ability to perform in a timely and effective manner. You are responsible to the Chief Steward for all matters concerning safety. If you have safety concerns that are not addressed by the Chief Steward, report them to the SOMs. They have the authority to postpone an event for safety purposes.
2. Get a copy of the Insurance Certificate. If you cannot find one, alert the Chairman SOM **IMMEDIATELY**. The event cannot proceed without an insurance certificate. Be certain the hospital has been notified, that all emergency vehicle drivers and personnel have been briefed, and that the minimum safety requirements are in effect at all times a speed event is in progress. Be familiar with the organizing region's Disaster Plan. Assure yourself that all of the persons designated in such plan have a copy of the plan, are aware of its contents, and understand their roles if the plan is invoked. Ask when the last dress rehearsal was held. Does one need to be held soon?
3. Pay special attention to spectator protection from any race-based hazard. Spectators must not be permitted on course after an event is over unless permitted by the track owner and the organizing region and the course is totally safe. In the event of any race-based spectator injury, get two (2) (or more) written witness reports including names, addresses, and telephone numbers. Remember "spectators" includes anyone without an SCCA membership whether it is a spectator event or not. This may include crew and guest of an entrant of driver. These people need to be protected in the same manner as a spectator who buys a ticket.
4. Minimize hazards to all participants within the parameters of current Club policy and convey privately any course condition changes or hazards that impact the safety of the course **ONLY** to the Executive Steward. A checklist for Safety Stewards is included. The form is not to be filled out but is for reference in performing your inspection of the course.

5. Before the event begins, carefully examine the track, the pits, the paddock and surrounding areas for hazards. Ask the Executive Steward if there are any deficiencies to the track noted on the last inspection report by the Nation Office that have not been corrected. During an event report any hazards to the Chief Steward which require either further investigation or action by the Chief Steward. Also inform the Chairman SOM of such reports.
6. Report any accident where any injury is sustained or suspected. Also, report any incident of major car damage, mechanical failure or cars flipping, regardless of damage or injury. In these cases, assure that the driver is seen by the Medical Staff. Mail the Insurance Claim Form to the insurance carrier immediately after the event. Use only the current year forms provided in the packet from National or saved from prior events.
7. You must telephone Risk Management immediately in the event of a serious injury (hospitalization) or fatality involving a participant or spectator. The number is 1-800-xxx-xxx (code 790-5261). Verify the number is still correct by referring to the safety Steward packet from National.
8. Do not make any public statements; if some public statement is inescapable, any such statement should be made verbally (and briefly) under the control of the Chairman SOM. It is acceptable to say, "There will be a full investigation." Remember, liability implications may be carried into court. **NO ADMISSION OF FAULT SHOULD BE MADE OR IMPLIED. NO STATEMENT OF PROBABLE CAUSE SHOULD BE MADE. IF THERE IS A TRACKSPOKEMAN OR PRESS RELATIONS DEPARTMENT, REFER ALL QUESTIONS TO THEM.**
9. Prepare accident reports based on fact alone. Do not give opinions or judgments. Accident reports are confidential. Request for copies must be made directly to the insurance underwriter or SCCA Risk Management.
10. Prepare the SCCA Incident Report Forms according to the General Reporting Rules, which are included in the Safety Steward's packet. Send the completed forms promptly to the SCCA Risk Management

office. Mail the yellow copy to the Divisional Safety Administrator. Attach original release (s) to all written accident reports and send directly to Risk Management. Accident reports should be mailed as soon as possible. Photos may be sent several days later. Identify the event, date, and persons involved.

### **MORE ON REPORT FORMS**

The SCCA has adopted this guideline for filling out an SCCA Incident Report Form:

1. Any personal injury,
2. The car rolled over (1/4 turn or more),
3. The car could not continue due to damage.

If any or all of the above are true, a form should be completed, and the driver should be taken directly to the course medical facility to be examined. Use your judgment, **THESE ARE ONLY THE PRESCRIBED MINIMUMS**. Keep a copy of all SCCA Incident Report Forms and Insurance Claim Forms, including those not mailed to the Insurer.

## **PROTEST**

### **PROPER PROTEST HANDLING PRODECURES**

Please observe the following guideline for all protests:

1. Be sure you fully understand the protest. If you do not, tell the Protestor what you don't understand and ask the Protestor to clarify in

writing on the Protest Form what he or she means. Be sure the form is complete. The Chief Steward is often too busy to check the form completely. Give the Protestor an opportunity to correct any deficiencies.

2. Select a neutral place for the hearing.
3. Notify all parties concerned of the hearing and of their right to call witnesses. Notify them as quickly as possible after the Protest is lodged. Enlist the help of other Stewards and the race organizers to get notice to all parties. Use the PA to request a party to appear at Driver's Information or other location for a message. Alert the gate personnel where the entrant could leave the track.
4. Explain and show the Protest to the Protestee.
5. Hear the Protestor, Protestee, and each Witness ALONE!
6. Remain attentive at all times to anyone testifying. Take notes, if necessary and include them as part of the protest.
7. Only those who have heard the entire Protest should decide the outcome of the Protest.
8. Notify both parties to the Protest of the decision, and inform both of their right to appeal. Inform them by the SOM as a group with the Chairman as the spokesperson.
9. Send in all reports promptly, including results.

#### **MECHANICAL PROTEST MEASUREMENT PROCEDURE**

Before declaring any dimension or measurement to be in violation of the GCR, it is important the dimension or measurement be repeated at least one (1) time. This repetition should be witnessed by at least one (1) SOM. The Actual measurement should be made in the presence of the protested driver and possibly the entrant or the crew chief. The driver/entrant/crew should be asked if

there is any disagreement with the method or procedures. If a reasonable alternative method is suggested by them and it is feasible to do so, the measurement should also be made using that method. Then, and only then, should the SOM convene to make a judgment. Be sure confidentiality is maintained throughout Tech. The only parties who should witness the procedure are the Scrutineers involved in the protest, the SOM involved in the Protest and the driver/entrant/crew chief of the protested car. All other should be kept away. Consider limiting the SOM involvement to one SOM, the possessing the most technical knowledge or background. While the procedure can be and should be a training session for the other SOM, it should never interfere with the conduct of the examination. The training can occur later.

Just because the Protestor puts up his money does not allow him to be privy to all the legal “things” that may have been done by the Protestee. No kibitzer, spectator, guest, or fellow competitor should be allowed to view the procedure, any aspect of the car not publicly visible, or the result of the measurements. If a competitor is used as a technical advisor, the Protestor and the Protestee should be informed and allowed to voice any objections. The advisor should not be part of examination team but should stay at his pit or other designated area to be consulted as needed. The possibly non-compliant part, if any, should not be displayed to the advisor or anyone else.

### **QUALIFIED EXPERT SELECTION**

In all cases when there is any question regarding the ability of either the Tech personnel or the SOM to determine the compliance of any protested item, the SOM may appoint an expert to the Tech Staff, with the approval of the Chief Scrutineer. The SOM should ask both the Protestor and the Protestee to suggest one or two names of individuals they would prefer. The SOM will consider these names with the Chief Scrutineer. There should be no charge to either the Region or the parties of the Protest for the services of any expert.

### **CHECKLIST FOR PROTEST AGAINST INDIVIDUALS**

In addition to the following list see Appendix L.

1. May only be filed by an entrant, driver, official, or organization taking part in the competition in question.
2. Must specify in detail which part(s) of the GCR is (are) considered to have been violated.
3. Proper protest fee must be attached.
4. Filed in a timely manner. The decision as to timeliness is to be made solely by the SOM – not the Chief Steward. The SOM may consider extenuating factors.
5. Properly addressed to the Chief Steward, and transmitted to the SOM.
6. Timing & Scoring notified if applicable (results may be provisional).
7. Notify all parties to the Protest of the time and place of the hearing. Always ask them to bring their licenses.
8. Notify all parties they may call witnesses, but the Protestor and Protestee shall state their case in person. (No attorneys or other representatives in the hearing.) All testimony should be presented individually – friends, family, and crew may not be present during the hearing.
9. SOM judgment must determine the following:
  - A. Protest upheld or disallowed.
  - B. Penalty as defined in GCR. The penalty should be fair to all competitors involved in the competition.
  - C. Well-founded or vexatious? Disposition of protest fee?
  - D. If disqualified, the field will be advanced.
  - E. All decisions should be clearly based on the facts as they apply to the appropriate paragraphs of the GCR.
10. Advise both parties of the judgment, penalty, and their right to appeal as described in the GCR. If a penalty is imposed give the penalized driver the bottom portion of the form, collect license if suspended of

probated. If probation is imposed, complete and give to probated driver the Probation Form (minus the part retained for Observer's report).

11. Notify Timing and Scoring: results may still be provisional pending appeal.
12. If either suspension or probation is imposed, the Chairman SOM must call the General Manager of Club Racing by noon Monday (Central Time).

#### **CHECKLIST FOR PROTEST AGAINST AUTOMOBILES**

In addition to the following list see Appendix L.

1. Follow all the procedures for PROTEST AGAINST INDIVIDUALS. In addition, Protested items should be well-defined and understood by all parties "up-front".
2. Promptly assign a baby-sitter (either an SOM or Tech person) to the protested automobile if it is not already in the Tech Shed under the direct control of the Scrutineers.
3. Set the Teardown Bond sufficient to cover the total expenses of disassembly, inspection, and reassembly, including the cost of fluids, gaskets, labor at prevailing rate, shipping, and transportation. The Teardown Bond may apportioned if done prior to the beginning of the inspection. It must be posted with the SOM prior to any disassembly or inspection.
4. If needed, a qualified expert may be selected by the SOM who may also seek input from the Chief Scrutineer as well as the parties of the protest.
5. Teardown must be completed as specified, unless all or partially withdrawn by the protestor. The teardown may be accomplished by a Scrutineer or by a qualified mechanic under close supervision of an SOM.

6. An impartial technician to execute the teardown should be sought at the track from among the Scrutineers and other personnel available. Either party may disagree with the first choice, and another should be sought who might prove mutually acceptable. If either party unreasonably disagrees and the teardown must be performed in some distant location, the bond should be reset to take into account the extra costs of an SOM accompanying the vehicle. Disagreement by the Protestee may constitute refusal, and be subject to penalty.
7. Teardown Bonds will be sent to the General Manager of Club Racing to be held in escrow pending any possible appeal.
8. Send all recorded evidence and technical data to the General Manager of Club Racing, and ONLY when requested to do so by the General manager of Club Racing, the suspected part(s) should be sent, otherwise they are to be retained by the Chairman until after the appeal period and may then be returned to the competitor.
9. Inspection, and/or disassembly shall be conducted under the supervision of the SOM.
10. Should any part of the automobile be found not to conform to the GCR, this non-conformance should be explained to the protestee and, if practical and/or applicable, the test procedure and/or measurement should be repeated for the observance and concurrence. ALWAYS NOTE ANY FINDINGS OF NON-COMPLIANCE IN THE VEHICLE'S LOGBOOK.
11. Should it be necessary to take the car or impounded items to a service establishment to determine conformance to the GCR (as in Showroom Stock), the Protestee may be obliged to sign a repair order, and/or required to post a bond at the time the initial bond is set to effect the inspection. Neither the SOM nor the organizing Region should incur any liability for such costs unless the teardown is ordered by the Chief Steward and the car proves to be compliant.
12. Disposition of Teardown Bonds must be in accordance with the GCR.

# PENALTIES

The Executive Stewards establish a set of minimum penalty guidelines each year. These are published to all stewards and are expected to be used at all events.

## REASONABLE AND FAIR RULE ENFORCEMENT

Fair rule enforcement in a reasonable style is generally well accepted, and understood. Being reasonable and fair does not imply “easy”. Address the legality, eligibility to win, and penalty issues honestly, firmly, and in accordance with the GCR. Read the GCR before any penalty is imposed. Read the section about penalties. If considering a CSA, remember no penalty points would be incurred by the proscribed conduct. An RFA allows the SOM to impose a penalty that accrues points.

IF WE EXPECT ENTRANTS AND DRIVERS TO COMPETE IN LEGAL CARS, WE MUST MAKE IT “UNPROFITABLE” FOR THEM TO VIOLATE THE GCR.

## PHILOSOPHY ON PENALTIES

Once you’ve made a configuration judgment as an SOM, you may then be faced with a second and equally serious decision to make. The “menu” of penalties available to you in the GCR seems sufficiently broad to suit almost any circumstance, as they may be imposed individually, in combination, sequentially or consecutively. Remember that penalties always serve two (2) purposes – punishment and deterrent, punishment of the offending entrant/driver and deterrence of such conduct in the future. Yet, no matter what penalty the SOM imposes, there will always be comments that “the penalty is too severe” and other comments that “the penalty is too light”. The comments are mutually exclusive and both are likely to be wrong. A Steward must ignore comments like those and base the decision on the facts of the Protest/RFA and the following criteria. When evaluating and selecting penalties to impose, consider the following:

1. Does the penalty suit the violation?
2. Is the penalty severe enough to offset any obvious advantage gained, as well as severe enough to make it “unprofitable” to violate rules; specifically, the penalty should, in most cases, exceed any advantage gained.
3. Will the “average” participant understand the penalty imposed, and will it therefore serve to encourage rule compliance by everyone in the future?
4. Is the penalty reasonably fair to the rule violator as well as to each driver finishing behind the violator?
5. Are you certain that the penalty imposed is purely objective and free from prejudice? This factor should at least be considered by the SOM, and attention given to assure that the penalty arises solely out of infractions at this event only.

The Stewards cannot convict a person for being “bad” but if the offender has ignored other penalties, then the penalty imposed should be substantially greater.

6. Is the penalty consistent with the philosophy regarding eligibility of automobiles to earn points, trophies, and/or other awards?

7. The SOM are charged with enforcing compliance with the GCR and Supplementary Regulations. Does the penalty imposed enhance the Club’s posture regarding firm and fair rule enforcement?

8. The minimum penalty for any configuration violation should be a time penalty sufficient to lower the violator’s qualifying or finishing position by at least one position in class. This minimum penalty should be imposed only for a minimum violation. The penalty may be worded, “Time penalty imposed sufficient enough to lower the qualifying (finishing) position by one (1) (or more - specify) positions in the class” to insure proper handling by Timing and Scoring.

9. To maintain good faith and credibility between officials and competitors, most configuration violations that may be deemed “non-compliant” and are formally addressed by the SOM should result in either a time penalty sufficient to lower the qualifying or finishing position to last in class, last overall, or disqualification.

10. It’s been widely published that loss of accrued points is a suitable penalty for infractions that give a competitive advantage; the SOM may take into account whether or not the infraction existed at prior events (if the driver/entrant admits to such). This is a severe infraction that should be considered when dealing with someone who has taken a specifically disallowed advantage over the other competitors that is not justified by a fair interpretation of the GCR. See the definitions of “noncompliant” and “nonconforming” set forth later in this manual.

11. Suspensions, Probations, and/or Fines are justified by many different types of activity. For a nonconforming car, multiple penalties - disqualification, fine and/or suspension followed by probation and/or loss of accrued points - are entirely appropriate and their non-imposition should be justified by the SOM as part of the report on the Protest/RFA.

12. Probation should be used when the SOM feel the offender needs a warning or “wake up call” to adjust his or her attitude. The term of probation will allow the offender to establish that he or she has learned from their offense. The Probation Letter used as a license identifies the offense committed so that Stewards at future events can be alert for repetitions of such conduct. Similarly, probation at the end of suspension allows the offender to establish conformance of conduct to that which is expected of him or her.

13. Suspension is justified when the conduct should result in the offender being denied the opportunity to compete as when the offender uses a nonconforming car or passes under a yellow flag endangering our workers or engages in rough driving. The mandated cooling off period will give the offender the time to ponder his conduct while his rivals accrue points and enjoy their hobby. In situations where the driver has passed under the yellow, bear in mind the necessity to protect our workers. Failing to support the FLAGGING & COMMUNICATIONS people by not aggressively penalizing the offending driver

is a sign of disrespect and a sure way to lose workers. Why should they risk themselves if they will not be protected by the Stewards? Each Steward each year should work with FLAGGING & COMMUNICATIONS to be reminded of just how dangerous their job is and why they must be protected by vigorous imposition of penalties in instances where conduct has exposed them to greater danger. Nothing will cause a Steward to impose harsh penalties for passes under yellow like having a driver do it while the Steward is the one placed in danger by the driver's conduct.

14. Penalties levied by the SOM are detailed in the GCR in the order of increasing severity. The GCR section on Automatic Probation and Suspension is a function of the licensing system. It should be taken into account by the SOM when assessing penalties. The SOM should be aware of all aspects of the penalties they impose and the automatic penalties that are part of that. Certain conduct should place the offender in the position of suffering more consequences if they do not change their behavior.

15. Special terms levied as a condition of a probationary period are not a penalty provided for in the GCR, but are simply a requirement for satisfactory completion of the probation. Special conditions are permitted and matching the condition to the crime is a very appropriate form of probation. Serving a day in a specialty is appropriate to give the driver an opportunity to see the demands placed on the workers. Just as a Steward learns from being on track when a pass under yellow occurs, so will the driver. He will be able to see why his conduct incurred the penalties because of the danger he created. This is NOT punishment. It is a learning experience and that should be. Made clear to the offender when the decision is announced.

16. Entries should always be made in the Vehicle Log Book regarding technical infractions. In some instances, this might constitute the sole penalty.

#### NONCOMPLIANT OR NONCONFORMING?

A noncompliant car is one that does not comply with the rules because of a reasonable interpretation of the GCR. A Nonconforming car has taken a substantial, blatant, and/or intentional advantage over the other cars in its class that is not allowed in any manner by the GCR (unapproved parts) and shall be dealt with more harshly. Efforts may have been made to conceal, or disguise the irregularity. The committee must apply the "reasonable man" rule to determine whether or not they are dealing with a nonconforming car.

**NONCOMPLIANT CARS SHOULD NOT BE ALLOWED TO FINISH AHEAD OF ANY COMPLIANT CAR AFTER A RACE - BEFORE A RACE THE ENTRANT/DRIVER SHOULD BE GIVEN AN OPPORTUNITY TO CURE THE PROBLEM.**

**NONCONFORMING CARS MUST BE PUNISHED MORE SEVERELY. ELIGIBILITY TO EARN POINTS, TROPHIES, AND/OR OTHER AWARDS**

Each Steward must ultimately come to grips with automobile legality and eligibility to win. Unfortunately, there doesn't seem to be a simple answer for this rather complex problem. The following thoughts are offered for your consideration in forming your personal criteria in this regard:

1. Every entrant/driver has signed a statement on the Entry Form acknowledging the authority of the GCR.
2. They have also signed a declaration that automobiles entered comply with the provisions of the GCR, and meet the specifications of the class and category in which they are entered.
3. Any action having as its objective participation in the competition of a person or automobile known to be ineligible shall be deemed a breach of the GCR.
4. The Chief Steward has the responsibility to prevent an ineligible driver or automobile from participating. He or she may order inspection and disassembly of any entered automobile to ascertain its conformance with the GCR. However, there are potential financial burdens for the race organizers (the Region) on this disassembly item that must be carefully considered. In many cases, the Chief Steward and Chief Tech Inspector can find a means to determine the legality issue with minimal expense.
5. Is it fair for witch-hunts, or whispered information to a Tech Inspector to determine our winners, or should our winners be determined on the track? The Chief Steward and Chief Scrutineer must have a clear understanding in this regard. Post Race Impound should check only those items specified in the GCR, as well as any additional items directed by the Chief Steward. The Chief Steward may choose to act on the whispered information but must do so by ordering a blanket inspection of all similar cars for the same condition. Remember that the whisperer may be acting on personal knowledge of what works in their car.
6. Is it solely the responsibility of competitors to enforce compliance with the GCR (via protests), or do the Chief Steward and the Chief Scrutineer also have certain operating responsibilities in this area? The GCR indicates that this is a shared responsibility. Chief Stewards should act on their own only when it is obvious, after consulting with other officials, that it is reasonable to assume there is a potential violation. A FV passing the pole-sitting FF on a front straight in a race might cause a reasonable person to have a suspicion about the engine in the FV. At least it's worth investigating.
7. How can you explain to competitors, other Stewards, or yourself how some noncompliances prevent a car from winning while other noncompliances do not? The answer is that you cannot. All decisions should be based on the GCR and should be consistent. Noncompliant cars should not win or place or show. Failure to disqualify or punish a noncompliant car to deny the driver any rewards diminishes the program. The existence of contingent prize money from manufacturers and suppliers can loom as a severe deterrent. A car that is excluded from a competition is generally not eligible for contingency prizes. Moving down a position or two (2) may cost several hundred dollars. Before deciding to allow an illegal car to remain a finisher, be sure that the illegality conferred NO advantage.
8. If you have any qualms about declaring a car "noncompliant" for a relatively minor weight or track violation, how do you suppose that same entrant prepared the rest of the car in regard to areas not normally checked at Impound?

9. In reality, it is possible for an occasional “noncompliant” car to compete, and perhaps finish ahead of “compliant” cars. Is it fair and proper for a proven “noncompliant” car to earn points, trophies, and/or other awards over “compliant” cars that are presumed to be “compliant” until they are proven otherwise? Presumption of innocence until proven otherwise is fundamental to the philosophy of both United States and SCCA jurisprudence.

10. What are our reasonable responsibilities to each individual driver who finished behind a car that has been proven ineligible in Impound?

11. Is “performance advantage” the question, or is compliance with the GCR the true issue? “The SOM shall be responsible solely to the SCCA for enforcing compliance with the GCR and the Supplementary Regulations.” Compliance is the issue, not “performance advantage”.

Review and think about these items: as a Steward you will be called on to make judgments. You are expected to make those judgments in accordance with the GCR.

#### THE FIELD SHALL ADVANCE

This matter may be overlooked by the SOM in the event of a competitor disqualification. The GCR specifies that the field shall advance, and the Chief of Timing and Scoring shall be notified.

#### PENALTY FOR LIGHT WEIGHT

A car weighing under the legal weight is not in legal configuration, and any car that is NOT GCR compliant should not finish ahead of a compliant car. No Steward has the authority to change the legal weight for a car weighed as per GCR. The scales must have been certified as provided in the GCR.

#### AUTOMATIC PENALTIES

The GCR outlines the automatic penalty policy of the SCCA. Although SOM should consider these when conducting a hearing and imposing penalties, all Stewards should be aware of the policy, and be prepared to explain it to a competitor, if needed. Particularly, be aware that automatic penalty points cannot be appealed, except for administrative error. The incident causing the points to be assessed can be appealed. Points remain on a competitor’s record for a period of three (3) years from the time assigned. In other words, at the end of the three (3) year period, the points are erased.

Please read GCR section titled Automatic Penalties.

It would be advisable to show this information to the driver at the time of rendering a decision that will have these automatic points assigned.

## **STEWARDS AND OTHER OFFICIALS**

### **CHIEF STEWARD'S INTERFACE WITH SPECIALTY CHIEFS**

It is most important that the Chief Steward have an understanding with each Chief of Specialty regarding operating procedures and conformance to the GCR. Pre-race meetings, telephone calls, or brief discussions immediately prior to or at an event may enhance this. The method you use is not critical -- a good understanding of what is expected among all parties is.

### **WORKING WITH THE CHIEF SCRUTINEER REGARDING INELIGIBLE DRIVERS OR AUTOMOBILES**

The Chief Steward and the Chief Scrutineer must agree in advance about how they will address identifying and reporting ineligible drivers or automobiles so they will not be permitted to participate in the event. Adopt a reasonable approach. Avoid nit picking and witch-hunts. When possible, resolve obvious configuration illegalities prior to the final qualifying session so the entrant/driver may still have a reasonable opportunity to qualify and compete. If this is not possible, then so be it, but attempt to enforce all rules in a reasonable manner with the view toward bringing legal fields of cars to the race grids.

Official reports from Scrutineering are transmitted to the SOM by the Chief Steward on the reverse side of a "CSA/ RFA" form. The report is titled "Official Report". When the Chief Steward receives the report, he should verify that all of the information on the report will support his decision whatever it is. Be sure the Chief Scrutineer understands that all supporting evidence - scale tapes, measurements and notes, etc.- is attached to the report. Verify that the Scrutineers have followed a proper procedure for discovering and documenting the violation. The Chief Steward may wish to verify the illegality but it is not mandatory. The Chief Steward, if the car has been weighed twice and found illegal, should not re-weigh a vehicle. Develop trust in your Scrutineers. If they do not prove trustworthy, then the Executive Steward should address the problem with the Divisional Administrator of Scrutineering. Except in rare instances, the Chief Steward should not (see below) openly reprimand or discharge a Scrutineer.

There must be absolutely no question that the matter is not a Protest, although the time constraints are similar and the SOM's reaction is the same as for a Protest. The Chief Steward's Action should be documented by the amount and kind of evidence that would support an action by the SOM.

### **PROTECTION FOR ALL PEOPLE**

When you fill out an Observer's Report, you rate the prevention of hazardous conditions for spectators, crews, workers, and drivers. The assumption of risk in these areas is not the same. Auto racing is not the cruel sport it once seemed to be, but certain risks are involved. It is every Steward's job to minimize those risks.

The age at which our younger members can work in areas of some risk changes frequently due to insurance requirements. The Minor Licensing Program allows for participation in hazardous activities by members 16 years old and older. (The age of majority is not the same in every state, but we race in nearly every state.) The minimum age for working in the pits or any area that provides less protection than that provided the general public is now 18 in the absence of a Minor License issued by the National Office. A minor may sign a minor waiver but may not thereby be exposed to hazardous conditions. The two (2) are entirely different. Remember that a Minor Competition License can only be issued by the National Office.

Around the course, bunkers or similar positive barriers should provide positive protection, and diminish the potential for injury to race workers. And everyone working in these areas must be a licensed member. The standards for a corner station generally mandate the protection consist of a concrete or dirt barrier, 55 gallon drums filled with dirt and properly pinned together or bolted tire fences. Each Steward of any license grade at an event has the responsibility for verifying that all stations are proper. If you see an unsafe condition report it to the Chief or ACS-Safety. Do not rely on someone else having spotted the problem. We all see different things and sometimes the freshest eyes see the most.

Please note the GCR states the yellow flag must be displayed when corner workers or other personnel move from the station to a less protected area. Corner workers will find it necessary to leave the station to perform various tasks, but they must not remain in the open. Whenever workers are outside the station, unless in a place of safety (i.e. well away from racing traffic and impact areas) they must be covered by a yellow flag. We cannot have racing with some turns under a constant yellow, encourage the workers to complete the task expeditiously and return to their place of safety.

Corner stations shall provide maximum protection for their crews from out-of-control automobiles. Workers and officials must avail themselves of the protection they are afforded by our barriers and bunkers. But they must remain inside the bunker when they are not required outside its safety to perform various tasks. And inside does not include standing on top of the barrier. You must take the steps necessary to protect some people from themselves. You can make a difference. Again every Steward of every license grade shares this responsibility. We may be the thin white line but we are vigilant and alert.

#### WHERE HAVE ALL THE RACE WORKERS GONE?

Let's hope we never have to ask this question. Yet, sometimes Stewards are perceived to act in a way that makes many race workers wonder why they came to the event. SCCA is fortunate to be well staffed at hundreds of events every year with workers who are, for the most part, well trained, highly motivated, and skilled in the performance of their duties.

Why do they work? Is it for the glory? Remuneration? The friendly pat on the back? The relaxation? Did they receive these at their last event? What can you do to make things better?

## YOU CAN DO SOMETHING ABOUT THIS

The Steward's Program has an obligation to the SCCA, its regions, entrants, and drivers to conduct high-quality events in accordance with the GCR. Without a staff of competent workers, it's an impossible task. As part of your task in husbanding resource, you must assume responsibility for the base of SCCA workers to see that it is not dissipated or wasted by inappropriate or unthinking acts - INCLUDING YOURS! Each worker at an event is entitled to the same dignity and respect, as are you. When you disparage or ignore a worker, you are engaging in an act that is disrespectful of him and your position. Take the time to visit with workers in all areas during an event. Introduce yourself, learn their names. Listen to their complaints. Are they always right? Maybe not. Are the officials always right? Need we answer? Should there be more mutual respect, and friendly communications? Absolutely!

The race workers' performance will reflect the way they are treated. We must operate in a style that encourages workers to do their best for the benefit of the sport.

## YOU CAN FIRE A VOLUNTEER

In spite of all our best efforts, there will still be times when the worker will not conform to the GCR or the spirit of SCCA. We do not need such people in the sport. Their conduct diminishes the sport for everyone. It does not matter if the worker is a rookie in the Paddock or a 25 year National Steward. If their conduct becomes a problem, and if they refuse to or do not change after they have been counseled about their deficiencies, then they must be excluded from the sport.

Ask yourself - Are the feelings of this person more important than the loss of a good worker or an entrant that never returns? No person in this organization is irreplaceable. No one. There are many capable people in the organization at every level capable of performing all of the functions of the obstreperous worker.

Who should deal with the problem? If the individual is causing an immediate problem at an event, the Chief Steward should remove them as soon as possible. If the Chief does not then he fails in his obligation to the Steward's program and to the other participants at an event. His failure to act will be seen as a weakness on the part of the Stewards and the other workers will wonder why the hell should we bother. It is not pleasant but the Chief Steward is there for just that purpose. He is given great authority to impose order on a competition. Using that authority to exclude a troublesome worker is mandatory. And it is only the Chief Steward who has that responsibility. Any other Steward may and should counsel with a problem worker. But if the conduct does not cease, then the Steward must report the conduct to the Chief Steward for action.

If the conduct is continuing at event after event, then it is incumbent on the Executive Steward to act. The Executive Steward has responsibility for the racing program in his or her division: All aspects of the program. A failure in one (1) area can be the spark that harms the whole program. The Executive Steward should be alert to these problems, should encourage the other Stewards and the

DA's to make him or her aware of such problems. The Executive Steward may ask the DA to counsel the member and request that their conduct be changed. The Executive Steward may, and probably should, counsel the member personally to let the member know his conduct is drawing the attention at higher levels than just their region. If none of this works, the member's license may be suspended, an Official's Review conducted, or the member may simply be asked not to return.

## **PROCEDURE FOR A DRIVER OR OFFICIAL'S REVIEW**

An Official's Review (or a Driver's Review) is the convening of a panel of Stewards each holding a National Steward's License or higher, who hears evidence, as would a first court and renders a decision. The Review Board has the express authority to revoke licenses. The Board should consist of at least three (3) members appointed by the Executive Steward who shall name one (1) as the Chairman. The Executive Steward should prepare a letter to the Board submitting the issue to it and detailing the reasons for the Board being convened. Such evidence as the Executive Steward possesses or has access to should be attached. Copies of the letter and attachments should be made available to each Board member and the letter should be part of the Board's report. The Board should meet at a convenient time and place for the Board and the official or driver and hear evidence in the manner of a first court. The official or driver should be given notice of the time and place of the hearing by certified mail, return receipt requested. The post office receipt for the mailing and the return receipt should be part of the record. Witness statements should be obtained from all witnesses and copies of any other evidence submitted. It is suggested that the Chairman write as complete a report as possible of the Board's Decision.

The decision of the Board may be appealed to the Appeals Court. The official or driver should be told of that when and advised of the deadlines when the Board's decision is delivered. Using the expanded report form will allow the Appeals Court to have a full view of the issues and evidence and the Board's reasoning. It is particularly important the Review Board document the procedures used and it's reasoning because their action can be appealed.