STEWARD-IN-TRAINING PROGRAM

TRAINING KIT

MENTOR SECTION

This Mentor's Kit for SIT Training is the property of: ___________________________

SCCA Region: __________________ Member Number: ________________________
If found please contact me at: ____

Steward-In-Training

Instructor / Mentor Kit

CONTENTS

CONTENTS of the SIT Training Kit are:

SECTION I-A; LESSON PLAN

Dear Mentor,

Thank you for agreeing to take on this important role, so vital to the future of the Stewards' Program and to SCCA Club Racing.

Here is the complete package of training material, consisting of two sections: one for you, and the other for you to give to the SIT. You should read through the SIT section first so that you will know the general approach of this training program, and how the SIT materials integrate with yours.

After you have read the material, you should have a good idea what the program entails. Your personal guidance and experience are a necessary ingredient in the training of SITs. Only personal influence can nourish a proper attitude and instill the desire to be a good Steward. As a mentor, you will give the SIT a single reference point or anchor for tying together all the different parts of the training as it progresses.

Basics - By the Numbers

1. After you have become familiar with both Training Kits, give the appropriate kit to the SIT. Based on the SIT's prior experience, your judgment, and discussion with the SIT, complete the **Specialty Work Planner** with the amounts of time the SIT is to spend with each Specialty. Give the SIT a copy and keep one for yourself.

2. Agree on the date the SIT will begin training and explain that the first event will be dedicated to becoming familiar with the various Stewards assignments at a race. Try to familiarize your SIT with the different steward jobs and the acronyms that go with them.

3. Advise the individual that SITs will only be assigned to work as an SOM, and as such, should become very intimate with the GCR. Also, upon arriving at an event, the SIT should seek out the Chairman of the SOM and discuss the possibility of also doing some Specialty work planned for the event. (As the Mentor, you may have already laid the groundwork for the SIT's specialty training). The Chairman should be given the **Memorandum for SIT Training** and the **Specialty Chief's Evaluation** to be delivered to the Chief when s/he introduces the SIT to them.

4. Explain to each Specialty Chief, at the appropriate time, that you want the SIT to work in each Specialty during a particular event. Make certain that the Chief receives the **Memorandum for SIT Training** and the **Specialty Chief's Evaluation**. Help the Chief to understand the form and the process.

5. When the SIT works with the Operating Stewards, the Safety Steward, or the Chairman of the SOM, ask them to complete the **Stewards' Evaluation for SIT Trainees** and return it to you.

6. As you receive each evaluation form, discuss it with the person who returned it for any additional remarks. Make any notes of your own for later transfer onto the copy of the **SIT Evaluation** which is submitted to the Executive Steward or the Training Officer.

The Exception to the Rule: At the outset of training, warn the applicant that not every SIT completes the Program to become a Steward. Some candidates discover that Stewarding is not for them. Others may have to be told that they do not appear to be ready to become Stewards at this time. Keep in mind that a lot of people may have to live for a long time with a person who probably shouldn't have become a licensed Steward, but did anyway, including that person!

You are in a student-teacher relationship with the SIT, and you can teach and encourage, aiming the SIT in the right directions, helping the SIT understand the reasons behind procedures and protocols. You are in charge. If something doesn't feel right, YOU are the one to tell the SIT or your Executive Steward that the SIT does not appear to be maturing as a Steward. After the SIT becomes licensed, the student-teacher relation should continue at a lesser level, but the SIT becomes "one of us;" one of the "A Team." An early mistake of retaining an individual in error can almost never be rectified.

None of us is God. We are not mistake proof. If you are unsure about an SIT, get a second opinion from other Stewards who have worked with this person. Discuss it; share the load. If they agree with your thinking, they may also agree to help you discuss it with the SIT. Perhaps they can help you salvage the situation.

To Expand on Some of the Basics Above

The recommended minimum Specialty work times are realistic based on the experience and input of Stewards and Specialty Chiefs. If the SIT is a driver who has never been a worker, the full time should be spent. If the SIT is a worker who has spent years in a Specialty, the time should be allocated accordingly.

In the past, many SITs have simply observed the Specialties and then had their logbooks signed off never having gained any appreciation for the work the Specialties do. By actually doing the job, an SIT should develop that appreciation along with a better understanding of what the workers go through during an event. After becoming a Steward, an SIT will have a more realistic and empathetic perspective toward the workers and, it is to be hoped, will avoid developing a condescending attitude.

You may have to explain that the SIT must spend the minimum amount of time in a Specialty in which he or she is currently licensed, because there is a now the need to view the Specialty through the eyes of a Steward, rather than those of a worker. There is a new and different viewpoint to be learned. The SIT should not work with his or her own Specialty until after working several others. This will give the SIT the opportunity to bring a newly-developed "Stewardly'style of thinking to that Specialty.

Training 101 - The First Event

THE OPERATING STEWARDS. The SIT should observe the Operating Stewards and their interactions with the Specialties. Point out that, emergency situations notwithstanding, the main objective of an Operating Steward is to carry out the schedule as published.

While accomplishing this, the Operating Steward must be aware of track conditions. Is the track clear? Is there an oil spill to clean up? Is it raining? Is T&S ready to start the next session? Are there any cars waiting to go out?

Are the necessary Emergency people and vehicles in place? Everything must be tied together by the Operating Steward before cars can enter the course!
It is a good idea for the SIT to attend the morning F&C meeting. The Chief Steward may explain concerns or changes that these workers need to know. After that, the Chief Steward will probably communicate with the Chiefs of Tech, Grid, and Start to establish certain other ground rules relating to their Specialties. These might consist of flag conditions at specific times, length of sessions, classes and numbers of cars to be impounded by Tech, how to deal with off-course excursions, and so on.

The SIT needs to develop an awareness for the correct amount of supervision a Chief Steward should exercise. Some events practically run themselves because the workers are very competent and often one step ahead of the Operating Steward. This is not always the case and the Chief Steward must be prepared for it. It all comes down to a facility for the correct balance of diplomacy, sensitivity, and authority.

THE SAFETY STEWARD. Give the SIT a brief overview of the Safety Steward's job. Touch on the paperwork that must be completed. Examine and discuss the importance of the insurance certificates. Explain Accident Reports, the cards for the insurance company, when and why they need to be mailed, and any additional forms that are used, or that the medical officer may use during an event. Explain where the original waivers reside in case one is needed. At a later date, the SIT will spend an entire event with the Safety Steward for more comprehensive training.

THE STEWARDS OF THE MEETING. While they are not busy, the Chairman can explain his or her duties to the SIT, illustrate how the SOM differ from the Operating Stewards, and describe where one's authority ends and the other's begins. The Chairman can demonstrate how the Committee functions, instructing the SIT in the art of hearing protests and RFAs, the types of questions to ask during a hearing, and what NOT to say. An explanation should be given of the protest and appeals system; the proper way to interview the drivers and witnesses, and the need for confidentiality until a protest is resolved. The additional need for discretion at all times must be emphasized and instilled. Make the SIT aware that, as an SOM, there are times to absent him- or herself from discussions with possible protest participants.

Training 102

Following the first event, the SIT will proceed with training in the Specialties as scheduled, when not needed for the Committee.

Don't give the **Memorandum for SIT Training** and the **Specialty Chief's Evaluation** form to the Chief until the SIT goes to work in that Specialty. If you give all the materials out in advance, it is possible that some will be lost or forgotten. It is also better if the Chief has a fresh picture of how the SIT should be treated. After the assigned training period, the Chief should return the evaluation form for the SIT. Be sure to discuss it with the Chief. Often remarks will be made orally that won't be written. If you find a problem, determine if it is a simple misunderstanding, an incorrect attitude, or something more serious. If you can rectify it, do so. If there is an indication that the SIT is not a willing or capable student and you can't seem to get through, discuss it with the Executive Steward.

Out of Town Training

An SIT should be encouraged to visit other tracks. It will broaden thinking and demonstrate how things are done at a different facility under different circumstances. It you are not attending the same event, prepare the necessary paperwork for the SIT to carry along. The Chairman of the SOM should receive the materials, but can designate another Steward to be the instructor. Materials should include the Chairman SOM Letter, and the **Memorandum for SIT Training** and the **Specialty Chief's Evaluation** for the specialty of training. Other stewards are encouraged to provide observations about the SIT on the **Stewards' Evaluation for SIT Trainees**, which you should include.

Be sure to include a self-addressed envelope for the return of Evaluation Form(s). The SIT can deliver the sealed package to the Chairman of the SOM.

IN CLOSING.

After a few events you should quiz the SIT about some of the things he or she should have learned. Most important, look for a good attitude and sound judgment. You can't teach good judgment; a person either has it or doesn't. You can tweak it a little if there is something there to tweak. Keep in mind that someday, this person might be the Chief Steward for an event and, based on the attitude that is currently displayed, ask yourself if you would feel comfortable working with this person and with the decisions and rulings he or she might make.

Your judgment will help determine when an SIT has gained sufficient knowledge and bearing to be given a license.

The aim of this program is to educate new Stewards across the country in a uniform and thorough manner. In order to accomplish this, you should follow these guidelines as closely as possible. Should you have any questions or encounter any problems, please call or write your Executive Steward. Above all, if you have any thoughts or suggestions for improvements, please share them.

The Mentor's Guide

This outline is intended to provide you with a quick reference for documenting and reporting on your assigned Steward In Training. It is important to understand that your role is part of a team effort between you and your SIT, and the Executive Steward and his Training Officer. All of you must be in the loop to ensure that the SIT receives the guidance and feedback necessary for a successful learning experience.

Documentation

As Mentor, you are responsible to make sure that the following items have been received by your SIT:

- GCR – the SIT has a current copy of the GCR and each month downloads a hard copy of FasTrack from the SCCA website.
- SIT Training Kit – the SIT has received the Training Kit booklet and has thoroughly reviewed its content.
- Specialty Work Planner/Log – a sheet to be completed jointly by the Mentor and the SIT laying out the order and duration of Specialty Training (included in the Training Kit)
- Event Journal – instructions for completing a freehand narrative of the SIT's experience at every Event
- Steward and Specialty Chief Evaluation – a copy of the form used by the Training Steward and Specialty Chief to assess the SIT's performance at an event.

Coordinating Training Through Others

Coordinating the training of your SIT through others is an essential part of the Program. Your SIT's Schedule will most likely include Events that you do not attend. Other Stewards and Specialty Chiefs are generally quite cooperative in taking your SIT under their wing, but you must ensure that they understand what specific training is needed and how they should report the performance of your SIT. While a pre-event phone call is highly recommended, you should always follow through with a mailing that includes the following:

- Cover letter – an introductory letter sent to the Chairman of the SOM identifying the SIT, outlining the specific training to be performed, and enclosing the Steward's Evaluation form and reporting forms for the Specialty Chief(s) that may be involved. **This letter must be sent no later than ten days prior to the event.**
- Memorandum For SIT Training – a set of guidelines for hands-on SIT training by Event Stewards and Specialty Chiefs.
- Steward and Specialty Chief Evaluation form – this should be completed by the Coordinating Steward; (who may be the Chairman, or another Steward that the

Chairman has designated) and any Specialty Chief involved in the training. This form should be attached to a copy of the Memorandum for SIT Training.

Reporting

Tracking and evaluating the progress of your SIT allows you to identify any gaps in the training, any areas that may need additional time and attention; and provides you with a basis for detailed and meaningful feedback to the SIT. This activity keeps the Executive Steward up to date on the progress of the SIT, as well as providing the Training Officer a measure of the effectiveness of the overall Program.

Your reporting responsibilities are twofold; to ensure that the SIT submits timely reports to you, and then to make your own reports. Your reports include:

- **Pre-Season Lesson Plan** – filing a copy of the SIT Work Planner/Log at the beginning of racing season, along with a listing of the events the SIT will try to attend in the forthcoming Season.
- **Mid-Season Progress Report** – includes the SIT Evaluation Form (to date) and copies of all Evaluations submitted to you by the SIT.
- **Post-Season Progress Report** – includes the SIT Evaluation Form (entire year) and copies of all Evaluations submitted to you by the SIT.

FAQ from Mentors of SITs

Q – What are the loose forms in the plastic insert of my packet? Where do they belong in the document?
A – These forms may require frequent photocopying. They are not permanently attached for your convenience.

Q – Must my SIT be a member of my region?
A – It is recommended. The key to a successful SIT experience is a close working relationship and frequent communication with the Mentor. An SIT from another region could eventually succeed with a lot of serious planning and coordination, but, even then, the relationship would be best if you, as the Mentor, were able to attend events with your SIT at tracks out of your region.

Q – What do I do with the Specialty Chief's Evaluation forms?
A – First consult with the Specialty Chief regarding questions and concerns. Discuss the results with your SIT and allow them to add their comments and point of view. Keep the forms on file after recording the information on the summary sheet.

Q – What is my role in the use of an SIT Journal for an event?
A – The training guidelines require the submission of a Journal document by the SIT. This Journal will probably be similar to the verbal summary you might get during your post-event conversations with your SIT. Keep the Journal as part of the Training record for that event.

Q – What are my responsibilities to my SIT after an event?
A – Discuss the experiences and observations of the SIT in regard to activity and experiences both in the specialty training and in steward participation. Review the Specialty Chief's Evaluation form and the Steward Evaluation form for the event. Use the information to fine tune the Specialty Work Planner/Log and to help decide the next assignment. Gather and file all evaluations and the SIT's Journal for the event so you can prepare the progress reports required by the Executive Steward.

Q – My SIT frequently cannot complete assigned training at an event because they are summoned to participate in SOM hearings. What should I do?
A – You and the Specialty Chief determine how much training is sufficient. This scenario often happens. Probably more time in the specialty will be necessary, but do not discount the valuable experience gained at the hearings.

Q – My SIT plans to visit a track outside the region. Can s/he fulfill training during the visit?
A – Yes, and it is encouraged. See the Memorandum for SIT Training and related materials in your packet. A copy of the letter should be sent to the Chairman of the event, along with the Memorandum and a Specialty Chief's Evaluation form.

Q – How do I best secure the cooperation of the various Chiefs of Specialty in this Training process?
A – By not surprising them! You must arrange a training visit ahead of time with the Chief of Specialty. They may not be able to accommodate your SIT at a given event. Work with them and adjust your Specialty Planner Worksheet accordingly to maximize the opportunities for Training. The last thing a Chief wants to be told the morning of an event is that an SIT is coming for Training. Don't forget to include the Chairman, SOM, in your plans!

Q – How often, and to whom, do I report on the progress of my SIT?
A – You should report twice per racing season – both mid-season and at the season's conclusion. The conclusion of the season is several weeks prior to the time that license renewal forms are distributed. Your written reports and supporting documentation should be sent to the Executive Steward of your Division. S/he has the final say in licensing matters regarding SITs. If requested, a copy of the above reports and summaries should be provided to the Training Director/Steward of your Division.

Q – My SIT has had little or no participation for the reporting period. Do I still need to file a report with the Executive Steward?
A – Yes. Little or no participation is part of an evaluative report.

Q – The mentoring program with my SIT is not going well. Am I doing something wrong? Where do I get help and advice?
A - Contact your Divisional Executive Steward or the Training Director/Steward (if one exists). Your willingness to be a Mentor is appreciated, and we need to work as a team to improve our SIT program.

Q – What must I do in advance of my SIT's visit to an out-of-town event?
A – Contact the Chairman ahead of time. Discuss the impending visit and agree on what specialty training will be best for that event. Also decide who will be responsible for contacting the Specialty Chief. Agree on a plan for getting the reports and evaluations to you.

Q – If my SIT and I are at the same event, to whom is s/he ultimately responsible – me, or the Chairman?
A – The SIT is always responsible to the Chairman, whether the Mentor is present or not.

SECTION I-B; SIT SPECIALTY TRAINING

When a training assignment has been arranged for an event, develop a strategy to provide the appropriate Chief of Specialty with a copy of both the **Memorandum for SIT Training,** (which is a basic letter of introduction), and the **Specialty Chief's Evaluation** This should be done through the Chairman of the SOM, to whom the SIT is responsible, but may be done by the SIT. Either way, be certain that the Chairman is "in the loop," and that s/he is also provided with a **Stewards' Evaluation for SIT Trainees** so that s/he may rate the performance of the SIT activity which was outside the assigned specialty training assignment.

Originals of all forms are in the plastic insert in the back of your Training Kit for Mentors.

OBJECTIVES BY RACE SPECIALTY

The pages that follow contain sets of desired training skills and observations for each of the race specialties. These lists are meant to be specific to the specialty, yet general enough that they apply to almost any SCCA Club Racing event or track. The Divisional Administrators of the specialties have reviewed these lists, and as modifications or updates occur, updated pages will be provided for the Training Kits.

Your SIT also has the same set of pages in the Training Kit for SITs. Use these pages to guide your SIT in creating a "lesson plan" for the Specialty Training visit, and then to guide you in a post-event review and follow-up with the SIT.

FLAGGING AND COMMUNICATIONS

During the instruction, we want an SIT to become aware of the items below and to gain an understanding of their use and importance. Please train the candidate to function in a way that is safe for him and for others.

- The purpose and scope of the F&C Specialty.

- The general operation of a corner station. An awareness of the difficulties of seeing an entire turn, responding to an incident on the track, and insuring safe operation for all. Ideally, before being put to work, the SIT should move among stations between sessions with one F&C "expert" so that the SIT develops a single, consistent view of the differences at each station. Following this orientation, larger quantities of time can be spent at fewer locations doing actual work.
- Meaning and use of all flags, particularly the yellow and black. Proper way to display flags. Yellow flag conditions (standing/waving); getting the yellow up and down quickly.
- How to judge passing under yellow.
- An explanation of the difficulty of blue flagging; the effort and concentration needed to do it correctly.
- How the black flag station operates. (If possible, spend 1/2 day there.)
- Dealing with different types of debris on track.
- Available equipment (include worker supplied) and use.
- Red flag procedures at the incident site and other stations.
- How to respond safely to on-track incidents.
- Responsibilities of F&C workers during a declared Disaster.
- Preparing reports: passing under yellow, incident reports.
- Working with Emergency Services. What assistance to provide and how best to do it. Flat tow procedures.
- Proper use of the communications system: timely, accurate, concise reports; emergency procedures; black flag station procedures; when not to get on the net and why.
- Types of communications hardware in use at other tracks.
- Understanding Race Control. How it is set up. The relationship between the Controller and the turns, between the Controller and the Operating Steward.

- The responsibilities of the Logger. What shows up on the log and how the log is used.
- How the controller and Logger use and interpret the data received over the net. What information from the turns is needed to create the proper mental picture of an incident so that the Steward can appropriately respond.
- Particular hazards or unusual conditions associated with this Specialty.
- Relationship with the Stewards.
- F&C procedures at other tracks.

TECH (SCRUTINEERING)

During instruction, we want the SIT to become aware of the items below and to gain an understanding of their use and importance.

- The purpose and scope of the Tech Specialty. Pre-race, during the event, post-race tech responsibilities.

- Annual tech.

- The vehicle logbook, replacement books, the homologation process.
- Explain the basics of teching cars (safely): roll bars/cages, window nets, fire extinguishers, safety belts, lights, vehicle log books, decals, catch tanks, window nets, arm restraints.
- Drivers' equipment: Two (2) and three (3) layer suits and underwear, helmets and labeling, socks, shoes, and gloves.
- What to look for when doing a car compliance check.
- Impound: weighing, measuring track.
- What Tech does upon discovering an infraction of the rules.
- Available equipment and general idea of its use.
- The teardown process.
- How to understand the rule books with respect to the different categories of cars. Examples of rules common to all cars, and some rules relating only to specific cars.
- Factoring in Tech Memos and "FasTrack" updates.
- The black flag station in the pit lane. Logging the damage of a wrecked car.
- Particular hazards or unusual conditions associated with this Specialty.
- Relationship with the Stewards.
- Tech procedures at other tracks.

TIMING AND SCORING

During instruction, we want the SIT to become aware of the following items and to gain an understanding of their use and importance.

- The purpose and scope of the Timing and Scoring Specialty.
- A general overview of T&S with a particular emphasis on the logistics involved in doing an efficient and accurate job. The SIT should understand that real-time functions cannot be accomplished in less than real time.
- Dealing with poor car numbers.
- Timing cars during a qualifier and a race.
- Taping and charting a race.
- How grids are determined.
- How provisional/final results are derived.
- Handling driver questions and conflicts.
- Re-gridding a race following a red flag.
- How computer methods vary from manual regarding timing, grids, results, and so on.
- Distribution of results following an event.

Particular hazards or unusual conditions associated with this Specialty.

Relationship with the Stewards.

T&S procedures at other tracks.

EMERGENCY SERVICES

During instruction, we want the SIT to become aware of the following items and to gain and understanding of their use and importance. Please train the candidate to function safely. Your Specialty is the one which differs most in its operation from track to track, from contractors to volunteers, including lines of responsibility and different equipment. Please communicate these differences to the SIT.

- The purpose and scope of the Emergency Services Specialty.
- The medical room: appropriate staffing, alternative medical staffing. What the medical personnel do when a patient arrives, necessary record taking and keeping.
- Equipment available. Ambulances, fire trucks, their staffing. The EV stations.
- Attending to different types of incidents on the track during sessions: ambulance, fire, wrecker or tilt-bed.
- Retrieving broken cars after a session: flat tow, wrecker, tilt bed; proper hook up procedures.
- Taking badly damaged cars to impound.
- Emergency Services on the communications net.
- Operating specialized and unique vehicles and/or equipment.
- Responding to a declared Disaster.
- Particular hazards or unusual conditions associated with this Specialty.
- Relationship with F&C.
- Relationship with the Stewards, with particular emphasis on the relationship with the Safety Steward.
- Emergency Services procedures at other tracks.

STARTERS

During instruction, we want the SIT to become aware of the items below and to gain an understanding of their use and importance. Please train the candidate to function safely.

- The purpose and scope of the Starters' Specialty.
- The jobs on the Starters' stand: starter, back-up, chart.
- Responsibilities during races, practice and qualifying sessions. Timing the length of sessions, acting as a flag and black flag station.
- Starting and finishing a race.
- Split starts.
- Coordinating with the pace car.
- Re-starting a stopped race.
- Responsibilities in the event of a declared Disaster.
- Particular hazards or unusual conditions associated with this Specialty.
- Relationship with the Stewards.
- Starters' procedures at other tracks.

GRID

Grid Marshals control traffic on the gridding area. They ensure that the proper cars are arranged in the correct order in preparation for a race. They double check tech stickers, and check to see if a driver is properly belted in with helmet and gloves on. They are in the final position to prevent an unprepared driver or car from entering the track.

Here are some things you will learn while working on the Grid:

- What Grid Marshals do during practice and qualifying.

- Understand the mechanics of gridding cars for a race. How to read a grid sheet, how to line up the cars, how to space them.

- Checking for tech stickers, helmets, balaclavas, gloves, visors, window nets, safety belts, leaks, tires (Formula Ford), rollbar height.

- What happens at the five (5) and the one (1) minute warnings? Dealing with late arrivals.

- Rules on push starting cars after the one (1) minute to the pace lap.

- Splitting cars for a pace lap for normal and split starts.

- Regridding cars for a restart following a red or black flag.

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REGISTRATION

Registration tasks begin approximately one month prior to an event. Registrars receive entry forms, either on-line or paper, check for accuracy and completeness, assign numbers and confirm entry to the driver. Medical, Timing and Scoring, and Tech information are assembled as are the Steward and Chief packets. After driver and car information is entered into the master data base, the Timing and Scoring data and Entry Lists are prepared. Registration is the beginning of the driver's experience and must be friendly, problem solution oriented, and knowledge of the rules which must be applied.

Things to learn about Registration:

Pre Race: entry processing with number assignment, car tracking by group for communication to steward, preparation of entry lists and other information packets, disseminating of data to Medical, T & S, Tech and Chief Steward

At the Race: registration process for drivers/crew and workers, tech slip completion, minor waivers, license lookup/issuing, novice permit handling, fees, and driver problems

Post Race: reconciliation of fees, credit card reports, refund data, forwarding of new licenses to appropriate parties, retention of paperwork

General: relationships with stewards, T & S, and Tech, applicable sections of the GCR, tips on handling customers

PIT

The Pit Marshal performs duties similar to those of the Grid Marshal. They pick up where the Grid workers leave off. They control traffic in the pit lane and perform the same checks on cars, drivers, and their equipment as do the Grid Marshals. The biggest difference is that they do it in a'hot" area.

These are things to learn while working with this Specialty:

- Controlling traffic in the pit lane.

- Checking for proper equipment on cars and drivers and Crew

- Maintaining safety during pit stops, including fire control.

- Assisting during an incident in or near the pit lane.

- Safe re-entry of cars during a race or practice/qualifying session

- Assist Black Flag Steward

- Assist Grid in re-gridding of cars

SOUND CONTROL

There is more here than meets the eye. Beyond the individual hearing loss suffered by those who spend a great amount of time around race cars is the potential for losing a race track totally. At some facilities this Specialty has the additional responsibility of helping to keep the track in business due to local laws which prohibit "excessive' noise. This was the impetus for creating this Specialty. It will probably become even more important in the future.

Here are things to learn about Sound Control:

- How sound readings are collected and logged.

- What happens to the readings?

- What equipment is needed?

- Why is the equipment located where it is?

- How often must it be calibrated?

- What happens when a car exceeds the decibel limit specified in the GCR? Or the limit at particular track -e.g. NHIS 100db. (Practice, qualifying, and racing)

- How Sound Control interfaces with the Chief Steward.

- How weather affects sound levels.

Sound levels are taken at all times cars are on track. (Practice, Qualifying and Racing)

PADDOCK

During instruction, we want the SIT to become aware of the following items and to gain an understanding of their use and importance.

- Scope and function of the Paddock Specialty.
- The importance of having a controlling influence in the paddock area.
- Efficiently parking a wide variety of cars, trucks, and large rigs.
- Basic paddock regulations and their enforcement.
- Availability of support services: rest rooms (or porta johns), fuel, air, water, waste oil containers, tire vendors, trash containers.
- Responsibilities in the event of a declared Disaster.
- Particular hazards or unusual conditions associated with this Specialty.
- Relationship with the Stewards.
- Paddock procedures at other tracks.

THE FORMS

SPECIALTY WORK PLANNER. This form is used to lay out a program for training. Based on the Work History and the number of events the SIT plans to attend, you and the SIT can identify when, where, and how to distribute the assignments. Along with the Specialty work, include plenty of exposure to the SOM, the Safety Steward, and the Operating Stewards.

CHAIRMAN SOM LETTER. This letter goes to the Chairman of the SOM at out-of-region events that the SIT attends. It spells out the level of responsibility with which the SIT can be entrusted, and provides guidance to the Chairman.

MEMORANDUM FOR SIT TRAINING. This form accompanies **Specialty Chief's Evaluation.** The form serves as the SIT's general letter of introduction to the Specialty Chief

SPECIALTY CHIEF'S EVALUATION. The report is given to the Specialty Chief along with the Memorandum for SIT Training. After the Chief completes and returns it to you, the two of you should discuss the evaluation so you will have a thorough understanding of the Chief's reaction.

STEWARDS' EVALUATION for SIT TRAINEES. Used by Operating Stewards, Safety Steward or SOM who evaluate the SIT with whom they worked. They are used in the SIT's home region events and also at out-of-region events.

PROGRESS REPORT/OVERALL EVALUATION. This evaluation is used once or twice each year and, when completed, is sent to the Divisional Executive Steward and the Training Officer. The Executive determines the frequency for filing this report. It is completed by the assigned Mentor, and is a summation of all the other evaluation forms collected for the SIT along with any other assessments the Mentor wishes to include. It also catalogs the training the SIT has received to date and indicates how the SIT is progressing.

Guidelines for the completion of this **SIT Evaluation** are attached.

THE SIT EVALUATION FORM
A Summary & Guidelines

Here is an item by item explanation of the desired input for the **SIT Evaluation** form. It will also be used as a progress report to graph the development of a candidate. Other than the Specialties area, the remaining categories can be graded more than once, using all four columns. They can then be averaged in the last column when you return the report to the Divisional Executive Steward.

1. - 10. Unless the SIT repeats work in one of the Specialties, 10. only one of the columns will be needed for each. What you enter for each area will be defined by the Specialty Evaluation form and your conversation with the Chief for each Specialty.

11. Does the SIT have a realistic view of how unsafe he or she would allow a situation to become before intervening, and allowing the schedule to suffer?

12. Does the SIT ensure that all necessary Specialties are ready before releasing cars onto the course?

13. While it may be too early to say, does the SIT appear to know when to be authoritative and when not?

14. How does the SIT act toward workers? Does the SIT have a good working relationship with workers?

15. How does the SIT act toward drivers? Does the SIT have an understanding of the problems of drivers and maintain a good relationship with them?

16. When several things are happening at the same time, can the SIT properly prioritize and keep things moving?

17. Does the SIT freeze in an emergency or does the SIT have a good sense about how to deal with the situation without making it worse?

18. Does the SIT appear to use good judgment in general?

19. Does the SIT understand the nature of the SOM's job? Does the SIT know where to draw the judicial line?

20. Can the SIT keep court information confidential and only discuss what is necessary to do the job?

21. Can the SIT elicit appropriate answers from a witness or driver in a diplomatic fashion?

22. Is the SIT developing a sense about which rules apply to which situations? Is the SIT learning what and where the basic rules are?

23. Is the SIT overbearing or too meek or just right when dealing with people during a hearing?

24. Does the SIT know why a Safety Steward is necessary?

25. Can the SIT inspect a facility and determine whether a drop-off is safe or too severe, whether a bank is faced properly, whether the spectator area is safe?

26. Is the SIT sufficiently discreet to avoid divulging information which could create an insurance or legal problem? Does the SIT know what and how much to say and to whom?

27. Does the SIT understand how and when to use Incident Reports, Medical Card, Waivers, and other forms?

28. Is the SIT aware that he or she is actually working for the drivers by ensuring that they can compete fairly and on schedule? Is the SIT too demanding of some workers?

29. Does the SIT get along with the workers and the drivers without ruffling too many feathers? Can the SIT placate an aggravated driver? Can the SIT satisfy the worker who doesn't understand why a driver was not brought in for a reported pass under yellow? Is the SIT hiding behind the title or abusing the authority?

30. Is the SIT aware of the value of the workers?

31. Will the SIT let the workers do their jobs or does the SIT constantly try to tell them what to do and when to do it?
32. Does the SIT know when to be assertive and take charge and when not to?

33. Is the SIT learning the GCR? How about the event's Supps?

34. Does the SIT seem to be able to do the right thing at the right time, especially in confusing or multiple situations?

Not everything can be categorized. Feelings can't really be measured by a questionnaire. If you have reactions to this SIT which are not included in this Evaluation, discuss them with other Stewards to see if anyone else agrees. Make a note on the bottom of the Evaluation. Perhaps the Executive Steward feels the same and has been looking for confirmation.