

**STEWARD-IN-TRAINING PROGRAM**

**TRAINING KIT**

**SIT SECTION**

**This SIT Training Kit is the property of \_\_\_\_\_**

**SCCA Region: \_\_\_\_\_ Member number: \_\_\_\_\_**

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# **Steward-In-Training**

## **SIT Kit**

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Dear SIT:

Welcome to the Steward-in-Training Program. This kit contains information and guidelines for you to begin your training.

The kit has been provided to you by your Training Steward, referred to as your Mentor. The purpose of having a Mentor is to provide you with someone who can monitor your progress and will be available to answer your questions or assist in any problems. Preferably, this is someone you already know and with whom you feel comfortable. While you can depend on your Mentor, you are encouraged to discuss “stewarding” with others as well.

- The first item in the kit called “**On Becoming a Steward,**” which is meant to give you some things to consider before you make a final decision to become a Steward.
- Next are **General Tenets** and a **Philosophy**.
- A series of **Frequently Asked Questions** about your SIT provide some additional insight into your training experience.
- Individual **Study Guides** for working with each of the Specialties are provided. Even though you may have spent years as a worker in one or more Specialties, you will now spend a brief time with all of them, but now with the slightly different viewpoint of a Steward. You will be there to learn not just how each Specialty functions, but how they all work together to make an event happen and how you will interact with them as a Steward.

Prior to beginning your training, you should get together with your Mentor to take inventory of your prior SCCA experience. It will help to determine your training and work schedule on the **Specialty Work Planner/Log**, which will record how much time you will spend working with each Specialty and on which you can keep track of the dates and locations of all your training activities.

We hope that the time you spend as an SIT will be educational and challenging. Please feel free to ask any Steward for assistance. Stewarding is not always black and white problems solved by black and white answers. Judgment is needed, and the experience you gain by soliciting the viewpoints of many Stewards will benefit you greatly in the future.

## ON BECOMING A STEWARD

You have expressed an interest in becoming a Steward.

The decision which you must eventually make and which must be made by those responsible for recommending and accepting you into the SIT Program is this: ARE YOU THE RIGHT PERSON FOR THE JOB? IS THIS THE RIGHT JOB FOR YOU?

Some people have the right temperament and the confidence to be a Steward while some do not. And, some people won't enjoy performing some of the duties required of a Steward. It is best to learn early on in the process if a person is well-suited to the Stewards' Program.

A significant question to ask yourself is this: WHY DO I WANT TO BE A STEWARD? Some answers might be these:

- I've spent several years driving a race car or working races. Stewarding is the next logical step.
- I'm bored with my current Specialty.
- I've paid my dues.
- I'd really like to take charge and show people who the boss is.
- I think Stewarding would be a good place to retire.

These are NOT the best reasons for becoming a Steward. Stewarding should not be thought of as THE NEXT LOGICAL STEP or SOME PLACE TO GO when you become tired of what you are doing now. Neither is it something you have earned the right to matriculate into by PAYING YOUR DUES.

Yes, a certain amount of authority comes with being a Steward, but you will be expected to apply it in an equitable and responsible manner. In reality, the responsibility greatly exceeds the authority. If you are the Chief Steward, you will be accountable for the conduct of the whole event, including the safety of all the drivers, workers, and spectators, along with the coordination of the schedule with unforeseen circumstances. If you are a Steward of the Meet, you may spend the whole event in a closed room listening to and ruling on protests. There will be times when your responsibility will extend for several days after the event to do paperwork or to oversee a mechanical teardown at some garage several miles from home. If you check the dictionary, you will find that the definition for Stewarding IS responsibility.

Stewarding is definitely not a place to retire. There is simply too much to do. More will be expected of you as a Steward than any other Specialty. You not only have to know a lot and be able to apply it well, you are also expected to spend your SPARE hours visiting other Specialties, keeping up to date with rule changes, court proceedings, and any other fluctuations of the constantly changing state of SCCA racing. You are usually one of the last people to leave the track after an event.

There will be times when you will have to live with the fact that friends and co-workers might think of you as the "bad guy" or the "idiot" because of what you did or did not do.

You are always expected to do the “right thing” regardless of what others may think. Most of the actions you take, and the decisions that you make are witnessed by everybody so you can’t hide when you make a mistake. Some of the decisions you’ll have to make under pressure will be less than perfect. You cannot, however, be timid about making decisions for fear that they may be unpopular or incorrect. You are usually the final authority when a decision needs to be made. You will be entrusted with this responsibility because you appear to have the knowledge, attitude, and good sense to do what is necessary and appropriate.

Stewarding is a long-term commitment. You will probably spend at least two years at a Steward-in-Training, after which you will be expected to fulfill yearly requirements for maintaining and/or upgrading your license. Stewarding requires a strong sense of responsibility, a lot of thought, time, effort, dedication, and the occasional unpleasant duty in the course of doing the job. Give a lot of thought to your decision before making it.

## **STEWARD TRAINING**

### **GENERAL TENETS and PHILOSOPHY**

These are some fundamental principles and guidelines for your training. They will be expanded upon in other documents and/or by your Mentor.

1. The people with whom you work are all volunteers who try to do the best job possible. Always be considerate of them and treat them as you would wish to be treated.

On the other hand, Specialties operate differently and the proficiency of workers may vary from track to track. When you visit, ask the Stewards about local conventions and adjust your style to their system; you are the guest. Don't be a critic, be a listener. You are the new kid on the block.

If you see something peculiar, ask why they do it that way or how they arrived at that policy. You may learn HOW or HOW NOT to do something, but you WILL learn something. At your next "home" event, discuss it with the Stewards or Specialty Chief, with whom you have worked before. Circumstances may dictate which procedures work well at every track; and which work well only at specific tracks.

2. As an Operating Steward, you MUST delegate authority but not responsibility. Have faith in the workers and let them know that you want to help them do their jobs and to coordinate between the different groups to keep the event running smoothly. The workers need to sense your confidence in them. If you step on workers' toes, it may cost you dearly. A successful event is one where problems are resolved quickly and efficiently. Normally, the people with whom you function directly are very competent and helpful. Should the exception arise when there is a less than competent person, you DO have the authority to have him or her replaced by the Specialty Chief. Of course, the replacement may be worse, so don't be too hasty. Always go out of your way to work with those who have been assigned.

Finally, MAKE SURE YOU READ THE SUPPLEMENTAL REGULATIONS AND UNDERSTAND HOW THEY MODIFY THE GCR FOR THIS EVENT.

3. As the Safety Steward, you must be prepared to do a lot of paperwork and footwork. Your first task at an event is to see the Insurance Certificate(s) for the event. Check the dates, amounts, and sanction number. At home or away, introduce yourself to the medical staff at your first opportunity. Find out if they use any medical treatment forms they will share with you; it will save you some note taking.

Emergency Services vary greatly from track to track because some crews are hired, some are volunteer. Discuss particular operating procedures and equipment available with the Chief of Emergency Services. Visit the EV stations, and read the Disaster Plan.

Discuss the location for impounding damaged vehicles with the Scrutineers, and confirm that you will be called to examine any car involved in a driver injury or having structural damage or having safety system damage. Be sure that Tech makes appropriate entries in the Vehicle Log Books. Risk Management appreciates your taking photographs in the case of injury.

Following the event, complete and mail the paperwork.

4. As a Steward of the Meet (SOM), you may have much or little to do. You are at the mercy of the Chief Steward and the litigious proclivities of the drivers. Most protests and Requests For Action (RFAs) are based on only a few paragraphs in the GCR. Expand your knowledge by adding them to your list of studies. They are listed below. You will discover that working with the SOM will provide many opportunities to delve into the GCR. **AGAIN, BE FAMILIAR WITH THE SUPPLEMENTAL REGULATIONS FOR THE EVENT.**

Objectivity is the key to being a good SOM. Don't prejudge a case before you enter the hearing. Be open-minded and listen to ALL of the testimony.

If you hear yourself say, “

I know this driver and he would never do that”

or “I never did like that guy” then you should remove yourself from that hearing. Everyone deserves a fair hearing.

5. The first GCR items which you should come to know are these:

- Duties of the Stewards and other Officials
- Flags and their descriptions
- Time limits for different types of protests
- Reckless driving
- Unsafe passing
- Unsportsmanlike conduct
- Available penalties
- Authority of the GCR and the Supplemental Regulations

6. While you are working with the Specialties, keep in mind these two reasons for your being there:

- To develop an appreciation for the work they do.
- To understand how they relate to the Stewards and to the other specialties at the event.

7. Putting on a race is a team effort. Each worker in every Specialty is a necessary ingredient for a successful event, but each one is only a small portion of the big picture. Learn where each group fits in.

## FAQ for SIT

### **Q – How long should it take for me to complete my SIT Training?**

*A – Normally two or three years. But the best answer may be, “As long as it takes.” Your goal is to satisfactorily accomplish the Training Program, and that depends on how much prior experience you have in race specialties and in your availability for assignments as an SIT. Your progress toward achieving the objectives set forth in your Specialty Work Planner and in meeting performance requirements outlined in the Stewards’ Manual is reviewed annually by the Executive Steward.*

### **Q – Does my SIT training require me to know everything about each specialty?**

*A – You are not expected to become an expert in every specialty. The purpose of your training is to achieve a reasonable level of understanding of each specialty and its contribution to the race event and interdependence with other specialties. This knowledge will help you to make well-informed decisions in your duties as a licensed steward.*

### **Q - I am an experienced worker in a specialty. Must I still spend training time in that specialty as an SIT?**

*A – This decision will be made when you and your mentor meet to complete your “Specialty Work Planner” for the year. Your mentor can best judge on how much, if any, time you need in any specialty, based on your previous experience and how recent that experience was.*

### **Q – Can I accomplish all my training within my home region?**

*A – Possibly, but it is frowned upon. The most active regions may indeed hold enough events that you can more easily fulfill your training obligations. However, travel to other tracks is recommended so that you can learn variables in the conduct of an event by a region other than your own. Each location presents its own set of problems and circumstances, and as a steward you must be able to represent the national Club Racing program, not just your region or “home track.”*

### **Q – Must I memorize the General Competition Rules (GCR)?**

*A – No, but you should strive to learn those provisions which most frequently apply at an event, i.e., violations of passing, unsafe or reckless driving, unsportsmanslike conduct, race stoppages, etc. The knowledgeable steward knows of the existence of rules and procedures, and also knows where, or with whom, the answer lies.*

### **Q – Must I give up my current competition or specialty license to be an SIT?**

*A – Definitely not. But remaining extremely active in another discipline may extend the time required to fulfill the SIT Training Program.*

**Q – What should I do with the Evaluation Form that is filled out by the Specialty Chief after my duty with them?**

*A – The Specialty Chief’s Evaluation form is confidential between them and your Mentor. The Specialty Chief should either return it directly to the Mentor, or give it to you in a sealed envelope for delivery to your Mentor.*

**Q – Can I get called away from my specialty training to serve as a SOM for a hearing?**

*A – Yes. All SITs are assigned to an event as SOMs. Participation in protest hearings is a very valuable learning tool. The Chairman of the SOM will decide which experience is the more valuable. Time spent in SOM activity may extend the number of days required to get signed off in a specialty.*

**Q – What if I go to a track and unexpectedly have an opportunity to serve as an SIT?**

*A – As an SIT you are responsible to the Chief Observer, or “Chairman” at that event. Carry copies of your Memorandum and Specialty Chief’s Evaluation form with you. Also carry a Steward’s Evaluation form. Work with the Chairman to choose an experience that is both appropriate to your work planner and appropriate to the ability of the organization to include you in their plans for the event. Absent the ability to work in a specialty, you always can gain valuable experience by serving as a Steward of the Meet and through general observation of steward activity.*

**Q – To whom am I accountable when at an event as an SIT?**

*A – You are under the supervision of the Chairman of the SOM. Even though your mentor may be present to counsel you, the Chairman has the final say.*

**INTRODUCTION TO SPECIALTY FAMILIARIZATION**  
**AND**  
**SPECIALTY STUDY GUIDES**

There are specific areas with which an SIT must become familiar so that he or she will be able to make competent judgments and informed decisions.

The following Specialty Study Guides explain the fundamentals you will be expected to learn while training in the different areas. Be sure to come away from each Specialty understanding how it functions, why workers perform tasks in the ways they do, and most important, how they interact with the rest of the race organization. All of this will help you develop the proper attitude and prepare you for a good working relationship with them when you become a Steward. The Specialty Chiefs will try to be very thorough in your instruction. If you feel any element has been overlooked or if you need further clarification on any point, be sure to ask for additional information. The more complete your understanding of the way the Specialties operate and why, the better prepared you will be to deal with them later.

Interspersed with your training in the Specialties will be a lot of work as an SOM, some with the Safety Steward, and some observation and experience with the Operating Stewards. You can schedule part of an event working in a Specialty and the other part working with one of the Steward groups. Every effort will be made to enable you to work where you are scheduled. Nevertheless, you will have to be flexible because an occasion may arise when another SOM can't come to an event and the Chairman will ask you to postpone your original plans to serve on the SOM Committee.

## 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.
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- 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.

## 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.