



## SWMS Processes and Procedures

### Race Steward

Purpose and Scope: This document specifies the responsibilities and actions taken by the person performing the Race Steward function before, during, and after SWMS track events, but does not cover the actions of the Chief Steward. Those are addressed in a different document.

#### **RACE STEWARDS DUTIES**

The Race Steward is appointed by the Chief Steward. **The Race Steward retains overall responsibility for the safe running of the event** unless removed by the Chief Steward. He may request the assistance of the Chief and other members of the Stewards committee during the event as needed. The Chief Steward may serve as a Race Steward or as assistant to the Race Steward.

(In order to avoid any confusion regarding the decision making responsibility, the Chief Steward may offer guidance to the Race Steward and may assist the Race Steward if asked to do so, but may only take over the Race Steward's authority by replacing the Race Steward and communicating this to all Specialty Chiefs and Event Chairman.)

#### Prior to the Event

Review the schedule, race groups, and track use as proposed by the Event Chairman. Consult with the Chief Steward if there are concerns.

#### At the Track before the track goes "live"

Arrive at the track at least 1 hour prior to the Drivers Meeting.

The Race Steward is responsible for maintaining a log of on-track activity and incidents and monitoring driver behavior throughout the day from the tower. To identify potential problems and take actions before they occur he must be readily available to promptly handle issues that could disrupt the smooth running of the event. As a result, the Race Steward cannot have any other responsibilities or engage in any activities that would take away from his ability to fulfil this responsibility except as agreed by the Chief Steward.

Prior to Authorizing the Commencement of Racing and Authorizing Flagging and Control to bring the track "Live", he will ensure accomplishment of the following items.

- Review track condition, safety barriers.

- Review order in the paddock.
- Review safe entry/exit onto track along with Pit and Grid.
- Address spectator control, either by appropriately placed physical barriers and signage or by public address announcements of pedestrian “no-walk” areas.
- Contact Event Chairman to obtain the following and verify a copy has been given to Control.
  - Schedule
  - Car / Driver list by run group.
- Establish phone or radio contact for:
  - Ambulance
  - Fire/Safety truck
  - Track
- Verify/direct EMT licenses and safe placement of Ambulance, Fire & safety truck, and Tow Truck.
- Contact Chiefs to determine areas of concern
  - Chief Driving Instructor
  - Chief of Workers: Verify adequate Track Marshals Safety – See comments
  - Tech Inspector
  - Timing and Scoring
  - Race Control / Flagging: Verify communications are in order.
  - Pit and Grid
  - Registrar
  - Fire and Safety
  - Race Announcer
  - Track Contact
- Attend drivers meeting before handing the track over to Race Control and going live.

Suggested Conduct of mandatory drivers’ meeting – Called and led by the Event Chair

Event Chair may cover such topics as Welcome, Sponsor recognition, Logistics, Lunch, Day’s program, etc.

President may provide comments on general club business, as needed (optional)

**Race Steward** (See example Driver’s Meeting comments, attached)

- Track Conditions
- Traffic flow
- Pedestrian “no-walk area” between south end of paddock and grid
- Special Instructions, if any
- Review of Flags (optional)

- Review of prior problems
- Emphasize following directions

Chief Steward may choose to address ongoing issues or stress areas of concern (optional)

- Authorize Flagging and Control to commence the event. (See Race Control's responsibilities) (Announcer/Control may call cars to the grid prior to this.)

During the event the Race Steward should: Maintain log (may use an assistant) of on-track activity and incidents. Should remain in tower to monitor on-track activity when racing is in progress. Monitor activity in the paddock for traffic, spectator and spectator activity. Whenever possible issue directions such as black-flagging a car or race through Race Control. Where there is evidence of a potential problem, discuss it with the parties involved to prevent an incident from occurring rather than be awarding penalties for an incident. In coordination with Event Chair and Race Control, make adjustments to the schedule, if necessary. Approve changes proposed by the Event Chairman, Race Control, or others. Notify all concerned of the changes. Approve Driver movement between run groups. Changes due to driver licensing and experience may be proposed to the Race Steward by the Chief Driving Instructor. Such changes to be communicated to Race Control, Timing and Scoring, and Pit and Grid.

**INCIDENTS** An incident is an occurrence at the racetrack during SWMS activities that may reflect poor sportsmanship or unsafe behavior on the part of a participant. Participants are those legally on the track property, whether as a driver, support crew, spectator, or any other capacity.

Guidelines for Response to Incidents:

**Passing on Yellow, first offense** - you will be black-flagged to grid where you will be told of the infraction and get clearance to re-enter the race.

**Passing on Yellow, second offense** – black-flagged to grid where you will be given a 30 second time out before re-entering track

**Passing on Yellow, third offense** – black-flagged to grid where you will be informed you just lost a lap.

**Spins or 4 off during practice or qualifying** - you will be black-flagged to grid where your car will be looked at for mechanical failure or debris picked up. If car is OK, you will be sent back on to track.

**Spins or 4-off during RACE.**

**First time** we make sure track is clear before proceeding. Corners will be watching you closely for mechanical problems.

**Second time** you will be black-flagged to grid where your car will be checked for problems. The Track Marshall there will decide if you can re-enter the race.

**Third time** on the same race day. You will be black-flagged to the paddock where you can load your car; you are done for the day.

**Contact with tire barriers, concrete, or another car** - If drivable, you will be black-flagged to pit and grid for a damage inspection. If not drivable, stay in your car and wait for instruction from a corner station. **When car is**

**taken care of, come to the tower.** Find the race steward, where you will be asked to fill out an Incident Report. Points may be assessed.

In the event of an incident, investigate and obtain written responses from the participants and inform them of their rights to speak to the Chief Steward regarding the issue. Due to the responsibility to monitor all on-track activity the services of the Chief Steward or another member may be utilized. Having an assistant in the tower will help. Check cars for safety related damage. Check the driver and refer to medical personnel if appropriate (unless medical attention has already been provided). Drivers may be directed to skip a session to have time to cool off or may have their driving privileges suspended for the rest of the day or event. In this case the Tech or Driver OK stickers should be removed. If possible the Chief Steward (or Chief Driving Instructor in his absence) should be consulted and any such action included in the report to the Chief Steward.

#### Following the event

Ensure receipt of a written response from all participants in any incidents. These must include names, address, and phone numbers of participants. If considered appropriate, convene a meeting of the Event Chair and Specialty Chiefs to review problems encountered and their suggestions. As soon as possible inform Chief Steward of any incidents and the need for a committee meeting to be scheduled. Within 5 days:

- Prepare a Race Report of the overall event and provide copies to the Event Chair and Chief Steward.
- Provide a written report on the results of any incident investigation together with the written response of the participants to the Chief Steward.

#### References:

SWMS Process and Procedures - Chief Steward

SWMS Process and Procedures - Race Control

SWMS Process and Procedures - Event Chair

#### Attachments:

Suggested SWMS Race Steward's Comments for Drivers' Meeting

Document Point-of-Contact: Chief Steward (Original author - Robert R. Richards; Reviewed by - Bob Lee)

## Suggested SWMS Race Steward's Comments for Drivers' Meeting

(Day/Date) \_\_\_\_\_

- Remember the words in the SWMS Mission Statement – “preserve our cars in a racing (lapping) environment” – in other words, NO CONTACT.
- High Perf. Driving Experience (Lapping) Group - remember, passing only on the two straights – corners 7 to 8, and 14 to 1. Student Group – passing only as allowed by your instructor.
- Everyone please adhere to the “no-walk” area between here and grid (describe the boundaries if not marked by cones). This is a safety control to prevent folks from stepping out on to the racing surface at the end of the front straight wall and to prevent vehicles exiting the track from striking someone on foot. If there is a need to go over to the grid area on foot, get permission from Race Control.
- In the early sessions, remember – cold track, cold tires, “cold” driver. Take it easy the first few laps of practice. And remember, practice is practice; it's not a race session.
- Drivers – Remind your friends and family who are here that we host “lunchtime lapping” – twenty minutes on track in a lead-and-follow mode for \$20. A good opportunity to see what track driving is like. Anyone who is interested needs to register and pay up in the tower and get a quick inspection of the car by Tech Inspection.
- Specific track conditions or situations to mention: