



SWMS Processes and Procedures

CHIEF STEWARD

Purpose and Scope: This document covers the duties and responsibilities of the Chief Steward during and after an event, but does not cover the actions of the Race Steward. Those are addressed in "SWMS Processes and Procedures – Race Steward".

The Chief Steward has overall responsibility for the safe running of SWMS events and thus primary loss prevention and liability containment for the club. This encompasses the physical racetrack environment, participant and spectator behavior, and vehicle safety. These responsibilities are delegated to the Race Steward for the period immediately before, during and after an event. The Chief Steward should serve as a manager and facilitator wherever possible, to ensure that the club rules are applied fairly and consistently. The Chief Steward shall have ultimate authority in the application and interpretation of the rules within his area of responsibility subject to review by the Board. The Chief Steward is appointed/removed by the Board, (as are all other specialty chiefs). In the event the Chief Steward resigns or is unable to continue in that role, the President may appoint a new Chief from the membership until the Board can make a permanent appointment. Upon the request of the Event Chairman, the Chief Steward shall appoint a Race Steward and, if thought necessary, an assistant. The Chief Steward may remove the Race Steward either prior to or during the event if he feels it necessary for the safe and smooth running of the event. After each event, the Chief Steward will review the Race Steward's report and any submitted Incident Reports within 2 weeks of the event, if needed, to determine or confirm any disciplinary actions or decide upon any issues relating to the safety or smooth running of the event.

Situations that may cause action by the Race and Chief Stewards:

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.

Incident Follow-up - Incident Reports will be prepared by persons involved in an incident and provided to the Race Steward. The Race Steward will forward those Incident Reports to the Chief Steward following track events (see "SWMS Process and Procedures – Race Steward"). The Chief Steward may convene a hearing, at his/her own discretion or if requested by any participant in the incident. The participants involved in an incident will also be invited (but not required) to present their case/information at the hearing. As the purpose of an incident review is to identify the cause of an incident and prevent a reoccurrence, and not simply to apply penalties, the participants' attendance and attitude may be taken into account in assessing the penalty. Immediately after the hearing, the Chief Steward will inform (in writing) all participants in an incident of any disciplinary action and their right of appeal. The Chief Steward will also communicate this to the newsletter editor and President together with any other recommendations. Penalties will also be assessed if required.

Guidelines for penalty points awarded are:

- Hitting a barrier with no other car involved = 3 points.
- Contact with another car, incidental = 4
- Contact that was the result of over-zealous driving = 5 to 12

All this must be taken in context and a great variation of points can ensue. • More serious cases, as in a car being hit while upside down will require special consideration.

Extra points may be assessed based upon conditions:

- Wet track, or dust / dirt on track.
- Speeding in the pits.
- Consumption of alcoholic beverages or use of illegal drugs at facility prior to the entire event being complete and the track cleared.

RECORDS AND COMMUNICATION OF PENALTIES - The Chief Steward will keep records (in writing) of disciplinary action and communicate these in writing to the President, Chief Driving Instructor, Registrar, and both parties to the incident within a week of the penalty decision. This will ensure they each know if an individual may not be eligible to race for a specified period of time. The record of penalties should be used to ensure consistency and fairness in the application of penalties.

Actions of the Race Steward or Chief Steward may be appealed to the Board within 2 weeks of the written notification receipt.

The Chief Steward shall communicate penalties, including points assessed and the penalized participant's name, to the Vintage Motorsports Council (VMC), in order that the penalties may be known to other VMC-associated organizations.

References:

SWMS Process and Procedures – Race Steward

Document Point-of-Contact: Bob Richards; Alternate – Bob Lee