

SCCA TRACK AND TIME TRIALS SAFETY STEWARD HANDBOOK

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OVERVIEW

The purpose of this document is to provide a basic knowledge guideline for Track Events and Time Trials (TE/TT) Safety Stewards to perform their duties at tracks in any SCCA Region. Safety Stewards are critical to the success of every event. They perform a vital role as the mechanism by which the SCCA and its members access the insurance benefits to which they are entitled while also protecting the SCCA against spurious claims, keeping insurance affordable and participation accessible.

This guide should be used in conjunction with the current Track Event Rules (TER) or Time Trials Rules (TTR), event Supplemental Regulations (SR) and the advice and counsel of the Event Lead (Lead) where Safety Steward duties are being performed.

Safety Stewards are reminded that all Regions, Divisions and tracks have idiosyncrasies and nuances that must be adapted to and this training guideline may not provide perfect guidance on how to handle every safety situation. One of the best ways for a TE/TT Safety Steward to hone his/her skills is to travel to different tracks to learn from others and gain new ideas and skills for more well-rounded knowledge.

DUTIES OF THE SAFETY STEWARD

The Safety Steward has specific responsibilities defined in the TER and TTR. Currently (as of 2024) these are specified in the TER in Appendix A, 3.3 and TTR rules page "Officials and their Duties," 1.5.2 and are:

- A. To investigate incidents and provide the originals of all reports, including original releases, to the Risk Management Department of SCCA.
- B. To notify Risk Management Department, the same day via telephone, of any accident which involves serious injury to a participant or any injury to a spectator.
- C. To mail copies of the material sent to the Risk Management Department to the National Office.
- D. During the event, report to the Event Lead any hazards which require further investigation or action.
- E. Before allowing the commencement of the event, verify that an emergency plan is in place.
- F. Meet with Emergency Services to confirm duties, duty stations, equipment, race circuit characteristics, vehicles, and other protocols.
- G. To perform safety related duties as delegated by the Event Lead.
- H. To ensure the presence of appropriate Emergency Services personnel and equipment at all times while the event is underway.
- I. Take appropriate measures to ensure adequate crowd control. Deputy Safety Stewards may be assigned for this purpose. It is the responsibility of a TE/TT Safety Steward to review and confirm the placement of all barriers and crowd control devices prior to the start of the event, and to take measure to ensure they remain in position during the event.
- J. Use every reasonable means to limit access to restricted areas to those who have proper credentials. The use of a credential system (armbands or the like) is recommended at any event where multiple points of entry are possible.
- K. Personally examine the insurance and sanction paperwork prior to the start of the event.
- L. Conduct a meeting of course workers, crowd control personnel and Deputy Safety Stewards prior to the actual start of the event.
- M. When required, follow guidelines and procedures to approve a TrackSprint course.
- N. Perform a final course check up each day, just prior to the beginning of on-track activity or prior to the resumption of on-track activities after an extended period. It is also advisable to perform another check up in the case of any event that may cause changes to track conditions (e.g. weather events that cause delay or a large fluid spill on track). This check is to assess the placement of all personnel, safety equipment, barriers and protective placements (tire barriers, hay bales, and the like), to confirm the readiness of Emergency Services personnel and equipment, and assess track conditions.

BEING AN EFFECTIVE TRACK EVENT AND TIME TRIALS SAFETY STEWARD

An effective Safety Steward needs to know and understand how to accomplish the duties described above and in the TER in Appendix A, 3.3 and TTR page “Officials and their Duties,” 1.5.2. This is done through familiarity with available resources, training and practice in their use. The Safety Steward’s duties must be understood in context of the overall organization and responsibilities of others at the event.

Safety is not the exclusive responsibility of the Safety Steward. Nearly every participant and track employee has some responsibility for safety during an event. To ensure the event is safe, a Safety Steward must work with each person effectively and encourage all participants, organizers, workers, and drivers to keep safety in mind in everything they do at an event.

A Safety Steward must:

- Know the specific safety requirements (per the TER or TTR) for each area of the event, and how those functions affect safety.
- Support and complement good safety practice.
- Remind and assist in the application of good safety practices and note opportunities for improvement.
- Report gaps and omissions in safety to the Event Lead or Competition Director. The Event Lead will generally expect the Safety Steward to resolve most deficiencies, but serious and/or track issues must be referred to the Event Lead promptly.

In addition, the Safety Steward is critical to helping create the welcoming environment that is a fundamental goal of the SCCA. Becoming an effective Safety Steward requires a commitment to continuous development, problem-solving skills and the willingness to be fair and open-minded.

Safety Stewards have access to a wealth of SCCA resources that can help in the performance of their duties. These include training at National, Divisional and local levels through formal presentations and mentoring, as well as localized training in each Division.

EVENT FLOW AND THE SAFETY STEWARD

PRE-EVENT

Safety Stewards should have a “Safety Steward Kit” with items they may need during the event. It is highly recommended that the kit includes the following items:

- Pens
- Clipboard
- Digital camera (cell phone camera will work)
- File storage media such as USB drive(s) which includes important documents and information
- An at-track to-do checklist

In addition, before the event a Safety Steward should:

- Obtain and become familiar with the Event Supplemental Regulations
- When available, obtain and become familiar with the Track Emergency Plan
- When available, obtain and become familiar with the Region Emergency Plan
- Review the SCCA Critical Incident Manual (<https://www.scca.com/cid>)

AT-EVENT—*BEFORE CARS TAKE TO THE TRACK*

Once at the event, there are several items to accomplish before cars take to the track.

- The Safety Steward should identify themselves at check-in to the Ambassador or Registrar. That Official should provide a Safety Steward Packet which should include, at a minimum:
 - The Insurance Certificate for the event
 - Current, blank Incident Reports and Medical Claim forms
 - The packet may also contain other items such as the Track Emergency Plan, lightning guidelines, entry lists, schedules, lunch tickets and a contact list with telephone numbers for key Event Officials. Once check-in is done and the packet has been obtained, the Safety Steward should find and introduce him/herself to the Event Lead.
- Obtain a properly functioning radio or other communication device to maintain continuous communication with Officials throughout the event.
- Get permission from the Event Lead to go on course to perform a Track Check Up following the guidelines in Appendix C. If possible, it's good to accomplish this the evening before the event, but at the latest it must be performed first thing the morning of the event.
- Review corner station staffing with the Chief of F&C and verify they are properly equipped according to the TER/TTR and ensure adequate line of sight the entire way around the track.
- Review staffing with the Grid staff and verify that all necessary equipment is present.
- Perform track check up
- Attend morning staff meetings to review important last-minute information such as staying hydrated, keeping warm/cool depending on weather, incident response capabilities, and unusual track conditions such as standing water, etc.
- Attend the Emergency Service Personnel meetings to:
 - Make introductions
 - Verify with the Chief of Emergency Services that vehicles are properly equipped and that all equipment has been checked as described in the TER/TTR
 - Medical personnel have the appropriate certifications
 - Establish when and how the Safety Steward will interact with the Emergency Services personnel if they are dispatched to treat drivers or officials
 - Review with Emergency Services personnel the radio protocols in the event of a serious incident and verify they all have copies of the emergency response plan
 - If the head of Emergency Services has not already done so, organize a track drive-around for Emergency Service vehicle drivers who are not familiar with the track. This drive-around should highlight access and egress points around the track.

- For any Emergency Service personnel who have not worked with SCCA (ever or recently), thoroughly explain the radio protocols for dispatch. Confirm who is authorized to dispatch emergency vehicles. This includes the difference between “Stand up” and “Dispatch” and be sure to stress that they must never self-dispatch.
- Verify that all fire and rescue equipment and extrication tools are present, tested and ready—including that all fire extinguishers are currently inspected and certified.
- Know any event or track procedure for drivers involved in contact or an impact and ensure that all track and SCCA policies covering medical evaluations are followed. Some tracks may have mandatory medical evaluation, while others may require drivers to report and discuss the incident with their designated Driver Coach.
- When all required staff and equipment are available, notify the Event Lead that on-track operations may begin.

EVENT IN PROGRESS

- Watch cars on course to understand and be aware of potential impact areas. Pay special attention to the protective barriers in those locations on each track check up.
- Observe the workers, especially if the weather conditions are extreme. If there appears to be an issue, contact the Event Lead with concerns.
- Safety Stewards should attend end-of-day meetings to review safety issues with the relevant staff.
- Keep an eye out for any SCCA Rules or Supplemental Regulations concerning paddock safety (e.g. bicycles, jack stand usage, speed limits, etc).
- Complete any necessary incident reports (see “[Incidents](#)”)

POST-EVENT

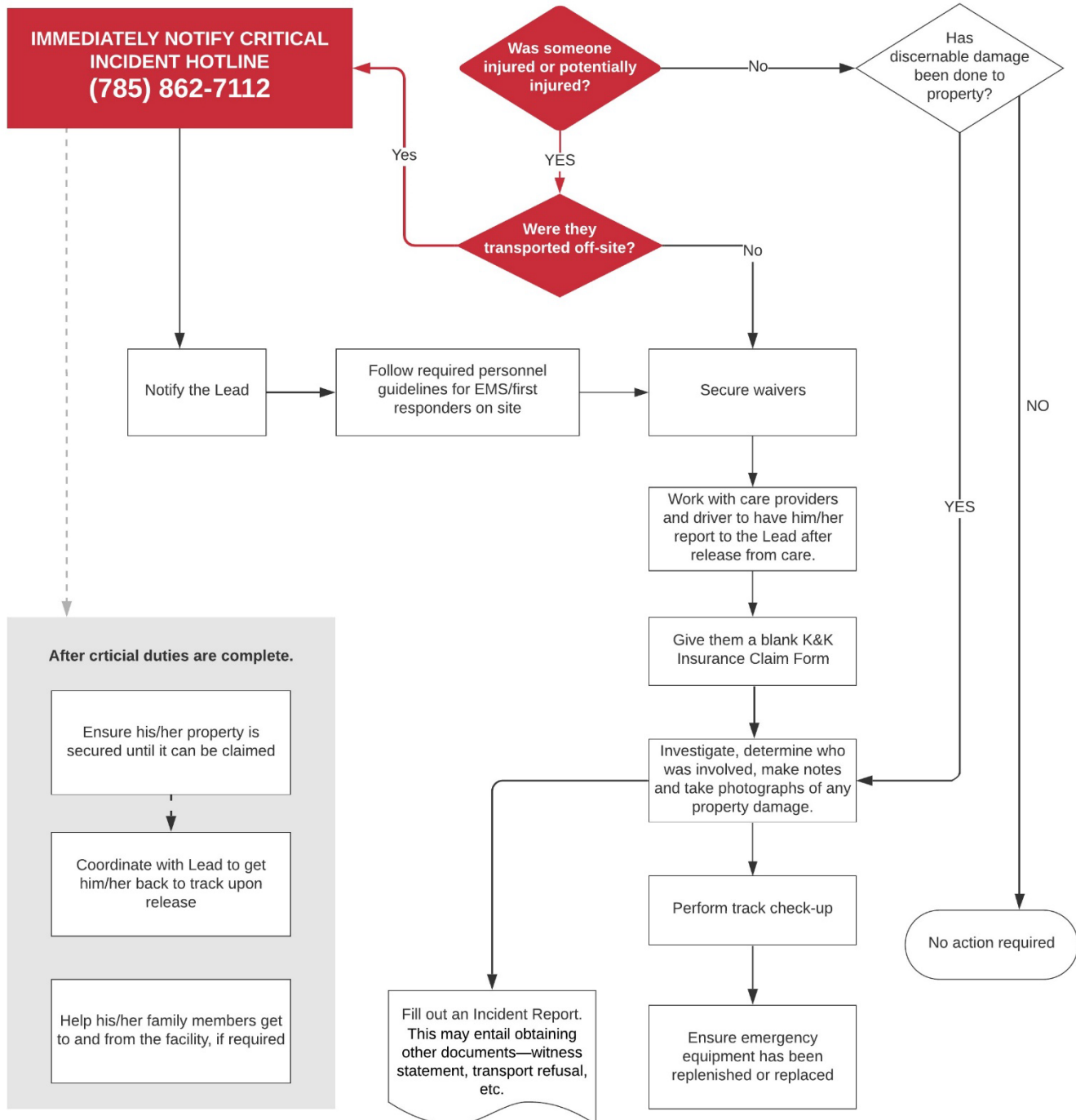
A Safety Steward’s job is not over when the last checkered flag waves. Once the event is over, the Safety Steward should:

- Provide all incident reports and any critical supporting documentation to the Event Lead to send to the National Office and K&K insurance. It is advisable to keep backup copies.
- Organize and securely store all supporting documents, even those not sent with the original reports. This includes notes on incidents where safety equipment was used, or medical staff attended to someone and no incident report was filed. In some cases, it may take several months before a claim is filed and the Safety Steward may be contacted for additional information. These supporting documents should be kept for reference.
- Follow up with anyone transported to a medical facility to ensure they have all information they may need if they file a claim, and that they have all the support they need to return safely home with their property. Coordinate with the race organizers to make sure the members of our racing family are treated as such.
- Contact the Track Events or Time Trials Program Manager if any longer-term safety issues were identified regarding the track, equipment or staffing, to discuss any concerns.

INCIDENTS

INCIDENT RESPONSE FLOW

An *incident* is any occurrence where there was or is a potential for injury, damage to the track or facility, or damage to a non-participating vehicle. A *critical incident* is defined as a situation where loss of life is a possibility or perceived to be possible.



Remember: Medical information is sensitive and protected under federal law. Safety Stewards should respect the privacy rights associated with all medical information. The only individual authorized to issue statements about or discuss an incident is the Event Lead. Do not discuss the incident with anyone not directly involved in the investigation or resolution.

ONE TEAM: WORKING WITH THE EVENT OFFICIALS AND STAFF

At events, teams create success. Safety Stewards will need to interact with people serving in a variety of roles. Full descriptions of event staff positions and duties can be found in the TER/TTR, and Safety Stewards should be familiar with those descriptions, Region event leaders and volunteers with whom they'll work.

SCCA Track/Time Trials Events may share a track with SCCA Road Racing or other organizations. In these situations, there are some additional items to consider. The Safety Steward should double check the Supplemental Regulations to determine who oversees safety for that group, and if there is one, should contact them ahead of time for any necessary or desired coordination, interaction, or insight before and at the event.

If SCCA will be the primary “track owner” during the event, it is important that the Safety Steward understands the insurance coverage during the other group's time. Even if SCCA is only providing secondary coverage, it is the Safety Steward's duty to ensure that the necessary paperwork is complete.

The relevant team of SCCA officials and Staff at most Track and TT events will include:

- **Event Lead(s):** Responsible for oversight of all event aspects. Safety Steward will report to person(s) in this position.
- **Competition Director(s):** Responsible for oversight of competition at Time Trials Events.
- **Driver Coach(es):** Responsible for guiding the experience and facilitating on-track driving strategies including but not limited to passing procedures, flag procedures and session format to ensure on-track driving in accordance with the TER or TTR.
- **Tech Inspector(s):** Tasked with collecting any technical inspection forms and performing any required technical inspections.
- **Ambassador(s):** Responsible for accepting and organizing entries, welcoming participants to the site and assuring any required payments or documents are complete and collected. In the event of an incident, a Safety Steward may need to ask the Ambassador for signed waivers or participant contact information.
- **Flagging & Communications (F&C):** These officials work on corners to observe on-track driving, incidents and issues, and report back to a central point for decision making on flag calls and—in the case of Time Trials—any penalties. F&C Stations (corner stations) should have equipment for track clean-up, fire suppression and track-signaling (flags and/or lights). F&C officials and “control” workers may be volunteers, contracted through the facility or from outside sources.
- **Grid:** These officials help with any designated area for vehicles to stage before entering the track. Special care should be taken in this area because people and vehicles share space on grid. Grid officials may be volunteers, contracted through the facility or from outside sources.
- **Emergency Services:** Emergency Services personnel include medical response teams (EMT), fire and rescue teams (EV) and recovery personnel (tow trucks). Emergency Services personnel may be contracted through the facility or from outside sources.
- **Track Staff:** The employees and management of the track are also part of an event and may be the resource for facility needs, barrier inspection and repair, equipment replenishment, etc. Remember that track owners are our friends and resources are sometimes scarce—work with the owners and Region leadership to suggest improvements that can be made economically to keep the event operating. Because of contractual bonds between the SCCA/Track/Region, communications with track management/staff should only be done with the knowledge and assistance of Event/Region leadership and all requests of the track should go through the Event Lead.
- **Deputy Safety Stewards/Alternate Staffing:** At large events, there may be assistants designated to assist the Safety Steward. Anyone acting as the primary or assistant Safety Steward should follow the guidelines presented here. The lead Safety Steward should decide how responsibilities are allocated. At smaller events, positions may be held by multiple individuals (e.g., the Event Lead may serve as the Safety Steward)

APPENDIX A: REFERENCES AND GUIDELINES DOCUMENTS

Track and Time Trials Safety Stewards should familiarize themselves with the following documents, information and guidelines:

1. **Track Events Rules:** <https://www.scca.com/ter>
If the Link is not current, visit <https://www.scca.com/pages/scca-track-events> and look for the “Track Events Rules” in the Track Events Guide module.
2. **Time Trials Rules:** The current Time Trials Rules are embedded in the Time Trials site at <https://timetrials.scca.com/>. As with any SCCA Rules, there are mandatory sections and some reserved for regions to utilize if they choose. Pay special attention to the following mandatory sections:
 - Time Trials Overview
 - Driver Eligibility and Licensing
 - Vehicle Eligibility
 - Safety
 - Rules of the Track
3. **Critical Incident Manual:** <https://www.scca.com/cid>
4. **Incident Report/Information Sheet:** <https://timetrials.scca.com/irf>
5. **SCCA Medical Claim Form:** <https://timetrials.scca.com/mcf>
6. **Loss of Consciousness Guidelines:** <https://timetrials.scca.com/loc>
(This is a Road Racing document, but contains good guidelines for TE/TT as well)

APPENDIX B: INCIDENT INVESTIGATION AND REPORTING

Safety Stewards will investigate an incident and complete an incident report form. Incidents to be investigated and reported are those where there is a serious medical injury due to an incident on- or off-course, OR major damage to a participant's car, the facility itself (the track, barriers, buildings, fences, etc.) or vehicles belonging to officials (track, Region or personally owned).

If the only damage is to participant vehicles, the severity of the damage usually dictates if the driver(s) is seen by medical personnel. If the car flips, rolls, loses major structural parts or is involved in a significant fire (e.g., something greater than a brake fire) the driver should be evaluated by medical personnel before returning to his/her paddock or being allowed to continue participating in the remainder of the event. Tech will also need to inspect the damaged vehicle for safety before it is allowed to return to the track.

Tracks may have varying definitions of what constitutes a significant impact. If a participant (driver, crew, official, or spectator) is involved in an incident and seen by medical personnel, the incident must be investigated. This includes treatment for hot- or cold-weather related ailments that are a result of their official duties or direct event participation.

When investigating incidents:

- Use the Incident Report Form(s) to investigate and document the incident. The Incident Report Form is used to document any incident where SCCA insurance may have a claim filed. In the event that the details of an incident are not immediately available, fill out as much as possible. If necessary, fill in the name "John Doe" or leave the name blank if an injured person's name is unknown.
- Consider collecting witness statements from officials that observed the incident if there was facility damage or serious injury.
- If there is property damage—other than to participant vehicle(s)— take pictures or otherwise document.
- If the participant is transported due to injuries, take pictures of the vehicle(s) involved in the incident.

SCCA Insurance offers two types of protections:

1. **SCCA Excess Medical Coverage** is provided to all participants and is designed to help defray medical expenses incurred due to incidents at an event. The coverage and intent of the program is to cover bodily injury that is solely caused by an incident during a covered activity, not sickness or disease such as an allergic reaction or health condition. For example, an allergic reaction as a result of a bee sting is not a covered incident. Anytime there is an injury stemming from an incident, that could potentially require follow-up treatment, an Incident Report Form should be completed, and the participant should be given the SCCA Medical Accident Claim Form.
2. **Property Damage Protection** is intended to cover damage to rented premises and insures SCCA/Regions against damage claims from the facility owner of a rented location (e.g., damage to a track's guardrails or the replacement of damaged tire walls). This is not intended to cover damage that a participant causes to a facility while not on track (e.g., hitting a light pole or other track property).
 - This policy may also provide coverage in instances of Official Vehicle Liability; for example, damage caused by a wrecker accidentally backing into a personal vehicle in the paddock or damage caused to a track vehicle for which the SCCA Region is responsible in the rental agreement while it is used for official purposes.
 - Also included here is Restricted Area Property Damage, which is damage to a participant's on-track vehicle (e.g., race car or track car) resulting from something other than participation (e.g., a wrecker accidentally dropping a car). These types of incidents may be covered.

Damage from on-course contact with a fixed object or another competitor's participant vehicle is not covered. Regions are responsible for any deductibles related to claims arising from SCCA sanctioned events, which includes physical damage to official vehicles and restricted area property damage. See the SCCA Commercial General Liability Insurance Summary for more details at www.scca.com/downloads.

EXAMPLE INCIDENT REPORT FORM

The SCCA National Office policy is that it is "better to file an Incident Report Form and not need it than to not file one and then need an Incident Report Form."

****Complete a separate incident report form for each additional party involved in the incident and assign the same incident number to each. Incident #1**

(Check and/or circle one per section, complete relevant blanks.)



1712 Magnavox Way • P.O. Box 2338
Fort Wayne, Indiana 46801-2338
800-237-2917 • Fax (260) 459-5910

**INCIDENT REPORT
MOTORSPORTS
VARIABLE COURSES**

INJURED/INVOLVED: (Driver) (Pit Crew) (Official/Worker) (Spectator) (Other: _____)	
Name: William Driver	Date of birth: 1/1/1944 Sex: (M) (F)
Address: 123 State Street	
City: Pleasantville	State: GA Zip: 09642
Phone: (999) 555-7227	Years Experience, this Level: (1st) (2nd) (4-9) (10+)
SCCA Member? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If Yes, SCCA member number: 001234	

TRACK NAME/LOCATION:	
Name: South Carolina International Speedway	
Location: Hamburg, SC	
Region: West Carolina Region	

DATE OF INCIDENT: 1/1/2024		TIME: 10:45 (AM) (PM)	DISPOSITION: <input type="checkbox"/> No Care Given <input checked="" type="checkbox"/> On-Site Care Only <input type="checkbox"/> Ambulance to: _____ City: _____ <input type="checkbox"/> Fatality
INJURY: <input type="checkbox"/> None apparent		<input checked="" type="checkbox"/> Morning	
INJURED BODY PART: Hand		<input type="checkbox"/> Afternoon	
CONDITION: Abrasion (Sprain, Fracture, Concussion, etc.)		<input type="checkbox"/> Evening	
ESTIMATED ABSENCE FROM WORK: (none) (1-7 days) (1-3 weeks) (3+ weeks)		<input type="checkbox"/> Lights	
DOES INJURED DRIVER HAVE OTHER INSURANCE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Company: American			

TYPE OF EVENT:		SANCTION #24-TTRG-0000	
<input type="checkbox"/> ROAD RACE	<input type="checkbox"/> HILL CLIMB	<input type="checkbox"/> ROAD RALLY	<input type="checkbox"/> OTHER: _____
<input type="checkbox"/> DRIVERS SCHOOL	<input type="checkbox"/> TRACK EVENT/TNIA	<input type="checkbox"/> SOLO	
<input checked="" type="checkbox"/> TIME TRIALS/TRACK SPRINT	<input type="checkbox"/> RALLY CROSS	<input type="checkbox"/> STREET SURVIVAL	

OCCASION: <input type="checkbox"/> PRE-RACE <input type="checkbox"/> PRACTICE <input checked="" type="checkbox"/> TIME-TRIALS <input type="checkbox"/> QUALIFYING <input type="checkbox"/> DURING RACE: (Start) (Early) (Mid) (Late) (Finish) <input type="checkbox"/> BETWEEN RACES/COMPETITION <input type="checkbox"/> AFTER RACES/COMPETITION <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> LAPPING (NON-COMPETITION)	LOCATION: <input type="checkbox"/> GARAGE <input type="checkbox"/> PADDOCK <input type="checkbox"/> GRID <input type="checkbox"/> PIT LANE <input checked="" type="checkbox"/> TURN #6 <input type="checkbox"/> STRAIGHTAWAY <input type="checkbox"/> FLAG STATION # _____ <input type="checkbox"/> GRANDSTAND (Seats) (Steps) Row #: (Low) (Mid) (Upper) <input type="checkbox"/> OTHER: _____	ACTIVITY: <input type="checkbox"/> PASSING: <input type="checkbox"/> BEING PASSED <input type="checkbox"/> SUDDEN MECHANICAL FAILURE <input type="checkbox"/> NORMAL RACING <input type="checkbox"/> MAINTENANCE (Fuel) (Tires) (Mechanical) <input type="checkbox"/> LOADING/UNLOADING <input type="checkbox"/> HORSEPLAY <input checked="" type="checkbox"/> LAPPING <input type="checkbox"/> OTHER: _____
--	--	--

SITUATION: IF MECHANICAL FAILURE, DESCRIBE: _____ _____ _____ _____ _____ _____ IF NON-MECHANICAL: <input checked="" type="checkbox"/> COLLIDED W/ Guard rail <input type="checkbox"/> HIT BY _____ <input type="checkbox"/> FALL (Slip) (Trip) (Pushed) <input type="checkbox"/> OTHER: _____	SURFACE: <input checked="" type="checkbox"/> ASPHALT <input type="checkbox"/> DIRT <input type="checkbox"/> MUD <input type="checkbox"/> ICE <input type="checkbox"/> CONCRETE <input type="checkbox"/> OTHER: _____	CONDITION: <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> WET <input type="checkbox"/> SNOW/ICE <input type="checkbox"/> IRREGULAR <input type="checkbox"/> OILY <input type="checkbox"/> OTHER: _____
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VEHICLE INFORMATION: CLASS/GROUP: Sport 6/Intermediate CAR NUMBER: 00 CAR COLOR/MAKE/MODEL: Red Chevrolet GT-R	DESCRIBE HOW ACCIDENT HAPPENED AND LIST ANY PROPERTY DAMAGED: Vehicle spun driver's right, impacted guard rail with left side. Guard rail damaged, vehicle damaged. _____ _____ (Attach witness statements if available)
---	---

TO BE COMPLETED BY SCCA OFFICIAL

RETURN TO: KKclaims@kandkinsurance.com AND Incident@scca.com

Completed by: Jack Track

SCCA Member Number: 002457

Phone: 800-770-2055

1036 SCCA 12/22

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APPENDIX C: TRACK CHECK UP

One of the first duties a Safety Steward is likely to perform is a track check up to confirm readiness for an event. Remember, different tracks, local policies, events themselves and local situations vary widely. Therefore, the information in this section should be taken as guidelines and not strict instructions (except as defined elsewhere).

Any facility used for an SCCA Track or Time Trial Event needs to have passed an initial Track Inspection and triannual Track Review by an SCCA designee for either Road Racing or Time Trials. A Safety Steward is not expected to review the track to the same level as the triannual reviews but should determine if there are changes to the track environment or if recent usage has caused damage to the track since SCCA's last use of the venue.

Tips for doing a Track Check Up:

- Allow at least 30 minutes for the first viewing
- Drive slowly and in good light
- Only persons directly involved in the check-up should come along
- Make multiple laps looking to each side of the course and on the track surface to look for issues
- Inspect impact areas from outside of the vehicle, looking for and documenting any existing damage
- Take notes about deficiencies and coordinate with the track through the Region's leadership OR Event Lead as appropriate for the venue in order to have the items addressed before track activities begin
- Follow up the next morning to ensure that any required repairs are complete
- Make a cursory lap each day to ensure nothing has changed and previously identified items have been corrected

TRACK CHECK UP CHECKLIST

Track Surface

- ☐ Should be swept
- ☐ Standing water removed, if possible
- ☐ Look for slick spots—have oil dry used if necessary

Tire Barriers

- ☐ No loose tires that can fly and hit workers or spectators
- ☐ No "ramps" that can allow cars to climb up on the tires
- ☐ No gaps between tire bundles meant to be together
- ☐ Oriented to provide impact angle >20° to the direction of travel

Concrete walls

- ☐ No blunt ends; fix or protect with tire bundles
- ☐ If seriously damaged, replace or protect with tire bundles
- ☐ Sections connected with pins or have overlapping barrier

Obstacles

- ☐ If it looks dangerous it probably is—have it moved or protected by barrier

Emergency Vehicle Stations (EV, Recovery Vehicles, Ambulance)

- ☐ Have safe egress onto the track via a firm surface

Guardrails

- ☐ Ends protected by tire bundles
- ☐ No missing fasteners
- ☐ Leading edges flush
(especially if course runs counter to overlap)
- ☐ Gaps between rows or to the ground are not excessive

Gravel traps

- ☐ Should be raked

Track Edges

- ☐ Look for erosion or sharp edges, backfill as appropriate
- ☐ Make sure there is no dangerous debris trackside

Earthen Barriers

- ☐ Make sure edges are vertical
- ☐ Protect with tires, walls or guard rail when possible

- ☐ Have adequate protection around staging areas

Any time there is an incident that causes damage, barriers and other track conditions should be checked to ensure it is safe to resume on-track activities. If something needs longer term attention, report it the Time Trials Program Manager after the event.

APPENDIX D: SAFETY STEWARD CHECKLIST

PRE-EVENT

- ☐ Gather your “Safety Steward Kit” with items you may need during the event. Include:
 - Pens
 - Clipboard
 - Digital camera (cell phone camera will work)
 - USB drive(s) with important documents and information
 - At-track to-do checklist
- ☐ Obtain and become familiar with the Event Supplemental Regulations
- ☐ When available, obtain and become familiar with the Track Emergency Plan
- ☐ When available, obtain and become familiar with the Region Emergency Plan
- ☐ Review the SCCA Critical Incident Manual (<https://www.scca.com/cid>)

PRIOR TO ON-TRACK ACTIVITIES COMMENCING

- ☐ Identify yourself at check-in to the Ambassador/Registrar
- ☐ Obtain Safety Steward Packet from Ambassador/Registrar; this should include:
 - Insurance certificate
 - Current, blank Incident Reports and Medical Claim forms
 - Loss of Consciousness Guidelines
- ☐ Introduce yourself to the Event Lead
- ☐ Obtain radio/other communication device connected to event Officials
- ☐ Get permission from Lead to go on-course to perform a Track Check-Up
- ☐ Review corner station staffing with Chief of F&C, verify proper equipment and line of sight
- ☐ Review staffing with Grid staff, verify all necessary equipment is present
- ☐ Perform track check-up
- ☐ Attend morning staff meetings, review last-minute info
- ☐ Attend Emergency Service Personnel meetings
 - Make introductions
 - Verify all vehicles are properly equipped
 - Verify medical personnel certifications
 - Establish how you will communicate/interact with Emergency Services
 - Organize track drive-around for Emergency Services drivers unfamiliar with track
 - Review radio protocols for dispatch
 - Review difference between “Stand Up” and “Dispatch” / Stress never self-dispatch
 - Verify all fire/rescue equipment and extrication tools are present, tested, ready
 - Review any event/track procedure for drivers involved in contact or impact
- ☐ When all required staff and equipment are available, notify Event Lead that cars may go on-track

POST-EVENT

- ☐ Provide all incident reports/supporting documents to Event Lead (keep backup copies)
- ☐ Organize and securely store all supporting documents not sent with original reports
- ☐ Follow up with anyone transported to medical facility—ensure they have all they need to file a claim
- ☐ Contact Track Events/Time Trials Program Manager if any longer-term safety issues were identified regarding the track, equipment or staffing, to discuss any concerns