

# ***Club Racing SOM Documentation and Appeal Basics***

December 2015

SOM Graduate School

DOCUMENTATION AND APPEAL BASICS

***SCOPE.*** This module presumes the student has studied the basic 2013 SOM Training course found on the SCCA website File Cabinet. In particular Appendix I., Guide for the SOM Chairman, Section 5. entitled “Paperwork”, by John Nesbitt is the baseline for this module. Though this module is part of the SOM Graduate School, a few words need to be said about Chief Steward documentation as it relates to steward actions.

This module will expand on the topic of steward paperwork in the following areas:

- Chief Steward Documentation
- SOM Actions (Protests and RFAs)
- Witness Statements
- Labeling of Submitted or Confiscated evidence
  - o Mechanical parts
  - o Videos
  - o Photos
  - o YouTube or similar internet site references
- Probation Letters
- Observer Reports
- SOM decision Appeal Basics

### ***CHIEF STEWARD DOCUMENTATION.***

Though the SOM carry the burden for most documentation at an event, the Chief Steward, or Assistant Chiefs, also play a key role in documentation. Though this training module is part of the SOM Graduate School, the flow of paperwork at an event starts with the Chief Steward and therefore some discussion of C/S documentation is included.

The Chief Steward must accept all protests and transmit to the SOM. However, the Chief Steward has an obligation to also serve as a driver advisor, not in discussing the merits of the protest allegations, but in assuring the protestor has filled out the protest form completely and legibly. Any additional time taken by the protestor in making the document clearer should not be at the expense of the protest time limit.

The Chief Steward’s Action (CSA) is the primary document created by the operating steward staff. *Appendix A.* is the latest version (November 2014) of the

form where Sanction Number has been added, and the GCR reference page removed (these pages are found to change monthly!). The CSA has in the upper right corner provisions for the CSOM Reference Number. This should be left blank and filled in by the CSOM as the Observer Report is assembled.

*CSA Technical Inspection Report.* The Chief Scrutineer or Tech Steward typically fills out the Technical Inspection Report for mechanical discrepancies. The Tech Steward should review the report for clarity. Any supporting documents such as scales printouts should be attached before forwarding to the Chief Steward. (Note: Any non-letter size supporting documents should be converted to 8 ½ X 11 inch sheet by taping/gluing to a sheet of paper, or using a copying machine, as at the Club Office all CSAs are scanned to create electronic files).

*Chief Steward's Action.* The Chief Steward's side of the CSA Form is self-explanatory. All fields should be filled in. N/A should be entered into any unneeded fields. Of key importance is the notification date and time to the Driver/Entrant. This time should be entered on the CSA and bottom slip given to the Driver/Entrant after the Chief Steward speaks with the person to avoid cutting into the person's 30 minute protest window.

Also, the notification of penalty should be given to the Chief of Scoring in writing. The Timing and Scoring operation is a very busy place during an event and verbal messages may be overlooked in the preparation of final grids or results. The note to Scoring need not be complex. *Appendix D.* is a simple example of a form used in some divisions.

## ***SOM DOCUMENTATION.***

***SOM ACTIONS.*** The presumption should be that all SOM actions regarding Protests and RFAs will go to the Court of Appeals. The COA uses the action documentation as the starting point in resolving all appeals. The quality and thoroughness of the package is key to the timely resolution of the appeal. Lack of or unclear actions documentation leads to multiple requests for clarification to the Chairman SOM and other named parties.

A principle purpose of the SOM action write-up in a structured fashion is as a reminder to the court of the necessary steps in a hearing.

Other people also read the SOM actions documentation. The Chairman of the Stewards Program, or his/her designee, read all reports to extract data on whether penalty guidelines are being followed, and in general, the quality of the actions documentation.

Let's do a review of the latest versions (November 2014) of the Protest and RFA forms *Appendix B* and *C*:

*The Protest:* The latest version of this form has a few added items from its predecessor: 1. General instructions to the protestor at the top of the page. 2. US Majors vs. National fee. 3. Addition of the Sanction Number on the Hearing & Decision side. 4. Removal of "pages" references in GCR referenced sections.

The SOM focus on the completion of the Hearing & Decision side of the form. The Chairman SOM should add the Reference number for the action in the appropriate spaces on this form, as well as any other related evidence provided.

*The RFA:* As with the new Protest form Sanction Number was added to the RFA and "page number" taken out of GCR references. It would be appropriate for the SOM to meet initially with the Chief Steward to assure there is full understanding as to the scope of the RFA as documented on the form. Also, assurances that all the parties named in the Notification section on the front of the form have been made aware of the pending RFA action.

As with the Protest, the focus of the SOM should be on the Hearing and Decision side of the form as well as the drafting of supporting documentation. Again, the Chairman SOM adds the action Reference number to this form and any other supporting evidence.

*General Discussion:* All fields on the Protest or RFA form should be filled in with something, even if it is "N/A" or a simple line drawn in to indicate the field was considered. Except for simple administrative RFA's (change schedule, move or combine groups, etc.) RFA or Protest actions should include a separate written discussion on the details of the action. The format that the COA publishes its

findings in FastTrack generally should be used. *Appendices F.1 and F.2* are examples of actions Discussion text:

1. What was being protested or being asked to look at via an RFA? What is the specific GCR or Supplementary Rules section(s) that apply?
2. Were there any issues or considerations regarding the timeliness of the action?
3. Summarize all the witness testimony.
4. Describe any physical evidence considered, both that filed with the action and any other discoveries found by the court. Specifically, was any outside evidence considered, such as spectator video, or YouTube posted video. Also, with on course contact actions, were any cars following the ones involved running video cameras? Lap charts from Timing and Scoring can be a great help in discovering these.
5. Summarize the undisputed facts related to the action, and clearly state what the disputed issue(s) was.
6. Net out the decision, the reason/logic for it, and if there are any penalties, what was the logic for them. Specifically detail if the penalty followed established guidelines.

*Appendix E.* is a good guideline for documenting SOM actions.

## **WITNESS STATEMENTS.**

The quality of Witness Statements collected by SOM needs consideration. Particularly the following factors:

1. Is it legible? Often the statement author is in a hurry, or handwriting challenged. If the SOM can't read the document then the COA will not be able to. An SOM may ask a witness to clarify, expand, add detail, and/or make more legible his statement.
2. Is it complete? All the fields at the top regarding witness identification should be filled in.

Now consider the witness statement content. Does the statement text and drawings reflect what the witness told the SOM?

The SOM should read each Witness Statement before the witness leaves to assure all the quality and content aspects of the document are met. Also, the Chairman

SOM should add the Action Reference Number to the upper right corner of the statement.

Remember, a witness cannot be forced to fill out a Witness Statement form. If that is the case this should be documented in the action proceedings discussion text.

## **EVIDENCE LABELING.**

Often physical evidence (photos, videos, physical vehicle parts) are collected as a part of documenting the action. Each item must be clearly identified with a label such that there is no confusion as to what it is related to:

1. Action Reference Number
2. Date/Time
3. Car number/class (if a video, the car in which the camera was located)  
Or – -
4. If a spectator supplied photo/video, the spectator name and phone number.
5. For physical car parts, the label should contain items 1 thru 3.

In the Chairman's forms package are labels for videos. They were designed when videos were on VHS tape. The Chair SOM should bring to the event small envelopes in which SD or micro-SD chips can be placed and the envelope sealed. The provided tape labels can then be applied to the envelope.

Ideally the SOM should not need to capture the camera chip. The SOM should have the available computer equipment at the event to not only view the camera chip data, but also copy it to a DVD as an appropriate JPEG, MPEG, or DVD/blu-ray compatible file. The DVD can then be retained and labeled appropriately.

When copying the data from a chip to the DVD, the entire session video should be captured, not just the incident moment. The DVD should be labeled and signed and dated by the Chairman SOM to attest to its validity as to what the SOM viewed.

If the SOM were asked to view some video that was loaded on YouTube or similar internet site because the source had left the track, the complete link name and any password needed to view it should be documented in the action discussion text should the action go to appeal.

In Module B. the Dennis Dean checklist for mechanical protests was discussed in detail. Paramount to the action integrity is the preservation of chain of custody of any retained vehicle parts. Labeling is key to this chain. The labels must be secure but not alter or deface the component. It is suggested that the Chairman SOM have in his “bag of materials” the following:

1. Plain adhesive stickers, such as Avery Labels.
2. Nylon tie wraps.
3. Cardboard tags with strings.
4. Felt tip fine markers.
5. Envelopes for small parts.

Labeling of parts can be confusing if multiple vehicles are involved and the same components removed from all of them. Until the Club Office calls for the parts to be sent somewhere, the Chairman SOM must retain them in safe storage until the appeal period has passed.

**PROBATION LETTERS.** At times it becomes necessary for the SOM to issue a probation penalty. Most of the entry spaces are self-evident as to what is to be filled in. One field, however, needs to be carefully thought out by the court and correctly entered to avoid misunderstanding or unintended consequences that either make the penalty greater than or less than intended, that is the actual penalty statement.

Probations are either for a calendar period of time, or race participation:

***Time.*** Typically probation time periods are specified in months from the event of the penalty. Keep in mind, probation time penalties issued in the fall of a race season may lose meaning if there are no potential events during the winter months.

***Participation.*** Participation restrictions can be specified in three ways: 1. Race sanctions, 2. “Races”, 3. Race weekends.

Race sanctions have a varying impact on participation. Some regions sanction multiple races on a weekend under one sanction. A probated driver would only get credit for one sanction even if all races were run successfully. Other regions have multiple sanctions for a weekend. The same driver could then get multiple credits for the same weekend.

“Races”, is a fairly neutral specification. Each race could be one of several on a weekend, or over multiple weekends.

“Race weekends” is another vague specification. Is a three day weekend event equal to a one day Saturday regional?

Again, the SOM must be careful in choosing how they specify the penalty.

**THE OBSERVER REPORT.** The Observer Report is a key document relative to each Club Racing event. It is not just a routine form that is submitted to the Club Office and never read, but an integral document related to the event. At a minimum the form, once received by the Club Office, is scanned and filed into the database that can be accessed by all Executive Stewards and others. Copies are also sent to the event Chief Steward, Race Chairperson, and Executive Steward for the division. Also, the Chairman of the Stewards Program selectively reads reports from various events.

The Observer Report needs to be sent in within 10 days of the event. The Club Office staff keeps track of missing reports. If a sanction was issued for an event, and a reasonable time after the 10 days has passed and no report received, the Executive Steward for the relevant division will receive a communication from the Club Office asking that action be taken to get the report filed. Any steward that wishes to progress in the program should not be a regular offender of late Observer Reports.

So what should the SOM be observing? The report should not simply state “all participants had fun and the Saturday social was enjoyed by all”. The report should have a statement about each event aspect and specialty:

***Event Preparation:*** Was there evidence of good event planning by the race chairperson and Chief Steward? Did specialty chiefs make preparations in advance for adequate staffing?



***Race Chairperson:*** Did the chairperson demonstrate evidence of pre-event preparation and during event proper distribution of water and other needed supplies to the workers? If there was a social after an event day, comment on it briefly.

***Contractors:*** It has become popular for regions to contract selected specialties to track supplied contractors. Typically Medical, EV, and sometimes corner staff are non-SCCA participants. These workers may or may not be SCCA members but must be qualified for their job. Regarding injuries to these people, there may be a comment in the Observer Report on the incident, but these people are NOT covered by the SCCA master insurance plan, but are covered under the local area Workmans Compensation laws.

***Registration:*** Were the published hours adhered to and was there adequate staffing?

***Tech:*** Were scales made available during published hours? Was there adequate staffing and skills? Did the Chief of Tech and Chief Steward have a prepared list of post-race or post qualifying inspections to perform?

***Timing & Scoring:*** Was the specialty adequately staffed and properly skilled? Were there any timing issues or delays? Were provisional results posted in a reasonable time after the session/race? Were there any scoring issues or protests?

***EV:*** Was it adequately staffed and were there proper vehicles and equipment? Were retrieval vehicles/fire rescue and ambulances staged around the track to get anywhere in a minute or so?

***Medical:*** How was it staffed and were there any transports?

***Pit & Grid:*** Was it adequately staffed? Any gridding issues?

***Corner Workers:*** Were all required stations staffed with at least two people? Were any optional other stations not staffed? Were there any communication issues between Control and the corners?

***Stewards:*** Did the operating stewards and chief steward keep to the published schedule and handled unexpected situations (heavy rain, long incident cleanups, morning fog, etc.) quickly and fairly for the competitors? However, any specific individual steward performance issues should not be in the Observer Report, but should be communicated privately to the Executive Steward of the division.

***Partnership:*** Was there a good partnership evident between the Chief Steward and Event Chairperson? Were any schedule changes needed that

might involve the sanctioning region's expenses, and were they agreed upon by the region? Did all the specialties work together to make the event successful?

As a reminder, any observed track safety deficiencies should not be in the Observer Report but should be confidentially communicated to the Executive Steward of the division.

The Observer Report is prepared by the Chairman, but includes input from all SOM. As with Actions report, a separate sheet should be used to expand on the Observations section of the form. The SOM may agree to split up observations of the various specialties to members of the committee. Time should be allocated by the committee on the last day of the event to submit observations to the Chairman. The Chairman should prepare a draft report and sent to all SOM for review before submitting the final to the Club Office.

As a suggestion, the Chair SOM can improve efficiency of Observer Report preparation by using the Adobe Fill In version of the Observer Report form found in the SCCA.com file cabinet. Based on the published Supps. the tentative stewards and specialty chiefs can be prefilled. Also, most Execs can provide a list of division stewards including current license number and grade. Once at the event the other fields can be collected including worker count and final names. It is entirely possible to have the entire form completed by the end of the event and later focus on the Observations attachment to the form.

**APPEAL BASICS.** Every named party in an SOM action decision has a right to file an appeal to the National Court of Appeals (COA). The SOM should not be offended if their decision is appealed.

There are several situations where the appeal may be justified:

1. New evidence not available to the SOM became available after the decision that might have changed the decision.
2. The SOM failed to follow proper procedures in the hearing process. (failure to follow Protest Checklist)
3. The SOM failed to follow proper mechanical protest procedures (failure to follow Mechanical Protest Checklist).

4. Loss of chain of custody of mechanical parts.
5. The penalty imposed by the SOM is far above or below what would be appropriate for the infraction. (failure to follow Penalty Guidelines without reason).
6. The GCR and/or Supps were not adhered to or misinterpreted
7. There was shared responsibility among the parties that was not acknowledged when blame was assigned.
8. There is evidence of bias on the part of the SOM during the hearing and decision process.

If the SOM followed all established practices, only the first situation is outside their control. In fact, if the new evidence submitted with the appeal is significant, the SOM should feel good if the COA overturns their decision, as proper justice is done. The COA will not simply retry a case if all procedures were properly followed by the SOM. The appellants will have little success with the COA if they simply want a second opinion. The bottom line, from an SOM standpoint, is to follow established procedures and checklists. Doing this will substantially reduce the chance of the SOM decision being overturned.

If the documentation package submitted with the Observers Report is complete, the SOM (typically the Chairman) will have little follow-up contact with the COA if there is an appeal. If the actions documentation is somewhat incomplete, and even though all processes were followed, the Chairman SOM can expect follow-up contact, questions, and even a teleconference with the COA to enable them to make their decision.

The Chief of Timing and Scoring for the event may be contacted by the COA if lap charts were not submitted with the results documentation. The event Chief Steward may also be contacted by the COA if there is a desire to see the race log.

Note: the Chief Steward of an event should take custody and retain for a year, the a copy of the race log.

The primary point to consider is that the Appeal process is unique to SCCA Club Racing, and all stewards should be fully supportive of the process and not consider it an unnecessary burden.

# *Appendices*

*Note: Appendices A, B & C are two-sided forms*



## CHIEF STEWARD'S ACTION

APPENDIX A.

CSOM-Reference #: \_\_\_\_\_

Event: \_\_\_\_\_ Sanction #: \_\_\_\_\_ Course: \_\_\_\_\_

Driver Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Car #: \_\_\_\_\_ Class: \_\_\_\_\_ Group: \_\_\_\_\_ Make: \_\_\_\_\_

I take the following action: \_\_\_\_\_

Per ☐ GCR Section(s): \_\_\_\_\_ and/or

☐ Supplementary Regulations Section(s): \_\_\_\_\_

As reported by: \_\_\_\_\_

Basis for decision: \_\_\_\_\_

Penalties Imposed: \_\_\_\_\_

NOTE: Penalties imposed by the Chief Steward/Assistant Chief Steward do not incur automatic penalty points.

☐ Chief Steward \_\_\_\_\_ Print Name  
☐ Assistant Chief Steward \_\_\_\_\_

Member #: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### ACTION NOTIFICATIONS

PARTY	DATE/TIME NOTIFIED	PARTY	DATE/TIME NOTIFIED	PARTY	DATE/TIME NOTIFIED
Driver/Entrant		Chairman SOM		Registration	
Timing & Scoring		Tech		Other (specify)	

=====CUT LINE === GIVE TO DRIVER ===CUT LINE =====

### CHIEF STEWARD'S ACTION DRIVER NOTIFICATION

Event: \_\_\_\_\_ Course: \_\_\_\_\_ Reference #: \_\_\_\_\_

Driver Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Session: ☐ Practice ☐ Qualifying ☐ Race ☐ Impound ☐ Other (specify) \_\_\_\_\_

You have been found in violation of  
GCR Section(s): \_\_\_\_\_ and/or

Supplementary Regulations Section(s): \_\_\_\_\_

and have been penalized as follows: \_\_\_\_\_

This Chief Steward's Action may be protested within 30 minutes of receiving of this notification. See GCR 8.3 for protest procedures.  
Note: Penalties imposed with a Chief Steward's Action do not incur automatic penalty points.

☐ Chief Steward \_\_\_\_\_ Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
☐ Asst. Chief Steward \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Driver Notification: Date: \_\_\_\_\_ Time: \_\_\_\_\_



## TECHNICAL INSPECTION REPORT

CSOM-Reference # \_\_\_\_\_

Event: \_\_\_\_\_ Sanction #: \_\_\_\_\_ Course: \_\_\_\_\_

☐ Driver / ☐ Entrant Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Car #: \_\_\_\_\_ Class: \_\_\_\_\_ Group: \_\_\_\_\_ Make: \_\_\_\_\_

Is believed to be non-compliant with:

☐ GCR Section(s): \_\_\_\_\_ and/or

☐ Supplementary Regulations Section(s): \_\_\_\_\_

The discrepancy was found during:

☐ Post-Qualifying Inspection ☐ Post-Race Impound ☐ Other \_\_\_\_\_

The discrepancy is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of measuring techniques and tools (mark tools for later identification): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of times the measurement was performed: \_\_\_\_\_

Values obtained for each measurement: \_\_\_\_\_

Date of equipment calibration, if required: \_\_\_\_\_

Scrutineer(s) performing inspection: \_\_\_\_\_

Chief Scrutineer \_\_\_\_\_

Signature

Print Name

Member #: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rec'd by: ☐ Chief Steward \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ Asst. Chief Steward \_\_\_\_\_ Signature \_\_\_\_\_ Print Name \_\_\_\_\_

===== CUT LINE ===== CUT LINE =====

Use additional pages, if needed.

# DO NOT USE THIS SPACE



## PROTEST

### APPENDIX B.

CSOM-Reference #: \_\_\_\_\_

Are Videos/Photos included?

☐ Yes ☐ No

**INSTRUCTIONS:** The top section is to be completed by the protesting driver, entrant or official then taken to the Chief Steward or Assistant Chief Steward.

I, \_\_\_\_\_, ☐ Driver / ☐ Entrant of Car # \_\_\_\_\_ Class \_\_\_\_\_ OR ☐ Race Official  
do hereby protest \_\_\_\_\_, ☐ Driver of Car # \_\_\_\_\_ Class \_\_\_\_\_ OR ☐ Race Official.

I hereby charge violation of ☐ GCR Section(s): \_\_\_\_\_ and/or

☐ Supplementary Regulations Section(s): \_\_\_\_\_

Provide Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have attached my ☐ Regional (\$25) / ☐ US Majors Tour (\$50) Protest Fee.

Protestor \_\_\_\_\_ Member #: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**INSTRUCTIONS:** This section is to be completed by the Chief Steward or the Assistant Chief Steward.

Event: \_\_\_\_\_ Course: \_\_\_\_\_ Date/Time Received: \_\_\_\_\_

☐ Chief Steward

☐ Assistant Chief Steward \_\_\_\_\_ Member #: \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

===== CUT LINE ===== CUT LINE =====

# DO NOT USE THIS SPACE



## PROTEST HEARING & DECISION

CSOM-Reference #: \_\_\_\_\_

Are Videos/Photos included?

☐ Yes ☐ No

Event: \_\_\_\_\_ Sanction#: \_\_\_\_\_ Course: \_\_\_\_\_ Date/Time Received by SOM: \_\_\_\_\_

Protestor Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, &amp; Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Protestee Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, &amp; Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Witnesses heard (use additional pages, if needed). Attach Witnesses Statements: \_\_\_\_\_

Decision: ☐ Upheld ☐ Disallowed ☐ Withdrawn

Basis for decision: \_\_\_\_\_

Points/Penalties(s) Imposed: Driver Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Points Assessed: \_\_\_\_\_ Penalties(s) imposed: \_\_\_\_\_

Disposition of Protest Fee: ☐ Returned to Protestor ☐ Retained and Sent to SCCA

Tear Down Bond: Amount: \$ \_\_\_\_\_ Rec'd by: \_\_\_\_\_ Distribution of Bond: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

SOM on this Committee: \_\_\_\_\_

Chairman SOM \_\_\_\_\_ Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Member #: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### NOTIFICATIONS

PARTY	DATE/TIME	PARTY	DATE/TIME	PARTY	DATE/TIME
Protestor		Timing & Scoring		Registration	
Protestee		Tech		Other	

\*\*\*\*\* CUT LINE \*\*\*\*\* GIVE TO DRIVER \*\*\*\*\* CUT LINE \*\*\*\*\*

Event: \_\_\_\_\_ Sanction#: \_\_\_\_\_ Course: \_\_\_\_\_ CSOM Reference #: \_\_\_\_\_ ☐ Disallowed

Driver Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Session: ☐ Practice ☐ Qualifying ☐ Race ☐ Impound ☐ Other (specify) \_\_\_\_\_

You have been found in violation of GCR Section(s): \_\_\_\_\_ and/or Supplementary Regulations

Section(s): \_\_\_\_\_ and have been penalized as follows: \_\_\_\_\_

This penalty will cause \_\_\_\_\_ penalty points to be assessed against your Competition License per GCR 7.4. NOTE: Under GCR Section 8.4, you have the right to appeal this decision. ~~Such an appeal must be filed within 10 days of your notification of this decision.~~ For COA procedures, see GCR Section 8.4, [WWW.SCCA.COM](http://WWW.SCCA.COM) or call the Club Racing Department at 800-770-2055.

Chairman SOM \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Print Name

Driver Notification: Date: \_\_\_\_\_





**APPENDIX C.**  
**REQUEST FOR ACTION**

CSOM-Reference #: \_\_\_\_\_

Are Videos/Photos included?  
☐ Yes ☐ No

Event: \_\_\_\_\_ Sanction #: \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

I request the SOM investigate the following and/or take the following action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Per ☐ GCR Section(s): \_\_\_\_\_ and/or

☐ Supplementary Regulations Section(s): \_\_\_\_\_

As reported by: \_\_\_\_\_

Attach Technical Inspection Report and/or Witness Statements, as appropriate.

Involved parties, if applicable (use additional pages, if needed):

1) Driver #1: Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Car #: \_\_\_\_\_ Class: \_\_\_\_\_ Group: \_\_\_\_\_ Make: \_\_\_\_\_

Special Instructions/Conditions: \_\_\_\_\_

2) Driver #2: Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Car #: \_\_\_\_\_ Class: \_\_\_\_\_ Group: \_\_\_\_\_ Make: \_\_\_\_\_

Special Instructions/Conditions: \_\_\_\_\_

3) Other Named Party: \_\_\_\_\_

☐ Chief Steward

☐ Assistant Chief Steward \_\_\_\_\_ Signature \_\_\_\_\_

Member #: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Print Name \_\_\_\_\_

**NOTIFICATION**

PARTY	DATE/TIME	PARTY	DATE/TIME	PARTY	DATE/TIME
Driver #1		Chairman SOM		Registration	
Driver #2		Timing & Scoring		Other (specify)	
Other named party		Tech			

===== CUT LINE =====CUT LINE =====

**DO NOT USE  
THIS SPACE**



## STEWARDS OF THE MEET HEARING AND DECISION

CSOM- Reference #: \_\_\_\_\_

Are Videos/Photos included?  
☐ Yes ☐ No

Event: \_\_\_\_\_ Sanction#: \_\_\_\_\_ Course: \_\_\_\_\_

Date/Time Received by SOM: \_\_\_\_\_

Witnesses heard (use additional pages, if needed). Attach Witnesses Statements: \_\_\_\_\_

Decision: \_\_\_\_\_

Basis for decision: \_\_\_\_\_

Penalties(s) imposed, if applicable (use additional pages, if needed):

1) Driver #1: Name: \_\_\_\_\_ Member #: \_\_\_\_\_ Points Assessed: \_\_\_\_\_

Penalty(s): \_\_\_\_\_

Special Instructions/Conditions: \_\_\_\_\_

2) Driver #2: Name: \_\_\_\_\_ Member #: \_\_\_\_\_ Points Assessed: \_\_\_\_\_

Penalty(s): \_\_\_\_\_

Special Instructions/Conditions: \_\_\_\_\_

3) Other Named Party: \_\_\_\_\_

SOM on this Committee: \_\_\_\_\_

Chairman SOM \_\_\_\_\_ Signature \_\_\_\_\_

Member #: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Print Name \_\_\_\_\_

### NOTIFICATIONS

PARTY	DATE/TIME	PARTY	DATE/TIME	ROLL	DATE/TIME
Driver #1		Timing & Scoring		Chief Registration	
Driver #2		Tech		Steward	
Other Named					

===== CUT LINE ===== GIVE TO DRIVER ===== CUT LINE =====

Event: \_\_\_\_\_ Sanction#: \_\_\_\_\_ Course: \_\_\_\_\_ CSOM Reference #: \_\_\_\_\_

Driver Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Session: ☐ Practice ☐ Qualifying ☐ Race ☐ Impound ☐ Other (specify) \_\_\_\_\_

You have been found in violation of GCR Section(s): \_\_\_\_\_ and/or Supplementary Regulations

Section(s): \_\_\_\_\_ and have been penalized as follows: \_\_\_\_\_

This penalty will cause \_\_\_\_\_ penalty points to be assessed against your Competition License per GCR 7.4. NOTE: Under GCR Section 8.4, you have the right to appeal this decision. Such an appeal must be filed within 10 days of your notification of this decision. For COA procedures, see GCR Section 8.4, [www.scca.com](http://www.scca.com) or call the Club Racing Department at 800-770-2055.

Chairman SOM \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Driver Notification: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**MEMORANDUM**

To: Timing and Scoring

From: Chief Steward / Chairman SOM

Car# \_\_\_\_\_ Class \_\_\_\_\_ Group \_\_\_\_\_ Practice \_\_\_\_\_ Qual.# \_\_\_\_\_ Race # \_\_\_\_\_

ACTION: \_\_\_\_\_  
(Loss of qualifying time, disqualification, change in position, other)

REASON: \_\_\_\_\_ Per GCR \_\_\_\_\_

_____ Signature	_____ Official Position
_____ Date	_____ Time

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To: Timing and Scoring

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ACTION: \_\_\_\_\_  
(Loss of qualifying time, disqualification, change in position, other)

REASON: \_\_\_\_\_ Per GCR \_\_\_\_\_

_____ Signature	_____ Official Position
_____ Date	_____ Time

## **Writing (Better) SOM Reports**

The Chairman of the SOM should document every contested action. There are two reasons for this. First, your report will assist the Court of Appeals if the matter goes to appeal. Second, writing a formal report helps you organize your thoughts and ensure that you do a complete job.

### **What?**

Your report should do the following:

- Set the scene. Describe the event that brought the protest or RFA to the SOM. Name the parties. Give a brief description of the incident.
- Summarize each witness' testimony. Make sure that every witness statement maps to a paragraph in your report, and that every paragraph maps to a piece of evidence or witness statement. Describe videos that you viewed.
- Review the physical evidence. Describe vehicle damage. Refer to photos or tech reports. Review other evidence, such as T&S files, provisional results, or statements from corner workers. (T&S files are extremely useful when you are looking for other drivers who may have witnessed the incident in question.)
- Based on the above evidence and statements, summarize the facts of the case. List the facts undisputed by any party. List the facts in dispute, and each party's take on them.
- Explain the court's reasoning as it deliberated. What evidence weighed most? What evidence was suspect? What were the mitigating/aggravating factors?
- Document the judgment. Who was responsible for the incident? What penalties did the court assign? Did the court notify the parties, dispose of any protest fee/bond, and notify parties of the appeal process?

### **When?**

Think about your report during the action. You should document (and time stamp) every interview. If you have a report template, you can start completing it as you interview each person. Write your report as soon as possible after the hearing. Memories fade.

### **Who?**

Document all your transactions, whether with parties to the action or witnesses.

### **How?**

Here are some pointers on writing a clear and concise report:

- Use only the active voice. Never use the passive voice. This makes it clear who did what to whom. Which is shorter and clearer “Use of the passive voice should be avoided” or “Use the active voice”?
- Avoid adjectives, except for those of size, color, or number. Try to avoid adverbs. This will make your report more objective.
- Use short words, sentences, and paragraphs. You can express complex concepts with small words. Each sentence states a single fact. Each paragraph organizes a small set of facts into a concept.

## **Remember Your Objective**

Assume that the case will go to appeal. The Court of Appeals will look to the Chairman’s report for a precise and complete description of your investigation, hearing, and deliberation.

\* \* \* \* \*

Here is an example report for a simple hearing:

### **Report of SOM Deliberation**

**Event:** Piedmont Region Boxing Day Sprints, Race 4, Dec. 26, 2008

**Sanction:** 08-RS-999-S

**Protest:** Jones (protestor) vs. Smith (protestee)

#### **Basis for Protest**

Michael Jones (ITB #92) protested Lee Smith (IT7 #51) for violation of GCR 6.11.1.A/B/C/D following contact between the two cars on the straight following Turn 6a. Car #92 was unable to continue.

#### **Witnesses Heard**

Mr Jones stated that Mr Smith’s car made contact with his (RF into LR) while attempting a pass

Mr. Smith agreed on the fact of contact, but stated that car #92 moved left in response to another car and made contact.

Neither driver had video of the incident.

After reviewing T&S logs of passes at Start/Finish, the court interviewed two drivers (Johnson and Peterson), from the pack following the two principals. However, neither driver testified to having witnessed the incident, or to having video of the incident.

The Chairman interviewed a flagger from Station 6 (Williamson), who witnessed the moment of contact, but not the moments preceding contact. However, his witness statement is in conflict with the physical evidence.

The Chairman also examined both cars in post-race impound, in the presence of the Chief of Tech. Car #92 suffered too much damage from post-contact impact into the tire wall to draw conclusions about the original contact. Car #51 showed damage consistent with a single contact (RF into LR) as described by both principals.

### **Physical Evidence**

See witness statement from chief of Tech, confirming crash damage as described above.

### **Undisputed Facts**

All evidence and witness statements confirm contact between RF of #51 and LR of #92.

### **Disputed Facts**

The principals disagree on which car/driver initiated contact.

None of the third-party witnesses could confirm or disprove either account.

### **Conclusions and Disposition**

The court decided that it did not have conclusive evidence to support either principal's account

Consequently, the court disallowed the protest, found the protest well founded, and ordered the return of the protest fee. The court notified both parties of its judgment, returned the protest fee, and informed the protestor of the appeals process.

### **Members of the Court**

Robert Brown  
Walter Green  
John Gray (Chairman)

Action #3  
Mechanical Protest on Car T2 #36  
**DISCUSSION**

**PROTEST SCOPE.**

Six items were protested:

1. Transmission Gear Ratio
2. Final Drive Ratio
3. Supercharger Pulley
4. Fuel Injectors
5. Removal of Rear Body panel
6. Heat wrap on air intake

**TIMELINESS.**

The protest was determined timely, as it was filed on Friday for a Sunday race.

**INITIAL WITNESSES.**

Mr. John Doe, driver of T2 #12, also a Lotus Exige, the protestor, contended that car T2 #36 had substantially faster practice and qualifying times beyond what driver differences could support. Mr. Doe contends there are one or more non-compliant components in the T2 #36 car.

Mr. Steve Jones, driver of car T2 #36 indicated he rented the car for the weekend and would defer statements to the car owner/preparer.

Mr. Alex Adkins, Go Fast Motorsports, owner/preparer of car T2 #36 indicated he felt the car was compliant and that Mr. Jones was just a better driver.

Second witness statement from Mr. Adkins regarding the origin of T2 #36.

**PHYSICAL EVIDENCE/ PROTEST PROCESS**

ESTABLISHMENT OF BOND: The protestor contended that non-stock non-Lotus gears were used in the transmission and was requesting disassembly of the unit. This being a limited production Lotus Exige S, there was little on-site expertise on work and cost estimating. The SOM contacted the nearest authorized Lotus dealer:

Motorcars of Georgia LLC  
7865 Roswell Rd  
Atlanta, GA.  
1-877-574-1077

Over the phone the service department manager quoted the shop rate and warranty service time for the potential work:

Shop Rate: \$120/hr  
Remove/Replace Transmission: 10 hr  
Disassemble/reassemble Transmission: 11 hr.

Total Cost labor	\$2,520
Misc Gaskets/lube	200
Total	\$2,720

After presenting these costs to the protestor, he agreed that the no cost Grassroots Region Tech overall transmission/final drive field measurement via engine vs wheel rotation would be adequate.

As all other items were visual or verifiable with minimal vehicle disassembly, no bond was therefore needed.

#### VISUAL ITEMS:

Supercharger Pulley: Protest contended the subject pulley was an aftermarket smaller aluminum part. Observed part was ferrous (held a magnet), and proper diameter. FOUND COMPLIANT

Fuel Injectors: Visual inspection of injectors (without removal) indicated they met the physical parameters of stock. FOUND COMPLIANT

Air Intake: There was found non-stock heat shield tape on the air intakes.  
FOUND NON-COMPLIANT for Touring

Rear Panel: The rear body panel covering the muffler was missing.  
FOUND NON-COMPLIANT for Touring

Gear Ratios (net): Grassroots Region Tech has a device that relatively accurately measures the revolutions to the nearest 1% (see attached photos). The engine is then rotated 16 revolutions in



each gear, the SCCA Spec Line required final drive and each gear ratio entered into a program together with the test data, and a display of the test measurements compared on the screen display (no printed output).

The first issue encountered was identification of the required SCCA ratios. The VIN of the chassis is: SCCPC11156HL81923

Event registration provided confirming year confirmation from the submitted entry data (copy attached). The 6 in the 10<sup>th</sup> digits indicates a 2006 vehicle. The TCS Pages 674 and 674 show no 2006 Lotus Exige S. The SOM, not being familiar with Lotus production models, did research to determine if the vehicle could be categorized to one of the TCS lines. The SOM discovered the following from internet search on Saturday at the track:

#### Lotus Exige

Series 1: Rover engine introduced 2000

Series 2 Toyota Engine , normally aspirated, introduced 2004

Exige 240R (with supercharger) introduced February 2005. (50 cars, UK only)

Exige S (with supercharger) delivered in UK only in 2006

Exige (normally aspirated) sold in US in 2006

Exige S (with supercharger) sold in US starting in 2007

While Tech and one SOM were performing the field gear ratio measurements in Tech phone contact with the division DA Tech, Fred Cole was initiated. Fred is also a CRB member. The SOM were looking for guidance and possible insight on pending E&O activity related to these TCS Spec Lines. Fred engaged Dave Goodman, the CRB member more familiar with the class. While awaiting call back, Tech, tested the car vs. 2007 and 2006 Exige ration specifications. Their conclusion that, within the degree of accuracy of the measurement techniques being used, that the car has a 2006 drivetrain.

Alex Adkins, the car crew chief, admitted that they have built what they believe to be a cost effective 2007 car by starting with a 2006 chassis, and installing the supercharger and other salvage parts that differentiate it from the 2007 (see witness statement – Jones/Adkins).

As these investigations and activities spanned from Saturday to Sunday of the event, and decision not yet reached, the car was allowed to complete Sunday qualifying and the Sunday race.

Call backs were received from Fred Cole and Dave Goodman. Dave confirmed that no Exige E&Os are in process.

## **UNDISPUTED FACTS**

Car T2 #36 is a 2006 year manufacture. The CRB has no actions pending to allow this vehicle into the TCS.

## **CONCLUSION/DECISION**

Updating/backdating is not allowed in Touring Classes (9.1.10.C.4). The TCS has no classification for a 2006 Exige car with supercharges. The car is therefore UNCLASSIFIED.

Regarding other compliance issues, No modifications other than what is in the TCS are allowed (heat tape wrapping). No removal of body panels is allowed (9.1.10.D.8.a.1). The car is NON COMPLIANT as either a 2006 or 2007 Touring Class car.

Mr. Jones is moved to last in class finisher for the T2 race.

ACTION #9  
Driver to Driver Protest  
DISCUSSION

***PROTEST SCOPE***

During the closely contested CSR race Car #07 driven by John Moss and Car #8 driven by Jim Lee exchanged leads at least twice. As the race approached conclusion John passed Jim one more time and was in the lead. On the final lap Jim went deeper into Turn 10A than John and was carrying more speed on corner exit. John assumed Jim would pass driver's right and left him some room as they approached Turn 10B. Jim cut across the rear of John and passed on driver's left. As they went up the hill toward Station 11 John continued to move left forcing Jim off track and eventually there was contact with Jim spinning. Jim protested John on the grounds of avoiding contact, racing room, and passing protocol (GCR 6.11.1).

***TIMELINESS***

There was no timeliness issue on the filing of this protest.

***WITNESSES***

1. Jim Lee, driver of CSR #8, protestor, stated he had a clear opportunity and speed to execute a pass on CSR #07 on driver's left. CSR #07 moved over into him causing contact and a spin.
2. John Moss, driver of CSR #07, protestee, stated he knew car #8 was going to attempt a pass, assuming driver's right, and John stated he was moving left to provide passing room.
3. Ken Adams, corner captain Station 10A, stated CSR#07 appeared to be forcing CSR #8 off the road on the left as they approached the bridge abutment.
4. Sandra Wilson, spectator (non-member), who was located in the outfield spectator area at Turn 10B. She came forward to the SOM rather upset because she was nearly certain that CSR #07 was going to force #8 into the bridge.wall.

***PHYSICAL EVIDENCE***

See attached photos of body damage to cars #07 and #8.

### ***UNDISPUTED FACT***

There was contact between CSR #07's left side and CSR #8 right side resulting in #8 spinning and failing to execute the pass.

### ***INVESTIGATION***

The SOM had no video evidence presented. Both drivers were interviewed. John kept insisting that the "normal" way to pass at 10A was on the right. So he moved right allowing enough room for the pass. This position also provided passing room on his left, which Jim used. The SOM relied primarily on the corner report from Station 10A and a spectator who was on the bridge just before Station 11 as primary information.

Station 11 only has visibility for a partial portion of the incident zone, and they did not see what happened at 10A. Jim stated he used a passing move that works with the SRF car he also races. He stated that going up the hill toward Station 11 he saw John moving left and attempted to back off, but got off course and his nose fin pierced Jim's car side and he was hooked. When he continued to back off he stated this spun his car.

### ***DECISION AND LOGIC***

The SOM found John Moss at fault and penalized him one position in class. The SOM felt this undid the incident and returned the race to the most probable result had the contact not occurred. The SOM concluded that John was unaware the Jim was on his left side and therefore forced him off course.

(John stated he intended to appeal.)