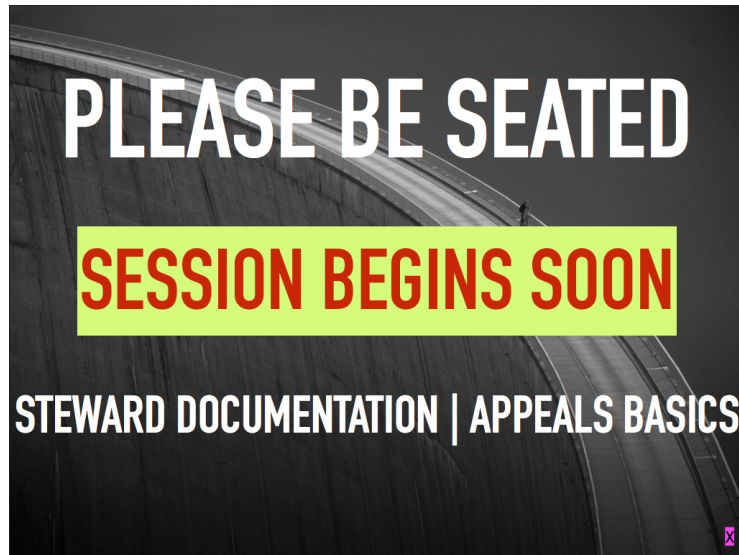


# STEWARD DOCUMENTATION --- APPEALS BASICS



No notes for this slide



No notes for this slide

## SLIDE 3



**I LOVE BEING A  
STEWARD.**

**WHAT I CAN'T  
STAND IS THE  
PAPERWORK.**

*- - Anonymous*

x

Welcome to the SOM Documentation and Appeal Basics presentation.

This is an advanced steward's course. Stewards who have been assigned as Chief Steward or Chairman of the SOM should take this course. Also, divisional stewards working toward becoming a national steward would benefit from the information in this course.

These two subjects, documentation and appeals, often work hand-in-hand. If the Stewards complete documentation clearly and accurately, the Court of Appeals, when necessary, will have a clear starting point for deliberation. The better the event documentation, the better the preparation the SOM have for any potential appeals.

## SLIDE 4

IT'S NOT JUST PAPER

IT'S ALSO THE DETAIL

COMING ATTRACTIONS

Attach Technical Inspection Report and/or Witness Involved parties, if applicable (use additional pages)

1) Driver #1: Name: \_\_\_\_\_  
Car #: \_\_\_\_\_ Class: \_\_\_\_\_ Group: \_\_\_\_\_  
Special Instructions/Conditions: \_\_\_\_\_

2) Driver #2: Name: \_\_\_\_\_  
Car #: \_\_\_\_\_ Class: \_\_\_\_\_ Group: \_\_\_\_\_  
Special Instructions/Conditions: \_\_\_\_\_

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

☐ Chief Steward  
☐ Assistant Chief Steward

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

PARTY	DATE/TIME	ROLE
Driver #1		Chairman
Driver #2		Timing
Other named party		Tech

Besides paperwork, it is getting the facts accurately. The Chief Steward must also complete documentation clearly so the SOM have the proper basis for any Protests against his or her actions.

The Observer's Report is an essential document needed to record all relevant information, results, and actions that took place at a Club Racing event. Though only a small percentage of SOM actions go to appeal, the Observer's Report of the event is the primary starting point for the Court of Appeals work.

This module covers best practices for writing an event Observer's Report, as well as how the Chief Steward and Chairman of the SOM should prepare for an appeal.



## COMING ATTRACTIONS

### ONLINE PAPERWORK TRAINING

- ▶ On-line, Self-guided Training
- ▶ Sample forms
- ▶ Case Studies
- ▶ Best Practices
- ▶ Guide Participants with Protests, etc.



The illustration shows a silver laptop on a dark background. From the laptop screen, several large, colorful arrows (blue, orange, and teal) point outwards in various directions. These arrows are surrounded by various icons, including a globe, a magnifying glass, a gear, a document, and a smartphone, suggesting a dynamic and multi-faceted online training experience.

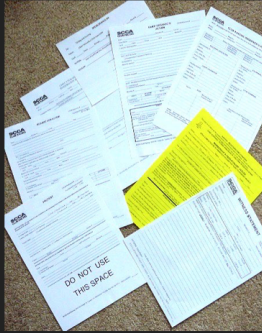


No notes for this slide

## SLIDE 6

### TODAY'S OBJECTIVES

- ★ CSA
- ★ RFA
- ★ Witness Statement
- ★ Labeling Evidence
- ★ Probation Letter
- ★ Observer's Report
- ★ Prepare for an Appeal



### Today's Objectives

When finished, you will be able to do the following:

- Complete a Chief Steward's Action form completely and accurately
- Complete a Request for Action form completely and accurately
- Guide a driver through filling out a Protest form completely and accurately
- Guide participants who were witnesses to the incident under investigation through completing a Witness Statement completely and correctly
- Label photos, videos, and car parts related to the incident under investigation
- Prepare Probation Letters correctly for drivers the SOM has penalized with a probation
- Write an Observer's Report for the event
- Prepare for an appeal

## SLIDE 7

### CHIEF STEWARD'S ACTION (CSA)

#### Two Sided Form -

- ★ Front Side is Completed by the CS or an ACS
- ★ Leave Nothing Blank
- ★ Use "N/A" if a field is Not-Applicable
- ★ Remember Notifications Date & Time



The Chief Steward's Action form provides the Chief Steward with a means to penalize a driver for an infraction of the GCR without involving the SOM.

The CSA may be completed directly by the Chief Steward, or by any of the Assistant Chief Stewards to whom s/he delegates that authority. The operating stewards often use these forms, especially for passes under yellow or unsportsmanlike behavior.

## SLIDE 8

**SCCA CLUB RACING**

**CHIEF STEWARD'S ACTION** CSOM-Reference #: \_\_\_\_\_

Event: January Double Regional Sanction #: RS1234 Course: VIR

Driver Name: Barry White 713-555-1234 (m) Member #: 432111

Car #: 77 Class: ITS Group: 4 Make: Mazda RX7 1991

I take the following action: Penalize driver for passing under yellow

Per ☒ GCR Section(s): 6.1.1.B and/or

☐ Supplementary Regulations Section(s): n/a

As reported by: 2 Corner stations: #1 and #2

Basis for decision: Corner 2 reported that Car 77 passed Car 32 blue between 1 and 2 while corner 1 was standing yellow as backup to a waving yellow for an incident at 2. Turn 1 also reported the pass with 2 witnesses at each station. (see Corner Reports attached)

Penalties Imposed: Loss of 3 positions.

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

☐ Chief Steward  
☒ Assistant Chief Steward Frank N. Tagad Frank N. Tagad

Member #: 123456 Date: 12 Jan 2015 Time: 3:47 PM

**IMPORTANT – ENTERING ACCURATE DATES AND TIMES ARE EXTREMELY IMPORTANT!**

1. Enter the following information:

- **Event**, e.g., Cumberland National
- **Course**, e.g., Nelson Ledges
- **Driver Name**
- ***Driver's Cell Phone Number***
- **Member #** - if necessary, contact the registrar to get the driver's membership number
- **Car Number**
- **Car Class**
- **Group**
- **Make**

2. Enter the details of the action taken (e.g. "Loss of qualifying times")

3. Note the GCR section or section of the supplemental regulations that you are invoking - always look up the GCR section.

4. Enter the source who reported the infraction, such as Sound Control or F&C (e.g., Station 4) or you.

5. Enter the "basis for decision." (e.g. based on a "Report from Tech" or "Statement from flagger at Station 10", we determined that this infraction should be penalized).

6. Enter the penalties assigned (see 5.12.2.C. - may be similar to #2 above)

7. Check the appropriate box to indicate whether you are the Chief Steward of an Assistant Chief Steward.

8. Sign and print your name, member #, and note the date and time when you complete the form.

## SLIDE 9

### CSA - NOTIFICATION

- ★ Bottom Portion
- ★ Driver notification
  - ★ Talk with driver
- ★ Complete all entries
- ★ Date & Time Notified
- ★ Notify T&S of Penalty

ACTION NOTIFICATIONS					
PARTY	DATE/TIME NOTIFIED	PARTY	DATE/TIME NOTIFIED	PARTY	DATE/TIME NOTIFIED
Driver/Driver		Champion/Champion		Registration	
Driver's Team		Team		Other (specify)	

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

CHIEF STEWARDS ACTION DRIVER NOTIFICATION	
Event	Reference #
Driver Name	Driver #
Reason: <input type="checkbox"/> Qualifying <input type="checkbox"/> Race <input type="checkbox"/> Incident <input type="checkbox"/> Other (specify)	
You have been notified in violation of:	Article
SCA Section(s)	
Apparent/Preparation (Section(s))	
and have been penalized as follows:	
This Chief Steward's Action may be protested within 30 minutes of receiving of this notification. Use OCA 6.3 for protest procedures. Note: Penalties imposed only if Chief Steward's Action is not accepted promptly.	
<input type="checkbox"/> Chief Steward	Signature
Print Name	Time
Date	Driver Notification Code

BCCA Club Racing 6520 DE Doughty St, Topanga, KS 66118 800-770-2055 Fax 785-232-7214 [www.bcca.com](http://www.bcca.com) ver 11.02/04

The bottom of the form is for driver notification. You can fill in the driver's information before talking with him or her, but **do not enter the time** until you actually talk with the driver.

## SLIDE 10

**CSA - NOTIFICATION**

ACTION NOTIFICATIONS					
PARTY	DATE/TIME NOTIFIED	PARTY	DATE/TIME NOTIFIED	PARTY	DATE/TIME NOTIFIED
Driver/Entrant	1/12 3:55 PM	Chairman SOM	1/12 3:48 PM	Registration	
Timing & Scoring	1/12 3:49 PM	Tech	1/12 3:51 PM	Other (specify)	

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

**CHIEF STEWARD'S ACTION DRIVER NOTIFICATION**

Event: January Double Regional Course: VIR Reference #: 1

Driver Name: Barry White Member #: 432III

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

You have been found in violation of GCR Section(s): 6.1.1.B and/or

Supplementary Regulations Section(s): n/a

and have been penalized as follows: Loss of 3 positions in class for a pass under yellow.

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 Frank N. Tagad Frank N. Tagad

☒ Asst. Chief Steward Frank N. Tagad Frank N. Tagad

Date: 12 Jan 2015 Time: 3:47 PM Signature \_\_\_\_\_ Date: 12 Jan 2015 Time: 3:55 PM

SCCA Club Racing 6620 SE Dwight St, Topeka, KS 66619 800-770-2055 Fax: 785-232-7214 [www.scca.com](http://www.scca.com) Ver 11.5.2014

1. Write down the following information:
  - **Event**
  - **Course**
  - **Driver Name**
  - **Member #**
  - **Session** when infraction occurred - check the appropriate box
2. Note the GCR or Supplemental Regulations section that you invoked, as in the top section.
3. Enter the penalty assessed as noted in the top section.
4. Check the appropriate box to indicate whether you are Chief Steward or Assistant Chief Steward.
5. Sign and print your name, and note the **date and time when you complete the form**.
6. Enter the **date and time when you notify the driver**, which might be different than the time you completed the form. Don't forget to get his mobile number and note it on the top of the form.

Give the bottom part of the form to the driver. Explain his right of protest, the time limit for filing, and answer any questions about the protest process.

Notify Timing immediately of the action and the penalty levied against the driver. If the penalty alters the session results, you **must** include the GCR reference, as noted in the top portion of the CSA.

## SLIDE 11

### TECHNICAL INSPECTION REPORT

#### Reverse Side of the CSA

- ★ This side is completed by SCRUTINEERING
- ★ Understand the entries
- ★ Discuss the Report with the Scrutineer
- ★ Have all entries completed



The back side of the Chief Steward's Action form is for tech to enter mechanical or other technical noncompliance issues. For example, if a car is underweight, the Chief of Tech would complete this side of the CSA and convey it to the Chief Steward. The Chief Steward would then complete the front of the CSA to complete the action.

1. Verify that the following information is provided:

- **Event**, e.g., Cumberland National
- **Course**, e.g., Nelson Ledges

- **Driver Name**
  - **Member #** - if necessary, contact the registrar to get the driver's membership number
  - **Car Number**
  - **Car Class**
  - **Group**
  - **Make**
2. Verify that the noncompliant GCR Section or Supplementary Regulations Section is provided and correct.
  3. Note when the discrepancy was found, after Qualifying, a Race, or Other.
  4. Review the following sections to verify that the information is supplied:
    - The discrepancy
    - Measuring techniques and tools
    - Number of times measurement was performed
    - Values obtained for each measurement
    - Date of equipment calibration, if needed
  5. Review the following information to verify that it is supplied:
    - Scrutineer(s) performing inspection
    - Printed name and signature of Chief Scrutineer
    - Member number of Chief Scrutineer
    - Date and time that Chief Scrutineer signed this form.
  6. Verify that supporting information, as needed, is attached.

As a Chief Steward or Assistant Chief Steward you may now officially receive this form, so select your assignment, print and sign your name and note the date and time when you do.

## SLIDE 12

**SCCA CLUB RACING** TECHNICAL INSPECTION REPORT CSOM-Reference # \_\_\_\_\_

Event: January Double Regional Sanction #: RS-1234 Course: VIR

☒ Driver / ☐ Entrant Name: Barry White Member #: 432111

Car #: 77 Class: ITS Group: 4 Make: Mazda RX7 1991

Is believed to be non-compliant with: 9.1.3. and/or

☒ GCR Section(s): \_\_\_\_\_

☐ Supplementary Regulations Section(s): N/A

The discrepancy was found during:

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

The discrepancy is: Vehicle weight. Spec weight = 2680 Vehicle weight = 2659

Description of measuring techniques and tools (mark tools for later identification): Track Scales

Scales calibrated 1/12/11 6:47 AM

Number of times the measurement was performed: 3 times - twice forward, once reverse

Values obtained for each measurement: 2659, 2659, 2659

Date of equipment calibration, if required: 1/12/11 6:47 AM

Scrutineer(s) performing inspection: Fred Brown

Chief Scrutineer: /s/ Fred Brown Signature: Fred Brown Print Name: \_\_\_\_\_

Member #: 12345 Date: 1/12/11 Time: 11:10 AM

Rec'd by: ☐ Chief Steward /s/ Ralph Stewart Signature: Ralph Stewart Print Name: \_\_\_\_\_ Date: 1/12/11 Time: 11:15 AM


☒ Asst. Chief Steward \_\_\_\_\_

### TECHNICAL INSPECTION REPORT

You receive this report from the Chief of Tech. Now you need to decide what to do next.



## SLIDE 13



**ANOTHER FORM  
YOU MIGHT USE  
WHEN THINGS  
AREN'T CLEAR**

**The Request For Action  
(RFA)**

x

The Request for Action form is completed by the Chief Steward or Assistance Chief Steward. A chief steward uses this form when an incident requires investigation to determine if an infraction actually occurred, and if so, what penalty to assess on the driver.

A chief steward can also use this form when he or she would like a stiffer penalty to be assessed on the driver than the GCR allows the Chief Steward.

## SLIDE 14

**REQUEST FOR ACTION (RFA)**

**Two Sided Form -**

- ★ CS wants incident investigated
- ★ SOM uses form to investigate and take action

**DO NOT USE  
THIS SPACE**

SCCA Club Racing 1827 SE Dwight St, Topeka, KS 66606 800-770-2020 Fax 786-222-2714 www.scca.com

Again, make sure you complete the entire front of the form, including accurate dates and times.

1. Enter the following information:

- Event
- Sanction #
- Course
- Date

2. Describe the issue that you want the SOM to investigate and/or the action that you recommend.

3. Select the appropriate box and enter the GCR Section or

Supplementary Regulation Section that applies to this issue.


4. Enter the name of the person that reported the issue.
5. Verify that the appropriate reports or witness statements are attached.
6. Enter the following information about each of the involved parties:
  - Driver Name
  - Driver Member number
  - Driver's Cell Phone Number
  - Car number
  - Class
  - Group
  - Make
  - Note any Special instructions or Conditions that apply
7. Enter any other named parties where applicable.
8. Check the appropriate box to indicate whether you are the Chief Steward of an Assistant Chief Steward.
9. Sign and print your name, member #, and note the date and time when you complete the form.

### Action Notifications

10. Enter the date and time that each of the following are informed of the action - accuracy is **very important** - notify the required parties as soon as possible:

## SLIDE 15

# REQUEST FOR ACTION (RFA)



## REQUEST FOR ACTION

CSOM-Reference # [redacted]  
 Are Videos/Photos included?  
☐ Yes ☒ No

Event: **MARRS Open** Sanction: **I2-R-23-S** Course: **Summit Point** Date: **2 May 2012**

I request the CSOM investigate the following and/or take the following action:  
**Investigate Metal to Metal contact by an unknown car against Car #4 SPU at Turn 1 during race.**  
**The contact forced Car #4 into the wall with a hard impact.**  
**The unknown car was in a group of 3 other cars.**

Per ☒ GCR Sections: **6.11.1 A, B, C, D** n/a and/or ☐ Supplementary Regulations Sections: **[redacted]**

As reported by: **Turn 1 Corner Workers (written report has been requested)**  
 Attach Technical Inspection Report and/or Witness Statements, as appropriate

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

1) Driver #1: Name: **Barry White** Member #: **732111** **713-555-1234 (m)**  
 Car #: **4** Class: **SPU** Group: **3** Make: **Baby Grand Monte Carlo**

Special Instructions/Conditions: **[redacted]**

2) Driver #2: Name: **n/a** Group: **n/a** Member #: **n/a**  
 Car #: **n/a** Class: **n/a** Group: **n/a** Make: **n/a**

Special Instructions/Conditions: **[redacted]**

3) Other Named Party: **[redacted]**

☒ Chief Steward **[redacted]**  
☒ Assistant Chief Steward **Frank N. Tagad** **Frank N. Tagad**  
 Member #: **123456** Date: **2 May 2012** Time: **3:47 PM** Print Name: **[redacted]**

NOTIFICATION			
PARTY	DATE/TIME	PARTY	DATE/TIME
Driver #1	5/2 3:45 PM	Chairman CSOM	5/2 3:48 PM
Driver #2	n/a	Timing & Scoring	5/2 3:49 PM
Other named party	n/a	Technical	5/2 3:51 PM

CHITLINE
CHITLINE

Here's an example RFA being filled out as we have discussed.

## SLIDE 16

### REQUEST FOR ACTION (RFA)

#### Two Sided Form -

- ★ Reverse side completed by SOM
- ★ Documents the Hearing and action taken

#### Hearing and Decision

As the SOM investigates the incident, the SOM members need to keep notes, and then use those notes to complete the back side of the RFA. Continuing with our steps from the front side:

11. Enter the following information:

- Event
- Sanction number
- Course
- Date / time received by the SOM

12. List the witnesses that were heard and attach all completed witness statements. (Or SOM memorializations)
13. Enter the decision of the court.
14. Describe the basis for this decision and include GCR citations.
15. Enter the penalties imposed, if applicable for each driver penalized.
16. Also, enter the following for each driver to be penalized:
  - Driver Name
  - Driver Member number
  - Cell Phone Number
  - Points Assessed
  - Penalty or penalties
  - Note any Special instructions or Conditions that apply
17. Enter the name of any other named party involved.
18. List the names of the SOM on the committee
19. The Chairman should sign and print his/her name, member #, and note the date and time when the form was completed.

#### Action Notifications

20. Enter the date and time that each of the following are informed of the action - accuracy is **very** important - notify the required parties as soon as possible:
21. Click the link to open the RFA file. You can download it to your hard drive. You can also print it.

## SLIDE 17

### PROTESTS - AND YOUR ROLE

#### DOCUMENTATION GUIDANCE FOR THE CHIEF STEWARD

- ★ Assure that the protestor's entries on the form make sense.
- ★ Give protestor time to correct errors.
- ★ Any delays on the protestor rewrites should not be at the expense of the 30 minute time limit.
- ★ Do this without challenging or agreeing with the protest reason!

x

### Protests and Guidance for the Chief Steward

The Chief Steward or Driver Advisor should not write the protest for a participant. But understand, do not play games by not giving the protestor time to fill out the form completely.

The Chief Steward should make note of the time when the protesting party approached him/her and asked for a protest form. If extenuating circumstances barred the participant from filing within the GCR/Supplemental Regulations protest window, the Chief Steward should note that for the SOM to consider.

The Chief Steward should then inform the party that the noted submission time will be used if the completed form and fees are submitted within a reasonable time. The protesting party should be clearly given a final submission deadline.

The Chief Steward should also give the Chair SOM a brief notice that paperwork is being prepared and the topic of the paperwork. This relationship should be a team.



Who will read your Action Documentation? The forms may be reviewed by many other people in the SCCA and should be written as if all will be reviewed by:

The Court of Appeals, the Chairman of the Stewards Program, and possibly the Executive Stewards or the National office Staff.

The Chairman SOM will read the reports as he writes the Observer's report. The Chief Steward of the event will probably read them later when the observer's report is sent by national. The Divisional Executive Steward, Regional Race Chairman and RE will also possibly read all reports sent by national. But it is important to write the reports as if they will be reviewed by others as well.

## SLIDE 19

**SOM HEARING & DECISION**

**SCCA CLUB RACING** **STEWARDS OF THE MEET HEARING AND DECISION** CSOM-Reference #: \_\_\_\_\_  
Are Videos/Photos included? ☐ Yes ☐ No

Event: \_\_\_\_\_ Sanction#: \_\_\_\_\_ Course: \_\_\_\_\_  
Date/Time: \_\_\_\_\_  
Witnesses: \_\_\_\_\_  
Decision: \_\_\_\_\_  
Basis for decision: \_\_\_\_\_

Penalties: \_\_\_\_\_  
1) Driver #: \_\_\_\_\_ Name: \_\_\_\_\_ Member #: \_\_\_\_\_ Points Assessed: \_\_\_\_\_  
Penalty(s): \_\_\_\_\_

**★ Explain your Decision**  
**★ What was examined?**  
**★ Timeliness**

**SCCA CLUB RACING** **PROTEST DECISION** CSOM-Reference #: \_\_\_\_\_  
Are Videos/Photos included? ☐ Yes ☐ No

Event: \_\_\_\_\_ Sanction#: \_\_\_\_\_ Course: \_\_\_\_\_ Date/Time Received by SOM: \_\_\_\_\_  
Protestor Name: \_\_\_\_\_ Member #: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, & Zip: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Protestor Name: \_\_\_\_\_ Member #: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, & Zip: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Witnesses: \_\_\_\_\_

Decision: ☐ Upheld ☐ Disallowed ☐ Withdrawn  
Basis for decision: \_\_\_\_\_

**★ Witnesses**  
**★ Evidence**  
**★ Facts You Weighed**

### Discussions/Basis for Decision Content

The Court Of Appeals has for years followed a format to document their decision on actions. Read a few in FastTrack to get familiar with the format.

Important points to cover are the answers to these questions:

1. What was being protested or being asked to look at?
2. Were there any timeliness issues on the filing?
3. Summarize all witness statements.
4. Discuss all physical evidence/photos/videos considered.
5. Summarize the undisputed facts and clearly state the disputed issue(s).
6. Explain the decision process, the reason for it, and the logic used. Include some mention about the weight the court gave to the evidence that convinced it to rule as they did. Equally important would be any evidence the court did not consider as convincing.
7. If penalties were used, what was the logic for the severity. If Guidelines were not used, why?

Be complete, but also be brief.

Examples are in the Student Text Appendix F.1 & F.2

## SOM HEARING & DECISION

- ★ Complete all entries on the Hearing form.
- ★ Simple RFA decisions will usually fit in the space provided on the Hearing form.
- ★ Hearings on disputed issues need more.
- ★ Attach a report for such cases - and use:

**"See Attached Sheet"**

- - The Case Report should generally follow the COA findings reports format.

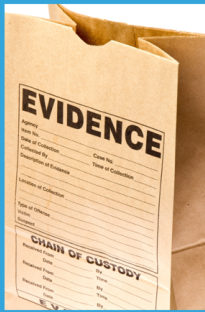


The space provided on the Decision/Basis for Decision fields on the SOM Hearing and Decision side of the Protest/RFA forms is too small to enter all the information needed for a complex case.

Decisions on simple administrative RFA's, (e.g., merging race groups, shortening races, etc.) would likely fit in the space provided.

However, hearings on disputed issues need more documentation. The best method is to attach a case report and simply note "SEE ATTACHED SHEET" on the form itself. The attached case report allows for a longer explanation, and the format should generally resemble Court of Appeals findings reports.





**EVIDENCE**

Case No. \_\_\_\_\_  
Date of Collection \_\_\_\_\_  
Collector's Name \_\_\_\_\_  
Location of Collection \_\_\_\_\_  
Type of Evidence \_\_\_\_\_  
Quantity \_\_\_\_\_  
Description \_\_\_\_\_

**CHAIN OF CUSTODY**

Signature	Date
_____	____/____/____
_____	____/____/____
_____	____/____/____
_____	____/____/____
_____	____/____/____

**ANOTHER ASPECT**

**HANDLING EVIDENCE**

**Documenting Hearings**

A Witness Statement is one form of evidence. It documents the verbal testimony of the witness.

Examples of other evidence includes pictures, videos, and parts from race cars.

## THE WITNESS STATEMENT

**Quality**

- ★ Is it legible?
- ★ Is it complete?

**Content**

- ★ Does it match what the witness told the SOM?
- ★ Allow Witness to edit.



When a Chief Steward, Assistant Chief Steward or Steward Of the Meet gets a Witness Statement, READ IT!

Is it complete (particularly the witness contact information)?

See if it is understandable and complete, and matches what the person verbally told you or was reported on the corner net.

An SOM may ask a witness to clarify, expand add detail, and/or make his statement more legible.

**NOTE:** The submission of a Witness Statement is voluntary. If a person refuses, simple note that in the action documentation. The SOM also has the option to fill out a witness statement to document the testimony heard where the witness declined to write a statement.


## SLIDE 23

### LABELING OTHER EVIDENCE

- ★ Action number
- ★ Date/Time
- ★ Car # / Class /

#### Photo & Video

- ★ Store media in bags
- ★ Make a copy to DVD
- ★ Capture cloud video



The diagram shows two evidence bags. The top bag has a label with the text: "CSOM Ref. #2", "Car #77 ITS", and "1/12 @ 2:12pm". The bottom bag is empty.

Parts from multiple cars may easily be mixed up. Immediately label them on their removal. Be sure to include the Related Action Number, the Date and Time and the Car number and class on each part or piece of evidence. This should be done either by Tech workers under observation of a Tech Steward, or by the Tech Steward, or by an SOM who is observing the process.

**THE CHAIN OF CUSTODY MUST BE PRESERVED!**

NOTE: Both compliant and non-compliant parts must be retained by the SOM for the 10 day appeal period.

The one exception is if all parties in the action state in writing that they waive their right to appeal, then a COMPLIANT part may be returned to the competitor.

### Photo & Video Evidence

There is an ever increasing amount of Video being submitted related to SOM actions. Whenever possible, the Chairman SOM should come to the track with a laptop capable of reading multiple video formats and having a DVD burner capable of storing what was viewed. Or the CSOM might ask another member of the Court to do so. Without these resources, the SOM would be reliant on the participants to display digital evidence. Unless you wish to be responsible for assorted competitor/witness submitted media cards, thumb drives, DVD's, etc., a good practice is to bring a computer capable of playing multiple video formats with the capability to make copies of the evidence.

Labeling of video or video files should include the name of the owner of the video. Remember that you may receive several videos from many drivers either ahead or behind the incident.

The laptop should have multiple player programs to cover the gamut of video formats. Consider some of these programs:

- Windows Media Player
- Quicktime Player
- VLC Media Player

And some DVD capture software options:


- Windows DVD Maker
- ArcSoft Medial Impressions (converts many formats to DVD)

If the video evidence is from a cloud-based service, or other streaming source, it can often be captured with software designed to download and store the file onto the laptop.

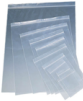


For more tips, review the file "Video Evidence & the SOM" in the File Cabinet.


### BRING SUPPLIES

---



- ★ Stickers
- ★ Tie Wraps
- ★ String Tags
- ★ Markers
- ★ Envelopes/Bags





Be sure to bring supplies so that all parts can be labeled. At least the following should be available:

- ❖ Plain adhesive stickers, like Avery Labels
- ❖ Nylon Tie Wraps
- ❖ Cardboard Tags with strings
- ❖ Fine Felt Tip markers
- ❖ Envelopes for small parts

## PROBATION LETTERS

- ▶ Most fields on the Probation form are self evident

Except. . .

The form is titled "PROBATION LETTERS" and includes a section for "PROBATION LETTERS (FOR NATIONAL OFFICE)". It contains fields for Name, Address, Date, and other details. The form is divided into sections for "PROBATION LETTERS (FOR NATIONAL OFFICE)" and "PROBATION LETTERS (FOR LOCAL OFFICE)".

### Probation Letters

Most fields are self evident —  
Except the Penalty field

### Participation Penalty Focus:

The phrase ‘event day’ is probably the best measure of participation. It avoids confusion on “weekend” definition, or what is contained in a “sanction” and is a quote from the GCR.

## SLIDE 26

**PROBATION LETTER - THE PENALTY FIELD**

The SOM imposed a penalty of Probation for Six (6) separately sanctioned races.

(PLEASE LIST NUMBER OF EVENTS OR OTHER CONDITIONS OF PROBATION)

Chairman SOM Sign/Print: \_\_\_\_\_

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

**RATHER THAN "X" MONTHS  
BE SURE THE PENALTY PERIOD  
MAYBE PARTICIPATION?  
MATCHES AT THE BOTTOM**

**PROBATION NOTIFICATION (FOR NATIONAL OFFICE)**

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

Track: \_\_\_\_\_ Date: \_\_\_\_\_ Violation: \_\_\_\_\_

GCR/Supps section #: \_\_\_\_\_ Beginning date of probation: \_\_\_\_\_

The above named driver was placed on probation at this event for a period of Six (6) races.

and/or with the following conditions: The six races must be separately sanctioned.

The penalty field needs careful consideration.

For time penalties, think about how many race events will be in the next several weeks. Is there a long period of no racing scheduled? Or will there be at many events in the next few weeks?

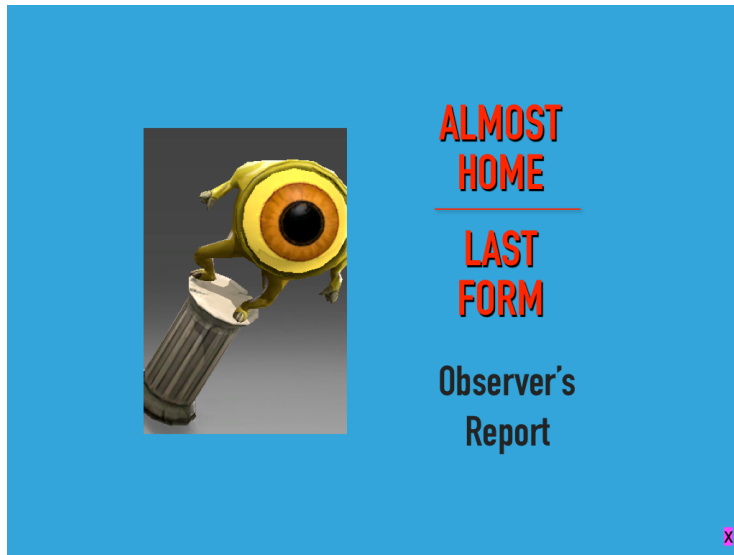
The GCR uses "event days" and this is probably the clearest measure.

Focus on the purpose of Probation - it is usually to observe the driver in multiple races. Rather than entering "X" Months, you may use another measure of participation.

Race Sanctions: What about a weekend with three sanctions?

Race Weekends: Is a three day race event equal to a one day regional?

For penalties based on participation, how will you specify the participation? What about a weekend with three sanctions - or three days with a single sanction? Are these equal? Think carefully to clearly define a participation measure.



Who will read your Observer's Report? The report may be reviewed by many other people in the SCCA and should be written as if all will be reviewed by:

The Chief Steward, the Race Chairman, The Executive Steward, the Regional Executive and possibly the Court of Appeals. The first several will all receive a copy of your report and the last one may need to review it in some cases.

It is NOT a "flypaper report". If that reference to flypaper is confusing, Google "flypaper report" to learn how some wag turned boring routine reporting into a farce. The point here is that the Observer's Report should be relevant and timely.

## THE OBSERVER'S REPORT

### WHAT DO THE SOM OBSERVE?

- ▶ Event Prep & Execution
- ▶ Specialty Performance
- ▶ Contracted Services
- ▶ Partnering (CS & Region)
- ▶ Steward Effectiveness \*
- ▶ Track Issues (if any) \*

The Chair-SOM prepares the report - but the other SOM should share notes for the event commentary.

So what is it that you are observing?  
The party on Saturday is not the most important part!

The report form should also have an attached discussion sheet and cover the following:


1. Evidence of event preparation, or lack of.
2. Race Chairperson's performance.
3. If Contractors used (EV, Medical, Corners), how did they perform?
4. How did Registration perform?
5. How effective was Tech?
6. Was T&S adequately staffed/results timeliness.
7. Comment on EV and Medical.
8. Comment on Pit & Grid. Corners:
9. Were they adequately staffed in numbers and talent?
10. Stewards: Did they keep to the schedule? Were unforeseen issues resolved appropriately? Any individual steward performance issues should be privately directed to Exec Steward.
11. Track Issues: If the Chief Steward or Safety Steward feel the track has developed potential safety issues they too should be directed to the Exec Steward and not in the Observer's Report.
12. Partnering? The Chief Steward runs the event, but the Region pays the bills!

If little cooperation and partnership between the C/S and Race Chairperson exists, it may be easy for the C/S to make a decision that significantly affects region expenses such as:

- Running a race day beyond the contracted EV period, causing overtime expenses.
- Calling for a teardown of a car that is found compliant. The Region then assumes reassembly costs.
- A C/S mandated fuel test. If fuel is found compliant, the Region pays the lab cost.




**SOME THINGS YOU CAN DO BEFOREHAND**



**GET A JUMP ON PAPERWORK  
BEFORE IT PILES UP ON YOU**

- ★ Use the Adobe fill-in Observer's Report.
- ★ Pre-fill with names of Chiefs/Stewards.
- ★ Get membership numbers and license grades from your Exec.
- ★ Verify all pre-filled info at the event.
- ★ Make edits and submit via email.



### Other Observer's Report Suggestions

We suggest that the Chair SOM use the Adobe fill-in Observer's report form. Information from the Supps can be filled in prior to the event to simplify the process.

Most Execs can supply the Chair SOM with a list of all division stewards including membership numbers and license grades to assist in completing this part of the report before the event.

But all information that is prepared prior to the event should be verified at the event.



### Appeal Basics

**First and foremost: The SOM should not be offended if their decision is appealed.**

You prepare for any potential appeal while holding the hearing -by doing your work according to proper processes and procedures - and by well documented casework.

An appeal may be filed by any person named in an SOM action.

If it was a Protest, either the protestor or protestee can appeal the decision to the COA. If that protest was related to a CSA, then the Series Chief Steward or Chief Steward has the right to appeal the SOM decision.

If the SOM action was the result of an RFA, the person who was penalized can appeal that decision to the COA. Also, the Series Chief Steward/Chief Steward can appeal any decision or penalty by the SOM after hearing an RFA.

## PREPARING FOR AN APPEAL

### MANY REASONS FOR AN APPEAL

- ★ Primary reason out of your control is New Evidence.
- ★ Most other reasons are within our control
  - ▶ Poor process
  - ▶ Rules misapplied
  - ▶ Bias
  - ▶ Improper Penalty



### Justified Reasons for Appeal

#### PRIMARY REASON OUT OF SOM CONTROL IS NEW EVIDENCE:

If a new video, testimony from a party with significant evidence or technical expertise, comes forward after the SOM have rendered their decision, the Appeal is well justified.

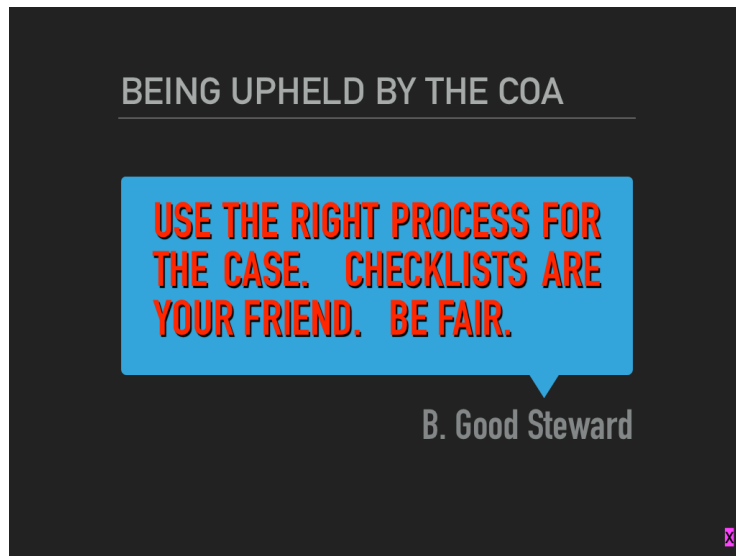
In this case the SOM should be pleased that true justice will be served by the COA.

**NOTE:** The COA may send the action back to the SOM for their correction of the decision.

#### MANY OTHER REASONS ARE WITHIN SOM CONTROL:

1. If the SOM did not interview all named parties in an action, that is grounds for appeal.
2. If proper mechanical protest teardown and processes were not followed, that is grounds for appeal. USE THE ESTABLISHED CHECKLIST. DOCUMENT THE PROCESS ON A COPY OF THE CHECKLIST!
3. If impounded parts fall outside SOM control during the appeal period, that is grounds for an appeal.
4. The GCR and/or Supps were not adhered to or misinterpreted
5. There was shared responsibility among the parties that was not acknowledged when blame was assigned.
6. There is evidence of bias on the part of the SOM during the hearing and decision process.
7. Penalties: Follow the Penalty Guidelines unless there is a good reason to exceed or be less than them. Document the reason for the variance.

## SLIDE 32



### Points to Note Regarding Appeals

If the Protest Checklist steps are carefully followed, and any penalties assessed are within guidelines, and no new evidence is submitted with the Appeal, a fair SOM decision will be upheld by the COA.

A fully documented action package submitted with the Observer's Report will speed any COA decision and minimize dialog between the COA and SOM. Incomplete forms or reports can result in communication from the COA.

### Notes on Record Retention:

Often the COA will desire to see the actual Race Logs or backup T&S data, such as Lap Charts, all of which were not normally submitted with the Observer's Report. The Chief Steward should capture and retain event race logs to at least the season end. The Chief of T&S should also retain any event timing and scoring data that was not submitted to at least the season end.

Keep in mind, protest, and appeal related to the entire season may come up far beyond the typical appeal period. The COA may choose to hear them, particularly if final national or divisional series points are affected.



No notes for this slide