



APPENDIX A - OFFICIALS AND THEIR DUTIES

1. Event Officials & Duties

In order to hold a satisfactory event, these procedures for staffing and equipment are required.

1. SCCA Enduro Principal Officials

The principal officials must be current annual SCCA members, and if indicated, may require a specific license. These officials may hold more than one position and may have assistants to whom any of their duties may be delegated and may perform more than one duty. The Principal Officials include the following.

- 1.** Event Lead
- 2.** Race Director
- 3.** Driver Coach
- 4.** Technical Inspector
- 5.** Safety Steward
- 6.** Ambassador/Registrar
- 7.** Timing and Scoring
- 8.** Pit Road Officials

2. License Grades

As we build the SCCA Endurance Program, we may introduce Endurance-specific licenses. Until we reach that point, the qualification for each position will be listed in the position description.

3. Chief/Assistants

There may be assistants and "co" positions working with the Principal Officials. Whenever there is an assistant, there should be a named "chief" of the position to maintain hierarchy of responsibility.

4. Event Official Duties

1. Event Lead

The Event Lead organizes and oversees the event, making sure all positions are filled and

duties are performed as assigned, the event facility is prepared, and all requirements between the SCCA and the host department or Region are met. Whenever possible, the Event Lead should be the “face” of the event by leading meetings.

1. The Event Lead shall have an SCCA Road Racing Event Chair Experience, an SCCA Time Trials/Track Event Lead License or be approved by the National Office.

2. Race Director

The Race Director is responsible for the general conduct of the event in accordance with the Enduro Rules and the Event Information/Supplementary Regulations.

1. The Race Director shall have substantial wheel-to-wheel racing experience, preferably in endurance racing and an SCCA National Steward’s license or be approved by the National Office.

3. Driver Coach

The Chief Driver Coach is responsible for guidance and coaching of drivers in the event.

1. Driver Coaches must have substantial wheel-to-wheel experience, preferably in endurance racing, and an active competition license or active participation in Endurance Racing is strongly encouraged.
2. It is imperative that Driver Coaches be able to calmly, clearly, and sympathetically be able to offer instruction, correction and when necessary – discipline. A good “trackside manner” is crucial for a safe and desirable event.
3. Driver Coach duties include:
 - a. Observe and work with the Event Lead, Race Director to ensure on-track driving within Time Trials Rules.
 - b. Speak to drivers who have been black-flagged or need to come in for on-track issues.
 - c. The Chief Driver Coach should lead any classroom sessions, session debriefs, and be available for drivers requesting coaching between driving stints or sessions.

4. Assistant Coaches

Assistant Driver coaches are encouraged to handle multiple coaching opportunities simultaneously, or to have a chain of escalation for drivers being black-flagged vs. drivers who might need to end a stint early, or driver’s requiring/requesting out-of-car coaching sessions.

4. Technical and Safety Inspector

Technical and Safety Inspection is to certify that competition vehicles and required driver gear comply with the current Team Enduro Rules and event Supplementary Regulations.

- 1.** The Chief of Tech shall have an SCCA Road Racing Divisional, National or Senior Tech License.
- 2.** Technical Inspection Duties Include:
 - a.** Certifying that the cars comply with the current Team Enduro Rules and any event Supplementary Regulations.
 - b.** Issuing tech stickers and helmet stickers to cars and driver gear that comply with all safety regulations.
 - c.** Conducting inspections or compliance checks of cars at the request of the Safety Steward or Race Director.
 - d.** Reporting to the Race Director any cars that do not conform with the requirements of the Team Enduro Rules.

3. Vehicle Inspection

- a.** Initial Inspection/Annual Inspection
For any vehicle without an SCCA Logbook, without a current annual Tech Inspection, or for issuing an SCCA Annual Inspection; the vehicle must be inspected by a tech inspector holding either an SCCA Divisional, National or Senior Tech license.
- b.** Logbook Review
For vehicles with a logbook and current SCCA Annual Tech stamp, reviewing, signing the logbook page and issuing the Tech sticker may be performed by a worker holding a current Regional Tech license or above.

5. Safety Steward

- 1.** The Chief Safety Steward should have an SCCA Road Racing or Track Events/Time Trials Safety Steward License.
- 2.** The Safety Steward or Safety Stewards are responsible for the following duties:
 - a.** To investigate accidents and forward 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 Divisional Safety Steward Administrator.

- 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 the Medical Crew to confirm duties, duty stations, equipment, race circuit characteristics, vehicles, and other protocol.
- g. To perform safety related duties as delegated by the Event Lead.
- h. Ensure the presence of appropriate Emergency Services personnel and equipment at all times while the event is underway.
- i. 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.
- j. Personally examine the insurance and sanction paperwork prior to the start of the event.
- k. Conduct a meeting of course workers, crowd control personnel and Deputy Safety Stewards prior to the actual start of the event.
- l. Make a final course check-up just prior to the beginning of competition or prior to the resumption of competition after a delay of an extended period. This check is to assess the placement of all personnel, safety equipment, barriers and protective placements (hay bales and the like), and to confirm the readiness of Emergency Services personnel and equipment.

3. Non-Compliance with Safety Regulations

In the event of non-compliance with safety regulations, the Safety Steward shall take the following steps:

- a. Advise the Event Lead of the infraction and request the situation be remedied before the next car runs or session begins.
- b. If step one fails to resolve the situation, inform the Event Lead that the event is shut down until the problem is corrected.

Note: While the event Safety Steward does have the right to cancel an event for safety reasons, this should be used as a last resort ONLY. Every attempt should be made to resolve the situation and continue the event in a timely manner. Safety Stewards should work diligently in cooperation with Event Leads and other Officials to ensure an event that is safe for all participants, workers, and spectators. Safety is not an area where compromises can be made, and it is up to all officials to work together to

continue the long-standing record of safe events that has become the tradition of SCCA.

6. Registrar/Ambassador

Ambassadors are responsible for accepting, certifying and processing all entries and credentials of officials, and setting up a welcoming environment for participant check-in or at-event registration, including placing all required signs and placards in the registration area.

7. Timing & Scoring

The Timing Chief is responsible for accurately timing and scoring the event, compiling, and publishing the Official Results, and providing the Official Results to event officials.

8. Pit Road Officials

Pit Road Officials are Responsible for observing and helping maintain a safe Pit Road during the event and that procedures follow Team Enduro Rules and any event Supplementary Regulations.

It should be noted that in an endurance race, Pit Road often resembles its own competition, separate from the on-track event, and has its own rules, procedures, and potential penalties. Getting Pit Road as right as possible is imperative to a successful event for all participants.

1. Pit Road Officials *should not*:

- a.** Assist in pit stops.
- b.** Direct vehicles out of their pit stall - this is a responsibility of the team.
- c.** Touch vehicles in competition.

- 2.** It is recommended that Officials working other duties which have limited or no responsibilities during the race (i.e., Tech or Grid) be assigned as Pit Officials to reduce the total number of Event Staff needed.

5. SCCA Enduro Secondary Officials

"Secondary" Officials at a Team Enduro event are officials who may be track staff or contractors. These are not required to be SCCA members or have SCCA licenses and may have their own set of local procedures and guidelines separate from the SCCA Team Enduro Rules.

If there are track/contractor-mandated procedures that will affect the team or driver responsibilities, those procedures must be noted in the Event Information/Supplemental Regulations.

If an Event uses SCCA-sourced licensed/volunteer workers as these Secondary Officials (E.g., Corner Workers) the Chief of that specialty should be treated as a Principal Official. (E.g., Worker

Chief.)

1. Race Control/Operating Steward

The Operating Steward or person in charge of Race Control controls all on-track sessions and any other activities where circuit safety and functionality may be involved or impaired. These duties are performed in accordance with the Enduro Rules, track policies, supplemental regulations and schedule for the event.

1. The person in charge of race control should keep a log of all communications on the race network or designate a person to keep that log.

2. Worker Chief

A Worker Chief is the person responsible for recruiting, training, and assigning qualified persons to corner stations. This may be an SCCA official and SCCA volunteers, or it may be included in the track-provided staff.

3. Corner Marshals/Flagging and Communications

The purpose of Flagging and Communications is to provide course control by:

1. Informing the drivers, through flags, lights, or other signals, of the conditions of the course, the condition of their cars, or of any unusual conditions affecting the running of the event;
2. Establishing and operating a communications system which includes all corner stations and race control, where all communications affecting the control of the event are conducted. Race control maintains direct communications with the Race Director or Chief Steward. Racing must be suspended if communications between race control and the corner stations or between race control and the Race Director is interrupted;
3. Informing the Race Director or Chief Steward and other officials, through the communication network, of the condition of the course and the competing cars, and of any situation requiring decisions and/or action by the officials;
4. Relaying information and instructions from the Race Director or Chief Steward to the emergency vehicles and equipment around the course as well as to the race drivers and corner workers.

2. Sound Measurement

The "Chief of Sound" is responsible for monitoring racing vehicles at events where sound control limits are required by the facility being used. Sound readings may be taken in accordance with the SCCA Sound Control Manual or Track policies. This may be an SCCA Sound-control worker, or track staff using track-specified procedures.

6. SCCA Enduro Emergency Services/Incident Response Officials

The Safety Steward, in conjunction with the Event Lead are responsible for assuring the event is properly staffed and equipped for medical and fire safety and that shall include equipment and personnel needed to affect a workable medical, fire, and safety plan which meets local, state or

federal protocols and regulations.

If a Region sources and staffs its Emergency Services Personnel, it should follow the SCCA Road Racing GCR for staffing and procedures.

1. Personnel

1. Medical

- a.** There will be a Medical Official who is either:
 - i.** Physician, MD or DO, preferably with an EMS background and licensed to practice in at least one (1) state or,
 - ii.** Paramedic or equivalent (advanced life support technician) with an active license or certification for the state in which they are operating, or,
 - iii.** PA (Physician's Assistant) or APN (Advanced Practice Nurse) trained and experienced in EMS and emergency medicine with an active license. The Chief Medical Official may be a person contracted with the track, and not an SCCA member, but he must coordinate with the Chief of ES.
- b.** There should be a second licensed medical person (EMT, paramedic, physician's assistant, registered nurse, etc.) to assist the Chief Medical Official(s).
- c.** Medical units should be stationed so that the maximum time for a first medical response is no more than 2 minutes.

2. Fire Fighters

- a.** At least 2 persons who are trained to use the equipment should be assigned to each fire truck. A minimum of 2 persons should be assigned to each fire truck.

3. Wrecker Operator(s)

At least 1 person who is trained to use vehicle recovery equipment (e.g., a "wrecker") should be used to operate a vehicle of that type.

2. Equipment

1. Ambulance

During any competition, there shall be at least 1 ambulance at the track which meets all Advanced Life Support requirements for the jurisdiction in which the event takes place (where "jurisdiction" means the governing body, such as a

township, city, or county).

- a. A Basic Life Support ambulance is acceptable only if the track medical facility is equipped and staffed for Advanced Life Support.
- b. Arrangements for transportation from the track by EMS service should be in the medical operations protocol.

2. Fire Truck

At least 1 fire truck shall be equipped to fight automobile fires. This vehicle should be stationed so that maximum response time is 2 minutes at a speed not to exceed 50 mph.

3. Wrecker

At least 1 appropriate recovery vehicle (e.g., a “wrecker”) for disabled cars should be available for course clearing operations. The wrecker may also serve as a fire truck if it is properly equipped and staffed.

4. Telephone

A telephone or radio in the tower or medical duty station must be able to contact community emergency services and hospitals.

7. Other Personnel

This space is reserved if at any point the Team Enduro Rules need to address other positions which do not fall into Operational Roles.