RALLYCROSS SAFETY STEWARD TRAINING PROGRAM
2016 Edition

Purpose

The purpose of this document is to define the RallyCross Safety Steward License and associated training program to certify new safety stewards.

Goal

The goal of the program is to continue to develop and enhance the current event program with qualified and trained safety stewards. RallyCross events exist across the country in the various SCCA divisions and regions. To assist in this goal, the RallyCross Board has appointed Divisional RallyCross Stewards to oversee the divisional level programs. All divisions will be required to have a person filling this position.

Status of Program

The RallyCross Board leads organization of the program. The Divisional RallyCross Stewards will lead the programs in their respective divisions. Advisors may be selected by each division to assist in technical or other matters.

Part of the uniqueness of this Motorsport is the difference among events across the country. RallyCross events vary among the divisions within SCCA. The RallyCross Rules define event safety related to running events on unpaved surfaces. That could mean dirt/sand, or ice.

Several divisions have active winter RallyCross programs (Central, Northeast, and Rocky Mountain) that are quite successful. They have a distinct advantage over more traditional events because 'road' damage is completely erased when spring returns.

RallyCross, like other forms of competitive motorsport, presents inherent risks to participants and spectators. Integral to the success of the events and program is the control of these risks. Safety Stewards and careful attention to the rules by all involved weigh heavily into this success. By better defining guidelines recommending how safety stewards perform their duties at individual events, the concept of mitigation of these risks at individual events and within the entire program will only get better through time. The guidelines form the core of a common safety program throughout the country for all events. This should not in any way detract from each event developing a unique character and flavor. It is one of the basic tenets of rallying--event individuality.

Rules

The RallyCross Rules are available at the SCCA.com website. Each year, the applicable set of rules will be posted at this site and will remain unchanged except through competition bulletins,

which will also be available at the same site.

A one-page safety plan has been developed and approved by the National RallyCross Board. A clarification has been issued to better detail which positions on a RallyCross event committee are required to be SCCA members. These include, the chairman and safety steward(s). A registrar is recommended, but not required. However, the witness to the waivers must be an adult SCCA member.

Event Safety Plans

Safety Plans for RallyCross events are required. Basic information will include:

- Event Identification (name, date, location, SCCA region/division)
- Event Safety Steward(s) Information (name, contact information, email)
- Length of course (measured)
- Sanction/Insurance Certificate Verification
- Emergency Contact information & Ambulance authorities
- Physical address of the event location
- Directions to location from main highway intersection
- Person Responsible for contact if incident
- Description of how incident will be handled
- What to do if there is a medical injury What to do if there is a competitor injury
- Person responsible for gathering incident information

Events will have the option of using a 1-page pre-organized form or writing their own plan with the guidelines above. Most of the information is already required on the sanction application. None of this should take more than 15 minutes. No requirement to contact local authorities is implied, though it is recommended. Remember that all of our events are run on private land with permission.

Safety Steward Responsibilities

Each RallyCross Safety Steward has the responsibility for monitoring the operations and safety for their event. This especially includes monitoring the course for damage and drivers for dangerous or too aggressive driving styles. RallyCross events are as much for learning how to drive as they are for competition. All Safety Stewards must be SCCA members.

The Safety Steward may also be a competitor, HOWEVER, if this occurs, a second, trained Safety Steward must be present to assume the safety responsibility while the other steward is competing. They MAY NOT be in the same run group (if used). One steward must be viewing the event while the other is competing.

Event Observations

Basic course observations should consist of:

- Competitor driving style
- Course following problems Dust
- Course worker locations
- Jumps developing
- Ruts developing
- General course deterioration
- Event layout, parking, pit, staging, finish areas
- Safe location of scoring personnel and vehicle
- Spectator control and location
- Unauthorized persons on course

Spectators

RallyCross events are generally sanctioned and insured as non---spectator events. However, "casual", walkup spectators (who may or may not sign an SCCA release and waiver) may be attracted. This is especially true if the event is visible from a highway or freeway. How each individual event handles these casual spectators must be covered in the event Safety Plan. A person who has the sole task of working with the spectators is the best option. Obviously, this person would not be a competitor. He or she can ensure that all spectators sign the release and waiver in addition to controlling where they physically view in relation to the course. The event areas that are not safe for viewing should be carefully defined and casual spectators kept in safe locations outside this area. .

Defined spectator areas must be located a safe distance away from the course. A hill or mound above the course is usually ideal if available. If the number of spectators is excessive, a separate person should be designated to serve as a safety marshal at that location. His/her duties are simply to prevent people from getting too close to the cars, and to enter/leave the viewing area in a safe manner.

Spectator locations should afford viewing of the staging and finish areas if at all possible, but remain in a safe location with respect to those areas as well as the pits and parking. This amounts to event promotion, but during the event, rather than prior to the event. The primary Safety Steward is ultimately responsible for the oversight of spectators and the security of the viewing areas. Spectator events that are promoted and advertised as open to the general public require special sanctioning from SCCA. The event site and course layout have an approval procedure that must be followed. Contact the SCCA Rally Department for details

Contacts

Each event should put together a contact list of the committee members, their duties, and who will be responsible for various duties the day of the event. This serves two purposes; it is a required part of the safety plan, and it provides accountability in assessing the success of the

event. Most events already do this, even if it is not to this degree of formality. It is a normal part of working together as a group. RallyCross events are meant to be fun.

Pit, Staging, Start and Finish Areas

The above areas are adjacent to the course, and the start/finish areas are considered to be part of the course. They must be located so that a competitor starting the course, maneuvering on the course, or crossing the finish line does not present a danger to other competitors or spectators. Some events are located in small venues, and adjustments should be made to accommodate these areas. People should not be walking through the staging, start or finish areas. Generally the pit area is safe, but still a part of the event, though not a competition area.

If there is another type of competition running in an adjacent area (e.g., motocross), adjustments may have to be made for the course to ensure safety for both events. Generally, RallyCross events run on land that is utilized on a frequent basis by the other sport.

Sometimes, there is another event or ongoing use of the property along with the RallyCross event. It is the responsibility of the primary Safety Steward to ensure that the officials of both events are notified of each other's presence, and adequate workers are in place. A boundary between the uses must be defined and adequately marked.

Course

It is definitely best for the Safety Steward(s) to walk the course prior to competition. It gives you a better feeling for what the hazards may include and how the designer handled them. Look off-course as well to see if there are hidden hazards that might affect a competitor who misses a turn. Items related to the course that should be checked before competition begins include the ease of following the route. If cones are used, do they follow any logical pattern? How likely is it for people to get lost on any part of the course? Should some changes be made for course-following considerations?

Emergency Contacts

It is highly recommended that each event chairman or safety steward contact local authorities in person to explain what will be occurring. Local authorities may not have any interest because the event is conducted on private land. On the other hand, they may also have useful recommendations for contact should it be necessary.

Incidents

None of us want incidents, but they do happen. When an incident occurs at an event, the safety steward assumes control of the situation. Make certain the injured (if any) are attended to, and proper notifications for assistance made in a timely manner. If at all possible, keep a time log of the events, even if you just call and leave a voice mail message on a cell phone.

When the people are taken care of, start talking with witnesses and determine what happened. Take pictures as necessary. Make a record of the course condition, who you talk to, who were the witnesses, and anything else you need. Treat it as an accident scene on a real road.

The Event Safety Plan is designed to show the responsibilities for various committee members should an incident occur. These people have responsibility to gather information.

That information should be given to the primary Safety Steward, but should not preclude the Safety Steward from gathering additional information.

The safety steward must be familiar with the use of the SCCA Incident Report forms and the insurance green cards. Each witness should be given an Incident Report to fill out and return to the safety steward at the event. Document everything you can. Be careful to document facts and not opinions in any written reports. A review of any report submitted to SCCA should be done by the primary Safety Steward before submission. If the primary Safety Steward prepared the report, he or she may ask another safety steward to review it prior to submission. This is not required, but often makes for a better report since language and omissions can be located and corrected. It may not be needed, but the information is easier to gather at the scene rather than try to reconstruct it after the fact.

All incidents must be reported to the Rally Department in Topeka. You must call 800-770-9994 in all cases where there is any kind of medical response is needed. The RallyCross Board will be notified through the Rally Department, unless contacted directly.

Response

Response to an incident has to be noted by time and agency. They will all have logs, but it is sometimes difficult to obtain them. By keeping our own log of the events immediately following an incident at an event, we may provide the authorities with a record of our response and gain their respect. A person should be assigned to this task. Providing Risk Management with a documented history of what happened and the response is useful in considering procedural recommendations for future training.

Communications

Each event should have a communications system set up to, at a minimum, notify scoring of penalties on the course, but certainly to keep track of course condition and small-scale items that cannot be viewed directly by the safety steward. Family Service Radios work well for this task, although nearly any radio should work due to the compactness of most courses.

The rules require the safety steward be able to view the course from a single point. If this is not possible, the radio network becomes the eyes/ears to ensure that workers in areas not visible have a way to communicate with the safety steward.

The communications network serves as a system to relay both emergency information to the safety steward and penalty information to scoring. The safety steward must have a radio on his person and working during competition.

Follow Up

Organizers know the value of follow up after an event with the landowner and competitors. For the majority of the events, these people are the only ones who will require a visit or telephone call the day after the event. If they are happy, then you have the opportunity for more events. If an incident occurs during the event, a brief follow-up with the responding authority would be in order the day after the event, and a longer visit an appropriate amount of time after that. This would be to discuss if there are any changes needed in event procedures from the perspective of the authorities. SCCA will make an inquiry separate from these recommendations.

Training Methodology

Each candidate will undergo a three-phase training program. This may be conducted by the Divisional RallyCross Steward, in addition to a RallyCross Safety Steward. Training may also be conducted by a designee of the Divisional Steward or RallyCross Board Chairman. No prospective steward will have to travel to Topeka to obtain training. The goal is to have a person certified to do training of new stewards in each area/division where there is an active RallyCross program.

The first phase will consist of developing understanding and comprehension of the program and sport itself, the need for safety, what safety actually means for competitors, organizers, workers and spectators. A review of the duties of an event steward and the event safety steward must be done with a RallyCross Safety Steward or the Divisional RallyCross Steward. This is basically the bookwork part of the training.

The second phase, which could encompass two or more events if needed, is for the candidate to work at least one event serving as the assistant to a licensed RallyCross Safety Steward. This will consist of the pre-event review of the course and paperwork from SCCA, including the event safety plan. The review the day of the event will include walking the course, explanations of the concerns for the course, the layout of the event, the proximity of the course to various on-site hazards and spectator areas, how event timing/scoring and communications work. If all parts of the course are not visible from one location, an evaluation of the plans for communication in the event of an incident should be done. This is going to be the most intensive part of the training, with the event steward not only having to perform the duties of both an event steward and trainer. The plus side to this is that the student has another set of eyes that watch the event as well.

The third phase is sort of the reverse of the second with the student serving as the event Safety Steward under the guidance of a licensed RallyCross Safety Steward. While probably not possible in all situations, the Steward for phase two and three should be different. At the end of this event, the appropriate stewards should decide if the candidate is qualified to handle events on his/her own. If that is the case, they complete a RallyCross Steward License Application and forward that to the Divisional RallyCross Steward who will sign and forward the application to the Rally Department. If the candidate needs additional experience, then that information must be communicated to the candidate and the Rally Department along with a list of requirements and proposed schedule for additional training.

Beginning January 1, 2014, all RallyCross Safety Steward licenses, both new and renewals, will be issued for a three-year period. At the end of the three years the license holder will be required to submit a renewal application to the Divisional RallyCross Steward documenting at least three events at which the applicant worked as a RallyCross Safety Steward during the previous three years. The application form will include an examination of the RallyCross safety rules that the applicant is required to pass. Completed applications should be submitted to the Divisional RallyCross Safety Steward for the applicant's region of record.

Upon receipt of an application for license renewal the Divisional RallyCross Steward will confirm that the applicant meets the requirements for renewal and notify the SCCA

Membership Department to issue the license for another three years. The Divisional RallyCross Steward has the authority to waive the usual renewal requirements in exceptional situations.

Both the Divisional RallyCross Steward and the SCCA RallyCross Safety Committee have the authority to suspend a RallyCross Safety Steward license prior to the usual expiration date if it is determined that the license holder has acted in an improper manner by failing to follow the SCCA safety rules or failed to exercise good judgment as a safety Steward. After the license has been suspended an SCCA member is required to undergo the normal RallyCross Safety Steward training procedure in order to have the license renewed.

If a Divisional Steward denies the application for a Safety Steward license or its renewal after the above steps have been followed and there is a request for a review of the application, a Review Committee of three members will be convened. The Review Committee will consist of: a RallyCross Divisional Steward, an RXB member, and a member of the RXB Safety Committee; all must be currently licensed RallyCross Safety Stewards. The committee will review the application and submitted qualifications. They may ask for additional information from the applicant and/or the Divisional Steward who denied the application. The Review Committee will either approve the application or deny it. If denied, the committee will provide recommendations as to what is required to have the application approved.

SCCA RallyCross

SAFETY PLAN (Sample)

EVENT NAME DATE

SCCA Sanction Number
SCCA Sanctioning Division Region

Chairman:	Cell phone:
Safety Steward #1:	Cell phone:
Safety Steward #2:	Cell phone:
Landowner:	Cell phone:
Address of Event Location:	
Street address	City ST

Length of course: miles Description of course:

Directions from major intersection:

Emergency Contact Information:

Agency	Emergency Phone Number	Contact Name (if known)
Police		
Sheriff		
State Highway Patrol		
Ambulance		
Fire/Rescue		

Emergency Response Procedures:
What will you do if there is a medical or competitor emergency? (please be specific)

Who is responsible for:	Name I Phone
Decision making if an incident occurs	
Notifying the authorities	
Primary Event Spokesman	
Gathering Incident-related Information	

mail or email to: **email** rxb@scca.com
SCCA Rally Department
6620 SE Dwight St
Topeka, KS 66619

RallyCross Safety Plan Instructions:

Safety plans have long been used in rally events to provide assurance that the proper steps have been taken for competitor, spectator and worker safety. Starting January 1, 2005, completion of the form became mandatory for all RallyCross events.

The purpose of this safety plan is to provide a form to organize the safety aspects of an SCCA RallyCross event to enable quick and reliable decision making in the event of an incident at an event.

It must be completed and sent to the SCCA Rally Department before a sanction number will be issued. A fax copy will be acceptable providing it can be easily read.

The form has been designed to provide a simple, easy-to-use listing of the important information related specifically to an individual event.

The first section details the physical location and people involved in organizing the event. Contact information is there if needed, and will usually be a cell phone, but not always.

Each event is assigned a sanction number by the SCCA National Office (Rally Department). It's not likely that number will be available prior to submission of the form, so just leave it blank and the Rally Department will fill it in.

The next section deals with the course. We want a rough length to determine the areas of the country with longer courses (potential candidates for Division and National events). The nearest 0.10 miles is sufficient. A short description of the surface is also required. The directions may seem a little strange, but if the event is in a rural area, some of the authorities may need a set of directions to get there. If this is done in advance, it's ready to be read when calling for assistance.

A list of contacts follows. Not all law enforcement may be available or needed in every area, but an ambulance contact definitely is needed. With these contacts listed, if the number is not 911, it will be at hand and ready to be dialed if needed (hopefully not). The information is then combined into a short description of what will be done if an incident occurs and who will be responsible for gathering relevant information. The four areas where information needs to be gathered or decisions made cannot be handled by one person. No persons name should be listed more than twice, and, ideally, separate people will have individual responsibility for decision making and/or information gathering. It's unfair to place the burden of total responsibility on a single person.

Completion of these safety plans is a demonstration to Risk Management that we take safety seriously in this sport. Continued demonstration of this concern will serve as a basis to demonstrate our concern for event, spectator, worker and competitor safety. Thank you for your assistance.

Any questions or concerns should be addressed to the Rally Department at the SCCA National Office in Topeka, KS.