

## CCSCC Safety Steward and SCCA Solo Safety Steward Training

### **CCSCC Autocross School: April 5, 2008**

The Champaign County Sports Car Club (CCSCC) has been holding autocrosses for over 50 years. Our events have been very safe and there have been few incidents of any kind and no serious incidents. That is because CCSCC takes safety very seriously.

During the last 15 - 20 years, we have used the rules and regulations of the SCCA for our events. For various reasons, CCSCC has returned to independent status and is no longer using SCCA sanction and insurance for most of our events. One of the things we did learn from our years with the SCCA is the need for an independent Safety Steward to assure the safety of an event. But some of the rules imposed by the SCCA on their events are really not applicable for a small region like us. Also, the SCCA SSS can call and cancel event insurance to put pressure on the event chair to correct unsafe conditions. The CCSCC SS cannot, so he has absolute power to close down an event, with an appeal process that assures the integrity of the safety of the event.

CIR, in cooperation with CCSCC, will hold a few events that are sanctioned and insured by the SCCA. Therefore, this class is taught to both SCCA Solo Safety Steward and CCSCC Safety Steward candidates.

This document includes the job description of the CCSCC SS and URLs to download SCCA documents related to their SSS program. Please download those documents and read them before the class. The printed course booklet will include the pages.

SCCA Resources:

SCCA Solo Safety Steward Application: [http://www.scca.org/documents/Solo\\_Forms/StewardInstructLicenseapp.pdf](http://www.scca.org/documents/Solo_Forms/StewardInstructLicenseapp.pdf)

What is an SSS?: [http://www.scca.org/documents/Solo\\_Forms/whatisasss.pdf](http://www.scca.org/documents/Solo_Forms/whatisasss.pdf)

Solo Safety Steward Summary: [http://www.scca.org/documents/Solo\\_Forms/SSSSummary2003.pdf](http://www.scca.org/documents/Solo_Forms/SSSSummary2003.pdf)

Incident reporting: [http://www.scca.org/documents/Solo\\_Forms/Incidentreporting.pdf](http://www.scca.org/documents/Solo_Forms/Incidentreporting.pdf)

Course Approval: [http://www.scca.org/documents/Solo\\_Forms/courseapproval.pdf](http://www.scca.org/documents/Solo_Forms/courseapproval.pdf)

Drivers' meeting safety checklist: [http://www.scca.org/documents/Solo\\_Forms/SoloSafetyChecklist.pdf](http://www.scca.org/documents/Solo_Forms/SoloSafetyChecklist.pdf)

Sample Emergency Plan: [http://www.scca.org/documents/Solo\\_Forms/Solo-SampleEmergencyPlan.pdf](http://www.scca.org/documents/Solo_Forms/Solo-SampleEmergencyPlan.pdf)

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**CCSCC Autocross** SS: \_\_\_\_\_

**Safety Steward (SS)** Date: \_\_\_\_\_ Location: \_\_\_\_\_

Alternative SSs \_\_\_\_\_

Assistant SSs \_\_\_\_\_

## **Your Responsibility as “SS of record”:**

- Verify the insurance certificate is posted
- Review the course for safety
- Advise the event chair in the running of the event
- Make sure the site boundaries and safe areas are marked, announced and watched
- Make final course inspection prior to the start of the event
- If Karts are running, arrange for a Kart Steward and discuss with him Kart safety
- Meet with course workers and explain their jobs, stressing safety
- Make sure the waiver station is set up and manned
- Wear something that identifies you as SS as provided by CCSCC (Orange Hat)
- During the time you are running, appoint either an alternative, licensed SS or an assistant SS (unlicensed) who will bring to your attention any safety questions.
- Stay at the site during runs. Appoint an assistant if necessary to leave temporarily. If called away permanently, find a replacement.
- If there is a safety related problem:
  - Ask the event chair to halt the event until the problem is fixed. The event chair is required to halt the event when asked to by the SS. The event chair and SS should work together on solving any safety problems.
  - Announce to the entrants that the event is suspended temporarily.
  - If the SS's concern cannot be fixed or the event chair doesn't cooperate:
    - Call a meeting of all CCSCC autocross committee members and CCSCC board members present to discuss the problem. At this point, the SS and CCSCC autocross committee members / board members can still restart the event if the concerns of the SS are remedied. The SS has final say. After this point, the event is no longer restartable.
    - Announce the event is cancelled over the intercom and see that the course is torn down and the trailer packed up Write a report about the problem for CCSCC board action. All entry fees will be re-funded.

## CCSCC Safety Steward and SCCA Solo Safety Steward Training

- At any time during this process, the autocross / board committee can replace the SS with another licensed SS. However, this should be done only when there is some problem that is not safety related and the event chair will be replaced at the same time.

### **Hints:**

No CCSCC event has ever been cancelled due to a safety related problem that the event chair refused to remedy. The key to working with event chairs as SS is to confer with them in a pleasant yet forceful manner. Talk to them and work out problems, but don't let safety violations or concerns continue. You are responsible for the safety of all participants or spectators.

It is a good idea for the SS to make sure the workers know their duties. The starter should be observed and supervised at the beginning of each heat to help him know when to let cars start their run. The timing crew also should be talked to. The starter is under control of the timing crew and the SS. It is good to state in no uncertain words that the starter only listens to the timing crew and the SS. This is a safety issue.

Use the handout to meet with the corner workers so they know what to do.

Make sure the event chair places experienced workers where they will do the important jobs. Corner workers, starter and timing crew need experience. Sending an experienced crew member to each corner is very important. Grid, helmet, waiver, spotter, crowd control and results board workers don't need as much experience.

All photographers must be accompanied by a spotter to pull them out of harms way.

## **Things to say to all competitors and guests at all autocross events**

Has everyone signed the waiver? If not do it now. If you see anyone without an arm-band, point them towards the waiver station.

Restrooms are \_\_\_\_ Nearest food is \_\_\_\_ Spectator locations are \_\_\_\_.

If you notice what you think might be an unsafe condition, report it to the safety stewards who are \_\_\_\_\_, and \_\_\_\_\_.

No drugs, alcohol or firearms allowed

Parents are responsible for their children's safety. Children under 12 and pets are not allowed in the grid, start-finish area or course areas except when supervised by their parents. Pets must be on a leash.

Weather related precautions: drink plenty of water, use sunscreen, tie down your stuff if it is windy. We will suspend the event in case of lightning.

If you have to jack up your car use jackstands and do that only in the pits.

No "lighting up" the tires in the grid or warming up tires. The speed in the pits, grid, and anywhere on site (define site) other than the course are walking speed.

Smoking is not allowed on the grid nor on the course.

If you hit the cones at the start or finish that run will not count. If you hit the timing lights and damage them you will have to pay for them. You will be disqualified for the day, and all previous runs will not count. You will not get a refund.

The cone penalty is 2 seconds if it is knocked out of the box or knocked over. ( show demonstration).

Every one will get at least \_\_ runs We will have \_\_heats. When we change heats please do so as efficiently as we can. The sooner we change over the sooner we get done and then we may have more runs.

These people will be in the first heat (read names) and these are the class bumps\_\_\_\_.

Please line up in the same order for all your runs. This makes it easier on the people timing and makes the event go faster.

If you are red flagged stop and then proceed at a reduced speed and safely exit the course. Do not run over the timing cords. Go through the lights.

## CCSCC Safety Steward and SCCA Solo Safety Steward Training

You will get a rerun if you are red flagged for someone else's error. If you are red flagged for something involving your car you will lose that run.

If while on the course someone runs in front of you, stop and you will get a rerun. Also if you see a cone down while on the course stop and point it out and you will get a rerun. If you don't stop you will not get a rerun.

If you spin out, put brake and clutch pedals to the floor and get your car gathered back up before you continue. The run is lost anyway. Use it to practice, but be safe. Wild, uncontrolled runs could cost us the use of the site and could cause you to be ejected from the event.

If you are using a club loaner helmet you MUST return it to the trailer area as soon as you park your car on the grid. If you are using your own helmet (preferred) it must have a Snell rating from 1995 or later. At each event, please show your helmet and get a sticker for it at tech inspection. If you get in line to run wearing an unapproved helmet or no helmet, you will be removed from the start line and you will lose that run.

Everyone is expected to work the event. You are to check in at the timing vehicle before your work heat starts. Get there quickly so we can get the event started. If you do not work you will not get a trophy if you have earned one. When working the course you will have to run to put pylons in place. We will try to run a car every 20 to 25 seconds. If you can't get all the cones set use your radio to hold the start and red flag others on the course.

A single passenger is allowed provided he/she: is no younger than twelve (12) years old; is in a vehicle which has passed tech inspection; is wearing a properly fitted seat belt and a properly fitted helmet; he/ she (or parent/guardian, as appropriate) has completed and signed the required participant waiver(s).

If we have time we will have fun runs. Fun runs are \$1.00 each with a registered car and registered driver. You may carry as many passengers as there are seatbelts in your car during fun runs. All people in the car must be belted in and wear helmets.

If you leave early we will not save your trophy unless you make prior arrangements or have someone pick it up for you.

Please pick up all your garbage and put it into garbage bags we have provided. (tell them where garbage bags are located) we want to leave this site in as good a shape as we found it or better.

Last but not least, when leaving please drive sensibly as this reflects on the whole club and may affect if we get this site in the future. We have notified the police and they will be watching for exuberant driving and you will be ticketed.

Now good luck to everyone and lets have a safe fun day.