



Description: Stewards of the Meeting

- A.** Each event shall be overseen by a committee of three Stewards: the Event Steward, the Operations Steward and the Safety Steward. These stewards shall be selected from a list of candidates approved by Rally America.
 - 1. The Event Steward will act as the Chairman of the Stewards and is selected by Rally America. This Steward is responsible for the fair and sporting conduct of the event, entrants and competition vehicles.
 - 2. The Safety Steward has the responsibility of overseeing all aspects of safety during the event with special focus on spectators and the event's interaction with the local community. This Steward shall be from out of the geographic area of the event, and independent of the event's organization. This Steward shall be selected by Rally America.
 - 3. The Operations Steward has the responsibility of the safe and sporting conduct of the event, its workers and organizers. This Steward will review the course layout, time schedules, worker training and staffing. This steward shall be selected by the organizers from the pool of approved stewards, and shall be independent of the event's organization.

- B.** The Stewards of the Meeting shall meet at least once prior to the event weekend, once on site before the start of the event, and once per competition day during the event. Time and location for the meetings will be posted on the official notice board and, whenever possible included in the supps. Agendas will include review and approval of the start order, disposition of all "Requests for Steward's Review", and review and approval of results of competition.

- C.** Any participant in the event may request a Steward's Review. These requests shall all be submitted in writing. If a steward witnesses a rule infraction or the unsafe or unsporting behavior of an event participant, he shall initiate Steward's Review by recording his observation and associated action in the Steward's daily log.

- D.** If, in the opinion of any Steward, a situation presents a potential threat to the safety of either the competitor or the public, the Steward is empowered to take immediate action to remedy the situation. An organizer may request a consensus of the Stewards of the Meeting before any action is taken.



Steward Qualifications

Qualified candidates for a Steward's position shall have a working knowledge of the Performance Rally Rulebook, the Safety and Operations Manual, the general layout of an event safety plan and this document. They should have experience in or a working knowledge of scrutineering, stage layout and operations, scoring and registration. It is recommended that all candidates be licensed Amateur Radio operators and be familiar with the operations of a rally radio net.

1. While the functions of the stewards will have some overlap, the emphasis of the Event Steward shall be on the details of the Performance Rally Rulebook, the event scrutineering and scoring. He shall be familiar with SpeedFactor calculations, and start order/reseed preparation.
2. The emphasis of the Operating Steward shall be on the details of the Safety and Operations Manual, Registration, Stage layout and operations. He shall be familiar with transit and bogey time calculations, stage scheduling, and course opening and closing procedures.
3. The Safety Steward's emphasis shall be on the details of the specific event safety plan, implementation of emergency procedures and interaction with local law enforcement. He shall be particularly versed in the layout and management of the spectator areas.

Duties of the Stewards

Specifically, the Stewards' duties pertaining to an individual event will include:

- A.** Review and approve the event sanction application.
- B.** Consult with the event organizer.
- C.** Review and approve all paperwork for the rally, including but not limited to the Supps, the Safety Plan and the competition schedules.
- D.** Review and approve the event's written permits for course usage.
- E.** Review and approve the event's route book.
- F.** Prerun and approve the proposed course.
- G.** Conduct the Novice Competitor seminar.
- H.** Approve proposed start order and reseeds.
- I.** Review the performance of all drivers, making notations in the drivers' logs as required.
- J.** Review and approve all incident reports. Submit loss/injury reports as required.
- K.** Prepare a Stewards' Report at the conclusion of the event and submit to the RA Steward Coordinator, along with copies of all incident reports and minutes of the Stewards' meetings.
- L.** Act as Chairman of the Claims Committee.

These tasks may be done by any of the three stewards, as their skills may dictate. It shall be the Event Steward's responsibility to be sure all tasks are accomplished.