

# Canadian Association of Rallysport

## Manual for Rally Stewards



June 2020

***“Steward: CARS official charged with representing CARS  
at an event by enforcing these GCRs  
and all other regulations governing the event.”***

CARS GCR 2 (Terminology)

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## Introduction

Stewarding a rally is one of the most challenging jobs in Canadian rally sport. While most rally people are aware of the rally stewards, the precise nature of their role is sometimes unclear.

This document is intended to clarify the role of stewards in CARS rallies, by outlining their duties, their powers and the scope of their authority.

This document is the result of a CARS committee struck by the Board of Directors of CARS in 2009. Contributors to this document include: Tom Burgess (Chairman), Donald LeBlanc, Alasdair Robertson, Jennifer Daly and Terry Epp.

In January, 2017 **and May, 2020**, this document was updated and edited by Terry Epp (Chairman), Alain Bergeron, **Alasdair Robertson and Tom Burgess (2020)**. Further editing, formatting and translation were provided by Pierre Racine/Alain Bergeron. (New wording is shown in red.)

# Part One: Stewarding

A steward should exemplify the following qualities and abilities:

- **A strong knowledge of the sport and its rules.** This knowledge is acquired by studying the CARS Rulebook, CARS Code of Conduct, Safety Guidelines, Taping Guidelines, this manual and other documents. It can also be aided by steward training sessions, and through practice in applying and abiding by the rules as a competitor, organizer or volunteer.
- **Extensive experience in motor sport.** A good steward has participated extensively in rally or other branches of motorsport and has earned the respect of other rallyists. A good steward understands how drivers, co-drivers and organizers think and act in the heat of competition; this understanding is generally gained by competing or organizing over a substantial length of time.
- **A calm disposition.** Competitors and organizers sometimes lose their composure when things go wrong. A steward must remain calm at all times. When there is conflict and tempers flare, a good steward de-escalates and encourages calm by setting a dignified example for others to follow in resolving the conflict. A steward treats rally participants and the general public with respect at all times and in all situations.
- **A fair mind.** A good steward strives to make rational, principled decisions based on objective fact, despite any subjective or personal influences. A steward must focus on the facts and the rules, setting aside emotions and relationships with the rallyists involved.
- **An ability to think and act independently.** A good steward renders decisions with confidence and clarity, despite criticism and emotional responses from others. A good steward must be willing to make difficult decisions and remain committed to the decisions taken.
- **A sense of diplomacy and tact.** A good steward communicates patiently with rallyists providing education and guidance, in addition to his/her regulatory role. A good steward chooses words carefully, and manages conflict with discretion and understanding. Ultimately, the authority of the stewards is clearly articulated in the CARS Rulebook, but rallyists are more likely to be satisfied and in agreement if these rules are enforced with sensitivity and tact.
- **An ability to speak both official languages.** At national events, at least one steward should be fully bilingual, in order to provide transparent and fair oversight for all participants. Being able to communicate with a competitor in his/her first language is an important element in ensuring that every participant understands what is being said and done and has a voice in all aspects of the competition.
- **An ability to operate independently as a radio operator.** Amateur radio communication is vital to ensuring event safety and organization of many of the events. Stewards who hold amateur radio licenses and own, or have access to, amateur radio equipment are accessible to rally organizers at all times and can monitor the progress of the event in detail.

## **Appointment of Stewards**

As set out in GCR 6.2.1, stewards are appointed by the sanctioning body (CARS). For national rallies, CARS will appoint a minimum of two stewards, one of whom shall be named as the Senior Steward. For other events, such as regional rallies, rally sprints or navigational rallies the CARS region may appoint one (or more) Regional Steward(s). It is also possible, including national rallies, that an event may have three stewards assigned. While the steward panel works as a team, in the event of a difference of opinion, the decision will rest with the Senior Steward. In the case of three stewards, the majority will determine the decision. (In all cases, all the stewards shall support the Stewards' Decision.)

## **The Steward's Role and Conduct**

Stewards are CARS officials (GCR 6.1.2). They are independent and impartial. Stewards are an embodiment of the CARS rulebook, and always strive to act in the best interest of the sport. Stewards ensure that Canadian rallies are based on the fundamental principles of safety and sporting fairness where all those involved are treated equally, respectfully and in keeping with the broader interests of the sport.

Stewards, as CARS officials, are highly visible representative of Rallysport; therefore, they should always conduct themselves in a manner that does not discredit or compromise themselves, CARS or the sport. This includes abstaining from alcohol, marijuana, narcotics and dangerous drugs from the time the competition begins until the results are declared final. It also includes obeying all traffic laws, in the area in which the rally is being held.

In order to maintain complete impartiality, stewards should not wear or display any logos or other identification of any entrant, competitor, marque or series sponsor that has an interest in the rally.

## **Duties and Responsibilities of the Stewards**

In general, the stewards are responsible for the following:

- Overseeing the running of the event to ensure that it conforms to the CARS rules and CARS guidelines;
- Conducting the stewards' meetings;
- Ensuring that the competition is run in a fair and equitable manner including providing guidance and preventing rule infractions where appropriate;
- Resolving disputes between the organizers and a competitor or between two or more competitors;
- Disciplining those who are in breach of the General Competition Rules, National Rally Regulations or the Supplementary Regulations for the rally;
- Signing specified, official documents for the event (21.8);
- Producing a report on the event once the event is completed.

The duties and responsibilities of the stewards are outlined in the CARS General Competition Rules and National Rally Regulations.

Pertinent sections of the GCRs and NRRs are listed below:

**General Competition Rules**

Section Pg. v	Subsection	Content
		CARS Code of Conduct
1	1.4 1.10.1 1.10.3	Exercise of powers of CARS Vehicles - Dangerous Construction Advertisement on Vehicles
2	Dnf.	Terminology
3	3.5 3.9	Right of Observation Postponement, Abandonment or Cancellation of an Event
4	4.6 4.7 4.16 4.17	Supplementary Regulations Alterations to Supplementary Regulations Change of Vehicle Instructions to Competitors
5	5.11 5.12 5.13	Alcoholic Beverages Marijuana/Marijuana Products Narcotics and Dangerous Drugs
6	6.1.2 6.2 6.3.2 6.5	CARS Officials Stewards Judges of Fact Technical Director
7	7.1 7.4 7.5 7.8 7.9 7.10 7.16	Breach of GCRs Imposition of Penalties Sentence of Reprimand or Fine Penalty of Time Sentence of Exclusion Loss of Accrued Points Amendment of Placings and Awards
8	all	Inquiries
9	all	Protests
10	all	Appeals



## National Rally Regulations

Section	Subsection	Content
11	11.1.4 11.3.3	Change of Crew Discipline
12	12.9.7.4/.6	Use of Logbook at Events
13	13.6.12.c 13.6.13	Reconnaissance Penalties Reconnaissance Penalties
15	15.2.9 15.3.4 15.4.12 15.6.3 15.12.2 15.12.7 15.14.1 15.14.2	Time Card Re-Seed Order Timing Extension of Exclusion Time Special Stages False Starts DNF DNF
16	16.1.9 16.8.4.4 16.8.5	Failure to Follow Marshal Instructions Opening of Parc Fermé Parc Fermé
17	17.3  17.7 17.9.5/.6	Improper Procedure Penalties  Serious Violation Use of Safety Warning Devices
20	20.1.1 20.2 20.3 20.5.2/.3 20.6  20.12	Posting Requirements Posting Time Revisions to Results Distribution of Results Publication of Results Subsequent to a Protest  Revisions
21	21.1.2 21.6.2/.3 all 21.7 21.8.2/.6	Route Check Technical Inspection Introduction of Officials Official Notices
22	all	Stewards

# Understanding Two Fundamental Relationships

## 1. Stewards and Organizers

While stewards exercise oversight and judicial authority, they do not directly intervene in the organization or administration of a rally, except under extraordinary circumstances. Rallies are run by the Clerk of the Course (CoC) and his supporting team. Under no circumstance, except where the safety of participants is at stake, should a steward function as a marshal, a route book editor or in any other rally volunteer position.

This separation of roles is critical to understanding what the stewards do; for example, a steward who becomes embroiled in the running of a rally limits the ability to hear a protest or render judgment. Objectivity is compromised if the steward has invested in the event as an organizer. A steward is an interested observer of rallies events and organizers, but a steward is not an active participant in the administration of a rally. A complete discussion of the oversight and judicial duties of the stewards is found below.

In carrying out their duties, the stewards should work in close and cooperative contact with the organizers, especially the CoC, and at national rallies, the National Series Manager. Stewards should keep both the CoC and the National Series Manager informed of any actions they are taking.

Occasionally, organizers may come to the stewards for advice on what they should do in a certain situation. Stewards should listen to the situation, consider involving the Series Manager, and review possible options that are in agreement with regulations. After the possibilities are presented, the steward does not participate in decision making in order to preserve impartiality.

In an extreme case, the stewards have the ability to remove the CARS sanction from the event by withdrawing the CARS permit, and the authority to stop the competition outright. (GCR 6.2.3.f)

## 2. Stewards and Competitors

It is common for competitors to approach stewards for advice or with questions during a rally. Stewards always listen to participants, in order to keep informed about the event in progress; however, a steward should avoid stating an opinion or weighing in on the issue at hand. The steward's role as judge and impartial observer must not be compromised by informal advice or comments, and a steward should only provide a decision in the setting of an inquiry or a formal protest.

Although stewards do not provide informal rulings or advice, they may assist competitors in the following ways:

- By referring the competitor to a section of the supplementary regulations or of the CARS rulebook that is pertinent to his concern;
- By directing the competitor to the official most capable of answering his question. In many cases, this is the event's Competitor Relations Officer (CRO) or the National Series Manager. In some cases, rather than getting into possible conflict of interest situations, by directing someone to an experienced competitor;
- By detailing the correct procedure for addressing errors or resolving conflicts;
- By offering advice to prevent a breach of the regulations (in particular, for inexperienced crews).

Unless there is an emergency or imminent danger, stewards do not provide physical or mechanical assistance to competitors.

## Steward's Costs and Expenses

Stewarding is considered an honorary position and, as such, stewards are not paid for their time. Within reason, typical expenses such as transportation (airfare or fuel), accommodation and meals should be compensated by the organizer. Stewards should be given entry to all official event functions, including the awards ceremony/banquet, at no cost.

CARS should consider the costs to the organizer when appointing stewards and, within practical limits, keep costs to a minimum. Stewards should also keep their expenses within an equitable limit.

## New Steward Training

All stewards should be members of CARS affiliated clubs. Ordinarily, CARS will appoint all stewards from the list of approved stewards. (For national events, this is done through the National Series Manager.)

CARS or its regions may provide training schools to assist rallyists interested in becoming stewards. Experienced stewards and trainers should conduct sessions covering the role of a steward and the best applications of the CARS Rulebook, CARS Code of Conduct and the Taping and Safety Guidelines documents. Discussions of scenarios that might be encountered in the course of stewarding a CARS rally should also be included.

Prospective new stewards should familiarize themselves with the CARS Manual for Rally stewards, the current CARS Rulebook and the current Safety and Taping Guideline documents, all of which are available online. A rallyist who has completed this study and who possesses the qualities listed above is eligible to become a steward observer. A steward observer is assigned to and shadows an event steward, who can mentor the observer. A steward observer does not participate in any stewarding function and is present as an onlooker only, but the steward observer is to be included in all aspects of stewarding, including protest meetings.

The first two assignments for a new steward observer should be as an assistant to the senior steward at a regional rally. As they perform their duties, the stewards should instruct and question the steward observer; both observer and steward should encourage discussion regarding the unfolding events. As with all discussions among the stewards of an event, steward observers should be mindful at all times that these discussions are confidential and must not take place in a manner which might compromise the steward's objectivity or ability to perform their judicial role.

The next assignment should be as an assistant to the senior steward at a national rally. The senior steward should allow the steward observer to take an active role throughout the stewarding process for the event and should provide continued instruction and insight behind the stewarding role. If the senior steward is satisfied that the steward observer will make a good steward, a recommendation should be sent to the CARS office (or, in the case of a national event, the National Series Manager) that the steward observer become a listed steward. (A steward observer at a rally should take part in the steward's duties and discussions, but is not vested with the powers of the stewards of the rally. Costs for the steward observer will not be borne by the event.)

The first two assignments for a new steward should be a steward of a regional rally.

## Timelines and Duties in the Stewarding Process

The recommended timeline for rally stewarding duties is detailed below.

(For CRC events also see **CRC Events Documents for Submission** document.)

## **Before the Rally**

### **12 weeks before the Rally**

- Review the most recent stewards' report;
- Establish informal contact with the organizer (senior steward);
- Expect to have 2<sup>nd</sup> draft of supplementary regulations (open to editing comments from the Senior Steward).

### **9 weeks before the Rally**

- Confirm that supplementary regulations are available to competitors;
- Continue informal contact with the organizer;
- Discuss the application of the safety and taping guidelines with the organizer.

### **7 weeks before the Rally**

- Expect receipt of preliminary event time schedule of transits and stages plus map of the event showing planned stages (to Senior Steward).

### **5 weeks before the Rally**

- Confirm that the organizers have appointed a *green crew*. The green crew reports to both the stewards and the organizer.

### **4 weeks before the Rally**

- First Draft of the Event Safety Plan, Emergency Plans and Recce Schedule documents due to Senior Steward.

### **3 weeks before the Rally**

- The senior steward should have a final copy of the event schedule, including recce;
- Confirm the routebook and service crew book are ready for printing;
- Confirm that the green crew has checked the route, and that the recommended changes have been made to the instructions. Depending on the specific issues faced by a given rally, this may be a challenging timeline; however, efforts should be made to stay as close to this timeline as possible;
- Confirm that the volunteer positions have been appointed;
- Confirm that notifications to police have been sent;
- Confirm that route permissions are finalized;
- Confirm that general event organization seems sound. If this is not the case, the stewards should inform the National Series Manager (if a national rally) or appropriate region official (if a regional rally) so that more assistance can be provided through the appropriate CARS board/region.

### **2 weeks before the Rally**

- Final Safety and Emergency Plans are due to the stewards.

### **1 week before the Rally**

The senior steward should be confident that the event is going to run. The pre rally checklist below can be used to help with this process. If there is concern regarding the ability of the organizing committee to successfully operate the rally or, if safety is of serious concern, the senior steward should recommend to the National Series Manager (if a national rally) or appropriate region official (if a regional rally) that the event be cancelled (the steward will liaison with the appropriate CARS board/region).

## **24 hours before the Rally**

- Confirm that the final route check has been completed (senior steward);
- Verify that the timing cards, schedule and the routebook are in agreement.

## **At the Rally**

### **Event Waiver**

Stewards should sign the event waiver as soon as possible upon arrival at the event.

### **Registration/Scrutineering**

The senior steward must be available at registration and/or scrutineering. If this is not possible, advise the registrar how to be reached, or appoint one of the other stewards to act as a substitute. The senior steward must be available to accept any queries as to the validity of an entry. Note that this is a time sensitive process, as set out in the CARS rulebook.

- Ensure that a meeting for all novice designated drivers (and their co-drivers) in seeds 5 and 6 is held before the start of the event;
- Verify that the re-start procedures have been communicated to the competitors as per 15.15.2.2;
- Confirm official time is displayed;
- Conduct the stewards' meetings as outlined below;
- Check the notice board for all necessary documents (21.8) including:
  - a) event bulletins,
  - b) the provision entry list,
  - c) official signatures listing,
  - d) corrections and official notices,
  - e) inquiries/replies,
  - f) judge of fact reports/organizer responses as per 6.3.2,
  - g) protests and notice of appeal,
  - h) awards list as per 19.2.12,
  - i) any variances to the rulebook that have been approved by the CARS board (preamble to NRRs).
  - j) control panels if they are different from 16.9,
- Stewards should also check the 5 additional items listed at the bottom of 21.8.1 are present and in good order before the start of the first stewards' meeting. (However, these documents need not be posted.) They should be displayed in a binder on a table at the official notice board.
- The following documents must be signed by the senior steward and posted on the notice board:
  - a) official notices on any known corrections to the route instructions (21.8.4)
  - b) official entry list and official start order;
  - c) corrections to the supplementary regulations or routebook.

### **Introduction of Officials**

The stewards should be introduced no less than thirty minutes before first car starts the rally, with at least one driver or co-driver from each team present. Stewards remain available in case of last minute problems at the official start.

## **During the Rally**

### **Communications with CoC**

The senior steward should be in communication with the CoC at all times. This means either being equipped with a radio or being within reach of a rally communication worker at all times. The stewards should observe as much of the rally as possible. This would include, among other things:

- observation on stages and transit;
- visiting the fuel and service areas;
- checking spectator areas.

### **Authority of the Stewards**

If the need arises, the senior steward has the authority to postpone or abandon a portion of the route. Any changes made during the event must be posted and all competitors must sign the notice to ensure that they are aware of the change. A steward must be available at the end of each leg of the rally to accept inquiries.

### **Vehicle Tracking**

The development of electronic vehicle tracking has significantly altered the ability of the stewards, the CoC, and the rest of the organizing team to monitor the rally. Increasingly, this means that during the rally, at least one of the Stewards and the CoC should be where they can monitor the event via tracking (or be in contact with rally control if doing other duties). Ideally, this would be in the same location where the radio communications team is set up so that all available information is accessible in one place. Some event organizers and stewards are resistant to this idea, but increasingly this technology offers the best overall means to direct the rally (CoC) and to provide the oversight the Stewards are there to provide.

Tracking data is primarily designed to provide emergency warning in case of an incident. However, it can be very useful in assessing other aspects of the rally including:

- Gaps in rally traffic (particularly on spectator stages)
- Off-route rally traffic and road delays
- Course car position relative to the schedule including unexpected stops which may indicate problems, etc.
- The location of the course closing team or other support teams whose availability may be important to safety or the schedule.

Stewards and organizers should be mindful that the tracking systems are diagnostic tools rather than an instrument of enforcement. While they can provide very detailed information, care must be taken to maintain competitor confidence that the tracking system is being used primarily for providing safety in the event of an incident on a stage. Stewards and organizers can use these tools to interact with a competitor when the competitor's actions warrant because of safety, the Code of Conduct or to investigate/resolve a grievance (3.11.c).

There are two significant challenges in working with a rally using a tracking system. First, there is a temptation to rely only on the tracking system data and jump to conclusions, especially when a fast moving car comes to a sudden and unexpected stop. Stewards and organizers both have to keep the whole picture in mind and allow the other safety response systems of the event to work. The second challenge is specific to stewarding: you cannot assess the whole rally from inside the tracking room. It is still essential to try to see as much of the rally as possible. If the Senior Steward and the CoC are tied to the tracking system, this increases the responsibility of the other steward, or stewards to observe the rally in person.

## **Results**

The senior steward is responsible for ensuring that the results of the rally are posted according to the GCRs and that all the official entrants are reflected in the event results. Failure to post the scores within the timeline required would render all results provisional, which should be avoided if possible.

Results are final if or when:

- the scores are posted within the time limits allowed;
- the grievance proceedings have been finished properly (see protest protocols later in this document);
- no protest decisions have been deferred;
- no appeals have been submitted.

## **When things go astray at the end of a rally and results are delayed**

Occasionally, when grievance procedures become protracted and complicated or issues with the running of the event (weather, communications break down or scoring issues) cause time delays; the stewards have a large role to play where calm and confidence will help in bringing order back more quickly.

Some pointers:

- know what the problem is;
- isolate the organizer/clerk of the course and discuss issue and possible solutions;
- if time lines are threatened, offer a reasonable time extension for both inquiry replies and results posting;
- remember podiums are based on unofficial results and a decision can be made by the event on podium placings (21.10);
- protests and their meeting/vehicle tear-downs/etc. will always result in a delay to posting of official results, so unofficial results should be posted as soon as possible. (see note at the bottom of 20.4)

## **Logbooks**

The results of the rally, including the reason for any DNF finish (mechanical, or if an accident, the details of the damage) must be recorded and the entry must be signed by a steward. A steward should ensure that the completed logbooks are returned to the competitors. Any uncollected logbooks should be: (a) given to the National Series Manager, if a national event or (b) forwarded to the CARS office or appropriate region official if a regional rally.

## **After the Rally**

The steward collects the competitor rating forms and gives the competitor his logbook. Later on, the rating forms should be forwarded (either by post or electronic means) to the event organizer. Informal recommendations or suggestions can be made to CARS and/or the event organizer. Both the stewards' report and expense forms should be completed and submitted.

# Part Two:

## Paperwork and Protocols

The materials in this section are designed to provide a practical guide to some of the more formal aspects of stewarding. It includes checklists for use before and during rallies, and basic templates of forms used in the inquiry process.

### The Stewards' Report

One of the most important tasks for the senior steward is completing the stewards' report.

The report should be a thorough and candid document that provides the national (or regional) executive with an accurate account of the event. The report should objectively address the strengths and weaknesses of the event, but should avoid unnecessarily harsh or subjective criticism of individuals. The report will be used to confirm that the standards of fair competition and safety were met and to help improve the event in the future.

The steward's report should be completed within twenty-one (21) days and sent to the parties listed in the CARS rulebook. A steward's report template has been developed by CARS to assist with reporting; it is included below. It should be noted that comments, if they are helpful, should not necessarily be limited to the space provided on this form. It is instructive to review the steward's report template before the rally, as it guides the steward's attention to areas of possible interest and concern.

### Stewards' Meetings

Stewards' meetings are intended to get the key players together at one time and place to:

- Review what has happened to date;
- Bring everyone up to date;
- Review plans for the next day.

A CARS national rally will typically have three or more stewards' meetings: before, during (at the end of legs) and after the event. These meetings need to be in a quiet place and, unless there are major issues to discuss, should only take ten to fifteen minutes. The senior steward chairs the meetings and prepares the agenda. The meeting times need to be part of the rally schedule in the event's supplementary regulations. No formal minutes of the meeting need to be taken, although the senior steward may want to take notes for possible future reference.

### First Meeting

This should be planned for some time between the end of scrutineering and the posting of the final starting order.

Persons required: the stewards, the rally organizer/coordinator, the clerk of the course, the chief safety officer, the chief scrutineer and the competitor relations officer (if appointed). If a national rally, the national series manager and the national scrutineer (if appointed) should be involved. The stewards may include others by invitation, as required.

Topics for review:

- Recce, shakedown, route check, scrutineering;
- Starting order – move entrants up or down if required;



- Review Re-Start procedures;
- Communications – confirm radio links, phone links, etc.;
- Logistics – where will the key officials be on leg 1;
- Any anticipated crowd control/safety issues;
- Procedures in the event of a serious incident;
- End meeting by asking if there is any reason not to proceed with the rally.

### **Second (End of Leg) Meeting (multi-day events)**

This should be planned for some time after the scoring for day 1 is complete.

Persons required/recommended if available: the stewards, the rally organizer/coordinator, the clerk of the course, the chief safety officer, the chief scrutineer, the national scrutineer (if appointed) and the competitor relations officer (if appointed). If a national rally, the national series manager should be involved. The stewards may include others by invitation, as required.

Topics for review:

- Incidents;
- Any disciplinary issues;
- Any possible inquiries;
- Re-starting order – move entrants up or down if required;
- Communications – reconfirm radio links, phone links, etc.;
- Logistics for next leg;
- As per 21.6.3, determine need and logistics of post event scrutineering if required;
- End meeting by asking if there is any reason not to continue with the rally.

### **Final Meeting**

This should be planned for some time after scoring is complete, but before posting of provisional results.

Persons required/recommended if available: the stewards, the rally organizer/coordinator, the clerk of the course, the scorer, the chief safety officer, the national scrutineer (if appointed), the chief scrutineer and the competitor relations officer (if appointed). If a national rally, the national series manager should be involved.

Topics for review are issues from the day's events, including:

- Incidents;
- Any disciplinary issues;
- Any possible inquiries/protests;
- Review of final scrutineering;
- Review provisional results for posting.

## **Outline of CARS Grievance Procedures**

There are three levels of grievance, as described in the CARS General Competition Rules. For all levels of grievance, the CARS timelines must be followed.

### **Inquiry**

An Inquiry is the initial level of grievance and is between the competitor and the organizers. The inquiry is addressed to the organizers and is delivered to the organizers through the stewards.

Inquiries are to be written using the CARS inquiry form. The inquiry and the organizers' response must be posted on the official notice board and both must be signed and a time posted by a steward. The stewards should not be involved in discussions or giving guidance to either competitors or the organizer concerning the subject of the inquiries, beyond outlining the procedure for inquiries outlined in the CARS regulations. Stewards can outline the three main components of an inquiry to competitors:

1. Detail what happened/which rule was broken;
2. What effect did it have on your score/event? and
3. What remedy do you seek?

### **Protest**

The second level of grievance is the protest which is submitted by the aggrieved party to the steward(s). The protest is addressed to the stewards and is based upon the response of the organizer to an inquiry, or the failure of an organizer to respond to the inquiry. A protest may be as simply written as "I wish to protest the decision of the organizer in regard to..." The protest and the stewards' response must be posted on the official notice board and both must be signed and a time posted by a steward.

### **Appeal**

The third level of grievance is a Notice of Intent to Appeal, which is submitted by the appellant to the steward(s). The Notice of Intent to Appeal is forwarded to the CARS office by the steward(s). The Appeal itself is submitted by the appellant directly to the CARS office. The CARS board will establish an appeal board to hear the appeal. An appeal is based upon the result of a protest or a steward's decision (10.1.a).

### **Gathering Information**

In the event of a safety issue, an inquiry, a protest, an appeal, or a disciplinary matter, it may become necessary to collect information. Many vehicles are now fitted with video equipment which may provide useful information. Organizer/Stewards should secure as much relevant material as possible in order to understand what happened and to make an equitable decision. In some cases, the in-car video from vehicles before and after an incident can be very useful. Every effort should be made to preserve recordings by downloading them rather than relying on a web posting.

Wherever possible, statements should be written by each participant telling his or her own story rather than allowing a group statement.

It is useful to have witnesses and participants provide written accounts of their observations and actions if:

- an investigation is complex;
- the procedure may produce a decision which will be appealed; or
- a matter which cannot be resolved immediately.

### **Protest Meeting Protocols**

Protest meetings may be restricted to the stewards, the recorder of minutes, the organizers, the protestor and those giving evidence. At the discretion of the stewards, the protest meeting may be opened to others. It is recommended that the protest meeting have a recording secretary and that minutes of the meeting be kept. Wherever possible, the secretary should be someone experienced in the taking of accurate minutes.

One of the first orders of business is to determine who wants to give evidence and then to determine who has the right to appear. Those who may be affected by the protest decision or firsthand witnesses are the only persons eligible to provide evidence. With the approval of the

stewards, competitors may have someone else speak for them. At this point, it is not proper to have paid lawyers speak on behalf of competitors or organizers.

If there are many people wishing to present evidence, then a time limit of five (5) minutes should be put on each presentation. The only persons permitted to ask questions during these presentations are the stewards. When everyone has made his/her presentation, the protestor and the protestee should be given a chance to address items raised. The stewards should allow the protestor to give a final summary.

In certain circumstances, it is acceptable for the stewards to exclude witnesses from the hearing until they are called on to give their own evidence. This should be done in cases where there may be problems maintaining the integrity of evidence, or where there are multiple witnesses to an incident.

## **Protest Meeting *Dos and Don'ts***

### **Things to Do:**

- Keep firm control of the meeting. Ask anyone disturbing the meeting to leave.
- Allow all those who have an interest in the matter under protest to speak.
- Make sure copies of the rules, regulations, the event's supplementary regulations and any other relevant paperwork is present.
- For national rallies, check with the national series manager to see if the decision will have an impact on the existing rules, possible future rules or any other item that may compromise the future good of the sport. Note that the stewards are under no obligation to follow recommendations made by the national series manager.
- Advise those in attendance that the stewards' decision can be appealed.

### **Things to watch for:**

- Do not allow second-hand or hearsay evidence. Black's Law Dictionary (6<sup>th</sup> edition) defines hearsay as, "Evidence not proceeding from the personal knowledge of the witness, but from the mere repetition of what he has heard others say."
- Do not allow those giving evidence to ramble on. Once they start repeating themselves, firmly and politely stop them.
- Do not allow anyone who is under the influence of alcohol, marijuana, narcotics and dangerous drugs to give evidence.
- Do not allow anyone to interrupt the person who has the floor.
- Do not rush to a decision. Stewards must take all the time they need to reach their decision and should not submit to pressure to "speed things up." A fair and open process must allow enough time to have a complete understanding of the issues and to reach an appropriate conclusion.

## **Disciplinary Actions**

From time to time, it is necessary for stewards to impose sanctions against a competitor, entrant or organizer. For stewards, this can be anything from a verbal warning, up to, and including exclusion from the event.

## **Guidelines for Discipline**

With the exception of a written reprimand, no disciplinary action should be taken without giving the offending party a reasonable chance to tell his or her side of the story.

Except in extreme cases, stewards should avoid imposing penalties which cannot be easily remedied as the result of an appeal. If a decision is made to exclude a competitor from an event while the event is still running, the competitor must be notified as soon as practical. Then, a reasonable opportunity must be given to the competitor to file an intent to appeal before he is prevented from continuing in the competition. If the competitor files an intent to appeal, the competitor should be allowed to continue. However, a notice must be posted on the official notice board stating that the competitor may be excluded from the event pending the outcome of the Appeal. The exception to this would be the case where allowing the competitor to continue would be dangerous or would otherwise compromise the safety of the event. Examples of this would be a vehicle too badly damaged to safely continue, a competitor obviously under the influence of drugs or alcohol, or where exclusion is provided for in the regulations.

## **Reporting Disciplinary Actions**

Disciplinary actions should be included in the stewards' report. The details should include the names of those disciplined, the rule and/or regulation broken, a brief description of the incident leading to the discipline, the penalties applied and a note as to whether the action was appealed or not. The report may also include recommended follow-up actions by CARS.

## **Right of Appeal**

While the stewards are the primary authority with respect to the CARS rules and their interpretation during a rally, their authority, decision, penalty or sentence is subject to a right of appeal. This right is fully described in the GCRs (Section 10).

## **Protest and Appeal Fees**

There are fees required for both protests and appeals. Provision for payment, either by cash or through the CARS office are now in place and detailed in GCR 9 and 10. In the case of a protest that the stewards feel was well founded, the stewards can return all or part of the fee. A receipt form is in the attached documents below and should be used when dealing with cash. Cash should be forwarded to the CARS office. In the case of a national rally, it should be given to the National Series Manager.

## **What Do Stewards Need?**

### **Identification and Access**

When they arrive at an event, the stewards will need an identification badge that identifies them as stewards and gives them free access to any official rooms and activities and access to all parts of the rally route, including spectator points. In addition, the stewards will need identification stickers or other markings for their vehicles that give them access to the rally HQ, route, spectator stages, service areas, VIP parking and all other areas which they may need to inspect in the course of their duties.

### **Documents**

When they arrive at the event, stewards should have the following documents:

- a copy of the CARS rulebook;
- copies of the appropriate regional rules and regulations;
- a copy of the event safety plan if already sent to them by email;
- a copy of the stewards' report from the latest running of the event (or reviewed before attending);
- a steward's event rating form (see forms below);

- copies of the query forms (see forms below/also available on the CARS web site);
- several copies of the competitor rating form;
- a copy of the event's supplementary regulations/bulletins.

Arriving at the event, stewards should be given the following from the organizers:

- the latest unofficial entry list, with the organizer's proposed starting order;
- copies of all road use permission documents
- copies of all police notification letters or be able to review them;
- a copy of the final route (road) book and any organizer-supplied course notes;
- a copy of the reconnaissance instructions (if "recce" is being done);
- a copy of the service book;
- copies of the time cards;
- copies of any other information or documents that are being given to competitors;
- a "names to know" list of all key members of the organizing team, including job description, and contact information for the duration of the event (phone/cell numbers, radio call signs, etc.);
- a copy of the rally program (if there is one);
- a copy of the spectator guide (if there is one);
- a copy of the press package (if there is one).

# Part Three:

## Documents and Templates

### Steward's Pre-Rally Checklist

#### General

- Is the Safety Plan adequate?

#### Stages

If stewards drive rally stages prior to an event, the following should be noted:

- Are the road closure signs in place?
- Is there enough room before the start control to stack cars without interfering with normal traffic flow?
- Are the distances to all cautions correct?
- Are there any unmarked corners that should be cautioned?
- Are there enough radio points? There should be no less than one every 7 km.
- Are the radio points safely located?
- Is the shutdown distance between the flying finish and the stop adequate? Consider traction if it is downhill, wet or icy;
- Are there cautioned corners between the flying finish and the stop?
- Are there any spectator areas?
- Are they in safe locations and far enough back from the road?
- Is access from the stage road or do they have separate access?
- Are there any notes from the previous year's stewards' report regarding this stage? Have they been addressed?

### Steward's Rally Day Checklist

#### Service / Refueling / Regrouping

- Service area secured against non-rally traffic?
- How many service area marshals?
- Service area adequately sized?
- Entry/egress adequate?
- Entry/egress?
- Refueling zone marked and separated from service?
- Refueling zone properly laid out and equipped?
- How many refueling zone marshals?

#### Stages

- How many course opening cars?
- Does each course opening car have a checklist for this stage? 000, 00, 0?
- Radio contact between start and finish?
- Radio contact with CoC?
- Stage start area blocked against other traffic?
- How many marshals at roadblock?
- How many marshals at start control?
- How many marshals at arrival control?

- Have marshals signed the waiver?
- All side roads taped?
- All side roads marshaled?
- All radio controls in instructions in place?
- All radio control signs in place?
- Stage arrows in place?
- Caution arrows in place?
- Spectator area in stage?
- Area taped?
- How many marshals?
- Stage finish area blocked against other traffic?
- How many marshals at flying finish?
- How many marshals at STOP?
- How many marshals at roadblock?

# CARS Inquiry Form / Formulaire de demande



Car # / No de voiture \_\_\_\_\_

From/De \_\_\_\_\_

Event/Événement \_\_\_\_\_

Time/Heure \_\_\_\_\_  
(submitted/de soumission)      (initials/initiales)      (reply/de la réponse)      (initials/initiales)

Inquiry/Demande
Regulation #/No de règlement
Action requested/Action demandée

Reply/Réponse





# Canadian Association of Rallysport

## Protest Submission / Formulaire de protêt

To : The stewards of the meeting  
Aux : Commissaires de la réunion

From Car / De voiture n° \_\_\_\_\_

Driver/Pilote \_\_\_\_\_ Codriver / Copilote \_\_\_\_\_

Event / Rallye : \_\_\_\_\_

Date and time submitted / Date et heure de la requête : \_\_\_\_\_

Re / Objet : \_\_\_\_\_

We wish to protest / Nous désirons protester : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Payments of the protest fee can be made with the event steward or arrangements made through the CARS office. Amount \$ \_\_\_\_\_

Le paiement des frais de réclamation peut être effectué auprès du commissaire de l'événement ou des dispositions prises par le bureau CARS. Montant \_\_\_\_\_ \$

\_\_\_\_\_  
Protestor's Signature

Protest fees : : International rallies / Rallyes internationaux \$1000, National rallies / Rallyes nationaux \$250, Regional and lesser rallies / Rallyes régionaux et autres \$100

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## RECEIPT / REÇU

DATE AND TIME / DATE ET HEURE : \_\_\_\_\_

EVENT / RALLYE : \_\_\_\_\_

RECEIVED FROM CAR # / REÇU DE LA VOITURE N° \_\_\_\_\_

THE SUM OF / LA SOMME DE \_\_\_\_\_ \$

As the fee for a protest regarding / Pour payer un protêt concernant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Steward's Signature / Signature du commissaire

Canadian Association of Rallysport – Box 300 Turner Valley, AB, T0L 2A0 – 1 (855) 640-6444  
office@carsrally.ca



# Canadian Association of Rallysport

## Notice of Intent to Appeal / Avis d'intention d'en appeler

To : The stewards of the meeting  
Aux : Commissaires de la réunion

From Car / De Voiture n° \_\_\_\_\_

Driver/Pilote \_\_\_\_\_ Codriver / Copilote \_\_\_\_\_

Event / Rallye : \_\_\_\_\_

Date and time submitted / Date et heure de la requête : \_\_\_\_\_

Re / Objet : \_\_\_\_\_

We intend to appeal the decision regarding/Nous désirons en appeler de la décision de :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payments of the appeal fee can be made with the event steward or arrangements made through the CARS office. Amount \$ \_\_\_\_\_

Le paiement des frais d'appel peut être effectué auprès du commissaire de l'événement ou des dispositions prises par le bureau de CARS. Montant \_\_\_\_\_ \$

\_\_\_\_\_  
Appeler's Signature /Signature du requérant

Appeal Fees : International rallies / Rallyes internationaux \$2000, National rallies / Rallyes nationaux \$500, Regional and lesser rallies / Rallyes régionaux et autres \$200

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## RECEIPT / REÇU

DATE AND TIME / DATE ET HEURE : \_\_\_\_\_

EVENT / RALLYE : \_\_\_\_\_

RECEIVED FROM CAR # / REÇU DE LA VOITURE N° \_\_\_\_\_

THE SUM OF / LA SOMME DE \_\_\_\_\_ \$

As the fee for an intent to appeal regarding / Pour payer une intention d'en appeler concernant

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Steward's Signature / Signature du commissaire



# Canadian Association of Rallysport

## Steward's Decision / Décision du commissaire

Event / Rallye : \_\_\_\_\_

Date : \_\_\_\_\_

Re / Objet : \_\_\_\_\_

Time of posting / Heure d'affichage : \_\_\_\_\_

Decision / Décision : \_\_\_\_\_

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Steward's Signature / Signature du commissaire

**NOTICE :** Anyone who is affected by this decision has the right to appeal. Anyone wishing to file an Intent to appeal must do so with the stewards within 30 minutes of the posting of this decision.

**AVIS :** Quiconque est affecté par cette décision a le droit d'aller en appel. Quiconque souhaite en appeler de cette décision doit s'adresser au commissaire dans les 30 minutes qui suivent cet affichage.



## Canadian Association of Rallysport

### Steward's Report / Rapport du commissaire

Event / Rallye :	Date :
Senior Steward / Commissaire principal :	Permit # : Permis n <sup>o</sup> :

Point	Commentaire
Supplementary Regs/ Règlement particulier	
Safety Plan Plan de sécurité	
Schedule / Horaire	
Registration / Inscription	
Reconnaissance	
Competition Facilities Start/Finish Services Installations Départ/Arrivée/Service	
Scrutineering Inspection technique	
Routebook/Stage Notes Cahier de route / Notes de course	
Route	
Control / Contrôles	
Marshals / Contrôleurs	
Timing / Chronométrage	
Safety Measures / Mesures de sécurité	
Incidents	
Scoring / Compilation	



## **Canadian Association of Rallysport**

Disciplinary Actions / Mesures Disciplinaires	
Awards and Banquet Prix et Banquet	
Media/Promotion	
Organization Organisation	
Overall Impressions Impressions Générales	

General Comments / Observations générales: