



**STEWARDS
RESPONSIBILITIES
AND PROCEDURES**



DRY LAKES RACERS AUSTRALIA COURSE STEWARDS RESPONSABILITIES AND PROCEDURES

Responsibilities & Procedures for Course Stewards

1. You are the eyes and ears for the starter and timer! We depend on you to observe the race vehicle going by your mile location and reporting by the UHF radio the status of the race vehicle.
2. General UHF radio operation guidance includes the following:
 - 1) This is a simplex broadcast system – only one talker is allowed at any time, so please wait until the previous broadcaster (talker) is finished.
 - 2) This is a relay system so you have to wait for one second after you “key down” the radio before you speak or else the first several words of your transmission will be lost.
 - 3) Be brief in your communication. The quicker you send your message the sooner the communications network is ready for other critical use.
 - 4) Select your words carefully, don’t ramble, be concise, avoid important “special meaning” words such as clear (which means the whole course is clear) and over (which is often used to describe a roll-over accident) and down (which often refers to a motorcycle falling down) etc.
 - 5) Get to know your fellow stewards and timers and starters (especially their voices) on your communications net. You will be talking to them in the conduct of the race event and it helps to know who and where they are.
 - 6) It is your responsibility to be alert, and realize that a race vehicle’s driver safety depends on your attention and response to the tower in a timely manner.
3. During routine course operations, we will depend on you to observe the race vehicle going by your mile marker location and reporting to the tower the vehicle status via the UHF Radio:
 - 1) If a vehicle (motorcycle or car) is ok and going by your position, (you would say by the UHF, “by the one” (or by the two, four, five etc.)
 - 2) If car makes an early turn out towards the return road, report to the tower that the car has turned out at the 1 mile (or 2, 4, 5 mile positions). Once the car has “cleared the course”, say “course clear” to the tower.
 - 3) For return road side rover stewards, if a vehicle turns out towards return road but doesn’t clear the course, the tower may request you to push or tow the vehicle off the course. This is mainly a duty of the rover steward on the return road side of the course. Do not cross the course at any time unless directed to do so by the timing tower.
 - 4) If the car turns towards the tower side of course, report this as an “emergency turn-out”. When you report an emergency, include the emergency location in your response, such as “at the 2 mile”.
 - (a) *** note that emergencies may include spins, fires, rollover, motorcycle down etc. So be as descriptive as possible when you report the event. ***
 - ii) Once this occurs the tower will place the race track on “hold” and send the emergency crews (ambulance, fire truck, etc) to the incident location asap.



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4. When the tower places the race track on “hold” during an emergency, the starter will respond to the “course on hold” call from the tower and he will not let any more race vehicles start on the course!

- 1) Because of the emergency the tower will give you instructions on the UHF if they need your assistance to this emergency, do not move on to the race course without the permission / direction of the tower.
- 2) When directed to respond to an incident scene, you may be asked to set up a perimeter around the incident and keep the crowd away so we can analyse the accident and location of crash debris.
- 3) You may be needed to pick up debris on race track like glass, car parts, etc. So remember to have gloves – some parts may be very hot.
- 4) As an “on-site” reporting witness, you may be asked to provide a statement in your own words about what you saw, how the incident began, how the vehicle travelled, where the problem started, what events took place, the sequence of activity etc. Do not be concerned about specific time of day or precise speed estimates of the vehicle, we will be able to ascertain that elsewhere, simply note what you think was relevant about the incident. Your patrol coordinator or the incident commander will gather that information from you when needed.

The DLRA have developed an emergency action plan. Obtain a copy of that document from you coordinator and become familiar with the organization outline.



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COURSE STEWARDS

RESPONSABILITIES AND PROCEDURES

The following chart will indicate some functions that you must do!

BEFORE RACE STARTS			
By FM check in with tower	if on "Long" course use FM ch#1	if on "Short" course use FM ch#2	
Have a fire bottle			Pick it up at tower
FM unit			Pick it up at tower
Magnetic Patrol signs			Pick it up at tower, return at end of race.
Have gloves			For hot parts on course.
Have a push bar on your vehicle or have a 20 ft tow strap	To move the race vehicle clear of the course as the tower instructs		if the steward does not have a tow strap the tower has some for use. Return at end of race.
Ensure your CB is on Ch #1 or Ch #10 (backup Ch.)			Do a radio check to ensure its operational.
Have water/ice			
Have suntan lotion and sun glasses			
DURING RACE			
Tell tower the status when vehicle goes by your mile marker			"By the 1"
If Am patrol, wait till your relief arrives before leaving post!!			"Turn out at the 1" "Course clear"
For toilet relief, call tower for instructions.			Tower will work it out for you to drive to the "Green Room" then report when back on
After afternoon shift is over, leave fire bottle there and return FM to tower.			Leaving the fire bottle will support the next mornings Steward's task. On last day of race
If a race vehicle turns toward the steward in distress be prepared to assist, or in case of fire, with a fire			if race vehicle stops on track, ask tower for permission to assist. Also the tower will put the
"Course Sweep"	A Sweep is an on course debris clear from your position to the previous position		With the course on "HOLD" the tower may ask you to perform a course sweep looking for
Be familiar with the Emergency Action Plan – EAP outline organization			The EAP identifies specific roles and responsibilities for incident management



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Other important items are:

There will be a course steward coordinator (morning job each day and problem solver) to:

Conduct basic patrol meeting before the meet for training and indoctrination.

He will cover these key items - radio behaviour

- course steward positions
- course steward shifts
- required equipment
- required supplies – Stewards stuff
- introduce Stewards to Timer & Starter

Conduct meetings each morning and set the roster and staffing for the day.

He will cover these key items - days schedule

- individual steward readiness
- next day's availability
- inputs and updates form ops

Ensure the tender has the roster.

Assure proper equipment – arrange to fill extinguishers when needed.

There will be a Course Steward Tender (all day job) -- Stewards will be visited at least once per shift by the "Steward Tender".

Patrols working single shifts (1/2 day) are expected to eat before and after their shift. The tender will supply some basic drinks to your own cooler as well as some snack foods. In addition, Patrols working all day shifts will be provided some lunch food by the tender. The tender will also check on the general wellbeing of the stewards and provide relief for "bathroom" breaks.

• Course Steward Communications - Each Course Steward will be issued an FM radio and assigned a channel for a communications net which will be aligned to match the course for which he /she is to operate. Current allocations are:



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Long Course – FM channel #1

Short Course – FM channel #2

Special Course – FM channel #3

- Course Steward Individual asks - The tasks are as follows:

1. Down Course Steward at 1 mile will announce “By the 1 mile” when the race vehicle has passes that post. The 1 mile steward is responsible for being aware of the vehicle status from the ½ mile to the 1 ½ mile position on the track

2. Course Steward at 2 mile will announce “By the 2 mile” when the race vehicle has passes that post. The 1 mile steward is responsible for being aware of the vehicle status from the 1 ½ mile to the 2 ½ mile position on the track

3. Course Steward at the Timing Tower (usually the course lead timer) will announce “By the timing tower” when the race vehicle has passed that post. The timing tower course steward is responsible for being aware of the vehicle status from the 2 ½ mile to the 3 ½ mile position on the track

4. Course Steward at the 4 mile will announce “By the 4 mile” when the race vehicle has passes that post. . The 4 mile steward is responsible for being aware of the vehicle status from the 3 ½ mile to the 4 ½ mile position on the track

5. Course Steward at the 5 mile will announce “By the 5 mile” when the race vehicle has passes that post. . The 5 mile steward is responsible for being aware of the vehicle status from the 4 ½ mile to the 5 ½ mile position on the track

6. Course Stewards at the 6 and 7 mile posts will only observe long course run terminations, and will announce “By the 6 mile” and “By the 7 mile” respectively. (Note that there is no 5, 6, or 7 course steward on the short or special course because they terminate at the 5 mile). The 6 mile steward is responsible for being aware of the vehicle status from the 5 ½ mile to the 6 ½ mile position on the track and the 7 mile steward is responsible for the 6 ½ to the 8 mile position.



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ADVISORY CAUTIONS FOR COURSE STEWARDS

Shifts are from 7:00 AM till 1:00 PM and from 1:00 PM to 7:00 PM – with a daily pre-meeting at 6:30 AM at the timing tower. If you are a PM shift please be prompt because you are replacing someone who has been there a long time and is probably anxious to be relieved. Remember to bring plenty of water and sunscreen and shade if you need it. Check out your radio at the timing tower – also check out a fire extinguisher. Remember to check them back in when your shift is done or turn them over to your relief. For those pulling AM duty please plan to eat after your shift is over. For those pulling PM duty please plan to eat before you go on duty. You will be assigned a radio frequency for your course operations – please do not change that frequency. Get to know who your timer and starter are on the course you are working – you will hear their voices all day and recognize who is issuing information.

Please do not be verbose – When you broadcast wait until the channel is clear – then press your transmit button, wait one second, then talk –very briefly (most of your transmissions should be only 4 or 5 words) – then release your transmit key. It does not do us any good for you to ramble, visit, postulate, just “chat on” because it communicates no information and it ties up the radio. These are simplex radios – only one talker at a time and if you “step on” another broadcast it simply destroys both transmissions. If the other folks on your radio net have trouble knowing who you are by your voice, use the convention of opening your broadcast with your position such as “Short Course Mile 2 – the vehicle is on fire or *** whatever” Normally your transmission will be recognized by the sequence in which it is broadcast.



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ATTACHMENT "A"

For the Course Steward Coordinator and Tender

- Shifts are from 7:00 AM till 1:00 PM and from 1:00 PM to 7:00 PM – with a daily pre-meeting at 6:30 AM at the timing tower

- Positions - Course Steward Positions are as follows:

Long Course will have nine "Course Stewards", - communicating on FM #1

Six "stationary stewards" on the emergency (Tower) side of the course:

- 1 mile, 2 mile, Timing Tower (approximately 3 mile), 4 mile, 5 mile, 6 mile and 7 mile.

Three "Roving Stewards" on the safe turn out side (return road).

1. Pit side start Roving Steward covering ½ mile to the 3 mile on the pit side
2. Mid course Roving Steward covering from the 3 ½ mile to the 5 mile
3. Long course end Roving Steward covering from the 5 mile to the 8 mile.

Short Course will have five "Course Stewards", - communicating on FM # 2

Three "stationary stewards" on the emergency (Tower) side of the course:

1. 1 mile, 2 mile, Timing Tower (approximately 3 mile), & 4 mile
2. Two "mobile stewards" on the safe turn out side (return road).
3. Short Course Return road sides start Roving Steward covering ½ mile to the 3 mile on the Short Course return road.
4. Short Course Return road side end Roving Steward covering 3 mile to the 5 mile on the Short Course return road.

Special Course will have five "Course Stewards", communicating on FM # 3

1. Three "stationary stewards" on the emergency (Tower) side of the course at:
2. 1 mile, Timing Tower (approximately 2 mile) 3 mile, 4 mile.
3. Two "Rover Stewards" on the safe turn out side (return road).
4. Special Course Return road side start Roving Steward covering ½ mile to the 3 mile on the Short Course return road
5. Special Course Return road side end Roving Steward covering 3 mile to the 5 mile on the Short Course return road

Manning of Course Steward Positions:

Unless otherwise noted all Course Steward Positions, including "Roving" will consist of a single steward at each position. Our lone exception to this policy is / has been the position filled by the



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Shearers at roving position 5-8 mi. We have traditionally filled this position with the two of them because of their unique ability to afford a preliminary fire fighting effort with their on-board equipment and the fact that they are the farthest removed from our "on scene" fire equipment normally stationed at the 3 mi long