

PROCEDURES FOR BECOMING A SCCA ROADRALLY SAFETY STEWARD

RRSS Licensing Requirements: There are two grades of RoadRally Safety Steward Licenses.

1. RoadRally Safety Steward (RRSS)
2. RoadRally Safety Steward Instructor (RRSSI)

PROCEDURES FOR BECOMING A RRSS

A. Initiation of the Process

- 1) Interested members, 18 years of age or older, should communicate with the Divisional RoadRally Steward (DRRS) of their Division or a RRSSI, expressing a desire to become a RRSS.
- 2) Should a DRRS or RRSSI not be available in their Division, they should contact a member of the National RoadRally Board (RRB) either directly or via the SCCA National Office.
- 3) An application will be forwarded to the member, or the member can obtain the application by downloading the form from the SCCA website (<https://www.scca.com/pages/roadrally-rules>) or from the Instructor at a classroom training session when offered.
- 4) Once a request has been received, a licensed RRSSI will be appointed as the applicant's 'Mentor.'
- 5) The application must be completed and returned to the assigned Mentor following the completion of the training requirements listed below, or after attending a SCCA RoadRally Safety Steward classroom training session.

B. Complete the RRSS training. Training involves five steps. **Please note:** A Mentor should be assigned before starting the RRSS training. (see Initiation of Process above.)

- 1) Review the RoadRally Safety Manuals (TSD and GTA).
- 2) Review the RoadRally Safety Checklists (TSD and GTA).
- 3) Review the Learning Management System (LMS) RoadRally Safety Steward Training course available on the MY.SCCA Learning Portal, or attend a classroom/Zoom training (if available). Applicants will receive an email notification from the National Office, once access to the LMS Training has been granted.
- 4) Complete the RoadRally Safety Steward Knowledge Test. This is a 20 question test and is the final phase of the LMS RoadRally Safety Steward Training course. The individual wishing to obtain a RoadRally Safety Steward License must pass the test within three (3) attempts and receive a passing grade of 90% or higher. After the third (3rd) failed attempt,

the individual, if they wish to proceed with the application, should contact their Mentor and then retake the training course from the beginning.

5) After passing the LMS Knowledge Test the assigned Mentor may, based upon the qualifications of the applicant and, after completion of the five steps above, approve the license application after consultation and approval of the appropriate DRRS. SCCA® Member Services shall be advised by the assigned Mentor and will issue a license.

PROCEDURES FOR BECOMING A RRSSI

All applications for the RRSSI Licenses must be approved by the **RoadRally Safety Steward Liaison Board Member/RoadRally Chairperson, based on the criteria listed below**, and demonstrated appropriate experience and judgment needed for the position.

A RRSS may only apply to become a RRSSI after:

1. Demonstrating experience in the sport by being the RRSS of record for at least four events during the prior five (5) calendar year continuous period,
2. Pass the LMS Knowledge Test with a score of 100%. (If a 100% score is not obtained after the third (3rd) attempt and the individual still wishes to proceed with the application, they must retake the Training course from the beginning.

B. A member that is a licensed RRSS may obtain an application from their DRRS or a RRB member or the SCCA® web site (www.scca.com).

C. The application must be completed and sent to the DRRS or RRB member along with a letter/email of recommendation from a RRB member, a member of the National SCCA Board of Directors, a RRSSI who has worked with the applicant, or the applicant's Regional Executive.

LICENSE RENEWAL AFTER BECOMING A RRSS or RRSSI

A. In order to retain a RRSSI license, each Instructor will be required to conduct a formal classroom session (in person or remote) or Mentor a new RRSS in the last three years. Exceptions may be granted by the RRB based on the needs of the Division

B. All RRSS and RRSSI must retake the LMS RoadRally Safety Steward Training course and Knowledge Test every three years prior to renewal of their license. The MY.SCCA Learning Portal will notify the RRSS/RRSSI as needed.

C. If the above steps are met, licenses will be renewed when the license holder's membership is renewed, unless the RRB instructs the National Office not to renew, due to a recommendation by a Regional Executive, Divisional RoadRally Steward, RoadRally Board National Event Committee or Regional Development Committee member.

LICENSE RENEWAL IN THE EVENT THERE IS A LAPSE IN MEMBERSHIP

In the event there is a lapse in a RRSS or RRSSI membership, their License will be reinstated, as long as their License expiration date has not expired. If their License expiration data has expired, they must reapply for their RRSS License per the process.