Live Stewarding Guide

For iRTES 2023

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For: Champion Motorsports
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Revision: R02

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Revision History

| R01 | January 30th, 2023 | Original revision |
| R02 | February 18th, 2023 | Clarify wording |

Quick Links

Description	Link	Used By
Incident Database	https://irtes-rrc.cmsracing.com	**Live Stewards**
GCR - General Competition Rules	https://cmsracing.com/general-competition-rules/	*Everyone*
iRTES Regulations	OneDrive Link	*Everyone*
iRTES IRR List	https://cmsracing.com/irtes-irr/list	*Team Managers*
iRTES IRR Form	https://cmsracing.com/irtes-irr	*Team Managers*

Team Roles

To make things run smoothly, we will have a few special roles among the live stewarding team:

Role	Who?	Purpose
Lead Steward	Ryan	Organize and direct all live stewarding activities.
Chief Steward	Jon	Rules clarifications, stewarding guidance, etc.
Live Steward	*(everyone)*	Review IRRs, provide analysis and penalty recommendations.
Group Leader	*(TBD each race)*	**Live Steward** tasks plus summarizing and data entry tasks for group
Team Manager	*(external)*	Racing team managers submit IRRs and are notified of the outcome.

Live Stewarding Preflight

Please ensure you achieve all of the following before the first race in March:
- DM me (Ryan) with your email address so I can invite you to the database
- Read this document and ask me if you have any questions
- If you have iRacing, make sure you:
  - Own the required content
  - Have replay/connection settings for 60+ cars per this article.
  - Know how to share your iRacing screen in Discord.

Pre-race Checklist

All stewards please plan to be present before the drivers' meeting (typically about 30 minutes before cars grid up), if at all possible.

If you own iRacing

- Ensure you are listed as an admin for the iRTES league race session
- Update all content
- Disable/close any ovelays you normally run (e.g., Racelabs)
- **[Important!]** Join the session as a spectator. Do **not** join as a driver!
  - Click the **^** next to Register, and then click **Watch:**

- Ensure you can hear the iRacing voice chat, so you can listen in on the drivers meeting.
- One steward from each group, share your screen so other stewards can listen in.

Everyone

- (Before the race) Let the Lead Steward know if you will/won't attend.
- Review the race briefing in the #team-managers channel.
- Join the **Live Steward Main** Discord voice channel.

Post-Race Responsibilities

1. **Lead Steward** submits any **Deferred** incidents into the standard RRC pipeline.
2. **Live Stewards** assist in reviewing them.

Live Race Review Process

The process for reviewing an IRR in a live stewarding environment is more fast-paced and collaborative. We look at incidents the same as ever, but there are some procedural differences. People in **Roles (bold)** listed below have primary responsibility, but may delegate tasks.

Group Leader's Point of View

Group Leaders' process for each incident is as follows:
1. Wait for incident to be **Assigned** to your group via Discord
2. Watch replay with **Live Stewards** in your group, and discuss
3. If discussion is concluded, update Incident record
   a. Add *Private Notes* (Stewards' eyes only, more detailed)
   b. Add *Decisions* (public view, less detailed)
   c. Update *Status*
   d. **Do *not*** check the *Final* field.
4. Notify **Lead Steward** IRR# is ready for review. **Lead Steward** will either approve, ask for clarification/replay views, or give further guidance.

Live Steward's Point of View

Live Stewards' process for each incident is as follows:
1. Wait for an incident to be **Assigned** to your group
2. Watch replay with your group and discuss (one of you will screen share)
3. Verbally summarize the incident as you see it, and recommend penalties, as you would with any normal IRR.
4. Your **Group Leader** may ask you to type up your summary.
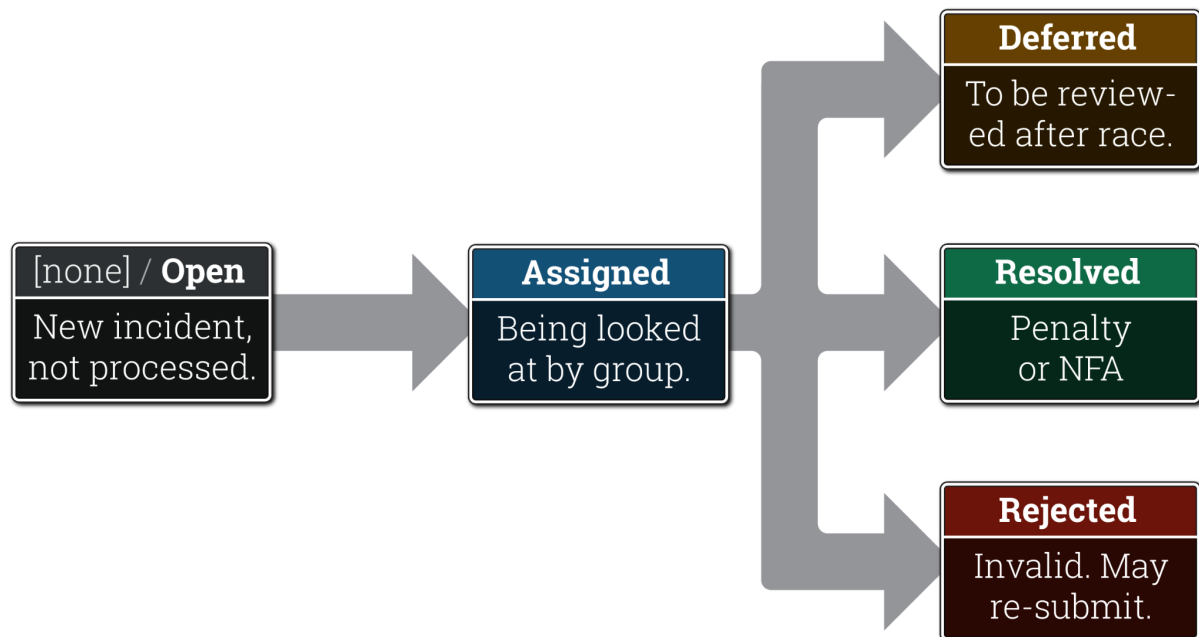5. Double check *everything!*

Entire Overview

An overview of the entire process is below to put the above into context:
1. **Team Manager** fills out the **iRTES Incident Report Form**
2. **Lead Steward** checks **Open** submissions and either **Reject** or **Assign** incident to a **Live Steward** group (via **Group #** text chat in Discord).
   a. **Lead Steward** notifies **Team Manager** of reason if **Reject**ed
3. **Lead Steward** updates broadcaster "Incident under investigation"
4. **Live Stewards** in group review and discuss replay
5. **Group Leader** updates *IRR* and *Decisions* with group's recommendation and informs **Lead Steward.**
6. **Lead Steward** reviews and approves or provides feedback/instructions.
7. If approved, **Lead Steward:**
   a. issues in-game penalty,
   b. updates broadcaster "Penalty to ...", and
   c. checks **Final** box in IRR. **This makes the penalty public.**

Incident Status

Each Incident has a Status field. Here's what each Status means, and the normal flow between them:

Communication

Here's a breakdown on the main communication channels we will be using.

iRacing **ADMINS** Voice Chat	Used infrequently to communicate with race admins (drivers cannot hear this)
iRacing **(other)** Text/Voice Chat	*Not used by us.* Make sure you have the proper voice channel selected!
#live-stewards	Coordination between groups
🔊 **Live Steward Main**	All-steward discussion, pre-race meeting
🔊 **Group #**	Incident review screen share and discussion
💬 Group # Text Chat	Proposed *Private Notes, Decisions,* and other group-only chat.
#irtes-rrc	Team manager

Tips for effective reviews

Live reviews can get a bit hectic and stressful if not managed carefully. Here are a few tips experience has taught us, in past years:

- **Keep the GCR open.** All incident reviews are subject to the GCR; no other ruleset matters for our races.

- **Agile thinking!** Listen and be willing to adjust your opinion on the fly.

- **Don't go looking for trouble.** Only review the incidents that are reported, like normal. Focus on the incident itself.

- **Keep the conversation orderly.** Give everyone space to think and say their piece, and be able to take a breath now and then. Just be concise and throw us some kind of signal that you're done talking.

- **Details matter!** It's better to slow down or Defer an IRR rather than rush through and sacrifice accuracy. Just don't *overthink* it.

iRacing Admin Cheat Sheet

The following commands will be useful for the **Lead Steward** (or delegate):

Caution, Warning, Stern Warning	`/all Caution to Team #123 for ?`
Drive Through	`!black 123 D`
Stop and Go	`!black 123`
Stop and Hold +nn Seconds	`!black 123 10`
Disqualification *[Cannot be **!clear**ed. Danger!]*	`!dq 123`
Clear Pending Penalties	`!clear 123`
Grant Admin Privileges	`!admin 123`

Obviously, be *very* careful with these commands. [Complete list](#).