



## **By Laws**

### **Sports Car Club of America**

Northwest Division  
San Francisco Region  
**Fresno Chapter**  
P.O. Box 1323  
Clovis, Ca. 93612-1757  
[www.fresnoscca.com](http://www.fresnoscca.com)  
Yahoo Group: FCSCCA

Last Revision  
2009

# Forward

## By Laws

The Fresno Chapter SCCA By Laws shall be the guiding laws of how the club functions.

### Statement of Policy

From the Board of Directors – 1969, 1975, and 1977

“The Sports Car Club of America, Inc. is governed and operated by a large number of members in positions of authority and responsibility – directors, officers, salaried executives, and any committee members and appointed officials. It is imperative that all members recognize the fundamental principle that, as in any other corporation, all of these people owe to the SCCA a duty of great loyalty in occupying such positions of trust, and should therefore direct their principal efforts towards advancement of the Club and its programs.”

### Prime Objective

The Prime objective of SCCA is to provide an enjoyable experience in a friendly environment at SCCA events. Each procedure and action of workers, officials and competitors shall emphasize and encourage this philosophy.

### Statement of Function

Fresno Chapter of the SCCA exists to organize, support and develop auto racing and provide an outlet for **car enthusiast** to get out of bench racing and into the action. Fresno Chapter of the SCCA wants to help you fuel your passion for auto racing.

2009 Edition

Fresno Chapter SCCA By Laws

Last updated 2009

## Table of Contents

1. <u>Legal Status</u>	pg 1
2. <u>Organization and Name</u>	pg 1
3. <u>Corporate Seal</u>	pg 1
4. <u>Fiscal</u>	pg 1
4.1. <u>Tax Exemption Status</u>	pg 1
4.2. <u>Fiscal Year</u>	pg 1
4.3. <u>Annual Financial Statement</u>	pg 1
5. <u>Membership</u>	pg 1
6. <u>Club Administration</u>	pg 1
6.1. <u>Board Members and Their Duties</u>	pg 1
6.1.1. <u>President</u>	pg 1
6.1.2. <u>Vice President</u>	pg 2
6.1.3. <u>Treasurer</u>	pg 2
6.1.4. <u>Secretary</u>	pg 3
6.2. <u>Chiefs and Their Duties</u>	pg 4
6.2.1. <u>Chief Safety Steward</u>	pg 4
6.2.2. <u>Chief of Waivers</u>	pg 5
6.2.3. <u>Chief Technical Inspection</u>	pg 5
6.2.4. <u>Chief of Timing and Scoring</u>	pg 5
6.2.5. <u>Chief of Registration</u>	pg 6
6.2.6. <u>Chief of Novice</u>	pg 6
6.2.7. <u>Chief of Promotions</u>	pg 6
6.2.8. <u>Chief of Equipment</u>	pg 7
6.2.9. <u>Chief of Course</u>	pg 7
6.2.10. <u>Chief of Impound and Protest</u>	pg 7
6.3. <u>Event Officials and Their Duties</u>	pg 7
6.3.1. <u>Event Chair</u>	pg 8
7. <u>Event Operations</u>	pg 8
7.1. <u>Traveling to and from Site</u>	pg 8
7.2. <u>Paddock and Non-Competition Areas</u>	pg 8
7.3. <u>Grid</u>	pg 8
7.4. <u>Spectators</u>	pg 9
7.5. <u>Timeline</u>	pg 9
7.6. <u>Entrant as Workers</u>	pg 9
7.7. <u>Course Map</u>	pg 9
7.8. <u>Photography</u>	pg 10
7.9. <u>Course Familiarization</u>	pg 10
7.10. <u>Starts</u>	pg 10
7.11. <u>Class Grouping</u>	pg 10
7.12. <u>Order of Running</u>	pg 10
7.13. <u>Double Entry</u>	pg 11
7.14. <u>Fun Runs</u>	pg 11
7.15. <u>Protests</u>	pg 11
7.16. <u>Preheating Tires</u>	pg 11

7.17.	<u>Registration</u>	pg 11
7.18.	<u>Insurance Waiver</u>	pg 11
7.19.	<u>Insurance</u>	pg 12
7.20.	<u>Event Chair</u>	pg 12
7.21.	<u>Timing of Course</u>	pg 12
7.22.	<u>Scoring</u>	pg 12
7.23.	<u>Timer Failure</u>	pg 12
7.24.	<u>Reruns</u>	pg 12
7.25.	<u>Ties</u>	pg 13
7.26.	<u>Scoreboard/Results</u>	pg 13
7.27.	<u>Penalties</u>	pg 13
7.28.	<u>Passengers</u>	pg 14
7.29.	<u>Time between Competition Runs</u>	pg 14
7.30.	<u>Classes</u>	pg 14
7.30.1.	<u>Recognized Classes</u>	pg 14
<b>8.</b>	<b><u>Season Competition</u></b>	pg 14
8.1.	<u>Start</u>	pg 14
8.2.	<u>Finish</u>	pg 14
8.3.	<u>Events Schedule</u>	pg 14
8.3.1.1.	<u>Avoid Dates</u>	pg 14
<b>9.</b>	<b><u>Meetings</u></b>	pg 15
9.1.	<u>Club Meetings</u>	pg 15
9.1.1.1.	<u>Occurrence</u>	pg 15
9.1.1.2.	<u>Location</u>	pg 15
9.1.1.3.	<u>Time</u>	pg 15
9.1.1.4.	<u>Procedures</u>	pg 15
9.1.1.5.	<u>Voting</u>	pg 15
9.2.	<u>Board Member Meetings</u>	pg 16
9.2.1.	<u>Occurrence</u>	pg 16
9.2.2.	<u>Location</u>	pg 16
9.2.3.	<u>Time</u>	pg 16
<b>10.</b>	<b><u>Awards</u></b>	pg 16
10.1.	<u>Eligibility</u>	pg 16
10.2.	<u>Attendance</u>	pg 16
10.3.	<u>Awards Banquet</u>	pg 16
10.3.1.	<u>Occurrence</u>	pg 16
10.3.2.	<u>Location</u>	pg 16
10.3.3.	<u>Time</u>	pg 16
10.4.	<u>Points</u>	pg 16
10.5.	<u>Specialty Awards</u>	pg 17
10.5.1.	<u>Novice/Rookie</u>	pg 17
10.5.2.	<u>100% Attendance</u>	pg 17
10.5.3.	<u>Hard Luck</u>	pg 17
10.5.4.	<u>Most Improved</u>	pg 17
10.5.5.	<u>Most Consistent</u>	pg 17

10.5.6. Enduro Winner	pg 17
<b>11. Supplemental Additions/Substitutions</b>	<b>pg 17</b>
11.1. Proposed	pg 17
11.2. Voted	pg 17
11.3. Implemented	pg 17
<b>12. Permanent Changing of By Laws</b>	<b>pg 17</b>
12.1. Permanent	pg 17
Closing Statement	pg 17
Appendix	pg 18
Divers meeting script	pg 18
Novice Class	pg 21

## 1. Legal Status

Sports Car Club of America, Inc. (“SCCA” or the “Club”), a not-for-profit, non-stock corporation, is incorporated in the State of Connecticut as indicated in the Amended Certificate of Incorporation, filed with the Secretary of the State of Connecticut. SCCA is organized and operated according to the Bylaws adopted by the members and placed in effect January 29, 1984 and amended effective July 1, 2000.

SCCA, Inc. is also the sole shareholder of two for-profit subsidiary corporations, SCCA Pro Racing, Ltd., and SCCA Enterprises, Inc.

## 2. Organization and Name

This organization is a duly constituted chapter of the San Francisco Region of the Sports Car Club of America. The name of this organization shall be Sports Car Club of America-Fresno Chapter.

## 3. Corporate Seal

The Fresno Chapter Corporate Seal may be used only in connection with SCCA business and for other purposes specifically authorized by the Board of Directors. The Seal is inscribed with the name of the corporation, the year of its incorporation and the word “Fresno”.

## 4. Fiscal

### 4.1 Tax Exemption Status

The SCCA is operated as a not-for-profit corporation exempt from Federal Income Tax under Section 501(c)(4). Exemption was obtained from the Commissioner of Tax Revenue, March 27, 1953. The Vice President of Finance submits a Form 990, Return of Organization Exempt from Income Tax, for the Club’s financial operations each calendar year.

### 4.2 Fiscal Year.

The fiscal year is April 1<sup>st</sup> through March 31<sup>st</sup>.

### 4.3 Annual Financial Statement.

## 5. Membership

Limited to members in good standing of the Sports Car Club of America.

## 6. Club Administration:

### 6.1 **Board Members and Their Duties:**

(Term limit for all officers of a maximum of two consecutive terms.)

(All **Board Members** must possess valid SCCA membership.)

(Minimum age of 18 years old.)

#### 6.1.1. **President:** Duties and Benefits.

- Organize agenda and conduct the monthly general meetings according to Roberts Rules of Order.
- Receive free entry at any event conducted by the club during their term in office.

- President may only hold the President position as a board member.
- Vacancy: If for any reason the President resigns or is no longer able to complete his or her duties then the Vice President will become the President for the remaining term of the vacated President.

#### 6.1.2 **Vice President:** Duties and Benefits.

- Submit Event Sanction paperwork a minimum 21 days before a scheduled event requiring sanctioning. Received sanctioning paperwork must have two copies made with one copy going to the Secretary and the other going to the timing and scoring vehicle to be displayed at the appropriate event.
- Receive discount applicable so that only \$10 is required or the cost of the audit whichever is higher for entry per run group at any event conducted by the club during their term in office.
- Vice President is to assume the responsibilities of the President at any club function when the President is unable or unwilling to attend.
- Vice President may only hold the Vice President position as a board member.
- Vacancy: If for any reason the Vice President resigns or is no longer able to complete his or her duties then the club will open nominations at the next monthly general meeting and then vote on those nominated at the following monthly general meeting. The new Vice President will serve for the remaining term of the vacated Vice President.

#### 6.1.3 **Treasurer:** Duties and Benefits.

- Prepare reports for monthly general meetings detailing income and expenditures.
- Present prepared above reports at monthly meetings. If unable to present the above reports at the meeting then all other board members must be contacted to discuss an alternate presentation. Three hard copies of report(s) must be brought to the monthly general meeting; One for each member of the board.
- Count the cash box at each event and then have each event chair verify amount with both signing off on amount earned for the event.
- Audit each event conducted during their term and submit payment to SCCA within 45 days to cover audit/insurance fees to avoid any late penalty.
- Send appropriate payment for any weekend memberships sold at an event.

- Prepare a quarterly report and submit to the regional contact Sherry Grantz.
- Responsible for bringing change for the cash box, the cash box and registration stamp to each sanctioned event.
- Receive discount applicable so that only \$10 is required or the cost of the audit whichever is higher for entry per run group at any event conducted by the club during their term in office.
- The Treasurer shall only pay approved expenses by the club at a general club meeting for club functions. All reimbursements shall be paid back to a club member once a valid receipt is presented and shall only be in the form a check to the club member for the amount on the receipt.
- Any expenditure(s) over \$50 must have a minimum of three different vendors/companies from which the club decides which one to go with. Unless only one vendor is available that carries the product.
- Maintain the club's account in the bank designated by the club.
- Treasurer may only hold the Treasurer position as a board member.
- Vacancy: If for any reason the Treasurer resigns or is no longer able to complete his or her duties then the club will open nominations at the next monthly general meeting and then vote on those nominated at the following monthly general meeting. The new Treasurer will serve for the remaining term of the vacated Treasurer.

6.1.4 **Secretary:** Duties and Benefits.

- Prepare minutes for monthly general meetings detailing the previous monthly general meetings details.
- Present prepared above reports at monthly meetings. If unable to present the above reports at meeting then all other board members must be contacted to discuss an alternate presentation. Three hard copies of report(s) must be brought to the monthly general meeting; One for each member of the board.
- Prepare a list stating who are the:
  - Current board members.
  - Current Chiefs.
  - Current Event Officials.
 Post the list in the timing trailer and at registration.
- Update contact information from registration cards in the Club directory.

- Responsible for Registration/Score cards and other notary required for sanctioned events. (Temporary number pairs from 200-299).
- Confirm Chief of Timing and Scoring currently has enough event winner stickers to cover upcoming events.
- Receive discount applicable so that only \$10 is required or the cost of the audit whichever is higher for entry per run group at any event conducted by the club during their term in office.
- Secretary may only hold the Secretary position as a board member.
- Vacancy: If for any reason the Secretary resigns or is no longer able to complete his or her duties then the club will open nominations at the next monthly general meeting and then vote on those nominated at the following monthly general meeting. The new Secretary will serve for the remaining term of the vacated Secretary.
- Verify a current SCCA Solo Rulebook has been purchased for the club and put in the timing trailer.

## 6.2 **Chiefs and Their Duties:**

(Volunteer based or will be appointed by the current board members.)

(Term limit for all chiefs of a maximum of two consecutive terms in a specific Chief position.)

(Chiefs are responsible for their applicable duties but may appoint subordinates to help in getting their duties accomplished.)

(One term is a competition year.)

(All Chief's must possess valid SCCA membership.)

(Minimum age of 18 years old.)

(Plurality of Duties: One person may hold more than one Chief position except the Chief Safety Steward which may only hold the Chief Safety Steward position during an event.)

(Receive discount applicable so that only \$10 is required or the cost of the audit whichever is higher for entry per run group at any event conducted by the club during their term as a Chief.)

### 6.2.1 **Chief Safety Steward:**

- Verifies a minimum two (2) safety stewards are at an event so that while one participates the other safety steward is working as both safety stewards can not be in the same run group.
- Safety Stewards must wear lanyard stored in trailer marked "Event Safety Steward".
- Verify with Event Chair that a system is in place to ensure all persons on site have signed the release waiver and are receiving wrist bands.
- Verify waiver forms have:
  - Event.
  - Date.

- Witnessing signature from the SCCA member collecting signatures.
- Verify Certificate of Insurance at event site before event starts. If not there or are incorrect call 1-800-770-9994.
- Responsible for the safety of Spectators, Workers, and Driver Safety relative to course design.
- Course changes are limited to course and off course safety and not course design philosophy. See Solo Rule Book section 1.3 and 2.1.

#### 6.2.2 **Chief of Waivers:**

- Ensures waivers comply with the requirements of the SCCA insurance coverage with regards to Solo events.
- Ensure Waiver function follows the Solo Department guidelines.
- Verify all waivers are signed properly, witnessed, event designated, location, date and each signer receives a wrist band.
- Keep all supplies and equipment stocked and maintained (wrist bands, waiver forms, etc.).
- Verify waiver workers are on duty at all times from event start until event finish.
- Verify waiver workers have been recruited, trained, and assigned.

#### 6.2.3 **Chief of Technical Inspection:**

- Ascertains that vehicles comply with the requirements of the Solo rulebook and the Supplemental Regulations.
- Inspect and certify vehicles and driver safety equipment comply with the safety regulations. (Helmet has valid Snell certification, proper attire, foot wear closed toed shoe).
- Conduct Safety Inspections of vehicles as requested by the Event Chair.
- Report to Event Chair any non compliant vehicles.
- Verify appropriate size and legibility of car number (8") and cars class (4") are on car before car is released from technical inspection area.
- Not responsible for car classification.

#### 6.2.4 **Chief of Timing and Scoring:**

- Responsible for accurately taking reading and recording times.
- Posting of times during the event.
- Prepares the official results.
- Finalizes results in two weeks or before next event unless the following event is the next day then two weeks is the time allotted to finalize the results.

- Notify current Secretary if event winner stickers available quantity is getting low.
- Sends results to website administrator for posting.

#### 6.2.5 **Chief of Registration:**

- Verifies SCCA membership.
- Verifies valid driver's license.
- Any of the above criteria not met will result in the competitor not being allowed to compete as a driver.
- Responsible for printing and coordinating online registration.

#### 6.2.6 **Chief of Novice:**

- Must be knowledgeable in autocrossing with a majority years of experience.
- Announce and conduct Novice course walks a minimum of two per event.
- Be available and willing to ride with any Novice for in car assistance.

#### 6.2.7 **Chief of Promotions:**

- The Chief of Promotions shall be responsible for the preparation and submission of a monthly article concerning chapter events to The Wheel and for sending information to the news media from time to time.
- Invite media to events and make sure one reporter receives free entry for that event with club paying for applicable weekend membership.
- Prepare event flyers and bring to club for approval before posting anywhere.
- Post Event/Calendar at or on:
  - Internet:
    - ✓ CraigsList.
    - ✓ FresnoRacing.net.
    - ✓ KMJ Calendar.
    - ✓ Local online TV websites calendar.
    - ✓ Etc.
  - Newspapers:
    - ✓ Fresno Bee.
    - ✓ Merced.
    - ✓ Any local paper.
  - Stores/Businesses:
    - ✓ Automotive Shops.
    - ✓ Malls.
    - ✓ Western Speed and Fuel.
    - ✓ Decker Auto Supply.
    - ✓ Dealerships.
  - Radio:

- ✓ On air.
- ✓ Remote live DJ from Location.

#### 6.2.8 **Chief of Equipment:**

- Supervises packing the timing trailer as needed.
- Maintains charging of batteries 12V.
- Maintains Charging of Radios.
- Maintains Charging of Timers.
- Maintains Stock of AA batteries.
- Maintains gasoline for Generator.
- Maintains (3) bags of line marker in timing trailer before the next event.
- Making sure approved repairs are made in a timely manner.
- Maintains the inventory of all other expendable items in the timing trailer.
- Confirms Loaner Helmets meet current minimum SCCA standards.
- Confirms Safety Flags are in good condition.
- Confirms with Portable Toilet Company before event if applicable.

#### 6.2.9 **Chief of Course:**

- Observes cars on course.
- Lines up cars for entry to course.
- Provide Starting signals.
- Directing of cars off course after their run.
- Crowd control.
- Rope off course area or provide barriers meeting section 2 of the Solo Rulebook.

#### 6.2.10 **Chief of Impound and Protest:**

- Responsible for upholding Section 6.10 of vehicle compliance with Solo Rulebook and Supplemental Regulations.
- Conduct inspections independently or at the request of the Event Chair.
- Reports to Event Chair on vehicles not in compliance.
- Leader of the Protest Committee.
- Provides notification of protests to those involved.
- Provides notification of ruling to those involved.
- May vote or not vote during protest.
- Allowed to participate as a driver at the event.

### 6.3 **Event Officials and Their Duties:**

(Term limit for all Event Officials NONE.)

(One term is a competition event.)

(All Event Officials must possess valid SCCA membership.)

(Minimum age of 18 years old.)

### 6.3.1 **Event Chair:**

- Chief planner and organizer of the event.
- Establishes event administration procedures that achieve compliance with all applicable SR (Solo Rules) and supplemental regulations, including a waiver signing system.
- Formulates procedures to implement the Divisional Solo Safety Steward's plans for ensuring spectator, driver, and worker safety.
- Course design, layout, and pre-running of suitable course.
- Verify waiver workers are valid SCCA members.
- Verify communication between waiver station(s) and event administration.
- Verify proper storage of waivers for required years as required by Solo department guidelines or local laws which ever is greater.
- Recommended Chief of Waivers not perform other duties for the duration of the event.
- Event Chair receives free entry and a maximum number of three (3) additional free entries for the Event Chair to distribute to whom they choose. Additional free entries beyond the three will need to be approved by a current board member. Applicable membership with SCCA must be paid by the recipient of the free entry to be eligible to use the free event entry to compete.

## **7. Event Operations:**

### **7.1 Traveling to and from site:**

- All competitors and non-competitors must obey all local traffic laws while traveling to and from the site. Failure to obey all local traffic laws while traveling to and from the site may result in disqualification from the season or what the club determines as an appropriate disciplinary action.

### **7.2 Paddock and Non-competition areas:**

- Maximum speed 5 MPH no exception.
- First infraction will result in disqualification from event.
- Second infraction will result in disqualification from current season and possibly all future seasons.
- Pets allowed but must be on leash at all times. No Exception.

### **7.3 Grid:**

- Multi driver always the far left lane for ease of driver changes.
- Non-competitors are not allowed unless on competitors crew and approved by Grid person and or Safety Steward.
- Minimum age for non competitors in Grid area is 16 years old.
- No pets allowed at anytime.

### **7.4 Spectators:**

- All spectators must view event from areas designated by Chief Safety Steward. Failure of spectator to stay in viewing area will result in the spectator being asked to leave.
- Paddock is open to all spectators, but all vehicles have right of way at all times. PAY ATTENTION TO ANY VEHICLE MOVING AND OR RUNNING!

#### 7.5 **Timeline:**

(This timeline is a guideline that can be changed by the discretion of the Event Chair to meet time constraints, site constraints, and numbers of competitors)

- **7:00am.**
  - Site Opens for competitors and non-competitors to enter.
- **7:30am-8:30am.**
  - Registration opens for Run Groups 1&2.
  - Technical Inspection opens for Run Groups 1&2.
  - Course Open for Walking.
- **8:00am.**
  - Novice Walk.
- **8:45am.**
  - Drivers Meeting for Run Groups 1&2.
- **9:00am.**
  - First Competition Run for Run Group 1.
- **11:30am-12:30pm.**
  - Registration opens for Run Groups 3&4.
  - Technical Inspection open for Run Groups 3&4.
  - Course Open for Walking.
- **12:00pm.**
  - Novice Walk.
- **12:45pm.**
  - First Competition Run for Run Group 3.
- **3:30pm.**
  - Fun Run Registration Opens
- **4:00pm.**
  - First Fun Run.

#### 7.6 **Entrants as workers:**

- All entrants will be required to work their designated station at their designated time.
- Failure to work will result in a Did Not Work (DNW) in all of the times posted in the results along with disqualification from the event. Two event results with Did Not Work (DNW) in a season for any on competitor will result in that competitor being disqualified from that current season.

#### 7.7 **Course Map:**

- Course map, showing all markers, solid objects, and potential problem areas posted prior to the start of the event. Posted

location of the course map will be on the inside of the trailer door of the timing trailer.

- The course must remain the same for all drivers in a class.

#### 7.8 **Photography:**

- Photography video or stills is not allowed on or around course unless in specific locations designated and announced by the Event Chair and Safety Steward. Photographers approved to be on course by the Event Chair and Safety Steward are required to have a designated spotter with them at all times with the spotter having radio communication with the timing trailer. Failure to comply with the above guidelines may result in the Photographer being asked to leave the event site area.
- In car video is only allowed if camera, camera mount and recording device are approved by the Chief of Technical Inspection. Any unapproved camera, camera mount and recording device must be removed before any competition run is made.

#### 7.9 **Course Familiarization:**

- Each driver will have an opportunity to walk through the course, at a specified time announced by the Event Chair.

#### 7.10 **Starts:**

- One vehicle starts at a time with sufficient time between vehicles to eliminate any possible vehicles coming close to the each other on the course.

#### 7.11 **Class Grouping:**

- Group 1: SS, AS, SM, SM2, ALL PREP.
- Group 2: BS, CS, DS, ES, FS, GS, HS, STX, STU.
- Group3: ASP, BSP, CSP, ALL MODS.
- Group 4: DSP, ESP, FSP, OSP, STS, STS2.
- Run groups are to rotate down from one event to the next so Group 1 becomes Group 2 and Group 4 becomes Group-1.

#### 7.12 **Order of Running:**

- All vehicles in a designated run group will take their individual runs before the following run group starts taking their individual runs.
- Competitors must run in a class valid for their applicable vehicle. If a competitor does not want to run in an applicable class then they must run in the 4<sup>th</sup> run group and work the third with WRG being marked on their registration card.
- Fresno Chapter does not use the guidelines found in section 6.8 of the Solo Rulebook.
- Recommended but not required that Ladies' class not run in close proximity to the applicable open class.

#### 7.13 **Double Entry:**

- Entering in two different Run Groups is allowed as long as:

- First entry run group runs will be scored, posted in the results, receive points, and attendance.
- Second entry run group runs will be announced at event, not scored in the results, not receive points, or receive attendance.
- The two run groups being entered in can not be consecutive (competitors in run group 1 can only enter in 3 or 4, competitors in run group 2 can only enter in run group 4, competitors in run groups 3 and 4 do not have the option of double entry).
- Approved by Event Chair.
- Pay entry fee for each Run Group.

**7.14 Fun Runs:**

- Must have already competed in a run group at the event to be eligible for fun runs.
- Will be at the discretion of the Event Chair.
- Will be conducted after all run groups have completed their competition runs.
- Cost will be \$2.00 a run so 5 runs would be \$10.
- Number of a Fun Runs will be at the discretion of the Event Chair.

**7.15 Protests:**

- Must be filed with Chief of Impound and Protest before completion of the applicable run group from which the protest is being filed.

**7.16 Preheating Tires:**

- Preheating tires by any means is not allowed at or near event site.
- Failure to obey the above rule will result in disqualification from the event.

**7.17 Registration:**

- Chief of Registration to make sure the items listed below are followed.
- Proof of valid Drivers license presented by competitor.
- Proof of valid SCCA membership must be presented or weekend membership must be purchased at the site by the competitor.
- Pay the applicable fee set by the club at the January general club meeting to the person collecting the entry fee at the event.
- Competitors failure to meet any of the above requirements will results in the competitor not being allowed to run.

**7.18 Insurance Waiver:**

- All competitors and non-competitors upon entering the site must sign the release waiver and wear the wrist band they receive to show they signed.
- If anyone does not sign the release waiver or is not wearing an appropriate wrist band before entering then they will be asked to leave the event site immediately.
- All questions concerning waivers must be brought to the attention of the Chief of Waivers.

**7.19 Insurance:**

- The event shall be sanctioned with SCCA and the sanctioning number and paperwork will be posted inside timing trailer. If paperwork is not present then see Vice President.

**7.20 Event Chair:**

- See Event Chair section under Event Officials 5.3 for details.

**7.21 Timing of Course:**

- Timing scoring shall be obtained by an electronic timer with digital display.
- A minimum of 15 feet shall exist from where the car starts to where it starts the timer.
- Time taken at the end of the run shall comply with the Solo Rulebook section 2.1.J.
- A complete stop is required before exiting the course usually designated by a stop sign.
- Finish area to be kept free of hazards, competitors, and non-competitors.

**7.22 Scoring:**

- Drivers must participate in 50% plus one event, in one class, of the current season to be eligible for any award for their particular class at the awards banquet.
- Minimum of 3 runs will be granted but are not to exceed 5 during one class' run group. Reducing the number of runs may only be done with the approval of the Event Chair.

**7.23 Timer Failure:**

- If the timer should fail at anytime during a competitors run the driver must be red flagged, then allowed to continue on course at a non-competition speed. This is to eliminate getting an additional non-timed run at speed. If the driver can not be red flagged before completing their run they still will receive a rerun. However, if the driver continues at competition speed the run will be scored as (00:00.000).

**7.24 Reruns:**

- Reruns are only allowed for timer failure, object(s) moving or non-moving on the course (cars, people, cones, debris, etc.). If a competitor encounters a downed or misplaced pylon/cone and comes to a complete stop safely and points to the cone

then they will be granted a rerun as long as they did not knock the cone down themselves and continued on course at a non-competitive speed.

- Reruns will not be given due to the competitors vehicles malfunctioning.
- A minimum of 5 minutes must elapse before the competitor must take their rerun. As per SCCA Solo rulebook section 7.4 Reruns. If the competitor is not ready to leave the grid and take their rerun after the minimum 5 minutes has elapsed then the applicable run will be scored as DNR(Did Not Run).
- No pylon/cone penalties are to be carried over to the rerun.
- If the competitor DNF's before becoming eligible for a rerun then they are ineligible for the rerun.

#### **7.25 Ties:**

- Ties shall be broken by combining the fastest time with the next fastest time and the lowest combined score shall take the higher placing. If the tie persists then a run off is required only between the competitors tied with each other. Additional runs will be scored as individual runs and not replace existing runs.

#### **7.26 Finalized Results:**

- Must have the following:
  - Drivers Name.
  - Car number.
  - Class.
  - Corrected times with penalties assessed.
  - Overall Index.
  - PAX Index.
- Results posting order should be:
  - SS.
  - Stock classes alphabetically.
  - Street Prepared classes alphabetically.
  - Prepared classes alphabetically.
  - Modified classes alphabetically.
  - Street Touring STS.
  - Street Touring STX.
  - Street Touring STU.
  - Street Touring STS2.
  - Street Modified.
  - Street Modified 2.
  - Any other classes.
- Chief of Timing and Scoring is responsible for the items listed above.

#### **7.27 Penalties:**

- A (one) second cumulative penalty will be added per pylon/cone displaced as listed below per competition run.

- When a pylon/cone is:
  - Knocked over out of its marked box.
  - Knocked over inside its marked box.
  - Standing up outside its box.

#### 7.28 **Passengers:**

- Passengers are allowed pending driver's approval and vehicles passenger area safety requirements meet or exceed the driver's requirements.
- Must keep all body parts inside car.
- Minimum age 13 with parents or legal guardian minor release on file.

#### 7.29 **Time between competition runs:**

- Minimum 5 minute rest period between runs unless a shorter time is approved with the Grid person and the competitor.
- Maximum 15 minute time period is allowed once per competitor in a run group if the competitor claims a mechanical breakdown.
- If the applicable time period elapses and the competitor is not ready to leave their grid position then they will lose that run and receive a DNR (Did Not Run) in the results.

#### 7.30 **Drivers Meeting:**

- All applicable competitors must be present and attentive to what is stated at the drivers meeting(s). Any competitor not present for their applicable drivers meeting will not be allowed to compete.
- Please see Appendix for drivers meeting script.

#### 7.31 **Classes:**

7.31.1 All recognized SCCA classes listed in the current valid Solo Rulebook.

7.31.2 Novice Class/Championship.

- Please see Appendix for Novice class rules.

### **8 Season Competition:**

8.1 **Start:** The season should start no earlier than the first full weekend in March of a calendar year

8.2 **Finish:** The season should finish the first full weekend in November unless October 31<sup>st</sup> is on Friday that calendar year. If October 31<sup>st</sup> is Friday then the season will end the second full weekend in November of that calendar year.

8.3 **Events Schedule:** There should be at least one event a month. June, July, and August should be limited to one event to and avoid extreme summer heat.

8.3.1 Dates to be avoided:

i. Laguna Seca.

1. Festival of Speed (Grand-Am's Daytona Prototype).

2. Rolex Monterey Historic Races.
3. Monterey Sports Car Championship (ALMS).
- ii. Infineon.
  1. Wine Country Classic (Historics).
  2. Toyota Savemart 350 (NASCAR).
  3. Indy Grand Prix (IRL).
- iii. SCCA National Tour.
  1. San Diego, CA.
  2. San Francisco, CA.
  3. Packwood, WS.
- iv. SCCA Divisional.
  1. San Diego.
  2. Cal Club.
  3. San Francisco.
- v. SCCA Pro Tour.
- vi. Other Major Racing Events Locally (California).
- vii. Car Shows.
  1. LA Auto Show.
  2. Fresno Auto Show.

## 9 **Meetings:**

### 9.1 **Club Meetings:**

- 9.1.1 **Occurrence:** Meetings are to be held every third Monday of each calendar month starting January of the calendar year and end November of that calendar year because there will not be a general member club meeting in December due to the Holidays of Thanksgiving and Christmas. Meeting locations and dates are not allowed to be changed unless presented at the previous month's club business meeting to allow for member input and ample time to adjust personal schedules to make attending the club's business meeting at a new location and at a different time possible.
- 9.1.2 **Location:** The location (usually a restaurant) will be known no later than the preceding month's general meeting.
- 9.1.3 **Time:** The general meeting will start at 7:00pm and should be finished no later than 9:00pm, so any subject or topic not covered by 9:00pm will be tabled until the next month's general club meeting.
- 9.1.4 **Procedures:**
  - Parliamentary rules of order will come from "Robert's Rules of Order".
- 9.1.5 **Voting:**
  - A majority vote at any meeting is a passing vote, so two-thirds is not required to pass.

- Minimum number of club members at a meeting to put a motion to a vote is three.
- Style of voting is usually raise of hands, but we are not limited to this style of voting.

## 9.2 **Board Members Meeting:**

- 9.2.1 **Occurrence:** Meeting recommended to be held quarterly or as needed each calendar year starting January of the calendar year and end November of that calendar.
- 9.2.2 **Location:** The location (usually a restaurant) will be known no later than the preceding board member meeting.
- 9.2.3 **Time:** The general meeting will start at 7:00pm and should be finished no later than 9:00pm, so any subject or topic not covered by 9:00pm will be tabled until the next board meeting.

## **10 Awards:**

### 10.1 Eligibility:

- Any Competitor with an annual membership or weekend membership can receive points toward any applicable award.

### 10.2 Attendance:

- A competitor must compete in 50% plus one event of a current season's competition calendar year to be eligible for an award in the class at the awards banquet.
- Attendance will be calculated on a class by class basis.
- Up classing or changing classes during the current competition calendar year will start a new attendance record in that class.
- Attendance will be cumulative per each class.

### 10.3 Awards Banquet:

- 10.3.1 **Occurrence:** Once a year in January either the second or third Saturday.
- 10.3.2 **Location:** The location (usually a restaurant) will be known no later than the last general club meeting in November.
- 10.3.3 **Time:** The doors usually open by 6:30pm with dinner at 7:00.

### 10.4 Trophies:

- Competitor's trophy positions are based by section 10.2 first and section 10.5 second.
- A maximum of 3 trophies will be guaranteed no matter the number of eligible competitors in the class. To be eligible the competitors in that class meet the requirements of 10.2.
- An Additional trophy will be added to the three guaranteed above once the class' number of eligible competitors meeting section 10.2 reaches 9 competitors.

- Each additional 3 eligible competitors after a total of 9 meeting section 10.2 will add one more additional trophy.
- Example:
  - 1 eligible competitor = 1 trophy
  - 2 eligible competitors = 2 trophies
  - 3 eligible competitors = 3 trophies
  - 4 eligible competitors = 3 trophies
  - 8 eligible competitors = 3 trophies
  - 9 eligible competitors = 4 trophies
  - 11 eligible competitors = 4 trophies
  - 12 eligible competitors = 5 trophies

10.5 Points: Breakdown of point is as follows.

- 1<sup>st</sup> = 9pts.
- 2<sup>nd</sup> = 6pts.
- 3<sup>rd</sup> = 4pts.
- 4<sup>th</sup> = 3pts.
- 5<sup>th</sup> = 2pts.
- 6<sup>th</sup> = 1pts.
- 7<sup>th</sup> = 0pts.
- A minimum of one point is required to win a class and receive an award.

10.6 Specialty Awards List.

- 10.6.1 Novice/Rookie.
- 10.6.2 100% Attendance.
- 10.6.3 Hard Luck (The person with the most MDF or other bad luck).
- 10.6.4 Most Improved (gradually higher placing or lowering 5 run average as season goes on).
- 10.6.5 Most Consistent (lowest standard of deviation of runs for all events for the year).
- 10.6.6 Enduro Winner.

**11 Supplemental additions/substitutions:**

- 11.1 Proposed at one monthly general monthly club meeting.
- 11.2 Voted on at the following general monthly club meeting.
- 11.3 Implemented at the following general monthly club meeting.

**12 Permanent Changing of By Laws:**

- 12.1 Permanent changes to the By Laws will only come from previously approved supplemental additions/substitutions and must be approved by a majority vote at the January general club meeting.

These By Laws must be reviewed in January of each year by the current board members, so that any supplemental additions may be reviewed to see if they need to be voted on at the January meeting so that they become Permanent Changes to the By Laws.



# APPENDIX

## DRIVER'S MEETING SCRIPT

*Attention Event Chair: Read this at both the morning and afternoon driver's meetings. Read it completely, out loud, to the drivers.*

*Do not summarize!*

1. *This is an uncontrolled site meaning it is not gated. If you notice anyone not wearing a wrist band please guide them to a Gate Waiver person to sign and get one. This is a National insurance policy requirement.*
2. *This site is clearly defined by the orange cones around the perimeter. If you notice any vehicles or people on any of the perimeter roads stopping to watch; we will need to politely let them know to keep moving for safety concerns or we will have to hold the start until they move. Please use the radios to advise trailer of situation.*
3. *Castle Commerce does not want to see any trash blowing away from this site or any left behind after our events are over. If we are found in violation of this, we will be fined. If it happens enough, we could lose this site. There are trash cans located by the timing trailer and other locations so please use them. If you are seen littering, you will be asked to leave and you may lose your privilege to run with us for the remainder of the year.*
4. *If you notice what you think is an unsafe condition, report it to one of the Solo Safety Stewards immediately. (Introduce the Chief Safety Steward and Event Safety Stewards for your event.)*
5. *Speed in paddock area is 5 MPH. You also need to observe all speed limits coming to and from this site. All autocrossing must be done on the course and no where else here at Castle Commerce Center. If anyone is observed racing around anywhere else than on course, you will lose your privilege to run with us FOREVER because your action affects our ability to have events.*
6. *Where people may watch from:  
(Define the area you have set aside and from which feel it is safe to observe.)*
7. *Smoking is not allowed on grid because grid is like a gasoline station.*
8. *Non-competitors are not allowed unless on competitor's crew and approved by Grid person and or Safety Steward especially Children under 16 years old and pets are not allowed in grid, start/finish, or course areas, with the exception of JR Kart drivers. All pets must be on a leash.*

9. *Passengers are permitted, but must keep all body parts inside vehicle. No hand holding of cameras allowed. Fixed Mount Cameras must be approved by Chief of Technical Inspection Violation will result in a DQ for that run.*
10. *Photographers are not allowed on course unless approved by the Solo Safety Steward. A photographer on course must be accompanied by a spotter with radio contact with timing trailer. Photography is not allowed while working the course. Failure to comply will result in the photographer being asked to leave the event site area. If photographer is a competitor their runs will be scored as DQ (disqualified) without a refund.*
11. *Watch for people or objects entering course/competition areas because a 75 foot distance is required by the National SCCA office.*
12. *Don't over drive your car. We give you five runs so start out easy and work your way to making each run better. Smoother is faster than gonzo. If you spin out, try to keep your car running by pushing the clutch in and applying the brakes. If your car stalls, restart it as soon as possible and continue back on course safely and finish your run.*
13. *If you are red flagged while driving on course, stop immediately. When you are told to continue by the course worker, do so at a moderate pace, stay on course, all the way to the finish, so you can receive a rerun. Failure to obey will void your rerun and total disregard may result in being asked to leave because of safety concerns. You will be given a 5 minute cool down time before making your rerun.*
14. *When you go through the finish lights, your run is over. Get on the brakes coming to a stop at the stop sign. Cones after the finish still count as penalties and any flagrant non-braking after the finish will not be tolerated and will DQ from the event or future events. Remember everyone else in your class is trying to stop in the same area you are.*
15. *Never turn your back on cars while working the course. Look for displaced cones coming out from under and in back of cars. When displaced, call in car number and class and how many cones. Trailer should confirm. When it is safe, workers should run to replace cones and be aware of approaching vehicles. Don't be a hero. Fixing the cone VS being hit by a car. Show and Tell (Go over what is and what is not a cone penalty.)*
16. *The course worker who has the radio should also have the red flag held properly. Red flagging is required for mechanical issues, cars, people, or object on course. If you see parts or fluids leaving the vehicle, another vehicle stopped in close*

*proximity or upon notification from the timing trailer WAVE THE RED FLAG and call on radio RED FLAG.*

17. *No cameras, cell phones, pagers or other distractions are allowed at work stations. No sitting or kneeling while cars are on course. If you are observed using a camera, cell phone, pager, or sitting or kneeling you will be asked once to stop and the second time you will be asked to come to the timing trailer.*
18. *Running out of run group is only allowed in the fourth run group so you are working the third. Doing so will not let you score points and you will be scored at the bottom of your class. Deliberate miss-classing of your vehicle is considered the same as running out of group. If you are running out of a run group, your card must be marked WRG.*
19. *If you run and you don't work your work assignment, you will be scored DNW (Did Not Work) for all of your times. If you do this more than once, you will be banned from running our future events.*
20. *The farthest left lane in the grid is the multi driver lane for ease of multiple driver changes.*
21. *Again remember to pick up all the trash in your area before you leave.*
22. *Workers check-in at the trailer. Driver's to their cars.*
23. *Have Fun and hope to see everyone again!!!*

### **Novice Class Rules:**

- The Novice Championship is intended for beginning autocrosser's.
1. **Eligibility:** You are NOT eligible for the Novice Championship:
    - Competed in more than 50% of any prior year's events (e.g., the 2008 series equals 12 events; 50% is 6 events. You are ineligible if you ran 7 or more events in 2008 in any class.)
    - Earned any regular season trophies (Regional, Divisional, Tour, Nationals).
    - Earned any Championship season trophies for any Novice Class (except event trophies or special competition trophies).
    - Judged ineligible by the Novice Chief or Solo Program Chair (see below).
    - Previous autocross experience from another region and otherwise qualify give the real novices a break!
    - The Novice Chief will verify eligibility of all entrants. The Novice Chief can make appropriate adjustments to the class rules if necessary to ensure fairness to all competitors.
  2. **Novice Classes:**
    - There is a novice class for each Stock, Street Prepared, Street Touring, and Street Modified open class. There are no Modified or Prepared category Novice Classes.
    - There are no separate Ladies' Novice classes. Ladies may run in their regular Ladies' classes, or in the open Novices classes.
  3. **Run Group:**
    - Novices must run in their specified run group to be eligible for points. Open class cars in your class will be running with you, so don't hesitate to approach them for help, information, or ride alongs.
  4. **Special Car Identification:**
    - The regular class (e.g., DS, CSP) plus an (-N) (for Novice class) -- e.g. CS-N -- must appear on both sides of your car according to SCCA standards, and clearly marked on your registration card, to ensure that timing and scoring can correctly associate your times with you. Failure to perform either of these items may disqualify you from Novice class for that particular event.
  5. **Novice Championship:**
    - For Novice Championship season points and trophies, qualified Novices will be competing against all other Novices based on PAX times on an event to event basis.

- The Novice Championship is in addition to the normal car class championship series. It is possible to earn a trophy for each.

6. **Awards:**

- Trophies will be awarded to the winners of Novice Championship at the end of the year in accordance with the standards for all classes.

7. **Summary:**

- **Car, and Card, Identification:** In addition to the regular car class letters, -N must be clearly displayed on the car and the registration card.
- **Run Groups:** In order to receive points, all novices must run in the regular open class run group for their novice class.
- **Season Points:** Season points for the Novice Championship will be awarded the same as awarded to a regular open car class, but will be based on PAX times for all novices, not raw times.