



The Fort Wayne Region Sports Car
Club of America

Policies, Procedures, Rules & Regulations

THE FORT WAYNE REGION SPORTS CAR CLUB OF AMERICA
POLICIES, PROCEDURES, RULES & REGULATIONS

Table of Contents

1.	DOCUMENT STANDARDS	6
1.1	Introduction.....	6
1.2	Scope	6
2.	REGULATIONS GOVERNING ANNUAL COMPETITION POINT STANDINGS.....	6
2.1	Definitions	6
2.1.1	Competition Year	6
2.1.2	Records	6
2.1.3	Eligibility.....	6
2.1.4	Classification	6
2.1.4.1	Member	7
2.1.4.2	Weekend Member	7
2.1.5	Event Chairperson.....	7
2.1.6	Annual Awards.....	7
2.2	Regional Achievement Awards	7
2.2.1	Regular Member	8
2.2.2	Junior Member	8
2.2.3	Points Scoring.....	8
2.3	SOLO Awards	9
2.3.1	Regional Solo Event Trophies	9
2.3.2	Regional Solo Class Trophies	9
2.3.2.1	Points Scoring.....	9
2.3.3	National Solo Driver of the Year	9
2.3.3.1	Points Scoring.....	10
2.3.3.2	Events Counted	10
2.3.3.3	Other Award Eligibility	10
2.3.3.4	Ties	10
2.3.4	Regional Solo Driver of the Year.....	10
2.3.4.1	Winner Determination	10
2.3.4.2	Points Scoring.....	10
2.3.4.3	Ties	10
2.3.5	Regional Solo Lady Driver of the Year.....	11
2.3.5.1	Winner Determination	11

2.3.5.2	<i>Ties</i>	11
2.3.6	<i>Rookie of the Year</i>	11
2.3.7	<i>Event of the Year</i>	11
2.3.8	<i>SOLO Cup</i>	11
2.4	<i>Rally Awards</i>	11
2.4.1	<i>Regional Rally Trophies</i>	11
2.4.2	<i>Rallyist of the Year</i>	11
2.4.2.1	<i>Points Scoring</i>	12
2.4.3	<i>Rally Event of the Year</i>	12
2.5	<i>Road Racing Awards</i>	12
2.5.1	<i>National Driver of the Year</i>	12
2.5.2	<i>Regional Driver of the Year</i>	12
2.5.3	<i>Rookie of the Year</i>	12
2.6	<i>Special Awards</i>	12
2.6.1	<i>Competition Chairpersons Award</i>	12
2.6.2	<i>SOLO Director's Award</i>	12
2.6.3	<i>James F. Lang Memorial Award</i>	13
2.6.4	<i>Jim Chausse Memorial Award (Retired)</i>	13
2.6.5	<i>Jack McBride Memorial Sportsmanship Award</i>	13
3.	REGULATIONS GOVERNING FORT WAYNE REGION SCCA RALLIES	13
3.1	<i>Membership</i>	13
3.2	<i>Driver's License</i>	14
3.3	<i>Penalty Points</i>	14
3.4	<i>Vehicles</i>	14
3.5	<i>Insurance</i>	14
3.6	<i>Violations</i>	14
3.7	<i>Speeds</i>	14
3.8	<i>Expenses</i>	14
3.9	<i>Scoring</i>	14
3.10	<i>Timing</i>	14
3.11	<i>Instructions</i>	14
3.12	<i>Check Points</i>	15
3.13	<i>Odometer Check</i>	15

3.14	<i>Speed Changes</i>	15
3.15	<i>Errors</i>	15
3.16	<i>Deviations</i>	15
3.17	<i>Awards</i>	15
3.18	<i>Rules for Rally Masters</i>	15
3.18.1	<i>Definitions</i>	15
3.18.2	<i>Instructions</i>	15
3.18.3	<i>Location</i>	15
3.18.4	<i>Check Points</i>	16
3.18.5	<i>Official Notification</i>	16
3.18.6	<i>Speed Limits</i>	16
3.19	<i>Classes</i>	16
4.	<i>REGULATIONS GOVERNING FORT WAYNE REGION SOLO EVENTS</i>	16
4.1	<i>Automobile Classes</i>	16
4.1.1	<i>National Level Classes</i>	16
4.1.2	<i>Novice Class</i>	16
4.2	<i>Supplement for Chairpersons</i>	16
4.2.1	<i>Insurance</i>	16
4.2.2	<i>Site Approval</i>	16
4.2.3	<i>Jurisdiction</i>	17
4.2.4	<i>Supplemental Regulations</i>	17
5.	<i>REGION OFFICIALS</i>	17
5.1	<i>Regional Executive</i>	17
5.2	<i>Assistant Regional Executive</i>	18
5.3	<i>Secretary</i>	18
5.4	<i>Treasurer</i>	18
5.5	<i>Rally Director</i>	19
5.6	<i>SOLO Director</i>	19
5.7	<i>Competition Director</i>	20
5.8	<i>Public Relations Director</i>	20
5.9	<i>Trophy Chairperson</i>	21
5.10	<i>Pointskeeper</i>	21
5.11	<i>Newsletter Editor</i>	21

5.12	<i>Director at Large</i>	22
5.13	<i>Regional Advisor</i>	22
5.14	<i>Equipment Manager</i>	22
5.15	<i>Webmaster</i>	23
6.	<i>ADDITIONAL POLICIES</i>	24
6.1	<i>Authorized Fort Wayne Region Gatherings</i>	24
6.2	<i>Annual Election Voting Procedures</i>	24
6.3	<i>Social Media Presence</i>	25

Revised: 28 December 1991
18 January 1992
19 April 1992
14 February 1994
6 February 1995
15 January 1997
29 February 1999
15 January 2001
20 April 2005
03 May 2006
30 October 2007
09 September 2020
06 June 2022
03 October 2022

1. DOCUMENT STANDARDS

1.1 Introduction

This document is the Fort Wayne Region Sports Car Club of America (FWR & FWSCCA) Policies, Procedures, Rules and Regulations.

1.2 Scope

This Document provides definition of regional awards, conduct of events, and regional officer position requirements. This document shall be used in conjunction with and shall further clarify the Bylaws for Fort Wayne Region Sports Car Club of America, Inc. Dates September 21, 1988

2. REGULATIONS GOVERNING ANNUAL COMPETITION POINT STANDINGS

In order to sharpen competition, sustain interest, and encourage regular participation in the Fort Wayne Region Sports Car Club of America activities, an annual competition shall be conducted each year according to the following regulations.

2.1 Definitions

The following definitions shall be in effect for all points acquisition.

2.1.1 Competition Year

The competition year shall be the current calendar year.

2.1.2 Records

A cumulative record of each member's annual points shall be kept, and the standings published in the newsletter with reasonable frequency and on www.fwsc.ca.com, with links shared on social media.

2.1.3 Eligibility

Only Fort Wayne Region SCCA members in good standing shall be entitled to receive points towards the annual awards.

2.1.4 Classification

At any Rally event, at least one contestant (either the driver or navigator) of a team must be an SCCA member. At any SOLO event, the entrant and/or worker must be an annual member, otherwise he or she is classified as a weekend member.

2.1.4.1 Member

A member, herein referred to, means one who belongs to the Fort Wayne Region SCCA and the parent organization, Sports Car Club of America, Inc. A member must have an active annual membership number on record with the national office prior to the last event in which the member is entitled to earn points (i.e., A competitor must join the Fort Wayne Region prior to his/her last attended event of the current year to be eligible for an award.)

2.1.4.2 Weekend Member

Weekend Members who have earned points in the current competition year and sign up for annual membership listing Fort Wayne Region SCCA as their home region will have those points which are earned in the current year counted towards the annual awards.

2.1.5 Event Chairperson

The Event Chairperson may compete in the event in which he or she officiates and may accrue points providing he or she does not drive the course prior to the competition.

2.1.6 Annual Awards

The annual points recorded during the year for each member shall be summarized as soon as possible after the last event of the year. Suitable awards shall be awarded at the annual banquet to the winner of the following categories:

- **SOLO Awards:**
 - Regional SOLO Trophies
 - National SOLO Driver of the Year
 - Regional SOLO Driver of the Year
 - Regional SOLO Lady Driver of the Year
 - SOLO Rookie of the Year
 - SOLO Event of the Year
 - SOLO Cup
- **Rally Awards:**
 - Regional Rally Trophies
 - Rallyist of the Year
 - Rally Event of the Year
- **Road Racing Awards:**
 - National Driver of the Year
 - Regional Driver of the Year
 - Rookie Driver of the Year
- **Special Awards:**
 - Competition Chairman's Award
 - SOLO Director's Award
 - James F. Lang Memorial Trophy
 - *Jim Chausse Memorial Award (retired)*

2.2 Regional Achievement Awards

Regional Achievement Awards shall be trophies, mementos or two (2) tickets to the annual awards banquet for the following types of participants.

2.2.1 Regular Member

Presented to all members 16 years and older, who earn a minimum of 1,000 points and participate in at least two of the various areas of SCCA competition and involvement:

Meetings, Solo (Autocross), Rally, Rallycross, Road Racing, Track Days, Time Trials, Enduro, Other Fort Region or National SCCA-endorsed events and activities

In the event Fort Wayne SCCA does not host more than one type of competition, the member shall be allowed to use points earned from only one area of participation. Points will be accumulated as specified under paragraph 2.2.3 below.

2.2.2 Junior Member

Presented to all Junior Members under 16 years of age who earn a minimum of 400 points. Points will be accumulated as specified under paragraph 2.2.3 below.

2.2.3 Points Scoring

Regional Achievement Points shall be awarded to members for participation in the following categories:

Participation Criteria Awarded Points

Title	Value
Region Officers	100 / year
Event Chairperson*	100 / event
Event Co- or Assistant Chairperson*	75 / event
Race Chairperson	100 / event
Annual Banquet Chairperson	100 / year
Region Trophy Chairperson	100 / year
Region Pointskeeper	100 / year
Working Chiefs of Specialty*	75 / 1-day event 100 / 2 or more-day event
Event Workers	50 / day
Race Workers	50 / day
Working Crew	50 / day
Working Function (bus cleaning, etc.)	50 / day
Event Participant	50 / day
Participation in meetings or shows	15 / day
Newsletter, Articles, or photos	50 / article
Division Mtgs or National Convention	30 / day
Other SCCA Scheduled Function or Event	15 / event

*Must be present and perform function at event in which the position is held.

Only one point category may be used per event per day (i.e., A member who is a worker and driver may only receive 50 points per day, a member who chairs an event and participates as a worker or driver may only receive 100 points one day and 50 points for the second day.)

Points accumulated toward Regional Achievement Awards are based on the honor system. Please keep a written log with your participation date and details and submit your written points log at the end of each year to the Pointskeeper to earn your regional achievement award at the next Awards banquet. Points earned during the current competition year can be rolled over to the following consecutive year, only if points aren't redeemed for any current year award. Roll-over points are only eligible for redemption for one year and must have been submitted to the Pointskeeper during the previous year.

2.3 SOLO Awards

The SOLO Awards shall be distributed as follows:

2.3.1 Regional Solo Event Trophies

Fort Wayne Region annual members who participate in the Fort Wayne Region SOLO Series shall be awarded a year-end trophy if they have finished in a trophy awarding position in at least one Fort Wayne Region SOLO event during the competition year. Regional SOLO Trophies shall be presented at the annual Fort Wayne Region Awards Banquet.

2.3.2 Regional Solo Class Trophies

Presented to the Fort Wayne Region SOLO driver who accumulates the highest number of points in regional competition. Point formulation can be found on paragraph 2.3.2.1. Points will be accumulated from participation in Fort Wayne Region hosted, co-hosted events and at the annual Hoosier Challenge event.

2.3.2.1 Points Scoring

Regional SOLO Class Trophy Points are determined as follows:

- a) The person finishing first place for their class, per event, gets 100 points.
- b) The person finishing in last place in their class, per event, gets 20 points.
- c) Any person who does not enter the event or does not complete a successfully timed run gets 0 points.
- d) Every finisher between first and last is evenly spaced between 20 and 100 points where the minimum amount a competitor can earn per event is 20 points.
- e) Drivers must compete in 50% of Fort Wayne Region events to be eligible for Class Trophies.
 - The total number of events that can be calculated are 50% plus one (1) of the total number of Fort Wayne Region events.
 - Fractional remainders are truncated.
 - Example:
 - Fort Wayne Region hosts nine (9) points events.
 - Drivers must attend four (4) events to be eligible for Class Trophies.
 - No more than five (5) events shall be counted.
 - If the driver competes in more than five (5) events, their top five (5) events will be counted.
- f) Class winner is determined by the sum of the allowable driver's events.
- g) Highest score at the end of the season is the class winner.
- h) In the case of ties, the driver finishing highest on end of season PAX will be considered the class winner.

2.3.3 National Solo Driver of the Year

Presented to the Fort Wayne Region SOLO driver who accumulates the highest number of points Divisional and National Level competition. Points will be accumulated from participation in Great Lakes Division SOLO Championship Series Events, the Great Lakes Division SOLO Championship Event, National Tour SOLO Events, and the National SOLO Championship Event.

2.3.3.1 Points Scoring

National SOLO Driver of the Year points are determined as follows:

POSITION	POINTS	POINTS (NATIONAL SOLO EVENT)
1	9	13.5
2	6	9.0
3	4	6.0
4	3	4.5
5	2	3.0
>5	1	1.5

Points received for participation in National SOLO Events will be accrued at a rate of 1.5 times Divisional events (see points table above).

2.3.3.2 Events Counted

Only the best five (5) Great Lakes Division SOLO Series event finished will be counted, plus Great Lakes Division SOLO Championship events, National Tour SOLO events held within the confines of the Great Lakes Division, and National SOLO Championship events.

2.3.3.3 Other Award Eligibility

The winner of the National Solo Driver of the Year award is ineligible for the Regional Solo Driver of the Year award.

2.3.3.4 Ties

In the case of ties, multiple awards will be presented.

2.3.4 Regional Solo Driver of the Year

Presented to the SOLO Driver competing in the open class that displays outstanding performance in Fort Wayne Region SCCA SOLO Events.

2.3.4.1 Winner Determination

The winner will be the individual who achieves the highest performance ranking utilizing the following scoring system (2.3.4.2)

2.3.4.2 Points Scoring

- The person finishing in overall first place for an event, based on class PAX, gets 100 points, regardless of the number of event participants.
- The person finishing in overall last place for the event based on class PAX, gets 1 point.
- Any person who does not enter the event gets 0 points.
- Every finisher between first and last place is evenly spaced between 1 and 100 points.
- The drivers score for the series is the sum of their best five (5) events. Highest score at the end of the season is the series winner.

2.3.4.3 Ties

In case of ties, multiple awards will be presented.

2.3.5 Regional Solo Lady Driver of the Year

Presented to the Lady Solo driver competing in the Lady's class who displays outstanding performance in Fort Wayne Region SCCA SOLO events. A driver winning the National SOLO Driver of the Year or SOLO Driver of the Year is not eligible for the SOLO Lady Driver of the Year award, and the trophy shall be awarded to the next eligible driver (if applicable).

2.3.5.1 Winner Determination

The winner will be determined in the same manner as explained for the open class (see paragraph 2.3.4.1 above).

2.3.5.2 Ties

In the case of ties, multiple awards will be presented.

2.3.6 Rookie of the Year

Presented to the outstanding SOLO Rookie driver at the discretion of the Fort Wayne Region SCCA SOLO Committee. A Rookie is defined as a SOLO driver that has not competed in more than three (3) events prior to the current season.

2.3.7 Event of the Year

Presented to the Event Chairperson(s) whose event is selected as the best event of the year by the SOLO Committee.

2.3.8 SOLO Cup

Awarded to the member(s) who has/have made outstanding contributions to the Fort Wayne Region SCCA SOLO program. This will be determined by the three preceding recipients of the award.

2.4 Rally Awards

The Rally Awards shall be distributed as follows.

2.4.1 Regional Rally Trophies

Fort Wayne Region members who participate in the Fort Wayne Region Rally Series shall be awarded a year-end trophy if they have finished in a trophy awarding position in at least on Fort Wayne Region Rally event during the current year. Regional Rally Trophies shall be presented at the annual Fort Wayne Region Awards Banquet.

2.4.2 Rallyist of the Year

One award will be presented. The winner will be determined by:

Rally Award = a-b

Where: a = Total points earned in Rally Competition,

B = The lowest number of points scored for one Rally event or zero points (must be event not entered) whichever applies.

2.4.2.1 Points Scoring

Points are determined as follows:

POSITION	POINTS
1	9
2	6
3	4
4	3
5	2
>5	1

2.4.3 Rally Event of the Year

Presented to the Rally Master(s) whose Fort Wayne Region SCCA Rally is considered the best of the year at the discretion of the Rally Committee.

2.5 Road Racing Awards

The Road Racing Awards shall be distributed as follows.

2.5.1 National Driver of the Year

Presented to the competition driver who accumulates the highest number of national points for the competition year.

2.5.2 Regional Driver of the Year

Presented to the competition driver who accumulates the highest number of Great Lakes Division Regional points for the competition year. The winner of the National Driver of the Year trophy is not eligible for the Regional Driver of the Year, and the trophy shall be awarded to the next eligible driver (if applicable).

2.5.3 Rookie of the Year

Presented to the outstanding rookie driver of the year at the discretion of the Region Competition Chairperson and Board of Directors.

2.6 Special Awards

The following awards shall be presented to select individuals for special achievements that promote the Fort Wayne Region SCCA in an outstanding manner.

2.6.1 Competition Chairpersons Award

To be awarded to the member who has made outstanding contributions to SCCA Club Racing at the discretion of the Competition Chairperson.

2.6.2 SOLO Director's Award

To be presented to the Fort Wayne Region SCCA member who has demonstrated outstanding service in making the Fort Wayne Region SCCA program successful, at the discretion of the SOLO Director.

2.6.3 James F. Lang Memorial Award

The James F. Lang Memorial Trophy was donated by the family of James F. Lang for perpetuate his memory among the many friends he had in the Fort Wayne Region SCCA. Jim, throughout the years, contributed many hours and dollars and also gave his knowledge and interest to further the automotive sports. For these reasons, the James F. Lang Memorial Trophy is awarded annually to the outstanding member of the Fort Wayne Region who has demonstrated, during the past years, the dedication expressed by Jim while he was with us. The winner of this award is determined by the three immediately preceding recipients of this award.

2.6.4 Jim Chausse Memorial Award (Retired)

The Jim Chausse Memorial Award is presented on an annual basis to the person or persons who best represent Fort Wayne and SCCA in the racing arena. This traveling award is for unselfish dedication to racing, in the forms and venues for which Jim is remembered. The recipient is chosen from Fort Wayne Region SCCA's membership of drivers, crew, and officials. The winner of this award is determined by the three immediately preceding recipients of this award.

2.6.5 Jack McBride Memorial Sportsmanship Award

The Jack McBride Memorial Sportsmanship Award is presented each year in memory of long-time Fort Wayne Region SCCA member Jack McBride. This award exemplifies sportsmanship at its finest.

Jack was one of the founding members of the Fort Wayne Region SCCA in 1958.

Throughout his involvement in SCCA, Jack made many friends who loved him dearly. He also actively participated in all aspects of the club – gymkhana (or SOLO), rally, crewmember, worker, and even tried his hand racing a Lotus Super 7. Jack was a true automobile enthusiast to the extreme. He never had a negative thing to say about anybody or anything. He was always there to lend a hand, give a shoulder to lean on or just have a kind word to say. His smiling face and inspiring comments could always be found warming the track, even on a cold and rainy day.

Jack's attitude and sportsmanship remind us of what SCCA racing is all about – not winning or losing, but being happy with yourself, finding the positives in life, giving it your all, going the extra mile to help your fellow racer or worker, and just having some plain ol' fun!

Eligibility: anyone participating, volunteering, or attending any Fort Wayne region hosted race.

Nominations are for any act of good sportsmanship, heroism, or kindness. The recipient of this award is determined by the three immediately preceding recipients of this award.

3. REGULATIONS GOVERNING FORT WAYNE REGION SCCA RALLIES

The following regulations are in effect during all Rallies sponsored by the Fort Wayne Region SCCA.

3.1 Membership

The entrant must be an annual member of the SCCA or have a weekend membership and all entrants must sign a waiver.

3.2 Driver's License

The driver must have a valid motor vehicle operators license.

3.3 Penalty Points

Penalty points may be assessed at the discretion of the Rally Master if there are more than two people 16 years of age or older per car.

3.4 Vehicles

All vehicles shall be road equipped in strict compliance with state vehicles codes (state in which the car is registered).

3.5 Insurance

All vehicles shall carry insurance in an amount not less than the minimum required by the SCCA.

3.6 Violations

Traffic violations, drinking alcoholic beverages, and use of a controlled substance by a contestant will not be tolerated while he/she is engaged in an event. Violation of this rule will result in automatic disqualification of the contestant involved and the forfeiture of any entry fees paid.

3.7 Speeds

Road events shall be laid out in such a manner that speeds will not exceed legal, reasonable, and safe driving speeds.

3.8 Expenses

All expenses incurred by a competitor are to be borne by the competitor.

3.9 Scoring

Scoring shall be based primarily on driving and navigational skills. This, however, should not prohibit the use of fill-in questions for scoring the event or for breaking ties.

3.10 Timing

A master timepiece, WWV radio, or short-wave radio shall be available at the starting point so that contestants can synchronize their watches with those of the officials. The official time shall be the time recorded by the official watches or radio.

3.11 Instructions

Complete Instructions, including the rules under which the event is being run, and the scoring system, shall be issued to every contestant. All instructions shall be in writing except corrections to the instructions that may be explained at a scheduled driver meeting. No oral instructions shall be given by event officials during the event. If mileage is to be used as the tie breaker, all contestants must be afforded the opportunity to traverse the course in the same manner as the Rally Master as the course was laid out.

3.12 Check Points

Check points which require contestants to stop must be located on the right-hand side of the road, must be clearly marked, and must remain open during the time specified in the instructions.

3.13 Odometer Check

In every Rally involving average speed and/or distance, an odometer correction point must be provided. This point shall be clearly defined and shall not be less than 10.0 miles from the start (a 10-mile check is recommended). There shall not be a check point less than 3.0 miles after the correction point unless a 5-minute pause is provided at the mileage check.

3.14 Speed Changes

Where changes of speed are prescribed between check points, all speed change points are to be clearly related to some well-defined landmark to eliminate any questions as to their location. In the case of a turn at the intersection, the traffic controls sign is not available, the apex of the turn would be used.

3.15 Errors

Where at all feasible, complete point-to-point errors shall be included in the published results.

3.16 Deviations

Any deviation from the stated regulations must be printed in the general instructions.

3.17 Awards

Awards will be awarded on the following basis:

CARS/CLASS	AWARDS	
1-3	1	
4-6	2	
7-9	3	
10-13	4	
n>13	n/4+2	(Add 1 Award per multiples of 4 cars)

3.18 Rules for Rally Masters

The following supplemental guidelines shall be executed by the Rally Master.

3.18.1 Definitions

Provide definition of terms and abbreviations used.

3.18.2 Instructions

Give rules governing how to follow the course (i.e., "main road" rule, "straight ahead" rule, etc.).

3.18.3 Location

Give information about the location of the end of the Rally either specifically or in a "panic slip".

3.18.4 Check Points

Check Points on a main highway or within a town are not recommended, also Check Points should be located so the average speed can be maintained.

3.18.5 Official Notification

Notification of State and County officials in advance of the Rally is recommended.

3.18.6 Speed Limits

In the event average speed exceeds posted speed limits; sufficient time must be allowed for the entrant to regain the lost time in such zones.

3.19 Classes

The following classes shall be offered:

Class definitions are currently left to the Rally Master's discretion and shall be identified in Supplementary Regulations available to all entrants as part of registration for each Rally.

4. REGULATIONS GOVERNING FORT WAYNE REGION SOLO EVENTS

All rules and regulations as stated in the current SCCA Rule Book and amendments are applicable to Fort Wayne Region SCCA SOLO events. The following local rules are in addition to or supersede those stated in the SCCA SOLO Rule Book. Event Chairpersons should also consult the current SOLO Event Master's Guide for more information.

4.1 Automobile Classes

The following classes shall be offered at all Fort Wayne Region SCCA SOLO Events.

4.1.1 National Level Classes

All car classes specified in the current year SCCA SOLO Rule Book for National level SOLO competition shall be offered.

4.1.2 Novice Class

A Novice Class shall be offered for SOLO drivers that have not participated in more than three (3) events prior to the current year. Novices will be ranked based on the appropriate Class PAX, or Index, based on the driver's car.

4.2 Supplement for Chairpersons

The following supplemental guidelines shall be executed by the SOLO Chairperson.

4.2.1 Insurance

Proof of insurance shall be in the Chairperson's possession during the event. Follow all currently applicable insurance procedures as defined in the SCCA Operations Guide for Regional SOLO events.

4.2.2 Site Approval

A letter of approval to use the event site should be in the Chairperson's possession during the event.

4.2.3 Jurisdiction

The Event Master has decision making powers in event disputes, with his decision being final with the exception of matters regarding crowd control and general safety, which is the SOLO Safety Steward's responsibility.

4.2.4 Supplemental Regulations

Changes and additions to the SCCA SOLO Rules that are necessary to execute the event shall be available to all entrants during registration or during mandatory driver's meeting.

5. REGION OFFICIALS

The following positions make up the Fort Wayne Region Board of Directors:

Regional Executive*
Assistant Regional Executive*
Secretary*
Treasurer*
Rally Director*
SOLO Director*
Competition Director*
Director at Large*
Public Relations Director***
Newsletter Editor***
Trophy Chairperson***
Pointskeeper***
Regional Advisor***
Equipment Manager***
Webmaster***

*Elected voting Fort Wayne Region board member.

**Appointed voting board member.

***Appointed non-voting board member.

The following paragraphs describe the responsibilities of each of these positions and amplify the descriptions specified by the Bylaws for Fort Wayne Region, Sports Car Club of America, Inc.

5.1 Regional Executive

The Regional Executive shall:

- Preside of all Fort Wayne Region membership meetings.
- Preside over all Fort Wayne Region board meetings.
- Submit necessary information to the National SCCA Office for all Region Officers to be listed in the SCCA Directory.
- Ensure that all Fort Wayne Region Officials tend to their assigned duties to the utmost and adhere to the policies identified herein.
- Attend the National SCCA Convention as a representative from Fort Wayne Region SCCA.
- Nominate at least one Fort Wayne Region member as a potential successor to the position of Regional Executive during the regional election process.
- Ensure that at least one member is nominated for each of the positions described herein.

- Coordinate all Fort Wayne Region events with the appropriate officials. Ensure that all region members are kept up to date on regional event scheduling.
- Execute (identify, staff, review, dissolve) necessary committee functions for regional situations that require more than board approval.
- Prepare an article of regional interest for each of the monthly regional newsletter publications. Ensure that the monthly regional newsletter is published and distributed in a timely manner.
- Share regional check writing authority with the Assistant Regional Executive and the Treasurer.
- Ensure that the year-end banquet is scheduled and publicized in the newsletter as required (can appoint a chairperson).
- Ensure that composite Fort Wayne Region budget is prepared prior to the first regional membership meeting of the year based on budgets provided by other officers. Work with the Treasurer to ensure that this budget is maintained throughout the year.

5.2 Assistant Regional Executive

The Assistant Regional Executive shall:

- Assume all Regional Executive responsibilities if the Regional Executive is not able to continue in that position.
- Maintain the Fort Wayne Region membership list and ensure that all Fort Wayne Region members are provided at least one copy of this list each year.
- Make sure that all new members, regular members, and interested guests receive the monthly regional newsletter publication.
- Attend the regional membership meetings.
- Attend the regional board meetings.
- Prepare an article of regional interest for each of the monthly regional newsletter publications.
- Shares regional check writing authority with the Regional Executive and the Treasurer.

5.3 Secretary

The Secretary shall:

- Attend the regional membership meetings.
- Attend the regional board meetings.
- Record the minutes of all monthly Fort Wayne Region membership meetings and regional board meetings.
- Submit written minutes to the Webmaster immediately following each meeting.

5.4 Treasurer

The Treasurer shall:

- Attend the regional membership meetings.
- Attend the regional board meetings.
- Report the latest regional financial status at the regional membership meetings and regional board meetings.
- Record all Fort Wayne Region financial transactions. Shall be keeper of the Fort Wayne Region checkbook and shall act as the Fort Wayne Region representative to all banking institutions and other organizations.
- Shall share check writing and signature authority with the Regional Executive and Assistant Regional Executive.

5.5 Rally Director

The Rally Director shall:

- Maintain the Fort Wayne Region Rally program and ensure that all SCCA and regional requirements are fulfilled.
- Attend the regional membership meetings.
- Attend the regional board meetings.
- Report on the latest Fort Wayne Region Rally information at the monthly regional membership meetings and monthly regional board meetings.
- Prepare an article of regional interest for the monthly regional newsletter publication.
- Prepare and submit an annual budget prior to the start of the current season for the financial expense and income of the Rally program. Maintain the board-approved budget and submit updates to this budget at each board meeting.
- Work with the Equipment Manager to maintain Fort Wayne Region owned Rally program equipment and supplies.
- Set event schedule and ensure that it is published each month in the regional newsletter.
- Appoint Rally Master for each regional Rally series points list and ensure a complete list is published in the monthly regional newsletter.
- Provide a list to the Trophy Chairperson of members who are eligible for year-end awards at the conclusion of the Rally season.

5.6 SOLO Director

The SOLO Director shall:

- Maintain the Fort Wayne Region SOLO program and ensure that all SCCA and regional requirements are fulfilled.
- Be instrumental in procuring event sites.
- Procure event insurance through the SCCA Risk Management Department.
- Appoint all Regional SOLO Event Masters and other SOLO Officials, as necessary.
- Set event schedule and ensure that it is published each month in the regional newsletter.
- Prepare and submit an annual budget prior to the start of the current season for the financial expense and income of the SOLO program. Maintain the board-approved budget and submit updates to this budget at each board meeting.
- Work with the Equipment Manager to maintain Fort Wayne Region owned SOLO program equipment and supplies.
- Attend board meetings and regional membership meetings at which the latest regional SOLO information shall be reported.
- Provide articles of interest for each monthly regional newsletter publication.
- Work with the Pointskeeper to maintain current regional SOLO series points list and ensure a complete list is published in the monthly regional newsletter.
- Provide a list to the Trophy Chairperson of the members who are eligible for year-end awards at the conclusion of the SOLO season.

5.7 Competition Director

The Competition Director shall:

- Maintain the Fort Wayne Region Race Program and ensure that all SCCA and regional requirements are fulfilled.
- Be instrumental in procuring event sites (racetracks) and necessary personnel and equipment for each event.
- Procure event insurance through the SCCA Risk Management Department.
- Appoint all Regional Race Chairpersons and other race officials, as necessary.
- Set event schedule and ensure that it is published each month in the regional newsletter and the Great Lakes Division Bulletin.
- Prepare and submit an annual budget prior to the start of the current season for the financial expense and income of the race program. Maintain the board-approved budget and submit updates to this budget at each board meeting.
- Prepare and submit an annual budget prior to the start of the current season for the financial expense and income of the race program. Maintain the board-approved budget and submit updates to this budget at each board meeting.
- Work with the Equipment Manager to maintain Fort Wayne Region owned race program equipment and supplies.
- Attend board meetings and regional membership meetings at which the latest regional race program information shall be reported.
- Provide articles of interest for each monthly regional newsletter publication.
- Work with the Pointskeeper to maintain current regional race series points list and ensure a complete list published in the monthly regional newsletter publication that is distributed immediately following each race event.
- Provide a list to the Trophy Chairperson of members who are eligible for the year-end awards at the conclusion of the race season.

5.8 Public Relations Director

The Public Relations Director shall:

- Be instrumental in obtaining the necessary sponsorship and funding from, interested businesses within the Fort Wayne Region area. Maintain business relations with each of the established Fort Wayne Region sponsors. Solicit potential new sponsors.
- Develop and maintain Fort Wayne Region SCCA portfolio to be used for new sponsors and media exchanges. Maintain contacts with all local area media and provide them with the necessary information for publicizing each of the Fort Wayne Region sponsored events.
- Develop new activities in which the Fort Wayne Region can get involved to help publicize the Fort Wayne Region SCCA (car shows, special events, special broadcasts, etc.).
- Attend board meetings and regional membership meetings at which the latest Public Relations information shall be reported. Provide articles of interest for each monthly regional newsletter publication.
- Prepare and submit an annual budget prior to the first regional membership meeting of the year for the financial expense and income anticipated for the Fort Wayne Region. Maintain the board-approved budget and submit updates to this budget at each board meeting.

5.9 Trophy Chairperson

The Trophy Chairperson shall:

- Be instrumental in obtaining the necessary trophies, mementos, and awards for each of the Fort Wayne Region sponsored events including all SOLO, Race, Rally, and year-end banquet.
- Develop and maintain liaison with all Fort Wayne Region SCCA trophy and award suppliers.
- Ensure that all trophies and awards are available at the associated event for distribution (includes SOLO, Race, Rally, etc.). Coordinate trophy and award needs with each regional specialty Director.
- Help board meetings and regional membership meetings at which the latest trophy information shall be reported.
- Provide articles of interest for each regional newsletter publication as required.
- Work with the appropriate region officials to help develop realistic costs associated with specialty (i.e., Rally, SOLO, Race, etc.) trophy needs.

5.10 Pointskeeper

The Pointskeeper is responsible for the following shall:

- Maintain current Regional Achievement Award points and ensure a complete list published in the month regional newsletter publication. Provide a list to the Trophy Chairperson of members who are eligible for year-end awards at the conclusion of the year.
- Work with the directors of each area of competition (SOLO, Race, Rally, etc.) of the Fort Wayne Region, maintain all competition points and submit a copy of current points standing for publication in the monthly newsletter.
- Attend board meetings and regional membership meetings at which the latest regional points information shall be reported.
- Provide articles of interest for the monthly regional newsletter publication as required.
- Work with the Trophy Chairperson to help develop Regional Achievement Awards.

5.11 Newsletter Editor

The Newsletter Editor shall:

- Solicit, collect, and provide articles of interest from all sources of regional newsworthy information.
- Solicit, collect, and prepare advertising for the newsletter. Maintain a list of all advertisers, their terms and conditions for advertising, their payment schedule, etc.
- Edit and prepare each publication of the monthly regional newsletter and ensure that it is reproduced and distributed to the regional membership and interested persons prior to the second week of each month (February through December)
- Attend board meetings and regional membership meetings at which the latest newsletter information shall be reported.
- Prepare and submit an annual budget prior to the first regional membership meeting of the year for the financial expense and income anticipated for the region associated with the newsletter. Maintain the board-approved budget and submit updates to this budget at each board meeting including the status of each advertiser.

Publication of the newsletter shall conform to the following policies:

- Submissions by members is encouraged; no anonymous submissions permitted.
- Submissions published as provided by member, without editing, unless prior approval of submitting member granted; accurate grammar/spelling/punctuation corrections automatically provided by the editor.
- Detailed club financial information not included in newsletter but freely distributed at board meetings, which are open to any region member.
- Submissions by the 20th of each month for inclusion in subsequent months issue.
- Newsletters shall be emailed and posted to the Fort Wayne Region website (www.fwscca.com) along with a link to the article on the website posted and shared to all Fort Wayne Region social media accounts (Facebook, Twitter, and Instagram). This link should be posted by the Fort Wayne Region official account and not through a personal account.
- Newsletters shall be published no later than the second Monday of each month excluding January.
- Members shall have the availability to subscribe and unsubscribe willingly from any email distribution lists.

5.12 Director at Large

The Director at Large shall:

- Provide assistance to all regional projects. Be a member of all committees to help develop and promote the region within the community and the SCCA.
- Attend board meetings and regional membership meetings at which the latest committee information shall be reported.
- Provide articles of interest for each monthly regional newsletter publication.

5.13 Regional Advisor

The presently elected board members encourage the immediate past Regional Executive to participate in an advisory role for the serving Regional Executive in an effort to maintain a smooth transition year to year.

The Regional Advisor shall:

- Provide assistance to all regional projects.
- Attend board meetings and regional membership meetings at which the latest committee information shall be reported.
- Provide articles of interest for each monthly regional newsletter publication.

5.14 Equipment Manager

The Equipment Manager shall:

- Maintain the Fort Wayne Region equipment, i.e., equipment trucks and its contents.
- Inform the appropriate program Director, or the Board of Directors, when specific equipment is broken, or nearly so.
- Work with the board to purge obsolete or unneeded equipment, in some cases using the following policy.

Equipment Policy:

Computers: Computer equipment purchase, use and disposal are governed by three main points:

- 1) Justification to spend Fort Wayne Region club money on computer equipment.
 - a. To generate revenue for the club through advertising sales
 - b. To recruit new members
 - c. To generate good public relations and circulating news about club events and activities
 - d. To directly support club competition events (timing and scoring, etc.).
- 2) Priority for use of the club computer equipment
 - a. Newsletter Editor (a, b, c)
 - b. Fort Wayne Region Webmaster (b, c)
 - c. Public Relations Director (b, c)
 - d. Per Board of Directors approval on an 'as-needed' basis (d)

3) Determination and disposal of unneeded computer equipment

Surplus computer equipment shall be determined by a vote of the Board of Directors.

"Surplus" may include, but is not limited to; inability to perform necessary tasks or run software, near-zero residual value, repair / upgrade costs that approach current technology prices, etc.

The Board of Directors must then vote to establish a (nominal) minimum bid, and the surplus computer equipment will be put up for auction. The auction will run until the end of the month after the notice first appears in the newsletter (not to exceed 60 days). Only sealed bids will be accepted upon delivery to the Secretary, who will retain them until the end of the auction. Any bids arriving after the deadline will be returned unopened. The high bid and the auction winner will be announced at the next Board of Directors meeting; the winner's name will be published in the Fort Wayne Region newsletter.

5.15 Webmaster

The Webmaster shall:

- Solicit, collect, and prepare advertising for the website. Maintain a list of all advertisers, their terms and conditions for advertising, their payment schedule, etc.
- Prepare and upload monthly documents (event points, newsletter, meeting minutes, etc.) in a timely manner.
- Attend board meetings and regional membership meetings at which the latest website information shall be reported.
- Prepare and submit an annual budget prior to the first regional membership meeting of the year for the financial expense and income anticipated for the region associated with the website. Maintain the board-approved budget and submit updates to this budget at each board meeting including the status of each advertiser.
- Manage and maintain the website in a manner that keeps the website accessible at all times. If any downtime is expected during maintenance, a notification should be shared via email and social media posting with 24-hour notice, when possible.
- Maintain the online calendar for all posted Fort Wayne Region SCCA events and update the calendar in a timely manner when new events are scheduled.

6. ADDITIONAL POLICIES

6.1 Authorized Fort Wayne Region Gatherings

To foster good communications within the region, and encourage involvement throughout our membership, the workings of the region should be publicized and readily accessible to all members.

All gathering of four or more members of the Fort Wayne Region that take place for the purpose of conducting any business of the region, other than emergency gatherings of the members of the Board of Directors, shall:

1. Be open to attendance by all Fort Wayne Region members.
2. Have the time, place and purpose published on social media, in the regional newsletter, or website (with at least 24 hours' notice), prior to the gathering.
3. If possible, the time, place, and purpose should also be announced at a general membership meeting prior to the gathering.

The standing exceptions shall be the Board of Directors transition meeting held in December, and all Audit Committee meetings. All other exceptions must be approved by a quorum vote of the Board of Directors prior to the gathering.

6.2 Annual Election Voting Procedures

- 1) No personal voter information should be written in the write-in field unless you are entering a write-in vote for yourself.
- 2) Attendance is not required at the membership meeting for the election. All ballots are to be submitted online through a board approved digital host. All ballots will be verified against a current FWSCCA member list as provided by the National SCCA office.
- 3) Members who do not have an internet connected device, or access to the internet may reach out to a board member for assistance voting. A computer with voting access shall also be made available at any meetings while voting is live.
- 4) During the voting process, the results should not be visible to any voters, or board members until the voting has closed.
- 5) In public view, the Assistant Regional Executive verifies that the ballots received were only submitted by valid FWSCCA members using the latest membership roster as supplied by the National SCCA Office.
- 6) In public view, the Secretary and two additional non-candidate member volunteers will read and verify the results of the online host.
- 7) The vote totals and results shall be included in the next publication of the newsletter, as well as an announcement on social media.
- 8) Election results shall be printed and preserved by the Secretary for a period of not less than one year.

6.3 Social Media Presence

- Any announcements, news, or posts on Facebook regarding official Fort Wayne SCCA activities may be posted utilizing a personal account of an active board member given that the information is posted in a manner that will positively promote FWSCCA.
- Any announcements, news, or posts on Twitter or Instagram regarding official Fort Wayne SCCA activities shall be posted utilizing the official FWSCCA account.
- Any correspondence through chat, or messenger with a member shall be signed with the members name replying under any FWSCCA social media account. This ensures transparency for all involved and provides a personalized experience for the member reaching out to the Fort Wayne Region SCCA.
- Any post utilizing a FWSCCA account should be for club business only and should be free of personal opinions and should remain family friendly. Any posts or comments on subsequent club posts from personal accounts of any member in a board position shall also keep their posts family friendly.
- Account log in information should be available to no less than two (2) members of the Board of Directors as well as any other members that may need access for promotional, or engaging posts as determined by their position. (i.e., public relations) If a password, or any other log in or verification information is changed, all other account holders should be informed of the changes.
- YouTube shall be used accordingly in a manner that will positively promote the club or to market upcoming events and meetings.

6.4 Digital Media Accountability

- Access to the Fort Wayne Region SCCA general email account (FortWayneAutoX@gmail.com) should be available to all board members and directors, as necessary.
- Account log in information should be available to no less than two (2) members of the Board of Directors. If a password, or any other log in or verification information is changed, all other account holders should be informed of the changes.
- All digital media shall be backed up to the Google Drive account associated with FortWayneAutoX@gmail.com. This includes, but is not limited to; all event files and results, newsletters, meeting minutes, FWSCCA imagery and logos, sponsorship contracts, site contacts, event contracts, event insurance, etc.
- The Fort Wayne SCCA Gmail account may be used by any member of the Board of Directors as needed in lieu of their @fwscga.com email account. Anyone using this account must sign every correspondence appropriately as to who authored the email.