



*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

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## **1. DOCUMENT STANDARDS**

### 1.1 Introduction

This document is the Fort Wayne Region Sports Car Club of America (FWR) 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. Dated 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 (SCCA) 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.

#### 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 driver or navigator) of a team must be a member. If neither is a member, the team must be classified as a guest. At any SOLO event, the entrant and/or worker must be a member; otherwise he or she is classified as a guest.

##### 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 membership number on record with the national office prior to the last event in which the member is entitled to earned 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 award).

#### 2.1.4.2 Guests

Guests who have earned points in the current competition year and join Fort Wayne Region SCCA 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 officiates and may accrue points providing he/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:

- **Regional Achievement Awards**
- ~~SOLO~~ Solo Awards:
  - Regional ~~SOLO~~ Solo Trophies
  - National ~~SOLO~~ Solo Driver Of The Year
  - Regional ~~SOLO~~ Solo Driver Of The Year
  - Regional ~~SOLO~~ Solo Lady Driver Of The Year
  - ~~SOLO~~ Solo Rookie Of The Year
  - ~~SOLO~~ Solo Event Of The Year
  - ~~SOLO~~ 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~~ Solo Director's Award
  - James F. Lang Memorial Trophy
  - Jim Chausse Memorial Award

### 2.2 Regional Achievement Awards

Regional Achievement Awards shall be trophies or other mementos 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 four areas of participation (~~SOLO Solo~~, Rally, Road Racing, and Social Events). A minimum of ten (10) Social Events must be attended for the Social Events category to qualify as 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**

Region Officers... 100 (per year)  
Event Chairperson\*... 100 (per event)  
Event Co- or Assistant Chairperson\*... 75 (per event)  
Race Chairperson... 100 (per event)  
Annual Banquet Chairperson... 100 (per year)  
Roundtable Chairperson... 100 (per year)  
Region Trophy Chairperson... 100 (per year)  
Region Pointskeeper... 100 (per year)  
Working Chiefs Of Specialty\*... 75 (1 day event)  
Working Chiefs Of Specialty\*... 100 (2 or more day event)  
Event Workers... 50 (per day)  
Race Workers... 50 (per day)  
Working Crew... 50 (per day)  
Event Participant (Races, Rally, SOLO)... 50 (per day)  
Participating in working meetings or shows 50 (per day)  
Attending Roundtable or National Convention... 30 (per day)  
Attending Other SCCA Scheduled Function/Event... 15 (per event)  
(Meetings, Parties, Banquets, etc.)

\*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 a 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).

## 2.3 ~~SOLO~~ Solo Awards

The ~~SOLO~~ Solo Awards shall be distributed as follows.

### 2.3.1 Regional ~~SOLO~~ Solo Trophies

Fort Wayne Region members who participate in the Fort Wayne Region ~~SOLO~~ 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~~ Solo event during the current year. Regional ~~SOLO~~ Solo Trophies shall be presented at the annual Fort Wayne Region Awards Banquet.

### 2.3.2 National ~~SOLO~~ Solo Driver of the Year

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

### 2.3.2.1 Points

Points are determined as follows:

POSITION	POINTS	<del>POINTS (NATIONAL CHAMPIONSHIP POINTS SOLO EVENT)</del>
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 the National ~~SOLO-II Solo~~ Event will be accrued at a rate of 1.5 times (see schedule listed above).

### 2.3.2.2 Events Counted

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

### 2.3.2.3 Other Award Eligibility

The winner of this award is ineligible for the Fort Wayne Region SCCA ~~SOLO-II Solo~~ Driver of the Year award.

### 2.3.2.4 Ties

In case of ties, multiple awards will be presented.

## 2.3.3 Regional SOLO II Driver of the Year

Presented to the ~~SOLO-II Solo~~ driver competing in the Open Class that displays outstanding performance in Fort Wayne Region SCCA ~~SOLO-II Solo~~ Events.

### 2.3.3.1 Winner Determination

~~The winner will be determined by the individual who achieves the highest performance ranking utilizing the Fort Wayne Region SOLO-II Performance Index factor to be determined each year for each car class Solo Series Scoring System.~~

### 2.3.3.2 Fort Wayne Region ~~SOLO-II Performance Index~~ Solo Series Scoring System

~~The Fort Wayne Region SOLO-II Performance Index will be published at the beginning of each season based on a composite of past performance in each car class. The Fort Wayne Region Board Of Directors shall approve the index to be used each year.~~

### 2.3.3.3 Event Exclusion

~~Each individual will be allowed to include up to N-3 of his/her best event performance rankings where N is the total number of Ft. Wayne Region SOLO II events in the current year. A minimum of three (3) events must be entered to be eligible.~~

#### 2.3.3.4 Events Not Attended

~~For events not entered, an individual will receive the lowest (worst) ranking for that event plus one position based on the Fort Wayne Region SOLO II Performance Index as described above.~~

- a) The person finishing in overall first place for an event, based on class Indexes, gets 100 points, regardless of the number of entries.
- b) The person finishing in overall last place for the event, based on class Indexes, gets 1 point.
- c) Any person who does not enter the event gets 0 points.
- d) Every finisher between first and last is evenly spaced between 1 and 100 points.
- e) Score for the Series is the sum of the driver's best five (5) events. Highest score at the end of the season is the Series winner.

#### 2.3.3.5 Ties

In case of ties, multiple awards will be presented.

#### 2.3.4 Regional ~~SOLO II~~ Solo Lady Driver of the Year

Presented to the lady ~~SOLO II~~ Solo driver competing in the Ladies Class who displays outstanding performance in Fort Wayne Region SCCA ~~SOLO II~~ Solo events. A woman winning the National ~~SOLO II~~ Solo Driver Of The Year or ~~SOLO II~~ Solo Driver Of The Year is not eligible for the ~~SOLO II~~ Solo Lady Driver Of The Year award, and the trophy shall be awarded to the next eligible woman (if applicable).

##### 2.3.4.1 Winner Determination

The Winner will be determined in the same manner as explained for the Open Class (see paragraph 2.3.3.1 above).

##### 2.3.4.2 Ties

In case of ties, multiple awards will be presented.

#### 2.3.5 SOLO II Rookie of the Year

Presented to the outstanding ~~SOLO II~~ Solo Rookie driver at the discretion of the Fort Wayne Region SCCA ~~SOLO II~~ Solo Committee. A Rookie is defined as a ~~SOLO II~~ Solo driver that has not competed in more than two (2) events prior to the current season.

#### 2.3.6 SOLO II Event of the Year

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

#### 2.3.7 SOLO II Cup

Awarded to the member(s) who has/have made outstanding contributions to the Fort Wayne Region SCCA ~~SOLO II~~ 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 one 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

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 Rallymaster(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 **Central 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 award, and the trophy shall be awarded to the next eligible person (if applicable).

### 2.5.3 Rookie Driver 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 Chairman's 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 Trophy

The James F. Lang Memorial Trophy was donated by the family of James F. Lang to 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 of 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

The Jim Chausse Memorial Award is presented on an annual basis to the person or persons who best represent Fort Wayne Region 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 ~~at Fort Wayne Region's Brat Bash~~ 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 FWR 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, 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 ~~Brat Bash~~ any FWR-hosted race.

~~Nomination: by ballot, outlining any act of good sportsmanship, heroism or kindness, received by the last race on Saturday. The recipient will be selected by a panel of three judges and will be awarded at the Sunday lunch break of Brat Bash.~~

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

### **3. REGULATIONS GOVERNING FT. 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 a member of the SCCA or an officially registered guest and all entrants must sign a waiver.

#### **3.2 Driver's License**

The driver must have a valid motor vehicle operator's license.

#### **3.3 Penalty Points**

Penalty points may be assessed at the discretion of the Rallymaster 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 vehicle codes (state in which car is registered).

#### **3.5 Insurance**

All vehicles shall carry insurance in an amount not less than the minimum required by 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 drivers 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 Rallymaster when he laid out the course.

### 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 control 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 Rallymasters

The following supplemental guidelines shall be executed by the Rallymaster.

#### 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 that 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 Rallymaster'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 SCCA ~~SOLO-I~~ SOLO EVENTS**

All rules and regulations as stated in the current SCCA ~~SOLO-I & SOLO-II~~ Solo Rule Book and amendments are applicable to Fort Wayne Region SCCA ~~SOLO-II~~ Solo events. The following local rules are in addition to or supersede those stated in the SCCA ~~SOLO-I & SOLO-II~~ Solo Rule Book. Event Chairmen should also consult the current ~~SOLO-II~~ Solo Eventmaster's Guide for more information.

#### 4.1 Automobile Classes

The following Classes shall be offered at all Fort Wayne Region SCCA ~~SOLO-II~~ Solo events.

##### 4.1.1 National Level Classes

All Car Classes specified in the current year SCCA ~~SOLO-I & SOLO-II~~ Solo Rules Book for National level ~~SOLO-II~~ Solo competition shall be offered.

##### 4.1.2 Novice Class

A Novice Class shall be offered for ~~SOLO II~~ Solo drivers that have not participated in more than three (3) SOLO II events prior to the current year. Novices will be ranked based on performance improvements from first run through last run for each event.

#### 4.2 Supplement For Chairpersons

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

##### 4.2.1 Insurance

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

##### 4.2.2 Site Approval

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

##### 4.2.3 Jurisdiction

The Eventmaster 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 II~~ Solo Safety Steward's responsibility.

##### 4.2.4 Supplemental Regulations

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

## 5. REGION OFFICIALS

The following positions make up the Fort Wayne Region Board Of ~~Officials~~ 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\*\*\*

\* 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 over all Region Membership Meetings.
- Preside over all Region Board Meetings.
- Submit necessary information to the National SCCA (~~Denver Office~~ Topeka) for all Region Officers to be listed in the SCCA Directory.
- Insure that all Region Officials attend to their assigned duties to the utmost and adhere to the policies identified herein.
- ~~—Attend the Central Division SCCA Roundtable as a representative from Ft. Wayne Region SCCA.~~  
(note: no Round Table to be held in future as per vote of R.E.'s at 2006 Spring Training)
- Attend the National SCCA Convention as a representative from Ft. Wayne Region SCCA.
- Nominate at least one Ft. Wayne Region member as a potential successor to the position of Regional Executive during the Regional election process.
- Insure that at least one member is nominated for each of the positions described herein.
- Coordinate all Region events with the appropriate Region Officials. Insure 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. Insure 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.
- Insure that the year end banquet is scheduled and publicized in the newsletter as required (can appoint a chairman).
- Insure that a composite Ft. Wayne Region budget is prepared prior to first Regional Membership Meeting of the year based on budgets provided by other officers. Work with Treasurer to insure 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 Ft. Wayne Region Membership list and insure that all Ft. Wayne Region Members are provided at least one copy of this list each year. Shall make sure that all new members, regular members, and interested guests receive the monthly Regional newsletter publication.
- Attend the monthly 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 monthly Regional Membership Meetings at which the latest minutes shall be recorded/reported.
- Attend the Regional Board Meetings at which the latest minutes shall be recorded/reported.
- Record minutes of all monthly Ft. Wayne Region Membership Meetings and Regional Board Meetings. Shall submit written minutes to the Newsletter Editor immediately following each meeting.

### **5.4 Treasurer**

The Treasurer shall:

- Attend the monthly Regional Membership Meetings at which the latest Regional Financial Status shall be reported.
- Attend the Regional Board Meetings at which the latest Regional Financial Status shall be reported.
- Record all Ft. Wayne Region financial transactions. Shall be keeper of the Ft. Wayne Region checkbook and shall act as the Ft. Wayne Region representative to all banking institutions and other organizations.
- Shall have check writing and signature authority with the signature of the Regional Executive or Assistant Regional Executive required also.

### **5.5 Rally Director**

The Rally Director shall:

- Maintain the Ft. Wayne Region Rally Program and insure that all SCCA and Regional requirements are fulfilled.
- Attend the monthly Regional Membership Meetings at which the latest Regional Rally information shall be reported.

- Attend the Regional Board Meetings at which the latest Regional Rally information shall be reported.
- Prepare an article of Regional interest for each of the monthly Regional newsletter publications.
- 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 Ft. Wayne Region owned Rally program equipment and supplies.**
- Set Event Schedule and insure that it is published each month in the Regional newsletter.
- Appoint Rallymasters for each Regional Rally and other Rally Officials as necessary.
- Procure Event Insurance through the SCCA Risk Management Department.
- Maintain current Regional Rally series points list and insure a complete list is published in the monthly Regional newsletter publication that is distributed immediately following each Rally. Provide a list to the Trophy Chairman of members who are eligible for year-end awards at the conclusion of the Rally Season.

#### **5.6 ~~SOLO~~ Solo Director**

The ~~SOLO~~ Solo Director is responsible for the following and shall:

- Maintain the Ft. Wayne Region ~~SOLO~~ Solo Program and insure that all SCCA and Regional requirements are fulfilled.
- Be instrumental in the procuring of Event Sites.
- Procure Event Insurance through the SCCA Risk Management Department.
- Appoint all Regional ~~SOLO~~ Solo Event Masters and other ~~SOLO~~ Solo Officials as necessary.
- Set Event Schedule and insure 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~~ Solo program. Maintain the Board-approved budget and submit updates to this budget at each Board Meeting.
- **Work with the Equipment Manager to maintain Ft. Wayne Region owned Solo program equipment and supplies.**
- ~~Maintain SOLO Van, Equipment, and Supplies.~~
- Attend Board Meetings and Regional Membership Meetings at which the latest Regional ~~SOLO~~ Solo information shall be reported
- Provide articles of interest for each monthly Regional newsletter publication.
- Maintain current Regional ~~SOLO~~ Solo series points list and insure a complete list is published in the monthly Regional newsletter publication that is distributed immediately following each

~~SOLE~~ Solo Event. Provide a list to the Trophy Chairman of members who are eligible for year-end awards at the conclusion of the ~~SOLE~~ Solo Season.

### **5.7 Competition Director**

The Competition Director is responsible for the following and shall:

- Maintain the Ft. Wayne Region Race Program and insure that all SCCA and Regional requirements are fulfilled.
- Be instrumental in the procuring of Event Sites (race tracks) and necessary personnel and equipment for each event.
- Procure Event Insurance through the SCCA Risk Management Department.
- Appoint all Regional Race Chairmen and other race Officials as necessary.
- Set Event Schedule and insure that it is published each month in the Regional newsletter and the ~~Central 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.
- ~~Work with the Equipment Manager to~~ maintain Ft. Wayne Region owned Race program equipment (~~radios, computers, etc.~~), 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.
- Maintain current Regional Race series points list and insure a complete list is published in the monthly Regional newsletter publication that is distributed immediately following each Race Event. Provide a list to the Trophy Chairman of members who are eligible for year-end awards at the conclusion of the Race Season.

### **5.8 Public Relations Director**

The Public Relations Director is responsible for the following and shall:

- Be instrumental in obtaining the necessary sponsorship and funding from interested businesses within the Ft. Wayne Region area. Maintain business relations with each of the established Region sponsors. Solicit potential new sponsors.
- Develop and maintain Ft. 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 Ft. Wayne Region sponsored events.
- Develop new activities in which the Region can get involved to help publicize the Ft. 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 Region. Maintain the Board-approved budget and submit updates to this budget at each Board Meeting.

### **5.9 Trophy Chairperson**

The Trophy Chairperson is responsible for the following and shall:

- Be instrumental in obtaining the necessary trophies, mementos, and awards for each of the Ft. Wayne Region sponsored events including all SOLO, Rally, Race, and year end banquet.

- Develop and maintain liaison with all Ft. Wayne Region SCCA trophy and award suppliers.

- Insure 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 to develop new art work and logos for use by the Ft. Wayne Region SCCA to help promote Regional club activities.

- Attend Board Meetings and Regional Membership Meetings at which the latest trophy information shall be reported.

- Provide articles of interest for each the Regional newsletter publication as required.

- Work with 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 and shall:

- Maintain current Regional Achievement Award points list and insure a complete list is published in the monthly Regional newsletter publication. Provide a list to the Trophy Chairman of members who are eligible for year-end awards at the conclusion of the year.

- 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 appropriate Trophy Chairperson to help develop Regional Achievement Awards.

### **5.11 Newsletter Editor**

The Newsletter Editor is responsible for the following and 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 payments schedule, etc.

- Edit and prepare each publication of the monthly Regional newsletter and insure 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 status of each advertiser.

Publication of the newsletter shall conform to the following policies: ~~were established by the current Editor, April 2000:~~

- Submissions by members 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 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 20<sup>th</sup> of each month for inclusion in subsequent month's issue
- Published and mailed free of charge to all FWR SCCA members, interested persons who request to be added to the mailing list; non-member participants at club events added to the mailing list for 3 – 6 months to encourage future participation.

### **5.12 Director At Large**

The Director At Large is responsible for the following and 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 is responsible for the following and 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 is responsible for the following and shall:

- Maintain Fort Wayne Region equipment, i.e. equipment trucks and its contents.
- Inform the appropriate ~~person~~ program Director, or the Board of Directors, when specific equipment is broken or nearly so.
- Work with the board to cull 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 Club money on computer equipment.
  - a) To generate revenue for the club through advertisement 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 Club computer equipment.
  - #1 – Drift Editor (supports a, b, c)
  - #2 – FWR Webmaster (b, c)
  - #3 – Public Relations Director (b, c)
  - #4 – per BOD 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 BOD. “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 BOD 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 FWR Drift newsletter (approximately 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 auction winner will be announced at the next BOD meeting; the winner’s name will be published in the next FWR newsletter.

## 6. ADDITIONAL POLICIES

### 6.1 “Drive 5” Program

The “Drive 5” program is designed to encourage new attendees to become actively involved in FWR. If a driver earns 5 points (as listed below) within a twelve (12) month period, Fort Wayne Region shall purchase for that person a membership with the Sports Car Club of America. This offer is valid only to those with NO previous membership in the Sports Car Club of America. The membership purchased shall be a full national membership (including national and regional dues) at the most inexpensive level, i.e. a “First Gear” or military membership if it can be applied. The membership shall not include any licenses except those offered by the national office free of charge (crew, etc.).

Points list - 1 point each occurrence:

- a) enter and compete in a Fort Wayne Region-hosted solo or rally event.
- b) work one day at a Fort Wayne Region-hosted road race.

c) work one day at the Fort Wayne Junior Achievement Grand Prix.

## **6.2 Authorized FWR 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 gatherings of four or more members of 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 FWR members.
2. Have the time, place, and purpose published 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 BOD 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.