

# **MIDWEST DIVISION**

# **OPERATIONS MANUAL**

**Last updated  
November 11, 2005**

# MiDiv Operations Manual

## 1. STRUCTURE OF MIDIV

### A. CORPORATE ORGANIZATION AND ADMINISTRATION

#### 1. Purpose

The purpose of the Midwest Division of SCCA, INC. (MIDIV) shall be to promote cooperation and provide for free exchange of ideas between the Regions of MIDIV, to correlate activities within MIDIV, and to implement SCCA National programs as they relate to the MIDIV.

#### 2. Legal Status

The Midwest Division (MIDIV) of SCCA, Inc., a not-for-profit, non-stock corporation, is incorporated in the State of Oklahoma as indicated in the Articles of Incorporation, filed with the Secretary of the State of Oklahoma on July 19<sup>th</sup>, 1990. MIDIV is organized and operated according to the Bylaws adopted by the members and placed in effect November 3<sup>rd</sup>, 2001.

#### 3. Tax Status

MIDIV is operated as a not-for-profit corporation exempt from Federal Income Tax under Section 501(c)(4). The Treasurer submits a Form 990, Return of Organization Exempt from Income Tax, for MIDIV's financial operations each calendar year.

### B. ORGANIZATION

#### 1. Membership

Membership in MIDIV shall consist of those Regions designated by the National Office of SCCA, Inc. as being in the MIDIV. (See Appendix C)

Each Region shall be represented by its duly elected Regional Executive, as a Director of MIDIV, or of the duly appointed representative if the Regional Executive is unable to be present.

#### 2. Executive Committee Composition and Responsibilities

The Directors shall constitute the MIDIV Executive Committee. The business and affairs of the MIDIV are to be managed by the Executive Committee who may exercise all such powers of the MIDIV and do all such lawful acts and things as are not (by statute of by the Articles of Incorporation or Bylaws) directed or required to be exercised by, or done or reserved to, the members.

#### 3. Officers

The officers shall be Chairperson, Vice Chairperson, Secretary and Treasurer. Regional Executives and Past Regional Executives of any MIDIV member Region shall be eligible for office.

#### 4. Election of Officers

Officers shall be elected by majority vote at the Annual Meeting and shall serve for one calendar year, or until a successor is elected. A vacancy in the office of the Vice Chairperson, Secretary or Treasurer may be filled by the remaining officers after notice in writing has been given to all Regions. A vacancy in the office of Chairperson may be filled by the Executive Committee after notice in writing has been given to all Regions.

#### 5. Meetings

An Annual Meeting shall be held at a time and place most convenient to consider matters for the coming year. The officers may call special meetings. The Annual or any Special meeting of the members shall be held within the geographical boundaries of MIDIV.

“Roberts Rules of Order-Revised” shall prevail when not inconsistent with these bylaws.

Notice of the Annual or any Special meeting shall be given to each member at least two (2) weeks prior to the meeting date. Notice may be given by regular U.S. mail, by electronic mail, by giving a notice ready for publication in Regional newsletters to all Regional newsletter editors and/or Regional Executives, or as notice published on the Divisional web site, now located at [www.midiv.org](http://www.midiv.org), or any future web site operated by MIDIV.

6. Voting

Each Region shall be represented by its duly elected Regional Executive, as a Director of MIDIV, or of the duly appointed representative if the Regional Executive is unable to be present. Each Director or their duly appointed representative shall have one vote. A majority of those present and voting shall control. The Director or duly appointed representative from a Region owing MIDIV financial obligations may not vote or schedule events until the obligation is fulfilled. A quorum shall consist of not less than five (5) Directors or their duly appointed representative. The Chairperson, Vice Chairperson, Secretary or Treasurer shall not have the right to vote at any such meeting of the Executive Committee, unless the officer be simultaneously elected to the Committee as a Regional Executive or be the duly appointed representative of a Regional Executive.

C. CLUB RACING

1. Divisional Administrators

Appointment: The Executive Steward of MIDIV, who shall assure that the designated individual, is qualified, ready, and willing to serve; shall select Divisional Administrators in each of the following specialties annually and they shall be approved by the area Director for the Division. The respective National Administrator for the specialty, who will consult with the Executive Steward, shall review the performance of each Divisional Administrator.

- a. Driver Licensing
- b. Flagging and Communication
- c. Medical Safety
- d. Race Control
- e. Registration
- f. Scrutineering
- g. Sound Control
- h. Starters
- i. Timing and Scoring

Duties: Assist in the recruitment and training of sufficient personnel to staff speed events in MIDIV; coordinate the supervision of workers in the specialty with the Executive Steward; develop and/or implement training to the national standard for the improvement of the level of competence of the members of the specialty; administer the licensing of members of the specialty.

2. Executive Steward

Appointment: One Executive Steward for MIDIV, upon advice from the Chairman of the Steward's Program and final acceptance by the full Board of Directors of the SCCA.

Duties: Responsible to the Chairman of the Stewards Program as follows:

- a. Maintain close liaison with Chairman of the Stewards Program in the supervision, training and licensing of Stewards within MIDIV, and in the implementation of national level programs.
- b. Maintain a roster of National, Divisional, In-Training and National Series Chief Stewards in MIDIV.

- c. Assign Chief Stewards and Stewards of the Meeting and approve other key race officials for each National, Regional, or Drivers' School event held in MIDIV in accordance with the GCR.
  - d. Maintain liaison with Scheduling and Licensing Representatives, Medical Director, and other Field Staff in MIDIV in the interest of maintaining high standards for speed event scheduling, organization, and conduct.
  - e. Monitor the condition of each racing facility in MIDIV, work with the Director of Club Racing, and coordinate track inspections and reviews for MIDIV.
  - f. Resolve all disputes concerning the licenses to be issued to any official in MIDIV and issue licenses for Divisional Administrators in MIDIV.
3. Deputy Executive Stewards  
 Appointment: May be appointed at the discretion of the Executive Steward, upon advice from the Chairman of the Stewards Program, and if they cannot agree, with consultation of the Area Director.  
 Duties: Responsible to the MIDIV Executive Steward.
4. Divisional Safety Steward Administrator  
 Appointment: May be appointed at the discretion of the Executive Steward, subject to the approval of the Area Director.  
 Duties: The Safety Steward Administrator in MIDIV shall receive copies of each incident report and shall compile such incident reports as requested by the Executive Steward. In addition, if the Safety Steward Administrator becomes aware of any condition that may warrant immediate correction, he or she shall bring such condition to the attention of the Executive Steward. The Safety Administrator may be invited to participate in the inspection and/or approval of each racing facility within MIDIV by the Executive Steward, the Director of Club Racing and the track inspector/reviewer.
5. Divisional Pointskeeper  
 Appointment: By the Divisional Executive Steward subject to the approval of the Area Director.  
 Duties: As prescribed by the Executive Steward, including maintain MIDIV National Points Fund, and selling permanent numbers.
6. Divisional Scheduler  
 Appointment: By the Divisional Executive Steward subject to the approval of the Area Director.  
 Duties: As prescribed by the Executive Steward
- D. SOLO/RALLY
1. Divisional Solo I and Solo II Stewards  
 Appointment: Selected by the Solo Events Board, subject to the approval of the SCCA Board of Directors.  
 Duties: Responsible to the Solo Events Board for the supervision and administration of SCCA policies, rules and standards with respect to SCCA Solo Events conducted within MIDIV. Duties are specified and updated annually in the Solo I and II Rulebook.
2. Divisional Safety Stewards  
 Appointment: A minimum of one selected by the Solo Safety Committee, subject to the approval of the Solo Events Board. If necessary, separate Stewards may be appointed for Solo I and Solo II.  
 Duties: Responsible to the Solo Safety Committee for ensuring that safety rules, policies and procedures are adhered to for all Solo Events conducted within MIDIV. Duties are specified and updated annually in the Solo I and II Rules.
3. Divisional RoadRally Steward  
 Appointment: Appointed by the RoadRally Board, subject to the approval of the SCCA Board of Directors.

Duties: RoadRally Stewards shall be responsible to the RoadRally Board for developing, supervising, and administering a program of Divisional road rally events in accordance with the rules, standards and procedures established for the RoadRally Program.

#### E. REGION/AREA/DIVISION ORGANIZATION

##### 1. Purposes for Divisions

MIDIV is one of eight geographic Divisions the SCCA has established throughout the United States encompassing all Regions of the Club. The purposes for which these Divisions exist are:

- a. Convenience in scheduling and sanctioning events and in maintaining high standards for their conduct.
- b. Qualifying and licensing of officials and competition drives through delegation of specific responsibility and authority to designate officers in each Division.
- c. Determining the geographic limits within which a series of National Championship races, Solo I and II, and Rally events for each recognized class and category of automobile.

##### 2. Boundaries

The present MIDIV boundaries and encompassing Regions are indicated on the map in Appendix C. Only the SCCA Board of Directors has the authority to change Divisional boundaries. As new circuits are constructed, others go out of business, or population shifts occur, there is a natural tendency for Regions and competitors to petition for changes in Divisional boundaries. The Board of Directors relies on recommendations of the Competition Rules Board, RoadRally Board, Solo Events Board, National officials, and members in each Division for guidance in approving such changes.

##### 3. Areas

Through a revision of the SCCA Bylaws, adopted July 1, 2000, the number of Areas has been set at 13. These Areas exist only for the purposes of determining the voting districts for election of Directors. MIDIV encompasses all of Area 6.

##### 4. Regions

MIDIV is made up of the 14 Regions that fall within the geographical boundaries of MIDIV. The Regions are listed in Appendix C. Regions are defined according to SCCA Bylaws and policies.

## 2. AWARDS

#### A. ENGLAND-STIPE AWARD (*traveling trophy*)

Awarded annually to the member of the Midwest Division Sports Car Club of America who has made the most outstanding long-term contribution to the club and to the sport. This award is chosen by the three previous winners.

#### B. MIDIV CORNER WORKERS CHOICE AWARD

Awarded annually to the driver who receives the most of votes (on average) per event entered. The Corner Workers vote at each MidAm race and the votes are tabulated by the DA or Asst. DA of F&C.

#### C. WORKER OF THE YEAR (*traveling trophy*)

Awarded annually to the worker in Midwest Division who has made the most significant contribution to the Division as determined by the three previous recipients of the award. Recipient must be nominated to be considered.

#### D. MID-AM DRIVER OF THE YEAR

Awarded to the driver who attains the highest Mid-Am Championship score per Mid-Am rules.

### 3. MIDIV CHAMPIONSHIP SERIES

#### A. MID-AM CHAMPIONSHIP

This series shall determine annually the Champion Midwest Division race drivers in SCCA Regional-race competition based upon Mid-Am Championship rules and regulations.

#### B. MIDWEST DIVISION IT TOUR

This series shall comprise all the races conducted as special events under Restricted Regional sanction on dates upon which a regularly scheduled MiDiv National race is held.

#### C. MIDWEST DIVISION SOLO II SERIES

The Series Events are classified as "Divisional Events" (Solo II Rules, Sec 1.2.I) and shall comply with all requirements of the SCCA Solo II rules. The Series Events will be conducted in accordance with Midwest Division Solo II Series rules and regulations.

APPENDIX A – BYLAWS

APPENDIX B – ARTICLES OF INCORPORATION

APPENDIX C – MIDIV MAP WITH REGIONS

APPENDIX D – MID-AM RULES AND REGULATIONS

APPENDIX E - SOLO II RULES AND REGULATIONS

APPENDIX F – REGIONAL ROAD RALLY CHAMPIONSHIP RULES

APPENDIX G – F&C LICENCE AND UPGRADE GUIDELINES

APPENDIX H – WITNESS STATEMENT PREPARATION – F&C GUIDELINES

APPENDIX I – CORNER CAPTAIN GUIDELINES

APPENDIX J – OPERATING STEWARD GUIDELINES

## **BYLAWS OF THE MIDWEST DIVISION SCCA, INC.**

### **ARTICLE I**

#### **OFFICES**

Sec. 1:1 Registered Office and Agent. The registered office of the corporation is 3721 N. Classen Boulevard, Oklahoma City, Oklahoma 73118. The name of the registered agent at such address is Walter Bower.

### **ARTICLE II**

#### **PURPOSE**

Sec. 2:1 Purpose. The purpose of the Midwest Division of SCCA, INC. (MIDIV) shall be to promote cooperation and provide for free exchange of ideas between the Regions of MIDIV, to correlate activities within MIDIV, and to implement SCCA National programs as they relate to the MIDIV.

### **ARTICLE III**

#### **MEMBERSHIP**

Sec. 3:1 Regions. Membership in MIDIV shall consist of those Regions designated by the National Office of SCCA, Inc. as being in the MIDIV.

Sec. 3:2 Regional Representatives. Each Region shall be represented by its duly elected Regional Executive, as a Director of MIDIV, or of the duly appointed representative if the Regional Executive is unable to be present.

### **ARTICLE IV**

#### **DIRECTORS**

Sec. 4:1 MIDIV Executive Committee. The Directors shall constitute the MIDIV Executive Committee.

Sec. 4:2 Management. The business and affairs of the MIDIV are to be managed by the Executive Committee who may exercise all such powers of the MIDIV and do all such lawful acts and things as are not (by statute or by the Articles of Incorporation or by these Bylaws) directed or required to be exercised by, or done or reserved to, the members.

Sec. 4:3 Place of Meetings. Meetings, regular or special, of the Executive Committee may be held in any state within the geographical boundaries of the MIDIV as defined by the National Office of the SCCA, Inc.

Sec. 4:4 Regular Meetings; Notice. Regular meetings of the Executive Committee are to be held without notice immediately following the annual meeting of the members and at the same place unless (by unanimous consent of the directors then elected and serving) such time or place is changed.

Sec. 4:5 Special Meetings; Notice. Special meetings of the Executive Committee may be called by the chairperson on two weeks notice to each Director. Special meetings shall be called by the Chairperson or Secretary-Treasurer in like manner and on like notice in response to the written request of any two Directors.

Sec. 4:6 Quorum. A quorum shall consist of not less than five (5) Directors or their duly appointed representative.

Sec. 4:7 Voting. Each Director, or duly appointed representative shall have one vote. A majority of those present and voting shall control. The Director or duly appointed representative from a Region owing MIDIV financial obligations, may not vote or schedule events until the obligation is fulfilled.

Sec. 4:8 Delegation of Authority. The Executive Committee may delegate such authority to act on its behalf to the Chairperson or other officers that the Executive Committee by majority vote shall approve.

## ARTICLE V

### OFFICERS

Sec. 5:1 Officers. The officers shall be Chairperson, Vice Chairperson, Secretary and Treasurer.

Sec. 5:2 Eligibility. Regional Executives and Past Regional Executives shall be eligible for office.

Sec. 5:3 Election of Officers. Officers shall be elected by majority vote at the Annual Meeting and shall serve for one year, or until a successor is elected.

Sec. 5:4 Vacancy in Office. A vacancy in the office of the Vice Chairperson, Secretary or Treasurer may be filled by the remaining officers after notice in writing has been given to all Regions. A vacancy in the office of Chairperson may be filled by the Executive Committee after notice in writing has been given to all Regions.

Sec. 5:5 Voting. The Chairperson, Vice Chairperson, Secretary or Treasurer shall not have the right to vote at any such meeting of the Executive Committee, unless the officer be simultaneously elected to the Committee as a Regional Executive or be the duly appointed representative of a Regional Executive.



## ARTICLE VI

### MEETINGS

Sec. 6:1 Annual Meeting. An Annual Meeting shall be held at a time and place most convenient to consider matters for the coming year.

Sec. 6:2 Special Meeting. Special meetings may be called by the officers.

Sec. 6:3 Notice. Notice of the Annual or any Special meeting shall be given to each member at least two (2) weeks prior to the meeting date. Notice may be given by regular U.S. mail, by electronic mail, by giving a notice ready for publication in Regional newsletters to all Regional newsletter editors and/or Regional Executives, or as notice published on the Divisional web site, now located at [www.midiv.org](http://www.midiv.org), or any future web site operated by MIDIV.

Sec. 6:4 Location. The Annual or any Special meeting of the members shall be held within the geographical boundaries of MIDIV.

## ARTICLE VII

### COMMITTEES

Sec. 7:1 Standing Committees. Standing committees to serve multiple or continuing purposes shall be elected by the members at the Annual Meeting.

Sec. 7:2 Special Committees. Special committees to serve a single purpose shall be appointed by the officers as needed.

## ARTICLE VIII

### DUES

Sec. 8:1 Dues. There shall be no dues, fees or assessments except as voted at the Annual Meeting for current year's expenses.

## ARTICLE IX

### DISBURSEMENTS

Sec. 9:1 Disbursements. No monies shall be spent in the name of the MIDIV without prior approval of the Chairperson and Treasurer except for those authorized by prior action of the Executive Committee for administration of MIDIV competition series.

ARTICLE X

RULES OF ORDER

Sec. 10:1 Rules of Order. "Roberts Rules of Order-Revised" shall prevail when not inconsistent with these bylaws.

ARTICLE XI

AMENDMENTS

Sec. 11:1 Amendments. The bylaws may be modified, altered or amended by the Executive Committee at the Annual meeting or at any Special meeting call for the purpose of amending the Bylaws by a two-thirds (2/3) vote of those present and voting.

I, the undersigned Secretary of Midwest Division of SCCA, Inc. do hereby certify that the foregoing Bylaws are the Bylaws adopted by the corporation at the annual meeting of directors held on November 3, 2001.

\_\_\_\_\_ Secretary

Christine E. Safranek  
Fraser Stryker Law Firm  
409 South 17<sup>th</sup> Street, Suite 500  
Omaha, NE 68102



1. To engage in any lawful act or activity for which not-for-profit corporations may be organized under the Business Corporation Act of the State of Oklahoma, and pursuant to Section 501 of the Internal Revenue Code of 1954, as amended, and under its subordinate parts, and,

2. To act as a governing and rule making body/authority for the subordinate organizations constituting its member regions situated within the geographically defined Midwest Division of the Sports Car Club of America as such Division now exists or shall hereafter exist, and,

3. To make, enact, promulgate and enforce rules and regulations for the efficient management of the affairs of the Midwest Division and its subordinate member regions, and,

4. To make and enter into any and all contracts in furtherance of the purposes and activities of the Midwest Division and/or its member regions, and,

5. To act as a sanctioning body/authority for the related activities of its member regions to include, but not be limited to, sports car races, gymkhana and/or solo events, road rallies and concourse events; to solicit and obtain sponsorship for such events.

6. To encourage and promote cooperation between the member regions, to promote and encourage sportsmanship at all levels and to generally advance and protect the collective and separate interests of the member regions in the sport and enjoyment of sports cars and all related activities.

7. However, the authority created and delegated herein to the Midwest Division (MIDIV) SCCA, Inc., shall not in any manner be construed to, nor allowed to, affect, diminish, reduce or restrict the autonomy of any of its member regions, which shall at all times remain separate entities created and authorized by and pursuant to the policies, procedures, rules and regulations of THE SPORTS CAR CLUB OF AMERICA, INC. being the national organization.

8. Further, this corporation shall not exist for, nor as a source of, pecuniary gain to the individuals who shall constitute the membership of the individual regions, whether incidentally or otherwise. In the event that this corporation shall realize through its activities surplus levels above its expenses of operation, the same may be shared with its member regions in such manner as shall be consistent with its purposes and in such manner as its executive committee shall determine from time to time.

#### ARTICLE FIVE

Membership in the Midwest Division SCCA, Inc., shall consist of those regions situate in the geographic area of the United States known as the Midwest Division. "Region" is defined as one of the separate clubs within the Division. Each separate Region shall be represented by its duly elected Regional Executive, or his/her duly appointed representative.

#### ARTICLE SIX

A. The Directors of this not-for-profit corporation shall be the Regional Executives of the member Regions. Their term

of office as a Director shall be commensurate with their term of office as a Regional Executive of a member region, and until their successor shall have been duly elected and qualified.

No one other than a Regional Executive, or his/her duly constituted representative shall be entitled to vote on any matter.

B. All authority shall be vested in the Directors acting as the Midwest Division Executive Committee. In all matters a majority of those present shall control and a quorum shall consist of not less than five (5) Regional Executives.

C. Only regions who are in good standing shall be entitled to vote upon any matter or to attend any meeting.

D. The number of directors who shall constitute the Executive Committee at the date of the execution of these Articles, is Thirteen (13). The Regions represented and the name and mailing addresses of the 1990 Regional Executives are:

<u>REGION NO.</u>	<u>NAME OF REGION</u>	<u>REGION EXHC.</u>	<u>MAILING ADDRESS</u>
48	Nebraska	Anita Poss	12006 Washington Omaha, NE 68137
110	Salina	Steve Snyder	739 Neal Salina, KS 67401
90	Wichita	Russ Dryden	245 Stewart Haysville, KS 67060
30	Oklahoma	Jimmy Johns	Box 333 Okla. City, OK 73101
76	Des Moines Valley	Ron Sharp	3127 Madison Des Moines, IA 50310
15	Kansas	Bill Spencer	2505 W. 24th Terr. Lawrence, KS 66044

<u>REGION NO.</u>	<u>NAME OF REGION</u>	<u>REGION EXEC.</u>	<u>MAILING ADDRESS</u>
16	Kansas City	Hazel Haupt	411 N.W. 3rd St. Blue Spring, MO 64014
54	Neokla	Mike Jones	1736 E. 59th St. Tulsa, OK 74105
107	Ozark Mtn.	Jim Meere	P.O. Box 241 Nixa, MO 65714
21	St. Louis	Sarah Duffy	484 Lake Ave. St. Louis, MO 63108
58	So. Ill.	Cynthia Straub	805 Wilshire Dr. Belleville, IL 62223
66	Mid-South	Jim Pinkerton	1127 E. Raines Rd. Memphis, TN 38122
77	Arkansas	Tom Heath	53 Kensington Conway, AR 72032

**ARTICLE SEVEN**

A. Officers of the corporation shall be a Chairman, Vice Chairman and Secretary/Treasurer. The Officers shall be elected by the Executive Committee at the last meeting in the calendar year to serve during the whole of the next ensuing calendar year.

B. The Chairman, Vice Chairman and Secretary/Treasurer shall not have the right to vote at any such meeting of the Executive Committee, unless the officer be simultaneously elected to the Committee as a Regional Executive, or be the duly appointed representative of a Regional Executive.

C. Vacancy in office shall be filled by election by the Committee.

D. The affairs of the corporation shall be conducted by the officers subject to the direction and control of the Executive Committee. However, no officer or agent shall incur expense or

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debt in behalf of the corporation without specific authority by resolution or other action of the Executive Committee. The Executive Committee shall not incur debt beyond income for any purpose without first passing an appropriate resolution which shall thereafter be subjected to ratification by a majority of the member Regions who shall submit the same to their membership for consideration.

#### ARTICLE EIGHT

In the event of dissolution of the corporation, all records and properties shall be held by the Secretary/Treasurer until relinquished to a suitable successor. To qualify as a suitable successor an organization must be operated exclusively for non-profit purposes. The net assets of the Midwest Division SCCA, Inc., shall not inure to the benefit of any private person or corporation which exists for profit and shall, upon issuance of an appropriate certificate of dissolution, be distributed to a suitable successor as described herein.

#### ARTICLE NINE

A. These Articles of Incorporation shall constitute the Constitution of this organization, and shall be supplemented by such Bylaws as the Executive Committee shall adapt. Amendment of these Articles shall be effected only by an action of the Executive Committee, which shall thereafter be ratified by a majority of the separate Regions constituting the Midwest Division. Such ratification shall be accomplished within six (6) months of the date of the action of the Executive Committee or it shall fail.



B. The Bylaws of the organization shall be adopted by the Executive Committee at its first meeting next following the issuance of its certificate of incorporation. The Bylaws may be amended from time to time as the Executive Committee shall by a single majority vote determine. No amendment to the Bylaws shall be enacted at any meeting at which it is first brought up before the Executive Committee, but shall be voted on at the next following meeting of the Executive Committee. Amendment to the Bylaws shall be effective immediately.

**ARTICLE TEN**

This corporation shall not have authority to issue capital stock at any time.

WITNESS THE SIGNATURE OF THE INCORPORATORS on this 10<sup>th</sup> day of July, 1990.

Walter Bower  
 WALTER BOWER, Incorporator  
Steve A. Weeks  
 STEVE A. WEEKS, Incorporator  
Ken Harkin  
 KEN HARKIN, Incorporator

STATE OF OKLAHOMA  
COUNTY OF OKLAHOMA

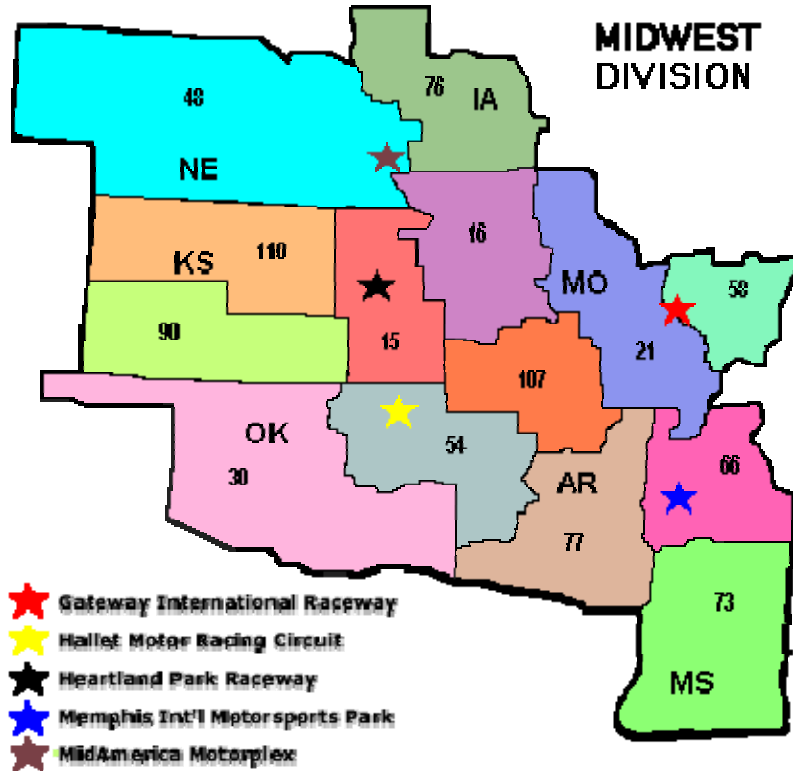
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Before me, a Notary Public in and for County and State on the day as above set forth, personally appeared WALTER BOWER, STEVE A. WEEKS, and KEN HARKIN, to me known to be the identical persons who executed the foregoing Articles of Incorporation and acknowledge to me that they executed the same as their free and voluntary act and deed for the uses and purposes set forth therein.

IN WITNESS WHEREOF I have hereunto set my hand and seal this 19<sup>th</sup> day of July, 1990.

*[Signature]*  
NOTARY PUBLIC

MY COMMISSION EXPIRES:  
April 24, 1993



- Arkansas Region (77)
- Des Moines Valley Region (76)
- Kansas Region (15)
- Kansas City Region (16)
- Mid South Region (66)
- Mississippi Region (73)
- Nebraska Region (48)
- North East Oklahoma Region (54)
- Oklahoma Region (30)
- Ozark Mountain Region (107)
- Salina Region (110)
- Southern Illinois Region (58)
- St. Louis Region (21)
- Wichita Region (90)

**Rules for Organizers**  
**Revised: July 2004**

**General**

The Series Events are classified as "Divisional Events" (Solo II Rules, Sec 1.2.I) and shall comply with all requirements of the SCCA Solo II rules. The Series Events will be conducted as "Mini-National" events...2 day, 2 course, minimum 3 runs per course (Sec 7.3) format.

Participants will be required to pre-register to facilitate all cars running in class order. Events will include Friday Registration and Tech, Saturday Emergency Registration and Tech, Saturday evening social/party with first day results. The Saturday evening social/party must include dinner for the entrant at no additional cost. The posting of times and announcing of times must be an integral part of the competition. Host Regions will designate an Event Motel/Hotel prior to the Event.

The Midwest Division Solo II Steward will monitor the progress and planning of all Series Events.

**Courses**

Course design will be in accordance with the current SCCA Solo II Rules (Sec 1.3) The Event must have two different courses, one course each day. Drag race starts/ProSolo type events or other non-conventional type events may be conducted with the prior written approval of the Midwest Division Solo II Series Committee.

The courses must be approved by the Midwest Division Solo II Steward no less than thirty (30) days prior to opening the courses for walking. The Divisional Solo II Steward or their designated representative maintains the right to perform a visual check of the courses before competition with the authority to change the courses if necessary.

**Participants as Workers**

Participants are required to work the course, timing or other areas as part of their entry (Sec 6.1). The Host Region will assign duties. Failure to perform assigned duties is grounds for disqualification from the Event.

Facilities

Restroom facilities must be provided at the Event Site.

**Registration**

Registration and late Registration deadlines will be set by the Host Region and will be included in all preliminary publicity. Entry fees for Series Divisional Events will not exceed \$50.00. The Host Region shall set the late Registration fee and dates for late Registration. The number of entries will be unlimited. Any deviation from this fee schedule must be approved by the Midwest Division Solo II Steward or the Midwest Solo II Committee.

A map of the courses, an entrant list, and the current Series points standings must be provided at registration in the entrant packet or posted.

### **Sponsors**

Entry forms, result sheets, trophies and all correspondence and publicity must include the Primary Series Sponsor's name, logo, etc. Host Regions may acquire secondary sponsors for their Event, provided that those sponsor(s) are not in direct competition with the primary sponsor. Secondary sponsor name may not be used as a part of the Event name. The Event shall be titled "Solotime Midwest Division SCCA Solo II Championship Series Event", with further sponsors listed as "Additional Event Funding by (host region acquired sponsors)". Primary Sponsors, if in attendance at the Event, must be provided a place for their product display.

### **Event Operations**

Operation of the Event will be controlled by the Event Chairperson, who will be responsible for all areas of the Event. Host Regions may provide certified scales, but are not required to do so. A Protest committee will be appointed by the Divisional Steward. The hosting region must arrange for a backup timer to be at the event site. Stopwatches are not acceptable.

### **Vehicle ID**

The Host region is responsible for informing all participants of vehicle identification requirements prior to the start of the Event. Competing vehicles must comply with Divisional Championship requirements per Solo II rules (Sec 3.7). Shoe polish is not acceptable and decals will be available for purchase from Solotime. In addition, competing vehicles must prominently and visibly display the Primary Sponsor's logos on a no charge basis.

### **Membership Requirements**

No Series points will be allocated unless a valid and current SCCA membership card, indicating a Midwest Division region, is presented at registration prior to the event. The number of the membership card must be recorded on the entry form.

No Card/No Points Exception: If the entrant has applied for membership prior to the Event, and has not yet received a membership card, points will be allocated after

confirmation of membership is received from the Membership Chairperson of the entrant's region. Region of Record Membership, other than Midwest Division, will be recognized, as long as participant holds dual membership in a Midwest Division Region.

### **Awards, Results and Points keeping**

Host Regions are responsible for providing awards for the Event winners.

Results are to be provided to all participants within 14 days after the Event. Awards and result sheets must include Primary Sponsor's name. Copies of the entry forms and result sheets including home region must be forwarded to the Series Points Keeper within 14 days of the Event. Result sheets must list all entries, their region of record or dual membership region, and their times for each day's competition. Points distribution will be determined by the Series Points Keeper, upon receipt of the Official Results.

### **Sanction Fee**

Within fourteen (14) days after the event, host regions must send the \$2.00 per entry Division sanction fee to the Midwest Division Solo II Steward.

**Series Rules**  
**Revised: March, 1999**

I. General

- A. All Series Divisional Events must be approved by the MiDiv Series Committee and sanctioned by the MiDiv Solo II Steward.
- B. All Series Divisional Events must use the current SCCA Solo II Rules as supplemented by the following rules.

II. MiDiv Series Committee

- A. The MiDiv Series Committee shall consist of three (3) to five (5) members plus the MiDiv Solo II Steward acting as the Committee Chair.
- B. No more than one member per region.
- C. The MiDiv Solo II Steward will appoint the MiDiv Series Committee members from volunteers.
- D. The MiDiv Series Committee will have authority to interpret the application of all provisions of these rules.

III. Series Divisional Event Definition

- A. A Region may host one Series Divisional Event per year.
- B. All Series Divisional Events will be autocrosses as defined in the Solo II Rules.
- C. Series Divisional Events will be two (2) courses, two (2) days.
- D. Series Divisional Events will consist of at least three (3) official timed runs per course. The total of the best time from each course to determine overall position.

IV. Series Administration

- A. The Series will be comprised of four (4) Divisional Events. Bids for events will be accepted by the MiDiv Solo II Steward at any time during the year. Series Divisional Event hosts will be decided at the fall MiDiv Series Committee Meeting.

B. The Midwest Division Solo II Championship Event may be a Series Event at the discretion of the Host Region and the Midwest Division Solo II Steward.

C. Regions hosting Series Divisional Events must forward official results and entry list including complete address and membership verification indicating region to the Series Points Keeper within fourteen (14) days after the event.

D. The Series Points Keeper will return a complete listing of the series points standings to each Region's R.E., Solo II Chair, Newsletter Editor, and the next Series Event Chairperson.

E. Regions hosting Series Divisional Events must forward a \$2.00 per entry administrative fee to the MiDiv Solo II Steward within fourteen (14) days after the event.

#### V. Protests

A. The protest fee will be \$25.00 and must accompany the written protest. The fee will be refunded only if the protest is upheld.

B. Protests must be turned in to the Event Chairperson, the Protest Committee, or as directed by the supplements for the Event. Protests must be submitted in accordance with the Solo II Rules, Section 8.3.8 (Protest) Time Limits.

#### VI. Vehicle Identification

A. The Solotime and SCCA Solo Events logos (as well as any other logos required by other sanctions) must be visibly displayed on both sides of the competitor's vehicle. Other required logos will be listed in each Series Event's supplemental regulations.

B. All vehicles must have car numbers and class letters on both sides in accordance with Solo II Rules, Section 3.7 (Vehicle Identification).

#### VII. Series Championship Scoring

A. Series Points will be awarded as follows: (Only Midwest Division members will be counted when determining finishing positions.)

First 15  
Second 12  
Third 10  
Fourth 9



Fifth 8  
Sixth 7  
Seventh 6  
Eighth 5  
Ninth 4  
Tenth or lower 3

B. Entrants will not be bumped from their entered class when awarding Series Points.

C. A competitor must be a member of a Region within the Midwest Division SCCA to be eligible for year-end awards.

D. A member must compete in at least two (2) Series Events during the year, in one (1) class, to be eligible for a year-end award.

E. The best three (3) Series Event finishes will be used to determine Class Champions.

F. No points will be awarded to DSQ (disqualified) or DNS (did not start).

G. Ties will be awarded points equal to the average of the position tied and the next lowest position. The next position awarded will be one additional to the last position used in the tie computation. (i.e. A tie between second and third place would be awarded 11 points each. The next position awarded would be fourth place.)

#### VIII. Awards

A. Championship awards will be available at the Midwest Division Convention each year.

B. Awards will be distributed in accordance with the current SCCA Solo II Rules, based on the number of eligible competitors in each class.

C. In the case of a tie, duplicate awards will be issued.

## MIDIV REGIONAL ROAD RALLY CHAMPIONSHIP RULES

1. This championship and the events that constitute this championship shall be governed by the road rally conventions established by the Sports Car Club of America (SCCA) through it's Road Rally Board unless modified in this set of rules or by permission of the Divisional Road Rally Steward (DRRS). These conventions are outlined in two principle publications: the Road Rally Regulations (RRRs) and the Rules for Organizers (RFOs).
2. National and Divisional road rallies held within the boundaries of the Midwest Division (MIDIV) may count toward this championship.
3. MIDIV events may follow a Course or Tour format as defined in the RRRs. Organizing committees must provide a complete description of the event to the MIDIV DRRS. The DRRS will designate under what conditions the rally may be classified as a MIDIV Regional Road Rally Championship event.
4. MIDIV events will award points for finishing positions per the RRRs. For National Championship events, finishing positions of MIDIV entrants will be scored only against other MIDIV contestants (i.e., if you are the top MIDIV team in your class, you get first-place MIDIV points, even if you're 10<sup>th</sup> in class).
5. Each Region may host up to two MIDIV road rallies. These events should be on the divisional calendar at least 60 days before the event. Flyers describing and publicizing events should be mailed to each person on the mail list supplied by the DRRS not less than 30 days before the event.
6. Event rules will provide for classes and scoring per the RRRs unless altered by the DRRS. Organizers may include other classes as part of the event, but any such class will not be considered for the purpose of determining regional championship points in classes A, B, and C. Class A will consist of teams who have run 10 or more rallies in the last 5 years. Class B will consist of teams who have run 5 or more rallies in the last 5 years. Class C will consist of teams who have run less than 5 rallies in the last 5 years.
7. Points will be awarded to individuals for events worked. Those points will equal the person's highest finish.
8. To be eligible for championship points from an event, an individual must be a member of the SCCA and of a MIDIV Region at the time of the event.
9. Championship standings will be based on points earned in an individual's best finishes in either 3 events or in one-half the total number of events (rounded upward in case of an odd number of events), whichever is greater. An individual will be required to compete or work in at least 3 events. Both worker and competitor points will be included when tallying the maximum event count. Worker points may be directed to any class at the worker's direction or without such direction into the class with the greatest participation of the worker.

10. There will be a \$2 per car fee for the MIDIV Regional Road Rally Championship trophy fund assessed by the Division for each divisional event. The minimum trophy fund fee for any Divisional event will be \$10. This fee, the event's official results, and a listing of the workers earning points must be sent to the DRRS within 15 days of the event. Results must indicate the entrant's Region and must include complete mailing addresses of all entrants and workers. (E-mail addresses would also be a big help.)

11. The DRRS will maintain point standings and establish a mailing list of MIDIV road rally entrants and organizers. This mailing list will be available from the DRRS. Point standings and other information relevant to the MIDIV road rally program will also be included by the DRRS in a mailing or posting to a web page.

12. Exceptions to the RRRs must be described fully in the event flyer. The RRRs are presumed to be in effect for MIDIV events unless otherwise indicated in the event's flyer. When an event uses exceptions to the RRRs, organizers must provide all entrants with a complete written list of the exceptions, with any necessary explanation of the exceptions, to the contestants prior to the event.

13. The championship will include events from Nov 1<sup>st</sup> 2004 through Oct 31<sup>st</sup> 2005. Awards will be made to the top 10% in each class as the trophy fund allows and will be presented at the Divisional convention.

14. Questions or comments regarding these rules should be directed to:

Bruce H. Bettinger  
MIDIV Road Rally Steward  
1519 Virginia  
Derby, KS. 67037  
Phone: 1-316-788-3942  
E-mail: [bbetting@southwind.net](mailto:bbetting@southwind.net)

MIDWEST DIVISION F&C LICENSE AND UPGRADE GUIDELINES 3-4-05

**REGIONAL:**

This license is issued to all new members entering a specialty. It is the license grade held while training and developing the skills required by the specialty. The officials will become moderately proficient in the core competencies outlined in the specialties Operating Manual. It is recommended that a regional license be held for a minimum of two years with active participation. However an individual demonstrating outstanding ability and progress may be upgraded early.

**DIVISIONAL:**

The Divisional License is recognition of accomplishment within the specialty. The license grade is considered the "standard of the industry". The officials will refine their basic core competencies as outlined in the specialties Operating Manual. The license holders will learn advanced skills and begin training in the managerial and administrative aspects of the specialty. The license holders will be competent in all non-managerial and non-administrative phases of the specialty.

**NATIONAL:**

The National License may be issued to officials who progress beyond the typical qualifications and accept the responsibilities of leadership. The license holder will demonstrate advanced general expertise in the specialty. National License holders will have the knowledge to perform the managerial and administrative functions of the specialty including training and serving as the Chief of an event. National License holders are expected to share their knowledge with new workers.

**SENIOR:**

The Senior License may be issued to any current National or Divisional license holder, with the recommendation of both their Regional and Divisional Administrators. And with the approval of their Divisional Executive Steward based on long term competent service to the specialty. Senior License holders are judged to be at the Divisional level of competency in the specialty. The Senior License holder may perform "Chief of Specialty" duties at any event except where the event requires a National License. (ref: Fastrack Aug. 2003)

**Terms of License:**

REGIONAL-ONE YEAR  
DIVISIONAL-ONE YEAR  
NATIONAL-ONE YEAR  
SENIOR-THREE YEARS

Note-License renewal will coincide with your membership renewal date.

**Participation requirements for license renewals:**

All minimum participation requirements are counted in the number of days spent participating in an event. Only events sanctioned by SCCA Club Racing, SCCA Pro Racing, Solo 1, or training functions such as worker schools, fire and rescue schools, etc. will be considered event days for participation requirements. An official may request up to two consecutive one year wavers of participation requirements. The Regional and Divisional Administrators will approve those wavers.

The National Administrator may via the Divisional Administrator issue annual wavers beyond the two consecutive one year wavers.

Annual participation requirements by license grade:

REGIONAL-There are no minimum participation requirements.

DIVISIONAL-A minimum of six days of participation is required.

NATIONAL-A minimum of eight days of participation is required

SENIOR-There are no minimum participation requirements for three years from the date of issuance. At the end of each three year period the Senior License holder must request reconsideration by again obtaining recommendations from the Regional and Divisional Administrators and approval of the renewal by their Divisional Executive Steward.

#### DIVISIONAL AND NATIONAL UPGRADE REQUIREMENTS

All license upgrades will be approved by the REGIONAL and divisional Administrators of the specialty. A letter of recommendation outlining the meeting of requirements and any additional qualifications of the individual will be sent from the Regional Administrator to the Divisional Administrator with the upgrade request and a copy of the individuals log card. Some regions do not have Regional Administrators, if that is the case than the Chief of specialty may take on those responsibilities. Additional requirements may be needed as outlined in the specialties Operating Manual or by the Division.

If you are considering an upgrade please notify your Chief of specialty or Regional Administrator. We will need sufficient time to prepare you for an upgrade and observe your work during the season.

Upgrade from Regional to Divisional:

A minimum of two years active participation at a Regional level is recommended. A demonstration of continued participation, the mastery of basic skills, and skill improvement is needed.

The Divisional License indicates that the Chief of specialty, Regional and Divisional Administrators believe that the license holder is able to travel to any SCCA event at any track and ably perform the duties of their specialty. It also indicates that the official is flexible and trained well enough to adapt to the standards and procedures of the Division or sanctioning body for any event they attend.

The benefit of having a Divisional License is that the abilities of the official are generally accepted at face value without input from the Chief of specialty. In some instances a letter of recommendation may be submitted outlining your experience in order to be selected for high level, high profile events.

Upgrade from Divisional to National:

A demonstrated mastery of basic and advanced skills as well as commitment to participation and skills improvement is required. The display of a willingness and capability to take on managerial and administrative functions should be seen. National License holders are expected to share their knowledge with new officials.

Midwest Division National License applicants should meet the following criteria:

1. It is recommended that you hold a Divisional License for two years. However an individual demonstrating outstanding ability and progress, may be upgraded early.
2. Attend a minimum of eight days at SCCA events in a twelve month period. Two of those eight days must include travel to a different track outside of your region. Attendance of a training session, such as Crash, Fire and Rescue Schools, a requirement for all National License holders in the Midwest Division every two years. This requirement was passed by the Midwest Division Executive Committee in 1984.
3. Have a working knowledge of the operation of an SCAA event, including the responsibilities of the various officials.
4. Know the responsibilities and procedures for setting up a corner station.
5. It is highly recommended that you spend atleast one day working in race control as a logger and or communicator. This will give you a better understanding in how the calls from the corner stations are handled. Arrangements to do this must be made in advance and are subject to availability.
6. It is also recommended that you spend one or two events as the assistant Flag Chief. arrangements to do this also must be made in advance and is subject to availability.
7. A National License indicates that the Chief of F&C, the Regional and Divisional Administrators as well as the Stewards believe that the license holder is able to attend any event at any track and ably perform and lead others in the performance of their duties.

NEW POLICY:

Per the Flagging and Communications Manual approved by the Competition Board in Nov. 2002. Page 42, section VII B:

"A control communicator must be thoroughly familiar with the layout and peculiarities of all the corner stations at the circuit, is usually a marshal who has worked most of the corners at the race circuit, and has considerable experience in all positions of corner work before becoming a Control Communicator. It is recommended that communicators from Control return to corners periodically to refresh and renew their skills as well as perspective."

If you have any questions or concerns please contact me

Ron Shaw  
MIDIV DA of F&C  
313 59th Street  
Des Moines, Ia. 50312-1515  
515-277-4047

Email: mjrjshaw@aol.com\*

\*As my lovely wife Monica is the guru of our email please direct your messages to "Ron DA F&C" and please be patient for a response.

# WITNESS STATEMENT PREPARATION F&C GUIDELINES

Jim McCashin

When the stewards request that an incident be "written up," your report should be on an SCCA Witness Statement form. Copies of the forms should be available from your Chief. Additional copies are available from the Chairman of the Stewards of the Meet at every event.

Try to keep notes so that you can be as complete as possible when writing your Statement. Use your flag team to help confirm details, such as car numbers, colors etc. That includes those at your station as well as those at other stations. Race Control can also confirm the time of the incident call. If your turn is short handed, ask to be relieved from the rotation in order to have the Statement written up as early as possible and have your communicatory advise Race Control when it is ready.

Witness Statements are one of the sources of actual information used by the stewards to determine what actually happened in an incident. The Statements thus become a basis for determining if there has been a violation of the General Competition Rules (including the event Supplemental Regulations) and what penalty is appropriate, under the circumstances. The Statements are normally reviewed by either the Chief Steward or the Stewards of The Meet or both. The Statements can be the basis for significant penalties (fines, loss of points, probation, time/lap/position penalty, disqualification, license suspension). Therefore, it is very important that they be clean, unbiased and factual. The following Guidelines are intended to help you prepare your Witness Statement.

## 1. Identifying Information

- a. Always complete all blanks on the top four lines of identifying information.
- b. "Status at event" will be F&C with your flag station or turn number.
- c. Car# Class & color refers to the cars described in your report.
- d. "Type of License" is Flagging and Communication (or F&C)
- e. Your "Grade" is your license level, either Regional, Divisional or National.
- f. Please do include your member number (which is the same as your license number)
- g. "Location of Event" means the name of the track
- h. Date and Time of Day should be the time of the incident you are describing.

**Be sure to sign and date the statement on the bottom.**

(Leave blank the small square in the upper-right, titled Reference #. That space is used by the stewards.)

2. The balance of your Statement should record your version of the facts, not opinions. Describe the incident in your own words and, if possible, a map or diagram. You should state only factual information, that is what you saw or heard. Statements could be given less consideration or discounted completely if they are not factual, that is if they are just one person's opinions. Therefore, it is important that the Statement not suggest that it is an opinion, rather than a statement of facts.

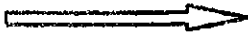
# WITNESS STATEMENT PREPARATION F&C GUIDELINES

**Avoid deductions, conclusions or opinions, as they are not facts.** If you use words such as "I think" or "it appeared" or "probably", you are conveying to the Statement reader that you did not observe but are deducing, opining or concluding what you think may have happened. For example, you could say "car A changed his line and suddenly moved left into the right side of car B, but not "A intentionally hit B," because **you cannot know the intent behind any action**

3. There should be a **separate Statement from each individual witness**. There should not be one Statement signed by more than one person, unless it is an approval signature by a Captain or Chief. Why?" First, the identifying information in the top seven lines are not provided for each witness. Second, it is unlikely that each witness on the corner saw every part of an incident that was discussed in one person's Statement. (You would not expect the yellow flagger and the blue flagger to be able to see everything at most corner stations.) Unfortunately this can make for more paperwork, but the hearings can result in **some serious penalties, so complete reporting is very important.**
4. You are encouraged to **draw a diagram** on the back of the form. Please include:
  - a. The area of the track where all of the incident occurred, and
  - b. The flag station with the Turn number, and
  - c. Race direction, and
  - d. The individual cars at important stages of the incident, including the car numbers.
5. Important elements to include in your narrative description and/or diagram include:

## **PASS UNDER YELLOW REPORT (GCR 942B)**

- i. Was it a local or full course yellow? If it was upgraded from local to full course, describe when that occurred in relation to the incident.
- ii. What opportunity did the drivers have to see the yellow flag? (How long had the flag been up in laps or time? Did any other driver visibly react to the flag before the incident - especially drivers ahead of the ones who are being reported?)
- iii. Describe the no passing zone. Draw a dotted line on the diagram from the flag station across the track where you determined the no passing zone to be. Also, indicate the end of the no passing zone, where the end of the incident was.
- iv. What was the relative position of the cars as they approached the beginning of the no passing zone? What was the overlap of the cars, if any as they reached that line?
- v. At what location on the track were the cars when they were alongside each other?
- vi. **Where were the cars on the track when one was completely past the other (no overlap)**
- vii. **What other cars were in the vicinity whose drivers might also have seen the incident?**
- viii. **Were any hand or other signals observed from any of the drivers? Describe..**
- ix. **Did it appear that the overtaking driver could have avoided making the pass?** (This is one type of conclusion that can be helpful. The stewards will consider whether the safest thing to do was to go ahead and complete the pass if it would have been more dangerous to try to avoid it.)
- x. Was the pass **voluntarily given back**? The stewards might also take that into consideration.
- xi. If the condition of the **track surface** or the weather played any role in what happened, describe the condition and how it contributed.





# WITNESS STATEMENT PREPARATION F&C GUIDELINES

**SAMPLE Pass Under Yellow Report:** During Group 2 qualifying, car 21 (white) spun off unassisted to driver's right and was unable to restart. It was positioned approximately 150 feet downstream from our station and four feet from the edge of the course. The standing yellow flag had been displayed for two minutes and traffic was slowing in response to it. Car 35 (red EP Mazda) then approached our left-hand turn with #88 (blue GT1 Camaro) closing on #35 at a high rate of speed. At about 30 feet before our station, #88 had pulled alongside #35 on its left. **As those cars passed our station, the nose of car #35 was still 3 feet ahead of the nose of #88.** Half way between our station and where #21 was stopped, #88 completed the pass and pulled in front of #35. No hand signals were observed from either driver before or after the pass. As the cars went past #21, car #88 slowed and #35 passed #88. Then #88 re-passed #35. Cars 10, 11 and 12 were immediately behind the incident and may have also witnessed it.

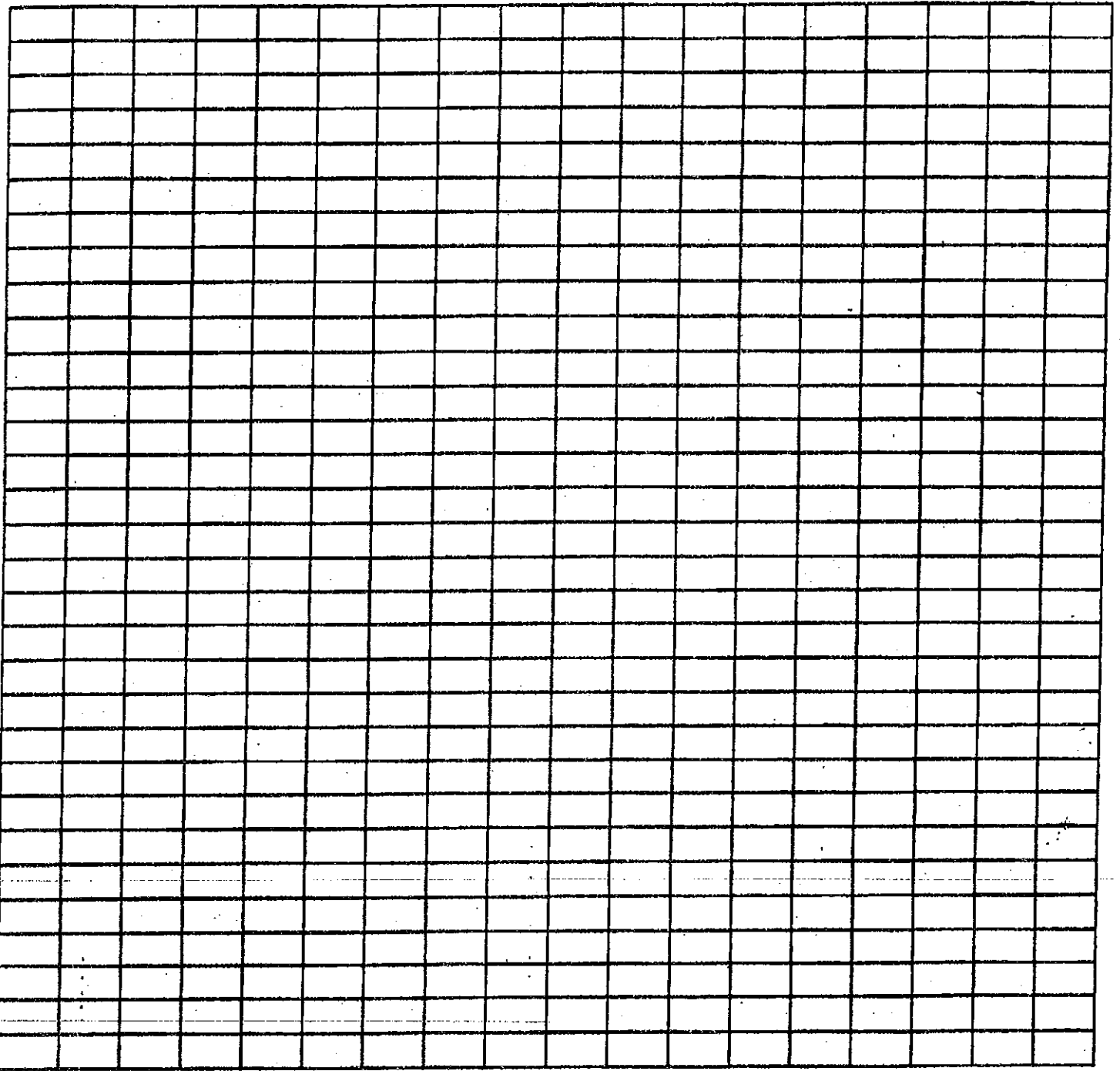
## **b. UNSAFE PASS WITH CONTACT (GCR 9 F 1 9.1 ?)**

- i. What was the relative position of the cars as they approached the turn?
- ii. Did either car take a line different from what it had been taking?
- iii. Which car moved into the other car?
- iv. What parts of the cars touched first?
- v. Was there an opportunity for either or both drivers to avoid the contact or to maintain racing room?
- vi. It is not necessary to assign fault. Instead, describe which car took a **different line**, which car **moved into** the other, etc. The factual description will help the stewards make the ultimate determination of fault.
- vii. What **other cars were in the vicinity** whose drivers might also have seen the incident?
- viii. If the condition of the track surface or the weather played any role in what happened, describe the condition and how it contributed.
- ix. Did the contact result in **damage**, deviation in either car's course of travel or a **change in position**?
- x. Did any car **lock up its wheels during braking**?
- xi. Did any car appear to have a mechanical problem before contact? After?
- xii. What happened to the cars after contact?

**SAMPLE:** During Group 3 race, car #2 (yellow Pro-7) was overtaking car #1 (green Spec RX-7) as they approached our turn station. Car 2 pulled to the left of 1 and **attempted to cut brake car**. As they reached the apex, the nose of car 2 was even with the middle of car 1. Car 1 took his normal line and turned down to the apex, contacting car 2. The left side of car 1 adjacent to the driver contacted the right front of car 2. As a result, both cars spun off drivers' right. Car 1 was the first to continue. Both cars showed damage and/or paint transfers in the area of contact. Cars 10, 11 and 12 were immediately behind the incident and may have also witnessed it.



# DIAGRAM OF INCIDENT



Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Guidelines*  
**CORNER CAPTAIN STANDARDS**

- I. Professionalism
  - A. Leader
    - 1. Not a "boss".
    - 2. Holds workers in high esteem as peers, friends, and associates
    - 3. Aware that they are working with volunteers
  - B. Confident
    - 1. Confident in themselves and the crew
    - 2. Relaxed, easygoing, everyone does their part so no one is overtaxed and everyone has a good time.
  - C. Exudes a professional character that is immediately recognized by workers, other officials, drivers and the fans.
  
- II. Competence
  - A. Proficiency in all areas of Flagging & Communications
    - 1. Communications
    - 2. Point-safety-backup
    - 3. Flags
    - 4. Hand signals
  - B. Working knowledge of current F&C procedures
    - 1. As outlined in the National F&C manual
    - 2. As per the manual of the local F&C organization
  - C. Ability to make quick, precise judgments to maintain safe racing
  
- III. Positive Attitude
  - A. Allows captains to develop and work with the expertise of their workers
    - 1. Ability to bend with the individual needs of the workers
    - 2. Coaches on weak points and encourages improvement
      - a. Gets workers in "weak positions" during non-race sessions to help them improve and polish their methods in a less pressured situation.
      - b. Rewards good work and improvement with verbal acknowledgement.
      - c. Remembers what it was like when they were new at this game
  - B. Promotes teamwork on the corner.
    - 1. Promotes teamwork throughout the organization.
    - 2. Everyone does a better job when they are having a good time.
  - C. Appreciative of workers no matter what they can or cannot do.
  - D. Thanks workers for coming & helping out.

- IV. **Organizational Qualities**
  - A. **Promptness and Dependability**
    - 1. Answers questions or finds the answers quickly.
    - 2. Does their assignments properly.
  - B. **Makes sure the workers understand what is expected of them at the beginning of each day.**
    - 1. **Flags**
      - a. When the yellow should be stationary.
      - b. When the yellow should be waved.
      - c. When the white should be displayed.
      - d. When the course condition should be displayed.
    - 2. **Point**
      - a. Where disabled vehicles should be parked.
      - b. Methods of safety & backup.
      - c. Driver car after an accident or retirement.
      - d. Hand signals.
  - C. **Understands what workers expect of the captain**
    - 1. Instructions
    - 2. Ground rules
    - 3. Communications
      - a. How much information does the captain want.
      - b. Outlines what should be called in.
    - 4. Backup and help
      - a. Should the captain be the first to an incident?
      - b. Should the captain be the last to an incident?
  - D. **Ability to assume and delegate responsibility**
- V. **Administrative Qualities**
  - A. **Ability to work with adjoining captains.**
    - 1. Discuss coverage.
    - 2. Discuss backup flags and help.
  - B. **Ability to work with other captains and organizations.**
    - 1. Discern which procedures are most functional.
    - 2. Provide consistency from corner to corner.
      - a. Provide consistency throughout that organization.
      - b. Provide consistency throughout the Division.
    - 3. Prowess at implementing innovations in procedures.

- C. Ability to analyze performance.
  - 1. Ability to quickly review the handling of incidents.
    - a. Point out good aspects.
    - b. Point out weak points.
      - 1. Captains can then STAND BY at weak points. Not take over by STAND BY weak positions.
      - 2. Captain can suggest methods to strengthen performance.
      - 3. Can rearrange responsibilities to fill in at weak positions of voids.
  - 2. Ability to implement improvements in the field.

VI. Technical Qualities

A. Understanding of classes

1. Speed differentials

- a. Especially in closed and open wheel mixed sessions.
- b. Differences in production car speeds and size.
- c. In straight-line speed, braking abilities and cornering capabilities

2. Lap times

B. Car construction

- 1. Where to push or pull.
- 2. What will most likely break.
  - a. Fiberglass pieces.
  - b. Wings, noses, skirts, spoilers, etc.
  - c. Body pieces are expensive.
- 3. What is hot.

C. Safety

- 1. Master/Kill switches.
- 2. Fire system switches.
- 3. Where fire and kill switches may be integrated.
- 4. Seat belt releases.
- 5. Steering wheel removal.

**MAKE SURE THAT ALL WORKERS KNOW THAT THEIR SAFETY  
AND THE SAFETY OF THEIR FELLOW WORKERS COMES FIRST**



Jack Kish  
Midwest Division Executive Steward

To: All Midwest Division Competitors and Officials  
Subject: Operating Stewards Guidelines for 2004

Welcome! The Race Officials in the Midwest Division continually strive for consistency in our administration of the rules at our events. Each year national guidelines are established, and this year we are sharing them with all competitors and officials so that you will know what is shaping the officials' decisions. These are guidelines and are minimums only. Higher penalties may be imposed. If you have questions, please contact the Chief Steward or one of the Assistant Chief Stewards officiating at this event.

**Sound Control:** You must meet 103 dB at all times you are on the course. Exceptions are not permitted.

**Procedure:**

**Practice:** The Chief Steward or designee will make every effort to personally notify you.

**Qualifying:** One over 103dB Chief Steward or designee will counsel

Two over 103 dB, Closed Black with soundboard

Three over 103dB loss times - Chief Steward Action (CSA). The Chief Steward may elect to have the car Black Flagged

so the crew can attempt repairs. If the car re-enters the session, times prior to the repair shall be void and subsequent times allowed if the car is in compliance. If the car is still non-compliant (one reading), all times are removed.

**Race:** Two over 103 dB, Closed Black with soundboard

Three over 103 dB - Chief Steward (CSA) action to Disqualify (DQ).

**Passing under the yellow: WE WILL USE THESE DEFINITIONS:**

**The yellow zone:** "will start at the plane of the flag at its nearest intersection with the track at its shortest distance. The same applies to the incident. This marks the beginning and end of the control zone". **Pass:** "The passing car having achieved an advantage, however slight, over the overtaken car". The car being passed must give way in a yellow flag zone once the overtaking car has edged in front, provided the overtaking car did so before entering the yellow flag zone".

The following are actions to be taken by the Chief Steward in the form of a Chief Steward's Action (CSA) or Request for Action (RFA) for a verified pass under yellow.

**Practice:** OPEN Black Flag - session is ended for the competitor with counsel by Chief Steward or designee.

**Qualifying:** CLOSED Black Flag -loss of qualifying times with counsel by Chief Steward or designee & MAY start at back of grid.

**Race:** CLOSED Black Flag - one position or two positions (same class) or lap penalty sufficient to affect finishing position.

**Pass with Contact:** CLOSED Black Flag - plus Request For Action (RFA) -- expected penalty is Disqualification (DQ).

**Pass with Injury:** CLOSED Black Flag -plus Request For Action (RFA) - minimum penalty is Disqualification (DQ) & suspension.

**Spin under yellow flag:** Car is not under control, same as pass under yellow.

**Jump Starts:** Chief Steward's Action (CSA) -- Loss of ONE position in class.

**Bump drafting:** Chief Steward's Action (CSA) -- Time Penalty; Logbook entry - fix damage before next race.

**Rough driving:**

**Contact, both cars continue:** Chief Steward's Action (CSA) or Request For Action (RFA) - 1 or 2-position penalty to offender.

**One car continues other does not:** Exclude offender on Chief Steward Action (CSA) or Request for Action (RFA).

**Car not in compliance:**

**Prior to the race:** Chief Steward removes Tech Sticker - car may be re-submitted, and if found in compliance, may compete.

**Post race:** Time penalty to move to last in field. (If not sufficient to cause loss of place points - take points).

**Cheater car (attempted performance modification):**

Maximum penalty (DQ, Suspension, and probation.) The probation to include having the car appear at pre and post race tech at each event for compliance verification.

**Vexatious protest:** Open - any penalty is available.

**Loss of accrued points:** This penalty does not need proof or suspicion of prior improprieties at other events. This is penalty of and in itself.

**BE SAFE! PLAY FAIR! HAVE FUN!**