



## Club Racing Experience Organizer Information

Club Racing Experience is organized under rules adopted by the SCCA Board of Directors as follows:

*It is the intent of this category of event to be a low risk “racing experience” event that provides an instructional environment to experience and learn about wheel-to-wheel racing in an easy to access format. These events shall be run as a separate run group within SCCA Club Racing or SCCA Time Trial event, or as a standalone event. Events may be sanctioned by SCCA Regions or Chapters on race tracks approved for SCCA Club Racing or SCCA Time Trials.*

### Driver Eligibility

1. Participation is open to any SCCA regular or weekend member.
2. Participants must be 18 years or older however participants age 14-17 who possess a valid SCCA Novice Permit, SCCA Full Competition license or full SCCA Pro Racing license who have a completed Annual Parental Consent, Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement and Minor’s Assumption of Risk Acknowledgement (note: forms vary by state and witnessing method) on file may be allowed to participate.
3. Valid state -issued drivers licenses are not required but a registrar may ask for such identification if there is any question on age.
4. Members must possess and are responsible for recording participation in a SCCA Track Participation Log. Logs may be issued by SCCA licensed Stewards or Registrars.
5. Participants must certify they have no know medical conditions that would cause them or others undue risk.

### Vehicle Eligibility

1. Vehicles are intended be production-based vehicles with a performance level equal or less than normal in Club Racing classes Improved Touring R, E Production, Grand Touring 3 or Touring 3. Spec Racer Fords may also be included. Vehicles that demonstrate performance higher than those levels may be excluded by the Chief Steward of the event.
2. All vehicles must meet the safety and equipment requirements of GCR 9.3.
3. All vehicles must meet the safety and equipment requirements of GCR 9.4. “Roll cages for GT and Production based cars” or Appendix I, “2007 Cage Rules”.
4. The Chief Steward may waive deviations of compliance requirements for a car for an event.



## Event Officials

1. *Officials required for an event are the Chief Steward, Safety Steward and Chief Instructor.*
2. *The Chief Steward and Safety Steward must have a current license as a Steward in either SCCA Club Racing or Time Trials.*
3. *The Chief Instructor must have a Current Club Racing or Time Trial Competition License or equivalent experience.*

## Driver Conduct

1. *On track behavior will be in the spirit of GCR section 6. Any participant found to be overaggressive or dangerous may be black flagged and counseled by the Chief Instructor or his designee or excluded from the event.*
2. *At a minimum any participant being found at fault in an accident will be put on probation for a recommended 13 months. Any participant being found at fault in an accident while on probation will be excluded for further participation in these events for 13 months.*

The following is a guide for organizers running a Club Racing Experience event.

**INSURANCE:** All events sanctioned by the SCCA shall be insured for Event Liability and Participant Accident coverage. Event Liability and Participant Accident coverage may be provided by the SCCA Master Insurance Plan or an equivalent policy (equivalency to be determined by the SCCA Risk Management Department).

**SANCTIONS:** The sanction is the documentary authority, granted by SCCA, to organize and hold a Club Racing Experience event. An SCCA sanctioned event may be organized by the SCCA or an SCCA Region.

Every SCCA Sanction application shall be submitted on the current SCCA Sanction and Insurance Request Form, and shall be accompanied by drafts of the Entry Form, Supplementary Regulations, and the Schedule of Events. Applications should be submitted for approval forty five (45) days prior to the scheduled date of the event. A Sanction Number and document will be issued within five (5) working days, when all requirements have been met and the application approved.

Sanction Numbers will be issued via e-mail and application submission should be planned accordingly. The course must be approved by the SCCA.

**SUPPLEMENTAL REGULATIONS:** The Supplemental Regulations establish the specific conditions for an event for competitors and officials. A SCCA Staff Designate shall approve the Supplemental Regulations prior to a Sanction being issued. They shall contain the following information:

- The name, location, dates, nature, and classification of the event.
- The sanction number and type of sanction for the event.



- An announcement conspicuously placed: “Held under the SCCA Club Racing Experience Rules.”
- The name and contact information of the organizers.
- The names of the Chief Steward and Chief Registrar.
- A complete description of the proposed event.
- Times of any mandatory meetings, such as Novice, Driver’s, Officials, etc.
- Times and locations of activities and inspections.
- The name and address of the Registrar or other person to whom the entry is to be sent, and amount of entry fee.
- All other information necessary for the proper conduct of the event.

No changes should be made to the Supplemental Regulations, except for the schedule, event officials and/or class groupings after the beginning of the period for receiving entries unless the Chief Steward so decides for reasons of safety or forces beyond their control. All schedule changes should be approved by the Chief Steward.

**ENTRY FORMS:** Entry Forms shall contain the following:

- Full names, addresses, membership numbers, Region of Record, and license of entrants and drivers.
- Full description of cars to be entered.
- Signatures of entrants and drivers for waiver of liability and/or indemnity declarations, acknowledgment of the authority of the CRE rules, declaration of medical fitness to compete.
- Sanction Number assigned to the event.
- Emergency contact information must be included with the entry.
- Any other information required for the clarification of all other details of the event.

**ENTRIES:**

- An entry is considered official and a competitor is considered entered in an event when a signed, completed, and official entry blank has been submitted and received by the organizers and the entry fee has been paid and received by the organizers.
- The organizers have the right to refuse an entry at their discretion without giving a reason for refusal. If an entry for any competition is refused, notification of such refusal shall be sent to the entrant at the contact information given on the Entry Form as soon as possible.
- An entry which contains a false or incorrect statement may be determined to be null and void by the Chief Steward.
- An entry may be withdrawn without penalty if the withdrawal is made prior to the entry deadline date. In such cases, the organizers should return the entry fee. For withdrawals after the entry deadline, return of all or part of the entry fee is at the organizers’ discretion.

**SCHEDULES:** The official schedule for an event shall contain the following information:

- The event sanction number.
- The name of the organizer (Region).
- Name, location, and date of the event.
- Schedule of planned groups.
- Times of any mandatory meetings.

**WAIVERS:** All participants (entrants, drivers, crew, workers, and guests receiving passes) shall sign the SCCA Participants Agreement (waiver of liability) prior to receiving credentials (passes). Holders of a SCCA Annual Waiver may be exempt from this requirement.



Flag stations and observation points should be placed as to provide complete, continuous coverage of all parts of the course. They must be manned by at least one person. All stations must be provided with a method of communication to the Chief Steward at all times.

**GENERAL EVENT GUIDELINES:**

- All event rules should be reviewed with all participants at the beginning of each day of the event.
- Any flags or other communication signals for drivers should be reviewed before any track time commences.
- The dispatching of emergency vehicles on the track should be authorized by the Chief Steward. Dispatching procedures should be agreed on in advance by the Chief Steward, Safety Steward and emergency response personnel.
- The Medical Crew (crew staffing the on-site ambulance) should establish a primary route to the primary and secondary hospital prior to an event. The Event Organizer should confirm the availability of hospital staff and facilities.
- All emergency vehicles shall be equipped and staffed at all times while entrant cars are on course.
- The event shall be suspended if the basic life support unit or medical personnel are no longer on the premises or are unable to perform their assigned duties.
- Workers shall man each flag or observation station.
- At least one pit worker must be available (in addition to a flagger if present at the pits) to direct drivers on course and communicate with drivers in the pits.

**EVENT OFFICIALS:** The staff of principal officials, whose duty it shall be to direct the control of the event may include:

- Chief Steward
- Safety Steward
- Chief Instructor
- Event Chairman
- Worker Chief
- Chief of Timing
- Chief Technical and Safety Inspector (Scrutineer)
- Chief Registrar
- Chief Sound Control

They shall be termed “Officials” and may have assistants also termed “Officials,” to whom any of their duties may be delegated. Any worker is considered an official. When a Club Racing Experience event is held in conjunction with a Club Race or Time Trial event, all event officials may be those of the Club Race or Time Trial event.

Officials must be a current SCCA member and hold a valid Club Race or Time Trial license in that specialty. Operating Officials required are Chief Steward, Safety Steward and Chief Instructor.

**DUTIES OF THE OFFICIALS:**

The Chief Steward is the executive responsible for the general conduct of the event in accordance with the CRE Rules and the Supplemental Regulations.



The Worker Chief is responsible for recruiting, training, and assigning qualified persons to corner stations. At least one worker at each station should be an SCCA member, preferably licensed in a specialty. Additionally, the Worker Chief is responsible for overseeing other workers including start line workers, pit and grid workers, and working with the Chief Steward to assign a person to the Control station. Persons performing worker tasks who are track supplied employees are not required to be SCCA members.

The Chief Technical and Safety Inspector is responsible for: certifying that the cars comply with the current CRE Rules and any event Supplemental Regulations; issuing Tech Stickers to cars that comply with all safety regulations; conducting inspections of cars at the request of the Safety Steward or Chief Steward; and reporting to the Chief Steward any cars that do not conform with the requirements.

The Chief Driving Instructor is responsible for Instruction as indicated herein.

The Chief Registrar is responsible for accepting, certifying, and processing all entries and credentials for drivers, crew, and Officials and the posting of all required signs/placards in the registration area.

The Chief of Timing and Scoring is responsible for accurately timing and scoring the event, compiling and publishing the Official Results, and providing the Official Results to Event Officials.

The Sound Control Chief is responsible for monitoring racing vehicles at events where sound control limits are required by the facility being used. Sound readings should be taken in accordance with the SCCA Sound Control Manual.

The Safety Steward responsibilities include:

- To investigate accidents and forward the originals of all reports, including original releases, to the Risk Management Department of SCCA.
- To notify Risk Management Department, the same day via telephone, of any accident which involves serious injury to a participant or any injury to a spectator.
- During the event, report to the Chief Steward any hazards which require further investigation or action.
- Before allowing the commencement of the event, verify that an emergency plan is in place.
- Meet with the Medical Crew to confirm duties, duty stations, equipment, race circuit characteristics, vehicles, and other protocol.
- To perform safety related duties as delegated by the Chief Steward.
- To ensure the presence of appropriate Emergency Services personnel and equipment at all times while the event is underway.
- Personally examine the insurance and sanction paperwork prior to the start of the event.
- Make a final course inspection just prior to the beginning of competition or prior to the resumption of competition after a delay of an extended period. This check is to assess the placement of all personnel, safety equipment, barriers, and to confirm the readiness of Emergency Services personnel and equipment.

In the event of non-compliance with safety regulations, the Safety Steward shall take the following steps:

- Advise the Chief Steward of the infraction and request the situation be remedied before the next session runs.



- If step one fails to resolve the situation, inform the Chief Steward that the event is shut down until the problem is corrected.

While the event Safety Steward does have the right to cancel an event for safety reasons, this should be used as a last resort ONLY. Every attempt should be made to resolve the situation and continue the event in a timely manner. Safety Stewards should work diligently in cooperation with Event Chairpersons and Chief Stewards to ensure an event that is safe for all participants, workers, and spectators. Safety is not an area where compromises can be made, and it is up to all officials to work together to continue the long-standing record of safe events that has become the tradition of SCCA.

#### **EMERGENCY SERVICES - MEDICAL AND FIRE SAFETY:**

To establish equipment and personnel needed to affect a workable medical, fire, and safety plan, detailed plans need to be based on the specific conditions at the event facility and local, state or federal protocols and regulations.

- There shall be a BLS (Basic Life Support) Unit on site staffed by at least two certified caregivers, one of whom must be an EMT at minimum. It is recommended the initial medical response, which may be an ambulance, occur within two (2) minutes.
- There shall be at least one (1) course response vehicle or wrecker which shall be equipped as specified below. It is recommended the vehicle be stationed so it can reach any point on the racing surface within two (2) minutes at a speed not to exceed fifty (50) mph. The course response vehicle MUST be manned whenever the track is "hot" in order to facilitate a rapid response to any on track incident. There shall be at least one (1) person assigned to each course response vehicle who is trained to use the equipment on the vehicle. It is recommended two (2) persons be assigned to each response vehicle. The course response vehicle shall be capable of flat towing a disabled race car. The course response vehicle must contain at least 50 lbs of dry chemical and/or foam extinguishers (in any combination) along with tow straps, brooms, pry bars, and absorbent materials.
- It is recommended that the following items be immediately available to the Response Truck Crew: Sharp knife, Bolt cutters, 3 foot, Fire axe, Pry bars, 2 foot and 6 foot, Rope, (3/4 inch nylon/or strap, 6000 lb test), 30 feet, Bow saw (30 inch blades) or equivalent tool, Tool box, containing: vice grip pliers, hammer (5 lb), small pry bar, screwdrivers (flat head and Phillips), chisel, tin shears, hack saw and blades, adjustable crescent wrenches (large and small), Oil dry compound
- Comparable equipment may be substituted with the advance approval of the Chief Steward and Safety Steward.

#### **FLAGGING AND COMMUNICATIONS:**

The Flagging and Communications Chief is responsible for the establishment and operation of the Flagging and Communications organization at each Club Racing Experience event. The purpose of this organization is to provide safe course control by:

- Informing the Chief Steward and other Officials, through the communication network, of the condition of the course and the participating cars, and of any situation requiring decisions and/or action by the CRE Officials;
- Relaying information and instructions from the Chief Steward to the persons operating the various emergency vehicles and equipment around the course as well as to the drivers and turn personnel;
- Undertaking emergency action needed to protect the lives and property of drivers, workers, or spectators in the event of an accident;
- Maintaining a clear course.
- There should be a sufficient number of corner stations established and manned to keep the entire



course under observation at all times and to protect all areas of the course not immediately visible to oncoming drivers.

- Each corner station should be located in accordance with the following considerations: The flagmen to have a clear view of the area to be covered; maximum visibility of the flagmen to the oncoming drivers; maximum protection for the corner station crew from out of control automobiles.
- Each corner station shall be staffed with a minimum of one person unless otherwise approved by the event Safety Steward. Personnel should be properly dressed while on station. This means no shorts, tank tops, halter tops, beach wear, etc. while the track is “hot”. It is highly recommended that any person on station acting as a first responder should be wearing long sleeves and pants.
- Each corner station shall be equipped with at least the following:  
Device for communicating immediately, privately, and without interference with the Central Control Station, other corner stations, and other stations as appropriate; At a minimum, the following flags – red flag, yellow flag, blue with diagonal yellow stripe flag, and black flag (a full set of road racing flags is recommended) and One dry chemical type fire extinguisher of at least 10 pound size although two (2) 10 pound extinguishers are recommended at all events. The grid area should be equipped with the same number and type of fire extinguishers as the corner stations for all events. Broom (push type) and absorbent materials (e.g. – grease sweep, oil dry, etc.). If a start/finish station is used, this station should also have a green flag, a checkered flag, and a black flag.

#### **DRIVERS MEETINGS:**

The Chief Instructor shall hold a drivers’ meeting on the first day of the event. Attendance of all drivers is required. Each meeting should cover at least the following:

- The meaning of flag signals and flagging procedures,
  - The specific location of flag stations around circuit,
  - The location of black flag station (if used) and where to report if black flagged,
  - Any Rules of the Road, CRE Rules requirements, Supplemental Regulations, etc. as necessary.
- Debrief meetings following on track session may also be used.

