



ROCKY MOUNTAIN VINTAGE RACING, LTD.

OPERATIONS MANUAL
FOR OFFICERS, CHIEFS AND CHAIRS

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OPERATIONS MANUAL

ROCKY MOUNTAIN VINTAGE RACING, LTD.

This is the operating manual for all areas of RMVR administration.

The ROCKY MOUNTAIN VINTAGE RACING, LTD., hereinafter called “RMVR,” is a non-profit, volunteer organization governed and operated by members in positions of responsibility – Board Members, Officers, Committee Chairpersons, and Chiefs of a Specialty, hereinafter called “Chiefs.” All members holding these positions of trust must recognize that with these positions comes the responsibility to always act in the best interest of RMVR. The following job descriptions are not necessarily limited to what has been written. Other duties may be assigned by the Board or person(s) in authority as it may become necessary.

JOB DESCRIPTIONS

1. Board of Directors

The Board of Directors, hereinafter called “The Board,” exercises its responsibility by acting as the policy making body. It establishes or changes RMVR policies using input of RMVR members. All elected and volunteer officials are responsible to the Board.

All Board members are expected to attend all RMVR Board meetings and events, and shall vote on all issues presented at such meetings. They shall approve the appointment of all Chiefs, their assistants, and form committees. The Board shall be fully acquainted with all RMVR programs, their activities and goals, and shall schedule race dates and set entry fees for all events.

2. Officers:

A. President

The President has the overall responsibility for the ROCKY MOUNTAIN VINTAGE RACING LTD., shall oversee all areas of the operation of each specialty and committee, and shall maintain communications with all Chiefs and Committee Chairpersons throughout his/her presidency on a monthly basis. The President shall insure that all positions of specialties and committees are filled, shall meet with all chiefs within the first two months of the New Year to coordinate activities, and shall administer RMVR’s affairs coordinating with the Board of Directors on all matters involving their advice and consent. The President shall manage RMVR’s financial affairs in conjunction with the Treasurer, having in mind the protection of its assets, the promotion of sound financial management, and the protection of its property, both tangible and intangible. The President shall set the agenda, conduct the Board meetings in an orderly fashion, and inform the Board of all activities involving specialties and committees. The President shall be informed of RMVR’s insurance policies, track rentals, membership status, VMC meetings, and shall inform the membership, through the newsletter, of vital information concerning RMVR. The president shall review and edit the Rules & Regulations and the Operations Manual at the beginning of his/her term. The president shall vote only in the event of a tie vote by the board.

Specific responsibilities of the President:

1. Banquet: Your president’s term begins at the January banquet, and you are expected to address the membership and discuss the coming year.

2. Event Chairs & Stewards: You are responsible for recruiting a team of event Chairs for all track events (including Drivers' School). This should be completed by the end of February. The Chief Steward typically recruits the event Stewards.
3. Chair & Stewards Meeting: This meeting typically is held in March. After the president makes appropriate comments, the Administrator and the Chief Steward review event requirements with the event Chairs and Stewards.
4. Fire & Rescue School: Also held in March, this event is organized and run by Flagging and Communications. Your attendance is desirable but not required.
5. Race Events: Race events can't go on without medical support and insurance certificates, so verify that ambulance contracts are in place and that the insurance chief has delivered the insurance certificate to the Event Chair.
6. Tax Returns: RMVR's 990 tax returns are due May 15th. Normally the Treasurer is responsible for assembling the reports and filing the returns.
7. Feedback Session: President runs the Feedback Session, which may be considered as the November business meeting (this has varied over the years).
8. Awards: Review the list of awards and meet requirements.
9. Banquet: President and the Awards Chair collaborate as master-of-ceremonies of the Banquet.

B. President-Elect

The President-Elect shall be kept informed of all RMVR matters by the President and shall assist the President in all duties delegated to the President-Elect. The President-Elect shall be responsible for all duties in the absence of the President, and shall fill the position of the presidency should it become vacant for any reason

Specific responsibilities of the President Elect:

1. Race event schedule: Approximately in August of the president-elect year, begin to construct the race schedule for the following season, and complete task by November. Most tracks require signed contracts and deposits, but if a track does not, a signed letter of intent is recommended. Complete schedule by November.
2. Chiefs of Specialty: It is a courtesy to contact the existing Chiefs to thank them for their service and verify that they are willing to continue; if not, you must recruit replacements. Many positions (e.g., Chief Driving Instructor, Chief Steward) typically utilize an assistant to the Chief who inherits the Chief's position; other positions have no lineage and may require new appointments. If you learn that a Chief intends to resign in the near (one year) future, you might consider recruiting an "assistant" who would learn the position during the interim.
3. Board meeting location: Obtain commitment for a board meeting place.
4. Nominating Committee: Per the Constitution & Bylaws, a Nominating Committee should be selected by the September business meeting and presented to the Board. The Committee should submit a slate of nominees at Feedback.

C. Past President

The Past President shall serve on the Board of Directors, as a voting member and assist the President as needed.

Specific responsibilities of the Past President

1. With assistance from past year's chiefs/chairs, Review and Edit as needed the Operations Manual for each position, then see that new chiefs/chairs get the updated Ops Manual as it applies to their job.

2. As needed, plan and coordinate the training session for chiefs, chairs, and stewards to be held early in the year (with the aid of the recently revised Ops Manual.
3. Serve as the representative to the Colorado Motorsports Council (CMC) during his term as Past President.

D. Treasurer

The Treasurer shall administer RMVR's financial affairs and work in conjunction with the entire Board being mindful of the need to safeguard its assets, and to promote sound financial management. The treasurer shall be the custodian of all RMVR funds, and shall pay all RMVR bills in a timely fashion. All requests for expenditures for non-budgeted items over \$50.00 shall be approved by the Treasurer. Board approval is required for all expenditures for non-budgeted items over \$200.00. All requests for payments shall be accompanied by receipts. The Treasurer shall present a written financial statement at the monthly Board meeting. The Treasurer shall coordinate and prepare the annual budget for submission to The Board by the March Board meeting of each year. He shall prepare the Year End Financial Statement for submission to The Board, and shall verify that the RMVR annual Income Tax returns are prepared and filed and State corporate registration is maintained. He will also cause duplicate bank statements to be issue directly to the Treasury Oversight Chief as well as providing that Chief any other needed monthly reports to facilitate that Chief's oversight responsibilities.

E. Secretary

The Secretary shall take minutes at all Board and General Meetings. Minutes shall contain a record of all proceedings, actions taken, and motions passed, defeated or tabled. Minutes shall list the names of the Board members who proposed and seconded all motions passed, defeated or tabled-as well as amendments to the motions- and shall record the dissenting votes by name. The Secretary shall prepare and e-mail the minutes to all Board member for their review. The Secretary will make the necessary changes dictated by the review and e-mail a copy of the final minutes to the Messenger editor for distribution to the membership. The Secretary shall maintain copies of the minutes as well as all handouts distributed at the meetings.

3. Administrator

The RMVR Administrator is an hourly position filled by an independent contractor. The position is directly overseen by the President and Treasurer with the Administrator making a report (written or in person) to the Board of Directors upon request. The primary responsibilities of the Administrator are to serve as a central clearing point and liaison for incoming club inquires, to maintain the club database records through the processing of dues and memberships, medicals, and licenses, to process race entries, handle race administration and provide on-site race registration and to assist the Chiefs of Specialty and the Board of Directors as requested. The Administrator manages the printing and delivery of annual ballots, membership renewal letters, annual banquet information, membership cards, licenses, rosters and the monthly Vintage Messenger newsletter. The Administrator assists the Editor of the Vintage Messenger by providing content when available and content review for each issue. The Administrator processes VMC license applications upon receipt.

4. Chiefs of Specialties

A. Chief Steward

The Chief Steward will be a current or formerly licensed vintage driver responsible during the race weekend for maintaining a consistent philosophy of non-aggressive driving behavior and shall:

- Recruit and train a current or formerly licensed vintage driver as Assistant Chief Steward to assume the duties of Chief Steward for the following year.
- Produce written guidelines for use by race stewards (See Appendix J).
- Provide the necessary packet of information for each steward at the individual races including any relevant Appendix, especially Appendix J.
- Recruit, train and assign (in coordination with the President) of Race Stewards.
- Hold a training meeting with appropriate Chiefs, Race Chairs and Race Stewards to review policies and procedures for the current racing year.
- Hold additional meetings with Race Stewards as needed to maintain a consistent philosophy of driving behavior.
- Exercise the authority to reprimand, probation, suspension, or revocation any RMVR driver's license.
- Work closely with the Chief Driving Instructor to insure safe driving.
- Exercise the authority to "black" flag any driver who presents a danger to himself or others on the track, and to remove any driver for the remainder of the event. (This authority may be delegated to the Race Steward of that event. See Appendix J for standards)
- Ensure that timely and accurate Race Reports are prepared by Race stewards.
- Review all protests entered by drivers regarding the driving techniques of fellow competitors and assessing the appropriate penalties.
- Review all incidents where damage may have occurred to an entrant's car (even if it is the driver's own car), or to public or private property and assessing the appropriate penalties.
- Review all incidents of unsportsmanlike conduct, unsafe or dangerous driving submitted by the Race Steward, and assessing appropriate penalties, - this includes operation of race or support vehicles in or around the racing venue at all times.
- Immediately after each event prepare a report to the Board of all incidents and any resulting disciplinary actions (probation, suspension, or revocation).
- Forward names and disciplinary actions (probation, suspension, or revocation) taken against RMVR drivers or guests to 1) Vintage Motorsports Council and 2) the Messenger editor (to be published in the *Messenger*).
- Keep records of each event in binder for reference by Chief Stewards and Race Stewards in subsequent years.

B. Assistant Chief Steward

The Assistant Chief Steward shall be a current or formerly licensed vintage driver who will support the Chief Steward and shall:

- Provide council on analysis of incidents and appropriateness of penalties assessed.
- Cover the duties of the Chief Steward in his/her absence.

C. Chief Driving Instructor

The Chief Driving Instructor shall be responsible for RMVR's Instructional Program and:

- Work closely with the Chief Steward to insure safe driving
- Recruit, train, and assign driving instructors.
- Issue a RMVR Competition License to any driver that completes the necessary requirements and/or is determined to be qualified.
- Approve a member's application for a VMC license.
- Organize RMVR driver schools at the request of The Board.
- Issue a Provisional License (book) to those who qualify.
- Recommend to the Race Steward that he "black flag" a driver who presents a danger to himself or others on the track.
- Insure that all drivers have a current physical examination form on file. (There is a pre-race report with this info in it.)
- Maintain an up-to-date file for each student and licensed RMVR driver.
- Review all non-RMVR (guests) driving applicants for approval to participate in an upcoming event (Pre-race report helps identify).
- In a timely manner, advise the RMVR Administrator of changes in the status of all competition drivers' licenses (e.g. change from Provisional Competition status. See Appendix for details on data management).

D. Assistant Chief Driving Instructor

The Assistant Chief Driving Instructor shall assume the Chief Driving Instructor's responsibilities at any RMVR event should the CDI be unable to perform them and:

- Hold the position for 2 years after appointment by the CDI
- Assist the CDI in Driver's school planning
- Assist the CDI in developing Driver's school curriculum
- Assist the CDI in presenting materials at the school

E. Flagging and Communications (Corner Marshals/Race Control/Chiefs

The purpose of the Flagging and Communications specialty is to provide safe course control by:

- Informing the drivers, through flags or other signals, of the conditions of the course, the condition of their cars or any unusual conditions affecting the running of the event.
- Informing the Race Steward, and other officials through the communication network, of the condition of the course and the competing cars, and of any situation requiring decisions and/or action by the race officials.
- Relaying information and instructions from the race steward to the persons operating the various emergency vehicles and equipment around the course as well as to the race drivers and corner personnel.
- Undertaking emergency action needed to protect the drivers, workers or spectators in the event of an incident.
- Maintaining a clear course.

The Flagging and Communications Chief shall also:

- Be responsible for recruiting, training, and assigning corner workers.
- Shall communicate with corner workers in advance of each event, obtain commitments and establish corner assignments prior to each event.

- Shall establish and operate the communications system which will include all manned corner stations, Chief Starter, Race Steward and/or Race Chair, track management, wreckers, ambulance and other emergency vehicles, grid, tech, and timing and scoring.
- Keep a Race Log of all communications that are directed to the Race Steward and race control. The log shall be turned over to the secretary within 30 days of the end of the event.
- Inform all workers via a newsletter of all upcoming events and news pertaining to workers on a periodic and timely basis.
- Insure accommodations for F & C personnel by coordination with accommodation chief.
- Work with Chief of Worker Recruitment to communicate with potential workers and answer questions of said workers.
- Work with Chief of Worker Training to coordinate annual Fire & Rescue School.
- Keep track of the number of full days worked by all workers during the race season with input from Pit & Grid. Timing and Scoring, Tech, etc. Compile and submit results of those workers entitled to free membership to the Administrator Nov. 10th. Also use this information for banquet recognition.

Note – Due to safety and insurance reasons, F & C workers are required to be 18 years or older.

F. Timing & Scoring

The Chief of Timing and Scoring shall:

- Obtain, maintain, and assemble at each race venue the equipment and supplies necessary for timing and scoring the event.
- Recruit and train Timing and Scoring personnel.
- Contact Race Steward pre-race to obtain registration lists and run groups for input into the computer.
- Insure accommodations for Timing and Scoring personnel by coordinating with the Accommodations Chief in compliance with worker guidelines.
- Be responsible for the accurate timing and scoring of each event.
- Post accurate and timely race results at a central paddock location.
- Furnish the Race Steward and Race Chair with times and results as requested.
- Compile and furnish a copy of race results for the RMVR President, the APEX editor, and Victory Lane editor.
- Input race results into the "MyLaps.com" web site for internet access of members.
- Keep track of the number of full days worked by each worker during the race season. Submit those results to the Chief of Flagging & Communications by Oct. 30th.

G. Pit and Grid

The Chief of Pit and Grid shall operate at the direction of the Chief Steward, shall be responsible for recruiting and training Pit and Grid personnel and :

- Verify that all entrants arriving in the pre-grid are displaying a current tech and registration stickers on their cars and are wearing appropriate wrist bands.
- Grid race cars according to positions determined by Chief of Timing and Scoring.
- Refuse entry to the pre-grid to any car that may have sustained damage, until the car has been examined and accepted by the Chief of Tech or their delegate.
- Refuse entry to the pre-grid to any driver not conforming to RMVR General Rules.

- Have the authority to ask anyone to leave the pre-grid areas to maintain a safe pre-grid environment.
- Insure accommodations for Pit and Grid by coordinating with Accommodations Chief in compliance with worker guidelines.
- Keep track of the number of full days worked by each worker during the race season. Submit those results to the Chief of Flagging & Communications by Oct. 30th.

H. Tech

Note: It is the responsibility of car owners to present a safe, race worthy vehicle for inspection. Evaluations by the Technical Inspectors do not relieve the car owner of this responsibility.

It is strongly recommended that car owners have a pre-season ANNUAL inspection performed by an automotive professional or an authorized RMVR technical inspector. The ANNUAL inspection form will be collected at the first race event.

It is the entrant's responsibility to bring a properly completed and signed tech form to each event. Tech forms are downloadable at RMVR.com.

The Chief of Tech shall be responsible for recruiting and training of Inspectors and staffing events and at each event and shall:

- Provide adequate tech stickers and supplementary tech forms.
- Inspect each entrant's log book or exhibition car entry form and verify that the documents have both current photos and car information.
- Verify that each driver properly signs the tech sheet and the car's log book or exhibition car entry form
- Collect the properly signed and inspected tech form.
- Verify that all race car and driver safety equipment comply with RMVR General Safety Equipment Requirements.
- Supply a dated Tech Sticker to the entrant and sign his log book or exhibition car entry form after a successful car inspection,
- Conduct examinations of automobiles that sustain damage, or cars at the request of the Chief Steward, and log the findings in the tech inspector's event log and owner's vehicle logbook.
- Report to the Eligibility Committee Chairperson any cars that are believed to not conform to the RMVR General Rules.
- Insure accommodations for tech personnel by coordinating with Accommodations Chief in compliance with worker guidelines.

Other Responsibilities:

- Keep track of the number of full days worked by each worker during the race season. Submit those results to the Chief of Flagging & Communications by Oct. 30th.
- Chief or his designate is responsible for maintaining the electronic version Technical Inspection Form which is retained by and available from the webmaster. Upon revision, re-submit the electronic version to the Webmaster for safekeeping, document control and posting on the web.
- The Chief or his designate will maintain the electronic versions of the "Technical Inspection Manual ", a manual giving Tech inspectors detailed guidance on the Tech Inspection process with RMVR. The current version of that manual is located on the

I. Starter

The Chief Starter shall indicate, by flags, the beginning of a session, any track conditions during the session and the conclusion of the session.

J. Race Steward

The Race Steward shall be a current or formerly licensed vintage driver. During the race weekend shall be responsible for the general conduct of the event in accordance with the RMVR General Rules, and Supplementary Regulations. Generally, a Race Steward will not compete in the event he/she is working since they must be in Control at all times to insure that decisions will be made quickly and in close communications with Control. When cars aren't on track the Race Steward must be available by radio contact to deal with any needed issues. An Assistant Steward may be appointed for the weekend to assist the Race Steward. The Race Steward(s) shall:

- Work closely with the Chief of Flagging and Communications, Equipment Manager, Administrator, Race Chairperson and Race Promoter (if any) to insure a smooth and enjoyable event.
- Work very closely with the Event Chair, Chief of Safety, and Chief Driving Instructor.
- Be accessible in the race compound at least 45 minutes before the Driver's Meeting and 45 minutes after the day's racing activities have concluded.
- Personally inspect the track at the start of each race day and report the findings at the driver's meeting.
- Approve late entrant's "Routing Slip" and have the entrant to forward the Routing Slip containing info on the late entrant to Timing & Scoring.
- Suspend racing immediately where only one ambulance is present and that ambulance responds to an incident, and may not resume racing activities until the ambulance is back on station.
- Maintain order in the paddock, parking areas, race track and all controlled areas of the event in conjunction with the authorities who are policing the event and who are responsible for the public safety.
- Require any driver involved in an incident to be checked by ambulance personnel before returning to track or leaving event at the Race Steward's discretion.
- Determine whether event officials and Chiefs are at their posts, report any absence to the Race Chairperson, and take the action necessary to remedy the situation.
- Execute the program of competition and activities safely by monitoring drivers, their automobiles, the officials, workers, track and weather conditions from the commencement of activities and until the activity is over.
- Prohibit any ineligible or dangerous driver or automobile from entering the track.
- Order removal from the controlled area of the event any person who refuses to obey the order of a responsible official or demonstrates threatening, abusive or aggressive behavior toward any official or club worker.
- Authorize a change of race group, driver, or automobile.
- Notify the Race Chairperson of any proposal to modify the schedule of competition.
- Any racing activity may not commence until the Race Steward has received Ambulance Approval forms each day. The delivery of such is the responsibility of the Race Chair.

- Notify the Chief Steward of any report dealing with the misbehavior of, or breach of rules, by an entrant or driver ASAP after close of the event.
- Be authorized to administer disciplinary action, including black-flagging, to any RMVR member or guest who exhibits dangerous, unsportsmanlike, or unsafe driving in practice, qualifying, or racing. The Race Steward's disciplinary action may include suspending the member or guest from the event. Any additional disciplinary action will be administered by the Chief Steward.
- Each Race Steward will be provided a pre-event checklist and a post-event checklist. Upon completion of the weekend, the post-event check list includes suggestions and recommendations. That Report should go to the Chief Steward to be combined with the Event Chair's report and be made available to next year's event Chair and Steward.

K. Assistant Race Steward

The Assistant Steward will perform duties as assigned by the Race Steward, and generally may compete in the event as well. Duties may include:

- Covering absences of the Steward in control.
- Helping with the investigation and reporting of incidents.
- Conferring with steward about incidents.
- Preparation of incident report to Chief Steward for penalty evaluation.

L. Equipment

The Equipment Chief is responsible for maintaining RMVR equipment and shall:

- Drive the club vehicle to all events.
- Maintain the Club Vehicle including not only routine vehicle maintenance but also secure storage as well as off season, insurance, emissions / registration. Off season storage also includes freeze protection for all vulnerable liquids.
- Maintain equipment including fire extinguishers, first aid medical supplies as well as corner flags, oil dry stock, expendables such as brooms, pry bars and cones inventory. All other van equip. to support race events.
- Provide necessary supplies such as Water/Pop/ Ice.
- Review club equipment requirements and making recommendations to the Board of Directors for purchase, rental, and/or lease of new equipment. Recommendations should include a clear statement of the benefits to the club and the financial case for the equipment. Other recurring expenses such as fire extinguisher maintenance/recharge are usually fall within the budget allocated.

M. Radio

The radio chief is responsible for the maintenance of all radios, headsets, scanners, chargers and all other communication supplies and shall:

On Race Day

- Assign and distribute Radios, Headsets and scanners to all who need them
- Provide spare batteries and radios to control and the equipment van for use as needed during the day.
- Collect all radios, headsets and scanners at the end of the day.
- Charge batteries for next days use.
- Clean headset ear pads with alcohol wipe after each use.

Between Races

- Analyze and recondition batteries at least twice a year. Once mid season and once during the off season (November or December).
- Determine in the off season which batteries need to be replaced. Typically replace batteries that show less than 900 ma output.
- Replace or repair all defective radios, scanners and headsets. Replace defective batteries and chargers. Supply cost estimates to the board for these services prior to purchase.
- Maintain records on all equipment.

N. Insurance

The Chief of Insurance shall:

- Report to the Board and be responsible for arranging payment of all needed insurance and maintain copies of current insurance certificates, insurance agent information, etc.
- Contact insurance agencies and procure insurance for each race event in the season and cause the resulting Certificate of Insurance to be provided to the track and Event Chair at least ten (10) days prior to the event.
- Contact insurance agencies and procure insurance for the Club's Comprehensive General Liability Insurance and Officers & Directors insurance policies.

O. Accommodations

The Accommodations Chief shall:

- Make accommodation arrangements for workers at out of town events.
- Contact motel and reserve a block of rooms based on previous years' count and input from Chiefs.
- Contact Treasurer to send deposit.
- Contact chiefs for final counts and names of workers. Mail list of names with room assignment to motel approximately one week before event or as required by the motel.
- Be sure balance due is paid to motel.

P. Worker Recruitment

The Chief(s) of Worker Recruitment shall operate in conjunction with all Chiefs of Specialties requiring volunteer workers at any RMVR event and shall:

- Contact each chief of specialty at the beginning of each year and determine the number of volunteers necessary for each specialty and shall then seek volunteers to fill these vacancies. This may entail recruitment from within RMVR, local media advertising, car shows, mall shows, etc.
- Make regular reports to the Vice President regarding their planned activities for recruiting workers as well as preparing the yearly budget.

Q. Worker Training

The Chief of Worker Training shall be responsible for training corner workers to do their assigned jobs in a safe manner and shall:

- Coordinate with the Chief of Flagging & Communications to present the annual Fire Rescue School.
- Maintain and present an appropriate training agenda for the Fire Rescue School.
- Work with new corner workers throughout the year to provide "on the job" training.

R. Webmaster

Website design and maintenance:

The RMVR Webmaster is responsible for the design, development and maintenance of the RMVR World Wide Web site. The Webmaster monitors web activities, incorporates new technologies into the site, and enhances existing web site content. The Webmaster ensures that the web site is stable, well designed, effective to use, up-to-date, secure and properly maintained.

Ongoing web activities include but are not limited to:

- posting the news items on the home page
- posting a current schedule of events
- maintaining historical race results, links to the RMVR bulletin board and AMB results,
- timely posting of the *Messenger*
- timely posting of photos from events
- maintaining and posting accurate email aliases for the Board and Chiefs of Specialties
- creating and maintaining web forms as needed
- ensuring that the registrar for the rmvr.com domain name has current administrative, technical and billing information

Required skills: HTML, CSS, PHP, mySQL, knowledge of W3C standards.

Online Event Registration:

The Webmaster is responsible for maintaining the online event registration system. This includes PHP source code version control and change tracking for fixing bugs and creating enhancements. The Webmaster works with the Administrator to ensure that the race event information is correct, and that event entries are correctly recorded and saved in the database. The Webmaster does **not** have any responsibility for event payments, but may be asked to assist in debugging PayPal issues.

Required skills: HTML, CSS, PHP, mySQL, Subversion, Trac, software development methodologies.

Document Control:

The Webmaster is responsible for maintaining RMVR documents, including the constitution, bylaws, eligibility information and forms under version control.

Required skills: Subversion, FTP, Microsoft Office applications, PDF document format.

The Webmaster takes direction from the President, the Board of Directors, and/or designated representative(s).

S. Merchandise

The Merchandising Chief will be responsible for the purchase and sale of RMVR garments, souvenirs, and other items, and shall:

- Confer with the Treasurer to establish a budget amount for the year.
- Confer with Treasurer prior to making large purchases for special circumstances or beyond the budgeted amount.
- Arrange for the sale of RMVR merchandise at all club events.
- Comply with the budget.
- Collect and forward all monies to the Treasurer on a timely basis.
- Assist and advise Race Chairs for the purchase and sale of specific event mementos.

- Maintain inventory in an orderly manner.

T. Vintage *Messenger* Editor

The *Messenger* Editor is responsible for receiving, prioritizing and assembling time sensitive information, into a monthly *Messenger* document for distribution to the RMVR membership.

- The document shall be prepared in an electronic format suitable for both printing and electronic distribution. The *Messenger* Editor strives to have the document ready for the Webmaster and printing by the last day of the month.
- Completion of the document is contingent on the delivery of all of the time sensitive information, from all of the various providers.
- Detailed procedures are contained in the Appendix.

U. Email Manager

Responsibilities of the Email Manager are to maintain the emailing service's various mailing lists and to be prepared to timely send out emails and/or surveys as requested and to routinely send out reminders of upcoming events.

V. Treasurer Oversight

This chief will be appointed by the Board will be responsible for reviewing Treasury activity on a monthly basis. This chief will receive duplicate statements directly from the bank as well as any regular monthly reports from the Treasurer required for adequate review. Any irregularities will be immediately reported to the Board. In any case, at least once per year this Chief will report to the Board.

5. Chairpersons

A. Race Chair (Race Chair)

The Race Chair shall be responsible to create and communicate all aspects of the event (e.g. description, dates, social events, special invited marque clubs, "civilian" lunch tours, any invited special run groups, any extra cost features, special instructions, fuel availability, pre-event test & tune arrangements with the track, etc.). An Assistant Race Chair may be appointed to assist the Race Chair. The Race Chair duties are, for the most part, completed by the race weekend. Race Chairs may participate in the racing event. The exceptions are our large spectator or special events where decisions by the Race Chair might be required during the weekend. At those complex event, the Race Chair or the Assistant Race should make themselves available to resolve such issues. The Race Chairperson's duties include:

- Review this Job Description and have a copy in your possession at the race.
- Review the budget for the event to insure conformance will budgeted expenses.
- All event details should be communicated to the webmaster for inclusion in the Event's dedicated web page. Provide the webmaster with suitable descriptive or promotional verbiage and/or pictures to help describe the event. This should be done as details of the weekend develop during the year so that the event's web page is always an up-to-date and comprehensive description of the event.
- Process (approve or disapprove) any applications to run an individual car as an "Exhibition" car and determine which run group is most appropriate for that car. This may be an unsolicited individual car or an individual car that the Race Chair has invited to the event as a car of special interest to that particular race weekend.

"Exhibition." If approved, let the Administrator the car is approved and will be entering. Cars in invited special run groups need not be processed individually.

- In the weeks and months prior to the event, be sure that it is suitably being completely described and "promoted" via the Messenger, email, the website, or by any other appropriate methods.
- In the week before the event, the Race Chair will coordinate with the Administrator on the weekend's race schedule, help finalize race groups (run sessions) and ensure the proper assignment of cars to their respective run groups and/or sessions.
- Leading up to the event, apprise and coordinate with the Administrator and any special weekend requirements such as race dinners, special events.
- The Race Chair coordinates with the social chairperson for any functions planned for the event.
- Pre-event involvement with the race steward is most helpful and encouraged. However, the overall design of the weekend is the Race Chair's responsibility.
- As necessary, help verify the accuracy of event information (e.g. printed, club website, mailing, or advertising).
- Verify that insurance has been procured and that a Certificate of Insurance is in place available at the event prior to starting race weekend.
- Confirm arrangements for the ambulance service and verify that the ambulance personnel are aware of the hours that ambulance will be needed.
- Provide all event officials and chiefs with timely communications and information concerning the event.
- Appoint a paddock coordinator to organize the paddock in a safe and usable layout, if applicable.
- Obtain any reports, unpaid bills or requests for reimbursement (with receipts).
- Submit a report to the insurance company for any injury (of any kind) brought to the attention of the Race Chair or any other RMVR official during the weekend. Injuries need not be race related. Injuries to any attendee including spectators, crew, or workers are included. The request form to submit is included with Race Chair packet.
- Gather any suggestions or recommendations from other officials to incorporate in your Post-Event Checklist (Report). Submit that report to the Event Steward or Chief Steward. Post Event Reports from both the Event Chair and Event Steward's reports will be made available to next year's Event Chair and Steward.

B. Eligibility

The Eligibility Chairperson shall be responsible solely to RMVR Board President and shall enforce compliance with the car Eligibility Rules posted on the RMVR web site under "Rules and Regulations" and shall:

- Form an Eligibility team consisting of members knowledgeable of the cars in their respective run groups. The Eligibility team will meet quarterly (or as required) to discuss member(s) concerns, formulate solutions, suggest possible rules changes, etc. Each team member will act as a liaison to his/her respective run group, and work to guide new candidates through the eligibility and car preparation processes. The car eligibility process flowchart is shown in Appendix F.
- Act as liaison to the Board, attend Board meetings, prepare eligibility rules proposals, and counsel the Board on Eligibility issues as required.
- Assign race car numbers in separate sets for Formula and the Production & Sports Racer cars.

- Issue numbered Log Books for newly eligible cars and for cars whose Log Book event pages are filled.
- Maintain eligibility data for active cars under the owner's name in database.
- Maintain hardcopy folders for each car with original application and any subsequent action taken on the car.
- Review active cars periodically (annually, post-racing season) and remove cars from the database which are no longer eligible to participate in events because of inactivity, owner no longer a current member, sale of car, etc. Update hard copy files accordingly and re-file as inactive.
- Upload electronic summary of car database and in a timely manner. (This provides that data to the Administrator and for on-line registration. See Appendix for details on data management details of this function.)
- Review entries to RMVR events to confirm eligibility before cars are allowed to participate. Transmit the data to timing and scoring and to the Administrator before each event.
- Maintain a library of SCCA and FIA documents pertaining to eligibility including copies of the 1954 through 1972 General Competition Rules (GCR's) and Production Car Specifications (PCS's).
- Coordinate the additions of new rules and rule revisions on the web site with the webmaster.
- Maintain and revise Eligibility Forms and Log Books as necessary.

C. Scrutineer

The Scrutineer shall be the member of the eligibility team charged with assuring that cars continue to comply with RMVR rules after the eligibility process has been completed. The Scrutineer will be afforded the eligibility team's full support in both technical and decision making and shall:

- Respond to written protests regarding member's cars by investigating the protest, discussing said protest with the eligibility team and other knowledgeable sources, speaking to the car owner and inspecting the car to verify the protested items, and compiling a response to be given to the car owner and the originator of the protest.
- Coordinate scrutineering actions with the eligibility team to assure consistency in enforcement and interpretation of the rules. If a situation arises which is not based on a written protest, the Scrutineer shall seek a consensus from the eligibility team before proceeding.
- If any infraction is confirmed, the Scrutineer may recommend that eligibility issue a Red Provisional log book to the car's owner or that the car's class eligibility status be changed. In either case, the action required by the owner to correct the infraction will be carefully specified. A copy of all pertinent information will be supplied for insertion in the car's eligibility file.
- The Scrutineer may call a meeting of the eligibility team to discuss issues if he and the eligibility chair agree one is needed.
- Monitor progress on the non-compliant issues.
- Maintain records of protests and their outcome. Forwarding copies of the information to eligibility for filing after the infractions have been resolved.

D. Social

The Social Chairperson shall serve as host, and "Good Samaritan" and shall be responsible for all social programs scheduled by RMVR. The Social Chairperson shall:

- Coordinate the dissemination of information about RMVR social events with the Administrator and the Vintage Messenger editor.
- Have Board approval for expenditures of funds and discuss the purchase of refreshments with the Treasurer.
- Obtain facilities, menus, entertainment, and process invitations for the events, when appropriate.
- Set up facilities including table assignments, center pieces, etc.
- Aid Event Chairs with race social events (BBQ's, beer/chips, etc.)

E. Publicity/Marketing

The Publicity/Marketing Chairperson shall take actions necessary for the promotion of RMVR and its activities, take a pro-active stance with the Media by furnishing information, including the yearly race schedule, to specialized motoring publications and insure proper coverage of RMVR events and shall:

- Create and promote programs or events specifically designed to increase awareness of RMVR, and the benefits of RMVR membership.
- Obtain RMVR driver profiles for the media and event organizers, photographers, etc.
- Maintain a file of RMVR event photographs for media use, along with a running activity file for archives.
- Serve as liaison between drivers, officials, and the media.
- Coordinate with RMVR President and Race Chairperson, before publicity concerning incidents is released.
- Give an accounting of all publicity sent to publications to The Board. All paid advertising must be approved by the Board prior to publication.

F. Car Show and Concours

For events where a car show or concours is desired, a chair will be appointed and shall procure cars, vital personnel, and if required, establish rules of judging, procure judges, present awards, and shall:

- Select location and set up necessary facilities.
- Work in conjunction with the Race Chairperson if required.
- Report to The Board pertinent information about each event.
- Mail and process Concours entries if required.
- Be responsible, in a timely manner, for all monies received and accounted for to the Treasurer.
- Receive board approval for expenditures.

G. Historic Race Group

The Historic Race Group Chairman shall encourage members who have cars that are eligible to participate in the group and shall:

- Maintain records of all members in good standing in the group.
- Select the recipient of the Historic Driver of the year award.

H. Historian/Archives

The RMVR Historian will maintain all historic records which will be available for use as needed to The Board, Chiefs or Chairs.

I. Nominating Committee

The Nominating Committee and its Chairperson shall be appointed by the Board prior to the September Board meeting each year in accordance with Article 5-A of the bylaws and shall:

- Conduct the meetings of this committee (consisting of not less than three nor more than five members). At least one member of the committee must be a non-member of the Board, and no member of this committee may be nominated as a candidate for any position in the election.
- Complete the slate of nominations for the Board in accordance with Article 5.B of the bylaws.
- Publish the Nominating Committee report to the membership no later than November 5th (Article 5.C). The report will consist of the list of nominees with brief biographies and pictures of each candidate.
- Forward the Nominating Committee report to the Ballot Chairperson.

J. Ballot

The Ballot Chairperson shall be appointed by the Board and shall:

- Confer with the Administrator and provide ballot forms designed in conjunction with the Nominating Committee and distribute ballot forms to members in good standing.
- Provide for the impartial counting of the ballots for the annual elections and/or proposed bylaws amendments.
- Announce the results of the yearly election at the annual meeting.
- Publish the results of proposed amendments to the bylaws.

K. Awards

The Awards Chair shall be appointed by the Board of Directors and shall solicit input on recipients of awards from The Board, chiefs of specialties, and members. Awards will be given at the Annual Banquet or at other events as directed by The Board of Directors.

Awards given on a yearly basis include:

- President's Award: selected by the President to the member whose work on behalf of the club has been above and beyond.
- Ernie Weil Spirit of Vintage Racing: to the car and driver who best typify the spirit of vintage racing.
- Danny Collins Participant's Award: to the member who has participated, in any fashion in most events, both racing and social.
- Tech Award: to the member who has shown the highest standards and consistency for the preparation of the car.
- Worker of the Year: for member who has contributed most to the club of all non-driver workers.
- Hard Luck Award: to the member who has experienced the most difficulties over the year yet has continued to persevere.
- Special Recognition Awards: These awards are intended to reward club members for significant effort. These may include male and female rookie of the year, novice male and female worker of the year, and most improved male and female driver of the year.
- Additional awards may be given at the discretion of the Awards Committee with the concurrence of The Board.

6. Delegates and Representatives to other Organizations

A. Vintage Motorsports Council (VMC)

The delegate to the Vintage Motorsports Council will be appointed by the Board of Directors. The delegate will attend meetings of the VMC, report to the Board, and convey concerns of the RMVR Board to the Council.

The VMC delegate will be responsible to see that all insurance forms (event application, Waivers, Injury Report, etc. are current in the Ops manual, website, in the Treasurer's hands, etc.

B. Colorado Amateur Motorsports Associates, LLC (CAMA)

The CAMA representative shall serve as a member of the Board of Directors of CAMA. As RMVR's representative, he/she is responsible for working with the representatives of the four other CAMA user groups (SCCA, PCA, MRA and MCCA) to ensure the growth, longevity and financial success of High Plains Raceway and work diligently to ensure that the RMVR Board is fully informed of CAMA decisions.

C. Colorado Motor Council (CMC)

The CMC representative shall represent RMVR, be present at meetings in order to keep current on all happenings of the Council and its members. Be responsible for listing RMVR events on CMC calendar and shall report to the board all information obtained at such meetings.

The Past President shall fill the CMC Representative's position during his term as Past President.

D. Colorado Old Car Council (OCC)

The OCC representative shall represent RMVR, be present at meetings in order to keep current on all happenings of the Council and its members. Be responsible for listing RMVR events on OCC calendar and shall report to the board all information obtained at such meetings.

RACE CHAIR PACKET

The Board and your fellow members appreciate your involvement. We realize that these events are produced by unpaid volunteers who are not professionals, and have prepared this packet to assist you.

1. The Job Description for Race Chair (from the RMVR Ops Manual)
 - Pre-event checklist
 - Post-event checklist
 - Drivers' meeting checklist
2. It is suggested that you review RMVR General Rules published on the club's website.
3. Last year's Chairpersons' comments . These are kept by the Chief Steward. (If you don't find those previous year's reports, you will learn how important it is to leave notes for the next person to do this job!)

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE PRESIDENT.

We value your opinions. Please prepare a brief written statement for the Board and include your comments, suggestions, and recommendations for the next event Chair.

THANKS FOR BEING THE CHAIRMAN OF THIS EVENT!!

RACE CHAIR — PRE-EVENT CHECKLIST

Name of Track/Race: _____ Race Chair: _____

Asst. Chair: _____ Phone: _____

Race Steward: _____ Phone: _____

Asst. Steward: _____ Phone: _____

	Ready	Comments
At least two months prior to event, consult reports on last year's event (kept by Chief Steward) for comments and suggestions.		
All event details should be communicated to the webmaster for inclusion in the Event's dedicated web page.		
Process (approve or disapprove) any individual car applications to run as an "Exhibition" car. Advise Administrator if approved.		
Keep the Administrator up-to-date on the weekend's planned activities, especially extra-ordinary aspects (e.g dinners, lunch tours, special races, etc.)		
Track Manager Contact: Phone: _____ Fee:\$_____ paid: _____ Track facilities: (toilet, hand wash, oil disposal, fuel, trash, electricity, food, etc.) set		
Received Certificate of Insurance for event? (Check with Insurance Chief or Treasurer.)		
Board OK for any special expenditures?		
Any special Pit/paddock arrangements?		
If there is to be "civilian" lunch tours, review Appendix H (Doesn't apply to regular worker rides).		
Confirm ambulance arrangements		
Hospital (w/emergency facilities) Phone: _____		
In the week prior to the event the Administrator will provide the weekend's <u>preliminary</u> race schedule, entry list, <u>preliminary</u> race sessions. etc. Work with the Administrator to finalize the schedule, the race groups (run sessions), and ensure the proper assignment of cars to their respective run groups and/or sessions. Communicate final to the Race Steward.		
Coordinate with Race Steward, Accommodations, F&C, etc. as needed.		
Organize Day One Drivers' Meeting agenda (See Driver's meeting Guidelines). Keep it brief!		
Be sure ambulance is at the track.		

RACE CHAIR — POST-EVENT CHECKLIST (And Event Report)

		Ready	Comment
Set meeting to review event, review the event			
Propose changes or improvements			
Consult any other event chiefs to obtain any receipts/bills and to get input for this Post-event report.			
Submit all unpaid bills or needed reimbursements (with receipts) to Treasurer.			
If needed, prepare and send insurance report of ANY injuries (driver, spectator, or crew)			
File this completed Post-Event Checklist (Event Report) with comments and suggestions to the Event Steward (to be included with his Report on the event).			

Other Comments:

Recommendations:

Problems:

Submitted by : _____
Name
Date

Forward this report, including any comments and/or recommendations, to the Event Steward to be included with his/her reports. The entire package goes to the Chief Steward and is made available to Chair/Stewards next year. Consequently they will have the benefit of your efforts and suggestions.

DRIVERS' MEETING CHECKLIST
(To aid Event Chair & Race Steward)

Keep meeting to ten minutes if at all possible!!!

This is only a checklist and guide! Please add or delete to this list so that your drivers' meeting only communicates necessary information unique to the event. Assume racers know what they are doing. Be clear, concise, and friendly! Don't lecture unless there is a real need. Perhaps only lecture those who offended in private, sparing the rest of the drivers. Standardize meeting times – Board has recommended 8:30 AM Saturday and 8:00 AM Sunday

Possible topics for Race Chair

Thank everyone for showing up!! Have fun!!

Introduce event officials for the benefit of the drivers, letting them speak to their respective issues, if needed.

Race Chair: _____
Chief Tech: _____
Pit & Grid: _____

Driving Instructor: _____
Flagging: _____
Starter: _____

Special recognition for anyone deserving Person: _____

Paddock info, location of:

- | | | |
|-----------------------|---------------------|-------------------------|
| 1. Fire extinguishers | 4. Chief Instructor | 7. Club merchandise |
| 2. Medical assistance | 5. Tech | 8. Waste oil containers |
| 3. Race gas | 6. Steward | 9. Electricity |

Schedule of the day

Posting of groups, grids, and results — when & where

Introduce Race Steward, _____, and let him/her finish the meeting.

Possible topics for Race Steward

Unusual Track items:

1. New characteristics
2. Current track conditions, if necessary

Any unique traffic flow info

- | | |
|-------------------------------------|----------------------------------|
| 1. Circulation from paddock to grid | 4. Entry to Paddock from Hot Pit |
| 2. Entry to track from grid | 5. Entry to Paddock from track |
| 3. Entry to hot pit from track | |

Page 2 of 2
DRIVERS' MEETING CHECKLIST

Flags (Perhaps early in season review meaning of flags. Or just ask if there are any flag questions.)

1. No passing under yellow – penalty if done
2. Failure to obey black or meatball - penalty
3. Failure to obey corner marshals - penalty
4. Black flag corner and Meatball corner
5. Corner where car # displayed
6. Where to meet Tech or Race Steward
7. "Red Flag" procedures.

Review hand signals

1. Raise arm if slow on track or if you are having trouble
2. Raise arm if you are exiting the track
3. Raise both arms if car has stopped running
4. Acknowledge flag instructions with a wave
5. Acknowledge passing racers with an indication of which side to overtake on

Driver conduct on track (Presume drivers know these things. Don't lecture!!)

1. Racing courtesy – VINTAGE STYLE!!!!
2. When weaving to warm tires, stay on your side of track
3. Grouping for green flag, single file, side by side, penalty for jumping green comes out of your track time.
4. Make safe and clean passes. Do NOT dive under the slower car when entering the corner, nor use "bad" exit from corner which will result in a blind spot collision. Penalties assessed to both parties in such collisions. Overtaking car has the responsibility for making a safe pass.
5. Use your mirrors
6. Do not block – penalties will result
7. Do not become a target for other cars if you have to stop in the track
8. If you go four off for any reason come to a stop:
9. Wait for direction by corner worker BEFORE entering track
10. Exit track in hot pit for mandatory damage examination
11. If your car is exhibiting a problem (handling, brakes, leaks, etc.) signal with raised hand and get off racing line and proceed to track exit at a safe speed. DO NOT CONTINUE TO DRIVE A MALFUNCTIONING RACER (or race car) - FIX IT OR TRAILER IT.

Driver & crew conduct in pits (Again, only bring up if there is a need)

1. Driver is responsible for conduct of crew members, their children, dogs, etc.
2. NO alcohol or recreational drugs allowed in paddock, pit or track...PERIOD
3. No speeding in pits and paddock (5 mph). Penalty for unsafe speed in pits is immediate event suspension.

RACE STEWARD PACKET — Including requisite forms.

The Board and your fellow members appreciate your involvement. We realize that these events are produced by unpaid volunteers who are not professional. This packet has been prepared to assist you and includes:

1. The Job Description, this packet for Race Steward and any relevant Appendix items, especially Appendix J.
Drivers' meeting checklist
Pre-event checklist
Post-event checklist
Track inspection report
Incident Report (to be used for any race car incident)
Insurance Form (to be submitted in case of any track side injury — driver or spectator!)
2. It is suggested that you review RMVR General Rules published on the club's website.
3. Last year's Race Steward's comments (if you don't find those previous comments in this packet, you will learn how important it is to leave notes for the next person to do this job!)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR RACE CHAIRPERSON AND/ OR CHIEF STEWARD.

We value your opinions. Please prepare a brief written statement for the Board and include your comments, suggestions, and recommendations.

THANKS FOR BEING THE STEWARD OF THIS EVENT!

RACE STEWARD — PRE-EVENT CHECKLIST

Name of Track/Race: _____ Race Steward: _____

Asst. Steward: _____ Phone: _____

Race Chairperson: _____ Phone: _____

Asst. Chairperson: _____ Phone: _____

	Ready	Comments
Consult Chief Steward for last years event reports		
FYI: The week before the event, the Administrator will work with the Race Chair and finalize the schedule, list of entries, run groups, special race features, etc. They will provide you a copy prior to the race weekend.		
Talk with other Chiefs of a Specialty as needed.		
Meet with Race Chair		
Check with Chief Steward for any drivers on probation.		
If there is to be "civilian" lunch tours, review Appendix H (Doesn't apply to regular worker rides).		
Read and have on hand a copy of Appendix J.		
RACE DAY - Verify presence of: Ambulance: (On site?) Track Inspection: - Has track been inspected each day? Has Track Inspection Form been signed off on for each day? Tow truck(s) on site: Ph. # _____		
Note: Racing may not begin until ambulance and track inspection has been done and tow trucks ready to go.		
Chief of Police Phone number: 911		
Help set Driver's Meeting agenda both days (See guidelines for Drivers' Meeting). Keep it brief!		
Turn procedure over to F & C -- NOTE: Race Steward or Assistant MUST remain in control tower at all time when cars are on track.		

RACE STEWARD — POST-EVENT CHECKLIST (And Event Report)

		Ready	Comments
Meet with local authorities and/or track manager: Review event Propose improvements or changes	<input type="checkbox"/>		
Meet with Chiefs to: Review event and gather any proposed improvements & or changes Get comer workers, F & C and Tech reports	<input type="checkbox"/>		
Prepare event report for Board	<input type="checkbox"/>		
Review with Race Chair, obtain his/her reports for file	<input type="checkbox"/>		
Get infraction reports to Chief Steward by following weekend	<input type="checkbox"/>		
If needed, prepare and send insurance report of any injuries (driver, spectator, or crew) regardless of seriousness or whether or not medical attend was needed or accepted.	<input type="checkbox"/>		
Deliver report to Board	<input type="checkbox"/>		
Forward all reports to Chief Steward for retention and sharing with next year's Event Chair & /Steward	<input type="checkbox"/>		

Other Comments:

Recommendations:

Problems:

Submitted by : _____
Name
Date

Please forward completed Checklist (Event Report) to the Chief Steward (along with Event Chair's corresponding Post Event report) so next year's Event Steward (and Event Chairs will have the benefit of your efforts and suggestions.

TRACK INSPECTION FORM

The Event Steward (or designated person) has inspected the track and reported any issues for this event:

Event: _____
(track location) (dates of event)

The Race Steward has been informed of any findings which might effect racing. Any issues have been conveyed to the Event Steward, and this completed form left with the Event Steward. Must be performed for each day of the event:

Day 1: _____
(date &time) (signed by)

Day 2: _____
(date &time) (signed by)

TRACK INCIDENT REPORT
(This is NOT the Insurance Report)

Event _____ Date & Time _____ Report Taker _____

Location of Incident _____ Single Car ____ or Multicar ____

Driver Name(s) _____

Car Number(s) _____

Car Description _____

Description of Incident _____

DIAGRAM

TRACK INCIDENT REPORT
(This is NOT the Insurance Report)

Event _____ Date & Time _____ Report Taker _____

Location of Incident _____ Single Car ____ or Multicar ____

Driver Name(s) _____

Car Number(s) _____

Car Description _____

Description of Incident _____

DIAGRAM

INSURANCE REPORT

This form should be submitted for any injury or potential injury to any driver or spectator. It is to document circumstances should there be a future claim of any sort. File this for any injury, regardless of seriousness and whether or not the party needed or refused medical attention.

(The below report, while dated 2007, is still, as of March 2011, the operative form required by Heacock.)

MOTORSPORTS INCIDENT REPORT

1. Name of Track: _____

Date of Incident: _____ Time of Incident: _____ AM PM Was injury sustained? Yes No

INJURED PERSON: Driver Pit Crew Official Spectator Other: _____

(Last Name) _____ (First Name) _____ (M.I.) _____

Address: _____
(Street) _____ (City) _____ (State) _____ (Zip) _____

D/O/B: _____ Sex: Male Female Soc. Sec. No.: _____

Sanctioning Body: _____ Membership #: _____

If Injured Person is a driver, number of years experience: 1 yr 2-3 yrs 4-9 yrs 10+ yrs

Does Injured Person have other insurance? No Yes Company name: _____

2. What part(s) of the body was injured?

Hand L R Arm L R Foot L R Side R R Shoulder L R Hip L R Back L R Neck L R Chest L R Head L R Eye L R

severe cut/bleeding broken bones burns less serious/bruises

Disposition: On-site care only Ambulance-to what facility: _____

Fatality Other: _____

3. Location of accident: Track Pits Stands Restricted area
 Parking Lot Other: _____

Event name: _____

Roll cage: Full Partial Bolted/Gusseted

Helmet type: Full face Open face Other: _____

Clothing: Fire retardant Street clothes Other: _____

Weather: Clear Cloudy Rain

4. Description of Incident: _____

Witness: _____ Daytime phone no.: _____

Witness: _____ Daytime phone no.: _____

5. Track Official who prepared report: _____ Date: _____

(Print name)

Phone: _____

Signature _____

Send completed form to:



COLLECTOR CAR INSURANCE

PO Box 609 Burns TN 37029
Ph: 800-274-1804 Fax: 615-740-9087
email: bmadden@heacockclassic.com
24 Hour Emergency: 800-245-2744

04/2007

— Appendix A — Enduro Procedures
HPR ENDURO INSTRUCTION MANUAL
(Updated 9/2009)

NEEDED SUPPLIES

TIME-IN AREA

SUPPLIES FROM VAN

6 TIME-IN RUNNERS & WORKERS SAFETY VESTS
6 SAFETY CONES
1 TIME-IN TABLE

SUPPLIES FROM T&S

1 TIME-IN CARD BOX
300 PREPRINTED TIME-IN CARDS
1 TIME-IN CLOCK
(SET 10 MINUTES AHEAD OF PIT-OUT CLOCK)
1 TIME-IN CLOCK STAND
6 FELT TIP PENS

SUPPLIES FROM CONTROL

1 RADIO (FOR TIME-IN TABLE)

BORROWED

3 TIME-IN CHAIRS

TIME-OUT AREA

SUPPLIES FROM T&S

1 TIME OUT CLOCK (CONTROLLED BY WWV)
5 STOP WATCHES
1 TIME OUT CARD BOX

TIME-IN CAR DIRECTOR VOLUNTEERS
(3 WORKERS MINIMUM)

Workers will direct the Driver to proceed passed the TIMING TABLE and stop, out of the way of other cars, to wait for a RUNNER to bring the TIME CARD. (Each Worker will take responsibility for one car at a time. The Worker will then assist the Driver out of the TIME CARD area to either TECH or into the PITS.

MORNING SESSION

AFTERNOON SESSION

TIMER VOLUNTEERS
(3 WORKERS MINIMUM,)
2 TIMERS,
1 CAR NUMBER SPOTTER

The CAR NUMBER SPOTTER calls out the car number of the car as it approaches the “TIME IN” STATION for recording the time in on the TIME CARD. The TIMERS put the “car number” and the “time in”, (to the second), on the TIME CARD and give it to the TIME CARD RUNNER.

(It is important that the TIMERS work out a rotation so no car is missed).

If the race is “RED FLAGGED”, the pits will be closed until the race is re-started. No TIME CARDS will be handed out until the race is re-started.

NO TIME CARD WILL BE ISSUED FOR THE LAST 15 MINUTES OF THE ENDURO.

MORNING SESSION

AFTERNOON SESSION

TIME CARD RUNNER VOLUNTEERS
(3 WORKERS MINIMUM)

The TIME CARD RUNNER takes the TIME CARD from the TIMERS and delivers it to the Driver as quickly as possible. (The Worker may take more than one TIME CARD, but it is very important that the car number is always verified with the TIME CARD so there is no mix up).

MORNING SESSION
AFTERNOON SESSION

_____	_____
_____	_____
_____	_____

PIT-OUT JOB DUTIES
(4 PIT & GRID WORKERS)

1. As cars come into the “PIT OUT” area, get the attention of the driver and direct him or her to a position that will not block others from proceeding on to the track.
2. Get their time card and help them leave “PIT OUT” at the EXACT time, (down to the second), using the official RMVR Stop Watches or the official clock at the exit to “PIT OUT”.
(You may work with more than one car, but don’t take more than you can handle).
3. There is a box by the clock for you to put the Time Cards in after the car has been released.
4. IMPORTANT: If the car leaves early the Driver will be PENALIZED by Timing and Scoring.
5. The cars must re-enter the track in the normal manner.
6. IF THE RACE IS “RED FLAGGED”, HOLD THE CARS, WHICH WANT TO RE-ENTER THE TRACK, UNTIL THE RACE IS RE-STARTED.
7. On the back of the Drivers Time Card, add the “RED FLAG” “Hold Time” to the original “Time Out” time on the front of the card. This will be the new release time, after the “RED FLAG,” for the driver. (The “Hold Time” will be give to you by T&S.)
8. NOTE: There will be some cars that have gone into the pits without getting a time card, so allow them to leave when they are ready.

PIT-OUT VOLUNTEERS (In addition to Pit & Grid, if needed)

At Pit-Out, as detailed above, cards from divers must be checked against the official clock and hold them until their 10 minute time has elapsed.

MORNING SESSION
AFTERNOON SESSION

RED FLAG PROCEDURE

T&S “red flag” the race on the computer.

“Pit in” will not allow any cars in the pits.

“Pit out” will not allow any cars onto the track.

T/S will start a stop watch to record the total “red flag” time. (This is needed to release cars from the pits after “red flag”.)

T/S will determine race leader and with the help of “tech” & “pit & grid”, move the leader and all cars behind him to the front of the line of cars in the hot pits. To put everyone on the same lap, t/s will remove a lap from the cars that crossed the S/F before the “red flag”.

To re-start the race, the cars will proceed around the track single file to the “green flag” at S/F.

At the “green flag”, the stop watch will be stopped and the time recorded. “pit out” will add the time from the stop watch to the “scheduled time” the cars in the pits were due to return to the track. (The T/S computer will show which cars were in the pits at the time of the “red flag”.)

HPR ENDURO

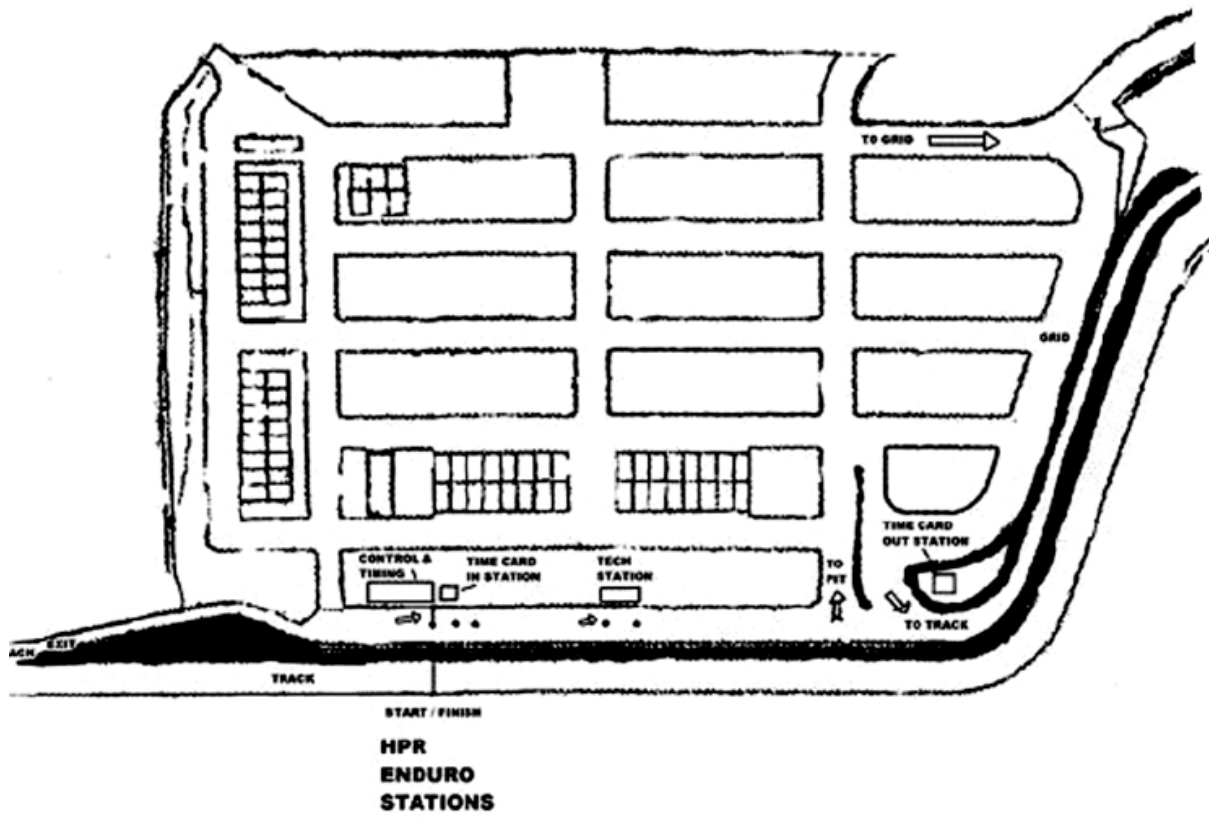
DRIVER INSTRUCTIONS

1. You must take two 10 minute pit stops. These may be taken in your own pit location (after getting your time card). **NOTE: IF THE RACE IS RED FLAGGED, THE PITS WILL BE CLOSED UNTIL THE RACE IS RESTARTED.**
2. **NOTE: NO TIME CARDS WILL BE GIVEN FOR THE LAST 15 MINUTES OF THE ENDURO.**
3. You may use your pit stop for whatever mechanical repairs are necessary, but if more than 10 minutes are required, you may not shorten your second pit stop to make up for it.
4. To get your "TIME IN" card, exit the track and enter the first "coned off" location. A worker will guide you to where you should stop. Then you will get your card from the pit stop worker. This will indicate your car number, and the time, (to the second), that you are due to go back on the track. (It is permissible to go to your pits at any time without getting a "Time Card" by passing, to the right of the Time Card station and entering the pits at the gate just after the Tech Station. Re-enter the track as you normally would through the "Hot Pits").
5. Your pit crew should be ready for you with gas, water, etc. at your Enduro pit area.
6. It is permissible for your pit crew to keep track of the time, or the laps, for you and signal you when it's time for you to come in. You may use a card, colorful umbrella, etc. but preferably nothing that might look like a corner worker's flag. (The "Start / Finish Stand will display time cards that count down in 5 minute increments.)
7. **NO SPEEDING IN THE PITS! 5 MPH MAXIMUM SPEED!**
8. No children under 14 or pets allowed in the Hot Pits.
9. There will be a coned off lane for direct entry into the Tech Station, should you need to visit the Tech guys during the race for a "4 off" or Black Flag situation. Just by pass the Time Card Station.

(You may pick up a time card on the way to "Tech" if you want to use the time as part of your "Pit Stop".)
10. Even though there are Workers with stop watches at "PIT-OUT", it is still the responsibility of the Driver to keep from leaving the pit early. Short pit stops show up on the computer and will be penalized 1 lap per minute.
11. The "PIT OUT CLOCK", which is controlled by WWV, will be available at the Control & Timing building on Saturday so you can set your watches for use in the pits.

(During the Enduro, the "Pit Out Clock" will be located at the exit of the "Pit Out Lane".)
12. **FOR THIS TO WORK, EACH RACE GROUP, (CLOSED WHEEL & FORMULA), MUST PROVIDE VOLUNTEERS TO WORK, FOR THE OTHER GROUP, TO HELP WITH TIMING THE CARS, WHEN THEY COME IN.**
13. **SEE THE MAP,(ON THE BACK OF THIS PAGE), FOR ENTERING AND LEAVING THE TRACK AND LOCATIONS OF THE TIME CARD AND TECH STATIONS.**
14. **PRODUCTION CARS GO OUT FIRST ON EVEN NUMBERED YEARS AND FORMULA CARS GO OUT FIRST ON ODD NUMBERED YEARS.**

HPR ENDURO MAP



— Appendix B — Worker Benefits Guidelines

The Chief of Accommodations is responsible for making arrangements for workers at out of town events, contacting the motel, reserving the rooms, and seeing that a deposit is made on the rooms by the Treasurer and that the balance is paid.

Each chief is responsible for determining (within club guidelines) who works each race and assigning rooms to those workers. Each chief must notify Accommodations Chief, at the latest on Sunday prior to the race, of the number of rooms needed and room assignments by name, roommate, number of beds per room, and smoking preference. Cancellations should be made by Thursday. It is not the job of the accommodations chief to assign rooms and roommates, only to reserve the number of rooms designated by the chief. When the chief arrives Friday at the motel, please check to see if your workers are using all the assigned rooms. If not, please notify the motel and attempt to cancel unused rooms. All beds must be pre-authorized by the chief, and unscheduled workers are not entitled to a bed (or dinner ticket). Specific complaints about rooms by workers should be directed to their specific chief.

Dinner reservations for workers also will be made by the chief, who will notify the Administrator of the names and total number needed (again within club guidelines). Notification must be by Monday preceding the event, with cancellations by Thursday. If a chief has dinner tickets on Saturday which he knows will not be used, the chief must give the tickets to the Administrator by noon of that day. Chiefs should make all efforts to see that we do not have any unused dinner tickets as it is costly to the club.

Workers who apply for reimbursement for room expense must submit proof of room occupancy (i.e. room payment receipt) to their chief for approval of a credit of \$40.00 per night. The chief will then submit a credit slip to the treasurer for payment to the worker.

Workers who are also racing are not entitled to either a free room or a meal at an event.

The workers currently approved for benefits are as follows:

	<u>Room Accommodations</u>	<u>Meals</u>
Pit & Grid	5 beds	5
Timing & Scoring	3 beds	3
Tech	4 beds	4
Starter	2 beds	2
Flagging & Comm.	3 per corner station as needed at each race	same as beds
	4 at black flag station	“
	3 at control	“
Equipment Manager	2 beds	“
Race Steward (not Assistant)	1 bed or 1 free track event	
	(Only if you do not compete at your event)	
Race Chair	0	0
Administrator	0	1

— Appendix C — Number Of Radios Per Track

<u>Track</u>	<u>Number Required</u>
LA JUNTA	22
PUEBLO	25
PUEBLO GATE	1
PPIR	27
HPR	30
MPH (Hastings)	?

The club currently owns 20 radios and 16 head sets. The rest are leased from Bear Communications prior to each event. The wreckers, ambulance, and Timing & Scoring, usually do not use head sets. There are 4 single-eared head sets that can be used for the wreckers, etc. Following is a list of who get radios where. The above numbers include 1 spare.

CONTROL	3
CORNER CAPTAINS	1 per corner depending on track, +1 scanner at black flag
START	2
STEWARDS	2
GRID/PIT OUT	2
TECH (HOT PITS)	1
WRECKERS	2
AMBULANCE	1
PACE CAR	1
EQUIPMENT MANAGER	1 + 1 Spare for exchanging with problem Radio/Headsets

— Appendix D — Data Management

Because of the extensive, complex, and constantly changing nature of this detailed information, a separate document, **RMVR-Data_Management_Manual.doc**, is maintained. The document is edited by the IT Administrator and a copy achieved the webmaster.

That document explains all the moving parts of RMVR's database management, where/who maintains info, and how it's all integrated.

RMVR data is in four places:

1. The rmvradmn.mdb Access database maintained by the club Administrator.
2. The rmvr-eligibility.xls spreadsheet maintained by Chief of Eligibility
3. The MySQL database hosted by the webmaster's service where tables facilitating online registration are kept. (Data from the Administrator and Eligibility are routinely uploaded to that MySQL database)
4. The club's account at Constant Contact where names and email addresses for members (and non-members and past members) are kept.

'Nuf said here.

— Appendix E — Messenger Editor Procedures

This appendix section provides detailed instructions on how to produce the “document” collectively known as the RMVR *Messenger*.

1. Preparation of the “document”:

The "document" has multiple components:

Vintage Messenger: This part of the “document” is set up for 3 1/2 pages of information, formatted to fit on an 17" by 11" piece of paper, with four portrait style 8 1/2" by 11 pages. The 11" by 17" page is folded to form an 8 1/2" by 11" booklet and the folded, top to bottom to form a 5 1/4" by 8 1/2" package, for mailing. The last 1/2 of the 4th page is set as a mailing block, with RMVR's return address.

The font used throughout the Messenger is Times New Roman.

Page #1 has the "OFFICIAL NEWSLETTER OF ROCKYMOUNTAIN VINTAGE RAGING", in CAPS, 10 point, at the top of the page. Next line, is "VINTAGE MESSENGER", in CAPS, 48 point. Volume/Number (justified left) and Month/Date (justified right), is next, on the same line, 10 point, with 1.5 point dividing lines, page width, above and below the information. At the bottom of the page is a block with Board Meeting time, date and location information, as well as general contact information for RMVR. Margins are Top-.5", Bottom- .38, Left- .5", Right- .5". The body of the "document" is set up for three columns per page, 2.33 width, .25 gutter, justified, and 10 point type. Type size can be adjusted up to 12 point or down to 9.5 point, to fit or fill, the information provided, on a monthly basis.

Messenger information is provided by a number of RMVR officials, Specialty Groups and the Membership. They are listed below, in the rough order of their information's inclusion priority.

- Minutes- provided by the Secretary
- Event Schedule- taken from the Board of Directors Meeting Minutes
- Announcements- provided by the President or Board
- Infraction Report- provided by the Chief Steward
- Announcements- provided by the Chiefs of Specialties
- Announcements- provided by Race Chairs or Race Stewards
- Announcements from the Membership- provided by individual members
- Classifieds- provided through the Administrator or directly by the Membership
- Filler- From one-line "snippets" to near full-length articles, providing information on the preparation of race cars, care & preparation of support equipment, operation of events or the general safety of all concerned. These items are not necessarily time-sensitive and are included on space available basis. Anyone may provide filler. Its use is at the discretion of the Messenger Editor.

Volunteer News: Set up for one 8 1/2" by 11" piece of paper, two sides. On the top of page #1 is "RMVR VOLUNTEER NEWS", in CAPS, 28 point, italicized, right justified. The next line is the "Month Year", 16 point, italicized, right justified. The crossed checkered flag graphic is located at the top left of page #1. On the bottom of page #2, is the contact information for the Chiefs of Flagging & Communications, Grid and Tech. Information for the Volunteer News is provided by the Chief of Flagging and Communications. Type size can be adjusted up to 12 point or down to 9.5 point, to fit or fill, the information provided, on a monthly basis.

Event Announcements: Set up for one 8 1/2" by 11" piece of paper, two sides. The RMVR logo is placed at the top left corner of page #1. Progressing down the page, the Event Name, Date, Location, Chair, Steward, Race Entry Fee, Late Entry Fee, and Event Schedule are listed. At the bottom of the page is a block with Drivers' requirements and cancellation policies.

Page #2 has a map of the venue, a map of how to get to the venue and accommodations at/near the venue. The Messenger Editor keeps the accommodation information current.

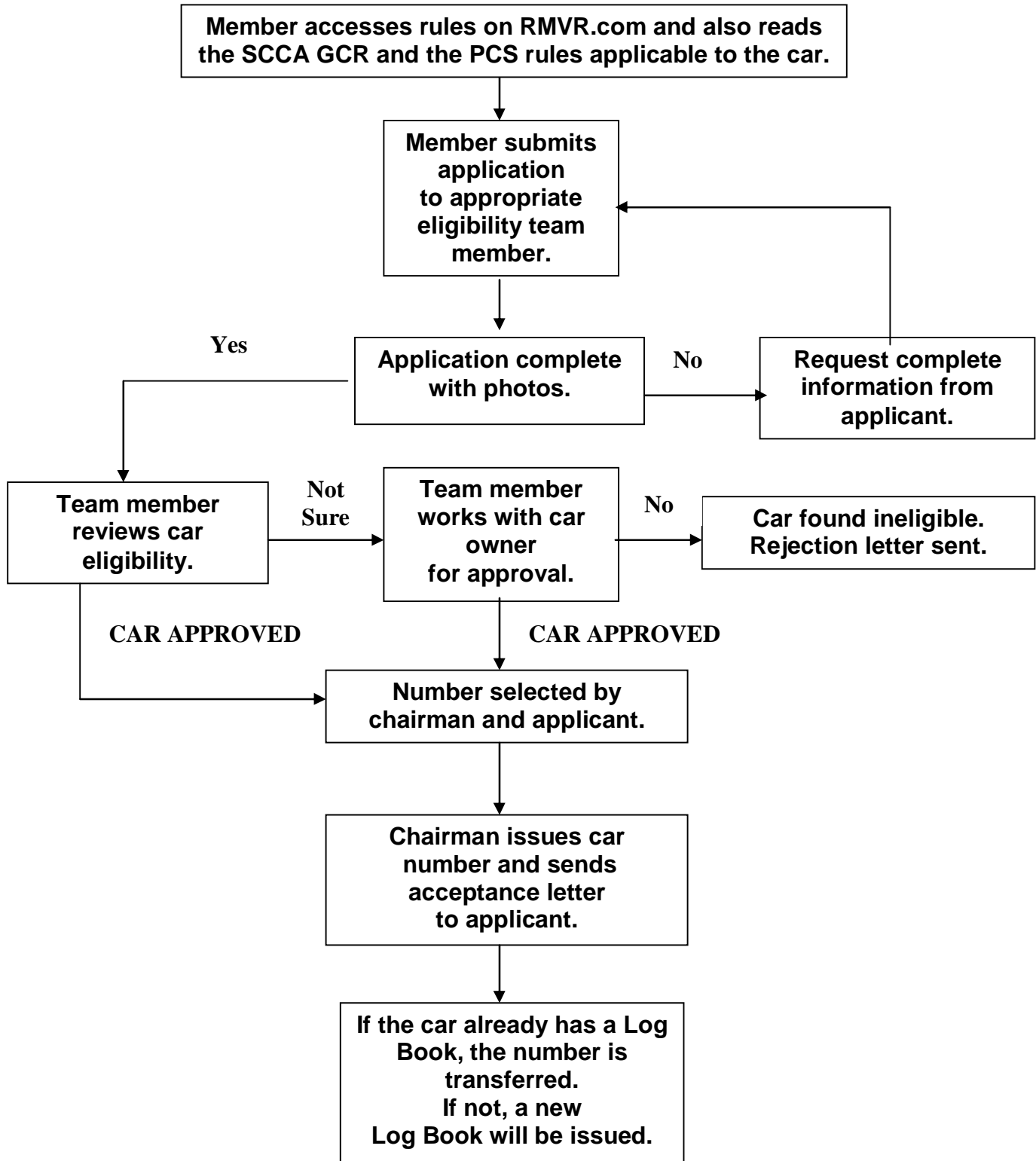
Special Notices: Request for Entry form, Annual Pre-Tech form, Medical forms, Membership Renewal forms, Charity or other special information. These are included and sized on a case by case basis.

2. Preparation of the "document" for distribution:

Once the "document" has reached it's final form, two copies are produced, in Adobe .pdf format. One is "optimized for screen", the other is "optimized for press/print". The screen-optimized version is sent to the Webmaster and the E-mail crier. The file size of the screen-optimized version should be less than 100k, for a standard package of Messenger, Volunteer News and Event Flier. The file size may be larger if there are a significant number of Special Announcements included. The Webmaster posts the "document" to the RMVR web site and the crier notifies the membership, via e-mail, that the Messenger is ready to view and download.

The print/press optimized version is sent to "the printer", for printing and mailing to those members who require a mailed hard copy of the Messenger. The mailing list is sent to "the printer" by the crier, separately. "The printer" handles the printing, collating, addressing and mailing of the "document"

— Appendix F — Car Eligibility Flowchart



Requirements For Ambulance Service At All RMVR Races

- I. There shall be an ambulance on site at all times that is dedicated to the RMVR race participants, workers and crews.
- II. The ambulance crew shall consist of at least **one paramedic and one state certified Emergency Medical Technician Basic**. If, due to available local services a paramedic is not available, we will accept a minimum one ALS (Advanced Life Support) trained EMT and one state certified Emergency Medical Technician Basic.
- III. The ambulance shall be equipped and licensed as an **Advanced Life Support Unit** with advanced life support equipment including, but not limited to, a monitor defibrillator, positive pressure breathing of some type, intubation equipment, suction, ACLS drugs and fluids and spinal immobilization equipment and stretchers.
- IV. The ambulance shall have constant access to radio communication with the emergency room and the emergency room physicians.
- V. There shall be a clear understanding of who will be a designated driver for the ambulance in the event that both EMT's are needed to be with the patient during transportation.
- VI. The ambulance must have a planned designated hospital and trauma center, and an alternate if the primary hospital is on a divert mode. They must also be capable of soliciting alternative transportation (flight for life, air life, etc.) if necessary.

— Appendix H — Lunch Touring

RECOMMENDED MINIMUM GUIDELINES FOR TOURING SESSIONS (Prepared by Vintage Motorsports Council) November, 2005

These recommendations are intended as minimum guidelines to cover touring events during race weekends (usually at lunch) **when street cars are driven by state licensed “civilian” (i.e. not competition licensed) drivers.** (This doesn't apply to normal RMVR “Worker Rides”) Each club should have policies and procedures that, at a minimum, include these safety guidelines.

1. The club will determine what vehicles are appropriate for participation after evaluating the specifics of track configuration and weather.
2. The club will determine the minimum appropriate safety devices (such as seatbelts, and eye protection) required by the participants and their vehicles.
3. The club will verify that every driver participating in the touring session has a valid state driving license.
4. Every participating driver and passenger must sign a waiver of liability for the touring session.
5. Every participating driver must sign a statement stating the car is mechanically sound, has no leaking fluids and has operating brake lights.
6. The club will determine if passing will be allowed and designate zones where passing is allowed after evaluating the track configuration and existing track conditions.
7. The club shall communicate the rules of the touring session either in writing or verbally to all the participants — drivers and passengers.
8. Prior to the start of the touring session, the club must establish complete visual coverage of the track and radio communication with appropriate personnel to provide adequate control. Further, appropriate flag stations will be established, manned and in radio communication.
9. To maintain control of the vehicles on the track, the club will provide a pace car and a “chase” car, and both will be in radio communication with central control and each other.
10. The pace car driver will maintain a speed that is appropriate for the track, the types of participating vehicles and existing conditions.

— Appendix I — President Check List

As President Elect:

5. Race event schedule: Approximately in August of the president-elect year, begin to construct the race schedule for the following season, and complete task by November. Most tracks require signed contracts and deposits, but if a track does not, a signed letter of intent is recommended. Complete schedule by November.
6. Chiefs Of Specialty: It is a courtesy to contact the existing Chiefs to thank them for their service and verify that they are willing to continue; if not, you must recruit replacements. Many positions (e.g., Chief Driving Instructor, Chief Steward) typically utilize an assistant to the Chief who inherits the Chief's position; other positions have no lineage and may require new appointments. If you learn that a Chief intends to resign in the near (one year) future, you might consider recruiting an "assistant" who would learn the position during the interim.
7. Board meeting location: Obtain commitment for a board meeting place.

As President:

10. Banquet: Your president's term begins at the January banquet, and you are expected to address the membership and discuss the coming year.
11. Event Chairs & Stewards: You are responsible for recruiting a team of event Chairs for all track events (including Drivers' School). This should be completed by the end of February. The Chief Steward typically recruits the event Stewards.
12. Chair & Stewards Meeting: This meeting typically is held in March. After the president makes appropriate comments, the Administrator and the Chief Steward review event requirements with the event Chairs and Stewards.
13. Fire & Rescue School: Also held in March, this event is organized and run by Flagging and Communications. Your attendance is desirable but not required.
14. Race Events: Race events can't go on without medical support and insurance certificates, so verify that ambulance contracts are in place and that the insurance chief has delivered the insurance certificate to the Event Chair.
15. Tax Returns: RMVR's 990 tax returns are due May 15th. Normally the Treasurer is responsible for assembling the reports and filing the returns.
16. Nominating Committee: Per the Constitution & Bylaws, a nominating committee should be selected by the September business meeting. A slate of nominees is presented at Feedback.
17. Feedback Session: President runs the Feedback Session, which may be considered as the November business meeting (this has varied over the years).
18. Awards: Review the list of awards and meet requirements.
19. Banquet: President and the Awards Chair collaborate as master-of-ceremonies of the Banquet.

As Past-President:

1. Operations Manual Review: review with past year's chairs their respective sections; coordinate and update the Ops Manual as required.

— Appendix J — Steward's Standards (Context and Parameters)

In keeping with the charge of "maintaining a consistent philosophy of non-aggressive driving behavior" and to support and emphasize consistency, the following is provided to add context to the enforcement of the rules.

It is the Race Steward's role to determine fault in all incidents. Care should be taken to gather as much information on the incident from as many credible sources as possible and as soon as possible. Drivers at fault of Over Aggressive Racing (OAR) resulting in metal-to-metal contact are to be immediately expelled from the event. Further penalties may well be assessed by the Chief Steward upon review of the Race Steward's report.

Consistency in the application of Steward authority is of the utmost importance! Apply that authority fairly, graciously, objectively, without bias and with safety as the paramount concern. Doing so will assure to great events, current and future.

Two off — Occasionally going two off during the course of a race is not an infraction. As long as the driver handled the situation properly, no action from the Steward is required. Repeatedly putting two off in the same corner is not an infraction. Continually putting two off throughout the course is an example of Over Aggressive Racing (OAR) and should draw a furred black flag. If the behavior persists, the driver should be black flagged.

Four off — In and of itself, this is not an infraction, however, the driver's response to it may be. Drivers going four off are to wait for instruction from a corner marshal to safely reenter the track and then proceed directly to Tech to have their cars inspected. If the off occurred in an area inaccessible to a corner marshal and the driver can reenter safely, s/he is entitled to do so without such instruction. Drivers accessible by corner marshals who choose not to wait for instruction to reenter and those who do not proceed directly to Tech shall be black flagged and told to report to the Race Steward following the race. The Race Steward will remind the driver of proper protocol. A second such infraction in the same weekend is cause for expulsion from the event.

Passing under yellow — Passing under the yellow flag, whether standing or waiving, indicates a lack of awareness on the driver's part. Driver should be black flagged and told to improve general awareness.

Speeding in the pits or Paddock — This is of great concern, especially at HPR. Visibility in the paddock is limited, intersections are multiple and, with all of the outreach we've been doing, the number of people unfamiliar with the environment is likely to be high. For the first infraction, driver receives a Steward's warning; second infraction is cause for expulsion from the event. NOTE: if the first offense is sufficiently severe, Steward may forego the warning and immediately expel the driver.

Single car incident (a car contacting wall, tire barrier, etc.) — The driver must report for checkup at ambulance, regardless of severity of contact. Once cleared by Medical, driver must report to Race Steward. Race Steward will review the incident with the driver, fill out an incident report and advise driver that the Chief Steward will review the incident and will contact the driver in writing to communicate the final determination of the incident and if penalties will be assessed. Driver may continue racing that weekend if the car can be repaired and cleared by Tech.

Multi-car incident — All drivers involved must report for checkup at ambulance, regardless of severity of the contact. Once cleared by Medical, drivers must report to Race Steward. Race Steward will review the incident with the drivers, fill out an incident report and advise drivers that the Chief Steward will review the incident and will contact the drivers in writing to communicate the final determination of the incident and if penalties will be assessed.