



# EVENT GUIDELINES 2005

The overall philosophy of BMW CCA Club Racing is to offer all of its licensed club racers a competitive driving experience conducted in a fun, safe, and friendly environment on a reasonably level, class-based playing field for all types of factory authorized or constructed BMW's. The primary emphasis is on clean driving and machinery preservation. The application of common rules and procedures by the BMW CCA Club Racing Stewards will maintain this philosophy at each event.

- BMW CCA Club Racing events are normally organized by a BMW CCA chapter. . A Club Race event may also be organized by a BMW CCA region or by the national BMW CCA Club Racing organization. Every event requires the submission and approval of an event application by the Club Racing National Chairman
- One or more BMW CCA Club Racing Stewards will attend each event. The Competition Steward is the head official at each event.
- The track will be staffed similarly to other racing events: SCCA or equivalent, racing experienced, corner workers and appropriate emergency services. The medical committee provides a protocol for minimum emergency services. Under normal circumstances each required corner worker station should be staffed by a minimum of two corner workers. The Competition Steward may elect to operate the event with a station or stations manned by one worker if he determines the practice to be safe and prudent.
- BMW CCA Club Racing Tech personnel will conduct car scrutineering with support from the organizing body.
- Rules, classes, and operating procedures will be the same for every BMW CCA Club Race event. This does not preclude the application of local track requirements such as reduced sound levels or "quiet hours." Registration and entry materials should clearly specify any special local requirements that are more restrictive than BMW CCA Club Racing rules.

- Practice, “warm up” and qualifying sessions and all races will be by class; classes may be grouped according to entry, but cars will only compete within their class.
- Driving in all Club Race sessions will be under normal racing conditions (i.e., passing will be at the discretion of the drivers, and track conditions controlled by the corner workers) with vintage racing etiquette and rules. The 13/13 rule applies to all sessions driven under the auspices of BMW CCA Club Racing and under racing conditions.
- On-track performance of all competitors will be monitored and tracked by BMW CCA Club Racing. Conduct which jeopardizes safety or results in dangerous or damaging situations will not be tolerated. The BMW CCA Club Racing Competition Steward shall exercise judgment and discretion through the use of the Black Flag to control all drivers on track performance (spins, wheels off incidents, passing under yellow, blocking). In addition to the normal discretion of the BMW CCA Club Racing Competition Steward to deal with unsafe conduct during all club racing sessions, the 13/13 rule will be in effect at all BMW CCA Club Racing Program events. Under this rule, any incident which results in car damage, will cause the following:
  - The BMW CCA Club Racing Competition Steward will collect and review all information relating to the incident, including corner worker and other observer reports, driver statements, and damage reports from the BMW CCA Club Racing Event Tech Steward, in order to make a determination of fault.
  - Any driver who is found to be at fault in a multi-car incident will be placed on probation for a period of thirteen (13) months and may, at the discretion of the Competition Steward, be excluded from competition for the remainder of the event at which the incident occurs. Additionally, the Competition Steward may suspend the driver from the next BMW CCA Club Racing event in which he could have competed.
  - If the driver is found at fault in a single-car incident, the Competition Steward may, at his sole discretion, reduce the probationary period to three (3) months or six (6) months in lieu of the thirteen-month period.
  - If during any probationary period the driver is found at fault in another incident, his license and BMW CCA Club Racing competition privileges will be suspended for thirteen (13) months.
- All practice, “warm up” and qualifying sessions should be of modest length (approximately 20 to 30 minutes). Any track session of more than 30 minutes requires the Competition Steward’s prior approval and should be coordinated well prior to the event schedule being published. Sprint races should not exceed 40 minutes, as some Modified cars do not have the fuel capacity for longer races.

- All race starts will be rolling. Normally the start will be with a pace car and two rows of racecars. At the discretion of the Competition Steward, starts may be single file. Standing or “Le Mans” type starts are prohibited. For races where there are large numbers of cars with disparate speeds, the Competition Steward may elect to conduct split starts with one group started separately from the second group. Restarts will be single file.
- Trophies or other awards may be provided at the discretion of the organizing body. Awards should emphasize performance in class versus overall finishing position.
- Qualifying will be either by a timed session (for best lap) or a "qualifying race" in which the overall finishing position will determine grid position for the feature race. The Competition Steward may determine the grid position for a qualifying race using the best lap times from a designated practice session. At his discretion, he may do the same for a qualifying session, or may elect to allow a first-come, first-served determination of the qualifying session grid.
- There will be a drivers meeting held each day prior to any on track activity. Additional drivers meetings may be called at the discretion of the Competition Steward. Attendance is mandatory for all drivers who will take the track that day. Failure of a racer to attend a mandatory drivers meeting will result in a minimum penalty of starting the next race in which the racer participates from the back of his respective grid group.
- All car classification disputes and decisions are to be presented to the BMW CCA Club Racing Technical Steward. The Tech Steward will make the final determination with the concurrence of the Competition Steward.
- Race results, event news, and general Club Racing information will be published on the website as soon as possible. A printed newsletter may be produced and distributed as a supplement.
- Entry fees will be set by the organizing body with input from BMW CCA Club Racing. Late entry fees or other incentives for timely entry are strongly recommended.
- Events will be insured by the BMW CCA track insurance policy; insurance will include liability and participant accident coverage (medical). If insurance is obtained other than that used by BMW CCA Club Racing, the policy must meet BMW CCA Club Racing minimum coverage levels and be approved by the BMW CCA Club Racing Chairman. BMW CCA, BMW CCA Club Racing and all officers and officials thereof must be a named additional insured on all event policies not purchased

through BMW CCA. In such cases the insurance certificate must be presented to the National Chairman of Club Racing at least 5 business days prior to the event.

**NOTE:** *Every prospective competitor should know that he has total responsibility for any damage to his/her car irrespective of who is determined to be at fault.*

- All competitors must hold a current BMW CCA Club Racing License issued by BMW CCA Club Racing and be a current member or associate member of BMW CCA. Issuance of a BMW CCA Club Racing license is subject to the terms and conditions of the BMW CCA Club Racing Licensing Policy.
- Every driver entering the BMW CCA Club Racing Program either as a license candidate or a provisional licensee will be deemed a rookie for two races that may not be completed at one event.
- Normally the maximum number of cars allowed for registration purposes is 25 per track mile rounded to the next highest digit. If that number is deemed excessive by BMW CCA Club Racing for a particular track, the hosting body will be advised of an smaller alternative number to be used. The Competition Steward may, at his sole discretion, allow an overage of up to 10% of the calculated maximum.
- Endurance races are specifically prohibited at tracks that do not have a pit loop unless additional volunteer staffing requirements, as specified in the Hosting Body Responsibilities section.
- No race may field more than 8 rookies or 10% of the entries, whichever is greater, without specific pre-event approval from the event Competition Steward.
- Additionally, rookies may not participate in their first BMW CCA club race at Watkins Glen International without having previously driven at the track for at least one day in a high speed driving school or designated race-practice-only day.
- Each hosting chapter is encouraged to acquire and assign a club racing mentor to each rookie who is racing in his first BMW CCA Club Racing event. Any willing experienced racer who has a reputation for being courteous is qualified to mentor a new rookie. The regional CRAC representative may be helpful in recommending mentors and should be used as a resource by the hosting chapter's race chairman.



# RESPONSIBILITIES

## HOSTING BODY RESPONSIBILITIES

- **REGISTRATION**

- ❑ A process for Club Racer registration must be established
- ❑ On-line registration capabilities are available on the club racing website at <http://www.bmwccaclubracing.com> . To maintain consistency for the racers and staff, the on-line registration process **MUST** be used unless prior authorization to use an alternate method of registration is received from the Club Racing Chairman.
- ❑ The event registrar must send an email to [webmaster@bmwccaclubracing.com](mailto:webmaster@bmwccaclubracing.com) requesting a username/password for access to the website as the event registrar. This status allows the registrar access to the registration list with managerial authority such as editing the event details, making registration forms available, and viewing reports of all racers applying to your event.
- ❑ Ensure entry forms are on file with drivers clearly identified
- ❑ Collect any unique forms for the event such as the drivers' bio forms (part of on-line racer registration process).
- ❑ Collect the medical forms and retain at the track during the event (part of on-line racer registration process).
- ❑ Collect driver, car (class, chassis, model, car number and color) and AMB transponder information and distribute to the T&S Steward. A preliminary list **MUST** be sent to the Competition Steward and to the T&S Steward five business days prior to the first day of the event (as part of on-line racer registration process, these reports are accessible to the Stewards without additional work from the registrar)..
- ❑ A "final" list of all entrants must be submitted to the assigned Competition Steward and to the National Licensing Coordinator no later than three business days prior to the first day of the event. The list should include the names of each entrant, denoting rookies and provisional license holders plus the class of the entered racecar. This does not preclude the allowance of properly documented entries after this date. Late entrants should be advised that they may not appear on initial timing and scoring results since their data will not have been pre-loaded by the Timing and Scoring Steward (as part of on-line racer registration process, these reports are accessible to the Stewards without additional work from the registrar). To help avoid late entrants, Club Racing strongly advises a late fee be charged for any racer completing registration within two days of an event.
- ❑ The registrar will provide a list of all rookie and provisional license holders to the Competition Steward and the event's designated Rookie Mentor Program Coordinator not later than one week prior to the first day of the event. The

Coordinator will make the mentor/racer assignments and notify the Competition Steward, the rookies and the mentors of the assignments not less than three days prior to the first day of the event. The Coordinator should also make arrangements for suitable mentor alternates in the event of last minute cancellations by designated mentor.

- **INSURANCE**

- Insurance premium application and payment are due a minimum of 30 days prior to the event.
- Events will be insured by the BMW CCA track insurance policy that includes liability and participant accident coverage (medical). If event insurance is obtained other than that used by BMW CCA Club Racing, the policy must meet BMW CCA Club Racing minimum coverage levels and be presented for approval to the BMW CCA Club Racing Chairman at least five business days prior to the first day of the event. BMW CCA, BMW CCA Club Racing and all officers and officials thereof must be a named additional insured on all event policies not acquired through BMW CCA.

- **PROMOTION, PUBLICITY, SPONSORSHIP and ADVERTISING**

- Promotional materials to prospective entrants. Space will be provided at no cost on BMW CCA Club Racing website. Events will be listed in the Roundel magazine (date must be submitted at least 120 days prior). Mailing labels for license holders will be provided from the National Office at a modest cost. Other media efforts are up to the hosting body.
- All locally obtained sponsorships must be coordinated with the BMW CCA Club Racing Marketing Committee.
- Post-event publicity: provide event articles, photos and final results for ROUNDEL or Club Racing publicity. This should be coordinated with the ROUNDEL motorsports editor.

- **EVENT STAFF**

- Event Chair
- Event Registrar
- Sound Marshal (if required).
- Corner Workers (normally two per manned station with full set of flags).
- Pit and Grid Workers (normally a minimum of 2, with recommendation of one additional for each 10 cars over 20)
- If the track does not have a functioning hot pit timing loop, two volunteers with watches are required to man the pit entry and pit exit points and record times for each racecar's entry and exit.

- **TIMING & SCORING SUPPORT**
  - Provide a minimum of two volunteer workers for Timing & Scoring. The Competition Steward may reassign the workers if they are not needed by Timing & Scoring.
  - Provide a method capable of sufficient volume to produce copies of all timed sessions and race results to all racers and Stewards.
  
- **TECHNICAL SUPPORT**
  - Provide a technically competent assistant to the Tech Steward, with a minimum of one assistant for every 25 cars or portion thereof. To be considered competent, the assistant should have a fundamental understanding of mechanical terms and the ability to use simple tools at the direction of the Tech Steward. Professional mechanical experience is helpful, but not required.
  - Provide a set of suitable scales for weighing cars with mandatory weight limits (Stock and Prepared). The Tech Steward will determine which cars are to be weighed and when.
  
- **EMERGENCY SERVICES**
  - Ensure conformance to the BMW CCA Club Racing Medical protocol; a minimum of one ACLS ambulance is required. Two ambulances are highly recommended. No cars are allowed on track without an ACLS ambulance on station at the track.
  - It is highly recommended to have at least one tow truck with “roll back” capability
  - Pace Car (any beautiful BMW will do). The pace car driver must be approved by the Competition Steward and will be accompanied by either a Steward or alternate to be designated by the Competition Steward who should be in radio contact with the Competition Steward.
  
- **SOCIAL EVENTS and AWARDS**
  - Social activities are discretionary. Socialization opportunities among the racers, hosting body members and Club Racing staff are encouraged.
  - Club Racing provide awards from the national sponsors to be distributed on a random drawing basis after the Feature race. The hosting body may elect to provide other awards. The distribution method is at the hosting body’s discretion but should reflect the spirit of Club Racing. All registered racers who competed in at least one race session are eligible. Class winner prizes are based on the results of the designated “feature” race.
  - The Event Chair or his designated representative will conduct the awards ceremony within one hour of the end of the feature race. Awards will be made for class winners and all available contingency prizes. A minimum field of 12 eligible racers is required for presentation of the contingency prizes.

- Trophies or other similar awards may be presented at the discretion of the hosting body and **MUST** be awarded based on class performance/finish or other criteria and not on the overall finishing position.
  
- **EXPENSES and PROFIT/LOSS**
  - Room and board for the BMW CCA Club Racing Competition Steward, Timing and Scoring Steward, and Tech Steward (2-4 nights, depending on event location, travel schedules, etc.) The hosting body is responsible for all expenses of these national representatives from the time they land at the airport until they take off including ground transportation and incidentals.
  - In case of an event cancellation by the hosting body, all expenses incurred by the national organization prior to the time of cancellation.
  - Any expenses not specifically listed as the responsibility of BMW CCA Club Racing are the responsibility of the hosting body.

# **BMW CCA CLUB RACING RESPONSIBILITIES**

- **EVENT APPLICATION**
  - Review the event application and make required modifications and/or suggested recommendations, if necessary.
  
- **LICENSING**
  - There will be absolutely no at-event licensing.
  - Review entry list submitted by hosting body, and advise Competition Steward of racers on the list who are on probation.
  - Review entry list and advise Competition Steward and Registrar of ineligible entrants including those on suspension or with expired license and/or medical.
  
- **EVENT MANAGEMENT – COMPETITION STEWARD**
  - BMW CCA Club Racing will provide the Competition Steward for the event. The Competition Steward will act as the Chief Operating Official for the event.
  - At least 21 days prior to the event, the Competition Steward will confer with the assigned Tech Steward, Timing and Scoring Steward, the Race Chair and the Registrar regarding the coordination of the Club Racing staff support.
  - At least 14 days prior to the event, the Competition Steward will set final schedules, race lengths, and race group assignments. The Competition Steward will work closely with the Race Chair and Registrar to accommodate their desires within the bounds of safety and prudence, however the Competition Steward has the final authority. The Competition Steward will coordinate with the Registrar and Race Chair if the field needs to be split into more than one race group.
  - If insurance is obtained other than through BMW CCA, ensure that he obtains copy of the insurance certificate prior to any cars being allowed on track.
  - Post in a public and visible location the members of the event's Protest Committee.
  - In conjunction with the Flag Marshal, be responsible for all on-track sessions and monitor these closely.
  - Perform, or delegate to another member of the steward team, data collection for any incident involving car damage, and will make all final decisions regarding 13/13 rule enforcement. The Competition Steward should use all available input of his Stewards in making his final decision.
  - Communicate with the National Competition Steward all required incident reports and event report.
  - As required, deal with any/all situations that involve potentially dangerous or otherwise inappropriate behavior of any competitors.

- Organize and conduct the mandatory indoctrination meeting all Rookies and Provisional license holders for the event. Closely monitor all Rookies and Provisional license holders during the event.
  - Ensure that a BMW CCA Club Racing banner and required sponsor banners are appropriately displayed on each day of the event and recovered at the end of the event.
  - Conduct the awards ceremony within one hour of the end of the designated feature race or other time announced to the racers.
  - Ensure that all rookie candidates have been assigned mentors. The Competition Steward may impose such designations, as he deems necessary if the Mentor Program Coordinator is not able to gather suitable mentor volunteers. The Competition Steward is empowered to restrict a mentor or a rookie from competing if they fail to comply with the Rookie Mentor Program.
- **EVENT MANAGEMENT – TECH STEWARD**
    - Coordinate with hosting body’s scrutineering team prior to the event; provide them with detailed guidelines and material for the inspections to be performed at the track; provide detailed requests for support needed from the hosting body, i.e., to identify a set of scales for impound.
    - Provide all Club Racing Logbooks, tech stickers, rookie decals, and tech forms for the event. The hosting body may provide specialized event or run group stickers. The Tech Steward should accommodate the hosting body’s request for these so long as they are functional and acceptable in presentation.
    - Oversee scrutineering at the track, and provide consultation as needed on rules interpretations, and ensure that the safety equipment of cars which are first time Club Racers is thoroughly checked.
    - Assist the Competition Steward at the Black Flag station in hot-pit lane during all on-track sessions regarding mechanical problems of any car.
    - Examine any car involved in an incident (with damage) and provide inputs to the Competition Steward for the incident report with particular attention to any car involved in an incident with suspected or reported mechanical failure as a contributing factor.
    - Decide on any post-race impound, and organize hosting body personnel to assist.
    - Ensure the BMW CCA Club Racing technical kit arrives at the event and is returned to the National Tech Steward on the first business day following the event. The kit should be returned with an enclosed note of any equipment discrepancies or supplies that require replenishment.
  - **EVENT MANAGEMENT – TIMING AND SCORING STEWARD**
    - Club Racing may approve other arrangements for Timing and Scoring if suitable arrangements can be made with minimal impact on the racers.
    - At the event the Timing and Scoring Steward will coordinate with the hosting body organizers regarding timing personnel and event logistics. At least 14 days

- prior to the event the Steward will confirm that the hosting body has arranged for copy production of results for the racers and staff. The Steward may elect to use the printer for a very small field.
- Coordinate with the Registrar regarding event entries and their car information. No duplications of car numbers are allowed within any run group.
  - Provide results from all sessions, including lap times with copies for all racers and Stewards. Provide race results for awards ceremony to be conducted within one hour after the end of the feature race.
  - Coordinate with Competition Steward regarding the order of racecars for any restart after a red flag or black-flag-all situation.
  - Provide progression information to the Competition Steward during races, including halfway and laps or time remaining notices.
  - Provide race results to the National Chairman, the National Licensing Administrator, the Roundel's motorsports editor and the Club Racing webmaster as soon as possible after the event.
- **EXPENSES and PROFIT/LOSS**
    - BMW CCA Club Racing assumes financial liability of transportation and in-transit expenses of all assigned stewards from the their point of departure to their arrival in the local area of the assigned event.
    - BMW CCA Club Racing assumes no responsibility for the profit or loss of any event not hosted by BMW CCA Club Racing.
- **PROMOTION, PUBLICITY, SPONSORSHIP and ADVERTISING**
    - Club Racing will schedule the event and place it on the national website as soon as possible after notification of the date and location by the hosting body and approval by the Club Racing Chairman. This will include a link for download of entry forms as provided by the hosting body.
    - Administration of all national sponsor programs, including those that might provide specific subsidies (i.e., trophy subsidy) to an individual race.
    - Provide space for race results on the national Club Racing website and provide results to the motorsports editor of the ROUNDEL.
    - The Competition Steward or his designee will take various pictures of the event to include a picture of racers in front of sponsor banners. These photos will be made available on the national Club Racing website within 10 business days of the last day of the event.



# EVENT SANCTION APPLICATION

This application is to be completed by officials of the BMW CCA hosting body that is planning to put on a Club Race. The application has several functions:

1. Providing information which must be reviewed by BMW CCA Club Racing prior to granting specific approval for the Race.

NOTE: Processing of the insurance application for the Race is dependent on this approval.

2. When fully executed, it constitutes a contract for organizational responsibility between the Chapter and BMW CCA Club Racing.

The application must be completed and signed by the Event Chairman and current Chapter President or hosting body representative, and then forwarded to BMW CCA Club Racing. The application is approved when it is signed by the Chairman of BMW CCA Club Racing, and a copy is returned to the Chapter or other hosting body. In order for all parties to have sufficient opportunity to review and discuss the plans for the event, it is recommended that this application be submitted no later than 120 days prior to the Race and **MUST be submitted no later than 60 days prior to the event.**



Provide a layout showing the normal location of the false grid for races at this track.

Timing and Scoring Assistant #1 \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Timing and Scoring Assistant #2 \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Registrar \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Tech assistant #1 \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Tech assistant #2 \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency services planned (number of ambulances, tow trucks, etc.) \_\_\_\_\_

What is the length of the track in the configuration you plan on running? \_\_\_\_\_

How many cars per race group do you plan on using as the maximum (No more than 25 per track mile rounded up to the closest digit) ? \_\_\_\_\_

Where will the Rookie meeting be held? \_\_\_\_\_

Will the track or suitable facility be open for Registration/Scrutineering the night before? \_\_\_\_\_

What track facilities/equipment are available for tech and impound? (shed, etc) \_\_\_\_\_

What provisions for scales have been made? \_\_\_\_\_

Is an endurance race planned? \_\_\_\_\_ If so, does the track have a functioning hot pit timing loop? \_\_\_\_\_  
If not, have arrangements been made for volunteers to man both the pit entry and pit exit points?

Will the race event be held in conjunction with a BMW CCA Driver's School? \_\_\_\_\_ If so,

Event Chairman \_\_\_\_\_ Home Phone \_\_\_\_\_

Is the Liability Insurance Program for Club Racing understood by the hosting body? \_\_\_\_\_

When will the insurance application and premium be submitted, and who within the hosting body is responsible? \_\_\_\_\_

Any other information the Committee should know about the plans for this race? \_\_\_\_\_

