



CLUB RACING

**BMW CCA
Club Racing
Event Guidelines**



BMW CCA Club Racing Event Guidelines

OVERVIEW

- 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 BMW CCA Club Racing organization or another entity. Every event requires the submission and approval of a Sanction Application by the Chapter Relations and Scheduling Director.
- 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 Stewards and assistants will conduct car scrutineering with support from the promoter.
- 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.
- 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 enforced. The 13/13 rule applies to all sessions driven under the auspices of BMW CCA Club Racing.
- 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.
- Trophies or other awards may be provided at the discretion of the promoter. Awards should emphasize performance in class versus overall finishing position.
- 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.
- Race results, event news, and general Club Racing information will be published on the website as soon as possible.



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- Entry fees will be set by the promoter with input from BMW CCA Club Racing. Late entry fees or other incentives for timely entry are strongly recommended; refund policies should be specified ahead of time to avoid misunderstandings.
- 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.
- 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 promoter 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 Promoter Responsibilities section.
- Each Race Chairman 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 RAC representative may be helpful in recommending mentors and should be used as a resource by the promoter's race chairman.



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PROMOTER RESPONSIBILITIES

- **REGISTRATION**

- The web-based Club Racer registration system must be used.
- Insure entry forms are on file with drivers clearly identified
- Collect any unique forms for the event such as the drivers bio forms
- The registrar will provide a list of all rookie license holders to the Competition Steward not later than one week prior to the first day of the event.

- **INSURANCE**

- Insurance premium application and payment are due a minimum of 30 days prior to the event.
- Events will normally be insured through the BMW CCA insurance program; such insurance includes liability and participant accident coverage (medical). If insurance is obtained by an alternate means, the policy must meet BMW CCA Club Racing minimum coverage levels and be approved by the BMW CCA Risk Manager. This approval process is managed in conjunction with the formal Sanction Application and through the Chapter Relations & Scheduling Director. The following must be included under additional insured's on the insurance certificate:

"BMW CCA, and its affiliated foundation, chapters, regions and clubs and their respective officers, directors, members, event officials, drivers, crew and all other BMW CCA-credentialed event participants; all event and vehicle sponsors; all vehicle owners."

Insurance certificates from other than the BMW CCA insurance carrier must be presented to the Chapter Relations & Scheduling Director at least 7 business days prior to the event.

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

- Promotional materials shall be provided to prospective entrants. Space will be provided at no cost on BMW CCA Club Racing website.
- Events may be listed in the Roundel magazine according to their policies. Other media efforts are up to the promoter.
- All locally obtained sponsorships must be coordinated with the BMW CCA Club Racing Sponsorship Director.
- 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.



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- Provide space at the event site, at the pre-grid, the podium and the main entrance for Club Racing and its sponsor's banners to be prominently displayed.
- **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.
 - 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 must be in radio contact with the Competition Steward.
- **TIMING & SCORING SUPPORT**
 - Provide a volunteer worker for Timing & Scoring. The Competition Steward may reassign the workers if they are not needed by Timing & Scoring.
 - Provide a method capable of providing sufficient copies timing and scoring results of all timed sessions and race results to all racers and Stewards. This usually means either a laser printer or high-speed copies. Please supply two reams of suitable printer paper.
- **TECHNICAL SUPPORT**
 - Provide two technically competent assistants 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).
- **EMERGENCY SERVICES**
 - A minimum of one ALS or ACLS ambulance is required.
 - Two ambulances are highly recommended.



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- No cars are allowed on track without an ALS or ACLS ambulance on station at the track.
- One fire truck, equipped to fight automobile fires is required.**
- A power compound rescue tool and trained operator is required.**
- One wrecker (tow truck) which shall be capable of lifting any race car at the event is required.
 - It is highly recommended to have at least one tow truck with “roll back” capability
- **SOCIAL EVENTS and AWARDS**
 - Social activities are discretionary. Socialization opportunities among the racers, promoters and Club Racing staff are encouraged.
 - Club Racing provides awards from its national sponsors to be distributed on a random drawing basis after the Feature race.
 - The Race Chair or his designated representative should 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.
 - Trophies or other similar awards may be presented at the discretion of the promoter but must be awarded based on class performance/finish or other criteria and not on the overall finishing position.
- **EXPENSES and PROFIT/LOSS**
 - The promoter is responsible for all the local expenses of the BMW CCA Club Racing Stewards assigned to the event from the time they land at the airport or arrive at the locale, if driving, until they take depart, including ground transportation and incidentals.
 - The number of stewards assigned will vary based upon the number of cars or race groups required:
 - At a minimum each event will have:
 - 1 Competition Steward
 - 1 Technical Steward
 - 1 Timing and Scoring Steward (unless provided by host)
 - For every 35-40 cars that are anticipated an additional Technical Steward should be planned.
 - If more than 60 cars are anticipated to participate or more than one race group is planned or required, an additional Competition Steward should be planned.
 - In case of an event cancellation by the promoter, all expenses incurred by the national organization prior to the time of cancellation are the responsibility of the promoter.
 - Any expenses not specifically listed as the responsibility of BMW CCA Club Racing are the responsibility of the promoter.



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BMW CCA CLUB RACING RESPONSIBILITIES

- **SANCTION APPLICATION**
 - Review the sanction application and make required modifications and/or suggested recommendations, as necessary.

- **LICENSING**
 - There will be no at-event licensing.
 - Review entry list submitted by promoter, and advise Competition Steward of racers on the list who are on probation.
 - Review entry list and advise the 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 race 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 names of the members of the event's Protest Committee.
 - In conjunction with the Flag Marshal, the Competition Stewards will 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.



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- Communicate with the National Competition Steward all required incident reports and an 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 for all Rookie and Provisional license holders entered in 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.
 - Ensure that all rookie candidates have been assigned mentors.
- **EVENT MANAGEMENT – TECH STEWARD**
 - Coordinate with promoters and the 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 promoter.
 - Provide all Club Racing Logbooks, tech stickers, rookie decals, and tech forms for the event. The promoter may provide specialized event or run group stickers. The Tech Steward should accommodate the promoter'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 the cars is compliant.
 - Assist the Competition Steward at the Black Flag station in the hot-pit lane during all on-track sessions.
 - Examine any car involved in an incident (with damage) and provide input 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 promoter personnel to assist.
- **EVENT MANAGEMENT – TIMING & SCORING STEWARD**
 - Club Racing may, at its discretion, agree to use T&S provided by external staff, provided Club Racing is given access to the raw data files from an AMB Orbits system.
 - CR agrees to keep any and all non-BMW CCA club racer information confidential and to not make use of it in any manner. In fact, it will generally be deleted from our systems.



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- At the event the Timing & Scoring Steward will coordinate with the promoter regarding timing personnel and event logistics.
 - At least 14 days prior to the event the Timing & Scoring Steward will confirm that the promoter has arranged for copy production of results for the racers and staff. The Timing & Scoring 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.
 - Coordinate with the Competition Steward regarding the order of racecars for any restart after a red flag or black-flag-all situation.
 - Provide progress 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 their point of departure to their arrival in the local area of an assigned event.
 - BMW CCA Club Racing is responsibility for all expenses for Stewards in training who may be assigned to events.
 - BMW CCA Club Racing assumes no responsibility for the profit or loss of any event promoted by an entity other than BMW CCA Club Racing.
- **PROMOTION, PUBLICITY, SPONSORSHIP and ADVERTISING**
 - Club Racing will schedule the event and place it on the Club Racing website as soon as possible after initial notification of the date and location by the promoter and approval by the Club Racing Chairman.
 - 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 Club Racing website and provide results to the motorsports editor of the ROUNDDEL.
 - The Competition Steward or his designee may 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 Club Racing website within 10 business days of the last day of the event.