



## Race Chairman Coordinating a Successful BMW CCA Club Race or Time Trial Event

### Purpose

This guide outlines the process for hosting a successful BMW CCA Club Race or Time Trials Event. Items in the main body of this document are common to both types of events. Specific items that relate solely to each type of event Club Racing (CR) or Time Trial (TT) are found at the end of the document. This document does not cover the coordination and scheduling of the BimmerWorld BMW CCA Club Racing School.

### Assumptions

- You have decided on one of the following event formats:
  - You are hosting the event with a BMW Chapter DE
  - Hosting an event with another organization (PCA, Vintage Racing Group, etc.)
- The duration of the event has been determined. Club Races are usually 2 or 3 day events. Time Trials are usually 1 or 2 day events
- The budget has been prepared
- The host chapter or organization has Chapter Board approval and budget for the event
- Track contract and dates have been agreed upon and contract is signed

### Scheduling

Gary Bohn is the Director of Sanctioning and Scheduling for BMW CCA Club Racing events. It is important to check the dates with Gary to ensure that there are no conflicts with another chapter's events. Gary can be reached via email at [EventApplication@BMWCCAClubRacing.com](mailto:EventApplication@BMWCCAClubRacing.com)

### Sanction Application

A BMW Club Racing event application is required to be submitted to the Director, Sanctioning and Scheduling 120 days before the event. If approved, the event will be given a sanction number and can then be placed on the BMW CCA Club Racing 'Calendar of events'. **Note that event registration cannot be opened until the sanctioning has been approved.** The sanction number shall be included with all published items related to the event. Mail the signed physical application, a copy of the signed track contract, and the schedule of events to Gary Bohn at the address given on the form and email the completed application to [EventApplication@BMWCCAClubRacing.com](mailto:EventApplication@BMWCCAClubRacing.com)

If the application is sent less than 45 days before the event, the host chapter is responsible for covering the stewards travel costs in addition to their regular costs. The form can be found here:

<http://www.bmwccaclubracing.com/ForTheEventOrganizer>

### Calendar of Events

It is important to get the event on the BMW CCA Club Racing 'Calendar of events' as early as possible. This gives drivers time to plan for the event, and it also gives the national staff time for event planning and check for conflicts. All Events for the upcoming year should be locked down before November, 30th of the following year. On occasion, races may be added during the year pending Sanctioning approval.

## Sanction number

A number will be assigned to the event using the following numbering system:

ie.,: **CR20-4001** - would translate to mean: **Club Race**, **2020**, **Regular event**, **001= Sequence number**

- **Type: CR, TT, DE (CR school)**
- **2 digit year,**
- **Event Type: 1 North American Challenge, 2 National event, 3 Premier event, 4 Regular event, 5 Yokohama Championship E/W**

## Insurance

All BMW Club Racing events require 10 million total dollars in insurance coverage. The 'Club Race Insurance' option needs to be chosen by the host chapter when filing for the event insurance. If the event is being run under another organization, make sure there is a total of 10 million in insurance for the event for it to fulfil the minimum requirement.

## Event Schedule

Once the date has been selected and the application is ready to be submitted, the next step is to prepare a detailed schedule for the actual event. It's suggested that the club races not be schedule to late in the day. This is due to the physical/mental stress the racers experience during the race. It's also best not to schedule races late on Sunday afternoon. If the event is in conjunction with a DE, then work has to be done on the flow and the handoff back and forth between the groups. It is important to get at least a general outline for the schedule early. If BMW CCA Club Racing stewards are needed for the event, airline and travel arrangements are determined by this schedule. The racers prefer the schedule be published early, as many travel long distances. Additionally, many are preparing their cars and advanced notice is always appreciated. The schedule should be sent to National 30 days before the event.

## Communicating and Promoting the Event

Once the sanction application is approved, the event will be posted on the BMW CCA Club Racing web site and Facebook group page. The Race Chairperson should monitor to make sure the event gets published. Contact Gary Bohn if it does not. You can also post the event on Chapter newsletter, Chapter Facebook pages and other social media as desired; you must include the sanction number that has been assigned in all posted entries.

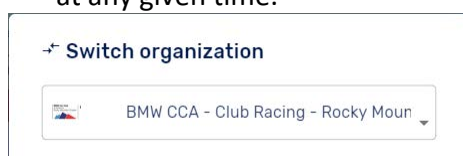
## Rule Sets

When a BMW CCA Club Racing session (Race or Time Trials) is on track, then the event is being run by the BMW CCA Club Racing officials under the BMW Club Racing rules. When a DE session is on track, then it is running under the DE rule set and the chapter Chief Instructor. The entire event runs under the BMW Club Race Insurance if it is a BMW CCA event.

## Registration

Opening registration as soon as you have selected a date and agreed upon a price for the event. The event registration needs to be set up on [Motorsportreg.com](http://Motorsportreg.com) (MSR) in the BMW Club Racing organization (not under the host chapter organization). See picture below.

- Racers often do not sign up early and there may be an influx of volume of the number of racers that sign up as the race approaches.
- Some racers will sign up the DAY OF THE EVENT and just show up
- If racers are sharing cars, this is crucial to inform the racers (and Timing and scoring) as to who is in the car at any given time.



### **Shirts/Wristbands/Tickets**

Wristbands and meal tickets (if used) need to be available for the event. If event shirts are being distributed to participants and volunteer, a mix of shirt sizes need to be considered and planned well in advance. **Suggest asking for shirt size on MSR as part of the registration.**

### **Volunteers**

This is perhaps one of the most crucial components of a successful event and it's often overlooked. We suggest that a minimum of three volunteers be assigned to the event. Volunteers may be deployed in the following roles.

- Registration
- Tech and impounding
- Grid and vehicle management
- Timing and scoring
- Safety Car

### **Timing and Scoring Equipment**

This equipment will need to be shipped to the event location from BMW CCA unless it is coming from a host organization. It needs to be prearranged where to send the equipment and also where to send it after the event. A printer might be requested from BMW CCA to be available to print off grid sheets and other items. If a printer is requested, the windows printer drivers should be available so the computer can load the drivers and print when needed. Paper and extra ink/toner are needed. The Rocky Mountain Chapter has 22 of the X2 transponders for rent if needed for Time Trials events. These can be shipped the week before an event. Contact Gary Bohn for this.

### **Recognizing our Sponsors**

Displaying the sponsor banners and Club Racing flags banners are critical! They should be placed at the closest area to entering the track to providing the greatest exposure. The second set of banners needs to be in the racer gathering/meeting/muster area. The sponsor banners must be displayed throughout the entire event. Nicole Harris mails the required sponsor stickers that must go on the all cars. Many of the rookies are not aware of this and must be instructed. All race cars require the TireRack sponsor windshield banner, and the rest of the required sponsor decals to be on the car when the car goes out on course. All cars must be tech'd prior to going on course

### **Stewards**

Three BMW CCA Club Racing stewards are required for a club race event (Not Time Trials): Competition Steward, Timing and Scoring Steward and Tech Steward. All assigned stewards need to be onsite and cannot have any other duties (ie., competing in the event, servicing customer cars or any other official function.) If it is a joint event with another organization, Timing and Scoring and/or Tech responsibilities may be filled by the other organization.

### **Race Chairperson**

It's not recommended that the race chairman drive in the race sessions of the event. If the race chairman does decide to drive, it is highly recommended that that race chairman designate a Person-in-Charge while they are on the track or unavailable. This is in case they are involved in an incident where they may be temporarily disabled or otherwise not available to help govern the situation.

**Ambulances** - BMW CCA Club Racing requires a minimum of one ACLS ambulance at the event at all times and recommend two units with one being the required ACLS unit.

The ACLS unit must be trackside, constantly manned and ready to respond. No on track activity (practice, qualifying or racing) will take place without an ACLS ambulance on site and ready to respond to emergencies.

### **Crisis Response and communication Planning**

The Competition steward and the Race Chairperson must have a copy of the "Crisis Response and Communication Plan" from the local chapter or race venue. A discussion of the process must be held by the Race Chairman with the BMW CCA race officials and track management before the event begins.

### **Medical Forms**

The Race Chairperson and the chapter are responsible for medical forms. Destroy them at the end of the event.

### **Past Contributors Recognition**

It would be good to honor past Club Racing contributors at the event if possible.(E.G. Bud Merrill Spirit of Club Racing flag.) If the race is in memory of someone, please recognize and honor that person at the awards ceremony.

### **Publicity**

It is good to ask someone at the event (one of the drivers is a good option) to write an article of their experience and someone to take some photos. Then after the event, submit the article to the Roundel magazine (Brian Morgan) and the local newsletter.

### **Waivers**

Waivers for all Club Race or Time Trial events must be kept by the host chapter for 7 years after the event.

### **Chief Instructor Participation**

According to the National 'Driving Events Manual': The CI is *prohibited* to simultaneously be involved at a Club racing event as a participant or otherwise.

### **TROPHIES**

BMW CCA CLUB RACING WILL PROVIDE TROPHIES FOR ALL CLUB RACES IN 2020. TROPHIES WILL BE SHIPPED TO THE RACE CHAIR DIRECTLY FROM THE TROPHY MANUFACTURER. TROPHIES WILL BE CUTOMIZED FOR EACH TRACK AND EACH CHAPTER. TROPHIES ARE TO BE AWARDED FOR THE "FEATURE" RACE. THE EXACT NUMBER OF TROPHIES WILL BE DECIDED 4 WEEKS PRIOR TO EACH EVENT, AND WILL DEPEND ON WHICH RACERS ARE REGISTERED AT THAT TIME. 1<sup>ST</sup> IN CLASS WILL BE AWARDED FOR ALL BMW CCA CLASSES BUT NOT EXHIBITION CLASS. 2<sup>ND</sup> IN CLASS WILL BE AWARDED ONLY IF A CLASS HAS 4 OR MORE CARS AT THE EVENT. 3<sup>RD</sup> IN CLASS WILL BE AWARDED IF THERE ARE 7 OR MORE CARS IN THE CLASS. SHOULD ADDITIONAL RACERS REGISTER AFTER THE 4-WEEK DEADLINE, NO TROPHIES WILL BE AVAILABLE.

### **Checklist items - 60 days before the event**

- Has the application been accepted and sanctioned by the Director, Sanctioning and Scheduling?
- Has the proper insurance (\$10M) been secured for the event?
- Are there any trophies or giveaways for drivers to be distributed at the event?
- Is the timing and scoring equipment being delivered to the event?
- Have the BMW CCA Stewards verified with their hotel?
- Has all contact info from your stewards and volunteers has been obtained?

### Checklist items - 30 days before the event

- Send a copy of the Schedule to National so travel arrangements can be made and schedule checked.

### Checklist items - 10 days before the event

- Verify that your stewards and volunteers are planning to attend
- Have any Club Race or Time Trials signs ready to indicate places like parking, registration and grid. There may be designated racers parking and DE parking. *TIP: Moving drivers that have already unloaded their cars can be quite difficult.*
- Confirm BMW CCA has mailed the contingency awards and sponsor banners. Please keep records of who is awarded these as it must be recorded and sent to the BMW CCA Club Racing License Administrator
- Will the grid positions be marked and coned off in the grid area? One for each car in the event. The grid positions should be numbered. Cones need to be acquired/reserved for the grid area
- For Time Trials, provide Timing and Scoring the transponder number assignments
- Are the waivers, schedules, extra tech forms, and wrist bands available?
- Confirm that a printer/paper is available for the event
- Confirm Timing and Scoring has access to the tower so they can set up the equipment
- Reserve any meeting rooms to have the morning club racing meeting. As the host, please plan to attend the morning driver meeting, ad hoc safety meetings and award ceremonies
- Reserve rooms for event dinner
- Order the food **Send schedule to track.**
- Get track contact list from Race Chair
- Race Chair - Verify that all participants have a current membership
- Ask someone if they would take pictures and someone to write an article of their event experience.

### Checklist items - Day of Event

- Set up scales (for Club Races)
- Are there any transponder numbers that need to be given to Timing and Scoring?
- Set up and open registration desk – ensure waivers are available and signed, ensure correct wristbands are distributed to racers, crew and guests.
- Get track radios and deliver to BMW CCA staff
- Have meeting with Volunteers and review duties
- Have meeting with Competition Steward and support team to coordinate the event and address any question/concerns
- Participate in the Racer/Time Trials morning meeting Conduct 2 morning meetings to review day's events, announcement and schedule
- If the event qualifies for tire contingency awards (Hoosier and/or Toyo), ensure that the 2 races which will count toward contingency are announced before the first race.

### Club Race Specific checklist items

- Club Race events may require Scales to be set up for the event. Work with the National Tech stewards to see if they need to be transported in and ready to set up for the event.
- Pace car – need to arrange a suitable car with lights. The pace car driver must be experienced and able to stay in the car during the entire race. It is preferable to have a second person in the car as a radio communicator and to handle any ‘wave-by’.
- If a club race is in conjunction with e DE, then pit in and pit out procedures need to be defined and used by all groups for the event. At no time will counter race traffic be allowed.
- Contact Nicole Harris ([nharris@bmwcca.org](mailto:nharris@bmwcca.org)) early to see who the rookies are. It is imperative we know who the rookies are for the following:
  - ✓ Make sure they have their license, logbook, annual inspection and medical
  - ✓ Rookies tend to be a little nervous and unsure of the proper procedure, so it is good to hold their hands through this license process.

### Time Trial Specific Checklist Items

- Group Balance: Part of a successful BMW-TT event is letting drivers know dynamics of group. There could be a wider range of driving abilities depending on who is let into the group than in other track events. There could be a TT driver from SCCA, PCA or NASA next to a first time solo driver from driving school. The first time solo driver might be fine driving on track, but not used to closing speeds and passing in corners yet. So it is important to let the faster drivers know of the possible speed differential. If the faster drivers cannot play nice in this environment, this is not the event for them. We don't want to scare off the first time solo driver but we do want some more experienced instructors and drivers from other organizations to balance the run group. In club racing you have drivers that have passed a CR school to prove they have the skill in order drive in their group. In contrast, TT does not have this requirement. So its up to the local chapter organization to make sure the drivers that sign up, are capable of driving safe, in control, while playing nice in this group.
- Vetting: Upon registering, drivers should be screened for the following: 1.A driver in A group or higher that can effectively keep their car in control at a pace that will not hold up a healthy paced A group. 2.They have situational awareness and are able to pass and be passed without much effort while keeping an eye out for flags. 3.They are fine with higher closing speeds from high HP cars being on course at the same time and not get flustered. 4.They can play nice in the group and drive confidently, without being overly aggressive. 5.They won't feel pressured to do a drive beyond their limits just because they suddenly have a transponder mounted to the car.
- AMB/ MyLaps TranX260 or X2 transponders are required for any timed event. Since drivers are less likely to own a transponder. The Rocky Mountain Chapter has 22 of the X2 transponders for rent if needed. These can be shipped the week before an event. Contact Gary Bohn for this.
- Are the rental transponders charged up and ready for the event?
- Decide what car classes are going to be used for the event. It is important to record the class the cars are going to be running in. Pass this information along to Timing and Scoring for reporting purposes.
- Inform drivers about the possible speed differential and closing speeds of the faster cars.
- Will there be flags at start/finish available?
- Sponsor decals may be required for some awards and prizes on driver's cars. This might include banners to be set up at the event. If drivers do not want to make the decals permanent on their vehicles, they can put the decal on top of blue tape or put the decal on window glass for easier removal.
- Trophies might be for best driver overall for day, best driver in class for the day, or best overall driver for the weekend?
- The hotpit lane should be clear and not used for things like DE staging/pregrid. It is common for TT driver to roll through hotpit to get some clear track or to check pressures. The hotpit is considered part of the ‘race surface’ and should be open and clear. At no time will counter race traffic be allowed for the event.

# Sample Race weekend script and timeline

## RACE SCRIPT - SAMPLE

### NOTES

**Day 1: day before first car on track**  
 Set up registration area; post signs  
 Garage/Paddock parking; post signs  
 Set up Tech area & scales  
 Set up Timing and Scoring  
 Registration Opens / Tech Open  
 Rookie Meeting  
 Registration / Tech Close

Table, registration materials  
 Reserved areas; garage paddock map; big rig parking  
 Copy machine; establish results location  
 Scales; prep radios for Day 2  
 Coordinate location with Comp Steward

Event Chair	Registrar	Paddock Marshal	Tech	Hospitality	Equipment Coordinator	Worker Shuttle	T&S Runner	Pace Car Driver
X	X	X						
X	X	X	X					
X	X	X	X		X			
X	X	X	X					

**Day 2**  
 Track opens  
 Registration / Tech Continue  
 Drivers meeting  
 Provide results  
 Lunch  
 Social and/or Hospitality

Flags, radios, coolers for corner workers (if applicable)  
 Coordinate location with Comp Steward  
 Copies at designated location  
 Lunch count for staffworkers  
 Collect Workers, Radios, coolers

Transport workers  
 Beer for workers/ drivers?

X	X	X	X	X	X	X		
X	X	X	X	X	X	X, X		
X	X	X	X	X	X	X		
X	X	X	X	X	X	X, X		

**Day 3**  
 Track opens  
 Registration and Tech continue (morning)  
 Drivers meeting  
 Provide results  
 Lunch  
 Social and/or Hospitality

Coolers, radios to stations  
 Coordinate location with Comp Steward  
 Copies at designated location  
 Lunch count for staffworkers  
 Collect Workers, Radios, coolers

Transport workers  
 Beer for workers/ drivers?

X	X	X	X	X	X	X		
X	X	X	X	X	X	X, X		
X	X	X	X	X	X	X		
X	X	X	X	X	X	X, X		

**Day 4**  
 Track opens  
 Drivers meeting  
 Provide results  
 Lunch  
 Feature race awards  
 Registration clean up

Coolers, radios, flags to stations  
 Coordinate location with Comp Steward  
 Copies at designated location  
 Lunch count for staffworkers  
 Memorios; contingency prizes & award list  
 Collect Workers, Radios, coolers  
 Copy machine; surplus materials

Transport workers

X	X	X	X	X	X	X		
X	X	X	X	X	X	X, X		
X	X	X	X	X	X	X		
X	X	X	X	X	X	X, X		