



## 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 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:

<https://bmwccaclubracing.com/event-organizers/>

#### 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.,: **CR21-4001** - would translate to mean: **Club Race**, **2021**, **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**

## 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 scheduled too 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

Open 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](https://motorsportreg.com) (MSR) in the chapter BMW Club Racing organization. See picture below. (If it is in the chapter organization like driving schools, then permissions should be granted for Club Racing staff to access the event). This allows Club Racing staff and stewards to view and report on the event.**

Switch organization



- 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. The cost is \$15 per transponder/per day + cost of shipping back and forth.

## 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, Tech for TT events can be an org like NASA. Timing and Scoring responsibilities may be filled by the other organization also. **The following chart shows the required steward staffing for event size:**

	BMW CCA Club Racing Steward Reqmnts		
Racer count*	Comp	Tech	T&S
Up to 30	1	1	1
31 to 50	1	2	1
51 to 80	2	3	1
>80	2	4	1
* Based on race participants signed up 21 days prior to the event start			

**Technical Support For Club Races** - Chapters are required to provide four Grid and four tech assistants. To be considered competent, the Tech 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.

### **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 REQUIRED 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.

**Car Maximum** - 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.

**Event Cancellation** - 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.

**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. The local chapter pays for all expenses in the local area including car rental. ☐ 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.

**Session Length** - 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.

**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.

**Event waiver of Non-Compliance** – If an event is not going to adhere to the guidelines and sanction application requirements, the race chair and Club Racing can come to an agreement to hold the event anyway. Both sides would have to agree and sign off to continue the event. An event can be determined non-compliant beforehand during the application process or at the event if it is discovered to be deficient.

**COVID Compliance** – The event is required to be COVID compliant of all local municipal guidelines, state guidelines, and guidelines mandated by the BMW CCA. Failure to comply can be grounds to cancel the event.

**Flaggers:** All stations must be manned by qualified flaggers having a minimum of 10 race event experience. If this requirement cannot be met, a waiver of non-compliance must be worked out with Club Racing to move forward with the event.

### **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.

**Event Readiness Reviews:** 3 weeks before each Club Race, the RAC for the region will schedule an Event Readiness Review (ERR). Required attendees are:

- Event Race Chair
- Event Stewards (Comp, Tech and T&S)
- A member of the Club Racing Management Team
- RAC member for the region

The team will run through the checklist below to ensure a safe and exciting event is ready to go; the RAC will email attendees after the meeting with those actions needed to finish prior to the race.

## TROPHIES

BMW CCA CLUB arranges for sponsorship and procurement of trophies for our club races. TT is not included at this time. The general process for this is shown below:

Step	T-minus (days)	Who	What			
1	-45		Confirm sponsor and \$ payment for the race*	*Sponsors need to be lined up for as many races as feasible before the season starts!		
2	-30		Obtain sponsor artwork			
3	-21		Use MSR to get count and order trophies			
4	-10		Have trophies drop shipped to the Race Chair			
5	-10		Bill the sponsor at time of shipment			
6	-3		Confirm with Race Chair that trophies arrived			
7	0		Awards			
8	10		Process supplier invoice			
9						
10						
<b>Other notes and assumptions</b>						
T-minus 0 = Feature race/awards day						
Racers will be told to sign up early - contested class trophy order goes in T-minus 21 days before race and trophies not guaranteed if signed up after this date!						
Trophies for class winners in contested classes only (must be at least two competitors as of 21 days out)						
Stickers will be recognition for non contested class winners (P2 and P3 get mentions at awards session, but no hard goods)						
Get agreement with trophy supplier about late shipments (ideally the vendor should agree if shipment runs late that they will pay direct ship to class winners!)						

## Event Checklists

<b>Ledgend - Who</b>	<b>Cntrct - Track contract holder</b>	<b>Sanc - Sanctioning</b>	<b>CS - Lead Comp Steward</b>	<b>CR - Club Racing Event coordinator</b>
	<b>LA - License Administrator</b>	<b>Tech - Lead Tech Steward</b>	<b>TS - T&amp;S Steward</b>	<b>RAC - Regional Advisory Comm member</b>
	<b>Vol - Contract holder team member</b>		<b>RC - Race Chair</b>	

### 60 days before the event

<input type="checkbox"/> Sanctioning document using 2021 form submitted and approved?	<b>Sanc</b>
<input type="checkbox"/> Event insurance obtained including Toyo as Named Insured to enable contingency to be offered	<b>Cntrct</b>
<input type="checkbox"/> Have event trophies been arranged?	<b>CR/RC</b>
<input type="checkbox"/> Is the timing and scoring equipment being delivered to the event?	<b>TS</b>
<input type="checkbox"/> Have the BMW CCA Stewards verified hotel arrangements?	<b>CS/TS/Tech</b>
<input type="checkbox"/> Has all contact info from stewards and volunteers been obtained?	<b>RC</b>
<input type="checkbox"/> Has sanction agreement for corner station flagging been arranged/emphasized with the track?	<b>RC</b>
<input type="checkbox"/> Have contingency awards, sponsor items been coordinated with LA?	<b>RC/LA</b>

### 30 days before the event

<input type="checkbox"/> Publish the planned event schedule for review by the Comp Steward and to enable suitable travel arrangements can be made.	<b>RC</b>
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### 21 days before the event

<input type="checkbox"/> Event Readiness Review (includes CS, Tech, TS, Sanc or CR and RAC)	<b>RC</b>
<input type="checkbox"/> Have trophy details been finalized and are they ordered for delivery to the RC?	<b>CR/LA</b>

### 10 days before the event

<input type="checkbox"/> Verify that your stewards and volunteers are lined up	<b>RC</b>
<input type="checkbox"/> Have any Club Race or Time Trials signs ready to indicate places like parking, registration, and grid.	
<input type="checkbox"/> 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	
<input type="checkbox"/> 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	
<input type="checkbox"/> For Time Trials, provide Timing and Scoring the transponder number assignments	
<input type="checkbox"/> Are the waivers, schedules, extra tech forms, and wrist bands available?	
<input type="checkbox"/> Confirm that a printer/paper is available for the event	
<input type="checkbox"/> Confirm Timing and Scoring has access to the tower so they can set up the equipment	
<input type="checkbox"/> Reserve any meeting areas to have the morning club racing meeting. As the host, please plan to attend the morning driver meeting and award ceremonies	
<input type="checkbox"/> Reserve rooms/areas for event social gatherings as applicable	
<input type="checkbox"/> Send the schedule to the track	
<input type="checkbox"/> Get track contact list from Race Chair	
<input type="checkbox"/> Race Chair/LA - Verify that all participants have a current membership	
<input type="checkbox"/> Ask someone if they would take pictures and someone to write an article of their event experience.	
<input type="checkbox"/> Will Gas be available onsite? If not, let drivers know for planning.	
<input type="checkbox"/> Agree arrangements for scales to be available and set up for the event.	<b>RC/Tech</b>



<input type="checkbox"/> 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'.	RC
<input type="checkbox"/> 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.	RC/TCS
<input type="checkbox"/> Contact Nicole Harris ( <a href="mailto:nharris@bmwcca.org">nharris@bmwcca.org</a> ) early to see who the rookies are. It is imperative we know who the rookies are for the following: <ul style="list-style-type: none"> <li>✓ Make sure they have their license, logbook, annual inspection and medical</li> <li>✓ 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.</li> </ul>	RC/LA/T&S

#### Day of Event

<input type="checkbox"/> Comp steward and Race chair confirm event flagging will be per sanction agreement	Comp/Rc
<input type="checkbox"/> Set up scales (for Club Races)	Tech/Vol
<input type="checkbox"/> Are there any transponder numbers that need to be given to Timing and Scoring?	Racers
<input type="checkbox"/> Registration –waivers once signed earn the signer a wristband identifying status (racer, crew, guest, etc). <b>Tech for racers must require that a registration wristband be shown .</b>	RC/Vol
<input type="checkbox"/> Get track radios and deliver to BMW CCA staff	RC/Vol
<input type="checkbox"/> Have meeting with Volunteers and review duties	RC/Vol
<input type="checkbox"/> Have meeting with Competition Steward and support team to coordinate the event and address any question/concerns	RC/CS
<input type="checkbox"/> Participate in the Racer/Time Trials morning meeting - conduct morning meetings to review day's events, announcements, and schedule	RC/CS
<input type="checkbox"/> If the event qualifies for tire contingency awards (Hoosier and/or Toyo), ensure that the races which will count toward contingency are announced before the first race.	RC
<input type="checkbox"/> <b>Once cars are gridded for each session, a trusted volunteer must confirm wristbands are worn by all drivers about to enter the race track for every session</b>	Comp/RC

#### Time Trial Specific Checklist Items

<input type="checkbox"/> <b>Group Balance:</b> 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.	RC
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<input type="checkbox"/> 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.	RC
<input type="checkbox"/> 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.	RC
<input type="checkbox"/> Are the rental transponders charged up and ready for the event?	RC/Vol
<input type="checkbox"/> 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.	RC
<input type="checkbox"/> Inform drivers about the possible speed differential and closing speeds of the faster cars.	RC
<input type="checkbox"/> Will there be flags at start/finish available?	RC/Vol
<input type="checkbox"/> 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.	RC
<input type="checkbox"/> Trophies might be for best driver overall for day, best driver in class for the day, or best overall driver for the weekend?	RC
<input type="checkbox"/> Tow Hooks are required for the TT rungroup for efficiency of car extraction.	RC/Vol
<input type="checkbox"/> The hotpit lane should be clear and not used for things like DE staging/pre-grid. 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.	RC
<input type="checkbox"/> Convertibles: Convertibles must be equipped with a 5 or 6 point harness and a roll bar meeting the requirements in Sections "2.3.15 Convertibles & 2.3.18 Roll bars for both hard tops & convertibles." of the 2020 BMW CCA Driving Events Minimum Standards (Pages 14-18). The car must pass the "broomstick" test in the manual. The driver of any open top vehicle must use arm restraints.	RC
<input type="checkbox"/> <b>No open wheeled cars will be permitted in the TT rungroup:</b>	RC

## Sample Race weekend script and timeline

## RACE SCRIPT - SAMPLE

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

## Day 2

- Track opens
- Registration / Tech Continue
- Drivers meeting
- Provide results
- Lunch
- Social and/or Hospitality

### Day 3

- Registration and Tech continue (morning)
- Drivers meeting
- Provide results
- Lunch
- Social and/or Hospitality

### Day 4

- Track opens
- Drivers meeting
- Provide results
- Lunch
- Feature race awards
- Registration clean up

## NOTES

**Table, registration materials**  
**Reserved areas; garage paddock map; big ring parking**

Copy machine; establish results location

Coordinate location with Comp Steward

Flags, radios, coolers for corner workers (if applicable)

### Coordinate location with Comp Steward

Lunch count for staff/workers

### Collect Workers, Radios, coolers

## Beer for workers/ drivers?

Coolers, radios to stations

Transport workers

## Coordinate location with Comp Steward

Lunch count for staff/workers

Collect Workers, Radios, coolers

## Beer for workers/ drivers?

### Coolers, radios, flags to stations

## Transport workers

Coordinate location with Comp Steward

Lunch count for staff/workers

**Mentorships:** contingency prizes &

Copy machine; surplus materials

[illegible]