



Race Chairperson Guidelines

Coordinating a Successful BMW CCA Club Race

Purpose

This guide outlines the process for hosting a successful BMW CCA Club Race. [This document does not cover the coordination and scheduling of the BimmerWorld BMW CCA Club Racing School.]

Assumptions

- Event format has been determined (3 races or 4 races)
 - Hosting the event with a BMW Club chapter HPDE
 - Hosting the event with another organization (PCA, Vintage Racing Group, etc.)
- Event length has been determined. Club races are usually 2- or 3-day events.
- Hosting chapter has their Board approval and budget has been prepared
- Dates are finalized and track contract is signed
- A Race Chairperson has been designated by the promoter to coordinate event planning, registration and event delivery.

Sanctioning

Phil Abrami is the Director of Sanctioning and Chapter Relations for BMW CCA Club Racing events. It is important to check the dates with him (prior to signing the contract) to ensure there are no conflicts with another event. Contact him at EventApplication@BMWCCAClubRacing.com.

Sanctioning Application and Sanction Number

This should be submitted to the Director of Sanctioning and Chapter Relations about 120 days prior to the event but *must be submitted no later than 45 days prior*. If approved, the event will be assigned a sanction number – listing on the BMW CCA Club Racing “Calendar of Events” is not contingent on sanctioning approval, but *event registration may not be opened until sanctioning has been approved by Club Racing*. The sanction number shall be included with all published event items.

Note that if an application is submitted less than 45 days prior to the event, then if approved, the host chapter is responsible for stewards' travel costs in addition to regular expenses. [see the form here: [BMWCCAClubRacing.com/event-organizers/.](http://BMWCCAClubRacing.com/event-organizers/)]

Calendar of Events

It is important to submit the application as early as possible in order to list the event on the calendar. This allows advanced planning by drivers and national staff and helps other chapters to avoid scheduling conflicts.

Promotion

Once the sanction application is approved, registration may be opened and the event can be posted on the BMW CCA Club Racing calendar, Facebook group page, 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.

Entry Fees

The cost will be set by the promoter with input from BMW CCA Club Racing as needed. Late entry fees or other incentives for timely entry are strongly recommended; refund policies should be specified on registration materials to avoid misunderstandings.

Registration

Open registration as soon as you have an assigned sanction number and price structure for the event. The event registration needs to be set up on Motorsportreg.com (MSR) in the chapter BMW Club Racing organization. (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.

Keep in mind the following:

- Racers often do not sign up early and there may be an influx of racers that sign up as the race approaches
- Some racers will sign up the *day of the event* and just show up [Ensure all paperwork is in order and that they have gone through on-site race registration and Tech before going on track.]
- If racers are sharing cars, they must inform Timing and Scoring who is in the car for every session

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. See the insurance requirements document here: BMWCCAClubRacing.com/event-organizers/.

Event Schedule

The Event Chair should prepare a detailed schedule as early as possible. If the race is in conjunction with a HPDE or with another race organization, both groups will need to coordinate time slots (as well as other logistics).

The general outline of the schedule should be set in advance of the 30-day readiness call to allow stewards to make travel arrangements. Racers also appreciate seeing an early format to help planning.

Once a “final schedule” has been completed, it should be distributed. A disclaimer of “subject to change” should be attached since changes during the event may be necessary. If that occurs, the stewards and Event Chair should make a modified schedule and distribute it through whatever methods of communication with racers have been established. After the schedule is agreed with Club Racing, changes to the schedule should not be implemented based on the input of participants.

Event Flow

Each event will have a designated Feature Race, which has the highest points value. Ideally, the Feature Race will be scheduled to be either on Saturday (the last race of the day) or for the Sunday race. This allows the event to gradually build the tempo and competition over the weekend. Try to avoid scheduling a Friday Feature Race since a portion of the racer field may not be able to make a Friday race. We also want to increase safety by ensuring that there is a practice or qualifying session before the first race of each day. When possible, the Sunday race should end no later than 2:00 so Stewards are not unduly tied up and can make reasonable travel arrangements

Session Length

All practice 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 approval 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. Enduro Races are typically 60-89 minutes from start to finish.

Rule Sets

BMW CCA Club Racing officials must run every Club Racing session under the BMW Club Racing rules. No HPDE participants (either individuals or vehicles) are permitted on track during these sessions. When a HPDE session is on track, they operate under the HPDE Minimum Standards rule set and under the oversight of the chapter Chief Instructor. Club Race participants are not permitted on track for any HPDE session. The entire event runs under the BMW Club Race Insurance if it is a BMW CCA event.

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 volunteers, a mix of shirt sizes needs to be considered and planned well in advance. Suggest asking for shirt size on MSR as part of the registration.

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 responsible 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.

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

Waivers

It is extremely important for all participants, crew and guests to sign the waiver so that they will be covered by event insurance. The waivers must be kept by the chapter for 7 years. If assistance is needed for this, contact the national office.

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. Club racing has a plan document that augments the chapter crisis plan and the two together would work in tandem for coverage. 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.

Ambulances

BMW CCA Club Racing requires a minimum of one ALS ambulance (paramedics) at the event at all times and recommend two units, with one being the required ALS unit and the other BLS (EMTs). These units must be trackside, constantly manned and ready to respond to emergencies. No on track activity (practice, qualifying or racing) will take place without them in position. Contracting for additional units may prevent shutting down if a unit must leave the facility.

Medical Forms

The "Event Medical Form" must be provided by each racer. They may be individually placed in labelled, sealed envelopes and provided to the EMS crews if necessary. To ensure confidentiality, they should be destroyed after the event.

https://BMWCCAClubRacing.com/wp-content/uploads/2020/01/short_entry_medical.pdf

Race Chairperson

It is not recommended that the race chairperson participate as a racer. If the race chair does decide to drive, *it is required* that that race chairperson designate a Person-in-Charge while they are on the track or unavailable. This person should participate in all event planning and readiness calls.

Car Maximum

The guideline provides for no more than 25 cars per track mile, rounded to the next highest digit. If that number is deemed to be excessive by BMW CCA Club Racing for that track, the promoter will be advised of a smaller number to be used. The Competition Steward, at his sole discretion, may allow an overage of up to 10% of the calculated maximum.

Flaggers

All corner workers must have the appropriate experience to work at a race event, either at BMW CCA Club Racing event or that of another sanctioning body.

Recognizing our Sponsors

Placement of the sponsor banners and Club Racing flags are critical! They should be prominently displayed to provide the greatest exposure throughout the entire event. The national office provides the required sponsor stickers that must go on all cars. This should be monitored to ensure compliance. Also mandatory is the Tire Rack (series sponsor) windshield banner.

Staffing – Stewards

Three BMW CCA Club Racing stewards are required for a club race event: Competition Steward, Timing and Scoring Steward and Tech Steward. All assigned stewards need to be onsite and cannot have any other duties (i.e., competing in the event, servicing customer cars or any other official function.) If it is a joint event with another organization, Timing and Scoring responsibilities may be filled by the other organization. Additional stewards will be assigned based on the number of participants (see chart).

BMW CCA Club Racing fully supports our partners and promoters but requires that any added responsibilities for BMW CCA stewards with any partner organization at a BMW CCA Club Racing event be disclosed as part of the event sanctioning application in the waiver section at the end of the application document. If there will be added steward responsibilities, please describe the plan and cost share details waiver section at the end of the SA document.

Staffing – Volunteer Assistants

This is perhaps one of the most crucial components of a successful event and it's often overlooked. Volunteers should be dedicated to these assignments and not be participants in other activities (e.g., HPDE). See the chart below for guidance on minimum requirements. Tech assistants 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.

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

Timing and Scoring Equipment

This equipment will need to be shipped from BMW CCA unless it is provided by a host organization. It needs to be prearranged where to send the equipment and then 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.

Past Contributors Recognition

When possible, honor past Club Racing contributors at the event (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

Contact Brian Morgan (Roundel Motorsports Editor, bmorgan@roundel.org) to assist in coverage for the race. This includes an article and accompanying photographs.

Pace Car

Identify an appropriate BMW and place an amber light if possible. The car should be staffed by an experienced driver and a radio operator, and they must remain in the car throughout the entire race session.

Event Readiness Reviews

30 days before the Club Race, the Event Chair will schedule an Event Readiness Review (ERR). Required attendees are:

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

The checklist should be reviewed in advance of the call. Any deficiencies should be identified, and any questions answered in order to ensure a safe and exciting event is ready to go.

Event waiver of Non-Compliance

If an event is not going to adhere to the guidelines and sanction application requirements, the race chairperson may apply to Club Racing for an exception. When possible, an agreement may be reached that will allow the event to be held. 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.

TROPHIES

BMW CCA CLUB can arrange for the procurement of trophies for our club races. The local chapter is asked to find a sponsor to cover the trophy costs. Trophies are coordinated between Club Racing and the chapter and will be ordered 3 weeks before the event based on registered entries as of the order date. Podium position trophies for race classes with limited participation are usually reduced.

EVENT CHECKLIST

Please see this link:

<https://bmwccaclubracing.com/wp-content/uploads/2024/11/CR-event-delivery-duties-by-role-May-2024-1.pdf>

QUESTIONS?

Contact the Director of Sanctioning and Chapter Relations:
EventApplication@BMWCCAClubRacing.com