

Sports Car Club of America San Diego Region

Track Committee Charter



**TRACK COMMITTEE CHARTER
Effective January 1, 2025**

Sports Car Club of America - San Diego Region - Track Committee Charter

1. INTRODUCTION

- 1.1. San Diego SCCA, recognizing the significance and importance of the Region's Track program, has established a Track Committee whose responsibility is to manage the operations of the Region's Track activities, within the framework of this charter and reporting to the Region's Board of Directors. The primary purposes of the Track Committee are to encourage member participation in Track activities and to sustain and grow the Track program by coordinating the scheduling, operations and publicity of events.

2. COMMITTEE ORGANIZATION

- 2.1. The Committee shall be led by a Track Chair, to be chosen annually. The Track Chair shall provide direction and coordinate with the Subcommittee leads and functions below. Standing Subcommittees will be at the discretion of the Track Chair and Committee but generally include those listed below.
- 2.2. The **Track Chair** shall preside over the activities of the Committee and conduct all regular and special meetings of the Committee. The Track Chair, or alternate designated by the Track Chair for such specific purpose, shall be responsible for representing the Committee in any external affairs.
- 2.3. In the event that a proposal before the Committee cannot be resolved by a vote of the majority of Committee members, the Track Chair shall resolve the tie.
- 2.4. The Track Chair shall have the power to appoint sub-committee chairpersons as may be necessary to carry out special business of the Committee.
- 2.5. The Track Chair shall monitor the financial condition of the Track Program, Track Committee and its operations on a monthly basis and report such results to the Region Board of Directors at each regularly scheduled board meeting.
- 2.6. The **Track Rules Subcommittee** shall manage all matters pertaining to the Tracks and Regulations. The Track Rules Subcommittee shall be responsible for maintaining the Track Rules, for presenting rules changes to the Committee for approval, and for communicating those rules to the membership. Regulations shall be completed, approved by the Committee and issued prior to the first day of the year.
- 2.7. The **Track Event Site Subcommittee** shall manage all matters pertaining to event sites. It shall be the focal point within the Committee for all outside contact regarding event sites. It shall actively pursue new and/or alternate event locations and be the interface for scheduling coordination with those facilities.
- 2.8. The **Track Registration and Waivers Subcommittee** shall handle all matters dealing with registration before, during, and after events. This includes handling entries, fees, participation numbers and details, and delivery of such.
- 2.9. The **Track Safety Subcommittee** shall be responsible for assigning safety stewards for events, and coordinating and providing training for existing and new stewards to ensure adequate coverage for events.
- 2.10. The **Track Event Lead Subcommittee** shall be responsible for assigning Event Chairs for events, and coordinating and providing training for existing and new chairs to ensure adequate coverage for events.
- 2.11. The **Track Novice Subcommittee** shall manage the novice program. The Novice Subcommittee shall provide novice entrants with information and instruction to enhance the entrant's knowledge of etiquette, safety, rules and participation obligations.

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3. Meetings
 - 3.1. The Committee shall meet at a time and place designated by the Committee, typically by video conference.
 - 3.2. All regular Committee meetings shall be open to any and all interested individuals except that portions of any meeting may be restricted when deemed necessary by the Committee.
 - 3.3. Ad hoc or special meetings may be held, provided that all Committee members are notified.
4. Committee Responsibilities
 - 4.1. The Committee shall schedule, organize, and publish events.
 - 4.2. The Committee shall adopt and maintain Track Rules governing Track events, that shall be published annually and preferably before the end of the prior year.
 - 4.3. The Committee shall have the power and responsibility to deny a participant eligibility for Track Events events if the participant is not in good standing with the Committee. The Committee shall notify the Region Board of Directors of any members considered as such and the basis for that determination.
5. SCCA Sanction
 - 5.1. The Event Chair is responsible for following up to ensure the SCCA event sanction request form is submitted, and the event sanction is received, prior to the event.