

# **Sports Car Club of America San Diego Region**

## **Solo Committee Charter**



# **SOLO COMMITTEE CHARTER**

## **Effective January 1, 2024**

### **1. INTRODUCTION**

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

### **2. COMMITTEE ORGANIZATION**

2.0.1 The Committee shall be led by a Committee Chair, to be chosen annually. The Committee Chair shall provide direction and coordinate with the Subcommittee leads and functions below. Standing Subcommittees will be at the discretion of the Chair and Committee but generally include those listed in Section 2.1.

2.0.1.1 The Chair shall preside over the activities of the Committee and conduct all regular and special meetings of the Committee. The Chair, or alternate designated by the Chair for such specific purpose, shall be responsible for representing the Committee in any external affairs.

2.0.1.2 In the event that a proposal before the Committee cannot be resolved by a vote of the majority of Committee members, the Chair shall resolve the tie.

2.0.1.3 The Chair shall have the power to appoint sub-committee chairpersons as may be necessary to carry out special business of the Committee.

2.0.1.4 The Chair shall monitor the financial condition of the Solo Program, Committee and its operations on a monthly basis and report such results to the Region Board of Directors at each regularly scheduled board meeting.

2.0.2 The Rules Subcommittee shall manage all matters pertaining to the Supplementary Competition Regulations and record of Past Champions. The Rules Subcommittee shall be responsible for maintaining the Supplementary Competition Regulations, for presenting rules changes to the Committee for approval, and for communicating those rules to the membership. Supplementary Competition Regulations shall be completed, approved by the Committee and issued prior to the first Solo Championship of the year.

2.0.3 The 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.

2.0.4 The Lot 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.

2.0.5 The Sound Subcommittee shall be responsible for the documentation of sound level readings at events, the procurement of the sound meter, the placement of the meter, and the recording, dissemination, and announcement of information regarding sound.

2.0.6 The Timing and Scoring Subcommittee shall be responsible for the timing and scoring functions at Solo events in accordance with the Supplementary Competition Regulations and National Solo Rules and Regulations, as well as the calculation and posting of Event Results and Annual Championship points by Class and for Driver of the Year. The committee shall be responsible for training and assigning qualified workers at an event, creating procedures and

guidelines for the proper operations of timing and scoring including but not limited to driver registration, time and penalty recording, results audit and posting.

2.0.7 The Registration and Waivers Subcommittee shall handle all matters dealing with registration before, during, and after Regional Solo events. This includes handling entries, fees, participation numbers and details, and delivery of such to the Solo.

2.0.8 The 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.

2.0.9 The 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.

2.0.10 The Course Subcommittee shall be responsible for assigning course designers for events, and coordinating and providing training and oversight for existing and new designers to ensure adequate coverage for events.

## **2.1 Meetings**

2.1.1 The Committee shall meet on the first Monday of each month at a regular time and place designated by the Committee, typically by video conference. In the event that the first Monday falls on a holiday, the regular monthly meeting shall be conducted on the second Monday of the month.

2.1.2 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.

2.1.3 Ad hoc or special meetings may be held, provided that Committee members are notified at least five days prior to the meeting.

## **2.2 Committee Responsibilities**

2.2.1 The Committee shall schedule Solo events and publish a calendar of events annually.

2.2.2 The Committee shall adopt and maintain supplemental competition regulations governing Solo events, that shall be published before the first championship event of the year, and preferably before the end of the prior year.

2.2.3 The Committee shall provide for trophies and awards in accordance with the supplemental competition regulations.

2.2.4 The Committee shall have the power and responsibility to deny a Solo number holder's participation eligibility for Solo events if the Solo number holder 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. Examples may include, but not be limited to, the following:

2.2.4.1 The Solo number holder has violated Committee rules and regulations that create disruption, or otherwise negatively impact or impede the effective operation of Solo events.

2.2.4.2 The Solo number holder engages in significant or repeated unsportsmanlike conduct or otherwise creates a hostile environment for other members.

2.2.5 The Committee may penalize, expel, suspend, or terminate a Solo number holder not in good standing by the following procedure:

2.2.5.0 A motion to penalize may be presented by a Committee member at a regular Committee meeting. Approval of the motion shall require a majority vote of the Committee members and approval of the Region Board of Directors. The penalty will consist of either the loss of championship points or a ban from any number of future championship events, at the discretion of the Committee.

2.2.5.1 A motion for expulsion, suspension, or termination of a number holder may be presented by a Committee Officer or member at a regular Committee meeting. Approval of the motion shall require a simple majority vote of the Committee and shall be referred to the Region Board of Directors.

- 2.2.5.2 The Committee shall give the number holder a minimum of 15 days written notice prior to the effective date of expulsion, suspension, or termination.
- 2.2.5.3 The Solo number holder shall have the opportunity to be heard (orally or in writing) by the Committee at least five days prior to the effective expulsion, suspension, or termination date.

## **2.3 Scheduling of Solo Events**

### 2.3.1 Guidelines used in the scheduling process:

- 2.3.0.1 The Championship year is January 1 through December 31.
- 2.3.0.2 Championship events may occur on Saturdays or Sundays. Saturday Championship events shall only be held in cases where the same weekend Sunday is not available.
- 2.3.0.3 A Championship event shall not be held within 5 calendar days of another Championship event. Championship events shall be limited to two events per calendar month on four weekend months and three events per calendar month on five weekend months. Championship events shall be restricted to no more than two consecutive weekends.

2.3.2 Closed events may be held but require approval of the Committee and must be SCCA sanctioned and insured the same as any event open to the general membership.

## **3. ONLINE REGISTRATION AND MAILING LIST**

3.1 Online registration shall be opened not later than three weeks before all Solo events, except closed events. The notice shall include:

- 3.1.1 Date, location, starting time and general schedule of events
- 3.1.2 Registration and technical inspection times
- 3.1.3 Entry fees
- 3.1.4 Notice of timing for determination of run and work order assignments, published when finalized
- 3.1.5 Any special conditions or variations (i.e. X-class entries may be limited, four runs, etc.)
- 3.1.6 The statement "Sound level shall be in accordance with SCCA National Solo Rules" or as applicable "Sound level shall be in accordance with National Solo Rules, adjusted to XX dBA" (where an alternate limit for the event below 100 dBA has been approved by the Committee)
- 3.1.7 SCCA's policy of no intoxicants and no smoking
- 3.1.8 The statement "Held under SCCA National Solo Rules and San Diego SCCA Solo Supplementary Competition Rules"
- 3.1.9 The Committee should maintain an "opt-in" email list to notify Solo number holders when the event notice has been posted.

### **3.1 SCCA Sanction**

3.1.1 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.

### **3.2 Event Conduct**

3.2.1 The waiver worker position at the entrance to the event site shall be staffed throughout the day from the time registration begins until the final run is completed.

3.2.2 A safety pre-run is required immediately prior to the start of the first timed run. The Safety Steward of record may designate a driver and car to conduct the safety pre-run. In no case shall the Safety Steward choose a driver or car in order to impart a competitive advantage to either.

3.2.3 If significant changes are made to the course after the safety pre-run, 10 minutes shall be allowed for competitors to walk the changed area. No other portion of the course shall be open for walking.

3.2.4 The course layout must be the same for all entrants within a class.

3.2.5 An entrance from the pit area to the grid and from the exit from the course to the grid and pit area shall be clearly marked.

3.2.6 Safety vests of bright and distinct color (not similar to the color of the course pylons or the vest color of the Solo Safety Steward), shall be worn by all course workers and any person who ventures onto the course while vehicles are actively running. This includes, but is not limited to, Solo Safety Steward, Youth Steward, Sound Monitor worker, and photographers and their spotters.

3.2.7 At least one radio will be present at each worker station while vehicles are actively running. This includes, but is not limited to, championship and practice events and novice schools. If not enough radios are available, priority will go to stations not visible to the timing trailer. If radios are unavailable, the Solo Safety Steward must notify the Event Chair whether the event is safe to start.

3.2.8 All entrants shall limit car preparation activities to the event site boundaries. Any exceptions must be discussed and approved in advance by the event Safety Steward of Record.

### **3.3 Solo Number and Solo Membership, Entry Fees and Registration**

3.3.1 All entrants participating in Committee events shall be required to purchase a Region Solo number. The annual cost for a new number is \$20. New numbers purchased from October through December shall include next year's renewal.

3.3.1.1 A renewal is the same number purchased for the following year by the current Solo number holder. Solo number holders may renew their number during November and December, provided that they have used their number to participate in a Solo Event in either the previous or current year. The cost for number renewal is \$20. Beginning January 1<sup>st</sup>, all number sales shall be treated as new number sales.

3.3.1.2 First time participants must purchase a new Region Solo Number that shall be valid for the periods specified above.

3.3.1.3 On an emergency basis, an Event Chair may cease number sales and event entry fees at an event provided they have reasonable doubt about the ability to accommodate all entries before the event must end due to darkness or contractual provisions.

3.3.1.4 Unallocated single- and double-digit numbers will be approved by the Solo Committee based on the requestors contributions to the region.

3.3.2 SCCA weekend membership is available from the San Diego Region for \$15.

3.3.3 For all other Solo events, entry fees shall be proposed by the Solo Committee and approved by the Region Board of Directors.

3.3.4 Upon completion of registration, the entrant shall have a "Driver" wristband placed around their left wrist by a registration worker.

3.3.5 A passenger SCCA weekend membership is available from San Diego Region at no cost. After completion of the SCCA weekend membership form and/or waiver, the passenger shall have a "Passenger" wristband placed around their left wrist by a registration worker.

3.3.6 Event registration shall be handled through MotorsportReg.com, unless otherwise approved by the Committee for special purpose events only. Registration shall be open to any entrant at the same time, whether an existing SCCA member, or an entrant obtaining SCCA membership for the event, with the exception of special purpose or closed events.

3.3.6.1 Online registration through MotorsportReg.com shall only use an authorized SDR SCCA bank account. The Committee may elect to change the service provider for online registration at any time by approval of the Committee and the Region Board of Directors.

3.3.6.2 The Committee Chair, Registration Subcommittee Chair and their designees will have full administrative access to the Committee's online registration account. Each may perform the duties listed above as needed. Only the Region Board of Directors may authorize a change of banking account for collecting entry fees and receiving deposits.

3.3.6.3 SpeedWaivers is the authorized electronic waiver system for events.

### **3.4 Novice Instructors**

3.4.1 It is the responsibility of the Novice Subcommittee Chair to establish written Novice Instructor guidelines and have these guidelines approved by the Committee Chair.

3.4.2 A Novice Instructor is defined as a person who is knowledgeable on event and course safety, course worker positions and functions, entrant entry obligations, and course design elements. Active participation at Solo events for at least four years is generally required. The Novice Instructor shall cover all points from the written guidelines provided by the Novice Committee Chair with each novice assigned for instruction.

3.4.3 A Novice Instructor may only serve in this capacity after his/her official timed runs. A Novice Instructor riding before his/her official timed runs automatically forfeits his/her championship points for that event. Acting as a Novice Instructor may constitute working an event.

### **3.5 Safety Stewards**

3.5.1 The Safety Steward of record shall be responsible for locating a relief Safety Steward for an event, if required.

### **3.6 Hazardous and Unsportsmanlike Conduct**

3.6.1 The Safety Steward, Event Chair, and the Committee Chair have the power to disqualify anyone engaging in hazardous conduct at or in the vicinity of the event.

3.6.2 Anyone who observes a participant engaging in hazardous and/or unsportsmanlike conduct on the day and in the vicinity of an event shall submit a complaint to the Committee. The Committee shall notify both the observer and the participant of the date, place, and time of review by the Committee of the complaint. If, in the opinion of the Committee, the complaint is justified based on evidence presented, the participant shall be disqualified from the event and prohibited from participation in at least the next two consecutive Championship events.

### **3.7 Event Results**

3.7.1 Final event results shall be published within 14 days of the event.

3.7.2 Results shall include the name of the event, type of event, date, place, entrant's name, Solo number, vehicle model, class, Club affiliation, net time of each run, penalty for each run (if any), position in class, designation of trophy winners, designation of top time of day, top time of day ladies, and top time of day indexed (PAX) drivers.

3.7.3 A copy of the results shall be forwarded to the Timing and Scoring Subcommittee Chair or designated alternate for use in determining Annual Championship Points.

### **3.8 Safety Inspections**

All vehicles must pass safety inspection prior to competing. Entry fees, if already paid, will be refunded if a vehicle fails to pass safety inspection. Safety inspection is not concerned with the legality of a vehicle.

3.8.1 The Solo Chair will appoint a Tech Chair to oversee the annual safety inspection process.

3.8.2 An annual safety inspection (optional) for a calendar year may be available for vehicles presented for inspection by an SCCA member with an annual San Diego Region Solo number. When a vehicle has completed the requirements for an

annual safety inspection, two official Annual Tech stickers will be issued. The first sticker will be placed on the vehicle and the second sticker will be placed on the back of the member's SCCA membership card. Co-driver(s) of the vehicle will be issued one Annual Tech sticker to be placed on the back of their SCCA membership card.

3.8.3 Annual Tech should be honored for all sanctioned Solo events in the San Diego Region.

3.8.4 The following conditions apply to annual safety inspection:

- A. Vehicle or driver must have run in the previous year for at least two-thirds of events held, without any safety inspection issues, and must be a Solo Number holder currently.
- B. The vehicle should be presented for annual safety inspection in the same condition in which it will compete.
- C. It is the responsibility of all entrants in a vehicle with an annual safety inspection approval to verify that all items in the National SCCA Solo Rules and Regulations are in compliance.
- D. The event Safety Steward, Solo Chair, or Event Chair may require a vehicle be presented for re-inspection if there is good reason to believe that a vehicle is not in compliance.
- E. A driver must submit a vehicle for re-inspection if significant modifications are made to the vehicle after receiving an Annual Safety Inspection sticker.
- G. Annual Safety Inspection sticker may be issued, at the discretion of the Tech Chair, at any time throughout the year.
- H. All Annual Safety Inspection stickers will expire at the end of the calendar year for which they were issued.

3.8.5 When registering for an event, the holder of an Annual Tech sticker will show their SCCA membership and Annual Tech Sticker to the event registration staff. The event-specific vehicle tech sticker will be issued to that participant at registration.

3.8.6 Helmets will be inspected annually to ensure compliance to current Solo safety requirements. After inspection, an annual sticker may be affixed on the lower left side of the helmet.

## **4. NON-COMPETITION AWARDS**

### **4.1 *Starlight Award***

4.1.1 A special award entitled "The Starlight Award" may be awarded no more than annually to one or more individuals who have made outstanding and/or out of the ordinary contributions to the furtherance of the San Diego Region Solo Committee and its goals.

4.1.2 The Starlight Award shall be a permanent trophy, engraved with the names of all recipients of the award. It shall remain in the custody of the most recent recipient. An individual plaque shall be given to the past recipient as the permanent award is passed to the next recipient.

4.1.3 The award selection committee shall be comprised of all previous Starlight Award recipients who have participated in Committee events during the current calendar year. Nominations may be submitted to the Committee in writing, with justification, by December 31 of the current year.

### **4.2 *Gordon Wells Sportsmanship Award***

4.2.1 The Gordon Wells Sportsmanship Award may be awarded no more than annually to any individual who participates on a regular basis and is considered a sportsman in the sense of our sport by demonstrating fairness, courtesy, generosity and graceful acceptance of results; a good loser and graceful winner.

4.2.2 The Gordon Wells Sportsmanship Award shall be a permanent trophy, engraved with the names of all recipients of the award. It shall remain in the custody of the most recent recipient. An individual plaque shall be given to the past recipient as the permanent award is passed to the next recipient.

4.2.3 The award selection committee shall be comprised of all previous Gordon Wells Sportsmanship award recipients who have participated in Committee events during the current calendar year. Nominations may be submitted to the Committee in writing, with justification, by December 31 of the current year.

4.2.4 This award commemorates the spirit of Gordon Wells, who was a member of our organization and a sportsman in every sense of its meaning. Gordon was murdered while working on his car in the garage.

### **4.3 OTHER AWARDS**

Other special awards may be made at the discretion of the Committee.

4.3.1 Solo number 90 shall be retired in memory of Richard Takashima who passed away in 2001.

4.3.2 Solo number 201 shall be retired in memory of Sam Bailey who passed away in 2013.