

Sports Car Club of America San Diego Region

Solo Committee Charter



SPORTS CAR CLUB OF AMERICA SAN DIEGO REGION

2021 SOLO COMMITTEE OFFICERS AND MEMBERS

Chair	Gary Cameron
Vice Chair	Mark Wolfe
Secretary	Ric Senior
Treasurer	Chris Teague
Member	Wally Cook (DCCSD), Alternate Robbie Robinson
Member	Nima Abraham (SCAT), Alternate Mitch Sommers
Member	Edwin Liu (SCNAX), Alternate Mike Parsons

Solo Event Host Clubs

Datsun Competition Club of San Diego
(DCCSD)

Southern California Autocross Team
(SCAT)

Sport Compact National AutoX Club San Diego
(SCNAX)

SOLO COMMITTEE CHARTER

Effective January 1, 2021

1. INTRODUCTION

The San Diego Region SCCA, recognizing the significance and importance of the Region's Solo program, has established a Solo Committee that is empowered to handle the ongoing and day-to-day operations of the Region's Solo activities, operating 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 consist of Region members in good standing, four of whom shall serve as officers consisting of a Chair, Vice Chair, Secretary, and Treasurer, along with one representative from each of the Clubs.

2.0.2 Recognized Event Host Clubs ("Clubs") shall appoint an eligible member to serve on the Committee and shall also designate an alternate eligible member. Such representatives may not also serve as Chair, Vice Chair, Secretary, or Treasurer.

2.0.3 Appointed Committee members or their alternates must be present at a minimum of 75% of regularly scheduled Committee meetings and shall not be absent for more than two such meetings in succession. If this occurs, the Committee may remove the appointed Committee member in that championship year.

2.0.4 Officers consisting of a Chair, Vice Chair, Secretary, and Treasurer shall be nominated at the October meeting and elected at the November meeting by a simple majority of San Diego Region members present and voting.

2.0.5 The appointed and elected Committee members shall assume office at the January meeting.

2.0.6 The immediate Past Chair shall serve in an advisory capacity to the Committee in the year following completion of their term.

2.0.7 No person shall hold the same officer position for more than three consecutive years. Committee members may serve more than three consecutive years including Committee members that are no longer officers.

2.0.8 Each Committee member shall have one vote on matters brought before the Committee, with decisions requiring a simple majority of the Committee members (or their alternate) when a quorum of at least five (5) members are present.

2.0.9 The Committee shall fill vacancies created by resignation or removal of elected Committee members, or created by removal of Club appointed Committee members and alternates, by a majority vote of the remaining Committee members. Resignation of a Club appointed Committee member shall be filled by that Committee member's designated alternate.

2.1 Event Host Clubs

2.1.1 Clubs must be recognized by the San Diego Region Board of Directors and named as part of this Committee charter. Clubs shall consist of San Diego Region members in good standing, affiliated and operated together as a separate car club to promote interest in sports cars and motorsports in general, and to assist the Region in the promotion and operation of Solo events. Recognition, or continued recognition of Clubs, is at the sole discretion of the Region Board of Directors.

2.1.2 Each year, Clubs shall provide to the Solo Committee its officers' names, a list of its members, its organizational address and a newly executed Form W-9 for continued recognition.

2.1.3 Clubs shall provide the staffing, logistics and event management for at least two Championship Solo events in a championship year for continued recognition.

2.1.4 Clubs should have an average of at least ten entrants per event during two-thirds of the Championship events in a championship year.

2.2 Committee Powers and Responsibilities

2.2.1 The Committee shall calendar and classify Solo events.

2.2.2 The Committee shall adopt and maintain supplemental competition regulations governing Solo events.

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

2.2.4 Motions to remove any Committee officer or member for cause shall be presented to the Region Board of Directors in writing. The Region Board of Directors may remove the officer if the motion is determined to have sufficient merit and removal of the officer is believed to be in the best interest of the Committee, the Solo program and the Region in comparison to other viable actions.

2.2.5 The Committee shall have the power and responsibility to deny a Solo card holder's participation eligibility for Solo events if the Solo card 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:

- A. The Solo card holder has violated Committee rules and regulations that create disruption, or otherwise negatively impact or impede the effective operation of Solo events.
- B. The Solo card holder engages in significant or repeated unsportsmanlike conduct or otherwise creates a hostile environment for other members.

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

- A. A motion to penalize may be presented by a Committee member at a regular Committee meeting. Approval of the motion shall require a simple majority vote of the Committee members. 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.
- B. A motion for expulsion, suspension, or termination of a cardholder 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.
 - 1. The Committee shall give the cardholder a minimum of 15 days written notice prior to the effective date of expulsion, suspension, or termination.
 - 2. The Solo card 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 Duties of Officers

2.3.1 The Chair shall preside (in a non-voting capacity) 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.

In the event that a proposal before the Committee results in a tie vote by a valid quorum of Committee members, the Chair shall then vote to resolve the tie.

The Chair shall have the power to appoint sub-committee chairpersons as may be necessary to carry out special business of the Committee (i.e. Rules, Lot, Sound, Equipment, Novice, etc.). These chairpersons may be appointed from members of the Committee.

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. The Chair shall ensure that a report of financial transactions be made to the Committee as part of the agenda of regular meetings.

2.3.2 The Vice-Chair shall serve as Chair in the absence of the Chair. The Vice-Chair shall maintain and post Solo Event and Annual Championship Points, per the supplementary competition regulations. The Vice-Chair shall perform such other duties as the Chair assigns.

2.3.3 The Secretary shall take the minutes of each meeting and shall keep all records pertaining to Committee business. The Secretary shall send and receive correspondence related to Committee business. The Secretary shall publish the minutes of each Committee meeting and shall provide notice of the time and date of all meetings or changes in scheduled meetings.

2.3.4 The Treasurer shall handle the financial transactions of the Committee within the following guidelines:

- A. The Treasurer, at all times, shall act with honor and integrity, safeguarding the assets of the Committee in a fiduciary capacity. The Treasurer shall report to the Chair, and to the San Diego Region Treasurer.
- B. A Petty Cash Fund, not to exceed \$200, may be maintained by the Treasurer. Receipts for all transactions above \$20 shall be maintained, disbursements under \$20 may be evidenced by a petty cash disbursement slip indicating the date, purpose, amount and recipient of the disbursement.
- C. Petty Cash disbursements shall not exceed \$50 per transaction.
- D. The Treasurer may not make any disbursements of any kind (cash, check, electronic transfer or other) to themselves, or to any persons or entities to which they are related. Such disbursements, when necessary, must be approved and issued by any two of the following: Committee Chair, Committee Vice Chair, San Diego Region Executive, San Diego Region Treasurer.
- E. Expenditures exceeding \$1,000, other than necessary recurring Solo event expenses (e.g. site rental fees, SCCA insurance and sanctions, etc.) require documented approval by the San Diego Region Board of Directors.
- F. A monthly income and expense report, and balance sheet, shall be provided to the Committee Chair and the San Diego Region Board of Directors by the earlier of the second regular meeting of the Committee or Region Board of Directors following a month end.

2.4 Standing Subcommittees

2.4.1 Standing subcommittees shall be at the discretion of the Committee.

2.4.2 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.

2.4.3 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.

2.4.4 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 as approved by the Committee.

2.4.5 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.

2.4.6 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. 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.

2.4.7 The Registration 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 Treasurer.

2.5 Meetings

2.5.1 The Committee shall meet on the first Monday of each month at a regular time and place designated by the Committee. 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.

2.5.2 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.

2.5.3 Special meetings may be held, provided that Committee members are notified at least five days prior to the meeting.

2.6 Classifying and Calendaring

2.6.1 The addition of Solo event dates to the Committee event calendar shall be a two-step process performed at regular Committee meetings and completed in the following order:

- A. Classification is defined as the process of determining the Championship status of each date after it has been approved by the Committee.
- B. Calendaring is defined as the process of determining whether a Club, or the Committee, will manage the event operations.

2.6.2 Guidelines used in the classification process:

- A. The Championship year is January 1 through December 31.
- B. 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.
- C. 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.
- D. In the event it becomes necessary or possible to add a date to the Committee schedule that is earlier than the latest date calendared, the addition shall not cause a change in the classification of the dates immediately preceding and following the new date unless; (1) the reclassification is specifically agreed to by the Club calendared to manage the event operations, and; (2) a move to reclassify is approved by the Committee.
- E. In the event it becomes necessary or possible to add a date to the Committee schedule that is later than the latest date calendared, the procedure in paragraph D above shall apply, except that only the latest date previously calendared may be considered for reclassification.
- F. In the case of two consecutive dates on a Saturday and Sunday, the calendaring shall consider that weekend as a single date (that is, one Club or the Committee shall be calendared for both days).

2.6.3 Guidelines used in the calendaring process:

- A. The order of rotation in which Clubs shall have the option of choosing event dates shall be determined by a drawing held prior to the approval of any dates for the next calendar year. All Clubs shall be included in the draw.
- B. Calendaring shall be performed at the next regular Committee meeting after an available date or block of dates has been announced, approved and classified; except that all dates within 60 days of the date of the meeting may be calendared immediately.
- C. Absent Clubs shall be skipped during the calendaring process.
- D. Solo events may be re-calendared. Re-calendaring must take place, when possible, 45 days prior to the date of the event.

2.6.4 Clubs sponsoring a closed event and desiring SCCA sanction shall submit the request at any regular Committee meeting. In the event there is no scheduled meeting prior to the date of the event the Committee is empowered to approve the event. All events sanctioned by the SCCA must be insured for Event Liability and Participant Accident coverage by the SCCA Master Plan.

2.6.4.1 Committee approval of a closed event shall be based upon the Club's agreement to comply with the SCCA National Solo Rules, this charter and the Supplementary Competition Regulations as applicable, and shall have demonstrated competence in conducting such events.

3. EVENT MANAGEMENT AND ORGANIZATION

3.1 Publicity

3.1.1 An event notice is required for all Solo events, except closed events. The notice shall include:

- A. Date, location, starting time
- B. Registration and technical inspection times
- C. Entry fees
- D. Run and work orders
- E. Any special conditions or variations (i.e. X-class entries may be limited, four runs, etc.)
- F. Name and telephone number of Event Chair and Safety Steward.
- G. The statement "A maximum sound level of 93.0 dBA at 50 feet for all participants will be enforced" (or the dBA limit exception for the event as approved by the Committee)
- H. SCCA's policy of no intoxicants
- I. The statement "Held under SCCA National Solo Rules and San Diego Region Solo Supplementary Competition Rules"

3.1.2 The event notice shall be issued three weeks prior to an event.

3.1.3 The Committee should maintain an "opt-in" email list to notify Solo card holders when the event notice has been posted.

3.2 Sanctions and Event Host Club Compensation

3.2.1 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.

3.2.2 Each Club that conducts a Solo Championship event, approved by the Committee and open to all SCCA members, shall be compensated a flat rate of no more than \$250 by the Committee.

3.2.3 Each Club that conducts a Solo Practice event, approved by the Committee and open to all SCCA members, shall be compensated a flat rate of no more than \$250 by the Committee.

3.2.4 Clubs may be reimbursed for necessary and reasonable expenses incurred for operation of Solo events, subject to review and approval by the Committee. Expenses may include items such as fuel for a generator, water for participants on

a hot day, course lining material, etc. Expenses that exclusively benefit Club members such as meals or entry fee rebates or discounts are not eligible for reimbursement. Clubs may retain proceeds from fun runs held on Championship days.

3.3 Event Conduct

3.3.1 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.

3.3.2 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.

3.3.3 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.

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

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

3.3.6 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.

3.3.7 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.

3.3.8 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.

3.4 Solo Card and Solo Membership, Entry Fees and Registration

3.4.1 All entrants participating in Committee events shall be required to purchase a Region Solo card. The annual cost for a new card is \$25. New cards purchased from October through December shall include next year's renewal.

3.4.1.1 A renewal is the same card purchased for the following year by the current Solo card holder. Solo card holders may renew their card during November and December. The cost for card renewal is \$10. Beginning January 1st, all card sales shall be treated as new card sales.

3.4.1.2 One-time visitors or first-time participants may purchase a temporary card (number) for a single event for \$5. To enter any subsequent events within a twelve-month period, the individual must purchase a card as specified above.

3.4.1.3 On an emergency basis, an Event Chair may cease card 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.

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

3.4.3 Entry fees for all Solo Championship events shall be \$40. Entry fees for all Solo Practice events shall be \$60. For Solo practice events, shared car secondary drivers shall be charged \$20. Only registered entrants are allowed to drive in the event.

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

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

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

3.4.7 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.

3.4.7.1 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.

3.4.7.2 The Committee Chair, Committee Treasurer, and Registration Subcommittee Chair 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.

3.4.7.3 SpeedWaivers is the authorized electronic waiver system for events.

3.5 Novice Instructors

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

3.5.2 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.

3.5.3 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.

3.6 Safety Stewards

3.6.1 The Safety Steward of record shall not be a member of the Club managing event operations unless no other licensed steward can be located. This restriction does not apply to relief Safety Stewards or Deputy Safety Stewards.

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

3.6.3 The Safety Steward of record for an event shall receive one free event entry.

3.7 Hazardous and Unsportsmanlike Conduct

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

3.7.2 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 prohibited from participation in at least the next two consecutive Championship events.

3.7.3 Anyone found guilty of unsportsmanlike conduct shall be disqualified from the event.

3.8 Event Results

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

3.8.2 Results shall include the name of the event, type of event, date, place, entrant's name, Solo card 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.

3.8.3 A copy of the results shall be forwarded to the Committee Vice Chair or designated alternate for use in determining Annual Championship Points.

3.9 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.

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

3.10.2 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 card. 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.

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

3.10.4 The following conditions apply to annual safety inspection:

- A. Vehicle or driver must have run in the previous year without any safety issues and must be a Solo Card holder.
- 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.

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

3.10.6 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 card number 90 shall be retired in memory of Richard Takashima who passed away in 2001.

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