SOUTH ATLANTIC ROAD RACING CHAMPIONSHIP
STANDARD OPERATING PROCEDURES
2011/2012

The purpose of these guidelines is to give continuity from year to year for the administration of the South Atlantic Road Racing Championship and to give a standard for procedures for the Series to all the regions of the Southeast Division of the Sports Car Club of America.

SECTION I

1. The purpose of the South Atlantic Road Racing Championship is to provide and organize a regional race series for the drivers of the Southeast Division.

2. THE SARRC COMMITTEE

2.1 The SARRC Committee is responsible for the development of rules, standards and procedures for the scheduling of SARRC events and the SARRC Invitational Challenge and is responsible to the REs of the Southeast Division. The Liaison between the REs and the SARRC Committee is the SARRC Administrator whose job description is listed in Section III. There shall be a Points Keeper and a Treasurer whose job descriptions are listed in Section III.

2.2 The purpose of the SARRC Committee is to provide the cooperative leadership and organization to the Series and to develop and enforce the Series rules and to provide for continuity and consistency within the program. The SARRC Committee does not govern car class rules, race groups, National or Pro race events or anything that does not pertain to the perpetuation and continuity of the Series.

2.3 The members of the Committee are appointed or elected from each region that has sanctioned a SARRC event in the previous year. Each SARRC racing region receives one vote. A region that has not put on a SARRC event in the previous year will retrograde to non-voting status for one year and then will be dropped from the Committee after that year without sanctioning a SARRC event. A region that has not sanctioned a SARRC event in the previous year may join the Committee as a non voting member when a SARRC event is listed on the Southeast Division schedule for that region. A Member-at-Large from all Regions not conducting SARRC events will be selected by the SARRC Administrator with approval of the SARRC Committee and will serve as a full voting member of the committee. [7-00] All additions and deletions of members from the SARRC Committee are made at the Southeast Division meeting (held in January of each year). The SARRC Administrator, Points Keeper and Treasurer do not cast votes.

2.4 The SARRC Committee Representatives

1. The representative is the liaison between the home region and the committee and is responsible for relaying information from the home region to the Committee and from the Committee to the members of the Region. The representative shall inform the Region's R.E. of all SARRC activity.

2. The representative is responsible for the SARRC related conduct of the home region and sees that all SARRC requirements are carried out in the home region.

3. The representative may have an alternate. The representative or alternate is required to attend the SARRC Committee meetings.

2.5 SARRC Committee meetings shall be restricted to the SARRC Committee representatives or their designated alternatives. Guests may attend with prior approval of the Committee Chairman or Administrator.

2.6 The Committee will elect a Chairman each year from among its voting members at the SEDIV annual meeting. The Chairman's job description is listed in Section III.

SECTION II- POLICY STATEMENTS

3.1 The SARRC rules are meant to provide continuity for the Series.

3.2 Corrections, additions, deletions, changes, updates, etc. to these guidelines maybe made only by a majority vote of the SARRC Committee on an item by item vote. All changes shall be automatically renumbered.

3.3 The SARRC Committee reserves the right to impose penalties upon regions as it sees fit per infraction of the rules and regulations. No action will be taken against any region until that Region has been notified in writing by the Administrator prior to the next scheduled Committee meeting.

3.4 It shall be the policy of the SARRC Committee to invite a member of the Compliance Crew to the SARRC Invitational Challenge annually. [2-93]

3.5 A waiver of any of the SARRC Standard Operating Procedures and SARRC Rules except for section 6.4 may be requested at any time. Presentation to the Administrator must be made in writing and must state reasons for the request. The request will then be made an Agenda Item and presented to the Committee. If the requestor desires the item be presented to the Committee outside of a regularly scheduled meeting, the chairman shall poll the Committee on the need to conduct a phone or email vote or to hold the item for inclusion on the agenda of the next regularly scheduled meeting. If the Committee agrees to an email or phone vote, then the Chairman shall poll the Committee and provide the results of the vote to all Committee members{1-06}

PRE AND POST RACE REGULATIONS

4.1 A copy of each SARRC race supplementary regulations and entry form will be sent to the SARRC Administrator before a sanction number can be issued by the National office {7-99}. The Administrator will check the form for compliance with the SARRC rules and regulation. The SARRC decal shall appear on the entry and it shall be designated as a SARRC event. [9-97]

4.2 A list of qualifiers and the race results of each race will be sent to the Points Keeper and the Administrator. They must be postmarked within seven (7) working days of the event. Failure may result in a charge not exceeding $300.00. Before any fine may be imposed, the SARRC Committee must meet to discuss the infraction and amount of fine. The decision must pass by a two-thirds vote. [9-97]

4.3 Regions conducting SARRC events will provide SARRC rules by having a copy posted in the same area as qualifying/results.

4.4 The SARRC fund will be $5.00 for each race entry not refunded. [1-09] This fee will be payable to the SARRC SEDIV and sent to the Treasurer within thirty (30) days. Failure to comply may result in a fine not to exceed $300.00. Before any fine may be imposed, the SARRC Committee must meet to discuss the infraction and amount of fine. The decision must pass by a two-thirds vote. [7-00] For the co-hosted event (SARRC-MARRS), fees are to be collected for SARRC (points) drivers and if MARRS fees are collected for MARRS (points) drivers, then SARRC fees do not apply to these MARRS drivers. [1-02]

4.5 SARRC funds will be used to purchase the year end awards which are given to the top three (3) eligible drivers in each class of the SARRC Series with additional awards presented based on class participation. All awards are presented at the SEDIV Awards Dinner. [7-00]

SARRC RACES

5.1 Each region may schedule and hold a maximum of four (4) SARRC events each year (Central Florida & Florida Region six (6) each) [1-08} and will conduct their own events.[1-99] The SARRC Race year will commence immediately after the SIC.[1-96] Regions with territorial control of more than one racing facility will have to designate one (1) facility for their territorial double SARRC. Only one (1) double SARRC will be allowed per facility per year. [6-94] Florida

Region And Central Florida Region may conduct two(2) Double SARRC at any track of their choice per year. {1-08} A two (2) year waiver is granted to the South Carolina Region to conduct a second double SARRC at a facility of its' choice and is renewable each year pending review of the Committee. [1-04] {renewed 1-011/12}

5.2 SARRC weekends will not be scheduled on the same or consecutive weekends at different tracks unless more than 450 miles exists between tracks.[1-04] A waiver is possible by agreement of the REs of the conflicting regions.[1-03] In case of no agreement, traditional dated will take precedence. REs must notify the SARRC Administrator in writing of their agreement. [9-99]

5.3 Any region that conducts a SARRC race that is not listed on the published SEDIV schedule will forfeit one race (from its' allowed four) for each infraction on the following year's schedule. Forfeiture will be to reduce the number of events held the previous year by one event.

5.4 All events are to be sanctioned by SCCA and held under the provisions of the current General Competition Rules of the SCCA and the SEDIV SARRC Rules and so noted in the event Supplementary Regulations. [1-04] Current SEDiv Regional class rules as published on www.sedivracing.org are a part of the SARRC rules. {1-06}

5.5 All SARRC events will be held in the Southeast Division and will be listed on the Southeast Division schedule as SARRC Regional races.

5.6 All SARRC races will be Restricted Regional Races.

5.7 SARRC events will not be held in conjunction with National Races or Driver's schools.

5.8 SARRC decals must be displayed on the side of all cars entered in SARRC events. All drivers are required to permanently attach the SARRC patch to their drivers suit either above or below the SCCA patch or directly across from it on their suit front. (Out of division drivers are excluded from required decals and patches)[{01-03]these requirements will be so noted in the Supplementary Regulations. Cars not displaying SARRC decals and drivers failing to have SARRC patches may be protested as not complying with these rules. This may be enforced by officials or by protest of competitors. (In the event decals and/or patches are not available at the event, this section is void) [01-03]

5.9 SARRC points races must be at least thirty (30) minutes or thirty (30) miles. SARRC races must be the first races of the day when more than (2) non-SARRC races are scheduled on the same day. [1-04] SARRC races will be indicated in the supplementary Regulations.

5.10 Endurance races or other ancillary races may be included at single SARRC events only, but may not be considered for SARRC points. [Permanent waiver to ATL & FLA Regions. 1-99]

5.11 There will be impound after the SARRC race at each SARRC event as per the GCR. The top three (3) position cars [1-04] must report to impound and be weighed. Impounded requirements must be included in the Supplementary Regulations.{7-99}

5.12 All cars eligible for recognized SCCA and SEDIV Regional classes (one year exception for ITO) {1-08} will be invited to compete at all SARRC events.

5.13 In dual series sanctioned races, a clear separate class designation will be assigned for all out of SEDIV cars. All out of division series cars must carry a clear series designation on the rear of the car. [1-01]

SARRC INVITATIONAL CHALLENGE

6.1 The final SARRC event of the year will be the South Atlantic Road Racing Championship Invitational Challenge (SIC). The SARRC Invitational Challenge (SIC) will count double [7-00] points toward the South Atlantic Road Racing Championship.

6.2 The minimum interval between the last SARRC Regional race and SARRC Invitational Challenge (SIC) will be four (4) weeks.[Permanent waiver ATL. 1-00]

6.3 The SARRC Administrator and SIC Race Chairman shall be responsible for the preparation of the SIC supplementary regulations, entry form, schedule and obtaining of the sanction

number. The supplementary regulations, entry form and schedule shall be prepared by July 1st of each year.

6.4 To qualify for the South Atlantic Road Racing Championship and the SARRC Invitational Championship (SIC) in a specific class, the following rules apply with no exceptions or waivers allowed.

1. A driver's Region of record must be in the Southeast Division.

2. Drivers must be classified as having finished three (3) SARRC point races. The official results will determine eligibility. (SARRC Committee replaced the word finished with the word entered for the 2011 season) 1-11

3. Drivers may not earn points in one class and then compete in the SIC in another class without qualifying in the second class.

4. Drivers accepting entry to the National Runoffs are not eligible to compete in the SIC in the same class. (SARRC Committee voted to allow Runoffs drivers who do not finish in the top six positions at the 2011 Runoffs to enter the 2011 SIC) 1-11

6.5 At the SIC, all cars must qualify within a maximum of 120% of the fastest qualifier in his/her class in order to start the race, unless waived by the Chief Steward.

DRIVER ELIGIBILITY & POINTS

7.1 All SCCA Novice permit holders with school requirements completed, Regional and National license holders with a Region of Record within the Southeast Division are eligible.

7.2 Drivers accepting entry to the National Runoffs are not eligible to accrue points in the SARRC Series in that same class.

7.3 SARRC points will be awarded as follows; 1_{st}-24pts, 2_{nd}-20pts, 3_{rd}-17pts, 4_{th}-15pts, 5_{th}-14pts, 6_{th}-13pts, 7_{th}- 12pts, 8_{th}-11pts, 9_{th}-10pts, 10_{th}-9pts, 11_{th}-8pts, 12_{th}-7pts, 13_{th}-6pts, 14_{th}-5pts, 15_{th}-4pts, 16_{th}-3pts, 17_{th}-2pts & 18_{th}-1pt. [1-04] Drivers may count their best six (6) finishes plus the SIC. In case of a tie for first, the highest finisher at the SIC will be determined the champion. [1-97]

7.4 The drivers Region of Record must be in the Southeast Division at the time points are earned. Drivers transferring their Region of Record into the Southeast Division may not accumulate points or finishes until the SARRC Points Keeper has been officially notified in writing of the change.

7.5 The deadline to make any changes to points due to incorrect results or classes will be 30 days prior to the SIC except for any race occurring during that period. {1-08}

7.6 A driver may waive points for any SARRC race except the SIC. The driver must notify the Chief of Tech in writing and execute an impound waiver request prior to qualifying for the SARRC race. The waiver must be approved by the Chief Steward or his designate. An impound waiver relieves the driver of post race impound and waives a finishing position and SARRC points. [8-08] Copy of Waiver attached at the end of the rules.

ADMINISTRATION

8.1 SARRC financial reports will be issued annually.

8.2 The Administrator will post the current years' rules before the first SARRC race and will distribute them to all SEDIV licensed drivers and stewards annually.

8.3 The SARRC Administrator, Treasurer, and Points Keeper shall be reimbursed for reasonable expenses as per SEDiv guidelines. The At Large Representative will also be reimbursed for travel expenses as per SEDiv published DA guidelines. SARRC Committee members should be reimbursed by their home region. Representatives not being reimbursed by their home Region may apply to the SARRC Committee on an individual basis at the above rate of reimbursement.[7-00] EFFECTIVE 7-00

SECTION III JOB DESCRIPTIONS

9. SARRC ADMINISTRATOR

9.1 Shall be appointed by the Executive Steward of the Southeast Division with the approval of the Area Directors and the SARRC Committee.
9.2 Shall be responsible to the SARRC Committee.
9.3 Shall not be any Region's Representative but may have a plurality of duties.
9.4 Duties:
1. To coordinate the efforts of the SARRC Committee.
2. To act as recording secretary during SARRC Committee meetings.
3. To cause distribution of SARRC Rules and Regulations as prepared by the SARRC Committee.
4. To report SARRC matters to the Executive Steward, REs, SEDIV Directors and the SARRC Committee.
5. To act as a mediator between Regions on SARRC matters.
6. To be liaison between the SARRC Committee and the organizing Region for the SARRC Invitational Challenge.
7. To check compliance of SARRC Rules by all organizing regions.
8. Maintain a list of SARRC representatives, the SARRC Administrator, the SARRC Treasurer and SEDIV Secretary.
9. To notify the SARRC Committee members of meetings and prepare the agenda.
10. To assist the Points Keeper as needed or act as Points Keeper.
11. Check the National Runoffs entry list and results for SARRC drivers who, by the rules, should be listed as ineligible for the SIC.
12. Provide the registrar of the SIC with an up to date list of drivers eligible to enter the SIC as soon as practical after the last SARRC points event.
13. To assist the SARRC Committee as needed.
14. To assist the Treasurer as needed or act as Treasurer.
15. Shall attend all SEDIV Scheduling Meetings. [10-94]

10. POINTS KEEPER

10.1 Shall be nominated by the SARRC Administrator with the approval of the SARRC Committee.
10.2 Shall be responsible to the SARRC Administrator/Committee.
10.3 Shall not normally be any Region's representative but may have a plurality of duties.
10.4 The essence of the points Keeper's job is to maintain and communicate point standings for the SARRC.
This includes:
1. Maintain records of finishing positions for all SARRC points events for all classes recognized by SARRC.
2. Exclude from the point standings, but include in totals, those drivers whose region of record is outside the SEDIV or whose classes are not recognized by SARRC.
3. Maintain point standings and participation records of all eligible drivers according to current SARRC rules.
4. Maintain overall participation records by class, track, qualifiers, starters and finishers. Maintain records of entrants for each SARRC class at each event.
5. Retain copies of qualifying and race results for possible reconciliation of point disputes.
6. Notify the SARRC Administrator when race results are mailed more than one week after conclusion of an event.

7. Maintain the eligibility of drivers to participate in the SARRC Invitational Challenge (SIC) in accordance with the current SARRC rules. Eligibility should be indicated on any list of point standings distributed or published.

8. Make current points standings available to post at SARRC events whenever possible.

9. Post current SARRC points standings, participation records and statistics to SARRC mailing list.

10. After the SIC, develop a season trophy list in accordance with current SARRC rules and post this with the final points standings.

11. Submit expenses, with appropriate documentation to the SARRC treasurer for reimbursement.

11. SARRC COMMITTEE CHAIRMAN

11.1 Duties:

1. Shall be responsible for establishing and conducting meetings.

2. Shall appoint a vice-chairman whose duties will be those of the Chairman if absent.

12. TREASURER

12.1 Shall be the SEDIV treasurer.

12.2 Shall not normally be any Region's representative but may have a plurality of duties.

12.3 Duties

1. Shall maintain a financial accounting of SARRC funds.

2. Shall notify the Administrator of delinquencies immediately.

SOP's last revised 7-00

SARRC Points Waiver

(See next page)

This form is to be used by any driver who is entered in a South Atlantic Road Race Series (SARRC) Regional race and wishes to waive points for the event. By properly completing this form, the driver agrees he is waiving his finishing position and all points for the race. The results for the race will show that a waiver was filed. All drivers finishing in a lower position will be moved up. The driver will receive a credit for the race for license renewal purposes.
The applicable SARRC rule is:

7.6 A driver may waive points for any SARRC race except the SIC. The driver must notify the Chief of Tech in writing and execute an impound waiver request prior to qualifying for the SARRC race. This waiver must be approved by the event Chief Steward or his designate. The driver waives a finishing position and all SARRC points.

1. This waiver must be completed by the driver prior to qualifying and signed by the Chief of Tech or designate.

2. Tech will file this waiver with the Chief Steward or his designate for approval. The Chief Steward will advise tech if the car is to report to post race impound and so note.

3. The Chief Steward will deliver this waiver to T & S and be responsible for insuring that results properly reflect the waiver.

4. A copy of the waiver will be retained by T & S for later verification.

This section must be completed by the driver:

I,_____, SCCA license #_____, driver of car #_____ class_____ at the SARRC race held at _____ on the date of _____ agree that by signing this form, I am filing waiver pursuant to GCR provision 5.9.3.D.

Specific reason for filing the waiver _____.

By signing this waiver, I agree to:
   1. Waive my finishing position
   2. Waive all SARRC points
   3. Waive any trophy that I may have won for my finishing position

   I understand that I will be required to present my car at post race impound unless specifically waived by the Chief Steward and noted below.

Driver Signature_____

Tech Inspector_____ Time filed_____

Steward_____ Driver required to appear at post race impound Yes__ No___

Chief of T & S_____
Note for T & S. Please list the driver as waiving points. The recommended way is to add the letter W to the class, example WGT-1 or WSM. Thus, the car will appear on the results in the final overall finish position but with a position in the waived classes, i.e., 5th overall and 1st in WSM or WGT-1.