



Salina Region, Sports Car Club of America

OPERATIONS MANUAL

Policies and Procedures

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**Salina Region,
Sports Car Club of America**



**Solo Emergency Plan for Events at
East Crawford Recreation Area**

It is imperative that everyone:

1. Remain Calm
2. Listen closely for directions from the Chief Steward, Event Chairman and Safety Steward
3. If not directly involved with an incident, keep your distance and help keep the area clear
4. Do your best, but do not get in over your head

Chief Steward, Event Chair, Safety Steward, Regional Solo Chair & Regional Executive Will give any assistance needed. In any incident involving injuries, they, in conjunction with law enforcement and emergency responders, will coordinate news releases. RE, or in his absence the Assistant RE or Solo Chair, will be the official spokesperson with the media concerning SCCA matters. For information to the media concerning the identity of an injury victim or specific details of an injury, defer to the police or the family.

DO NOT POST PHOTOS ON SOCIAL MEDIA unless permission has been given by RE, or in his absence the Assistant RE or Solo Chair.

East Crawford Recreation Area is a Salina city park. Any emergencies will be handled by City of Salina emergency responders -- police or fire departments. Ambulances with EMTs are dispatched from fire department.

Emergency Telephone Numbers

Ambulance ~ 911

Salina Police Department ~ 911 (emergency) or 826-7210 (administrative)

Salina Fire Department (ambulance) ~ 911 (emergency) or 826-7430 (administrative)

Salina Parks & Recreation Department ~ 826-7275, 309-5765

Animal Services (Barkley Park) ~ 826-6535

Nearest fire station is Station #4 at Crawford and Marymount, approx. 1.5 miles

Salina Regional Health Center

785-452-7000, main number

785-452-7161, emergency room

785-452-7110, patient room information

400 S. Santa Fe ~ Directions: North on Markley Road to Crawford, west approx. 2 miles to Santa Fe, north two blocks to hospital.

StatCare Minor Emergency Clinic

785-827-6453

1101 S. Ohio ~ Directions: North on Markley Road to Crawford, west approx. 1.5 miles to Ohio, south about half a mile, StatCare is on left.
Hours ~ 8 am to 9 pm Weekdays, 9 am to 9 pm Saturdays, 1 pm to 6 pm Sundays.

NOTE: Outpatient care, generally less expensive than the hospital emergency room

SCCA Risk Management Emergency Number 800-770-9994

Salina Solo Registration Guidelines

1. Registration is available online approximately ten days before events, and normally closes on Friday evening. Registrants choose their first- and second-choice run/work heats
2. Tech/timing sheets are printed, and Weekend Memberships are manually filled out prior to the event for online registrants.
3. On-site registration: On arrival, entrants sign the waiver and complete check-in with the Registrar. Entrants must show a valid driver's license. There are two exceptions:
 - a. KS driver's licenses are valid for 21-year-olds for 45 days after expiration.
 - b. Out-of-state military expired drivers licenses are valid until they resume residence in their home state.

Entrants who are not full SCCA members must have a Weekend Membership Form completed. Persons who desire to ride along must also have a Weekend Membership form (free). Online registration shall close at 10:30, and the Drivers Meeting will commence immediately.

4. The price for normal Regional events is \$25 for SCCA members and \$30 for Weekend Members. Entrants who register online receive a \$5 discount. Payment is not accepted online, but required at check-in on-site. Up to 3 entrants from the FSAE teams from any Kansas University get \$20 each off their entry regardless of their class, but any additional entrants must pay full price. If there are 4 heats, Fun Runs will be available in the 4th heat for an additional \$5.
5. Tech/Timing sheets are placed on the windshield of the car by the entrant, and cars are inspected per the Solo Rules. If there is a problem with the car, the Tech inspector will work with the entrant to see if it can be resolved in an appropriate manner. The Tech Inspector gathers completed Tech/Timing sheets and delivers them to the Timing & Scoring trailer.
6. Number of heats: Due to the large site, it is generally important to have at least 15 entries per heat if we use the space that is available to us. If there are less than 45 entrants, there will be two heats. If there are 45-59 entrants there will be 3 heats, and if there are 60 or more there will be 4 heats. Exceptions to these guidelines may be appropriate when the course design requires fewer than 5 corner stations. The number of heats and necessary adjustments will be determined by the event chair or his designee before the drivers meeting.
7. Drivers meeting and sign-in deadline. At 10:30 a.m., registration shall close and the drivers meeting will be held. Adjustments to heats will be announced by the event chair at the drivers meeting. Upon completion of the drivers meeting, course may be re-opened for walking, at the discretion of the event chair.
8. Entrants must work a heat or provide a worker for each heat he runs. In exceptional cases, other agreements may be made by the event chair.
9. Run/Work Order:
 - 2 heats — everybody works the heat he doesn't run.
 - 3 heats — Run 1/Work 2; Run 2/Work 3; Run 3/Work 1
 - 3 heats alternate — Run 1/Work 3; Run 2/Work 1; Run 3/Work 2
(This will result in slower heat changeovers)
 - 4 Heats — Run 1/Work 2; Run 2/Work 1; Run 3/Work 4; Run 4/Work 3
 - 4 Heats alternate— Run 1/Work 3; Run 2/Work 4; Run 3/Work 1; Run 4/Work 2
(Suggested for large turnout & faster heat changeover)

Salina Region SCCA Junior Driver Program (JDP) Rules & Procedures for Ages 5-18

I. Youth Stewards

- a. Artt Mann.
- b. Dennis Smith.

II. Check-in

- a. Registration must be completed.
- b. Tech inspection must be completed.
- c. Minor Waivers must be shown to the Youth Steward at every event for each junior driver.
- d. This must all be done 1 HOUR PRIOR to the "first car out."

III. Mandatory Course Walks

- a. There will be two mandatory course walks.
- b. One mandatory course walk will be led by the Youth Steward for the day.

IV. Drivers Meeting

- a. A Junior Drivers meeting will take place approximately 10-15 minutes prior to the event driver's meeting.
- b. Drivers meeting topics will focus on:
 1. Safety
 2. Responsibility
 3. Sportsmanship
- c. Junior drivers will still be required to attend the event drivers meeting.

V. Event Operation

- a. Junior karts will stage in their own grid area, separate from that of the vehicles.
- b. Taking their runs:
 1. Junior drivers will take their runs at the beginning of each set of runs.
 2. After the Junior drivers have taken each run and have returned safely to grid, vehicles will be allowed to move in grid and will be allowed on course.
 3. Junior C drivers, ages 5-7, will take their runs separately from the other Junior drivers.
- c. Double driver karts: The first driver of a double driver kart will take his/her run, with the second driver being ready to get into the kart upon the first driver's return to grid. If there are other karts running the event, the first driver of the double driver kart will go first with the other kart drivers to follow, allowing the first and second driver ample time to switch places upon the first driver's return to grid.

VI. Work Assignment

- a. A suitable work assignment will be given to each junior driver.
- b. When "roaming" the event site, a buddy system will be instituted.

VII. Additional Information

- a. The rules defined here are meant to be adhered to. They will be strictly enforced by the Youth Stewards. The Youth Stewards will, at their discretion, give out and administer any punishment they deem fitting and necessary for any rule infractions. For first minor offense, such as showing up late to the event and missing the mandatory course walk, this may be a warning. For a major offense, such as blatant disregard for the rules of safety, this might be disqualification from the event and possibly banned from future events.
- b. Event procedures listed above are not set in stone. They are a guide for the Junior Driver Program. As the need arises, changes can and will be made to ensure that the event runs smoothly, with minimal disturbance from the Junior karts and their drivers.

Salina Region SCCA Memorials policy

Salina Region will extend its condolences to current members in good standing who have lost a spouse, parent, child, sibling, grandparent or grandchild, with a donation of \$50 to a charity or recipient of the family's choice. This policy shall include step- or half- relations. Normally said recipient will be found in the obituary of the deceased individual, or by contacting the funeral home. The region must learn of such loss within four months. The region treasurer is authorized to make such donation without further approval of the region's board. Such donations, without mention of the dollar amount, shall be noted in the minutes of the next Salina Region board meeting. This remembrance will not be extended to aunts, uncles, cousins, or more distant relatives unless exceptional conditions prevail and the donation is approved by the board.

The Dave & Jo Richards Award

To be presented to an individual (or individuals) who has been a Salina Region member at least five years, who has taken a significant role in the Region's activities to the benefit of the Region and its Members, and who may also (but not necessarily) have been an outstanding competitor or worker/organizer on the Divisional and/or National level in any of the activities conducted by the Sports Car Club of America. This award is considered Salina Region's top honor, intended to be, but not required to be, presented annually.

Named for the longtime Salina Region founding members who, between them, served nine years as Regional Executive; both have been Driver of the Year, both have been Worker of the Year, both have been Divisional Solo Champions, both have competed in the Solo Nationals.

The award may be given to a recipient only once. A permanent traveling trophy will be held each year by the most recent recipient. Prior recipients will receive a "keeper" plaque the following year.

The selection committee shall be the three most recent recipients, the most recent designated as committee chair. In the event of past recipient(s) unable to serve as a selector, that person would be replaced by the RE, Asst. RE and/or Past RE in that order.

The Salina Region membership is encouraged to nominate deserving individuals.

Selection Committee for the first three years:

For the 2019 award: The RE, Asst. RE and Past RE for the 2019 award.

For the 2020 award: The 2019 recipient, the RE and Past RE.

For the 2021 award: The 2020 and 2019 recipients and the RE.

Thereafter this paragraph shall be deleted.

Salina Region SCCA Solo Annual Tech Application

I, _____, understand that this is an application and does not guarantee that my application will be approved.

1. Annual Tech Waivers are available for experienced Solo Racers. I have participated in a minimum of five (5) Salina Region Solo Events in the past twelve (12) months
2. I understand that participation in Annual Tech requires that, once my application is approved, I will perform my vehicle tech inspection prior to each event in accordance with standard vehicle tech procedures
3. I understand that if any major changes are made throughout the year I must notify the Chief Tech so I can renew my Annual Tech application. Major changes include but are not limited to suspension geometry changes, bodywork, and drivetrain modifications
4. I understand that my car may be subject to random tech inspections at any point during the season. I understand that failure of any tech inspection will require renewal of my Annual Tech application
5. I understand that any mechanical failure on course during an event will require renewal of my Annual Tech application
6. I will submit this Annual Tech application with my Driver's License and Proof of SCCA Membership to the Chief Tech for approval and tech inspection of my vehicle

Once my Annual Tech has been approved:

- Place the annual Tech Sticker on the driver's side door jamb such that it is easily visible with the door open.
- At each event I must tech my vehicle according to the rules in Section 3.3 of the National Rules. Failure to comply with these regulations will result in a revocation of my Annual Tech and I will not be able to participate in the program in the future.
- Annual Tech is valid for all Salina Region Solo events in the same calendar year as the date of approval.

I, _____, have read the above guidelines and understand each of the above statements. I will comply with each of these guidelines for the entire season.

Car Information

Year: _____ Make: _____ Model: _____ Color: _____ Class: _____
Car Number: _____ Current Modifications: _____

Driver Information

Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ SCCA #: _____ Driver's License#: _____
Emergency Contact Name: _____ Emergency Contact Phone: _____

Applicant Signature: _____ **Date of Application:** _____

CHIEF TECH APPROVAL

Approved By (Sign & Print Name): _____ Date Approved: _____

SALINA REGION SCCA

SOLO ANNUAL TECH INSPECTION CHECKLIST

- **LOOSE ITEMS REMOVED:**
- **PEDAL OPERATION NOT IMPEDED:**
- **SEATS SECURED:**
- **WHEELS SAFELY AFFIXED AND IN GOOD CONDITION:**
- **TIRES IN GOOD CONDITION WITH NO CORDS SHOWING:**
- **SEATBELTS PROPERLY INSTALLED AND FUNCTIONING:**
- **THROTTLE RETURN ACCEPTABLE:**
- **NO EXCESSIVE LEAKS:**
- **BRAKE FUNCTION ACCEPTABLE:**
- **WHEEL BEARINGS, SHOCKS, STEERING, AND SUSPENSION ACCEPTABLE:**
- **EXHAUST EXITS BEHIND DRIVER OR TO SIDE OF CAR:**
- **EXHAUST SOUND LEVEL NOT EXCESSIVELY LOUD:**
- **BATTERY SECURED:**
- **NOTES:**

INSPECTOR NAME (PRINTED): _____

I have verified that this vehicle meets all safety requirements listed here pursuant to SCCA Solo Rules Section 3.3 Vehicle Safety

INSPECTOR SIGNATURE: _____ **DATE:** _____