



## 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 will be available online at MotorsportsReg.com (MSR). Two heats will be determined by class according to a predetermined grid posted on MSR, which will alternate from one event to the next. If a large entry requires more than two heats, it will be posted no later than the opening of on-site registration.

2. On-site registration: Upon arrival, entrants must show an SCCA hard card or a valid SCCA membership card. All entrants without a hard card must sign the waiver. All entrants must show a valid driver's license and complete check-in with the Registrar. There are two driver's license 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 complete the SCCA Trial Membership form (free). On-site registration shall close at 9:30 a.m. and the Drivers Meeting will commence at 10 a.m.

3. The price for normal Regional events is \$25 for SCCA members and \$40 for Weekend Members. Payment is accepted online. Entrants who are members of Formula SAE teams from any college or university within the state of Kansas, and entrants competing in the Junior Driver Program (JA, JB, JC classes) will pay a \$15 entry fee regardless of their class, or \$30 if not an SCCA member.

4. Cars will be inspected per the Solo Rules. SCCA members will be eligible for Annual Inspections, per SCCA and Salina Region rules. Annual inspections by other SCCA Regions will be honored. 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.

5. Number of heats: There will normally be two heats. If there are 45-59 entrants there may be 3 heats, and if there are 60 or more there may 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.

6. Run/Work Order: 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.

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 3; Run 2/Work 4; Run 3/Work 1; Run 4/Work 2

**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.

### **Recipients:**

2019 – Dave & Jo Richards

2020 – Rocky Entriiken

2021 – Abner Perney

2022 – Dennis & Nancy Smith

# 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 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:** \_\_\_\_\_

## **Loaner Helmet Policy**

Individuals borrowing one of Salina Region's loaner helmets must surrender their driver's license.

An individual who does not possess a driver's license must leave some other valuable form of identification such as a school ID, parent's driver's license, credit card, etc., which is acceptable to the Registrar.

Loaner helmets may not be rented or loaned for events not conducted by Salina Region.



## Salina Region Policy for Declined Debit/Credit Cards

Any debit/credit card declined on motorsportreg.com (MSR) must be resolved by the cardholder within a 60 day period from the event date in which the card was attempted to be charged. MSR sends out an email and subsequent emails to inform the cardholder of the declined card and provides their link for the cardholder to resolve the matter. A copy of the initial email is also sent to the designated Salina Region SCCA organizer. MSR continues to send the cardholder multiple emails in an attempt to get the cardholder to resolve the matter. It is recommended to check spam and junk email folders frequently to insure you have not received messages that ended up there, or add motorsportreg.com to your browser to avoid missed emails.

According to Sports Car Club of America By-Laws, an SCCA member who is delinquent after 60 days, warrants cancellation of their membership. Salina Region SCCA will uphold this SCCA By-Law by notifying SCCA of the delinquent account holder's name and membership number.

Any Salina Region SCCA member, Associate member, SCCA member or weekend member, who is delinquent after 60 days from the event date, will be automatically removed from Salina Region's points system making the cardholder ineligible for awards and/or privileges, including, but not limited to, Year-At-A-Glance awards, Class Winner awards, Of-The-Year awards and the Dave and Jo Richards award. This also applies to not honoring the Salina Member free entry to the annual Octoberfest for delinquent account holders, due to the SCCA membership cancellation as referenced above. Once removed, the member may be reinstated for future events upon payment of the debt. Forfeited points will not be restored.

Furthermore, after 60 days a delinquent cardholder's name will be added into a shared log book entry on motorsportreg.com so other organizers are aware of the situation with the delinquent cardholder. This will allow other regions the discretion to do what they wish with the information.

After 60 days of delinquency, the cardholder will be blacklisted, making them unable to attend our future events.

Registrar has the authority to implement as much, or as little, of the aforementioned policy as said registrar deems necessary. On site check-in requires immediate full payment of the entry fee. The registrar has the authority to refuse entry until the entry fee is paid immediately, in full and during the scheduled check-in time.