



# **2006 Policy and Procedures Manual**

The largest road-race sanctioning body in the Pacific Northwest

© ICSCC 2006

INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL

Table of Contents

		Page
1.0	INTRODUCTION	2
2.0	DISTRIBUTION	4
3.0	OFFICERS	6
4.0	OFFICERS - GENERAL DUTIES, OBLIGATIONS, AND PRIVILEGES	21
5.0	REPRESENTATIVES	23
6.0	MEETINGS	26
7.0	FINANCIAL PROCEDURES	31
8.0	EVENT DATES	37
9.0	COMPETITION REGULATIONS	40
10.0	LICENSING PROGRAM	44
11.0	SUPPLIES	46
12.0	CHAMPIONSHIP POINTS SYSTEM	48
13.0	APPEALS	51
14.0	PERIODIC PUBLICATIONS	53
15.0	MEMBER CLUB RESPONSIBILITIES TO ICSCC	56
16.0	DRIVER TRAINING	61
17.0	LICENSE REGISTRAR	66
18.0	FUND CONTROL AND INFORMATION CIRCULATION	69
19.0	RACE PUBLICITY	72
20.0	TRANSFER OF HEADQUARTERS	74
21.0	RACE OFFICIALS DIVISION (ROD)	76
22.0	OFFICIAL IDENTIFICATION CARDS, PASSES, RELEASES, AND WAIVERS	79
23.0	MISCELLANEOUS	81
24.0	AFFILIATE AND MEMBER CLUB DEADLINE CHECKLIST	84
25.0	SAFETY PRECAUTIONS - COMMUNICABLE DISEASES	87
26.0	FORMS	90
	APPENDIX A - JOINT SANCTIONING	91
	APPENDIX B - P&P MANUAL DISTRIBUTION	93
	APPENDIX C - GUIDELINES FOR MONITORING NOISE EMISSIONS	94
	APPENDIX D - RESERVED AND RETIRED NUMBERS	94.1
	BYLAWS	95
	CODE OF ETHICS	107

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**1.0 INTRODUCTION**

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**1.0 INTRODUCTION**

This International Conference of Sports Car Clubs (ICSCC) Policy and Procedures Manual (PPM) sets forth, on a continuing basis, the policies established by the ICSCC Executive Board to conduct and implement all ICSCC affairs. Each year, following the publication of the minutes of the Fall and Spring ICSCC Executive Board Meetings, the ICSCC Secretary shall review those minutes and make the appropriate changes to this PPM.

As soon after the Spring Executive Board Meeting as possible, ICSCC Headquarters shall prepare new editions of the PPM, the cover and each page of which shall disclose the date of publication in the lower right-hand corner (e.g., "Current as of Spring 1989").

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**2.0 DISTRIBUTION**

**2.1 BY HEADQUARTERS**

**2.2 BY THE EXECUTIVE BOARD REPRESENTATIVES**

## **2.0 DISTRIBUTION**

### **2.1 BY HEADQUARTERS**

Headquarters shall distribute the PPM as follows: one copy to each ICSCC race official and officer; one copy to each ICSCC Executive and Contest Board Representative. Copies to be distributed by the Executive Board shall be provided to that Board by Headquarters.

### **2.2 BY THE EXECUTIVE BOARD REPRESENTATIVES**

Executive Board Representatives shall obtain and distribute copies of the PPM as follows: one copy to each member club President, Race Chairperson, Treasurer, and Race Registrar.

Copies obtained and distributed per this section shall be free. Additional copies are available from Headquarters at the cost fixed in Section 11.0 herein, plus postage.

All revised sections will show the date of the revision(s) or the date of the meeting at which the revision(s) was made. (Policy Statement, November 1964)

The PPM shall contain a current copy of the ICSCC By-Laws.

Reference in this manual to the ICSCC Competition Regulations shall be by number and section. The text of the Competition Regulations need not be set forth herein.

In order to ensure that each official and officer at the ICSCC and club levels are working from the same PPM, the color of the cover of the manual shall be changed annually.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

<b>3.0</b>	<b>OFFICERS</b>	<b>Page</b>
3.1	PRESIDENT	7
3.2	VICE PRESIDENT	7
3.3	ADVISOR(S) TO THE PRESIDENT	8
3.4	SECRETARY	8
3.5	TREASURER	9
3.6	LICENSE DIRECTOR	10
3.7	ASSISTANT LICENSE DIRECTOR	11
3.8	LICENSE REGISTRAR	11
3.9	PUBLIC RELATIONS DIRECTOR	12
3.10	MEDICAL DIRECTOR	13
3.11	RACE OFFICIALS DIVISION (ROD) DIRECTOR	13
3.12	RACE STEWARD	14
3.13	ASSISTANT RACE STEWARD	14
3.14	TECHNICAL STEWARD	14
3.15	BANQUET SUPPORT COMMITTEE	15
3.16	HISTORIAN	15
3.17	LEGAL ADVISOR - LEGAL ADVISORY BOARD	16
3.18	INSURANCE ADVISOR(S)	16
3.19	POINTS KEEPER	17
3.20	NOISE CONTROL OFFICER	18
3.21	CHARGE D'AFFAIRES	18
3.22	PLANNING ADVISOR	19
3.23	WEB SITE EDITOR	19
3.24	STEWARDS ADVISORY COMMITTEE	20
3.25	OFFICER CRITERIA	20
3.26	MEMO EDITOR	20.1

### **3.0 OFFICERS**

#### **3.1 PRESIDENT\***

##### **3.1.1 Election**

**3.1.1.1** The President shall be elected by the Executive Board at the Fall Executive Board Meeting and shall serve during the following year.

**3.1.1.2** The President shall be automatically nominated for a second term at the conclusion of the first term.

##### **3.1.2 Duties**

**3.1.2.1** The President shall be the sole executor of ICSCC. This authority shall extend to all matters in the usual and ordinary course of business.

**3.1.2.2** The President shall arrange for all Executive and Contest Board Meetings and shall have the sole responsibility for the appointment and removal of other officers, with the approval of the Executive Board as required herein. (See Sections 3.12 and 3.13)

**3.1.2.3** The President shall preside over all Executive Board Meetings.

**3.1.2.4** The President shall have the authority to levy fines, penalties, or both upon any person, affiliate club, and/or member club for any breach of ICSCC policies, procedures, and/or Competition Regulations. Any action of a disciplinary nature shall be subject to review by the Executive Board at their next regularly scheduled meeting at the request of any person or club that has been disciplined.

**3.1.2.5** Vacancies. (See By-Laws, Article III, Section 4)

**3.1.2.6** Reimbursement, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

---

\*At the conclusion of their terms, the President and Vice-President, and their spouses, shall be issued an HONORARY LIFETIME PIT PASS by Headquarters. (Fall 1974)

#### **3.2 VICE PRESIDENT\***

##### **3.2.1 Appointment**

The Vice-President shall be appointed by the President and shall assist the President in those capacities normally associated with this office. (By-Laws, Article III, Section 7)



### **3.2.2 Duties**

In the event of the incapacity, resignation, or death of the President, the Vice President shall assume the Chairmanship of ICSCC for the purpose of electing a new President. The Vice President shall conduct the day-to-day affairs of ICSCC until such time as a new President may be elected.

### **3.2.3 Vacancies** (See By-Laws, Article III, Section 4)

### **3.2.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

---

\*At the conclusion of their terms, the President and Vice-President, and their spouses, shall be issued an HONORARY LIFETIME PIT PASS by Headquarters. (Fall 1974)

## **3.3 ADVISOR(S) TO THE PRESIDENT**

### **3.3.1 Appointment**

**3.3.1.1** The outgoing President shall, during the term(s) of the incoming President, serve as the Advisor to the President.

**3.3.1.2** The President may appoint additional Advisors as deemed necessary. Vacancies may be filled by the President.

### **3.3.2 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

## **3.4 SECRETARY**

### **3.4.1 Appointment**

The Secretary shall be appointed by the President and shall assist in the capacities normally associated with this office.

### **3.4.2 Duties**

The Secretary shall:

**3.4.2.1** Issue bulletins to the member clubs and affiliate clubs as required.

**3.4.2.2** Maintain the official ICSCC records.

- 3.4.2.3 Maintain and publish the roster of member clubs, affiliate clubs, and Executive and Contest Board Representatives.
  - 3.4.2.4 Make arrangements for the annual banquet as the President may direct.
  - 3.4.2.5 Recommend to the President that a penalty may be imposed on a sponsoring member club that fails to provide timely race results, payments, and/or any other matters controlled by deadlines as set forth herein.
  - 3.4.2.6 Revise the PPM as necessary or prepare a list of changes, if PPM is contracted out, following the annual Executive Board meeting.
  - 3.4.2.7 Maintain the supply of ICSCC patches, emblems, etc., and issue to clubs and individuals these items on request and after receipt of payment(s), with a full monthly accounting to the ICSCC Treasurer.
  - 3.4.2.8 Maintain a supply of Competition Regulations, and PPMs, and issue clubs and individuals these items on request and after payment(s), with a full monthly accounting to the Treasurer.
  - 3.4.2.9 Compile a schedule of championship races, non-championship races, and driver training dates on an annual basis following the Spring Meeting of the Executive Board, and distribute all of these schedules to the Memo Editor and all other officers, and Executive and Contest Board Representatives.
- 3.4.3 **Vacancies** (See By-Laws, Article III, Section 4)
- 3.4.4 **Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### 3.5 **TREASURER**

#### 3.5.1 **Appointment**

The Treasurer shall be appointed by the President.

#### 3.5.2 **Duties**

- 3.5.2.1 The treasury shall be kept in its own bank accounts and shall have its own set of books, which shall always be current.
- 3.5.2.2 All checks issued by ICSCC may be co-signed by the President, Vice President and/or the Treasurer. (Fall 2003)
- 3.5.2.3 The Treasurer shall prepare an annual financial statement to be presented at each Fall Executive Board Meeting. Financial statements shall also be prepared at any time at the request of the President and/or Executive Board.

**3.5.2.4** When the office of Treasurer is to be transferred at the end of a term of office, or for any other reason, the Treasurer shall, prior to turning over the books and accounts of ICSCC to the incoming Treasurer, submit the said books to an audit committee appointed by the Executive Board and consisting of not less than three persons. All other data relating to the financial affairs of ICSCC shall also be made available for audit/examination. The transfer of ICSCC funds shall be made in accordance with this audit.

**3.5.2.5** The Treasurer shall report the number of ICSCC entries and non-ICSCC entries after each race for the purpose of determining the driver-levy amount. The number of Novice upgrades shall also be reported so the number of free races may be determined for billing purposes.

**3.5.2.6** The Treasurer shall invoice Memo and/or Web Site advertisers (Fall 2001).

**3.5.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.5.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### **3.6 LICENSE DIRECTOR**

#### **3.6.1 Appointment**

The License Director is elected by the Executive Board. The election shall occur at the Fall meeting where ever possible, after the election of the President. The License Director shall have within the last 5 years held an International Road Racing (IRR) license. (Fall 2003)

#### **3.6.2 Duties**

The License Director shall:

**3.6.2.1** Administer and supervise the Novice Licensing Program for ICSCC.

**3.6.2.2** Attend all ICSCC championship races.

**3.6.2.3** Keep all Novice driver records, including the Novice Log Books.

**3.6.2.4** Administer and supervise all Novice driver training sessions, although personal attendance is not required.

**3.6.2.5** Conduct the Novice driver's meeting at each ICSCC championship race.

**3.6.2.6** Secure the services of IRR-licensed drivers to observe for the Novice event at each race.

**3.6.2.7** Obtain all necessary records (e.g., grid sheets, infraction sheets, results, etc.) to properly upgrade Novice drivers.

**3.6.2.8** Upgrade successful Novices to the next grade of license, and issue the new grade of license on the same day as the upgrading.

**3.6.2.9** Accomplish all upgrades after the last race on Saturday and before the first race on Sunday, and provide the sponsoring member club registrar with the names and numbers of those drivers who have qualified to enter IRR events with an Area Road Racing (ARR) license.

**3.6.2.10** Have the authority to reprimand, suspend from the event, and/or the next scheduled event, any Novice and/or ARR licensed driver for non-compliance with the Competition Regulations. (See Competition Regulation 404) (Fall 2003)

**3.6.2.11** This section has been moved to License Registrar, 3.8.2.6.

**3.6.2.12** Novice Handbooks. The License Director shall issue an ICSCC Novice Handbook to each applicant for an ICSCC Novice License. It shall be the responsibility of the driver to maintain the race log portion of the book, recording Senior observers comments and obtaining official signature of the License Director after each race. (Formerly 17.5, Spring 2003)

**3.6.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.6.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### **3.7 ASSISTANT LICENSE DIRECTOR**

#### **3.7.1 Appointment**

The License Director may appoint an Assistant License Director to assist with the duties of the License Director.

**3.7.2 Vacancies** (See By-Laws, Article III, Section 4)

**3.7.3 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### **3.8 LICENSE REGISTRAR**

#### **3.8.1 Appointment**

The License Registrar shall be an appointment by the President (Fall 2002).

#### **3.8.2 Duties**

The License Registrar shall:

- 3.8.2.1 Distribute license renewal applications to all previously licensed drivers annually through the ICSCC Memo.
- 3.8.2.2 Receive and process all applications for ICSCC competition licenses, forwarding all funds to the Treasurer, and all information to the Memo Editor.
- 3.8.2.3 Keep the Treasurer, Headquarters, Race Steward, Points Keeper, and Memo Editor advised at all times of the name, address, telephone number, club membership of record, and competition license numbers of every licensed driver of ICSCC.
- 3.8.2.4 Forward to the ICSCC Medical Officer all applications for competition licenses recommended for referral by the examining physician.
- 3.8.2.5 Advise member club race registrars of any new drivers and/or numbers, and all changes in driver status at least seven days prior to any ICSCC championship race.
- 3.8.2.6 Be available at any time during any ICSCC race Saturday, Sunday or Monday when applicable, including the hours that Registration and Technical Inspection are open to issue competition licenses required. The License Registrar shall have all necessary equipment at the track to perform these duties required for the issuance of a competition licenses. The sponsoring club will provide a suitable location and services to meet these requirements (Refer to 15.3.2).
- 3.8.2.7 Be responsible for the transportation of the ICSCC transponders (fully charged) and Record Log to each Championship race. Transmit a copy of the transponder Record Log from each Championship race for Member club billing purposes to the ICSCC Treasurer within 5 days after receiving it from the Member club. (Spring 2004)

**3.8.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.8.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### **3.9 PUBLIC RELATIONS DIRECTOR**

#### **3.9.1 Appointment**

The Public Relations Director shall be appointed by the President. Every effort shall be made to secure the services of a person who has a background in public relations, advertising and/or publishing, but this shall not be considered mandatory.

### **3.9.2 Duties**

The Public Relations Director shall:

**3.9.2.1** Advise the President and the Executive Board on matters concerning promotion, publicity, and public relations.

**3.9.2.2** Issue press passes.

**3.9.2.3** Issue promotional material, media information, and press releases regarding the race schedule, driver training schedule, and individual championship race press releases.

**3.9.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.9.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### **3.10 MEDICAL DIRECTOR**

#### **3.10.1 Appointment**

The Medical Director shall be appointed by the President. He or she shall be a licensed physician in the United States, Canada, or both, and shall be conversant with the medical problems surrounding an individual's mental and physical fitness to operate a racing automobile at high speeds under the most exacting conditions.

**3.10.2 Vacancies** (See By-Laws, Article III, Section 4)

**3.10.3 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### **3.11 RACE OFFICIALS DIVISION (ROD) DIRECTOR**

#### **3.11.1 Appointment**

The Race Officials Division (ROD) Director shall be appointed by the President.

**3.11.2 Duties** (See Section 21.0 and the ROD manual)

**3.11.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.11.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### **3.12 RACE STEWARD**

#### **3.12.1 Election**

The Race Steward is elected by the Executive Board. The election shall occur at the Fall Meeting, whenever possible, after the election of the President.

#### **3.12.2 Duties**

The Race Steward shall:

**3.12.2.1** Fully comply with and enforce all Competition Regulations, policies, and procedures.

**3.12.2.2** Attend all ICSCC championship races, and be reimbursed for each race attended in an amount to be fixed by the Executive Board.

**3.12.2.3** Be responsible for the transportation, maintenance, and operation of the ICSCC portable scales, which are to be used at ICSCC championship races where scales are not otherwise available. The scales shall be operated by an individual approved or appointed by the Race Steward.

**3.12.2.4** Meet with the Race Chair and Race Control/Base Comm on the first morning of a race weekend. (Spring 2006)

**3.12.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.12.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### **3.13 ASSISTANT RACE STEWARD**

#### **3.13.1 Appointment**

The Race Steward may appoint one or more Assistant Race Stewards to assist the Race Steward with his/her duties. The Executive Board must approve this appointment. (Fall 2003)

**3.13.2 Vacancies** (See By-Laws, Article III, Section 4)

**3.13.3 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

**3.14** Deleted. (TECHNICAL STEWARD) (Fall 2003)

**3.14.1** Deleted. (Fall 2003)

**3.14.2** Deleted. (Fall 2003)

**3.14.3** Deleted. (Fall 2003)

**3.15 BANQUET SUPPORT COMMITTEE**

**3.15.1 Appointment**

The Banquet Support Committee shall be appointed by the President.

**3.15.2 Duties**

The Banquet Support Committee shall secure incentive awards, door prizes, and championship merchandise awards for the annual banquet.

**3.15.3 Composition**

Every effort shall be made to secure for service on this committee a resident of each of the major urban areas within the geographical scope of ICSCC (e.g. Seattle, Portland, Tacoma, and Vancouver, BC)

**3.15.4 Vacancies** (See By-Laws, Article III, Section 4)

**3.15.5 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

**3.16 HISTORIAN**

**3.16.1 Appointment**

The Historian shall be appointed by the President.

**3.16.2 Duties**

The Historian shall compile data and photos, and keep an annual scrapbook of matters of interest to drivers and workers. The scrapbook shall be on display at the annual banquet.



**3.16.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.16.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

**3.17 LEGAL ADVISOR - LEGAL ADVISORY BOARD**

**3.17.1 Appointment**

The Legal Advisor/Legal Advisory Board shall be appointed by the President. At least one attorney shall be appointed as Legal Advisor. Every effort shall be made to secure the voluntary services of an attorney well-versed in racing law with a background or interest in auto racing, but these requirements are not mandatory. Every effort shall be made to secure the services of more than one such attorney and, when possible, to secure the services of attorneys from Washington, Oregon, and British Columbia. (Whenever the services of more than one attorney are secured, they shall be known as the ICSCC Legal Advisory Board.)

**3.17.2 Duties**

The Legal Advisor/Board shall, at the request of the President and/or the Executive Board, oversee any legal matters that may arise during the course of their tenure in office. The Legal Advisor/Board represents the ICSCC, Inc., a Washington Corporation, and does not represent individuals and/or member/affiliate clubs on an individual basis.

**3.17.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.17.4 Voluntary Services**

All legal services rendered to ICSCC shall be strictly voluntary, unless otherwise agreed to by the Executive Board in advance and in writing.

**3.17.5 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

**3.18 INSURANCE ADVISOR(S)**

**3.18.1 Appointment**

The Insurance Advisor(s) may be appointed by the President.

### **3.18.2 Duties**

The Insurance Advisor(s) shall be advisor to the President and the Executive Board regarding insurance matters, and shall assist the President and Treasurer in dealing with ICSCC insurers.

### **3.18.3 Vacancies** (See By-Laws, Article III, Section 4)

### **3.18.4 Voluntary Services**

All insurance services rendered to ICSCC shall be strictly voluntary, unless otherwise agreed to by the Executive Board in advance and in writing.

### **3.18.5 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

## **3.19 POINTS KEEPER**

### **3.19.1 Appointment**

The Points Keeper shall be appointed by the President.

### **3.19.2 Duties**

The Points Keeper shall:

**3.19.2.1** Keep a current and correct tally of all ICSCC championship points.

**3.19.2.2** Inform the Memo Editor three times each season, at equal intervals, of the current point standings for all classes in copy-ready form suitable for publication.

**3.19.2.3** Provide the Memo Editor and Headquarters, immediately following the last race of the year, with the final points standings for all drivers in all classes. This points standing report shall be used as the basis for the awarding of year-end championship awards.

### **3.19.3 Vacancies** (See By-Laws, Article III, Section 4)

### **3.19.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

**3.20 NOISE CONTROL OFFICER (renumbered Spring 2002)**

**3.20.1 Appointment**

The Noise Control Officer shall be appointed by the President.

**3.20.2 Duties**

The Noise Control Officer shall use the official noise meter to record the sound level of every car competing in an ICSCC championship points race event, and a written record of those vehicles exceeding the permitted sound level as of now or hereafter established by ICSCC rule and/or federal, state, or provincial law, shall be maintained and transmitted to the Race Steward as soon as possible after each track session where sound readings have been taken.

**3.20.3 Powers**

The Noise Control Officer shall request the Steward or Assistant Steward to direct the use of the black and/or meatball flags to remove violators from the racing track surface forthwith. (See Competition Regulation 1112)

**3.20.4 Vacancies** (See By-Laws, Article III, Section 4)

**3.20.5 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

**3.20.6 Guidelines for Monitoring Noise Emissions** (See Appendices page 4, Appendix C)

**3.21 CHARGE D’AFFAIRES (renumbered Spring 2002)**

**3.21.1 Appointment**

The Charge D’Affaires shall be appointed by the President.

**3.21.2 Duties**

The Charge D’Affaires shall render assistance to the President or any other officer as directed by the President, primarily at social functions and annual meetings.

**3.21.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.21.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

**3.22 PLANNING ADVISOR (renumbered 2002)**

**3.22.1 Appointment**

The Planning Advisor may be appointed by the President. Every effort shall be made to secure the services of a person who has a broad background in Northwest road racing, and an interest in seeing ICSCC prosper and grow in accordance with the express wishes of the ICSCC Executive Board and Officers.

**3.22.2 Duties**

The Planning Advisor shall advise the President and Executive Board on matters concerning race promotion, publicity, public relations, and advance planning for driver recruitment and track location. The Planning Advisor will also assist the ICSCC Public Relations Director.

**3.22.3 Vacancies** (See By-Laws, Article III, Section 4)

**3.22.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

**3.23 WEB SITE EDITOR (renumbered Spring 2002)**

**3.23.1 Appointment**

The Web Site Editor shall be appointed by the President.

**3.23.2 Duties**

**3.23.2.1** To maintain the ICSCC web site in working condition (keep links functional, etc.) at all times.

**3.23.2.2** To update information on the site as necessary, including but not limited to: (a) updated versions of forms; (b) current ICSCC and club official contacts; (c) race schedule; (d) race results; (e) point standings; (f) classified advertising.

**3.23.2.3** To update news, sound readings, etc. if/when they are provided.

**3.23.2.4** To oversee the Drivers Meeting forum, deleting old messages and nuisance messages as needed and maintaining archives as needed.

**3.23.2.5** To liaise with the Internet Service Provider and any other necessary entities, ensuring that all invoices are forwarded to the ICSCC Treasurer and all the requirements of the site are provided for.

**3.23.3 Vacancies** (See By-Laws, Article III, Section 4) (renumbered Spring 2002)

**3.23.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this officer shall be fixed by the Executive Board.

### **3.24 STEWARD ADVISORY COMMITTEE**

#### **3.24.1 Appointment**

The Chair of the Steward Advisory Committee shall be appointed by the President. The Chair shall be a past ICSCC Race Steward. The Chair shall then appoint a Committee made up of at least 2 additional past Stewards. (Spring 2004)

#### **3.24.2 Duties**

**3.24.2.1** The Steward Advisory Committee is responsible for identifying, evaluating and encouraging candidates for Race Steward. The Committee shall make recommendations for the next year's candidate(s) to the Race Steward by the last race of the season.

**3.24.2.2** The Committee shall also be available to consult with the Race Steward regarding any decisions or actions contemplated. Provide guidance, feedback and assistance with rule proposals or other race administration procedures.

**3.24.2.3** Members of the Committee may serve as Steward or Assistant Steward at the request of the Race Steward during the race season.

**3.24.3 Vacancies** (See By-Laws, Article III, Section 4).

**3.24.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this Committee shall be fixed by the Executive Board.

### **3.25 OFFICER CRITERIA (renumbered from 3.24)**

**3.25.1** Any person who has been expelled from a Member club will not be allowed as an ICSCC Officer unless he/she is approved by a 2/3 vote of the Board of Directors. (Fall 2002)

■ **3.26 MEMO EDITOR (Renumbered from 23.6)**

■ **3.26.1 Appointment**

The Memo Editor shall be appointed by the President. Every effort shall be made to secure the services of a person experienced in the fields of word processing, computers and printers, and various methods of mailing.

■ **3.26.2 Duties**

The Memo Editor shall:

■ **3.26.2.1** Be responsible for the publication and distribution of the ICSCC Memo in such a manner that all licensed drivers, officers, and officials, workers, Executive and Contest Board Representatives, and member and affiliate clubs shall receive, on a timely basis, all editions containing the most current information regarding ICSCC activities.

■ **3.26.2.2** Immediately after the Spring Executive Board Meeting, establish a publication calendar for the year, taking into account the schedules established for race announcement publication, points standing publication, as well as all deadlines, dates, and notices required to be published by this manual. A deadline calendar shall be established by the Memo Editor and published in the first edition of the Memo following the Spring Executive Board Meeting.

■ **3.26.2.3** Mail the Memo no later than 14 days prior to the date entries open for any ICSCC championship race.

■ **3.26.2.4** Publish the Points Standings at the following intervals: one-third, two-third and conclusion of all races.

■ **3.26.3 Vacancies** (See By-Laws, Article III, Section 4)

■ **3.26.4 Reimbursement**, if any, for expenditures made for or on behalf of ICSCC by this appointee shall be fixed by the Executive Board.

### ICSCC OFFICER REIMBURSEMENT SCHEDULE

President	\$1,200.00 yearly
Vice-President(s)	\$150.00 yearly
Secretary	\$500.00 yearly
Treasurer	\$500.00 yearly
License Director	\$100.00 yearly \$200.00 per race (Spring 2004)
License Registrar	\$100.00 per year \$200.00 per race (Spring 2004)
ROD	\$50.00 per race
Race Steward	\$200.00 per race (Spring 2004)
Assistant Race Steward(s)	\$200.00 per race (Spring 2004)
Historian	\$75.00 per race (Spring 2004)
Noise Control Officer	\$200.00 per race (Spring 2004) \$150.00 per race (if done by Member club) (S-2004)
Web Site Editor	\$500.00 per year

Each ICSCC Officer will receive two tickets to the Fall Banquet dinner.

A travel allowance of \$0.30 per mile for the round trip distance is available to ICSCC Officers. This is for travel to and from ICSCC meetings.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**4.0 OFFICERS - GENERAL DUTIES, OBLIGATIONS, AND PRIVILEGES**



#### **4.0 OFFICERS - GENERAL DUTIES, OBLIGATIONS, AND PRIVILEGES**

- 4.1** All officers receiving funds from any source on behalf of ICSCC shall transmit all such funds to the Treasurer every 15 days. The Treasurer shall post monthly, so that the ICSCC books and ledgers are always current. Cash shall not be mailed under any circumstances. (See Sections 7.1 and 17.1)
- 4.2** Approved ICSCC expense account forms may be submitted on a monthly basis by any ICSCC officer requesting reimbursement. (Forms are available from Headquarters.) All reimbursable expenses must be verified by attached receipts or the request cannot be approved. Officers who are required to make long distance telephone calls and would like to be reimbursed for the charges must obtain an ICSCC calling card from the Treasurer. It is understood that officers shall only use this calling card for official Conference business. (Spring 2004)
- 4.3** Officers reimbursements shall be distributed by the Treasurer per output item (e.g., race attended, Memo published). Where there is no output item, officers may elect to take draws quarterly, semi-annually, or annually. There shall be no advanced draws. Advances for costs (e.g. Memo postage, license mailings) shall be allowed, with an accounting to be returned to the Treasurer forthwith.
- 4.4** Inter-officer ICSCC correspondence shall be written on generic stationery and envelopes. Printed stationery may be used by Headquarters for correspondence with non-ICSCC addresses.
- 4.5** Prior to the annual Fall Executive Board Meeting, each officer shall submit a written report to Headquarters setting forth the workings of the office for the past year, together with suggestions for changes and improvements. Copies shall be distributed by the President to the Executive Board, the Vice President, and Advisors.
- 4.6** Officers shall be responsible for the maintenance of ICSCC equipment consigned to them and to account for all equipment consigned/acquired during their terms of office. Officers shall be responsible for lost equipment.
- 4.7** Headquarters shall annually issue officer identification cards authorizing access to any area of any ICSCC race event at no charge. (Spouse's card issued upon request.)
- 4.8** Headquarters shall annually issue to all Contest Board Representatives an identification card authorizing the holder to purchase a pit pass at any ICSCC race event. Executive Board Representatives shall be annually issued a sponsor pass.
- 4.9** This PPM shall be given to each officer's successor.
- 4.10** All ICSCC officers who may not compete during their tenure in office may retain their license status and competition number by submitting an ICSCC Competition License Application without fee to the License Registrar.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 5.0 REPRESENTATIVES**
- 5.1 EXECUTIVE BOARD REPRESENTATIVES**
- 5.2 CONTEST BOARD REPRESENTATIVES**

## **5.0 REPRESENTATIVES**

### **5.1 EXECUTIVE BOARD REPRESENTATIVES**

The Executive Board Representatives are the President's liaisons with member clubs of ICSCC who are actively staging ICSCC championship points races. These representatives are also the Board of Directors of ICSCC, Inc., a Washington corporation.

The Executive Board Representative shall:

- 5.1.1** Represent his/her club at all ICSCC general and special meetings.
- 5.1.2** Communicate and coordinate regularly with the member club Contest Board Representative so that a consistent and unified position shall be presented at the annual Fall Meeting.
- 5.1.3** All correspondence (excepting Section 23.3.3) from the member club to ICSCC must bear the signature of the Executive Board Representative.
- 5.1.4** Direct and coordinate the member club so that there is complete compliance by the club with all Competition Regulations, policies, and procedures.

### **5.2 CONTEST BOARD REPRESENTATIVES**

The Contest Board Representatives are selected from each member and affiliate club, and are the liaisons between the Race Steward and the drivers from each club. Each Contest Board Representative shall hold a currently valid competition license and shall have been duly elected to the position by his/her member or affiliate club.

The Contest Board Representative shall:

- 5.2.1** Hold regular driver's meetings for the members of his/her club and hold annual rule change meetings in accordance with the applicable provisions of the PPM and Competition Regulations.
- 5.2.2** Represent his/her club drivers at the Fall Contest Board Meeting. (See Section 6.0)
- 5.2.3** May abstain from voting at any time, and may change his/her vote from the vote made by his/her club when the rule, as proposed and voted on by the club, has since been amended/changed, or the Contest Board Representative determines that his/her club's vote at the club rule change meeting was the result of a misinterpretation or misunderstanding.
- 5.2.4** All correspondence between the clubs and ICSCC regarding representations made on the behalf of the club(s) must bear the signature of either the Executive Board or Contest Board Representative.

**NOTE:** To be eligible to submit Contest Board agenda items, a club must identify and verify the

membership of all persons voting at the club level, and a signed roster of drivers must accompany the voting results submitted to the Race Steward. (See Section 6.1)

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 6.0 MEETINGS**
- 6.1 REGULAR**
- 6.2 SPECIAL MEETINGS**
- 6.3 MINUTES OF MEETINGS**

## 6.0 MEETINGS

### 6.1 REGULAR

#### 6.1.1 General

6.1.1.1 See By-Laws, Article II, Sections 3, 4, 5 and 6 (pages 100-101).  
(Spring 2004)

6.1.1.2 A memo to all Member and Affiliate clubs advising them of the time and place of the regular meeting shall be published no later than one month prior to the meeting. This memo shall include a Certificate of Representation to be signed by each club president. (Spring 1967 and Spring 2004)

6.1.1.3 **Executive Board Agenda Items.** All agenda items, with the exception of one from each member club, to be presented at the Fall Executive Board Meeting, must be transmitted by the member club to ICSCC Headquarters 30 days before the meeting, provided the notification of the meeting is postmarked 60 days prior to the meeting date. (Spring 1967, amended Spring 1983) A copy of the agenda shall be transmitted to the E-Board Reps 20 days prior to the meeting date. (Fall 2001) In addition, the mailing will include the time and place of the Contest Board meeting. (Fall 2001)

6.1.1.4 **Contest Board Agenda Items.** The policy is that rule changes may be proposed by driver/members through their clubs to be presented by their Contest Board Representatives to the Race Steward, who shall compile all the proposals and distribute them to the clubs where each club shall meet and vote for or against the proposals.

The procedure for rule change proposals is as follows: no later than August 1, each club's Contest Board Representative shall call for rule change proposals from the membership of his/her club, and shall place such proposals on an agenda for a club meeting to be held within 30 days of the publication of the club memo or bulletin calling for rule changes.

6.1.2 Rule change proposals considered by the club at their rule change meeting, and passed by the club, shall be submitted to the Race Steward in the format provided set by the E-Board, by the club Contest Board Representative, together with a verification signed by all club member/drivers present at the club rule proposal meeting, no later than September 10. (Cross Reference to Competition Reg's: Section 1A. B.) (Spring 2004)

6.1.3 The Race Steward shall compile all the rule change proposals passed by the member/affiliate clubs, and distribute to each Contest Board Representative, and every licensed driver, a complete list of club-passed rule changes postmarked no later than October 1. A special edition bulk mailing through the Memo Editor may be utilized for the driver notification providing that the mailing deadline is maintained. (Cross Reference to Competition Reg's: Section 1A. C.) (Spring 2004)

- 6.1.4** Each club Contest Board Representative shall conduct a club meeting to consider these compiled proposals, which shall be called Contest Board agenda items, and each club shall consider and vote on each proposed agenda item prior to the Fall Contest Board Meeting, and each club Contest Board Representative shall, acting as a delegate of his/her club, vote at the Fall Contest Board Meeting as the club voted at the club rule change meeting. (Cross Reference to Competition Reg's: Section 1A. D.) (Spring 2004)
- 6.1.5** No person, except the Race Steward and any other ICSCC official who must request the Race Steward to submit the proposal, may place any item on the Contest Board agenda that does not have the majority approval of at least one member/affiliate club. ICSCC officers may submit rule changes pertaining only to their jurisdiction. If a proposal does not have the approval of at least one affiliate/member club, it cannot appear on the Fall Contest Board agenda. However, after the completion of the vote, all Contest Board agenda items, a previously considered agenda item may be amended for the limited purposes of clarification, consistency or furtherance of the intent of the club's original vote on the item. The amendment must address the same subject matter and propose similar changes as the original agenda item. A vote of the Contest Board Reps. shall be taken on the item as amended. In voting on the amended item, a Contest Board Rep. need not be strictly bound by his/her club's vote on the item as originally submitted, but shall vote in a manner the Rep believes to be consistent with his/her club's intent, or may abstain. Any amended item approved by the Contest Board shall be automatically reviewed by the Executive Board. (Cross Reference to Competition Reg's: Section 1A. F.) (Spring 2004)
- 6.1.6** No member/driver may cause any proposal that has not previously been submitted to his/her club, and duly approved by that club, to appear on the Fall Contest Board Agenda for any reason whatsoever. (Cross Reference to Competition Reg's: Section 1A. G.) (Spring 2004)
- 6.1.7** Typographical and spell corrections may be made to the Race Steward by any person at any time, and shall not constitute "rule change proposals" for the purpose of the foregoing statement of procedure. (Spring 1984). (Cross Reference to Competition Reg's: Section 1A. H.) (Spring 2004)
- 6.1.8** The officially appointed representative of any member of an affiliate club may bring the following guests: his/her alternate or his/her club president.
- 6.1.9** Only the officially designated representative shall be recognized by the chair.
- 6.1.10** All ICSCC officers shall be recognized by the chair.
- 6.1.11** All monies owed to ICSCC must be paid by a club to ICSCC in U.S. funds before that club shall be seated at either the Executive or Contest Board Meetings.

**6.1.12 Executive Board Agenda** (Executive Board, November 15, 1969)

- I. Introduction
- II. Verification of Authorization Letters
- III. Club Membership Fees
- IV. Minutes of Previous Meeting
- V. Reading of ICSCC By-Laws
- VI. Financial Reports
- VII. Committee Reports
- VIII. Old Business
- IX. New Business
- X. Open Discussion
- XI. Announcements
- XII. Adjournment

**6.1.13 Contest Board Agenda**

- I. Introduction
- II. Verification of Authorization Letters
- III. Club Affiliation Fees
- IV. Changes to Competition Regulations
- V. Classification of Cars
- VI. Miscellaneous Items
- VII. Announcements
- VIII. Adjournment

**6.2 SPECIAL MEETINGS**

(See By-Laws, Article II, Section 5; see also Article II, Section 8, re: Ratification and Waiver of Notice of Special Meetings)



### **6.3 MINUTES OF ICSCC MEETINGS**

**6.3.1** The ICSCC Secretary or appointed representative shall take the minutes for each Executive and Contest Board Meeting, and the said minutes shall be published and circulated in accordance with Section 6.3.3.

**6.3.2** The Race Steward shall appoint a qualified individual to act as secretary for each Contest

Board meeting and that appointee shall take the minutes of the meeting, which shall then be promptly delivered in typewritten form to the Secretary, who shall distribute them in accordance with Section 6.3.3.

**6.3.3** Copies of the Contest Board Agenda and Minutes shall be distributed to each Contest and Executive Board Representative, the President, Vice-President, Advisor(s), Secretary, Memo Editor, Race Steward, Assistant Race Steward, Legal Advisor/Board, License Director, and Points Keeper, and by special written request as directed to the Secretary by any other Officer. (Spring 1984)

**6.3.4** Copies of the Executive Board Agenda and Minutes shall be distributed as follows:

**6.3.4.1** The Secretary shall first prepare the minutes in typewritten form and distribute copies to all Executive Board Representatives, the President, Vice-President, and Advisor(s) requesting corrections and/or objections within 20 days of postmark.

**6.3.4.2** If, after 20 days have elapsed from the postmark date of the distribution under 6.3.4.1 above, no objections have been received from those listed, the Executive Board minutes shall be deemed to have been approved and shall be distributed to each ICSCC officer, and each Executive and Contest Board Representative. (Where the name of an affiliate club Contest Board representative is unknown to the Secretary, he/she may comply with this provision by mailing a copy of the minutes, postage prepaid, to the last known address of the affiliate club.) (Policy Statement, May 1968; Revised Spring 1976; Revised Fall 1984; Revised Spring 1985)

**6.3.4.3** If an objection to the minutes is made by an Executive Board Representative to the Secretary within the 20-day limitation of 6.3.4.1 above, the Secretary shall circulate the objection/correction to the remaining Executive Board Representative, and a new 20-day period for objections/corrections shall commence to run from the postmark date of the circulation of the objections/corrections. If no further objections/corrections are received within 20 days, the minutes are deemed to be correct as amended and circulation to those listed in 6.3.4.2 above may be commenced by the Secretary.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 7.0 FINANCIAL PROCEDURES**
- 7.1 INTERNAL POLICIES AND PROCEDURES**
- 7.2 TIME AND AMOUNT(S) OF PAYMENTS BY AFFILIATE AND MEMBER CLUBS**
- 7.3 FEES - CHAMPIONSHIP RACES**
- 7.4 TRAVEL ALLOWANCES**
- 7.5 INSURANCE CLAIMS HANDLING PROCEDURES**

## **7.0 FINANCIAL PROCEDURES**

### **7.1 INTERNAL POLICIES AND PROCEDURES**

(See generally, By-Laws, Article III, Section 9)

**7.1.1** All ICSCC funds shall be maintained in independent checking accounts (interest-bearing where possible), and shall be reflected on ICSCC ledger(s), which shall be maintained on a regular basis by the Treasurer and other ICSCC officers charged with account-keeping duties.

**7.1.2** All ICSCC checks may be signed by both the Treasurer, Vice President and the President. (Spring 2004)

**7.1.3** Surplus funds shall be deposited in an interest-bearing account.

**7.1.4** The books shall at all times reflect a balance.

**7.1.5** The Treasurer shall make an interim financial report at the Fall Executive Board Meeting, and an annual Treasurer's report at the Spring Executive Board Meeting, and as otherwise directed by the President and/or the Executive Board.

#### **7.1.6 Special Audit Committee**

An annual audit of all ICSCC books, including accounts maintained by the License Registrar and Memo Editor, shall be made annually at the Spring Executive Board Meeting by a special audit committee of not less than three persons appointed by the Executive Board at the Fall Executive Board Meeting. All ICSCC books shall be made available to the audit committee at the Spring Executive Board Meeting, and the committee shall report the results of the audit to the Executive Board at the Spring Executive Board Meeting. The special audit committee shall be comprised of ICSCC licensees, officers and/or officials, or board representatives.

**7.1.7** Officials and officers shall submit monthly expense account reports/payments requests to the Treasurer on a form obtained from Headquarters. Supporting receipts must be attached to any request for payment/reimbursement. No advances on officer reimbursements are allowed except as specifically set forth herein. Payments shall be made on a per-race, quarterly, or output basis only, as applicable. Advances for substantial costs (e.g., license mailings, Memo postage, Competition Regulations printing) will be allowed, with a full accounting to the Treasurer within 15 days of expenditure. (See Section 4.0)

## **7.2 TIME AND AMOUNT(S) OF PAYMENTS BY AFFILIATE AND MEMBER CLUBS**

**7.2.1** Unless otherwise noted, all payments shall be made in U.S. funds only.

**7.2.2** The affiliate club fee shall be \$100 annually, payable before seating at the Fall Contest Board meeting. Payment is due to the Treasurer. (If a club joining mid-year wishes a pro-rated fee, the fee may be pro-rated, computed quarterly, provided that the next year's full affiliation fee is paid at the same time.)

**7.2.3** The member club fee shall be \$100 annually, payable before seating at the Fall Executive Board meeting. Payment is made to the Treasurer.

### **7.2.4 Member Club Racing Sanctioning and Driver Levy Fees**

**7.2.4.1 Sanctioning Fees.** There shall be a \$100 per race sanctioning fee payable by member clubs no later than 45 days prior to each club's scheduled race(s). Payment is made to the Treasurer.

**7.2.4.2 Performance Deposit.** There shall be a \$100 performance deposit payable by each member club to the ICSCC Treasurer at or prior to the Fall Executive Board Meeting. If not forfeited, this deposit shall be applied by the Treasurer to each member club's last race of the season, and shall be considered to be payment of the sanctioning fee for that race (see Section 7.2.4.1). This deposit may be forfeited if a member club fails to stage a scheduled race.

#### **7.2.4.3 Driver Levy**

**7.2.4.3.1** For each ICSCC championship race held, the sponsoring member club shall pay to the Treasurer in accordance with Section 7.2.4.3.5, the sum of \$15 per entry, including second entries but excluding Novice upgrades. This levy applies to special events. (See Section 23.2)

Deleted. (Fall 2004)

**7.2.4.3.2** Each member club guarantees a minimum levy amount equal to the cost to ICSCC of personnel required to attend the race as fixed annually in the budget. The sponsoring member club shall pay this minimum amount or a levy of \$15 per entry, whichever is greater.

**7.2.4.3.3** Drivers holding ICSCC competition licenses must use them for entry in ICSCC sanctioned races. Member clubs are responsible for enforcing this competition regulation at registration. (Competition Regulation 301)

**7.2.4.3.4** An “entry” is any car driver that has passed technical inspection, received one point, and cannot receive a refund. Member clubs shall list all ICSCC entries in the race results.

**7.2.4.3.5** Following receipt of race results, the Treasurer shall immediately audit the race results and prepare a statement of driver levy which shall be forwarded to the member club by return mail. Member clubs shall pay all driver levy statements within 15 days of receipt.

## **7.2.5 Definition of “Race” and “Event”**

Practice, qualifying, and the race group contests are “events”, and all of these activities together constitute a “race”. (See Competition Regulation 701)

## **7.2.6 Annual Banquet**

The annual banquet shall not be wholly subsidized by general funds.

## **7.2.7 Statements**

The Treasurer shall provide statements to all member and affiliate clubs for fees, levies, and costs required to be paid to ICSCC pursuant to the PPM and/or Competition Regulations.

## **7.3 FEES - CHAMPIONSHIP RACES**

**7.3.1** Race entry fees and forms of payment (e.g. cash, check, credit cards) are to be established by each sponsoring Member club and stated in the race announcement.

### **7.3.2 Refunds**

Any entry fee will be automatically refunded to any entrant who does not complete registration, provided that a 10 percent service/handling charge may be retained by the club.

### **7.3.3 Entry Forms**

All entries shall be submitted on the currently approved ICSCC entry form (See Section 26.0). The race entry form shall be provided to all ICSCC-licensed drivers in the ICSCC Memo. Incorrect/incomplete entry forms shall be treated as late entries and shall be subject to a penalty (See Section 7.3.5). All ICSCC-licensed drivers must enter ICSCC races on their ICSCC license.

#### **7.3.4 Separate Entry Forms for Each Entry**

For any car competing in more than one race group, a separate entry form is required and must be completed/submitted for each race group entered. Non-compliance shall be treated as a late entry.

#### **7.3.5 Late Entry Fee**

The late entry fee is to be established by each sponsoring Member Club, payable in currency of the country where the race is being staged. (See Competition Regulation 605. A.)

#### **7.3.6 Second Entries**

A driver entered in one race group may enter another race group with the same and/or different race car. The entry fee for the second race shall be established by the sponsoring member club. (Husband/wife second entry provision removed - Fall 1988)

**7.3.7** Sponsoring member clubs may offer discounts on race entry fees to their driver members. (Fall 1988)

#### **7.3.8 Deposit of Receipts**

All member clubs shall deposit all race receipts with their respective banks as soon as possible after the conclusion of the event and, in all cases, no later than 30 days following the event.

#### **7.3.9 More Than One License Never Required to Compete**

ICSCC shall not sanction an event that requires any entrant or competitor to possess and/or display more than one competition license in order to enter and compete.

**7.3.10** Transponder rental charges to the drivers are to be established by the sponsoring Member club.

### **7.4 TRAVEL ALLOWANCES**

#### **7.4.1 President and Officers**

ICSCC shall absorb the actual travel and lodging expenses for the President and other officers of ICSCC when attending ICSCC meetings away from home, and when said officers are either invited to attend the meeting by the President or whenever said officers are required to attend.

#### **7.4.2 Expenses**

For reimbursement of expenses, unless specifically addressed elsewhere in this PPM, officers shall submit to the Treasurer a statement of expenses using the following guidelines: (See Section 4.0)

**7.4.2.1 Travel.** A travel allowance equal to \$0.30 per mile will be available for the round trip distance between home and the meeting site.

**7.4.2.2 Meals.** For every day the officer is invited/required to be away from home, the sum of \$20 per day.

**7.4.2.3 Lodging.** One double room for officer and spouse for each night the officer is invited/required to be away from home. Unaccompanied officers shall share rooms, where feasible.

**7.4.3** The License Director may receive mileage reimbursement, at the rate set forth in Section 7.4.2.1, "Travel", for each "away from home" drivers school attended. (The track nearest the License Director's home is his/her home track).

#### **7.4.4 Executive and Contest Board Representatives**

Payment for attendance at ICSCC meetings by affiliate and member club board representatives shall be the exclusive province of the affiliate or member club.

### **7.5 INSURANCE CLAIMS HANDLING PROCEDURES**

- (1)** In the event of an injury or illness to an attendee at a Conference event, a report, either vocal or electronic, should be made to Conference Headquarters by the sponsoring club, as soon as it is practicable. A written report is to follow within five (5) days.
- (2)** The Conference Insurance Advisor shall provide the injured person with an Accident Claim Form which shall be completed by the injured individual and returned to the Conference Insurance Advisor as soon as possible.
- (3)** The Conference Insurance Advisor shall provide a copy of the claim form to the President of the sponsoring club and the President of Conference after it has been completed by the injured person.
- (4)** The Conference Insurance Advisor shall conduct such investigation as reasonably necessary to determine the validity of the claimant's claim, treatment and medical expenses.
- (5)** As soon as reasonably practical following the completion of this investigation, the Conference Insurance Advisor shall submit written findings and make a recommendation to the Conference President regarding the payment of this claim. The Conference President, in conjunction with the Conference Insurance Advisor, shall determine if the claim should be submitted to the Conference insurance carrier or paid directly by Conference from the ICSCC Insurance Fund.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 8.0 EVENT DATES**
- 8.1 ESTABLISHING EVENT DATES**
- 8.2 DATE CONFLICTS**
- 8.3 DATE CHANGE NOTIFICATION**
- 8.4 MEMBER CLUB PRE-RACE AND POST-RACE FINANCIAL RESPONSIBILITIES**
- 8.5 RACE RESULTS**
- 8.6 TRACK CONTRACTS**
- 8.7 RACE CANCELLATION**
- 8.8 RACE CANCELLATION - REPORT**
- 8.9 ALTERNATE DATES**
- 8.10 EMERGENCY**



## **8.0 EVENT DATES**

### **8.1 ESTABLISHING EVENT DATES**

Dates for all championship, non-championship, enduro, and driver training sessions shall be requested by sponsoring member and/or affiliate clubs at the Fall Executive Board Meeting, and confirmed at the Spring Executive Board Meeting by the Executive Board. These dates shall be published annually in the Competition Regulations, and shall appear annually on the reverse side of sponsor passes. Requests for driver training sessions made by nonmember clubs (affiliate clubs) shall be made in writing to the President no later than 20 days prior to the Fall Executive Board Meeting. The President shall submit these dates to the Executive Board at the Fall Executive Board Meeting.

### **8.2 DATE CONFLICTS**

Race dates that conflict with SCCA race dates are to be avoided whenever possible within the confines of the member club track schedule. Driver training dates shall not be scheduled to conflict with race dates without the consent of the sponsoring member club.

### **8.3 DATE CHANGE NOTIFICATION**

Headquarters must be notified of a change in event date at least 60 days before the originally scheduled date, and at least 45 days prior to the revised race date.

### **8.4 MEMBER CLUB PRE-RACE AND POST-RACE FINANCIAL RESPONSIBILITIES**

Payment of member club fee	\$100	(Section 7.2.3)
Payment of sanctioning fee	\$100	(Section 7.2.4.1)
Payment of insurance (see Comp Reg 207)		(Section 15.1.2)*
Payment of performance deposit	\$100	(Section 7.2.4.2)
Payment of race announcement fee	\$100	(Section 14.3)
Payment of driver levy		(Section 7.2.4.3)
		*(Spring 2004)

### **8.5 RACE RESULTS**

Race results in an ICSCC approved format (Section 15.4.1.6) shall be sent no later than five days following an event by the sponsoring member club to the officers as listed in Section 15.4.1. (Spring 2004)

### **8.6 TRACK CONTRACTS**

Headquarters may request a copy of the contract between any member club and any racing facility for the purpose of review by the Legal Advisor/Board. On demand by ICSCC, member clubs shall provide a copy of any such contract for review.

**8.7 RACE CANCELLATION**

In the event a race is commenced and then cancelled before completion, the sponsoring club shall prepare a statement of race revenue and costs incurred and forward same to the Memo Editor for publication, with a copy to Headquarters within seven days of the event. Refunds to entrants, if possible, shall be on a pro-rata basis.

**8.8 RACE CANCELLATION - REPORT**

**If there is an emergency cancellation of an event in-progress, the Race Steward, acting on the recommendations of the club President and Race Chairperson, shall announce the cancellation to all drivers, and prepare and submit a written report to Headquarters within seven days.**

**8.9 ALTERNATE DATES**

Within 10 days of the cancellation of an event, the sponsoring member club may present an alternate date to ICSCC for approval. Any rescheduled race date shall be published in the next Memo.

**8.10 EMERGENCY**

In the event of an emergency, any of these time periods may be lengthened or shortened by the Executive Board.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**9.0 COMPETITION REGULATIONS**

**9.0 COMPETITION REGULATIONS**

**9.1** Headquarters shall publish a sufficient number of each year's Competition Regulations, which shall be printed as soon after the Spring Executive Board Meeting as possible, and promptly distributed as follows: one copy to each licensed driver (with license), each Executive Board Representative, and each ICSCC officer/official. All other copies shall be sold at a rate of \$5 each for small printed and \$8 each for 8 ½" x 11" size, plus shipping. (Spring 2004)

**9.2** During the course of the race season, no additions or revisions shall be made unless an emergency exists.

**9.3** Any proposed changes to those sections of the Competition Regulations that are defined as combined Executive Board/Contest Board (E & C) items may be acted on by either board. When the Contest Board acts, the Executive Board must ratify. When the Executive Board acts, the Contest Board has no right of review/ratification, but recommendations shall be sought from the Contest Board whenever practicable. Items that are designated as the primary responsibility of the Contest Board may be changed by the Executive Board if the Executive Board finds the change necessary to resolve ambiguity or conflict, or to address overriding safety, contractual, administrative, or legal considerations that affect the interest of Conference as a whole. When such a change is made, the Executive Board shall publish an explanation of its findings and decision in the Conference Memo.

**9.4** All sections of the Competition Regulations are defined as the responsibility of either the Contest Board (C), Executive Board (E), or both (E & C) as follows:

**SECTION 1 - JURISDICTION**

All ..... E

**SECTION 1A - RULE CHANGES**

All ..... E & C

**SECTION 2 - SANCTIONING/INSURANCE**

All ..... E

**SECTION 3 - LICENSING**

- 301. .... E
- 302. A, D, F..... E & C
- 302. B, C, E, G, H, I..... E
- 303. .... E & C
- 304. A, B, C,D, E, F..... E
- 305. A, B, C, D, E, F, G, H..... E & C
- 306. .... E & C
- 307. .... E & C
- 308. .... E & C
- 309. .... E & C

[Note: 307. D. Deleted, November 1999]

**SECTION 4 - RACE OFFICIALS**

401.	.....	E
402.	except as noted below.....	E & C
402.	A.10 (Spring 2006).....	E
403.	.....	E & C
404.	/405.....	E
406.	.....	E & C
407.	through 414, 416, 418 (Spring 2006)....	E
415.	/417.....	E & C

**SECTION 5 CHAMPIONSHIP POINTS**

501.	through 502 E.....	C
503.	through 505.....	E & C

**SECTION 6 - ENTRANTS/DRIVERS**

601.	.....	E & C
602.	through 607.....	E
608.	/609.....	E & C
610.	through 615.....	E

**SECTION 7 - RACES**

701.	/702.....	E & C
703.	A.....	E
703.	B, C, D, E, F.....	E & C
704.	.....	C
705.	.....	E
706.	/707-710/714.....	E & C
711.	/712.....	C
713.	/715/716.....	E

**SECTION 8 - PENALTIES**

801.	through 805.....	E
806.	/808/809.....	E & C
807.	.....	C
810.	.....	E

**SECTION 9 - PROTESTS**

901.	through 905 B.....	E
905.	C, D, E, F, G/906 A, B, C.....	E & C
907.	through 911.....	C

**SECTION 10 - APPEALS**

All	.....	E & C
-----	-------	-------

**SECTION 11 - TECHNICAL/SAFETY**

1101.	through 1104.....	E & C
1105.	.....	E
1106.	through 1112.....	E & C

[Note: 912 Deleted November, 2001]

**SECTION 12 - ADVERTISING/PUBLICITY**

1201.	/1202.....	E
1203.	/1204.....	E & C

**SECTION 13 - CLASSES**

1301.	A, B.....	E
1302.	.....	C
1303.	.....	E & C
1304.	Deleted	
1305.	A, B, C.....	E & C
1305.	D.....	E
1306.	A, B.....	E
1306.	B1, B2, B3, B4, B5.....	E & C
1307	.....	E & C
1308	Deleted November 2005.....	
1309	/1310.....	E & C
1311.	(renumbered to 1301. A.) Spring 04.....	
1312.	(renumbered to 1301. B.) Spring 04.....	
1313.	through 1321.....	C

**SECTION 14 - PRODUCTION CAR MODS**

All	.....	C
-----	-------	---

**SECTION 15 - RULES OF THE ROAD**

1501.	through 1514/1518.....	E & C
1515.	through 1517.....	E

**SECTION 16 - PADDOCK/PITS**

All	.....	E
-----	-------	---

**SECTION 17 - ROD**

All	.....	E
-----	-------	---

**APPENDICES**

A.	TEARDOWNS.....	C
B.	FIA.....	E
C.	SCHEDULES.....	E
D.	OFFICERS.....	E
E.	MEMBER CLUBS.....	E
F.	EXECUTIVE BOARD.....	E
G.	REGISTRARS.....	E
H.	RACE CHAIRMEN.....	E
I.	AFFILIATE CLUBS.....	E
J.	CONTEST BOARD.....	E
K.	COMPETITION COMMITTEE.....	E
L.	SAFETY PRECAUTIONS.....	E
M.	COURSE MAPS.....	E
N.	HALON GAS.....	E
O.	COMP REG RESPONSIBILITIES.....	E
P.	HAND SIGNALS.....	E
Q.	Championship Classes.....	E

Note: 1304 deleted November, 2001]

[Note: Former Appendix A - Production/Classes was deleted November, 2000]

[Note: Former Appendix C - Grandfather was deleted November, 2001]

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**10.0 LICENSING PROGRAM**

**10.1 LICENSING PROGRAM**

**10.2 SPORTS CAR CLUB OF AMERICA (SCCA)**



**10.0 LICENSING PROGRAM**

**10.1 LICENSING PROGRAM**

(See Section 3, ICSCC Competition Regulations as now or hereafter amended)

**10.2 SPORTS CAR CLUB OF AMERICA (SCCA)**

Recognition of IRR licenses (gold license) by SCCA is contingent on regional conditions as there is no national SCCA policy. The SCCA regions in Washington and Oregon recognize ICSCC licenses for their regional events. An ICSCC license holder wishing to acquire an SCCA National License through the Washington or Oregon regions may use ICSCC races as being equivalent to SCCA Regional races in order to meet the SCCA national licensing requirements (ICSCC vs SCCA, Settlement Agreement, October 20, 1966)

Unless race announcements published by the various SCCA regions specifically invite ICSCC license holders, they are automatically not invited to the event. (Policy statement from the Executive Director, SCCA, September 1967)

■ **10.3 Deleted. (Spring 2005)**

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**11.0 SUPPLIES**

**11.0 SUPPLIES**

Supplies shall be requested from Headquarters. Please telephone for current prices.

Accident Report Form (white).....	\$15/100 copies
[formerly the NCR triplicate accident/yellow flag/infraction].....	
Chequered Flags.....	\$1 each
Competition License Applications (white).....	License Dir/Reg.
Driver Training Release Forms.....	\$6/100 copies
ICSCC Competition Regulations (8½ x 11).....	\$8/copy + postage
ICSCC Competition Regulations (CD Rom-Read Only).....	\$15/copy + postage
ICSCC Competition Regulations(small) .....	\$5 /copy + postage
ICSCC Decal (3" x 9") [Novice - 2 Free; Renewal - 1 Free].....	\$1 each additional
ICSCC Stationery (for ICSCC officers only).....	Call for price
Insurance Waiver Forms.....	Free
Log Books.....	\$3 each
Medical Form (Applicant Fills in) (white).....	Free
Medical Form (Physician Fills in) white).....	Free
Policy and Procedures Manual.....	\$15/copy + postage
Race Entry Forms* (white).....	Free
Technical Inspection Forms* (goldenrod).....	\$29/ream
Technical Inspection Stickers (Small 1" x 4").....	\$5/100
Technical Inspection Stickers (Annual).....	\$1 each
Worker Brochures.....	Free

\*Ream lots only

NOTE 1: Refer to Sections 2.1 and 2.3 for distribution of PPM complimentary copies

NOTE 2: Refer to Appendix B, page 93 for distribution of PPM updates

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 12.0 POINTS**
- 12.1 CHAMPIONSHIP POINTS SYSTEM**
- 12.2 DUTIES OF THE POINTS KEEPER**
- 12.3 CHAMPIONSHIP TROPHIES AND AWARDS**

## **12.0 POINTS**

### **12.1 CHAMPIONSHIP POINTS SYSTEM**

**12.1.1** With the exception of approved double points weekend, ICSCC championship points shall be awarded to ICSCC-licensed drivers only as set forth in Section 5 of the Competition Regulations as now or hereafter amended.

**12.1.2** It is the duty of the License Registrar to keep the Points Keeper fully advised with regularly updated lists of all current ICSCC-licensed drivers.

**12.1.3** It is the duty of each sponsoring Member club to provide complete and accurate race and qualifying results to the Points Keeper. These results must be submitted per Section 15.4.1 and must be in the ICSCC approved format. (See Section 15.4.1.6) (Spring 2004)

### **12.2 DUTIES OF THE POINTS KEEPER**

**12.2.1** The Points Keeper shall receive the race results from the sponsoring member clubs and shall, based on these results, compile and maintain a complete points count of all drivers in all classes (except Novice classes and non-championship classes).

**12.2.2** The Points Keeper shall return to the submitting member club any race results that are incomplete, incorrect, or not in the proper form and format as required by this manual (Section 15.4.1.3). The Points Keeper shall notify Headquarters of the receipt of any race results in improper form and Headquarters shall levy a fine of \$150 against the member club.

**12.2.3** The Points Keeper shall, following the receipt and compilation of race results, provide Headquarters and the Memo Editor with a copy ready (see Section 14.7) listing of current point standings and shall assist the Memo Editor in the publication of cumulative point standings at three regular intervals throughout the season.

**12.2.4** Following the last championship points race of the season, the Points Keeper shall provide Headquarters and the Memo Editor with a copy ready compilation of final point standings within 20 days of the last championship points race.

### **12.3 CHAMPIONSHIP TROPHIES AND AWARDS**

#### **12.3.1 Annual Class Championships**

ICSCC has established a system of points under which a driver is awarded points for the position in which he/she finishes any ICSCC championship points race. At the close of the racing season, the driver in each class with the highest number of points, as defined in the Competition Regulations 502 and 503, as now or hereafter amended, shall be declared the champion for the class in question. Only ICSCC-licensed drivers are eligible for championship points and/or awards.

**12.3.1.1** Annual awards for class champions shall be made on the following basis: (See Competition Regulation 503 B)

One or two in class.....	First only
Three or four in class.....	First and second only
Five to nine in class.....	First, second, and third
Ten to fourteen in class.....	First through fourth
Fifteen or more in class.....	First through fifth

**12.3.1.2** The most current points list to be posted at all races.

**12.3.2 Perpetual Award - Driver of the Year Award and Trophy**

**12.3.2.1 Appointment of Selection Committee.** Each year, no later than the third race from the end of the championship racing season, the President shall appoint a selection committee comprised of that year's Competition Committee and the preceding year's Driver of the Year.

**12.3.2.2 Nominations to be Submitted to Selection Committee.** Each member club, affiliate club, and licensed driver may submit nominations for Driver of the Year to the Race Steward. Nominations must be submitted to the Race Steward no later than the next to the last championship race of the season.

Nominations shall be called for in the ICSCC Memo by no later than the third championship race prior to the end of the season.

**12.3.2.3 Section Committee Meeting and Criteria for Selection.** The selection committee shall meet at the last championship race of the season and shall then and there select the Driver of the Year from the nominations presented by the Race Steward. The selection shall not be announced until the annual banquet.

The Race Steward shall arrange for appropriate engraving on the perpetual trophy with the current holder of the trophy.

A replacement trophy of a permanent nature shall be provided to the outgoing Driver of the Year at the annual banquet.

The criteria for selection are sportsmanship (on and off the track), driving ability, and contributions to ICSCC.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 13.0 APPEALS**
- 13.1 DRIVER APPEALS**
- 13.2 CLUB APPEALS**
- 13.3 CONTEST BOARD APPEALS**

## **13.0 APPEALS**

### **13.1 DRIVER APPEALS**

The procedure for driver appeals shall be as set forth in Section 10, Competition Regulations, as now or hereafter amended.

The vote of each club Contest Board member regarding any appeal shall be published by the President in the Memo. (See Competition Regulation 1001 D)

### **13.2 CLUB APPEALS**

The President shall have the power to fine any member or affiliate club for a breach of regulations, as set forth in the Competition Regulations and/or PPM.

Any action of a disciplinary nature shall be subject to review on the written request of any member or affiliate club. Clubs shall direct any request for review to the President, who shall forthwith forward copies to all Executive Board Representatives.

Executive Board review of any disciplinary action, when requested, shall be at the next regularly scheduled meeting of the Executive Board.

Any penalty levied by the President on any disciplinary action, when requested, shall be at the next regularly scheduled meeting of the Executive Board.

Any penalty levied by the President on any member or affiliate club shall be published in the next edition of the Memo, together with a complete explanation of the reasons for the penalty so imposed.

### **13.3 CONTEST BOARD APPEALS**

The Executive Board shall grant an automatic appeal to the Contest Board on any Contest Board decisions that are reversed by the Executive Board.

The said appeal shall be conducted by mail ballot of all Contest Board Representatives. The appeal board shall be the ICSCC officers; a quorum of five of the seven officers is necessary.

The seven officers constituting the appeal board shall be: (1) the President, (2) the Vice-President, (3) an Advisor, (4) the Secretary, (5) the License Director, (6) the Race Steward, and (7) the ROD Director.



**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 14.0 PERIODIC PUBLICATIONS**
- 14.1 MEMO**
- 14.2 DISTRIBUTION AND PUBLICATION SCHEDULES**
- 14.3 MEMO FEES, CHARGES, AND COSTS**
- 14.4 MEMO MAILING LIST - SALE**
- 14.5 ADDITIONAL CHARGES FOR LATE RACE ANNOUNCEMENTS**
- 14.6 CLUB MEMOS**
- 14.7 "COPY READY"**

## **14.0 PERIODIC PUBLICATIONS**

### **14.1 Memo**

#### **14.1.1 Publication**

The Memo Editor shall publish the Memo at regular intervals throughout the race season. A Memo shall be published between the Fall and Spring Meetings, and shall contain a listing of all rule changes approved by the Contest and Executive Boards at the Fall Meetings, a Competition License Application, Medical History Form and a Medical Examination Form.

#### **14.1.2 Contents**

The Memo shall include race results, teardown results, driver penalties, club penalties, race announcements, and race entry forms, together with other items of general interest to drivers and workers.

#### **14.1.3 Points**

Cumulative driver championship point standings as provided by the Points Keeper shall be published three times per season at equal intervals, with the final publication being the final point standings for the year.

#### **14.1.4 Deadline Schedule for License Application**

The first Memo of each year shall contain the Memo deadline schedule for the coming year, and a Competition License Application.

#### **14.1.5 Other Events**

The Memo may include announcements and entry forms for other non-ICSCC events (e.g., the Rose Cup Races), with the approval of Headquarters. Costs shall be determined by the Memo Editor based on fees for race announcements as charged to sponsoring member clubs. (See Section 14.3)

## **14.2 DISTRIBUTION AND PUBLICATION SCHEDULES**

**14.2.1** One copy of each Memo shall be sent to each licensed driver, licensed ROD member, Contest Board Representative, Executive Board Representative, member and affiliate club president, all non-ICSCC race participants, all officers, and Headquarters-approved complimentary recipients.

**14.2.2** Based on the annual race schedule, as established by the Executive Board at the Spring Meeting, Memos containing race announcements and race entry forms shall be mailed no later than 35 days prior to any ICSCC championship race.

**14.2.2.1** Memos directed to Canadian recipients must be mailed First Class.

**14.2.2.2** Memos directed to U.S. recipients may be mailed First Class or Third Class at the discretion of the Memo Editor, provided all schedule and deadline requirements are maintained.

**14.2.3** Following the publication and distribution of the third Memo of the year, the Memo Editor shall purge the mailing list of all non-renewed licensed drivers from the previous year. An announcement of this annual mailing list revision shall be made and published in the third Memo. (Spring 2006)

#### **14.3 MEMO FEES, CHARGES, COSTS**

All fees for race announcements, Memo subscriptions, advertising revenue, etc. are payable to ICSCC and are to be forwarded to the ICSCC Treasurer.

Race Announcements: \$100 per 2 sided page - Additional pages at \$50 per page  
(copy ready, timely mailed)

Race Entry Forms: No charge

Memo Subscriptions: \$20.00 per year. Forward name, address and check or money order to the Memo Editor.

#### **14.4 MEMO MAILING LIST - SALE**

With the approval of Headquarters, the Memo mailing list may be sold at currently prevailing commercial rates to enterprises not in direct competition with any activity conducted by ICSCC.

#### **14.5 ADDITIONAL CHARGES FOR LATE RACE ANNOUNCEMENTS**

If race announcements are telephoned to the Memo Editor after the deadline date, and the Memo Editor is required to prepare the race announcement for timely publication, the charge will be \$130.

**14.6** Member and affiliate clubs may publish memos containing matters of interest to the clubs. One copy of each member and/or affiliate club memo, if any, shall be directed to Headquarters.

#### **14.7 "COPY READY"**

In all cases where the "copy ready" appear in this PPM, it is to be understood that originals only are to be forwarded to the Memo Editor, with copies being retained by the club. The Memo Editor is required to make approximately 500 copies from what is submitted by the clubs. A clean original is required.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 15.0 MEMBER CLUB RESPONSIBILITIES TO ICSCC**
- **15.1 MEMBER CLUB RESPONSIBILITIES TO ICSCC - PRE RACE**
- **15.2 ICSCC RESPONSIBILITIES TO CLUBS AND DRIVERS - PRE-RACE**
- **15.3 SPONSORING MEMBER CLUB RESPONSIBILITIES - RACE WEEKEND**
- **15.4 MEMBER CLUB RESPONSIBILITIES - POST-RACE**
- **15.5 ICSCC RESPONSIBILITIES - POST-RACE**

**15.0 MEMBER CLUB RESPONSIBILITIES TO ICSCC**

**15.1 MEMBER CLUB RESPONSIBILITIES TO ICSCC - PRE-RACE**

- 15.1.1** Sponsoring member clubs must submit one copy ready (see Section 14.7) original of the race announcement to the Memo Editor and Headquarters to arrive in time to comply with the Memo Deadline Schedule published in the first Memo of the year, and to arrive in time to allow the Memo Editor to comply with PPM requirements of mailing (see Sections 14.2.2 and 15.2.1). The fee for publication and copying of race announcements is set forth in Section 14.7. Late announcements (those telephoned to the Memo Editor) will be prepared, copied, and published by the Memo Editor at a cost of \$130 per club per announcement.
- 15.1.2** Clubs must send requests for insurance or proof of insurance to Headquarters 30 days prior to an event. Unless special arrangements have been made and approved by Headquarters in advance, premium payments must accompany request for insurance coverage. If no proof/payment is received 30 days prior to the event, Headquarters will insure the event at the rate stated for the year in question, and the sponsoring member club will be required to pay the premium within 15 days of notification by Headquarters of coverage.
- 15.1.3** ICSCC shall notify all member club Executive Board representatives of the insurance rates that will apply as soon as the rates have been established with the insurer(s). (See Section 15.2.3)
- 15.1.4** Clubs may provide Headquarters with copies of their respective track contracts and must supply a copy of the contract if ICSCC requests.
- 15.1.5** Clubs shall maintain minimum opening and closing hours for registration as follows: Friday - at club discretion; Saturday – open a minimum of five hours between 7 a.m. and 1 p.m.; Sunday – open a minimum of 2½ hours between 7 a.m. and 10 a.m. Registration shall be open to distribute packets to preregistered drivers. All clubs may have Sunday registration if they wish to do so.
- 15.1.6** Clubs shall, during the registration process, examine the ICSCC Competition License, other competition license, State or Provincial Driver's License, and club membership card of every entrant. Absence of any precludes registration without the express approval of the ICSCC Race Steward.
- 15.1.7** Clubs shall advise Headquarters of the name, address, and telephone number of their Race Registrar at or before the annual Spring Executive Board Meeting (January).
- 15.1.8** Clubs shall assure all participants entering the premises for the race have signed a waiver to be obtained from Headquarters or the insurance carrier for the event.
- 15.1.9** Clubs shall maintain a list of all temporary race numbers assigned to non-ICSCC drivers, and the list shall be forwarded to the Race Steward and License Director before the first event of the race.

## **15.2 ICSCC RESPONSIBILITIES TO CLUBS AND DRIVERS - PRE-RACE**

**15.2.1** ICSCC shall publish each sponsoring Member club race announcement(s) and entry form(s) and distribute one copy of each to all ICSCC-licensed drivers at least 35 days prior to any ICSCC championship race. Each ICSCC licensed driver will receive 6 entry forms with his/her license and ICSCC shall distribute 2 entry forms in each Memo containing a race announcement(s). (See Section 14.2.2) (Spring 2004)

**15.2.2** The License Registrar shall send regularly updated lists of all currently licensed ICSCC drivers to all member club Race Registrars as required to maintain current listings. Name, address, telephone number, club membership, competition numbers issued and any other relevant information shall be included in the lists. In addition, updated lists shall be provided at least twice prior to any given race weekend; one seven days before and one on Friday evening of the event. Numbers and group (e.g., novice o/w, novice c/w, group 1, group 2, group 3, etc.) shall be included. The lists shall be compiled alphabetically so that individual race registrars may ascertain the eligibility of every entrant seeking to compete in any race group in a given event.

**15.2.3** ICSCC shall advise each member club of the insurance premiums per race for the U.S. races no later than 40 days prior to the schedule event date. (See Competition Regulations 206 and 207)

**15.2.4** ICSCC shall supply all qualified applicants with ICSCC Competition Licenses, competition numbers, and Competition Regulations prior to the first ICSCC championship race of the year.

**15.2.5** ICSCC shall supply transponders available for rent to each Member club. These transponders will be available from the ICSCC License Registrar before the event starts. ICSCC shall charge the Member club \$15.00 for each transponder rented or loaned during the race weekend. Transponder brackets may be purchased from ICSCC for \$5.00 each. (Spring 2004)

## **15.3 SPONSORING MEMBER CLUB RESPONSIBILITIES - RACE WEEKEND**

**15.3.1** The sponsoring member club shall provide the equipment and personnel to technically inspect each racing automobile entered in an event prior to the racing automobile being allowed on the racing surface. (See Competition Regulation 406)

**15.3.2** The sponsoring member club shall reserve and set aside two centrally located parking spaces for the exclusive use during the race of the ICSCC Race Steward and License Director. The sponsoring club will provide a suitable location and services to meet Licensing requirements (refer to Policy 3.8.2.6).

**15.3.3 Pace Car Personnel.** The sponsoring club shall provide a pace car, driver and observer at all times when cars are on the track. The pace car shall be provided with a communications radio. Personnel should be trained.

- 15.3.4** In the event of an accident involving injury to any person affiliated with ICSCC, or injury to any participant in an event covered by ICSCC insurance, a Local Accident Investigational Board shall be immediately appointed by the Race Steward, and shall consist of the Race Chairperson, Race Steward, Course Physician\*, and two IRR-licensed drivers.

A written report concerning the injury-accident shall be prepared by this board and submitted in duplicate to Headquarters within seven days of the injury-accident. Every effort should be made to obtain appropriate photographs of the scene and the vehicle(s) involved. Signed witness statements (including name, address, and phone number) should be obtained whenever possible. (This provision does not contemplate minor injuries--see Section 15.4.3).

- 15.3.5** There shall be no consumption of intoxicants by any working ICSCC, club and/or ROD official until after the conclusion of all event activities of the day, including the final resolution of any protests.

- 15.3.6** At tracks controlled by law as "Licensed Premises" (e.g., Pacific Raceways), there shall be no consumption of intoxicants by any person except in designated areas during designated times. Violation of this provision is not only a violation of ICSCC regulations, it is a violation of law for which the violator may be arrested.

- 15.3.7** The sponsoring member club shall provide the equipment and personnel to adequately provide emergency response to all areas of the race course. The sponsoring member club shall assure that there is an ambulance on-site capable of advanced life support emergency response and transport during all periods of practice, qualifying, or race activities. If the one ambulance is off-site then on-track practice, qualifying, or race activities will be suspended until it is again free or replaced by a second ambulance.

**15.3.7.1** Turn stations shall be located and manned so all areas of the race course are under observation at all times.

**15.3.7.2** While more is desirable, no fewer than two (2) workers will be assigned to each manned station around the race course during any scheduled practice, qualifying, or race.

**15.3.7.3** The ICSCC Race Steward shall be charged with determining whether provisions of this section have been fulfilled. No practice, qualifying, or race sessions may commence until this provision has been met.

**15.3.7.4** The sponsoring member club is to provide a current as possible entry list to the Noise Control Officer within one (1) hour prior to the start of first session of the day.

---

\*A Course-Physician may be defined as an MD and/or as a Certified Medical Emergency Technician.

**15.3.8** This policy is only applicable when the ICSCC Sound Officer is not available.

**15.3.8.1** The Race Steward shall transport the sound equipment to a sponsoring Member club's race and shall deliver said equipment to the Race Chair. The Steward shall instruct the Race Chair on the equipment that he needs to take care of having a qualified, trained person man that equipment and the Race Chair returns the equipment back to the Race Steward at the end of the event. (Fall 2003)

**15.3.9** The Race Chair and Race Control/Base Comm shall meet with the Race Steward on the first morning of a race weekend. (Spring 2006)

**15.4 MEMBER CLUB RESPONSIBILITIES - POST-RACE**

**15.4.1** After the Race Steward has certified by email (within 5 days of the event) to the sponsoring Member club's Chief of Timing and Scoring that the event's race results are approved and official, the sponsoring Member club shall do the following: (Spring 2004)

**15.4.1.1** Provide the race results in electronic format and in the "Final Results" format within 5 days to the Race Steward, Assistant Race Stewards, Points Keeper, License Director, License Registrar, Treasurer, Web Site Editor, Secretary, Historian, President and to any other person designated by the President. (Spring 2004)

**15.4.1.2** Provide the final "Combined Qualifying" results in electronic and the Final Results format to the Points Keeper within 5 days. (Spring 2004)

**15.4.1.3** Provide the original hardcopy of the final race results to the Historian within 10 days. (Spring 2004)

**15.4.1.4** Provide the race results in an electronic format agreeable to the Memo Editor so they can be edited in order to make the most efficient use of space in the Memo. (Spring 2004)

**15.4.1.5** **"Working Copies" to be Available on Race Day.** At least two "working copies" of the race results shall be made available to ICSCC officials at the end of the race day or as soon thereafter as the results can be compiled. (Formerly, 15.4.1.2, changed Spring 2004)

**15.4.1.6** **Final Results Format.** Final race results shall be submitted in upper and lower case letters, according to normal usage in the approved ICSCC race results format as it appears below. (Spring 2004)

The ICSCC approved race-results format is:

Event Name, Date of Event, Sponsoring Club, Location, Sanctioned By, Track Length, Group #, Total in Group, Comments and Signature blocks for the Steward and Chief of Timing and Scoring and the time produced

(1 line across) POS (in class) CLASS/CAR # DRIVER NAME TOWN CLUB MAKE  
COLOR LAPS O/A LICENSE SPONSOR FASTLAP



**15.4.1.7 Fine for Non-Compliance.** A fine of \$150 shall be assessed by Headquarters for non-compliance with the format, copy-ready, and/or mailing requirements of this provision. No member club may participate in any ICSCC meetings until all fines are paid in full. (Formerly, 15.4.1.4, changed Spring 2004)

**15.4.2** Deleted. (Spring 2004)

**15.4.3 Accident Reports, Infraction Sheets, and Yellow-Flag Reports.** The sponsoring Member club shall provide this form to turn workers and officials. This form shall be prepared in triplicate on a standardized form obtained from Headquarters. (See Section 11.0) (Fall 2003)

Distribution:

Original .....	Mailed to Headquarters per Section 15.4.1.1
Copy 1.....	To the Race Steward at the track
Copy 2.....	Retained by the sponsoring member club

**15.4.4** As soon after the conclusion of track activities on Saturday as possible, the Race Steward or his/her designated representative shall provide his/her copies of the accident reports, infraction sheets, and yellow flag reports to the License Director temporarily so that the licensing department may be fully advised regarding licensing upgrade decisions that must be made prior to Sunday. Following this consultation with the Licensing Department, the Race Steward shall retain the said reports on file.

**15.4.5** Deleted. (Spring 2004)

**15.4.6** The sponsoring Member club shall return all the rental transponders and the transponder Record Log to the ICSCC License Registrar or his/her designated appointee within 5 days after the race. Member clubs shall be responsible for any lost or damaged transponders and will be billed for the cost of repair or replacement. (Spring 2004)

**15.5 ICSCC RESPONSIBILITIES - POST RACE**

**15.5.1** The Memo Editor shall regularly publish and distribute race results and current points standing to all licensed drivers.

**15.5.2** The Points Keeper shall maintain a cumulative point count of all ICSCC-licensed drivers. This count shall be made current after every championship race.

**15.5.3** The Race Steward shall report in the Memo regarding the results of any protest lodged.

**15.5.4** The Race Steward shall meet with officials of the sponsoring member club at the end of the race day (Sunday) to verify and sign the final results, and to include in those results all disqualifications made during the event. (Fall 1988) The Race Steward shall send an email to the sponsoring member club's Chief of Timing and Scoring when he/she has certified the final results are approved and official. (Spring 2004)

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 16.0 DRIVER TRAINING**
- 16.1 DATE APPROVAL**
- 16.2 ICSCC MEMBERSHIP REQUIREMENT**
- 16.3 DATE OF APPLICATION(S)**
- 16.4 SPONSORING MEMBER CLUB PREFERENCE**
- 16.5 INSURANCE MINIMUMS**
- 16.6 DEADLINE REQUIREMENTS**
- 16.7 POST-DRIVER TRAINING - CLUB REQUIREMENTS**
- 16.8 APPROVAL - REVIEW - SANCTIONS**
- 16.9 LICENSE DIRECTOR**

**16.0 DRIVER TRAINING**

**16.1 DATE APPROVAL**

The Executive Board shall approve dates for driver training schools which are organized by member and/or affiliate clubs for the purpose of training drivers for ICSCC licensing and competition. Driver training dates shall not be scheduled to conflict with ICSCC race dates without the express consent of the sponsoring member club.

**16.2 ICSCC MEMBERSHIP REQUIREMENT**

Only ICSCC member and affiliate clubs may obtain date approval from the ICSCC Executive Board and curriculum approval from the Licensing Director.

**16.3 DATE APPLICATION(S)**

All applications for driver training dates must be submitted for approval to the Executive Board. Dates shall be requested at the Fall Executive Board Meeting. Final approval of dates shall be made by the Executive Board at the Spring Executive Board Meeting when the annual schedule is discussed, approved, and adopted.

**16.4 MEMBER CLUB PREFERENCE**

Requests for driver training dates from member clubs shall be given preference over dates requested by affiliate clubs. No date shall be issued to an affiliate club that shall conflict, in any way, with a member club driver training date.

**16.5 INSURANCE MINIMUMS**

All driver training schools shall be insured with minimum coverage to be fixed annually by the Insurance Advisor and the Executive Board. ICSCC shall always be named as an insured on all driver training school insurance policies.

**16.6 PRE DRIVER TRAINING - CLUB REQUIREMENTS**

**16.6.1** Following Executive Board approval of driver training school dates, all clubs conducting schools are required to submit the following information to Headquarters and the License Director, not later than seven days prior to the date of the school: proof of insurance to Headquarters, and a complete classroom and on-course curriculum (three hours of classroom and five hours of on-course instruction are recommended) to the License Director for examination and approval.

The License Director may approve these items by telephone with the club President, Executive Board, or Contest Board Representative.

- 16.6.2** A complete list of all on-course instructors to be utilized at the school must be submitted to the License Director.

NOTE: It is recommended that all driver training be conducted one-on-one, but in the event a low turnout of instructors is expected, a minimum ratio of one on-course instructor per five students is allowed. (Fall 1983)

- 16.6.3** The sponsoring club shall assure that there is an ambulance and personnel on-site capable of advanced life support emergency response and transport during all periods of on track activities. (Fall 2004)

## **16.7 POST DRIVER TRAINING – CLUB REQUIREMENTS**

Deleted. (Fall 2005)

- 16.7.1** Deleted. (Fall 2005)

- 16.7.2** Deleted. (Fall 2005)

- 16.7.3** Deleted. (Fall 2004)

## **16.8 APPROVAL – REVIEW – SANCTIONS**

Approval shall be issued to the school by the Official present, provided the minimum curriculum requirements (see Section 16.6) and minimum number of licensed instructors (see above) are met. This approval shall be forwarded to the License Director with the other materials listed above.

Failure to obtain approval shall require review by the Executive Board at their next regularly scheduled meeting. Failure to comply with these requirements may result in disciplinary action. (Spring 1982)

## **16.9 LICENSE DIRECTOR**

### **16.9.1 Novice Licensing Program - Club Responsibilities**

- 16.9.1.1** As part of the continuing process of licensing and upgrading drivers, member clubs are required to provide the following:

**16.9.1.1.1 Races.** One open-wheel and one closed-wheel Novice event of 30 minutes duration (except in cases of emergency), and two open-wheel and two closed-wheel practice sessions of 15 minutes duration for Novice drivers. (See Competition Regulation 703. C.)

**16.9.1.1.2 IRR Observers.** IRR observers shall be recruited to observe the Novice events and make written comments and observations thereon. Transportation to and from the corners for these observers shall be provided by the sponsoring member club.

**16.9.1.1.2** **Contd** NOTE: IRR observer written comments shall be turned over to the License Director as soon after the conclusion of the Novice events as possible. Upgrading for Sunday events may be dependent upon these written comments and observations.

**16.9.1.1.3** **Familiarization Run.** A familiarization run for all drivers entering the course for the first time shall be conducted by the sponsoring member club on Saturday morning. The time (preferably 8:00) and location (preferably pre-grid) of the departure of this run shall be before the Novice meeting and shall be included in the printed schedule.

NOTE: The first practice session on Saturday shall never be for Novice drivers.

**16.9.1.1.4** **Meetings.** The sponsoring member club shall allow ample time (approx. ½ hour) in the Saturday race schedule for a Novice drivers meeting when the License Director shall address all Novices prior to the first practice session of the day (preferably 8:30). This meeting shall be included in the printed schedule.

**16.9.1.1.5** **Technical Inspection.** The sponsoring member club Technical Inspector shall require each Novice vehicle to display at each end a 6"x6" dayglow red or orange square. ARR-licensed drivers shall be required to display an identical square, in an identical location, with an "X" of contracting color quadra-secting the square.

**16.9.1.1.6** **Registration.** All non-ICSCC licensed drivers not holding a license commensurate with an IRR license must be directed to report to the License Director before entering the course for practice or racing. (See Competition Regulation 304. B.)

**16.9.1.1.7** **Timing and Scoring.** Member club timing and scoring shall provide to the License Director all grid sheets prior to the commencement of racing, and shall also provide to the License Director all results sheets and infraction reports.

NOTE: The ARR "X" should be included with the car number when possible. (See Section 16.7)

**16.9.1.1.8** **"N" Designation.** All Novice drivers shall display the 6"x6" dayglow square on both the front and rear of their cars, and include the letter "N" on their entry forms. The letter "N" shall not appear on the Novice driver's car. (See Competition Regulation 304. C.)

**16.9.1.1.9** **For the Grid Marshall.** ARR drivers shall be gridded by the License Director when competing in a Novice event, and by qualifying times when competing in an IRR event.

## 16.9.2 General Rules

- 16.9.2.1** Novice drivers shall only be permitted on the track by the member club Grid Marshall for Novice practice sessions and the open- and closed-wheel Novice events.
- 16.9.2.2** ARR drivers shall be permitted to practice with both the Novice drivers and the IRR drivers, provided that the ARR driver is entered in both the Novice and IRR events. (See Competition Regulation 305. F.)
- 16.9.2.3** **Reporting to License Director.** Novice and ARR drivers, and visiting drivers with equivalent licenses from other sanctioning bodies, must report to the License Director before entering the course. (See Competition Regulation 304. B. and Section 16.9.1.1.6)
- 16.9.2.4** **Failure to Attend Novice Drivers Meeting.** Any Novice driver, whether ICSCC or visiting equivalent, who fails to attend the Novice Drivers Meeting shall be refused admission to the course, except on the express approval of the License Director (see Competition Regulation 304. E. and Section 16.9.1.1.4)
- 16.9.2.5** **ARR Drivers - Meeting Requirements.** ARR drivers may enter both the Novice event and IRR event on the same weekend, provided the ARR driver enters both event levels and attends both drivers meetings. ARR drivers not entered in the Novice event are not required to attend the Novice drivers meeting. (See Competition Regulations 305. A. and 305. H.)
- 16.9.2.6** **No Novice Drivers on Sunday.** Novice practice sessions and events may be held on the first two days of a three day race. Novice drivers are not to enter the course on Sunday, unless the race schedule provides otherwise. (See Competition Regulation 304. C.).

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 17.0 LICENSE REGISTRAR**
- 17.1 FINANCIAL - RECEIPT AND TRANSMITTAL OF FUNDS**
- 17.2 RECORD KEEPING AND TRANSMITTAL OF INFORMATION**
- 17.3 SPECIAL REQUIREMENTS - TRANSMITTALS TO THE MEMO EDITOR**
- 17.4 INFORMATION TO RACE REGISTRARS**
- 17.5 NOVICE LOG BOOKS (See Section 3.6.2.12., License Director)**
- 17.6 LICENSING**



**17.0 LICENSE REGISTRAR**

**17.1 FINANCIAL - RECEIPT AND TRANSMITTAL OF FUNDS**

The License Registrar shall receive all payments for Competition License Applications and incidental sales of Competition Regulations, etc. An accounting of funds so received shall be kept, and the License Registrar shall transmit all funds so received every 15 days to the Treasurer. Funds shall also be transmitted on the request of the Treasurer or President. Cash shall not be mailed.

**17.2 RECORD KEEPING AND TRANSMITTAL OF INFORMATION**

The License Registrar shall maintain a record of all ICSCC competition license holders including name, address, telephone number, club membership, and competition number. These records shall be updated as changes occur, and copies shall be mailed on a regular basis to the Treasurer, Memo Editor, President, Race Steward, and Points Keeper. All such transmittals shall be typewritten, computer printout, or electronic transfer such as floppy disk at the option of the recipient.

**17.3 SPECIAL REQUIREMENTS - TRANSMITTALS TO THE MEMO EDITOR**

Notwithstanding any other transmittal requirements set forth herein, the License Registrar shall never allow a Memo deadline to pass without transmitting to the Memo Editor a current list of all licensed and unprocessed applicants, if any, so the Memo mailing list shall always be current ensuring all licensed drivers and applicants receive every race announcement.

All transmittals to the Memo Editor shall be typewritten, computer printout, or electronic transfer such as floppy disk or email at the option of the Memo Editor and shall contain the name, address, telephone number, club membership, and competition number(s) of each driver. The name, address, and telephone number of pending applicants may be submitted in a typewritten, computer printout, or electronic transfer format.

**17.4 INFORMATION TO RACE REGISTRARS**

(See Section 15.2.2)

**17.5 Deleted Spring 2003 - Refer to License Director 3.6.2.12.**

**17.6 LICENSING**

The License Registrar shall issue competition licenses in conformance with Competition Regulations 301 through 308.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 18.0 FUND CONTROL AND INFORMATION CIRCULATION**
- 18.1 FUND CONTROL**
- 18.2 INFORMATIONAL TRANSMITTALS WITH AND WITHOUT FUNDS**
- 18.3 SEPARATE BANK ACCOUNTS FOR LICENSE REGISTRAR AND MEMO EDITOR**

**18.0 FUND CONTROL AND INFORMATION CIRCULATION**

**18.1 FUND CONTROL**

**18.1.1** All Officials collecting funds for or on behalf of ICSCC shall transmit the funds to the Treasurer no later than 15 days after receipt thereof.

**18.1.2 CASH**

All cash shall be converted to money order or checks (see Section 18.3.1). All payments must be made in U.S. funds only.

**18.1.3** Each transmittal of funds to the Treasurer shall include a listing of the transactions that generate the funds, and the amount received for each sale, so the Treasurer may make appropriate bookkeeping entries. Specific enumerations are preferred, but it is recognized that this is not always possible with numerous sales of smaller items.

EXAMPLE: Sale of 5 rule books @\$8 each.....\$ 40  
Sale of promotional items..... 15  
TOTAL ENCLOSED \$ 55

**18.2 INFORMATIONAL TRANSMITTALS WITH AND WITHOUT FUNDS**

(See Section 17.2)

**18.2.1** When the receipt of funds entitles the person paying to be placed on the Memo mailing list (e.g. licensed drivers, ROD members), the transmittal shall include the name, address, and zip code of the person paying, and shall include the phone number and competition number, if any. The distribution list for these funds and information follows:

Treasurer..... Original with funds  
Memo Editor..... Copy of list\*\*  
Headquarters..... Copy of list  
Race Steward..... Copy of list  
Points Keeper..... Copy of list

\*\*The Memo Editor may be entitled to more frequent transmittals of names and addresses. (See Section 17.3)

**18.3 SEPARATE BANK ACCOUNTS FOR LICENSE REGISTRAR AND MEMO EDITOR**

■ **NOTE: Currently not in effect. Refer to 18.1.1.**

**18.3.1** The License Registrar and Memo Editor handle substantial sums of money and are required to make numerous small transactions. It is recommended, therefore, that each of these officers maintain separate checking accounts for the purposes of recording each income and expenditure item, and facilitating the transmittal of funds to the Treasurer in a convenient and safe manner. These accounts shall be audited on an annual basis pursuant to Section 7.1.6.

**18.3.2** The cost of maintaining these accounts, if any, should be considered to be normal banking expenses, and shall be attributed to Headquarters expenses in the annual budget.

**18.3.3** Reimbursement, if any, for the cost of the account to the officer maintaining it shall be made under the provisions of Section 7.1.7, "Financial procedures".

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 19.0 RACE PUBLICITY**
- 19.1 PUBLICITY POLICY**
- 19.2 PROCEDURE FOR RACE PUBLICITY**

**19.0 RACE PUBLICITY**

**19.1 PUBLICITY POLICY**

The publicity policy is to make the existence and location of all ICSCC races known to the media in those areas. It is recognized that most major forms of daily press and television in ICSCC race locations are simply not interested in amateur sports car racing. The job of publicizing ICSCC races is not an easy one.

**19.2 PROCEDURE FOR RACE PUBLICITY**

**19.2.1** Each sponsoring member club is responsible for publicizing their own races, with at least one press release being required of each club for each race date, to be distributed to all local newspapers. Newspapers that print the pre-race announcements are also to receive race results from the sponsoring member club. Media contacts shall be fostered, and the liberal use of free-admission press passes (available from Headquarters) is encouraged.

**19.2.2** The Publicity Director shall assist all member clubs with the preparation and distribution of press releases and other publicity materials. Matters of special so called "human interest" shall be made known to all clubs.

The Publicity Director shall publicize ICSCC to the national media (e.g. Autoweek) and prepare a list of all scheduled events, including driver training sessions, immediately after the Spring Executive Board Meeting, for circulation to all major auto racing magazines.

NOTE: If the list is prepared in the format used by the publication (e.g. date, place, time event, information phone number) and is submitted to that publication in that form, it will in all likelihood be printed. (In 1984, Autoweek printed all of our race dates, championship and non-championship, and all of our driver training dates.)

**19.2.3** Headquarters shall assist any club publicity director with names, addresses, and other data on any drivers entered in any event, including significant history where available (e.g., Joe Leadfoot was 1978 ICSCC Driver of the Year and drove his Buick Roadmaster to 46 ICSCC wins).

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 20.0 TRANSFER OF HEADQUARTERS**
- 20.1 TRANSFER DATE**
- 20.2 PREPARATIONS FOR TRANSFER**
- 20.3 ACTUAL TRANSFER - LOCATION - MEANS**



## **20.0 TRANSFER OF HEADQUARTERS**

### **20.1 TRANSFER DATE**

The actual transfer of all ICSCC equipment and supplies, books, and records between the outgoing President and the incoming President shall be accomplished on or near the first day of December.

### **20.2 PREPARATION FOR TRANSFER**

During the intervening period between the Fall Executive Board Meeting and the first day of December, the incoming President should appoint his/her staff consisting of the Vice President, Secretary, Treasurer, License Director, License Registrar, Race Steward, Novice Control Officer, Medical Director, Historian, Points Keeper, Memo Editor, Legal Advisor/Board, Public Relations Director, ROD Director, Driver Support Officers, Photo/Press Officer, Planning Advisor, and any other necessary officers.

The outgoing President with his/her staff, shall complete the necessary business pertaining to his/her presidency, close out the ICSCC bank accounts and have the books audited by a committee of not less than three persons appointed by the Executive Board. (See Section 7.1.6)

### **20.3 ACTUAL TRANSFER - LOCATION - MEANS**

On a mutually agreed specific date on or about the first day of December, the outgoing President and his/her staff shall travel to the city of residence of the incoming President (or shall travel to an agreed central meeting point), carrying with them all the books, records, equipment and supplies, and shall transfer these items to the incoming President. Both incoming and outgoing officers shall then execute and sign a property transfer document.

All outgoing officers including, but not limited to the outgoing President, shall make every effort to meet with and advise the incoming officers of the required methods and procedures of operation.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 21.0 RACE OFFICIALS DIVISION (ROD)**
- 21.1 ORGANIZATION AND STRUCTURE**
- 21.2 FINANCIAL**
- 21.3 PURPOSE - THE AIMS AND OBJECTIVES OF ROD**
- 21.4 ELIGIBILITY**
- 21.5 LICENSING**
- 21.6 RECIPROCAL RECOGNITION ICSCC/SCCA/ASN**
- 2.1.7 COMPLIMENTARY BANQUET DINNER (Spring 2002)**
- 2.1.8 ICSCC ROD FUND (Spring 2004)**

## **21.0 RACE OFFICIALS DIVISION (ROD)**

### **21.1 ORGANIZATION AND STRUCTURE**

21.1.1 The President shall appoint at least one individual to be the Director(s) of the Race Officials Division (ROD) each year.

21.1.2 The Director(s) shall request a representative from each Member club and META. These representatives shall be responsible for carrying out the policies and instructions as set by ROD. (Fall 2004)

21.1.3 All Rules and changes shall be published as required in the ICSCC/ROD Handbook.

### **21.2 FINANCIAL**

All funds received by ROD shall be promptly transferred to the Treasurer. (The name of any individual paying for a ROD membership, and his/her address, shall be forwarded to the Memo Editor.)

The ICSCC Executive Board applies a \$10 membership fee effective January, 2005. (Spring 2005)

### **21.3 PURPOSE - THE AIMS AND OBJECTIVES OF ROD**

21.3.1 To standardize throughout ICSCC race marshalling procedures and practices in accordance with currently recognized FIA standards and set forth in current FIA publications.

21.3.2 To institute throughout ICSCC training programs for workers/marshals.

21.3.3 To maintain a permanent record of the experiences of marshalling personnel.

21.3.4 To institute and manage a permanent system of race official licensing.

### **21.4 ELIGIBILITY**

All suitable personnel are eligible to become licensed with ROD. They must attend a club organized training session to be done at the race track or at a designated evening or weekend seminar and be a ROD member. (Spring 2005)

### **21.5 LICENSING**

21.5.1 The ROD license shall stipulate what duties the holder is authorized to perform.

21.5.2 The minimum requirements for licensing are stated in the ROD Handbook.

21.5.3 Members of ROD may use their division licenses to enter the race grounds at any ICSCC event for no charge, but ROD members shall be required to wear identification, and work if called on (continued next page)

to do so. All clubs shall honor ROD licenses as permits to enter the grounds at no charge.

**21.5.4** It is recommended that all chiefs be licensed.

**21.6 RECIPROCAL RECOGNITION ICSCC/SCCA/ASN**

Official recognition shall be given ASN and SCCA licensed marshals at ICSCC events. (Spring 2005)

**21.7 COMPLIMENTARY BANQUET DINNERS**

**21.7.1.** If the race season totals 11 races, in order to qualify for a free ticket to the banquet, the worker has to be a member of ROD and to have worked a minimum of eight race weekends. This would mean that the ROD member would have to work at least 3 tracks during the season. Each worker will have to get their log book signed by an official designated at each track. (Spring 2002)

**21.7.2.** Depending on the number of races on the schedule, this policy will be reviewed at each Fall Meeting to revise the requirements. (Spring 2002)

**21.8 ICSCC ROD FUND (Spring 2004)**

**21.8.1** Any Member / Affiliate Club or individual may make a donation to this fund.

**21.8.2** The ICSCC Treasurer shall maintain a separate general ledger account identified as "ICSCC ROD Fund".

**21.8.3** The purpose of this fund is to further the ICSCC goal of retaining and increasing ROD members.

**21.8.4** The ROD Director(s) will administer the fund.

**21.8.5** The E-Board will approve all expenditures.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**22.0 OFFICIAL IDENTIFICATION CARDS AND PASSES, AND RELEASES  
AND WAIVERS**

**22.1 OFFICIAL IDENTIFICATION CARDS AND PASSES**

**■ 22.2 RELEASES AND WAIVERS - UNIFORMITY**

## **22.0 OFFICIAL IDENTIFICATION CARDS AND PASSES, AND RELEASES AND WAIVERS**

### **22.1 OFFICIAL IDENTIFICATION CARDS AND PASSES**

■ 22.1.1 Annually, ICSCC shall issue Sponsor Passes to Contest Board Representatives.

22.1.2 It is the responsibility of all affiliate and member clubs to inform Headquarters, in writing, of the name, address, and telephone number of each Contest and Executive Board Representative from each club. This shall be done no later than the Spring Executive Board Meeting (January) of each year. Receipt of memos, and the right to participate in the annual meetings is contingent on notification to Headquarters of this information.

22.1.3 Headquarters shall issue complimentary passes to attend all ICSCC events to those who are contributors to ICSCC and who have acted to benefit ICSCC over the years. Every donor to the annual banquet shall receive a complimentary pass. Executive Board Representatives shall be issued sponsor passes.

22.1.4 Passes shall also be issued to race service personnel and businesses (tires, parts, fuel, race supplies, etc.).

22.1.5 The Secretary shall keep a list of the issued passes. Passes shall be valid for one year only.

### **22.2 RELEASES AND WAIVERS - UNIFORMITY**

22.2.1 “No member club conducting an ICSCC sanctioned event insured by the ICSCC Master Insurance Plan shall use any Release and Waiver of Liability and Indemnity Agreement Form not provided by the ICSCC insurers for the year in question. Jointly sanctioned races insured by other than the ICSCC Master Insurance Plan may use releases as approved by the non-ICSCC insurer, provided that all ICSCC entries utilize the ICSCC race entry form which includes the ICSCC release. Any other form used by any ICSCC member club shall contain language identical to the language then being used in the ICSCC race entry form and the ICSCC competition license application form, provided however that the form used by the ICSCC member clubs at ICSCC sanctioned races need not include a signature line for the spouse of the competitor, and provided further than the form used by member clubs need not specifically mention ICSCC. (E.g., the words “sanctioning boy” may appear in place of the specific reference to ICSCC.)”

22.2.2 Release forms are available from Headquarters at no charge.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**23.0 MISCELLANEOUS**

**23.1 LETTERHEAD, INSIGNIA, AND CORPORATE LOGO**

**23.2 SPECIAL EVENTS**

**23.3 CORRESPONDENCE**

**23.4 ICSCC TRACK DEVELOPMENT FUND**

**■ 23.5 STANDARDIZED RACE - ADMINISTRATORS TRAINING**

## **23.0 MISCELLANEOUS**

### **23.1 LETTERHEAD, INSIGNIA, AND CORPORATE LOGO**

**23.1.1** The insignia of the initials of ICSCC in the form of a sports car was adopted for official use at the Fall Meeting, 1957.

**23.1.2** The ICSCC logo in the form of a rectangle surrounding the insignia with a checkered flag motif at the left side and the words "International Conference of Sports Car Clubs" at the top was adopted for official use at the Spring Meeting, 1966.

**23.1.3** The ICSCC logo appears as follows:



### **23.2 SPECIAL EVENTS**

**23.2.1** A "special event" is an event held as part of an ICSCC championship race, but may not necessarily award championship points. Special events shall comply with ICSCC Competition Regulations 703. F. for the current year, except that special rules may be used with at least 45 days prior approval of the Executive Board. The driver levy is charged.

**23.2.2** No more than one special event may be held during an ICSCC championship race, except where the Executive Board has given approval in advance.

### **23.3 CORRESPONDENCE**

**23.3.1** No member or affiliate club is to publish and/or distribute so called "public" letters or written material of any kind concerning ICSCC affairs without first submitted the material to Headquarters where the necessity for distribution and the required recipients shall be determined.

**23.3.2** All correspondence from member/affiliate clubs to ICSCC stating the position of the club regarding any pending issue(s) or dispute(s) must bear the signature of the Executive Board Representative, if a member club, or Contest Board Representative, if any affiliate club.

**23.3.3** Day-to-day business correspondence between ICSCC and the clubs may be signed by any member of the corresponding club having responsibility for the area that is the subject matter of the correspondence (e.g., treasurer to treasurer, race chairperson to race steward).



**23.4 ICSCC TRACK DEVELOPMENT FUND**

ICSCC shall establish and maintain in its general account a track development fund. The fund shall be solely for the purpose of providing monies for finding and/or developing new long-term racing facilities within the geographic area(s) of Conference. Expenditures from this fund shall be made only with majority approval of the ICSCC Board of Directors (Executive Board). The board shall be empowered to draft guidelines as deemed necessary to administer this fund for the overall good of Conference.

**23.5 STANDARDIZED RACE-ADMINISTRATORS TRAINING**

**23.5.1** Prior to each race season, and following the annual Spring Meeting, ICSCC may conduct a race administrators training seminar at a centralized location. Those attending from each Member Club should be: Race Chairperson, Course Marshall, Race Registrar, Chief of Scoring, and any two additional club race personnel selected by the member Club(s).

**23.5.2** The seminar may be attended by any ICSCC officers/officials, and all are encouraged to attend. It is recommended that the following ICSCC officials always be in attendance when a seminar is scheduled: Race Steward, Assistant Race Steward, License Director, and License Registrar. These four listed officers shall be entitled to travel and meal allowances pursuant to Section 7.4. The ICSCC President must approve, in advance, travel and meal allowances for other officers/officials who may attend.

**23.5.3** ICSCC shall pay the cost of the meeting room(s). It shall be the responsibility of the Member Clubs to pay the expenses of their race officials who attend the seminar.

**23.6 MEMO EDITOR – Moved to 3.26**

**Page 83.1 Deleted**

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

- 24.0 AFFILIATE AND MEMBER CLUB CHECKLIST OF DEADLINES FOR PAYMENTS, NOTICES, AND INFORMATIONAL TRANSMITTALS**
- 24.1 FEES, DEPOSITS, AND LEVIES**
- 24.2 LISTS, INFORMATIONAL TRANSMITTALS, AND RACE RESULTS**

## **24.0 AFFILIATE AND MEMBER CLUB CHECKLIST OF DEADLINES FOR PAYMENTS, NOTICES, AND INFORMATIONAL TRANSMITTALS**

### **24.1 FEES, DEPOSITS, AND LEVIES**

All payable in U.S. funds to the ICSCC Treasurer.

#### **24.1.1 Affiliate Clubs**

A \$100 affiliation fee shall be paid yearly at or before the Fall Meeting. (See Section 7.2.2)

#### **24.1.2 Member Clubs**

A \$100 member fee shall be paid yearly at or before the Fall Meeting. (See Section 7.2.3)

#### **24.1.3 Other Member Club Fees**

**24.1.3.1 Performance Deposit.** A performance deposit of \$100 shall be paid at or before the Fall Meeting and applied to the sanctioning fee for the last race of the year. (See Section 7.2.4.2)

**24.1.3.2 Sanctioning Fee.** A \$100 per race sanctioning fee shall be paid 45 days prior to each scheduled race. (See Section 7.2.4.1)

**24.1.3.3 Race Insurance Premiums.** Annual per-race or lump-sum premiums vary. Clubs must have insurance arrangements finalized with ICSCC not later than 30 days prior to any scheduled event. (See Competition Regulation 207)

**24.1.3.4 Driver Levy fees.** A \$15 per entry (excluding Novice Upgrades and Observation Races) driver levy shall be paid within 15 days of receipt of the ICSCC statement. "Per entry" includes special races. (See Section 7.2.4.3)

**24.1.3.5 Penalties and Fines.** Penalties and fines shall be paid to ICSCC within 48 hours of notice of imposition, unless appealed. (See Competition Regulations 801., 802., 803., and 804.)

### **24.2 LISTS, INFORMATIONAL TRANSMITTALS, AND RACE RESULTS**

#### **24.2.1 Spring Meeting**

Each affiliate and member club shall, at the beginning of each year, provide to the ICSCC Secretary a roster/informational list, including the name, address, and telephone number of the following club officers for the coming year.

**24.2.1.1 Affiliate Clubs.** President, Treasurer, and Contest Board Representative.

**24.2.1.2 Member Clubs.** President, Executive Board Representative, Contest Board Representative, Race Chairperson, Race Registrar, and Treasurer.

**24.2.1.3 Date Confirmation.** Each member club must confirm all race dates for the coming year. Member and affiliate clubs shall confirm all driver training dates for the coming year. (See Section 8.1)

#### **24.2.2 Fall Meeting**

Each member club shall request all race dates for the coming season, and each member and affiliate club shall request all driver training dates for the coming year. (See Section 8.1)

#### **24.2.3 Pre-driver Training**

Curriculum and proof of insurance. (See Sections 16.5 and 16.6)

#### **24.2.4 Post-Driver Training**

A list of graduates and non-graduates, and all on-course instructors shall be provided to the License Director.

#### **24.2.5 Pre-Race**

Race announcements and insurance arrangements. (See Competition Regulation 207 and Sections 15.1.1 and 15.1.2)

#### **24.2.6 Post-Race**

Deleted. (Spring 2004)

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**25.0 SAFETY PRECAUTION GUIDELINES FOR COMMUNICABLE DISEASES**

**25.1 UNIVERSAL PRECAUTIONS**

**25.2 BLOOD OR BODILY FLUIDS--SPECIAL PRECAUTIONS**

**25.3 RECOMMENDED EQUIPMENT**

## **25.0 SAFETY PRECAUTIONS GUIDELINES FOR COMMUNICABLE DISEASES**

### **25.1 UNIVERSAL PRECAUTIONS**

ICSCC is dedicated to safe racing. As a part of that continuing commitment, we want all participants adequately protected when there is an emergency on or off the track. This includes being protected from exposure to blood-borne viruses such as Hepatitis B and HIV (the AIDS virus). According to health officials, the risk of catching the AIDS virus from giving first aid is extremely small. However, because you never know when a potential exposure might occur, "universal precautions" should be used in all instances to protect against any possible risk. The following guidelines should be followed whenever there is the potential for contact with blood or other bodily fluids:

1. Wear heavy leather gloves when responding to situations where broken glass, sharp edges, or hot surfaces or liquids will be encountered.
2. When leather gloves are not necessary to protect yourself from cuts or burns, put on disposable gloves when blood or other bodily are present. Disposable gloves should always be carried at all times to be ready for use.
3. Avoid getting blood or other bodily fluids in contact with your eyes, nose, or mouth.

### **25.2 BLOOD OR BODILY FLUIDS--SPECIAL PRECAUTIONS**

If you do come in contact with blood or bodily fluids:

1. Carefully remove the soiled gloves, taking care to avoid contact with the exterior surface. Place the gloves in a plastic bag and seal it.
2. Remove any affected clothing and place it in a plastic bag for later laundering.
3. It is important to clean the exposed area(s) as soon as possible. Wash affected areas with soap and water. If your eyes, nose, or mouth were affected, flush thoroughly with water. If soap and water are not available near your station, go to the central emergency area and wash with soap and water and the disinfectant cleanser there. Wash your hands even if you were wearing gloves.
4. Give your name to the course marshal who will note it as part of the incident report.
5. Working surfaces upon which blood has been spilled can be cleansed with soap and water, followed by disinfectant.

**25.3** The following items should be available for us at each race. It is recommended that these items be available at each turn station and at the central emergency area.

1. Disposable gloves and plastic bags. A plastic bag with several pairs of gloves could be issued to each turn station, with an extra plastic bag or two inside to be used for soiled gloves or clothing.
2. Waterless antiseptic hand cleaner (towelette packets could be included in the bag issued to each turn station).
3. Freshly made general purpose disinfectant (one part household bleach to nine parts water) should be located at each turn station and/or at the central emergency area.

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
POLICY AND PROCEDURES MANUAL**

**26.0 FORMS**



**26.0 FORMS**

**26.1** The Executive Board shall review all ICSCC forms every 5 years. (Fall 2001)



# ICSCC 2006 COMPETITION LICENSE APPLICATION

## Application Fee: \$65 U.S. Funds

**ICSCC LICENSE REGISTRAR**  
**Olivia Muro**  
 P.O. Box 87  
 Fairview, OR 97024  
 (Home) (503) 665-0785  
 (Fax) (503) 674-7507  
 Email: OliviaConLicense@msn.com

**ICSCC LICENSE DIRECTOR**  
**Bill Vine**  
 750 Watson Street N., #D1  
 Enumclaw, WA 98022 - 7316  
 (Home) (360) 825-2770  
 No Calls after 9 pm. Thank you.  
 Email: mrv@tx3.com

**DO NOT WRITE IN THIS SPACE**

Date Received: \_\_\_\_\_ GRP/License #: \_\_\_\_\_  
 Fee: \_\_\_\_\_ GRP/License #: \_\_\_\_\_  
 Check/Cash: \_\_\_\_\_ GRP/License #: \_\_\_\_\_  
 Photos: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Approved By: \_\_\_\_\_

**APPLICANT: PLEASE PRINT LEGIBLY AND SIGN: Return to the LICENSE REGISTRAR** (address listed above left)

NAME	STREET ADDRESS
------	----------------

CITY	STATE / PROVINCE	ZIP / POSTAL CODE	AREA CODE / TELEPHONE NUMBER
------	------------------	-------------------	------------------------------

DATE OF BIRTH	DRIVER'S LICENSE NUMBER	STATE / PROV	EMAIL ADDRESS (if applicable)
---------------	-------------------------	--------------	-------------------------------

CLUB AFFILIATION (REFLECTS CONTEST BOARD VOTE)	COMPETITION LICENSE #	ISSUED BY	TRANSPONDER #
--	-----------------------	-----------	---------------

CAR MAKE and MODEL	CAR COLOR(S)
--------------------	--------------

**YOUR GROUP AND CLASS CHOICES ARE (Mark with an "X"):**

<b>GROUP 1</b>	<input type="checkbox"/> A PROD <input type="checkbox"/> B PROD <input type="checkbox"/> C PROD <input type="checkbox"/> D PROD <input type="checkbox"/> SPU <input type="checkbox"/> SPM <input type="checkbox"/> SPO <input type="checkbox"/> Sport BMW
<b>GROUP 2</b>	<input type="checkbox"/> E PROD <input type="checkbox"/> F PROD <input type="checkbox"/> G PROD <input type="checkbox"/> H PROD <input type="checkbox"/> I PROD <input type="checkbox"/> J PROD <input type="checkbox"/> SPEC MIATA <input type="checkbox"/> CR
	<b>GROUP 2 cont'd</b> <input type="checkbox"/> PRO-7 <input type="checkbox"/> Club SPEC MIATA <input type="checkbox"/> HONDA 4
<b>GROUP 3</b>	<input type="checkbox"/> CF <input type="checkbox"/> FF <input type="checkbox"/> FL <input type="checkbox"/> FA <input type="checkbox"/> FM <input type="checkbox"/> F2
<b>GROUP 4</b>	<input type="checkbox"/> GT-1 <input type="checkbox"/> GT-2 <input type="checkbox"/> GT-3 <input type="checkbox"/> AS <input type="checkbox"/> ITE <input type="checkbox"/> RS <input type="checkbox"/> PRO-3 <input type="checkbox"/> HONDA 1
<b>GROUP 5</b>	<input type="checkbox"/> ITA <input type="checkbox"/> ITB <input type="checkbox"/> ITC <input type="checkbox"/> ITS <input type="checkbox"/> GTL (formerly GT-4 & GT-5) <input type="checkbox"/> EIP <input type="checkbox"/> FIP <input type="checkbox"/> GIP <input type="checkbox"/> HIP
<b>GROUP 6</b>	<input type="checkbox"/> FV <input type="checkbox"/> FFF/500 <input type="checkbox"/> S-2 <input type="checkbox"/> ASR <input type="checkbox"/> BSR <input type="checkbox"/> CSR <input type="checkbox"/> DSR <input type="checkbox"/> ESR <input type="checkbox"/> FSR
<b>GROUP 7</b>	<input type="checkbox"/> NOVICE Closed Wheel
	OR
	<b>GROUP 8</b> <input type="checkbox"/> NOVICE Open Wheel
	Place number choice to the right

3 NUMBER CHOICES/GROUP		
1ST	2ND	3RD

YOUR CHOICES FOR NUMBERS ARE:	IRR: 00 - 199	ARR: Use Original Novice #	NOVICE C/W or O/W: 300 - 499
-------------------------------	---------------	----------------------------	------------------------------

<b>IF SHARING A CAR WITH ANOTHER DRIVER, PLEASE SUPPLY THE FOLLOWING IF KNOWN:</b>	NAME	PRIMARY #	GROUP	SECOND #	GROUP
--	------	-----------	-------	----------	-------

APPLICANTS LEGAL  
 SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_, 200\_\_

**CHECK LIST:**

- |  |  |
|--|--|
| <input type="checkbox"/> MONEY ORDER OR CHECK (U.S. FUNDS) FOR \$65.00<br><input type="checkbox"/> TWO PHOTOS - 1" X 1" (Passport or photo ID size ONLY)<br><input type="checkbox"/> FORM SIGNED AND DATED<br><input type="checkbox"/> <b><u>PROOF OF VALID CLUB MEMBERSHIP</u></b> (Receipt of payment) (This is your Contest Board Vote) | <input type="checkbox"/> MEDICAL HISTORY APPLICATION<br><input type="checkbox"/> PHYSICIAN EXAM FORM, IF REQUIRED BY ICSCC REGS<br><input type="checkbox"/> DOCTOR HAS MARKED "(IS) (IS NOT)" IN RECOMMENDATION SECTION ON MEDICAL FORM<br><input type="checkbox"/> NOVICES - PHOTOCOPY OF CERTIFICATE OF COMPLETION OF DRIVING SCHOOL |
|--|--|

© 2006 Copyright ICSCC ~ 12/07/2005

Please allow 15 days for processing  
**AFTER** receipt of application. Thank you.



# ICSCC 2006 MEDICAL HISTORY APPLICATION

(To be filled out by the Applicant whether you require a medical or not)

Name: _____	Birthdate: _____	Sex: _____
Address: _____		
City: _____	State/Prov: _____	Code: _____
Home Phone: ( ) _____	Work Phone: ( ) _____	
Occupation: _____		

Personal Physician: _____		
Physician's Address: _____	Phone: ( ) _____	
City: _____	State/Prov: _____	Code: _____

Examining Physician (if applicable): _____		
Physician's Address: _____	Phone ( ) _____	
City: _____	State/Prov _____	Code _____

## DO YOU HAVE A HISTORY OF THE FOLLOWING? (Please Check)

	NO	YES
1. Frequent or unusual headaches? _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Fainting spells? _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Unconsciousness? _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Eye disorder? _____ Wear glasses? _____	<input type="checkbox"/>	<input type="checkbox"/>
5. Nervous System disorders? _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Asthma _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Allergies _____	<input type="checkbox"/>	<input type="checkbox"/>
8. Diabetes _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Heart or circulation disorders? _____	<input type="checkbox"/>	<input type="checkbox"/>
10. High or Low Blood pressure _____	<input type="checkbox"/>	<input type="checkbox"/>
11. Anemia or easy bleeding _____	<input type="checkbox"/>	<input type="checkbox"/>
12. Intestinal disorder? (Stomach, colon, etc.) _____	<input type="checkbox"/>	<input type="checkbox"/>
13. Kidney stone or tumor _____	<input type="checkbox"/>	<input type="checkbox"/>
14. Psychiatric problems _____	<input type="checkbox"/>	<input type="checkbox"/>
15. Treatment for alcoholism or drug habit _____	<input type="checkbox"/>	<input type="checkbox"/>
16. Attempted suicide _____	<input type="checkbox"/>	<input type="checkbox"/>
17. Admission to hospital for surgery, or other reason _____	<input type="checkbox"/>	<input type="checkbox"/>
18. Rejection for life or disability insurance _____	<input type="checkbox"/>	<input type="checkbox"/>
19. Medical rejection from or for military service _____	<input type="checkbox"/>	<input type="checkbox"/>
20. Disability compensation for any reason _____	<input type="checkbox"/>	<input type="checkbox"/>

Please use reverse side for details and list all medications (prescription or over-the-counter) being used. I certify that my answers are true and accurate; I also give permission for any hospital, institution or physician to give specific details.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# ICSCC 2006 PHYSICAL EXAMINATION FORM FOR COMPETITION LICENSE

(To be filled out by the examining physician)

Dear Doctor: This candidate wishes to take part in motor racing events in which he/she will drive a high performance car under the most exacting and stressful conditions. Examine him/her carefully and critically, and recommend him/her if medically fit to drive without danger to himself/herself or to others. If you are not sure of this decision, please indicate below for review of this applicant's suitability by an appropriate officer of the licensing body.

Name: _____	Birthdate: _____	Sex: _____
Address: _____		
City: _____	Height: _____	Weight: _____

NORMAL	ABNORMAL
_____ 1. Head and neck	_____
_____ 2. Ears and hearing	_____
_____ 3. Eyes	_____
_____ 4. Heart	_____
_____ 5. Peripheral pulses	_____
_____ 6. Gastro-Intestinal System	_____
_____ 7. Endocrine system	_____
_____ 8. CNS	_____
_____ 9. Peripheral nerves	_____
_____ 10. Genetal/Urinary system	_____
_____ 11. Musculo-skeletal system	_____
_____ 12. Skin. Scars?	_____
_____ 13. Psychiatric disorder	_____

**Note: An EKG is NOT required as of November 13, 2004.**  
(As per E-Board)

- **FOR DIABETICS ONLY:**  
HgBA<sub>1</sub>C measured in the past two months. \_\_\_\_\_

<p>14. <b><u>Distant Vision</u></b> Right eye: 20/ _____ Left eye: 20/ _____ Both eyes: 20/ _____</p> <p><b><u>With Glasses</u></b> Right eye: 20/ _____ Left eye: 20/ _____ Both eyes: 20/ _____</p> <p>15. <b><u>Field of Vision</u></b> Normal _____ Abnormal _____</p> <p>16. <b><u>Color Vision</u></b> Normal _____ Abnormal _____</p> <p>17. B. P. _____</p> <p>18. Heart Rate and rhythm: _____</p> <p>19. Urinalysis Protein _____ Glucose _____</p>
---

PHYSICIANS COMMENTS (May continue on the back of this form)

---



---



---



---

- I believe that the applicant is fit to drive a racing car in competitive events at high speeds.
- This applicant should be reviewed by an ICSCC official.

PHYSICIAN'S SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

Place Physician's Office Stamp Below:



# ICSCC RACE ENTRY FORM

- Please type or print
- Complete all information and sign entry

© ICSCC 02/26/06

### DO NOT WRITE IN THIS SPACE

CLASS	GROUP	CAR #	OTHER
ENTRY FEE (TOTAL)		\$	PAYMENT

### NOTE: SEPARATE ENTRY FORMS MUST BE SUBMITTED FOR EACH RACE GROUP ENTERED

NAME		STREET ADDRESS	
CITY	STATE / PROV	ZIP / POSTAL CODE	AREA CODE / TELEPHONE NUMBER
EMAIL ADDRESS (if applicable)		CLUB AFFILIATION	GROUP / CLASS ENTERED (see below)
RACE	<input type="checkbox"/> ICSCC	<input type="checkbox"/> CACC	NON-ICSCC CAR #
LICENSE #	<input type="checkbox"/> SCCA	<input type="checkbox"/> OTHER	(Must be a 700 series number)
FOR NOVICE RACE ONLY: <input type="checkbox"/> OPEN WHEEL <input type="checkbox"/> CLOSED WHEEL		TRANSPONDER # (Mandatory)	
CAR MAKE	CAR MODEL	CAR COLOR(S)	
SPONSOR(S)			
DATE OF EVENT	NAME OF EVENT	THIS IS <input type="checkbox"/> FIRST ENTRY <input type="checkbox"/> ADD'L ENTRY	# RACES ENTERED
SPONSORING CLUB	ENTRY FEE \$	DONATION TO WORKER FUND? <input type="checkbox"/> YES \$ (add to total)	# PAID PASSES
			TOTAL ENCLOSED \$

### PERSON / TELEPHONE # TO CONTACT IN CASE OF EMERGENCY

CREW	NAME(S)	PREPAID?	YES	NO
1.			<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>

CREW	NAME(S)	PREPAID?	YES	NO
4.			<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>
6.			<input type="checkbox"/>	<input type="checkbox"/>

YOUR GROUP AND CLASS CHOICES ARE (enter in box above):

GROUP 1	<input type="checkbox"/> A Prod <input type="checkbox"/> B Prod <input type="checkbox"/> C Prod <input type="checkbox"/> D Prod <input type="checkbox"/> SPU <input type="checkbox"/> SPM <input type="checkbox"/> SPO <input type="checkbox"/> SBMW
GROUP 2	<input type="checkbox"/> E Prod <input type="checkbox"/> F Prod <input type="checkbox"/> G Prod <input type="checkbox"/> H Prod <input type="checkbox"/> I Prod <input type="checkbox"/> J Prod <input type="checkbox"/> CR <input type="checkbox"/> Pro-7 <input type="checkbox"/> Spec Miata <input type="checkbox"/> Club Spec Miata <input type="checkbox"/> Honda 4
GROUP 3	<input type="checkbox"/> CF <input type="checkbox"/> FF <input type="checkbox"/> FL <input type="checkbox"/> FA <input type="checkbox"/> FM <input type="checkbox"/> F2
GROUP 4	<input type="checkbox"/> GT-1 <input type="checkbox"/> GT-2 <input type="checkbox"/> GT-3 <input type="checkbox"/> AS <input type="checkbox"/> ITE <input type="checkbox"/> RS <input type="checkbox"/> Honda 1 <input type="checkbox"/> Pro-3 (note run group change)
GROUP 5	<input type="checkbox"/> ITA <input type="checkbox"/> ITB <input type="checkbox"/> ITC <input type="checkbox"/> ITS <input type="checkbox"/> GTL (formerly GT-4 & GT-5) <input type="checkbox"/> EIP <input type="checkbox"/> FIP <input type="checkbox"/> GIP <input type="checkbox"/> HIP
GROUP 6	<input type="checkbox"/> FV <input type="checkbox"/> FFF/500 <input type="checkbox"/> S-2 <input type="checkbox"/> ASR <input type="checkbox"/> BSR <input type="checkbox"/> CSR <input type="checkbox"/> DSR <input type="checkbox"/> ESR <input type="checkbox"/> FSR
GROUP 7	<input type="checkbox"/> NOVICE Closed Wheel
OR	GROUP 8 <input type="checkbox"/> NOVICE Open Wheel

Failure to submit **completed, signed, and legible forms** will constitute a late entry and a late entry fee will be assessed. See Comp. Regs. for details.

The undersigned represents and affirms to the sponsoring club, as well as the ICSCC, that the undersigned has reviewed and agrees to compete under the current ICSCC competition regulations and any supplementary regulations which may be issued by a sponsoring club pertaining to this event.

The undersigned further certifies that the car's equipment complies with current ICSCC competition regulations.

The undersigned certifies that the undersigned has read the race announcement and holds a competition license authorizing the undersigned's participation in this race event.

The undersigned releases unto ICSCC and the sponsoring club the rights to use the undersigned's name and images of both the undersigned and the undersigned's automobile for promotional purposes as deemed fit by the ICSCC and/or the sponsoring club.

ENTRANT'S LEGAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# ANNUAL TECHNICAL INSPECTION FORM

© ICSCC ~ 06.01.23

**DRIVER'S NAME:** \_\_\_\_\_

**CAR MAKE/MODEL:** \_\_\_\_\_

<b>BODY</b>	<b>P</b>	<b>F</b>
Windshield Condition	<input type="checkbox"/>	<input type="checkbox"/>
Numbering / Class Designations - Size and Legibility	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Lights Covered With Tape	<input type="checkbox"/>	<input type="checkbox"/>
Windshield Wipers and Linkage Working	<input type="checkbox"/>	<input type="checkbox"/>
Head Light/Rain Light Operation	<input type="checkbox"/>	<input type="checkbox"/>
Brake Lights Operation	<input type="checkbox"/>	<input type="checkbox"/>
Front Tow Hook	<input type="checkbox"/>	<input type="checkbox"/>
Rear Tow Hook	<input type="checkbox"/>	<input type="checkbox"/>
Kill Switch Visible, Tested and Functional	<input type="checkbox"/>	<input type="checkbox"/>

<b>INTERIOR COCKPIT</b>	<b>P</b>	<b>F</b>
Flame Proof Bulkhead	<input type="checkbox"/>	<input type="checkbox"/>
Floor Sealed	<input type="checkbox"/>	<input type="checkbox"/>
Oil Cooling Lines Proper and Protected	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Lines Proper and Protected	<input type="checkbox"/>	<input type="checkbox"/>
Seat Belt Design - 5 Point Minimum	<input type="checkbox"/>	<input type="checkbox"/>
Seat Belt Attachment Points - Pins and Washers	<input type="checkbox"/>	<input type="checkbox"/>
Seat Belt Expiration Date	<input type="checkbox"/>	<input type="checkbox"/>
Roll Bar Design	<input type="checkbox"/>	<input type="checkbox"/>
Roll Bar Padding	<input type="checkbox"/>	<input type="checkbox"/>
Roll Bar Stamped	<input type="checkbox"/>	<input type="checkbox"/>
Drivers Head Position to Main Hoop With Helmet and Belts	<input type="checkbox"/>	<input type="checkbox"/>
Door Latches and/or Pins Operation and Markings	<input type="checkbox"/>	<input type="checkbox"/>
Window Net and Fastenings	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher Charged and Proper Mounting	<input type="checkbox"/>	<input type="checkbox"/>
Race Seat Attachment	<input type="checkbox"/>	<input type="checkbox"/>
Steering Wheel Mount	<input type="checkbox"/>	<input type="checkbox"/>
Steering Linkage	<input type="checkbox"/>	<input type="checkbox"/>
Pedal Box	<input type="checkbox"/>	<input type="checkbox"/>
Wiring Secured and Not Hanging Down	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Cell Attachment and Lines	<input type="checkbox"/>	<input type="checkbox"/>
Camera Mount and Strap	<input type="checkbox"/>	<input type="checkbox"/>
Passenger Seat Back Secured	<input type="checkbox"/>	<input type="checkbox"/>

<b>ENGINE COMPARTMENT</b>	<b>P</b>	<b>F</b>
Wiring Properly Secured	<input type="checkbox"/>	<input type="checkbox"/>
Oil and Fuel Lines	<input type="checkbox"/>	<input type="checkbox"/>
Radiator Attachment	<input type="checkbox"/>	<input type="checkbox"/>
Radiator and Heater Hoses	<input type="checkbox"/>	<input type="checkbox"/>
Condition of Fan Belts	<input type="checkbox"/>	<input type="checkbox"/>
Hood Latches and Pins	<input type="checkbox"/>	<input type="checkbox"/>
Motor Mounts Secure and Condition	<input type="checkbox"/>	<input type="checkbox"/>
Throttle Return Springs	<input type="checkbox"/>	<input type="checkbox"/>
Battery Secured and Posts Covered	<input type="checkbox"/>	<input type="checkbox"/>
Overflow Catch Cans	<input type="checkbox"/>	<input type="checkbox"/>

<b>UNDERCAR</b>	<b>P</b>	<b>F</b>
Drive Shaft Restraint	<input type="checkbox"/>	<input type="checkbox"/>
Exhaust Exits Outside Bodywork and Secure	<input type="checkbox"/>	<input type="checkbox"/>
Muffler Installed	<input type="checkbox"/>	<input type="checkbox"/>
Wheel Studs Protruding	<input type="checkbox"/>	<input type="checkbox"/>

<b>SUGGESTIONS</b>

**ANNUAL TECH  
INSPECTOR'S NAME**

\_\_\_\_\_ (Please Print Your Name C-l-e-a-r-l-y)

**DATE OF INSPECTION:**

\_\_\_\_\_

**SIGNED:**

\_\_\_\_\_

**CLUB:**

\_\_\_\_\_

*Tech Inspector is to give out annual tech sticker and is to return this form to the Race Steward please.*

*Thank you.*

**Please throw out all insurance waivers.**

**ONLY use waivers provided by the ICSCC Insurance Advisor.**

**(Canadian Clubs to use CACC approved waivers.)**





COMPETITION REGULATIONS RULE – 606

**PENALTIES FOR DEFAULT**

Date: \_\_\_\_\_, \_\_\_\_\_

TO: LICENSE REGISTRAR

FROM: \_\_\_\_\_ (Club / Official assessing the penalty)  
RACE REGISTRAR / OR ICSCC OFFICIAL

RE: \_\_\_\_\_ (Driver receiving penalty)  
\_\_\_\_\_ (Driver's address)  
\_\_\_\_\_ (Driver's address)  
( ) \_\_\_\_\_ (Driver's phone number)  
\_\_\_\_\_ (Driver's club of record)  
\$ \_\_\_\_\_ (Amount of delinquency)

(Please provide full details below)

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
(Signature of Registrar or Official)

Note to License Registrar: Please forward this notice to:  
The ICSCC President, Race Steward, Points Keeper, all Member Club Registrars.



COMPETITION REGULATIONS RULE – 606

**PENALTIES FOR DEFAULT**

**“MATTER RESOLVED”**

Date: \_\_\_\_\_, \_\_\_\_\_

TO: LICENSE REGISTRAR

FROM: \_\_\_\_\_ (Club / Official assessing the penalty)  
RACE REGISTRAR / OR ICSCC OFFICIAL

RE: \_\_\_\_\_ (Driver receiving penalty)  
\_\_\_\_\_ (Driver's address)  
\_\_\_\_\_ (Driver's address)  
( ) \_\_\_\_\_ (Driver's phone number)  
\_\_\_\_\_ (Driver's club of record)  
\$ \_\_\_\_\_ (Amount of delinquency)

(Please provide full details below)

Please be advised that the above noted driver has paid all monies owing and I

Hereby authorize the “HOLD” be removed from the Licensing database.

\_\_\_\_\_  
(Signature of Registrar or Official)

Note to License Registrar: Please forward this notice to:  
The ICSCC President, Race Steward, Points Keeper, all Member Club Registrars.

## APPENDIX A

### Joint Sanctioning

(This section currently inactive)

The policy is to approve member club requests for jointly sanctioned races where there are indications that such race will add to the quality of ICSCC racing, increase the number of available ICSCC racing facilities, and/or provide the member club with a greater probability of achieving a financially successful race, while meeting or exceeding all ICSCC requirements for driver safety, insurability, financial responsibility, and contributions to ICSCC.

The procedure for joint sanctioning is as defined herein below.

#### 1. Definitions

For the purpose of joint sanctioning, the following definitions apply:

- (a) **Race.** A program of competitive motor events on a defined course. (See Competition Regulation 701)
- (b) **Race Event.** A single competition of a class or classes within a scheduled race.
- (c) **Non-ICSCC Sanctioning Body.** Any organization other than ICSCC that sanctions sports car racing or automotive competition (e.g., SCCA, ASN, ISMA).
- (d) **ICSCC Entrant.** Any driver having an ICSCC Competition License or non-ICSCC license who is entered in an ICSCC race event. Said ICSCC entrant must enter the race using an ICSCC Race Entry form, and if said driver has an ICSCC Competition License, he/she must enter using the ICSCC License. All ICSCC entrants are subject to all the rules and regulations governing ICSCC races and/or events.
- (e) **Non-ICSCC Entrant.** Any driver entered in the non-ICSCC portion of a jointly sanctioned event. Said driver enters using the appropriate non-ICSCC entry form.

#### 2. Scheduling

The member club shall make every effort to organize a jointly sanctioned race so that variations from standard ICSCC race procedures are kept to an absolute minimum. Wherever practicable, and considering time constraints, all practice sessions, qualifying sessions, and other events should avoid having ICSCC and non-ICSCC entrants on the tract simultaneously.

#### 3. Insurance

Insurance for the race must include coverage equal to or greater than coverage provided under the ten-current ICSCC insurance requirements. If non-ICSCC insurance is used, proof of coverage

3. must be received by the ICSCC Treasurer not later than ten (10) days prior to the race. Release forms approved by the non-ICSCC insurer may be used in place of the forms normally required by the ICSCC insurer, provided that each ICSCC entrant signs the ICSCC Release Form contained in the ICSCC Race Entry form.

4. Race **Announcements**

The ICSCC Memo may be used to announce and distribute entry forms for jointly sanctioned races, including announcements relating to non-ICSCC portions of the race, subject to the then-applicable rates established for race announcement by member clubs published in the Memo.

5. Suspensions

No driver under suspension from the non-ICSCC sanctioning body will be permitted to compete in an ICSCC event an/or in the ICSCC portion of a jointly sanctioned race without the prior approval of the ICSCC Race Steward, ICSCC License Director, and the sponsoring member club Race Chairperson, under reciprocal agreement.

6. Length **of Event(s)**

Whenever possible, and taking into account the time limitations of jointly sanctioned races, all ICSCC race events (class races) shall be thirty (30) minutes in length. Race events may be scheduled for twenty (20) minutes without the approval of the ICSCC Executive Board, provided that notification of shortened event length is set forth in the race announcement published in the Memo.

7. Jurisdiction

ICSCC officials shall have responsibility for all entrants in ICSCC portions of any jointly sanctioned race, whether the entrants are ICSCC licensees or not. Jurisdiction of non-ICSCC entrants may be shared with non-ICSCC officials or relinquished to one sanctioning body or the other by mutual agreement. ICSCC officials shall have no jurisdiction over non-ICSCC events and race events so long as ICSCC insurance is not being used.

8. Driver **Levy**

The driver levy payable to ICSCC is as defined in this PPM. The ICSCC driver levy shall not be assessed on non-ICSCC entrants competing in non-ICSCC portions of a jointly sanctioned race.

**APPENDIX B**

**POLICY AND PROCEDURE MANUAL DISTRIBUTION**

**ICSCC Officers**

President	.....	1
■ Vice-Presidents	.....	2
Secretary	.....	1
Treasurer	.....	1
■ Advisor	.....	1
License Director	.....	1
License Registrar	.....	1
Assistant License Director	.....	N/A
Public Relations Director	.....	N/A
Medical Director	.....	1
Race Officials Division Director	.....	1
Affiliate Advisor	.....	N/A
Planning Advisor	.....	N/A
Race Steward	.....	1
■ Assistant Race Stewards	.....	2
■ Banquet Support Committee	.....	1
Historian	.....	1
■ Legal Advisor	.....	1
Insurance Advisor	.....	1
Memo Editor / Web Site Editor	.....	1
Points Keeper	.....	1
Noise Control Officer	.....	N/A
Charge D'Affaires	.....	N/A
Web Site Editor	.....	N/A
■ Print Consultant	.....	1
■ Subtotal		<hr/> 20 <hr/>

**Member and Affiliate Clubs**

Executive Board (CSCC, IRDC, TC, SCCBC, NWMS)	.....	5
Club Presidents	.....	5
■ Contest Board Representatives	.....	10
Club Treasurers	.....	5
Club Race Chairpersons	.....	5
Club Race Registrars	.....	5
■ Subtotal		<hr/> 35 <hr/>

■ <b>TOTAL</b>		<hr/> <hr/> 55 <hr/> <hr/>
----------------	--	----------------------------

## APPENDIX C

### Guidelines For Monitoring Noise Emissions

The following guidelines based on the ISO Standards and the sound meter instruction manual, shall be followed by the Sound Official in determining a monitoring location:

1. The microphones must be tripod mounted, at least 48 inches above the ground, with a minimum 25 foot distance from the closest sound monitoring personnel.
2. A 70-80 degree upward angle of incidence must be maintained for the microphone in relation to the path of sound.
3. Sound must be monitored in areas where existing conditions will not trap, amplify, reflect, or diffract the actual noise produced by the car.
4. For readings to be valid, one car only must be within the monitoring zone at the moment its sound level is recorded. A minimum of six decibel decrease is required between peaks produced by individual cars for sound readings to be considered accurate.
5. If no area exists where a reflective surface is not present, a site must be chosen where the degree of error is minimized. In no case may a reflective surface exceeding a 45 degree vertical incline, be directly opposite the monitoring station within a distance of 100 feet of the racing line.
6. In locations where the sound station must be in close proximity to a barrier, sound absorbent materials should be used to minimize the reflected sound.
7. The sound meter calibration shall be verified prior to, and at the conclusion of, each day of use. In addition, prior to the first race of any year, the Conference sound meter and calibration tone generator shall be laboratory calibrated to a source traceable to the National Bureau of Standards.
8. No reading shall be taken when there is more than one (1) car in the 100-foot sound zone. (Fall 2000)

■ **APPENDIX D**

**RESERVED AND RETIRED NUMBERS**

**RESERVED**

Group 2, number 182 - Greg Swanson (in memory of Jim Swanson, 1995)

Group 5, number 182 - Greg Swanson (in memory of Jim Swanson, 1995)

**RETIRED**

Group 3, number 3 - Steve Phillips (July 23, 1983)

## BY-LAWS

### INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS

These By-Laws are intended to comply with the provisions of Chapter 24.03 of the WASHINGTON NON-PROFIT CORPORATION ACT (effective July 1, 1969). It is further contemplated, and the President is directed, to submit on July 1, 1969, Amended Articles of Incorporation hereafter referring to the (Conference) under said Act. The Amended Articles of Incorporation shall be approved in the manner required by the By-Laws existing on January 1, 1968.

#### ARTICLE 1

##### MEMBER MEETINGS

**SECTION 1, ANNUAL MEETING.** The Annual Meeting of the members shall be held on a Saturday in the month of November in each year, commencing at a time to be set by the ICSCC President, not earlier than 8:30 a.m. or later than 10:00 a.m., for the appointment of Directors and the transaction of such other business as may come before the meeting.

**SECTION 2, SPECIAL MEETINGS.** Special Meetings of the members may be called at any time by the Board of Directors. If more than eighteen (18) months are allowed to elapse without the annual Member Meeting being held, any member may call such a meeting to be held at the Registered Office of the Corporation or a suitable place if the suitable place is stated in a written call for such a meeting, at any time, upon the Written Request of any Director or of any member or members holding in the aggregate one-fifth (1/5) of the voting power of all members. It shall be the duty of the Secretary, within fifteen (15) days, to issue a call for a special meeting of members to be held at the Registered Office or such other suitable place as may be stated in the written call for such meeting, at such time as the President may fix, not less than twenty (20) nor more than fifty (50) days after the giving of said call, and if the Secretary should neglect or refuse to issue such call, the Director or member or members making the request may do so.

**SECTION 3, PLACE OF MEETING.** Annual meetings of members shall be held at the Registered Office of the Corporation at Tacoma, Washington, or at such other suitable place as may be designated pursuant to the provisions of Section 2, herein. All other meetings of the members shall be held at such place within or without the State of Washington as may be from time to time be fixed by the Board of Directors or as shall be specified or fixed in the respective notices or waivers of notice thereof.

**SECTION 4, NOTICE OF MEETING.** Except as otherwise required by statute, notice of the time, place and purpose of each meeting of members, whether annual or special, shall at least twenty (20) days before the day on which the meeting is to be held, be given to each member of record entitled to vote at such meeting, by delivering a written or printed notice thereof to it personally or by



mailing such notice in a postage pre-paid envelope addressed to it at its address as it appears on the Membership Register of the Conference. Except as otherwise required by statute, no publication of any notice of a meeting of members shall be required.

**SECTION 5, WAIVERS, ETC.** Anything herein contained to the contrary notwithstanding, notice of any meeting of members shall not be required as to any member who shall attend such meeting whether before or after such meeting, notice thereof shall not be required as to him.

**SECTION 6, QUORUM.** At all meetings of the members, except where otherwise provided by statute or by the Articles of Incorporation or any amendment thereto, or by the By-Laws, the presence in person or by proxy duly authorized of a majority of the members entitled to vote shall constitute a quorum for the transaction of business, but in no event less than four (4) and except as otherwise provided by statute, or rule of law, or by the Articles of Incorporation, or by an amendment thereto, or by the By-Laws, the vote in person or by proxy of a majority of such quorum shall be binding on all members of the Conference. In the absence of a quorum, a majority of the persons present in person or by proxy and entitled to vote may adjourn any meeting from time to time, until a quorum shall attend, provided that any meeting at which the Directors are to be appointed shall be adjourned not less than one (1) nor more than seven (7) days until such Directors have been appointed and provided further that those who attend the second of such adjourned meetings, although less than a quorum, shall nevertheless constitute a quorum for the purpose of appointing Directors, and in such event, after each member present shall have appointed its respective Director, the members present shall elect by majority vote a Director to fill the position left vacant by the failure of any member to appoint a Director. Any Director so elected shall have full authority as though having been appointed by the Member Club failing to appear. Further, any such Director may not be removed by any such absent Member Club, excepting upon sixty (60) days notice to the Conference President. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally called. Unless otherwise provided by statute, no notice of any adjourned meeting need be given. The quorum requirements herein required shall be deemed met if the quorum is present which any meeting of the members is called to order by the President. The withdrawal of any member or members after the meeting is called to order, where a quorum is present, shall not impair the remainder to complete the business before the meeting; however, at least three (3) affirmative votes shall be required to act upon any issue, except for amendments to the By-Laws, which are specifically hereinafter provided for.

**SECTION 7, VOTING.** Except as otherwise provided in the Articles of Incorporation, every member of record shall have the right at every meeting to one (1) vote. No proxies shall be voted on after eleven (11) months from its date unless such proxy provides for a longer period, but in no event shall a proxy be voted upon after one (1) year from the date of its execution. It is contemplated that each member shall vote in person by the appearance of its President, without the issuance of any letter of authority or other proxy. In the event a member appears at any meeting by an individual other than its President, such individual shall present to the Secretary a proxy on the letterhead and over the signature of the President of the member stating the name and full address of an alternative representative, if there be one, together with a statement that such representative has full power to vote the members' interest at any regular or special meeting of the members for the period stated therein.

**SECTION 8, MEMBERSHIP.**

**(a) Qualification.** A sports car club, applying for status as a Member Club (herein referred to as a Member) in the Conference, must submit its Corporate Resolution to the President of the Conference, certifying that it meets the following qualifications:

- (1) a non-profit organization.
- (2) open to general membership.
- (3) incorporated and in good standing under the laws of its state or province.
- (4) must have conducted a major scheduled Conference event within the calendar year of the application, or in lieu thereof, must demonstrate its ability to conduct such an event including all logistical aspects of equipment, personnel, and finances normally associated with conducting races, and have received a tentative race date from the Conference President, all for the year immediately following the date of any such application, and
- (5) must accept financial responsibility equal with that of other Member Clubs.
- (6) must provide proof of availability of an appropriate location where the scheduled race event will be conducted and, except when waived by a 2/3 majority vote of the existing Executive Board members, where a proposed location is not under the ownership or direct management of the applicant club, contractual or documenting proof of availability for racing during the upcoming season must be shown.

Upon submission of such a resolution, which shall automatically be deemed a request for a race date in the next following calendar year and an application for membership, the Conference President will immediately assign a tentative race date, with or without the concurrence of the Scheduling Committee, if any there be, and refer the matter to the Board of Directors (Executive Board), who shall, at any regular meeting (or Special Meeting called specifically for the purpose of admission of new members), admit or refuse by majority vote the application for membership. If accepted, a resolution will be filed in the Minute Book indicating acceptance and admitting the applicant to standing as a Member of Conference. A copy of said resolution will be directed to the President of the applicant who shall immediately forward its resolution to the Conference President for filing in the Conference Minute Book, acknowledging acceptance of membership.

**(b) Requirements for Maintaining Member Status.**

- (1) Continue to be a nonprofit organization.
- (2) Open to general membership.
- (3) Incorporated and in good standing under the law of its state or province.
- (4) Must have conducted one ICSCC championship race or have co-hosted two (2) ICSCC championship races and held at least one (1) drivers training in the last year.

- (5) During a period of five (5) years, following the season they last held an ICSCC championship race (non co-hosted), the Member Club must host an ICSCC championship race (non co-hosted) either at their own track or at another location.
- (6) Non compliance with any of these provisions by a Member Club shall be deemed to be good cause under Section 8 (c).

**(c) Revocation of Membership.** A Member Club shall maintain its status of membership until such time as it indicates, in writing, that it no longer wishes to remain a Member Club of the Conference. Upon receipt of such notice by the Conference President, a Special Meeting of the Board shall be convened for action upon such notice. A majority vote of the existing Board of Directors shall be required for acceptance of a notice of withdrawal. In the event the Board accepts the application to withdraw, the Board shall set the terms and conditions of such withdrawal and will indicate the same to the Member forthwith. In the event a majority of the then existing Directors does not accept the application for withdrawal, the Member Club will be notified of such fact forthwith and such notice shall include a statement of the effect that the Member Club is bound to the Articles and By-Laws and other regulations and procedures of Conference. A Member may appeal the Board of Directors' failure to approve a request to withdraw to any regular meeting of the members by timely placing the matter of the agenda for such meeting. A majority of the then-existing Members shall be required to approve any such application.

The Directors, at any regular meeting, may for good cause shown terminate the membership of a Member Club. A 75 percent majority vote of the Conference Representatives present shall be required to suspend or disbar a Member Club. The club under consideration shall not have voting power in this action. In such event, notice of said termination will be forwarded to the Member Club concerned and, if the same is accepted in writing by the said member, the termination will be operative forthwith. In the event said Notice of Termination is rejected by the Member Club, the Board will refer the matter to the members at any regular meeting (or Special Meeting called specifically for the consideration of the termination). If a majority of the then-existing members affirm the termination, the Member Club will be terminated forthwith from membership in the Conference. In the event a majority of the then-existing members reject the termination, the matter will be referred to the President for appropriate disciplinary action.

**SECTION 9, AFFILIATED CLUBS.** A sports car club applying for affiliate membership status in this corporation must certify that it meets the following listed qualifications prior to further action being taken on its application by the Executive Board (Board of Directors).

- (a) a non-profit organization.
- (b) open to general membership.
- (c) incorporated under the laws of its state or province, and
- (d) must accept financial responsibility.

Applications for Affiliate Membership will be submitted to the Conference President. Said application will contain a description of the club, a membership roster, a detailed list of activities, and other pertinent data. Upon approval of the application by a majority of the Board, a resolution approving same will be entered in the Minutes of the Corporation and a copy of same will be directed to the appropriate club. Upon receipt of said resolution, the petitioning club shall forward a resolution acknowledging the acceptance, which shall be held in the Corporate Records. The club shall retain its affiliate status until such time as the Board, for good cause, suspends or terminates said club. Affiliated clubs may petition for withdrawal from the Conference under the conditions and in the manner provided for the withdrawal of Member Clubs in subsection (b) of Section 8 of these By-Laws.

#### **SECTION 10, REQUIREMENTS FOR MAINTAINING AFFILIATE STATUS**

- (1) A minimum membership of 10 members.
- (2) Each Affiliate Club will submit a written report to Headquarters prior to the Fall Meeting, outlining their achievements in promoting the ICSCC goals as stated in "How The Conference Works" in the rule book.
- (3) Maintain all requirements in Section 9.
- (4) Each Affiliate Club membership will be renewed for the following year by a vote of 50% plus 1 by the Member Clubs at the Fall Meeting.

**SECTION 11, MEMBERSHIP AND AFFILIATE DUES.** There shall be a minimum annual fee of \$100 for Affiliate Clubs and a minimum annual fee of \$100 for Member Clubs. Dues shall be paid not later than the annual meeting of members. Said dues are additional to any other or further fees prescribed herein or in the Policy and Procedures Manual or Competition Regulations, if any there be.

**SECTION 12, ASSESSMENTS.** The Board may, for good cause and by majority vote, assess the Member and Affiliate Clubs to obtain additional financial support for the operation of this Corporation. The ratio of assessments shall be determined by the Board.

**SECTION 13, MEMBER REPRESENTATIVES.** Each Member Club and Affiliate Club shall appoint one (1) person (and an alternate if desired) to represent it in meetings of the members and of the Board of Directors. HOWEVER, Affiliate Member Representatives shall have no right to vote, and shall advise at the pleasure of the presiding officer of any such meeting. Member clubs and affiliate clubs will not appoint a person for this position who has been expelled from a Member club without a 2/3 approval vote from the ICSCC Member clubs. (Fall 2002)

## **ARTICLE II**

### **BOARD OF DIRECTORS**

**SECTION 1, MANAGEMENT.** The affairs and business of this Corporation shall be managed and conducted by a Board of Directors. The number of Directors shall be equal to the number of Members then existing, but the number may be increased or reduced to not less than four (4) from time to time by amendment of these By-Laws by the members in the manner hereafter stated. The Directors shall be appointed or elected at each annual meeting of the members and each Director shall continue in office for a period of one (1) year or until his/her successor shall have been appointed or elected and duly qualified, or until his/her death or until he/she shall resign or shall have been removed in the manner hereinafter provided.

**SECTION 2, DUTIES.** The Board shall have the control and general management, acting through the Conference President, of the affairs and business of the Corporation. Such Board Members shall in all cases act as a board regularly convened by a majority, and may adopt such rules and regulations for the conduct of their meetings and the management of the Corporation as they may

deem proper, not inconsistent with these By-Laws and the Laws of the State of Washington. The Board shall appoint such committees, subordinate boards, and Executive Personnel as may be necessary and proper under these By-Laws to execute the purposes set forth in the Articles of Incorporation. In addition, the Board shall provide each year for the formulation and publication of the Competition Regulations and the Policy and Procedures Manual. The Policy and Procedures Manual shall record and the continuing policies of the Board and the President's procedures for their implementation. A current copy of said Manual shall be given to each Board Member on behalf of his/her Member Club, at the Spring Meeting. At the Fall Meeting, the Board shall direct the Secretary to revise said manual in accordance with all past Board actions and procedures theretofore having been adopted by the President. The Policy and Procedures Manual shall have the full force and effect of these By-Laws where applicable.

**SECTION 3, MEETINGS - PLACE OF MEETINGS.** The Board of Directors shall meet immediately following the annual meeting of the members, for the purpose of election of officers of the Corporation and the transaction of other business. The Board shall also hold a regular semi-annual meeting on the second full weekend in the month of January of each year. The Annual Meeting and the Semi-Annual Meeting of the Board shall be held at the Registered Office of the Conference, or at such other suitable place as may be stated in a notice to be mailed in the time and manner as hereinafter provided for notices of Special Meetings.

**SECTION 4, STATED MEETINGS.** The Board of Directors may, by resolution adopted by the affirmative vote of a majority of the whole Board, from time to time, appoint the time and place for holding stated meetings of the Board, if by it deemed advisable, and such stated meetings shall thereupon be held at the time and place so appointed, without the giving of any special notice with regard thereto. In case the day appointed for a stated meeting shall fall upon a legal holiday, such meeting shall be held on the next following day, not a legal holiday, at the regularly appointed hour. Except as otherwise provided in the By-Laws, any and all business may be transacted at any stated meeting.

**SECTION 5, SPECIAL MEETINGS.** Special Meetings of the Board of Directors shall be held whenever called by the President or by any two (2) of the Directors. Notice of any such meeting shall be mailed to each Director, addressed to him/her at his/her address of record, with a copy to the President of his/her member club, not later than fifteen (15) days before the day on which the meeting is to be held, or shall be sent to him/her and the President of his/her member club at such place by telegraph, or be delivered personally, or by telephone not later than the 15th day before such day of meeting. Notice of any meeting of the Board need not, however, be given to any Director if waived by him/her in writing (including telegram, cablegram or radiogram), or if he/she shall be present at the meeting; and any meeting of the Board of Directors shall be a legal meeting without notice thereof having been given, if all members shall be there present. No business, other than that specified in such notice shall be transacted at any special meeting.

**SECTION 6, QUORUM AND MANNER ACTING.** Except as herein otherwise provided, a majority of the Board of Directors in office at the time of any stated or special meeting of the Board shall constitute a quorum for the transaction of business; however, not less than four (4) and except as otherwise required by statute or by the Articles of Incorporation or any amendment thereto, or by the By-Laws, the act of a majority of the Directors present at any such meeting at which a quorum is

present shall be the Act of the Board of Directors. In the absence of a quorum, a majority of the Directors present may adjourn any meeting, from time to time, until a quorum is present. No notice of any adjourned meeting need be given. A quorum once established at the time of the calling of the meeting to order by the President, shall not be lost by the withdrawal of one (1) or more of the Board members, and the Board may continue to transact business on a majority vote of not less than three (3).

**SECTION 7, VACANCIES, REMOVAL.** Any Director of the Corporation may resign at any time, at any meeting of the Board, by giving ten (10) days written notice to the Secretary. Such resignation shall take effect at the time specified therefore, and unless otherwise specified with respect thereto, the acceptance of such resignation shall not be necessary in order to make it effective. Any Director may be removed at the pleasure of the Member Club who appointed him/her, effective ten (10) days after written notice of such removal is delivered to the Secretary over the signature of the President of the Member Club. The Member Club shall, within ten (10) days of vacancy, however caused, appoint a Director to fill any vacant seat in the manner herein required in Article 1, Section 7, and upon failure thereof, the members shall fill the vacancy as required in Article 1, Section 6 for absentees.

**SECTION 8, WAIVER OF NOTICE - RATIFICATION.** The Board Members may waive notice of any meeting before or after such meeting, and in writing. All meetings shall be legal meetings if all Directors are there present. The action taken by the Board at any meeting, with or without notice, shall be valid if the record of such action is executed by all the Directors then in office.

**SECTION 9, GEOGRAPHIC SANCTIONING AREAS.** The geographical limits of Conference shall be as follows:

West — Pacific Ocean

East — A line extending north/south thirty (30) miles east of and parallel to the Washington/Idaho border

North — A line extending east/west one hundred (100) miles north of and parallel to the United States/Canada border

South — A line extending east/west along the Oregon/California border, except to include Thunderhill Raceway Park

Sanction Areas - Exclusive Rights: There shall be nine (9) areas within the geographical limits of Conference. Each of the nine (9) areas shall be under the exclusive authority of one Member Club, which will have these said rights in one area only, with the exception, existing Member Clubs may hold races in unassigned areas to help develop and bring on-line racing venues, for the purpose of hosting ICSCC sanctioned championship points races. Within a period not to exceed five (5) years, they must choose the area they wish to be assigned. The nine (9) areas within the geographic limits of Conference shall continue in existence whether or not the said area is currently assigned to an ICSCC Member Club.

The geographical limits and sanctioning areas shall be binding upon all clubs seeking and/or occupying member status. Existing Member Clubs shall have tenured exclusive rights to their established geographical area.

At the request of an existing Member Club, the ICSCC Board of Directors may, by a two-thirds majority vote, allow an exception to the geographical limits provision thereby sanctioning an ICSCC championship race outside the geographical limits of Conference. An approval obtained under this provision is valid for a single year only.

At the request of a Member Club, the ICSCC Board of Directors may, by a two-thirds majority vote, divide an area for the purpose of allowing the development of new racing facilities, thereby creating more than nine (9) geographical sanctioning areas. If new facilities are not developed within a reasonable period of time not to exceed five (5) years, the divided area shall automatically revert back to its original status and jurisdiction.

Member Clubs may allow other Member Clubs to conduct race-related activities within their sanctioning areas, and two or more Member Clubs may join together to stage a championship points race within a single area, provided however, that a Member Club shall have the right of refusal regarding all activities within its area.

The nine (9) areas are delineated and assigned as follows:

- |            |   |  |
|------------|---|--|
| AREA ONE   | — | (Assigned to the Sports Car Club of British Columbia)  |
| West       | — | Straits of Georgia   |
| East       | — | Cascade Mountains crest  |
| North      | — | Northern limits of Conference  |
| South      | — | A line fifty (50) miles south of and parallel to the United States/ Canada Border                  |
| AREA TWO   | — | (Assigned to The International Race Drivers Club)  |
| West       | — | Pacific Ocean  |
| East       | — | Cascade Mountains crest  |
| North      | — | A line fifty (50) miles south of and parallel to the United States/Canada border                   |
| South      | — | A line fifty (50) miles north of and parallel to the Oregon/ Washington border                     |
| AREA THREE | — | (Assigned to the Cascade Sports Car Club)  |
| West       | — | Pacific Ocean  |
| East       | — | Cascade Mountains crest  |
| North      | — | A line fifty (50) miles north of and parallel to the Oregon/ Washington border                     |
| South      | — | A line extending east/west one hundred and fifty (150) miles south of the Oregon/Washington Border |
| AREA FOUR  | — | (Currently not assigned)   |
| West       | — | Cascade Mountains crest  |
| East       | — | Eastern limits of Conference   |
| North      | — | Northern limits of Conference  |
| South      | — | A line fifty (50) miles south of and parallel to the United States/Canada border                   |

- AREA FIVE — (Currently not assigned)
  - West — Cascade Mountains crest
  - East — A line seventy-five (75) miles west of and parallel to the Idaho/Washington border
  - North — A line fifty (50) miles south of and parallel to the United States/Canada border
  - South — A line fifty (50) miles north of and parallel to the Oregon/Washington border
  
- AREA SIX — (Currently assigned to Northwest Motorsports)
  - West — A line seventy-five (75) miles west of and parallel to the Idaho/Washington border
  - East — Eastern limits of Conference
  - North — A line fifty (50) miles south of and parallel to the United States/Canada border
  - South — A line fifty (50) miles north of and parallel to the Oregon/Washington border
  
- AREA SEVEN — (Currently assigned to Team Continental)
  - West — Cascade Mountains crest
  - East — Eastern limits of Conference
  - North — A line fifty (50) miles north of and parallel to the Oregon/Washington border
  - South — Southern limits of Conference
  
- AREA EIGHT — (Currently not assigned)
  - West — Pacific Ocean
  - East — Eastern most point of the Gulf Islands
  - North — Northern end of Vancouver Island
  - South — Strait of Juan De Fuca International Boundary
  
- AREA NINE — (Currently not assigned)
  - West — Pacific Ocean
  - East — Cascade Mountains crest
  - North — A line extending east/west one hundred and fifty (150) miles south of the Oregon/Washington border
  - South — The southern limits of Conference



ARTICLE III

OFFICERS, EMPLOYEES, AND AGENTS

Powers and Duties

**SECTION 1, OFFICERS.** The elected officer of the Corporation shall be a President. Immediately upon his/her election, the President shall appoint one (1) or more Vice-Presidents, a Secretary, and a Treasurer. Any two (2) of the offices of Vice President, Secretary, or Treasurer may be combined in one (1) person. The Board of Directors, or the President, may appoint such other officers and agents as from time to time may appear to be necessary or advisable in the conducting of the affairs of Conference.

**SECTION 2, TERM OF OFFICE.** So far as practicable, the President shall be chosen at the organizational meeting of the Board in each year, and shall hold office until the organizational meeting of the Board in the next subsequent year, and until their respective successors are chosen. All other officers shall hold office during the pleasure of the President.

**SECTION 3, REMOVAL OF OFFICERS.** The President may be removed at any time, either for or without cause, by affirmative vote of a majority of the whole Board of Directors, at any meeting called for that purpose. All other officers may be removed by act of the President, in writing, delivered to such officers.

**SECTION 4, VACANCIES.** If any vacancy occurs in any office, the Board of Directors in the case of the President, and the President in the case of any other officer, may appoint a successor to fill such vacancy for the remainder of the term.

**SECTION 5, ELIGIBILITY OF CANDIDATE FOR PRESIDENT.** Any present ICSCC Member Club Official, ICSCC Member's Representative, or present Conference Official shall be eligible for the office of President. Such candidate must be presented to the nomination and election meeting, unless such presence is waived by the Board.

**SECTION 6, PRESIDENT.** The President shall be the Chief Executive Officer of the Corporation and shall have general and active control of its business and affairs, and shall preside when present at all meetings of the members (except as otherwise provided by statute) and at all meetings of the Board of Directors. He/she shall have all powers usually appertaining to the office of President of a corporation. The President's presence at a Board of the Directors meeting shall not be counted to reach a quorum. The President shall, however, be entitled to cast a vote on any measure then before the Board in the event of a tie.

**SECTION 7, VICE-PRESIDENT.** Each Vice-President shall perform all such duties and services as shall be assigned to or required of him/her, from time to time, by the Board of Directors or the President, and unless the Vice-President's authority is expressly limited, shall act, each in the order of his/her election, in the place of the President, exercising all his powers and performing his duties during his/her absence or disability.

**SECTION 8, SECRETARY.** The Secretary shall attend to the giving of Notice of all meetings of members and of the Board of Directors and shall keep and attest true records of all such proceedings. He/she shall have charge of the Corporate Seal and have authority to attest any and all instruments or writings to which the same may be affixed. He/she shall keep an account for all books, documents, papers, and records of the Corporation except those which are hereinafter directed to be in charge of the Treasurer. He/she shall have authority to demand and keep all membership books, shall keep current the Policy and Procedures Manual and the Competition Regulations, and shall generally perform all of the duties usually appertaining to the office of Secretary of a corporation. In the absence of the Secretary, an Assistant Secretary or Secretary pro tempore shall perform his duties.

**SECTION 9, TREASURER.** The Treasurer shall have the care and custody of all monies, funds, and securities of the Corporation and shall deposit or cause to be deposited all funds of the Corporation in and with such depositories as the Board of Directors or the President shall from time to time direct. He/she shall have the power to endorse for deposit or collection all checks, drafts, notes, bills of exchange, or other commercial paper payable to the Corporation, and to give proper receipts or discharges therefore. He/she shall keep all books of account relating to the business of the Corporation and shall render a statement of the Corporation's financial condition at each annual meeting of the members and the Board, and whenever required so to do by the Board of Directors or the President. In the absence of the Treasurer, an Assistant Treasurer shall perform these duties.

**SECTION 10, ADDITIONAL POWERS AND DUTIES.** In addition to the foregoing especially enumerated duties and power, the several officers of the Corporation shall perform such other duties and exercise such further powers as any be provided in these By-Laws or as the Board of Directors may, from time to time, determine, or as may be assigned to them by the President.

#### ARTICLE IV

#### SEAL

**SECTION 1, SEAL.** The Seal of the Corporation shall be as follows:

INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS

STATE OF WASHINGTON

or any abbreviation thereof, such as:

ICSCC

STATE OF WASHINGTON

The President is directed by these By-Laws to procure such a seal and to deliver it into the hands of the Secretary in accordance with these By-Laws.

ARTICLE V

FISCAL YEAR

**SECTION 1, FISCAL YEAR.** The fiscal year shall coincide with the calendar year.

ARTICLE VI

CAPITAL STOCK AND POWERS OF THE CORPORATION

**SECTION 1, GENERAL.** This Corporation is a non-profit organization incorporated under the Non-Profit Corporation Act of the State of Washington (Washington Non-Profit Corporation Act, Chapter 24.03). It is contemplated that the Corporation is organized for the purpose of promoting interest in and coordinating activities in furtherance of the Sports Car Movement. It is further contemplated that none of such activities shall be carried on for profit, either to the members of the Conference or any other person, and no part of any net earnings of the Conference shall inure to the benefit of any member or other individual.

ARTICLE VII

AMENDMENTS

**SECTION 1, AMENDMENTS.** The By-Laws of the Corporation may be altered or repealed in any particular, and new By-Laws not inconsistent with any provision of the law may be adopted by affirmative vote of two-thirds (2/3) of members entitled to vote in person or by proxy at an annual meeting of members, or at a special meeting thereof, the notices of which special meeting shall include the form of the proposed alterations, or repeal, or of the proposed new By-Laws. In the event any member desires to vote by proxy, such proxy may be delivered to the President and in such event, the President shall be bound to appear and vote as stated in the proxy.

ADOPTED (Date of Adoption)

Secretary /s/ Secretary

CODE OF ETHICS  
OF THE  
INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS

This CODE OF ETHICS is based upon Washington State Law as it applies to Non-Profit Corporations. It should be distributed yearly to all ICSCC Officers, Directors, Alternates and Member and Affiliate Club Presidents.

ARTICLE ONE – PERSONAL CONDUCT

Members of the Board of Directors of the International Conference of Sports Car Clubs [the "Executive Board"] shall at all times conduct themselves in such a manner that the impression is not conveyed to any person that they can be influenced into giving favors or considerations that conflict with their fiduciary and good faith duties to this corporation.

ARTICLE TWO – PERSONAL GAIN

Members of the Board of Directors of the International Conference of Sports Car Clubs shall not benefit economically as a result of being associated with this organization or contract with any person or organization to violate the letter and the spirit of the corporation's by-laws and policies and procedures.

Directors of the ICSCC shall promptly and publicly disclose any interests that they may have that would cause them to be in a relationship with this corporation that would or could cause their personal financial interests to be impacted in any way by the action or inaction of the Board or of the Officers of the corporation.

Full disclosure of all such relationships shall be made to the Board of Directors of the ICSCC at the first meeting that occurs following the time that any Officer/Director learns of any interest that may constitute a violation of the Washington Non-Profit Corporations Act and/or this Code of Ethics.

Any Director shall have the right to make an official motion that the disclosure be sent to the corporation's legal counsel for advice as to whether the disclosure does in fact present a conflict of interest that is prohibited by law and/or this Code of Ethics. The lawyer's advice shall be entered into the minutes as part of the legal record of the Boards activities.

### ARTICLE THREE – OTHER CENSURABLE ACTIVITIES

The following activities by Officers and/or members of the Board of the ICSCC are also censurable under this Code of Ethics:

- (a) Being part of any Board transaction in which they have a direct or indirect financial interest;
- (b) Entering into relationships with vendors, advertisers or others that would cause payments that would ordinarily inure to the benefit of the corporation to be made to any other person for any reason;
- (c) Using their position[s] with the ICSCC to obtain employment, income or other personal benefits of any kind;
- (d) Disclosing confidential information about the workings and internal affairs of the ICSCC;
- (e) Bringing or threatening to bring a lawsuit against the ICSCC and the financially responsible member clubs arising out of any activity prohibited by the By-Laws, the Policies and Procedures, and or the law;
- (f) Refusing to account for, or being unable to account for any property belong to the ICSCC. Any Board member and any Officer must be prepared at any time that a request is made by a majority of the Board to account for all the property and all of the monies of the corporation ever possessed by the Officer and/or Board member;
- (g) Engaging in theft, embezzlement, fraud or self dealing;
- (h) Accepting a job, or employment, or making a contract that would conflict with the duties of a Director or Officer as set forth in the ICSCC By-Laws and the Washington Non-Profit Corporations Act [Chapter 24, RCW].
- (i) Having knowledge that another Director is in violation of this Code of Ethics and either, [1] concealing the violations from the other members of the Board and/or the President, or [2] actively supporting the continued violations of this code, or [3] participating in the violations.

### ARTICLE FOUR – PENALTIES

In addition to any other penalty prescribed by law, any Board member or Officer who shall willingly and knowingly violate this Code of Ethics shall be suspended or removed from the Board of Directors or the roster of Officers. Such an action shall require a majority vote of the Board of Directors [Executive Board]. Any such vote shall not effect the status of a Member Club in any way except insofar as it will require the Member Club in question to appoint or elect another person to serve on the ICSCC Board of Directors.

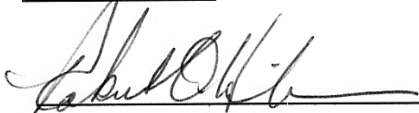
ARTICLE FIVE – CODE SHALL BE A BY-LAW

By its adoption, this Code of Ethics shall become a part of the By-Laws of the ICSCC and in any question[s] regarding the fitness of a Director or an Officer to serve, the provisions of this code shall control if and when they conflict with any other provisions of the Article of Incorporation, the By-Laws and the Policies and Procedures.

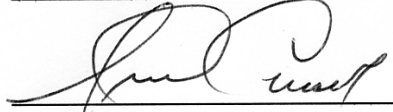
This Code of Ethics may be amended at any time by a Majority Vote of the Directors, and any such amendment[s] shall constitute an amendment of the By-Law section where this Code of Ethics appears, notwithstanding the voting requirements set forth for other Board actions.

ADOPTED BY A MAJORITY OF THE MEMBERS PRESENT AND VOTING THIS


14 DAY OF January, 2006

 \_\_\_\_\_, CASCADE SPORTS CAR CLUB

 \_\_\_\_\_, INTERNATIONAL RACE DRIVERS CLUB

 \_\_\_\_\_, NORTHWEST MOTOR SPORTS

 \_\_\_\_\_, SPORTS CAR CLUB OF BRITISH COLUMBIA

 \_\_\_\_\_, TEAM CONTINENTAL