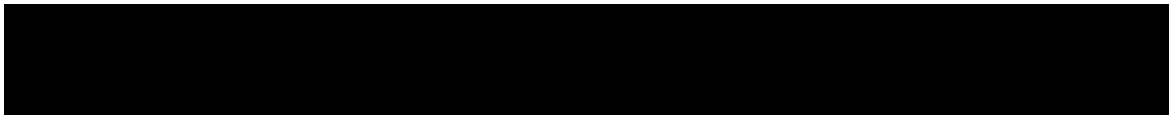




# **2011 Policy and Procedures Manual**



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

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

**1.0 INTRODUCTION**

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**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**

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**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 there vision(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**

**3.0 OFFICERS**

- 3.1 PRESIDENT**
- 3.2 VICE PRESIDENT**
- 3.3 ADVISOR(S) TO THE PRESIDENT**
- 3.4 SECRETARY**
- 3.5 TREASURER**
- 3.6 LICENSE DIRECTOR**
- 3.7 ASSISTANT LICENSE DIRECTOR**
- 3.8 LICENSE REGISTRAR**
- 3.9 PUBLIC RELATIONS DIRECTOR**
- 3.10 MEDICAL DIRECTOR**
- 3.11 RACE OFFICIALS DIVISION (ROD) DIRECTOR**
- 3.12 RACE STEWARD**
- 3.13 ASSISTANT RACE STEWARD**
- 3.14 TECHNICAL STEWARD**
- 3.15 BANQUET SUPPORT COMMITTEE**
- 3.16 HISTORIAN**
- 3.17 LEGAL ADVISOR - LEGAL ADVISORY BOARD**
- 3.18 INSURANCE ADVISOR(S)**
- 3.19 POINTS KEEPER**
- 3.20 NOISE CONTROL OFFICER**
- 3.21 CHARGE D’AFFAIRES**
- 3.22 PLANNING ADVISOR**
- 3.23 WEB SITE EDITOR**
- 3.24 STEWARD ADVISORY COMMITTEE**
- 3.25 OFFICER CRITERIA**
- 3.26 MEMO EDITOR**

### 3.0 OFFICERS

#### 3.1 PRESIDENT<sup>1</sup>

##### 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.

#### 3.2 VICE PRESIDENT<sup>1</sup>

**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)

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<sup>1</sup> At the conclusion of their terms, the President and Vice-President, and their spouses, shall be issued an HONORARY LIFETIME PIT PASS by Headquarters.



**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.

### **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 website 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. (Fall 2003)

- 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 drivers' meeting at each ICSCC championship race.
  - 3.6.2.6** Have the authority to conduct flag exercises during Group 7 and Group 8 Novice practice sessions, qualifying sessions and races. Flag exercises are a training tool, and as such may be utilized when no cause exists, for Novice training purposes. (Spring 2010)
  - 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.
- 3.7.1 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.

**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 to issue competition licenses during any ICSCC championship race on Saturday, Sunday, or Monday, when applicable, during the hours that Registration is open. When possible, the License Registrar shall have all necessary equipment at the track to perform the duties required for the issuance of competition licenses. The sponsoring club will provide a suitable location and services to meet these requirements (Refer to 15.3.2). (Fall 2010)

**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** The Race Steward shall 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 (TECHNICAL STEWARD) Deleted, 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**

**3.18.2.1** 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. (Spring 2008)

**3.18.2.2** The Insurance Advisor(s) shall be responsible for insurance claims reporting and duties outlined in 7.5.4 of the Policies and Procedures manual. (Spring 2008)

**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 Web Editor of the current point standings for all classes in a suitable format as specified by the Memo Editor. (Spring 2006)

**3.19.2.3** Provide the Web 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 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. Every effort shall be made to secure the services of a person experienced in the fields of Web development (e.g., HTML, CSS, PHP, Javascript, etc.) and database administration. (Fall 2010)

#### **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) competition rules;

(g) classified advertising. (Fall 2010)

**3.23.2.3** To update news, sound readings, etc. if/when they are provided. (Fall 2010)

**3.23.2.4** To oversee the ICSCC Forum, including managing membership accounts, maintaining backups of database(s), updating the underlying software, and other administrative and maintenance tasks as necessary. Oversee the Drivers' Meeting forum, deleting old messages and nuisance messages as needed and maintaining archives as needed. (Fall 2010)

**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** Distribute the Memo no later than 14 days prior to the date entries open for any ICSCC championship race. (Fall 2008)

**3.26.2.4** Deleted (Spring 2011)

**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 \$250.00 per race (Spring 2010)
License Registrar	\$100.00 per year \$250.00 per race (Spring 2010)
ROD	\$100.00 per race (Spring 2010)
Race Steward	\$250.00 per race (Spring 2010)
Assistant Race Steward(s)	\$250.00 per race (Spring 2010)
Historian	\$125.00 per race (Spring 2010)
Noise Control Officer	\$250.00 per race (Spring 2010) \$150.00 per race (if done by Member club)
Web Site Editor	\$1,200.00 per year (Fall 2010)

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

A travel allowance of \$0.40 per mile for the round trip distance is available to ICSCC Officers. This is for travel to and from ICSCC meetings. (Spring 2008)

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

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

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**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, but not stolen equipment. (Fall 2010)

**4.7** Deleted Spring 2011

**4.8** Deleted Spring 2011

**4.9** Deleted Spring 2011

**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**

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**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 ICSCC competition license and shall have been duly elected to the position by his/her member or affiliate club. (Fall 2007)

The Contest Board Representative shall:

**5.2.1** Hold regular drivers' 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 Regs: 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 EXECUTIVE BOARD MEETINGS** (Spring 2008)

**6.3.1** The ICSCC Secretary or appointed representative shall take written and recorded minutes for each Executive Board Meeting. The recorded minutes shall become the official meeting minutes of ICSCC. The written minutes shall be published and circulated in accordance with Section 6.3.4.2. (Spring 2008)

**6.3.2** Deleted, Spring 2008

**6.3.3** Deleted, Spring 2008

**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 email date. (Spring 2008)

**6.3.4.2** If, after 20 days have elapsed from the email 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. (Policy Statement, May 1968; Revised Spring 1976; Revised Fall 1984; Revised Spring 1985.) (Spring 2008)

**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 email 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. (Spring 2008)

**6.3.4.4** The Secretary shall distribute a reproduction of the recorded minutes to each Executive Board Representative, President, Vice President(s) and Advisor(s) within 30days of the minutes being approved. Officers listed in Section 3.0 of the Policy & Procedures Manual may receive a reproduction of the recorded minutes from the Secretary upon written request. (Spring 2008)

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
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**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 INCIDENT / INJURY REPORTING 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 \$200 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.) (Spring 2007)

**7.2.3** The member club fee shall be \$200 annually, payable before seating at the Fall Executive Board meeting. Payment is made to the Treasurer. (Spring 2007)

### **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. This fee will be billed to the member clubs when the driver levy is charged. Payment is made to the Treasurer. (Spring 2008)

**7.2.4.2 Deleted, Spring 2008**

#### **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 (Spring 2008)**

**7.3.3.1** All non electronic entries shall be submitted on the currently approved ICSCC entry form (See Section 26.0) This race entry form shall be provided to all ICSCC licensed drivers in the ICSCC Memo. (Spring 2008)

**7.3.3.2** All electronic entries shall be submitted in a format or design approved by ICSCC. (Spring 2008)

**7.3.3.3** 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. (Spring 2008)

**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. (Spouse 2nd 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 \$0.40 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 INCIDENT / INJURY REPORTING PROCEDURES

**7.5.1 Reporting Requirements.** During all ICSCC sanctioned events the following incidents must be reported. Any physical injury (except small cuts, scrapes etc. sustained off-track), any person stating they might be injured or any incident that may result in soft tissue injury. These reports provide ICSCC with the maximum opportunity to work with its insurance companies in resolving any claims. (Spring 2008)

**7.5.2 Reporting Responsibilities.** The Race Chair, Race Steward, Chief Driving Instructor, Rally Master or other event leader shall be responsible for completing an insurance incident report. The report shall be made to the ICSCC Insurance Advisor as soon as possible, but no later than the day following the event. (Spring 2008)

**7.5.3 Report Format.** Injury and/or potential injury reports should include the following.

- Name, address, phone number and email address of any person injured.
- Type of injury, or possible injury.
- Medical care or treatment administered at the event.
- Transportation, if necessary, to medical facility. (car, ambulance, life flight)
- Name, address and report of any witness to the incident or injury.
- Copy of any ICSCC Track Report Form.
- Results of any investigation as to the cause of the incident or injury.

**7.5.4 Insurance Advisor Responsibilities.**

- Acknowledge receipt of the report and provide a copy to ICSCC Headquarters.
  - Follow-up with the person(s) injured or potentially injured to determine the extent of injury and the need for follow-up care and determine the presence of other insurance coverage.
- Consult with ICSCC Headquarters and make a determination whether the report is appropriate.
- Serve as the liaison between ICSCC, the injured party and any insurance company contact.



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**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****8.10 EMERGENCY**

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**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 non-member 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. Member Clubs are restricted to holding a maximum of three Championship Races per season. (Fall 2010)

**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              | \$200 | (Section 7.2.3) (Spring 2011)  |
| • Payment of sanctioning fee              | \$100 | (Section 7.2.4.1)              |
| • Payment of insurance (see Comp Reg 207) |       | (Section 15.1.2) (Spring 2004) |
| • Payment of race announcement fee        | \$100 | (Section 14.3)                 |
| • Payment of driver levy                  |       | (Section 7.2.4.3)              |

#### 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 1/2" 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

306 ..... E & C

307 ..... E & C

**Section 1A - Rule Changes**

All..... E & C

307. D. Deleted, November 1999

308 ..... E & C

309 ..... E & C

**Section 2 - Sanctioning/Insurance**

All..... E

**SECTION 4 - RACE OFFICIALS**

401 ..... E

402. /403 ..... E & C

404. /405 ..... E

406 ..... E & C

407. through 414, 416 ..... E

415. /417 ..... E & C

**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

**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  
 912. Deleted, November, 2001]

**Section 10 - Appeals**

All..... E & C

**Section 11 - Technical/Safety**

1101. Through 1104 ..... E & C  
 1105..... E  
 1106. Through 1112 ..... E & C  
 1113..... E

**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  
 1304. Deleted, November, 2001  
 1305. A, B, C ..... E & C  
 1305. D..... E  
 1306. A, B..... E  
 1306. B1, B2, B3, B4, B5 ..... E & C  
 1307 through 1310 ..... E & C  
 1311. renumbered to 1301.A., Spring 04  
 1312. renumbered to 1301.B., Spring 04  
 1313. through 1320 ..... C  
 1321. Deleted, Fall 2006  
 1322 ..... E  
 1323 ..... C  
 1324 ..... 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  
 R Participant Code of Conduct..... E

[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)**

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**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)**

SCCA recognizes IRR (gold) and ARR (white) licenses at all 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) (Spring 2009)

**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) .....	PDF
■ 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
Insurance Waiver Forms.....	Free
■ Medical Form (Applicant Fills in) (white).....	PDF
■ Medical Form (Physician Fills in) white) .....	PDF
Policy and Procedures Manual.....	\$15/copy + postage
■ Race Entry Forms* (white).....	PDF
■ Technical Inspection Forms* (goldenrod).....	PDF
Technical Inspection Stickers (Small 1" x 4").....	\$5/100

\*Ream lots only

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

**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**

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**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**

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**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 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** DELETED (Spring 2011).

**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 officers, and Headquarters-approved complimentary recipients. (Fall 2008)

**14.2.1.1** Drivers may choose, when they apply for their ICSCC competition license,

whether or not to receive the Memo by postal mail. This information shall be incorporated into the License Registrar's database and included in regular updates to the Memo Editor. (Fall 2008)

**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.

### **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). (Spring 2007) (Spring 2010)

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 submitted to the Memo Editor after the deadline date the charge will be \$130. (Spring 2010)

**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 words “copy ready” appear in this PPM, it is to be understood that all material is to be formatted in accordance with published ICSCC Memo guidelines, proofread, and in all respects ready to print, unless otherwise agreed to by the Memo Editor. If material is provided in hard copy, clearly legible originals are required. (Fall 2008)

**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**

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**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, the Web Site Editor (in electronic format), 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. (Fall 2010)

**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 2.5 hours between 7 a.m. and 10 a.m. Registration shall be open to distribute packets to pre-registered 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 1 entry form with his/her license and ICSCC shall distribute 1 entry form in each Memo containing a race announcement(s). (See Section 14.2.2) (Fall 2010)

**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, group2, 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)

**15.2.6** ICSCC shall make available for member club use at all ICSCC Championship races, the current version of the AMB Orbitz timing and scoring program (Spring 2010)

## **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** Deleted, Spring 2008

**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, 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.

**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 shall meet with the Race Steward and Race Control/Base Comm Rep 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, Secretary, Historian, President and to any other person designated by the President.

Provide the final "combined qualifying" results, the race results in "Final Results" format, and race lap times, all in electronic format, to the Web Site Editor within 5 days. Each set of information (qualifying, results, lap times) should be in a single file for all race groups. (Fall 2010)

**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 lowercase letters, according to normal usage in the approved ICSCC race results format as it appears below. (Spring 2010)

*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. The layout of this information may be dictated by the AMB software but all information shall be present. (Spring 2010)

On one line across shall read as follows: POS O/A (*this to be optional*) POS (*in class*)  
CLASS/CAR # DRIVER NAME TOWN CLUB MAKE COLOR LAPS LICENSE  
SPONSOR FASTLAP (or best lap) (Spring 2010)

**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, 15.4.1.2, 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** Deleted (Spring 2011)

**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)

**15.5.5** The Web Site Editor shall regularly publish qualifying results, race results, race lap times, and current point's standings. (Fall 2010)

**INTERNATIONAL CONFERENCE OF SPORTS CAR CLUBS  
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**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 DRIVER TRAINING MINIMUM STANDARDS** (Spring 2007)**16.7 POST-DRIVER TRAINING - CLUB REQUIREMENTS****16.8 APPROVAL - REVIEW - SANCTIONS****16.9 LICENSE DIRECTOR**

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**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 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 MINIMUM STANDARDS FOR ICSCC DRIVER TRAINING**

**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 to the License Director for examination and approval.

**16.6.2** 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.

**16.6.3** The primary focus of ICSCC driver training is to give state or provincial licensed drivers a solid foundation of basic skills and an understanding of vehicle dynamics. Driver trainings consist of two segments: a ground school and on-track driving sessions. (Spring2008)

**16.6.3.1** Ground schools should last at least three hours and thoroughly cover the following areas: vehicle dynamics (the stable platform, tire contact patch, oversteer/understeer), driver position, acceleration, braking, steering, the proper line, corner terminology, driving a corner, safe passing techniques including the use of mirrors/point-bys, turn workers and flags.

For drivers wishing to obtain a competition license the ground school must also cover: how ICSCC works, licensing, the competition regulations and safety gear/equipment.

**16.6.3.2** Ground school is mandatory for all new drivers. The Driving Master may waive the ground school requirement for returning students.

**16.6.3.3** At the beginning of the on-track day drivers must participate in a track tour. The Driving Master may excuse repeat students from this tour.

**16.6.3.4** To ensure consistent technique and message, there must be a mandatory instructors' meeting prior to the first on-track session of the day.

**16.6.3.5** The only time an instructor may drive a student's car is during a track tour, and only at a greatly reduced speed.

**16.6.3.6** Drivers will be assigned to run groups based on skill level, experience, and such other factors as may be determined by the Driving Master.

**16.6.3.7** At least three on-track sessions are required per group. Novice drivers must have an instructor in the car with them for a minimum of 60 minutes. To qualify for a Novice license, each driver must have a minimum of 60 minutes of track time.

**16.6.3.8** Passing in a corner or anywhere other than the designated straightaway passing zone(s) is not allowed except as outlined in the curriculum approved by the License Director.

**16.6.3.9** Upon completion of the driver training, drivers who wish to apply for a competition license must receive a certificate of completion. This certificate must have an endorsement affixed by the instructor and Driving Master authorizing the driver to apply for a competition license. A simple OK TO LICENSE stamp will do.

## **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 Novice sessions.** One practice session and one qualifying session, of at least 15 minutes each, and one race of at least 30 minutes, except in cases of emergency, for Novice Closed Wheel and Novice Open Wheel. (Ref. Competition Regulation 703.C.2.) (Spring 2010)

**16.9.1.1.2 Novice race observers.** A minimum of three qualified observers shall be provided by the sponsoring member club, to observe the Novice races and make written comments thereon. It is recommended, but not mandatory, that the observers hold a current ICSCC IRR grade license . Transportation to and from the corners for these observers shall be provided by the sponsoring member club. (Spring 2010)

Note: Novice race observation comment forms shall be provided 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. (Spring2010)

**16.9.1.1.3 Track tour.** The sponsoring member club shall provide a suitable vehicle and instructor, departing from the pre-grid area one hour before the first session, on the first day of the race weekend, or the first and second day in the case of a double race weekend, to conduct a track tour for Novice drivers, and/or drivers entering the course for the first time. The track tour shall be included in the printed schedule. (Fall 2010)

NOTE: The first practice session of the day shall never be for Novice drivers. (Spring 2010)

**16.9.1.1.4 Novice Meetings.** The sponsoring member club shall include a morning and an afternoon Novice drivers' meeting in the daily printed schedule, prior to any scheduled Novice races. The morning Novice drivers' meeting shall be scheduled following the mandatory track tour, and the afternoon Novice drivers' meeting shall be scheduled approximately one hour before the Novice race. (Fall 2010)

**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" day glow red or orange square. ARR-licensed drivers shall be required to display an identical square, in an identical location, with an "X" of contrasting 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 beheld 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.).

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**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**

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**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  
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**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  
Deleted, Fall 2008**

**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 Deleted, Fall 2008**

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

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

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**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).

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POLICY AND PROCEDURES MANUAL**

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

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**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**
  - 21.7 COMPLIMENTARY BANQUET DINNER (Spring 2002)**
  - 21.8 ICSCC ROD FUND (Spring 2004)**
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**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.

**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.

**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.

## **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, with all member clubs honoring these licenses for entry.

**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.

## **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.

**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.

## **21.8 ICSCC ROD FUND**

**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.

**21.9 Perpetual Award - "Worker's Choice" (Spring 2010)**

This trophy, donated by Rick Delamare, shall be awarded each fall at the ICSCC Annual Banquet and Awards Ceremony. This award is for currently licensed ICSCC drivers only.

Ballots will be issued all Championship Points Races, to all workers/volunteers. There are no established criteria for this award, as it will be based on each volunteer's personal choice.

The ballots will be collected and given to an appointed person of each member club at the conclusion of every Championship Points Race Weekend.

Ballots will be tabulated no later than 5 days after the last Championship Points Race event. In the event of a tie, the ROD Director and all ROD Reps will be the tie-breaker.

A replacement trophy of a permanent nature shall be provided to the outgoing "Worker's Choice".

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**22.0 OFFICIAL IDENTIFICATION CARDS and PASSES, and RELEASES and WAIVERS****22.1 OFFICIAL IDENTIFICATION CARDS AND PASSES****22.2 RELEASES AND WAIVERS - UNIFORMITY**

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**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 body” may appear in place of the specific reference to ICSCC.)”

**22.2.2** Release forms are available from Headquarters at no charge.

**22.2.3** All Minor participants are required to have completed the appropriate Minor release waiver. Minor participants are not allowed to access any “hot area” (i.e. race surface, turn station, hot pits, etc). A minor is defined as anyone under the age of 18 for events in the states of Oregon and Washington and under the age of 19 in the Province of B.C. (Spring 2010)



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**23.0 MISCELLANEOUS****23.1 LETTERHEAD, INSIGNIA, AND CORPORATE LOGO****23.2 SPECIAL EVENTS****23.3 CORRESPONDENCE****23.4 ICSCC TRACK DEVELOPMENT FUND Deleted, Spring 2009****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 Deleted Spring 2009**

#### **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**

#### **23.7 WORKER FUND**

**23.7.1** Each Member Club shall present a report to the Executive Board at the Spring Meeting containing their Worker Fund donations and expenses for the year. These reports shall be published in the Conference Memo. (Fall 2006)

**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**

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**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 \$200 affiliation fee shall be paid yearly at or before the Fall Meeting. (See Section 7.2.2)

**24.1.2 Member Clubs** A \$200 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** Deleted Spring 2011

**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. The Secretary, in turn, shall distribute this information to the Memo Editor and Web Site Editor. (Fall 2010)

**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**

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**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 fluids are present. Disposable gloves should always be carried at all times to be ready for use. (Corrected Spring 2006)
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 use 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**

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**26.0 FORMS**

**26.1** The Executive Board shall review all ICSCC forms every 5 years.

ONLY insurance waivers provided by the ICSCC Insurance Advisor may be used. Canadian clubs to use CACC approved waivers.

## 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 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** **20**

**Member and Affiliate Clubs**

Executive Board (CSCC, IRDC, TC, SCCBC, NWMS).....	5
Club Presidents .....	5
Contest Board Representatives.....	9
Club Treasurers .....	5
Club Race Chairpersons.....	5
Club Race Registrars.....	5

**Subtotal** **34**

**TOTAL 54**

## 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)

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## APPENDIX E

**Convertibles.** Convertibles are defined as cars with retractable tops, whether soft-top or folding hardtop. Convertibles are not allowed to participate in sessions driven at speed without a rollbar and a 5- or 6-point harness for each occupant. Arm restraints are strongly recommended. The use of a rollbar meeting the minimum requirements described in Appendix A is strongly recommended. Cars equipped with only factory pop-up posts are not allowed. Removable roof sections include Targa tops and T-tops. These are characterized by part of a fixed body structure above the passenger compartment.

Convertibles are not allowed to participate in sessions driven at-speed unless the car is equipped with the following minimum requirements:

- a. A rollbar or roll cage meeting the requirements of Appendix A; and
- b. A 5- or 6-point harness for both driver and instructor.

At the discretion of the Member Club, cars with factory-installed, fixed rollover protection or removable roof sections may be allowed, but only if this protection meets the Helmet Reference Plane described in Figure 1 in Appendix A for both the driver and passenger.

Cars equipped only with factory pop-up posts or similarly activated rollover protection are not allowed.

Member Clubs may elect to exclude convertibles or cars with removable roof sections entirely from sessions driven at-speed regardless of rollbar or fixed rollover protection. Cars with factory installed, fixed rollover protection (targas, T-tops, etc.) are a Member Club decision. Exclusion of convertibles is also a Member Club option.

### Appendix A - ROLLBARS FOR CONVERTIBLES

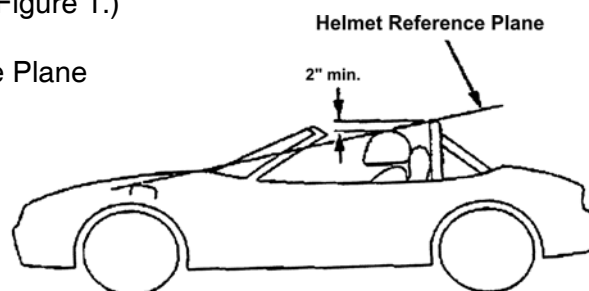
These specifications are for inspecting convertible rollbars and represent minimum requirements. The words "shall" and "shall not" indicate that the specification is mandatory. Convertible rollbars shall be inspected by and are subject to approval by the Chief Technical Inspector at each event.

#### A.1 Basic Design Considerations

**A.1.1** The basic purpose of the rollbar is to assist in the protection of the driver (and passenger) if the car turns over or is involved in a collision. This purpose should not be forgotten.

**A.1.2** The top of the rollbar shall be a minimum of two (2) inches above the top of the driver's (and passenger's) helmet with the driver (and passenger) seated normally, and restrained by seatbelt/shoulder harness. A plane (Helmet Reference Plane) drawn from the top (not including padding) of the rollbar to structural parts of the chassis in front of the base of the windshield (e.g., top of front suspension strut towers) shall pass over the driver's (and passenger's) helmet. (See Figure 1.)

Figure 1. Helmet Reference Plane



**A.1.3** The rollbar shall be designed to withstand compression forces resulting from the weight of the car coming down on the rollbar, and to take fore, aft and lateral loads resulting from the car skidding along the ground on the rollbar.

**A.1.4** The rollbar shall extend the full width of the cockpit.

**A.1.5** Any portion of the rollbar or bracing that might be contacted by the driver's (and passenger's) helmet shall be covered with non-resilient material such as Ethafoam or Ensolite, or other similar material, with a minimum thickness of one-half ( $\frac{1}{2}$ " ) inch. The energy absorbing material shall be firmly attached.

## **A.2 Material**

**A.2.1** The rollbar hoop and all braces shall be seamless, ERW (Electric Resistance Welded) or DOM (Drawn Over Mandrel) mild steel tubing (SAE 1010, 1020, 1025 or equivalent), or chrome molybdenum alloy steel tubing (SAE 4125, 4130 or equivalent). It is recommended that mild steel tubing be used as chromium alloys present difficulties in welding and must be normalized to relieve stress. Proof of the use of alloy steel shall be the responsibility of the participant.

**A.2.2** The size of the tubing shall be determined based on the vehicle curb weight as follows:

Vehicle Curb Weight Rollbar Mild Steel

Under 2,000 lbs. 1.50 x 0.120 or 1.75 X 0.090

2,001 lbs. – 3,500 lbs 1.75 x 0.120

Over 3,500 lbs. 2.00 x 0.120 (Outside Diameter x Wall Thickness in inches)

The minus tolerance for tubing diameter and wall thickness shall not be less than 0.010-inch below the nominal value. An inspection hole of at least  $\frac{3}{16}$  inch diameter shall be drilled in a non-critical area of the rollbar hoop to facilitate verification of tubing wall thickness. Where bolts and nuts are used, the bolts shall be at least  $\frac{3}{8}$ -inch diameter SAE Grade 5 or equivalent.

## **A.3 Welding**

**A.3.1** Welding shall conform to American Welding Society D1.1, Structural Welding Code, Chapter 10, Tubular Structures. Welds shall be visually inspected and shall be acceptable if the following conditions are satisfied:

**A.3.2** The weld shall have no cracks.

**A.3.3** Thorough fusion shall exist between weld metal and base metal.

**A.3.4** All craters shall be filled to the cross-section of the weld.

**A.3.5** Undercut shall be no more than 0.01-inch deep.

## **A.4 Rollbar Hoop**

One (1) continuous length of tubing shall be used for the rollbar hoop with smooth, continuous bends and no evidence of crimping or wall failure. The radius of the bends in the rollbar hoop (measured at centerline of tubing) shall not be less than three (3) times the diameter of the tubing. The rollbar hoop shall have a maximum of four (4) bends totaling 180 degrees  $\pm$  10 degrees. Whenever possible, the rollbar hoop should start from the floor of the car.

## A.5 Bracing

**A.5.1** Rollbar hoops shall have two (2) fore/aft braces with tubing diameter and wall thickness as listed in A.2.2. The fore/aft braces shall be attached as close as possible to the top of, but not more than six (6) inches below, the rollbar hoop. The included angle between the fore/aft brace and the vertical part of the rollbar hoop shall be no less than 30 degrees. The fore/aft braces shall have no bends.

**A.5.2** Rollbar hoops shall have a diagonal brace with tubing diameter and wall thickness as listed in A.2.2 to prevent lateral distortion of the hoop. The diagonal brace shall be attached at the bottom corner of the rollbar hoop on one side and the top corner of the rollbar hoop on the other side. The diagonal brace shall have no bends.

## A.6 Mounting Plates

**A.6.1** Rollbar hoops and fore/aft braces shall be attached to the chassis of the car with mounting plates that are at least 3/16-inch thick.

**A.6.2** Carpet/padding/insulation shall be removed under the mounting plates.

**A.6.3** Mounting plates shall be either welded or bolted to the chassis.

**A.6.4** Mounting plates bolted to the chassis shall have a back-up plate of equal size and thickness on the opposite side of the chassis with the plates through-bolted together. Whenever possible, the mounting plate should extend onto a vertical section of the chassis panel.

**A.6.5** There shall be a minimum of three (3) bolts per mounting plate, if bolted.

**A.6.6** The through holes for the bolts shall be a minimum of  $\frac{3}{8}$  inches from the edge of the mounting plate.

**A.6.7** Each mounting plate shall be no more than 100 square inches in area and shall be no greater than 12 inches, nor less than 2.5 inches, on a side.

**A.6.8** The mounting plate may be multi-angled, but shall not exceed the dimensions in A.6.7 in a flat plane. (Fall 2010)

**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 club 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 non-profit 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 \$200 for Affiliate Clubs and a minimum annual fee of \$200 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. (Spring 2010)

**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  
STATEOF WASHINGTON

or any abbreviation thereof, such as:

ICSCC  
STATEOF 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 Board's 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.

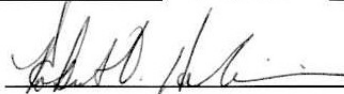
**ARTICLE FIVE – CODE SHALL BE A BY-LAW**

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

8 DAY OF January, 2011

 , CASCADE SPORTS CAR CLUB

 , INTERNATIONAL RACE DRIVERS CLUB

 , NORTHWEST MOTOR SPORTS

 , SPORTS CAR CLUB OF BRITISH COLUMBIA

 , TEAM CONTINENTAL