

**New England Region Sports Car Club of America Operations Manual**

**8<sup>th</sup> Edition March 2018**

**Approved 3/14/18**

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## **Introduction**

Early in 1981 NER's Board of Directors appointed a committee to develop and recommend policies which would help insure the long-term existence of New England Region. The committee became known as the Planning and Policy Committee. Members of the Committee at that time are credited for putting together the majority of the content of this manual, they are: Kit Caruthers, Ted Goddard, Phil Gott and Mark Rerick.

The Committee began by generating a broad based statement of the Region's objectives and sub-objectives consistent with those of SCCA National's and the Region's By-Laws. Written policies, procedures and priorities for meeting these objectives did not exist. The Committee proceeded to develop and document the necessary policies and procedures.

The following was developed by the Committee and approved by the Board Of Directors:

- Goals and Objectives of the Committee
- Goals and Objectives of NER-SCCA, Inc.
- Annual Budget and Expense Reimbursement Policy
- Guidelines for the Competition Programs
- Promotion/Marketing Guidelines

The Committee's efforts were directed toward Member Services, Social Activities, Professional Services, Organization Structure and Chart.

In 1991 a committee was again formed to review and revise this document. The members of this committee are Greg Vincent, Anne Vincent and Jerry Stevens.

In 1996 the Ad Hoc Planning Committee of Ted Goddard and Rick Hiland were directed by the Board of Directors to formally update and revise the Operations Manual per the requirement of By-Laws, Article XV as approved by the membership on April 12, 1995. At the time of revision the format is being changed to loose leaf so that each section of the Operations Manual may be continually revised.

In 2009 Board Members Kathy Barnes, Doug Fisher, Tim Chevalier, and Peter Morrison were actioned by the Board to review the Operations Manual and update as appropriate.

In 2017, the Board of Directors chose to revise this manual to bring many sections up to current procedure and information. The 2017 editing Board members were Sterling Cole, Brian Mushnick, Wiley Cox, Robert Anderson, Theresa Condict, and Richard Currey.

In 2018, the Board of Directors chose to revise this manual to add a section on social media. The 2018 editing Board members were Sterling Cole.

## **Background and History**

The New England Region SCCA, Inc. has been in existence since 1952 as a result of combining the Boston & other New England Regions which were the founders of the SCCA in 1944. Through the years its members have enjoyed an active program of motorsport competition including rally, solo, club racing, and rally-cross. Other activities include the Annual Meeting, presentation of awards, and recognition of member's achievements. A digital and print media and a website have been developed for the publication of events and results and other communication with the members. Many current members think NER has always been here - it was here long before we became active and surely it will roll along forever providing us with the activities which 'hooked' us in the first place. Active members come and go, but the Club continues - a comforting thought.

In the period before this document was first produced, the Region's Board of Directors began to notice some recurring problems which suggested that the long-term outlook for the Region was not as rosy as we'd like to believe. Some of the symptoms were financial, some dealt with personnel, and others were organizational. The Region's income was holding steady, but the costs for postage, printing, event expenses, not to mention acquisition, maintenance, repair and replacement of necessary equipment were escalating. In 1981 a straight-line projection on withdrawals from savings indicated that savings would bottom out in just a few years. Then how would we make up the deficits and continue our activities?

One doesn't think of personnel problems when all of the staff are volunteers, but they occur. Start with organizers and workers—just like a business, the volunteer organization must see that these people are recruited, trained, brought up through the ranks to increase proficiency and responsibility, regardless of program or position. They are initially drawn from the membership. Also drawn from the membership are our competitors. When the numbers are down, the decrease is reflected in entries as well as in numbers of logbooks and licenses issued.

Familiar factors contributed to the fluctuations in motorsport participation—the TV-raised spectator generation, the world oil situation, economic/ environmental pressures, the many alternative ways to spend leisure time, etc. Furthermore, new car clubs form which compete for membership and event schedules in our geographic area, often by utilizing lower costs, borrowed rules and fewer operational regulations.

Finally, organizational shortcomings had been surfacing. When enthusiastic volunteers come forward, no volunteer organization can afford to turn them away. At the same time, turning them loose with no guidance or guidelines for their activities is an unacceptable course of action. Wheels are reinvented, unrealistic commitments made, and resources (both human and financial) are wasted. Yet beyond our rules for conducting competition, NER had virtually nothing but oral tradition to fall back on. Although our senior members have been unwavering when asked for advice, assistance or a history lesson, their experience is wasted if the newcomer doesn't know whom to ask for information. Moreover, the Club cannot count on history alone as a guide for the present and beyond. Our past policies, procedures and priorities—these do exist, albeit unwritten—may or may not be what the Club needs now.

It was becoming apparent that we were taking a lot for granted in assuming there will always be an NER. The Board prepared to tackle some of the problems. The first steps occurred through individual initiative with Board approval: a set of publications guidelines for Pit Talk, and then 'Financial Facts of Life,' a memorandum on operating procedures for individuals spending money on behalf of the

Region's programs. At one point, the Board adopted a motion that the Treasurer review Solo, Rally and Club Racing entry fees. The Treasurer expressed willingness to review fees, and unwillingness to make unilateral decision for the Region on the criteria for an acceptable fee structure, in the absence of any coherent policy.

In the ensuing discussion on policy and planning, the Board recognized the need for both, the difficulty of developing either as a part of the Board's monthly agenda crowded with current Club business, and the advisability of continuing to ignore the future while dealing with day-to-day problems. The Board created a committee to address policy and planning issues of importance to the Club's long-term continuation.

In 1991 the decision was made to update this document. While many of the problems described above have all but disappeared in the period since this document was first written there are still issues which must be dealt with. Times and attitudes changed but the guidelines in this document had not. In general the changes fall into three categories:

- Updating of guidelines to bring them in line with current practices as per Article XV, NER/SCCA Inc. By-laws.
- The contents of the main body of this document will provide the financial and organizational guidelines necessary to the operation of NER/SCCA, Inc.
- The Club Racing Program, Rally Program, Solo Program, and Special Events Program specific guidelines will be included in the appendix. The specific guidelines of these programs will be written and approved by the Program's respective operating boards with the concurrence of the Board of Directors.

Again in 1996 The Board requested the Committee to review and update again the Manual as needed. Reviews of some sections were conducted from 2002-2006, however, in 2009 a small group from the Board of Directors was charged with again reviewing and updating the manual. Now, in 2017, the board once again has decided to review and update the operations manual.

## **Goals and Objectives of the Planning Committee**

- To establish an overall objective(s) for New England Region, SCCA.
- To establish specific goals to be achieved in order to reach the overall objective.
- To establish fiscal and operating policies and plans by which these goals and objectives may be achieved.
- To recommend to the Board of Directors, to the Region's Specialty Boards, and to the general membership, the means to implement these policies and plans.
- To prepare a Region Operations Manual (containing these policies and procedures.)

## **Goals of Board of Directors**

- Review and update this document per NER/SCCA, INC. Bylaws Article XV.
- Make any changes as requested by the Board of Directors.
- To incorporate any sections approved by the Board of Directors that are not yet included in the Manual.
- Compile the finished, revised and approved document to the Board of Directors for printing and distribution.

## **General Objectives of NER/SCCA**

- To attract and retain membership in the New England Region SCCA, for the purpose of promoting interest in sports cars and encouraging their safe operation.
- To provide an administrative/organizational structure to conduct its affairs.
  - Establish policies for internal operations
  - Provide an organizational structure for execution of policy
  - Participate in National SCCA affairs/organization
  - Participate in Divisional SCCA affairs/organization
  - Participate in Area SCCA affairs/organization
- To provide motorsports competition activities within New England Region
  - Provide competition activities in Club Racing, Rally, RallyCross, and Solo Programs
  - Provide Regional Championship Programs
  - Provide entry level (novice) competition programs
  - Organize and/or support events in Area, Divisional, and National Championship programs
- To provide other forms of competition
  - Concours d'elegance
  - Time Trials
  - Fuel economy trials
- To provide training programs
  - Drivers schools (Club Race & Solo)
  - Racing seminars
  - Rally Schools
  - PDX
  - Program Specialty group schools (safety stewards, fire and rescue, race control)

- To provide social activities
  - Annual Meeting (chaired by each program consecutive years)
  - Annual Outing
  - Satellite membership meetings
  - Special speakers programs
- To provide communication
  - General membership communication (Pit Talk)
  - Newsletters, online or other.
  - Internet
  - Press information
- To provide member services
  - Provide SCCA merchandise service
  - Provide special service to new members
    - Provide new member list
    - Provide new member welcome list
- Provide programs of activities for minors
- To promote/market Sports Car Club of America
  - Attract event participants
  - Attract sponsors to NER/SCCA
  - Attract spectators to NER/SCCA events
  - Attract new members (direct)
- To provide professional service programs
  - Provide technical services
  - Special assistance programs
  - Sponsor liaison
  - Community agency liaison



## **Financial Planning**

Based upon considerations its meeting of February 15, 1981, the New England Region Planning Committee recommended that the Board of Directors initiate a plan of action towards two objectives:

1. Improvement of the financial position of the Region.
2. Improvement of the budgetary decisions of the Region.

### **Establishment of a General Reserve Fund**

This General Reserve Fund shall be known as the “2% FUND”. The 2% Fund is a general reserve fund to be used by any Program of NER, with the expressed approval of the Board of Directors, to cover short falls, emergencies and capital expenditures.

The growth of the 2% Fund should occur through the assessment of 2% of the gross income of each of the region’s Programs to include but not limited to Club Racing, Solo, Rally, and Special Events.

The Reserve Fund shall set aside approximately one-half (1/2) for the purpose of offsetting a potential financial emergency.

The Reserve Fund shall set aside approximately one-half (1/2) for the purchase of capital equipment by the various programs of the Region. Use of the fund will require reimbursement by the Program using the fund, on a regular short-term schedule. The reimbursement schedule shall be included in the Program’s Annual Budget submitted to the Board of Directors.

The 2% Fund shall have a cap of \$125,000. At such time that the cap is reached the assessment shall be suspended until such time as the fund drops below \$80,000.00.

The 2% Fund shall be accounted for in a separate interest bearing account and shall be listed as a separate line item in the NER, SCCA, INC. financial report.

### **Expense Reimbursement and Income Policy**

This policy was created with the understanding that much of the administration and functioning of the Region and its activities is done through voluntary contributions of time, effort, and self-reimbursement of expenses. All such contributions are welcomed and encouraged. However, certain expenses may be reimbursed by the Region if the contributor so chooses. There exist two distinct categories of official functions within NER: ‘STAFF’ and ‘LINE’ functions filled by Staff and Line personnel, respectively. Expenses of each type of personnel will be handled differently.

Staff personnel, such as the Board of Directors, serve in an administrative capacity. As such, with the exception of the Regional Executive, the Secretary, and the Treasurer, Staff personnel do not normally incur daily expenses associated with the performance of their voluntary services. Since the occasional expense incurred by these staff is considered well within the means of any volunteer, their expenses shall not be reimbursed without prior approval of the Board of Directors.

Three officers, also staff, the Regional Executive, the Treasurer, and the Secretary would normally incur

fairly substantial expenses in the full performance of their duties. As such, reasonable expenses incurred by these officers shall be reimbursed if these officers so choose.

Line personnel such as members of the Road Racing, Rally, Solo, and Special Events Programs, like the three officers cited above, normally incur significant expenses in the performance of their duties. These personnel also work within a budget authorized by the Board of Directors prior to reimbursement of any expenses.

### **Reimbursement of Expenses**

The following procedures shall be followed in submitting bills to the NER Treasurer or program comptroller for either payment to initial vendor or for personal reimbursement.

These procedures are required to insure proper and prompt payment; to maintain the required paper trail for Board of Director's oversight; and to assist in any audits that may be requested.

- 1) Bills shall be submitted to the Officer, Program Chair or Event Chair for approval within 10 days of incurring. Receipts for reimbursement shall be submitted to the Officer, Program Chair or Event Chair for approval within sixty (60) days of incurring. It is recommended that a copy be retained.
- 2) The Officer, Program Chair or Event Chair will approve for payment, making sure all accounting data is correct, and forward within 5 days to the correct person (NER Treasurer or Program Comptroller) to be paid. It is recommended that a copy be retained.
- 3) All material submitted to the NER Treasurer or Program Comptroller shall contain the following either on each item or attached to group of items:
  - a) Name and address of person submitting.
  - b) Name and address of person to receive payment if different than above.
  - c) Reason for expense:
    - i. Category – Club Racing, Rally, Solo, Merchandise, etc.
    - ii. Event Name/Date
    - iii. Define item - Trophies, Printing entries, Wrecker service, etc.

It is possible to streamline and speed out the above if all vendor's bills are made out to NEW ENGLAND REGION, SCCA, INC. and submitted with proper documentation upon receipt. It is neither necessary nor advisable to hold bills until all are collected for an event or project.

### **Policy for Reimbursement of Personal Expenses**

It is understood that much of the administration and functioning of NER/SCCA and its activities is done through voluntary contributions of time, effort and self-reimbursement of many expenses. However, it is also known that many jobs have to get done in a timely manner and by doing so involve extraordinary reasonable expenses above and beyond the call of normal volunteer duty.

These expenses could be considered a normal cost of doing business for the purpose of efficient operation of the corporation and could be considered personal reimbursement expenses.

The following guidelines cover the reimbursement of reasonable personal expenses and expenditures:

- 1) Reimbursable personal expenses and expenditures are those items that occur outside the realm of volunteerism which could be considered a normal cost of doing business for the corporation, and

are not normally incurred by an average volunteer. The sole discretion of these expenses will be determined by a majority vote of the Board of Directors, and their decision is final.

- 2) All reimbursable personal expenses and expenditures must be budgeted.
  - a) Budgeting of all reimbursable personal expenses and expenditures must be presented on an itemized individual line item and specifically labeled in each cost center's annual budgets and approved by the Board of Directors.
  - b) Monetary amounts may not be moved from anyplace in the budget to these specific line items nor from these specific line items to anywhere else in the budget, nor may a specified line item be redefined without a majority vote of the Board of Directors.
  - c) These reimbursements of budgeted personal expenses and expenditures may be included, but are not limited to, personal transportation costs, travel, rentals or leases on any kind, lodging, meals, group meals, convention related expenses, entertainment, personal printing, personal supplies, and personal equipment, and must be specifically approved by either, the Chairperson of the Cost Center or the RE. Both of the above must sign the expense report prior to actual reimbursement by Comptroller or Treasurer.
    - i) Reimbursement of budgeted personal expenses and expenditures (items as above) for the Regional Executive, Assistant Regional Executive, Secretary, Treasurer, Chair of a Cost Center and any member of the Board of Directors must be approved by two (2) other officers in this listed category other than that person whose expenses or expenditures are.
    - ii) Expenses and expenditures must be properly documented on the Treasurer's approved expense reports and submitted according to current procedures in place within 30 days of incurred expense.
  - d) Travel reimbursement for personal automobile travel will be per mile, at the IRS rate, set yearly, and available on the IRS website ([www.irs.gov](http://www.irs.gov))
- 3) This policy shall be sent to all current and future Cost Center Chairs and Comptrollers by the RE. The RE is to remind them, in a cover letter, that adherence to this policy is imperative and will be strictly enforced.
- 4) This policy may be revised by a 2/3 majority vote of the Board of Directors present. Proper notice of change will be given per Item 3 above.

## **Income**

It is the policy of the New England Region SCCA, Inc. that income shall be forwarded to the NER Treasurer or Program Comptroller on a timely basis. A timely basis is considered at least once a week. It is not recommended that checks be retained until after an event.

For peace of mind checks may be sent Certified Mail, Return Receipt Requested or other delivery service which provides confirmation of delivery.

## **Competition Programs: Policy Guidelines**

It shall be the policy of the New England Region to conduct various motorsports competition programs consistent with the goals of the region, and in accordance with its administrative policies, guidelines, and procedures.

## **General Policy Guidelines**

These competition programs will be conducted within, but not limited to, the following guidelines.

1. Each program or group of programs will be administered by a Chairperson approved by and responsible to the New England Region Board of Directors.
2. The Chairperson may appoint an operating board with the concurrence of the Board of Directors to assist or may be directed by the Board of Directors to appoint an operating board of which the Board of Directors concur.
3. Each program will be constructed in such a manner to supply the best possible quality consistent with other NER policies to the members and their guests. It is recognized that consistent first line quality rather than quantity will give NER the best long-term benefit as to retention of present members and the recruitment of new members.
4. Each program will be structured either through class arrangement, event design or other appropriate means so as to provide various levels of competition.
  - NOVICE LEVEL: A program of quality competition designed to attract new competitors and give them a reasonable chance to develop their skills.
  - REGIONAL LEVEL: A program of quality competition designed to give a competitor a championship series without the need to travel outside the New England area.
  - DIVISIONAL LEVEL: A program of competition with Area, Divisional, National, and Professional Championship series.
  - SPECIAL EVENTS: A program of event(s) designed for a particular group of competitors.
5. Each program should calendar its events in conjunction and in harmony with other programs of the New England Region, so as to make a total balanced program accessible to all members of the Region.
6. Each program will develop and maintain the necessary training activities to support these competition programs. These activities should include but are not limited to:
  - A safety instruction school
  - A disaster plan rehearsal
  - A Critical Incident Debriefing training

## **Communications Policy**

### **Organizational Structure**

A Communications Committee should be established with the following organizational structure:

Committee Chairperson or Co-Chairpersons, Social Media Chairperson, Program Representatives, Editor, Webmaster, Marketing Representative, Community Relations Representative

### **Responsibilities of the Committee**

The responsibilities of the publicity, PR, and marketing committee shall be:

- 1) Promote NER membership and involvement in NER activities, events, and functions.
- 2) To work with the NER membership chairperson to attract new members and retain existing members.
- 3) Promote the image of NER and the Sports Car Club of America to the media.
  - a) Establish and maintain a list of media contacts.
  - b) Distribute information on NER events and the SCCA to the media via conventional and emerging technologies.
- 4) Work with representatives from NER programs on the publicity and promotion of NER events and functions.
  - a) Pre-event publicity, including but not limited to press releases, social media posts, advertisements, and direct mailings.
  - b) Post event follow up including the distribution of results.
- 5) Support communication within the club and the connection with our members.
- 6) Paid advertising when deemed to be cost effective.
- 7) Organize NER participation in non-region events targeted toward an audience receptive to SCCA activities.
- 8) Maintain a website at [www.ner.org](http://www.ner.org).
  - a) Selecting and maintaining a contract with an Internet Service Provider to host the site location
  - b) Updating the site content with information on NER events (7.2.4 above).
- 9) Maintain social media pages, including but not limited to Facebook, Twitter and Instagram.

### **Goals of Committee**

The goal of the publicity, PR, and marketing policy is to:

- 1) Increase NER membership involvement in NER events and functions.
- 2) Attract new members, participants, and volunteers to NER and SCCA.
- 3) Increase media awareness of the NER and SCCA.
- 4) Attract funding and/or sponsors to NER (and it's events)
- 5) Attract spectators to NER events, where applicable.
- 6) Maintain a positive and informational based social media presence through digital and print platforms.
- 7) Take advantage of advertising and publicity available through the website.

## **Guidelines of Committee**

The guidelines of the publicity, PR, and marketing committee shall be:

- 1) Post, write, and speak only on behalf of NER. Do not use NER's accounts and outlets to express personal opinions represented as the club's views.
- 2) Avoid saturation. Leave time in-between social media and website posts in order to keep outlets active throughout the entire day. Use any scheduling tools to coordinate with other admins and post content at ideal times when the membership is active online in order to gain more visibility.
- 3) Keep with current social media standards with regard to posting regularity.
- 4) Give credit and/or notation for all content not original to NER. Hyperlink to the originator's pages or sites when possible. Keep in mind that sharing and linking implies endorsement.
- 5) Use good judgment when interacting with other persons and organizations.
- 6) Not all communication needs to be public. Private responses and communication are acceptable, but you should always try to let those privy to the conversation see that you have taken steps to respond in some way.
- 7) Think, then think again, then respond. Remember that "delete" only goes so far, so use good judgment before each post, response, and conversation.
- 8) Ask questions and poll the other committee members if you're not sure about a response or action.

## **PIT TALK - The Publication of NER, SCCA**

Each editor may have their own preferred way of publishing PIT TALK. The guidelines cited here have been established within the context of the principal function.

### **Guidelines for the Composition of PIT TALK**

The composition of Pit Talk should include, but not limited to the following:

1. The beginning of the publication shall include "Pit Talk," "The official publication of NER SCCA, Inc." and [www.ner.org](http://www.ner.org)
2. All SCCA and NER logos shall comply with the SCCA and NER logo policy.
3. The inside front cover of printed publications should contain a directory of NER officials, the Area 1 director as well as website and digital media information.
4. Whenever possible, the publication should contain a memo from the RE.
5. Advertising may be placed within the publication in a manner and amount deemed appropriate by the editor.
6. The publication will contain a calendar of events including all relevant and associated meetings, conventions, roundtables, and significant voting dates. The calendar must also include dates, time, location, and schedule for Board of Directors and specific discipline or specialty meetings.
7. Each issue shall include approved BoD meeting minutes (NOT executive session)
8. If the publication will be printed and mailed, the lower portion of the back cover will be used for the address and postal service marks.
9. Each issue shall include a membership application or a web link to the application.
10. Selection of photographs will be the responsibility of the editor.

## **Collection of Material for Publication**

The Editor will actively solicit material from the membership, including but not limited to the Regional Executive, Board of Directors, Event and Discipline Chairs, and competitors.

All submissions to PIT TALK are made on a voluntary basis; compensation for submissions is available only as budgeted and approved by the Editor and the BOD.

The Editor will accept all material on motorsports activities submitted for publication that is not otherwise considered slanderous, libelous, or in bad taste. Judgment as to suitability for publication will be the responsibility of the Editor. However, the Editor will be responsible for correcting mistakes in spelling and grammar in order to present a coherent and properly formatted article.

All written material submitted for publication should be submitted electronically.

## **Editing of Material for Publication**

Revision of material should not be done except for obvious errors in grammar, spelling, punctuation, etc. Major revisions of material otherwise deemed suitable for publication should be returned to the author with a request for re-write and constructive criticism which might aid the re-write.

## **Suggested Items for Inclusion in PIT TALK**

- Announcements and Reports from NEDIV Meetings
- Final Standings (Club Racing, Rally, Solo)
- Upcoming year competition schedule
- Announcement of NEDIV roundtable
- Articles on how to get involved in NER and racing
- Announcement of annual tech dates
- Report on Annual meeting weekend
- Article on how to get involved as an official
- Report on SCCA national convention
- Event reports
- Announcement, schedule, report of RAL event
- Solicit nominations for worker of the year
- Call for BoD candidates (RE column)
- Announcements of amendments to NER bylaws
- Nomination forms for BoD candidates
- Statements for Area 1 director candidates (in appropriate years)
- Registration form for annual meeting
- BoD candidate statements

## **Advertising Revenue**

The Editor shall actively solicit commercial advertising. All advertising revenue will be sent to the Region Treasurer. The NER Board of Directors shall set advertising rates based on the recommendation of the Editor. Rates should be reviewed annually.

## **Printing and/or Distribution**

The current board realizes the changing market for printed media, and acknowledges that print media may not always be the best or most efficient method of distribution for Pit Talk. Therefore, insofar as Pit Talk remains a printed entity, we have the following requirements:

1. PIT TALK will be printed by a photo offset method from electronic copy. Additional production steps (folding, collating, etc.) will be provided by the printer.
2. The number of copies of each issue printed will be the number of membership households in the region that request a printed copy to be sent to them, plus extra copies to be sent to all advertisers (not including classifieds).
3. If there is a designated recruitment issue, extra copies will be printed as needed for promotional purposes.
4. The membership chairman will provide the region mailing list to the Pit Talk editor monthly, in an appropriate electronic format.
5. All Directors and the Area 1 Director will receive their copy via first class mail.
6. The RE will receive 25 copies via first class mail or parcel service.
7. All other PIT TALK copies will be distributed by 3<sup>rd</sup> class mail to recipients.

## **Editorial Production Schedule Deadlines**

1. Collection of material for publication: 25<sup>th</sup> of month prior to production date
2. Delivery of copy to publisher or electronic delivery system: 1<sup>st</sup> of month of issue date  
If issue is printed:
3. Production by printer: 15<sup>th</sup> of month of issue date
4. Arrival of third class copies: before last day of the month of cover date

## **Website - [www.ner.org](http://www.ner.org)**

### **Purpose**

The New England Region should continue to have a web presence at [www.ner.org](http://www.ner.org). This site should feature information on all of NER's activities including special events, Club Racing, Rally, RallyCross, Time Trial, and Solo. At minimum, schedules and results should be posted. There shall be a webmaster or committee, appointed by the Board of Directors, who will coordinate the site to keep all pages in specified format (may be determined by person or persons appointed). The person or committee may have others working on individual portions of the website as needed. The website shall promote the image of New England Region, SCCA, Inc. and the Sports Car Club of America. All web pages will follow the same format (borders. Logos, headlines, etc.) and maintain a current directory of all region contacts.



## **Collection of Material for Website**

The group chairs are to be requested to submit schedules and results data, as well as other materials for their respective groups, to the webmaster or committee or designee for inclusion in Pit Talk and social media.

All submissions to the website are made on a voluntary basis, compensation for submissions to the website is available as determined by the BOD and Webmaster or Committee. Material submitted becomes the property of New England Region.

## **Website Content**

- All materials should be in a format that is viewable by all types of internet browsers.
- The pages should be kept small enough in size so as not to incur long download times.
- The webmaster, committee, or designee shall post the content in whatever format is appropriate (HTML, Adobe, Excel, etc.).
- The webmaster, committee, or designee shall determine that all content relates to the operations of New England Region, SCCA, Inc.

## **Merchandise Policy**

### **Objective**

New England Region shall provide for its members an opportunity to purchase patches, pins, logos, and other New England Region or SCCA identified materials as the merchandise chairperson may from time to time deem desirable. This material should be provided for the dual objectives of:

1. Creating a sense of identity, belonging, and differentiation among NER members.
2. Through display by the members, an identity and public awareness of New England Region, SCCA and Sports Car Club of America.

### **Program Management**

The merchandise program shall be managed by a merchandise chairperson who is directly responsible to the NER Board of Directors. The chairperson's duties are as outlined by the chairperson's job description.

### **Scope**

The merchandise to be handled by NER through a merchandise chairperson shall be available only through NER and carry the NER logo. SCCA merchandise or other materials relevant to the club and not conveniently available to the membership elsewhere may be carried at the discretion of the Board of Directors. It is expected that membership requests for NER or SCCA merchandise will be taken into consideration when deciding what merchandise to carry. All items bearing an SCCA logo must conform to SCCA logo branding requirements. All NER imprinted items should reference the Sports Car Club of

America in the appropriate branding requirements.

### **Financial Responsibility**

The merchandise program shall not lose money. As it is a membership service, it should break even at worst, and provide pricing just above cost to its members. An inventory list of merchandise must be submitted to the Regional Executive at the end of the year and a monthly report and audit must be provided to the BOD and Treasurer each month.

All expenditures for merchandise must be approved by the Board of Directors. These expenditures may be included in the approved yearly budget. Approval of the budget constitutes approval of merchandise expenditures.

### **Merchandise Distribution**

Merchandise may be ordered by mail, telephone and email. Merchandise shall be advertised in each issue of PIT TALK and an order form available on the NER web site, as well as on any other approved social media sites as needed or desired. The merchandise chairperson or their delegate should ensure that merchandise is available at all NER events and activities. The chairperson may have assistance or assign sub-chairs responsible for ensuring merchandise availability at all NER events and activities. Each program is responsible for payment of the merchandise to the NER Merchandise Program.

## **Board of Directors Meetings Year at a Glance**

This is a guideline for various tasks of the BOARD. It is recognized that from year to year changes may be necessary. Asterisk (\*) item should be considered mandatory by the month indicated.

Note that at all BOD meetings, directors will receive interim verbal reports from all Competition Boards, reports from the Treasurer, Membership, and PIT TALK. Minutes of the last meeting will be reviewed.

### **Meeting following Annual Meeting (Executive Session):**

- Election of 3 officers (Regional Executive, Assistant Regional Executive, Secretary) and appointment of a Treasurer.
- Appoint/approve Chairperson to Club Racing Board, Rally Board, and Solo Board. Review and appoint PIT TALK Editor, other special committee chairpersons, and Clerk of the Corporation.
- Sign 'Acceptance of Responsibility' forms - officers and newly elected BOD members.
- Review past extraordinary indebtedness to NER and continue membership suspensions as appropriate.

### **January Meeting**

- Establish BOD meeting schedule for the year (time and location to be published in PIT TALK).
- Complete any unfinished budgets for current year.
- Outline any goals and/or timetables for various program committees.
- Prepare projects for RE and others attending SCCA National Convention or receive reports for National Convention depending upon National Convention date.
- Submit charter renewal.

### **February Meeting:**

- Receive and review of Communication Committee's program for current year.
- Direct the Treasurer to submit previous year's books to auditor or accountant.

### **March Meeting:**

- Receive preliminary report of Merchandise Chairperson.
- Approve date and site for Annual Meeting.

### **April Meeting:**

- Report by RE on the Divisional Roundtable.
- Progress report on IRS 990 report, due in May. Remind Treasurer that the BOD needs proof of filing.

### **May Meeting**

- Verify that IRS 990 Report was filed AND attach a copy to the Secretary's minutes for May.
- Appoint candidate search committee

### **June Meeting:**

- Preliminary report from the auditor.

**July Meeting:**

- Scheduled only as needed.

**August Meeting:**

- Approve budget of Annual Meeting.
- Mid-Season Financial Reports from Program Chairs.
- Notice to all Program Chairs about next year's preliminary budgets due in December.
- RE ensures nominations have been submitted for National awards.

**September Meeting:**

- Solicit in NER publications the nominations to BOD (based upon January Annual Meeting).
- Confirm that NER Competition schedules have been properly submitted to NEDiv Scheduling Representative.
- Remind Secretary that the Corporation Papers need to be filed before November.

**October Meeting:**

- Receive preliminary schedules for NER Rally and Solo events for the following year.
- Receive report from Secretary on elections and notice for the Annual Meeting.
- Report from Annual Meeting Committee.

**November Meeting:**

- Verify that the Corporation Papers have been filed and attach a copy to the Secretary's Minutes.
- Review bids and/or appoint Annual Meeting Chairperson for the following year.
- Receive Auditor's report on Treasurer activities
- Receive nominations/vote on Gold Passes (Executive Session)
- Receive preliminary budgets from Road Racing Board, Rally Board, Solo Board, PIT TALK, and special committees (Trophy, Membership, Merchandise),
- Approve RE's, Staff and/or Line travel to Annual National SCCA Convention

**December Meeting:**

- File application for Convention with RE as listed person (Name to be supplied after NER Annual Meeting)
- Discuss dues for future years and make recommendation for 2 years out for approval at Annual Meeting.
- Distribute complete Regional Competition Schedule
- RE report on Divisional Mini Convention
- Verify that notice of annual meeting has been sent, not less than 14 days before scheduled day of meeting to all members.

**Annual Meeting:**

- Receive the Annual Report of the Treasurer, PIT TALK, Rally Board, Solo Board, Club Racing Board, Merchandise, Membership Communications Committees, and any other standing committees.
- Approve dues for the year after next.

## **Position Descriptions**

### ***Regional Executive:***

#### **Appointment**

Elected annually by the NER Board of Directors (BOD).

#### **Position Description**

The Regional Executive is the chief executive officer and Chairperson of the Board of Directors. The Regional Executive (RE) has general charge and supervision of the corporation.

#### **Duties**

Duties (which may be delegated as appropriate) include but are not limited to:

1. Preside at all meetings of the BOD at which he/she is present and at all meetings of the membership (including the annual meeting).
2. Send signed corporation papers to Clerk of the Corporation for filing immediately following the Annual Meeting.
3. Renew Regional Charter promptly upon receipt of forms from National Office. Charter certificate should be kept in Secretary's files.
4. Send list of NER officers and chairpersons to National Office for inclusion in SCCA Directory.
5. January - Confirm site contracts for current year {or appoint representative to do so}.
6. September - remind BOD candidates that nomination papers must be delivered to the Secretary or postmarked by October 1 or 60 days prior to the Annual Meeting.
7. September - Remind candidates that photos and platforms should be submitted to PIT TALK Editor
8. October - Invite BOD candidates to attend November and December BOD meetings.
9. October - Order RE's Award for Annual Meeting (name of recipient known only to RE)
10. December - Appoint Parliamentarian and Chief Teller and tellers for Annual Meeting.
11. December - Make agenda for Annual Meeting (copies available to BOD members).

### ***Assistant Regional Executive:***

#### **Appointment**

Elected annually by the NER Board of Directors.

#### **Position Description**

The Assistant RE has such duties and powers as designated by the BOD or RE. The Assistant RE is responsible to and reports to the RE.

## **Duties**

Duties include but are not limited to:

1. Preside at meetings in the absence of the RE
2. Responsible for determining the recipient(s) of the Assistant RE's award(s).
3. Presents awards at the NER Annual Meeting.

## **Secretary:**

### **Appointment**

Elected annually by the NER Board of Directors.

### **Position Description**

Serves as the region's recording Secretary.

## **Duties**

Duties include:

1. Record the proceedings of all meetings of the Board of Directors and of the membership.
2. Maintain a live three-year file of the records of such meetings and official correspondence of the Board of Directors; annually retires the oldest file to the Archives.
3. Sends notice of meetings to BOD members, committee chairmen, and competition group chairmen.
4. Distributes copies of BOD meeting minutes to BOD members in time to serve as action reminder of the next meeting.
5. Provides a copy of the minutes of the annual meeting to the editor of PIT TALK.
6. Receives and validates nomination papers from candidates for the Board of Directors by October 1<sup>st</sup> or 60 days prior to the annual meeting.
7. Reports at October BOD meeting on nomination papers received.
8. Prepares notice of the annual meeting and the ballot not later than 45 days before the Annual Meeting.
9. Receives mail-in ballots and holds them unopened until the annual meeting at which they are given to the chief teller.
10. Receives written declaration of trust from newly elected BOD members.

***Treasurer:*****Appointment**

Appointed annually by the NER Board of Directors.

**Position Description**

Serves as the Region's comptroller, accountant and bookkeeper, as a non-voting officer.

**Duties**

Duties include these:

1. Prepares and presents Treasurer's Report to BOD at BOD meetings, to Membership at Annual Meeting; prepares special reports.
2. Maintains the Region's checkbook and financial files; retires the files to the Archives.
3. Maintains general ledger and books of account.
4. Submits books for audit (after completing 990).
5. Has custody of Region's savings account passbooks and records, and maintains security information for all online accounts.
6. Receives, records and deposits income from programs, activities and events,
7. Corresponds with members, vendors and others on financial matters.
8. Notifies national office when member's privileges are to be suspended for reason of indebtedness.
9. Completes and files IRS form 990.
10. Serves as billing address for the Region
11. Pays bills authorized by BOD, chairpersons and tradition.
12. Reimburses properly authorized and documented expenditures made by individuals on behalf of the Region.
13. Receives an accounting for each independently controlled Regional account, e.g., rally, solo, etc.
14. Advises BOD on financial questions.

***Planning Committee:*****Appointment**

Appointed as needed by the NER Board of Directors

**Position Description**

A group of long term regional members who meet to develop policy positions concerning the region as

requested by the Board of Directors or a group of members.

### **Duties**

Duties include but not limited to:

1. Develop policy position for short term problems as requested by the Board of Directors.
2. Develop policy position for long term development of the region for approval by the Board of Directors.
3. Assist the various operating centers of the region in developing their operations manuals.
4. Compile, publish and update a complete regional operational manual.

### ***Archivist:***

#### **Appointment**

Appointed as needed by the Board of Directors: appointment may be based upon recommendation of the outgoing chairperson.

#### **Position Description**

To collect and maintain the Region's Archives.

#### **Duties**

Duties include but are not limited to:

1. Collect and maintain the region's official records over three years old.
2. Collect and maintain the past history of the region's activities.
3. Allow access to files for the use of others within the region.

### ***Merchandise Chairperson:***

#### **Appointment**

Appointed annually by the NER Board of Directors: appointment may be based upon recommendation of the outgoing chairperson.

#### **Position Description**

Responsible for procuring merchandise, controlling NER's merchandise inventory, selling and/or providing for the sale of merchandise.

#### **Duties**

1. Orders merchandise from SCCA and other vendors.
2. Maintains records of merchandise ordered and received.



3. Reconcile discrepancies between merchandise ordered and merchandise received
4. Arranges for availability of NER merchandise for sale at annual meeting and special events.
5. Consigns merchandise to NER programs for resale at events.
6. Receives and fills orders for merchandise.
7. Advertises availability of regional merchandise in NER publications and media.
8. Maintains a supply of petty cash for making change.
9. Forwards income from sales to Treasurer monthly, and/or provides monthly accounting to Treasurer.
10. Recommends to BOD the addition of new types of merchandise.
11. Presents annual operations report to BOD in November, and interim report in May.
12. Prepares budget of expenditures for the BOD to approve in September.

### ***Membership Chairperson:***

#### **Appointment**

Appointed annually by the NER Board of Directors: appointment may be based upon recommendation of the outgoing chairperson.

#### **Position Description**

Responsible for the maintaining of the membership list, label system, and processing new members in conjunction with the national office, and the development of membership recruitment programs.

#### **Duties**

Duties include but not limited to:

1. Appoint a membership committee and submit to the Board of Directors for approval.
2. Process membership applications to the national office.
3. Maintain membership list and label system.
4. Forward to treasurer membership dues monies as received.
5. Forward address files to PIT TALK editor.
6. Forward address files to the Secretary for the mailing of ballots
7. Acknowledge new members with a welcome package.
8. Follow up with inactive members.
9. Keep track of membership durations and arrange for awards as approved by the Board of Directors.
10. Assist programs in the development and operation of a membership recruitment program.
11. Publish member's significant anniversaries in NER publications and media outlets.
12. Assist members with license and membership renewal concerns.

## ***Communications Chairperson:***

### **Appointment**

Appointed annually by the NER Board of Directors: appointment may be based upon recommendation of the outgoing chairperson.

### **Position Description**

The New England Region Communications (Publicity, public relations, and marketing) chairperson shall administer the region's communications activities in accordance with the region's established policies. In addition, the chairperson shall carry out all duties related to the position.

### **Duties**

Duties of the position include, but are not limited to:

1. Establish and organize a communications committee.
2. Lead the communications committee in the development publicity, PR, and marketing plan that adheres to the region's communications. The committee shall monitor and adjust this plan when necessary.
3. Make suggestions regarding changes to the region's communications policy.
4. Actively promote the interest of the New England Region through communications.
5. Develop, submit for approval to the BOD, and administer approved budgets for the publicizing of events, which from time to time require funding.
6. Work closely with chairpersons or representatives of NER activities to coordinate and promote activities.
7. Establish and maintain a centralized information source to serve groups seeking information on NER, SCCA, and their related activities.
8. Work with the National Office to distribute SCCA materials, display appropriate banners and logos at SCCA events and functions.
9. Work with national office personnel to assure the region's cooperation and administration of promotional and marketing programs which the BOD elects to support.
10. Take charge of and lead activities that fall under the heading of publicity, public relations, or marketing as assigned by the Board of Directors
11. Utilize the internet and social media outlets to disseminate information and create interest.

## ***Solo Events Chairperson:***

### **Appointment**

Appointed annually by the NER Board of Directors (BOD): appointment may be based upon recommendation of the outgoing chairperson.

## **Position Description**

The chairperson of the New England Region Solo Events Board shall preside at all meetings of the Solo Events Board and is ultimately responsible for the administration and conduct of the New England Region Solo events as described in the SCCA Solo Rule Book. In addition, the chairperson shall carry out all duties related to the position.

## **Duties**

Duties which are included but not limited to:

1. Maintain communications with the NER BOD and inform them of the progress of the program and its financial status. Formal presentations are required in January (Budget), May, August, and December.
2. Recommend to the NER BOD personnel to fill the Solo Events Board positions required to run the Region's Solo Events program. The chairperson shall also recommend to the BOD at its December meeting a successor to him/herself.
3. Administer or delegate responsibility and necessary authority to conduct the scheduled solo events program.
4. Prepare the New England Region Solo events schedule for the following year and present it to the BOD for approval at the September meeting.
5. Prepare the operating budget (including entry fees) for the Solo Events program for the coming year, and present it to the BOD for their approval at their January meeting of the calendar year to which the budget applies.
6. Prepare an Annual Report of the Solo Events program, and present the report to the BOD and the general membership at the December BOD meeting and the annual membership meeting.
7. Maintain cognizance of the capital equipment necessary to run the Solo program and, in consultation with the BOD, make plans for its replacement and upgrading as necessary. (reminder: all capital expenditures must be approved by the BOD prior to the commitment of funds).
8. Represent the New England Region Solo Events program at the Northeast Division Annual Convention Roundtable.

## ***Rally Chairperson:***

### **Appointment**

Appointed annually by the NER Board of Directors (BOD): appointment may be based upon recommendation of the outgoing chairperson.

### **Position Description**

The Chairperson of the New England Region Rally Board shall preside at all meetings of that Board which Board is responsible for the administration and conduct of the New England Region Rally

Program as described in Article 1 of SCCA/New England Region's Rules for Organizers and Rallymaster's Guide.

### **Duties**

In addition, and in consultation with the Rally Board, the Chairperson shall:

1. Nominate, from time to time as necessary, to the Board of Directors for their approval, candidates to fill vacancies on the Rally Board.
2. Appoint from among the members of the Rally Board a Recording Secretary, Comptroller, Equipment Custodian, PIT TALK coordinator, and such officers of the Rally Board as may be necessary for the conduct of the Rally Program.
3. Prepare the New England Region Rally Championship schedule and the schedules of Special Rally events, and present these schedules for their approval to the Board of Directors at their August meeting of the calendar year prior to the calendar year for which these schedules apply.
4. Prepare the preliminary operating budget for the Rally Program, and present the budget for their approval to the Board of Directors at their November meeting before the calendar year for which the budget applies.
5. Present interim reports to the Board of Directors at each meeting.
6. Prepare an annual report of the Rally Board, and present the report to the Board of Directors at its December meeting and the membership at the annual meeting of New England Region.
7. Represent the New England Region Rally program at the NEDiv Convention in November and NEDiv Roundtable in March.

### ***Club Racing Chairperson:***

#### **Appointment**

Appointed annually by the NER Board of Directors: appointment may be based upon recommendation of the outgoing chairperson.

#### **Position Description**

The chairperson of the New England Region Club Racing Board shall preside at all meetings of the Club Racing Board and is ultimately responsible for the administration and conduct of the New England Club Racing events. The Club Racing Chairperson shall conduct these events in accordance with the current SCCA General Competition Rules and other regulations and rules which may apply. In addition, the chairperson may delegate any duties related to this position.

#### **Duties**

Duties which are included but not limited to:

1. Maintain communications with the NER BOD and inform them of the progress of the program and its financial status. Formal presentations are required in January (budget), May, August, and December. Interim reports are due at the Board meetings every month.

2. Recommend to the NER BOD personnel to fill the Club Racing Board positions required to run the Region's road racing program.
3. Administer or delegate responsibility and necessary authority to conduct the scheduled race events.
4. Prepare the New England Road Racing schedule and submit it to the NEDiv Scheduling Representative by the required deadline.
5. Represent the New England Club Racing Program at the NEDiv Convention in November and the NEDiv Roundtable in March
6. Prepare the operating budget (including entry fees) for the Club Racing program for the coming year and present it to the BOD for their approval at their January meeting of the year for which the budget applies.
7. Negotiate contracts for the racing events for the year, and present the contracts to the BOD to be signed by the appropriate officer.

### ***Search Committee:***

#### **Appointment**

The Search Committee is appointed annually by the BOD, ideally 6 months prior to the election.

#### **Position Description**

The Committee may consist of three members: a current Board of Directors member who will not be a candidate in the election, a former Director, and a member at large. It is suggested that the three members have broad knowledge of the region and be active participants in at least one of the programs.

#### **Duties**

The Search Committee is appointed annually to provide information to members who are considering candidacy for the Board of Directors and to recruit candidates.

## **Awards and Records**

### **Annual Awards:**

<b>Name</b>	<b>Program Responsible</b>
Class Champions	Cub Racing, Rally, Solo
Team Trophy	Club Racing, Rally, Solo
Davidson Cup	Rally (Retired)
Cameron Dewar	Rally
Sine Qua Non	Rally
Stirling Moss	Solo
Eric Carlson	Solo (Retired)
Worker Recognition	Race, Rally, Solo
Gold Passes	BOD
Charlie Levesque Award	Solo
Lyn St. James Award	Solo
Boardman	BOD (Retired)
25-Year Pins	Membership
Post Officer Pins	Membership
Gloria Barbour	Assistant RE & Past winners (Retired)
Assistant RE Award	Asst. RE and member input
Regional Executive's Award	RE – with input from others if desired

### **Club Racing:**

#### **Class Champions**

First, Second and Third Place awards as appropriate.

#### **Floyd Stone Sportsmanship**

To commemorate his spirit of competition and recognize those people who take a love of the sport into all they do.

### **Team Yankee Cup**

Created in 1993 as a perpetual trophy recognizing NER members who personify the ideals of Racing Against Leukemia. People that not only support RAL but also dedicate themselves to the advancement of the sport of racing.

### **Ma Philbrick Award**

First presented in 1982, this award recognizes outstanding performance of service across the Club Racing program. The selection committee is all of the past recipients and is led by the prior year's recipient. There is a cash portion of the award which is budgeted as part of the Club Racing administrative costs.

### **Rally/RallyCross Program:**

#### **Sine Qua Non Award**

The Sine Qua Non Award, established by the NER Rally Board in 1978, is presented by the New England Region Rally Board to that member of the region, who, as an organizer/worker, has contributed to the success of the Rally Program in a manner so exceptional that the individual is recognized by all as indispensable and essential.

#### **Rally Chairperson Award**

The Chairperson's Award is given at the Chairpersons discretion to one or more individuals who have contributed in a unique way to the NER Rally/Rallycross program.

### **Time Speed Distance Rally Championship Awards**

- 1) The championship points for each competition year will be summarized as soon as possible after the last rally of the competition year, and suitable awards will be presented to the year's champion driver and navigator in Classes A and S. Ties in the New England Rally Championship will not be broken. The awards will be presented at the Region's annual meeting.
- 2) Membership in SCCA is required for year-end awards.
- 3) All participants in NER rallies, guest entrants as well as members of the Region, will receive championship points. Non-members will not be eligible for championship awards. Any person joining SCCA during the year will be allowed to count only the two immediately previous sanctioned rallies of that competition year toward championship awards.
- 4) To win an NER/SCCA Road Rally Championship, you must work at least one Rally event during the year. Run/work assignments satisfy this requirement.

### **Cameron Dewar Cup**

This cup was given in memory of Cameron Dewar, motorsports writer for the Boston Herald, and long-time friend of New England rallying. The Cameron Dewar Cup will be awarded to the competitor who

has attained the greatest number of points in the New England Rally Championship without regard to the competitor's status as a driver and/or navigator, in Class A and/or S, or to any reference to membership in any club or championship.

### **Rookie of the Year**

The NER/SCCA Rookie of the Year is presented annually by the Rally Board to the new rallyist who has not only competed in the annual rally series, but has contributed to the sport by actively working and demonstrated an interest in the future of rallying.

### **Rally of the Year**

One rally in the championship series is chosen annually as the Rally of the Year. This selection is based on input from competitors in the form of written Contestant Evaluation Reports (CERs) submitted for each rally.

### **RallyCross Class Championships**

Annual Class Championship Trophies will be awarded in each of the championship classes as described in the SCCA Rallycross Regulations. In order for a driver to be considered for the annual championship, he/she must:

1. be a member in good standing of the New England Region of SCCA
2. compete in the minimum prescribed number of events in that class as described in the NER Rallycross Supplemental Regulations
3. work in a position other than corner worker for at least one event during the year.

Championship points are awarded in each of the championship classes after each event based on your finishing position within your class per the points schedule outlined in the current NER Rallycross Supplemental Regulations. Depending on the number of events held during the season, approx 80% will be counted toward the competitor's final championship points total.

### **Solo Awards:**

#### **Class Champions**

To be eligible for a year-end class championship you must compete in more than half of the series events in the same class. Points will be scored for all events run up to the total number of series events minus one. The National Tour or Divisional will be scored as one event (NER hosted event only). Points will be awarded in Regional competition classes of the driver provided s/he is competing in an appropriate car. Class Points: 1<sup>st</sup> - 9, 2<sup>nd</sup> - 6, 3<sup>rd</sup> - 4, 4<sup>th</sup> - 3, 5<sup>th</sup> - 2, 6<sup>th</sup> through end of the class - 1 point..

#### **Rookie of the Year Award**

Awarded to the novice who accumulates the most points in the series events minus one. To receive the trophy a novice must be a member of NER SCCA.



## **Stirling Moss Award**

The Stirling Moss Nurburgring Trophy is awarded to the New England Region's top Solo driver of the year.

## **Lyn St. James Award**

Donated by Lyn St. James to be given annually to a female competitor in the NER solo program. This award is presented to a woman who is a newcomer to the NER Solo Program. The recipient is chosen by the women who are currently and have in the past participated in the program. It is an award which recognizes involvement in the Solo program, not necessarily as a top competitor. Involvement in the program as a worker or administrator is a significant part of the criteria for the award. The women in the Solo program take the responsibility of mentoring newcomers and encouraging them to become more involved. It is recognized that there may be years when there is no obvious recipient. The women in the Solo program take it upon themselves to determine whether or not they have succeeded in encouraging this higher level of involvement in a newcomer during any given year.

## **Charlie Levesque Award**

The Charlie Award is given to a member of the Solo Community, in memory of longtime NER member Charlie Levesque, to honor the spirit he brought to the Solo group. The member receiving this award has demonstrated a friendly and approachable attitude, has been helpful to other members and the region, and has always pitched in any way necessary to make sure the events run smoothly throughout the whole year. This person is not seeking recognition for their contributions, but merely wishes to help the group grow and improve. This award may not be awarded every year. This award may be presented to the same person multiple years, although it should be considered very carefully if the award should be repeated from year to year. The award comes with no monetary disbursement, to reflect the volunteer spirit that Charlie embodied

## **Board of Directors Awards:**

### **Regional Executive Award**

Presented to an NER member for extraordinary support of NER and its activities. The recipient of this award is chosen by the Regional Executive. The award is presented during the Annual Meeting weekend.

### **Gold Passes Award**

Awarded to members for their outstanding service to the club. These honorary passes are selected by

the BOD and presented at the Annual Meeting of the Membership.

### **Awards for Retiring BOD Directors**

Presented at the Annual Meeting of the Membership

### **Assistant Regional Executive Award**

Presented to a member for unseen support of the region. The recipient is chosen by the Assistant Regional Executive and is presented during the Annual Meeting weekend.