

Operations Manual

SEDIV SCCA

Southeast Division of the Sports Car
Club of America, Inc.

FOREWORD

Operations Manual

The SEDIV SCCA Operations Manual shall further the guiding principle of the SEDIV SCCA and of the Sports Car Club of America, Inc.: The ultimate direction of the Club rests with the Members. In furthering this guiding principle, the Operations Manual provides an equitable system of administration due process.

The Operations Manual shall be published at least triennially and be distributed to all field staff, officers, directors and two copies to each Region. Changes to the Operations Manual may be made only by the Board of Directors of the SEDIV SCCA and shall be published.

Statement of Policy

The Southeast Division of the Sports Car Club of America, Inc. is governed and operated by a number of members in positions of authority and responsibility – directors, officers, committee members and appointed officials. It is imperative that all members recognize the fundamental principle that, as in any other corporation, all of these people owe to the SEDIV SCCA and the SCCA a duty of great loyalty in occupying such positions of trust, and should therefore direct their principal efforts towards advancement of the Club and its programs.

Primary Purpose

The primary purpose of the SEDIV SCCA is to own, operate, and maintain equipment and other property exclusively for the use of its members, and to promote the competition of sports cars under the rules and regulations of the Sports Car Club of America, Inc.

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SOUTHEAST DIVISION OF THE SPORTS CAR CLUB OF AMERICA, INC.

OPERATIONS MANUAL

I. STRUCTURE OF SCCA

A. Corporate Organization and Administration

1. Legal Status

Southeast Division of the Sports Car Club of America, Inc. ("SEDIV" or the "Club"), a not-for-profit, non-stock corporation, is incorporated in the State of Georgia as indicated in the Certificate of Incorporation, filed with the Secretary of the State of Georgia. SEDIV is organized and operated according to the Bylaws adopted by the members and placed in effect April 2, 1995 and amended effective July 20, 2002. Updated 7-2014

SEDIV is a division of the national organization, Sports Car Club of America, Inc.

2. Corporate Seal

The SEDIV Corporate Seal may be used only in connection with SEDIV business and for other purposes specifically authorized by the Board of Directors. The Seal, which is in the form of a circle, is inscribed with the name of the corporation and the words "Corporate Seal".

3. Fiscal

3.1 Tax Exemption Status

The SEDIV is operated as a not-for-profit corporation exempt from Federal Income Tax under Section 501(c)(4). Exemption was obtained from the Commissioner of Internal Revenue, March 27, 1986. The Treasurer submits a Form 990, Return of Organization Exempt from Income Tax, for the Club's financial operations each calendar year. The Form 990 is due not later than May 15 of each year.

3.2 Fiscal Year

This fiscal year is January 1 through December 31.

3.3 Annual Financial Statement

The Treasurer prepares the Annual Report for presentation at the Annual Meeting of the members. A Half-Year Report is presented by the Treasurer to the Board of Directors at the Mid-Year Meeting.

3.4 Bank Accounts

3.4.1 Operating Account

Authorized signatures are: Chairman of the Board of Directors, Treasurer and Assistant Treasurer. Only one signature is required on all checks. The official, or their appointee, should approve check requests.

3.4.2 Savings and Investment Accounts

Withdrawals are limited to transfer to the checking account and require the signature of one of the following: Chairman of the Board of Directors or Treasurer.

3.5 Operating Procedures for Treasurer

3.5.1 The Treasurer receives all cash receipts from the SEDIV programs for deposit to the Club's bank account. The Treasurer may designate another party to make deposits when necessary.

3.5.2 Approved disbursements are written on the operating account by the Treasurer.

3.5.3 All bank accounts are reconciled monthly by the Treasurer.

3.5.4 Form 1099 Misc. is prepared by the Treasurer for any driver earning \$600 and over in prize money each year. All Form 1099 Misc. must be sent to the drivers and the proper government bodies not later than the last day of February.

3.5.5 The Treasurer will contact SCCA each January for the count of members of each region within the SEDIV. The Council Fee will be based on this number. Regions will be advised of the Council Fee due each year at the Annual Meeting.

3.5.6 All financial records, including tax returns, are maintained by the Treasurer for a minimum of seven (7) years.

3.5.7 Any person authorized to withdraw from any bank account shall be bonded.

3.5.8 An audit or review of the financial records may be performed at the request of the Treasurer or at the request of the Board. It is recommended that an audit or review be performed when there is a change in personnel.

3.5.9 The Treasurer will maintain a supply of decals and patches required by the SEDIV racing series' to sell to the Regions.

3.6 Operating Procedures for Secretary

3.6.1 The Secretary shall take and transcribe minutes of the Annual Meeting, the Mid-year Meeting, the RE's Breakfast Meeting and any special meetings of the Board of Directors. Minutes shall be distributed to the members of the Division at the Annual Meeting and to the members attending the Mid-year Meeting, except as excluded by the Board of Directors.

3.6.2 All official votes of the members and of the Board of Directors shall be tallied and reported by the Secretary.

3.6.3 The Secretary shall be responsible for maintaining notes for updating the Operations Manual.

3.6.4 The Secretary shall see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.

3.6.5 The Secretary shall be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all necessary documents.

3.6.7 The Secretary shall keep a register of the address, phone number(s), fax number(s) and e-mails address of each Regional Executive within the SEDIV.

3.6.8 The Secretary shall prepare an agenda for meetings of the Board of Directors. Items to be placed on the agenda should be given to the Secretary at least one week prior to any scheduled meeting.

3.7 Operating Procedures of the Scheduling Representative

3.7.1 The Scheduling Representative assists in coordinating the SEDIV schedule of Regional, Divisional, solo and rally events.

3.7.2 The schedule is prepared at the Mid-year Meeting and is submitted by the Scheduling Rep to SCCA, along with the appropriate scheduling fees, by the deadline date stated in the General Competition Rules (GCR). The Schedule is finalized at the Annual Meeting.

3.7.3 The Scheduling Rep will audit the schedule as it appears in Sports Car each month and advise SCCA of any errors and/or omissions.

3.7.4 Any changes in the schedule during the season will be reported to the Scheduling Rep, who will notify SCCA Club Racing and the SEDIV webmaster.

3.8 Reimbursement of Club Expenses

3.8.1 Officers and Officials

Expenses will be reimbursed related to attendance at authorized meetings and events according to policies by the Board, as periodically revised. All expenditures should be for budgeted items and sent to the Treasurer on a timely basis using the Payment Request Form. Receipts are required. Reimbursement will generally consist of:

- a. Reasonable actual expenses to perform the function of the position; ie, postage, copies, telephone, and supplies.
- b. Mileage at ½ the current IRS acceptable rate for auto travel and full IRS rate for RV travel. (Must use RV for room/no hotel reimbursement)
- c. Reasonable travel expenses will be paid for SEDiv Directors, Officials of the Division , SARRC Administrator, ECR Administrator, and Time Trials Administrative Council (TTAC) Representative for meetings at which their attendance is required.
- d. A total of \$2,500 per year is available for race program DA's, Time Trials DA, Solo Stewards, Rally Stewards, the Executive Steward and the SEDiv Directors for traveling to events within the Southeast Division.
- e. A total of \$1,500 per year is available for race program DA's, Time Trials DA, Solo Stewards, Rally Stewards and the Executive Steward to attend the National Convention. A total of \$1,500 per year is available for race program DA's, Solo Stewards, Rally Stewards and the Executive Steward to attend the National Runoffs.
- f. ECR Stewards will be reimbursed for actual expenses for travel to events.
- g. The registration fee and room expense will be paid for Division officials and officers attending the Annual and Mid-Year Meetings.

3.8.2 Directors

a. SEDIV will subsidize small (100 or less members) and medium (101-299 members) regions \$1,000 for the Regional Executive (RE) or an authorized representative of the region to attend the National Convention.

b. If a region is unable to reimburse their RE or authorized representative to attend the Annual Meeting and/or Mid-Year Meeting, SEDIV will subsidize one half of the total expenses. This is for small and medium regions only.

B. Organization

1. Membership

The SEDIV Bylaws establish that the Corporation will have one class of membership, designated as Regions of the Sports Car Club of America, Inc. located in the Southeast Division, as defined by the Sports Car Club of America, Inc.

2. Board of Directors and Committee Composition and Responsibilities

2.1 Board of Directors

Membership: The SEDIV Bylaws prescribe the manner in which the Board of Directors are elected, and charge it with managing the affairs of SEDIV.

Responsibilities: The Board exercises its responsibilities by acting primarily as a policymaking body. It is the only body which may establish or change SEDIV policies. The Board delegates some of the administration of SEDIV to carefully appointed officials and to various committees. Appointed officials are responsible to the Board of Directors.

2.2 Board of Directors Meetings

2.2.1 Meetings

Meetings of the Board of Directors are generally scheduled twice per year. One meeting is held in January at the Annual Meeting and the second is held in July or August, known as the Mid-Year Meeting, at a place determined by the Board. Conference calls are scheduled as needed. The Chairman must call a meeting upon the written request by six (6) of the Directors.

2.2.2 Quorum

The Bylaws specify that nine (9) members of the Board of Directors shall constitute a quorum.

2.2.3 Agenda

By establishing a system of SEDIV committees, the Board of Directors has, in effect, acknowledged that it needs the assistance and recommendations of members qualified in all diverse specialties in which the Club is involved, and that the Board cannot be expert in each of these activities itself. It follows, therefore, that the Board should normally accept new proposals in a given activity only from the appropriate committee, and likewise, should refer any suggestions of its own to the appropriate committee. The Board should approve, disapprove, or refer back with advice the proposals of committees.

Committee reports, minutes or prospective appointments that will appear on the agenda are circulated to the Board prior to the scheduled meeting.

2.2.4 Voting

Voting or balloting on any matter of SEDIV policy may be conducted in person or by written proxy if so stated in the region's Bylaws at regular or special meetings of the Board of Directors. When decisions by the Board are necessary between meetings, voting may be conducted by mail, telephone conference call, or other means.

2.2.5 Minutes

The Official Minutes Book of the SEDIV is maintained by the Secretary.

Copies of the minutes of committees should be provided to the Secretary for inclusion in the Minutes Book.

Minutes should contain a record of all proceedings, actions taken, motions passed—defeated or tabled, but should not include any personal opinions or interpretations of the individual preparing them. Minutes should carry the names of the proposer and seconder of all motions passed, defeated, or tabled as well as amendments to motions.

Normally, a motion is recorded in the Minutes as either PASSED, DEFEATED, or TABLED and no record is made of the voting score or whether the vote was unanimous. The Board may, of course, make exceptions to this practice when the occasion demands, and may even provide a roll call

vote on certain issues to be recorded in the Minutes. It is always permissible for an individual member of the Board to have his or her vote or abstention recorded in the Minutes.

2.2.6 Policy/Rule Changes

Basic policies established by the Board of Directors ordinarily should not be materially changed more frequently than once a year. Insofar as possible, the Board will approve, no later than the Mid-Year Meeting, the rules and specifications for Club operations, including racing, rallying and Solo events that will apply for the succeeding calendar year.

2.3 Committees and Boards

The Board of Directors may appoint such Committees and/or Boards as it deems useful from time to time to further the Club's purposes and shall define their membership and duties.

2.3.1 South Atlantic Road Racing (SARRC) Committee

Membership: The members of the Committee are appointed or elected from each Region that has sanctioned a SARRC event in the previous year. A Member-at-Large from all Regions not conducting SARRC events will be selected by the SARRC Administrator with approval of the SARRC Committee.

The SARRC Administrator shall be appointed by the SEDIV Executive Steward with the approval of the SEDIV Directors and the SARRC Committee.

The SARRC Pointskeeper shall be nominated by the SARRC Administrator with the approval of the SARRC Committee.

The SARRC Treasurer shall be the SEDIV Treasurer.

The SARRC Committee will elect a Chairman each year from among the voting members of the Committee at the SEDIV Annual Meeting.

Responsibilities: The SARRC Committee is responsible for the development of rules, standards and procedures for the scheduling of SARRC events and the SARRC Invitational Challenge (SIC) and is responsible to the Board of Directors.

The SARRC Administrator will act as the liaison between the Board and the Committee.

Voting: Each SARRC Committee member receives one vote,

including the Member-at-Large. A Region that has not put on a SARRC event in the previous year will retrograde to non-voting status for one year and will be dropped from the Committee the second year without sanctioning a SARRC event.

The SARRC Administrator and SARRC Pointskeeper do not cast votes.

2.3.2 Enduro Championship Racing (ECR) Series

Membership: The members of the Committee are appointed by the SEDIV Executive Steward. Each region may appoint a liaison between the region and the ECR Committee. The liaison may appoint an alternate.

The ECR Administrator shall be appointed by the SEDIV Executive Steward with the approval of the SEDIV Directors and the ECR Committee.

The ECR Series Chief Steward(s) shall be a licensed SEDIV Steward appointed by the SEDIV Executive Steward at the recommendation of the ECR Committee.

The ECR Timing and Scoring (T&S) Representative shall be appointed by the ECR Administrator with the approval of the ECR Committee.

The ECR Treasurer shall be the SEDIV Treasurer.

Responsibilities: The ECR Committee is responsible for the development of rules, standards and procedures for the scheduling of ECR events and is responsible to the Board of Directors.

The ECR Administrator will act as the liaison between the Board and the Committee.

The ECR Liaisons shall keep the home region informed of the activity of the ECR Committee and shall see that all ECR requirements are carried out in the home region. Liaisons may be required to attend ECR Committee meetings.

Voting: Each ECR Committee member receives one vote. No other ECR official may cast a vote.

2.3.3 Class Review Board (CRB)

Membership: The members of the CRB are the Chiefs of Scrutineering from the racing regions of the SEDIV.

The chair of the CRB may be the Southeast Divisional Administrator of Scrutineering or appointed by the Directors.

Responsibilities: The CRB is responsible to act as a sounding board and review the vehicle and class issues as pertain to Region Only Classes within the Southeast Division. Their observations and recommendations are submitted to the Board for consideration at the Mid-year Meeting for implementation the next race season.

2.4 Officials of the Southeast Division

2.4.1 Officials

a. Executive Steward

The Executive Steward may appoint deputy stewards as needed.

b. Secretary

c. Treasurer

d. Scheduling Rep

e. Driver Licensing

f. Pointskeeper – SECS Races

g. Pointskeeper – SARRC Races

h. Car Number Assignments

i. SARRC Administrator

j. SARRC Committee Chairman

k. ECR Administrator

l. Road Rally Steward

m. Club Rally Steward

n. Solo Events Steward

o. Time Trials Administrative Council (TTAC) Representative

q. Solo Safety Steward

r. Annual Meeting Chair

2.4.2 Divisional Administrators

q. Solo Safety Steward

r. Annual Meeting Chair

2.4.2 Divisional Administrators

- a. Driver Licensing
- b. Drivers School
- c. Flagging & Communications
- d. Emergency Services
- e. Pit & Grid
- f. Race Administration
- g. Registrars
- h. Scrutineers
- I. Sound Control
- J. Starters
- K. Timing & Scoring

C. Administration

1. Meetings

1.1 The Annual Meeting is held in January of each year at a location determined by the Board of Directors. This will be held in conjunction with the SEDiv Awards banquet.

1.1.1 The seminars held on Saturday of the Annual Meeting are to be conducted by the Divisional Administrator of the specialty.

1.1.2 The RE's breakfast is held on Sunday of the Annual Meeting and is a closed meeting. Those in attendance should be: Board of Directors, Officers of the Division, SARRC Committee Chair, ECR Administrator, Solo Chair, Time Trials DA and/or TTAC Representative, Rally Chair, CRB Chair, Divisional Administrators and SEDIV Officials. Each Regional Executive may designate one other representative of the region to attend.

1.2 The Mid-year Meeting is held in either July or August of each at a location determined by the Board of Directors.

1.2.1 Attendance at the Mid-year meeting should include the Board of Directors, Officers of the Division, SARRC &, ECR Administrator, CRB, Solo Chair, Time Trials DA and/or TTAC Representative, Rally, and those DA's and Division Officials deemed necessary to the business to be discussed as determined by the Board.

1.3 SARRC Committee

The SARRC Committee is to meet at least once per year. One meeting must be held at the Annual Meeting.

1.4 ECR Committee

The ECR Committee is to meet at least once per year. Members of the Committee will be notified of meetings by the ECR Administrator.

1.5 Meeting Agenda

The meeting agenda for the Annual Meeting, RE's Breakfast and Mid-year meeting shall be the responsibility of the Chairman of the Board.

The meeting agenda for committees and boards shall be the responsibility of the Administrator and/or Chairman.

2. Schedule

TBA's (To Be Announced) are not allowed on the SEDIV schedule.

Events within the Southeast Division shall be listed on the schedule, including Regional and Majors Races, Time Trials Events, Divisional and National Solos and Rallies, and meetings..

It is the policy of the Southeast Division to not place, or remove events from the schedule for any Region who has not complied with the rules of the Division and have not paid the required fees.

3. Fees and Funds

3.1 Fees Assessed by the SCCA National Office

The fees imposed by the SCCA National Office are listed on SCCA.com. Region checks with the appropriate documentation should be submitted directly to the SCCA National Office.

3.1.1 Sanction Fee

SCCA must sanction all SEDIV SCCA racing events. Application must be made to the National Office not later than 45 days prior to the event for a sanction number. The sanction request must be accompanied by: Supplemental Regulations, list of all Specialty Chiefs, Entry Form, Event Schedule and Class Groupings. Applications for a Club Racing or Time Trials Sanction may be obtained from the Club Racing Department at the National Office. Mail the sanction request, appropriate documentation and the region's check made payable to SCCA directly to the Club Racing Department at the National Office.

Sanction Requests for ClubRally events are to be sent to the ClubRally Steward. ProRally sanction requests are made directly to the Performance Rally Department. Fees are as listed in the current Rules for Organizers.

3.1.2 Insurance Deposit

The Master Insurance Plan Request Form as well as the fee schedule can be obtained from the Risk Management Department at the National Office or from the SCCA website. The application along with the Region's check made payable to SCCA must be received at the National Office at least 14 days prior to the event.

3.1.3 Insurance Audit

The Master Insurance Plan Event Audit Form can be obtained from the Risk Management Department at SCCA. It is to be mailed directly to Risk Management and should be sent within 14 days after the event. There may be a 25% penalty if not submitted within 14 days of the event. The form is normally included in the Steward's packet sent out from SCCA prior to the event and may also be obtained from the SCCA website.

If a refund is due the Region, a check will be mailed from the National Office to the Region within 14 days after receipt of the audit. If additional premium is due, the Region check made payable to SCCA should be sent to the Risk Management Department along with the audit form.

3.1.4 Tow Fund

The Tow Fund is disbursed to help with expenses to those drivers invited to attend the National Runoffs. The SECS tow fund is \$10 per entry per race.

3.1.5 Spec Racer Ford & FE Compliance Fee

Spec Racer Ford & FE Compliance Fees are \$10 and are to be collected from each Spec Racer Ford entry at every Regional, Double Regional, Majors event. For double points events, fees are to be paid for each race.. The fee should be added onto the SRF & FE entry fee by the Region and listed separately.

The Region check made payable to SCCA should be sent directly to the Club Racing Department within 14 days following the event.

3.2 Scheduling Fees

SCCA requires a Scheduling Fee be paid to place a Club race event on the national calendar. The event will not be placed on the calendar, nor will a sanction number be issued unless the scheduling fee is paid.

In order to create less confusion and to assure the entire SEDIV schedule is published in the January issue of *Sports Car*, the SEDIV Treasurer will disburse to SCCA the Scheduling Fees for the entire Division. Each Region will reimburse SEDIV for their portion of the Scheduling Fee.

Scheduling Fees are paid on per weekend basis at \$25 per race weekend. If the date of an event is changed, an additional Scheduling Fee will be charged.

3.3. Fees Assessed by the Southeast Division

3.3.1 Council Fund

The Council Fund is \$1.00 per member for each Region within the Division. It is used to cover the administrative expenses of the Division. The SEDIV Treasurer will obtain from the National Office the number of members in each Region as of January 1 of each year. The total due from each Region will be listed on the Funds Due Report which is included in the Annual Financial Statement presented at the Annual Meeting.

Council Fund is due and payable upon presentation but not later than March 1 of each year. The Region check made payable to SEDIV

SCCA should be sent to the SEDIV Treasurer.

3.3.2 Race Trophy Fund

The SECS Race Trophy Fund is \$5.00 per entry and is used to purchase trophies for the Division Champions for each class. Trophies are presented during the Awards Banquet at the Annual Meeting.

The SECS Tow fund fee is \$10 per entry per race and is paid to drivers qualifying for and attending the SCCA Runoffs. Funds will be paid to the top three drivers in each class with 50% to 1st, 30% to 2nd and 20% to 3rd. In the event only one driver attends, the entire amount will be paid to that driver. If two drivers attend, the higher placing driver receives 66% and the other driver 33%. Classes will receive only fees paid into their class. Any funds not paid will carry over to the next year.

The fee is due within 30 days following the race event. The Region check made payable to SEDIV SCCA should be sent to the SEDIV Treasurer.

3.3.3 SEDiv Majors Tax.

Regions conducting Majors will pay a fee of \$5.00 per entry per race to the SEDiv . These fees will be used to defer expenses of the SEDiv DA's and Executive Steward as they perform their duties as outlined.

3.3.4 SARRC Trophy Fund

The SARRC Trophy Fund is \$5.00 per entry and is used to purchase trophies for the SARRC Champions for each class. Trophies are presented during the Awards Banquet at the Annual Meeting.

The fee is due within 30 days following the race event. The Region check made payable to SEDIV SCCA should be sent to the SEDIV Treasurer.

——3.3.5 SARRC Invitational Challenge (SIC)

The SIC at the time is hosted by the Southeast Division. However, in the event, it is hosted by a Region, the fees will be negotiated on an event by event basis. This event is the last SARRC race of the season and is in effect the "SARRC Runoffs". This fee is used for the administration of the SARRC series.

——3.3.6 Enduro Championship Racing (ECR)

The ECR Fee is \$10 per entrant and is paid directly by the entrant to the hosting Region. This fee is used to pay ECR expenses and awards.

——3.3.7 Enduro Championship Racing (ECR) Prize Fund

The ECR is a cash paying series. Prize money is paid to the various place winners at the Awards Banquet during the Annual Meeting.

Prize money is collected at \$30.00 per entry at each ECR event. The Region check in the amount of \$30.00 per ECR entry, made payable to SEDIV SCCA, should be sent to the SEDIV Treasurer within 30 days following the event.

——3.3.8 Permanent Numbers – Racing

The Southeast Division charges \$20.00 per number for Permanent Numbers during the Racing Season. This fee is paid directly by the driver and should be made payable to SEDIV SCCA. Application for Permanent Numbers must be made directly to the Permanent Number Administrator. The fee is used to cover the cost of mailing a Permanent Number Application and confirmation of number received directly to each driver. Permanent Number Applications must be received not later than March 15th.

——3.3.9 Waiver Fees

There is currently no fee for waivers. This service is for drivers who have not completed enough events to renew his/her license but in the opinion of the Divisional Driver Licensing Administrator is still qualified to race. Application for this waiver must be made directly to the Divisional Driver Licensing Administrator.

——3.3.10 Divisional Time Trials Championship Trophy Fund

The Time Trials Championship Trophy Fund is \$10.00 per entry and is used to purchase awards for the Time Trials Division Champions for each class. Awards are presented during the Awards Banquet at the Annual Meeting.

The Region check made payable to TT SEDIV SCCA at \$10.00 per entry at each Time Trials Championship event should be sent to the SEDIV TT Treasurer within 30 days following the event who will then forward it to the SEDIV Treasurer.

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3.3.11 Permanent Numbers –Time Trials

The Divisional Time Trials Championship program charges \$10.00 per number for Permanent Numbers. This fee is paid directly by the driver and should be made payable to TT SEDIV SCCA. Application for TT Permanent Numbers should be made directly to the TT Committee Points Keeper. This fee is used to cover expenses incurred by the Time Trials program.

—— 3.3.12 Divisional Solo

Currently there are no fees associated with a Solo-# event. The entry fees to a Solo-event are collected by the Division and all expenses are paid by the Division. The Hosting Region is paid a \$500 hosting fee by the Division after the event.

All entry fees for a Divisional Solo-should be made payable to SEDIV SCCA and sent to the SEDIV Treasurer for deposit. If entry fees are paid in cash, the cash should be deposited and a check issued to SEDIV SCCA. Under no circumstance should entry fee cash be utilized to pay expenses for the event.

——3.3.13 Divisional Road Rally Trophy Fund

The Road Rally Trophy Fund is \$2.00 per entry and is used to purchase trophies for the Road Rally Division Champions for each class. Trophies are presented during the Awards Banquet at the Annual Meeting.

The Region check payable to SEDIV SCCA at \$2.00 per entry at each event should be sent to the SEDIV Treasurer within 30 following the event.

——3.3.14 Divisional ClubRally Trophy Fund

The ClubRally Trophy Fund is \$2.00 per entry and is used to purchase trophies for the ClubRally Division Champions for each class. Trophies are presented during the Awards Banquet at the Annual Meeting.

The Region check payable to SEDIV SCCA at \$2.00 per entry at each event should be sent to the SEDIV Treasurer within 30 following the event.

3.3.15 Permanent Numbers – Performance Rally

Permanent numbers for Performance Rally (ProRally [National] and ClubRally [Divisional]) are assigned upon application to the SEDIV ClubRally Steward. No fees are associated with assignment of these numbers.

SEDIV Performance Rally competitors will be issued numbers in the 800-899 block.

3.3.16 SEDIV Time Trials (TT) Program

The SEDIV Time Trials Program Standard Operating Procedures provides continuity from year to year for the administration of the SEDIV TT program and the SEDIV TT Championship Series and to give a standard for procedures for the program to all the SEDIV regions of the of the SCCA. The SEDIV TT Championship Series program is governed in accordance with the SEDIV TT Championship Series Rules. The TT Program is governed by SEDIV TT Divisional Administrator, the SEDIV TT Committee, the SEDIV Time Trials Administrative Committee (TTAC) representative, and the SEDIV Time Trials Safety Committee (TTSC) representative.

The SEDIV TT Program is a separately funded entity within the SEDIV overall budget. Procedures for the SEDIV TT Trophy Fund, TT Permanent Numbers are provided in the SEDIV TT Championship Series Rules. Expenses and income are in accordance with the TT Program budget provided annually to the SEDIV Board of Directors.

4. Accounting Reports

4.1 Funds Due Report

The Funds Due Report is prepared by the SEDIV Treasurer and is included in the Financial Statement. Each Regional Executive and each Region Treasurer should obtain a copy of the Report.

The Funds Due Report will contain dollar amounts when available. However, as most fees are generated based on the number of entries at an event, the dates of the events where fees are due the Division are listed on the report. Dates listed AFTER the date of the Report are for information purposes only as this Report is not generated monthly.

The Funds Due Report may be generated at the request of any SEDIV Official. Officials who are responsible in assuring fees are paid timely should verify collection and amount received with the SEDIV Treasurer periodically.

4.2 Funds to be Disbursed After Club Races

The SCCA fees due at the top of the page are for informational purposes only. SCCA has a form to be completed and remitted with these fees.

A copy of this report along with the Region check should be sent to the SEDIV Treasurer when remitting Divisional fees. There are numerous fees paid by the Regions within the Division during the course of the year and not all fees are paid on a timely basis. The Region Treasurer may know what is being paid and how the dollar amount was calculated, but the SEDIV Treasurer doesn't unless a report accompanies the check. A copy of this report must accompany the remittance.

4.3 Payment Request

This form should be completed by any person requesting reimbursement from the Division for expenses incurred on behalf of the Division. Receipts must be attached. An invoice from a vendor need not have a payment request attached. Simply date and initial approval for payment on the invoice. Forward all payment requests to the SEDIV Treasurer on a timely basis for payment.

4.4 Miscellaneous Receipts

Funds sent to the SEDIV Treasurer for deposit other than for Club racing fees, should have a reconciliation attached. The SEDIV Treasurer must have some clue as to how to code the receipts and must have back-up documentation in the event of an IRS audit.

II. RACING

A. Events Hosted by the Division

1. Double SARRC/SECS/ECR

The Double Double is held each year over July 4th weekend at Roebing Road Raceway or an alternative location determined by the Board of Directors. SEDIV pays all expenses for this event and receives the income.

1.1 Race Chair/Competition Director

The Race Chair and Competition Director for the July 4th races is appointed by the Executive Steward with approval of the Board.

The Race Chair may appoint assistants as needed.

The Competition Director will work with the drivers to enhance the event.

1.2 Chiefs of Specialty

The Chiefs of Specialty shall be the Divisional Administrators or their designee with the approval of the Executive Steward and the Race Chair.

The Chiefs of Specialty may appoint assistants as needed.

1.3 Race Committee

The Race Committee shall consist of the Executive Steward, the Race Chair, the Competition Director and the SARRC Administrator. The Committee shall meet each year at the Annual Meeting.

1.4 Expenses

The Race Chair shall provide the SEDIV Treasurer with adequate notice of any disbursement required for the event. This includes any arrangements for disbursements at the event which may be required.

Reimbursement of expenses by members of the Race Committee shall be submitted to the SEDIV Treasurer on a timely basis and with appropriate documentation.

2. SARRC Invitational Challenge (SIC)

The SIC is held each year in September or October at Roebing Road Raceway or an alternative location determined by the SARRC Committee and approved by the Board of Directors. The SIC is the official end of the SARRC racing season. SEDIV pays all expenses for this event and receives the income.

2.1 Race Chair

The Race Chair for the SIC is appointed by the SARRC Administrator with approval by the Executive Steward and the Board.

The Race Chair may appoint assistants as needed.

2.2 Chiefs of Specialty

The Chiefs of Specialty shall be the Divisional Administrators or their designee with the approval of the SARRC Administrator, Executive Steward and the Race Chair.

The Chiefs of Specialty may appoint assistants as needed.

2.3 Race Committee

The Race Committee shall consist of the SARRC Administrator, Executive Steward and the Race Chair. The Committee shall meet each year at the Annual Meeting.

2.4 Expenses

The Race Chair shall provide the SEDIV Treasurer with adequate notice of any disbursement required for the event. This includes any arrangements for disbursements at the event which may be required.

Reimbursement of expenses by members of the Race Committee shall be submitted to the SEDIV Treasurer on a timely basis and with appropriate documentation.

B. Administration

1. Race Groupings

Majors and regional races may have more race groups as needed. Current race groupings are as follows:

1.1 Group 1

T3	GT1	GT3		T1	T2
GTA	GT2	ASR		AS	SPO
	ITO				

1.2 Group 2

EP	GTL	B Spec	ITB	ITT
FP	SRF	STL	ITC	SPU
HP	SRF3	Legends		

1.3 Group 3

P1	FB	FS	FV
P2	FC	F5	FST
FA	FE	FM	CF

1.4 Group 4

ITS	ITA	IT7	SM5	IT7R	ITR
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1.5 Group 5

SM

2. Permanent Numbers

Permanent Numbers are based on the race groupings. Regions may set their own release date for Permanent Numbers but should generally be 7 to 10 days prior to the race date.

3. Pointskeeper

Pointskeepers are to provide the points to post on the SEDiv website.

III. AWARDS

The SEDIV is pleased to identify and recognize outstanding performance by presenting awards described below. These may be presented annually, or may be rested, as appropriate. .

A. Division Wide Awards

1. John C. Reuter Award

First presented in 1963, this is the Southeast Divisions highest award. It is awarded to the member of the Division who has made the most outstanding long term contribution to the SEDIV and its competition programs.

The winner is chosen by the last five recipients of the award and is paid for by the SEDIV.

2. Robert W. Clark Award

The Robert W. Clark Award is presented annually to a member of the SEDIV who has shown the spirit of SCCA in participation, dedication and service in more than one area and shown service to the SEDIV over a long period of time as exemplified by Bobby Clark. It was first presented in 1994.

The recipient is chosen by the Florida Region, of which Bobby Clark was a member, and is paid for by the Florida Region.

3. The Jacque Holland Award

The Jacque Holland Award is presented annually to the SEDIV official who has exhibited by their actions toward fellow members that they consider their

relationship to be like family. Jacque, whose concern of others went far beyond the normal activities of SCCA, was known within the Club as a true friend of all. It was people of SCCA, more than the racing, that kept Jacque involved. To these ends, we seek to reward that person who like Jacque, treats their fellow SCCA members as family first. It was first presented in 1994.

The recipient of the award is chosen by the North Carolina Region, of which Jacque Holland was a member, and is paid for by the North Carolina Region.

4. Director's Award

The Director's Award is presented to a SEDIV official for that "something extra" in appreciation for time and effort. The award was first presented in 1993.

The recipient is chosen by the SEDIV Directors and is paid for by the Division.

B. Racing Awards

1. The Bryan Webb Award

The Bryan Webb Award shall (may) be presented annually to a SEDIV Steward who has consistently shown the standards of service, dedication and fairness exemplified by Bryan Webb. First presented in 1992.

The recipient is chosen by the last three winners and is paid for by the SEDIV.

2. Jim Fitzgerald Award

The annual recipient is the driver who puts forth the most outstanding, competitive and winning drive at the South Atlantic Road Racing Championship finale, the SARRC Invitational Challenge. First presented in 1987.

The recipient is chosen by the Stewards of the event and is paid for by the SEDIV. The recipient is presented a trophy at the SIC as well as at the Awards Banquet. A plaque is also placed on the permanent trophy located in the gazebo at Road Atlanta.

3. SECS Championship Racing

Awards are presented to the champions of each class eligible for the Runoffs. Awards are paid for by the SEDIV from the trophy fund collected from the Regions for each SECS race held during the year.

4. SARRC Championships

Awards are presented to the champions of each class as specified by the GCR for National races. Awards are paid for by the SEDIV from the trophy fund collected from the Regions for each SARRC race held during the year.

5. ECR Championships

Awards are presented to the champions of each class and the Prize Fund is distributed according to the ECR rules. Awards are paid for by the SEDIV from Entrant Fee collected. The Prize Fund is accumulated through fees paid by the Regions of the SEDIV and are paid out through SEDIV.

6. SEDiv True Sportsman Award

Presented to the SCCA member who consistently demonstrates exceptional driving skill, integrity in all aspects of the sport, respect for SCCA and the rules of the organization, who represents truth and fairness in all areas of competition, who inspires camaraderie among drivers and who consistently show a genuine willingness to help others acquire knowledge and to achieve optimum driving performance. First presented in 2010 and paid by Karen Vansteenburgh.

The Award is chosen by the prior recipients.

7. Driver awards

- a. SEDiv Rookie Driver of the Year
- b. SEDiv Regional Driver of the Year
- c. SEDiv Rookie Majors/SECS Driver of the Year
- d. SEDiv Majors/SECS Driver of the Year
- e. SEDiv Driver of the Year

All awards are chosen by the SEDiv pointskeepers and are paid by SEDiv.

C. Solo Awards

1. Solo Championship Awards

Awards are presented to the champions of each class.

Awards are paid for by the SEDIV.

2. Southeast Divisional of the Year

Award to the Region hosting the best Divisional Event. The award was

first presented in 19???. The award is chosen by _____

The award is paid for by the SEDIV.

D. Time Trials Awards

1. Time Trials Championship Awards

Awards are presented to the champions of each class.

Awards are paid for by the SEDIV out of funds received from the Regions in payment of the Time Trials trophy fund for each Championship event.

2. Wurzbach Award

Awarded to the SEDIV Time Trials Outstanding Region. The winner is chose by the Time Trials Chairman First presented in 1994.

The award is paid for by the SEDIV.

3 The Rich Shaffer Award

Presented for the SEDIV Time Trial event of the year and paid by SEDiv.

4. SEDIV Time Trials Hall of Fame

Presented to Time Trials members who have an outstanding record of service, performance, and participation in the SEDIV TT Championship Series" This was first presented in 2001 and is paid by SEDiv.

E. Road Rally Awards

1. Road Rally Championship Awards

Awards are presented to the champions of each class.

Awards are paid for by the SEDIV.

F. ClubRally Awards

1. ClubRally Championship Awards

Awards are presented to the champions of each class. Awards are paid for by the SEDIV.