

S.E. Division ECR Series

Guidelines to Standard Operating Procedures

2008

The purpose of these guidelines is to give some continuity from year to year for the administration of the ECR series and to give a standard for procedures for the Series to all the regions of the SE Division of the Sports Car Club of America.

1. PURPOSE

- 1.1 The purpose of the ECR Series is to provide and organize a regional endurance race series for the drivers of the Southeast Division

2. THE ECR COMMITTEE

- 2.1 The ECR Committee is responsible for the development of rules, standards and procedures for the scheduling of ECR events and is responsible to the RE's of the Southeast Division. The Liaison between the RE's and the ECR Committee is the ECR Administrator whose job description is listed in Section 10.
- 2.2 The purpose of the ECR Committee is to provide the cooperative leadership and organization to the Series, to develop and enforce the Series rules and to provide for continuity and consistency within the program. The ECR Committee does not govern car class rules, race groups, or anything that does not pertain to the perpetuation and continuity of the Series.
- 2.3 The Southeast Division Executive Steward shall appoint the ECR Committee members.
- 2.4 The ECR Liaisons
1. It is recommended that each region appoint an ECR Liaison to interact with the ECR Committee.
 2. The representative is the liaison between the home region and the committee and is responsible for relaying information from the home region to the Committee and from the Committee to the members of the Region. The liaison shall inform the RE of the home region of all ECR activity. The liaison may have an alternate.
 3. The liaison is responsible for the ECR related conduct of the home region and sees that all ECR requirements are carried out in the home region.
 4. The liaison or alternate may be required to attend the ECR Committee meetings.
 5. ECR Committee meeting shall be restricted to the ECR committee members and liaisons or their designated alternates. Guests may attend with prior approval of the Administrator.
- 2.5 The ECR Committee *may* recommend the Series Operating Stewards to the SEDiv Executive Steward. The Executive Steward shall appoint those individuals.
- 2.6 The Southeast Division Executive Steward shall appoint the ECR Administrator with the approval of the ECR Committee.

3. POLICY STATEMENTS

- 3.1 Corrections, additions, deletions, changes, updates, etc. to these guidelines may be made only by a majority vote of the ECR Committee on an item-by-item vote.
- 3.2 The ECR Committee reserves the right to impose penalties upon regions as it sees fit for infractions of the rules and regulations. No action will be taken against a region considered by the ECR Committee to be guilty of rules infractions until the region has been notified in writing of the alleged infraction. The ECR administrator shall provided this written notification prior to the next scheduled meeting of the ECR Committee.
- 3.3 A waiver of any of the ECR Standard Operating Procedures and ECR Rules may be requested at any time. Presentation to the Administrator must be made in writing and must state reasons for the request. The request will then be made an Agenda Item and presented to the Committee at the next meeting.

4. ECR RACES

- 4.1 **There may be no more than five (5) ECR races per racetrack in the Southeast Division. No Region may hold more than 5 ECR's provided the dates are available. A waiver may be issued by agreement of the Committee for races longer than 1.5 hours (1/07). There may be a Double Points Finale to be held in October or November (location TBA) and will be the last race of the season. The next ECR season will begin thereafter.**
- 4.2 **There shall be no more than one double ECR per track.**
- 4.3 ECR races will not be scheduled on the same or consecutive weekends at different tracks unless separated by more than 450

miles. A waiver is possible by agreement of the REs of the conflicting regions. In case of no agreement, traditional dates will take precedence. REs must notify the Administrator in writing of their agreement.

- 4.4 All ECR events will be held in the Southeast Division and will be listed on the SEDivision schedule as ECR regional races. An ECR may be held in conjunction with a National, Regional, Driver School or single SARRC *and will be a restricted regional.*
- 4.5 The shortest scheduled ECR race will be 1.5 hours and shall be any length. See rule 6.7 for shortening an ECR Race.
- 4.6 All ECR races are to be held under the provisions of the current GCR and SEDiv ECR Rules.

5. PRE AND POST RACE REGULATIONS

- 5.1 A copy of each ECR race supplementary regulations and entry form will be sent to the ECR Administrator. Any classes to be included in the ECR race that are not ECR classes must be approved by the ECR Committee prior to the time of sanction application. The copy should be sent before applying for sanction. The Administrator will check the form for compliance with the ECR rules and regulation. The ECR logo shall appear on the entry and it shall be designated as an ECR event. A region may not limit the number of entries to an ECR race.
- 5.2 All Regions will be responsible for the T&S for their ECR races. The Series Chief of T&S shall coordinate with the Region Chief of T&S for all ECR races. **All pit stop auditing will be verified by the ECR Series Chief Steward or designate and ECR penalties will be applied. GCR time frames for posting of Official Results shall followed.** At all ECR races, when a driver/car is excluded/disqualified, all others below him/her in class will move up one finishing position. (1/07)
- 5.3 A list of qualifiers and the race results will be sent to the Administrator and the ECR T&S Chief within seven (7) days. Electronic transmission is preferred.
- 5.4 Failure of the hosting region to comply with the ECR rules may result in a charge not to exceed \$300.00. Before any fine may be imposed, the ECR Committee must meet to discuss the infraction and amount of the fine.
- 5.5 The ECR Fund will be \$5.00 per entry not refunded. This fee will be payable to the ECR Fund and sent to the SEDiv Treasurer within thirty (30) days of the event. Non ECR class funds will be used to fund administrative fees.
- 5.6 ECR funds will be used to purchase year-end awards which are given to the top three eligible drivers in each ECR class. All awards are presented at the SEDiv Awards Dinner.

6. RACES AND PIT STOPS

- 6.1 **Grid: Non ECR classes will be the first eliminated in the event of over-subscription. Should the number of entries exceed the maximum number of cars allowed to start in a race, the GCR will prevail with priority given to ECR classes. Regions may fill up a grid with non-ECR classes. (1/07)**
- 6.2 The ECR Series OPERATING Steward shall be the operating steward or backup steward for all ECR Races, but not necessarily practice or qualifying. **There shall be at least one (1) mandatory minimum five (5) minute pit stop for every two (2) hours of race duration. The five minutes is defined from wheel stop to wheel start.** Additionally, any other fuel stops shall be five (5) minutes in duration. The 5-minute pit stop shall not commence until at least 1 lap after the green flag and must be completed prior to the display of the checkered flag. (1/07)
- 6.3 **The minimum penalty for a short pit stop will be assessed in this order: 1 to 5 seconds – 1 lap, 6-30 seconds 2 laps, over 30 seconds or no pit stop, minimum penalty moved to last place in class. Maximum penalty can be disqualification.**
- 6.4 There will be impound after the ECR race as per the GCR. The top four (4) cars in each class must report to impound and must be weighed. Failure to report to impound may result disqualification.
- 6.5 During a red flag condition or black flag-all condition the clock stops. The clock shall be restarted when the field is dispatched. All of the field will pass the green flag at least once before beginning their 5 min. pit stop.
- 6.6 The ECR OPERATING Steward may shorten an ECR race in accordance with track conditions and event situations. *In that circumstance, once the entire field has taken the green flag, it is considered an official points race regardless of length.* If not in a red flag or black flag situation and time reduction is considered, reduction should happen to all sessions/races remaining in the event for that day. For cars taking their five-minute pit stop when the red flag or black flag is thrown their time stops until the course goes green and their pit stop time resumes. No work to the cars shall be performed during a red flag or black flag situation.
- 6.7 No car/driver shall begin 5 min. pit stop after a full course yellow has been shown. Any car/driver in the pits when a full course yellow begins may continue with their pit stop and may re-enter the track at the proper time to count the stop as the required 5 min. stop.

- 6.8 A car/driver experiencing mechanical problems of an unsafe nature may enter the pits during a full course yellow as a matter of safety. This stop will not be counted as the mandatory 5 min. stop.
- 6.9 The car engine shall be off and the driver completely out of the car during any refueling and no one shall be working on the car during the refueling process. Only those personnel involved (either holding funnel or pouring fuel from gas can) with the refueling shall wear fire resistant clothing with face coverings (balaclavas) and eye protection (goggles or face shield), gloves and closed toe shoes. All pit areas must be equipped with a competitor supplied 10 lb. 60 BC or ABC fire extinguisher to GCR specifications and held by a crew member with the pin REMOVED during fueling operations. The competitor must supply water or speedy dry in case of a fuel or oil spill.
- 6.10 Fueling gear shall consist of a gas can with a filler spout or funnel at a minimum. No overhead fueling rigs allowed. A maximum of 20 gallons of gas is allowed in the "hot pit" area per car.
- 6.11 Air hoses should be removed from the vehicle/hot pit area prior to the car leaving the pit stall. Any car running over an air hose shall be subject to a one-lap penalty. Pits with compressed air cylinders must have a cage covering the valve area per GCR section 10.
- 6.12 Any competitor using an electric air compressor in the hot pit area cannot keep fuel near the compressor or its electric connections.

7 PIT STOP TIMING

- 7.1 Pits stops will be checked against the time cars for each car as provided by Timing & Scoring. By adding five minutes plus the time required to traverse pit lane at the specified mph to the recorded fastest lap time, a pit stop time shall be determined for each competitor. Time cards will be checked to ascertain that the competitor had a total time equal to or greater than that pit stop time total.
- 7.2 Listed below are the times for traverse pit lane for the tracks run by the ECR Series:

Roebing Road	19 seconds at 40 mph
Road Atlanta	14 seconds at 40 mph
Daytona Int.	27 seconds at 40 mph
Moroso MSP	13 seconds at 40 mph
Charlotte MSW	22 seconds at 40 mph
Sebring Int. L.C.	25 seconds at 35 mph
Sebring Int. S.C.	22 seconds at 40 mph
Kershaw	11 seconds at 40 mph
VIR	12 seconds at 40 mph
Homestead	29 seconds at 45 mph

These speeds and length of pit lane are subject to change due to track conditions. Announcement of traverse time to be made during drivers meeting.
- 7.3 At tracks where the timing line divides pit lane; for the purpose of calculating pit stops, the pit lane traverse time will be one-half of the published traverse time.

8 DRIVER ELIGIBILITY - POINTS

- 8.1 All SCCA Novice permit (with Drivers Schools completed), Regional and National license holders are eligible.
- 8.2 **The driver who is listed on the Official Results provided by the hosting region will be the driver/car combination receiving points. Points will be awarded to only one driver per car per race. No changes will be made to Official Results within the ECR Series.**
- 8.3 **Drivers must run a minimum of three (3) races and the top six (6) races will be counted towards year-end awards. Points will be awarded per GCR.**
- 8.4 **Points will be posted within ten day of receipt of Official Results on the ECR website: sedivecr.com**

9 CLASS/CAR ELIGIBILITY

- 9.1 ITR, ITA, ITS, ITB, ITC, SSB, SSC, IT7, SRF and SM classes are eligible. Regions may elect to eliminate two classes at a given event.
- 9.3 Any class not making the 2.0 average SEDiv entry rule shall be considered by the Committee to be on probation for one year prior to the Committee considering elimination from the ECR Series.
- 9.4 ECR decals must be displayed on each side of the car. Cars not displaying ECR decals may be protested as not being an eligible vehicle. This may be enforced by officials or by protest of competitors. ECR decals will be available from the sponsoring region at the event. A \$10.00 fine will be assessed to the competitor for non-compliance.

10 ECR ADMINISTRATOR

- 10.1** The SEDiv Executive Steward with the approval of the ECR Committee shall appoint the ECR Administrator.
- 10.2** Shall be responsible to the ECR Committee.
- 10.3** Shall not be any Region's Representative.
- 10.4** Duties:
1. To coordinate the efforts of the ECR Committee
 2. To conduct ECR meetings
 3. Shall attend Area III meetings and RE's Roundtable and give a report at such meetings
 - 4. Shall be the Official points keeper**
 5. To report ECR matters to the Executive Steward, RE's, Area III Director and the ECR Committee
 6. To act as a mediator between Regions on ECR matters
 7. Shall assist or act as liaison between the regions and the ECR Committee and the organizing Region for ECR events
 8. To check compliance of ECR rules by all organizing regions
 9. To notify the ECR Committee members of meetings and prepare the agenda
 10. To assist the ECR Committee as needed
 11. The Administrator will distribute the current years' rules before the first ECR race.
 12. Shall be responsible for reconciling all ECR funds.

11 SEDiv Treasurer

- 11.1** Duties:
1. Shall be responsible for receiving funds from the regions hosting ECR races
 2. Shall maintain a financial accounting of ECR funds
 3. Notifying ECR Administrator of any past due funds

12 ECR SERIES CHIEF STEWARD

- 12.1** An ECR Chief Steward or designate will be in attendance at every ECR race **possible**.
- 12.2** Duties:
1. Shall be the Operating Steward for all ECR Races.
 2. May impose fines and penalties as outlined in the GCR and ECR rules
 3. Is accountable to the ECR Committee and the SEDiv Executive Steward
 4. Verify ECR rules are being followed in all specialties
- 12.3** The ECR Series Chief Steward shall be reimbursed up to \$300.00 per ECR race to cover actual travel expenses. (Receipts required)

13 ECR SERIES CHIEF TIMING AND SCORING DUTIES

- 13.1** Duties:
1. Coordinate with hosting region Chief of T&S regarding ECR procedures & requirements.
 2. Reports to ECR Administrator.
 3. Submit qualifying and race results from Region Chief T&S to ECR Administrator within 7 days of event
 4. ECR shall reimburse the ECR Series Chief T&S for reasonable, pre-approved airfare, rental carfare, or mileage at the published SEDiv rate per mile for use of personal car, \$75.00 per day for meals and hotel with receipts for races required to attend.
 5. The T&S Chief shall attend all ECR Committee meetings.

ECR Administrator:

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ECR Committee:

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