

## **RACE DAY PROCEDURES 2011.**

All S.E.G.T.O. classes are run to the rules as laid down in your S.E.G.T.O. Competition Rulebook

**ALL MEMBERSHIP CARDS MUST BE SHOWN AT THE GATE UPON ENTRY TO RECEIVE YOUR DISCOUNTED ENTRY FEE. ANYONE NOT SHOWING THEIR CARD WILL HAVE TO PAY FULL PRICE.**

1. A day licence will be issued at any race meeting at the current cost, but drivers will be told that it is cheaper to join the club.
2. T.M.C reserves the right to upgrade a driver on the day. Clerk of the Course(s) and the Competition Secretary will make the decision.
3. Start Officials marshals may carry out minor work on cars (i.e. closing doors/push start) prior to a race being started.
4. If a race is stopped and restarted, NO work may be carried out on the car by mechanics etc only DRIVERS, if a race is stopped and re-run, cars may be worked on only if time permits (i.e. returned to pits).
5. Visiting drivers will not be omitted from the race day results to allow "members" to gain unearned points. Visitors will not be included in championship points.
6. If any drivers accumulate the same amount of points after three heats, the driver with the best result in his/her 1<sup>st</sup> race will take the trophy on the day. This will not affect in anyway the championship points.
7. Drivers and members conduct see page 15/16 section 38 of rulebook. Under the heading "Drivers please note".
8. Jump-starts may be penalised at the discretion of the clerk of the course.
9. Any racecar with a problem that appears to be coasting round just to gain points may be black-flagged. This will not apply if within the last two laps.

**10. Scrutineering**

Only visual inspection on safety items is carried out therefore it is the responsibility of the driver to ensure that all structural body parts and safety requirements are adhered to as laid down in the S.E.G.T.O rulebook.

Scrutineering starts at 8.00am until 10.15am. Signing on starts at 8.10am until 10.30am. Drivers briefing is at 10.45am. Racing starts at 11.00am. In the unfortunate case of a late arrival, the Competition Secretary must be notified before the end of signing on that race day. The driver will miss their 1st race if this is not adhered to.

**11. Race numbers**

It is the responsibility of the driver to ensure the numbers are clean and clear at all times. If the numbers cannot be read you **WILL NOT** be lap scored.

**12. Fire Extinguishers**

Every driver must have a fire extinguisher and they must have their car number painted on them. The Driver must also present this at scrutineering and where this will be checked. It is not obligatory to have the extinguisher fixed in the car. It is advised to have the extinguisher readily available whilst in the pits.

**13. Radio communications**

No headsets are allowed to be used within the race complex. Only race day Officials are permitted to use headsets.

**14. Race conduct**

Any dispute between drivers, mechanics, or followers on or off the track must be reported to the Drivers Rep/Committee and in turn may go to the Main Committee for the necessary course of action.

**15. Clearing up duties**

If you are on clearing up duties it is your responsibility to report to the pit office to receive your relevant duties. Failure to do so may result in a penalty.

**16. Technical Infringements**

The Drivers Committee will deal with any vehicle found not to comply with The Rulebook.

**17. Parking**

All trailers to be parked in the trailer park at the far end of the pits. Only one support vehicle may be parked in the pit area

**18. Race Licence**

If you lose your S.E.G.T.O rulebook/licence logbook, half of the normal licence fee will be charged for a duplicate.

**19. Juniors**

Any new members will be started off in the novice section and will be upgraded to the Junior championship class when the officials deem that the driver to be competent. No Junior driver is allowed to drive anywhere other than the racetrack. A Parent or Guardian will deliver the car to the pit gate prior to the race and collect it at the end of the race. A junior is allowed to race between the age of 10 to 16 inclusive. Any junior 16 on 3<sup>rd</sup> May can still race the season in Juniors at SEGTO rounds.

If a Junior driver changes groups mid season any championship points gained cannot be carried forward in to the new group. If a Junior driver progresses up to an adult class they will not be permitted to go back down to a Junior group.

**20.** Novice Juniors may carry an Adult over 18. Any passenger must wear protective clothing as per the driver including gloves. Novice juniors are required to have nets on both doors.

**21. Roof Grades**

Any driver who has achieved class champions ie 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in the previous years club championship can be regraded down to a blue, but must start at the back of the grid at all TMC home meetings for that race season. At SEGTO meetings the driver can start as per their awarded roof grade. Drivers must phone the Competition Secretary to check their roof grades on the days stated in the newsletter. If a driver misses 3 consecutive meetings, he/she may be regraded to a red grade driver. Unforeseen circumstances will be taken into consideration.

**22. Engine Sealing** It will be the drivers responsibility to ensure that the following bolts are drilled to enable the engine to be sealed should the need arise. Vauxhall production vehicles must have sealing holes in end case to gearbox, & gearbox to engine, and when presented for strip down must provide engine & gearbox.

### **Juniors Prod A, Prod B, Mod C**

1 Head Bolt	1 Block to Bell Housing Bolt.
1 Sump to Block Bolt.	1 Timing Cover Bolt.
1 Inlet Manifold Bolt.	1 Rocker Box head Bolt
1 Carb to Manifold Bolt.	1 Diff Bolt

### **1450, & Specials**

1 Sump Bolt                      1 Rocker to Head Bolt      1 Head Bolt

Pinto head bolts cannot be drilled therefore cam cover on each side to be drilled. Engine strip downs must have two officials in attendance.

The strip down team for the end of the year will be confirmed.

### **23. Health**

It is the responsibility of the driver to consider himself or herself fit and active to race. Every competing driver will be asked to fill in a Medical Declaration form and will be kept by the membership secretary.

### **24. Insurance**

Personal accident insurance is the responsibility of the competitor.

### **25. Breakdowns**

A driver who has broken down or pulled onto the centre green must leave their vehicle and go to a marshal's post as quickly as possible. No repairs can be made to a vehicle while a race is in motion.

### **26. Track Staff**

All helpers at T.M.C are volunteers. Any abuse aimed at any of these helpers will be dealt with severely.

### **27. Vehicle condition**

Punctures will be blacked flagged along with loose panels or mechanical defects. Punctures will be allowed to finish the race if it occurs in the last two laps, providing the vehicle does not appear dangerous.

### **28. Red Flag**

Racing must continue until the red flag is shown. When the red flag is shown competitors must stop as soon as possible in a safe manner, the marshals will then guide them. Any racing while the red flag is shown may result in penalties.

**29. White Flag**

When a white flag is waved at a driver, this means that the driver is being watched for any foul play whilst on the racetrack.

**30. Harness, Helmets, Gloves**

All drivers must have seat harnesses, helmets and gloves on when leaving the pit lane for their race. These items **must** remain in place throughout the race and until they re-enter the pit lane at the end of the race.

**31. Penalties**

If any cars are found to be illegal the driver will be penalised. For a one fault illegality, a 3 meeting points ban will be imposed, plus a loss of all championship points and 3 meetings from behind the red grades. If more than one illegality is found, extra bans will be imposed.

- 1 Vulgar, indecent or profane language to any person at a race event:  
**Minimum 2 months ban.**
- 2 Any actual violence:  
**Minimum 6 months ban.**
- 3 Provocation of others to incite physical or verbal abuse:  
**Minimum 3 month ban.**
- 4 Any involvement in legal action taken against Tongham Motor Club, SEGTO or officials : Immediate suspension of licence, return to be considered only after cessation of legal action.
- 5 Vandalism of association or affiliated club equipment or tampering With another competitor car or property :  
**Ban from holding a licence: Minimum 1 year ban.**
- 6 Obstruction of officials in the course of their duties:  
**Ban from holding a licence: Minimum 1 year ban.**
- 7 Driving a car in a race when not signed on for it:  
**Ban from holding Licence: Minimum 1 year ban.**

**32. Conduct**

Any member behaving in a violent or abusive manner or causing physical harm will be dealt with most severely. Any incidents will be viewed on their own facts. Penalties will be given accordingly.

**33. Drivers Queries**

Drivers Reps, Committee and the Clerk of the Course will meet in Race Control at the end of each race meeting to sort out any Drivers queries that have arisen during the race day. The aim is to resolve any discrepancies; otherwise any unresolved business will be sorted at the next committee meeting.

**34. Membership**

Disservice caused by any member will be dealt with accordingly by the committee. Membership will not be issued between 30<sup>th</sup> September and 31<sup>st</sup> December.

**T.M.C COMMITTEE RESERVE THE RIGHT TO CHANGE OR AMEND  
RULES WITHOUT NOTICE.  
ANY CHANGES WILL BE PUT IN THE NEWSLETTER.**

**TONGHAM MOTOR CLUB**

## Constitution

- 1) The Club shall be known as TONGHAM MOTOR CLUB or abbreviated to TMC.
- 2) The purpose of the Club is to provide Auto Grass Car racing for its members as well as social events.
- 3) Membership is by application to the Membership Secretary on the applicable form. Club membership does not entitle anyone to race at a TMC event, to do so requires an additional competition licence. Competition licence holders must be Club members.

A subscription fee is payable upon joining and annually thereafter. This fee is set by the Committee and is adjusted from year to year. Membership is valid from 1st January to 31st December each year. Any person not renewing their membership by March of the following year will be deemed to have left the Club.

Acceptance of a TMC membership and/or competition licence binds the holder to the rules and regulations of the Club, on and off the track.

Membership cards will constitute acknowledgement of subscription and will be the only means of reduced admission to TMC race meetings.

Honorary life membership may be conferred on a member for outstanding services to the Club. An Honorary Life Member will not pay the annual subscription fee. This membership will be revoked after a period of five years if that member has not participated in any of the Club activities during that time.

- 4) TMC will be run by a Managing Committee of not less than nine or more than twelve persons. This Committee will consist of three officers, Chairman, Treasurer and Secretary, plus Membership Secretary, Competition Secretary, Public Relations Officer and other positions as required to run the organisation and race meetings.

More than one post can be held by one person providing that it is compatible with the requirements of the Club.

The Committee will have the right to co-opt members to the Committee at any time whose special knowledge they feel can help the Club. There are no voting rights with this position for Committee purposes.

The transaction of the business of the Club and its entire management shall be vested in the Committee which in addition to the powers and authorities by these rules expressly conferred on them may exercise all powers and do all acts in furtherance of the objects for which the Club is established and which are not hereby expressly directed or required to be exercised or done by the Club in General Meeting.

An Extraordinary General Meeting can be called by three Committee members or by a written petition of at least 25 ordinary members. All members must be advised in writing of the date, time, venue and reason for the meeting.

All directives, rule amendments etc. will be published to members by means of a Newsletter and any objections should be made to the Secretary in writing within fourteen days of such publication.

The Committee will meet every month on a pre-arranged date. A quorum of seven persons, to include a minimum of two officers, are required at the meeting. Should this quorum not be met the Secretary will reconvene another meeting and advise all other Committee members. Extraordinary Meetings can be called as required by the Chairman or any other two officers. These meetings must have the above quorum to be valid. The Chairman is to have a casting vote at all meetings if the result of a motion is split equally.

The Secretary will keep minutes of all meetings which will be retained by the Club.

The person in charge of any Sub-Committees which are created for special purposes must report its activities to the Club Committee.

A Committee member may be asked to step down from the Committee by its members if a majority of the Committee believe that the member in question is unfit to run the Club or has committed an action not in keeping with their position in the Club.

Each Committee member is elected to serve for one year and may stand for re-election at the next Annual General Meeting (AGM).

This AGM is to be held each November. Every member must be notified in advance of the AGM by the Club Newsletter. The Chairman will make a statement regarding the Club's activities over the year and the Treasurer will produce a non-statutory annual account for the year.

The auditors will be elected at the AGM and have power to see all accounts, minutes of meetings and bank statements. The auditors, then appointed, must be independent of the Committee.

- 5) The Committee for the coming year will be elected at the AGM and be effective from the following Committee meeting.

Every fully paid-up member will be entitled to cast a vote at the AGM by means of a secret ballot. No proxy or postal votes will be accepted.

Only current members will be able to attend the AGM. Other persons may attend, but only in exceptional circumstances by agreement with the Committee.

Nomination papers will be circulated in the Newsletter in September and must be returned to the Secretary by 31st October.

Verbal nominations may be accepted at the AGM in the event of insufficient nomination papers being received and provided the nominee addresses the floor as to their suitability to serve on the Committee.

Any current member who has been an ordinary member for not less than the last two consecutive years is entitled to stand for election.

No relations, by marriage or otherwise shall be allowed to serve on the Committee at the same time without giving notice of their relationship.

The result of the ballot will be made known immediately.

Any member of the newly elected Committee who has served as a Committee member for a period of not less than two years may stand as Chairman. All nominees may make a statement as to their suitability as Chairman.

Candidates will be asked to leave the room and a written secret ballot will be taken.

The result of this election will be made known immediately.

The positions of Vice Chairman, Secretary and Treasurer will be filled by persons with at least one years Committee service. These appointments and the remaining positions will be made by the Committee at the following Committee meeting.

- 6) The Committee is responsible for the running of the Club's affairs. All funds raised by the Club will be used only for the organisation's purposes.

The Treasurer will keep a written account of financial dealings and this will be available for inspection at each Committee meeting and the AGM. Any two Committee members may ask to inspect these records at any time. Any Club member can approach a Committee member and request that this is done. The TMC bank account will require two signatories. These signatories must not be related in any way.

The Committee must maintain adequate insurance to protect the Club and members of the committee while carrying out duties for the club.

The Committee is responsible for any disciplinary action to be taken against any member, for on or off the track incidents. Such disciplinary action may include meeting bans, point's deduction or expulsion from the Club.

No advantages are to be afforded to Committee members personally involved in any disciplinary action. They will be treated in the same manner as ordinary members, e.g. any mitigating circumstances or complaints will only be accepted in writing and the incident discussed by the Committee in the absence of all persons involved.

The competition rules and regulations will be as laid down by SEGTO or their successor and will be binding to all members.

- 7) A Drivers' Meeting will be held each November, prior to the AGM, for the purpose of discussing the competition rules for the next year.
- 8) Motor racing is a dangerous sport and the Club must promote safety to the best of its ability.
- 9) Any request to change the constitution may be made by any member in writing to the Secretary. The proposed motion must be seconded and included in the Newsletter officially notifying the

membership of the AGM. Such a change will be discussed at the AGM and may be implemented subject to a two-thirds majority of the membership in favour.

- 10) In the event of TMC winding up or dissolution, all proceeds shall be disposed of by the club for the purpose of another CASC (Community Amateur Sports Club) and/or the purposes of a charity.