**Finger Lakes Region Sports Car Club of America Guideline**

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| **Guideline Title:** | Competition Group Responsibilities |
| **Drafted by:** |  |
| **Approved:** | 4/17/2018 |
| **Approved by:** | FLR Board of Directors |
| **Next Review Date\*:** | July 2020 |

*\*should be no longer than two years from approval date and limited to January and July of the calendar year.*

**Guideline Brief Description:**

The purpose of this guideline is to outline a competition groups’ responsibilities for the Finger Lakes Region.

**Guideline Details:**

Each Competition Group will elect, appoint or identify its Chairperson(s). The chairperson will be responsible to:

* Identify members for the group's Competition Board
* Schedule regular meetings
* Provide webmaster information for or input postings for group events
* Maintain the group’s calendar for website and Top End
* Identify people for the group's required technical positions
* Develop the group's annual budget/schedule for Board approval
* Develop capital needs for the group
* Develop the group's schedule of events
* Identify chairperson(s) for each event
* Approve sanctions for event after the group budget /schedule is approved
* Inform the Board if actual expenses are expected to exceed budgeted expenses by 10%
* Ensure that event chairs follow required SCCA and Regional requirements for
* Reporting Weekend Memberships
* Applying for sanctions
* Required audits (forms currently posted on SCCA.com for Club Racing, Rally Cross and Rally)
* Required reports
* Deposit of entry fees as required
* Timely filing for expenses
* Required results reports

**Additional Comments:**

**Attachments:**