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

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| **Guideline Title:** | Calendar Responsibilities/ Process |
| **Drafted by:** |  |
| **Approved:** | 4/17/18 |
| **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 intent of this process is to formalize the individuals who are responsible for entering information for their groups’ activities on the various Finger Lakes Region calendars and ensuring that the calendars agree. For the purpose of continuity positions are listed versus individual names. The groups and individual responsible are as follows:

* Autocross: Chairman
* Road Rally: Chairman
* Rally Cross: Chairman
* Road Race: Chairman
* Rally Sprints: Chairman
* Activities: Activities Director

**Guideline Details:**

1. The responsible group authorizes an activity and selects an appropriate date
2. Group contacts the Activities Director who looks for scheduling conflicts
3. No conflict go 4.a, Conflict go to 4.b

4.a Calendar update requestor contacts the  webmaster at webmaster@flr-scca.com for updates to the groups’ web page and web site general calendar, Top End editor to update the Top End calendar and the Facebook administrator to make any necessary updates to the Facebook page.

4.b The Activities Director contacts parties involved and request they resolve the conflict go to 5.b

5.b If conflict is resolved, contact Activities Director relative to the resolution and go to step 4.a If conflict cannot be resolved by parties involved go to Step 6.b

6.b No resolution, first event posted prevails. Activities Director verifies this with the involved parties. Go to step 4.a

**Additional Comments:**

**Attachments:**