

NECC POLICIES & PROCEDURES GUIDE

Revision 2001.01.III

March 15, 2001

This document is intended for NECC officials who need instructions for organizing and conducting NECC track events and NECC concours events. It includes the following section of the NECC Policies & Procedures Guide:

SECTION 1 ::: GUIDE FOR NECC OFFICIALS

Not included in this document are Sections 2 through 5 of the NECC Policies and Procedures Guide, which contain rules for people and cars who are registering in NECC track events and NECC concours events.

If you are seeking car classification rules or other rules pertaining to drivers and cars, please return to the NECC web site and use the links that we have provided for your purpose.

SECTION 1 GUIDE FOR NECC OFFICIALS

1.1 How to Organize and Conduct NECC Events

Section 1 of this Guide is intended to assist the Northeast Corvair Council (NECC) plan, organize and conduct such events as specified by the Council. It includes activity lists for nine Event Directors, each of whom is responsible for a particular aspect of the event. Other event directors may be appointed as necessary.

1.2 Appointment of Event Directors

Event Directors' positions are to be filled by volunteers approved by a majority of the NECC Board of Trustees.

1.3 Reporting Relationships

Each Director shall report to the NECC President or other officers as directed. Each Director will present a progress report in the appropriate format at each NECC business meeting.

1.4 Event Directors' Authority

Event Directors are empowered to appoint and supervise others in order to accomplish the required tasks. They are authorized to commit NECC funds within a budget previously approved by the NECC Council. In those cases when expenditures are required but not budgeted, Event Directors are required to obtain approval of the NECC President. Event Directors shall be reimbursed for supplies, stationery, postage and other administrative costs provided however, that no Event Director shall be reimbursed for any amount of personal expenses without the approval of the NECC President.

1.5 Communication between Event Directors

The NECC Secretary shall record and make available Event Directors' mailing addresses, telephone/telefax numbers and e-mail addresses, to facilitate the exchange of information between NECC officers and the Event Directors.

1.6.1 Activity List - Director of Contract Administration

Negotiate Track Rental

- Obtain and examine copy of Form of Agreement (Track Rental Contract).
- Examine options to hire corner workers, track radios, etc.
- Determine deposit requirement and overall costs.
- Gain NECC Officer approval for proposed track arrangements.
- Select options and sign Form of Agreement.
- Mail Form of Agreement to track, with copy to NECC Secretary & NECC Treasurer.

Arrange Insurance

- Notify CORSA of event.
- Arrange CORSA insurance contribution.
 - CORSA provides insurance for the equivalent of a low speed event.
 - NECC pays extra premium for high-speed event.
- Have NECC Treasurer mail whatever deposits are required to fully insure the event.

Provide Deposits

- Have NECC Treasurer mail deposits to track, banquet facility, and insurance agent.

After Event, Pay Remaining Balances

- Have NECC Treasurer write checks for remaining balances.

Manage Other Contracts (As Required)

1.6.2. Activity List - Director of Registration

Create and Maintain Mailing List

- Print mail labels for Event Announcement Letter and other correspondence.

Design and Update Registration Forms for Track & Show

- Use previous year's form as a model.
- Include a list of the Directors' names and phone numbers for this event.

Prepare & Mail Event Announcement Letter

- An invitation to participate in the next NECC event.
- Include Registration Forms and specify entrance fees.
- Include basic rules for track and show and instructions for tech inspection.
- Include itinerary, hotel information, etc.
- Make photocopies, stuff envelopes and mail to prospective entrants.
- Make extra copies for On-Site Registration.

Receive Completed Registration Forms

- Open envelopes and ensure that all entrants have enclosed a check for the proper amount.
- Send checks to NECC Treasurer.

Assign Drivers to Driver Groups (A/B/C/Novice). Also Assign Numbers.

- A joint effort between the Director of Registration and Director of Track Operations.

Prepare List of Track Entrants and Show Entrants

- List should include the entrants' names, make & model of car, engine, car number, driver group, car class for track, car class for show, and any special requirements, (e.g. request for track instructor).

Prepare and Mail Confirmation Letter

- Letter should include List of Track Entrants and Show Entrants.
- The letter should identify those entrants who are paid in full versus those who are not.
- Obtain coupons and other "freebie" envelope stuffers from Director of Merchandise.
- Make photocopies, stuff envelopes and mail.

Mail List of Track Entrants to Directors of Competition, Track Operations and Show Operations

- For use in setting up timing sheets for track events.
- For use in arranging show field.

Recruit Volunteers for On-Site Registration Booth

- Provide spare Registration Packages to volunteers.

Bring Equipment to Event

- Tent, table & folding chairs for on-site registration booth.
- Copies of spare Registration Packages, clipboards, pens, etc.
- Obtain copies of Wash 'n Show ballot from Director of Show Operations.

Register New Entrants on Day of Event

- Set up registration booth at track. Have extra registration packages, coupons & freebies on-hand.
- Set up registration booth at show. Have extra registration packages, coupons, freebies & Wash 'n Show ballots on hand.

Forward Proceeds of On-Site Registration to NECC Treasurer

- Also, update mailing list again to account for entrants who registered on-site.

1.6.3 Activity List - Director of Publicity

Recruit a Volunteer Artist

- Develop artwork and ad layouts for publicity campaign.
- Provide artwork to Director of Merchandise for use on dash plaques, t-shirts, etc.

Provide ad to NECC Member Clubs

- For local Corvair club newsletters.

Get Event Publicized in CORSA Communique

- Get event listed in the “Calendar of Events”.

Get Event Publicized in Grass Root Motorsports and other enthusiast newsletters.

- Newsletters
- Websites

Get Event Publicized on NECC Website

- Contact NECC Webmaster to have event posted on the NECC web pages.

Publicize Results of Event

- Get lists of lap times and track event winners from Director of Competition.
- Get list of show winners from Director of Show Operations.
- Get name of Fitch Award winner from Director of Show Operations. (Lime Rock only)
- Write and submit article for CORSA Communique, with lists of winners and participants.
- Provide same article to NECC Webmaster for posting on the NECC web pages.

Serve as NECC’s Historian

- Archive all track lap times and show results.
- Maintain a summary of all-time records.

1.6.4 Activity List - Director of Merchandise

Notify Corvair Vendors of Event

- Ask vendors to come to event & specify where they can set up their wares.
- Provide schedule to Director of Track Operations and Director of Show Operations of vendors who are expected to attend.

Obtain Coupons and Other “Freebie” Envelope Stuffers

- Items to include in confirmation envelopes for track and show entrants.
- Provide these items to the Director of Registration before he or she mails out the confirmation letters.

Procure Door Prizes

- Contact vendors to arrange door prizes for banquet.
- Coordinate door prize giveaway with Banquet Emcee.

Order Trophies

- Use previous year’s order to approximate the number and variety of trophies.
- Keep 1st/2nd/3rd place plaques separate from trophies until number of entrants in each class becomes certain, (generally on the day of track event or show).

Order Dash Plaques, T-Shirts, Hats and Other NECC Sales Merchandise

- Coordinate artwork with Director of Publicity or Volunteer Artist.
- Ask NECC Treasurer to cut a check to pay costs of merchandise.
- Bring merchandise to event.

Recruit Sales People and Trophy Assemblers for Day of Event

- For Track and Show

Direct On-Site Vendor Operations at Event

- Vendor parking
- Vendor set-up locations
-

Set-Up Merchandise Sales Tables at Track and Show

- Merchandise
- NECC 50/50

Bring Trophies & Door Prizes to Event

- Assist emcee at banquet.

Mail Proceeds of Merchandise Sales to NECC Treasurer

- Can be done after event.

Assemble trophies for track and show (Prior to banquet).

- Get lists of winners from Director of Competition and Director of Show Operations.

Maintain Records of NECC Assets

- List of NECC equipment and who has it.
- Stop watches, lap times, radar guns, and decibel meters.

1.6.5 Activity List - Director of Track Operations

Finalize Event Itinerary

- A joint effort by the Director of Track Operations and Director of Show Operations.
- Provide schedule to Director of Registration, Director of Competition, Director of Merchandise, Director of Publicity, and Director of Tech Inspection.

Recruit Corner Workers

- Contact Director of Contract Administration to determine if track shall provide corner workers as part of the track rental agreement. If not, find another source of corner workers.
- Potential sources: CART, corner worker hires, or drivers.

Assign Drivers to Driver Groups (A/B/C/Novice). Also Assign Numbers.

- A joint effort between the Director of Registration and Director of Track Operations

Bring Equipment to Event

- Flags for corner workers
- Fire extinguishers
- Driver wrist bands
- Two-way radios

Conduct Drivers Meeting at Track

- Separate meeting for each drivers group.
- Review driving rules and track rules.
- Hand out wristbands at end of each meeting.
- Each driver must have a wristband.

Direct Track Operations during Practice Sessions, Timed Laps & Parade Laps

- Coordinate drivers.
- Work with emcee.

Make All On-Site Decisions Regarding Track Schedule

- Deviations from schedule (number of practice sessions, rain delays, etc.)
- Tow truck requests.
- Resolve complaints and disputes.

Determine Fitch Award Winner (Lime Rock Only)

- A joint effort by the Director Track Operations and Director of Show Operations.
- Before the banquet, provide name of Fitch Award winner and trophy to Banquet Emcee.

1.6.6 Activity List - Director of Tech Inspection

Create and Maintain Tech Inspection Forms

- Use previous year's form as a model.

Recruit Volunteer Tech Inspectors

- Provide copies of the tech rules to the recruits.
- Add a person who can verify car classification in accordance with NECC rules (Stock vs. Street Prepared vs. Modified, etc.)

Bring Equipment to Event

- Spare copies of tech forms, NECC car classification rules, etc.
- Jacks, white shoe polish, clip boards.
- Stickers for cars that have passed tech. ("Green dot stickers")
- Hand cleaner & paper towels.
- Decibel meter for car exhaust.

Conduct Tech Inspection

- Get cars to line up.
- Conduct the inspections.
- Conduct noise checks.
- Apply stickers (?) to windshield to verify that each car has passed inspection.
- Verify the car classifications.
- Number the cars (white shoe polish).

1.6.7 Activity List - Director of Competition

Create and Maintain Timing Forms

- Use previous year's form as a model.
- Streamline the process by integrating list of track entrants with the timing forms *prior to* the event.

Recruit Timing Crew Volunteers

- These volunteers will work in the timing tower at the track.
- Stopwatch duty.

Bring Equipment to Track

- Timing forms
- Stop watches
- Pencils
- Calculator
- White Board, markers and erasers

Conduct Timings at Track

- Supervise the timers (i.e. train and guide them).

Post Timings at the Track

- Use white board and markers to post timings for each driver.
- Post lap times after each driver group finishes it's session.

Prepare Timing Summary Sheets

- List all lap times for all drivers.

Provide Timing Summary Sheets to Director of Merchandise

- For assembly of track trophies on day of event.

Provide Timing Summary Sheets to Director of Publicity

- For preparation of CORSA Communique articles after the event.

Provide Timing Summary Sheets to NECC Webmaster

- For posting on NECC web pages after the event.

1.6.8 Activity List - Director of Show Operations

Finalize Event Itinerary

- A joint effort by the Director of Track Operations and Director of Show Operations.
- Provide schedule to Director of Registration, Director of Competition, Director of Merchandise, Director of Publicity, and Director of Tech Inspection.

Determine Number and Kind of Car Classes for Concours and Wash 'n Show

- Determine if new classes should be established for specialty cars, racecars, etc. Determine if any existing classes should be combined.

Create and Maintain Scoring Sheets for Concours & Ballots for Wash 'n Show

- Use previous year's forms as models.

Recruit Volunteer Judges

- Provide copy of judging rules prior to the volunteers.

Bring Equipment to Event

- Copies of scoring sheets and Event Registration Packages.
- Clip boards, tent, table, folding chairs, pencils, paper, calculator, etc.

Direct Show Operations

- Direct show car parking.
- Have judges verify car classification and judge cars, using scoring sheets.

Select Show Winners

- Tally-up scores for Concours cars and tally-up ballots for Wash 'n Show cars.
- Determine basis for tiebreakers in First Class. (Ties are OK for 2nd & 3rd places).
- Select winners.

Assist Director of Merchandise with Trophies

- Determine the kind and number of trophies to be presented at the banquet.
- Assist in the assembly of trophies. (Affix class name plaques to blank trophies).

Determine Fitch Award Winner (Lime Rock Only)

- A joint effort by the Director Track Operations and Director of Show Operations.
- Before the banquet, provide name of Fitch Award winner and trophy to Banquet Emcee.

Prepare List of Winners with Scores

- Concours, Wash 'n Show, and for the Lime Rock event, Fitch Award winner.
- On day of event, provide list to Banquet Emcee.
- After the event, provide list to Director of Publicity (for publication), Director of Registration (for car classification at next event), & NECC Webmaster (for web-site update).

1.6.9 Activity List - Director of Social Activities & Hotel Facility Liaison

Arrange Banquet

- Shop for prices and amenities.
- Select banquet facility.
- Specify date, time, banquet room, meal services, menu, etc.
- Gain NECC Officer approval for proposed banquet arrangements.
- Sign contract for banquet services.

Arrange Show Location

- If different than track or banquet facility.

Recruit a Volunteer Emcee

- For announcements and radio control at the track event.
- To act as master of ceremonies at the banquet.

Bring AV Equipment to Event

- Microphone, speaker, amp.
- Alternatively, make sure banquet facility & track has such equipment for NECC use.

Direct On-Site Event Communications

- Track emcee
- Show emcee
- Banquet emcee

Arrange Other Social Activities (As Required)

- After Track Dinner?
- Road Tour?
- Etc.

1.7.1 Sample Form - Event Registration Form

NORTHEAST CORVAIR COUNCIL (NECC)
EVENT REGISTRATION FORM
LIME ROCK - POCONO - BLACKHAWK FARMS

Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

<u>Event</u>	<u>Qty</u>	<u>Before 8/10/91</u>	<u>After 8/10/91</u>	<u>Total</u>
Individual Registration	___	\$ 5.00	\$ 5.00	_____
Family Registration	___	\$ 7.00	\$ 7.00	_____
Track (per driver) NECC club member (provide club name)_____	___	75.00	100.00	_____
Non-member	___	100.00	100.00	_____
Concours (per car)	___	10.00	10.00	_____
Wash & Show (per car)	___	5.00	5.00	_____
Awards Banquet	___	26.00	28.00	_____
GRAND TOTAL:				_____

Do you plan to compete for the John Fitch Award? (LIME ROCK ONLY) Yes _____ No _____

Family registration includes both parents and all children under age 18; however, each event entrant must register individually (i.e., if two members of the same family plan to enter the track event, each must register individually).

All drivers must complete the Driver's Questionnaire. A car may be entered in either the Concours or the Wash & Show, but not both. Complete this form (and Driver's Questionnaire) and mail it with your payment to:

Northeast Corvair Council (NECC)
c/o Bob Marlow
161 Hill Street
Midland Park, NJ 07432

Make your check or money order payable to "NECC". Do not send cash. You will receive a confirmation by return mail. After August 17, don't mail this; bring it to the track to register on-site.

1.7.2 Sample Form - Driver Questionnaire

NORTHEAST CORVAIR COUNCIL (NECC)
DRIVER QUESTIONNAIRE
LIME ROCK - POCONO - BLACKHAWK FARMS

ALL DRIVERS MUST COMPLETE THIS FORM

Last Name _____ First Name _____

Street Address _____

City _____ State _____ ZIP _____

Home Phone (____) _____ Office Phone (____) _____

Driver's License Number _____ State _____

Description of car to be driven: Year _____ Make _____

Model _____ Color _____ Tag No. _____ State _____

Engine _____ Horsepower _____ Transmission _____

Engine Modifications _____

Suspension Modifications (include tires) _____

Owner's Name _____

Name of Second Driver, if any (there is a limit of 2 drivers per car; each must register separately and each must complete one of these forms) _____

How many times have you driven at Lime Rock?

Never _____ 1-3 times _____ 4-6 times _____ More than 6 times _____

Please list your three most recent events at Lime Rock / Pocono / Blackhawk Farms:

<u>Event</u>	<u>Date</u>	<u>Car Driven</u>	<u>Lap Time</u>
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Please list any other recent racing or competitive driving experience that you have:

What is your best estimate of your lap time this year? _____

Will you want an instructor to help you? _____

Thank You!

1.7.3 Sample Form - Confirmation Letter

NORTHEAST CORVAIR COUNCIL (NECC)
CONFIRMATION LETTER
LIME ROCK - POCONO - BLACKHAWK FARMS

Dear Friend:

Thank you for registering for Lime Rock/Pocono/Blackhawk Farms. This year's meet will take place on Friday and Saturday, August 24 and 25. We're glad that you'll be there to enjoy it with us!

You are registered for the following:

_____ Individual Registration _____ Family Registration
_____ Track Event _____ Concours
_____ Wash & Show _____ Awards Banquet

Total Amount Paid _____

IF YOU ARE DRIVING IN THE TRACK EVENT You are in Group _____

All drivers are being assigned to one of three groups, as explained in the registration information packet. All drivers must adhere to the schedule for their group. A copy of the complete schedule and each group's schedule is enclosed. Save these schedules! You will need to refer to them.

Your driver number must be displayed on your car, on the upper right-hand corner of the windshield or on the hood, and on the right-hand side of the car, either on the glass or on the body. Class abbreviations and Group letters need not be displayed.

Please remember that all drivers must either work on the corner stations or provide a named non-driver worker. Extra corner workers are always welcome. Corner workers will be shuttled to the corner stations from the base of the tower at start-finish. And please, it is most important that all drivers follow the schedule. Thanks!

Please bring this letter with you to pick up your tickets and other registration materials -- it's your receipt. Registration pick-up and late registration will be available at the (Interlaken Inn / Lime Rock only) on Thursday evening, August 23, at the track infield entrance on Friday morning, August 24, and again at the Interlaken on Saturday morning, August 25.

See you there!

1.7.4 Sample Forms - Event Itinerary

NORTHEAST CORVAIR COUNCIL (NECC)
CONFIRMATION LETTER
LIME ROCK - POCONO - BLACKHAWK FARMS

Friday, August 23

6:00 PM - 10:00 PM..... Registration -- Interlaken Inn

Saturday, August 24

7:30 AM Registration -- Track Infield Gate

7:45 AM - 8:45 AM..... Tech Inspection for Group A cars

8:45 AM Driver's meeting for Group A drivers

Group C drivers to corner stations

9:00 AM - 4:30 PM..... Swap Meet -- Track Paddock

9:00 AM - 10:15 AM..... Tech Inspection for Group B cars

Practice Laps for Group A drivers

Driver's Meeting for Group B drivers

10:15 AM..... Group A drivers to corner stations

Group C drivers in from corner stations

Drivers meeting for Group B drivers

10:30 AM - 11:45 AM..... Tech Inspection for Group C cars

Practice Laps for Group B drivers

Group A drivers on corner stations

11:45 AM..... Group B drivers to corner stations

Group A drivers in from corner stations

Drivers meeting for Group C drivers

12 noon - 1:15 PM..... Practice Laps for Group C drivers

Group B driver on corner stations

1:15 PM Group C driver to corner stations

Group B drivers in from corner stations

1:30 PM - 2:30 PM..... Time Trials for Group A drivers

Group C drivers on corner stations

2:30 PM Group A drivers to corner stations

Group C drivers in from corner stations

2:45 PM - 3:45 PM..... Time Trials for Group B drivers

Group A drivers on corner stations

3:45 PM Group B drivers to corner stations

Group A drivers in from corner stations

4:00 PM - 5:00 PM..... Time Trials for Group C drivers

Group B drivers on corner stations

5:00 PM Track closes

Group B driver in from corner stations

6:00 PM Socializing -- Interlaken Inn

Sunday, August 25

9:00 AM - 11:00 AM..... Registration -- Interlaken Inn

Classification for Concours and Wash &

Show -- Parking Lot

9:00 AM - 4:00 PM..... Swap Meet -- Rear of Parking Lot

12 Noon - 3:00 PM..... Judging of Concours and Wash & Show

5:30 PM Awards Banquet -- Interlaken Inn

1.7.5 Sample Forms - Track Schedule

NORTHEAST CORVAIR COUNCIL (NECC)
UNDERSTANDING THE SCHEDULE
LIME ROCK - POCONO - BLACKHAWK FARMS

The schedule of events for the racetrack on Saturday, August 24th, looks confusing, but it's really quite simple.

45 drivers are divided into three groups of 15 each, Group A, Group B and Group C. Each Group has its own assigned times for Tech Inspection, for a drivers meeting, for practice laps, for time trials, for working the corners and for free time.

Group A:	Tech Inspection	7:45 AM - 8:45 AM
	Drivers Meeting	8:45 AM
	Practice Laps	9:00 AM - 10:15 AM
	Corner Stations	10:15 AM - 11:45 AM
	Free Time	11:45 AM - 1:30 PM
	Time Trials	1:30 PM - 2:30 PM
	Corner Stations	2:30 PM - 3:30 PM
Group B:	Tech Inspection	9:00 AM - 10:15 AM
	Drivers Meeting	10:15 AM
	Practice Laps	10:30 AM - 11:45 AM
	Corner Stations	11:45 AM - 1:15 PM
	Free Time	1:15 PM - 2:45 PM
	Time Trials	2:45 PM - 3:45 PM
	Corner Stations	3:45 PM - 5:00 PM
Group C:	Corner Stations	8:45 AM - 10:15 AM
	Tech Inspection	10:15 AM - 11:45 AM
	Drivers Meeting	11:45 AM
	Practice Laps	12 Noon - 1:15 PM
	Corner Stations	1:15 PM - 2:30 PM
	Free Time	2:30 PM - 4:00 PM
	Time Trials	4:00 PM - 5:00 PM

Everyone's cooperation in keeping to this schedule is necessary and appreciated. Only by working together can we all enjoy Lime Rock 1990.

If you have any questions, please speak to an event worker.

1.7.6 Sample Forms - Stand-By Letter

NORTHEAST CORVAIR COUNCIL (NECC)
STAND-BY LETTER
LIME ROCK - POCONO - BLACKHAWK FARMS

Dear Friend:

Thank you for registering to participate in the Northeast Corvair Council's 1990 Lime Rock meet.

Unfortunately, all available places in the track event, on Friday, August 24, have been filled. Your entry has been placed on a waiting list. You are number _____ on this list.

Should any of the previously registered drivers be unable to participate, that driver's position in the event will be made available to the next name on the waiting list. For this reason, we encourage you to come to Lime Rock Park early on August 24.

We are holding -- not depositing -- your payment until that day. Should no opening come up for you, your payment for the track event will be returned to you.

Thanks again! We hope we'll be able to accommodate you at Lime Rock Park.

Sincerely,

N.E.C.C.

1.7.7 Sample Forms - Technical Inspection Form

NORTHEAST CORVAIR COUNCIL (NECC)
 TECHNICAL INSPECTION FORM
 LIME ROCK - POCONO - BLACKHAWK FARMS

Number _____ Driver _____ Vehicle _____ Class _____ Initial _____

	Rejection	Passed
STATION I WHEELS:		
Hubcaps, trim rings off	_____	_____
Lug nuts in place & proper	_____	_____
TIRES:		
Tread depth of 1/16" min.	_____	_____
No cuts, bulges, visible cord etc	_____	_____
Adequate pressure	_____	_____
TRUNK & GAS CAP:		
Loose items, jack & spare, out	_____	_____
Master cylinder level & leaks	_____	_____
Battery, if present, secure	_____	_____
Surge proof vented gas cap	_____	_____
FRONT SHOCKS:		
Sufficient damping	_____	_____
MIRRORS: 1 inside or 2 outside		
_____	_____	_____
REAR SUSPENSION:		
Bearings, joints, bushings	_____	_____
Sufficient shock damping	_____	_____
STATION II INTERIOR:		
Loose & removable items out	_____	_____
Extinguisher, if present, secure	_____	_____
Battery, if present, secure in container	_____	_____
Seat belts secure & adequate	_____	_____
BRAKES:		
Hard-Harder test (by driver)	_____	_____
Brake lights functional	_____	_____
ENGINE COMPARTMENT:		
Throttle action & return	_____	_____
Battery, if present, secure	_____	_____
Spare, jack, loose items out	_____	_____
Fluid leaks, harmonic balancer	_____	_____
STATION III FRONT SUSPENSION:		
Wheel bearings	_____	_____
Ball joints	_____	_____
Steering components	_____	_____
Brake hoses	_____	_____
Chassis clearance	_____	_____
ALL OTHER:		
As noted	_____	_____

NOISY VEHICLES will be checked by the racetrack staff for compliance with local noise level requirements.

1.8. John Fitch Award Procedure

- 1) The JOHN FITCH AWARD is intended to provide recognition to the participant in each year's Lime Rock Event whose performance best represents the objectives of the NECC.
- 2) Only those Lime Rock event participants who are members in good standing of a NECC member club are eligible to compete for the award.
- 3) The eligibility criteria are:
 - a) Only Corvair powered and bodied vehicles are eligible. No alternative frames, suspensions, bodies, or engines are allowed.
 - b) The participant must enter both the time trials and the Concours; participation in the Wash & Show is not sufficient.
 - c) The same participating vehicle must be used for both the time trials and Concours; however, minor changes not grossly affecting the vehicle are allowed for each event. For example, race tires and wheels may be changed to street tires and wheels for the Concours.
- 4) The formula for deciding the winner of the JOHN FITCH AWARD is the sum of the participant's adjusted track score plus the Concours score plus bonus points for Fast Time of the Day (FTD) and/or Best of Show (BOS).
- 5) The adjusted track score is determined by first dividing the participant's best elapsed time expressed in tenths of seconds into a standard of sixty (60) seconds with the result multiplied by fifty (50) points. (In the event of a tie, hundreds of seconds will be used.) The sum is then added to a point score based on position in class.
 - a) The class position point scale is as follows:

POSITION	POINTS
1	50
2	45
3	41
4	38
5	36
6 thru end	37 minus 1 point per position

- b) For example, an elapsed time of sixty-eight (68) seconds with a class position of 2nd place equals an adjusted track score of eighty-nine (89) points, calculated as follows:
$$[(60 \text{ sec}) / (68 \text{ sec best elapsed time})] \times 50 \text{ pts} + 45 \text{ pts. class position score} = 89.1 \text{ pts}$$
- 6) Fast Time of the Day (FTD) and Best of Show (BOS) each equal five (5) bonus points.
- 7) In the example above, the participant had an adjusted track score of 89.1 points. Assuming a 91 Concours score and Best of Show award, the overall score would be:

$$89.1 \text{ points track score} + 91 \text{ points Concours} + 5 \text{ points BOS} + 0 \text{ points FTD} = 185.1 \text{ points}$$

1.9 Refund Policy

NORTHEAST CORVAIR COUNCIL REFUND POLICY

The NECC's Time Trials involve considerable expenditure of funds by the organization, and many of the expenses incurred are "fixed" and not refundable, such as track rental fees, insurance, and awards. The Council recognizes, however, that individual participants' plans must sometimes be changed. In order to preserve the Council's financial integrity while accommodating the needs of individual participants, requests for entry fee refunds will be granted only in accordance with the following policy:

- For cancellations received prior to the pre-registration cutoff date : 100%
- For cancellations received after the pre-registration date and before the day of the actual event: 50%
- For cancellation on-site or a "no-show" without notice: No Refund
- For inability to run on the track due to rejection at tech inspection: 50%
- For failure to meet state mandated exhaust sound levels: None
- For disqualification or any inability of car or driver to continue to participate: No Refund

"Rejection at tech inspection" refers to both the NECC safety inspection and any track requirements.

All refund percentages refer to the NECC entry fees paid by the participant, exclusive of the basic NECC registration fee and any facility gate fee, both of which are not refundable.