

2006 REGION DIRECTOR MANUAL

Operating Document Of:



Remotely Operated Auto Racers
United States of America • Canada

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Introduction

This Region Director Manual (RDM) is a comprehensive guide to the duties, responsibilities, and expectations of the Region Director. Given the just pure size of membership and the geographic constraints, the Region Director program is a key component to the structure, performance, perception and promotion of Remotely Operated Automobile Racing (ROAR) organization and the hobby of radio controlled model auto racing in both the United States of America and Canada.

The RDM is distributed annually at the beginning of the calendar year to all Region Directors. However, like any organization, forms and rules may change throughout the year. Please refer frequently to the ROAR website at www.roarracing.com for any updates to this manual or to a multitude of different forms and rules.

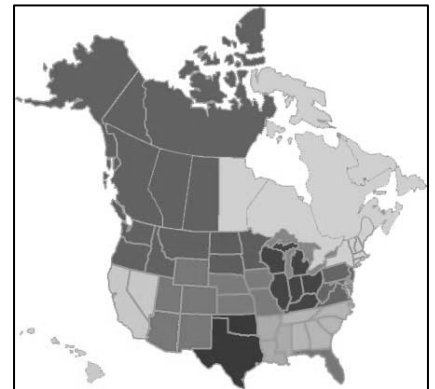


Region Director Program

Definition

The Region Director Program (RDP) is best defined as the “face” of ROAR and is comprised of Region Directors (RD) primarily responsible for the promotion and administration of ROAR within the designated region. These responsibilities occur at all levels from the track and clubs, to individual region members, to the ROAR Executive Committee (ExComm), to national events residing in the region, and to the hobby as a whole.

This figure is the current region configuration for ROAR in 2006:



The RDP thrives when RDs are active not only in meeting the requirements of the position, but also participating on the track as well. Acknowledging that the RD position is purely a voluntary situation, complacency in attacking the position is not helpful to anyone and especially not to you. ROAR understands there are challenges in the program, but with your help and support the RDP will flourish.

The RD is the volunteer individual who is elected by the membership within a defined geographic location (i.e. regions). The elected RD is then in his/her position for two years. Elections are staggered for the RD based upon odd or even numbered years. For example, on odd years, the odd numbered regions RD position would be up for vote (i.e. 2009 would have regions 1, 3, 5, 7, 9, and 11 voting for RD). On the occasion a RD resigns or accepts other duties within ROAR, a replacement RD may be appointed by the ExComm. There is no maximum amount of terms an individual can be RD for a region. This helps promote long-term relations between the RDs and the region membership.

Responsibilities

In the past several years, the RDP has gained a reputation and viewed as a means for RD to gain reimbursement by simply submitting a bi-monthly article to be published in the ROAR newsletter Rev-Up Online, **this will and has changed.**

As noted previously, the RD is a key component to the workings of ROAR and the hobby. The RD has a multitude of responsibilities from the minute and trivial to the complex and controversial. Specifically the RD responsibilities include:

1. The promotion of the hobby (yes this is a hobby).
2. The promotion of ROAR. By accepting the position of RD, you obviously want to be involved in ROAR. ROAR is not a perfect organization, and no one organization is. The RD must work to the same goals as ROAR as a



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team. Dissatisfaction and new ideas must be forwarded to the ExComm and worked with in the organization.

3. Be available. Once an individual has accepted the role of RD, for lack of better description, that individual becomes a celebrity. Members elected you to be their eyes and ears for them in the ROAR organization. They need to depend on an open line of communication.
4. Communication. Disseminate region and necessary ROAR information through the use of e-mail, region websites, phone calls, flyers, word-of-mouth. The biggest complaint heard about RDs is that their region membership can't get an answer or didn't know what was going on in the region.
5. Surround yourself with good scale assistants to help and support you in the region. Let's be honest, no one individual RD has raced every class and is proficient in the workings, rules, and technology of each class.
6. Maintain and grow membership. Without membership, ROAR does not exist and the uniformity and direction provided by ROAR will be lost in the hobby.
7. Schedule race events. Remember ROAR is for the promotion of organized racing. RDs are requested to pursue the scheduling and sanctioning of races for all ROAR designated classes and scales at the local, state, and region levels. If a race event was scheduled for each class and scale, each region would have a minimum of 10 region races, a minimum 10 races per state, and countless races locally and series based. In a perfect world, this would equate to 140 region races and 500 state races. Sounds like a lot a bang for the ROAR membership buck!
8. Contribute to Rev-Up Online. Rev-Up Online is available on the ROAR website in Adobe Acrobat format allowing sooner publication and minimizing dating of articles. As RD you are asked, strongly urged to provide a write-up of region activities and discussions. You do not need to be journalist, but a few paragraphs every two months, even photographs, tells your region membership that your are there.
9. Communicate with the ROAR Track Director. The ROAR Track Director (RTD) is your direct link to the workings and functions of the ExComm. The RTD is the conduit for all race deviations, all region race approvals (Level 3, refer to rule book), conflict resolution support and guidance, and rule interpretation.
10. Be seen. Nothing is better for any group or organization than for its leadership to be visible. RDs are requested to be available as much as personal time and finances allow at race events within the region.
11. Be accountable. RDs are often called upon to make judgment calls or decisions based little to no information. Decisions must be made, but you will always have the support of the ExComm in providing guidance to reaching the decision. RDs, no matter what the decision, will always receive more often than not; criticism for a decision especially when it doesn't fit a member's desired result.

Accountability also addresses a RDs overall performance. Rewards for RDs are few and far between, so ROAR appreciates your willingness to serve. It should be noted, however, that ROAR members always come



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first and that the ExComm may remove or replace a Region Director, if they deem necessary, for non-performance of their assigned duties. Please help us avoid this situation. Communicate immediately with your RTD, if for any reason you feel you need help, or you cannot give adequate time to your position or feel you must resign RD. Active RDs are very important to our ROAR members.

- 12. Try to have fun. Keep reminding yourself that you are a volunteer and that you participate in a hobby. If you are not having fun, then being a RD might not be for you.

If you have any questions after reading these responsibilities, feel free to contact the RTD or ROAR Administrator for answers. Their telephone and fax numbers and their E-mail addresses are listed on the ROAR website and published in Rev-Up Online.

Compensation

To assist you with your administrative cost, you will receive \$1 for each member who joins or renews an annual membership in the period between each issue of Rev-Up Online, or a minimum of \$100. To earn this money, you must submit BOTH a column to be published in Rev-Up Online and properly submit completed Sanction Event forms for ALL race events during the two-month period prior to the published Rev-Up Online.

As an example of reimbursement based upon successful submittal (this means also approval from the RTD) of Sanction Event forms, a column in the February Rev-Up Online, and 50 members join or renew annual memberships during the months of January and February, you will receive \$100 to defray your administrative expenses since the membership was less than \$100 minimum allotted per Rev-Up Online issue. Now if your region's membership increases to say 150 renewals or new annual memberships during the same period, then you would receive \$150.

Note: Compensation of RDs is directly related to the level of membership renewal and new memberships

If you miss an issue, which we hope won't happen; you will not receive a compensation check for that period. This makes it important that you have a column in each issue, and that you work to increase club and individual memberships through the sanctioning of race events.

Membership

As a general rule, any ROAR member is eligible to enter any ROAR sanctioned race. Please refer to the ROAR rulebook for certain restrictions on entries in the National and Regional Championships. Full annual membership is required for eligibility in National Championships. At all other events, single event memberships may be offered. See ROAR MEMBERSHIPS for further discussions and definitions.





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Rev-Up Online Newsletter

Your Rev-Up Online newsletter is a very important aspect of your position. In many cases it is the only part of the newsletter that members read, because they are interested in what is happening in their Region, and they want to see their names if they have been involved in a race of importance. Gather information for your reports as things happen so you will be prepared when the report is due. Build and maintain your Region Champions list in the Rev-Up Online. Our Region Champions should be displayed in each issue as our champions until the next Regional.

Rev-Up Online is published the first week of every other month: February, April, June, August, October, and December. Our reports have a 15th of the month deadline, every other month, for each issue. The first issue of the year's input deadline is the 15th of January for February publishing. The Rev-Up Online deadline dates for your calendar are: January 15, March 15, May 15, July 15, September 15, and November 15.

The preferred method of communicating your articles and pictures is through the use of e-mail. Please attach your article in Microsoft Word (.doc) format and attach it to your e-mail. Sending it as a Word attachment retains some of the formatting you intended. Additional column formatting may be applied. Please send photos in *.jpg (jpeg) format.

Send your report and pictures directly to:

Kenny Bergschultz
ROAR Track Director
kenny@team1rc.com

Dawn Sanchez
Rev-Up Online Editor
revup@cox.net

Fred Hohwart
ROAR Administrator
administrator@roarracing.com

This is your opportunity to communicate with all your members and everyone in ROAR for that matter. Don't waste it. Please keep your column short and to the point. Only report on major races in the Region. Because of the newsletter format, space does not permit reporting on every local race. Save some (time independent) news for slow months so you have something to report. You are the only one who can submit material to the Rev-Up Online Editor. Make clubs aware that they can only send articles through you. You may assign someone else this duty, but remember you are responsible for it.





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Scale Assistants

In appointing your Scale Assistants, you should consider assistants to help with the different scales raced in your Region. These assistants should be qualified in the area of their scale appointment. It is also helpful if your assistants are able to travel to different races and report on some of the activities within their scale of interest. If you have chosen wisely, your assistants will be able to help you in deciding which tracks should receive the Regional and State Championships, or should be encouraged to submit a bid for one of the National Championships. Be sure you inform the RTD and ROAR Administrator who your assistants are so they can be properly listed. Each region is allotted two free ROAR annual memberships for its Scale Assistants as compensation for their support.



Club List

The RD has available a list of all affiliated clubs within their Region on the website. Use this list to become familiar with the clubs in the Region, and to develop a current year's list as you receive updates from the Administrator. You are also encouraged to develop a list of non-ROAR tracks in the Region using references such as Radio Control Car Action Magazine. As time permits, contact or visit these tracks and discuss the benefits of becoming a track affiliate. Remember, Track/Club membership terms are based upon a calendar year (January 1st thru December 31st). Try to get them to sign up in a timely way so as not to miss being in Rev-Up Online and on the website.

Race Calendar

RD shall maintain a race calendar** indicating dates of the following events:

1. World Championships.
2. National Championships.
3. Other major events with or without traditional dates.
4. Regional Championships.
5. State Championships.
6. Any Series schedules.
7. Track/Club race schedules.

**Many types of software readily available in most PC and laptop operating software packages provide calendar generating and appointment scheduling options. These programs include Microsoft Word, Excel, and Outlook. There are a multitude of web based programs and sites that can accomplish the same goal.

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				



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Race Attendance

To every extent possible, you should attend the National, Regional and State races taking place in your Region. We realize that you probably can't attend every one, but make as many as possible. Naturally, the higher the level the more important it is for you to try to attend. This is an excellent way to get to know some of your members, and to hear their comments about the organization. Our members need to feel that we are interested in them, so be willing to listen to what they have to say. You must have a Designated ROAR Official (DRO) assigned to every Sanctioned Level 2 and 3 event. If you cannot personally attend, assign one of your Scale Assistants to this task. You will need the name of your Designated ROAR Official (DRO) when sending the sanction application form to the RTD for approval. The DRO may NOT race, so it is suggested you assign an assistant that does not race in those classes. ROAR National events in your Region will be officiated by an ExComm appointed DRO. In case of Nationals, your team should concentrate on helping the Host make your region look good.



ROAR Elections

Participation in elections, including voting on important issues, has been very poor for many years. You can help in this area. When a ballot has been sent out, encourage every member you contact to vote. Call or write your tracks and ask them to stress the importance of voting. Encourage members to tell you if they are not receiving their Rev-Ups (when mailed for voting). More often than not, the reason a member does not receive Rev-Up is due to a change in mailing address or an unclear application. With your help, the area of voting can result in much needed improvement.



Communications

Communications through ROAR occur at different levels depending upon the situation.

Executive Committee

RD communication should occur directly to the RTD regarding all Level 3 and below races. Communication should be first by e-mail and then through follow-up phone calls as needed. Typical communications between the RTD and you will include sanction forms, deviation requests, general support and member responses.

RD at anytime has the right to contact any of the directors on the ExComm for issues outside of race sanctioning and those listed above. Timely communication of scheduled races (especially those at Level 2 and 1) are key to introducing new people to the hobby as well as supporting your local tracks.

Class Committees

Rule changes and scale class deviations for national championships are discussed and approved by the Class Committees. Class Committees also review scale national championship bids and propose to the ExComm their selections. All changes approved and proposed by class committees must be approved by the ExComm prior to implementation.

Class committees include oval (paved, carpet and in the future dirt oval), onroad, offroad, and fuel

Members

ROAR members are encouraged to provide comments at and all times to any ROAR officers. Based upon the question or situation, the comments will be forwarded either directly to you for local and regional situations, to the class committee chairman, or the specific ExComm Director.

Manufacturers and Industry Affiliates

Correspondence and interaction with manufacturers and Industry Affiliates is preferred to occur at the ExComm or designated class committee level. This method is preferred to keep a common and consistent face with the manufacturers and Industry Affiliates. If you see a need to contact a manufacturer directly, please contact the RTD or the ROAR President prior to initiating the discussion.



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ROAR Membership

ROAR offers several levels of membership depending upon the participation level preferred by the member or manufacturer. The types of memberships include annual membership for individuals and family members, as well as a single event membership.

Annual Membership

Annual or "full" membership for an individual member is \$30 per year. Additional family members, in the same household, may join for \$10 each in addition to the individual membership. Full membership is required to enter in National races (Level 4) and ROAR National Championships (Level 5). At all other events (Level 3 and below), single event memberships are be offered. Annual memberships include:

- ◆ A copy of the printed rule book
- ◆ Any mailing associated with member voting (i.e. President, Vice-President, Region Directors, and full membership votes).
- ◆ \$1 Million dollars in Liability Insurance (while participating at a ROAR sanctioned race and ROAR club/track).
- ◆ \$10,000 dollar Accident Medical Insurance (while participating at a ROAR sanctioned race and ROAR club/track).
- ◆ Membership card

Renewals of annual memberships are completed in the same manner as initial annual membership application. However, annual memberships that are renewals are retroactive back to the original month and day of registration if renewed within 30 days of expiration.

The Administrator sends renewal notices to individual members approximately 30 days prior to the expiration of their membership

All membership forms shall be sent to the ROAR Administrator for processing.

Event Membership

A single event membership is offered to those racers that opt to only attend a single Level 2 or 3 event (State Races, Regionals, and "Super" Regionals or large race events not defined as a region race and not designated a National race or ROAR National Championship), or lower, in a region during a calendar year. The single event membership as for it is named, is only good for that event and the member will not receive "full" membership status. However, the liability and accident medical insurance covered listed above for annual memberships would apply for that single event.

A member may upgrade to a full membership with the presentation of a copy of his/her single membership form and a payment of an additional \$15. As with the





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full membership, the expiration date for the full membership would be the date of the initial single event membership.

All membership forms shall be sent to the ROAR Administrator for processing.

Club/Track Membership

Contact tracks in your region and discuss the benefits of becoming a track affiliate. Remember, Track/Club membership terms are based upon a calendar year (January 1st thru December 31st). Try to get them to sign up in a timely way so as not to miss being in Rev-Up Online and on the website. All tracks should be ROAR affiliate tracks prior to be awarded any ROAR event and prior to applying for any national championship.

The Administrator sends renewal notices to tracks approximately 30 days prior to the expiration of their membership

Industry Affiliation

Since 1967 ROAR has been providing organized racing for the r/c industry. ROAR rules and specifications have become the industry standards at local, national and international levels. ROAR currently has approximately 6000 members and has produced more scale champions than any other organization in the world.

An industry affiliate provides good backing to ROAR and provides a means for communicating rule and specification suitability and possible rule changes. An industry affiliate will receive with its membership:

- ◆ 1-year membership from date of application.
- ◆ Review of proposed rules and specifications.
- ◆ Listed as a ROAR Industry Affiliate in Rev-Up Online and the website.
- ◆ Permission to use the ROAR Affiliate logo in advertising and correspondence.
- ◆ One annual membership (individual).
- ◆ Link on the ROAR website pointing to the affiliate's website.

The membership fee for a ROAR affiliate is \$100. All membership forms shall be sent to the Administrator for processing.

Insurance

For your information the following is the coverage provided by ROAR insurance:

Tracks are covered by a \$2 million aggregate liability policy, limited to \$1 million per incident, including \$50,000 fire liability. If required by a property owner, tracks can obtain special site insurance for about \$67 a year. The policy that covers tracks is written on a calendar year basis so both track membership and their insurance expire at the end of the year. Some tracks do not understand that there is no economy in waiting until their season starts to renew their membership. That has a down side, as they will miss important information, and listing, in our publications.





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Individual members are covered for \$1 million in liability and \$10,000 in secondary accident medical with \$200 deductible as long as they are racing at a ROAR sanctioned event, or practice for it. Unlike the track insurance and membership, members are covered for one year from the date of joining.

The Administrator sends renewal notices to individual members and tracks approximately 30 days prior to the expiration of their membership.



Race Events

Sanction Forms

ROAR manages and awards all of its race events through a race sanctioning process. The sanctioning process is broken into the following levels of racing:

- Level 1. Local club races.
- Level 2. State or series races.
- Level 3. Regionals and "Super" Regionals.
- Level 4. National races.
- Level 5. ROAR National Championships.

When a track joins ROAR, it receives a packet that includes a sanction application form. This form is used to request approval of Level 2 races or higher and to thereby obtain a sanction number. Regular weekly races (Level 1) are automatically sanctioned. You may request your tracks to submit a sanction form for these races (Level 1) for your records, but it is not a requirement.

A sanction form is required for all requests for Levels 2, 3 and 4 races. Upon receipt of the form from the proposed host track, complete your portion of the Sanction Event Application form, sign and then mail or fax it to the RTD for final approval. The RTD will send your Levels 2, 3, and 4 Sanctioned Event certificates directly to the event holder. The RTD will send you a copy of the signed sanction form for your records. No races will be sanctioned without a designated ROAR official, a designated Race Director, and proof that the applying host track is a ROAR track.

For all Level 2 and 3 events, you are responsible for assigning your own region specific sanction numbers. Our guideline for making a sanction number is to combine your Region number, the event year, and a sequential event number in the following format, ROAR SN 06-03-07. (i.e. the seventh event sanctioned in Region 6 in 2003).

Level 4 events are defined as national events that are not ROAR designated national championships, but would most likely represent one or two specific classes with a national driver draw and attention. These events will be required to comply with current ROAR rules; however rule deviations maybe requested at the time of application and must be clearly advertised on the entry form. The RTD can approve or deny all deviations for Level 4 sanctioned events.

Level 5 (ROAR National Championships) event requests should be forwarded to and are handled through the ROAR Competition Director who disburses the items to the appropriate Class Committee. Level 5 applications are to be submitted by July 31 of each calendar year for the next calendar year national events (i.e. July 31, 2006 for 2007 Nationals). Appropriate application forms for Level 5 events are located on the ROAR website.



ROAR National Championships

All activities associated with the setup and coordination of ROAR Nationals Championships are completed by the Competition Director, the ExComm, and the Class Committees.

The report from national events for Rev-Up Online is handled and sent by the event holder directly to the ROAR Administrator. A portion of their performance bond is withheld until this report is received. These reports become a feature article rather than an item in your region report. As the RD, you may be called on to help a club prepare the national report.

Regional Championships

There should be at a minimum, one Regional Championship for each scale that is raced at a National Championship in your Region. As a RD, you are responsible for soliciting and evaluating Regional event bids, and you will be responsible for deciding which tracks will host your ROAR Regional Championships. Event schedules should preferably be posted no later than 3-6 months prior (in January is best for established regions) for the best racer turnout. For Regionals, you should always be in the event solicitation process (getting bids). Set an early fall deadline for receipt of bids for the next year. Require that Regional events be in writing and accompanied by a sanction form. Evaluate the bids you receive with help from your appropriate scale assistant and make your decisions as early as possible. Remember, you will need extra time to gain final approval for your Regionals from the RTD. The following criteria will assist you in making your decisions:

1. The track must be a current ROAR member track.
2. The Race Director must be a current ROAR member, but must not race the event.
3. The ROAR official you must assign to the event cannot race.
4. Does the track have experience in conducting large events?
5. Do the Race Director, technical inspectors and others officials have ROAR event experience? Are they ROAR members, as required?
6. Site adequacy? Including location, equipment, motels, porta-potty's, Etc.
7. Do your proposed dates conflict with ROAR Nationals or other major events?
8. Could this track produce a useable race report for your Rev-Up Online column?
9. Can they hold a warm up race before the regional?
10. Can your Regional be timed to be held a couple of weeks before the Nationals?

State Championships

Your communications to tracks and clubs soliciting for your Regional Championships should also ask for bids for State Championships. Normally these will only be held for the most popular classes, but there are no restrictions on what can be run as long as they are recognized ROAR classes or approved



provisional classes. If State Championships have not been run in your Region, try to get them established. Organizing Inter-state championships may also be fun.

Series Races

These have become popular in many areas. Usually they involve three or more tracks within easy traveling distance in a State or Region. If there are series being run in your Region, you should support them. If not, try to get one or more established.

Showdowns and “Super” Regionals

Showdowns should be encouraged between States or Regions. More than one State or Region could be invited if you have a good geographic location for it. Showdowns of this format can easily be classed level 3 events. Do you know a ROAR club or track that could host a Showdown?



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Rules, Deviations, and Approvals

ROAR Rule Book

The ROAR rules are very comprehensive and will answer most questions that you or your members may have. You should read them carefully and ensure that they are followed and applied fairly in your Region. If you do not understand a rule, procedure or perhaps their reason for being, please call the RTD and discuss the item. Knowledge is power. Don't just know a rule, know why the rule. You have the authority and responsibility to enforce compliance with ROAR rules at sanctioned events in your Region. You may not approve deviations or omit ROAR rules on Level 2, 3 or 4 events. Approved deviations to ROAR rules must be in writing on published entry forms.



Event Deviations

Event deviations for Level 2, 3, and 4 races can only be approved by the RTD for special circumstances such as track dimensions, product availability, or for the betterment of the event. All event deviations must be in writing and included on the Sanction Form when submitted.

Level 5 deviations shall be requested by the host facility through the Competition Director and approved by the ExComm.

Product Approvals

All products requiring approval must be submitted in accordance with the requirements listed in the ROAR website and rule book (Section 12).



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IFMAR

The International Federation of Model Auto Racers (IFMAR) is the only world based organization for the management and promotion of radio control racing. IFMAR is comprised of four main blocs which include:

- ROAR (Remotely Operated Auto Racers)
- FEMCA (Far East Model Car Association)
- EFRA (European Federation of Radio-Operated Model Automobiles)
- FAMAR (Fourth Association of Model Auto Racing)

The objectives of IFMAR are orientated to the promotion of international friendship, uniform rules and interpretation, coordinate international races for all R/C classes, and to maintain IFMAR as the sole organizer of world championships.

Only those drivers who are members and who participate in the above organizations qualifying events can participate at an IFMAR world event.



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Forms

The following forms are provided for use in making copies and distribution. Electronic versions of these forms are provided in Adobe Acrobat format on the attached CD and are also available on the ROAR website at www.roarracing.com. A copy of the Adobe Acrobat Reader is also provided on the CD.

These forms are not to be altered at anytime.

ROAR Annual Membership

ROAR Single Event Membership

ROAR Sanction Event Form

ROAR Club or Track Affiliation

ROAR Industry Affiliate

Application for Special Site Insurance

(contact ROAR Administrator)