



Pro Vintage Racing, Inc.

Procedures for Technical Racing Rules creation or revision:

Pro Vintage Racing, Inc. (PVR) is an ISR-sanctioned club and will follow all ISR-related regulations and guidelines.

Section 1 Class Elimination Procedure

PVR requires a minimum of 2 sleds to race.

Using data from the previous two seasons, the average entries must exceed 3. If a class averaged 3 entries or less, the class will be placed on automatic Probation. To get off Probation, average entries for the following season must be 4 or greater. Failure to do so will cause the class to be eliminated or merged with another class. This would exclude Senior's classes, masters classes, Women's classes, Jr's classes.

Approved on 12/4/16

Amended 11/5/17

Approval authority: BOD

Section 2 Request for new additional class for PVR weekly lineup.

A petition must be presented to the BOD with **3** credible drivers requesting to race the class. If accepted by the BOD, said class will be on probation for 2 years. Average sled count for the year must be 5 or more to become full class and move beyond probation status. Class may be run with another class and be scored separately. This process must be completed by July 1 to race the following season. Reason, time to promote class.

What Makes a Credible Driver in PVR:

- **Active Participation:** Regularly competes in PVR-sanctioned races throughout the season.
- **Good Sportsmanship:** Shows respect to fellow racers, officials, and the sport at all times—on and off the track.

- **Rule Compliance:** Follows all technical and safety rules without repeated violations or disqualifications. The driver must not have any personal or financial interest that could influence fairness in the class they compete in.
- **Positive Representation:** Represents the PVR organization in a professional and respectful manner both at events and online.
- **Consistent Performance:** Demonstrates safe, fair, and skillful racing across multiple events—not just one standout performance.

Approved on 3/26/22

Approval authority: Membership

Section 4 Aged Base Class Exception

In any aged based classes (I.E. – Masters, Juniors, Juniors entering into adult classes from Juniors), the option to participate in that class prior to reaching the designated age will be in effect, if the participants birth date falls between Jan 1st and March 31st. This allows the participant to acquire points in that class throughout the entire season, from the start of the season.

In the case of a Junior participant moving into regular classes, they would only be able to participate in one race group, regular or Junior, not both. The 17 year old would also be required to have a parental authorization letter on file with PVR, prior to racing in regular classes, until the actual age of 18 is reached.

Approved 3/14/15

Approval authority: BOD

Section 5 Race Payout and other Special awards

- A. Class payout will be 100 % of entry fees and paid out will be no later than next scheduled event. If not present to collect awards, checks will be delivered or mailed.
- B. Bonus money for classes is announced for which classes and how much added purse on the website and or social media.
- C. Special Awards such as Checkered Flags for class winners is provided by outside sponsors. Not all events may have these awards.

Approval date: 2/25/17

Approval authority: BOD

Section 6 PVR Points scoring system:

Annual membership is required for year-end points awards, no exceptions.

Membership purchased prior to first PVR race provide the member voting rights. With a paid season membership will receive. dinner at the annual meeting/banquet.

If annual membership is purchased during the season, points will only be accumulated from the date the annual membership was paid.

Points will not be awarded retroactively.

- A. A season long high point winner will be recognized for each class at the year end banquet if we have 3 or more races.
- B. If a driver checks in the day of the race, they will be awarded 5pts.
- C. *If the driver transfers to the final they must take the green flag to collect the points in the final. (This is to encourage drivers to attend the events and breaks a tie that might happen due to a person who came to all events and driver that only attends some events).*
- D. In case of a tie, the first tie breaker will go to the driver that attended all events in that class. If still a tie in points, the second tie breaker will go to the driver won a race or placed higher in a previous races, if still a tie the tie breaker will be awarded to the person who raced in more classes.

1st place, 10 point/15 pts for the day

6th place, 5 points/10 pts for the day

2nd place, 9 points/14 pts for the day

7th place, 4 points/9 pts for the day

3rd place, 8 points/13 pts for the day

8th place, 3 points/8 pts for the day

4th place, 7 points/12 pts for the day

9th place, 2 points/7 pts for the day

5th place, 6 points/11 pts for the day

10th place 1 points/6 pts for the day

Section 8 Rule Change Procedure.

PVR President will appoint a rules committee to review rule change requests. All requests must be in writing. If PVR feels these requests are valid and in the best interest of the sport, the Change request will be presented at the ISR rules meeting in the spring. At this meeting each ISR affiliate club get one vote to find in favor and to reject the rule change proposal.

Section 9 Class structure Change Procedure.

The President of Pro Vintage Racing (PVR) will appoint a committee to review all proposed changes to the class structure. Requests for changes must be submitted in writing, accompanied by appropriate supporting documentation and justification. To ensure thorough review and consideration, we kindly request that all documentation be submitted no later than three weeks prior to the annual meeting.

If the PVR membership deems the proposed changes to be valid and beneficial to the club, they will be discussed at a dedicated class structure meeting held after the annual meeting. At this meeting, all members in good standing will have the opportunity to present additional proposals, engage in discussion, and vote on the proposed changes. Final recommendations will be submitted to the Board of Directors for review and approval.

Section 10 PVR Board Member Duties

Duties of the President

The President shall be chairperson of the Board of Directors. He or she will lead and facilitate all meetings using rules based on parliamentary procedures. He or she should appoint members or designate appointments to the board of all standing or temporary committees. Committees may include members of the Club. The President shall perform those other duties that may be assigned by the Board of Directors. The President must not have any vested interest—financial or otherwise—in the club's operations or activities and must remain impartial in all decisions

- Responsible for general oversight and monthly board meetings. The President will take what the board of Directors vote on and will only vote in the case of a tie.
- Review monthly bank statements provided by the Treasurer; review other financial statements provided by the Treasurer

- Organize and provide an oversight of meetings
- Assist as needed by the head scoring for class structure, layout and running order while building a race.
- respond to e-mail requests, taking or returning phone calls, and traveling to meetings as needed.
- Be responsible for negotiations with Track Promoters to Ensure a positive outcome for Both parties involved.
- Delegate and/or assist in setting up and tear down of racing events. If unable to be there, delegate a key setup and tear down person/persons. This duty would also include working with the Race Director/Directors, Promoters, and Track Crew to ensure a safe racing surface.
- Responsible for overseeing club activities and addressing issues with members in poor standing.
- keep a positive attitude to Promoters, board of Directors, Club Membership, sponsors, volunteers and Racers.
- Ensure the duties list is reviewed at the same time the bylaws are reviewed
- Other duties as required, such as speaking at public events, going to meetings on running related events, attending promoter's meetings, ensuring contracts are signed, reviewing insurance documentation with the delegated insurance manager, attending insurance training and rule setting, volunteering time at related events, etc.
- General oversight of all other BOD positions, volunteer positions and assisting as needed

Duties of the Vice President

The Vice President shall assume the duties and power of the president during the absence or temporary incapacity of the president. He or She shall assume additional responsibilities as authorized by the Board of Directors.

- Assisting the President and taking over in his or hers absence
- Works closely with officers to ensure a smooth operation

- Consult and advise on race track safety
- Work and coordinate with track promoters

Duties of the Treasurer

The Treasurer -shall keep the financial accounts of the club, receive dues for membership, pay bills and generally be responsible for monitoring the financial health of the club. He or She shall keep the club's funds in a bank under the account name "Pro Vintage Racing Inc.". He or She shall be responsible for maintaining accurate and timely records of said account(s) and for preparing and presenting a treasurer's report at each monthly board meeting.

- All payments over \$250.00 are to be approved by the majority of the Board of Directors.
- Detail of duties include but are not limited to the following:
 - Access Needed for Slack. Board Communication Center
 - Create Username and Password
 - Access Needed for Raceday. Member Portal + Raceday admin
 - Create Username and Password
 - Access Needed for Stripe. Credit Card transfer system
 - Create Username and Password
 - Access Needed for Zoom. Board Monthly Meeting Communicator
 - Monitor Zoom payment through credit card
 - Set up new Post Office in Treasurer's hometown
 - Submit request for Change of Address
 - Pay annual USPS fee for PO box
 - Set up banking with BMO in Treasurer's hometown
 - Update Signature Cards
 - Update Credit Cards.
 - Canceled debit card in '24
 - Online Banking
 - Create Username and Password
 - Monitor CD expiration. Renew or withdraw
 - Canceled Savings account in '24
 - Monitor 2 Checking accounts. One for all PVR related activities and one for only foreign donations. IE: Sweden partner in 2024/2025 season. Must have \$100 minimum in checking.
 - Monitor all credit card transactions. President & Treasurer cards
 - First time having a credit card in '24
 - Use Credit card for all necessary expenses
 - Use Credit card rewards as decided by the board

- *Access Needed for CentreSuite. BMO Credit Card manager*
 - *Create Username and Password*
- *Laptop & Printer available as needed. Currently in Secretary possession*
- *Work with Insurance Manager to Pay Annual Affiliate Fee in September each year*
 - *Isrinsurance.com*
- *Work with insurance manager to provide payment for each event's insurance*
 - *Pay with credit card*
- *Have envelopes printed for each class with 1st,2nd,3rd payout for each planned race to last an entire season*
 - *Used Westphals in Brownsville '24*
- *Withdraw 100% payout Money for each Event. Both PVR & Sponsorship*
- *Work closely with Promoters on all Sponsorship money*
 - *Create Spreadsheet and break out money by class based on promoter direction*
 - *Jim Lemke - OCC*
 - *Wyatt Mlaskoch - Willow River*
- *Pay insurance for equipment. IE: trailer, shaver, radios*
- *File with the State annually. Wisconsin DFI OSB Annual Report*
 - *File entity Annual report. go to dfi.wi.gov click on Business Services then Business Entity. File Online*
- *Pay yearly registration for Race trailer*
 - *WiDOT.gov - License plate BT79978*
- *Pay Six08 Graphics for Tech Stickers*
- *Pay for all office supplies*
 - *Member to provide receipt and pay by check or use Credit card.*
- *Pay for Trophies*
 - *Hole Shot awards*
- *Pay Castle X orders*
 - *Collect ½ payment from board members*
- *Pay for Wausau Track*
 - *Bob Richardson*
- *Pay for 25% Insurance/EMS - Eagle River*
 - *World Championship Derby Craig Marchbank*
- *Deposit all Sponsorship checks and cash*
 - *Provide Receipts for Sponsors*
- *Week of Event Duties*
 - *Thursday*
 - *Pull all Race entries from Raceday AFTER NOON and create spreadsheet with percentages. Determine # of denominations for payout. Withdraw money and fill all*

- envelopes. *Pencil in dollar amounts.*
 - *Work closely with Registration personnel on any changes happening after noon.*
- *Friday*
 - *Provide total # of Junior race entries and provide to Rick Bartel. He provides cash to PVR at each event*
 - *Prepare Sponsor sheet for each event and give to announcer for each event.*
- *Saturday/Sunday race days*
 - *Registration*
 - *Take Pit Pass Money, racer sign waiver, apply wrist band*
 - *Any changes to racers per class? Update envelopes and payments as needed*
 - *Hand out envelopes and flags to racers who did not pick up at previous event.*
 - *Work closely with the Score team to enter names on 1st-5th envelopes and have a team member double check dollar amount /winners in/on each envelope.*
 - *Hand over all envelopes to Announcer.*
 - *Create spreadsheet to record winners and that what pays out matches total registered racers.*
- *Mondays after race*
 - *Record all payout by racer for tax purposes*
 - *Record on Financial spreadsheet all income/payments IE: pit passes, late fees. Etc.*
- *Find or use existing Accountant for tax preparation and filing*
 - *Current Accountant: Brady Stumpf - Erickson & Associates*
 - *Provide all Expenses, Bank Records, and Payout by Racer to the accountant.*
 - *Accountant to send 1099 to racers who earn over \$600.*
 - *Review tax prepared docs with the President, sign off for the accountant to E-file.*
 - *Pay taxes and accountant yearly*
- *Prepare Yearly Expense documentation for the board to make future decisions on needed replacement equipment, donations, etc.*
 - *Reference raceday to populate data*
- *Withdraw Year End payout.*
 - *Fill and prepare envelopes for payout.*
- *Hand out envelopes not picked up from drivers at banquet*
 - *Mail checks to individuals who did not attend banquet*
- *Manage all member fees/sponsorship given at banquet*

- *Enter all members who pay at banquet in Raceday for following season*
- *Manage all Money raised at banquet*
- *Manage all Money raised throughout the off season.*
- *Record ALL transactions*

Duties of the Secretary

The Secretary shall keep all club records other than financial, including meeting minutes, the membership roster, committee member listings and documents of historical value. He or She shall send and/or post meeting notices and carry out all of the usual secretarial functions of the club. The secretary shall ensure that all club records are retained and archived for future reference, unless otherwise agreed upon by the Board of Directors and membership. Ensure all records collected are moved forward to elected officers.

- Record Meeting Minutes and attendance
- Maintain records
- Oversee Membership lists
- Provide safekeeping of contracts and records
- Track board member terms
- Prepare agendas
- Send out agenda and minutes for board meetings

Duties of Registration

- Create events in raceday
- Open and close each event
- Build each class heat, semi, LCQ, and final as needed with the number of sleds
- Arrange the classes
- Print sheets for pit boards, scoring crew, tech, lane coordinator, race director, treasurer, announcer, and any others as the event warrants.
- Arrive before check-in on race day
- Verify the classes each driver has registered for that event.
- Make any class scratches and update sheets for staff.
- Post pit boards after check-in has closed.
- Refund racers in raceday as needed.
- Collaborate with race officials when track conditions prevent full day of racing. Adjust classes and redo pit boards as needed. C
- Communicate any changes to the number of racers per class to the treasure. Payout will need adjusting.
- All personnel entering racing surface and pits to sign waiver forms
- Pit passes are paid and given wrist band to all personnel entering racing surface

Duties of Scoring

- Lead Scorer
 - Verify there are three volunteers to help with the scoring, the head scorer or caller, and two recorders.
 - As sleds enter the track the number of sleds and laps to run are relayed to the flag man.
 - Calls out sled number as they cross the finish line.
 - Provide Lane Coordinator with LCQ, Semi, Final updates to be made to pit boards
 - Provide Announcer with any changes to original pit board report
 - Update Point spreadsheet after each race
 - Communicate Point stats through PVR Facebook after each race
- Recorders
 - Records Lead Scorer call out numbers
 - Communicates to Treasurer top 3-5
 - Double checks envelope recording and payment accuracy
 - Provide Tech support with top 3 in class to get teched.

Duties of Race Director

The Race Director will make all final decisions, including rule infractions. Penalties for rule infractions may include, but are not limited to, a warning to become compliant, disqualification from the race or event, or permanent disqualification.

- Oversees every race and finalizes the results before publishing to the promoter and general public
- Works closely with event promoter regarding facility and track design
- Is the final call on red flags, driver black flags, race receiver operations, driver protests/appeals, and infractions.
- Decides on race laps as it pertains to weather conditions for safe racing
- Works closely with flagman for restarts
- Final decision maker in allowing a sled or driver back in a race after an accident
- Authority to determine structural integrity

Duties of Race Officials

Flagman/Flagperson:

The flagman has a lot of responsibilities during race day. From the start, during the drivers meeting you go through what will happen during your race, how the flagman will start the race/ flag starting procedure, and safety procedures. The flagman is responsible to make sure all the corner workers are in place and ready along with the scoring trailer before the first race is brought out. Once the track is ready, the class is brought out and staged in corner 4. Once it's confirmed that all sleds are present, the flagman will give the drivers a signal to proceed to the starting line. Once all lined up, the flagman will go through their starting procedure and start the race. If a sled jumps the start, the flagman will call "red" and restart the race with the sled causing the red flag starting in the back row. It's the flagman's job to keep track of the number of laps and give the corresponding flag at the appropriate time. If there's an accident during a race, the flagman, race director, or scoring personnel will call "red flag" and the race will be stopped. After the sled causing the red flag has been removed, the flagman will restart the race and if there is more than one lap completed, a staggered start will be lined up. The flagman is also responsible to look out for any on track infractions like rough driving, broken or loose equipment, or anything that would make the race unsafe. Flagman also works hand in hand with the race director and scoring personnel to help schedule plow breaks. Basically the flagman is in charge when the sleds hit the track until they leave the track. You need excellent communication between the scoring, race director, corner workers, and paddock area to make sure the race runs as smoothly as possible.

Race lane coordinator:

The Race Lane Coordinator plays a pivotal role in making sure the racers and sleds are in their correct lanes prior to their race being started along with making sure Race Boards and Race Sheets are set up and updated regularly throughout the race. The job also consists of viewing the sleds and drivers as they proceed to the entrance of the track for any safety issues (tail lights, broken ski loops). Another role the lane coordinator provides is feedback from racers and crews to the Race Director, Head Scorer or Scoring Trailer for various information (2 minute timer, Driver switching sleds, not able to make race) etc. The lane coordinator also lets drivers know when they are ready to proceed onto the track for the start of a race.

Technical Directors

- Refer to ISR training and documentation

Board Member

- Communicate members thoughts and ideas to the board for the betterment of the club.
 - Liaison between member and the board
- Continually collaborate with board members throughout the year by attending monthly board meetings

- Support new and innovative ideas and help execute those ideas while keeping the racer and club expense at the forefront
- Additional items include but are not limited to the following:
 - Promote sponsors for events
 - Communicate sponsors, donations, and class payout to treasurer
 - Help with track set up and tear down

Miscellaneous duties

- *Order Flag Sticks - East Side Lumber - Hartford, WI in '24*
 - *Staple Flags to Sticks. Flags provided by Fowler Parts Service*
 - *Bring enough flags for each class winner to each event*
- *Assist with banquet committee needs and responsibilities*
- *Keep track of all sponsors. Name / Address / Thank you*