

# Culpeper Soap Box Derby

## RALLY RACE RULES AND PROCEDURES

SEPT. 22, 2009

**Note: You must pay particular attention to the wording of RULE 2.9 which deals with car handling requirements, RULE 2.12 which deals with damage responsibility, and RULE 12.1 that deals with refunds.**

## GOALS OF RACE

- 1 **SAFETY** for everyone
- 2 **FUN** for all: drivers, families, spectators, and volunteers.
- 3 **FAIR** to all participants.
- 4 **FAST** race day program to maintain interest.
- 5 **FINISH** the race, select champions and place finishers through competition.
- 6 **TIMELY** start of all race day activities.
- 7 **CLEAR** communications.
- 8 **SMOOTH** race operations.
- 9 **COURTESY** towards everyone
- 10 **IDENTIFY** improvement ideas

## RACE RULES AND PROCEDURES

### 1.0 GOVERNING RULES

- 1.1 These rules were approved by the Culpeper Soap Box Derby (CSBD) Board of Directors (The Board) and have been most recently revised on Sept, 15 2008.
- 1.2 The race will be run in accordance with these rules and the current rule books and race director's manuals issued by the All-American Soap Box Derby (AASBD). All cars must be updated to the AASBD Rules.
- 1.3 Should any portion of these Rules be found to be unworkable or unfair, the Race Decisions Committee shall have the authority to make on site revisions.
- 1.4 Cars shall be constructed in accordance with the current Rule Book, plus any addenda issued from the AASBD.

### 2.0 RACE SPECIFICS

- 2.1 The race will be held for Stock, Super Stock, and Masters cars, if sufficient entries are registered.
- 2.2 Typically events will consist of two races per day unless otherwise specified by the race director. Typically the first race of the day will be a Double Elimination and the second race of the day will be a Single Elimination.
- 2.3 Standard Race Format. The race format shall be lane swap / wheel swap / timer differential.
  - 2.3.1 Heats. Each heat consists of two phases. Upper car on heat sheet runs in Lane 1(left lane looking downhill) for the "A" Phase race and Lane 2 (right lane looking downhill) for the "B" Phase race. Lanes will not be calibrated.

- 2.3.2 Wheel swaps. We will use a 0-4-0 or a 2-4-2 or progressive wheel swap. For the first two we will swap 0(or 2) wheels before the “A” phase, all four wheels after the “A” phase, and 0 (or 2) wheels after the “B” phase. On the progressive wheel swap we will change all 4 wheels after the “A” phase and wheels will stay on that car until they are changed after the next “A” phase. The wheels will be returned to the their owner after the end of the race day. If they will not be racing in the second race or if have been eliminated from the second race and must leave, then their wheels will be exchanged after the “B” phase of a heat with the set from the departing racer’s car. When changing wheels do not lay wheels down as dirt may get into the bearings. All wheels shall maintain same position on the cars and direction of rotation. At the start of the race, wheels may be relocated (one side to another or front to back) to avoid “wheel games” and to ensure fair competition.
- 2.3.3 The racer with the greatest net timer differential of the two phases combined shall determine the winner of each heat.
- 2.4 Alternate Format. In the event of a total timer failure or a major delay as discussed in 2.7, the Race Decisions Committee may direct that the format be changed to single- phase heats with a two-wheel swap. The wheels to be swapped and the lanes shall be chosen by chance, based on the callout slips. The winner shall be the first car across the finish line, as determined by the timer, if operational. If the timer is not operational, the Judge and two disinterested assistants appointed by the Race Director shall make a visual determination of the winner. If the judges are not able to agree on the winner, the heat will be rerun with the racers switching lanes but not wheels.
- 2.5 All cars will be positioned on the ramps in the same position for that division. Wheels will be placed inside the ramp marks for that division. Wheel spotting will not be allowed.
- 2.6 Time is of the essence to complete the race day program, so the conduct of the race and the implementation of these rules will be oriented toward finishing the race, so long as it does not unduly compromise safety, fun, and fairness.
- 2.7 If the race has substantial delays, the Race Director has the responsibility to make adjustments to the race day program to be certain that the champions and place finishers are determined by competition in the basic format, if at all possible. For example, the challengers brackets may be delayed until winners of the winner’s brackets are determined; then we will run as much of the challengers brackets as time permits. If necessary, the Race Director may request the Race Decisions Committee to order the alternate race format. If the race is terminated before all places are run, any undetermined places will be determined by the procedure described in Section 11.
- 2.8 Cars will be allowed to run a 15# max tail weight distribution. The Board may change this requirement but will notify competitors prior to weigh-in
- 2.9 Each Driver shall be accompanied by a responsible adult (parent, guardian, or other adult with a written consent form) at all times during the race. Each Driver shall provide a Pit Crew (2 car handlers) at the topside staging area and at the runout area to load/unload/handle the car as this activity will not be performed by race officials (the driver can be one of the handlers). If you are a single parent, you should team up with other race to satisfy this requirement. The Pit Boss has the

authority to control access to and conduct within the pit area to reduce disruptive persons and activities.

- 2.10 All cars will use Z-Glas wheels that are unaltered and in good condition. Wheel banks will not be utilized.
- 2.11 Drivers will wear a fully functional, official All American Soap Box Derby (AASBD) race helmet in proper position. Appropriate footwear is required at all times. The AA requires footwear with a sole and we would prefer that racers utilized water shoes or bedroom shoes. Footwear is to have a manufactured sole and is distinguishable from the rest of the footwear. Tape on a sock is deemed not appropriate footwear. Duct tape on the Driver or the Driver's garments is not permitted. The Drivers shall furnish all race attire to include the helmet.
- 2.12 Race teams are responsible for any damage that they cause to the CSBD's or other competitor's equipment, tools, or property (ie. You hit a timer, another car, tent, etc then you are to compensate the affected party so as to return the damaged property to the condition prior to the mishap). The CSBD officials and volunteers will be held harmless for any damage they cause to any competitor's, crew's, or race team's equipment.
- 2.13 Spectators, parents, drivers, and the general public will not be allowed in the Scorekeeper/Announcer's tent at the finish line or the Controller/Stager's tent at topside, except on Official Business. The track is off limits to all traffic during the race, even between heats. Foot traffic up and down the hill shall be in the grassed area along the track and at least 15 feet from the curb line to avoid driver distraction.
- 2.14 Drivers must make every effort to keep their cars in their respective lanes and within the tract boundaries at all times. The boundaries of the tract is the asphalt area of the roadway. The concrete apron and curb is outside the track and should be avoided. Traffic cones will separate Lane 1 and Lane 2. If a car should enter the opposite lane (crosses the cone line), then it may be disqualified if in the opinion of the race officials, the car in error interfered with the other car. If the violation is deemed to be interference, the driver will lose the heat. Likewise if a car crosses the tract boundaries (asphalt/concrete apron) for an extended length, then it may be disqualified. If either violation occurs during the "A" phase the "B" phase will not be run.
- 2.15 Race Number will be assigned to each competitor and will be utilized to call the heat phases versus the competitor's name. Typical is S for Stock, SS for Superstock, and M for Masters along with a number. For example M-7 is masters car number 7.

### **3.0 BYES & WARM-UP RUNS**

Bye/warm-up runs will not be permitted, except for the winner's bracket finalist just prior to the championship heat. This will be run immediately after the "B" phase of the non-winner bracket final heat. It is the winners bracket finalist's responsibility to be ready to take bye run as specified otherwise it will be forfeited. The bye run can be made in either lane.

## 4.0 INSPECTIONS

- 4.1 All racers shall pass inspection by the CSBD at the time and place prescribed before being allowed to race. Inspection officials will mark cars that have been inspected. Also a weight label and rally race number will be placed on the cars in the same position for each division. Cars will not be allowed to compete without all the appropriate stickers.
- 4.2 All cars must be updated to comply with the current set of AASBD rules plus addendums for that division to include decals. If corrections can not be made within acceptable time limits to avoid race delays, car will be disqualified. The Race Director may allow the car to race with infractions if all air foils are removed.
- 4.3 All cars will be inspected for compliance with the AASBD rules and for safety. The Race Director shall have the authority to order any further inspection of any car that appears or is suspected to have an illegal modification. Any heats run by a car with illegal modifications shall be forfeited, and the race results shall be adjusted to the extent practicable in the opinion of the Race Decisions Committee. The Race Director may, in his sole discretion, allow corrections for illegal modifications discovered before a car is called for its second heat, if such corrections can be made without delaying the race. The involvement of the Driver in such illegal modifications shall be considered in the decision.
- 4.4 To the extent practicable without delays to the race, cars and Drivers will be weighed randomly prior to loading on the starting ramps. Variances in excess of established weight limits of more than two pounds will result in adjustments being made from the **adjustable tail weights** to bring the weight to within acceptable limits. In addition, if the variance is excessive, it could also result in the loss of the previously run heat. Adjustment will not be made for variances under the established weight limits. In the interest of the health and safety of the Drivers, they should be encouraged to drink water to counteract weight loss through dehydration but at the same time they should be cautioned/aware of the weight limits. During weigh-in checks, the driver will be in a racing position (unless communicated earlier by event coordinators) and in proper racing attire. Racing attire (helmet, goggles, racing shoes, good luck items etc) will be considered part of the driver's weight and worn during weigh-in.
- 4.5 Additional weight necessary to reach optimum limits during inspection is the responsibility of the race team. Weight amounts of less than a half of a pound will not be allowed. Weights should be painted and marked with the corresponding weight. Once the weight variance is announced, **the Race Crew will have 5 minutes to bring the car into compliance or potentially forfeit the first heat.**
- 4.6 The Technical Director shall have the authority to disqualify any wheels that are unsafe, damaged, altered in any way, or that are not free spinning.
- 4.7 Since the intent of these Rules is to provide a fair race and not to keep participants from racing, the Race Director may allow an illegal (but safe) racer to race two heats, but require that the opposing racer be declared the winner, regardless of the outcome of the heats.

- 4.8 Unsafe cars or Drivers (as determined by the Technical Director, the Race Director, or the Race Decisions Committee) shall not be allowed to have a trial run or to race. This determination may be made at any time and any prior failure to identify the car or Driver as being unsafe shall not be taken as creating a precedent. The Officials making a determination on whether a Driver is unsafe may (at their discretion) choose to counsel and/or train a Driver that has committed an unsafe act if they believe that such counsel or training will cure the problem.
- 4.9 Good luck objects are permitted but prior to inspection and weigh-in, they must be secured/attached/placed to the car in a position that will not give the racer a competitive advantage. These items will be noted on the weight sticker.

## **5.0 REPAIRS, TOOLS, & LUBRICANTS**

- 5.1 After the race has been declared started, the use of tools, lubricants, and solvents, will **NOT** be allowed at any time unless authorized and supervised by the race director or his designee.
- 5.2 After the car is inspected and weighed in at the track, if repairs are needed to correct safety problems or race damage, they will be conducted in a designated area. All repairs shall be made under the supervision of a Race Official designated by the Race Director. The typical time allowed to make repairs is 30 minutes. However the Race Director may set different time limits as long as it will not cause race delays. Timely completion of the race is more important than keeping a single Driver in the race, even if the cause is beyond the Driver's control. Adjustments or modifications to improve performance will not be allowed.
- 5.3 During a two race event, once a car is eliminated, drivers and crews can make performance improvement adjustments. Adjustment will be made in the pit area. If adjustments are made, cars will be inspected and reweighed prior to the start of the next race. An additional inspection/weight marking will be placed on the cars for the second race of the day.

## **6.0 DISPUTES, PROTESTS, RULE VIOLATIONS, & DISCIPLINARY ACTIONS**

- 6.1 It is intended for the Drivers, Race Officials, and spectators to have fun in a race that is safe and fair. Any Race Official may counsel any person, and may reprimand any driver for the following violations. The Race Decisions Committee may disqualify, exclude, or eject a driver, or any member of his/her party, for any of the following violations. In addition, the Race Decisions Committee, may determine further (or lesser) penalties if the situation warrants.
- 6.1.1 Vulgarity, verbal or physical abuse, and/or unsportsmanlike actions directed towards Race Officials, spectators, Drivers, or others. The CSBD interprets "unsportsmanlike conduct" to include using accusatory or inflammatory words (such as "cheat" and its derivatives) to describe the conduct of Drivers or Pit Crews.
- 6.1.2 Non-compliance with these Rules by a Pit Crew or other members of a Driver's party.
- 6.1.3 Unwillingness to abide by a Race Official's decision.

- 6.1.4 Racer or Driver actions, in a Race Official's opinion, that endangers the Driver or any other person.
- 6.1.5 Use of chemicals or loose powder in any form, on or in the racer, on or in the wheels, or on any part of the driver's body or clothing.
- 6.1.6 Any attempt to gain unfair advantage or any concealment of illegal material or parts in the racer to include jackets, hats, shoes, food, drinks, etc. that was not noted as described in 4.9. as well as running excessive crossbind and using a bad or dead wheel that is unmatched to the rest of wheels on the car or wheel spotting.
- 6.1.7 If the Driver does not stay in proper racing position throughout the race, it will result in disqualification. The driver of all lean forward racers must remain in lean forward position throughout his or her heat. Eyes must remain above centerline on top of racer and/or cowling, whichever is the highest point (no ducking). Race Officials will be watching carefully for compliance with this safety-related rule. Whether or not an infraction occurred will be determined by the Race Officials and their decision shall be final. The Race Decisions Committee shall assess the following disciplinary actions. The first infraction in the race shall result in forfeiture of the heat. A second offense during the race (including any infractions in trial runs) shall result in immediate disqualification of the Driver, and no further phases or heats may be authorized.

6.2 In ruling on a disqualified Driver, the Race Decisions Committee shall determine if any previous heats should be forfeited (e.g. heats won by a racer while in the illegal situation that caused the disqualification). A disqualified Driver may, at the discretion of the Committee, be allowed to continue to race under the provisions of Item 4.7.

6.3 It shall be the responsibility of the Driver and the parent/guardian to be familiar with these Rules and to abide by them. An acknowledgement/agreement form will be signed by the driver and parent/guardian and submitted prior to participation. Failure of any Race Official to repeat any rule or to stress any rule shall not be cause for protest.

6.4 Any party may informally call suspected rule violations to the attention of a Race Official by presenting an Official Protest Form. The Race Official will provide the Race Decisions Committee with the form. Formal protests shall be strictly in accordance with the attached Protest Form. All protests are to be submitted promptly, so that Race Officials can take action with minimal disruption to the race. Protests that (in the opinion of the Race Decisions Committee) are delayed in the expectation of obtaining an unfair advantage from the delay may be considered to be unsportsmanlike conduct, and that conduct may be considered in deciding whether to grant the relief requested in the protest. **All protests and allegations of rule violations shall be made in a calm, non-inflammatory manner.**

6.5 One person (parent, guardian, or other representative of the Race team), if desired and available in a timely manner, may be allowed to participate in discussions by the Race Decisions Committee concerning disciplinary actions.

6.6 The Driver is responsible for both their personal conduct, as well as the personal conduct of all members of their party. Race Officials will avoid disciplining a child for the actions of adults over which the child has little or no direct control.

## **7.0 TIMER & TIME KEEPING**

- 7.1 If a timer malfunction occurs during Phase A, the phase shall be rerun using the same wheels and lanes.
- 7.2 If a timer malfunction occurs during Phase B, the phase shall be rerun using the same wheels and lanes. The results of Phase A shall not be altered. However, if restoration of the timer causes a delay in excess of 30 minutes or if the timer sensors are moved and cannot be repositioned/reset (in the opinion of the Timekeeper in consultation with the Race Director), the heat shall be re-run as if the heat had just been called.
- 7.3 A dead heat shall be called when the combined results of both phases are a 0.000-second differential. In this event, the heat shall be rerun as if the heat had just been called except the lanes will be switched.
- 7.4 If a mechanical malfunction (such as a wheel bearing) occurs to a racer during Phase A, which is not the fault of either Driver and which in the opinion of the a Race Official has had a bearing on the outcome of the phase, the Race Director will, Time permitting, authorize the phase to be rerun using the same wheels and lanes.
- 7.5 If a mechanical malfunction occurs to a racer between phases, the Phase A differential shall stand as official, unless repairs authorized by the Race Director cause a delay in excess of 30 minutes from the start of the Phase A run. In such a case, the Race Director may, time permitting, authorize the phase to be rerun as if the race had just been called.
- 7.6 If a mechanical malfunction occurs to a racer during Phase B, which is not the fault of either driver and which in the opinion of a Race Official has a bearing on the outcome of the phase, the Phase A differential shall stand as official, unless repairs authorized by the Race Director cause a delay in excess of 30 minutes from the start of the Phase B run. In such a case, the Race Director may, time permitting, authorize the heat to be rerun as if the heat had just been called.
- 7.7 Racers damaged due to driving errors or failure to properly install wheel retainer clips should not be considered as mechanical malfunctions. If a racer is damaged during a run and cannot be repaired to a safe racing condition within 30 minutes and/or without delaying the race, the heat shall be forfeited. If a racer fails from driving errors to complete Phase A under its own gravity-induced motion, then Phase B shall not be run.

## **8.0 HEATING CHARTS**

- 8.1 The order of racing will be per the Heating Chart except for the adjustments described below to keep the race moving smoothly with NO delays during the final 3 rounds and to permit the championship heats to run consecutively.
  - 8.1.1 The race will alternate among the race divisions, so they remain even in their brackets as much as possible. B Phase races will have priority over A Phase races and are to be run within 30 minutes of the A Phase race.
  - 8.1.2 The divisions races with the greater number of racers may start first and if so will run until they are in the same position the smallest race would be in after the first round (i.e. the same number of heats from the championship heat).
  - 8.1.3 Runoffs for 5th & 6th places and for 7th & 8th places will be delayed until they are needed to avoid delays in the later rounds.



8.2 It shall be the sole responsibility of the Driver and his or her Pit Crew to be certain the car and Driver are present when it is time to race. The race schedule does not permit any delays for Drivers who are absent when it is time for them to race.

8.2.1 If a Driver is not present in the pit area when his number is called, the Topside stager, Race Director, or a designated official may ask the Announcer to call the Driver again. If the Driver and car are not ready when the heat is to be run, the Driver shall forfeit that heat, unless there are adequate extenuating circumstances in the opinion of the Race Director.

8.2.2 To maintain the proper flow of the race, drivers should be in the racing position within thirty seconds of car being set on the ramps. Delays could result in disqualifications for that heat.

### 8.3 Heat Charts

8.3.1 The heating charts will be prepared on 11 by 17 sheets based on official AA heat charts. Byes will be entered on the charts in the following order, until all needed byes are filled, : 1, 5, 3, 7, 2, 6, 4, 8.

8.3.2 As soon as the final count of registered racers are available, the Race Director shall enter the appropriate number of byes on the heating chart; byes shall be entered on the bottom line of the heat. The Scorekeeper shall then enter the racer numbers on slips of paper and place them in containers for drawing by race division. A committee of the Race Director and others appointed by the Race Director shall draw the slips and shall enter the numbers and/or corresponding names in the blank spaces on the Heating Chart in the order that the slips are drawn, starting at the top of the bracket and proceeding without interruption to the bottom of the first round and then top to bottom of the second round if necessary. (The Race Director may adjust the committee membership if needed to avoid delay.)

8.3.3 The heating drawing will be made after the close of registration. The time and location will be communicated in advance in case interested parties want to observe.

8.3.4 Late entrants (if allowed) will be placed on the heating chart in the open bye slots in reverse order (i.e. the last open bye slot shall be filled with a racer first). If there is more than one late entrant, the order in which they are entered will be in the order the registrations were received.

8.3.5 If any racer withdraws or is otherwise unavailable to race before the first round and that racer had a first round bye, the Race Director may order the racer in the next filled bye slot on the chart be moved to the withdrawing racer's slot on the chart to avoid second round byes.

8.3.6 The official time record for each phase and heat shall be the Official Heating Chart kept by the Scorekeeper at the Finish Line and it shall govern in case of discrepancies with any other heating charts.

8.3.7 An attempt will be made to keep a unofficial public Heating Chart at Topside in the Pit area at a location readily visible to the public, Drivers, and Pit Crews.

## **9.0 RACE DECISIONS COMMITTEE**

- 9.1 The Race Decisions Committee shall have the final authority on all questions raised during the race.
- 9.2 The Race Decisions Committee shall be composed of three persons: the Race Director, the Technical Director, and another chapter member. The chair shall normally be the Race Director; in his absence, the Technical Director or such other person appointed by the other two members shall be the chair. If any member has a personal interest in any matter to be decided or is otherwise unable to be present, he shall be excused and shall be replaced (for that matter only) by a knowledgeable, unbiased person to be selected by the other two members.
- 9.3 The Committee shall meet promptly when the need arises and shall make decisions quickly to avoid delaying the race.
- 9.4 Only the Board of Directors can change these Rules and Procedures.

## **10.0 TRIAL RUNS**

- 10.1 First-time Drivers and drivers with new cars must have a successful trial run as a final safety check on the car and Driver before being permitted to participate in the race.
- 10.2 Cars must be inspected before beginning a trial run; the safety check may be independent of inspection and weigh-in.
- 10.2 Only 1 car will be allowed on the track at a time. Lane 1 will be used for trial runs.
- 10.3 A knowledgeable person(s) designated by the Race Director shall watch each trial run for evidence of unsafe driving or car performance. Unsatisfactory performance (particularly violations of Rule 6.1.7) shall be reviewed by the Race Director or such other official as he may designate, and (time permitting) appropriate action shall be taken to correct the problem either through repairs or training. Unsafe cars or Drivers shall not be permitted to race. Two violations of Rule 6.1.7 shall result in disqualification for that race.

## **11.0 PROCEDURE FOR RACES TERMINATED IN PROGRESS**

- 11.1 If for any reason a race has to be terminated prior to determining all finish positions, we will:
  - 11.1.1 Award trophies and/or prizes by a random drawing or coin toss for the undetermined positions.
  - 11.1.2 Award points by dividing the points associated with the undetermined positions equally among the affected participants.

## **12.0 MISCELLANEOUS**

- 12.1 If a registered driver has to withdraw from competition prior to the registration cutoff date, then the registration fees will be refunded less a \$25 processing fee for each driver. If a registered driver has to withdraw from competition after the registration cutoff date but prior to the race, half of the total registration fees or \$25 (whichever is greater) will be refunded for each driver. Checks returned will incur a service fee of \$35.

- 12.2 Typically, after the parents and drivers meeting, the race will be declared underway. From this time on and until you have been eliminated from competition, you are not allowed to work on your car with tools or equipment or to use any kind of rags, polishes, sprays, oils, powder, or liquids on your car. Noncompliance will be grounds for disqualification.
- 12.3 Skateboards, scooters, pets, remote controlled cars, food, and drinks are to kept outside of the pits, staging area, and away from the starting and runout areas as well as on the track.
- 12.4 Racer's wheels may be wiped with hands prior to placing the cars on the ramps.
- 12.5 Once car touch the paddle, cars will not be permitted to be rolled back and forth.

CULPEPER SOAP BOX DERBY  
OFFICIAL PROTEST FORM  
(Please Print)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person or team filing protest: \_\_\_\_\_ Car No. \_\_\_\_\_

Person or team being protested: \_\_\_\_\_ Car No. \_\_\_\_\_

Nature of alleged or suspected violation (explain in detail): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures of three other unassociated racing adults who have witnessed the same suspected violation:

\_\_\_\_\_ Car No. \_\_\_\_\_  
\_\_\_\_\_ Car No. \_\_\_\_\_  
\_\_\_\_\_ Car No. \_\_\_\_\_

Protests will be allowed by racing participants for observed infractions of these rules or procedures by another racing participant. For a protest to be considered, it shall be recorded on a copy of this form, signed by a parent or guardian from a minimum of three other racing teams not involved with the participants involved in the protest. The form must be completed and presented to the Race Director as soon as possible to allow timely action by the Race Decisions Committee. The protest shall be acted upon immediately, and the decision shall be final.

Decision of Race Decisions Committee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken by the Race Decisions Committee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signatures of Race Decisions Committee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_