

**CONCORD AUTO GRASS CLUB (2009)**  
**CONSTITUTION AND RULES.**

In joining Concord Essex you have agreed to adhere to ALL the club rules as found in this Publication, the Constitution and the Rules as set out by N.A.S.A.

**The Committee consists of the following voting positions**

Chairman	Vice Chairman	
League Chairman	Safety Officer	
Chief Scrutineer	Deputy Scrutineer	
Treasurer	Secretary	
Chief Marshal	Deputy Marshal	
Clerk of the Course	Drivers Rep	
Chief Track Maintenance	Track Maintenance	Track Maintenance
Trophy Secretary	Social Secretary	
Membership Secretary	Start Marshal	
Lap Scorer	Commentator	
Class 1 Rules Rep*	Specials Rules Rep*	Class 3 Rules Rep*
Class 4,5,6,7 Rules Rep*	Class 2 Rules Rep*	Stock Hatch Rules Rep*

\* Added at 2008 AGM for 2009 season

### 1.0 CAR BUILD

1.01 All cars in all classes must be built to N.A.S.A. specification, **The stock-hatch class is to be built to the Yorkshire Dales specification. As these rules are a bit sketchy in places competitors should agree as a group about doubtful areas and if necessary talk to Yorkshire Dales Stock hatch committee. Except, the buy out rule only extends to two weeks after the last point scoring meeting NO further.**

1.02 In addition to 1.01 all cars racing under the CxxxE number, MUST have an extra brake light fitted to the offside rear window aperture, in case of a saloon, or, in the case of special, an area similar.

1.03 In addition to 1.01 all cars racing under CxxxE number, MUST have a 'Velcro, type strap fitted to the fire extinguisher to stop the extinguisher becoming loose. **Carrying a fire extinguisher has been changed in 2009 as per the new rule books however whenever carried (even if not racing) a secondary strap is required.**

### 2.0 ARRIVING AT THE CIRCUIT

2.01 Please respect our neighbours and drive courteously.

2.02 Whilst at Concord Essex there is a 5MPH speed limit in force at all times in all areas (except when racing).

2.03 After paying for entry to the circuit, tow vehicle and loaded trailer must proceed directly to the trailer park.

2.04 Children (unless Junior with current licence) are not allowed in the trailer park at any time.

2.05 Cars must be unloaded with attention to the speed limit and driven directly to the pits.

2.06 Cars may carry tools, tyres etc to the pits area but must be unloaded in the pits before attempting to be scrutineered,

2.07 Tow vehicles (except transporters) must be removed from the trailer park immediately.

2.08 When parking in the spectator area, please do NOT park Vans, Buses, SUVs, Caravans (i.e. high vehicles) immediately next to the trackside fence. This just blocks the views for others and you WILL be asked to move,

### 3.0 SCRUTINEERING

3.01 Proceed to the scrutineering lane at walking pace.

3.02 Do not practice starts or test your brakes.

3.03 Line up and wait to be signalled to proceed.

3.04 The first test is to ascertain the ability of your car to lock each wheel on grass.

3.05 Wait patiently, the scrutineers are there for YOUR safety.

3.06 The scrutineers will not enter into discussion, re the vehicles conformity or not, they will however, explain any defect and possible action.

3.07 Any disagreement must be notified to the Clerk of the Course immediately.

3.08 The chief scrutineers decision is final

3.09 Upon successfully passing scrutineering, the scrutineer will sign your licence.

3.10 If your vehicle fails scrutineering, return to the pits at walking pace to repair your vehicle.

3.11 From 2008 any race car which requires sealing presented for scrutineering without seals will not score points or trophies until such time as the car is correctly sealed by the Scrutineer. It should be noted that seals may ONLY be removed during the race season by a Scrutineer. Where repairs are necessitated that require seals to be removed this must be arranged with the Club Scrutineer. Anyone who is found to have tampered with tags will receive an automatic penalty of losing all Championship points plus what ever else the committee deems fit.

### 4.0 SIGNING ON

4.01 You must be scrutineered for every vehicle you intend to drive on that day.

4.02 Take your licence, signed by the scrutineer, to the signing on bus as soon as possible.

4.03 You must be signed on and scrutineered in every car that you race. If you are found driving a car which you have not signed on for or not been scrutineered in, you will be excluded from the rest of the meeting. At the discretion of the committee the penalty may be increased to a maximum of a complete ban. There will be NO exceptions.

### 5.0 DRIVERS BRIEFING

5.01 You have a duty to attend the driver briefing.

5.02 The Clerk of the Course and the attending first aid team will hold the driver briefing.

### 6.0 THE RUNNING ORDER

6.01 The running order will be decided prior to the driver briefing but drivers will be offered the opportunity to change the order at the briefing.

#### 7.0 RACING

7.01 All racing will be in accordance with N.A.S.A rules.

7.02 All competitors are responsible for getting themselves to the dummy grid in time to be given a slot on the grid.

7.03 Grid slots will be allocated with the use of numbered golf balls or on a first come first served basis..

7.04 Anyone found trying to 'fix' their or anyone else's grid slot will be disqualified.

7.05 If a class is over subscribed, the heat will be split into as equal a division as possible by using different coloured balls and not on a first come first served basis.

7.06 All drivers forming either the dummy grid or proper grid MUST give way to traffic leaving the circuit.

7.07 Cars must leave the circuit at the pit exit end except in the final where the top three cars in each class should exit by the trophy lane.

#### 8.0 FLAGS

8.01 All flags are in accordance with N.A.S.A rules.

8.02 In addition to 8.01 if a red flag is shown during racing competitors MUST bring their vehicle to an immediate halt without causing further accidents.

8.03 Vehicles must not move until told to do so by an official.

8.04 In addition to 8.01 any car persistently running over the infield tyres will be shown the GREEN flag and docked two race positions. Further and persistent running over the tyres during the race will result in a BLACK flag.

#### 9.0 RE-RUNS

9.01 A re-run will occur if a race has not reached three quarter distance.

9.02 Cars will proceed to the pits.

9.03 A ten to fifteen minute gap may be put into operation from the cessation of the heat to be re-run until the start of the re-run. (see rule 6 (L) of constitution)

9.04 Cars should start from their original grid position.

9.05 Exclusion from the re-run is at the discretion of the Chief Marshal and the Clerk of the Course.

#### 10.0 START PROCEDURE FOR THE TRADITIONAL START (i.e. by the sole use of flags)

10.01 Cars will enter the staging area when directed to do so by the Marshall.

10.02 The Start Marshall will direct the cars to take their allocated position on the start line. The position will be as drawn by the driver in the staging areas.

10.03 The finish line Marshall (normally the Chief Marshall) will ensure the track is ready for racing by pointing to each Marshall post in turn to determine that the relevant section is safe for racing and clear of course vehicles, personnel or any obstruction. The post will indicate this by lowering of their red flag. Availability of the ambulance must also be ensured.

10.04 When the Finish Marshall is satisfied he/she will signal to the Start Marshall by raising the GREEN flag. The Start Marshall will acknowledge this by lowering the RED flag. The Finish Marshall will lower the green flag on receiving this acknowledgement. The Start marshal will raise a green flag to indicate to the competitors of the imminent start,

10.05 If any driver has a problem they must indicate to the Start Marshall by raising their arm outside the vehicle.

10.06 The race will begin at the lowering of the green flag which will be within 1 to 4 seconds of raising the green flag.

10.07 The Start Marshall must immediately inform the Chief Marshall of any jump start or any other starting irregularities by radio. This must include the car number and the actual incident.(i.e. Jump start).

#### 10.1 THE START PROCEDURE FOR THE BUNGEE START

10.11 Cars will enter the staging area when directed to do so by the Marshall.

10.12 The Start Marshall will direct the cars to take their allocated position on the start line. The position will be as drawn by the driver in the staging areas.

10.13 The finish line Marshall (normally the Chief Marshall) will ensure the track is ready for racing by pointing to each Marshall post in turn to determine that the relevant section is safe for racing and clear of course vehicles, personnel or any obstruction. The post will indicate this by lowering of their red flag. Availability of the ambulance must also be ensured.

10.14 When the Finish Marshall is satisfied he/she will signal to the Start Marshall by raising the GREEN flag. The Start Marshall will acknowledge this by lowering the RED flag. The Finish Marshall will lower the green flag on receiving this acknowledgement. The Start marshal will raise a green flag to indicate to the competitors of the imminent start,

10.15 If any driver has a problem they must indicate to the Start Marshall by raising their arm outside the vehicle

10.16 The Start Marshall will release the bungee after a period of not less than one second and not more than four seconds the actual duration being randomly selected by the Start Marshall.

10.17 The Start Marshall must immediately inform the Chief Marshall of any jump start or any other starting irregularities by radio. This must include the car number and the actual incident.(i.e. Jump start).

#### 11.0 THE START PROCEDURE FOR THE OPEN FORMAT

11.01 Cars will enter the track when told to do so by the start marshal.

11.02 Cars will proceed to their allotted start position at walking pace.

11.03 The stagger is as per N.A.S.A rules and cannot therefore be altered.

11.04 In addition to 11.03 the stock-hatch formula will start mid way between Class 6 and Class 2.

11.05 The FINISH marshal will proceed to the centre of the track and carry out the pre race checks as set out in 10.13 and raise the Union Jack flag above head height. This indicates to the drivers the imminent start of the race.

11.06 If a competitor has a problem he/she must make it known to the nearest marshal by waving of hand and they will raise the red flag thus halting the start procedure.

11.07 The FINISH marshal will start the race by rapidly lowering the Union Jack to ground level. The flag will be lowered in a period of not less than one second and not more than four seconds. The actual period being randomly determined by the Marshall.

11.08 Because of the different classes of car on the track the onus is on the car trying to overtake to be extra vigilant towards safety. The car being caught DOES NOT have to move over.

11.09 All other rules of racing are as per traditional racing.

## 12.0 LADIES RACING

12.01 Where there is a shortage of lady drivers, the ladies will race in an open format with the exception of 12.02 below.

12.02 The first heat of all ladies racing at Concord may be as a traditional start. This is to enhance our ladies chances at the nationals.

12.03 In accordance with N.A.S.A regulations, specials and saloons may not however start off of the traditional start line together and will therefore be split into two groups for this race.

## 13.0 RACE DURATION

13.01 Juniors will race over four laps in their heats.

13.02 Juniors will race over six laps in their final.

13.03 Ladies will race over six laps in their heats.

13.04 Ladies will race over eight laps in their finals.

13.05 Men will race over six laps in their heats.

13.06 Men will race over eight laps in their finals.

13.07 At the discretion of the Clerk of the Course where weather or time dictates, these race distances may be shortened. Under no circumstances will any races laps be extended.

## 14.0 NATIONAL QUALIFICATION

14.01 Due to the lack of need for qualification for both ladies and juniors for entry into the National Championships. You should register your intention to race in this event with the Club/League Secretary as soon as possible so that the necessary paperwork can be arranged.

14.02 Men's qualification will be awarded (generally) to the highest point scorer or the person who is at the top of the league at the cut off date (May of the relevant year). However, in certain circumstances the committee reserve the right to have the final say in which men attend the nationals. In such cases each party will be informed of the committees decision and reasons for any change made will be given to the relevant parties.

## 15.0 RACE DAY VOLUNTEERS

15.01 The club CANNOT run without volunteers.

15.02 You will be expected to volunteer or assist when asked on a race day.

15.03 When you are asked to assist in the running of YOUR CLUB, your assistance will be noted and wherever possible your assistance will not be required again unless you are happy to do so.

15.04 Failure to assist when asked could result in your disqualification from racing on the day.

15.05 Continued failure to assist could result in your eventual expulsion from Concord.

## 16.0 DISCIPLINARY MATTERS

16.01 Please remember that your officials work free and for no reward at all. Most of them also have cars to race themselves. Please treat them with the respect that I am sure you will agree they deserve. Failure to do so will result in you being asked to attend a committee meeting to answer to your actions.

16.02 Please also ensure that you treat all members of Concord racing club and it's visitors and volunteers with courtesy and respect at all times.

### **This Next section deals with general information and disciplinary methods**

WITHIN THIS DOCUMENT ALL REFERENCES TO 'THE CLUB' MEAN THE CONCORD AUTO GRASS CLUB, -NASA- MEANS THE NATIONAL AUTO GRASS SPORT ASSOCIATION LTD AND -THE COMMITTEE' MEANS THE ELECTED COMMITTEE OF CONCORD AUTO GRASS CLUB.

#### 1) THE AIMS OF THE CLUB

(a) To promote fair play, sportsmanship and specifically the sport of Auto grass motor racing as governed by NASA

(b) To run race meetings in accordance with NASA regulations for the benefit of the Club membership and also the general public.

(c) To limit the environmental impact on the surrounding area.

#### 2) MEMBERSHIP

(a) Any person may apply to be a member of the Club but the Committee shall have the sole discretion as to whether a person is accepted as a member, or is allowed to continue as a member of the Club. Any person wishing to join must complete the club application form and be accepted before they will be permitted to complete the NASA licence application form.

(b) It is a condition of membership that a person upon joining the Club accepts the rules, constitution, disciplinary procedure and jurisdiction of the Club, its elected committee / other officials and the rules and authority of NASA

(c) Specific notice is drawn to the Disciplinary Procedure contained herein - it is the responsibility of all members to be fully aware of their rights and obligations

(d) The Club shall charge a membership fee when issuing licence applications which shall include the mandatory NASA licence and insurance fees but which shall also provide funds to defray the expenses of running the Club

(e) A member may obtain a racing number when they join the club and may consent to transfer that number to another club member, but if they allow their membership to lapse for two successive seasons their number shall be forfeit and available for reissue.

(f) It is the Member's responsibility to notify the Club (specifically the Membership Secretary of any change in their circumstances for instance their address, their fitness to drive, their road licence status (other than juniors) etc.

(g) Any member who fulfils a permanent official role within the Club may have their expenses paid by the Club. The Committee shall set the level of expenses payable. but the amounts shall be available for inspection by club members (only on reasonable notice) as with all other records of the club (see section 5 (b) & (c) below).

(h) Any person (Club member or otherwise) who undertakes a job at a race meeting may be paid expenses, the level of which will be determined by the Committee.

(i) It is pointed out that the membership of the Club are jointly and severally entitled to the Club assets and responsible for the Club's liabilities.

### 3) COMMITTEE AND OFFICIALS

All executive, financial and regulatory powers of the Club are invested in the Committee which is elected by the Club members at a General Meeting of the Club (either Annual or Extraordinary). The Committee and the Club are however subject to the jurisdiction of the League to which the Club is affiliated and NASA itself. The positions available in the Committee (with voting rights) are set out in Appendix 1 of this Constitution

(a) The term of office of the Committee **members is for as long as the person wishes to stay in that position**

(b) The position of Club Chairman, Vice Chairman and League Chairman will be voted on solely by the committee.

(c) Anyone wishing to be proposed for any position within the committee must be an existing club member. (i.e. prior to the AGM/ EAGM).

(d) The Committee shall meet at regular intervals to discuss the running of the Club and other related issues.

(e) The manner of conduct of the Committee meetings is at the discretion of the Chairman of each meeting. These may be closed or open to the Club membership, partially open, or with the attendance of invited individuals together with the Committee. At open meetings non- committee members may participate in the discussion only if invited to do so by the Chairman.

(f) All committee members have one vote. If an individual occupies more than one voting committee position they do not have more than one vote.

(g) All issues shall be decided by a simple majority vote. In the event of a tie the Chairman shall have a casting vote

(h) Changes to the Club Constitution and Rules are not a matter for the Committee but must be placed before the Membership at a General Meeting. Otherwise the Chairman shall have the discretion to allow the Committee to determine issues or may reserve them to the Club membership at General meeting.

(i) Any vacancies on the Committee will be advertised to the current membership for proposal and seconding. The term of office is for life. If someone else would like to contest a committee position an election will be held at the AGM.. The Committee may also create a new position if it believes it is required by the Committee, but the new position shall not carry a Committee vote until after the new position has been ratified and approved by the Club membership at General Meeting.

(j) In the conduct of race meetings the decisions of the Chief Scrutineer, Chief Marshal, Safety Officer and Chairman are final (SEE SECTION 6 BELOW) which for the sake of clarity means that they cannot be overruled by any other official, except for a NASA National official or director where that person has signed on and is taking an active part in the meeting

(k) The proper channel for the membership to voice their opinions to the Committee on any subject whatsoever is through a Members Representative

(l) Any existing club member may be elected to the Committee at the appropriate time. If they take a position on they must be prepared to attend appropriate NASA meetings (e.g.: Chairmen, Scrutineers, Marshals, Safety Officers) and represent the Club and/or the Essex League.

(m) This will be required of the League Chairman, Chief Scrutineer, Chief Marshal & Club Chairman.

(n) The committee will ensure the accounts are presented to the AGM on a yearly basis.

### 4) GENERAL MEETINGS

(a) The Club shall hold one Annual General Meeting ("the AGM") each year to be notified to the membership via club web site not less than 14 days prior to the date of the meeting .

(b) The AGM will consider, amend if necessary and approve the previous AGM minutes and then receive reports from all Club officials as appropriate. The Chairman will then conduct the election of the following term's committee. Where applicable the committee will then elect the posts of Club Chairman, Vice Chairman and League Chairman. With the committee in place the Chairman will conduct the remainder of the AGM, which will then consist of consideration of Agenda items raised. At the sole discretion of the chairman the meeting may then discuss Any Other Business.

(c) At General meetings voting on general issues and for the purpose of elections shall be decided by a simple majority. Any changes to the Club Constitution and rules or matters decided by an earlier General Meeting must be determined by a 75% majority of the membership present at the current AGM.

(d) A General Meeting shall not be in quorum unless 20% of the entire club membership is present

(e) Proxy votes are not permitted. A member may enter a written vote in their absence on a predetermined issue such as the election of an official, or an Agenda topic, so long as the vote is signed, bears the licence number of the member and is unambiguous

(f) The Club may hold an Extraordinary General Meeting to decide questions beyond the powers of the Committee. Such meetings may be called by the Committee itself or upon receipt by the Committee of a written application/petition signed by a simple majority of the entire Club membership. The EGM will then be notified to all members via the club web site at least 14 days prior to the meeting, together with an indication of the issues to be decided.

### 5) CLUB RULES AND RECORDS

(a) The Club will be run in accordance with all NASA rules and regulations contained in the current Member's Handbook, "Living With NASA", the National Championships Handbook and/or all Rules and Orders made and minuted by NASA. The Club is also subject to the Rules and Constitution of the Essex Auto grass League. The Club will also make its own rules but these will not contradict or relax any of the above mentioned rules and regulations. These rules will be issued prior to the following season, they may be modified if the committee see fit and these changes will be conveyed to the members via the club web site.

(b) The Chairman for the time being shall keep a record of all appropriate club and national and league documentation which will be available for inspection by any club member upon reasonable notice at such time and place as the Chairman deems appropriate. Such documentation may not be copied or removed by the person inspecting it. The Chairman will pass all records and documentation to their successor.

(c) If a Committee member or official keeps records in relation to their position, including official correspondence, they should pass those records to their successor.

(d) The Club takes the issues of safety and discipline very seriously. Members should bear this in mind at all times.

## 6) SUPPLEMENTARY RULES

(a) For the avoidance of doubt the Official in charge of a particular issue at a race meeting has the final say on the day. No other club official may override that decision - see section 3(i) above.

(b) Any member may raise a complaint or query through a Members Representative, which must be written down and put to the official in charge of the issue within a reasonable time of the issue arising. However, a marshalling decision should be queried immediately and not half an hour after the event. Under no circumstance will a decision be overturned, but the reasons will be given. The aggrieved party may then submit a complaints/suggestions form, which will be available from the commentary booth. The Members Rep will then convey the reason back to the member.

### **NOTE ON NO ACCOUNT SHOULD AN OFFICIAL BE APPROACHED DIRECTLY**

(c) Any further points should be notified to a Members' Rep who will bring them up at a later Committee meeting or may try to resolve the matter informally with the official concerned.

(d) The race format is variable by the Committee or during a race meeting by agreement between the Chief Marshall, Safety Officer, Clerk of the Course and Chairman, who may consult other Committee members before reaching their decision.

(e) The Club shall hold an annual points championship for each NASA and club class of car/competitor plus Ladies and Juniors classes. The points being earned on the first substantive race of each points meeting. Points are awarded for position in race heats as follows: 1<sup>st</sup>-55, 2<sup>nd</sup>-45, 3<sup>rd</sup>-36, 4<sup>th</sup>-28, 5<sup>th</sup>-21, 6<sup>th</sup>-15, 7<sup>th</sup>-10, 8<sup>th</sup>-6, 9<sup>th</sup>-3, 10<sup>th</sup>-1. The points for the finals races shall be: 1<sup>st</sup>-66, 2<sup>nd</sup>-54, 3<sup>rd</sup>-43, 4<sup>th</sup>-34, 5<sup>th</sup>-25, 6<sup>th</sup>-18, 7<sup>th</sup>-12, 8<sup>th</sup>-7, 9<sup>th</sup>-4, 10<sup>th</sup>-1. All Club members are automatically entered in the points championship but must compete in their class in four points race meetings to be eligible to receive an annual points trophy. Points are awarded to individual car. To gain points a full licence holder must have their car number shown on his licence and registered with NASA. Any driver may gain points for more than one race number but may not transfer points between race numbers or classes. This presumes that the club will run 10 points meeting in a season. If less are run then the committee may decide to reduce the number of meeting that were required to be eligible for the championships.

(f) Points are awarded for a driver's actual position in the "points" race, notwithstanding that higher positions in that race are taken by visiting drivers from other clubs.

(g) Certain meetings may be deemed "non-points" meetings by the Committee. These will be notified to the members of the club

(h) All racing will be in accordance with NASA, League and Club rules (section 5(a) above)

(i) All Members are required to read the NASA Members' Handbook and, if a driver, must read fully the Construction Rules appropriate to their car. It is the driver of a given race car who is responsible to ensure the vehicle meets the current regulations. This applies to Men, Women and Juniors. It is the driver that will be penalised / disqualified if any infringement of the current rules are detected.

(j) It is a member's own responsibility to ensure that they and their family/friends/mechanics behave appropriately and within the rules of the Club, the League and NASA. Additionally a Club member should actively discourage any breaking of rules that they observe. Where appropriate they should report the same to a Club Official.

## 7) RACING PROCEDURE

(a) Anyone guilty of changing lanes, before the crossover marker will be green flagged. If the Chief Marshal considers the action dangerous the driver will be black flagged.

(b) A re-run will occur if a race is stopped before the three quarter race distance. That is the lead car has NOT completed 3 laps of 4, 4 laps of 6 or 6 laps of 8 total laps. A re-run will occur after a 10 minute break or 3 races whichever is longer. If this is for a heat rerun and would interfere with the next round of heats or the final then racing will be suspended until the 10 minutes has been taken.

(c) Any driver that has been black flagged (disqualified) from a race may wait at the rerun lane for clarification of the disqualification. Racing will be suspended until the driver has been answered

In the event of a dispute the driver may complete a complaints form in due time. If the driver returns to the pits it will be assumed that he does not wish to question the disqualification and accepts it totally.

(d) In the Essex League a green flag is a warning and indicates that the driver will be docked two places on his final position. If he receives a second green flag, a black flag may be shown. If a driver continues to receive one or two green flags during the heats he MAY be asked to start the final two car lengths behind the cars on the designated start line. This will be decided by the Chief Marshall and notified to the driver prior to the cars lining up for the start of the final.

(e) All complaints will be received by the committee through the Clerk of the Course or the Drivers Rep in written form only.

(f) Overalls are to be worn properly in the pits at all time. This is considered to be the only reminder that will be given. Any claims for injury resulting from overalls incorrectly worn will be rejected by the NASA insurers.

(g) **NO SMOKING** in the pits at any time.

(h) The scrutineers may allow a car to race that fails on issues other than safety related. In this case if the car reappears at the next meeting with the same faults then it will receive no points and will not appear in the results for that meeting.

(i) **SIGNING ON** - All licences must have the drivers photo attached at all times. All drivers must be signed on to drive each car that they drive and scrutineered in that car and their licence signed. To drive a second car at the same meeting they must sign on again having been scrutineered in the second car. Failure to meet these requirements will mean expulsion from the meeting, there will be no exceptions! NASA rules dictate that in a points scoring meeting (R0) a driver may not drive two cars in the same class. They may drive two different class cars but may not drive more than two cars at the relevant meeting. On the Fun Day (Last meeting) the requirement to pay a signing on fee for each car driven is relaxed to one fee only and more than two cars may be driven. However the drivers MUST still sign on and be scrutineered in each car.

## 8) DISCIPLINARY PROCEDURE – GENERAL

Basic Principles are that

(a) A club may discipline any of its members as it sees fit and may delegate the disciplinary power (e.g.: to the committee)

(b) Discipline can include a ban for as long as thought appropriate

(c) A club can further apply to its league for additional discipline to be imposed on its members or any other person within the league's jurisdiction

(d) A league may apply to NASA to withdraw a person's licence nationally

(e) Any discipline must be within NASA rules and must accord with the rules of Natural Justice.

## 9) CONCORD AUTO GRASS CLUB - SPECIFIC DISCIPLINARY PROCEDURE

- (a) All hearings will be behind closed doors
- (b) The only persons entitled to be present at the initial hearing are the committee, the person the subject of the hearing (\*the subject), who may bring a representative of their own to speak for them and any person or persons who can give evidence on the particular matter(s) giving rise to the hearing
- (c) The subject will be told of the matter(s) that have given rise to the need for a hearing. The witness(es) may then give evidence about the matter(s). The subject will then be allowed to put their case in respect of the matter(s).
- (d) The subject and witness(es) will be asked to leave the room while the sub committee discuss and decide on the issues raised and, it necessary the level of sanction to be imposed. The subject only will be invited back in and will be informed of the result of the hearing.
- (e) The subject is entitled to appeal the result of the hearing. This must be done in writing, within 14 days of the original disciplinary hearing and should be addressed to the Club Secretary.
- (f) The only acceptable grounds for appeal are:-
  - (i) That the sub committee has misinterpreted the rules.
  - (ii) Facts have been mistakenly represented.
  - (iii) That the penalty is too severe.
  - (iii) There is new evidence which disproves the original matter(s).
- (g) The full committee will consider the appeal in a closed meeting which the appellant may attend to explain their point of view. The committee will make its decision in private. The committee's decision will then be final.
- (h) Any penalty imposed by the sub committee will be suspended from the point at which the subject enters their appeal until the main committee consider the appeal and give their decision.  
Any person facing disciplinary proceedings will be notified by letter to their last notified address and will be invited to the initial hearing which will take place within one month of the allegation arising.  
The full committee has power following appeal to increase or decrease any penalty imposed by the sub committee
- (k) The ordinary member has a right to contact NASA directors to clarify regulations
- (l) A club member may report any matter which they believe may require disciplinary action to the full committee by the usual means of written complaint through a Drivers` Rep. On receiving such a complaint the committee will consider whether disciplinary action is merited and if so will appoint a disciplinary sub-committee consisting of no more than three voting members of the club committee. Any committee member having a vested interest is not entitled to vote or participate in the disciplinary hearing or appeal
- m) If a complainant is dissatisfied with the result of a disciplinary hearing they have a right of appeal in exactly the same way as the person being disciplined, except on the question of penalty imposed.

### Non Exhaustive list of matters requiring consideration for disciplinary action are as follows:

- 1) Vulgar/profane/abusive language to other members or spectators or officials.
- 2) Disruption of race or committee or other club meeting.
- 3) Violence/Threats.
- 4) Theft or unauthorised borrowing of property belonging to the club and others.
- 5) Vandalism or damage to any property.
- 6) Fraud, forgery (in particular relating to signing on at race meetings).
- 7) Dangerous or reckless behaviour likely to lead to the injury or death of any person.
- 8) Interference with fire extinguishers and other safety equipment
- 9) Deliberately cheating in car construction
- 10) Persistently poor standards of driving
- 11) Use of the name 'Concord Auto grass club in any advertisement or media article or otherwise without permission from the Committee
- 12) Deliberately disobeying the Instructions of a Marshal or any other Official
- 13) Any other behaviour likely to bring the Club, League, NASA and/or the sport of Auto grass racing into disrepute.

### Sanctions available to the sub-committee and full committee include the following:-

- 1. Expulsion from the Club
- 2. Fine
- 3. Forfeiture of club points
- 4. Ban from club meetings
- 5. Request to NASA/League for revocation and withdrawal of licence
- 6. Written warning or verbal reprimand.

The above list is not exhaustive and nothing prevents the use of the most severe sanctions for a first offence should the offence merit sanction.