

**QUARTER MIDGETS OF AMERICA
APPROVED STANDARDIZED SCORING
PROCEDURES
(REVISED 1996)**

1. The scoring director and/or appointed assistants shall organize, direct and execute the duties of the operation of the scoring tower.
2. The scoring director shall have the responsibility to see that the related QMA approved standardized scoring procedures are part of this manual.
3. The scoring director shall have the responsibility to inform the judges if a call is being made which is in violation of QMA rules or scoring procedures and create proper lineup after receiving calls from the judges. (Scoring director must give proper line up as created by the QMA rules and these procedures.)
4. The scoring director shall execute the wishes of the Race director in regard to: order of racing, number of laps, judging assignments, etc., as these things apply at local racing events.
5. The Scoring director and all appointed assistants shall remain professional at all times...
REMEMBER YOU REPRESENT QMA.

QUALIFYING PRACTICE PROCEDURES

When practice begins for qualifying, there will be at least two scorekeepers in the tower. They will check the sign-in numbers of the cars on the track to make sure they are counted for practicing and are in the correct order. At the Grands it will be noted on the timing card each time a car enters the track for practice.

When the sign-in cards come to the tower from registration, they will be checked to see that all information is on the cards correctly. Be sure that all JUNIORS are under (9) years of age and all SENIORS are (9) years of age or older. (Exception: rule regarding drivers turning 9 mid season - see rule book). Also refer to QMA rule book for weight definitions.

After the cards are checked, they are to be placed by class, in numerical order of sign-in number, this also is the order of timing.

The cards are never to be left in the scoring tower at the close of the day, Head scorekeeper will take cards when leaving the tower.

Qualifying Procedures

When qualifying begins, there will be four scorekeepers, plus one Head scorekeeper in the tower. There must be an uneven number of scorers, no one else other than an announcer will be allowed in the tower unless they are on official business. An assigned person will be posted at the door to take announcements, that must be written. The doorkeeper will determine if the person is an official and should be allowed in the tower. The fewer persons in the tower the less confusion.

All recording of timing and scoring of races by scorekeepers will be done in ink.

The clock will be placed in front of the Head scorer or appointed assistant, the clock person should have sign-in cards in front of her. When each group of cars comes out on the track to practice the qualifying/sign-in card for each car on the track will taken from the file. A mark will be placed on the card for each practice appearance on the track. After practice, when cars are ready for qualifying the announcer will read name, age, city and state of each qualifier as they appear on the track for timing.

Handler will inform flagger and tower how many warm-up laps are going to be taken, if handler doesn't state otherwise it is assumed 5 warm up laps for regular qualifying and 5 for hot out of the chute. Number of laps requested (other than 5), should be noted on the timing sheets/card. When the car has taken the green flag for the first timing lap, the date and time of day will be read aloud in the tower and noted on all qualifying cards and timing sheets. Qualifying times will then be

announced in the tower by the Head scorer or appointed assistant and recorded by all scorekeepers. There will be separate qualifying sheets for each class and or division, one of the other scorers will verify times read aloud, after verification by all scorers the times will be announced.

If a car leaves the track before taking the green flag for the first timing lap, note on the qualifying card and sheets HOC-NG. Indicating hot out of the chute - no green flag. In this case the car receives all 3 of his/her times on the clock when they report for HOC.

If a car fails to time after taking the green flag for its first timing lap, note on the qualifying card and sheets HOC-GF, indicating hot out of the chute - green flag, in this case the car will receive one (1) time on the clock when they report for HOC.

NOTE: the time of day for HOC needs to be recorded even if the prior time of day has been recorded.

If a car goes dead on the track after receiving one or more timing laps (1 or more recorded times) it is through. The first or fastest lap will be the qualifying time.

Any irregularity will be noted on sheets, IE: if engine changed, signed in heavy, but did not make weight, etc. If a heavy class DRIVER is found light after taking time they will be assigned with a NT (No time), and placed in the last qualifying spot of the LIGHT DIVISION of the same class. If a CAR is found to be light, or is disqualified after timing for any other reason, it will be assigned with a NT and placed in the last qualifying spot in it's class/division and with the provision that the weight or other infraction is corrected prior to racing and it will be placed in the line up wherever the last qualifier belongs.

When qualifying session is completed separate the HOC cards from those that have completed timing, put completed cards in order - fast time to the front. In case of identical times the first car with the qualifying time is considered fastest for position or track record / fast time. This is determined by the time of day noted on the cards and timing sheets.

When the scorers have any free time the qualifying card with the times completed, should be checked to make sure the fast time is noted and the cards are in proper order.

If a handler wishes to scratch a car from a race, he must notify the Race Director, who will in turn notify the tower. If a car is scratched before the line ups are made all slower cars will be moved up. No cars will be moved up because of cars scratched after the line ups have been posted.

When qualifying is completed, scorers will prepare line ups. Line-ups will be prepared from timing sheets and qualifying cards, the Head scorer will have phone number of the Race Director in case there is a question.

There should be four copies of line ups for each race, 1 for posting and 1 each for flag person, pit steward, and tower. A scoring sheet will be provided to each scorer.

The races should be numbered from the last consolation race, by class and ending with the MAINS. It should be established before the races begin how the tech people are to know which cars are to be impounded for inspection. Tech sheets should be prepared for each finished race, and forwarded to the tech inspector, when tear downs begin.

Additional timing formats are in the QMA rule book, IE Grand National timing format.

SETTING UP RACES

At a QMA Sanctioned Event:

After timing is complete, scorers should prepare to set up races by numbering fastest to slowest cars on their timing sheets.

Begin to fill your main event with fastest eight or ten cars. All races are set up with fastest cars to rear and slowest on the pole.

Next create any necessary semi events with the remaining cars via the same method.

If a driver is disqualified at the scale for low driver weight he is reassigned to the light division of his class and also started at the back of the last race for that class with a NT (No time). Cars disqualified at the scale after timing for low min. car or combined weights, (Other than driver weight), receive a NT (no time), and are started at the rear of the last race in their class.

Example: If car #1 (fast time), is under weight at scales he is started in the rear of the last semi and times are scratched. If the driver weight is the problem all above would apply, plus car and driver are moved to the light division.

Any car still found to be illegal after the race is automatically disqualified and marked illegal on the sanction sheet.

At Sanction races there is no combining classes or divisions under any circumstances.

At local level:

It may be mandated that divisions are combined at local non-sanctioned events. EXAMPLE: Lt. & Hvy.. mod, may be run together as long as the HVY. cars are started to the front and LT to the rear. This method, more often than not, supports our rule of fastest cars to the rear and offers consistency in our program. Awards must be given to each division, at the completion of the race LT & HVY. cars are separated on the score sheets to determine the finish of both classes separately.

HOW TO USE YOUR SCORE SHEET

Fill in Class and Date.

Fill in the Drivers names and starting positions.

Check to see that the line up on the track is the same as your score sheet lineup.

Check on any variations before the green flag, do not adjust your line up information on your sheet unless you have made a clerical error. If the starting line up is different on your sheet that on the track, it may be because of engine changes or drivers being late out etc. Make note of the different starting line up in the restart area of your sheet using an (S), (for start). In the lap # column.

If possible, its a good idea to note the time of day at the start of the race,

List the cars as you see them pass the start/finish line on each lap.

Learn as soon as possible to circle lapped cars as they occur so that there are no mistakes or delays when restart line ups are given out.

If you miss a car or a lap, do not try to fill it in immediately. Pick out the lead car and begin the next lap A.S.A.P. Don't be too concerned about what lap you're on, it is more important to get the car #'s on paper. You can always reconstruct the race later from your notes and figure out the laps and finish.

When a yellow flag is thrown, make a slash mark on your score sheet between the car #'s at the point when the flag is thrown. Do not get into the habit of stopping your scoring right away. As long as you have the slash mark you can continue to write car #'s until all cars pass the line. (You'd be surprised how often this information comes in handy even though it is not an official lap).

Restart line ups are determined by taking the last completed lap, (all cars present), and making the necessary adjustments for judges calls and DOT's. NOTE: if the lap preceding a yellow flag has all cars except a lapped car, and that lapped car crossed the line for the next lap before the yellow flag was thrown, you can count the preceding lap by adding that lapped car to the end of the lap thus making it complete. This also unlaps this car (saves it from being lapped),

Remember not to count that circle from the incomplete lap when tallying lapped cars and never restart a race with a lapped car. Lapped cars that are left at the front of a lap because the leader/s are removed by placing them at the back of the restart line up and given 1 lap back. Do not place them ahead of the leaders on the restart.

REMINDER:

When creating a re-lineup if you always start the line up by creating your last completed lap, then move cars that caused or where involved in the accident that caused the yellow/red flag. Next cars that went dead under yellow, or went to the work area, in the order that they returned to the track. Create your re-lineup in the order that things happen.

List all restart line ups in the RESTART area in the lower left hand corner of the sheet. Be sure to indicate the lap # of each restart. This is very important especially if you need another restart before you get another green lap in, because in that case you would build your new lineup from your RESTART lineup.

List all DOT's and CALLS in the upper right hand area of the sheet. Use the numbers 1-0 as the car #'s. Always watch for 2 calls or 3 DOT's on any driver and notify your Head scorer, who will relay to the judges, as soon as any driver reaches either total.

As cars drop out for mechanical reasons, calls, or DOT's etc., begin to note them in your finish area so that you have a clear idea of how many cars should be in each lap. A spotter can be a big help in this area.

Record all laps, even if your sheet says the cars have gone 40 laps, or all of the required laps. If the checkered flag has not fallen continue to score. Use the back of your sheet or another piece of paper if need be, All laps count until the checkered flag is thrown, of course you only record/count the green flag laps.

STARTS

The flag person will be responsible for decisions on starts and the conduct of all the races.

The flag person or the judges have the option to put any car/s to the rear that fails to keep proper pace. This is not considered a DOT or a chargeable CALL.

Cars not on the track when the warm up time expires are to be placed at the rear in the order they come on to the track. (This also will not be a chargeable call) .

Cars going DOT before the initial green flag will retain their position, unless a call is made by the judges. (A call made at this time is a chargeable call).

Cars going to the work area after the warm up time expires will be placed at the rear in the order they come back out on the track. (Assuming the work rule is in effect).

Cars must return before the initial green or they may not return to the track at all.

In all cases applying to all cars/classes, cars must be on the track for every green flag in order to continue.

RESTARTS

All restarts will be single file.

The flag person will be responsible for decisions on all restarts.

The flag person and or judges must notify the tower of any calls made. Head scorer and or appointed assistant will then issue a proper restart line up order to the flag person.

When making a line for a restart, all scorers should verify lapped cars before giving out a new line up and all scorers should agree on the line up. (Note: if at any time a unanimous decision becomes impossible - the majority of scorers agreeing will determine the outcome and the Head scorer is the tie-breaker.)

SCORING PROCEDURES

On race day, there will be five scorers to score the races, scorers should note cars dead on the track, (DOT), and record order and reason for cars leaving the track. The flag person will make sure the four corner men are in position before dropping the green flag. (Announcer, judges and scorers should help monitor this.)

Be sure that all scorers have a clear view of the start finish line. All scoring should be done from the line - never from turn 4.

When the warm up time has expired, any cars not on the track will be placed at the tail in the order they come on to the track.

When the green flag falls each scorer will record the cars as she/he sees them cross the start-finish line. Laps can be scored either vertical or horizontal on the scoring sheet, there are QMA scoring sheets for either method. Also QMA has scoring sheets in column and squares; both methods are acceptable.

Cars are always recorded in the order each scorer SEES the car cross the start-finish line. If a car is lapped a circle should be put around the number of the lapped car in the next lap it appears in. That car number is only circled in that one lap and not circled again unless it is lapped again by the race leader.

EXAMPLE: Lap 18	9-7-8-5-0-4-3-2-1-6	
Lap 19	9-7-8-5-0-4-3-2-1	
Lap 20	9-7- <u>6</u> -8-5-0-4-3-2-1	<-- circle car 6
Lap 21	9-7-8-5-0-4-3-2-6-1	
Lap 22	9-7-8-5-0-3-2-1	
Lap 23	9-6-7-yellow flag (8 & 5 DOT)	

The 6 car would have been circled for the second time in lap 23 if not for the yellow flag. NOTE: In that same example, if a car is being lapped in a accident lap and did not appear on the score sheet for the prior lap, but did cross the start-finish line in the accident lap before the yellow, you only go back one lap, to lap 22 to determine your last recorded lap, and bring the missing/lapped car to the end of the prior lap. See example of lineup below.

EXAMPLE: lap 18-23 same as above

Lap 22 is your last completed recorded lap. Because car 6 crossed the start-finish line before the yellow you bring car 6 to the rear of lap 22 and he is no longer lapped in lap 23. (This does not

effect his being lapped in lap 20). Assuming no calls are made your line up would be 9-7-0-4-3-2-1-6-8-5-.

EXCEPTION: if car #6 had spun and did not cross after the 9, you would need to go back to lap 21 to create your new line up because that is the last time all cars had crossed the line.

WHAT TO DO WITH LAPPED CARS (ALSO SEE PREVIOUS PAGE)

When restart line ups are made lapped cars are left where they were running with the following exception:

EXAMPLE:

Lap	18	9-7-8-5-0-4-3-2-1-6	
Lap	19	9-7-8-5-0-4-3-2-1	
Lap	20	9-7- <u>6</u> -8-5-0-4-3-2-1	<-- circle car 6
Lap	21	9-7-8-0-5-4-3-2-6-1	
Lap	22	9-7-8-5-0-4-3-2-1	
Lap	23	9- <u>6</u> -7-8-5-0-4-3-2-1	<-- circle car 6

Lap 23 is completed, yellow is thrown, 8 & 5 are DOT and no call is made. The new line up is 9-6-7-0-4-3-2-1-8-5. Even though car 6 is a lap down it restarts in the 2nd position. However it is actually running 10th in the race at this point as all other cars have completed all 23 laps and car #6 has only come across the start finish line 21 times.

EXCEPTION: YOU CAN NOT START A RACE WITH A LAPPED CAR.

If cars in front of lapped cars are sent to the rear, (either by dead on the track or by judges call), the lapped car will be brought to the rear and now becomes unlapped.

EXAMPLE: LAP 20 was 9-7-6-8-5-0-4-3-2-1, if the next lap is 9-7-6-8 but a yellow comes out because 9 & 7 are DOT with no call made, the new line up is: 8-5-0-4-3-2-1-9-7-6 all in the same lap, since 9 & 7 were penalized to the rear, car #6 is a lapped car and cannot start as the leader.

REMINDER: cars going to the rear are placed there in the same order as the events occurred.

Restart line up will be in the following order:

1. Cars still running and innocent DOT's - all in the positions they were running on the last completed lap. NOTE: innocent DOT exist only if a call has been made on another car.
2. Called cars: If more than one - in the order in which they were running. Note: If no call and 2 or more DOT's they go to the rear in the order in which they were running in the last completed lap.

If by putting the accident cars to the rear you end up with a lapped car/s being in the lead they go to the rear next, but are unlapped by one lap.

3. Next you place to the rear any cars that have gone DOT under the yellow while you are getting your new lineup and cars that went to the work area, (if work rule is in effect), each in the order that they returned under power.

IE: If a car goes dead under yellow it goes to the rear, (1996 change: If after a red and or yellow flag falls, but before the green flag drops, a car is pushed off and goes dead before they have completed one lap under power, the car will be put back in their running position and not be counted as dead on the track.)

EXAMPLE:

If a car goes dead under yellow it goes to the rear, then if a car comes out of the work area in time, it goes behind him. If another car goes dead under yellow it then goes behind the work area car and if a second car returns from the work area after that it goes to the last spot in the line up, and so on it continues.

EXAMPLE:

Cars numbered 1-2-3-4-5-6-7-, the leader car #1 has lapped everyone in the race once, he spins out by himself, goes DOT and no call is made. The new line up will be 1-2-3-4-5-6-7 - with all cars in the same lap. By the leader spinning he is brought to the rear and then moved up in front of all lapped cars, which unlaps all the remaining cars.

Further cars numbered 1-2-3-4-5-6-7, the leader car #1 spins out after lapping everyone in the race twice. If no call is made the new line up is 1-2-3-4-5-6-7 with all cars except the leader being only one lap down. At the same time if each of those cars was down a different number of laps, each would simply be credited with one lap back. Any one who was down 3 laps would now be down 2 laps and anyone down 2 laps would be down 1 lap, etc. Remember you cannot start a race with a lapped car.

DEAD ON THE TRACK - CHARGEABLE JUDGES CALLS

Before the first green: all cars going DOT before the start of the race will retain their starting positions, unless judges make a call.

Under green flag conditions: all cars going DOT under green will be charged with a DOT and restarted at the back of the pack. If 2 or more go dead at the same time with no call they go to the rear in the order in which they were running on the last recorded lap.

Exception: If there is an incident and a call is made, only the guilty party goes to the rear, he is charged with 1 CALL and 1 DOT. (If he was DOT). All other cars involved will not be charged with DOT, and they will retain their positions in the race according to the last completed lap. Keep in mind that if the car that was charged with the accident did not go DOT he is only charged with a CALL.

Under yellow flag conditions: Any car/s going DOT under the yellow will be restarted behind the DOT's and/or the called car from the incident that caused the yellow. Remember DOT under yellow are recorded separately from other DOT and are not chargeable.

After a red flag: Any car going DOT after a red flag that does not complete a full lap under power can be restarted and will retain its position in the line up. This circumstance would not be considered a DOT and should not be counted. The tower and judges are to watch the track carefully to see which cars get a full lap in during red flag restarts. (See duties of the spotter).

Any car/s with more than 2 chargeable DOT's will be disqualified.
DOT's under yellow are not counted in this total.

2 Judges calls or 3 chargeable DOT'S: After a car receives a 3rd DOT or 2 CALLS - it is the responsibility of the Head scorer to inform the Head judge and flag person that the car is AUTOMATICALLY disqualified. After a yellow or red this car # should not appear in the restart line up.

If a call needs to be made under GREEN, the tower will notify the flagger who will signal the driver by waving the black flag to that car. If in this case the driver refuses to leave the track after 3 attempts by the flagger, the red is thrown and the car will be removed.

ORDER OF FINSH

The order of a finish will be determined by the order of cars that went the most laps in order of their finish. By circling a car # when it is lapped it can be determined how many laps it was down by counting the circles at the end of the race.

If your last lap reads: 9-0-8-7-6-5-1-4-3-2 and cars 6 & 1 were each lapped once, car #5 was lapped twice and car #4 lapped three times, stroke marks should be made next to each lapped cars in the final lap to determine how many times each has been lapped.

EXAMPLE: 9
 0
 8
 7
 6/
 5//
 1/
 4///
 3
 2

Your finish would be 9-0-8-7-3-2-6-1-5-4 after considering the lapped cars. When the checkered flag drops the time of day should be written on the score sheets. A protest must be made within 1 hour after the completion of the race. NOTE: If there is an extended period of time between the time a race ends and the time of day that the finish is announced protests of a finishing position should be accepted for 1 hour after it has been announced.

THE ORDER OF FINISH WILL BE:

Finishers

Did not finish (DNF) - if more than 1, order them by placing cars with most laps run ahead of those with less laps run. (A DNF car is one that took at least the first green - it does not have to complete a lap).

Black Flag (BF) - If more than 1, order them by most laps run.

Disqualified (DO) - In order in which they occurred. I.e. Scales, tech etc.

Did not start (DNS) - If more that 1, order them by sign in position. A DNS car is one that did not take the first green).

NO TROPHIES CAN BE AWARDED TO ANY DNF - DNS - BF - DQ or refusal of any inspections.

EXAMPLE: If an accident happened on the checkered flag lap involving three cars, all of which were on the lead lap, cars #1 & #2 are DOT and do not take the checkered, car #3 continues on and does cross the line for the checkered flag. The race is over when the checkered flag comes down !!! Even if the judges disqualify the car #2 in the incident the car #1 is still a DNF and car #3 is the winner. On your finish car #1 is listed with a DNF and car #2 a DQ and car #3 is awarded first place etc.

When the scorers have received a decision from the Head judge and have agreed upon the official finish, the scorers will record the finish on QMA sheets to be posted and the results sent to tech and awards.

NOTE: Awards should not be given out until completion of tech inspections. REMEMBER - Refusal of tech or safety inspection is an automatic DQ and sanction sheets must be marked illegal for anyone who refuses.

1996 change: STATES RACE ONLY - Refusal to teardown for technical inspection at a States race will result in loss of qualification to attend the Grands.

The five score sheets, qualifying sheets from the event, the judges sheets, tech sheets, and weight sheets should all be fastened together and retained as permanent records. Also any written protests should be attached.

At the completion of all sanctioned races, qualifying sheets must be prepared in triplicate, two copies must be sent to the Regional Director with accompanying Club check for Sanction fees (see QMA rule book for set amounts per car) one copy is for the Regional Director records and one copy is for him to sign and forward with check to the QMA National secretary. The third copy is retained in Club records, all must be accomplished within 3 days of the event and all checks should be made payable to QMA. States race results are mandated to be over night expressed to the QMA secretary.

At the completion of a National Event, qualification sheets, fast time and finishes of all races must be forwarded to QMA Publicity Director, and the QMA Secretary. A copy should also be retained by the host club for their permanent records. A check for sanction fees should be provided to QMA by the completion of the National event.

NOTES

HOW TO CREATE A FINISH

First note the time of day that the race was completed, this procedure is critical to the one hour protest rule. Also, some clubs choose to note the time of day that the finishes were announced, if there is a considerable difference in time, in case someone is protesting a finish of a race. (This should not be done at a sanction event.)

Verify the last recorded lap with all other scorers. If there is a problem recheck all sheets and remember that the majority rules and the Head scorer will break ties.

Go over your race on your own sheet carefully and verify the total number of lapped cars (how many circles) each scorer has, and any other special circumstances of the race. All must agree; if there is not a unanimous agreement continue to go over the race lap by lap until you understand where the mistake or difference is, again majority rules.

NOTE: DO NOT FILL IN MISSED LAPS OR CARS, or fill them in with different color ink so that there is no question about what you actually saw/wrote on your own and what you only copied from another scorer. Remember mistakes can be copied just as easily as anything else; BE CAREFUL.

After considering all lapped cars, verify your finish with all other scorers; all should agree. If not, spend some time to figure out why. Do not announce finishes that you are not 100% sure of. It has happened quite often that the one person who does not agree on the finish is actually the only one who is right. If you can't get a unanimous decision go with the majority.

Remember that DNF, MBF, & BF do not get a finishing position. QMA rule - no trophy or award to those drivers.

Also a driver that does not take the first green flag is a DNS, a driver that takes the first green flag, but does not complete a lap is a DNF. A driver must take every green in order to be a finisher, if you are using a work rule, be careful and use a qualified competent spotter. If a driver comes back out late from the work area and misses the start, he is not scored.

Sign your score sheet and retain one complete set of score sheets in the tower and one set may be kept on file with the Head scorer or Tower Chairperson, for use as a back up.

SPOTTER

During a sanction event a spotter is recommended; at a National event a spotter is mandatory. The spotter will stand behind the scorers and watch the track, he/she will note when a yellow flag comes out and also notes which cars are dead on the track and in what order they stopped on the track. Additional duties are to write down the number of the cars that leave the track and in which order they left. Most importantly, if a work rule is in effect to note the order in which they return to the track.

The spotter needs to designate and record which cars go DOT under green and which under yellow. Also, to mark down which cars have calls made on them so that innocent cars are not charged with DOT'S. Write everything down - it is far better to write too much than not enough.

REFUELING RULE:

For the AA and 1/2 classes, laps are to be counted from the time the line up signal is given. In order to know when the cars have gone 70 laps and are eligible to refuel at the next yellow or red flag, you must count all laps green and yellow from the time the line up signal is given until you reach 70 total laps. When the total of 70 is achieved the spotter reports to the Head scorer that the cars can refuel at the next yellow or red flag, or if under yellow when 70th lap occurs, the spotter will report to the Head scorer that there is a need for a red flag to refuel immediately.

LAP COUNTER

The assigned lap counter shall count all laps to be run in a race and be responsible for accurate count of laps.

Lap cards should be displayed beginning with the total laps to be run and working down to the one lap to go card. The cards must be in plain sight of the flag person at all times.

The lap counter is in charge of warm up sessions for both weekly events and sanctioned events. An indication of the duration of the practice session will be displayed in a way to show and accurate count of time elapsed.

Handlers should be notified over the loud speaker as minutes decrease; lap counter will notify the Head scorer that warm up time is over.

A simple kitchen timer is recommended for keeping track of warm up sessions. During a National event; the lap counter will be in charge of timing of all practice sessions.