



## **Race Entry, Acceptance, Payment and Refund Policy**

### ***Race Entry Opening Date***

Race entries open upon publication of the entry forms.

### ***Race Entry Closing Date***

Entries close 3 working days before the event (9am Wednesday morning in most cases)

### ***Fee Payments***

Members may enter races in one of the following ways:

- Entire Championship payment in advance
- Individual races
- Bulk entries using the Championship entry form for selected rounds

Payment may be made by cheque, card or direct transfer.

Card payments are normally charged two weeks prior to the event – unless specific alternative arrangements have been agreed.

Cheques post dated for two weeks before the event are acceptable and will be held on file

Direct transfer payments may be used by setting up payment arrangements with the Club's admin team. Please enquire to Rachel.

No one may take part in a race meeting unless payment has been cleared and an official race entry form has been signed. Only cash will be accepted on raceday if a cheque or credit card has "bounced".

### ***Payment Card Fees***

Credit card payments attract a 3% surcharge reflecting the costs of the club. Debit cards attract no surcharge.

## *Race Entry Acceptance*

All race entries will be registered according to the date they were received and are accepted on a first come first served basis.

Once capacity is reached for a meeting, entries are then reserves in the order received.

Valid entries will be prioritised in accordance with this order:

- Fully registered members of the Club/Championship
- Guest members who have registered for up to two meetings and who comply with the full technical and sporting regulations of the Club
- Invitation drivers (where permitted) with cars outside the normal class structure of the Club - at the discretion of the Championship Coordinator

Guest Entries will be accepted or added as reserves 4 weeks before the meeting. Those wishing to have earlier consideration are advised to join as full members.

## *Race Entry Cancellations and Withdrawal Fees*

Where a meeting has a full entry with reserves, a reminder email will be sent out allowing those who may now be uncertain of competing to opt to be reserves thus letting in some more definite entries.

Those withdrawing between 4 and 2 weeks before an oversubscribed meeting, after having been offered the chance to opt to be a reserve, will be charged a £10 administration fee. No fee will be charged if they opted to be a reserve.

Regardless of whether a meeting is full, anyone withdrawing in the 2 weeks before the meeting will be charged £20, unless they had already given notice of being unlikely to attend or had opted to be a reserve.

Any withdrawal closer than 3 working days before the event will lose the full entry fee.