

SCCA[®] RoadRally

Rules for Organizers

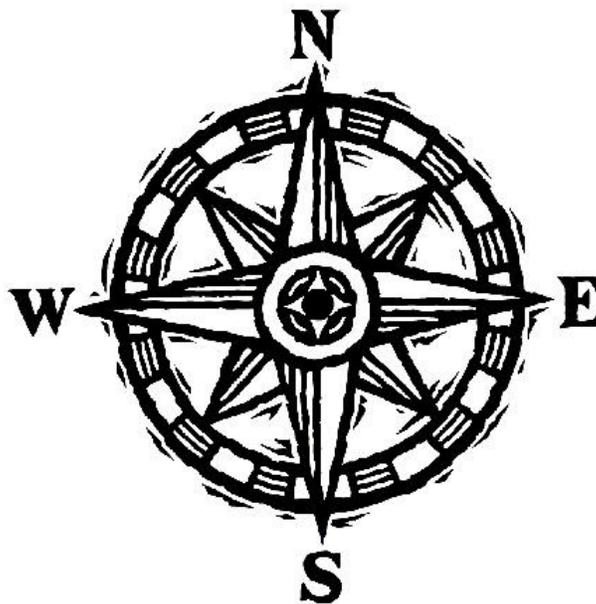
**For Conducting SCCA-Sanctioned
National *RoadRally* Championship Events**



SCCA[®]
Sports Car Club of America

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PURPOSE

These rules are designed to supplement the SCCA **RoadRally** Rules (RRRs) and to interpret them for Rally Committees staging National **RoadRally** events. These Rules for Organizers do not apply to events sanctioned as Regional Road Rallies. Appropriate sections should be distributed to your Rally Committee to ensure the success of the event. Official and sample forms for all event levels can be found on the SCCA website. Each rule herein shall apply to rallies of all types unless the rule specifically applies to only one or two types through the use of the notation such as "NTR/NCR Only". Rules specifically referring to a given type of rally are mandatory only upon such events. These rules carry the same weight and significance as the **RoadRally** Rules (RRRs) for adherence to them in spirit as well as fact. These rules refer only to events sanctioned as national events, and included in the Annual Championship described by RRR Article 8,A. Other sanctioned events, however, may find many of these procedures useful as well.

As with the RRR, exceptions to these rules will be permitted only upon approval of a written request detailing the committee's reasons for wishing to depart from them. The **RoadRally** Board (RRB) reserves the right to make changes to these rules at any time.

NOTE: These Rules for Organizers (RFO) are not published annually and shall remain in force until superseded by a future edition. If in doubt as to the validity of a particular edition, contact the SCCA Rally Department, or download the latest edition from the SCCA website. Also, check the SCCA website for updates to the below field staff and committees.

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CALENDAR (SCHEDULE) LISTING

The **RoadRally** Board (RRB) has adopted the following basic policies concerning the scheduling of National events:

Starting in 2015 the competition year shall begin on January 1 and end on December 31 of each calendar year.

Events will be scheduled on a first-come, first-served basis. A weekend used by a rally committee in the prior competition year, however, shall be reserved for that committee until January 1 unless released earlier by that committee.

Chairpersons must submit calendar requests to the SCCA Rally Department or the schedule coordinator of the RoadRally Board (RRB) at least four (4) months prior to the requested date. Date requests submitted after this deadline may be accepted by the RRB on an individual basis. Date requests must also include the expected location (city and state) of the rally headquarters, contact name, contact phone number and email address, as well as information on the type of event (NTR, NCR, and/or NGTA). Note that the submission of a date request does not guarantee a calendar listing until approved by the RRB.

In establishing the SCCA **RoadRally** Championship schedule, the following limitations will be generally be observed:

1. There shall not be more than one National event scheduled per weekend, except when start/finish locations are the same or sequential. An exception may be granted if the events serve generally different audiences in geographically separated portions of the country, and if no alternative is available.
2. NTR/NCR/NGTA events run on the same day and basic course may be sanctioned upon specific approval of the RRB, and are covered by a single SCCA-sanction and pay a single sanction fee.
3. No National events shall be scheduled to occur on the weekend before, the weekend of, or the weekend after the USRRC.

Exceptions to these established scheduling policies may be approved in compelling cases by the RRB.

Events with confirmed dates will automatically be listed along with event information in the calendar section of *SportsCar*[®] Magazine as well as on the SCCA website.

Chapter 1 APPLICATION FOR SANCTION

- A. Shortly after approval of an event date, or when complete materials are available, the Rally Department will supply the Organizing Committee with written approval of the requested date and an organizer's packet.
- B. Application for sanction of an event must be made on the official Sanction Application form. The form must be submitted to the Rally Department at least 90 days prior to the scheduled date of the event. An event flyer, entry form, and draft General Instructions should be sent directly from the organizer to the event liaison as soon as feasible.

- C. The following guidelines apply for sanction of National events:
1. The RRB recognizes that the event name is a valuable part of a rally. The RRB will recognize only one event of a given name or closely similar name. The priority for a name will generally go to the SCCA Region that has most recently used the name for an SCCA-sanctioned rally. The RRB reserves the right to disapprove any proposed name.
 2. Whenever a limitation is to be placed on the acceptable number of entrants, the RRB must be informed of the specific reasons why more entrants cannot be accommodated. In the event that entries reach the approved limitation, the latest non-member entries must be refused in order that SCCA members who wish to register may participate.
 3. The RRB requires committees to charge higher entry fees for non-member entries. A minimum difference of \$10.00 between SCCA member and non-member entries shall be required for each event. The committee may also impose an additional late entry fee of up to \$10.00.
 4. All exceptions to the SCCA RRR and/or RFO must be requested in the Sanction Application and approved by the Event Liaison. If necessary, additional exceptions may be added after submission of the application but before granting of the sanction, as requested by the organizers and approved by the Event Liaison.
- D. When an SCCA Rally Committee contemplates accepting the support (financial or otherwise) of an outside organization (commercial or otherwise), complete details must be given in the Sanction Application. The RRB reserves the right, in the interest of the SCCA, to approve or disapprove the provisions of the arrangement. In every case, the organizing region shall retain complete jurisdiction over, and full responsibility for, all phases of the rally. All such organizations must be added to the insurance certificate for the event.
- E. Since sanction of an event in the **RoadRally** Championship implies approval of the committee personnel named in the application, notice of any additions or substitutions of the Chairperson, Safety Steward, or other key personnel after a sanction application has been submitted shall be forwarded promptly to the Rally Department and/or the Event Liaison, and such notice shall give the reason(s) for the change.
- F. The granting of sanction may be subject to specific conditions based upon review of information in the Sanction Application and any other pertinent material, including review of the Observer's Report for the previous year's event. The Official Observer for the current event will be informed of these specific conditions.
- G. The sanction fee for all national events can be found on the Sanction Application. The full sanction fee is to be submitted to the Rally Department with the Sanction Application.
- H. The granting of sanction shall include all granted exceptions to the SCCA RRR and/or RFO and will be forwarded by the Event Liaison to the Rally Department for sanction certificate issuance well before the event. A denial of sanction shall be made in writing by the Event Liaison to the Chairperson of the rally not less than ten (10) days prior to the running of the event. In the instance that sanction is denied, it shall be the responsibility of the Organizing Committee to notify, in writing, each pre-registered entrant that sanction has been denied and that the event has been deleted from the **RoadRally** Championship.

Chapter 2 EVENT LIAISON AND SANCTION EXCEPTIONS

- A. Upon receipt of the calendar request for a National event, the National Events Committee will assign an Event Liaison between the RRB and the Organizing Committee. The liaison is versed in the organization and execution of National events, and is in place to assure events run as smoothly as possible by providing assistance in event organization to the event organizers, and ensure all rules and regulations are followed throughout the process. The ultimate responsibility of the liaison is to take all steps and actions leading to issuance of the Sanction Certificate and finally to certified Official Results. Details of the liaison duties can be found in the Liaison Checklist in Appendix I.
- B. Once the Sanction Application has been submitted to the Rally Department, it will be forwarded to the liaison. The committee should also forward key materials, including the event flyer, entry form, and draft General Instructions to the liaison as quickly as feasible. The liaison will review the materials for compliance with established guidelines, and contact the committee with comments and suggested/required changes. Other members of the RRB or Rules Committee may also be consulted by the liaison if deemed necessary. Every attempt should be made to reach a consensus on changes.
1. These comments will be prepared in an attempt to assist organizers in putting on their event. In almost all cases, the comments contain suggestions, information, questions, and hopefully material to provoke the committee into clearing up any problem with the relationship of the generals, the route instructions, and the course. **However, by not being able to see either the route instructions or the course, those that comment on the instructions have undoubtedly envisioned many problems that just don't exist. In those cases, please be understanding.**
 2. The comments may require mandatory changes to the GIs. In most cases, the only mandatory changes are those items that are in direct conflict with the RRR or the RFO and where no exception was requested.
 3. Rally Committees may want to post the comments and any replies made along with the contestants' questions at registration. It is the Rally Committee's choice. Some of the individuals who comment on the GIs may also run the event, so it may be fair to allow all to see these questions. A Rally Committee may decide not to post the comments and answers because it may feel that the comments would be far too confusing or irrelevant to contestants.
- C. Upon first contact, the Event Liaison will inform the rally committee as to whether he/she expects to compete in the event in order to prevent the rally committee from revealing or discussing items, particularly on Course Rally events, which could affect the outcome of the competition. In those cases where the Event Liaison will not run the event, a Rally Committee may ask that the Liaison also critique the route instructions and other important material (control slips, leg critiques, etc.) for the event. The committee and Liaison will continue contact after the event to review (before submission) follow-up requirements for the submission of Official Results in compliance with Chapter 7 of these RFO.
- D. The following points should be noted:
1. The Liaison will inform the Chairperson of all sanction exceptions to be granted.

2. Sanction exceptions will not be granted to waive the requirement of SCCA **RoadRally** decals on competing vehicles.
3. TAs are required for proven force majeure on **all** SCCA **RoadRally** events. No penalty may be assessed for their use. No sanction exception will be granted to disallow their use, or to allow any penalty for their use. These TA's are automatically allowed. TAs may be used for other reasons only if allowed by an event's General Instructions.

Chapter 3 PRE-CHECKS

- A. All National events require both a safety pre-check by a licensed **RoadRally** Safety Steward (RRSS) and an official SCCA pre-check by qualified rallyists. These pre-checks may occur simultaneously by qualified individuals, though multiple checks are recommended if possible. A long distance pre-check, although not required in most situations, is also suggested when possible.
- B. If multiple pre-checks are to be conducted, the RRSS, often a member of the rally committee such as the Rally Steward, shall generally pre-check the rally one to two months prior to the running of the event. The steward shall be an experienced rallyist having no prior knowledge of the course, and will use near final route instructions. The steward will test the validity of these instructions and recommend necessary changes to the Rally Committee. As the Official Safety Steward, he/she should strictly follow the guidelines in the Safety Steward Manual, and require any changes needed to bring the event into compliance with required safety guidelines. The steward of a National event shall consult with the Event Liaison in the event that he/she finds a situation needing correction but which the committee chairperson regards as satisfactory and not in contravention to the RRRs or RFO.
- C. If a long-distance pre-check is planned, the organizer shall consult with the Event Liaison to select the long-distance pre-checker. The long-distance pre-checker must receive the GIs, route instructions, leg critiques, maps of the route, and any other pertinent materials relating to the event. The long-distance pre-check may occur before or after the RRSS pre-check described above, but it must be completed prior to the official pre-check described below.
- D. The organizer, in consultation with the Event Liaison, will select the official pre-check crew.
- E. The Official pre-check will generally be conducted approximately one month prior to the running of the event. The pre-check crew will run the event under simulated competitive conditions and will consider all aspects of the event. They have the authority to require changes to the course, route instructions, or other written materials and all other details to bring the rally into conformity with the letter and spirit of the RRRs and RFO. From this point forward, all changes should also be coordinated with the RRSS for the event to ensure continued compliance with safety guidelines.
- F. One member of the official pre-check crew for a National event must call or e-mail the assigned Event Liaison as quickly as feasible upon completion of the pre-check for the purpose of submitting a preliminary report of the pre-check. Within seven (7) days of the completion of the pre-check, the completed Official Pre-Check Report Form must be submitted to the Event Liaison.

- G. No changes may be made to the instructions, critiques, etc. after this point without the approval of both the official pre-check crew and the RRSS.
- H. The RRB reserves the right to withdraw SCCA sanction at any time prior to the running of an event if, in its judgment, the Rally Committee has failed in important respects to meet required standards.

Chapter 4 CONDUCT OF CONTESTANTS & RALLY COMMITTEE

- A. Rally Chairpersons are instructed to:
 - 1. Enforce the RRRs and the rally's GI's firmly but fairly, assessing specified penalties when warranted.
 - 2. Take immediate disciplinary action, commensurate with the gravity of the offense, against any contestant who is guilty of misconduct while participating in any phase of a **RoadRally** Championship event.
 - 3. Report to the RRB within seven days the name of any contestant disciplined, the full circumstances surrounding his/her misconduct, the names of any witnesses thereto, and the penalty imposed. The RRB will then make a determination whether further disciplinary action is warranted.
- B. Rally Committees will be expected to set an example by their exemplary conduct in all of their dealings with contestants, including those whom it may be necessary to penalize or discipline.
- C. Rally Chairpersons shall insure that Article 15, Section D (post event conduct) of the RRR is complied with by all involved.
- D. This rule requires that official observers report in writing to the DRRS and/or RSD:
 - 1. All instances of non-enforcement of the RRRs and/or of the GI's.
 - 2. All instances of misconduct by contestants which were not subject to disciplinary action.
 - 3. All instances of misconduct by members of the rally committee in dealing with contestants.

Chapter 5 INSURANCE

- A. Please be advised that under the Master Insurance Plan, the Club's policy will cover participants, officials, the SCCA, Regions, etc., for liability and property damage subject to terms, conditions, and exclusions.
- B. All participants (contestants, officials, workers, etc.) are required to sign a "Release and Waiver of Liability and Indemnity Agreement" or other applicable waiver (see Appendix E).
- C. Accidents and injuries occurring during a **RoadRally** Championship event shall be reported immediately by the event's chairperson to the Rally Department, the Risk Management Department, and the Regional Executive of the sanctioning Region. The phone number for reporting accidents is contained within the organizer's packet. An Incident Report must be

completed and mailed to the Risk Management Department as soon as possible. If the incident resulted in an injury, then a "Report of Accident by Event Official" and green insurance card must be completed for a participant. For a non-participant injury, the SCCA's Risk Management emergency number or the SCCA National Office must be called immediately.

- D. Organizers should ensure that the entry form provides that entrants warrant that an automobile insurance policy is in effect which meets the liability requirements as set forth in the RRRs, Article 10.
- E. A Sanction Application/Master Insurance Plan Request Form must be submitted for every **RoadRally** Championship event. Multiple rallies that meet the requirements in Chapter 1 for single sanction can be covered under the same Master Insurance Plan. This form must be received by the Risk Management Dept. at least 90 days prior to the event. The Sanction Application/Master Insurance Plan Request form must be signed by a licensed RRSS certifying that he/she has or will have conducted a Safety Steward pre-check of the rally. The Risk Management Department must receive the insurance fee with the **RoadRally** audit form within 45 days after the event.

Chapter 6 OFFICIAL OBSERVER and CLAIMS COMMITTEE

- A. For each Road Rally Championship event the Chairperson, in consultation with the Event Liaison, shall appoint a qualified person as the Official Observer. Also, three qualified contestants, generally one from each represented class, shall be appointed to serve on the Claims Committee. The rally committee shall announce, preferably in the General Instructions, but no later than at registration, the observer's name and car number as well as members of the claims committee. It is recommended that members of the RRB not be selected as Official Observer.
- B. The function and duties of the Official Observer are discussed fully in Appendix C which should be copied and delivered to the Official Observer, along with ample blank claim forms, at registration.
- C. The function and duties of the Claims Committee are discussed fully in Appendix D which should be copied and delivered to all members of the Claims Committee at registration.

Chapter 7 RESULTS

Within two (2) weeks of the event (or before the USRRC, whichever applies first), the **RoadRally** Committee shall mail Official Results to the Rally Department, Points Keeper, Keeper of Lifetime Points, and all entrants. The "Official Results" shall indicate control-by-control penalties (NCR/NTR only), as well as positions and total score, separately for each class. The Rally Committee must use the National **RoadRally** Championship Official Results form to provide data requested therein. NCR and NTR events must also, on a separate sheet in table form with the control numbers forming one axis and the car numbers forming the other axis, provide the individual control penalties. The results of multiple events must not be combined in any way. Further detailed scores for NGTA rallies should be supplied as practical.

The Rally Chairperson shall also include worker information on the official results form for the purpose of issuance of worker points. Only the chairperson, rallymaster, and official on-the-road pre-check crews may be listed, as these are the only individuals eligible to receive worker points. If not submitted on the official results form at the time of submission, worker points are forfeited, and once the designation is made, it may not be changed.

E-mail may be used in lieu of first class mail for all officials, as well as all contestants that have indicated their acceptance of e-mail for official correspondence on the entry form (should the committee wish to provide this option). Otherwise, first class mail must be used.

Chapter 8 REQUIRED FORMS

Organizers will receive an Organizers' Packet containing these RFO, waivers, and sample copies of the many forms required for the event.

Chapter 9 POLICE CLEARANCE

In the interest of safety and good public relations, all SCCA rallies must be cleared with the state police, the state patrol, or the equivalent agency in the states in which they are to be run, and where desirable and practical with local authorities. Experience indicates that police departments on all levels take a more tolerant view of these motor sport activities when they are told of them in advance. Control captains and event contestants should be provided with copies of the letter of advice and of any reply from the chief of the state patrol for use in case of questions raised by patrol officers, local police, or civilians (see Appendix F).

Chapter 10 PUBLICITY

Rally publicity at the local level is of obvious value for the benefit of rally enthusiasts in and out of the SCCA. The results of the rallies are also of interest. Rally committees should work with the region's publicity or public relations chairperson on such local advance and post-rally publicity. The advance releases should describe the general nature of a car rally, stressing the fact that it is not a race, and should mention that it is part of the **RoadRally** Championship. Releases after the rally should give the full names of the contestants in the first five (5) or ten (10) places, their hometowns, and the make of cars used.

Chapter 11 ANNOUNCEMENTS

- A. No announcement shall be made which identifies an event as a **RoadRally** Championship event until the Organizing Committee has received written approval of its date request from the Rally Department.
- B. The announcement of a **RoadRally** Championship event shall provide the following minimum information:
 1. Name of conducting region
 2. Name of rally
 3. Type (NTR/NCR/NGTA)

4. Name of Rally Committee Chairperson, Rally Master, Rally Steward, and the official SCCA pre-check crew (if known)
5. Brief description of the general character and locale of the event, the location of rally headquarters, and any other known details
6. Member and non-member entry fees, including deadlines to avoid late-entry fees
7. How and where to obtain entry forms (if not included with announcements)
8. Deadline date for close of entries (if any)
9. Date after which entry fees will not be refunded if entry is canceled. Experience indicates that late entries will be noticeably reduced when this no-refund date is given on the entry form
10. A brief statement describing the philosophy and approach followed in organizing the event, including the types of controls to be utilized

Chapter 12 AWARDS

- A. Suitable trophies (one for each crew member) shall be awarded to highest-placing crews. The number of pairs of such awards in each class shall be equal to not less than ten (10) percent of the number of entries in each class, minimum one (1).
- B. Organizers of **RoadRally** Championship events that offer the incentive of awards based on cash or items of intrinsic value should recognize that such awards introduce additional responsibilities on the part of the organizers.
 1. Organizers must maintain full and complete records. The IRS treats prize money and awards of intrinsic value as taxable income. Organizers may be required to file a report with the IRS detailing the awards distribution. Organizers should have the award winners' names, addresses, and social security numbers.
 2. Organizers may not distribute prize monies to winners until results have been declared final.
- C. In the event that it is not possible to announce final results as provided in the RRR because a claim may not have been resolved, the organizers may announce "provisional" results but may not distribute awards.

Chapter 13 ENTRY FORMS

- A. The **minimum** information to be supplied to and solicited from the entrants on the entry form includes the following:
 1. Name and date of rally
 2. Date that the entry form was completed and ready for submission
 3. The driver's and navigator's names, addresses, signatures, and SCCA region (or indication of non-member status). If the entrant is a minor, this should also be noted, and the proper Liability Release for Minors must be submitted at registration. Consult current guidelines for details. Note that the signature of both parents is required at this time.

4. Make, model, year, and color of vehicle, as well as license plate number and state of registration. The form must also indicate whether either contestant owns this vehicle, and if not, that it is being used with the owner's permission.
 5. Class of competition
 6. The following statement: "The entrant warrants that an auto insurance policy with liability limits of not less than the minimum in the State the vehicle is registered is in force for the vehicle entered."
 7. The name and address of the rally official to whom entry forms are to be mailed. Give the name of the payee to whom entry fee checks are to be drawn. Advise entrants of the closing date for entries and the date after which no fees are returnable.
- B. At least one copy of the entry form for each **RoadRally** Championship event shall be sent to the liaison as soon as the entry form is available. It is also advisable to make the form available online, and send a link to the Rally Department, as well as post on relevant discussion groups.
- C. The entry form must include all material consistent with Article 5 of the **RoadRally** Rules.

Chapter 14 REGISTRATION

- A. The Registrar is responsible for recruiting and training registration personnel for the procedures outlined below as well as accepting and confirming entries as they are received.
- B. The Rally Committee shall provide a registration desk at an accessible location for the contestants' convenience upon arrival at rally headquarters. The procedure to be used must keep foremost in mind the convenience of the entrants and avoidance of their frustration on arrival. Be sure that the registration desk is well staffed, and that the desk is ready to function at the times given in the GI's.
- C. Registration procedures normally consist of:
1. Examination of vehicle operating license of driver.
 2. Examination of SCCA membership card of either driver or navigator of an entry paying the member entry fee.
 3. Signing and witnessing waiver forms for workers and entrants.
 4. Issuing score cards, supplementary regulations, entry lists, car numbers, Day-Glo stickers, safety tech inspection forms, contestant evaluation forms, rally bulletins, name tags, mementos, etc.
 5. Posting questions and answers to General Instructions.
 6. Assigning rooms and/or issuing banquet tickets as necessary.
 7. Collecting any other information needed for Weekend Membership forms.
- D. The registrar shall obtain from each entrant and worker the name, address, and telephone number of a person (not competing in the same vehicle) who may be notified in case of accident or illness. **This must be done at registration by recording on the Emergency Notification and Vehicle Inspection Form. It shall never be solicited prior to**

registration. This data must remain with rally officials, and be readily accessible in the event of an emergency.

Chapter 15 VEHICLE INSPECTION

- A. Contestants shall warrant that they have inspected those items on their vehicle listed on the Emergency Notification and Vehicle Inspection Form.
- B. Inspect for class equipment limitation.
- C. If car numbers are used on cars, the numbers shall be provided by the rally committee and shall be mounted on the rally cars prior to inspection. Number sets and Day-Glo bumper squares may be purchased from the Rally Department. Car numbers shall not be placed on the windows of the competition vehicle, except behind the B pillar.
- D. Verify vehicle information on the Vehicle Inspection Form.

Chapter 16 GENERAL INSTRUCTIONS (GI's)

- A. There shall be no general meeting of the entrants ("drivers' meeting") called for the purpose of allowing contestants to question or confer with the Rally Committee about the general conduct of the event
- B. Contestants having questions on the GI's shall submit them, in writing, to the Chairperson who will answer them in writing to be posted on a suitable notice board at registration and, if necessary, the Chairperson will issue supplementary GI's available to all contestants.

The point to keep constantly in mind is to be very sure that any ruling or rule interpretation of the GI's given to one contestant is made available to all others as soon as reasonably possible prior to that part of the rally affected by the ruling.

- C. Prior to distribution to the entrants, the Rally Committee shall forward final copies of the GI's to the Event Liaison.
- D. **NCR ONLY.** If the following terms need to be defined in the glossary of the event's GI's, these definitions should be considered. They have been used on other events and have achieved some measure of acceptability.
 - 1. LEAVE THE MAIN ROAD - Turn or straight so as to take a course other than the main road.
 - 2. NORTH, SOUTH, EAST, WEST - Turn or straight in the compass direction indicated, plus or minus 30 degrees.

Please note that if compass directions are used in the route instructions, the GI's and flier must specify that a compass will be required to run the event.

- F. The GI's shall identify the method of tie breaking that will be used for the award of trophies. Note this applies only to the awarding of trophies. Official results are unaffected by tiebreakers. There are two popular methods for tie breaking with each having its own merits. The first is referred to as the sum of squares and the second is based on the number of controls won. These suggested procedures are as follows:

1. Sum of Squares

Ties shall be broken by first squaring (multiplying the number by itself) the individual leg scores for each of the tied contestants. The squared scores are then summed and lowest score is the winner.

2. Most Controls Won

Ties shall be broken by using the following procedures in the order shown. If more than two cars are originally tied, determine the top finisher and then repeat the process (starting with Controls won) until all ties are resolved. As an example: three cars, car numbers "3", "6", and "9", are tied for the first place. You evaluate the cars using the process in Controls Won and there is no clear winner. Going to the next step, you evaluate the contestants for lowest score and car "9" is the winner. You must then go back and evaluate cars "3" and "6", starting with the process in Controls Won.

a) Controls Won

Start by comparing all tied contestant's scores at each control as a single group. The contestant with the lowest score will be deemed to have won that control. The contestant who wins the greater number of controls will be awarded the higher finishing position. If a winner can not be found, move to the evaluation of lowest score(s).

b) Lowest Scores

The contestant having the most leg scores of zero ("0") will be awarded the higher finishing position. If a tie still exists, this procedure shall be repeated by incrementing the score by one, until the tie can be broken.

G. The GI's shall indicate how the following time allowance issues will be handled (See Article 21 of RRR):

1. Allowable use of TA (e.g. TA may only be used at open controls, not at DIYC)
2. Submission of TA (e.g. TA must be submitted at open controls, or at OBS controls after a series of passage controls, or must be indicated on a scoring slip to be submitted).
3. Special TA procedures (e.g. For events using CZTs, TA may be "sold-back").
4. Delays at Controls.
5. **NGTA ONLY** - See Article 21 B 2 of RRR.

Chapter 17 ROUTE INSTRUCTIONS

- A. **NCR/NTR ONLY.** To insure that each contestant has a complete and legible set of route instructions, the sheets must be numbered "1 of 5", "2 of 5", etc. These instructions must be issued in duplicate to each competing vehicle.
- B. **NCR/NTR ONLY.** The GI's must specify the place, time, and method of issuing the route instructions. The committee shall issue route instructions to each crew 30 minutes prior to the start of the first phase of the rally that they cover.
- C. Organizers are urged to use confirming instructions in situations where a contestant might travel a considerable distance before becoming aware that he/she has made a mistake in following the route instructions and gone off the route of the rally. Contestants should be

given a 'callback distance' (i.e. maximum distance to the next timing control) for each leg of the rally. A specification for maximum distance between route instructions is required for NTR as found in Article 22 of the RRR.

- D. **NTR Only.** The route instructions will clearly identify instances where the distance between consecutive numbered route instructions exceeds five (5) miles. This can be accomplished by the use of official mileage.
- E. Route instructions, or any portion thereof, shall be issued only to members of the rally committee, a contestant, or police authority. At their discretion, Rally Committees may provide an escort of the press and photographers who are not members of the committee or issue limited instructions as to how such personnel may reach particular portions of the course. These instructions shall be issued in a manner as to prevent the presence of such personnel on the course, directly or indirectly assisting contestants, either as to the route or control locations.
- F. Organizers shall avoid the use of unnecessary or contrived mathematical instructions (average speed calculations).
- G. Organizers shall design their route and their instructions to avoid penalizing contestants for a single mistake on more than one leg or scoring opportunity of an event.
- H. Special instructions issued at controls are authorized (RRR Article 9). Rally Committees should realize that contestants do not have extra time at controls and therefore special instructions should never be vague, complex, or lengthy. Rally Committees should also remember that contestants generally do not get to review the printing, wording, and completeness of these instructions prior to the start of the event.
- I. **NCR ONLY.** Organizers should note that the conventions of Article 25, Section A of the RRR apply primarily to numbered route instructions. The applicability of RRR, Article 25.A to other types of route instructions; i.e. special instructions, lettered instructions, etc., must be described in the event's GI's.
- J. **NCR/NTR ONLY.** A guiding factor of rally route instructions (including special instructions) is this: "Don't make the contestant guess what is intended." Make sure that all instructions are clear and free from ambiguity. Don't play games in, or be cute with, the route instructions. Any **RoadRally** Championship event should be free of these contrivances.
- K. **NTR ONLY.** All average speed changes must occur at a specific sign, landmark, or at an official mileage. Speed changes referenced to a sign or landmark are to be executed at the near edge of the referenced sign or landmark. The apex of an intersection is not an allowable landmark for this purpose. The following are examples of instructions that cannot be used, unless referenced to an official mileage:
 - Left and CAST 30.
 - Left. CAST 30.
- L. If an event uses "car zero times" or "key times", these times are to be calculated as required in RRR, Article 18.D. These times are to be considered definitive times. The computation for determining the official time must be carried forward from a key time or car zero time using

the time exactly as given in the key time (using no fractional parts beyond what is shown in the key time).

Chapter 18 ODOMETER CALIBRATION RUN

- A. **NCR/NTR ONLY except as noted.** Only one car, equipped with "non-expandable" tires and only one measuring device, shall be used in establishing the official rally mileage. The car shall be driven under conditions paralleling as nearly as possible those under which the competing cars are expected to run and at speeds conforming to the average speed prescribed for competing cars. Specifically, the approximate speeds in miles per hour at which the car made the odometer calibration run must be stated. NGTA events utilizing mileage for scoring shall also comply.
- B. It shall be desirable, although not mandatory, to precede the measured odometer calibration run with a tire warm-up run of sufficient length to permit contestants to bring their tires up to normal operating temperatures.
- C. It is recommended that route instructions for the odometer calibration run be written so clearly and simply that competitors find no problems in traversing the officially measured route. Further, it is recommended that the route instructions for a few miles after the odometer calibration run also be straightforward so that the contestants can settle down.

Chapter 19 SIGNS

- A. All references to signs shall be spelled and worded in the route instructions precisely as spelled and worded on the signs themselves.
- B. In RRR Articles 23.C.5 and 25.C.5, the phrase "a prominent" means the initial word or words, or the word or words in the largest type if there is variation in the sign, or the longest word if all words on the sign are in the same size type.
- C. Quotation marks should be used when it is important to distinguish between a sign designating a landmark and the landmark itself. For example, Keep First Congregational Church on right would signify the church building itself, while Keep "First Congregational Church" on right would refer to a sign reading "First Congregational Church".
- D. In the interest of safety, organizers shall avoid the use of signs which are obscure, small, backward facing or otherwise difficult to see at rally speeds, or appreciably removed from the rally course except where safely provided for within the GI's.
- E. The event's GI's should provide the rallyist with information on the types of signs being used. There may be signs that are unique to the area that might give an advantage to local contestants. It is the responsibility of the Organizing Committee to remove any ambiguity about the location and types of signs being used.
- F. **NTR ONLY.** Official highway signs used for speed changes, pauses and gains shall apply to the competitors' route of travel.

Chapter 20 EMERGENCY SIGNS

Organizers are urged to use, and display at registration, **large** and **distinctive** emergency signs for erection on the route by the lead car in place of missing references. It is strongly recommended that three emergency signs be posted in the vicinity of the emergency. Day-Glo reflective paint is very effective. Under no circumstance shall emergency signs be used as pre-planned course following references. Their use shall be restricted to emergency situations only. Such signs may, however, be planned clarification of a known route situation (e.g., clarifying an unmarked dead end road as such).

Chapter 21 REST STOPS

- A. Rest stops for the convenience of the contestants in refueling their cars and attending to personal needs shall be provided during the road course sections of the rally. These stops shall total at least 20 minutes for each four (4) hours of driving time, and each stop shall be of sufficient duration to serve its purpose.
- B. In the event that lunch is taken on the road, it is desirable that toilet facilities be available at or near the lunch stop; if this is impossible, a stop where such facilities are available must be provided very shortly before or after the lunch stop.

Chapter 22 CONTROLS (A through K - NCR/NTR Only)

- A. Timing controls other than the three (3) basic types (open, passage, and do-it-yourself (DIYC)) shall be used only by sanction exception, at the request of the Rally Committee. Requests for any other types of controls must give details of the manner in which they are to be operated. Such requests, when considered essential to the philosophy of the event, must be included with the sanction request.
- B. A standard SCCA checkpoint sign shall identify each open or passage control. There shall be no traps based on the use of bogus checkpoint signs.
- C. Organizers shall ensure that the control captains have a clear understanding as to when and how controls are to close and that a means of communications must be provided if control closing times are to be extended. This is to ensure that succeeding controls will have the necessary information to properly adjust their closing times.
- D. The distance of the timing table from the timing line shall be comparable with the stopping distance required for the average speed in use at the approach to the control. An appropriate distance is required to accommodate the stopping distance of the car and to hold any cars waiting at the timing table.
- E. If the use of controls (other than the basic types) is approved, the rally GI's shall state the approximate number of such types.
- F. The GI's must state, in detail, the exact method of operations of **all** types of controls used in the rally, including open and passage controls.

- G. Official overall mileage from the last previous zero point must be available to contestants at open controls. Official leg time and the number of the last fully completed route instruction must be made available to contestants at open controls.
- H. Except where it is deemed unnecessary by the rally committee, control locations should be cleared with police and/or property owners.
- I. Passage controls shall conform to the following:
1. Time of arrival at a passage control will be recorded as the vehicle's front tires cross the timing line. Contestants should not stop at a passage control; they should continue until they reach a restart/czt/keytime point. Timing will be cumulative from one restart/czt/keytime to the next. Sufficient time must be provided to a contestant at these locations to prepare for the next leg. As such, it is not acceptable to use "in-time equals out-time" from restart/czt/keytime points or from the passage control.
 2. Passage control timing crews may be located on the left of the route of travel for the sake of safety, but otherwise shall meet the requirements as described in RRR Article 16.C.
 3. Contestants must receive interim timing information at the morning break, the lunch break, and the afternoon break. At minimum, they should receive perfect time timing information for the sections completed, and may receive information on their control arrival times and the assessment of any creeping penalties if available at the break. Such posted information is strictly informational and is not to be considered official.
- M. A **RoadRally** Championship event may have an unlimited number of DIYC, consistent with RRR, Article 4.B.1 and 16.G.
- N. DIYC shall conform to the following rules:
1. Contestants shall record their own time of arrival and departure at DIYC. Their time of departure shall be 2.00 minutes greater than their time of arrival at the control.
 2. There shall be a free zone for one mile after a DIYC to allow contestants to clear the area of the DIYC for other cars.
 3. Organizers must not use consecutive DIYC and neither the first control nor the last control of an event shall be a DIYC.
 4. The next open control, beyond the DIYC, shall "seal" the contestants' DIYC times in such a manner that they may not be altered later. Additionally, the control shall record the contestants' times on the control log. Should contestants fail to record a DIYC time(s) on their scorecard, a notation to that effect shall be made by the control personnel on both the contestant's scorecard and on the control log. Contestants' time should be sealed prior to their receipt of the critique slip.
 5. The critique slip received at the next open control beyond the DIYC shall contain all information for all previous legs for which critique slips have not yet been received.
 6. At the next open control beyond a DIYC, the interval between arrival and departure shall not be less than two minutes per critique received (e.g. 4 minutes if receiving critiques for the open control and one previous DIYC).
 7. DIYC shall be located such that there exists no ambiguity as to their exact location. A prominent sign or landmark shall mark that location.

8. DIYC shall not be located such that contestants are prevented from having a fresh start on the next leg. If there was a course trap on the leg ending at the DIYC, there shall be no official mileage instructions on the new leg until after mileage has been re-zeroed. The DIYC instruction itself shall not be the basis for a trap, and there shall be no trap based upon whether or not a DIYC instruction is executed. If contestants could possibly enter the control at different speeds, a CAST shall be given in the DIYC instruction.
 9. The scoring committee must insure that the interval between arrival and departure at a DIYC used in scoring is 2.00 minutes. A contestant with a different interval shall be scored as if the out time for the subsequent leg were 2.00 minutes after the recorded arrival time at the DIYC.
- O. Each rally shall have at least one special control (hereinafter referred to as "observation control") established for the purpose of observing driver behavior, vehicle noise, and safety of vehicle operation. The location of observation controls should not be made known to contestants in advance. It is the duty of observation control personnel to report illegal, dangerous, or unsportsmanlike conduct of any contestant to the Rally Committee. Additional observation controls, which the contestant may be aware of, are allowed for other purposes.

Chapter 23 TIME ALLOWANCES AND CLAIMS

A. OVERVIEW

1. All events will allow time allowances and claims for proven cases of force majeure. Contestants may file claims if they believe an error has been made either in the route instructions or an error in checkpoint operation has occurred.
2. The rally GI's shall contain all information contestants will need to enter time allowances and claims according to the committee's arrangements to receive them. Claims will be submitted to the Official Observer. The requirement of filing "intents to claim" on the rally are prohibited.
3. The RRR state that claims are to be submitted "within one hour...of the concerned vehicle's arrival time at the final control of the day". If the final control of the day is a long distance from the end point, the committee should make other provisions in the GI's, such as "...within one hour of the concerned vehicle's arrival time at the rally end point". Also, a committee could consider making claims forms available at the final control so that a contestant can request one and complete it on the way to the end point; if this is done, the GI's should specify it.

B. CLAIMS

1. **NCR/NTR ONLY.** A Rally Committee shall reject multiple claims and require that they be submitted individually. Each team must make a separate claim.
2. The Claims Committee is advised to provide a method for protecting the anonymity of all claimants who so desire so that each case may be decided on its own merits without personal bias or pressure.
3. The nature and disposition of claims shall be announced to all contestants prior to the distribution of awards, claimants remaining anonymous. The disposition of claims on other than the final day's run of any multi-day event shall be posted for the information of all contestants prior to the start of the subsequent days run.

4. All claims are to be submitted in writing on a form supplied by the Rally Committee. These forms are available from the RSD. The pink copy is to be posted by the Official Observer immediately upon receipt. The white and yellow copies remain intact until after the Claims Committee has taken action, at which time the yellow copy is posted and the white copy is retained by the Official Observer for forwarding to the Rally Department.
5. The decision of the Claims Committee regarding all matters brought to their attention is final. There shall be no counter claims on matters they have considered and on rulings they have made. **The RRB, however, reserves the right to review decisions which may be flagrant violations of the RRR or these RFO.**
6. The vast majority of claims received by Claims Committees revolve around the interpretation of route instructions or their conformity to the SCCA RRR or the GI's. In resolving claims of this nature, the claims committee should interpret the language of the route instruction or regulations in the normally accepted sense. Laborious, obscure, or illogical reasoning in an effort to find some justification for rejecting a claim has no place in the SCCA **RoadRally** program. If it is concluded that a disputed route instruction is erroneous or contrary to the SCCA RRR or GI's, and this error could reasonably have affected the contestant's score, the proper course of action for a claims committee is to discard the leg or reoccurring scoring opportunities rather than to make an individual adjustment in the claiming contestant's score. **The claims committee shall never consider or use a contestant's opportunity to recover from a course error as a reason to deny an otherwise valid claim.**

~~6-7.~~ Chairpersons are to fully acquaint the Rally Committee members of their Claims Committee responsibilities.

~~6-8.~~ \$25 cash per claim shall be submitted with the claim to the Official Observer. The fee shall be returned to claimant, if, and only if, the claim is granted. Fees forfeited as a result of denied claims are payable to SCCA, Inc., and are to be mailed to the Rally Department, no more than 30 days following the final date of competition of the event, along with the Official Observer Report.

C. DISCARD OF A LEG OR SCORING OPPORTUNITIES - INDIVIDUAL SCORING ADJUSTMENTS

1. Once an official claim comes under discussion by the Claims Committee, the Rally Chairperson's authority to discard that leg or scoring opportunities is automatically terminated and this authority passes to the Claims Committee as its exclusive responsibility.
2. The decision to discard a leg or scoring opportunities of a rally is the exclusive responsibility of the Rally Chairperson at any time prior to consideration of a claim relating thereto by the Claims Committee.
3. In arriving at a decision to retain or discard a leg or scoring opportunities (as authorized by Article 18.F.1 of the RRR), the Rally Chairperson shall not consult with any member of the Claims Committee. His/her decision should be made only after consideration of all known or ascertainable facts, including inspection of the point in question when necessary. Arbitrary refusal to discard a leg or scoring opportunities in an attempt to cover up an error by the Rally Committee has no place in the SCCA **RoadRally** program.

On the other hand, a rally chairperson should never discard a leg or scoring opportunities simply to curry favor with contestants or because of the names or number of contestants who feel that a leg or scoring opportunities should be discarded.

4. A Rally Chairperson's decision to discard a leg or scoring opportunities (Article 18.F.1), and his/her reasons therefore, must **always** be stated to the Official Observer before announcing the decision to the contestants even if this means delaying the announcement. The decision of the Rally Chairperson to discard a leg or scoring opportunities is not subject to claims by the contestants. Once the announcement to contestants has been made, the decision is irrevocable.
5. No hard and fast rules covering all circumstances can be established for Rally Chairpersons (Article 18.F.1) and Claims Committees (Article 18.F.1 and 18.F.2) to assist them in determining whether to retain or discard a leg or scoring opportunities. **However, a leg or scoring opportunities shall be discarded without hesitation when, for example:**
 - a) A route instruction is in direct conflict with, or contrary to, the SCCA RRR or the rally's GI's
 - b) A route instruction has been inadvertently omitted from all sets of the route instructions
 - c) There is an irrefutable error in a route instruction that renders its execution impossible
 - d) A navigational problem cannot be positively and accurately solved by any commonly known mathematical formula or when the solution is logically possible by a method and with a result other than that intended by the rally committee
 - e) A key mileage measurement printed in the routes is found to be erroneous
 - f) A rally road is blocked or otherwise impassable thus requiring contestants to detour by a route or routes of their own choosing
 - g) A control fails to open until after a number of contestants have passed the control site
 - h) The operation of a control disintegrates during the passage of the rally
 - i) The quality of timing at a control is such as to create a reasonable doubt that scores at that control reflect an accurate measurement of performance by the contestants
6. There are certain provable circumstances when it would be proper for the Claims Committee to make an adjustment in the score of one or more contestants who have filed a claim, yet the discard of a leg or scoring opportunities is not warranted. Broadly speaking, the test is whether the peculiar or unusual circumstances over which they had no control, but which had no bearing on the performance of the other contestants, warrant adjustment. If warranted, failure to provide a scoring adjustment would result in an inequitable hardship on the contestant or contestants concerned.

These provable circumstances include but are not necessarily limited to:

- a) Disappearance or reversal of a route sign after other contestants have passed it
- b) Individual instances of illegible or omitted route instructions due to poor printing or paper flaws
- c) Individual instances of poor timing at a control (reconsideration of control captain's ruling at control)

- d) Failure of a control to issue a special route instruction or other essential information to the contestant
- e) Improper or erroneous assessment of penalties by a control
- f) Discrepancy in arrival or departure times on the contestant's control data sheet and the control's official log
- g) Temporary disruption of a control by non-contestants or sudden changes in the weather
- h) Failure to record the contestant's time of arrival at a control
- i) Temporary removal of any control sign or flag, relating to measurement or timing
- j) Temporary stoppage of control's master time

When the claiming contestant's correct score cannot be accurately determined, the proper scoring adjustment, under provable circumstances such as those identified above, is to give the contestant a score at the control in question equal to the average or median of his scores, excluding maximum penalties, at all other scored controls during the day's run.

D. TIMING ALLOWANCES

1. There shall never be any penalty assessed for the use of a time allowance for proven force majeure. Delays at controls shall also be allowed, but the cause of the delay must be witnessed and noted by the control crew.

Chapter 24 SELF-SCORING

Should a Rally Committee employ a self-scoring system (the contestants compute some or all of their time penalties), the committee shall not impose any penalty against the contestant for making an error in calculating his/her score. Results shall be announced as provisional until the calculations have been audited.

The Rally Committee shall assume responsibility for auditing the scores of all competitors. Contestants shall not be required to audit other contestants' scorecards.

Chapter 25 ACCIDENTS

The imposition of the penalty of disqualification for being involved in an accident shall be at the discretion of the rally committee and shall depend on the degree of contestant responsibility. If a rally car alone is involved (i.e. It leaves the road without significantly being damaged and causes no personal injury) a lesser penalty might be imposed.

Accidents resulting in personal injury, vehicle or property damage shall be reported promptly by both the event organizers and the driver(s) of the competitor car(s) involved on the proper accident form to SCCA's insurance broker and the SCCA Rally Department.

Appendix A WHAT IS A SANCTION?

The term sanction, as it is used in this country in connection with motorsports, means that an event's organizational standards and rules for its conduct have been formally approved by a reputable oversight organization. When SCCA sanctions a **RoadRally**, the organizers must first satisfy the Club that, among other things:

1. The event will be organized and held under the applicable rules (RRR, RFO, etc.)
2. The supplementary regulations are reasonable and do not conflict with SCCA standards or policies
3. The top officials are qualified for the roles to which they will be appointed
4. The proper insurance has been procured
5. The course and facilities are approved by the SCCA

Why? Because when the SCCA label is on something, everything SCCA stands for is on the line including its name, reputation, over 75 years of existence and competition. The name of the sanctioning body is the means for immediate identification of the stature of an event in the eyes of the public, press, competitors, officials, insurance companies, legislatures, etc. Sanction by SCCA illustrates this point perfectly. The name of the Club has come to be identified with the highest standards for organizing and conducting automotive events ranging in importance from the USRRC to hundreds of regional races, rally events, schools, etc.

The high reputation of the SCCA as a sanctioning authority did not happen accidentally. It is the result of a deliberate effort by succeeding SCCA boards and committees, plus the demonstrated conscience and responsibility over the years by thousands of unpaid regional officers, officials, workers, and competitors and crews.

Sanctioning really is "what it's all about". It isn't a word of mysterious jargon. It is just the end of the road that started perhaps when a local contest board member tramped through the woods with a plot owner talking "road course"; a regional membership chairperson recruited the head of the Lions Club as a member; or newsletter staff sold an advertisement to a businessman because SCCA is a good thing to support. In a direct way, SCCA's obligations as a sanctioning body are the key to the pride members feel in the Club. It is the element which stimulates our best performances and unselfish sense of responsibility, sustains the inertia and direction of the Club, and creates a wholesome unity of purpose that translates into a fraternity of exceptional spirit.

Appendix B SUMMARIZED REQUIREMENTS

This is a summary of some of the required communications between an organizing committee and the SCCA. Refer to the RFO and the RRR for details.

- A. Request calendar listing through the Rally Department.
 1. As early as possible, but in no case later than four (4) months prior to the event.
 2. Send copy of request to the RRB Maintainer of Schedules.
 3. The Rally Department will notify the event organizer of approval or disapproval of the date requested as soon as possible.
 4. SCCA will:
 - a) Send organizer the Organizers Packet upon approval of date request
 - b) List the event, date, and location in *SportsCar*[®] magazine and SCCA web site as part of the **RoadRally** Championship schedule

Submit Sanction Application/Master Insurance Request

1. No later than 90 days prior to event.
2. Send to the Rally Department:
 - a) Applicable sanction fee, payable to SCCA, Inc.
 - b) Sanction Application/Master Insurance Plan Request form (original)
3. SCCA will:
 - a) Send copy of the sanction application to the event liaison
 - b) Issue a tentative sanction number
4. Event Liaison will:
 - a) Contact organizer for review of GI's, event flyer, and event entry form
 - b) Compile a composite critique of the GI's, and optionally, of the route instructions, critique slips, etc., and send this to the organizer for action and/or consideration
 - c) Verify sanction exceptions

SCCA Pre-Checks

1. Pre-Check by Rally Steward six (6) to seven (7) weeks prior to event (Chairperson shall notify Event Liaison when this Pre-Check is completed)
2. Long Distance Pre-Check
 - a) Assigned by the Event Organizer in consultation with the Event Liaison
 - b) Completed prior to official pre-check
3. Official Pre-Check
 - a) Assigned by Event Liaison in consultation with event organizers
 - b) Pre-check all aspects of rally three (3) to five (5) weeks prior to event
 - c) Send Pre-Check Report Form to Event Liaison
 - d) Call Event Liaison within one to three days of pre-check

Official SCCA Sanction

1. Upon Event Liaison confirmation and receipt of all paperwork, SCCA will send the Event Chairperson a sanction certificate listing granted exceptions to the RRR
2. A copy of the sanction certificate will also be forwarded to the Risk Management Department to notify approval of the issuance of the insurance certificate

Results

1. Include Official Results form and leg-by-leg or scoring opportunity scores for each entry
2. Mail official results within 14 days of the event to:
 - a) Rally Department
 - b) Official Points Keeper
 - c) Keeper of Lifetime Points
 - d) Each entrant

Fees

1. Submit an SCCA Audit Form with the appropriate fees to the Rally Department no later than 45 days after the event
2. Official Observers sends \$25 per denied claim to the Rally Department, along with the Observer's report, within 30 days after event.

Observer Report

1. Send the Official Observers Report to the Rally Department, which will copy and mail to the Event Liaison and Rally Chairperson. Attach white copies of claim forms to this report.

Appendix C OFFICIAL OBSERVER

You have been selected as Official Observer for today's event. This memo will summarize your responsibilities. The official functions are also stated in the RRR, Article 6. If you have additional questions, please contact the Event Chair.

RESPONSIBILITIES:

1. Observe event proceedings and prepare an official report to the RRB
2. Act as consult to the Event Chair on all procedural matters
3. Act as a non-voting Chair of the Claims Committee
 - a) Issue Claims forms to competitors, as requested. There is a time limit for submission of claims—do not accept claims outside these parameters
 - b) Receive completed claim forms and \$25 cash claim fee for any claims
 - c) Post a copy of any claims submitted (pink form), within five minutes of receipt
 - d) Convene the Claims Committee ASAP to consider any Claims
 - e) Post resolution of claims (yellow form) after adjournment of the Claims Committee
4. Prepare a summary report on any Claims submitted (part of the Official Observer Report)
5. Prepare the Official Observer Report, complete with a summary of claims, and submit to the Rally department. This report should include the white copy of all claims, plus forfeited fees for denied claims.
6. Insure that any accidents occurring during the event are properly reported to SCCA by the organizers. The Event Chair has all required insurance forms/reports.
7. In the event a claim cannot be settled by the Claims Committee, write a summary of the situation and forward all paperwork to the RRB (via the Rally Department) within a week of the event. The RRB will issue a decision within two weeks and event results will not be final until that time.
8. Return fees for allowed claims to claimants; forward fees for disallowed and unresolved claims to the Rally Department

MATERIALS REQUIRED:

1. Claim Forms (provided by Event Chair)
2. RRR and RFO
3. Names of Claims Committee members
4. Observer's Report (provided by Event Chair with envelope addressed to the Rally Department) to be mailed with any processed claim forms, and any fees collected for denied claims

OPERATION OF CLAIMS COMMITTEE

The chair of the committee leads the group discussion on the claim(s). Discussion and/or decisions shall be based on information contained in the RRR and/or the event GI's, and shall NOT be based on personal opinion or interpretation. Technical bulletins issued by the RRB and the RFO are considered part of the RRR for the purpose of this requirement. RRR allow up to 15 minutes

discussion, after which a decision must be reached or the claim is to be allowed. An abstaining vote is a vote in favor of the claim (Article 20.F.).

If a competitor requests an oral presentation (in writing on the claim form) it must be allowed, but may be limited in duration to five minutes (Article 20.E.). If a worker is cited as a witness, the control logs may be checked for verification. If no mention is made of the alleged incident on the control log, the committee should ask to speak with the worker. Neither the claimant nor the worker should remain in the room after their presentations are complete and any questions from the committee are answered. The committee may also question other contestants relative to the issue at hand.

Two members of the Rally Committee, exclusive of the Rally Chairperson and Rallymaster, are voting members of the Claims Committee. If any appointed member of the claims committee is either a claimant or would be directly affected by the outcome of the claim, they shall excuse themselves from participation during deliberation of that issue and an alternate selected (by the Observer in conjunction with the Event Chair). If the observer is the affected party, an alternate observer shall be appointed. Such official may be a claims committee member and may vote while serving as the acting observer.

The observer shall insure that all claims committee members are familiar with rules for resolving claims. In particular, most situations involving upheld claims require discard of legs, or rescoring of legs. Changes to one contestant's score are rarely allowed, and only in specific circumstances. The committee does not have the authority to choose this option in cases where it is not permitted.

The Observer's relationship with the Rally Committee (including Claims Committee) is stated in Article 6, Section B of the RRR. The observer, as chairperson of the Claims Committee is, fundamentally, an observer in the literal sense. He/she may, however, if requested by the Rally Committee, express an opinion on any point at issue involving the RRR or the RFO, or their applicability. While attending all proceedings of the Claims Committee, he/she shall not vote. The purpose of his/her presence at Claims Committee proceedings is to report whether, in his/her opinion, the rulings of the committee are just and fair.

If the observer reliably learns of an incident to which Article 15 is applicable, he/she should remind the rally committee that it must report the charges directly to the RSD.

FINAL INFO

Keep in mind that claims should be decided based on the facts of the case, not on personal agendas, nor who filed the claim (this can be a positive or negative influence).

If these instructions need modification, please share your comments with any member of the RRB. Thanks for serving as Observer!

Appendix D CLAIMS COMMITTEE

You have been selected as a member of the Claims Committee for today's event. This memo will summarize your responsibilities. The official functions are stated in the RRR, Article 20. If you have additional questions, please contact the Event Chair or the Official Observer.

RESPONSIBILITIES

1. Participate impartially in the discussion and decision on any claim(s) submitted
2. Request temporary replacement if you are either a claimant or will be directly affected by the outcome of a specific claim

OPERATION OF CLAIMS COMMITTEE

The chair of the committee leads the group discussion on the claim(s). Discussion and/or decisions shall be based on information contained in the RRR and/or the event General Instructions, and shall NOT be based on personal opinion or interpretation. Technical bulletins issued by the **RoadRally** Board (RRB) and the Rules for Organizers (RFO) are considered part of the RRR for the purpose of this requirement. RRR allow up to 15 minutes discussion, after which a decision must be reached or the claim is to be allowed. An abstaining vote is a vote in favor of the claim (Article 20.F).

If a competitor requests an oral presentation (in writing on the claim form) it must be allowed, but may be limited in duration to five minutes (Article 20.E). If a worker is cited as a witness, the control logs may be checked for verification. If no mention is made of the alleged incident on the control log, the committee should ask to speak with the worker. Neither the claimant nor the worker should remain in the room after their presentations are complete and any questions from the committee are answered. The committee may also question other contestants relative to the issue at hand.

Two members of the Rally Committee, exclusive of the Rally Chairperson and Rallymaster are voting members of the Claims Committee. If any appointed member of the claims committee is either a claimant or would be directly affected by the outcome of the claim, they shall excuse themselves from participation during deliberation of that issue and an alternate selected (by the Observer in conjunction with the Event Chair).

Keep in mind that claims should be decided based on the facts of the case, not on personal agendas, nor who filed the claim (this can be a positive or negative influence).

If these instructions need modification, please share your comments with any member of the RRB. Thanks for serving on the Claims Committee!

Appendix E USE OF WAIVERS

Enclosed in the organizer's packet are several copies of the Release and Waiver of Liability forms needed for any **RoadRally** event. These forms were developed by attorneys for the Club and the Club's insurance representatives. The appropriate release form is to be used by competitors, workers, officials, as well as anyone who performs in any official/unofficial capacity in an SCCA event.

There is one important precaution to follow - all signatures must be on the same page as the release wording; not stapled or taped on extra signature pages, and no signatures may appear on the reverse side (unless the release is restated in full on that side). Additional copies of the form are available from the Risk Management Department and/or SCCA Merchandising upon request.

It is essential that every participant, official, crew, competitor, etc. sign this form. Everyone who is not a spectator needs to sign this form. Having or not having a signed waiver form can be the difference between having or not having a large liability awarded to an alleged injured party. A large liability award against us is very detrimental to our loss experience and hence, can affect our insurability and ultimately our rates.

It is the Region's responsibility to store completed release forms following an event for a period of time. The general rule of thumb is to store them for at least six (6) years. Additionally, a responsibility of the Region is to be able to supply an event's completed waiver forms to our insurer, upon demand.

If an accident resulting in bodily injury or property damage occurs during an event, promptly comply with Chapter 5 of these Rules for Organizers.

Appendix F SAMPLE POLICE LETTER

(your address)

(date)

Commanding Officer
Vermont State Police
Brattleboro Barracks
Marlboro Road
Brattleboro, VT 05301

Dear Sir,

On Saturday, June 16 and Sunday, June 17, 1998 the New England Region, Sports Car Club of America (SCCA) will host the Mount Snow's Sunburst National **RoadRally** event. This rally, sponsored in part by the Mount Snow Ski Area, will be headquartered at the Snow Lake Lodge at Mount Snow, VT. Approximately 35 cars from throughout the eastern U.S. will participate in these events.

On June 16, the cars will leave Mount Snow at one-minute intervals beginning at 8:01 am and will arrive back at Mount Snow at approximately 6:00 pm after having traversed a route that passes through the town of Dover, Newfane, Wilmington, Marlboro, Whitingham, and Halifax. On June 17, cars will leave Mount Snow beginning at 8:31 am and will return at approximately 1:00 pm after having passed through the towns of Dover, Newfane, Wilmington, Marlboro, and Townsend.

Our route instructions specify travel at speeds within the legal limit. At locations on the rally route (unknown in advance to the entrants) we will place one or more Observation Controls for the purpose of observing driver behavior and safety of vehicle operation. Severe penalties, including disqualification, are provided for violations. Entrants will also pass a number of timing controls (checkpoints) along the routes. At any given time a number of cars (approx. 3-8) may congregate at these controls. After checking in, they remain about five minutes then continue along the route. The total time for the passage of 35 cars will be about 70 minutes.

This letter has been copied to the Chief of Police of each town listed below to advise them of our presence. Participants in the **RoadRally** events will carry a copy of this notification with them and are fully aware of the penalties that may be assessed if they incur any motor vehicle violations.

Should you have any questions about the event, our presence, or the locations of the controls, please do not hesitate to contact me.

Sincerely,

(your name here), Chairperson
Mount Snow's Sunburst **RoadRally**

cc: Chief of Police, Newfane, VT
Chief of Police, Wilmington, VT
Sunburst **RoadRally** Competitors

Appendix G DETAILS ON ORGANIZATION

The following guide may be of some assistance to you in planning your own event.

Autumn of preceding year

1. Date request sent to Rally Department.

Seven (7) to nine (9) months prior

1. Select Chairperson and major officials. Rallymaster and/or Course Marshals begin planning and layout of the course.
2. Have a rough idea of who will fill the following jobs and get commitments as soon as possible: Rally Steward, Chief of Controls, Chief Scorer, Safety Inspector, Registrar, Lead Car, Sweep Car.
3. Select headquarters motel.
4. Start planning general instructions.

Three (3) months prior

1. Sanction Application/Master Insurance Plan Request form forwarded to Rally Department.
2. Prepare event flyer and entry form and publish/distribute.
3. Order materials such as car numbers and Day-Glo stickers, if needed.
4. Order trophies and dash plaques.
5. Solicit donations.

Two (2) months prior

1. Make final arrangements with motel.
 - a) Schedule of events.
 - b) Registration room.
 - c) Scoring room.
 - d) Banquet room: menu, P.A. system, and trophy table.
 - e) Procedures for room reservations (i.e., late check-in/check-out), rooms for workers.
 - f) Safety inspection area.
 - g) Start line.
 - h) Breakfast – make sure the hotel is prepared for the opening rush at breakfast each morning.
2. Complete road course including route instructions, preliminary measurement, and location of controls.
3. Arrange for long-distance pre-check.
4. Prepare a list of course following rules for pre-check people.
5. Arrange for as many pre-checks as possible by local people prior to the rally date.
6. Prepare General Instructions for final proof and duplication.
7. Hold an organizational meeting for major officials. Start recruiting workers.
8. Chief of Controls - start preparing instructions for control personnel.
9. Select members of the Claims Committee.
10. Arrange for publicity in selected newspapers, magazines, or newsletters.

Six (6) to Seven (7) weeks prior

1. Rally Steward pre-check – Notify Event Liaison

Five (5) weeks prior

1. Final official measurements of course. Calculate official elapsed times for NCR/NTR.
2. Long-distance pre-check – Notify Event Liaison

Four (4) weeks prior

1. Official SCCA pre-check – Notify Event Liaison

Three (3) weeks prior

1. Meeting of control captains (or all control personnel) to review control procedures.

Two (2) weeks prior

1. Mail general instructions to entrants.
2. Final route instructions – finalize and duplicate.
3. Inspection personnel meeting to review procedures.
4. Preparation and final check of paperwork.
5. Letter to Commanding Officer.
6. Arrange for photos of rally events.
7. Select a writer to compose a story for the event.

One (1) week prior

1. Final check of road course.

Event Date

1. Make sure lead car has maps, emergency signs, hammer, nails, etc.
2. Prepare to handout route instructions at start line.
3. Turn radio on.
4. Ensure the Chief of Controls has the official time, extra clocks, radio, etc.
5. Check on banquet details and agenda.

Two (2) weeks after

1. Complete results and mail to entrants, Rally Department, Official Points Keeper, and Lifetime Points Keeper.

Three (3) weeks after

1. Thank you notes to workers and donators.
2. Send financial report to Region and/or submit audit form to Rally Department.

Appendix H CHECKLIST FOR CHECKPOINT CREWS

ADMINISTRATIVE DETAILS

- _____ Two sets of instructions for getting to the control location and finish (one set for each of the two cars used to drive to the control). They should be precise and complete with mileage as well as indicate how the timing and start lines are to be identified and the rally traffic's direction of travel.
- _____ Control number, official elapsed time, official mileage instruction number.
- _____ Opening time, perfect arrival time of the first car, specific closing details.
- _____ Instructions about timing, scoring, record keeping, assigning time-outs, and details on how to time or penalize contestants who creep or enter the control backwards.
- _____ Copy of the general instructions.

VEHICLE EQUIPMENT

- _____ Two cars for driving to the control
- _____ Safety flares
- _____ Tow chain

EQUIPMENT NORMALLY PROVIDED BY THE SPONSORING CLUB

- _____ Checkpoint sign and mounting post
- _____ Pylon or out-marker and mounting post
- _____ Enough control slips for 120% of the number of cars expected
- _____ Checkpoint log (pre-printed)
- _____ Arrival checklist, official score sheet (pre-printed)

TIMING ESSENTIALS

- _____ Short-wave radio capable of receiving CHU or WWV time signals

FURNITURE

- _____ Card or folding table
- _____ Lightweight folding chairs
- _____ Boards to keep the table and chair legs from sinking into the dirt, etc.

RECORDING TABLE SUPPLIES

- _____ Stapler and extra staples
- _____ Scissors
- _____ Knife
- _____ Ballpoint pens and pencils
- _____ Pad and paper
- _____ Clipboards
- _____ Paperclips
- _____ Rubber bands
- _____ Masking tape
- _____ Magic Marker
- _____ Grease pencil
- _____ Paperweights
- _____ Trash bags

FOR LATE AFTERNOON OR NIGHT CHECKPOINTS

- _____ Coleman lantern or similar light
- _____ Several flashlights

TOOLS

- _____ Sickle, clippers, and/or pruners
- _____ Heavy hammer or sledge for pounding stakes and making repairs
- _____ Pliers, screwdrivers, etc
- _____ Assorted nails and screws
- _____ Staple gun

WEATHER GEAR

- _____ Raincoats
- _____ Sweaters or warm clothes
- _____ Galoshes or boots
- _____ Umbrellas
- _____ Towels or clean rags
- _____ Clear plastic baggies to keep cloths dry

CREATURE COMFORTS

- _____ Insect spray
- _____ Suntan lotion
- _____ Sunglasses
- _____ Toilet paper or sani-kan

Remember that you can never have too much equipment at a checkpoint!

Appendix I LIAISON CHECKLIST

This appendix serves as a checklist for liaisons for national events. It can be used by the liaison to track his or her duties, or by the committee to understand what to expect from the liaison.

- ASAP after assignment
 - Contact the committee to initiate the relationship, inform them in no uncertain terms what will be required of them, and offer your support in anyway possible.
- Four (4) months prior to event
 - Remind the committee that sanction application is due to the SCCA Rally Department in one month, along with the sanction fee. Also check on the progress of event flyer and entry form, as well as draft GIs, which should be forwarded directly to the liaison.
- Upon receipt of the above materials, the liaison should work with the committee on issues involving the GIs. If deemed necessary by the liaison, he or she may draw in other RRB or Rules Committee members for further advice.
- Attempt to establish a long-distance pre-check, especially for course and “probationary” events. While not required, every effort should be made to add this extra layer of protection to every event.
- Establish the date and personnel for the official (and any additional) pre-check(s). While only one official pre-check is required by any qualified person and vehicle, when feasible, additional pre-checks are always a good idea, especially for course and “probationary” events. Furthermore, such pre-checks are generally more effective when conducted by those from different backgrounds (experience levels, equipment classes, regions/divisions).
- Insure that the official pre-check crew captain contacts the liaison directly within a week of the pre-check.
- Submit information (including final list of sanction exceptions) to the Rally Department for issuance of sanction certificate.
- Establish personnel for official observer and claims committee. These MUST be experienced competitors who understand the rules and responsibilities involved (particularly in the case of the observer). This should not preclude mentoring of future observers or committee members, who may shadow the officials involved in such activities. This practice is encouraged. All involved should be informed of their duties BEFORE the event (ideally with the issuance of GIs)
- Before the event, go over class/scoring procedures with the committee to properly handle special circumstances (extra classes, etc.) Make sure the registrar collects complete make and model information for all vehicles entered, including for rental vehicles. This is needed for the manufacturers championship.
- After the event, immediately follow-up with the committee to approve final version of official results BEFORE they are sent. Then verify they are sent to the Rally Department, Contestants, and Official Pointskeepers.

SOME ITEMS FOR EXTRA ATTENTION

- Packets for Official Observer and Claims Committee members **MUST** be given out at or prior to registrations. Observer packets must contain claim forms, official observer form, an pre-addressed/stamped envelope to send the report to the Rally Department, and copy of Appendix C. Claims Committee packets must contain a copy of Appendix D.
- Any decision involving event/post-event matters that might potentially come to a claims committee, including legs that a chairman may wish to discard, **MUST** be discussed with the observer before **ANY** action is taken.
- The observer **MUST** enforce the one hour rule for claim submissions. Any exceptions to this (due to distance from last checkpoint to end), must be stated in the GIs, and applied strictly and uniformly to all contestants.

Appendix J US ROADRALLY CHALLENGE (USRRC)

The USRRC is the premier event on the SCCA **RoadRally** schedule. As such, there are a number of additional items to consider when organizing these events.

A region wishing to host the USRRC (normally conducted in mid-October) should send a written proposal to the RRB or Rally Department. Since the USRRC host is generally announced 2 years in advance, such proposals should also be sent more than 2 years in advance.

In general, the USRRC requires three high-caliber National rallies. One shall be a course rally involving “basic” rally concepts that, while challenging, does not present an undue burden upon contestants with limited course rally experience. The second shall be a tour rally. The third shall be a GTA event which conforms to the RRR (i.e. no trivia or random scoring).

The host region should have recent experience in presenting a major national SCCA **RoadRally** event. Each rallymaster and pre-check crew member should have suitable qualifications.

Social time and hospitality should be a significant part of the planning for a USRRC. It is desired to have events that neither start too early, nor end too late, such that a relaxing weekend is provided. As such, events will generally be engineered to meet the minimum time and length requirements for a national event, and no more.

A proposal to host the USRRC should include:

- Description of weekend/event concept(s), including how the region plans to execute the plan, why the region is qualified, and why the region should be selected
- Event dates
- General start location
- Name of chairman and each rallymaster
- Signature of chairman agreeing to the commitment
- Tentative budget

Once selected, the **RoadRally** Board will assist with the following:

- National Publicity – This event will be advertised in a special section on the SCCA webpage, and entry forms will appear in FasTrack. The board will also advertise the event throughout the year in any available venue. Finally, the rules structure elevates the importance of the event, encouraging higher attendance
- The Event Liaison will be specially appointed to offer extra assistance above and beyond normal liaison duties to ensure a successful event is executed, including assistance with the following items

The organizing committee will be responsible for standard National Rally issues, including:

- Local Sponsorship
- Determination of additional non-national competition classes (eg. regional, historical, etc.)
- Trophy selection
- Schedule of events
- Timing and extent of awards ceremonies (awards after each event, or at weekend’s end)
- Hospitality – One organized banquet is usually conducted on Saturday evening, with workers often invited free-of-charge (plan for this in budget preparations)
- Headquarters, flyers, budget, workers, etc.