2014 SOLO SANCTION REQUEST FORM INSTRUCTIONS

Item 1   Region applying for the sanction request

Item 2   List only the dates that cars will actually practice and/or compete.
(Set up date(s) is automatically covered within 14 days of the event).

Item 3   Provide the name of the facility, or location and address of the event.

Item 4   Check what type of Solo event is being held. (One Charity event per year is allowed per
Region. No Sanction fee is due, Flat Insurance fee $80.00).

Item 5   Provide name and email address of the person who is to receive the
insurance certificate. Phone number is needed to get in touch with you
if there is a problem or question regarding the sanction request.
 The insurance certificate will be emailed to the email address provided.
NO EVENT CAN BE CONDUCTED WITHOUT AN INSURANCE CERTIFICATE
If the certificate can't be located at the time of the event and it is outside of office hours call
the **Risk Management emergency phone number (1-704-962-0252)**

Item 6   List organizations who need a copy of the certificate (Certificate holders) being issued. List
their email and what their role will be at the Solo event.

Item 7   List any additional insured(s) that need to be on the insurance certificate.

Item 8   List the name and email of the other event officials:
Solo Safety Steward, Youth Steward (if applicable), and Chief of Waivers.
*All event officials must be current SCCA members.
*All Solo events MUST have a licensed safety steward in attendance at the event.
*A Safety steward may not hold any other positions while administering the duties
 of a Safety steward.

Item 9   List type of facility and code for the event site, the approximate size of the course
and type of course surface.

Item 10   The chair or organizer's signature is required in order to verify that you agree to
abide by the Solo rules and guidelines.

Item 11   The signature of the Regional Executive (or designee) and date is required.

Questions? Contact Deena Rowland 1-800-770-2055 or email Drowland@SCCA.com