

## TSD Timeline

\*\*\* - samples can be found at [scca.com/programs/roadrally/rules & documents/Information for First-Time RoadRally Organizers](http://scca.com/programs/roadrally/rules%20&%20documents/Information%20for%20First-Time%20RoadRally%20Organizers) and also in the Regional Road Rally Handbook.

## RALLY ORGANIZATION SCHEDULE

6-4 months before:

- Confirm date on schedule.
- Calendar your event.
- Establish start and finish locations and obtain approval(s).
- Begin to establish route.

3 months before:

- Budget for region approval.
- Complete preliminary route.
- Advertising information to newsletter editor.

[https://dk1xgl0d43mu1.cloudfront.net/user\\_files/scca/downloads/000/002/822/publicizingyourroadrally1.pdf?1422395743](https://dk1xgl0d43mu1.cloudfront.net/user_files/scca/downloads/000/002/822/publicizingyourroadrally1.pdf?1422395743)

- Advertising flyers printed for distribution at meetings and prior events. Even earlier if possible. \*\*\*
- Order insurance and sanction. Note that sanction application must be received 14 days before a regional event, 45 days before a divisional event, and 90 days before a national event.

The link to the sanction application on SCCA.com is updated annually and can be obtained by selecting: PROGRAMS/ROADRALLY/Rules & Documents (under RoadRally Guide) then going to the Documents for RoadRally Organizers section and clicking on Sanction Application.

2 months before:

- Preliminary General Instructions complete. \*\*\*
- Preliminary Route Instructions complete. \*\*\*
- Checkpoint locations selected.
- Registrar, Chief of Controls, Scorer and Sweep committed.
- Information sent to any Hot Lines. (?)

6-4 weeks before:

- Preliminary pre-check complete.
- Final Route Instructions complete.
- Final General Instructions complete.
- Preliminary Leg Slips complete.
- Awards ordered.
- Recruit workers.

3-2 weeks before:

- Pre-check by licensed Safety Steward, knowledgeable and novice crews. Form to be completed:

<https://www.scca.com/downloads/3298-safety-pre-check-form>

2-1 weeks before:

- Revise Route Instructions and Generals to correct any errors uncovered in the pre-checks.
- Final Leg Slips complete.
- Control workers instructions complete.
- Confirm Start and Finish locations with the managers.

1 week before:

- Final Pre-check. Form to be completed:

[https://dk1xgl0d43mu1.cloudfront.net/user\\_files/scca/downloads/000/003/306/rr-precheck.pdf?1429623782](https://dk1xgl0d43mu1.cloudfront.net/user_files/scca/downloads/000/003/306/rr-precheck.pdf?1429623782)

- Confirm all workers.
- Obtain supplies (watches, control signs, waivers, etc.)

5-2 Days before:

- Print Generals, Routes, Leg Slips, etc.
- Check clock operation.
- Prepare Control Packets.

#### 1 Day before:

- Confirm all materials above are complete.

General Instructions

Route Instructions

Signs – control and emergency

Clocks – set to check accuracy

Registration and Tech forms

Waivers

Membership forms

Score board

- Print off all materials need for the event.

#### Day of Event:

- Register all competitors. Non-SCCA members must complete a Weekend Member form. Drivers License, SCCA Membership verified and Waiver signed.
- Pre-check course in morning if practical
- 30 minutes before first car, control set-up leaves.
- 10 minutes before first car, lead car leaves to check controls, signs, clocks etc. Has emergency signs, stakes, spare clocks etc.
- 5 minutes after last car, sweep leaves to close controls and be sure that all signs are still in place etc.
- Score event immediately after the last car arrives at the finish.
- Present trophies or other awards at finish if possible.

Work after the event:

- Send insurance audit form, weekend membership forms and payment to SCCA National Office.

The link to the Audit Form on SCCA.com is updated annually and can be obtained by selecting:

PROGRAMS/ROADRALLY/Rules & Documents (under RoadRally Guide) then going to the Documents for RoadRally Organizers section and clicking on Audit Form.

- Print and mail final results to all competitors and championship points keeper. Note that the results form also lists individuals to receive worker credit for national and divisional events (chairman, rallymaster, pre-checkers).

<https://www.scca.com/downloads/3294-national-regional-results-xls/download>

Note: The use of the official results form is only required for National and Divisional events.

- Send list of entrants and workers with email addresses to mailing list keeper.
- Write article with results and send to newsletter editor.
- Return clocks and other equipment.
- Prepare financial report and summary for submission to region's BOD at next meeting.
- Send waivers and entry forms to region's registrar for safe keeping. They need to comply with the region policies concerning these items.
- Send all income and bills to treasure.
- Take a deep breath. It's over!