



Dear Event Lead,

The Experiential Programs Department would like to thank you for serving as the Event Lead for this SCCA Event.

Enclosed for your use is the SCCA Event Report Package. Please complete the Report forms as soon as needed and return them to Sanction [sanction@scca.com](mailto:sanction@scca.com) (6620 SE Dwight St, Topeka, KS 66619) within 10 days. Please use only current forms. If you require additional forms, you can find them at [www.timetrials.scca.com](http://www.timetrials.scca.com) under the "Organizers" tab on the "Official Documents" page.

**Event Report Items**

- Event Report Form
- Event Participant Form

**Safety Steward Packet Items**

- Incident Report/Medical Claim Form Instructions
- Incident Report
- Accident Medical Insurance Claim Form

Please Distribute these forms as appropriate, including the Safety Steward Packet/Packet Material for your event Safety Steward.

Once you have completed your event report, please use this checklist to make sure you have included all necessary paperwork with your report. Please email or mail the Event Report Items within 10 days, and include:

\_\_\_ A completed Event Report information page with your honest opinions and ideas regarding the region, the course and the overall event weekend.

\_\_\_ The Participants Report, with evaluation from Coaches, comments, etc.

\_\_\_ Final Results or the name, phone number and/or email of the Chief of Timing & Scoring if they can not provide you with results in a timely manner.

Please keep a copy of everything (front and back) that you have included in your Event Report in case it gets lost in the mail. **DO NOT SEND CASH IN THE MAIL!** Keep any blank forms you did not use for use at your next event.

Thank you for your assistance with this event. If you need anything, feel free to call.

Sincerely,

Experiential Programs  
800-770-2055