



SCCA Time Trials Sanction Requirements Checklist

- Sanction Application submitted on the current **SCCA Time Trials/Track Event/HillClimb Sanction and Insurance Request Form**, and should include a full description of course and facilities, including a scale map.
- The course must be approved by the **SCCA**.
- Include a draft of the **Entry form**, this draft should include:
 - Full names, addresses, membership numbers, Region of Record, and license of entrants and drivers.
 - Full description of cars to be entered.
 - Signatures of entrants and drivers for waiver of liability and/or indemnity decelerations, acknowledgment of the authority of the Time Trials Rules, declaration that cars entered comply with the provisions of the Time Trials Rules.
 - Sanction Number assigned to the event. (Use xx-xxx-xxx format for not-yet-issued sanction numbers.)
 - Emergency contact information must be included with the entry.
 - Any other information required for the clarification of all other details of the event.
- Include a draft of the **schedule**, the schedule should include:
 - The event sanction number. (Use xx-xxx-xxx format for not-yet-issued sanction numbers.)
 - The name of the organizer (Region).
 - Name, location and date of the event.
 - Schedule of planned groups.
 - Times of any mandatory meetings, such as Novice, Drivers, Officials, etc. A Drivers meeting on the first day of the event is required.
 - Classes of Cars and groupings.
- Include a draft of the **Supplementary Regulations**, which should include:
 - Name, Location, Dates, Nature and Classification of the event.
 - Sanction Number and Type of Sanction. (Use xx-xxx-xxx format for not-yet-issued sanction numbers.)
 - A conspicuously placed wording, "Held under the SCCA Time Trials Rules."
 - The name and contact information of the organizers.
 - The names of the Event Lead and Ambassador/Registrar.
 - A complete description of the proposed event.
 - Times of any mandatory meetings, such as Novice, Drivers, Officials, etc.
 - Times and locations of activities and inspections.
 - The name/address of ambassador/registrar or to whom the entry is to be sent and the amount of the entry fee.
 - All other information necessary for proper conduct of the event.