



## 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.