



2019 SCCA Time Trials Event Sanction and Reporting Procedures

- 1) Download and fill out the Sanction Application here: <https://timetrials.scca.com/pages/official-documents>
- 2) Save document as date_region#_location_event_sanctionapplication.pdf
(Example: 01012019_79_CMP_TT_sanctionapplication.pdf)
- 3) Email the form to your divisional administrator, including the necessary information – Entry Form, Schedule, Supplementary Regulations, etc. (You can find a checklist at <https://timetrials.scca.com/pages/official-documents>.)
- 4) Your divisional administrator should send the approved documents to sanction@scca.com with their approval. If you do not have a divisional admin, you may send it directly to sanction@scca.com.
- 5) Once a sanction is issued, you will get an event packet either digitally or if you indicated, by mail. The event packet includes:
 - A. Letter for your event lead.
 - B. Incident/Medical Claim Form Instruction Sheet
 - C. Incident Report Form
 - D. Medical Claim Form
 - E. Track/TT/HillClimb Audit Form
 - F. Track/TT Event Report
 - G. Participation Evaluation Form
- 6) During the event, the Safety Steward should use Incident/Claim Instruction Sheet and Incident and Medical Claim forms as appropriate.
- 7) Within 14 days of the final day of the event, the audit form, event report and participant evaluation form are due.
- 8) The “Participation Evaluation Form” is new for this year and is how the SCCA will track participation, performance and issue licenses/upgrades. The default for a participant is, “satisfactory.” For instance, at this point it is acceptable to send in a results sheet, and only include those on the Participation report who have been unsatisfactory or those who performed well enough to get a bump up in experience. I.e., if you have a driver who comes in on his or her novice license and has enough track time at other events that they can successfully participate in Intermediate or Advanced group right away or during the event, let us know so we can expedite their higher license.
- 9) Send back the Audit Form, Event Report and Participant Evaluation Form to sanction@scca.com with payment or payment information.