



2021 SCCA EXPERIENTIAL EVENT

(Time Trials, Track Event, Time Attack, TrackSprint Event)

Sanction & Audit Manual Procedure

- 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. 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 and payment is due within 28 days of the event.
- 8) The “Participation Evaluation Form” is how the SCCA will track participation, performance and issue licenses/upgrades. You can find an example of this form at timetrials.scca.com or in the track events section of scca.com in the area marked, "for organizers."
- 9) Submit Audit Form to sanction@scca.com or mailing address below with payment or payment information.
- 10) Send the Event Report and Participation Evaluation Form to timetrials@scca.com.