



## 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.**
- The Sanction Application and Required Materials must be approved by the TT Divisional Administrator**
- 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 drivers and/or 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.)
  - Conspicuously placed wording, "Held under the SCCA \_\_\_\_\_ Rules." (Track Events/Time Trials/HillClimb)
  - The name and contact information of the organizers.
  - The names of the Event Lead and Ambassador/Registrar.
  - A complete description of the proposed event.
  - 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.