



TRACK EVENTS

TIME TRIALS

HILLCLIMB

Dear Event Lead,

The Experiential Programs Department would like to thank you for serving as the Event Lead for this SCCA Event.

Enclosed for your use is the SCCA Event Report Package. These documents will need to be returned at the completion of the event to either the Sanction Department or Experiential Programs Department.

### **Sanction/Insurance Reporting**

Please complete the Post-Event Audit and Report forms as soon as possible and return them to Sanction [sanction@scca.com](mailto:sanction@scca.com) (6620 SE Dwight St, Topeka, KS 66619) within 14 days. Please use only current forms. If you require additional forms, you can find them at [www.timetrials.scca.com](http://www.timetrials.scca.com) under the "Organizers" tab on the "Official Documents" page.

#### **Event Report Items**

- Event Report
- Participation Report (Digital Only)
- 2021 Post Event Audit Form (*Can be filled out online in the member account portal in the Event Sanctioning Dashboard.*)

#### **Safety Steward Packet Items**

- Incident Report/Medical Claim Form Instructions
- Incident Report
- Accident Medical Insurance Claim Form

Please Distribute these forms as appropriate, including the Safety Steward Packet/Packet Material for your event Safety Steward.

### **Event Reporting**

In addition to the Sanction/Insurance Requirements, the Experiential Department requires that an Event Report and Participation Report/Event Results be sent to [timetrials@scca.com](mailto:timetrials@scca.com). Please email or mail the Event Report Items within 14 days, and include:

- A completed Event Report information page with your honest opinions and ideas regarding the region, the course and the overall event weekend.
- The Participant Report/Final Results, with evaluation from Coaches, comments, etc.

Thank you for your assistance with this event. If you need anything, feel free to call.

Sincerely,

Experiential Programs  
800-770-2055