



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 as indicated below. 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)
- Online Audit Instructions

**Safety Steward Packet Items**

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

Please distribute these forms as appropriate prior to the start of your event, including the Safety Steward Packet items to your event Safety Steward.

**POST-EVENT**

**Sanction/Insurance Reporting**

Please submit your post-event Audit in the Online Sanctioning Dashboard within 14 days of the event to avoid late fees. Submit completed Incident Reports as indicated at the bottom of the Incident Report form.

**Event Reporting**

In addition to the Sanction/Insurance Requirements, the Experiential Department requires an Event Report and Participation Report/Event Results e-mailed to [timetrials@scca.com](mailto:timetrials@scca.com).

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

Thank you for your assistance with this event. Please do not hesitate to contact us if you have any questions.

Sincerely,

Experiential Programs

800-770-2055