RULES FOR ORGANIZERS

SCCA RoadRally





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- *RoadRally Rules*
- *Regional RoadRally Handbook*
- *GTA Handbook*
- *WDC RoadRally School Text*
- *RoadRally Road Map*

RULES
FOR ORGANIZERS

FOR CONDUCTING SCCA-SANCTIONED
NATIONAL ROADRALLY®
CHAMPIONSHIP
EVENTS

SCCA
Sports Car Club of America®

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List of Abbreviations

CZT. Car Zero Time

DCR. Divisional Course Rally

DIYC. Do-It-Yourself Control

DRRS. Divisional Road Rally Steward

DTR. Divisional Touring Rally

GIs. General Instructions.

NCR. National Course Rally

NEC. National Events Committee, a committee of the RoadRally Board responsible for coordinating and administering the national RoadRally championships

NTR. National Touring Rally

RRDC. *Roadrally* Regional Development Committee

RE. Regional Executive

RRB. RoadRally Board

RRRs. *RoadRally Rules*

RFOs. *Rules for Organizers*

RRSS. RoadRally Safety Steward

USRRC. United States RoadRally Challenge

PURPOSE

These rules are designed to supplement the SCCA's *RoadRally® Rules* and to interpret them for SCCA Regions and their rally committees staging National and Divisional RoadRally events. These *Rules for Organizers* do not apply to events sanctioned as Regional road rallies or as "Trek" events.

Distribute appropriate sections of these RFOs to your rally committee to ensure the success of the event. Official and sample forms for all RoadRally events can be found on the SCCA's website (*scca.com*). Each rule herein shall apply to all National and Divisional rallies unless the rule specifically applies to only one or two types through the use of phrases such as "NTR/NCR Only" or "DTR/DCR Only." Rules specifically referring to a given type of rally are mandatory only upon such events. These rules carry the same weight and significance as the RRRs for adherence to them in spirit as well as fact. They refer only to events sanctioned as National and Divisional rallies and included in the annual championships described by RRR Articles 8.A and 8.B. Other sanctioned events, however, may find many of these procedures useful as well.

NOTE: These RFOs are not published annually and remain in force until superseded by a future edition. (This is Edition 44.) If in doubt as to the validity of a particular edition, visit the SCCA's website and download the latest edition from "Rules and Documents" on the RoadRally page. *Also,* check the website for information and updates regarding RoadRally field staff and committees. This information may be found by logging in at the Member Account Portal, clicking on Member Resources, and then choosing a link from the dropdown list (e.g., "File Cabinet," "Boards and Committees"). This information is available also at *my.scca.com*.



Welcoming Environment Statement

The Mission of the SCCA is *to fuel a safe, fun, and exciting motorsports experience for auto enthusiasts.*

Our Vision is *to be the preferred motorsports community in the U.S., built on fun, shared passion, and access to an exhilarating motorsports experience.*

In all its activities, the SCCA seeks to foster an atmosphere that encourages living the Values of the SCCA:

- *Excellence*—The Spirit of a Competitor
- *Service*—The Heart of a Volunteer
- *Passion*—The Attitude of an Enthusiast
- *Team*—The Art of Working Together
- *Experience*—The Act of Wowing our Community
- *Stewardship*—The Mindset of an Owner

To that end, the SCCA strives to ensure that ALL participants in its events and activities enjoy a welcoming environment. The SCCA supports equality of opportunity and treatment for all participants, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious beliefs, age, marital status, sexual orientation, disabilities, or veteran status. SCCA will make every effort to maintain an environment that is free of harassment, discrimination, and any behavior that interferes with a safe, fun, and exciting experience. A commitment to a welcoming environment and the SCCA Values is expected of all its members and attendees, including drivers, workers, crew, guests, staff, contractors, and exhibitors, and other participants at SCCA activities, sessions, and social events, and when representing the SCCA in print or electronic media.

Event Entry Standards

To ensure a welcoming and inclusive environment for all participants, any information provided during event registration or displayed on an entered car—including, but not limited to, sponsor names, car names, car designs, and graphics—that is deemed vulgar, offensive, or inconsistent with our core values will be considered a violation of the SCCA Welcoming Environment. The SCCA reserves the right to remove such information from the registration system or request that participants remove offending designs/graphics from their vehicles. Repeat offenses may result in further action. Please note that event results and images are shared online and with our partners, and we expect all entries to reflect our values of respect, excellence, and inclusivity.

1. Scheduling and Sanction Application

The SCCA has made significant changes in the way in which all of its disciplines, including RoadRally, calendar and sanction events. Today, these activities are completed online. To learn more about this process, visit your Member Account Portal at *scca.com*. Once your membership page appears, click on, in order, "Region Resources," "Sanction Events," and "Get Help." There you will find a guide to sanctioning events, FAQs, a checklist, and other material, including links to how-to videos. Also, below, the section, "Application for a Sanction" will provide information about this process.

Plus, and this is important, at present only an approved Sanction Requester can submit a Sanction Application to the SCCA's Sanction Department. Before anything else, confirm with your Region Executive who in your Region is designated as a Sanction Requester. Also, consider arranging with your Region Executive for someone from your rally committee to be designated as a Region Sanction Requester.

Scheduling

The RRB has adopted the following policies concerning the scheduling of SCCA National and Divisional RoadRallies that are part of their respective national championships:

1. The competition year shall begin on Jan. 1 and end on Dec. 31 of each calendar year.
2. Events will be scheduled on a first-come, first-served basis. A weekend used by a rally committee in the prior competition year, however, shall be reserved for that committee until Jan. 1 unless released earlier by that committee.
3. There shall not be more than one National event scheduled per weekend, except when start/finish locations are the same or sequential. An exception may be granted if the events serve different audiences in geographically separated portions of the country, and if no alternative is available.
4. NTR/NCR and/or DTR/DCR events run on the same day and basic course may be sanctioned upon specific approval of the NEC and are covered by a single SCCA sanction and pay a single sanction fee.
5. No National events shall be scheduled the weekend before, the weekend of, or the weekend after the USRRC.
6. In compelling cases, the NEC, with the approval of the RRB, may approve exceptions to these established policies.
7. Events with confirmed dates will be listed automatically, along with event information, on the SCCA's website.

APPLYING FOR A SANCTION

The application for the sanction of a National or Divisional RoadRally *must* be made on an official Sanction Application, which is available in the Member Account Portal at *scca.com* or at *my.scca.com* (see above).

The Sanction Application must be signed by the Region's Sanction Requester.

National RoadRally. Submit a sanction application for a National rally at least four months prior to the date of the event. Upon receipt, the Sanction Department will forward the application to the NEC for review.

Proposals for triple nonconcurrent National events, as noted in the RRRs, require a nine-month advance request.

Divisional RoadRally. Submit a sanction application for a Divisional rally at least 45 days prior to the date of the event. Upon reception, the Sanction Department will forward the application to the NEC.

FOLLOW-UP PROCEDURES

1. After completing the online sanction application for a National or Divisional RoadRally, promptly contact the NEC (*nec@scca.com*) and notify it of your event. (*You will have seen this reminder in your sanction application.*)
2. At least 90 days prior to the proposed National RoadRally, a committee must submit to the NEC a detailed description of the event, a draft of the event's GIs, and any requests for any exceptions to the RRRs. The NEC may request that the Region also submit a draft of the event's flyer, entry form, or other relevant material.
3. At least 45 days prior to the date of a Divisional Course rally, a committee must submit to the NEC a description of the proposed event, a draft of the event's GIs, and any requests for any exceptions to the RRRs. *Divisional Touring rallies are not required to submit such material.*
4. Upon receipt of the Sanction Application for a national rally, the NEC will assign the rally's organizing committee a liaison for the event and determine the number of prechecks required (*National event only*).
5. The RRB recognizes that the event name is a valuable part of a rally. The RRB will recognize only one event of a given name or closely similar name. The priority for a name will generally go to the SCCA Region that has most recently used the name for an SCCA-sanctioned rally. The RRB reserves the right to disapprove any proposed name. Whenever a limitation is to be placed on the acceptable number of entrants, the RRB, through the NEC, must be informed of the specific reasons why more entrants cannot be accommodated. In the event entries reach the approved limitation, the latest nonmember entries must be refused in order that SCCA members who wish to register may participate.

6. The RRB requires committees to charge higher entry fees for nonmember entries. A minimum difference of $10.00 between SCCA member and nonmember entries shall be required for each event. The committee may also impose an additional late entry fee of up to $10.00.
7. When an SCCA Rally Committee contemplates accepting the support (financial or otherwise) of an outside organization (commercial or otherwise), complete details must be submitted to the NEC along with the information indicated in item 2 of this section. The NEC reserves the right, in the interest of the SCCA, to approve or disapprove the provisions of the arrangement. In every case, the organizing region shall retain complete jurisdiction over, and full responsibility for, all phases of the rally. All such organizations must be added to the insurance certificate for the event.
8. Since sanction of an event in the National Championship implies approval of the committee personnel named in the application, notice of any additions or substitutions of the chairperson, safety steward, or other key personnel after a sanction application has been submitted shall be forwarded promptly to the NEC, and such notice shall give the reason(s) for the change.
9. The granting of sanction may be subject to specific conditions based upon review of information in the Sanction Application and any other pertinent material, including review of the Observer's Report for the previous year's event. The Official Observer for the current event will be informed of these specific conditions.
10. The current sanction fee (a.k.a. event fee) for all National Championship events can be found at *scca.com*. Log through the Member Account portal. Once logged in, click on Member Resources and then File Cabinet. Under File Cabinet, click on Sanction & Audit, where you will find the current fee structure. The fee is paid post-event when the RoadRally Audit Form is submitted via the SCCA's Sanction Tool, also on *scca.com*.
11. The granting of sanction shall include all granted exceptions to the RRRs and the RFOs. The NEC shall inform the Sanction Department of the approval of the sanction, and the Sanction Department will issue formal confirmation of the sanction and event insurance well before the event.
12. In conjunction with the approval of the sanction, the NEC will provide the Organizing Committee with a certificate that lists all the pertinent information concerning the sanction, including a list of all sanctioned exceptions to the RRRs. This certificate, along with the official information and insurance certificate from the Sanction Department, must be posted at registration.
13. In the case of a sanction denial, the RRB, through the NEC and the Event Liaison, shall inform the chairperson of the rally in writing of the denial of sanction, including the reasons for denial, not less than 10 days prior to the running of the event. It shall then be the responsibility of the

Organizing Committee to notify, in writing, each preregistered entrant that sanction has been denied and that the event has been deleted from the National Championship.

NOTES



2. Event Liaison and Sanctioned Exceptions (National NTR/NCR)

Upon receipt of the required information for a National RoadRally event, the NEC will assign to the organizing committee an Event Liaison to serve as a representative of the NEC. The liaison is versed in the organization and execution of National events and is in place to assure events run as smoothly as possible by providing assistance in event organization and ensuring that all regulations are followed throughout the process. The ultimate responsibility of the liaison is to take all necessary steps and actions leading to issuance of a Sanction Certificate and, at the conclusion of the rally, the publication of the Official Results. Details of the liaison's duties can be found in the Liaison Checklist in Appendix I.

Once a Sanction Application for a National rally has been submitted to the Sanction Department, it will be forwarded to the NEC, and the NEC will supply it to the liaison. At this point, the Rally Committee also must forward key materials, including draft copies of the event flyer, entry form, and General Instructions to the liaison as quickly as possible. The liaison will review the materials for compliance with established guidelines and contact the committee with comments and suggested/required changes. In reviewing these materials, the liaison may consult other members of the NEC if deemed necessary.

Review Procedure

Every attempt should be made to reach a consensus quickly on the changes recommended/required by the liaison.

1. A liaison's comments will be prepared in an attempt to assist organizers in putting on their event. In almost all cases, the comments contain suggestions, information, questions, and hopefully, material to assist the committee into clearing up any problem with the relationship of the generals, the route instructions, and the course. However, by not being able to see either the route instructions or the course, a liaison that comments on such instructions will undoubtedly envision problems that don't exist. In such cases, please be understanding.
2. The comments may require mandatory changes to the GIs. In most cases, the only mandatory changes are those items that are in direct conflict with the RRRs or the RFOs and where no exception was requested.
3. Along with the contestants' questions posted at registration, Rally Committees may choose to post the liaison's comments and any replies made by the committee. It is the Rally Committee's choice. A liaison who

comments on the GIs may also run the event; so, it may be fair to allow all to see these questions. However, a Rally Committee may decide not to post the liaison's comments and answers, because it may feel that the comments would be too confusing or irrelevant for contestants.

4. Upon first contact, the Event Liaison will inform the Rally Committee as to whether they expect to compete in the event in order to prevent the Rally Committee from revealing or discussing items, particularly on Course Rally events, which could affect the outcome of the competition. In those cases where the Event Liaison will not run the event, a Rally Committee may ask that the liaison also critique the route instructions and other important material (control slips, leg critiques, etc.) for the event. The committee and liaison will continue contact after the event to review (before submission) follow-up requirements for the submission of Official Results in compliance with Chapter 7 of these RFOs.
5. The following points should be noted:
    a. The liaison will inform the chairperson of all sanction exceptions to be granted.
    b. TAs are allowed for any reason. No sanction exception will be granted to disallow their use or to allow any penalty for their use.

3. PRECHECKS

1. All National Championship events require both a safety precheck by a licensed RoadRally Safety Steward and an official SCCA precheck by qualified rallyists. These prechecks may occur simultaneously by qualified individuals, though multiple checks are recommended. A long-distance precheck, although not required in most situations, is also recommended.
2. If multiple prechecks are to be conducted, the RRSS, often a member of the Rally Committee, e.g., the rally steward, shall generally check the rally one to two months prior to the running of the event. The steward shall be an experienced rallyist having no prior knowledge of the course and will use near-final route instructions. The steward will test the validity of the instructions and recommend necessary changes to the Rally Committee. As the official Safety Steward, they should strictly follow the guidelines in the RoadRally *Safety Steward Manual* and require any changes needed to bring the event into compliance with required safety guidelines. The steward of a National event shall consult with the Event Liaison in the event that they find a situation needing correction but which the committee chairperson regards as satisfactory and not in contravention to the RRRs or RFOs.
3. If a long-distance precheck is planned, the organizer shall consult with the Event Liaison to select the long-distance prechecker. The long-distance prechecker must receive the GIs, route instructions, leg critiques, maps of

the route, and any other pertinent materials relating to the event. The long-distance precheck may occur before or after the RRSS precheck, but it must be completed prior to the Official Precheck described below.

4. The organizer, in consultation with the Event Liaison, will select the official precheck crew.
5. The Official Precheck will generally be conducted approximately one month prior to the running of the event. The precheck crew will run the event under simulated competitive conditions and will consider all aspects of the event. They have the authority to require changes to the course, route instructions, or other written materials and all other details to bring the rally into conformity with the letter and spirit of the RRRs and RFOs. From this point forward, all changes should also be coordinated with the RRSS for the event to ensure continued compliance with safety guidelines.
6. A member of the official precheck crew for a National event must call or email the assigned Event Liaison as quickly as feasible upon completion of the precheck for the purpose of submitting a preliminary report. Within seven days of the completion of the precheck, the completed Official Precheck Report Form must be submitted to the Event Liaison.
7. No changes may be made to the instructions, critiques, etc. after this point without the approval of both the Official Precheck crew and the RRSS.
8. The RRB reserves the right to withdraw SCCA sanction at any time prior to the running of an event if, in its judgment, the rally committee has failed in important respects to meet required standards.

NOTES

4. Conduct of Contestants and Rally Committees

Rally Chairs are instructed to

1. enforce the RRRs and the rally's GIs firmly but fairly, assessing specified penalties when warranted;
2. take immediate disciplinary action, commensurate with the gravity of the offense, against any contestant who is guilty of misconduct while participating in any phase of a National Championship RoadRally event;
3. report to the RRB within seven days the name of any contestant disciplined, the full circumstances surrounding the contestant's misconduct, the names of any witnesses thereto, and the penalty imposed. The RRB will then make a determination whether further disciplinary action is warranted.

Rally Committees will be expected to set an example by their exemplary conduct in all their dealings with contestants, including those whom it may be necessary to penalize or discipline. Rally Chairs shall ensure that RRR Article 15.D (post-event conduct) is complied with by all involved. This rule requires that the Official Observer report submit in writing to the Rally/Solo Department:

1. all instances of nonenforcement of the RRRs and/or of the General Instructions;
2. all instances of misconduct by contestants not involved in disciplinary action;
3. all instances of misconduct by members of the Rally Committee in dealing with contestants.

5. Insurance, Waivers, and Accidents

Under the SCCA's Master Insurance Plan, the club's policy will cover participants, officials, the SCCA, Regions, etc., for liability and property damage subject to terms, conditions, and exclusions.

All participants (contestants, officials, workers, etc.) are required to sign a "Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement" or other applicable waiver (*see* Appendix F).

Accidents and injuries occurring during a National Championship event shall be reported to the SCCA per the instructions provided by the insurance forms available in the File Cabinet portion of the Member Account Portal at *scca.com*.

The forms available in the Insurance section of the File Cabinet include the following:

- Incident Report Form & Instructions
- Incident Medical/Claim Form with Information Sheet
- SCCA Accident Medical Claim Form
- SCCA Critical Incident Manual

Links to these forms also may be found in the Virtual Organizer's Packet.

Principal committee members, as well as the RRSS, must be familiar with these forms, what they require, and how to use them. For example, the instructions for the Incident Report Form require that the RRSS or the "sanctioned event representative" mail or email (email preferred) the completed form and any supporting material, including copies of the applicable Release & Waiver documents, to the SCCA and the SCCA's insurance carrier immediately following the sanctioned event.

If there is a critical incident, i.e., where there is serious injury or "where loss if life is a possibility, or perceived to be a possibility" the Critical Incident Manual dictates that the SCCA Critical Incident Hotline (785-862-7112) should be called without delay.

In situations such as those described here, the Regional Executive of the sanctioning region *must* be informed promptly also.

Organizers should ensure that the entry form provides that entrants warrant that an automobile insurance policy is in effect which meets the liability requirements as set forth in the RRR Article 10.

As noted in Chapter 1, a Sanction Application, which incorporates a request for insurance, must be submitted for every National Championship event. Multiple rallies that meet the requirements in Chapter 1 for a single sanction may be covered by the same Sanction Application. This form must be received by SCCA's Sanction Department at least four months prior to a National event and 45 days prior to a Divisional event. The Sanction Application must be signed by a Region Sanction Requester. The Sanction Department must receive the event fee with the official RoadRally Audit Form no more than 14 days after the event.

ACCIDENTS AND DISQUALIFICATION

The imposition of the penalty of disqualification for being involved in an accident shall be at the discretion of the Rally Committee and shall depend on the degree of contestant responsibility. If a rally car alone is involved (i.e., it leaves the road without significantly being damaged and causes no personal injury) a lesser penalty might be imposed.

As noted already, accidents resulting in personal injury, vehicle or property damage shall be reported promptly by both the event organizers and the

driver(s) of the competitor car(s) involved on the proper accident form to SCCA's insurance broker and the SCCA Rally/Solo Department. Review these documents before the start of the event and be familiar with them.

6. Official Observer; Claims Committee

1. For each National RoadRally, the chairperson, in consultation with the Event Liaison, shall appoint a qualified person as the Official Observer. Also, three or four qualified contestants (see RRR Article 20.A) shall be appointed to serve on a Claims Committee. The rally committee shall announce, preferably in the GIs, but no later than at registration, the observer's name and car number as well as the members of the Claims Committee. It is recommended that members of the RRB not be selected as Official Observer.
2. The function and duties of the Official Observer are discussed fully in Appendix D, which should be copied and delivered at registration to the Official Observer, along with ample blank claim forms.
3. The function and duties of the Claims Committee are discussed fully in Appendix E, which should be copied and delivered to all members of the Claims Committee at registration.

7. Results

Within two weeks of the event (or before the USRRC, whichever applies first), a National Championship RoadRally Committee must provide Official Results *and* leg-by-leg scores to all entrants, as well as to the following SCCA departments/boards:

- SCCA National RoadRally points keeper: *smuncher@windstream.net.*
- SCCA Rally Department: *sanction@scca.com*.
- SCCA RoadRally Board: *rrb@scca.com*.
- SCCA Membership Department: *membership@scca.com*.
- SCCA National Events Committee: *nec@scca.com*.

A template for the Official Results, as well as an accompanying autofill workbook, is available in the "Rules & Documents" section of the RoadRally page at *scca.com*. The Rally Committee must use the official form to provide data requested therein.

- The results of multiple events must not be combined in any way.
- The Event Chair shall also include worker information on the Official Results Form for the purpose of compiling worker points. Only the Event Chair, Rallymaster, Safety Steward, and the official on-the-road precheck crew may be listed, as these are the only individuals eligible to receive

worker points. If not submitted on the Official Results Form at the time of submission, worker points are forfeited, and once the designation is made, it may not be changed.

For the distribution of Official Results, email may be used in lieu of first-class mail.

When sending results to participants, we encourage strongly that the Rally Committee export the results as a PDF rather than sending an Excel file. (You don't want to broadcast an individual entrant's email address or other personal information supplied to the entire field.)

8. Required Forms

At *my.scca.com,* Event Chairs and Rally Committees may now access links that provide the documents that comprise the *Virtual Organizers Packet* for events on the National Championship calendar.

The information also may be found at *scca.com* by clicking on the "Member Account Portal" link that is part of the SCCA Home page's "SCCA Members" button.

Appendix K contains a table that lists the forms and documents for the organizers packet as well as the Web pages where the forms and documents are housed, and the names of the links for the forms and documents.

9. Police Clearance

In the interest of safety and good public relations, all SCCA rallies must cleared with the state police, the state patrol, or the equivalent agency in the states in which they are to be run, and where desirable and practical with local authorities. Experience indicates that police departments on all levels take a more tolerant view of these motorsport activities when they are told of them in advance. Control captains and event contestants should be provided with copies of the letter and of any reply from the chief of the state patrol for use in case of questions raised by patrol officers, local police, or civilians.

A sample police letter follows:

(Your Address)
(Date)

Commanding Officer
Vermont State Police
Brattleboro Barracks
Marlboro Road
Brattleboro, VT 05301

Dear Sir:

On Saturday, June 16, and Sunday, June 17, 1998, the New England Region, Sports Car Club of America (SCCA) will host the Mount Snow's Sunburst National RoadRally event. This rally, sponsored in part by the Mount Snow Ski Area, will be headquartered at the Snow Lake Lodge at Mount Snow, VT. Approximately 35 cars from throughout the eastern U.S. will participate in these events.

On June 16, the cars will leave Mount Snow at one-minute intervals beginning at 8:01 a.m. and will arrive back at Mount Snow at approximately 6:00 p.m., after having traversed a route that passes through the towns of Dover, Newfane, Wilmington, Marlboro, Whitingham, and Halifax. On June 17, cars will leave Mount Snow beginning at 8:31 am and will return at approximately 1:00 p.m. after having passed through the towns of Dover, Newfane, Wilmingson, Marlboro, and Townsend.

Our route instructions specify travel at speeds within the legal limit. At locations on the rally route (unknown in advance to the entrants) we will place one or more Observation Controls for the purpose of observing driver behavior and safety of vehicle operation. Severe penalties, including disqualification, are provided for violations. Entrants will also pass a number of timing controls (checkpoints) along the routes. At any given time, a number of cars (approx. 3–8) may congregate at these controls. After checking in, they remain about five minutes then continue along the route. The total time for the passage of 35 cars will be about 70 minutes.

This letter has been copied to the Chief of Police of each town listed below to advise them of our presence. Participants in the RoadRally events will carry a copy of this notification with them and are fully aware of the penalties that may be assessed if they incur any motor-vehicle violations.

Should you have any questions about the event, our presence, or the locations of the controls, please do not hesitate to contact me.

Sincerely,
(Your Name Here), *Chair*
Mount Snow's Sunburst RoadRally

cc: Chief of Police, Newfane, VT
Chief of Police, Wilmington, VT
Sunburst RoadRally Competitors

10. Publicity

Rally publicity at the local level is of obvious value for the benefit of rally enthusiasts in and out of the SCCA. The results of the rallies are also of interest. Rally committees should work with the region's publicity or public relations chairperson on such local advance and post-rally publicity. The advance releases should describe the general nature of a car rally, stressing the fact that it is not a race, and should mention that it is part of the National Championship. Releases after the rally should give the full names of the contestants in the first five (5) or ten (10) places, their hometowns, and the make of cars used.

11. Announcements

No announcement shall be made which identifies an event as a National Championship event until the organizing committee has received written approval of its sanction request from the NEC.

The announcement of a National Championship event shall provide the following minimum information:

1. Name of the conducting region.
2. Name of the rally.
3. Type (i.e., NTR/NCR, DTR/DCR).
4. Name of Rally Committee chairperson, rallymaster, Safety Steward, and the official SCCA precheck crew (if known).
5. Brief description of the general character and locale of the event, the location of rally headquarters, and any other known details.
6. How and where to obtain entry forms (if not included with announcements).
7. Deadline date for close of entries, if any.
8. Date after which entry fees will not be refunded if entry is canceled. (Experience indicates that late entries will be reduced noticeably when this no-refund date is given on the entry form.)
9. A brief statement describing the philosophy and approach followed in organizing the event, including the types of controls to be utilized.

12. Awards

1. Suitable trophies (one for each crew member) shall be awarded to the highest-placing crews. The number of pairs of such awards in each class

shall be equal to not less than 10 percent of the number of entries in each class, with the minimum number of trophies being one pair per class.

2. Organizers of National Championship events that offer the incentive of awards based on cash or items of intrinsic value should recognize that such awards introduce additional responsibilities on the part of the organizers.
    a. Organizers must maintain full and complete records. The IRS treats prize money and awards of intrinsic value as taxable income. Organizers may be required to file a report with the IRS detailing the awards distribution. Organizers should have on hand the award winners' names, addresses, and Social Security numbers.
    b. Organizers may not distribute prize monies to winners until results have been declared final.
3. In the event it is not possible to announce final results as provided in the RRRs because a claim may not have been resolved, the organizers may announce provisional results but may not distribute awards.

13. Entry Forms

The minimum information to be supplied to and solicited from the entrants on the entry form includes the following:

1. Name and date of rally.
2. Date that the entry form was completed and ready for submission.
3. The driver's and navigator's names, addresses, signatures, and SCCA region (or indication of non-member status). If the entrant is a minor, this should also be noted, and the correct liability release form for minors must be submitted at registration. Consult the SCCA's website and current guidelines for details. *Note also that for minors the signature of both parents is required.*
4. Make, model, year, and color of vehicle, as well as license-plate number and state of registration. The form must also indicate whether either contestant owns this vehicle, and if not, that it is being used with the owner's permission.
5. Class of competition.
6. The following statement: "The entrant warrants that an auto insurance policy in conformity with RRR Article 14.C is in force for each vehicle entered." (Article 14.C specifies the following: "Each owner/entrant must have a valid auto insurance policy covering the entered vehicle[s] with liability limits as required by the state in which the vehicle is registered, and that the policy is in force on the date[s] of the event.")
7. The name and address of the rally official to whom entry forms are to be mailed. Give the name of the payee to whom entry-fee checks are to be

drawn. Advise entrants of the closing date for entries and the date after which no fees are returnable.

At least one copy of the entry form for each National Championship event shall be sent to the Event Liaison as soon as the form is available. It is also advisable to make the form available online and to send a link to the Rally/Solo Department, as well as to post the form on relevant discussion groups

The entry form must include all material consistent with Article 5 of the RRRs.

14. REGISTRATION

The Registrar is responsible for recruiting and training registration personnel for the procedures outlined below, as well as for accepting and confirming entries as they are received.

The Rally Committee shall provide a registration desk at an accessible location for the contestants' convenience upon arrival at rally headquarters. The procedure to be used must keep foremost in mind the convenience of the entrants and the avoidance of their frustration on arrival. Be sure that the registration desk is well staffed, and that the desk is ready to function at the times given in the GIs.

Registration procedures normally consist of the following:

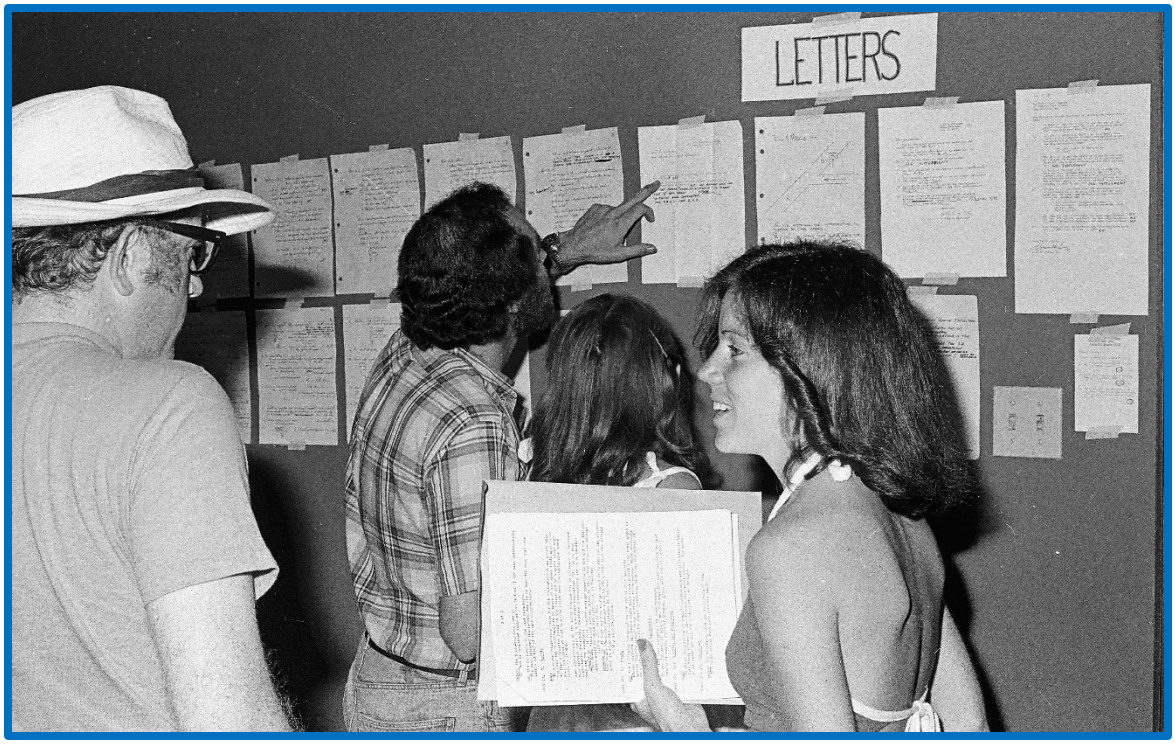
1. Examination of the vehicle operating license of the driver.
2. Examination of the SCCA membership card of either the driver or navigator of an entry paying the member-entry fee.
3. Signing and witnessing waiver forms for workers and entrants.
4. Issuing scorecards, supplementary regulations, entry lists, car numbers, dayglo stickers, safety/tech inspection forms, contestant evaluation forms, rally bulletins, nametags, mementos, etc.
5. Posting questions and answers to the GIs.
6. Assigning rooms and/or issuing banquet tickets as necessary.
7. Collecting information needed for Weekend/Trial Membership forms, and ensuring that such forms are filled out and submitted.

The Registrar shall obtain from each entrant and worker the name, address, and telephone number of a person (not competing in the same vehicle) who may be notified in case of accident or illness. This must be accomplished at registration by recording the information on the Vehicle Inspection Form and Emergency Notification document. It shall never be solicited prior to registration. This data must remain with rally officials and be readily accessible in the event of an emergency.

15. Vehicle Inspection and Emergency Notification

1. Conduct a vehicle inspection according to RRR Article 13 or have contestants warrant that they have inspected their vehicle per Article 13 (e.g., the items listed on the Vehicle Inspection Form and Emergency Notification document). Inspection for class equipment limitations shall also follow these procedures.
2. If car numbers are used, the numbers shall be provided by the Rally Committee and shall be mounted on the rally cars prior to inspection. Car numbers shall not be placed on the windows of the competition vehicle, except behind the B pillar.
3. Verify or have contestants verify vehicle information on the Vehicle Inspection Form and Emergency Notification document.

Notes



16. General Instructions

1. There shall be no general meeting of the entrants (i.e., no "drivers meeting") called for the purpose of allowing contestants to question or confer with the Rally Committee about the general conduct of the event.
2. Contestants having questions about the General Instructions shall submit them, in writing, to the chair, who will answer them in writing to be posted on a suitable notice board at registration and, if necessary, the chair will issue supplementary GIs available to all contestants.
3. The point to keep constantly in mind is to be sure that any ruling or rule interpretation of the GIs given to one contestant is made available to all others as soon as reasonably possible prior to that part of the rally affected by the ruling.
4. Prior to distribution to the entrants, the Rally Committee shall forward final copies of the GIs to the Event Liaison.
5. **NCR and DCR.** If the following terms need to be defined in the glossary of the event's GIs, these definitions should be considered. They have been used on other events and have achieved some measure of acceptability.

    a. LEAVE THE MAIN ROAD. Turn or straight so as to take a course other than the Main Road.

b. NORTH, SOUTH, EAST, WEST. Turn or straight in the compass direction indicated, plus or minus 30 degrees. (Please note that if compass directions are used in the route instructions, the event advertising [e.g., the event flyer] and GIs must specify that a compass will be required to run the event.)

6. The GIs shall identify the method of tiebreaking that will be used for the awarding of trophies. Note this applies only to the awarding of trophies. Official results are unaffected by tiebreakers.

   For Course rallies and Touring rallies, there are two popular methods for tiebreaking, with each having its own merits. The first is referred to as the sum of squares, and the second is based on the number of controls won. These suggested procedures are as follows:

   a. **Sum of Squares.** Ties shall be broken by first squaring (multiplying the number by itself) the individual leg scores for each of the tied contestants. The squared scores are then summed and lowest score is the winner.
   b. **Most Controls Won.** Ties shall be broken by the following procedures in the order shown. If more than two cars are originally tied, determine the top finisher and then repeat the process (starting with Controls Won) until all ties are resolved. As an example: three cars, numbers 3, 6, and 9, are tied for the first place. You evaluate the cars using the process in Controls Won and there is no clear winner. Going to the next step, you evaluate the contestants for lowest score and car 9 is the winner. You must then go back and evaluate cars 3 and 6, starting with the process in Controls Won.

      1) Controls Won. Start by comparing all tied contestant's scores at each control as a single group. The contestant with the lowest score will be deemed to have won that control. The contestant who wins the greater number of controls will be awarded the higher finishing position. If a winner cannot be found, move to the evaluation of lowest score(s).
      2) Lowest Scores. The contestant having the most leg scores of zero ("0") will be awarded the higher finishing position. If a tie still exists, this procedure shall be repeated by incrementing the score by one, until the tie can be broken.

7. The GIs shall indicate how the following Time Allowance issues will be handled (*see* RRR Article 21):

   a. use of TA (e.g., TA may only be used at open controls, not at DIYCs).
   b. Submission of TA (e.g., TA must be submitted at open controls, or at OBS controls after a series of passage controls, or must be indicated on a scoring slip to be submitted).

c. Special TA procedures (e.g., for events using CZTs, TAs may be "sold back").
d. Delays at controls.

17. Route Instructions

1. **NCR/NTR only.** To ensure that each contestant has a complete and legible set of route instructions, the sheets must be numbered "1 of 5," "2 of 5," etc. These instructions must be issued in duplicate to each competing vehicle.
2. **NCR/NTR only.** The GIs must specify the place, time, and method of issuing the route instructions. The committee shall issue route instructions to each crew at least 30 minutes prior to the start of the first phase of the rally that the route instructions cover.
3. Organizers are urged to use confirming instructions in situations where a contestant might travel a considerable distance before becoming aware that they have made a mistake in following the route instructions and gone off the route of the rally. Contestants should be given a "callback distance" (i.e., maximum distance to the next timing control) for each leg of the rally. A specification for maximum distance between route instructions is required for NTR, as found in RRR Article 22.D.
4. **NTR only.** The route instructions will clearly identify instances where the distance between consecutive numbered route instructions exceeds five miles. This can be accomplished by using official mileage.
5. Route instructions, or any portion thereof, shall be issued only to members of the rally committee, a contestant, or police authority. At their discretion, Rally Committees may provide an escort for the press and for photographers who are not members of the committee or issue limited instructions as to how such personnel may reach particular portions of the course. These instructions shall be issued in a manner as to prevent the presence of such personnel on the course directly or indirectly assisting contestants, either as to the route or control locations.
6. Organizers shall avoid the use of unnecessary or contrived mathematical instructions (average speed calculations).
7. Organizers shall design their route and their instructions to avoid penalizing contestants for a single mistake on more than one leg or scoring opportunity of an event.
8. Special instructions issued at controls are authorized (RRR Article 9). Rally Committees should realize that contestants do not have extra time at controls and therefore special instructions should never be vague, complex, or lengthy. Rally Committees should also remember that contestants generally do not get to review the printing, wording, and completeness of these instructions prior to the start of the event.

9. **NCR only.** Due to the ambiguity of the definition, "traps" based on the definition of "at" are not encouraged.
10. **NCR only.** If two (or more) intersections are within eyesight, the contestant must be able to determine the rally route without the need to back up or retrace their course.
11. **NCR only.** Organizers should note that the conventions of RRR Article 25.A apply primarily to numbered route instructions. The applicability of RRR 25.A to other types of route instructions; i.e., special instructions, lettered instructions, etc., must be described in the event's GIs.
12. **NCR/NTR only.** A guiding factor of rally route instructions (including special instructions) is this: "Don't make the contestant guess what is intended." Make sure that all instructions are clear and free from ambiguity. Don't play games in, or be cute with, the route instructions. Any National Championship event should be free of these contrivances.
13. **NTR only.** All average speed changes must occur at a specific sign, landmark, or at an official mileage. Speed changes referenced to a sign or landmark are to be executed at the near edge of the referenced sign or landmark. The apex of an intersection is not an allowable landmark for this purpose. The following are examples of instructions that cannot be used, unless referenced to an official mileage:

    a. Left and CAST 30.
    b. Left. CAST 30.

14. If an event uses Car Zero Times or Key Times, these times are to be calculated as required in RRR Article 18.D. These times are to be considered definitive. The computation for determining the official time must be carried forward from a Key Time or Car Zero Time using the time exactly as given in the key time (using no fractional parts beyond what is shown in the Key Time).

18. Odometer Calibration Run

1. **NCR/NTR only, except as noted.** Only one car, equipped with "nonexpandable" tires and only one measuring device, shall be used in establishing the official rally mileage. The car shall be driven under conditions paralleling as nearly as possible those under which the competing cars are expected to run and at speeds conforming to the average speed prescribed for competing cars. Specifically, the approximate speeds in miles per hour at which the car made the odometer calibration run must be stated.
2. It shall be desirable, although not mandatory, to precede the measured Odometer Calibration Run with a tire warmup run of sufficient length to

permit contestants to bring their tires up to normal operating temperatures.

3. It is recommended that route instructions for the Odometer Calibration Run be written so clearly and simply that competitors find no problems in traversing the officially measured route. Further, it is recommended that the route instructions for a few miles after the odometer calibration run also be straightforward so that the contestants can settle down.

19. SIGNS

1. All references to signs shall be spelled and worded in the route instructions precisely as spelled and worded on the signs themselves.
2. In RRR Articles 23.C.5 and 25.C.5, the phrase "a prominent" means the initial word or words, or the word or words in the largest type if there is variation in the sign, or the longest word if all words on the sign are in the same size type.
3. Quotation marks should be used when it is important to distinguish between a sign designating a landmark and the landmark itself. For example, Keep First Congregational Church on right would signify the church building itself, while Keep "First Congregational Church" on right would refer to a sign reading "First Congregational Church."
4. In the interest of safety, organizers shall avoid the use of signs which are obscure, small, backward facing, or otherwise difficult to see at rally speeds, or appreciably removed from the rally course except where safely provided for within the GIs.
5. The event's GIs should provide the rallyist with information on the types of signs being used. There may be signs that are unique to the area that might give an advantage to local contestants. It is the responsibility of the Rally Committee to remove any ambiguity about the location and types of signs being used.
6. **NTR ONLY.** Official highway signs used for speed changes, pauses, and gains shall apply to the competitors' route of travel.

EMERGENCY SIGNS

Organizers are urged to use, and display at registration, large and distinctive emergency signs for erection on the route by the lead car in place of missing references. *It is strongly recommended that three emergency signs be posted in the vicinity of the emergency.* Dayglo reflective paint is very effective. Under no circumstance shall emergency signs be used as preplanned course-following references. Their use shall be restricted to emergency situations only. Such signs may, however, be planned clarification of a known route situation (e.g., clarifying an unmarked Dead End road as such).

20. Rest Stops

1. Rest stops for the convenience of the contestants in refueling their cars and attending to personal needs shall be provided during the road-course sections of the rally. These stops shall total at least 20 minutes for each four hours of driving time, and each stop shall be of sufficient duration to serve its purpose.
2. In the event lunch is taken on the road, it is desirable that toilet facilities be available at or near the lunch stop; if this is impossible, a stop where such facilities are available must be provided shortly before or after the lunch stop.

21. Controls (Touring/Course Rallies)

Timing controls other than the four basic types (open, passage, GPS, and do-it-yourself (DIYC) shall be used only by sanction exception, at the request of the Rally Committee. Requests for any other types of controls must give details of how they are to be operated. Such requests, when considered essential to the philosophy of the event, must be included with the sanction request.

The GIs must state, in detail, the exact method of operations of *all* types of controls used in the rally, including open, GPS, and passage controls. Official overall mileage from the last previous zero point must be available to contestants at open controls. Official leg time and the number of the last fully completed route instruction must be made available to contestants at open controls.

If the use of controls (other than the basic types) is approved, the rally GIs shall state the approximate number of such types.

Except where it is deemed unnecessary by the Rally Committee, open and passage control locations should be cleared with police and/or property owners.

It is no longer required for any type of RoadRally event to have an Observation Control.

Open and Passage Controls

1. A standard SCCA checkpoint sign shall identify each open or passage control. There shall be no traps based on the use of bogus checkpoint signs.
2. Organizers shall ensure that control captains have a clear understanding as to when and how controls are to close and that a means of communications must be provided if control closing times are to be

extended. This is to ensure that succeeding controls will have the necessary information to properly adjust their closing times.

3. The distance of the timing table from the timing line shall be comparable with the stopping distance required for the average speed in use at the approach to the control. An appropriate distance is required to accommodate the stopping distance of the car and to hold any cars waiting at the timing table.
4. Passage controls shall conform to the following:
    a. Time of arrival at a passage control will be recorded as the vehicle's front tires cross the timing line. Contestants should not stop at a passage control; they should continue until they reach a restart/CZT/Key Time point. Timing will be cumulative from one restart/CZT/Key Time to the next. Sufficient time must be provided to a contestant at these locations to prepare for the next leg. As such, it is not acceptable to use "in-time equals out-time" from restart/CZT/Key Time points or from the passage control.
    b. Passage control timing crews may be located on the left of the route of travel for the sake of safety, but otherwise shall meet the requirements as described in RRR Article 16.C.
    c. Contestants must receive interim timing information at the morning break, the lunch break, and the afternoon break. At minimum, they should receive perfect-time information for the sections completed, and may receive information on their control arrival times and the assessment of any creeping penalties if available at the break. Such posted information is strictly informational and is not to be considered official.

DO-IT-YOURSELF CONTROLS (DIYCS)

A National Championship event may have a limited number of DIYCs, consistent with RRR Articles 4.B.1 and 16.G (*see* Appendix A).

DIYCs shall conform to the following rules:

1. Contestants shall record their own time of arrival and departure at a DIYC. Their time of departure shall be 2.00 minutes greater than their time of arrival at the control.
2. There shall be a free zone for one mile after a DIYC to allow contestants to clear the area of the DIYC for other cars.
3. Organizers must not use consecutive DIYC and neither the first control nor the last control of an event shall be a DIYC.
4. The next open control, beyond the DIYC, shall "seal" the contestants' DIYC times in such a manner that they may not be altered later. Additionally, the control shall record the contestants' times on the control log. Should contestants fail to record a DIYC time on their scorecard, the

control personnel on both the contestant's scorecard and on the control log shall make a notation to that effect. Contestants' time should be sealed prior to their receipt of the critique slip.

5. The critique slip received at the next open control beyond the DIYC shall contain all information for all previous legs for which critique slips have not yet been received.
6. At the next open control beyond a DIYC, the interval between arrival and departure shall not be less than two minutes per critique received (e.g., 4 minutes if receiving critiques for the open control and one previous DIYC).
7. DIYCs shall be located such that there exists no ambiguity as to their exact location. A prominent sign or landmark shall mark that location.
8. DIYCs shall not be located such that contestants are prevented from having a fresh start on the next leg. If there was a course trap on the leg ending at the DIYC, there shall be no official mileage instructions on the new leg until after mileage has been re-zeroed. The DIYC instruction itself shall not be the basis for a trap, and there shall be no trap based upon whether a DIYC instruction is executed. If contestants could possibly enter the control at different speeds, a CAST shall be given in the DIYC instruction.
9. The scoring committee must ensure that the interval between arrival and departure at a DIYC used in scoring is 2.00 minutes. A contestant with a different interval shall be scored as if the out time for the subsequent leg were 2.00 minutes after the recorded arrival time at the DIYC.

GPS Controls

1. A rally may use GPS controls utilizing a smartphone, a tablet app, or other GPS device that uses GPS signals to determine the arrival time at each of GPS control. Arrival time will be the time received from a GPS signal. GPS controls may be located on either side of the road, may or may not be identified by an official SCCA checkpoint sign, and may or may not be identified to contestants in the Route Instructions. If they are not identified, contestants will be told when they are in a Timing Section and could therefore encounter a GPS control. There may be more than one GPS control between restart points.
2. The rally's GIs must specify if the timing of each GPS control is from the previous restart point or from the previous control. A contestant mistake (failure to enter a Pause, a calculation error, etc.) may affect the contestant's score at more than one GPS control, if their error is not realized and corrected.
3. No GPS timing control shall be positioned in or so soon after a congested area, a heavily traveled road, a lengthy no-passing zone, or any other condition likely to delay rally vehicles and deny contestants adequate opportunity to recover all time lost as a result of such conditions. If a control immediately follows a traffic-control device, such as a traffic light,

stop sign, or yield sign, a pause will be given or average speeds will be set so that the contestant shall not be required to exceed the legal speed limit following a typical delay at that traffic control device in order to recover any time lost prior to that control.

22. Claims, Time Allowances And Self-Scoring

Overview

1. All events will permit Time Allowances and claims for proven cases of force majeure. Contestants may file a claim if they believe an error has been made either in the route instructions, or an error in checkpoint operation has occurred.
2. The rally GIs shall contain all information contestants will need to enter TAs and claims according to the committee's arrangements to receive them. Claims will be submitted to the Official Observer. The requirement of filing "intents to claim" on the rally are prohibited.
3. The RRRs state that claims are to be submitted "within one hour ... of the concerned vehicle's arrival time at the final control of the day." If the final control of the day is a long distance from the endpoint, the committee should make other provisions in the GIs, such as "... within one hour of the concerned vehicle's arrival time at the rally endpoint." Also, a committee might consider making claims forms available at the final control of the day so that a contestant can request one and complete it on the way to the endpoint; if this is done, the GIs should specify it.

Claims

1. **NCR/NTR ONLY.** A Rally Committee shall reject multiple claims on one form and require that each claim be submitted individually. Each team must make a separate claim.
2. The Claims Committee is advised to provide a method for protecting the anonymity of all claimants who so desire so that each case may be decided on its merits without personal bias or pressure.
3. The nature and disposition of claims shall be announced to all contestants prior to the distribution of awards, claimants remaining anonymous. The disposition of claims on other than the final day's run of any multiday event shall be posted for the information of all contestants prior to the start of the subsequent day's run.
4. All claims are to be submitted in writing on the official form supplied by the Rally Committee. (See RRR Art. 20.D). A copy of the claim will be posted by the Claims Committee immediately upon receipt.

5. The decision of the Claims Committee regarding all matters brought to their attention is final. There shall be no counter claims on matters they have considered and on rulings they have made. The RRB, however, reserves the right to review decisions, which may be flagrant violations of the RRRs or these RFOs.
6. The vast majority of claims received by Claims Committees revolve around the interpretation of route instructions or their conformity to the RRRs or the GIs. In resolving claims of this nature, the Claims Committee should interpret the language of the route instruction or regulations in the normally accepted sense. Laborious, obscure, or illogical reasoning in an effort to find some justification for rejecting a claim has no place in the RoadRally program. If it is concluded that a disputed route instruction is erroneous or contrary to the RRRs or GIs, and this error could reasonably have affected the contestant's score, the proper course of action for a Claims Committee is to discard the leg or reoccurring scoring opportunities rather than to make an individual adjustment in the claiming contestant's score. The Claims Committee shall never consider or use a contestant's opportunity to recover from a course error as a reason to deny an otherwise valid claim.
7. Chairpersons are to fully acquaint Rally Committee members of their Claims Committee responsibilities.
8. $25 cash per claim shall be submitted with the claim to the Official Observer. The fee shall be returned to claimant, if, and only if, the claim is granted. Fees forfeited as a result of denied claims are payable to SCCA, Inc., and are to be mailed to the Rally/Solo Department no more than 14 days following the final date of competition of the event, along with the Official Observer Report.

DISCARD OF A LEG OR SCORING OPPORTUNITY

1. Once an official claim comes under discussion by the Claims Committee, the Event Chair's authority to discard that leg or scoring opportunities is automatically terminated and this authority passes to the Claims Committee as its exclusive responsibility.
2. The decision to discard a leg or scoring opportunities of a rally is the exclusive responsibility of the Event Chair at any time prior to consideration of a claim relating thereto by the Claims Committee.
3. In arriving at a decision to retain or discard a leg or scoring opportunities (as authorized by RRR Article 18.F.1), the Event Chair shall not consult with any member of the Claims Committee. The Chair's decision should be made only after consideration of all known or ascertainable facts, including inspection of the point in question when necessary. Arbitrary refusal to discard a leg or scoring opportunities in an attempt to cover up an error by the Rally Committee has no place in the SCCA RoadRally program. On the other hand, an Event Chair should never discard a leg or

scoring opportunities simply to curry favor with contestants or because of the names or number of contestants who feel that a leg or scoring opportunities should be discarded.

4. An Event Chair's decision to discard a leg or scoring opportunities (Article 18.F.1), and the reasons therefore, must *always* be stated to the Official Observer before announcing the decision to the contestants even if this means delaying the announcement. The decision of the Event Chair to discard a leg or scoring opportunities is not subject to claims by the contestants. Once the announcement to contestants has been made, the decision is irrevocable.
5. No hard and fast rules covering all circumstances can be established for Event Chairs (RRR Article 18.F.1) and Claims Committees (RRR Article 18.F.1 and RRR 18.F.2) to assist them in determining whether to retain or discard a leg or scoring opportunities. *However,* a leg or a scoring opportunity shall be discarded without hesitation when, for example:
    a. A route instruction is in direct conflict with, or contrary to, the RRRs or the rally's General Instructions GIs
    b. A route instruction has been inadvertently omitted from all sets of the route instructions
    c. There is an irrefutable error in a route instruction that renders its execution impossible
    d. A navigational problem cannot be positively and accurately solved by any commonly known mathematical formula or when the solution is logically possible by a method and with a result other than that intended by the rally committee
    e. A key mileage measurement printed in the route instructions is erroneous
    f. A rally road is blocked or otherwise impassable, thus requiring contestants to detour by a route or routes of their own choosing
    g. A control fails to open until after a number of contestants have passed the control site
    h. The operation of a control disintegrates during the passage of the rally
    i. The quality of timing at a control is such as to create a reasonable doubt that scores at that control do not reflect an accurate measurement of performance by the contestants

INDIVIDUAL SCORING ADJUSTMENTS

There are certain provable circumstances when it would be proper for the Claims Committee to make an adjustment in the score of one or more contestants who have filed a claim; yet the discard of a leg or scoring opportunities is not warranted. Broadly speaking, the test is whether the peculiar or unusual circumstances over which the contestant had no control, but which had no bearing on the performance of the other contestants, warrants adjustment. If

warranted, failure to provide a scoring adjustment would result in an inequitable hardship on the contestant or contestants concerned. These provable circumstances include but are not necessarily limited to the following:

1. Disappearance or reversal of a route sign after other contestants have passed it
2. Individual instances of illegible or omitted route instructions due to poor printing or paper flaws
3. Individual instances of poor timing at a control (reconsideration of control captain's ruling at control)
4. Failure of a control to issue a special route instruction or other essential information to the contestant
5. Improper or erroneous assessment of penalties by a control
6. Discrepancy in arrival or departure times on the contestant's control data sheet and the control's official log
7. Temporary disruption of a control by non-contestants or sudden changes in the weather
8. Failure to record the contestant's time of arrival at a control
9. Temporary removal of any control sign or flag, relating to measurement or timing
10. Temporary stoppage of control's master time

When the claiming contestant's correct score cannot be accurately determined, the proper scoring adjustment, under provable circumstances such as those identified above, is to give the contestant a score at the control in question equal to the average or median of their scores, *excluding maximum penalties,* at all other scored controls during the day's run.

TIME ALLOWANCES

There shall never be any penalty assessed for the use of a Time Allowance. Delays at controls shall also be allowed, but the cause of the delay must be witnessed and noted by the control crew.

SELF-SCORING

Should a Rally Committee employ a self-scoring system (the contestants compute some or all of their time penalties), the committee shall not impose any penalty against the contestant for making an error in calculating their score. Results shall be announced as provisional until the calculations have been audited.

The Rally Committee shall assume responsibility for auditing the scores of all competitors. Contestants shall not be required to audit other contestants' scorecards.

APPENDIX A
WHAT IS A SANCTION?

The term sanction, as it is used in this country in connection with motorsports, means that an event's organizational standards and rules for its conduct have been formally approved by a reputable oversight organization. When SCCA sanctions a RoadRally, the organizers must first satisfy the club that, among other things:

1. The event will be organized and held under the applicable rules (RRRs, RFOs, etc.)
2. The supplementary regulations are reasonable and do not conflict with SCCA standards or policies
3. The top officials are qualified for the roles to which they will be appointed
4. The proper insurance has been procured
5. The course and facilities are approved by the SCCA

Why? Because when the SCCA label is on something, everything SCCA stands for is on the line, including its name, reputation, and more than 80 years of existence and competition. The name of the sanctioning body is the means for immediate identification of the stature of an event in the eyes of the public, press, competitors, officials, insurance companies, legislatures, etc. Sanction by SCCA illustrates this point perfectly. The name of the club has come to be identified with the highest standards for organizing and conducting automotive events, ranging in importance from the USRRC to hundreds of regional races, rally events, schools, etc.

The high reputation of the SCCA as a sanctioning authority did not happen accidentally. It is the result of a deliberate effort by succeeding SCCA boards and committees, plus the demonstrated conscience and responsibility over the years by thousands of unpaid regional officers, officials, workers, and competitors and crews.

Sanctioning really is "what it's all about." It isn't a word of mysterious jargon. It's just the end of the road that started perhaps when a local contest board member tramped through the woods with a plot owner talking "road course"; a regional membership chair recruited the head of the Lions Club as a member; or newsletter staff sold an advertisement to a businessman because SCCA is a good thing to support. In a direct way, SCCA's obligations as a sanctioning body are the key to the pride members feel in the club. It is the element which stimulates our best performance and unselfish sense of responsibility, sustains the inertia and direction of the club, and creates a wholesome unity of purpose that translates into a fraternity of exceptional spirit.

APPENDIX B
RALLY REQUIREMENTS BY TYPE

REQUIREMENTS	NATIONAL	DIVISIONAL	REGIONAL
Minimum length for Tour and Course events	180 miles	90 miles	No requirements
Minimum length of GTA events	Not applicable	Not applicable	No requirements
Number of controls	18 or more, at least 12 of which must be open or passage	9 or more, at least 6 of which must be open or passage	No requirements
Membership requirements for Rallymaster, Chair, and Safety Steward	Full membership required for all 3 positions	Full membership required for all 3 positions	Full membership required for all 3 positions
SCCA sanction application	Required. (See Article 4.C) Must be approved by NEC	Required. (See Article 4.C) Must be approved by NEC	Required. Must be submitted at least 14 days in advance and be approved by SCCA Sanction Department.
SCCA insurance	Required as described in Article 14	Required as described in Article 14	Required as described in Article 14
Fees	Sanction / Insurance / Event fees as determined by the SCCA National Office	Sanction / Insurance / Event fees as determined by the SCCA National Office	Sanction / Insurance / Event fees as determined by the SCCA National Office
Safety	Rally must have a safety precheck by a licensed SCCA RoadRally Safety Steward	Rally must have a safety precheck by a licensed SCCA RoadRally Safety Steward	Rally must have a safety precheck by a licensed SCCA RoadRally Safety Steward
OBS control	Not required	Not required	Not required
Equipment Classes	E, L, S, and G are required. Additional classes are allowed for local trophies but must be incorporated in the 4 required classes for SCCA championship points scoring	E, L, S, and G are required. Additional classes are allowed for local trophies but must be incorporated in the 4 required classes for SCCA championship points scoring	No requirements

REQUIREMENTS	NATIONAL	DIVISIONAL	REGIONAL
Adherence to RRRs and RFOs	Required. Exceptions may be granted by request.	Only the following sections of the RRRs are required: Article 10 – Entry Requirements (except D) Article 11 – Championship Classes Article 13 – Vehicle Inspection Article 14 – Insurance Article 15 – Conduct Article 17 – Mileages Article 18 – Timing and Scoring Article 19.C – Penalties Article 21 – Time Allowances. Exceptions may be granted by request.	Only the following sections of the RRRs are required: Article 10 – Entry Requirements (except D) Article 13 – Vehicle Inspection Article 14 – Insurance Article 15 – Conduct Article 19.C – Penalties Article 21 – Time Allowances. Exceptions may be granted by request
SCCA RoadRally Lifetime Points	Contestants are ranked by overall finishing position regardless of Class and assigned Lifetime points as described in the RRRs.	No Lifetime Points	No Lifetime Points
SCCA RoadRally National Championship points	Contestants receive Championship points as described in the RRRs	Contestants receive Championship points as described in the RRRs	Contestants do not receive Championship points
Submit Official Results	Required within 14 days after event.	Required within 14 days after event.	No requirements
Submit Audit Form	Required	Required	Required

NOTES

Appendix C
Summarized Requirements
For national Championship Events

This is a summary of some of the required communications between an organizing committee and the SCCA. Refer to these RFOs and the RRRs for details.

A. Apply for A Sanction

Chapter 1 contains details about applying for a sanction from SCCA. As noted there, this important step is completed online. Chapter 1 also outlines procedures to follow once a sanction application has been completed.

- **National RoadRally**—submit a sanction application at least four months in advance of the date of the event.
- **Divisional RoadRally**—submit a sanction application at least 45 days in advance of the date of the event.

Once received, the Sanction Department will log the application and submit it to the NEC for review and approval.

1. For National rallies, as soon as possible thereafter, supply the NEC with provisional copies of your General Instructions, event flyer, entry form, and other material related to the event.
2. For Divisional Course events, as soon as possible thereafter, provide the NEC with a draft copy of your General Instructions.
3. For national events, the NEC will appoint an Event Liaison for the rally. The Event Liaison will

    a. serve as a resource for the rally committee;
    b. request copies of the committee's General Instructions, event flyer, and event entry form, for review;
    c. compile a critique of the General Instructions and affiliated materials, and optionally, of the route instructions, critique slips, etc., and provide comments to the committee for action and/or consideration;
    d. verify sanction-exception requests;
    e. assist the committee in choosing the Official Precheck for the event;
    f. assist the committee in choosing the Official Observer and Claims Committee for the event;
    g. assist the committee in any other way possible.

B. Conduct SCCA Prechecks

1. Initial precheck by Safety Steward five to six weeks prior to event. (The Event Chair shall notify the Event Liaison when this precheck is completed.)
2. Long-distance precheck:
    a. If deemed necessary, assigned by the Event Chair in consultation with the Event Liaison
    b. Completed prior to Official Precheck
3. Official Precheck:
    a. Assigned by Event Liaison in consultation with Event Chair
    b. Prechecks all aspects of rally a month prior to the event
    c. Calls Event Liaison as soon as possible after the precheck (generally one to three days)
    d. Within seven days, sends Official Precheck Report Form to Event Liaison

C. Receive Official SCCA Sanction

1. Upon Event Liaison confirmation and the receipt of all paperwork, the NEC will inform the Sanction Department that the rally should be sanctioned.
2. The NEC will send the Event Chair a certificate listing all exceptions granted to the RRRs.
3. The Sanction Department will send the Event Chair an insurance certificate.

D. Post Results

Within 14 days of the event, completed Official Results and leg-by-leg, or scoring opportunity, scores for each entry will be mailed (or emailed) to the following:

1. The Rally/Solo Department (*sanction@scca.com*)
2. The Official Points Keeper (*smuncher@windstream.net*)
3. The RRB (*rrb@scca.com*)
4. The National Events Committee (*nec@scca.com*)
5. The SCCA Membership Department (*membership@scca.com*)
6. Each entrant

E. Remit Fees

Withing 14 days after the event,

1. submit an SCCA Audit Form with the appropriate fees to the Sanction Department (*sanction@scca.com*).
2. the Official Observer will send $25 per denied claim to the Rally/Solo Department, along with the Official Observer's Report Form (see below).

F. SUBMIT OBSERVER'S REPORT FORM

Within 14 days after the event, the Official Observer will send the official Observer's Report Form to the Rally/Solo Department, which will copy and mail it to the Event Liaison and the Event Chair. As noted above, the Official Observer will include any fees for claims denied and attach the white copies of the claim forms to the report.



Appendix D
Official Observer

You have been selected as the Official Observer for today's event. This memo will summarize your responsibilities. (The official functions are stated in the RRR Article 6.) If you have additional questions, please contact the Event Chair.

Responsibilities

1. Observe event proceedings and prepare an official report for the RRB.
2. Act as consultant for the Event Chair on all procedural matters.
3. Act as the nonvoting chair of the Claims Committee.
4. Issue claims forms to competitors, as requested. Remember, there is a time limit for submission of claims—do not accept claims outside this time limit.
5. Receive completed claim forms and a $25 cash fee for each claim.
6. Post a copy of any claims submitted (the pink form), within five minutes of receipt of the claim form.
7. Convene the Claims Committee ASAP to consider claims.
8. Post the resolutions of claims (the yellow form) after adjournment of the Claims Committee.
9. Prepare a summary report of claims submitted (part of the official Observer's Report Form).
10. Prepare the Official Observer's report, complete with the summary of claims, and submit it to the Rally/Solo Department. This report should include the white copy of all claims, plus forfeited fees for denied claims.
11. Ensure that any accidents occurring during the event are properly reported to SCCA by the organizers. The Event Chair will have all required insurance forms/reports.
12. In the event a claim cannot be settled by the Claims Committee, write a summary of the situation and forward all paperwork to the RRB (via the Rally/Solo Department) within four days following the event. The RRB will issue a decision within two weeks, and event results will not be final until that time.
13. Return fees for allowed claims to claimants; forward fees for disallowed and unresolved claims to the Rally/Solo Department.

Materials Required

1. Claim Forms (provided by Event Chair)
2. RRRs and RFOs
3. Names of Claims Committee members

4. Observer's Report Form (provided by Event Chair with envelope addressed to the Rally/Solo Department), to be mailed with any processed claim forms and any fees collected for denied claims

OPERATION OF THE CLAIMS COMMITTEE

The Official Observer leads the group discussion on the claim(s). Discussion and/or decisions shall be based on information contained in the RRRs and/or the event's General Instructions, and shall NOT be based on personal opinion or interpretation. Technical bulletins issued by the RRB and the RFOs are considered part of the RRRs for the purpose of this requirement. The RRRs allow up to 15 minutes of discussion, after which a decision must be reached or the claim is to be allowed. An abstaining vote is a vote in favor of the claim (Article 20.E).

If a competitor requests an oral presentation (in writing on the claim form), it must be allowed, but it is limited in duration to five minutes (Article 20.D). If a worker is cited as a witness, the control logs may be checked for verification. If no mention is made of the alleged incident on the control log, the committee should ask to speak with the worker. Neither claimants nor workers should remain in the room after their presentations are complete and any questions from the committee answered. The committee may also question other contestants relative to the issue at hand.

One or two members of the Rally Committee, exclusive of the Event Chair and rallymaster, are voting members of the Claims Committee. If any member of the Claims Committee is either a claimant or would be affected directly by the outcome of the claim, they shall excuse themselves from participation during deliberation of that issue and an alternate selected by the Official Observer in conjunction with the Event Chair shall replace that member. If the Official Observer is the affected party, an alternate observer shall be appointed. Such official may be a Claims Committee member and may vote while serving as the acting observer.

The Official Observer shall ensure that all Claims Committee members are familiar with rules for resolving claims. In particular, most situations involving upheld claims require discard of legs or rescoring of legs. Changes to one contestant's score are rarely allowed, and only in specific circumstances. The committee does not have the authority to choose this option in cases where it is not permitted.

The Official Observer's relationship with the Rally Committee (including the Claims Committee) is stated in RRR Article 6.B. The observer, as chairperson of the Claims Committee is, fundamentally, an observer in the literal sense. They may, however, if requested by the Rally Committee, express an opinion on any point at issue involving the RRRs or the RFOs, or their applicability. While attending all proceedings of the Claims Committee, the observer shall not vote.

The purpose of an Official Observer presence at Claims Committee proceedings is to report whether, in their opinion, the rulings of the committee are just and fair.

If the observer reliably learns of an incident to which RRR Article 15 is applicable, they should remind the Rally Committee that it must report the charges directly to the RRB's RoadRally Disciplinary Committee.

Final Info

Keep in mind that claims should be decided on the facts of the case, not on personal agendas, nor who filed the claim (this can be a positive or negative influence).

If these instructions need modification, please share your comments with any member of the RRB.

Thank you for serving as the Official Observer.

Notes

APPENDIX E
CLAIMS COMMITTEE

You have been selected as a member of the Claims Committee for today's event. This memo will summarize your responsibilities. The official functions are stated in the RRR Article 20. If you have additional questions, please contact the Event Chair or the Official Observer.

RESPONSIBILITIES

1. Participate impartially in the discussion and decision on any claim(s) submitted
2. Request temporary replacement if you are either a claimant or will be directly affected by the outcome of a specific claim

OPERATION OF THE CLAIMS COMMITTEE

The chair of the committee leads the group discussion on the claim(s). Discussion and/or decisions shall be based on information contained in the RRRs and/or the event's General Instructions and shall NOT be based on personal opinion or interpretation. Technical bulletins issued by the RRB and these RFOs are considered part of the RRRs for the purpose of this requirement. The RRRs allow up to 15 minutes discussion, after which a decision must be reached or the claim is to be allowed. An abstaining vote is a vote in favor of the claim (RRR Article 20.E).

If a competitor requests an oral presentation (in writing on the claim form) it must be allowed but is limited in duration to five minutes (RRR Article 20.D). If a worker is cited as a witness, control logs may be checked for verification. If no mention is made of the alleged incident on the control log, the committee should ask to speak with the worker. Neither claimants nor workers should remain in the room after their presentations are complete and any questions from the committee answered. The committee may also question other contestants relative to the issue at hand.

One or two members of the Rally Committee, exclusive of the Event Chair and rallymaster are voting members of the Claims Committee. If a member of the Claims Committee is either a claimant or would be directly affected by the outcome of the claim, they shall excuse themselves from participation during deliberation of that issue and an alternate designated by the Official Observer in conjunction with the Event Chair.

Keep in mind that claims should be decided on the facts of the case, not on personal agendas, nor who filed the claim (this can be a positive or negative influence).

If these instructions need modification, please share your comments with any member of the RRB.

Thank you for serving on the Claims Committee.

NOTES

APPENDIX F
WAIVERS

Available in the Virtual Organizer's Packet is a link to the "Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement" needed for any RoadRally event. Attorneys developed this form and other release forms for the club and the club's insurance representatives. The appropriate release form is to be used by competitors, workers, officials, as well as anyone who performs in any official/unofficial capacity in an SCCA event.

Links to a complete list of SCCA waivers, as well as a waiver chart, can be found in the File Cabinet section of the Member Account Portal at *scca.com*. Remember also that when printing out waivers, they MUST be printed in color.

There is another important precaution to follow. **A**ll signatures must be on the same page as the release wording; not stapled or taped on extra signature pages, and no signatures may appear on the reverse side (unless the release is restated in full on that side).

It is essential that every participant, official, crew member, competitor, etc., sign this form. Everyone who is *not* a spectator needs to sign this form. Having or not having a signed waiver form can be the difference between having and not having a large liability awarded to an alleged injured party. A large liability award against us is detrimental to our loss experience and hence, can affect our insurability, and ultimately our rates.

The SCCA's Sanction Department *strongly* recommends that after the event a committee send the signed releases to the Sanction Department for safe storage. The department will keep them for seven years. If a committee or region determines that it will retain the releases, *it also must retain them for seven years* and be able to supply them to the SCCA and the SCCA's insurer on demand.

To submit the signed forms to the SCCA, mail them to the following:

Sanction Department
Sports Car Club of America
6620 SE Dwight Street
Topeka, KS 66619

Make sure all the forms have all the info at the top and bottom filled in correctly and that they are separated by event with a staple or paperclip.

If an accident resulting in bodily injury or property damage occurs during an event, promptly comply with Chapter 5 of these *Rules for Organizers*.

Appendix G
A Rally Timetable
For National Championship Events

The following timetable may help you in planning your National Championship event. Use it as a guide as you work on your event.

Autumn of the Preceding Year—*or* No Later Than Seven to Nine Months before the Event!

1. Select chair and major officials. Rallymaster and/or course marshals begin planning and layout of the course.
2. Have an idea of who will fill the following jobs and get commitments as soon as possible: Safety Steward, chief of controls, chief scorer, safety inspector, registrar, lead car, sweep car.
3. Select headquarters motel.
4. Start planning General Instructions.

Four Months Prior

1. Sanction Application submitted to Sanction Department (45 days for Divisional events).
2. Prepare event flyer and entry form and publish/distribute.
3. Obtain or create materials such as car numbers and Day-Glo stickers, if needed.
4. Order trophies and dash plaques.
5. Solicit donations.

Two Months Prior

1. Make final arrangements with motel, e.g.,
    a. schedule of events;
    b. registration room;
    c. scoring room;
    d. banquet room: menu, P.A. system, and trophy table;
    e. procedures for room reservations (i.e., late check-in/check-out), rooms for workers;
    f. safety inspection area;
    g. start line;
    h. breakfast – make sure the hotel is prepared for the opening rush at breakfast each morning.

2. Prepare a list of course-following rules for precheck people.
3. Arrange for as many prechecks as possible by local people prior to the rally date.
4. Prepare General Instructions for final proof and duplication.
5. Hold an organizational meeting for major officials. Start recruiting workers.
6. Chief of controls—start preparing instructions for control personnel.
7. Select members of the Claims Committee.
8. Arrange for publicity in selected newspapers, magazines, or newsletters.

Six to Seven Weeks Prior

Safety Steward precheck—notify Event Liaison

Five Weeks Prior

1. Final official measurements of the course. Calculate official elapsed times for NCR/NTR.
2. Long-distance precheck. Notify Event Liaison.

Four Weeks Prior

Official SCCA precheck. Notify Event Liaison.

Three Weeks Prior

Meeting of control captains (or all control personnel) to review control procedures.

Two Weeks Prior

1. Mail (email) General Instructions to entrants.
3. Final route instructions—finalize and duplicate.
4. Inspection personnel meeting to review procedures.
5. Preparation and final check of paperwork.
6. Send police letters to commanding officers.
7. Arrange for photos of rally events.
8. Select a writer to compose a story for the event.

One Week Prior

Final check of road course.

Event Date

1. Make sure lead car has maps, emergency signs, hammer, nails, etc.

2. Prepare to hand out route instructions at the location designated in the General Instructions or an addendum.
3. Ensure that all committee communications are up and running.
4. Ensure the chief of controls and/or lead car has the official time, extra clocks, radio, etc.
5. Check on banquet details and agenda.

Two Weeks After

1. Complete official results and mail to entrants, as well as to the SCCA departments/personnel as outlined in Chapter 7.
2. Submit Audit Form to Sanction Department.

Three Weeks After

1. Send thank-you notes to workers and donators.
2. Submit financial report to region.

Notes

APPENDIX H
WHAT CONTROL WORKERS NEED

The following reflects the accumulated wisdom of organizers over the history of the SCCA's rally program and offers a list of items that checkpoint (control) crews might or will need to do their job and to keep themselves comfortable. This list is not exhaustive. Your situation may dictate other items and information that will be helpful to your crews.

- ☐ Generally, at least two sets of instructions for getting to the control location, to any subsequent controls that the workers will staff, and to the finish. If the checkpoint team is split into separate teams at some point, account for that situation also. At a minimum, have a set of instructions for each car that will be used to drive to the first control and any subsequent controls. The instructions should be precise and complete with mileages, as well as indicate how the timing and start/restart/outmarker lines are to be identified, and the rally traffic's direction of travel. (Today, in all of this, GPS coordinates are a big help, and an essential aid.)
- ☐ Control number, official elapsed time, official mileage instruction number.
- ☐ Opening time, perfect arrival time of the first car, specific closing details.
- ☐ Instructions about timing, scoring, record-keeping, assigning out-times, and details on how to time or penalize contestants who creep or enter the control backwards.
- ☐ Copy of the General Instructions.

VEHICLE EQUIPMENT

- ☐ Two cars for driving to the control (If you have a large crew, or if crews might be split later in the day)
- ☐ Safety flares
- ☐ Tow chain(s)

EQUIPMENT PROVIDED BY SPONSORING CLUB

- ☐ Checkpoint sign and mounting post
- ☐ Pylon or outmarker and mounting post
- ☐ Enough control slips for 120 percent of the number of cars expected
- ☐ Checkpoint log (preprinted)
- ☐ Arrival checklist, official score sheet (preprinted)
- ☐ Checkpoint clock

Timing Essentials

- ☐ Short-wave radio capable of receiving CHU or WWV time signals. (Today, mobile phones can be used to contact WWV/Coordinated Universal Time, but do not assume that all your control locations/control workers will have mobile service automatically. Always check and double-check.)

Furniture

- ☐ Card or folding table Lightweight folding chairs
- ☐ Boards to keep the table and chair legs from sinking into the dirt, etc.

Recording Table Supplies



- ☐ Stapler and extra staples
- ☐ Scissors
- ☐ Knife
- ☐ Pens and pencils
- ☐ Pad and paper
- ☐ Clipboards
- ☐ Paperclips
- ☐ Rubber bands
- ☐ Masking tape
- ☐ Felt markers
- ☐ Grease pencil
- ☐ Paperweights
- ☐ Trash bags
- ☐ Coleman lantern or similar light (for nighttime events)
- ☐ Flashlights (for nighttime events)

Tools

- ☐ Sickle, clippers, and/or pruners
- ☐ Heavy hammer or sledge for pounding stakes and making repairs, pliers, screwdrivers, etc.
- ☐ Assorted nails and screws
- ☐ Staple gun

Weather Gear

- ☐ Raincoats
- ☐ Sweaters or warm clothes
- ☐ Galoshes or boots
- ☐ Umbrellas

- ☐ Towels or clean rags
- ☐ Clear plastic baggies to keep clocks dry

Creature Comforts

- ☐ Insect spray
- ☐ Suntan lotion
- ☐ Sunglasses
- ☐ Toilet paper, etc.
- ☐ Hand sanitizer
- ☐ Water and snacks

Remember, you can never have too much equipment at a checkpoint!

Notes



Appendix I
Liaison Checklist

This appendix serves as a checklist for liaisons for national events. It can be used by the liaison to track their duties, or by the committee to understand what to expect from the liaison.

ASAP after Assignment

- ☐ Contact the committee to initiate the relationship, inform them what will be required of them, and offer your support in any way possible.

Four Months Prior to Event

- ☐ Remind the committee that the sanction application is due in one month. Also, check on the progress of the event flyer and entry form, as well as draft General Instructions, which should be forwarded directly to the liaison.
- ☐ Upon receipt of the above materials, the liaison should work with the committee on issues involving the General Instructions. If deemed necessary by the liaison, the liaison may consult other NEC members.
- ☐ Attempt to establish a long-distance precheck, especially for Course and probationary events. While not required, every effort should be made to add this extra layer of review to every event.
- ☐ Establish the date and personnel for the Official Precheck. Additional prechecks are always a good idea, especially for Course and probationary events. Furthermore, such prechecks are generally more effective when conducted by those from different backgrounds (i.e., experience levels, equipment classes, regions/divisions).
- ☐ Ensure that the Official Precheck crew captain contacts the liaison directly within a week of the precheck.

After the Official Precheck

- ☐ Submit information (including the final list of sanction exceptions) to the NEC for issuance of sanction materials.
- ☐ Establish personnel for Official Observer and Claims Committee. These MUST be experienced competitors who understand the rules and responsibilities involved (particularly in the case of the observer). This should not preclude mentoring of future observers or committee members, who may shadow the officials involved in such activities. This practice is encouraged. All involved should be informed of their duties BEFORE the event (ideally with the issuance of the General Instructions).

Before Registration Opens

- ☐ Review class/scoring procedures with the committee to properly handle special circumstances (extra classes, etc.) Make sure the registrar collects complete make and model information for all vehicles entered, including for rental vehicles. This is needed for the Manufacturers Championship.

After the Event

- ☐ Follow-up with the committee to approve final version of the Official Results BEFORE they are sent. Then verify they are sent to the Rally/Solo Department, the RRB, contestants, and Official Points Keeper.
- ☐ Confirm that the observer's report has been submitted.

Some Items for Extra Attention

- ☐ Packets for the Official Observer and Claims Committee members MUST be given out at, or prior to, registration. Observer packets must contain claim forms, the official Observer's Report Form, a pre-addressed/stamped envelope to send the report to the Rally/Solo Department, and copy of Appendix D. Claims Committee packets must contain a copy of Appendix E.
- ☐ Any decision involving event/post-event matters that might potentially come to a Claims Committee, including legs that a chairman may wish to discard MUST be discussed with the observer before ANY action is taken.
- ☐ The observer MUST enforce the one-hour rule for claim submissions. Any exceptions to this (due to distance from last checkpoint to end), must be stated in the General Instructions, and applied strictly and uniformly to all contestants.

Notes

APPENDIX J
UNITED STATES ROADRALLY CHALLENGE

The United States RoadRally Challenge (USRRC) is the premier event on the SCCA RoadRally schedule. As such, there are a number of additional items to consider when organizing these events.

A region wishing to host the USRRC should submit a written proposal to the RRB. Since the USRRC host is generally announced two years in advance, such proposals should also be sent more than two years in advance.

In general, the USRRC consists of three high-caliber National rallies, and usually at least one of the events is a Course rally involving "basic" rally concepts that, while challenging, does not present an undue burden upon contestants with limited Course-rally experience.

The host region should have recent experience in presenting a major national SCCA RoadRally event. Each rallymaster and precheck crewmember should have suitable qualifications.

Social time and hospitality should be a significant part of the planning for a USRRC. It is desired to have events that neither start too early, nor end too late, such that a relaxing weekend is provided. As such, events will generally be engineered to meet the minimum time and length requirements for a national event, and no more.

A proposal to host the USRRC should include:

- Description of weekend/event concept(s), including how the region plans to execute the plan, why the region is qualified, and why the region should be selected
- Event dates
- General start location
- Name of chairman and each rallymaster
- Signature of chairman agreeing to the commitment
- Provisional budget

Once selected, the RoadRally Board will assist with the following:

- National publicity: This event will be advertised in a special section on the SCCA webpage, and entry forms will appear in FasTrack. The board will also advertise the event throughout the year in any available venue. Finally, the rules structure elevates the importance of the event, encouraging higher attendance.
- The Event Liaison will be specially appointed to offer extra assistance above and beyond normal liaison duties to ensure a successful event is executed.

The organizing committee will be responsible for standard national rally issues, including the following:

- Local sponsorship
- Determination of additional non-national competition classes (e.g., regional, historic, etc.)
- Trophy selection
- Schedule of events
- Timing and extent of awards ceremonies (awards after each event, or at weekend's end)
- Hospitality—an organized banquet is usually conducted on Saturday evening, with workers often invited free-of-charge (plan for this in your budget)
- Headquarters, flyers, budget, workers, etc.



APPENDIX K
REQUIRED FORMS (THE ORGANIZERS PACKET)

At SCCA's member log-in site, *my.scca.com,* under "Member Resources," Event Chairs and Rally Committees may now access links that provide the documents that comprise the *Organizers Packet* for events on the National Championship calendar. The table that follows contains the list of forms and documents for that "virtual" packet.

At *scca.com,* this information may be accessed also by clicking on the "Member Account Portal" link that is part of the Home page "SCCA Members" button. That link directs you to the same page as *my.scca.com*.

The table that follows is divided into five columns. The first two columns list the name and location of the form or document, the final three columns indicate the form or document's relevance to the kind of RoadRally event being organized—National, Divisional, or Regional:

a. The name of the form or document
b. The location of the form or document's link in "Member Resources" at *my.scca.com* or on the RoadRally page at *scca.com*.
c. Does it apply to National events?
d. Does it apply to Divisional events?
e. Does it apply to Regional events?

We included a column for Regional events because organizers at the Region level who are interested in moving up to the Divisional or National level may find the list helpful.

Please note also that several forms remain on the RoadRally pages at scca.com, *under "Rules & Documents."*

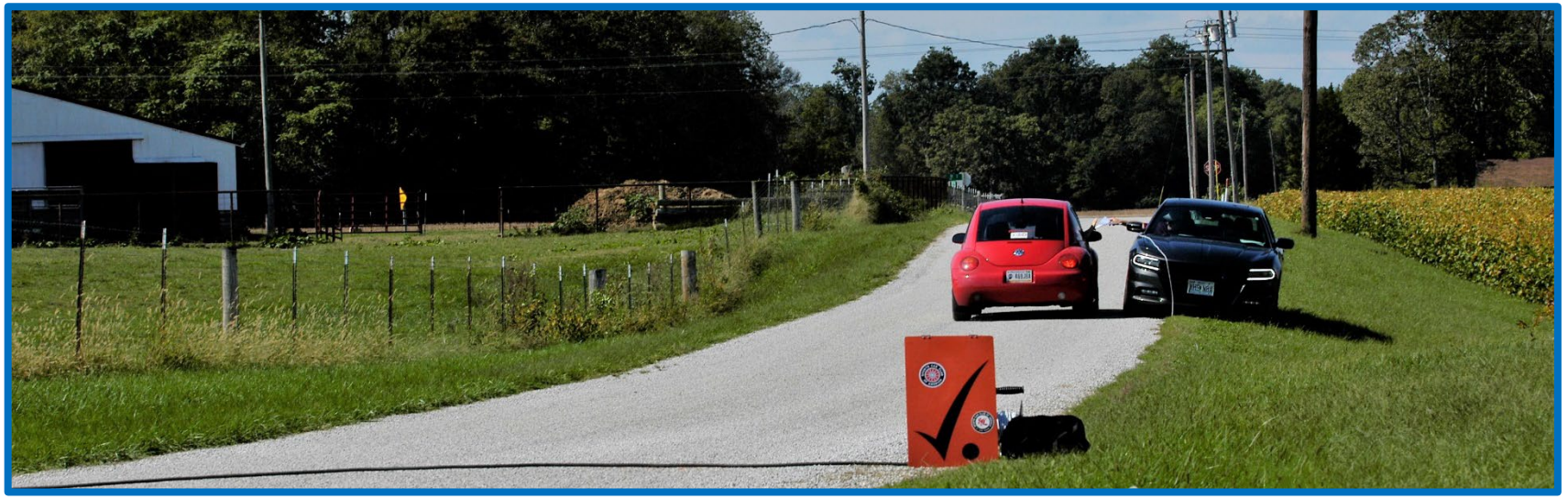
This online material replaces the large manila packet that once arrived in every Event Chair's mailbox shortly after an event sanction was approved by the RRB.[1] If you have any questions about the Organizers Packet material, please contact your Event Liaison.

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(1) Form	(2) Location	(3) National	(4) Divisional	(5) Regional
Program Event Fees	File Cabinet: "Sanction & Audit"	Yes	Yes	Yes
RoadRally Event Sanction & Audit Procedure	File Cabinet: "Sanction & Audit"	Yes	Yes	Yes
RoadRally Sanction Application	File Cabinet: "Sanction & Audit"	Yes	Yes	Yes
RoadRally Audit Form	File Cabinet: "Sanction & Audit"	Yes	Yes	Yes
Membership Products Summary	File Cabinet: "Member Services"	Yes	Yes	Yes
Membership Applications (Annual, Weekend, Trial)	File Cabinet: "Member Services"	Yes	Yes	Yes
Incident Report Form & Instructions	File Cabinet: "Insurance"	Yes	Yes	Yes
Incident Medical/Claim Form with Information Sheet	File Cabinet: "Insurance"	Yes	Yes	Yes
SCCA Accident Medical Claim Form	File Cabinet: "Insurance"	Yes	Yes	Yes
SCCA Critical Incident Manual	File Cabinet: "Insurance"	Yes	Yes	Yes
SCCA Adult Event Waiver 1155v10.2025[2]	File Cabinet: "Member Services"	Yes	Yes	Yes
SCCA Minor Waivers (Must Be Annual)	File Cabinet: "Member Services"[3]	Yes	Yes	Yes
RRRs	RoadRally page: "Rules & Documents"	Yes	Yes	*No*
RFOs	RoadRally page: "Rules & Documents"	Yes	Yes	*No*
Official Results Template	RoadRally page: "Rules & Documents"	Yes	Yes	*No*
Official Precheck Report Form	RoadRally page: "Rules & Documents"	Yes	Yes	*No*

[2] **Remember: There are different waivers for specific states.** There also are different waivers for different types of facilities and for Minor participants. Always check the waiver guide on the RoadRally page at *scca.com* to ensure that you have the correct waivers for your event.
[3] Under Member Services, click on "Digital Annual Waivers." **A Minor *must* have a Minor Annual Waiver on file with SCCA before an event!**

(1) Form	(2) Location	(3) National	(4) Divisional	(5) Regional
Safety Inspection/Precheck Report Form	RoadRally page: "Rules & Documents	Yes	Yes	Yes
Official Observers Report Form	RoadRally page: "Rules & Documents"	Yes	Yes	*No*
Vehicle Inspection and Emergency Notification Form	RoadRally page: "Rules & Documents"	Yes	Yes	*No*
Time Allowance Request Form	RoadRally page: "Rules & Documents"	Yes	Yes	*No*
Delay on Route Form	RoadRally page: "Rules & Documents"	Yes	Yes	*No*
Contestant Evaluation Report Form	RoadRally page: "Rules & Documents"	Yes	Yes	*No*



APPENDIX L
RALLY COMMITTEES—WHO DOES WHAT

While committees using these RFOs are experienced in organizing rallies, from time to time it's good to remind ourselves of best practices when it comes to functioning as a rally committee. The following list of key officials and their duties was developed in 1997 by the late Jim Mickle for the SCCA's *TSD Regional RoadRally Handbook* (available on the RoadRally page at *scca.com*). Mickle's list is not exhaustive, but it is a good legacy reminder of how responsibilities have been, and often still are, assigned. Often, as Mickle noted, duties are combined, with one person acting in several capacities.

ORGANIZER/CHAIR

The organizer is responsible for the overall administration of the event. Duties include:

- Obtaining region approval
- Developing a budget
- Obtaining people to fill the other positions
- Obtaining insurance/sanction
- Start, break and final locations
- Promotion
- Awards
- Preparation and mailing of results
- Financial reports
- Audit forms (to be sent to the SCCA National Office with appropriate fees)

RALLYMASTER

The rallymaster is responsible for developing the course. This includes:

- General Instructions
- Route Instructions
- All calculations
- Leg Slips
- Event time schedule
- Control time schedule

CHIEF OF CONTROLS

The chief of controls is responsible for control personnel and operation.

- Recruiting sufficient personnel and operate the controls

- Training of control workers
- Equipment for control operations
- Preparation of control packets
- Assuring that all controls are in place and ready to operate on time

Registrar

The Registrar is responsible for registration of all participants. This includes all competitors and workers. Key responsibilities include:

- Preparation of entry form with required insurance warrant
- Being sure that all participants properly sign the waiver(s) and that they are witnessed
- Receiving and accounting for all entry moneys
- Verification of SCCA membership
- Verification of valid driver's license and insurance
- Preparation of entry list
- Assuring that waivers are kept for seven years

Chief of Tech

Is responsible for assuring that all competitor vehicles meet SCCA safety requirements. An alternate is to allow the competitors to inspect their own vehicles and certify that their cars conform to the requirements.

Chief of Scoring

Is responsible for scoring the rally and provide the organizer the official results.

Lead Car

Drives the course ahead of the first competitive car to be sure that all roads are open and signs, etc., are correct, and puts up emergency signs if necessary. (Often the rallymaster does this job.)

Sweep Car

Drives the course after the last car to provide assistance to competitors, if needed, as well as to check all signs and to close controls.

Photo Legends

Unless otherwise stated, all photographs by Ron M. Ferris (RF), Mark Morgan (MM), or James H. Heine (JH)

Cover (top). 2023 USRRC, Exton, Pa./Vineland, N.J. (JH)

Cover (bottom), 2023 Tulips by Night, St. Louis, Mo. (MM)

Contents. 2013 Oktoberally National Course Rally, La Crosse, Wis. (RF)

Page 2. 2016 Badger Burrow National Rally, Middleton, Wis. (JH)

Page 3. 2023 USRRC, Exton, Pa./Vineland, N.J. (JH)

Page 7. 1977 Daniel Boone National Rally, Eureka, Mo. (JH)

Page 20. 1977 Daniel Boone National Rally, Eureka, Mo. (JH)

Page 37. 1995 USRRC, La Crosse, Wis. (JH)

Page 48. 2004 USRRC, Santa Maria, Calif. (JH)

Page 49. 2023 USRRC, Exton, Pa./Vineland, N.J. (JH)

Page 53. SCCA Women in Motorsports, 2023 USRRC, Exton, Pa./Vineland, N.J. (JH)

Page 56. 2018 USRRC. Columbia, Ill. (JH)

Notes: about the Design of This Book

This book was designed and typeset using Microsoft Word. The following will aid future editors in revising this book and its material.

Margins

Mirrored, 1" top and bottom, inside 1.25", outside 1". Margins for front matter (preliminary pages up to the Table of Contents) are 1/2" all around.

Display Type

Title – Arial 48' centered, caps/small caps, boldface, underlined, Blue Accent 5. Used for booklet cover and title page.

Half Title – Arial 36' centered, caps/small caps, boldface, underlined, Blue Accent 5. Used for half-title page.

Subtitle Emphasis – Palatino Linotype 24' centered, caps/small caps, boldface, Blue Accent 5. Used for title page

HEADS

Heading 1 – Used for chapter headings. Century Gothic 24' flush right, caps/small caps, boldface, underlined, Blue Accent 5, space before 18', space after 12'.)

Heading 1B – Same as Heading 1 but no space after. Used when chapter heading requires a second line.

Heading 1C – Same as Heading 1. Used for third lines in chapter headings.

Heading 2 – Used for chapter subheads. Palatino Linotype 18' flush right, caps/small caps, boldface, Blue Accent 5, space before 12', space after 3'.

Heading 3 – Used for second-level chapter subheads. Palatino Linotype 12' flush right, caps/small caps, boldface, Blue Accent 5, space before 6', space after 3'.

BODY

Normal –Century Schoolbook 12', flush right

Body Text – Based on Normal, 6' after. Used for body text throughout.

Body Text 2 – Same as Body Text. Used only for Table of Contents. Tab stop 6.25 right with leaders.

Body Text 3 – Used only for sample police letter. Calibri 12' flush right.

Table Text -- Century Gothic 9', used for tables.

LISTS

List Bullet – Bulleted list. Based on Normal. Indented 0.25". Hanging indent 0.25". Space after list 6'.

List Bullet 2 – Bulleted list. Based on Normal. Indented 0.50". Hanging indent 0.25". Space after list 6'.

List Bullet B – Bulleted list with ballot boxes. Based on Normal but no initial indent. Hanging indent 0.25". Space after list 6'.

List Number – Numbered list (1, 2, 3, …) based on Normal. Indented 0.25". Hanging indent 0.25". Space after list 6'.

List Number 2 – Numbered list (a, b, c, …) based on Normal. Indented 0.50". Hanging indent 0.25". Space after list 6'.