TSD Timeline

*** for samples rallies refer to https://www.scca.com/pages/roadrally-rules. Also refer to the TSD Regional RoadRally Handbook.

Rally Organization Schedule

6 – 4 months before:

- ☐ Confirm date on schedule.
- ☐ Calendar your event.
- ☐ Establish start and finish locations and obtain approval(s).
- ☐ Begin to establish route.

3 months before:

- ☐ Budget for region approval.
- ☐ Complete preliminary route.
- ☐ Send advertising information to newsletter editor.
- ☐ OPTIONAL: Read Publicizing Your Road Rally – A Primer

- ☐ Print advertising flyers for distribution at meetings and prior events, earlier if possible. ***
- ☐ Order insurance and sanction. Note that sanction application must be received 14 days before a regional event, 45 days before a divisional event, and 90 days before a national event.
  The sanction application is now managed electronically on the my.SCCA.com member portal. Permissions must be obtained to enable the "Sanction Events" function under the "Region Resources" menu..

2 months before:

- ☐ Complete preliminary general instructions. ***
- ☐ Complete preliminary route instructions. ***
- ☐ Select checkpoint locations.
- ☐ Secure registrar, chief of controls, scorer, and sweep.
- ☐ Send information to any Hot Lines. (?)

6 – 4 weeks before:

- ☐ Complete preliminary pre-check.
- ☐ Complete final route Instructions.
- ☐ Complete final general instructions.
- ☐ Complete preliminary leg slips.

- ☐ Order awards.
- ☐ Recruit workers.

3 – 2 weeks before:

- ☐ Pre-check by licensed Safety Steward, knowledgeable and novice crews. See RoadRallly Safety Steward (RRSS) Information for more info and obtain Pre-check forms.

2 – 1 weeks before:

- ☐ Revise route instructions and generals to correct any errors uncovered in the pre-checks.
- ☐ Finalize leg slips.
- ☐ Complete control workers' instructions. (IF NEEDED)
- ☐ Confirm start and finish locations with the managers.

1 week before:

- ☐ Final Pre-check. Form to be completed:
  See RoadRallly Safety Steward (RRSS) Information for more info and obtain Pre-check forms
- ☐ Confirm all workers.
- ☐ Obtain supplies (watches, control signs, waivers, etc.).

5 – 2 days before:

- ☐ Print generals, routes, leg slips, etc.
- ☐ Check clock operation.
- ☐ Prepare Control packets. (IF NEEDED)

1 day before:

- ☐ Confirm all materials above are complete.
- ☐ General Instructions
- ☐ Route Instructions
- ☐ Signs – control and emergency
- ☐ Clocks – set to check accuracy
- ☐ Registration and Tech forms
- ☐ Waivers
- ☐ Membership forms
- ☐ Score board
- ☐ Print off all materials need for the event.

Day of event:

- ☐ Register all competitors. Non-SCCA members must complete a Weekend Member form. Drivers License, SCCA Membership verified and Waiver signed.
- ☐ Pre-check course in morning if practical.
- ☐ 30 minutes before first car, control set-up leaves.
- ☐ 10 minutes before first car, lead car leaves to check controls, signs, clocks etc. Has emergency signs, stakes, spare clocks etc.
- ☐ 5 minutes after last car, sweep leaves to close controls and be sure that all signs are still in place etc.
- ☐ Score event immediately after the last car arrives at the finish.
- ☐ Present trophies or other awards at finish if possible.

Work after the event:

- ☐ Send insurance audit form, weekend membership forms and payment to SCCA National Office.
  The audit form is now managed electronically on the my.SCCA.com member portal. Permissions must be obtained to enable the "Sanction Events" function under the "Region Resources" menu.
- ☐ Print and mail final results to all competitors and championship points keeper. Note that the results form also lists individuals to receive worker credit for national and divisional events (chairman, rallymaster, pre-checkers).
  See Documents for RoadRally Organizers to obtain the latest results template
  Note: *The use of the official results form is only required for National and Divisional events.*
- ☐ Send list of entrants and workers with email addresses to mailing list keeper.
- ☐ Write article with results and send to newsletter editor.
- ☐ Return clocks and other equipment.
- ☐ Prepare financial report and summary for submission to region's BOD at next meeting.
- ☐ Send waivers and entry forms to region's registrar for safe keeping. They need to comply with the region policies concerning these items.
- ☐ Send all income and bills to treasurer.
- ☐ Take a deep breath. It's over!