GTA Timeline

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

Rally Organization Timeline

3 – 4 months before:

- ☐ Confirm the date on the SCCA Regional & National schedules.
- ☐ Determine the Organizer and Rallymaster.
- ☐ Establish start and finish locations.
- ☐ Obtain owners' approvals.
- ☐ Begin route planning.

2 – 3 months before"

- ☐ Submit budget for region approval. Complete route planning.
- ☐ Send promotional materials to electronic, print and on-air media. https://dk1xgl0d43mu1.cloudfront.net/user_files/scca/downloads/000/002/822/publicizingyourroadrally1.pdf?1422395743
- ☐ Print flyers for distribution at meetings and upcoming events. ***
- ☐ Provide information to other clubs for their newsletters.
- ☐ Order insurance and sanction. Note that sanction applications must be received 14 days prior to a regional event, 45 days prior to a divisional event, and 90 days prior to 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 control locations.
- ☐ Secure registrar, scorer and sweep commitments.

3 – 5 weeks before:

- ☐ Complete preliminary pre-checks. Finalize Route Instructions.
- ☐ Complete General Instructions.
- ☐ Finalize questions and answers.
- ☐ Order awards

- ☐ Recruit workers.
- ☐ Send final Information to hot lines, websites, internet forums.

2 – 3 weeks before:

- ☐ Run SCCA Safety Steward as well as experienced and novice crew pre-checks.
  See RoadRallly Safety Steward (RRSS) Information for more info and obtain Pre-check forms

1 – 2 weeks before:

- ☐ Revise General and Route Instructions for pre-check comments.
- ☐ Confirm start and finish locations with the managers.

1 week before:

- ☐ Perform final pre-check.
- ☐ Confirm all workers.
- ☐ Obtain supplies (control signs, waivers, etc.).

2 – 5 days before:

- ☐ Print General and Route Instructions, answer sheets, etc.
- ☐ Prepare registration and control packets.

1 day before:

- ☐ Confirm all materials complete.
  - ☐ General Instructions, Route Instructions, answer sheets.
  - ☐ Control and emergency signs.
  - ☐ Registration forms.
  - ☐ Waivers.
  - ☐ Membership and Weekend Membership forms.
  - ☐ Scoreboard.

Day of event:

- ☐ Perform morning pre-check, if practical.
- ☐ Open registration.
- ☐ Send control crews (with signs and other materials) 30 minutes before first car.
- ☐ Send lead car (with emergency signs) 10 minutes before first car.
- ☐ Send sweep 5 minutes after last car.

- ☐ Begin scoring event as the first car arrives.
- ☐ Present trophies or other awards.

Week after:

- ☐ Send insurance audit form and payment to SCCA National Office.
  The link to the Audit Form on SCCA.com is updated annually and the form can be obtained by selecting:
  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 pointskeeper. See Documents for RoadRally Organizers to obtain the latest results template.
  Note: *Use of the official results form is only required for National and Divisional events. Email thank you with results to all workers.*
- ☐ Send list of entrants and workers with addresses and phones to mailing list keeper.
- ☐ Write article and send with results to newsletter editor.
- ☐ Prepare summary and financial report for submission to region's BoD.
- ☐ Send waivers and entry forms to region's registrar for safe keeping.
- ☐ Send all accounting including income, receipts and invoices to treasurer.
- ☐ Take a deep breath. It's over!