

# **SCCA<sup>®</sup> RoadRally**

## **RULES FOR ORGANIZERS**

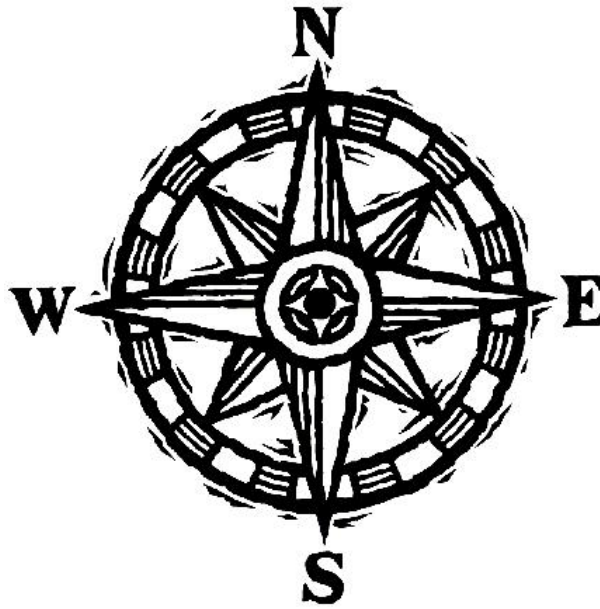
**For Conducting  
*Sanctioned RoadRally* Championship Events**



**SCCA<sup>®</sup>**  
Sports Car Club of America

Revised 02/03

## EDITION 34



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## PURPOSE

These rules are designed to supplement the SCCA **RoadRally** Rules (RRR) and to interpret them for Rally Committees staging **RoadRally** Championship events. Appropriate sections should be distributed to your Rally Committee to ensure the success of the event and sample forms are included as Appendices. Each rule herein shall apply to rallies of both championship types unless the rule specifically applies to only one type through the use of the notation '(NTR only)' or '(NCR 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 **RoadRally** Rules (RRR) for adherence to them in spirit as well as fact. The term **RoadRally** Championship refers to any event (national or divisional) qualified by sanction to be included in the Annual Championship described by RRR Article 8,A.. The notation 'DTR' and 'DCR' will be used to reference qualified divisional events.

As with the RRR, exceptions to these rules will be permitted only upon approval of a written request detailing the committee's reasons for wishing to depart from them. The **RoadRally** Board (RRB) reserves the right to make changes in these rules at any time.

**NOTE:** These Rules for Organizers (RFO) are not published annually and shall remain in force until superseded by a future edition. If in doubt as to the validity of a particular edition, contact the SCCA Rally/Solo Department (RSD).

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## Chapter 1 CALENDAR (SCHEDULE) LISTING

The **RoadRally** Board (RRB) has adopted the following basic policies concerning **RoadRally** Championship event scheduling:

- A) The competition year shall be the calendar year, except that no events will normally be scheduled after December 1 or prior to January 7 of a competition year.
- B) Events will be scheduled on a first-come, first-served basis, except that a weekend used by a rally in the prior calendar year shall be reserved for that rally until nine months prior to that same date in the current calendar year.
- C)
  - 1. Regions must submit formal written date requests at least four (4) months prior to the requested date. Date requests submitted after this deadline but prior to three months prior to the requested date may be accepted by the RRB Chairperson on an individual basis. Date requests submitted after this later deadline will not be considered or scheduled. Date requests must also include the expected location (city and state) of the rally headquarters, contact, and phone number.
  - 2. A submission of formal written date request does not guarantee a calendar listing until approved by the RRB or Rules Committee.
- D) Date requests shall be sent to the SCCA Rally/Solo department (RSD) for RRB approval. Upon approval, copies of the request shall also be sent to the Divisional Scheduling Representative and the Divisional **RoadRally** Steward (DRRS). If the RRB feels that a conflicting date is not in the best interests of the rally program, the committee may be asked to select a different date.
- E) Dual events (NTR and NCR) which are planned for the same day are to be covered by a single SCCA-sanction and by a single sanction fee.
- F) In establishing the SCCA **RoadRally** Championship schedule, the following limitations will be observed:
  - 1. **RoadRally** Championship events within a given Division shall not exceed one per weekend, except when start/finish locations are the same. Such events shall not be scheduled on consecutive weekends unless the RRB and the DRRS of that Division give their approval.
  - 2. Notwithstanding the scheduling limitations above, dual NTR/NCR events run on the same day and basic course, utilizing the same control personnel and locations may be sanctioned upon specific approval of the RRB. DTR/DCR events may not be scheduled to run concurrently with NTR/NCR events.
  - 3. No Divisional championship events or **RoadRally** Championship events shall be scheduled on the same weekend as the U.S. **RoadRally** Challenge.
- G) Exceptions to established scheduling policies may be approved by the SCCA National Office upon recommendation of the RRB.

- H) Events with confirmed dates will automatically be listed along with the sanctioning Region of the rally in the calendar section of *SportsCar*<sup>®</sup> Magazine and the SCCA web site.

## Chapter 2 APPLICATION FOR SANCTION

- A) At the beginning of each calendar year or within two (2) weeks after approval of an event date, the RSD will supply the Rally Organizing Committee with written approval of the requested date and an organizer's packet (see Appendix U of these RFO).
- B) Application for sanction of an event must be made on the appropriate Sanction Application/Master Insurance Plan Request forms and should include a draft copy of the event's General Instructions (GI's) which will be reviewed by the Rules Committee.
- C) Each application for sanction of a **RoadRally** Championship event shall be prepared in duplicate and submitted at least 90 days prior to the scheduled date of the proposed event to the RSD and the event liaison.
- D) The following guidelines apply for sanction of **RoadRally** Championship events.
1. 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 go to the SCCA Region that has last previously used the name for an SCCA-sanctioned rally. The RRB reserves the right to disapprove any proposed name.
  2. Whenever a limitation is to be placed on the acceptable number of entrants, the RRB must be informed of the specific reasons why more entrants cannot be accommodated. In the event that entries reach the approved limitation, the most recent non-member entries on hand must be refused in order that acceptable SCCA members may participate.
  3. The RRB requires committees to charge higher entry fees for non-member entries. A minimum of \$5.00 difference between SCCA member and non-member entries shall be provided for the case of one or more **RoadRally** Championship event(s) occurring on a specific date or sequential dates scheduled by the same committee. The committee may also impose an additional late entry fee of up to \$10.00.
  4. All exceptions to the SCCA RRR and/or RFO must be requested in the Sanction Application/Master Insurance Plan Request form and approved by the Event Liaison.
- E) When an SCCA Rally Committee contemplates accepting the support (financial or otherwise) of a commercial organization, complete details must be given in the Sanction Application. The RRB 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.

- F) Since sanction of an event in the **RoadRally** Championship implies approval of the committee personnel named in the application, notice of any additions or substitutions of the Chairperson or Safety Steward after a sanction application has been submitted shall be forwarded promptly to the RSD. This notice shall give reasons for the change.
- G) The granting of sanction may be subject to specific conditions based upon review of information in the Sanction Application/Master Insurance Plan Request form and any other pertinent material, and/or review of the Observer's Report for the previous years event. The Official Observer for the current event will be informed of these specific conditions.
- H) Sanction Fees - The sanction fee for a **RoadRally** Championship NTR, NCR, or combined/dual NCR/NTR is \$175.00 (must be held the same day). A **RoadRally** Championship DCR or DTR fee is \$25.00 per event. The full sanction fee is to be submitted to the RSD, with the Sanction Application/Master Insurance Plan Request form at least 90 days prior to the scheduled date of the event.
- I) The granting of sanction shall include all granted exceptions to the SCCA RRR and/or RFO and will be forwarded to the RSD for sanction certificate issuance. The denial of sanction shall be made in writing by the Event Liaison to the Chairperson of the rally not less than ten (10) days prior to the running of the event. In the instance that sanction is denied, it shall be the responsibility of the Organizing Committee to notify, in writing, each pre-registered entrant that sanction has been denied and that the event has been deleted from the **RoadRally** Championship.

### Chapter 3 EVENT LIAISON AND SANCTION EXCEPTIONS

- A) Upon receipt of the calendar request for a **RoadRally** Championship event, the Rules Committee Chairperson will assign a member of the Rules Committee or RRB to act as Event Liaison between the Rules Committee/RRB and the Organizing Committee. It is the responsibility of this liaison to contact you personally and offer their assistance with issues that may arise.
- B) Once your Sanction Application/Master Insurance Plan Request form is submitted to the Event Liaison and RSD, the RSD forwards it to each RRB and Rules Committee member. These individuals will then review and forward to the Event Liaison their critique. Every attempt should be made to reach a consensus on changes. The Liaison will contact you regarding the agreements and points still to be determined.
- C) The critique will be prepared in an attempt to assist Rally Committees in putting on their event. In almost all cases, the critique contains suggestions, information, questions, and hopefully material to provoke 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, those that critique the instructions have undoubtedly envisioned many problems that just don't exist. In those cases, please be understanding.**

- D) The critique may require mandatory changes to the GI's. In most cases the only mandatory changes are those few items that are in direct conflict with the RRR or the RFO and where no exception was requested.
- E) Rally Committees may or may not want to post the critique and any replies made along with the contestants' questions at registration. It is the Rally Committee's choice. Some of the individuals who critique the GI's may also run the event, so it may be fair to allow all to see these questions. A Rally Committee may decide not to post the critique and answers because it may feel that the critique would be far too confusing to contestants.
- F) The ultimate responsibility of the liaison is to take all steps and actions leading to issuance of the Sanction Certificate and finally to certified Official Results. This includes but is not limited to:
1. The approval of all sanction exceptions and their listing on the sanction certificate.
  2. The determination of a qualified official pre-check crew (Chapter 4).
  3. A long distance pre-check (although not required) is a desired goal. The liaison can perform this task if not involved as a contestant (Chapter 4).
  4. Insure that the committee has advised the official pre-checker of requirements for contact with the liaison (Chapter 4).
- G) The Event Liaison will inform the rally committee as to whether he/she expect to compete in the event 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 such as:
1. Submission of Official Results in compliance with Chapter 8 and Appendix K of these RFO.
  2. Submission of the Worker Points Form in compliance with Chapter 8 and Appendix R of these RFO.
- H) The following points should be noted:
1. The Liaison will inform the Chairperson of all sanction exceptions to be granted.
  2. Sanction exceptions will not be granted for the requirement of SCCA **RoadRally** decals on competing vehicles.
  3. Sanction exceptions will not be granted to disallow the use of Delay on Route Time Allowances.
  4. The RRR specify that sanction exceptions will not be allowed which increase the penalties for bought time.
  5. No limit is placed on reducing penalties. That is, organizers may not require a minimum penalty regardless of the score at the control; however, they may allow "free" time.

## Chapter 4 PRE-CHECKS

- A) After submission of a Sanction Application/Master Insurance Plan Request form, all **RoadRally** Championship events will require a pre-check by a licensed **RoadRally** Safety Steward (RRSS) and an official SCCA pre-check. A long distance pre-check is also suggested but not required.
- B) The Rally Steward, usually a member of the Rally Committee, shall pre-check the rally six (6) to seven (7) weeks prior to the running of the rally under simulated competitive conditions. 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 these instructions and recommend necessary changes to the Rally Committee. The steward of a **RoadRally** Championship event shall consult with the Event Liaison in the event that he/she finds a situation needing correction but which the committee chairperson regards as satisfactory and not in contravention to the RRR or RFO. The Rally Steward is intended to be the same person as the **RoadRally** safety Steward (RRSS).
- C) The organizer, in consultation with the Event Liaison, will select the long-distance pre-checker for a **RoadRally** Championship event. The long-distance pre-checker must receive the GI's, route instructions, leg critiques, maps of the route, and any other pertinent materials relating to the event. The long-distance pre-check may occur before or after the RRSS pre-check described above, but it must be completed prior to the pre-check described below.
- D) The organizer, in consultation with the Event Liaison, will select the official pre-check crew.
- E) The Official pre-check will be accomplished three (3) to five (5) weeks prior to the running of the event. The pre-check 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 RRR and RFO.
- F) Each official pre-check crew for a **RoadRally** Championship event must call the assigned Event Liaison immediately upon completion of the pre-check for the purpose of submitting a preliminary report of the pre-check. Within seven (7) days of the completion of the pre-check, the completed Official Pre-Check Report Form must be submitted to the RSD and to the Event Liaison.
- G) 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.

## Chapter 5 CONDUCT OF CONTESTANTS & RALLY COMMITTEE

- A) Rally Chairpersons are instructed to:
1. Enforce the RRR and the rally's GI's 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 **RoadRally** Championship event.
  3. Report to the RRB within seven days the name of any contestant disciplined, the full circumstances surrounding his/her misconduct, the names of any witnesses thereto, and the penalty imposed in order that the RRB may make a determination whether further disciplinary action is warranted.
- B) Rally Committees will be expected to set an example by their exemplary conduct in all of their dealings with contestants, including those whom it may be necessary to penalize or discipline.
- C) Rally Chairpersons shall insure that Article 15, Section D (post event conduct) of the RRR is complied with by all involved.
- D) This rule requires that official observers report in writing to the DRRS and/or RSD:
1. All instances of non-enforcement of the RRR and/or of the GI's.
  2. All instances of misconduct by contestants which were not subject to disciplinary action.
  3. All instances of misconduct by members of the rally committee in dealing with contestants.

## Chapter 6 INSURANCE

- A) Please be advised that, under the 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.
- B) All participants (contestants, officials, workers, etc.) are required to sign a "Release and Waiver of Liability and Indemnity Agreement" or other applicable waiver (see Appendix F).
- C) Accidents and injuries occurring during a **RoadRally** Championship event shall be reported immediately by the event's chairperson to the RSD, the Risk Management Department, and to the Regional Executive of the sanctioning Region. The phone number for reporting accidents is (800) 770-9994. An Incident Report must be completed and mailed to the Risk Management Department as soon as possible. If the incident resulted in an injury, then a "Report of Accident by Event Official" and green insurance card must be completed for a participant. For a non-participant injury, the SCCA's Risk Management emergency number or the SCCA National Office must be called immediately.

- D) The following statement must appear on the entry form: "The entrant warrants that an auto insurance policy with liability limits of not less than \$20,000/\$40,000/\$10,000 is in force for the vehicle entered."
- E) A Sanction Application/Master Insurance Plan Request Form must be submitted for every **RoadRally** Championship event. Multiple rallies held on sequential dates (same weekend) can be covered under the same Master Insurance Plan. This form must be received by the Risk Management Dept. at least 90 days prior to the event. The Sanction Application/Master Insurance Plan Request form must be signed by a licensed RRSS certifying that he/she has or will have conducted a Safety Steward pre-check of the rally. The Risk Management Department must receive the insurance fee with the **RoadRally** audit form within 45 days after the event.

## Chapter 7 OFFICIAL OBSERVER and CLAIMS COMMITTEE

- A) For each Road Rally Championship event the Chairperson, in consultation with the Event Liaison, shall appoint a qualified person as the Official Observer. Also, three qualified contestants, generally one from each represented class, shall be appointed to serve on the Claims Committee. The rally committee shall announce, preferably in the General Instructions, but no later than at registration, the observer's name and car number as well as members of the claims committee. It is recommended that members of the RRB not be selected as Official Observer.
- B) 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.
- C) The function and the duties of the Official Observer discussed below are also summarized in Appendix D that should be copied and delivered to the Official Observer at registration.
  1. The Observer's Report will consist of a completed "Official SCCA **RoadRally** Observer's Report Form". A copy of this report shall be mailed to the RSD for National events. The RSD will then distribute copies of the report to the RRB, DRRS, and the event's chairperson.
  2. Should any claim(s) be submitted to a rally's Claims Committee (see Appendix E), the official observer shall submit the white copy of the SCCA Rally Claim Form as an addendum to the completed Official Observer's Report Form. The claim report form should be as complete and detailed as possible since it will be the primary record of a dispute arising on the event. The observer shall insure that all claims committee members are familiar with Chapter 24, C) (discard a leg or individual scoring adjustments) of the RFO.
  3. The Observer's relationship with the Rally Committee (including Claims Committee) is stated in Article 6, Section B of the RRR. The observer as chairperson of the Claims Committee is, fundamentally, an observer in the literal sense. He/she may, however, if requested by the Rally Committee, express an opinion on any point at issue involving the RRR or the RFO, or their applicability. While attending all proceedings of the Claims Committee, he/she shall not vote.

The purpose of his/her presence at Claims Committee proceedings is to report whether, in his/her opinion, the rulings of the committee are just and fair.

4. After 15 minutes of deliberation and as required by Article 20.F, of the RRR, the observer shall call for a vote on a claim if the committee has not rendered a decision.
5. In case of accident, the observer should remind the Rally Committee to render reports directly to the Risk Management Department and the SCCA insurer as provided in these rules. The observer should also report any pertinent first-hand information available.
6. If the observer reliably learns of an incident to which Article 15 is applicable, he/she should remind the rally committee that it must report the charges directly to the RSD.
7. In the event the official observer enters a claim, he/she shall, when it is considered, designate another qualified contestant as his/her substitute during its consideration by the committee. A report on the consideration of such a claim shall be submitted to the observer by the substitute for inclusion as part of the observer's report.
8. The observer must submit the "Official SCCA **RoadRally** Observer's Report Form", and white copy of the "SCCA Rally Claim Form" (if any), within two (2) weeks of the completion of the event by first class mail to the RSD. The Official Observer shall recognize that the timely submission of these materials is a significant responsibility.
9. The Observer receives claims fees from contestants (Article 20.E). It is his/her responsibility to return fees for allowed claims to the contestants and to forward fees for disallowed and unresolved claims to the RSD as required by Article 20.D.

## Chapter 8 RESULTS

Within two (2) weeks of the event the **RoadRally** Committee shall mail "Official Results" to the RSD, DRRS, Ron Ferris (Points Keeper), and W. Dave Teter (Keeper of Lifetime Points) and all entrants. The "Official Results" shall indicate control by control penalties as well as positions and total score, separately for each class. They must also designate any "Rookies". The Rally Committee must use the "Official SCCA Rally Results" form, or a form of equivalent format (as found on the SCCA web site or in Appendix K), to provide data requested therein; and, on a separate sheet in table form with the control numbers forming one axis and the car numbers forming the other axis, provide the individual control penalties. The results of multiple events must not be combined in any way.

If the RRB should sanction a **RoadRally** Championship (NCR/NTR/DTR/DCR) event concurrently with a non-qualifying Divisional event, the contestants competing in the qualifying **RoadRally** Championship event must be scored against all contestants within their class who are required to complete the entire event

The Rally Chairperson shall complete the Worker Points form (see Appendix R) indicating who shall receive workers points for that rally and submit with the official results. When

submitting the form, the Rally Chairperson shall indicate the class to which the points will apply. Once submitted, this designation may not be changed.

## **Chapter 9 REQUIRED FORMS**

Organizers will receive an Organizers' Packet containing these RFO, waivers, and sample copies of the many forms required for the event. Appendix U has a list of the contents of the Organizers' Packet.

## **Chapter 10 POLICE CLEARANCE**

In the interest of safety and good public relations, all SCCA rallies must be 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 motor sport activities when they are told of them in advance. Control captains should be provided with copies of the letter of advice and the reply from the chief of the state patrol for use in case of questions raised at the control by patrol officers, local police, or civilians (see Appendix G).

## **Chapter 11 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 **RoadRally** 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.

Rally Committees should endeavor to provide *SportsCar*<sup>®</sup> Magazine with a short post-event story including results and photographs. This material should be sent promptly after the event to the editor of *SportsCar*<sup>®</sup> Magazine.

## **Chapter 12 ANNOUNCEMENTS**

- A) No announcement shall be made which identifies an event as a **RoadRally** Championship event until the Organizing Committee has received written approval of its date request from the RSD.
- B) The announcement of a **RoadRally** Championship event shall provide the following minimum information:
  - 1. Name of conducting region
  - 2. Name of rally.
  - 3. Type (NTR/NCR, DTR/DCR)
  - 4. Date(s) of event.

5. Name of Rally Committee Chairperson, Rally Master, Rally Steward, and the official SCCA pre-check crew (if known).
6. Brief description of the general character and locale of the event and the location of rally headquarters and the hotels/motels to be used for overnight stops (if any).
7. Member and non-member entry fees.
8. How and where to obtain entry forms (if not included with announcements).
9. Deadline date for close of entries (if any).
10. Date after which entry fees will not be refunded if entry is canceled. Experience indicates that late entries will be noticeably reduced when this no-refund date is given on the entry form.
11. A brief statement describing the philosophy and approach followed in organizing the event, including the types of controls to be utilized.

## Chapter 13 AWARDS

- A) Suitable trophies (one for each crew member) shall be awarded to highest-placing crews. The number of pairs of such awards in each class shall be equal to not less than ten (10) percent of the number of entries in each class.
- B) Organizers of **RoadRally** 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.
  1. 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 the award winners' names, addresses, and social security numbers.
  2. Organizers may not distribute prize monies to winners until results have been declared final.
- C) In the event that it is not possible to announce final results as provided in the RRR because a claim may not have been resolved, the organizers may announce "provisional" results but may not distribute awards.

## Chapter 14 ENTRY FORMS

- A) The **minimum** information to be supplied to and solicited from the entrants shall be as listed below. A sample entry form is included in Appendix C.
  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 name, address, signature, and SCCA status: SCCA Member, guest, \*minor? If the entrant is a minor the proper Liability Release for

Minors must be submitted at registration. Consult Rally/Solo Release and Waiver Guidelines for details.

4. Make of vehicle, year, model or type, color, license plate number, and state of registration. Does either contestant own this vehicle?
  5. Class competing in: E, L, S, R, or other
  6. The following statement must appear on the entry form: "The entrant warrants that an auto insurance policy with liability limits of not less than \$20,000 / \$40,000 / \$10,000 is in force for the vehicle entered."
  7. Give 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.
- B) At least one copy of the entry form for each **RoadRally** Championship event shall be sent to the RSD as soon as the entry form is available.
- C) The entry form must include all material consistent with Article 5.C. of the **RoadRally** Rules.

## Chapter 15 REGISTRATION

- A) The Registrar is responsible for recruiting and training registration personnel for the procedures outlined below as well as accepting and confirming entries as they are received.
- B) 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 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 GI's.
- C) Registration procedures normally consist of:
1. Examination of vehicle operating license of driver;
  2. Examination of SCCA membership card of either driver or navigator of an entry paying the member entry fee;
  3. Signing and witnessing waiver forms for workers and entrants;
  4. Issuing score cards, supplementary regulations, entry lists, car numbers, Day-Glo stickers, safety tech inspection forms, contestant evaluation forms, rally bulletins, name tags, mementos, etc.;
  5. Posting questions and answers to General Instructions.
  6. Possibly assigning rooms and/or issuing banquet tickets as necessary.
- D) 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 done at registration by recording on the Vehicle Inspection Form (see Chapter 16), never solicited on**

**the entry form.** This data must remain at rally headquarters and be readily accessible in the event of an emergency.

## Chapter 16 VEHICLE INSPECTION

- A) Contestants shall warrant that they have inspected those items on their vehicle listed on the vehicle inspection form (see Appendix T).
- B) Inspect for class equipment limitation.
- C) If car numbers are used on cars, the numbers shall be provided by the rally committee and shall be mounted on the rally cars prior to inspection. Number sets and Day-Glo bumper squares may be purchased from the RSD. Car numbers shall not be placed on the windows of the competition vehicle except behind the B pillar.
- D) Verify vehicle information on the Vehicle Inspection Form.

## Chapter 17 GENERAL INSTRUCTIONS (GI's)

- A) There shall be no general meeting of the entrants ("drivers' meeting") called for the purpose of allowing contestants to question or confer with the Rally Committee about the general conduct of the event.

Contestants having questions on the GI's shall submit them, in writing, to the Chairperson who will answer them in writing to be posted on a suitable notice board at registration and, if necessary, the Chairperson will issue supplementary GI's available to all contestants.

The point to keep constantly in mind here is to be very sure that any ruling or rule interpretation of the GI's 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.

- B) As soon as they are ready for distribution to the entrants, the Rally Committee shall forward final copies of the GI's to the Event Liaison and the RSD.
- C) **NCR/DCR ONLY** If the following terms need to be defined in the glossary of the event's GI's, these definitions should be considered. They have been used on other events and have achieved some measure of acceptability.
  - 1. LEAVE THE MAIN ROAD - Turn or straight so as to take a course other than the main road.
  - 2. 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 GI's and flier must specify that a compass will be required to run the event.

- D) The GI's shall identify the method of tie breaking that will be used for the award of trophies. There are two popular methods for tie breaking 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. The procedures are as follows:

1. 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.

2. Most Controls Won

Ties shall be broken by using 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, car 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.

a) 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 can not be found, move to the evaluation of lowest score(s).

b) 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.

E) The GI's shall indicate how the following time allowance issues will be handled:

1. Location and timing of submission of TA requests, where a TA can end (e.g., anywhere, or only at Time of Day restarts, etc.) (Article 21.B).
2. Delays at Controls (Article 21.E).

## **Chapter 18 ROUTE INSTRUCTIONS**

- A) To insure 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.
- B) The GI's must specify the place, time, and method of issuing the route instructions. The committee shall issue route instructions to each crew 30 minutes prior to the start of the first phase of the rally that they cover.
- C) Organizers are urged to use confirming instructions in situations where a contestant might travel a considerable distance before becoming aware that he/she has 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/DTR as found in Art 22 of the RRR.

- D) The route instructions will clearly (NTR/DTR) identify instances where the distance between consecutive numbered route instructions exceeds five (5) miles. This can be accomplished by the use of official mileage.
- E) 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 of the press and 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.
- F) Organizers shall avoid the use of unnecessary or contrived mathematical instructions (average speed calculations).
- G) Organizers shall design their route and their instructions to avoid penalizing contestants for a single mistake on more than one leg of an event.
- H) **NCR/DCR ONLY.** 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.
- I) **NCR/DCR ONLY.** Organizers should note that the conventions of Article 25, Section A of the RRR apply primarily to numbered route instructions. The applicability of RRR, Article 25.A to other types of route instructions; i.e. special instructions, lettered instructions, etc., must be described in the event's GI's.
- J) 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 **RoadRally** Championship event should be free of these contrivances.
- K) **NTR/DTR ONLY.** All average speed changes on an NTR event 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:
  - Left and CAST 30.
  - Left. CAST 30.
- L) 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 times.

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).

## Chapter 19 ODOMETER CALIBRATION RUN

- A) Only one car, equipped with "non-expandable" 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.
- B) It shall be desirable, although not mandatory, to precede the measured odometer calibration run with a tire warm-up run of sufficient length to permit contestants to bring their tires up to normal operating temperatures.
- C) 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.

## Chapter 20 SIGNS

- A) All references to signs shall be spelled and worded in the route instructions precisely as spelled and worded on the signs themselves.
- B) 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.
- C) 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".
- D) In the interest of safety, organizers shall avoid the use of signs which are obscure, small, difficult to see at rally speeds, or appreciably removed from the rally course.
- E) The event's GI's 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 Organizing Committee to remove any ambiguity about the location and types of signs being used.
- F) **NTR/DTR ONLY.** Official highway signs used for speed changes, pauses and gains shall apply to the competitors' route of travel.

## Chapter 21 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. Day-Glo reflective paint is very effective. Under no circumstance shall emergency signs be used as pre-planned course following references. Their use shall be restricted to emergency situations only.

## Chapter 22 REST STOPS

- A) 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 (4) hours of driving time, and each stop shall be of sufficient duration to serve its purpose.
- B) In the event that 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 very shortly before or after the lunch stop.

## Chapter 23 CONTROLS

- A) Timing controls other than the three (3) basic types, open, passage, and do-it-yourself (DIYC) shall be used only by sanction exception, at the request of the Rally Committee. Requests for any other type of control must give details of the manner in which they are to be operated. Such requests, when considered essential to the philosophy of the event, must be included with the sanction request.
- B) 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.
- C) Organizers shall ensure that the 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.
- D) 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 usually at least .05 miles (about 250 feet).
- E) If the use of controls (other than the basic types) is approved, the rally GI's shall state the approximate number of such types.
- F) The GI's must state, in detail, the exact method of operations of **all** types of controls used in the rally, including open and passage controls.

- G) 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.
- H) Except where it is deemed unnecessary by the rally committee, control locations should be cleared with police and/or property owners.
- I) Passage controls shall conform to the following:
1. 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/keytime point. Timing will be cumulative from one restart/czt/keytime 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/keytime points or from the passage control.
  2. 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.
  3. Contestants will receive interim timing information at the morning break, the lunch break, and the afternoon break. At minimum, they will receive perfect time timing information for the sections completed, and may receive information on their control arrival times and the assessment of any creeping penalties at the lunch and afternoon breaks. Such posted information is strictly informational and is not to be considered official.
- J) A **RoadRally** Championship event may have an unlimited number of DIYC, consistent with RRR, Article 4.B.1 and 16.G.
- K) DIYC shall conform to the following rules:
1. Contestants shall record their own time of arrival and departure at 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(s) on their scorecard, a notation to that effect shall be made by the control personnel on both the contestant's scorecard and on the control log. 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 four minutes.
  7. DIYC shall be located such that there exists no ambiguity as to their exact location. A prominent sign or landmark shall mark that location.
  8. DIYC 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 or not 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 insure 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.
- L) Each rally shall have at least one special control (hereinafter referred to as "observation control") established for the purpose of observing driver behavior, vehicle noise, and safety of vehicle operation. The location of observation controls should not be made known to contestants in advance. It is the duty of observation control personnel to report illegal, dangerous, or unsportsmanlike conduct of any contestant to the Rally Committee.

## **Chapter 24 TIME ALLOWANCES AND CLAIMS**

### **A) OVERVIEW**

1. All events will allow time allowances and claims. The contestants have the right to file for a timing allowance for any reason. The contestant will normally be given a penalty for filing for the timing allowance. In certain cases, the contestant will petition the Claims Committee to have this penalty removed. Contestants may file claims if they believe an error has been made either in the route instructions or an error in checkpoint operation has occurred.
2. The rally GI's shall contain all information contestants will need to enter time allowances and claims according to the committee's arrangements to receive them. Claims will be submitted to the Rally Chairperson, or to the Official Observer. The requirement of filing "intents to claim" on the rally are prohibited.
3. The RRR 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 end point, the committee should make other provisions in the GI's, such as "...within one hour of the concerned vehicle's arrival time at the rally end point". Also, a committee could consider making claims forms available at the final control so that a contestant can request one and complete it on the way to the end point; if this is done, the GI's should specify it.

## B) CLAIMS

1. A Rally Committee shall reject multiple claims and require that they 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 own 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 multi-day event shall be posted for the information of all contestants prior to the start of the subsequent days run.
4. All claims are to be submitted in writing on a form supplied by the Rally Committee. These forms are available from the RSD. The pink copy is to be posted by the Rally Chairperson immediately upon receipt. The white and yellow copies remain intact until after the Claims Committee has taken action, at which time the yellow copy is posted and the white copy is retained by the Official Observer.
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 reserves the right to review decisions which may be flagrant violations of the RRR or these RFO.**
6. The vast majority of claims received by Claims Committees revolve around the interpretation of route instructions or their conformity to the SCCA RRR or the GI's. 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 SCCA **RoadRally** program. If it is concluded that a disputed route instruction is erroneous or contrary to the SCCA RRR or GI's, the proper course of action for a claims committee is to discard the leg rather than to make an individual adjustment in the claiming contestant's score. However, if a supporting claim bearing on an error leading to a time allowance request is allowed, individual adjustment of the claiming contestant's score shall be an appropriate action.
7. Chairpersons are to fully acquaint the Rally Committee members of their Claims Committee with this rule.
8. Claim fees: \$25 cash per claim, 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 RSD, no more than 30 days following the final date of competition of the event.

## C) DISCARD OF A LEG - INDIVIDUAL SCORING ADJUSTMENTS

1. Once an official claim comes under discussion by the Claims Committee, the Rally Chairperson's authority to discard that leg is automatically terminated and this authority passes to the Claims Committee as its exclusive responsibility.

2. The decision to discard a leg of a rally is the exclusive responsibility of the Rally Chairperson 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 (as authorized by Article 18.F.1), the Rally Chairperson shall not consult with any member of the Claims Committee. His/her 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 in an attempt to cover up an error by the Rally Committee has no place in the SCCA Rally program. On the other hand, a rally chairperson should never discard a leg simply to curry favor with contestants or because of the names or number of contestants who feel that a leg should be discarded.
4. A Rally Chairperson's decision to discard a leg (Article 18.F.1), and his/her 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 Rally Chairperson to discard a leg is not subject to claims by the contestants.
5. No hard and fast rules covering all circumstances can be established for Rally Chairpersons (Article 18.F.1) and Claims Committees (Article 18.F.1 and 18.F.2) to assist them in determining whether to retain or discard a leg. **However, a leg shall be discarded without hesitation when, for example:**
  - a) A route instruction is in direct conflict with, or contrary to, the SCCA RRR or the rally's GI's.
  - 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 is found to be 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 reflect an accurate measurement of performance by the contestants.
6. 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 is not warranted. Broadly speaking, the test is whether the peculiar or unusual circumstances over

which they had no control, but which had no bearing on the performance of the other contestants, warrant 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:

- a) Disappearance or reversal of a route sign after other contestants have passed it.
- b) Individual instances of illegible or omitted route instructions due to poor printing or paper flaws.
- c) Individual instances of poor timing at a control. (Reconsideration of control captain's ruling at control).
- d) Failure of a control to issue a special route instruction or other essential information to the contestant.
- e) Improper or erroneous assessment of penalties by a control.
- f) Discrepancy in arrival or departure times on the contestant's control data sheet and the control's official log.
- g) Temporary disruption of a control by non-contestants or sudden changes in the weather.
- h) Failure to record the contestant's time of arrival at a control.
- i) Temporary removal of any control sign or flag, relating to measurement or timing.
- j) 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 of his scores, excluding maximum penalties, at all other scored controls during the day's run.

#### D) TIMING ALLOWANCES

1. The removal of a timing allowance penalty is up to the discretion of the Claims Committee. The contestant must provide information to the Claims Committee on the nature of the delay and the delay should be witnessed by another contestant or checkpoint crew.
2. The Claims Committee should review the reason for the request to waive the penalty of the timing allowance with the understanding that the delay was clearly not within the control of the contestant. The following are examples of acceptable reasons for waiver of the penalty. It is understood that each case must be judged on its own merits. In almost all cases such incidents must be witnessed. However, there may be an unusual case (i.e. only the last car on the road is delayed by the incident) where a witness is not possible. The committee must use its best judgment to assure that contestants receive fair treatment without allowing them to abuse the system.
  - a) Train at railroad crossing.

- b) Draw bridge open.
- c) Accident where the contestant was not involved.
- d) Police inspection.
- e) Traffic delay caused by funeral or work on the road.
- f) Blockage at the control that prevents the contestant from entering at rally speed.

## **Chapter 25 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 his/her 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.

## **Chapter 26 ACCIDENTS**

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.

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 RSD.

## 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 race, **RoadRally**, **ProRally**, or hill climb, for example, the organizers must first satisfy the Club that, among other things:

1. The event will be organized and held under the applicable rules (General Competition Rules, **RoadRally** Rules, 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. Its name, reputation, over 50 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 U.S.R.R.C. 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 push 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 is 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 chairperson 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 performances 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 SUMMARIZED REQUIREMENTS

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

### A) Request calendar listing through the RSD.

1. As early as possible, but in no case later than four (4) months prior to the event.
2. Send copy of request to DRRS.
3. The RSD will notify the event organizer of approval or disapproval of the date requested as soon as possible.
4. SCCA will:
  - a) Send organizer the Organizers Packet upon approval of date request.
  - b) List the event, date, and location in *SportsCar*<sup>®</sup> magazine and SCCA web site as part of the **RoadRally** Championship schedule.

### B) Submit Sanction Application/Master Insurance Request

1. No later than 90 days prior to event.
2. Send to RSD:
  - a) Sanction fee of \$175.00 (NCR/NTR) / \$25 (DCR/DTR), payable to SCCA, Inc.
  - b) Sanction Application/Master Insurance Plan Request form (original);
  - c) Draft of GI's.
3. SCCA will:
  - a) Send copies of the above materials to the RRB and Rules Committee.
  - b) Issue a tentative sanction number.
4. Event Liaison will:
  - a) Contact organizer.
  - b) Compile a composite critique of the GI's, and optionally, of the route instructions, critique slips, etc., and send this to the organizer for action and/or consideration.
  - c) Verify sanction exceptions with the RSD.

### C) Official SCCA Pre-Check

1. Pre-Check by Rally Steward six (6) to seven (7) weeks prior to event (Chairperson shall notify Event Liaison when this Pre-Check is completed)
2. Long Distance Pre-Check
  - a) Assigned by the Event Organizer in consultation with the Event Liaison.
  - b) Completed prior to official pre-check
3. Official Pre-Checkers:
  - a) Assigned by Event Liaison in consultation with event organizers.
  - b) Pre-check all aspects of rally three (3) to five (5) weeks prior to event.

- c) Send Pre-Check Report Form to RSD and Event Liaison.
- d) Call Event Liaison within 24 hours of pre-check.

#### D) Official SCCA-Sanction

- 1. Upon Event Liaison confirmation and receipt of all paperwork, SCCA will send the Event Chairperson a sanction certificate listing granted exceptions to the RRR.
- 2. A copy of the sanction certificate will also be forwarded to the Risk Management Department to notify approval of the issuance of the insurance certificate.

#### E) Results

- 1. Include "Official SCCA **RoadRally** Results" form and leg-by-leg scores for each entry.
- 2. Mail official results within 14 days of the event to:
  - a) RSD (include entry /address list) and DRRS
  - b) Ron Ferris, Official Points keeper, 140 Kings Drive, Florissant, MO 63034
  - c) W. David Teter, Lifetime Points keeper, 418 Arbour Drive, Newark, DE 19713
  - d) Each entrant

#### F) Fees

- 1. Submit an SCCA Audit Form with the appropriate fees to the Risk Management Dept. no later than 45 days after the event.
- 2. Send to RSD \$25 per denied claim within 30 days after event.

#### G) Material Packet

- 1. Within four (4) weeks after event, send copies of all material used on the event to the RSD.

#### H) Observer Report

- 1. Send "Observer's Report Form" to the RSD, who will copy and mail to Event Liaison, Rally Chairperson, and the DRRS. Attach white copy of claim form to "Observer's Report Form".

## Appendix C SAMPLE ENTRY FORM

Mail completed entry form and entry fee to:

\_\_\_\_\_ (Registrar's address) \_\_\_\_\_

Driver \_\_\_\_\_ Navigator \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

SCCA Member? \_\_\_\_\_ SCCA Member? \_\_\_\_\_

Region \_\_\_\_\_ Member # \_\_\_\_\_ Region \_\_\_\_\_ Member # \_\_\_\_\_

Do you need a late registration and TI? Yes \_\_\_\_\_ No \_\_\_\_\_

Minor? Yes \_\_\_\_\_ No \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Rookie? Yes \_\_\_\_\_ No \_\_\_\_\_ Name \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

License # \_\_\_\_\_ State \_\_\_\_\_

Does either competitor own this vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_

Entry Fees        SCCA Members \_\_\_\_\_

                     Non-members \_\_\_\_\_

Make check payable to \_\_\_\_\_

Refund Policy: Entry fees are refundable until \_\_\_\_\_

Class: Equipped \_\_\_\_\_ Limited \_\_\_\_\_ Stock \_\_\_\_\_ Rookie \_\_\_\_\_

I hereby warrant that the above entered vehicle is on the road legally, is being used by the entrant with the owner's permission, and is covered by liability insurance of not less than \$20,000/\$40,000/\$10,000, or the minimum requirements of the state of registry, whichever is higher.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Navigator Signature

\_\_\_\_\_  
Date

### Administrative Use Only

Date Rcvd. \_\_\_\_\_ Amount Paid \_\_\_\_\_ Amount Due \_\_\_\_\_

Generals Sent \_\_\_\_\_ Car Number Assigned \_\_\_\_\_

## **Appendix D OFFICIAL OBSERVER**

You have been selected as Official Observer for today's event. This memo will summarize your responsibilities. The official functions are also 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 to the RRB.
2. Act as a non-voting Chair of the Claims Committee.
  - a) Issue Claims forms to competitors, as requested. There is a time limit for submission of claims, do not accept claims outside these parameters
  - b) Receive completed claim forms and \$25 cash claim fee for any claims. Time Allowances (TA's) are NOT claims and do not require a fee.
  - c) Post a copy of any claims submitted, within five minutes of receipt
  - d) Convene the Claims Committee ASAP to consider any Claims and/or requests for waivers of TA penalties which are submitted
3. Prepare a summary report on any Claims submitted [same form as Observer report]
4. Insure that any accidents occurring during the event are properly reported to SCCA by the organizers. The Event Chair has all required insurance forms/reports.
5. 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 SCCA RSD) within four days of the event. The RRB will issue a decision within two weeks and event results will not be final until that time.
6. Return fees for allowed claims to claimants; forward fees for disallowed and unresolved claims to RSD

### **MATERIALS REQUIRED:**

1. Claim Forms (provided by Event Chair)
2. RRR and RFO
3. Names of Claims Committee members
4. Observer's Report (provided by Event Chair with envelope addressed to RSD) to be mailed with any processed claim forms, and any fees collected for denied claims.

### **OPERATION OF 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 RRR and/or the event GI's, and shall NOT be based on personal opinion or interpretation. Technical bulletins issued by the RRB and the RFO are considered part of the RRR for the purpose of this requirement. RRR 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 (Article 20.F.).

If a competitor requests an oral presentation (in writing on the claim form) it must be allowed, but may be limited in duration to five minutes (Article 20.E.). 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 the claimant nor the worker should remain in the room after their presentations are complete and any questions from the committee are answered. The committee may also question other contestants relative to the issue at hand.

Two members of the Rally Committee, exclusive of the Rally Chairperson and Rallymaster, are voting members of the Claims Committee. If any appointed 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 selected (by the Observer in conjunction with the Event Chair).

The RRB has ruled that being balked by local or rally traffic within sight of a control is an appropriate reason to grant a waiver of the TA penalty (Article 21.F).

Requests for waiver of the TA penalty may occur, when the delay was caused by circumstances beyond the contestant's control. When submitted in accordance with the RRR, they are referred to the Claims Committee, although these are not claims. The ONLY action the committee may take is to ACCEPT or DENY the request for waiver of the penalty. Once this action is taken the request is forwarded to the Scoring Committee for action. TA's which do not request waiver of the penalty go directly to scoring as they are automatically allowed. TA penalty waiver requests may also occur in support of a claim, and may be approved as appropriate.

TA's must be taken in one minute increments beginning with 1/2 minute up to 19.50 minutes per time period defined in the GI's (minimum of two such sections per National). However, TA's taken for incidents occurring within sight of a control line are allowed to be taken for the exact amount of the delay. Keep in mind that these types of allowances should typically be for very small amounts of time, otherwise a regular TA should have been used. You wouldn't have been within sight of the control for an extended period of time.

## **FINAL INFO**

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

A copy of the pertinent pages from the RFO and RRR (Articles 20 and 21) are available from the Rally Chairperson.

If these instructions need modification, please share your comments with any member of the RRB. And, thanks for serving as Observer.

## **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, Articles 20 and 21. If you have additional questions, please contact the Event Chair.

### **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 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 RRR and/or the event General Instructions, and shall NOT be based on personal opinion or interpretation. Technical bulletins issued by the **RoadRally** Board (RRB) and the Rules for Organizers (RFO) are considered part of the RRR for the purpose of this requirement. RRR 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 (Article 20.F).

If a competitor requests an oral presentation (in writing on the claim form) it must be allowed, but may be limited in duration to five minutes (Article 20.E). 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 the claimant nor the worker should remain in the room after their presentations are complete and any questions from the committee are answered. The committee may also question other contestants relative to the issue at hand.

Two members of the Rally Committee, exclusive of the Rally Chairperson and Rallymaster are voting members of the Claims Committee. If any appointed 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 selected (by the Observer in conjunction with the Event Chair).

### **TIME ALLOWANCES**

The RRB has ruled that being balked by local or rally traffic within sight of a control IS an appropriate reason for waiver of the Time Allowance (TA) penalty (Article 21.E).

Requests for waiver of the TA penalty may occur, when the delay was caused by circumstances beyond the contestant's control. When submitted in accordance with the RRR, they are referred to the Claims Committee, although these are not claims. The ONLY action the committee may take is to ACCEPT or DENY the request for waiver of the penalty. Once this action is taken the request is forwarded to the Scoring Committee for action. TA's which do not request waiver of the penalty go directly to scoring as they are automatically allowed. TA penalty waiver requests may also occur in support of a claim, and may be approved as appropriate.

TA's must be taken in one minute increments beginning with 1/2 minute up to 19.50 minutes per time period defined in the GI's (minimum of two such sections per National).

However TA's taken for incidents occurring within sight of a control line are allowed to be taken for the exact amount of the delay. Keep in mind that these types of allowances should typically be for very small amounts of time, otherwise a regular TA should have been used. You wouldn't have been within sight of the control for an extended period of time.

A copy of the pertinent pages from the RFO and the RRR (Articles 20 and 21) are available from the Rally Chairperson. If these instructions need modification, please share your comments with any member of the RRB. And, thanks for serving on the Claims Committee.

## Appendix F USE OF WAIVERS

Enclosed in the organizer's packet are several copies of the Release and Waiver of Liability forms needed for any **RoadRally** event. These forms were developed by attorneys 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.

***There is one important precaution to follow*** - all signatures must be on the same page as the release wording; not stapled or taped on extra signature pages, and no signatures on the reverse side. Additional copies of the form are available from the Risk Management Department and/or SCCA Merchandising upon request.

It is essential that every participant, official, crew, 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 or not having a large liability awarded to an alleged injured party. A large liability award against us is very detrimental to our loss experience and hence, can affect our insurability and ultimately our rates.

It is the Region's responsibility to store completed release forms following an event for a period of time. The general rule of thumb is to store them for at least six (6) years. Additionally, a responsibility of the Region is to be able to supply an event's completed waiver forms to our insurer, upon demand.

If an accident resulting in bodily injury or property damage occurs during an event, promptly comply with Chapter 6 of these Rules for Organizers.

FORM #	LAST REVISION	TITLE
MS-1	1/03	Release and Waiver of Liability
MS-2	1/03	Minor Release and Waiver of Liability and Indemnity Agreement. <b><i>For minor participating as a guest, crew, event specialist, and/or volunteer.</i></b>

For questions, comments, or to order additional forms please contact the Risk Management Department at 785-357-7349. Additional forms may also be ordered on the Sanction Application/Master Insurance Plan Request form.

## Appendix G SAMPLE POLICE LETTER

(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 am and will arrive back at Mount Snow at approximately 6:00 pm after having traversed a route that passes through the town 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 pm after having passed through the towns of Dover, Newfane, Wilmington, 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 above 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,

Chuck Checkpoint, Chairperson  
Mount Snow's Sunburst **RoadRally**

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

## **Appendix H DETAILS ON ORGANIZATION**

The following guide may be of some assistance to you in planning your own event.

### ***Sept. 1 of preceding year***

1. Date request sent to RSD.

### ***Seven (7) to nine (9) months prior***

1. Select Chairperson and major officials. Rallymaster and/or Course Marshals begin planning and layout of the course.
2. Have a rough idea of who will fill the following jobs and get commitments as soon as possible: Rally Steward, Chief of Controls, Chief Scorer, Safety Inspector, Registrar, Lead Car, Sweep Car.
3. Select headquarters motel.
4. Start planning general instructions.

### ***Three (3) months prior***

1. Sanction Application/Master Insurance Plan Request form forwarded to RSD.
2. Prepare entry form. Will you use the same cover for general and route instructions? If so, order extra.
3. Order materials such as car numbers, Day-Glo stickers, and mailing list from RSD if needed. The mailing labels are maintained using entry lists submitted with event results and are available for \$15.
4. Order trophies and dash plaques.
5. Solicit donations.

### ***Two (2) months prior***

1. Send entry forms/flier to mailing list and RSD
2. Prepare entry confirmation letters/postcards.
3. Make arrangements with motel.
  - 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.
4. Complete road course including route instructions, preliminary measurement, and location of controls.
5. Arrange for long-distance pre-check.
6. Prepare a list of course following rules for pre-check people.
7. Arrange for as many pre-checks as possible by local people prior to the rally date.
8. Prepare General Instructions for final proof and duplication.
9. Hold an organizational meeting for major officials. Start recruiting workers.
10. Chief of Controls - start preparing instructions for control personnel.
11. Select members of the Claims Committee.

12. Arrange for publicity in selected newspapers, magazines, or newsletters.

**Six (6) to Seven (7) weeks prior**

1. Rally Steward pre-check – Notify Event Liaison

**Five (5) weeks prior**

1. Final official measurements of course. Calculate official elapsed times.
2. Long-distance pre-check – Notify Event Liaison

**Four (4) weeks prior**

1. Official SCCA pre-check – Notify Event Liaison

**Three (3) weeks prior**

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

**Two (2) weeks prior**

1. Mail general instructions to entrants, RSD, and Event Liaison.
2. Final route instructions – finalize and duplicate.
3. Inspection personnel meeting to review procedures.
4. Preparation and final check of paperwork.
5. Letter to Commanding Officer.
6. Arrange for photos of rally events.
7. Select a writer to compose a story for the event.

**One (1) week prior**

1. Final check of road course.

**Event Date**

1. Make sure lead car has maps, emergency signs, hammer, nails, etc.
2. Prepare to handout route instructions at start line.
3. Turn radio on.
4. Ensure the Chief of Controls has the official time, extra clocks, radio, etc.
5. Check on banquet details and agenda.
6. Arrange for Official Observer to collect CER's.

**Two (2) weeks after**

1. Complete results and mail to entrants, RSD, Official Points keeper, Lifetime Points keeper. (see Appendix B, paragraph E))
2. Mail entrant packet to RSD.
3. Send article to *SportsCar*<sup>®</sup> Magazine.

**Three (3) weeks after**

1. Thank you notes to workers and donators.
2. Send financial report to Region.

## Appendix I INSURANCE LETTER SAMPLE

*<Use Region/SCCA letterhead>*

<Date>

<Name of co-sponsoring organization>  
<Address>  
<City, State, Zip>

Re: <Name of co-sponsored event>

To whom it may concern,

The event mentioned above, co-sponsored by our respective organizations, is being insured for public liability under the Sports Car Club of America (SCCA) Master Insurance Plan. This Plan provides \$5,000,000 per occurrence for bodily injury liability, property damage liability, and personal injury liability.

Those provided coverage includes persons who have signed the appropriate SCCA Waiver and Release Form at event registration. SCCA's Master Insurance Plan will not be extended to cover your organization, its officers, directors, or members except those persons who have signed the appropriate waiver.

If you have any questions, please contact SCCA Risk Management Department, P.O. Box 19400, Topeka, Kansas 66619-0400. (785) 357-7222, FAX (785) 232-7228.

Sincerely,

<Regional Executive, Activities Chairperson, or Event Chairperson>

cc: Regional file  
SCCA National Office

## **Appendix J CHECKLIST FOR CHECKPOINTERS**

### **ADMINISTRATIVE DETAILS**

- \_\_\_\_\_ Two sets of instructions for getting to the control location and finish (one set for each of the two cars used to drive to the control). They should be precise and complete with mileage as well as indicate how the timing and start lines are to be identified and the rally traffic's direction of travel.
- \_\_\_\_\_ 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 time-outs, 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
- \_\_\_\_\_ Safety flares
- \_\_\_\_\_ Tow chain

### **EQUIPMENT NORMALLY PROVIDED BY THE SPONSORING CLUB**

- \_\_\_\_\_ Checkpoint sign and mounting post
- \_\_\_\_\_ Pylon or out-marker and mounting post
- \_\_\_\_\_ Enough control slips for 120% of the number of cars expected
- \_\_\_\_\_ Checkpoint log (pre-printed)
- \_\_\_\_\_ Arrival checklist, official score sheet (pre-printed)

### **TIMING ESSENTIALS**

- \_\_\_\_\_ Short-wave radio capable of receiving CHU or WWV time signals

### **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
- \_\_\_\_\_ Ballpoint pens and pencils
- \_\_\_\_\_ Pad and paper
- \_\_\_\_\_ Clipboards
- \_\_\_\_\_ Paperclips
- \_\_\_\_\_ Rubber bands
- \_\_\_\_\_ Masking tape
- \_\_\_\_\_ Magic Marker
- \_\_\_\_\_ Grease pencil
- \_\_\_\_\_ Paperweights
- \_\_\_\_\_ Trash bags

## **FOR LATE AFTERNOON OR NIGHT CHECKPOINTS**

- Coleman lantern or similar light
- Several flashlights

## **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 cloths dry

## **CREATURE COMFORTS**

- Insect spray
- Suntan lotion
- Sunglasses
- Toilet paper or sani-kan

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

## **Appendix K OFFICIAL RESULTS**

Electronic Version - The attached results format is available for downloading in word or excel format from the [scca.org](http://scca.org) web site. Go to [scca.org](http://scca.org), RoadRally section; Results form.



Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Sanction Number: \_\_\_\_\_

Over-all	Positions				Car No.	Driver and Navigator (First and Last name)	Hometown and State (Driver and Navigator)	SCCA Region or Guest Status	Make of Vehicle	Total Penalty Point
	Class									
	E	L	S	R						

# Appendix L OFFICIAL PRE-CHECK REPORT FORM

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Pre-check Crew: Driver: \_\_\_\_\_

Navigator: \_\_\_\_\_

Pre-check Date: \_\_\_\_\_

Please rate the following on a scale of 1 to 5...5 being best!

## GENERAL INSTRUCTIONS

## Comments:

- |  |       |
|--|-------|
| _____ Content (including supplemental material re: motels, directions, etc.) | _____ |
| _____ Clarity  | _____ |
| _____ Route following instructions   | _____ |
| _____ Emergency signs  | _____ |
| _____ Checkpoint operation   | _____ |
| _____ Timing methods   | _____ |
| _____ Scoring procedures   | _____ |
| _____ Claims procedures (make-up, method of operation).                      | _____ |
| _____ Penalties  | _____ |
| _____ Awards   | _____ |

## ROUTE INSTRUCTIONS

- |  |       |
|--|-------|
| _____ Accuracy                           | _____ |
| _____ Clarity                            | _____ |
| _____ Conformity to General Instructions | _____ |
| _____ Signs                              | _____ |
| _____ Lettered Instructions              | _____ |
| _____ Format                             | _____ |
| _____ Over lap                           | _____ |
| _____ Callback mileages                  | _____ |
| _____ Tulip diagrams (NTR Only)          | _____ |

## ROAD COURSE

- |  |       |
|--|-------|
| _____ Interest                                       | _____ |
| _____ Avoids residential areas                       | _____ |
| _____ Physical condition (i.e., paved vs. non paved) | _____ |
| _____ Congestion                                     | _____ |
| _____ Industrial parks                               | _____ |

## AVERAGE SPEEDS

- |                                 |       |
|---------------------------------|-------|
| _____ Reasonable & safe         | _____ |
| _____ Pauses                    | _____ |
| _____ Overabundant calculations | _____ |
| _____ Entry speeds at controls  | _____ |

**CONTROLS**

- \_\_\_\_\_ Locations \_\_\_\_\_
- \_\_\_\_\_ Arrangement / Layout \_\_\_\_\_
- \_\_\_\_\_ Adequate number \_\_\_\_\_
- \_\_\_\_\_ Observation controls \_\_\_\_\_
- \_\_\_\_\_ Proximity to speed changes \_\_\_\_\_
- \_\_\_\_\_ Distance beyond stop signs or \_\_\_\_\_  
low-speed turns \_\_\_\_\_

**REST & FUEL STOPS**

- \_\_\_\_\_ Frequency \_\_\_\_\_
- \_\_\_\_\_ Facilities \_\_\_\_\_

**MILEAGE MEASUREMENTS**

- \_\_\_\_\_ Accuracy–time based MM’s (spot check) \_\_\_\_\_
- \_\_\_\_\_ Accuracy-route following (check all, esp. \_\_\_\_\_  
0.10 rule) \_\_\_\_\_
- \_\_\_\_\_ Consistency \_\_\_\_\_
- \_\_\_\_\_ Variance from statute miles \_\_\_\_\_

**ADMINISTRATION**

- \_\_\_\_\_ Headquarters \_\_\_\_\_
- \_\_\_\_\_ Lodgings \_\_\_\_\_
- \_\_\_\_\_ Registration \_\_\_\_\_
- \_\_\_\_\_ Safety Inspection \_\_\_\_\_
- \_\_\_\_\_ Scoring \_\_\_\_\_

**OFFICIAL ELAPSED TIMES**

- \_\_\_\_\_ Calculations (spot check) \_\_\_\_\_

Submitted by:

\_\_\_\_\_

Date \_\_\_\_\_



<b>Office Use Only</b>	
Date Rec'd	_____
License Type	_____

**Appendix M RoadRally Safety Steward Application**

If mailing label is not affixed above or is incorrect, complete the following:

**CHECK ONE:**       **Renewal**     **New**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

TELEPHONE (h) \_\_\_\_\_ (w) \_\_\_\_\_

SCCA MEMBER # \_\_\_\_\_ REGION \_\_\_\_\_ DIVISION \_\_\_\_\_

**LICENSE RENEWAL**

The signature of the Regional Executive, **RoadRally** Board member, Divisional **RoadRally** Steward, or course instructor is not required for the renewal of a current RoadRally Safety Steward license.

**INITIAL LICENSE**

Requires Regional Executive OR **RoadRally** Board member OR Divisional **RoadRally** Steward, AND Safety Seminar signatures. Contact one of the above individuals for information regarding a Safety Steward Seminar.

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signer's Title

\_\_\_\_\_  
Course Instructor Signature

\_\_\_\_\_  
Date

I, the undersigned, hereby made application to the SCCA, Inc., for the issuance of a **RoadRally** Safety Steward license (RRSS). I hereby certify that the information given above is true and correct. I further certify that I have attended a RRSS Seminar and that I am familiar with the SCCA Regulations governing the use of the RRSS License and I agree to abide by those Rules and Regulations and all applicable SCCA policies.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\*Please note that all SCCA licenses expire with membership.  
*Please maintain a copy for your records and send the original form to:*  
 Central Licensing, P.O. Box 19400, Topeka, KS 66619-0400  
 Phone: (800) 770-2055 or (785) 357-7222/ Fax, (785) 232-7228, www.scca.org





**20. EXCEPTIONS**

Exceptions to RRR's and RFO's are explained in the attached draft of the GI's. The following is summary checklist:

- Redefined main road determinants (NCR only)  \_\_\_\_\_
- Controls other than open controls and DIYC's  \_\_\_\_\_
- Variations in timing and/or scoring procedures  \_\_\_\_\_
- Different claims procedures  \_\_\_\_\_

The sanction fee of \$175.00/\$25.00 is enclosed. A draft of the GI's is attached. This application is submitted by:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature / Print Name / Date

I, the undersigned, confirm that I have or will have conducted a **RoadRally** Safety pre-check of this event.

\_\_\_\_\_/\_\_\_\_\_

**RoadRally** Safety Steward Signature / Date  
(must hold a current license at time of pre-check)

**21. REGIONAL APPROVAL**

This sanction application has been approved by the organizing region. By such approval, the region acknowledges and accepts its responsibilities to the Sports Car Club of America, Inc., under current SCCA policies, rules and regulations.

\_\_\_\_\_/\_\_\_\_\_

Signature of Regional Officer / Title

\_\_\_\_\_/\_\_\_\_\_

Print Name / Region

Please forward completed form to:

**SCCA Rally/Solo Department**  
**P.O. Box 19400**  
**Topeka, KS 66619-0400**  
**(800) 770-2055 or (785) 357-7222**  
**(785) 232-7228 FAX**

## Appendix O SCCA SOLO II/RoadRally Audit Form

This audit form must be completed and returned to the SCCA Rally/Solo Department with the appropriate sanction/insurance fees no later than **45** days after the event. An event is considered completed upon receipt of this audit form with payment.

Region \_\_\_\_\_ Event Date \_\_\_\_\_  
 Event Location \_\_\_\_\_ Event Name \_\_\_\_\_  
 Event Organizer \_\_\_\_\_ No. Cars Competing \_\_\_\_\_

Were there any safety incidents requiring the filing of an Incident Report Form? Yes \_\_\_ No \_\_\_  
 If yes, has the form been sent to Risk Management? Yes \_\_\_ No \_\_\_ Date Sent \_\_\_\_\_

**Calculate actual number of cars entered in the event:**

2 drivers,	1 car	1 to 3 days = count as 2 cars
1 driver,	2 cars	1 to 3 days = count as 2 cars
1 driver,	1 car	1 to 3 days = count as 1 car

**SOLO II:** Sanction fee = \$2.00 per car competing.

Insurance fee = \$2.00 per car competing.

<b>Sanction fee*</b>	\$2.00 X _____	= \$ _____	Date paid _____
<b>Insurance fee**</b>	\$2.00 X _____	= \$ _____	Check # _____

**TOTAL: \$**

\*For Divisional Solo II events: The sanction fee of \$2.00 per car competing is not required; however, the insurance premium remains the same.

\*\*20 cars/\$40.00 minimum; 175 cars/\$350 maximum.

**RoadRally:** Each region may calendar one (1) **RoadRally** event per calendar year of a charity nature at a flat insurance fee of \$50.00; no sanction fee is required. Proof of the charitable nature of the event must be attached to this audit form. Social Rallies require a flat fee of \$10.00 which covers both sanction and insurance fees. No other fees are required.

**Sanction fee (Regional/Divisional) = \$1.00 per car competing. Sanction fee RoadRally championship event (National = \$175 or Divisional = \$25), submitted with sanction application.**

**Insurance fee (Regional/Divisional/National) = \$3.00 per car competing.**

<b>Sanction fee (RoadRally championship event)</b>	\$175 (national, flat fee) \$25 (divisional, flat fee)	= \$ _____	
<b>Sanction fee (regional/divisional)</b>	\$1.00 X _____	= \$ _____	Date paid _____
<b>Insurance fee*</b>	\$3.00 X _____	= \$ _____	
<b>Social Rally (sanction fee and insurance)</b>	\$10 (flat fee)	= \$ _____	Check # _____

**TOTAL: \$**

\*5 cars/\$15.00 minimum, 25 cars/\$75.00 maximum

Submitting event results with this audit form is optional; however, this office and the respective Boards are interested in obtaining as many results as possible in order to better understand the true participation levels in various classes and categories.

If a region is in arrears on audit payments by more than 45 days, further sanction applications may not be approved. For audits not paid within 90 days of the event, the Region will be invoiced for a determined fee. The fee will be determined by adding the number of cars competing in your region in 1999, dividing by the total number of events for the year, and then adding an additional 50% to that amount.

On behalf of the region indicated above, I hereby certify that the information on this Solo II/RoadRally audit form is correct and that we understand the rules and penalties stated herewith.

\_\_\_\_\_  
**Event Organizer Signature**

\_\_\_\_\_  
**Date**

Mail to: **SCCA Rally/Solo Department, P.O. Box 19400, Topeka, KS**  
**1(800)770-2055 / 785-357-7222 / FAX: 785-232-7228**

2/03

## Appendix P TIME ALLOWANCE REQUEST

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**TIME ALLOWANCE REQUEST** Car Number \_\_\_\_\_ Leg Number \_\_\_\_\_

Delay occurred between route instructions # \_\_\_\_\_ and # \_\_\_\_\_

Waiver of penalty requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Amount of time claimed: \_\_\_\_\_ (19.5 minutes maximum)

Reason for delay request: \_\_\_\_\_

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\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Contestant Signature

---

**TIME ALLOWANCE REQUEST** Car Number \_\_\_\_\_ Leg Number \_\_\_\_\_

Delay occurred between route instructions # \_\_\_\_\_ and # \_\_\_\_\_

Waiver of penalty requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Amount of time claimed: \_\_\_\_\_ (19.5 minutes maximum)

Reason for delay request: \_\_\_\_\_

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\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Contestant Signature

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**TIME ALLOWANCE REQUEST** Car Number \_\_\_\_\_ Leg Number \_\_\_\_\_

Delay occurred between route instructions # \_\_\_\_\_ and # \_\_\_\_\_

Waiver of penalty requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Amount of time claimed: \_\_\_\_\_ (19.5 minutes maximum)

Reason for delay request: \_\_\_\_\_

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\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Contestant Signature

## Appendix Q SCORING AUDIT REQUEST

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### SCORING AUDIT REQUEST

Car Number \_\_\_\_\_ requests a scoring review on leg number \_\_\_\_\_

**We show the following times:**

Time out last control \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_ Time in this control \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_

Elapsed time \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_ Official time \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_

Penalty \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_

Contestant Signature \_\_\_\_\_

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### SCORING AUDIT REQUEST

Car Number \_\_\_\_\_ requests a scoring review on leg number \_\_\_\_\_

**We show the following times:**

Time out last control \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_ Time in this control \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_

Elapsed time \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_ Official time \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_

Penalty \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_

Contestant Signature \_\_\_\_\_

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### SCORING AUDIT REQUEST

Car Number \_\_\_\_\_ requests a scoring review on leg number \_\_\_\_\_

**We show the following times:**

Time out last control \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_ Time in this control \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_

Elapsed time \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_ Official time \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_

Penalty \_\_\_\_\_ : \_\_\_\_ . \_\_\_\_\_

Contestant Signature \_\_\_\_\_

## Appendix R WORKER POINTS

As per Article 8.C. of the RRR, the Chairperson may identify up to four (4) persons who have participated as workers in the event to receive Worker Points for each **RoadRally** Championship event (NTR and NCR held concurrently are considered to be a single event). Once the Chairperson has officially declared the persons to receive worker points the designees may not change. The worker shall receive the number of points equal to that individual's best finish in that person's declared class for that year. Each worker may only be awarded Worker Points for one event per series per year. The following form should be submitted to the RSD and Official Points keeper when mailing official results. Worker Points are not awarded for DTR or DCR. Worker Points are to be awarded to the following:

EVENT NAME \_\_\_\_\_

WORKER NAME	CLASS	
_____	_____	Course <input type="checkbox"/> Tour <input type="checkbox"/>
_____	_____	Course <input type="checkbox"/> Tour <input type="checkbox"/>
_____	_____	Course <input type="checkbox"/> Tour <input type="checkbox"/>
_____	_____	Course <input type="checkbox"/> Tour <input type="checkbox"/>

EVENT NAME \_\_\_\_\_

WORKER NAME	CLASS	
_____	_____	Course <input type="checkbox"/> Tour <input type="checkbox"/>
_____	_____	Course <input type="checkbox"/> Tour <input type="checkbox"/>
_____	_____	Course <input type="checkbox"/> Tour <input type="checkbox"/>
_____	_____	Course <input type="checkbox"/> Tour <input type="checkbox"/>

\_\_\_\_\_  
Organizer Signature / Date

\_\_\_\_\_  
Print name

## Appendix S OBSERVER'S REPORT FORM

Please complete this form, copy, and submit directly to the Rally/Solo Department (RSD). The RSD will then distribute copies of the report to the Divisional **RoadRally** Steward, Event Liaison, and Event Chairperson. Observers are urged to expand their remarks as necessary in order to bring to the attention of the responsible officials any outstanding or deficient aspects of the event.

NAME OF EVENT \_\_\_\_\_ DATE \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_ PHONE \_\_\_\_\_

REGION \_\_\_\_\_ DIV \_\_\_\_\_ TYPE NTR / NCR / Both

**GENERAL INSTRUCTIONS.** Number of questions received \_\_\_\_\_

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**ROUTE INSTRUCTIONS.** Were there any problems? \_\_\_\_\_

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**RALLY COURSE.** Were there any significant route problems? \_\_\_\_\_

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**CONTROLS.** Any problems with control operation (location, staffing, timing, or operation)?

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**ARRANGEMENTS.** Were the lodgings, meals, refueling, rest stops, and hospitality well chosen or thoughtfully provided? \_\_\_\_\_

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**ADMINISTRATION.** Were registration, tech, and scoring handled efficiently, accurately, and courteously?\_\_\_\_Were any legs voluntarily discarded by the organizers? \_\_\_\_If yes, how many and for what reasons? \_\_\_\_\_

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Were any claims entered by contestants?\_\_\_\_If yes, complete a "Claims Summary Report Form" and submit as part of this report. How many were: allowed \_\_\_denied \_\_\_not considered \_

**SANCTION EXCEPTIONS.** Were RRR exceptions used as allowed?\_\_\_\_\_

Were RRR exceptions used that were not granted?\_\_\_\_\_

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**CLAIMS.** Attach the white copy of each claim, plus the fee for any denied and undecided claims and forward to the Rally/Solo Department within two (2) weeks after the event.

Subject of Claim	Allowed	Denied	Forward to RRB
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**OBSERVER OPINION.** Was the overall concept of the event well executed?\_\_\_\_\_  
Was the event well received by most contestants?\_\_\_\_\_Assuming essentially the same committee, do you think that sufficient experience and ability were exhibited to permit sanctioning of the event as a NTR or NCR next year if such a request is presented?\_\_\_\_\_

**OUTSTANDING POINTS**

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**DISAPPOINTING ASPECTS**

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\_\_\_\_\_  
Official SCCA *RoadRally* Observer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## Appendix T VEHICLE INSPECTION FORM AND EMERGENCY NOTIFICATION

This form, upon completion, must remain at rally headquarters and be readily accessible in the event of an emergency.

Event Name \_\_\_\_\_ Date \_\_\_\_\_

Driver \_\_\_\_\_ Navigator \_\_\_\_\_

Car # \_\_\_\_\_ Class \_\_\_\_\_ Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_

**DRIVER:** In case of emergency, the following person should be notified (excluding rally partner).

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**NAVIGATOR:** In case of emergency, the following person should be notified (excluding rally partner).

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

The following items are to be inspected:

\_\_\_\_\_ Headlights (high/low beams), parking lights, taillights, and stop lights

\_\_\_\_\_ Horn

\_\_\_\_\_ Windshield wipers

\_\_\_\_\_ Directional signals

\_\_\_\_\_ Rear-view mirror

\_\_\_\_\_ Foot brakes (subject to static brake test)

\_\_\_\_\_ Parking brake (holding ability)

\_\_\_\_\_ Tires (condition of sidewalls and tread)

\_\_\_\_\_ Seat belts (properly installed for both occupants)

\_\_\_\_\_ One D.O.T. approved emergency warning triangle or six 15-minute road flares (for events run after dark)

\_\_\_\_\_ Commercial advertising, if any, must be in good taste

\_\_\_\_\_ Class equipment limitations (if applicable)

\_\_\_\_\_ Car number and Day-Glo sticker on vehicle (if applicable)

\_\_\_\_\_ Committee supplied sponsor advertising (if applicable)

***I warrant that I have inspected the above items on my vehicle and they are in working order.***

\_\_\_\_\_  
Competitor signature

\_\_\_\_\_  
Date

## Appendix U ORGANIZERS' PACKET CONTENTS

1. **RoadRally** Rules (RRR)
2. Rules for Organizers (RFO)
3. Additional Forms
  - A. How to read the rate sheet
  - B. Membership applications
  - C. Rally Waivers (see Appendix F)
  - D. Minor Waivers (see Appendix F)
  - E. Incident Report Forms/green cards
  - F. Official **RoadRally** Claim Forms
4. Other
  - A. **RoadRally** Safety Steward Handbook
  - B. SCCA and **RoadRally** logo sheet
  - C. SCCA letterhead/envelopes (5 each)

# Appendix V CONTESTANT EVALUATION REPORT

Sanction # \_\_\_\_\_ Event Name \_\_\_\_\_ Date \_\_\_\_\_ Driver( )  
 Navigator( )

Please circle the number opposite each category which best expresses your opinion of that aspect of the rally. You are encouraged to use the reverse side for comments.

	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Fair</u>	<u>Poor</u>
<u>1. General Instructions</u>					
a. How was the content? (Did the Generals contain sufficient information to allow you to satisfactorily perform all of the aspects of this rally?)	10	8	5	2	0
b. How was the clarity? (Was the material presented clearly? Did you understand it? Were sufficient examples given?)	10	8	5	2	0
<u>2. Route Instructions</u>					
a. Were the Route Instructions accurate?	10	8	5	2	0
b. Was the format clear and legible?	3	2	1		0
c. Did they conform to what the Generals described?	3	2	1		0
<u>3. Rally Course</u>					
a. How interesting was the course? How well did it make use of available terrain?	6	5	3	1	0
b. How were the average speeds, considering the course and rally difficulty?	6	5	3	1	0
c. How consistent were mileage measurements?	4	3	2	1	0
d. Did critique slips contain adequate & correct information?	3	2	1		0
<u>4. Controls</u>					
a. Were control locations effective and fair?	6	5	3	1	0
b. Was control operation efficient?	6	5	3	1	0
<u>5. Administration</u>					
a. How efficiently were registration and vehicle inspection performed?	2		1		0
b. Was scoring accurate and prompt?	2		1		0
c. How would you rate the arrangements? Lodgings; Meals; Hospitality	3		1		0
d. Were rest stops & refueling facilities adequate in quantity & quality?	2		1		0
e. Was claims procedure efficient & fair?	3		1		0
<u>6. Assessment of Overall Concept</u>					
a. How well did you like the concept?	10	8	5	2	0
b. How well was the concept implemented?	10	8	5	2	0
<u>7. Administrative Decisions</u>					
a. How sound were decisions made by the rally committee?				Sound ( )	Unsound ( )
b. How sound were the decisions made by the claims committee?				Sound ( )	Unsound ( )
<u>8. Enjoyment</u>					
a. Did you enjoy the event/weekend?				Yes ( )	No ( )
b. Would you run this event again?				Yes ( )	No ( )