

## **STEP BY STEP INSTRUCTIONS FOR COMPLETING THE SANCTION/INSURANCE REQUEST FORM FOR ROADRALLY EVENTS**

- Item 1** The Region applying for the sanction.
- Item 2** List only the dates that cars will actually practice and/or compete. (You do not need to add set-up dates because they are automatically covered within 14 days of the event).
- Item 3** List the name of the event (if applicable).
- Item 4** Provide the name of the track, facility, or location of the event (i.e., New Hampshire Speedway, NH; Opryland USA, Nashville, TN; Streets of Durango, Durango, CO).
- Item 5** Check what type of event you are requesting insurance for.
- Item 6** Put the name and address of the person who wishes to have the original certificate and copies. The audit form will be sent with the certificates. Office phone number, home phone number, and fax phone number are needed to get in touch with you if there is a problem. We will fax a copy of the certificate to the fax number given if we have less than 7 days until the event. **NO EVENT CAN BE CONDUCTED WITHOUT AN INSURANCE CERTIFICATE**. Call the Risk Management emergency phone number outside of office hours if certificate can't be located at the time of the event.
- Item 7** Put the number of certificates you need to have including copies for the certificate holders. We will mail these to the person and address show in Item 6.
- Item 8** Organizations who need a copy of the certificate (i.e., "Certificate Holders") being issued. List their address and be sure to tell us what their role at the event will be and if you want A certificate sent directly to them.
- Item 9** List any Additional Insureds you would like listed on the Insurance Certificate.
- Item 10** List the name of the Event Chairman (include address, phone number and email address) and the *RoadRally* Safety Steward. Please note: **A LICENSED ROADRALLY SAFETY STEWARD NEED NOT BE PRESENT AT THE EVENT. A PRE-CHECK OF THE EVENT IS REQUIRED.**
- Item 11**
- a. Time Frame (day, evening, night)
  - b. Rules used (SCCA National, SCCA local, etc.)
- Item 12** The Chairman of Organizer's signature is required in order to verify that you agree to abide by the rules and guidelines listed in Item 11.A and B and the date.
- Item 13** The signature of the *RoadRally* Safety Steward confirming a pre-check is required.
- Item 14** The signature of the Regional Executive (or designate) and date is required.
- Item 15** List any supplies you wish sent with the insurance certificates (i.e. request forms, audit forms, waivers, etc.).

# SCCA RoadRally<sup>SM</sup>

## Sanction Application/Master Insurance Plan Request

Sanction # \_\_\_\_\_

This form must be received **45** days prior to the event in order to appear in *SportsCar*.

For sanctioning purposes, it must be received **14** days prior to the event or a late fee may apply.

1. **Region** \_\_\_\_\_ 2. **Event Date(s)** \_\_\_\_\_

3. **Event Name (if applicable)** \_\_\_\_\_

4. **Event Location/Address** \_\_\_\_\_

### 5. Type of RoadRally Event:

National RoadRally +  
 Divisional RoadRally +\*  
 Charity Rally \*

National Divisional Road Rally+\*\*  
 Gimmick Rally \*\*  
 Regional TSD-Course  
 Regional TSD-Tour

Regional non-TSD  
 Social Rally\*\*\*  
 Other \_\_\_\_\_

+ A separate sanction form, insurance request and deposit are required. Contact the Solo and RoadRally Department for a separate sanction application and applicable sanction fees.

+\* All Divisional **RoadRally** events **must** be calendared with the Solo/Road Rally Department. Counts for only divisional points.

\* Each region may calendar one (1) **RoadRally** event per calendar year of a charity nature at a flat insurance fee of \$50; no sanction fee is required. Proof of the charitable nature of the event **must** accompany the audit form.

+\*\* National Divisional Road Rally events must be calendared and count for National points.

Flat fee of \$25 sanction fee

\*\* The same procedures followed as for all other Rallies; **RoadRally** Safety Steward is required.

\*\*\* Specifications: Maximum length of 90 minutes of competition; cannot count toward any type of championship; must use a defined course; must conform to current Safety and Insurance policies; must be checked and approved by a licensed **RoadRally** Safety Steward.

6. **Send original Insurance Certificate and Audit Form to:** \_\_\_\_\_

Address \_\_\_\_\_

Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_ (FAX) \_\_\_\_\_

Email \_\_\_\_\_

7. **Number of Certificates required by #6** \_\_\_\_\_.

8. **Other organizations needing the Insurance Certificate:**

	Name	Address	Event Relation
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

9. **Please list any Additional Insureds you would like listed on the Insurance Certificate:**

	Name	Address	Event Relation
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

\*Please check box(es) if you want Risk Management to send Certificates directly to the address listed above.

10 **EVENT OFFICIALS (Must be SCCA Members)**

Event Chair/Organizer \_\_\_\_\_ Member # \_\_\_\_\_  
Address \_\_\_\_\_  
Phone  (H) \_\_\_\_\_  (W) \_\_\_\_\_ FAX \_\_\_\_\_  
Email \_\_\_\_\_

\*Please check the box next to the phone number which should appear as the contact number in *SportsCar*.

**RoadRally** Safety Steward \_\_\_\_\_ Member # \_\_\_\_\_  
(must be currently licensed at time of pre-check)

11 **EVENT INFORMATION**

Time Frame (day, evening, night) \_\_\_\_\_  
Rules used (SCCA National, SCCA local, etc.) \_\_\_\_\_

12 In requesting SCCA **RoadRally** Sanction, the organizing region certifies that this event will be organized and conducted in accordance with the mandatory portions of the **RoadRally**, Rules, and all applicable SCCA policies including, but not limited to the following:

**The RoadRally Audit Form must be completed and returned to the SCCA Solo and RoadRally Department along with the appropriate sanction fee and insurance fee no later than 45 days after the event. Sanction fee is \$1.00 per car; Insurance fee is \$3.00 per car (Minimum: 5 cars / \$15 - Maximum: 25 cars / \$75). Social Rally: Sanction and Insurance fees are \$10 total per event. Add \$25 for late audits. For audits not paid within 90 days of the event, the Region will be invoiced for a determined fee. The fee will be figured by adding the number of cars competing in your region in 2002, dividing by the total number of events for the year, and then adding 50% to that amount. In the event of a cancellation, written notification is required no later than 2 weeks after the event has been scheduled. If written notification is not received within this time, the host region will be charged for the event.**

\_\_\_\_\_  
**Event Organizer/Chair Signature** \_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Regional RoadRally Safety Steward Signature** \_\_\_\_\_  
**Date**

14 Signature of Regional Executive (R.E.) **required** unless SCCA has received written permission from the R.E. giving authority to an organizer/chairperson to request sanctions.

\_\_\_\_\_  
**Regional Executive (or Designee) Signature** \_\_\_\_\_  
**Date**

15 Please note any supplies (i.e. release forms, etc.) that are needed for this event.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mail to: SCCA Solo/Road Rally Department  
PO Box 19400  
Topeka, KS 66619-0400  
1800-770-2055, (785) 232-7656 / (785)232-7215 (FAX)**