GTA Timeline

*** - for samples refer to scca.com/programs/roadrally/rules & documents/Information for First-Time RoadRally Organizers and also in the GTA RoadRally Handbook.

RALLY ORGANIZATION TIMELINE 3-4 months before

Confirm the date on the SCCA Regional & National schedules.

Determine the Organizer and Rallymaster.

Establish start and finish locations. Obtain owners' approvals.

Begin route planning.

2-3 months before

Submit budget for region approval.

Complete route planning.

Send promotional materials to electronic, print and on-air media.

https://dk1xgl0d43mu1.cloudfront.net/user_files/scca/downloads/000/002/822/publicizingyourroadrally1.pdf?1422395743

Print flyers for distribution at meetings and upcoming events. ***

Provide information to other clubs for their newsletters.

Order insurance and sanction. Note that sanction applications must be received 14 days prior to a regional event, 45 days prior to a divisional event, and 90 days prior to a national event.

The link to the sanction application on SCCA.com is updated annually and the form can be obtained by selecting:

PROGRAMS/ROADRALLY/Rules & Documents (under RoadRally Guide) then going to the Documents for RoadRally Organizers section and clicking on Sanction Application.

2 months before

Complete preliminary General Instructions. ***

Complete preliminary Route Instructions.   ***

Select control locations.

Secure registrar, scorer and sweep commitments.

3-5 weeks before

Complete preliminary pre-checks.

Finalize Route Instructions.

Complete General Instructions.

Finalize questions and answers.

Order awards

Recruit workers.

Send final Information to hot lines, websites, internet forums.

2-3 weeks before

Run SCCA Safety Steward as well as experienced and novice crew pre-checks.

https://www.scca.com/downloads/13572-gta-safety-check-report

1-2 weeks before

Revise General and Route Instructions for pre-check comments.

Confirm start and finish locations with the managers.

1 week before

Perform final pre-check.

Confirm all workers.

 Obtain supplies (control signs, waivers, etc.).

2-5 days before

Print General and Route Instructions, answer sheets, etc.

Prepare registration and control packets.

1 day before

Confirm all materials complete.

General Instructions, Route Instructions, answer sheets.

Control and emergency signs.

Registration forms. Waivers. Membership and Weekend Membership forms.

Scoreboard.

Day of event

Perform morning pre-check, if practical.

Open registration.

Send control crews (with signs and other materials) 30 minutes before first car.

Send lead car (with emergency signs) 10 minutes before first car.

Send sweep 5 minutes after last car.

Begin scoring event as the first car arrives.

Present trophies or other awards.

Week after

Send insurance audit form and payment to SCCA National Office.

The link to the Audit Form on SCCA.com is updated annually and the form can be obtained by selecting:

PROGRAMS/ROADRALLY/Rules & Documents (under RoadRally Guide) then going to the Documents for RoadRally Organizers section and clicking on Audit Form.

Print and mail final results to all competitors and championship pointskeeper.

https://www.scca.com/downloads/3294-national-regional-results-xls/download

Note: Use of the official results form is only required for National and Divisional events.

Email thank you with results to all workers.

Send list of entrants and workers with addresses and phones to mailing list keeper.

Write article and send with results to newsletter editor.

Prepare summary and financial report for submission to region's BoD. Send waivers and entry forms to region's registrar for safe keeping.

Send all accounting including income, receipts and invoices to treasurer.

Take a deep breath. It's over!