SCCA

Lone Star Region

Social (Under 75 Mile) Road Rally

Handbook

January 3, 2017 Released by Ken McElroy
August 29, 2018 Updated by Ken McElroy
October 2019, Rewrite to match Convention Power Point by Ken McElroy
January 2020, Updated after input from National Convention by Ken McElroy

TABLE OF CONTESTS

PREFACE

The Sports Car Club of America (SCCA) is dedicated to having fun with our cars.

The SCCA offers a variety of fun options including Road Racing, Auto Cross (Solo), Rally Cross, and Road Rallys to name a few. Road Racing events take place on paved circuits designed for high speed racing. Autocross, often called parking lot racing, requires a large paved area such as an airport parking lot or inactive runway. Rally Cross is similar to Auto Cross but is run on dirt so a large field is needed. Road Rallies are events run on street circuits, never involve speeding and only require a minimum of staff.

SCCA Road Rallies are divided into two types but all are designed to offer a scenic drive with a purpose although exceeding a legal speed limit is never required or even encouraged. Time Speed Distance (TSD) events challenge the driver and navigator to drive a course in an exact time. TSD events are usually run for Divisional and National points and navigation usually requires sophisticated equipment. Game, Tour, and Adventure (GTA) events also require a driver and navigator but scoring is not based on time-speed-distance. A subset of GTA events are Social Rallies because they have a maximum length of 75 miles.

For the Lone Star Region, a GTA Social Rally is defined as a nice drive in the country followed by a good meal and is not run for SCCA championship points.

INTRODUCTION

The intent of this handbook is to help Lone Star Region SCCA members organize a GTA Social Road Rally event of less than 75 miles. This handbook covers the development of a non-time rally where scoring is based on observations of items along the route, puzzle solving, etc. Such events may include but are not limited to:

> Poker – at each contact point receive a card to see who has the winning hand at the end
> Sign – read signs along the route
> Clue – use clues to follow the route and to find the path of the route
> Photo – Rallymaster uses photos to define the route
> Treasure Hunt/Scavenger – see who can collect the most items
> Regularity or Loop – run a regulated course numerous times and take the average time
> Scatter – visit all of one set of locations, in any order, and lowest mileage wins
> Trek – Follow a leader from point a to point b

When developing a rally, the rallymaster must always remember that we are sharing the road with the general public. For that reason, safety must be the rally master's top concern during rally development. Speeds which are too slow or too fast for road and traffic conditions and or unsafe control locations must be avoided. For this reason, our rules require a safety pre-check by a licensed road rally safety steward prior to the event being presented.

Details of a Road Rally event are contained in the General Instructions (GI) which will be emailed to pre-registered entrants (or found online) and the Road Rally Route Instructions (RI) which will be given out at the rally start point. The General Instructions may apply to a variety of events while the Route Instructions apply to a specific event.

This handbook is based on the guidelines published in the following SCCA guides:
- SCCA Road Rally Rules (RRR's)
- SCCA RFO's (Rules for Organizers)
- SCCA Regional Road Rally Handbook

No special equipment is required for a GTA Road Rally. All vehicles must have a current state inspection sticker and be covered by current insurance. All drivers must have a current driver's license. These rallies

are meant to be family events and children are encouraged to join in the fun with parental approval. Rallying is an ideal way to interest new people in joining the Lone Star SCCA region of SCCA. If they come out and have fun, membership is often the next step.

The scoring system may vary with each event but should be covered in the appropriate. Regardless of scoring, rallying should be a lot of fun if you like to spend time in your car, see some scenery and spend time with congenial people. Rallies usually end at a location where munchies and beverages are available. This allows everyone to join the crowd in discussing how the event went so improvements may be mad. The end location is also where any trophies may be awarded.

WHY RUN A SOCIAL ROADRALLY?

A Lone Star Region social Road Rally event is about having fun in your car. These events are planned for family fun and children are encouraged to participate. All courses will be run on public roads and will never require speeds above posted limits or speeds that create dangerous driving conditions. Time is only a minor consideration during these events and distances should be based on Google Earth measurements to the nearest 10th a mile (even though some modern car odometers only measure in miles).

To enter an event, a team must include a licensed driver and a navigator who can read English. Extra passengers may include friends or even children. The only qualification for the car is that it have a current state inspection sticker and that it have valid insurance meeting state requirements. The designated driver must have a current driver's license.

The personnel to run a Social Road Rally are minimal by racing standards. Because the Safety Steward can not be the Rallymaster, at least two people are required to plan and execute an event. Once more people are trained, a Rally Organizer, a Registrar, and lead and sweep car teams may be added. No timing equipment, flags, or other equipment are required. As additional events are run, new staff may be trained. Because it is run on public roads, no special sites are required.

Social Road Rallys are inexpensive for a region to promote. The SCCA fee to cover sanctioning and insurance for a Social Road Rally is only $4.50 per car but is capped at $45.00 for an event. Thus, all money for more than 10 cars is pure profit for the region. A regular regional GTA Road Rally would cost $6.50 for every car,$2.00 for the sanction and $4.50 for insurance.

If the Social Road Rally can be matched to a local non-profit, it helps bring additional favorable publicity to the SCCA Region. As long as you don't arrive during a peak period, most restaurants will welcome the increased business offered by a Social Road Rally with open arms.

The main purpose of the Social Road Rally is to have fun with cars.

PERSONNEL AND THEIR DUTIES

The following is a list of the key officials and their duties. In many cases their duties may be combined, with one person acting in several capacities except the Rally Master may not be the Safety Steward.

RALLY ORGANIZER / CHAIR -- The organizer is responsible for the overall administration of the event. Duties may include but are not limited to:
1.   Obtain local and region approval
2.   Calendar event – confirm the date.
3.   Develop a budget.
      A.   A copy of this form is found in the appendix at the end of this document
      B.   A copy is also included in the Excel spreadsheet used with Lone Star Region Road Rallys.

4. Recruit people to fill the other key positions.
5. Complete the Activity List as activities are completed.
6. Obtain and submit insurance and sanction forms.
7. Develop preliminary route by setting the Start, break and final locations.
8. Organize promotions.
9. Obtain Awards and present them at the finish.
10. Preparation and mailing of results.
11. Filling financial reports.
12. Update the activity list as activities are completed.
    A. A copy of this form is found in the appendix at the end of this document
    B. A copy is also included in the Excel spreadsheet used with Lone Star Region Road Rallys.
13. Coordination of Final Pre-checks.
14. Obtain and return supplies.
15. Register with Clubregistration.net per Chris Alvardo at calvarado@clubregistration.net
16. Advertise on Facebook at least three months in advance.
17. Advertise with Austin Statesman.
    A. Sent a flyer to Davis Wilfong at dnwilfong@gmail.com
    B. It helps if the name of the rally is something technical that has a hook to cars.
18. Advertise with Mazda, Corvette, Porsche, BMW, Mini-Cooper and other car clubs at least three months in advance.
19. Send audit forms (to be sent to the SCCA National Office with appropriate fees).
20. Write article with results and send to Lone Star Region website.
21. Write article with results and send to Jeanne English, ean21@juno.com.
22. Submit final financial report to Board.
23. Organizer helps collects lessons learned before, during, and after the event.
24. Compile Lessons Learned from participants.
25. Update Lone Star Region Rally Handbook.

RALLYMASTER -- The rallymaster is responsible for developing the course. This includes but are not limited to:
1. Rough out the route.
2. Develop final route.
3. Preliminary and final General Instructions.
4. Preliminary and final Route Instructions.
5. Recruit workers and train for any control points.
6. Event time schedule.
7. Coordinate to have the lead car drive the final route as a pre-check.
8. Coordinate to have the chase car drive the final route.
9. Confirm registration and tech forms.
10. Develop options for weather contingencies.
11. Update the General instructions after the pre-check.
12. Update the Route Instructions after the pre-check.
13. Confirm scoreboard.
14. Coordinate to have the lead car leave at least 10 minutes before the start.
15. Responsible for scoring the rally and providing the organizer the official results.
16. Help return any borrowed equipment.
17. Organizer helps collects lessons learned before, during, and after the event.
18. The Rallymaster might need to have one team at registration and another team at the endpoint so he doesn't have to speed between the two locations.

SAFETY STEWARD – May not be the Rallymaster.
1. Safety Steward will sign off on the Safety Check List submitted by the Lead Car.
2. Safety Steward approves the General Instructions.
3. Safety Steward approves the Route Instructions.
4. Safety Steward helps collects lessons learned before, during, and after the event.

5. Works with the Rally Master to develop options in case of weather.
6. If changes are made to the Route Instructions after the initial run, the Safety Steward will review and may validate the changes or suggest alternative actions.

REGISTRAR -- The Registrar is responsible for registration of all participants. This includes all competitors and workers. The Social Road Rally registrar does not have to be an SCCA licensed registrar. Key responsibilities include but are not limited to:
1. Preparation of entry forms
   .A. Note: the entry form should contain the phrase, "(The undersigned) warrants that the vehicle is covered by Liability Insurance meeting the minimum requirements in the state of registry
   B. .A copy of this form is found in the appendix at the end of this document
2. Print all materials needed for this event.
3. Confirm membership.
4. Being sure that all participants properly sign the waiver(s) and that they are witnessed.
5. Responsible for assuring that all competitor vehicles meet SCCA safety requirements including having a valid state inspection sticker and valid insurance.
6. Receiving and accounting for all entry moneys.
7. Verification of claims of SCCA membership.
8. Verification of valid driver's license.
9. Verification of current insurance for each entrant.
10. Helps send sweep car 5 minutes after the last car.
11. Send weekend membership forms to National Office.
12. Send entry forms and waivers to regional registrar for archiving.
13. Send all income and bills to treasurer.
14. Send list of workers, addresses, phone numbers, etc to mailing list keeper.
15. Assuring that waivers are kept for six (6) years and insurance warrants for two (2) years.

LEAD CAR
1. Drives the course at least six weeks in advance of the rally to confirm route instructions are accurate.
2. Drives the course at least six weeks in advance of the rally to confirm that all clues are valid.
3. Drives the course at least six weeks in advance of the rally to complete the Safety Check List for the Safety Steward to sign.
4. If changes are made to the Route Instructions after the initial run, a second run may be required before completing the Safety Check List.
5. Drives the course ahead of the first competitive car to be sure that all roads are open and signs etc. are correct, and puts out emergency or detour signs if necessary.
6. The rally master needs to release the cars so he should not be lead car.
7. If the Rallymaster can not cut cross country to meet the participants when they arrive at the finish point, the Lead Car will need to welcome the contestant cars as they arrive and help start debriefing the contestants.

SWEEP CAR
1. Drives the course to confirm that Route instructions are accurate.
2. Drives the course to confirm that the Route instruction clues are still valid/
3. Drives the course after the last car of the rally has been released to collect safety and detour signs placed by the lead car.
4. Drives the course after the last car of the rally has been well as collect all safety and detour.
5. If manpower is short, the registrar may do this job.
6. In lieu of a sweep car, you may publish the cell phone number rally officials familiar with the rally route who can help a lost contestant, or a contestant with car trouble.

PHOTOGRAPHER – This position is very helpful in documenting the event. If possible, this should be their sole duty so they are not distracted during the event.
1. This might be the chase car as the Rallymaster and Registrar might be too busy to take pictures.

2.   Pictures should include:
        A.   Registration activities
        B.   All awards
        C.   Fellowship at the end
        D.   Unique cars

SOCIAL ROAD RALLY INITIATION
16 weeks before an event

PICK A THEME – Rally Chair and Rally Master
1.   This is the anchor for future publicity so it should represent the intent of a Road Rally Event.
2.   Try to tie theme to the date of the event or the route of the event.
3.   You might try a technical theme if you are trying to get the Road Rally advertised in a newspaper auto column.
        Examples:
        A.   50 Anniversary of the First Walk on the Moon = Moon Tower Road Rally to visit all of the remaining 13 Moon Towers in the city.
        B.   J. Lorraine Ghost Town as Start and End points = Ghost Town Social Road Rally before Halloween. The Ghost Town also had a haunted house and we offered awards for best costumes.
        C.   Visit to National Mammoth Museum = Mammoth Road Rally
        D.   View the Wildflowers in the Spring = Blue Bonnet Road Rally
        E.   100th Anniversary of the birth of Hedy Lamarr – Hedy Lamarr Road Rally

CHOOSE A STARTING POINT – Rally Chair and Rally Master
1.   Need a parking lot large enough so registration will not affect regular business.
2.   Start Point should have facilities.
3.   It is helpful is the Start Point has snacks.
4.   Starting Point should have shade.
5.   Easy to find with easy access to main roads and expressways
6.   If you are using a business parking lot, be sure to get their approval.
7.   If you are using a business parking lot, you might want to give them an appreciation award before the Road Rally departs.
        Examples:
        A.   Auto Dealership and have someone bring donuts.
        B.   Mall with a sports theme Restaurant
        C.   Buckee's Parking lot
        D.   Parking lot at Roadside Safety Rest Area
8.   You may launch in order of registration, or in random order. You can also suggest that those who tend to drive faster, start first. This keeps cars from bunching up.
9.   It is best for cars to be spread out, so staggered launches are popular. Cars are released one at a time with a 2 to 3 minute interval between them. This also keeps cars from bunching up.
10.   Note that staggered starts can mean a lengthy wait for the last few cars launched, and the first cars off will have to wait for everyone at the finish. To minimize this wait, there are several clever options.
        A.   Have two legs in the rally, and have half the group drive A/B order, and the other half drive B/A order. That way, by alternating starting legs, you can launch cars in half the time.
        B.   Have different clues on the rally sheets, so even if cars bunch up, they will be looking for different clues.

CHOOSE A FINISH POINT – Rally Chair and Rally Master
1.   Need a parking lot large enough so participants will not affect normal business.
2.   Finish Point should have facilities
3.   Finish Point should have food and/or drink for the end of rally festivities such as handing out awards

4.   Finish Point should have a pleasant atmosphere so participants may linger.
5.   If you are using a business, give them an appreciation award along with the awards to participants.
         Examples:
         A.   Bar-B-Que Joint
         B.   Honky Tonk
         C.   Catfish Parlor
         D.   Famous local hamburger joint
         E.   Winery that also sells cheese and meats and such to go with the wine.
6.   The finish location should be determined well in advance. The manager should be contacted to be sure you will be welcomed and that space and help will be available to service your group.
7.   The location selected should have reasonable food cost and drinks available and space to handle the number of people who are expected there.
8.   Diner parking lots are also excellent as they provide all the previously mentioned amenities, and are generally near gasoline stations.
9.   Parking lots in public parks are also good, but in all cases, make sure that permission is granted by the owners or operators of such places.
10.   The end location of an enjoyable rally should be at a restaurant or meeting place that can accommodate the number of rally contestants, guests and club members who not only ran the rally, but may join you at the finish. Select a place with a wide variety of foods available. Many restaurants outside of the cities have adequate parking areas and private rooms which they will be delighted to make available to you. After all, it represents a big increase in their regular business.
11.   The finishing place depends on the sort of rally you are running. Some very successful rallies have ended at a beach or an apple picking orchard with everyone bringing along a picnic and bathing gear. Or it could end at an accommodating members' home with a pool party and barbeque.
12.   Having made your decision, discuss it with the management or the owner.

PICK AN APPROXIMATE ROUTE – Rally Chair and Rally Master
1.   On a map or Google Map or equivalent, lay out a rough route.
2.   You will have time to go back over this route in more detail several times.
3.   Note the roads that are used and their sequence, exact mileages can be added later.

CHOOSE A DATE – Rally Chair and Rally Master
1.   Try not to conflict with any local or regional racing events.
2.   Try not to conflict with any major local sporting events.
3.   Consider if the Road Rally would conflict with any local holidays.
Examples:
         A.   Circuit of the Americas (COTA) race events, Cars and Coffee
         B.   Local Colleges and high schools football, soccer, and baseball schedules
         C.   Local festivals that might cause traffic issues along the route

SELECT A START TIME – Rally Chair and Rally Master
1.   Not too early unless it is a breakfast run.
2.   Not too late unless you can finish before dark.
3.   I normally try for a late lunch finish since that would be a slower time at the Finish Point.
Examples:
         A.   Start about 11:00 AM so the finish is about 2:00 PM.
         B.   Do not start at 5:00 PM in October as they will finish in the dark and can not read the route instructions. Start at 3:00 or 4:00 instead..

DEVELOP A "ROUGH" FLYER" TO SHOW YOUR BOARD – Rally Chair and Rally Master
1.   List the time and location of the start point
2.   List the time and location of the finish point
3.   Give a description of the event and the route

4.   Give the fees expected
5.   List the registration options although you might not have the exact websites URLs yet
6.   List other non-profits that will share this Road Rally
7.   Add an illustration about the Road Rally theme or explain the theme

GIVE THE LONE STAR REGION'S BOARD AN ESTIMATED BUDGET – Rally Chair and Rally Master
1.   The fee for a Social Road Rally is only $45.00
2.   The other main expenditure will be printing for flyers and trophies
3.   Give a car tally and income to make a small profit.
Example
      A.   Expenses include $45 SCCA sanction fee
      B.   Assume $100 printing for flyers and awards
      C.   Income for eight cars at $20 per car is $160.
      D.   Profit of $15. Any additional cars just improves the rally's profit.
CALENDAR YOUR EVENT WITH THE BOARD FOR YOUR REGION – Rally Chair and Rally Master

SET UP CLUBREGISTRATION.NET AND CONTACT START AND FINIISH POINTS
15 Weeks before an event

CONTACT CLUBREGISTRATION.NET ATT CHRIS ALVARADO –Rally Chair
1.   calvarado@clubregistration.net
2.   Request him to set up registration for the event.
3.   Request him to set up a URL that can be printed on the flyer for people to register at.
4.   Rough out the flyer but add new URL for this event to the flyer

NEGOTIATE WITH THE START POINT – Rally Master
1.   If you are meeting in a parking lot, talk to the businesses closest to the meeting spot.
2.   Make sure the site exit locations offer safe entry into street traffic.
3.   Try to find a site that has facilities or even snacks.
4.   Try to find a site with shade since some registrants will be standing around for an hour before they depart.
5.   It should have enough parking are so that it does not disrupt normal business at that location.
6.   If you are working with one business, plan on having the Rally Organizer give them a Certificate of Appreciation on the day of the Rally.

NEGOTIATE WITH THE FINISH POINT – Rally Master
a.   If you are meeting in a parking lot, talk to the businesses closest to the meeting spot.
i.   If should have enough parking are so that it does not disrupt normal business at that location.
3.   Site should offer food, drinks, and an area where contestants can chat after the rally.
4.   Area for eating and chatting after the event should be climate controlled for the season.
      A.   A shaded patio in the spring or fall
      B.   Air conditioned for summer heat
      C.   Shaded patio with misters for moderate heat
5.   Have early arrivals go ahead and order their refreshments instead of waiting on the last car.
6.   If you are working with one business, plan on having the Rally Organizer give them a Certificate of

PRINT PREMOTIONAL FLYERS, START THE MAP DEVELOPMENT, SUBMIT
SANCTION/INSURANCE FORM FOR YOUR EVENT
14 Weeks before the event

START PROMOTIONS WITH YOU FLYER – Rally Chair
1.   One of the keys to a successful event is promotions. You can never advertise too much. Flyers advertising the event should be spread far and wide. Posting them in auto parts stores, on bulletin boards, and handing them out at every event you attend. You don't have to have the rally done, or hardly even started, to put out a flyer. All you really have to have is an idea of the area where

you will run the event, date, time and locations for the start and finish. Three months ahead is not too early to start advertising.

2. The flyer should always include the four W's. What, When, Where and Who. What is the event, what will it be like, what is the length, what kind of roads will be used, etc.? When is the day and date, when is registration, when is the start, when do entries have to be in? Where will it start, where do competitors send an entry? Who do competitors contact for more information, who is putting on the event, or who do entrants make their check to? A sample flyer is included in the Appendix 2.

3. It helps if the title of the rally has some "hook" that is related to a local theme or a car related theme.

START MAP DEVELOPMENT – Rally Master

1. After determining where you want to start and finish the rally, it is time to get out a detailed map and lay out a proposed route(s). Assuming that you are familiar with the roads in the area, you can probably get the route about 90% correct at this stage Even if it is a short event, you should plan for a short restroom break.

2. Setting up the course of the rally is the most time consuming part as all roads have to be driven and decisions made as to whether to keep that particular road or discard it for an alternative. At the end of a day's run the notes you have made of route instructions should be re-written clearly in double spacing so that next time out you start with a clear set of instructions to which you can add. While setting up the route, watch out for historical plaques or signposts and items of interest which can then be incorporated into the route instructions at the appropriate place. It is interesting to know some facts about the area you are covering when running the rally. Also, if entrants are to be asked questions as part of the rally, hunt now for the things you want to include and make sure they are written in the rally route instructions at the correct places. Make sure you have the correct answers on your own copy for checking final results.

3. Curvy roads are good!

4. Hilly roads are good!

5. Gravel or extremely pot holed roads are bad!

6. Have participants turn where roads are well marked and avoid intersections where directions may not be clear.

7. Strive for scenic views and interesting places. Cotton or corn fields get old quickly.

8. Unsafe intersections (blind views) or unsafe road surfaces should be avoided. Remember, safety first.

9. Although names on mailboxes have been used as clues in the past, it is recommended that you do not use mailboxes for clues unless it is really obvious.

10. Keep off busy streets or if you absolutely must, <u>DO NOT have clues on busy stretches</u>.

11. NEVER have participants look backwards for clues. Everything must be visible by looking forward or to the side only.

12. It is always OK to add "Caution" to an instruction if you think they should take extra care there.

13. Be as detailed as possible with directions and landmarks. No one wants to get lost. (If a car does get lost and your instructions were good, don't feel bad.)

14. Always note stop signs/lights on rally sheets.

15. Keep the rally length a reasonable time. Usually, sixty to seventy miles is a good target distance, but it's up to you how long you make your rally.

16. Keep in mind that the world changes, so as leaves and crops grow, your clues may be obscured.

17. SPEED is not a factor in these events. Course timing is based on driving 5 mph below legal speed limits with a 30 minute cushion added.

18. CARS must be street legal with current inspection stickers and valid insurance.

19. Do not run night events as it will be hard to read the route instructions.

Print the and submit the Sanction/Insurance Form – Rally Chair

1. The Sanction Form, when submitted, results in obtaining a event sanction number and the needed insurance for an event.

2. The Sanction Form is found on the SCCA website
   A. Look under the "Programs" title on the white line just below the SCCA logo.

     B.   From the drop down men select "RoadRally:

     C.   The RoadRally page will open and click on "Rule and Documents" found under "RoardRally" Guide subsection "Roadrally Home" on the right side of the screen.

     D.   The "RoadRally Rules & Documents" page now appears.

     E.   Under the "Documents for RoadRally Organizers" you will click on "Sanction Application".

     F.   A "New_2019_SCCA_...pdf ^" will appear at the lower left corner of the screen. Click on this icon.

     G.   A PDF labeled 2019 SCCA Sanction Application" will appear.

     H.   Fill out this form.

     I.   Print out a copy of this form. (If you save this form, all of your filled out information will be lost and only a blank form will be saved.)

     J.   Scan the Form so it may serve either of two functions:

         a.   Be sent to SCCA headquarters to obtain a Sanction number and insurance.

         b.   Be posted during registration on Rally Day.

3.   Email the scanned copy of the printed out form to sanction@SCCA.com along with a flyer

4.   When you get the sanction number, add it to the flyer.

5.   When you get an email with the Insurance Papers, copy the two sheets and post them during registration on Rally Day.

START PROMOTING THE EVENT, MAKE THE FIRST DRY RUN, AND CALENDAR EVNT WITH JEANIE ENGLISH AND SOUTHWEST DIVISION
13 Weeks before the event

Promoting the Event – Rally Chair

1.   Be sure to get the event listed in your region's schedule as soon as possible. If you cooperate with other clubs in your area, try to get it in their schedules also. The more places that the event is visible, the better chance for a good turnout.

2   The internet is a great place to advertise. If your region has a web page or a Facebook page, be sure that you take advantage of it. Also, list the event on the SCCA Calendar by contacting the National Office/Rally Department. This calendar is located at SCCA.com Rally/Road Rally/Forms.

3   Send announcements to your local radio stations and newspapers. They may include an announcement in their "things to do" or "coming events" section.

4.   Other sources to announce an event include but are not limited to:

     A.   e-mail lists

     B.   webforums

     C.   facebook

     D.   notices to other car clubs

     E.   local news media (especially if it is a charity event)

     F.   local calendars

2.   Give each Board member at least 10 copies of the finished flyer to distribute.

First Dry Run – Rally Master

1.   The Rally Master should make the first dry run themselves. If there are errors (very common) they know their intended route better and are better able to make corrections on the fly.

2.   I write up step by step instructions giving the mileage for each leg from my google map route development. For each leg I try to say what road I am initially on, which way I should turn, and what the name of the new road should be. Many of the roads in this area have multiple names depending on where along their length you are.

     Example: Old Highway 20, on street name signs at some corner, and FM 976, on highway marker signs, may be the same road but one type of sign may be more common than the other.

     Example: If a road is not identified by signs it should be noted on the Route Instructions but some landmark should be noted to indicate that travelers are on the correct road. White house on the right with caliche drive or red trampoline on right side of green house on the right.

3.   On your first run through on the road, you will refine the route instructions, establish mileage to 1/10 mile or closer, make a record of the speed limits along the route

4.   Refinement of the route instructions may include things such as correcting instructions to reflect the actual appearance of roads and landmarks, adding information on traffic lights, stops, yields, etc., or revisions to avoid unsuitable roads.

5.   The rallymaster might want to plan of 4-6 trips over the course before it is finalized. With each run, his team becomes more familiar with the route which helps develops questions about the route.

6.   Don't worry about clues on the initial run, they can be found on later runs.

7.   Many rallymasters just type them in the computer right off the map rather than use hand written notes and later enter them into a computer. One thing that can be helpful if you type your instructions into a computer, is to set the spacing to triple space so there is room to write as you refine/correct them on the road.

8.   If there are a large number of entrants in a Rally, the first part of the route may have multiple paths which will shorten the time that each car is released to be out of sight of the preceding team on that path. After sever miles, all of the paths may merge back into the main path.

Calendar your event with Southwest Division – Rally Chair

1.   Calendar your event with the Southwest Division of SCCA (SOWDIV) by sending a flyer to Shasta Lanz at alanz1@juno.com.

2.   Shasta is the senior Road Ralllymaster in the Southwest Division and is on the national board. He is a good source of information if you need assistance.

3.   Another valuable source of Road Rally knowledge in the Southwest Division is John Poulos at jmpoulos32@yahoo.com who works with Shasta in the Texas Region.

4.   A third source of Road Rally information is Peter Schneider of the New Jersey Region who is also on the National Road Rally Board. Mr. Schneider's email is pjschneidernj@gmail.com.

Calendar you event with SCCA National Rally Chair

1.   Send Jeanne English a copy of the flyer at ean21@Juno.com

2.   I have found Jeanne a good help when trying to find out who I should interface with in the national office on a number of topics.

SEND FLYERS TO NEWSLETTERS/WEBSITES AND UPDATE ROUTE INSTURCTIONS
12 Weeks before the event

Send Flyers to Newsletters and websites – Rally Chair

1.   Send flyers to these local media outlets:

2.`   Advertising information to newsletter editor

    A.   http://austin360-secure.pointslocal.com/new-

    B.   http://www.motortexas.usa@gmail.com

    C.   one entry free per year than $20 each after that.

    D.   Austin Chronicle

        a.   On the Austin Chronicle Website, on the top menu bar select "Submit an event"

        b.   Fill out the form and submit it.

    E.   Austin Statesman Cars Section

        a.   David Wilfong

        b.   dnwilfong@gmail.com

    F.   SCCA Southwestern Region webmaster.

        a.   Go to sowdivscca.com and then the first tab will be "About Us".

        b.   Under the drop down menu select "SOWDIV CONCTACTS" and then go to the bottom of the list. Click on the Webmaster's name and leave a summary of the event.

    G.   SCCA National webmaster

     `   a.   Send letter introducing the rally to Sanction@scca.com

Update the Route Instructions based on what was learned during the initial run. – Rally Master
1. The Route Instructions should be close to final form but still without gimmick questions. These will be added with the next run.
2. Assign two people to make the 3rd run along the route. The Rallymaster may be one person. The purpose of this 3rd run is three fold"
    A. Confirm the corrected route instructions
    B. Look for clues (the second person can take notes)
    C. Prepare to fill out the GTA Safety Check Report
3. The Lead or Sweep car driver should be included in one of the runs to this point so they will be familiar with the route on rally day..

Assign two people make the 2nd run of the rally route in order to – Rally Master
1. Assign two people
2. Assign anyone BUT the Safety Steward
3. Confirm the route
4. Start looking for clues

SEND FLYERS TO AUTO CLUBS/DEALERS AND RUN THE ROAD RALLY ROUTE FOR CLUES
11 Weeks before the event

Distribute Rally Flyers to the following -- Rally Chair
1. Dealerships for models supporting Road Rallys
    A. Miata
        b. Roger Beasley Mazda South, 4506 S IH 35, Austin (Motor Mile)
        c. Roger Beasley Mazda Central, 6825 Burnet Road
    B. Honda
        a. Howdy Honda, 5519 E Ben White Blvd
    C. BMW
        a. BMW South Austin, 5501 South IH 35 (Motor Mile)
        b. BMW of Austin, 7011 McNeil Drive
    D. Porsche
        a. Porsche Austin, 200 E. Huntland Drive
    E. Mini Cooper
        a. MINI of Austin, 7113 McNeil Drive
2. Auto Clubs that support Road Rallys
    A. Tejasmiatas at www.tejasmiata.org
    B. Hill Country Porsche Club at www.hcrpca.org

2nd Run of the Rally route, start looking for clues – Rallymaster
1. Confirm that the route instructions are accurate
    A. Make sure all turns are in the correct direction
    B. Make sure all roads are correctly identified on the route instructions
    C. Make sure all roads are identified by signs along the road
2. Noting clues that may be used along the route
3. Making notes in order to fill out the GTA Safety Check Report
4. The navigator can also take note on possible clues along the route.

COMPLETE PRELIMINARY INSTRUCTIONS
10 Weeks before the event

Update the Rally Instructions – Rally Master
1. Make corrections to the Rally Instructions based on input from the 2nd Run.
2. Make corrections to the Rally Instructions based on the GTA Safety Check List.

3.   Clues and Answers may be added to the Rally Instructions at this time.
4.   Historical notes may be added to the Rally Instructions at this time.
5.   Mileage per leg should be checked at this time.

Complete the Preliminary General Instructions – Rally Master
1.   The General Instructions are meant to be general enough that they can be used for multiple events.
2.   I had initially put the rally start times in the General Instructions but after we ran an event in the evening I changed the General Instruction to reflect that registration is an hour with a safety briefing starting 15 minutes before the hour was up.
3.   A sample General Instructions will be found in the Appendix of this Document.
4.   The main thing that you need to establish at this time is route following priorities. Some typical priorities might be:.
        A.   Execute an emergency instruction or follow an emergency sign.
        B.   Execute a route following instruction referenced to an official mileage.
        C.   Execute a route following instruction.
        D.   Follow the Principal Road.
5.   The Principal Road is the obvious continuation of the road on which you are traveling. If you are to leave the principal road, or the Principal Road is not obvious, you will be given a route instruction. The Principal Road may be defined by road surface, curve arrows, center lines, stop signs, yield signs etc.
6.   Instead of the Principal Road, as defined in the SCCA rules, many clubs use a main road rule such as straight as possible at all intersections. You may also define the main road with a set of priorities. For more information on main road rules, refer to the SCCA RoadRally Rules.
7.   Don't forget to spell check both documents.

ASSIGN PEOPLE TO RUN THE ROUTE A THIRD TIME FOR ACCURACY
9 Weeks before the event

Assign two people to run the Rally Route a 3rd time for accuracy and clues – Rally Chair
1.   If possible this run should be by people who have not run the route before.
2.   This is a good opportunity to have lead or sweep car driver or navigators run the route.
3.   Try to get a clues for every leg of the route. Some stretches of road are barren of clues and other sections offer multiple clues.
4.   Try to balance clues for each section or leg of the route if possible.
5.   Note the time that it takes to run the route in-case the length needs to be modified.
6.   Novice teams will often find a problem that experienced crews will overlook as experienced teams "know what you meant". An example is the use of the instructions 'jog'. Everyone knows what a jog is, right? Well, not if it is your first rally and the term is not defined in the glossary for the event.

CONTINUE TO PROMOTE AND RUN THE RALLY ROUTE AND RUN THE RALLY ROUTE A THIRD TIME
8 Weeks before the event

Continue to promote the event – Rally Chair
1,   Any site, club, company, newspaper, website, you may have missed
2.   You can never do too much no matter how tedious

3rd Run of the Rally Route to confirm accuracy of Route Instructions and clues – Rally Chair
1.   Note the time it takes to run the route
2.   Note any areas that may be affected by weather

ORDER AWARDS, RECRUIT WORKERS, UPDATE GENERAL AND ROUTE INSTURCTIONS
7 Weeks before the event

Recruit workers --- Rally Chair
1. You should already have Rally Chair and Rally Master along with Safety Steward, Lead and Sweep cars at this time.
2. You still need at least one Registrar but they can always use extra help as they have a lot to do on event day. One registrar can handle up to 15 cars in an hour so if you are expecting more cars, please help them out.
3. A Photographer is always helpful as everyone is busy, especially at the start, of an event.
4. Recruit someone to bring snacks for registration.

Update the Route Instructions after the 3rd running of the route – Rally Master
1. You can never go over the Route Instructions too many times.
2. Have new people read it over if you can.

ONCE MORE OVER THE ROUTE INSTRUCTIONS
6 Weeks before the event

Order awards for this event – Rally Chair
1. You don't always need trophies.
2. Diplomas printed on heavy paper seem to be working well
3. Since we are letting everyone grade their own questionnaires on recent road rally events we are not keeping up with points. We don't need the points since we are not participating in any of the Road Rally championship. We are just having fun. Our recent participants seem happy with our approach.
4. Other recent diplomas that have been given with participant participation include but are not limited to:
   A. Oldest driver
   B. Youngest driver
   C. Oldest navigator
   D. Youngest navigator
   E. Youngest participant
   F. Newest vehicle
   G. Oldest vehicle
   H. Hard Luck Award
   I. Most Unique Car
   J. Hottest Car
5. We are trying to promote "fun" so other awards would be appropriate as long as they are fun.

Update the Route Instructions to final form – Rally Master
1. You should be getting the Route Instructions ready for a final reading or even the actual event.
2. Clues and historical information should be in place.
3. If you are using a multiple guess format (I suggest three answers for each question to make grading easier) now is the time to add the false answers
4. Be sure the rally RIs are clearly typed in double spacing with mileages and average speeds noted where appropriate.
5. For clue rallies, leave room on the sheet for rally contestants to write or circle their answers.
6. Use different fonts or styles to create a user-friendly structure.
7. Number all questions.
8. PROOF READ, PROOF READ, PROOF READ!!!!
9. Keep the questions in order with the rally directions (unless this is the "gimmick" of the rally).
10. For rallies with a separate question sheet, put a space at the top of the sheet for the member's name, starting mileage if required, departure time, etc...

11.   If your route sheet has multiple pages, make page breaks at a reasonable point, so participants don't have to constantly flip pages.
12.   Always include cell phone numbers of both the Rally Chief and the Rally Mastser in case a rally contestant(s) gets lost!
13.   If your event is a clue rally, design a rally sheet that is easy for you to grade
14.   Always keep in mind which is a clearer description?
        A.   Turn left at the light
        B.   Turn left off TX 71 onto RR 1826 at the light

ENSURE WORKERS ARE AVAILABLE AND SEND LETTER TO LOCAL SHERIFFS
5 Weeks before your event

Ensure that the needed staff will be available for the event – Rally Chair
1.   Rally Chair – Or appointee
2.   Rally Master
3.   Registrar(s)
4.   Lead Driver
5.   Sweep Driver
6.   Photographer

Send a courtesy letter to all law enforcement officer along the route – Rally Chair
1.   To whom should the letter be sent
        A.   It should be addressed to the head of the Highway Patrol
        B.   Copy each Sheriff whose county the route goes through.
        C.   Copy each Police Chief for every city the route goes through
2.   Assurance to include in the letter
        A.   This is not a race
        B.   Speed limits will be strictly observed
        C.   Alcohol is not permitted
        D.   Drivers have been warned
        E.   This event is not based on speed but answering questions along the way.
        F.   Approximate times
        G.   Proposed route
3.   I have found it better to mail the letter to each person rather than fax or email it.

Assign people to make the 4th run of the rally route – Rally Master
A.   You can never go over the Route Instructions too many times.
B.   Have new people read it over if you can.

CONFIRM WORKER COMMITMENTS AND START SENDING INFO PACKETS TO APPLICANTS AND MAKE 4TH RUN IF NECESSARY
4 Weeks before the event

Send the following packet of information to everyone who has/or will sign up for this event – Rally Chair
1.   This packet of information will help them shorten the sign-in process. Ask them to print out their forms, fill them out, and bring them to registration.
2.   This transaction may either be an email or a snail mail depending on the status of the recipients mail service.
3.   This packet of information should include but is not limited to:
        A.   Letter of introduction – I make this the email letter that they see with everything else attached.
        B.   Road Rally Flyer (it should have the sanction number and clubregistration.net URL by this time).

C. General Instructions
D. Entry Form
E. Minor Waiver that musut be signed by both parents for minor children participating in this event.

Remind all workers of the time and date of this event – Rally Chair
1. Include Date
2. Include Time
3. Include Start Location
4. Include Finish Location

4th Run of the Rally Fourth for final checks – Rallymaster
1. A fifth run may still be run if the Rally Chair and Rallymaster think that it would be advantageous.
2. At least one novice should be included in the driver-navigator team making this run. This is a good time to train future workers.
3. This run should be made using the latest Route Instructions, the Final General Instructions, and clues.
4. Any problems found during this run should be corrected and then checked again.
5. There is nothing worse than getting participants lost.

COMPLETE GTA SAFETY CHECK INSPECTION FORM, FINAL CHECK OF GENERAL AND ROUTE INSTRUCTIONS
3 Weeks before your event

Fill out the GTA Safety Check Report and have the SCCA RoadRally Safety Steward sign it.
1. All SCCA road rallies are required to be pre-checked by a licensed Road Rally Safety.
2. When the rally is being set up, the safety handbook should be reviewed to be sure that the event meets the requirements, which are only simple common sense.
3. The Safety Pre-Check should be run on the same day of the week and at the same time of day that the as the actual roadrally sometime in the last three weeks before the event. It is a good idea if the rallymaster and the safety steward run the route together so the safety steward can explain to the rally master what changes need to be made, and why, if any.
4. The Safety Pre-Check form is found on the SCCA website
   A. Look under the "Programs" title on the white line just below the SCCA logo.
   B. From the drop down men select "RoadRally:
   C. The RoadRally page will open and click on "Rule and Documents" found under "RoardRally" Guide subsection "Roadrally Home" on the right side of the screen.
   D. The "RoadRally Rules & Documents" page now appears.
   E. Under the "GTA RoadRally Organizer Information" heading click on the "GTA Safety Check Report" highlighted in red font".
   F. A "July_2019<"GTA…docx" will appear at the lower left corner of the screen. Click on this icon.
   G. A Word document labeled "SCCA RoadRally Safety Inspection/Pre-Check Report" will appear.
   H. In the middle of the yellow bar at the top of this form two page form is an "Enable Editing" button that should be clicked.
   I. The screen should now the first sheet of this form and you can make alterations such as adding event name, date, organizer, and such at the top and bottom of the form. It is also much easier to print at this stage.
   J. Once filled out and signed by the final run driver and the SCCA Road Rally Safety Steward, it needs to be posted at registration during the event.
   K. If any changes need to be made to the route, the rally master must act quickly to implement the changes and update the route instructions.

Finalize the General Instructions -- Rallymaster

1. These should include a time schedule but does not have to give exact times.
2. These should include a glossary of terms used in the Route Instructions.
3. These should include information on how the legs of the route were measured.
4. Make sure you spell check.
5. These instructions should be so general that they can be used for multiple events.

Finalize the Route Instructions -- Rallymaster
1. This should be the final instructions that will be printed.
2. Have you read and other people read over it enough to correct possible errors
   A. Make any corrections to the instructions based on results of the GTA RoadRally Safety Inspection and suggestions from the Safety Steward.
   B. Grammar
   C. Spelling
   D. Errant right instead of left
   E. Incorrect street addresses
   F. Incorrect street names

CREATE A DRIVE/NAVIGATOR "SCOREBOARD" REGISTER AND PLAN WEATHER DELAYS
2 Weeks before your event

Plan for options if there are weather delays – Rally Chair
1. Heavy rain could require planning for alternate routes.
   A. Flooded low water crossings
   B. Dirt roads turned to mud
      a. Potholes
      b. Too slick to drive safely on
2. Smoke from grassfires may cause a need to revise routes.
3. High winds could postpone an event by making driving hazardous on certain sections of roads.

The Driver/Navigator Scorecard is a way to keep up with each race team at a rally – Rally Chair
1. It is initiated in advance as people register on line
2. It list driver's information on each driving team and be used to capture awards at the end
   A. Driver's Name
   B. Navigator's Name
   C. Number of Passengers
   D. Year, Make, and color of Car
   E. How they found out about the event
      a. Clubregistration.net
      b. Email to Rally Chair or Rallymaster
      c. Walk-up
      d. SCCA member
   F. You can add what other rally or racing events they have attended
   G. Driver's emails which can be used to notify these people of later events
3. Print it out in advance on 8.5 x 14 paper which will give you more space to add information during registration at the event.
4. Use ti to record awards given at the end of the event
5. It should be the main source of information when writing the race summary after the event.
6. A copy of this form is found in the appendix at the end of this document
7. A copy is also included in the Excel spreadsheet used with Lone Star Region Road Rallys.

THE FINAL WEEK OF PREPARATION
1 Week before the event

Contact Start Location with the approximate number of people to expect – Rally Chair

A.   Confirm arrangements made when setting up this side.
B.   Inform location of approximate number of cars/people to expect
C.   Confirm arrangement in case of weather

Contact Finish Location with the approximate number of people to expect – Rally Chair
1.   Confirm arrangements made when setting up this side.
2.   Inform location of approximate number of cars/people to expect
3.   Confirm arrangement in case of weather

Complete and update the Safety Briefing for this rally and print one copy– Rally Chair
1.   Update for weather
2.   Update for any final changes in the route

Print out one copy of the Route Instructions for copying – Rally Chair

Print out awards for this rally on heavier paper than normal – Rally Chair
1.   Oldest driver
2.   Youngest driver
3.   Oldest navigator
4.   Youngest navigator
5.   Youngest participant
6.   Who came the furthest to participate
7.   Newest vehicle
8.   Oldest vehicle
9.   Hard Luck Award
10.   Most Unique Car
11.   Hottest Car
12.   Who has attended the most rallies

Print out Thank You Awards for Start and Finish location on heavier paper than normal – Rally Chair
1.   Start Location
2.   Finish Location

Update entrant Scorecard – Rally Chair
1,   Final check with online registration (clubregistration.net)
2,   Final check for personal contacts with any rally members.
3.   Print out a copy on 8.5 x 14 size paper or larger for each starting location

Confirm by e-mail that all workers are aware of the date, time, and start location – Rally Chair

Obtain needed supplies for this rally (may include but not limited to:)– Rallymaster
1.   Signs
2.   Entry Forms
3.   Minor Wavers
4.   SCCA Applications
5.   Chairs (2+)
6.   Tables (1+)
7.   Clip Boards (4+)
8.   Pens (12+)
9.   Water bottles
10.   Driver Scorecard

Print copies of Route Instructions – Rally Master
1.   To save paper, I print the General Instructions on the back side of the Route Instructions
2.   If the Route Instructions are long enough, I print the Police letter on the backside
4.   If the Route Instructions are long enough, I print the safety briefing on the backside

5.   If the Route Instructions are long enough, I print the rally flyer on the backside
6.   Run one for each registrant and for expected walk ups.
      A.   It would be a major failure to not have enough
      B.   In the past we have 40-40 as many walkups as registrants
7.   Print on 8.5 x 11 paper so they fit on standard clip boards
8.   Staple the packet of Route Instructions together

Print extra registration forms (if you have too many use them on the next rally) – Rally master

The Big Event

Start Point
!.   Set-up for Registration using items collected last week – Registrar
      A.   While registration can be run out of a car in a parking lot, it is a lot nicer for everyone if an inside location with tables and chairs can be found. Often, a fast food restaurant, such as McDonalds or Burger King, will welcome you if they are approached properly and the benefits in extra business explained to them.
      B.   Shade is really important in central Texas, more than either heat or air conditioning.
      A.   Entry Forms
      B.   SCCA Applications
      C.   Minor Wavers
      D.   Card Table (1+)
      E.   Chairs (2+)
      F.   Clipboards (4+)
      G.   Pens (12+)
      H.   Entry Forms
      I.   Water Bottles
      J.   Driver Scorecard
      K.   Certificate of Insurance for display at the start location
      L.   Safety Steward signed GTA Safety Check Report for display at start location
      M.   SCCA and Region signs for start (and later for finish) location
      N.   Optional set of racing flags to add color at registration
      O.   Welcoming Smile
2.   Take Pictures -- Photographer
3.   Register all competitors – Registrar
      A.   Post a copy of the Scorecard showing who registered early
      B.   Entry forms must be checked for completeness
      C.   All cars have current insurance
      D.   All cars have current inspections sticker
      E.   At least one person has a valid driver's license
      F.   If a member is current in SCCA get his SCCA number for the Scorecard
      G.   If a competitor is not an SCCA member, have them complete a weekend membership
      H.   Collect entry fees for walkups and people who did not pay online
      I.   Keep Drivers Scorecard up to date
      J.   Waivers must be signed by all participants and properly witnessed
4.   Lead Car Leaves – Lead Car
      A.   Driver and Navigator
      B.   45 minutes after registration starts
      C.   Carries "Detour" signs incase of last minute route changes
        a.   Notify Rally Master of any changes
        b.   Notify Sweep Car of any changes
5.   Safety Briefing – Rally Chair or Rally Master or Safety Steward
      A.   Welcome everyone
      B.   A copy of the safety briefing is given to each competitor
      C.   A copy of the Police Letter is also giver to each competitor

           D.   Both of these may be printed on the back of the Route Instructions

           E.   Make General Instructions available to any new Road Rallies

                a.   It has been sent to early registrants by email

                b.   It may be printed on the back of the Route Instructions.

           D.   This is not a speed event

           E.   There is no drinking during this event, please wait for the final stop.

           F.   This is a fun event and scoring does not count for any championship.

           G.   Beware of dry grass.(or recent heavy rains)

           H.   If you have an accident, call the Rally Chair at BR-549

           I.   Go over the Route Instruction for new participants

6.   Release Competitor cars – Rally Master

           A.   Release the first one hour after the start of registration.

           B.   Route Instructions (RI) may be handed out

                a.   May be handed out after the safety briefing

                b.   Each team should have equal time to review the RI before leaving

            C.   Release at time intervals far enough apart so they hopefully don't see each other.

           D.   Make sure new participants are comfortable with the Route Instructions

7.   Call the End Location with the final tally of people to expect – Rally Chair

8.   Sweep Car leaves to close the course – Sweep Car

           A.   Sweep driver and navigator

           B.   Any time after last car

           C.   Look for lost cars along the way

           D.   Pick up any detour signs or equipment used along the route.

           E.   You are the signal at the End Location that everyone should have arrived.

9.   Take Pictures of registration – Photographer

           A.   Registration process

           B.   Competitors and their cars

           C.   These should go on the Facebook or website

           D.   These may be used in the Rally Summary

Recovery of Lost Contestants

1.   It is a failing of the Route Instructions if people go off course.

           a.   A learning opportunity for improvement in the future

           b.   Is there an assignable cause for the participant going off course?

                a.   First time navigator

                b.   Participant making personal side trip

                c.   Participant distracted by safety vehicle during the event

2.   Have the participant proceed to a major landmark and then follow the remaining route

           A.   If there are stop points on the route use those stop points

           B.   Use major intersections along the route

3.   Have the participant go straight to the end point

End Point

1.   Score entrants as they arrive – Rallymaster

           A.   Questions along the route are self-graded since points are not used for any awards

           B.   Scoring must be done at the event while everyone is still there

           C.   For each question ask for answers from the participants

                a.   Have the participants respond

                b.   If most teams respond you know it was an easy score

                c.   If few people respond you know not many got that answer

                d.   If someone has an alternate but correct answer, accept it

                e.   This is all in the spirit of fun

                f.   For multiple correct answers explain each answer

           D.   Ask competitors to vote on various awards

                a.   Once again, this in the spirit of dun

                b.   Participant input is encouraged

   c.   Paper certificates are cheaper trophies and will be kept just as long
   d.   If there is a tie, let the participants choose the tie breaker criteria
  D.   During these awards, participants get to know each other which helps for socializing
2. Present Awards – Rallymaster
  A.   If awards are based on points, present the last awards first to build suspense.
  B.   Since our awards are based on competitor voting, give them out as they are voted
   a. Oldest driver
   b. Youngest driver
   c. Oldest navigator
   d. Youngest navigator
   e. Youngest participant
   f. Who came the furthest to participate
   g. Newest vehicle
   h. Oldest vehicle
   i. Hard Luck Award
   j. Most Unique Car
   k. Hottest Car
   l. Most regional events attended
   m. Recognize all rookies
  C.   Special awards
  D.   Make an award for the people hosting the End Point
3. Update Driver Scorecard – Rally Chair
  A.   Make sure all drivers and navigators are listed
  B.   Make sure all passengers are listed with their drivers
  C.   Make sure all awards are noted
  D.   Remember, this is an important source of info for the rally summary
4. Document Event – Photographer
  A.   Award winners
  B.   Competitors and their cards
5. Make sure everyone enjoys the social time at the end – Rally Master and Rally Chair

Immediate Follow-ups for Your Social Road Rally

1. Write an article to summarize the event -- Rally Chair
  A.   Give Start Point, time, and number of cars
  B.   Give number of participants and how many passengers
  C.   Give names of people attending previous rallies
  D.   Give Endpoint and list who won awards
  E.   Discuss the social event after the rally
  F.   Complement all workers
  G.   Send copies to the following
   a.   The region's newsletter
   b.   The region's website
   c.   The region's facebook
   d.   To all the workers
   e.   To all the region's board members
   f.   Too Jeanne English at ean21@Juno.com
2. Fill out the SCCA Road Rally Audit Form found on the SCCA website – Rally Chair
  A.   Print out the form but do not save it (if you save it, it goes blank)
  B.   Scan the form so you can email it.
  C.   Email the form and a copy of the summary article to sanction@scca.com
3. Send payment to SCCA
  A.   Send check to Stephanie Perry at SCCA
  B.   Call Stephanie Perry at 800-770-2357 to pay by credit card
   i.   Stephanie Perry may also be reached at 785-357-7222-357

4. Send weekend membership forms to SCCA National Office – Registrar
5. Send list of participant's addresses, phone numbers to region's mailing list keeper – Rally Chair
6. Contact ClubRegistration.net and request funds from this event – Rally Chair
7. Return all equipment used in the rally -- Rallymaster

Additional Follow-ups for Your Social Road Rally

1. Send waivers to your region's registrar for archiving – Registrar
   A. Keep waivers for six years
   B. Keep entry forms for six years
   C. Keen insurance form for two years
2. Send entry forms to region's registrar for archiving – Registrar
   A. Keep waivers for six years
   B. Keep entry forms for six years
   C. Keen insurance form for two years
3. Submit financial report to your region's Board of directors – Rally Chair
4. Get payment from online registration and give to region's Financial Officer – Rally Chair
5. Send all income and bills to region's treasurer – Rally Chair
6. Compile Lessons Learned – All
7. Update Lone Star Region Social Rally Handbook – Rally Chair
8. Take a deep breath, this event is over -- All

ITEM 9   GLOSSARY

Acute   Turn in the indicated direction from 100° to 179°

ARCH   Look for an arch over a ranch entrance

At   "In the vicinity of" for actions that direct a course of travel; "even with" for other actions, including speed changes(CAST), mileage, pauses, etc.

Bear   A turn in the direction indicated from 10 to 80 degrees.

Before   In sight of and prior to the referenced navigational aid.

Blinker   A warning signal at an intersection or rail road crossing which the contestant is obliged to obey. The blinker consists of a light or lights, usually red or yellow, operating in a fixed sequence of on and off. For rally purposes, only one blinker may exist at an intersection or rail road crossing. The blinker may or may not be operating.

CAST   Change, continue, or commence average speed to.

Control   The timing line of an open or passage control as identified by a checkpoint sign or an observation control as identified by an OBS sign, or a DIYC as identified in an instruction.

CR   Country Road

Crossroad   An intersection of exactly four roads from which a road goes to the left, a road goes to the right, and a road goes generally ahead.

DOGLEG   Dogleg right is a right turn followed by a left turn when a road is not straight at a crossing road. Dogleg left is a left turn followed by a right turn when a road is not straight at a crossing road. Example, Southbound Guadalupe Street is a dogleg left at Martin Luther King Jr Blvd.

FM	Farm to Market Road
GI	General Instruction
Intersection	Any meeting of existent roads (without regard to route designation, surface condition or other characteristics unless such render the road nonexistent) at grade level from which the rally vehicle could proceed in more than one direction without making a U-turn.
Left or L	Turn to the left from 10° to 179°.
Leg	The part of a rally route extending from an assigned starting point to the next timing control.
LRI	Lettered Routed Instruction
NRI	Numbered Route Instruction
OIM	Official Interval Mileage
OM	Official Mileage
Opportunity	A place at which the specified action could be executed.
OSO	
Paved	A road having a hard surface such as concrete, brick, macadam, etc.
RR	Ranch Road
Right or R	Turn to the right from 10 to 179 degrees.
RRRs	The RoadRally rules
Section	Any part of a rally route at the beginning of which the official mileage is zero and at the end of which the OM ends or reverts to zero.
Side Road	An intersection of exactly three roads from which a road goes to the left or to the right, but not both, and a road goes generally ahead
SOL	Look only at signs on the left side of the driver
SOR	Look only at signs on the right side of the driver
SS	Street sign such as "Sunset Strip", "Guadalupe", or "S Congress Ave"
Stop	An official octagonal stop sign at which the rally vehicle is required to stop.
Straight	Proceed within plus or minus 10 degrees of directly ahead at an intersection.
T	An intersection of exactly three roads having the general shape of the letter T as approached from the base by the contestant. It is not possible to execute the instruction straight at a T.
TA	Time Allowance

Traffic Light   A fixed signal light alternating red and green (and frequently including yellow as a transition between green and red) used at an intersection to regulate traffic and which controls the rally vehicle. For rally purposes, only one traffic light may exist at an intersection. A traffic light may be set to operate as a blinker, although it will not be referenced as such, or may not be operating.

Transit Zone   A part of a rally route in which there are no timing controls and in which no specific speed need be maintained. Either an exact time for passage or a restart time from the end of the transit zone must be given. An approximate distance for the length of the transit zone is desirable.

Turn   Change direction by more than 10 degrees at an intersection. A turn instruction cannot be executed if the instruction straight would take the contestant the same way.

U-Turn   Change direction 180 degrees. An unpaved A road having a non-hard surface such as broken stone, gravel, dirt, etc.

Y   An intersection of exactly three roads having the general shape of the letter Y as approached from the base by the contestant. It is not possible to execute the instruction straight at a Y.

Yield   An official triangular yield sign at which the rally vehicle is required to yield. SOL
          Signs on the driver's left

SOR   Signs on the driver's right

Word Crop   Word you are looking for is cropped from a word along the path
          Example: Word Crop – ARCH clue is _____ and _____ is three of them.
          On each side of the road are ranch gate arches named ANDerson

APPENDIX A1 – Sanction Application

SCCA. RoadRally

2017 SANCTION APPLICATION

SANCTION NUMBER_____(Assigned by National Office; found on insurance certificate)

Regional RoadRally sanction applications must be received by the Rally Department at least 14 days prior to the event.
Divisional RoadRally sanction applications must be received by the Rally Department at least 30 days prior to the event
National RoadRally sanction applications must be received by the Rally Department at least 90 days prior to the event.
LATE FEES FOR SANCTIONS RECEIVED UNDER 14 DAYS: $25.00
The appropriate sanction late fee (if applicable) must accompany the sanction application for all events.
Region and Number_____Event Date(s) _____

Event Name _____   Start location _____

Event website _____   Registration website _____

Email a PDF of the event's flyer to rrb@scca.com if you would like it attached to the listing on the calendar.

Type of RoadRally Event (Select series type and event type)			
Series Type ▶	□ Course	□ Tour	□ GTA
Event Type ▼	**Fee Information** (A RoadRally Safety Steward pre-check is required for all events.)		
□ National	The event must be calendared with the Rally Department. A $10.00 per car sanction fee plus a $4.00 per car insurance fee must be submitted with the audit.		
□ Divisional	A $4.00 per car sanction fee plus a $4.00 per car insurance fee must be submitted with the audit. Only the first two pages need to be filled out. National Championship points are awarded.		
□ Regional	A $2.00 per car sanction fee plus a $4.00 per car insurance fee must be submitted with the audit. Only the first two pages need to be filled out. No Championship points are awarded.		
□ Charity	Each region may calendar one (1) Charity RoadRally event per calendar year for an insurance fee of $80.00. Proof of the charitable nature of the event *must* accompany the audit form, along with the payment.		
□ Social	Event must use a defined course and cannot count toward any championship. Only the first two pages of the RR Sanction needs to be filled out. $20.00 flat fee.		
□ Special	The USRRC is a flat $500.00 sanction fee.		

Insurance Certificate Recipient

Name:_____Membership Number:_____

Phone: (day)_____(eve) _____ (cell)_____

Email: _____

Insurance certificates will be emailed unless otherwise requested.

Address for a hard copy fill in: _____

Other Organizations to be Included on Certificate and Additional Insured		
Name	Address/	Email address/Relationship to event

THIS IS A SAMPLE FORM, GET THE LATEST VERSION THRU SCCA.COM ONLINE, IT IS A PDF FILE FOUND AT https://www.scca.com/pages/roadrally-rules

Event Information

Time Frame (day, evening, night):_____

Rules set used (RRR, Regional, Local, other)_____

Event Officials

Chair:_____Member #_____

Phone: (day)_____ (eve) _____(cell)_____

Email:_____

Rallymaster:_____ Member # _____

Phone: (day)_____ (eve) _____(cell)_____

Email:_____

Road Rally Safety Steward (NEEDS current license at time of pre-check) MAY NOT BE THE RALLYMASTER

Signature_____PrintName_____

Member #_____ Date of pre-check _____

Email: _____

This application is 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 Rally Department along with any unpaid sanction and insurance fees no later than 14 days after the event.

National Events are $10.00 per car per separately sanctioned rally beginning in any 24 hour period.

USRRC- $500.00 sanction fee is for the three RoadRally events comprising the USRRC.

Divisional Tour/Course/GTA sanction fee is $4.00 per car entered in each separately sanctioned rally beginning in any 24 hour period.

Regional Tour/Course/GTA sanction fee is $2.00 per car entered in each separately sanctioned rally beginning in any 24 hour period.

Insurance: All events, except charity and social events carry an insurance fee of $4.00 per car *(Minimum $20.00 required)*.

Charity events carry a flat fee of $80.00 plus proof of charity. Social events pay a set fee of $20.00.

Late audits (after 14 days) are assessed a $25.00 fee. Audits not paid within 30 days of the event are assessed a late fee of $50.00 and future sanction applications may be denied. In the event of a cancellation, written notice (email/fax) is required no later than 2 weeks after the originally scheduled event date. If written notice is not received within this time, the host region may be charged for the event.

Results for National and Divisional events must be sent to the SCCA Points Keeper (form is on the SCCA website).

This sanction application has been approved by the organizing region. In requesting a Sanction, the region/organizer certifies that this event will be organized and conducted in accordance with the RoadRally Rules. By such approval, the region acknowledges and accepts its responsibilities to the SCCA, Inc. under current SCCA policies, rules and regulations. Signature of the Regional Executive (R.E.) or their designee is required below.

Regional Executive (or Designee) signature_____Date_____

SCCA Sports Car Club of America SCCA Rally Department, 6620 SE Dwight St, Topeka, KS 66619
(800) 770-2055, ext 331 FAX: (785) 861-1731

THIS IS A SAMPLE FORM, GET THE LATEST VERSION THRU SCCA.COM ONLINE, IT IS A PDF FILE FOUND AT https://www.scca.com/pages/roadrally-rules

Complete and email with a copy of the flyer to rrb@scca.com.

APPENDIX A2 – Sample Flyer
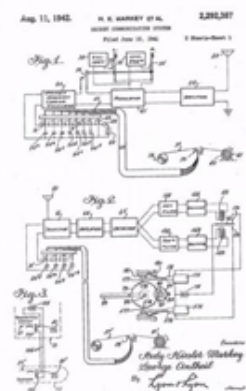
Join us in Austin, Texas for the SCCA Hedy Lamarr Memorial Road Rally.

Start	The Two Hour Route	Destination
10:00 AM, Saturday 4 August At the "Y" in Oak Hill Austin (Intersection of US 290 and Texas 71) next to Jim's Restaurant	A non-speed and non-timed event along public roads thru lovely communities such as Wimberley, Blanco, and Luckenbach. Scoring is based on clues observed along the way.	Mamacita's Restaurante and Cantina in Fredericksburg. The menu includes Tex-Mex, fine steaks, seafood and burgers. They also have a fine assortment of flan, sopapillas, and delicious cakes

Each car must have at least two people old enough to read and a driver with a valid driver's license and proof of insurance.
Rally Fee: $20.00 per car for SCCA Members and $20.00 per cars of non-SCCA members.
Minor Children (<18) are welcome but a Minor Waver form signed by both parent will be required. Contact the Rally Master.
If you have any rally questions, contact the Rally Master, Ken McElroy, Aggsip67@yahoo.com.

"All creative people want to do the unexpected."

"Yes, I liked Hollywood, but I loved Engineering more."

4 August 2018 is the 104th birthday of Hedy Lamarr. She was born in Austria and was originally married to an industrial magnet who supported Hitler and made torpedoes for the German navy. After coming to the US she acted in many Hollywood movies and was known as the most beautiful woman in 1940s Hollywood. Bored with her acting roles, she used her knowledge of mathematics and torpedoes to obtain a patent relating to torpedo guidance using a radio guidance system. This patent is the foundation for current Bluetooth technology. She also made improvements to stop lights and developed a tablet that dissolved in water to make a flavored drink. She kept a drafting board in her living room.

Registration Options
BEST Use clubregistration.net at https://clubregistration.net/events/signUp.cfm/event/9052 to register and pay online.
GOOD Contact the Rally Master, Ken McElroy, at Aggsip67@yahoo.com and pay at the event
Show up and pay at the event

Registration starts at 10:00 AM
Safety Briefing at 10:45 AM
First car Off at 11:01 AM
Must have a street legal car with current insurance. You will be traveling over low water crossings and cattle guards.

This rally is sanctioned as a Divisional Rally by SCCA, and is part of the National SCCA RoadRally Championship. Sanction Number 2017-DG-41-01. The Lone Star Region of SCCA and https://www.facebook.com/LoneStarSCCA/ and (www.lonestarscca.org) is affiliated with the Sports Car Club of America (www.scca.org). SCCA has over 65,000 members, and has Regions all over the US. The club offers car related activities in a broad range of automotive events.

The GOAL of the SCCA is to Have Fun in Cars!

APPENDIX A3 – SAMPLE GENERAL INSTRUCTIONS

GENERAL INSTRUCTIONS
Lone Star Region of SCCA RoadRally

These General Instructions, and any supplements, combined with the 2019 Lone Star SCCA Social Road Rally Handbook, are the regulations for this event.

NORMAL SCHEDULE OF EVENTS
Registration Begins
Lead Car Leaves 30 to 40 minutes later for a final check of the route.
Required Driver/Navigator Safety Meeting begins 45 minutes after registration opens
First Car Leaves 61 minutes after registration begins.
Cars leave at 1:00 or 2:00 minute intervals depending on the course and the number of participants.
A Chase/Sweep Car may leave after the last participating car leaves to pick up route signs or assist drivers.

Consumption of alcohol during this event is strictly prohibited except during the social meeting at the end of this road rally.

COURSE The course will take the contestants through central Texas state, farm-to-market, ranch-to-market, and county roads. Both paved and unpaved roads may be used. The unpaved roads can be traversed at rally speeds in the average rental car without damage. Your ability to stay exactly on time may be used in determining winners but this is not a time-speed-distance event. The course mileage is based on Google maps.

SPEED is not a factor in these events. Course timing is based on driving 5 mph below legal speed limits. A 30 minute time cushion may be added for scenic inclusions or refreshment stops. Roads without a posted speed but with a center strip are considered 50 mph unless noted in the route instructions. Roads without a posted speed and no center strip are considered 40 mph unless noted in the route instructions. If you receive a traffic ticket for speeding during this road rally you will be disqualified.

CARS must be street legal with current inspection stickers and insurance. Drivers must have valid licenses.

ROUTE INSTRUCTIONS The route instructions will give details for driving the RoadRally course. If questions are being asked along the route, they may be included with the Route Instructions to clarify in which sections of the drive the clues will be found,

SCORING may be done at the end of an event, while everyone is still there. Scoring should be kept very simple with only a small committee determining the score for each entry. After suitable review, and resolution of any questions, scores may be declared final.

AWARDS This event does not count towards any points in any SCCA or other Road Rally contests.

Word Capitalization Rules
Word in CAPS is part of a sign or building name and must be recorded in kind.
> Example: "WELCOME TO AUSTIN, TEXAS"
> Example: "THOROUGHBRED LANE"

Word in lower case represents an object, color, description, adjective or noun
> Example: profile of a cowboy on his knees, windmill, the color red

Glossary:

APPENDIX A4 – SAMPLE ROUTE INSTRUCTIONS
Lone Star Region, SCCA Father's Day RoadRally
June 10, 2017

Route Instructions

Leg	Leg Length	Total Length								
1	0.3	0.3	**Turn left from the Ghost Town parking lot onto Littig Road and cross the railroad tracks to the intersection with Old Highway 20**							
1										
2	1.2	1.5	**Turn right off of Littig Road onto Old Highway 20 (also known locally as Old Kimbro Road) and go to the traffic light on US Highway 290.**							
2										
3	1.4	2.9	**As you cross US Highway 290, Old Highway 20 becomes Old Kimbro Road. Follow Old Kimbro Road until you get to the "Y: with Farm to Market 1100.**							
3										
4	6.0	8.9	**Follow Farm to Market 1100 to the left until you get to a "Y" with County Line Road.**							
4			1	Athlete						
4				A		B	Running Man	C		
4			2	Elgin High School Mascot						
4				A		B	Wildcats	C		
5	1.4	10.3	**Bear to the left at the "Y" between Farm to Market 1100 and County Line Road. Farm to Market 1100 becomes North Avenue C as you get to the residential area. Follow Avenue C to Texas State Highway 95.**							
5				Prior to a major flood on the Colorado River in 1869, the railroad was going to run between Bastrop and Webberville. Following the flood, the route was moved north to include Elgin, Manor, and McDade bypassing Perryville, Young's Settlement and Hogeye							
6	0.1	10.4	**Turn left or north on Texas State Highway 95 and go one block to North Main Street.**							
6										

Possible foremat for a RoadRally Route Instructions. This was done in Excell.

The first column lists the leg or section of the proposed RoadRally route.
The second column gives the milage of each leg as given by Google Maps.
The third column is the total milage of the RoadRally.
The instructions for each leg are given in bold.
Under some of the leg instructions are questions indented so as not to be confused with the leg instructions.
Under each question are three possible answers. The three answers allow for easy grading
Under some of the leg instructions are interesting facts indented so as not to be confused with the leg instructions.

When looking for clues:
Don't use billboards as the message might change before the event.
Don't use any sign smaller than a standard street sign as it might not be readable at posted road speeds.
Try not to have more than two questions per leg unless it is over five miles in length.
Mailboxes may be used only if they are obvious
Look for word play clues such as "Pretaining to metal" for "**Iron** Mountain **Element**ary School".

APPENDIX A5 – SAMPLE RoadRally Safety Inspection

SCCA ROADRALLY SAFETY INSPECTION

GTA EVENTS ONLY – Always get the latest form fromn the SCCA website

This form should be completed during the safety check of any SCCA-sanctioned GTA rally. Any questions that are answered NO should be further evaluated to determine if safety has been properly considered. If problems are found, changes must be made to correct them before the event is run. Our ability to obtain insurance may depend upon your evaluation of the safety of the event, and correction of any deficient areas. The completed report should be posted at the event. Event

Name:_____ Date:_____

Organizer:_____ Region:_____

SPEEDS

1. Have potential entrants been warned that this is NOT a speed event? Yes   No

2. Will the safety briefing warn entrants to stay below the speed limit at all times? Yes   No

3. Has adequate time been allowed to run the event? Yes   No

4. Has time for a break been included in the overall time? Yes   No   N/A

5. Has in-town traffic on rally day been accounted for? Yes   No

6. Has adequate time been allowed for the odometer check? Yes   No   N/A

7. Is a time allowance procedure in effect? (30 minutes added to expected time) Yes   No   RRR

COURSE

8. If course following "traps" are used, are they looped? Yes   No   N/A

9. Are congested and residential areas transit or free zones (or at least free of scoring opportunities)?
Yes   No   N/A

10. Is there room to pull off and wait safely at the end of an Odometer check? Yes   No   N/A

11. Does the course AVOID retracing routes through congested / residential areas? Yes   No

12. Does the route AVOID areas where children may play on or near the road during the Time when the rally will pass? Yes   No

13. Does the course AVOID "car breaker" and other unsuitable roads? Yes   No

CONTROL LOCATIONS

14. Are controls located off the road (parking lots, etc.) wherever possible? Yes   No   N/A

15. Are controls located away from homes, open businesses and intersections? Yes   No   N/A

16. Is there room for several cars at the control? Yes   No   N/A

17. Are controls located so competitors and workers do not have to cross the road? Yes   No   N/A

SCORING OPPORTUNITIES

18. Have any hard-to-see (or complicated) scoring opportunities (SO) been placed only in areas where it is safe to stop by the side of the road?   Yes   No   N/A

19. Has the size of each SO been matched to the speed of travel at that point (larger for higher-speed areas, smaller for lower-speed areas)   Yes   No   N/A

20. Will all SOs be limited to the right of the rally course?   Yes   No
 If not, will any SO on the left not be where the driver is extra busy due to traffic or course-following decisions?   Yes   No   N/A

21. Will any SO inside a cemetery be readable from outside the fence?   Yes   No   N/A

22. Will a lead car verify that each SO is in place on rally day?   Yes   No

PROCEDURES

23. Will vehicle safety inspection, conforming to SCCA requirements, be conducted?   Yes   No

24. Will release forms, including minor releases, be signed and the Insurance poster be displayed?
                                    Yes   No

25. Has the consumption of alcoholic beverages and/or controlled substances been Prohibited?
                                    Yes   No   RRR

26. Is the window placement of numbers prohibited and placement of any event related Materials on any glass NOT REQUIRED (optional is OK)?   Yes   No   RRR

27. Is there a penalty for moving traffic violations?   Yes   No   RRR

28. Will competitors warrant [sign a statement that they carry] required insurance at least State minimums?   Yes   No

29. Will a safety briefing be conducted for novices?   Yes   No

COMMENTS
Comments are required on any items where the answer above is NO or N/A. Explain what will be done to correct the situation, or why the rally is safe even with a NO or N/A answer.

Item   Comment

Safety Inspector _____ Date:_____
Organizer agrees to present the event as modified in agreement with the Safety Steward

Organizer: _____Date:_____

Licensed Safety Steward:_____ Date:_____

This completed form should be posted at Registration along with the Insurance Certificate.

APPENDIX A6 – SAMPLE RoadRally Pre-Check Report

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   Comments:

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

ROUTE INSTRUCTIONS   Comments:

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

AVERAGE SPEEDS   Comments:

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

CONTROLS   Comments:

                                                                              5/03

THIS IS A SAMPLE FORM, GET THE LATEST VERSION THRU SCCA.COM ONLINE, IT IS A PDF FILE FOUND AT https://www.scca.com/pages/roadrally-rules

APPENDIX A7 – SAMPLE ENTRY FORM

SCCA Lone Star Region Social Road Rally Entry Form

1) **Print out this form**
2) **Fill it out**
3) **Bring it to Registration**

_____

Driver _____ Navigator _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

E-mail Address _____ E-Mail Address _____

SCCA Member? _____ SCCA Member? _____

Region _____ Member # _____ Region _____ Member # _____

Minor? Yes _____ No _____ Name _____ Age _____

Minor? Yes _____ No _____ Name _____ Age _____

Minor? Yes _____ No _____ Name _____ Age _____

Vehicle Make _____ Model _____ Year _____ Color _____

License # _____ State _____ Current Insurance? Yes _____ No _____

Does either competitor own this vehicle? Yes _____ No _____

Entrants   SCCA Members _____

                Non-members _____

Make Check Payable to Lone Star Region SCCA-- _____

Refund Policy – Entry fees are refundable until_____

How did you find out about this event? _____

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 Pad _____ Amount Due _____

Generals Sent _____ Car Number Assigned _____

Valid State Inspection Sticker Yes _____ No _____   Valid Driver's License Yes _____ No _____

SCCA CLUB RACING

MINOR PROOF OF AGE AFFIDAVIT

MINOR APPLICANT INFORMATION

Last Name:	First Name:	Middle Name:

SCCA Member #:	Date of Birth:	Age:	Gender: ☐ Male ☐ Female

Street Address		

City:	State:	Zip Code:

PARENT/LEGAL GUARDIAN INFORMATION

Last Name:	First Name:	Middle Name:

Street Address		

City:	State:	Zip Code:

Daytime Phone No.:	Relation to Minor Applicant: ☐ Custodial Parent ☐ Legal Guardian

I, _____, being of lawful age, depose and swear: I am the _____
(Full Name of Custodial Parent or Legal Guardian)   (Mother/Father/Legal Guardian)

of _____, who was born on _____ and is presently
(Name of Minor Applicant)   (Month/Day/Year)

_____ years and _____ months of age.

_____   _____
(Parent/Guardian Signature)   (Date)

_____

Subscribed and sworn to, or affirmed, before me on this _____ day of _____, _____.
                                                                                    (Month)   (Year)

_____
Notary Public

_____
My Commission Expires

Sports Car Club of America, Inc.
P.O. Box 19400 • 6700 S. Topeka Blvd. Building 300 • Topeka, KS 66619
(800) 770-2055 Fax (785) 232-7214

THIS IS A SAMPLE FORM, GET THE LATEST VERSION THRU SCCA.COM ONLINE, IT IS A PDF FILE FOUND AT https://www.scca.com/pages/roadrally-rules

APPENDIX A9 – SAMPLE Membership Transmittal Form

Weekend Membership Transmittal Form

# of Weekend Memberships: _____   Event Sanction #: _____

Bill To: _____

Address: _____

City: _____   State: _____   Zip: _____

E-Mail: _____   Phone: _____

Please ensure all of the above is filled in legibly and completely.
MUST BE INCLUDED WITH ALL WEEKEND MEMBERSHIP PACKETS RETURNED TO SCCA NATIONAL OFFICE
Please return to 6620 SE Dwight St, Topeka, KS 66619

8/2015

Weekend Membership Transmittal Form

# of Weekend Memberships: _____   Event Sanction #: _____

Bill To: _____

Address: _____

City: _____   State: _____   Zip: _____

E-Mail: _____   Phone: _____

Please ensure all of the above is filled in legibly and completely.
MUST BE INCLUDED WITH ALL WEEKEND MEMBERSHIP PACKETS RETURNED TO SCCA NATIONAL OFFICE
Please return to 6620 SE Dwight St, Topeka, KS 66619

8/2015

Weekend Membership Transmittal Form

# of Weekend Memberships: _____   Event Sanction #: _____

Bill To: _____

Address: _____

City: _____   State: _____   Zip: _____

E-Mail: _____   Phone: _____

Please ensure all of the above is filled in legibly and completely.
MUST BE INCLUDED WITH ALL WEEKEND MEMBERSHIP PACKETS RETURNED TO SCCA NATIONAL OFFICE
Please return to 6620 SE Dwight St, Topeka, KS 66619

8/2015

THIS IS A SAMPLE FORM, GET THE LATEST VERSION THRU SCCA.COM ONLINE, IT IS A PDF FILE FOUND AT https://www.scca.com/pages/roadrally-rules

APPENDIX A10 – SAMPLE Membership Transmittal Form Without Papers

GUIDELINES FOR WEEKEND MEMBERSHIPS WITHOUT PAPER FORMS

It is possible to create and manage Weekend Memberships without using the SCCA-provided "Weekend Membership Entry Form."

This only works if you are willing to record names and addresses of the Weekend Members on a computer file. Since rallies and solo events routinely record all entrants this way as a matter of course, these events can do away with the forms, except possibly for workers and guests.

However you record these people, you must use a file (e.g. excel spreadsheet) with columns for: **(Weekend Member Information)**
Form Number
Name
Address
City
State
Zip
Country
Phone Number
Email
Passenger
(Event Information)
Region
Area of Interest
(Dates of Membership)
From
To
(Issuing Member Information)
Name
Member Number
[Added columns]
 Event Name(Optional)
Car number
Fee
(Bolded lines in parentheses above are intended to be group headers for the column headers below them.)

You don't have to create this file: Member Services will send you one with your Weekend Member numbers already inserted. But note that you must add columns for Car Number and Fee (for Rally), and optionally, Event Name.

Form Number: this is an ersatz membership number provided to you by Membership. Ask membership for a group of Weekend Form Numbers; ask for enough to cover several events. Use each number once and only once. When you run out, ask for more. They will send you your numbers in an excel file like the one described above.

Passenger: "Passengers" was created for Solo. You may put "Passenger" or "Navigator" in this field to help Membership remember to only charge $5 per car even though two people are listed. Note: "passengers" are weekend members, are covered by the extra insurance, and are sent the SCCA marketing material, even though you are not charged for them.

Area of Interest: "Race," "RoadRally," "RallyCross," or "Solo".

(Dates of Membership)

From: The date of your event

To: The date this weekend membership expires (3 days later). Hint: you may leave this blank. They know what the date should be, based on your "From:" date. If the rule changes, you don't know or need to know.

Event name: Races and rallies usually use event name, Solo mostly not. Useful, but not required.

Car Number: this is the competition number of each car. If a car contains two non-members, there will be two rows with the same Car Number, one for each non-member.

Fee: this cell will contain "$5" for one row of the two rows for a Car Number. If there is only one nonmember in a given car, whether driver or navigator, this cell must contain "$5" for that row. Total the $5 figures, and state at the top of the form that this total is the amount that you should be billed for this rally.

Sort the file by Car Number.

Include the names of all non-member participants in your event. If two people reside at the same address (spouses, etc.) include each on a separate line. Include any non-member workers such as rally checkpoint workers. Identify "workers" in the "Passenger" column; you should not be charged for workers.

Do not include any current regular SCCA members. Do not include spectators.

If you have paper forms filled out by some participants, you may submit them the usual way, or add them to the electronic file described here. Keep the forms with your waivers.

Name your file NNweekendEEEEMM.XXX, where NN is your Region Number, EEEE is the event type (race, rally, solo), MM is a number that will be different for each file you submit (e.g. MONTH number, or EVENT number). XXX is the file extension (.xls, .xlsx, .txt, and so forth).

Submit it as soon as possible after your event, via email to membership@scca.com. Any former Weekend Member who applies to join as an annual member will be checked against the master file of weekend members, so the paper form is not required to get the credit. Note, however, that it is possible to join online and get credit for one weekend membership. For this to work, the weekend member must know his weekend member number, the one on the file you submitted. Note also, that this method will not work for a weekend member who wants to take advantage of two weekend memberships. In this case, tell the person to call membership, and explain what they are trying to do. Membership will take care of it manually. If the weekend member has his weekend member number, the process might go faster, but should work without it.

It complicates Membership's job if Robert Alan Smith enters his second event as Bob Smith. Try to submit the same name for the same person.

Note: SCCA actually prefers this method of submitting Weekend Members, since they do not have to struggle with hand-written data.

WeekendMembershipsSansForms5.doc   Author: Sasha Lanz, Texas Region

APPEMDOX A11 – SAMPLE SUMMARY SHEET

#	Driver		Lead Car			Navigator		People	Score	Odometer	Odometer	Millage	Email
	(Last)	(First)	(Car)	(Class)	(Role)	(Last)	(First)						
0	Effinger	Joaquin		S	Lead Car	None		1					Smie2421@aol.com
1	Estrada	Steve	2017 Corolla	CR	VET Motorsports	None	5B	1					
2	Craig	Adams	2013 Porsche 911 rS	CR	PCA	No Show							cjasparks@sbcglobal.net
3	Duke	Jim	GT-350	CR	Work	No Show							flyboyu777@gmail.com
4	Mitskog	Thor	2009 Porsche 911	Y	PCA	Mitskog	Courtney	2					thor@semicomsales.com
5	Roland	Murphy	2017 Chevy Corvette	CR	DCC	No Show							contact@dcctexas.org
6	Mullins	Billy	1997 Mazda Miata	CR	Mazda	No Show							mullins_billy@gmail.com
7	Binder	Bob		Y	No Show	Hurd	David	2	-8				bobbinder44@gmail.com
8	Morris	Ken	Corvette	Y	No Show	Morris	Nan(cy)	2					nobull99@cvctx.com
9	Bolick	Roger		Y	No Show	No Show							rgb@exact427.com
10	Henwood	Brenda		Y	No Show	Henwood	Chuck	2	-5	11907	12004	97	brenwood1983@gmail.com
11	Jones	Jan	2016 Nissan Rogue	CR	First Place	Jones	Rick	2	-1	13489	13609	120	jjones@saminc.biz
12	Newkirk	Jim		Y		Kelly	Marie	2	-6	5865	5957	92	jim@visitwimberley.com
13	Risebberger	Elmer		Y	PCS	No Show							elmer@rnovistaranch.com
14	Duden	Christopher		Y		No Show							cmduden@gmail.com
15	Taylor	Nick	Lotusw	W		Taylor	Suzanne	2	-10	29341	29437	96	
16	Withkowski	Doug		W		Withkowsk	Sally	2	-4	60086	60183	97	
17	Hernandez	David		W		Hernandez	Otto	2	-7				
18	Butler	Ron		W		Davis	Martha	2	-6	86841	86932	91	
19	Powell	T.J.		W		Johnson	Josh	4	-4				
21	Morris	Andrew		W	4th Place	Chaffee	Ethan	2	-3	89788	89883	95	
#	Grimshaw	David	Pugeot	W	3rd Place, Most Uniq	Omlaw	Sean	3	-3	65059	65156	97	
#	Centanni	Jerry		W	2nd Place	Centanni	Dot	2	-2	108055	108160	105	
#	Holland	Sam	2004 Ford Excursion	W	Youngest Award	Holland	Monica	4	-7	165130	165241	111	
#	Martinez	Edgar		W	Cleanup Car	Martinez	Edward	2	-10	67423	67526	103	
#	Betina	Foreman		S	Registrar			1	-4				
#	McElroy	Ken		S	Rallymaster			1					
#	Maeurer	Ted		W		Maeurer	Lona	2					
#	Clark	Carol		W		None	5A	2					
								45					
			Interested people who did not show up										
	Wilfong	David			Statesman-Cars								drwilfong@gmail.com
	Hutchison	Ann	Cadillac CTS-V		lo draft car, no show	Hutchison	Chuck						xgoguy@aol.com
	Stevenson	Nikki				Stevenson	??						nikkipstevenson@gmail.com
	Schexnaydr	John	former TSD Rallymaster		future volunteer								john@johnschexnaydre.com
	Gusset	Jim											

APPENDIX A12 – SAMPLE SAFETY BRIEFING

Hedy Lamarr Safety Briefing

What does SCCA do?   Have Fun with Cars!

The purpose of any Road Rally is to have fun and to meet interesting people who also enjoy cars.

This is meant to be a family event and children are encouraged to join in the fun (with parental approval).

No alcohol or prohibited substances may be used during this event.

Racing on public roads is illegal.

Always remember that we are sharing the road with the general public.

The speed limit on paved roads with no center stripe is set at 50 mph. The speed limit on unpaved roads is set at 30 MPH but drive carefully. You will be driving through pastures with cattle so drive slowly to avoid the cattle.

Speeding will not provide a competitor with a real or perceived advantage. This course is designed for driving at 5 mph below the posted speed limits. Arriving at Mamacita's in less than 90 minutes may be considered a sign of speeding and points may be deducted. There may be a 2 hour and 15 minute cut off on scoring for all cars.

No special equipment is required, and any street legal vehicle which will accommodate a driver and navigator will do. A high performance vehicle is not required.

Cars working as teams via radio will have their scorecards graded but will not be eligible for awards.

The Route Instructions gives mileage to the tenth of a mile between turns per Google maps.

Make sure to mark you answers on the answer sheet which will be turned in at the end for grading.

Fire hazards are high along the entire course so be careful!

Pit stops, if needed are available in Wimberely, Blanco, and Luckenbach.

Before you turn in your Road Rally sheets please make sure:
1) You have the Driver's name filled out
2) You have written you start and finish odometer readings to the first page
3) You have your start and end times recorded on the first page

At the completion of the event, please fill out our survey so we can make improvements for future events.

If you get lost or break-down please contact the Rallymaster for assistance.
Ken McElroy
512-695-9410

APPENDIX A13 – SAMPLE Contestant Evaluation Form

Lone Star Region Social Road Rally Evaluation Report

Did you Have Fun?   Yes _____   No _____

Would you run this event again?   Yes _____   No _____

How did you hear about this rally? _____

Suggestions: -

_____

_____

_____

_____

_____

_____

_____

Complaints: -

_____

_____

_____

_____

_____

_____

_____

_____

Would any of the following topics be of interest to you?

      Painted Churches

      San Antonio battle sites

      San Antonio Missions

      Winery Trail (no sampling enroute)

      Texas Independence sites

      Pie Run (Five Famous Pie Places)

      Highland Lakes Tour

      Shiner Brewery

APPENDIX A14 – SAMPLE RoadRally Audit Form

SCCA 2017 RoadRally Audit Form
Sports Car Club of America

Event name: _____   Event date: _____

Sanction Number: _____(found on insurance certificate) SCCA Region _____

Number of cars entered _____

Event Type: National ○   Divisional ○   Regional ○   Social ○   Charity ○

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 _____

National RoadRally	$14.00 per car ($10.00 per car sanction fee plus $4.00 per car insurance fee)
Divisional RoadRally	$8.00 per car ($4.00 per car sanction fee plus $4.00 per car insurance fee)
Regional RoadRally	$6.00 per car ($2.00 per car sanction fee plus $4.00 per car insurance fee)
Social RoadRally	$20.00 per event flat fee – please send in car count
Charity RoadRally	$80.00 per event flat fee – please send in car count
Multi Day (> 3 days)	Sanction: add $2.00 per day over 3 days to per-car price; Ins: add $1.00 per day over 3 days
USRRC	Will be part of contract when the Region is granted approval to hold the USRRC

AUDIT WORKSHEET

Number of Cars _____ x_____ Per Car Sanction and Insurance Fee   =_____

Multi-day events: Number of event days over three ____ x $3.00 x Number of cars   =_____

Flat fee for Social Rally, Charity rally, or USRRC   =_____

Late Fee if applicable ($25.00 after 14 days, $50.00 after 30 days)   =_____

Total Audit Fee due   =_____

VISA/MASTERCARD/DISCOVER Accepted:

_____Expiration Date_____ 3 digit code _____

On behalf of the _____ Region, SCCA, I hereby certify that the information on this RoadRally audit form is correct and that we understand the rules and penalties stated herewith.

Event Organizer Signature _____   Date _____

This RoadRally audit form must be completed and returned to the SCCA Rally Department with the appropriate sanction and insurance fees no later than 14 days after the event. An event is considered complete upon receipt of this audit form with payment.

SCCA RALLY PO BOX 1833 TOPEKA KS 66601-1833 1-800-770-2055 FAX 785-861-1731 email: drowland@SCCA.com

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The Saction Number is found on the first page of the Certificate of Liability Insurance under the "Description of Operations/Locations/Vehicles" section. It is probably founr after "Event Type: Road Rally" and will look something like "(2017 SR.RC 98 01).

APPENDIX A15 – SAMPLE RoadRally Financial Report

0.00   Total Profit/Loss

Income	0.00	Total Income		
		ClubRegistration.net income based on 6 cars		
		Walkup Registration Cash - Lone Star		
		Walkup Registration Cash - Alamo		
		Walkup Registration Check -Lone Star		
		Walkup Registration Check - Alamo		

Expenses	0.00	Total Expenses		

Lone Star	Alamo	
		Number of Drivers Club Registration
		Number of Drivers, Walk-up
		SCCA staff
		Total number of drivers
		Total Number of participants

0.00		Expenses Due Begina
0.00		Expenses Due Ken

APPENDIX A16 – SAMPLE RoadRally Worker Training Matrix

Workers			Training Class	Organizer/Chair	Rallymaster	Registration	Lead Car	Sweep Car	Safety Steward	Photographer
Last Name	First Name	SCCA Number								
McElroy	Ken	449232	X	X	X		X	X	X	
Foreman	Betina	447529				X	X	X		X
Martinez	Edgar	510145	X	T	T	T		X		X
Effinger	Joaquin	461492	X	T	T	T	X	X		
Taylor	Paula	63943				X	X	X		
Matocha	Greg	159154						X		
Gahran	Chelsea	503795	X		T	T				
Mathew	Crotty		X	T	T	T	X	X		

APPENDIX A17 – SAMPLE RoadRally Lessons Learned

RoadRally Lessons Learned

RoadRally Reviewed _____ Date(s) _____

Location _____ Theme _____

Observation/Problem/Issue

Possible Solutions/Corrections

Solutions/Corrections picked to implement

Date Lone Star Road Rally Handbook has been updated for this(these) issues.

Appendix 18 – Annual Parental Consent, Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement

ANNUAL PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

All SCCA and SCCA Pro Sanctioned Events   CALENDAR YEAR OF **20**_____

DESCRIPTION AND LOCATION OF EVENT(S)

IN CONSIDERATION of my minor child ("the Minor") being permitted to participate in any way in the calendar year 20___ SCCA and SCCA Pro Sanctioned EVENT(S) and/or being permitted to enter for any purpose any RESTRICTED AREA(S) (defined to be any area which requires special authorization, credentials or permission to enter or any area to which admission by the general public is restricted or prohibited), I agree:

1. I know the nature of the EVENT(S) and the Minor's experience and capabilities, and believe the Minor to be qualified to participate in the Event(s). I will inspect the premises, facilities, and equipment to be used, or with which the Minor may come in contact. IF I OR THE MINOR BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE MINOR TO IMMEDIATELY LEAVE THE RESTRICTED AREA AND REFUSE TO PARTICIPATE FURTHER IN THE EVENT(S).

2. I FULLY UNDERSTAND and will instruct the Minor that: (a) THE ACTIVITIES OF THE EVENT(S) ARE VERY DANGEROUS and participation in the Event(s) and/or entry into Restricted Areas involves RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by the Minor's own actions, or inactions, the actions or inactions of others participating in the Event(s), the rules of the Event(s), the condition and layout of the premises and equipment, and/or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISKS NOT KNOWN TO ME or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risk(s) COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE MINOR'S FUTURE.

3. I consent to the Minor's participation in the Event(s) and/or entry into restricted areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND/OR DAMAGES FOLLOWING SUCH INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW.

4. I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the promoters, participants, racing associations, sanctioning organizations or any subdivision thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any Restricted Area, sponsors, advertisers, owners and lessees of premises used to conduct the Event(s), premises or event inspectors, surveyors, underwriters, consultants and other persons or entities who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or Event(s) and each of them, their directors, officers, agents, employees, representatives, owners, members, affiliates, successors and assigns, all for the purposes herein referred to as "Releasees," FROM ALL LIABILITY TO ME, THE MINOR, my and the minor's personal representatives, assigns, heirs, and next of kin, FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY TO ME OR THE MINOR, including, but not limited to, death or damage to property, CAUSED OR ALLEGED TO BE CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE.

5. If, despite this release, I, the Minor, or anyone on the Minor's behalf, makes a claim against any of the "Releasees" named above, I AGREE TO DEFEND, INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE "RELEASEES" NAMED ABOVE, WHETHER THE CLAIM IS BASED ON THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

6. I sign this agreement on my own behalf and on behalf of the Minor.

I HAVE READ THIS ANNUAL PARENTAL CONSENT, RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE MINOR WOULD OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE RELEASEES' FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

I HAVE READ THIS RELEASE

_____   _____   _____
SIGNATURE OF PARENT OR GUARDIAN   PRINTED NAME OF PARENT OR GUARDIAN   DATE

I HAVE READ THIS RELEASE

_____   _____   _____
SIGNATURE OF PARENT OR GUARDIAN   PRINTED NAME OF PARENT OR GUARDIAN   DATE

I HAVE READ THIS RELEASE

_____   _____   _____
SIGNATURE OF SCCA OFFICIAL/WITNESS   PRINTED NAME OF SCCA OFFICIAL/MEMBER#   NAME and AGE OF MINOR PARTICIPANT

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Appendix 19 – Annual Minor's Assumption of Risk and Release and Waiver of Liability

ANNUAL MINOR'S ASSUMPTION OF RISK AND RELEASE AND WAIVER OF LIABILITY

All SCCA and SCCA Pro Sanctioned Events   CALENDAR YEAR OF 20_____

DESCRIPTION AND LOCATION OF EVENT(S)

I have obtained my parent's consent to participate in the above event(s). I understand that I am assuming all of the risks if I get hurt during the event(s), and I state the following:

1. Both my parents and I believe I am qualified to participate in the event(s). I will inspect the premises and equipment and if, at any time, I feel anything to be unsafe, I will immediately leave and refuse to participate further in the event(s).

2. I understand that the ACTIVITIES OF THE EVENT ARE VERY DANGEROUS and INVOLVE RISKS AND DANGERS OF MY BEING SERIOUSLY INJURED OR HURT, MY BEING PARALYZED OR KILLED.

3. I know that these risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the event(s), the rules of the event(s), the condition and layout of the premises and equipment, and/or the **NEGLIGENCE** of others, including those persons responsible for conducting the event(s).

4. I HEREBY ASSUME ALL SUCH RISKS, EVEN IF THE RISKS ARE CREATED BY THE **NEGLIGENCE** of the promoters, participants, racing associations, sanctioning organizations, or any of its subdivisions, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any restricted areas, promoters, sponsors, advertisers, owners, and lessees of premises used to conduct the events, premises or event inspectors, surveyors, underwriters, consultants, and any other person or entity who gives recommendations, directions, or instructions, or engages in risk evaluation, loss control activities or sales regarding the premises or events, and each of them, their directors, officers, agents, employees, representatives, owners, members, affiliates, successors and assigns, all for the purposes herein referred to as "Releasees."

5. I HEREBY RELEASE, WAIVE, COVENANT NOT TO SUE, AND DISCHARGE, ALL OF THE RELEASEES FROM ALL LIABILITY TO ME, my personal representatives, assigns, heirs, and next of kin, for any and all loss or damage and any claim or any demand on account of any injury to me including, but not limited to, my death, whether caused by the **NEGLIGENCE** of the Releasees or otherwise.

I HAVE READ THE ABOVE ASSUMPTION OF RISK AND RELEASE AND WAIVER OF LIABILITY, UNDERSTAND WHAT I HAVE READ, AND SIGN IT VOLUNTARILY.

I HAVE READ THIS RELEASE

_____   _____
SIGNATURE OF MINOR PARTICIPANT   DATE

_____   _____
PRINTED NAME OF MINOR PARTICIPANT   MEMBER NUMBER   AGE

I HAVE READ THIS RELEASE

_____   _____
SIGNATURE OF SCCA OFFICIAL/WITNESS   PRINTED NAME OF SCCA OFFICIAL   MEMBER NUMBER

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Appendix 20 -- Lone Star Region Road Rally Activities List

Weeks/Days Ahead	Date	Come and Take It 2020 Activity List	Organizer Chair	Rallymaster	Registrar	Safety Steward	Lead Car	Sweep Car	Photographer	Date Done	By Whom
16	12/7/19	Pick a Theme for your rally	X	X							
16	12/7/19	Name your rally	X	X							
16	12/7/19	Choose a Starting Point	X	X							
16	12/7/19	Establish a Finish Point	X	X							
16	12/7/19	Rough out the proposed route on a map, details may be added later	X	X							
16	12/7/19	Select a date with minimum conflicts	X	X							
16	12/7/19	Select a start time	X	X							
16	12/7/19	Develop a rough flyer that may be updated later	X	X							
16	12/7/19	Develop a rough budget based on past events	X	X							
16	12/7/19	Give the rough budget to your local board	X	X							
16	12/7/19	Calendar event with the local board	X	X							
15	12/14/19	Set up online registration of the event: Chris Alvarado at calvarado@clubregistration.net phone 512-431-3143	X								
15	12/14/19	Add ClubRegistration.net URL to rally flyer	X								
15	12/14/19	Finalize the End Point permission and accommodations		X							
15	12/14/19	Finalize the Start Point permission and accommodations		X							
14	10/12/19	Print sanction forms by found in the "Road Rally Rules & Documents" portion of the SCCA website.	X								
14	10/12/19	Fax sanction forms to sanction@scca.com along with a flyer	X								
14	12/21/19	Calendar your event with National, Jeanne English at ean21@juno.com	X								
14	12/21/19	Calendar your event with you local Southwest division, Sasha Lanz at alanz1@juno.com	X								
14	12/21/19	Send flyer to sowdivscca.com via the "webmaster" under the "SOWDIV CONTACTS" drop down menu	X								
14	12/21/19	Map development of the rally route		X							
13	12/28/19	Start passing out rough fliers	X								
13	12/28/19	1st Run of the rally route for feasibility	?	X			?	?			
12	1/4/20	Email flyer to newsletters and websites	X								
12	1/4/20	Email flyer to sales@pointslocal.com	X								
12	1/4/20	Email flyer to http://www.austinchronicle.com/gyrobase/EventSubmission	X								
12	1/4/20	Email flyer to motortexas.usa@gmail.com	X								
12	1/4/20	Email flyer to Austin Chronicle Website under "Submit and event" on their top menu bar	X								
12	1/4/20	Email flyer and cover letter to drwilfong@gmail.com (Austin Statesman Cars Section)	X								
12	1/4/20	Update preliminary route based on first dry run		X							
12	1/4/20	Assign two people for 2nd Run of Road Rally Route 1) confirm instructions, 2) look for clues.		X							
11	1/11/20	Print the rally flyer with sanction number. Use old flyers until they are all gone.	X								
11	1/11/20	Drop off flyers at Miata, Honda, BMW, Porsche, and MINI Cooper dealer service windows	X								
11	1/11/20	Email flyers to Tejasmiatas and Hill Country Porsche Club	X								
10	1/18/20	Make corrections to the rally route based on input from the 2nd run,		X							
10	1/18/20	Complete the Preliminary Route Instructions		X							
10	1/18/20	Complete the Preliminary General Instructions		X							
9	1/25/20	Assign two people to make the 3rd run confirming route and looking for clues.		X							
8	2/1/20	Send rally information available Hot Lines	X								
8	2/1/20	3rd Run of Road Rally Route to confirm clue/route accuracy.	?	X	?	?	?	?	?		
7	2/8/20	Recruit workers	X								
7	2/8/20	Update the Preliminary Route Instructions based on 3rd Run		X							
6	2/15/20	Order Awards	X								

#	Date	Task	C1	C2	C3	C4	C5	C6	C7
6	2/15/20	Ensure Route Instructions (RI) are complete		X					
6	2/15/20	Keep handing out Flyers		X					
6	2/15/20	Keep contacting any other car clubs not already listed.							
5	2/22/20	Ensure Registrar, Rallymaster, Lead Car, and Sweep Car committed.	X						
5	2/22/20	Send letter to Highway Patrol and Sheriffs along the route	X						
5	2/22/20	Assign people to run the rally route for the 4th time if one is needed.		X					
5	2/22/20	Assign people for optional 4th run of the Rally Route		X					
4	2/29/20	Send reminder to workers with time, date, flyer, etc.	X						
4	2/29/20	4th and Final (hopefully) Run of the Rally Route for final checks		X	?	?	?	?	?
3	3/7/20	Final revision General Instructions to correct any errors uncovered in the pre-checks..		X					
3	3/7/20	Final revision Route Instructions to correct any errors uncovered in the pre-checks..		X					
3	3/7/20	Final Run of rally route to confirm route, look for clues, and prepare to fill out the GRA Safety Check Report						X	X
3	3/7/20	**Person on the Final Run needs to fill out the GTA Safety Check Report that can found on the SCCA website.**						X	X
3	3/7/20	**Safety Steward to review and sign GTA Safety Check Report**					X		
2	3/14/20	Send information packet to all entrants that includes 1) letter of introduction, 2) Rally Flyer, 3) General Instructions, 4) Entry Form, 5) Minor Waiver	X						
2	3/14/20	Create "Scorecard" from data of registered applicants	X						
2	3/14/20	Plan options for weather delays	X	X					
1	3/21/20	Contact Start Location with the approximate number of rally people to expect	X						
1	3/21/20	Contact Finish Location with the approximate number of rally people to expect	X						
1	3/21/20	Update and complete the Safety briefing and print out one copy for copying with the Route Instructions	X	X					
1	3/21/20	Print out Awards for this rally on heavier paper than normal	X						
1	3/21/20	Update "Driver Scorecard" from data of newly registered applicants	X						
1	3/21/20	Send reminder emails to all registrants	X						
1	3/21/20	Confirm all workers and give them final instructions		X					
1	3/21/20	Obtain needed supplies for this road rally		X					
1	3/21/20	Print extra copies of General Instructions for walk-ups		X					
1	3/21/20	Print Extra Copies of Route Instructions with the General Instructions, letter to Police, Safety Briefing, and rally flyer on the backs of the Route Instruction sheets.		X					
1	3/21/20	Print extra Registration Forms		X					
		The Big Event							
Reg	3/28/20	Start Point --Registration Set-up	X						
Reg	3/28/20	Start Point -- Registration - Take pictures							X
Reg	3/28/20	Start Point -- Registration -- Register all competitors		X					
Reg	3/28/20	Start Point --- Registration -- All cars have current insurance		X					
Reg	3/28/20	Start Point --- Registration -- All cars have current inspection stickers		X					
Reg	3/28/20	Start Point --- Registration -- All drivers have current driver's licenses		X					
Reg	3/28/20	Start Point -- Non-SCCA members complete the Weekend Membership Form		X					
Reg	3/28/20	Start Point -- Lead Car Leaves as the Safety Briefing is Starting						X	
Reg	3/28/20	Start Point -- Safety Briefing	X	X		X			
Reg	3/28/20	Start Point -- Release Cars		X					
Reg	3/28/20	Start Point -- Call End Location with the number of people to expect	X						
Reg	3/28/20	Start Point -- 5 minutes after last car leave, Sweep Car leaves to close the course and assist lost cars						X	
Reg	3/28/20	End Point -- Score Entrants as they arrive		X					
Reg	3/28/20	End Point -- Tally scores and decide winners		X					
Reg	3/28/20	End Point -- Present awards starting with last place to build suspense		X					
Reg	3/28/20	End Point -- Update the "Driver Scorecard"	X						
Reg	3/28/20	End Point -- Take Pictures							X
Reg	3/28/20	End Point -- Share the comradery of the moment	X	X	X	X	X	X	X

		Immediate Follow ups									
After	4/4/20	Write article with results and sent to newsletter editor.	X								
After	4/4/20	Write article with results and send to website.	X								
After	4/4/20	Write article with results and send to Facebook	X								
After	4/4/20	Write article with results to send to all workers	x								
After	4/4/20	Write article with results to send to region's board officers	x								
After	4/4/20	Fill out SCCA Road Rally Audit Form and print it out	x								
After	4/4/20	Send scanned Form and article to Sanction@scca.com, attn. Jamie Mullin.	x								
After	4/4/20	Send $45 Social Road Rally payment to Sanction@scca.com	x								
After	4/4/20	Call Stephane Perry at 800-770-2357 or 785-357-7222-357 if you want to pay by credit card.	x								
After	4/4/20	Send weekend membership forms to SCCA National Office		X							
After	4/4/20	Send list of participant's addresses and phone numbers to region's mailing list keeper	X								
After	4/4/20	Contact Chris Alvarado at ClubRegistration.net, 512-431-3143, and request funds from this event.	x								
After	4/4/20	Return all equipment used in the rally		X							
		Additional Follow-Ups									
After	4/11/20	Send waivers to regions' registrar for archiving.		X							
After	4/11/20	Send entry forms to region's registrar for archiving.		X							
After	4/11/20	Submit financial report to Lone Star Board of Directors at their next meeting.	X								
After	4/11/20	Get payment from online registration	X								
After	4/11/20	Send all income and bills to treasurer.	X								
After	4/11/20	Update region's Social Road Rally training matrix	X								
After	4/11/20	Compile Lessons Learned	X	X	X	X	X	X	X		
After	4/11/20	Update Lone Star Region Rally Handbook.	X								
After	4/11/20	Take a deep breath, it's over!	X	X	X	X	X	X	X		