



2009 SOLO SANCTION REQUEST FORM INSTRUCTIONS

**LATE FEES FOR SANCTIONS RECEIVED LESS THAN 14 DAYS:
1ST – NO CHARGE/2ND - \$25.00/3RD & AFTER - \$50.00**

- Item 1 Region applying for the sanction request
- Item 2 List only the dates that cars will actually practice and/or compete.
(Set up date(s) is automatically covered within 14 days of the event).
- Item 3 Provide the name of the facility, or location and address of the event.
- Item 4 Check what type of Solo event is being held.
- Item 5 Provide name and email address of the person who is to receive the insurance certificate. Phone number is needed to get in touch with you if there is a problem or question regarding the sanction request.
The insurance certificate will be emailed to the email address provided.
NO EVENT CAN BE CONDUCTED WITHOUT AN INSURANCE CERTIFICATE
If the certificate can't be located at the time of the event and it is outside of office hours call the **Risk Management emergency phone number (1-800-770-9994)**
- Item 6 List organizations who need a copy of the certificate (Certificate holders) being issued. List their email and what their role will be at the Solo event.
(If a hard copy of the insurance needs to be mailed, please provide address).
- Item 7 List any additional insured(s) that need to be on the insurance certificate.
- Item 8 List the name and email of the other event officials:
Solo Safety Steward, Youth Steward (if applicable), and Chief of waivers.
*All event officials must be current SCCA members.
*All Solo events **MUST** have a licensed safety steward in attendance at the event.
*Event organizer and Safety steward cannot be the same person.
- Item 9 List type of facility and code for the event site, the approximate size of the course and type of course surface.
- Item 10 The chair or organizer's signature is required in order to verify that you agree to abide by the Solo rules and guidelines.
- Item 11 The signature of the Regional Executive (or designee) and date is required.
- Item 12 The Divisional Solo Stewards signature is required for Divisional Solo events.



Questions? Contact Deena Rowland 1-800-770-2055 or email Drowland@SCCA.com