



**2014**

## **TIME TRIAL RULES ORGANIZATIONAL INFORMATION**

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## **TABLE OF CONTENTS**

<b>OVERVIEW</b>	<b>Page 2</b>
<b>USING THE TIME TRIALS RULES</b>	<b>Page 3</b>
<b>INSURANCE</b>	<b>Page 3</b>
<b>SANCTIONS</b>	<b>Page 3</b>
<b>SUPPLEMENTARY REGULATIONS</b>	<b>Page 4</b>
<b>ENTRY FORMS &amp; ENTRIES</b>	<b>Page 4</b>
<b>SCHEDULES</b>	<b>Page 5</b>
<b>WAIVERS</b>	<b>Page 5</b>
<b>COURSES</b>	<b>Page 5</b>
<b>GENERAL EVENT GUIDELINES</b>	<b>Page 6</b>
<b>EVENT OFFICIALS</b>	<b>Page 7</b>
<b>DUTIES OF THE OFFICIALS</b>	<b>Page 7</b>
<b>EMERGENCY SERVICES – MEDICAL AND FIRE SAFETY</b>	<b>Page 9</b>
<b>FLAGGING AND COMMUNICATIONS</b>	<b>Page 10</b>
<b>INSTRUCTION</b>	<b>Page 10</b>
<b>DRIVERS MEETINGS</b>	<b>Page 11</b>
<b>ALCOHOLIC BEVERAGE, NARCOTICS, AND DANGEROUS DRUGS</b>	<b>Page 11</b>
<b>RESULTS</b>	<b>Page 12</b>
<b>POSTPONEMENT, ABANDONMENT, OR CANCELLATION</b>	<b>Page 12</b>
<b>LICENSE GRADES</b>	<b>Page 12</b>
<b>NOVICE PERMITS</b>	<b>Page 12</b>
<b>TIME TRIAL PARTICIPATION LOG BOOKS</b>	<b>Page 12</b>
<b>ACCEPTED COMPETITION LICENSES</b>	<b>Page 12</b>
<b>TIME TRIAL LICENSE SPECIALITIES &amp; LEVELS</b>	<b>Page 12</b>
<b>TERMINOLOGY</b>	<b>Page 13</b>

# ORGANIZATIONAL INFORMATION

**OVERVIEW:** The Time Trial Program is divided into multiple levels of events (PDX, Club Trial, Track Trial, Hill Climb). This document is intended for the Time Trial event organizers and administrators to supplement the Driver Information TTR and provide the background information necessary for conducting a Time Trial event. Each level is described in separate Driver Information Time Trial Rules (TTR) designed to make it simple for participants.

Level one is the Performance Driving Experience (PDX) which concentrates on driver enjoyment, philosophy, instruction, and the application of performance driving techniques. SCCA licenses are not required but a Time Trial Participation Logbook should be presented. These events are not competitive events.

Level two is Club Trials (CT) which has the same goals and requirements as PDX but adds the aspect of timing as a teaching tool.

Level three is Track Trials (TT) which is focused upon a Club Racing like environment featuring timed competition and personal and vehicle safety equipment. Either a Time Trial Competition License, Time Trial Novice Permit, SCCA competition License, or alternate license is necessary.

Level four is Hill Climb (HC) which takes the TT Level 3 vehicle and driver and challenges them in the different environment of high speed racing up a hill course with scant margin for error.

The TTR Organizational Information of the Sports Car Club of America is intended to assist in the orderly conduct of race events and to further participant and spectator safety. It is a guide and is in no way a guarantee against injury or death to participants, spectators, or others. No express or implied warranties of safety or fitness for a particular purpose shall be intended or result from publication of compliance with these rules.

**USING THE TIME TRIALS RULES:** The TTR was established to provide a framework for the Time Trial program within the Club Racing Department of the Sports Car Club of America (SCCA). These rules shall govern any event that is sanctioned by the SCCA as a Time Trial event.

- In areas where the TTR conflict with other preparation rules, the TTR takes precedence
- The SCCA may revise the TTR or issue Supplements to it at any time by "Fastrack," "Racing Bulletins," or "Tech Bulletins" on the official SCCA website. All supplements will have a published stated date.
- If circumstances create a situation where a rule clarification or change is found necessary to be implemented immediately, the Board of Directors may issue a memorandum stating the change and its effective date. Those memorandums will be posted on the SCCA website and shall be sent to all Time Trial Division Program Managers and Time Trial Safety Stewards of the Division that will be affected prior to publication in Fastrack.
- The TTR shall not be given a strained or tortured interpretation and shall be applied in a logical manner, keeping in mind that it cannot specifically cover all possible situations. The words "shall" or "must" (either positive or negative) are mandatory. The words "should", "recommended" or "may" are permissive. If there is a conflict between the TTR and a Specification Book (TCS, SSS, ITCS,) the TTR has precedence over the Specification Book.

**INSURANCE:** All events sanctioned by the SCCA shall be insured for Event Liability and Participant Accident coverage. Event Liability and Participant Accident coverage may be provided by the SCCA Master Insurance Plan or an equivalent policy (equivalency to be determined by the SCCA Risk Management Department).

**SANCTIONS:** The sanction is the documentary authority, granted by SCCA, to organize and hold a Time Trial event. An SCCA sanctioned event may be organized by the SCCA or an SCCA Region. Every SCCA Sanction application shall be submitted on the current SCCA Sanction and Insurance Request Form, and shall be accompanied by drafts of the Entry Form, Supplementary Regulations, and the Schedule of Events. Applications should be submitted for approval forty five (45) days prior to the scheduled date of the event. A Sanction Number and document will be issued within five (5) working days, when all requirements have been met and the application approved. Sanction Numbers will be issued via e-mail and application submission should be planned accordingly. The course must be approved by the SCCA. If the course is not already approved by the SCCA, Sanction application should be submitted at least two (2) months before the proposed event and shall be accompanied by a full description of the course and facilities, including a scale map.

**SUPPLEMENTARY REGULATIONS:** The Supplementary Regulations establish the specific conditions for an event for competitors and officials. A SCCA Time Trial Divisional Program Manager and SCCA Club Racing Manager shall approve the Supplementary Regulations prior to a Sanction being issued. They shall contain the following information:

- The name, location, dates, nature, and classification of the event.
- The sanction number and type of sanction for the event.
- An announcement conspicuously placed: "Held under the SCCA Time Trials Rules."
- The name and contact information of the organizers.
- The names of the Chief Steward and Chief Registrar.
- A complete description of the proposed event.
- Times of any mandatory meetings, such as Novice, Driver's, Officials, etc.
- Times and locations of activities and inspections.
- The name and address of the Registrar or other person to whom the entry is to be sent, and amount of entry fee.
- All other information necessary for the proper conduct of the event.

No changes should be made to the Supplementary Regulations, except for the schedule, event officials and/or class groupings after the beginning of the period for receiving entries unless the Chief Steward so decides for reasons of safety or forces beyond their control. All schedule changes should be approved by the Chief Steward.

**ENTRY FORMS:** Entry Forms shall contain the following:

- Full names, addresses, membership numbers, Region of Record, and license of entrants and drivers.
- Full description of cars to be entered.
- Signatures of entrants and drivers for waiver of liability and/or indemnity declarations, acknowledgment of the authority of the TTR, declaration that cars entered comply with the provisions of the TTR.
- Sanction Number assigned to the event.
- Emergency contact information must be included with the entry.

- Any other information required for the clarification of all other details of the event.

**ENTRIES:**

- An entry is considered official and a competitor is considered entered in an event when a signed, completed, and official entry blank has been submitted and received by the organizers and the entry fee has been paid and received by the organizers.
- The organizers have the right to refuse an entry at their discretion without giving a reason for refusal. If an entry for any competition is refused, notification of such refusal shall be sent to the entrant at the contact information given on the Entry Form as soon as possible.
- An entry which contains a false or incorrect statement may be determined to be null and void by the Chief Steward. The entrant may be deemed guilty of a breach of the TTR, the entry fee may be forfeited, and further penalties may be imposed.
- An entry may be withdrawn without penalty if the withdrawal is made prior to the entry deadline date. In such cases, the organizers should return the entry fee. For withdrawals after the entry deadline, return of all or part of the entry fee is at the organizers' discretion.

**SCHEDULES:** The official schedule for an event shall contain the following information:

- The event sanction number.
- The name of the organizer (Region).
- Name, location, and date of the event.
- Schedule of planned groups.
- Times of any mandatory meetings, such as Novice, Driver's, Officials, etc.
- Classes of cars and groupings.

**WAIVERS:** All participants (entrants, drivers, crew, workers, and guests receiving passes) shall sign the SCCA Participants Agreement (waiver of liability) prior to receiving credentials (passes). Holders of a SCCA Annual Waiver may be exempt from this requirement.

**COURSES:** Courses for Time Trial events should be chosen as to maximize exposure to a variety of car handling situations while minimizing exposure to hazards.

- Speeds may be restricted at the discretion of the Time Trial Course Inspector or Safety Steward, but these restrictions should be enforced by observation, either by the instructors in student cars, or by other speed calculation method such as radar (this is not a requirement, and use is at the discretion of the sponsor region). It is not recommended that cones or other items be used to create false obstacles to slow cars down that are at speed.
- Course maps should be available to all students, instructors, and officials, and should be marked to indicate:
  - Passing Zones
  - Speed Limited areas (if applicable)
  - Any cones or temporary barriers
  - Pit location along with pit in and out
  - Flag and observation stations
- Flag stations and observation points should be placed as to provide complete, continuous coverage of all parts of the course. They must be manned by at least one person. All stations must be provided with a method of communication to the Chief Steward at all times.

The selection of any course for an event shall be subject to the approval of the SCCA. Specifically, the SCCA may:

- Limit a course as to the classification of event to be sanctioned there.
- Restrict the number of cars which may be started simultaneously or in total.
- Restrict the number of entries which may be accepted for an event or a competition.
- Restrict the course to certain classes and categories of cars.
- Restrict the course to certain grades of drivers.
- Set forth certain areas as “safe” worker areas or restrict areas considered to be “hot”.
- Designate spectator areas.
- Determine eligibility for non-spectator status for Time Trial events at that facility.
- The official length of a course shall be measured along the centerline of the road.

**GENERAL EVENT GUIDELINES:**

- All event rules should be reviewed with all participants at the beginning of each day of the event.
- Any flags or other communication signals for drivers should be reviewed before any track time commences. Typically, instructors are permitted to drive the course for familiarization, while the Chief Driving Instructor reviews such information with students. This is acceptable, but care should be taken to ensure that instructors are aware of all expectations and rules.
- Run groups should be separated by potential vehicle performance and/or driver experience level. Each individual run group session should not exceed 20 minutes of continuous scheduled track time.
- Passenger(s) may be allowed to ride with an Instructor or driver in any session during the course of an event with the approval of the Chief Steward. All passengers must sign an event waiver. It is recommended that only one person be allowed to ride at a time. The purpose of these “rides” is to educate and inform potential participants. Prior approval need not be requested in the event Supplemental Regulations. Rides can be provided on an as needed basis.
  - Any seat used by any passenger shall meet the requirements for the overall Time Trial level of the event. Passenger seats with the same safety equipment as the driver seat are highly recommended. The passenger must also have protective clothing/gear, etc. as required by the Time Trial level.
- An exception may be made so that a multi-passenger vehicle (such as a van or otherwise) may be used to show students the features of the course, including the proper racing line, at low speed. This exception will be made on a case-by-case basis through agreement of the Chief Steward, Safety Steward, and Chief Driving Instructor.
- The dispatching of emergency vehicles on the track should be authorized by the Chief Steward. Dispatching procedures should be agreed on in advance by the Chief Steward, Safety Steward and emergency response personnel.
- The Medical Crew (crew staffing the on-site ambulance) should establish a primary route to the primary and secondary hospital prior to an event. The Event Organizer should confirm the availability of hospital staff and facilities.
- All emergency vehicles shall be equipped and staffed at all times while entrant cars are on course.
- The event shall be suspended if the basic life support unit or medical personnel are no longer on the premises or are unable to perform their assigned duties.

- Workers shall man each flag or observation station.
- At least one pit worker must be available (in addition to a flagger if present at the pits) to direct drivers on course and communicate with drivers in the pits.
- If for any reason a driver is forced to stop his car on the course during an event, it should be his first duty to place his car in such a manner as to cause no danger or obstruction to other competitors.
- For the purposes of Time Trials events, the terms Pit and Paddock are interchangeable, and are defined as the area reserved for the parking of or working on participating automobiles. At Time Trials events, these areas should be defined as “cold” areas, and as such, be open to spectators (if applicable) unless otherwise restricted in the Supplemental Regulations for an event.
- Cars shall not be run in gear with the drive wheels off the ground.
- Jack stands must be used whenever any person is under any part of a lifted vehicle.
- All vehicles must be securely held in place via chock, stand, or other positive method whenever the driver is not seated in the driver’s seat.
- Any compressed gas cylinders with pressures above 200 psi must have a cage or similar device to protect the valve/regulator/gauge assembly when rigged for use.
- Any pets must be securely fastened to a leash and securely held by a stationary object or by an adult at all times.
- All minors shall be under adult supervision at all times.
- No person may ride on the external bodywork of any vehicle in the Pit/Paddock.
- Grid shall be defined as the area where vehicles are staged and readied for the start. This area shall be a “hot” area by definition and personnel access shall be restricted as such. Grid shall be restricted to only those vehicles which are being readied to start. No vehicle shall carry passengers on the Grid. Vehicles on Grid may not be jacked or lifted without specific permission from the Chief Steward.
- One or more no passing yellow flags or other indication should be given at the beginning of the first session of each run group on each day of an event.

**EVENT OFFICIALS:** The staff of principal officials, whose duty it shall be to direct the control of the event may include:

- Chief Steward
- Safety Steward
- Event Chairman
- Worker Chief
- Chief of Timing
- Chief Technical and Safety Inspector (Scrutineer)
- Chief Driving Instructor
- Chief Registrar
- Chief Sound Control

They shall be termed “Officials” and may have assistants also termed “Officials,” to whom any of their duties may be delegated. Any worker is considered an official. When a Time Trials event is held in conjunction with a Club Race event, all event officials may be those of the Club Race event.

Officials must be a current SCCA member and hold a valid Club Race or Time Trial license in that specialty. Operating Officials required are Chief Steward, Safety Steward, Chief Technical and Safety Inspector, and Chief Driving Instructor (for PDX and CT). One official can fulfill multiple positions.

These Officials must be operating as such at all times but can delegate these duties to other qualified people if they are on track, etc.

**DUTIES OF THE OFFICIALS:**

The Chief Steward is the executive responsible for the general conduct of the event in accordance with the TTR and the Supplementary Regulations.

The Worker Chief is responsible for recruiting, training, and assigning qualified persons to corner stations. At least one worker at each station should be an SCCA member, preferably licensed in a specialty. Additionally, the Worker Chief is responsible for overseeing other workers including start line workers, pit and grid workers, and working with the Chief Steward to assign a person to the Control station.

The Chief Technical and Safety Inspector is responsible for: certifying that the cars comply with the current TTR and any event Supplementary Regulations; issuing Tech Stickers to cars that comply with all safety regulations; conducting inspections of cars at the request of the Safety Steward or Chief Steward; and reporting to the Chief Steward any cars that do not conform with the requirements of the TTR.

The Chief Driving Instructor is responsible for Instruction as indicated herein.

The Chief Registrar is responsible for accepting, certifying, and processing all entries and credentials for drivers, crew, and Officials and the posting of all required signs/placards in the registration area.

The Chief of Timing and Scoring is responsible for accurately timing and scoring the event, compiling and publishing the Official Results, and providing the Official Results to Event Officials.

The Sound Control Chief is responsible for monitoring racing vehicles at events where sound control limits are required by the facility being used. Sound readings should be taken in accordance with the SCCA Sound Control Manual.

The Safety Steward responsibilities include:

- To investigate accidents and forward the originals of all reports, including original releases, to the Risk Management Department of SCCA.
- To notify Risk Management Department, the same day via telephone, of any accident which involves serious injury to a participant or any injury to a spectator.
- To mail copies of the material sent to the Risk Management Department to the Divisional Safety Steward.
- During the event, report to the Chief Steward any hazards which require further investigation or action.
- Before allowing the commencement of the event, verify that an emergency plan is in place.
- Meet with the Medical Crew to confirm duties, duty stations, equipment, race circuit characteristics, vehicles, and other protocol.
- To perform safety related duties as delegated by the Chief Steward.
- To ensure the presence of appropriate Emergency Services personnel and equipment at all times while the event is underway.



- Take appropriate measures to ensure adequate crowd control. Deputy Safety Stewards and Crowd Marshals may be assigned for this purpose. It is the responsibility of the TT Safety Steward to review and confirm the placement of all barriers and crowd control devices prior to the start of the event, and to take measure to ensure they remain in position during the event.
- Use every reasonable means to limit access to restricted areas to those who have proper credentials. The use of a credential system (armbands or the like) is recommended at any event where multiple points of entry are possible.
- Personally examine the insurance and sanction paperwork prior to the start of the event.
- Conduct a meeting of course workers, crowd control personnel, and Deputy Safety Stewards prior to the actual start of the event.
- Make a final course inspection just prior to the beginning of competition or prior to the resumption of competition after a delay of an extended period. This check is to assess the placement of all personnel, safety equipment, barriers and protective placements (hay bales and the like), and to confirm the readiness of Emergency Services personnel and equipment.

In the event of non-compliance with safety regulations, the Safety Steward shall take the following steps:

- Advise the Chief Steward of the infraction and request the situation be remedied before the next car runs.
- If step one fails to resolve the situation, inform the Chief Steward that the event is shut down until the problem is corrected.

While the event Safety Steward does have the right to cancel an event for safety reasons, this should be used as a last resort ONLY. Every attempt should be made to resolve the situation and continue the event in a timely manner. Safety Stewards should work diligently in cooperation with Event Chairpersons and Chief Stewards to ensure an event that is safe for all participants, workers, and spectators. Safety is not an area where compromises can be made, and it is up to all officials to work together to continue the long-standing record of safe events that has become the tradition of SCCA.

**EMERGENCY SERVICES - MEDICAL AND FIRE SAFETY:** To establish equipment and personnel needed to affect a workable medical, fire, and safety plan, detailed plans need to be based on the specific conditions at the event facility and local, state or federal protocols and regulations.

- There shall be a BLS (Basic Life Support) Unit on site staffed by at least two certified caregivers, one of whom must be an EMT at minimum. It is recommended the initial medical response, which may be an ambulance, occur within two (2) minutes.
- There shall be at least one (1) course response vehicle or wrecker which shall be equipped as specified below. It is recommended the vehicle be stationed so it can reach any point on the racing surface within two (2) minutes at a speed not to exceed fifty (50) mph. The course response vehicle MUST be manned whenever the track is "hot" in order to facilitate a rapid response to any on track incident. There shall be at least one (1) person assigned to each course response vehicle who is trained to use the equipment on the vehicle. It is recommended two (2) persons be assigned to each response vehicle. The course response vehicle shall be capable of flat towing a disabled race car. The course response vehicle must contain at least 50 lbs of dry chemical and/or foam extinguishers (in any combination) along

with tow straps, brooms, pry bars, and absorbent materials.

- It is recommended that the following items be immediately available to the Response Truck Crew: Sharp knife, Bolt cutters, 3 foot, Fire axe, Pry bars, 2 foot and 6 foot, Rope, (3/4 inch nylon/or strap, 6000 lb test), 30 feet, Bow saw (30 inch blades) or equivalent tool, Tool box, containing: vice grip pliers, hammer (5 lb), small pry bar, screwdrivers (flat head and Phillips), chisel, tin shears, hack saw and blades, adjustable crescent wrenches (large and small), Oil dry compound
- Comparable equipment may be substituted with the advance approval of the Chief Steward and Safety Steward.

**FLAGGING AND COMMUNICATIONS:** The Flagging and Communications Chief is responsible for the establishment and operation of the Flagging and Communications organization at each Time Trial event. The purpose of this organization is to provide safe course control by:

- Informing the Chief Steward and other Officials, through the communication network, of the condition of the course and the participating cars, and of any situation requiring decisions and/or action by the Time Trial Officials;
- Relaying information and instructions from the Chief Steward to the persons operating the various emergency vehicles and equipment around the course as well as to the drivers and turn personnel;
- Undertaking emergency action needed to protect the lives and property of drivers, workers, or spectators in the event of an accident;
- Maintaining a clear course.
- There should be a sufficient number of corner stations established and manned to keep the entire course under observation at all times and to protect all areas of the course not immediately visible to oncoming drivers.
- Each corner station should be located in accordance with the following considerations: The flagmen to have a clear view of the area to be covered; maximum visibility of the flagmen to the oncoming drivers; maximum protection for the corner station crew from out of control automobiles.
- Each corner station shall be staffed with a minimum of one person unless otherwise approved by the event Safety Steward. Personnel should be properly dressed while on station. This means no shorts, tank tops, halter tops, beach wear, etc. while the track is "hot". It is highly recommended that any person on station acting as a first responder should be wearing long sleeves and pants.
- Each corner station shall be equipped with at least the following: Device for communicating immediately, privately, and without interference with the Central Control Station, other corner stations, and other stations as appropriate; At a minimum, the following flags - red flag, yellow flag, and black flag (a full set of road racing flags is recommended); If passing is allowed at any event, then a blue with diagonal yellow stripe flag is required along with the red, yellow and black flags; and One dry chemical type fire extinguisher of at least 10 pound size although two (2) 10 pound extinguishers are recommended at all events. The grid area should be equipped with the same number and type of fire extinguishers as the corner stations for all events. Broom (push type) and absorbent materials (e.g. - grease sweep, oil dry, etc.). If a start/finish station is used, this station should also have a green flag, a checkered flag, and a black flag.

**INSTRUCTION:** All students should have an Instructor assigned to them, regardless of experience level. As the main purpose of Time Trial events is instruction and education in driving techniques, the following rules should apply to instructors and instruction practices. All instructors must be SCCA members.

- The Chief Driving Instructor should hold a Time Trials Driving Instructor license or higher, and should have experience in Driving Instruction in some form. It is suggested that the Chief Driving Instructor not be assigned students so that he may oversee the event instruction as a whole.
- Instructors are responsible for their students at all times both on and off the course. Instructors should arrange to be in communication with their drivers at regular intervals in order to address any issues that arise. Instructors are to observe their students to the best of their ability at all times. This may be done by a combination of in-car observation and also observation from specific areas around the course.
- Instructors may allow students to work under less formal observation with the approval of the Chief Driving Instructor. However, this should not occur until the instructor has observed the participant for at least one full session. This observation is preferred to be in-car if possible, but may occur from an observation point if the car cannot accommodate a passenger safely.
- It is highly recommended that the Instructor to Student ratio be as follows: for Novice Groups 1:1, for Intermediate Groups 1:2, for Advanced Groups 1:4. Group assignments for students should be at the discretion of the Chief Driving Instructor and Chief Steward for the event. Factors that should be used for the group assignments are documented previous driving experience, demonstrated driving ability/skills, track presence/awareness, overall attitude, etc.
- “Classroom” instruction is recommended for other students. Efforts should also be made to “debrief” students after each on-track session. These items may be done as one large group or in small session groups.
- Instructors should note any exceptional situations (good or bad) on the participant log of the applicable student. These situations may include but are not limited to: well executed maneuvers, good or bad on-track decisions, spins or “offs”, any mechanical issues, rules violations, etc.

**DRIVERS MEETINGS:** There shall be a drivers’ meeting on the first day of the event. Attendance of all drivers is required. At each meeting a Steward should cover at least the following:

- The meaning of flag signals and flagging procedures,
- The specific location of flag stations around circuit,
- The location of black flag station (if used) and where to report if black flagged,
- Any designated passing zones and all passing procedures, and
- Any Rules of the Road, TTR requirements, Supplementary Regulations, etc. as necessary.

**ALCOHOLIC BEVERAGES, NARCOTICS, AND DANGEROUS DRUGS :**

No driver, entrant, or crew may consume alcohol until all practice, racing, or track time for his group is finished for the day. No official may consume alcohol until his duties have been completed for the day. Anyone who has consumed any alcohol on the day of an event, other than following the conclusion of his activities, shall not participate on that day, may be excluded from the balance of the event, and may be penalized. Alcohol may not be consumed until after all the day’s on track activities are concluded.

The use at an event by any participant of any Federal Schedule 1 controlled substance (including marijuana), or other drugs that affect the ability of the participant to safely participate in the event or may otherwise adversely affect the safety or integrity of the event, is specifically prohibited. Certain prescription and non-prescription medicines may also impair performance so competent medical authority should be consulted prior to using such medicines and participating in the event. Any participant who violates this prohibition

- Shall not seek to participate in the event,
- May be excluded from the event by the Chief Steward, Safety Steward,
- May be removed from the grounds by the order of the Chief Steward or Safety Steward.

**RESULTS:** The Chief Steward will send Official Observers Report to the National Office and TT Divisional Program Manager within Fourteen (14) days of the event.

**POSTPONEMENT, ABANDONMENT, OR CANCELLATION:** All or part of an event may be postponed or canceled if provision for doing so is made in the Supplementary Regulations for the event or the Chief Steward and Safety Steward (in full agreement) order that all or part of the event be postponed or cancelled for reasons of safety or forces beyond their control. If an entire event (all classes, all sessions) is postponed for more than 24 hours, it is considered to be cancelled, and entry fees shall be returned. If an event is cancelled during the competition, then the entry fees should be prorated by time and a reasonable portion of the entry fee returned.

**LICENSE GRADES:**

Time Trial Novice permit

Time Trial Competition license

Time Trial Participation Log Book (for PDX and Club Trials)

**NOVICE PERMITS:** Time Trial Novice permits will be issued by the SCCA National Office or SCCA regions to enable student drivers to obtain the training and experience needed for TT Competition Licenses. Applicants under the age of 18 must apply directly to SCCA Member Services and provide a completed SCCA MS-L minor waiver (Form MS-L).

**TIME TRIAL PARTICIPATION LOG BOOKS:** Time Trial Participation Log Books and/or Time Trial Competition Licenses may be used as documentation of on-track experience that may gain credit towards an SCCA Club Racing Competition License at the discretion of the SCCA Drivers School Chief Steward.

**ACCEPTED COMPETITION LICENSES** - The following competition licenses are accepted for Time Trials events, SCCA Professional, National, Regional, Vintage and Novice. Also accepted are Canadian ASN-FIA licenses and those approved in the current GCR. Other types of competition licenses may be accepted per Supplemental Regulations. Entrants with other types of accepted competition licenses must be current SCCA members in good standing and should have completed the minimum number of events required for the applicable competition license during the license year. SCCA members between ages 15 and 17 years old who hold a valid Club Racing Novice Permit or higher and who have a completed SCCA MS-L minor waiver (Form MS-L) on file are eligible to participate.

## **TIME TRIALS OFFICIALS' LICENSING SPECIALTIES and LICENSE LEVELS:**

Time Trial Volunteer

Time Trial Driving Instructor

Time Trial Chief Steward

Time Trial Safety Steward

Time Trial Tech Inspector (Scrutineer)

Time Trial Course Inspector

In the Time Trial program, these designations are awarded upon demonstration of ability and experience first, with amount of participation as a secondary consideration.

- Apprentice - This grade should be used for those in training and unless expressly stated within the TTR should have an Official license holder of the same specialty onsite. Obtaining this level of license requires no approval and can be issued by contacting SCCA National office.
- Official - For those who demonstrate competent service and have completed an acceptable Apprentice period. This requires an upgrade request.
- Specialist - This grade designates those who are capable of taking on leadership positions. They will be responsible for training new Apprentices, and will be those who are eligible for Divisional leadership positions. This requires an upgrade request.

The following participation guidelines are recommended for license upgrades. Submit all upgrades on a Time Trial Official application. Information should include the date, location/event, sanction number, specialty worked and signature, membership number of the specialty Official.

- Apprentice to Official level upgrade for Safety Steward or Course Inspector.
- Completing an SCCA approved safety seminar.
- Successful completion of 4 Time Trial events in any combination.
- Highly recommended 3 of 4 events be Track Trials Level or higher.
- Apprentice to Official level upgrade requirements (except Safety Steward or Course Inspector).
- Successful completion of 3 Time Trial events in any combination.
- Highly recommended 2 of the 3 events be Club Trials (Level 2) or higher.
- Approval for Apprentice to Official upgrades are to be submitted to and approved by the TT Divisional Administrator or TTAC Representative. The application will be forward to Member Services for processing.

**TERMINOLOGY:** The following nomenclature, definitions, and abbreviations should be used in the TTR, all Supplemental Regulations and Entry Forms, and for general use.

- SCCA (Sports Car Club of America, Inc.)

A not-for-profit organization, incorporated within the state of Connecticut, dedicated to the ownership, operation, and preservation of sports cars, and the arrangement and regulation of sports car events and exhibitions, the encouragement of safe and sportsmanlike conduct on public highways, and the development of technical information relevant to any of these purposes. The SCCA is delegated the authority to sanction FIA listed events by ACCUS FIA.

- TIME TRIALS ADMINISTRATIVE COUNCIL (TTAC)

The purpose of the Time Trials Administrative Council (TTAC) shall be to oversee the Time Trials Program within the Club Racing department of SCCA. This council shall be made up of representatives from each Division, appointed by the SCCA Board of Directors. The TTAC

establishes rules and standards for the organization and conduct of SCCA sanctioned Time Trials events, and the licensing of drivers and officials.

- **TIME TRIALS ADMINISTRATIVE COUNCIL REPRESENTATIVE (S)**

The individual selected by the Division and approved by the BOD to represent the Division's interests on the Time Trial Administrative Council and who coordinates with the Time Trial Divisional Program Manager. The TT Divisional Program Manager may also be a TTAC Representative if appointed to do so by the Division. If there are two Division TTAC Representatives, one shall be designated as the voting member. The TTAC Representative(s) will review supplementary regulations prior to approval by SCCA. The TTAC Representative(s) has authority to approve Time Trials Officials Licenses and upgrades for TT Driver Licenses. Term of office is three years.

- **TT DIVISIONAL PROGRAM MANAGER**

The individual selected by the Division to supervise and administer SCCA policies and standards for designated classes of events and to train SCCA Stewards within each Division and who coordinates with the TTAC Representative(s). The TT Divisional Program Manager has authority to approve Time Trials Officials Licenses and upgrades for TT Driver Licenses. Term of office is three years.

- **TIME TRIALS SAFETY COUNCIL**

The purpose of the Time Trials Safety Council (TTSC) shall be to advise the Time Trials Administrative Council (TTAC) on matters of safety. This council shall be made up of representatives from Divisions which have active Time Trials programs by the TT Safety Steward of the Division.

- **TT SAFETY STEWARD OF THE DIVISION**

The individual selected by the Division to supervise events to insure adherence to all SCCA safety rules and guidelines, to train SCCA TT Safety Stewards within each Division and coordinates with the TT Divisional Program Manager and TTAC Representative(s). Term of office is three years.

- **CAR (Automobile)**

A self propelled land vehicle running on four wheels, not in a line, which shall be in contact with the ground. At least two (2) wheels shall affect the steering and at least two (2) the propulsion.

- **PARTICIPANT**

Any person signing an SCCA Participant Agreement (waiver of liability) including all organizers, entrants, drivers, crew, officials, members, workers, and all guests of the above, and any SCCA member in attendance is a participant.