

SCCA **CLUB RACING**

2008 EDITION

TIME TRIALS **RULES** **Level 1 - PDX Events**

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SECTION 1. - INTRODUCTION

The Time Trials Rules (also referred to herein as the TTR) were established to provide a framework for the Time Trials 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 Trials event.

1.1 USING THE TIME TRIALS RULES

In areas where the Time Trials rules conflict with other preparation rules, the Time Trials rules take precedence. All safety items discussed in the Time Trials rules are specified as the minimum, and preparation may exceed these rules if class rules allow.

- A. 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.
- B. 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 TT Chief Stewards of the Division, TT Safety Stewards of the Division, and Chiefs of Tech of the Division that will be affected prior to publication in FasTrack.
- C. Effective on January 1st of each year, all previous editions of the TTR will be superseded by the current edition. No revisions previously published in FasTrack will remain in effect unless included in the new edition of the TTR.
- D. Interpretation and Application of the TTR:
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 word "shall" (either positive "shall" or negative "shall not") is mandatory. The word "may" is permissive. If there is a conflict between the TTR and a Specification Book (PCS, GTCS, TCS, SSS, ITCS, SRCS, FCS) the Time Trials Rules has precedence over the Specification Book. If an item is not addressed in the Specification Book then the item is controlled by the TTR.

The interpretation and application of the SCCA Time Trials Rules by SCCA officials shall be final and binding. In order to promote the sport of automobile competition, to achieve prompt finality in competition results, and in consideration of the numerous benefits to them, all members, including competitors and officials, expressly agree that:

1. Determinations by SCCA officials are non-litigable;
2. They will not initiate or maintain litigation of any kind against SCCA or anyone acting on behalf of SCCA to reverse or modify such determinations, or seek to recover damages or other relief allegedly incurred or required as a result of such determination; and
3. If a member, competitor, or official initiates or maintains litigation in violation of this provision, that member, competitor, or official

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agrees to reimburse SCCA for all costs of such litigation, including travel expenses and attorneys' fees.

1.2. RESERVATION OF RIGHTS

SCCA is a private, not for profit organization. It reserves the right to deny the issuance of any license, or to revoke any license previously issued, for any reason or no reason, except that it will not deny or revoke a license solely on the basis of race, creed, color, sex, or national origin.

SECTION 2. - ADMINISTRATIVE TERMINOLOGY

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

2.1. 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. The address of SCCA is:

SCCA, Inc.
Club Racing
Building 300, B Street
Topeka, Kansas 66619

SCCA is sometimes referred to in the TTR as "National Office" or as the "Club Office."

2.2 TIME TRIALS ADMINISTRATIVE COUNCIL (TTAC)

The TTAC establishes rules and standards for the organization and conduct of SCCA sanctioned Time Trials events, and the licensing of drivers and officials. More information on the TTAC can be found in the Appendix 1.

2.3. DIVISIONS

Geographic separations of the SCCA, established for the administration of SCCA policies, competitions, and events.

2.4. TT DIVISIONAL PROGRAM MANAGER

The individual appointed by the TTAC to supervise and administer SCCA policies and standards for designated classes of events and to train SCCA Stewards within each Division.

2.5. TT SAFETY STEWARD OF THE DIVISION

The individual appointed by the TTAC to supervise events to insure adherence to all SCCA safety rules and guidelines, and to train SCCA TT Safety Stewards within each Division.

2.6. 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.

2.7. COMPETITION

A contest in which a car takes part and which is of a competitive nature or is given a competitive nature by publication of results. Practice and qualifying for starting positions are included in the term "competition". A competition may also be referred to as a "race".

2.8. EVENT

An entire program of competitions.

2.9. SPEED EVENT

Competition in which more than one car is on the course at a time, vehi-

2. Administrative Terminology

cles are driven at maximum speeds, and a high level of driver and vehicle safety equipment is essential.

2.10. NON SPEED EVENT

An event in which the hazards do not exceed those encountered in legal travel on public roads, and which therefore do not require drivers to hold Competition Licenses.

2.11. SANCTION

The documentary authority, granted by the SCCA, to organize and hold a competition.

2.12. SUPPLEMENTARY REGULATIONS

Regulations which are consistent with the TTR and which define the additional ground rules of competition for a specific event. (See Section 5.6.)

2.13. DRIVER

A person named as the driver of a car in any competition. Also, any person who drives a race car in any competition whether or not properly registered, entered, or named as the driver.

2.14. ENTRANT

A person whose entry is accepted for any competition. The signature on an entry form and the membership number shall be that of an individual SCCA member.

2.15. 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.

SECTION 3. - TIME TRIALS EVENTS

The Time Trials Program is divided into four levels of events. Each level is described in separate sections of the TTR.

3.1. PERFORMANCE DRIVING EXPERIENCE (PDX) - Level 1

Level 1 events are non-competitive and are based on the instruction and practice of performance driving and car handling.

3.1.1. Courses

Courses for PDX events should be chosen as to maximize exposure to a variety of car handling situations, while minimizing exposure to hazards. While top speeds are not restricted by these rules, care should be taken to choose courses that do not allow long wide open runs. Speeds may be restricted at the discretion of the TT Course Inspector or Safety Steward, but these restrictions shall 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.

1. Course maps should be available to all students, instructors, and officials, and should be marked to indicate
 - Passing Zones must be clearly labeled
 - Speed Limited areas (if applicable)
 - Any cones or temporary barriers
 - Pit location along with pit in and out
 - Flag and observation stations
2. Flag stations and observation points must 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 and Chief Instructor at all times.

3.1.2. Instruction

As the main purpose of PDX events is instruction and education in driving techniques, the following rules shall apply to instructors and instruction practices:

1. The Chief Driving Instructor must be an SCCA member. This person shall hold a Time Trials Chief 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.
2. All other instructors must hold an Apprentice Chief Driving Instructor license or higher. Exceptions to this may be made on an individual basis by unanimous agreement of the TT Chief Steward, TT Safety Steward, and Chief Driving Instructor for that event (e.g. – other clubs licensed instructors and/or drivers). All instructors must be SCCA members. BMWCCA and PCA Instructor Licenses shall fulfill the licensing requirement.
3. ALL students must have an Instructor assigned to them, regardless of experience level. No exceptions shall be made to this rule. It is highly recommended that the Instructor to Student ratio be as follows: for Novice Groups 1:1, for Intermediate Groups 1:2, for

3. Time Trial Events

Advanced Groups 1:4. Group assignments for students shall 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.

4. Instructors are responsible for their students at all times both on and off the course. Instructors shall 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.
5. Instructors may allow students to work under less formal observation with the approval of the Chief Driving Instructor. However, this cannot 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.
6. If extra instructors are available, they are permitted to drive a vehicle on course with students to demonstrate proper lines and driving techniques. Instructors may not exceed student allowances or limits (such as passing zones, speed limits, etc. where applicable).
7. "Classroom" instruction is required for all first-time students, and 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.
8. 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.

3.1.3. Student Requirements and Responsibilities

Students at events are reminded that these are non-competitive sessions. Violations of any rules, excessive incidents, or improper on-track behavior may result in loss of track time, and continued violations may lead to expulsion from an event, being placed on probation at future events, or being suspended from participation for a set length of time (not to exceed one year). All violations and incidents, along with any disciplinary action, shall be noted on the student's Participant Log. Disciplinary actions are at the discretion of the Chief Instructor and Chief Steward, and their decisions are final and cannot be protested or appealed. Participating students shall:

1. Have a current SCCA membership. Participants under the age of 18 must have prior approval from SCCA Club Racing.
2. Present a TT Participation Log Book at events. For first time students, Participation Log Books will be available at registration. All students must present the Log at registration and it will be returned with any notations at the end of the event. Students with Time Trials Competition Licenses or higher are not required to present Logs for notation so long as their SCCA membership and License are current.

3. Dress appropriately as defined in Section 10.8 Required Driver Safety Equipment. Helmets may be open or full face style. If full face helmets are used, it is recommended that airbags be disabled for the duration of the event. In the case of race-prepared (non street legal) cars, it is recommended that students be fully covered by at least one layer of an accepted fire resistant material (listed in TTR Section 10.8).
4. Drive a vehicle which meets the inspection required in TTR Section 9. Proof of current Annual Tech Inspection in Time Trials or Club Racing shall meet these requirements. Window net and arm restraint requirements are waived for cars that meet the definition of street legal. Street legal is defined as a car which meets local requirements for inspection (if applicable) and the car in question possess CURRENT, VALID license and registration. Vehicles that are not street legal must be eligible for classification in the GCR classes of Showroom Stock, Spec Miata, Touring, or Improved Touring, or the Solo classes of Stock, Street Touring, Street Prepared, or Street Mod. No vehicles that are prepared beyond these allowances shall be permitted to participate. Open wheel cars are not allowed. All cars MUST have a passenger seat with a 3 point seat belt, both meeting DOT requirements as a minimum. Passenger seats with the same safety equipment as the driver seat are highly recommended.
5. Report to all instructional sessions and meet with their instructor following each session to receive information and suggestions.
6. Immediately return to the pits following any incident which involves a spin, involved any contact with a barrier or other vehicle, or one that included all four wheels leaving the track surface at once. Pit Officials will provide further instructions.
7. Immediately return to the pits if directed to by flaggers or instructors.
8. Follow all event rules and course limits.
9. Refrain from passing unless given a point-by in a designated passing area.
10. Be aware of other drivers and use point-by techniques to yield to faster cars.
11. Drive in a manner consistent with the non-competitive nature of the event. Failure to follow this rule could result in IMMEDIATE expulsion from the event.

3.1.4. Officials and Workers

The following Officials and workers are required at events as a minimum.

1. Operating Officials required (in order of authority) are TT Safety Steward, TT Chief Driving Instructor, and TT Chief Steward. Each of these officials must be a current SCCA member and hold a valid TT license in that specialty. Apprentice grade licenses are acceptable for Chief Steward and Chief Driving Instructor, but the TT Safety Steward must possess a Official level license or higher. There shall be no plurality of duties for anyone working in the TT Safety Steward or TT Chief Driving Instructor positions.

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2. Workers to man each flag or observation station.
3. At least one pit worker (in addition to a flagger if present at the pits) to direct drivers on course and communicate with drivers in the pits.
4. Sufficient number of instructors so that each has only one student in each run group.

3.1.5 General Event Guidelines

All event rules should be reviewed with all participants at the beginning of each day of the event.

1. 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 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.
2. Run groups should be separated by experience level. Large run groups may be further split by potential vehicle performance.
3. Each individual run group session should not exceed 20 minutes of continuous scheduled track time. The number of track sessions per event is not limited.
4. Timing of PDX events is not allowed. This includes any personal timing devices. Video and/or data acquisition systems are allowed for instructional purposes only and shall not violate the intent of this rule.
5. Passenger(s) will be allowed to ride with an Instructor in any session during the course of an event. The passenger(s) must wear appropriate clothing and an approved helmet. 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 **MUST** have a 3 point seat belt, both seat and belts must meet DOT requirements as a minimum. 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.
 - An exemption 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.
 - This exception will be made on a case-by-case basis through agreement of the TT Chief Steward, TT Safety Steward, and TT Chief Driving Instructor.
6. All Performance Driving Experience events must be sanctioned in accordance with the current Club Racing Event Sanction Form.

Sanction forms are submitted directly (accompanied by the appropriate fees and a copy sent to the TT Divisional Program Manager) to the Club Racing Manager at the National Office, who will then notify the Region of approval.

SECTION 4. - EVENT PROCEDURES

The following standards apply to all Time Trials events.

4.1. PIT AND PADDOCK RULES

For the purposes of Time Trials events, the terms Pit and Paddock shall be interchangeable, and shall be defined as the area reserved for the parking of or working on participating automobiles. At Time Trials events, these areas shall be defined as "cold" areas, and as such, be open to spectators (if applicable) unless otherwise restricted in the Supplemental Regulations for an event.

4.1.1. Work on vehicles

The following rules apply to working on vehicles in the Pit/Paddock:

1. Cars shall not be run in gear with the drive wheels off the ground.
2. Jack stands must be used whenever any person is under any part of a lifted vehicle.
3. 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.
4. 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.

4.1.2. Other activities

1. No motorized vehicle may be operated by anyone not holding a valid state-issued driver's license.
2. Any pets must be securely fastened to a leash or chain not to exceed 20 feet. This leash or chain must be securely held by a stationary object or must be controlled by an adult at all times.
3. All minors shall be under adult supervision at all times.
4. No person may ride on the external bodywork of any vehicle in the Pit/Paddock.

4.2. GRID RULES

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.

1. Grid shall be restricted to only those vehicles which are being readied to start.
2. No vehicle shall carry passengers on the Grid.
3. No tire-warmers are permitted on Grid.
4. Vehicles on Grid may not be jacked or lifted without specific permission from the Chief Steward.
5. No automobile may be push-started on Grid without specific per-

mission from the Chief of Grid.

4.3. THE START

The flying start shall be the standard in all Time Trials events.

One or more no passing yellow flags or other indication should be given at the beginning of each practice session. This procedure is mandatory for the first session of each run group on each day of an event.

4.4. RULES OF THE ROAD

The following standards apply to all Time Trials events.

4.4.1. Drivers' Meeting

There shall be a drivers' meeting each day of the event. Attendance of all drivers is required. At each meeting a Steward must cover at least the following:

1. The meaning of flag signals and flagging procedures
2. The specific location of red flags around circuit
3. The location of black flag station (if used) and where to report if black flagged
4. Any designated passing zones and all passing procedures
5. Any other Rules of the Road, TTR requirements, Supplementary Regulations, etc. as necessary
6. Penalty procedures for violation of rules. Penalties for violation of rules may be disqualification, additional training or schooling, or other appropriate penalties such as the Stewards may devise. Repeated or flagrant violations and illegal passing shall result in disqualification and may result in revocation of the driver's Time Trials license or Participation Log.

4.4.2. Emergency Procedures on Course

During an event, it is expressly forbidden to drive or tow a car at any time or under any conditions in a direction opposite to that in which the event is being run without the specific approval of the TT Safety Steward. Infraction of this rule may mean immediate disqualification.

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.

Drivers may obtain no assistance during the run other than from their pit crews and in the pits. This does not preclude assistance by event officials for safety reasons.

Cars may not be pushed or moved under power of the starting device while on the course, except to remove them from a hazardous position to one of greater safety.

4.4.3. Flags

The following flags may be used at Time Trials events:

RED - Clear the circuit for emergency vehicle traffic by stopping off course TO THE RIGHT or AS FAR TO THE RIGHT AS CIRCUMSTANCES PERMIT: Stay in car with safety equipment on, do not move until directed by a

4. Event Procedures

worker or official.

GREEN - When displayed, the green flag indicates that the course is clear.

YELLOW - Take Care, Danger, Slow Down, No Passing. Waved - Great Danger, Slow Down, Be Prepared To Stop, No Passing.

YELLOW WITH VERTICAL RED STRIPES - Take care. A condition exists on the road which cannot be corrected in a reasonable time during which competition is halted.

BLACK - Return to the Pits immediately and see an Official for instructions.

BLACK WITH ORANGE DOT (MEATBALL) - You appear to have a mechanical problem. Continue offline and cautiously proceed back to the Pits.

CHECKERED - You have completed your run. Slow and pull off the course into the assigned area. This flag is optional with the Event Steward and may be replaced by a prominent sign, preferably a banner across the course, indicating the finish line.

Additionally, at events where passing is permitted, the following flag may be used:

BLUE WITH DIAGONAL YELLOW STRIPE (Motionless) - Another driver is following you, you should give way at the next designated passing zone by moving to the right, signaling and slowing down as necessary. All designated passing zones shall be clearly marked on both ends by rubber cones. Clear hand signals shall be given by the overtaken driver and no pass by an overtaking driver shall be attempted without a signal. Overtaking drivers should be allowed to pass at the first passing zone. The driver being overtaken must take action as defined by the event officials to allow a safe pass before the end of the passing zone. Good judgment by the driver being overtaken is required so that a passing flag should not be required for the overtaking driver to be allowed to pass. Passing flags shall be obeyed. The designated passing zones shall be specified at the mandatory drivers' meeting.

4.5. DEMONSTRATION RUNS

Media or local celebrities may be given access to the course if they are seated in a passenger seat with the appropriate safety gear on, are belted in, and their "tour" of the course is approved in advance by the Safety Steward, Chief Steward and Chief Driving Instructor.

SECTION 5. - EVENT RULES AND REQUIREMENTS**5.1. CLASSIFICATION OF EVENTS**

Events sanctioned by the SCCA shall be classified according to the persons eligible to take part, the categories of cars eligible to participate, and the awards offered.

5.1.1. SCCA Events

SCCA may grant sanctions to organize various classes of events to be conducted in accordance with the Time Trials Rules.

Performance Driving Experience (PDX) – Level 1 Events

These events shall concentrate on the teaching of safe car handling and performance driving techniques, and shall not be competitive events. SCCA licenses are not required for entrants. TT Participation Log Books are highly recommended for use at PDX events.

Club Trials – Level 2 Events

Club Trials are entry-level competition events and may utilize fixed racing circuits (approved by the National Office) and other temporary courses (airports, large lots, etc.). Typically, Solo classes are utilized, with other classes available in certain areas. Some safety equipment is required for competition. Exposure to hazards is limited by course selection and layout. Some instruction generally accompanies the event. Entrants must be SCCA members and must present a TT Participation Log Book at events.

Track Trials – Level 3 Events

These events utilize fixed racing circuits (approved by the National Office) and other temporary courses (airports, large lots, etc.). More safety equipment is required, such as roll bars, harnesses, driver suits, etc. Novice instruction is used, but the emphasis is on competition. SCCA memberships, Novice Permits and TT Competition licenses or higher are required.

Hillclimb – Level 4 Events

Safety items are generally similar to Club Racing events, as similar speeds can be achieved. Novice instruction is used if novices are permitted to enter, but some events may restrict entry to TT Competition licenses or higher.

Detailed descriptions of each Level of event are available in the respective section of the TT Rules.

5.1.2. Private Event Definition

A private event is one where no admission charge of any kind is made. Participants' entry fees or other charges to participants are not admission charges. Attendance at private events shall be limited to the following:

- A. Drivers and entrants, plus a nominal crew, whose size may be limited by the Supplementary Regulations, not to exceed a total of six (6), including the driver and entrant.
- B. SCCA members and their guests are required to sign an event waiver.
- C. Any other individual having a specific assigned duty at the event, who holds and has available credentials for the assigned job, plus one guest each.

5. Event Rules and Requirements

- D. Minors under twelve (12) years of age are not counted under these limitations.
- E. Advertised non-spectator Time Trials events are considered private events

In addition, the classification of "private event" shall be removed and the appropriate insurance premium for a public event shall be considered due and payable if there is any local newspaper, radio, television, or similar publicity placed by or traceable to the course owner, the organizing region, or a representative of either of them.

5.2. COURSES

Notwithstanding definitions to the contrary, the word 'course' and the word 'circuit' may be used interchangeably in these rules.

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

- A. Limit a course as to the classification of event to be sanctioned there.
- B. Restrict the number of cars which may be started simultaneously or in total.
- C. Restrict the number of entries which may be accepted for an event or a competition.
- D. Restrict the course to certain classes and categories of cars.
- E. Restrict the course to certain grades of drivers.
- F. Disapprove the course for all SCCA speed events.
- G. Set forth certain areas as "safe" worker areas or restrict areas considered to be "hot".
- H. Designate spectator areas.
- I. Determine eligibility for non-spectator status for Time Trials events at that facility.

5.2.2. Measurement Of Courses

The official length of a course shall be measured along the centerline of the road.

5.3. INSURANCE

5.3.1. Insurance Requirements

All events sanctioned by the SCCA shall be insured for Event Liability and Participant Accident coverage. Event Liability coverage may be provided by the SCCA Master Insurance Plan or an equivalent policy (equivalency to be determined by the SCCA Risk Management Department), if obtained in compliance with the procedures described in paragraph 5.3.5., "Alternative Liability Insurance Procedures for Events." Participant Accident coverage shall be provided by the SCCA Master Plan.

5.3.2. Insurance Availability

The TT Safety Steward shall delay the beginning of the event until he is

satisfied that the insurance required under this section is provided.

5.3.3. Coverage And Limits

The minimum coverage and limits for competitive events are available from the National Office upon request.

5.3.4. Increased Limits For Licensed SCCA Members

\$1,000,000 medical reimbursement benefits are provided to licensed SCCA members properly credentialed for an event.

5.3.5. Alternative Liability Insurance Procedures For Events

The organizers and/or promoters of any SCCA-sanctioned event which is to be insured with liability coverage other than that provided by the current SCCA Master Insurance Plan shall adhere to the following:

- A. A fully worded and certified Liability Policy (or policies) of insurance equivalent to the requirements set forth in Section 5.3.3 shall be forwarded to the SCCA Risk Management Department so that receipt of the Liability Policy (or policies) will occur not less than twenty (20) days prior to the scheduled commencement of the event to be insured by such Liability Policy (or policies). The Risk Management Department in its sole discretion, shall determine whether the Policy is equivalent and acceptable.
- B. If such fully worded and certified Liability Policy (or policies) is not received by a date twenty (20) days prior to the scheduled commencement of the event to be insured, the Risk Management Department shall have the right, but not the obligation, to cause the event to be insured for liability under the current SCCA Event Insurance Plan. Certificates evidencing such coverage and a billing for the appropriate premium charge therefore shall be sent to the event organizers and promoters. In case the premium charge is unpaid by a date fourteen (14) days prior to the scheduled commencement of the event, the Risk Management Department shall cause the event to be canceled.

5.4. SANCTIONS

An SCCA sanctioned event may be organized by:

- A. The SCCA.
- B. An SCCA Region(s).

5.4.1. Required Approval

The names or emblem of the SCCA shall be associated only with events sanctioned by SCCA. Organizers shall not distribute Entry Forms or Supplementary Regulations for an SCCA event prior to obtaining an SCCA sanction.

5.4.2. Application For SCCA Sanction

Every application for SCCA Sanction shall be submitted on the current Official Form, and shall be accompanied by the appropriate sanction fee, a draft of the Entry Form, Supplementary Regulations, and the Schedule of Events. Applications shall be submitted for approval forty five (45) days prior to the scheduled date of the event and shall state:

- A. The name, official position held, address and contact information of the requestor.
- B. The name, address and contact information of the Chief Registrar of the event.

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- C. The nature and classification of the event for which a sanction is requested.
- D. The date and place of the proposed event.

5.4.3. Sanction Procedures

The sanction is the documentary authority, granted by SCCA, to organize and hold a competition. A Sanction Number and document will be issued, within five (5) working days, when all requirements listed below have been met and the application approved. Sanction Numbers will be issued via e-mail and application submission should be planned accordingly.

- A. The event must be listed on the official SCCA calendar. To be considered a firm date request, it is recommended that the region's request be confirmed in writing by the circuit owner/manager.
- B. The course must be approved by the SCCA.
- C. Sanction fees payable to the SCCA must accompany the Sanction Application.
- D. Upon approval of the Application, the National Office will promptly assign a Sanction Number and issue a formal Sanction document to the organizers of the event. (See Section 5.1.1.)
- E. There shall be no refunds of Sanction fees unless notice of cancellation is received by the National Office at least fifteen (15) days prior to the event.
- F. The organizing region will send the Observer Report, Official Time Trial Event Results to the National Office within ten (10) days of the event.

5.4.4. Application for Event on Unapproved Course (Pending)

In the case of an Application for Sanction to conduct an event at a course which is not already approved by the SCCA (see 5.2.), application shall 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.

5.4.5. Late Fee

A late fee of fifty (50) percent of the sanction fee shall be charged on all sanctions postmarked after the applicable deadline, unless prior arrangements have been made and approved by the National Office Sanction Administrator.

5.5. OFFICIAL SCHEDULE

5.5.1. The official schedule for an event shall contain the following information:

- A. A conspicuous announcement: "Held under the SCCA Time Trials Rules."
- B. The event sanction number.
- C. The name of the organizer (Region).
- D. Name, location, and date of the event.

- E. Schedule of planned competitions.
- F. Classes of cars and groupings.
- G. The names of the TT Chief Steward, TT Safety Steward, TT Chief Driving Instructor and Chief Registrar.
- H. The names of additional principal Officials.

5.6. SUPPLEMENTARY REGULATIONS

5.6.1. The Supplementary Regulations shall establish for competitors and officials the specific conditions for an event. The SCCA Club Racing Manager must approve all regulations different than those of the Time Trials Rules prior to a Sanction being issued. They shall contain the following information:

- A. The name, location, dates, nature, and classification of the event.
- B. The sanction number and type of sanction for the event.
- C. An announcement conspicuously placed: "Held under the SCCA Time Trials Rules."
- D. The name and address of the organizers.
- E. The names of the TT Chief Steward and Chief Registrar.
- F. A complete description of the proposed event, including the length of individual competitions, and the classes of cars eligible.
- G. Times of any mandatory meetings, such as Novice, Driver's, Officials, etc.
- H. Times and locations of activities, inspections, and competitions.
- I. The name and address of the Registrar or other person to whom the entry is to be sent, closing date for receipt of entries, and amount of entry fee.
- J. All other information necessary for the proper conduct of the event, not already included in the Time Trials Rules.

5.6.2. Changes To The Supplementary Regulations

No changes shall 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 unanimous agreement is given by all affected competitors already entered, or the TT Chief Steward so decides for reasons of safety or forces beyond their control. All schedule changes shall be approved by the TT Chief Steward. Changes of event officials must be submitted to the Time Trials Divisional Program Manager who will then notify the National office.

5.7. ENTRY FORMS

5.7.1. Entry Forms shall contain the following:

- A. Spaces for full names, addresses, membership numbers, and license numbers of entrants and drivers, and for driver's Region of

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Record

- B. Space for full description of cars to be entered.
- C. An announcement: "Held under the SCCA Time Trials Rules."
- D. Spaces for 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, persons to be notified in case of accident.
- E. The Sanction Number assigned to the event.
- F. Emergence contact info must be included with the entry.
- G. Any other information required for the clarification of all other details of the event.

5.8. ENTRIES

An entry made and accepted in accordance with the TTR and the Supplementary Regulations shall constitute a contract binding an entrant to take part in the competition entered unless prevented by forces beyond his or her control. The organizers shall comply with the conditions of entry, provided that the entrant has made every effort to take part in the competition. A breach of such contract may be treated as a breach of the TTR.

An entry is considered official and a competitor is considered entered in an event when:

- A. A signed, completed, and official entry blank has been submitted and received by the organizers (subject to subsequent refusal per section 5.8.1).
- B. The entry fee has been paid and received by the organizers.
- C. All fines due and payable to SCCA must have been paid.
- D. Dual entry is permitted under a single sanction number. Separate entry forms and fees are required for each class entered. Only one (1) Vehicle Logbook is required, but shall contain pictures of each configuration.

5.8.1. Refusal Of Entry

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 address given on the Entry Form as soon as possible.

5.8.2. Falsification Of Entry

An entry which contains a false or incorrect statement may be determined to be null and void by the Time Trials Chief Steward or other First Court. The entrant may be deemed guilty of a breach of the TTR, the entry fee may be forfeited, and further penalties may be imposed.

5.8.3. Withdrawal (Scratch) Of Entry

An entry may be withdrawn without penalty if the withdrawal is made prior to the entry deadline date. In such cases, the organizers shall return the entry fee. For withdrawals after the entry deadline, return of all or part of the entry fee is at the organizers' discretion.

5.9. SUBMISSION TO RULES

5.9.1. Every person, body, group of persons, region of the SCCA, or organizer who applies for and is granted an SCCA sanction to conduct an event, or any person who applies for an SCCA license shall be deemed to have agreed to the following and so acknowledge in writing upon request:

- A. He or she is familiar with the Time Trials Rules.
- B. He or she agrees without reservation to the consequences resulting from the TT Rules.
- C. He or she renounces the right to have recourse, except with the written consent of the SCCA, to any arbitrator or tribunal not provided for in the TT Rules.

5.10. 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).

5.11. ENTRY LIST

It is recommended the event organizers make the official list of competitors available to all entrants at no charge as early as possible prior to the commencement of the event.

5.12. RESULTS

The organizing region will send Official Race Results to the National Office within ten (10) days of the event.

5.13. POSTPONEMENT, ABANDONMENT, OR CANCELLATION

All or part of an event may be postponed or canceled if:

- A. Provision for doing so is made in the Supplementary Regulations for the event or
- B. The TT Chief Steward and TT 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.
 - 1. Cancellation. 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 shall be prorated by time offered and a reasonable portion of the entry fee shall be returned.

5.14. FLAGGING AND COMMUNICATIONS

5.14.1. General Organization

The Flagging and Communications Chief shall be responsible for the establishment and operation of the Flagging and Communications organization at each SCCA speed event. The purpose of this organization shall be to provide safe course control by:

- A. Informing the Chief Steward and other Officials, through the communication network, of the condition of the course and the competing cars, and of any situation requiring decisions and/or action by the Race Officials;

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- B. 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 race drivers and turn personnel;
- C. Undertaking emergency action needed to protect the lives and property of drivers, workers, or spectators in the event of an accident;
- D. Maintaining a clear course.

5.14.2. Central Control Station

The Communications Chief shall have charge of the Central Control Station where all communications affecting the control of the event are carried out. The Central Control Station shall maintain immediate liaison with the Chief Steward and all corner stations.

5.14.3. Corner Stations

- A. Number - There shall 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.
- B. Location - Each corner station shall 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.
- C. Personnel - Each corner station shall be staffed with a minimum of two (2) unless otherwise approved by the TT Safety Steward for the event. 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 of at least 100% cotton material for personal safety reasons.
- D. Equipment - Each corner station shall be equipped with at least the following:
 - 1. Device for communicating immediately, privately, and without interference with the Central Control Station, other corner stations, and other stations as appropriate.
 - 2. A red flag, a yellow flag, and black flag are also required. 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. Flags and their meaning is discussed in the TTR Section 4.5.3 - Flags
 - 3. 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 shall be equipped with the same number and type of fire extinguishers as the corner stations for all events.
 - 4. Broom (push type) and absorbent materials (e.g. - grease sweep, oil dry, etc.).

5. If a start/finish station is used, this station shall also have a green flag, a checkered flag, and a black flag.

5.15. EMERGENCY SERVICES - MEDICAL AND FIRE SAFETY

5.15.1. Purpose

- A. To establish equipment and personnel needed to effect 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.
- B. Medical personnel on site need to be familiar with local, state, and federal regulations for accident and medical emergencies.

5.15.2. EMERGENCY SERVICES PERSONNEL AND EQUIPMENT

5.15.2.1. Medical Personnel and Ambulance

The following minimums apply:

- A. 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.
- B. Medical personnel shall report to the TT Safety Steward for the event.
- C. It is recommended the initial medical response, which may be an ambulance, occur within two (2) minutes.

5.15.2.2 Course Response Vehicle

- A. There shall be at least one (1) course response vehicle which shall be equipped as specified in C. 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.
- B. 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.
- C. 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.
- D. Course Response personnel shall report to the TT Safety Steward unless there is a Chief of Emergency Services assigned.

5.15.2.3. Wrecker

- A. There shall be one (1) wrecker or equivalent which shall be capable of lifting or removing any race car from the event. The wrecker may also serve as a fire truck if equipped as specified in 5.15.2.2.
- B. There shall be at least one (1) person assigned to a wrecker who is trained to use the equipment.
- C. Wrecker personnel shall report to the TT Safety Steward unless

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there is a Chief of Emergency Services assigned.

5.15.3.1. Telephone

There shall be an operating telephone or radio readily available to the Chief Steward and Chief Safety Steward which can contact community emergency services and hospitals.

5.15.3.2. Other Recommended Equipment

It is recommended that the following items be immediately available to the Response Truck Crew:

1. Sharp knife
2. Bolt cutters, 3 foot
3. Fire axe
4. Pry bars, 2 foot and 6 foot
5. Rope, (3/4 inch nylon/or strap, 6000 lb test), 30 feet
6. Bow saw (30 inch blades) or equivalent tool
7. 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).
8. Oil dry compound

The equipment should be carried on the response vehicle, wrecker or MERV (Multiple Emergency Response Vehicle).

If a power compound rescue tool and trained operator is available locally through Fire or EMS services, it does not have to be located at the event site.

Comparable equipment may be substituted with the advance approval of the TT Chief Steward and TT Safety Steward.

5.15.4. Operating Rules

5.15.4.1. Emergency Plan

The TT Safety Steward shall, before allowing the commencement of the event, verify that an emergency plan is in place. A copy of the emergency plan should be on file with the National Office.

5.15.4.2. Briefing

The TT Safety Steward shall meet with the Medical Crew to confirm duties, duty stations, equipment, race circuit characteristics, vehicles, and other protocol.

5.15.4.3. Dispatching

The dispatching of emergency vehicles on the track shall be authorized by the Chief Steward. Dispatching procedures shall be agreed on in advance by the Chief Steward, Safety Steward and emergency response personnel.

5.15.4.4. Hospital Arrangements

- A. The Medical Crew (crew staffing the on-site ambulance) shall establish a primary route to the primary and secondary hospital prior to an event.
- B. The Event Organizer shall confirm the availability of hospital staff and facilities.

5.15.4.5. Identification of Personnel

Emergency services personnel should be readily identifiable by some means other than the usual passes (e.g., vest, arm bands, jackets).

5.15.4.6. Start of Race

All emergency vehicles shall be equipped and staffed at all times while race cars are on course.

5.15.4.7. Suspension of Racing

Racing shall be suspended if the personnel specified in 5.15.2.1. and 5.15.2.2., or the equipment specified in 5.15.3.1 and 5.15.3.2, are no longer on the premises or are unable to perform their assigned duties.

5.16. SCHEDULING

Scheduling of Time Trials events within each Division should be handled by methods determined by the TT Divisional Program Manager. Care should be taken to coordinate with the Club Racing Divisional Scheduling Representative. Interdivisional Time Trials events shall be coordinated by the applicable TT Divisional Program Manager.

SECTION 7. – LICENSES AND REQUIREMENTS

7.1. LICENSE GRADES

7.1.1. Time Trials Competition

- A. TT Novice permit
- B. TT Competition license
- C. TT Participation Log Book (for PDX and Club Trials)
- D. Minor (See 7.4.)

7.2. NOVICE PERMITS

TT 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 Central licensing.

7.3. OTHER COMPETITION LICENSES - Accepted for Time Trials Events.

The following competition licenses are accepted for Time Trials events, SCCA Professional, National, Regional, Vintage and Novice. Also accepted are Canadian ASN and Canada FIA licenses. Other types of competition licenses may be accepted per Supplemental Regulations. Any of the accepted competition licenses must meet the eligibility requirements in 7.3.1.

7.3.1 Eligibility

Entrants with other types of accepted competition licenses must be current SCCA Regular, Spouse or First Gear members in good standing and shall have completed the minimum number of events required for the applicable competition license during the license year.

7.4. LICENSING OF MINORS

No one under sixteen (16) years of age may be issued a Novice Permit or Competition License.

7.4.1. Age of Licensing

The age of licensing is determined by state law but is typically 16 years of age. Certain states may impose higher age limits and all license applicants must be of the age of licensing for the state they are residing in.

7.5. PROBATION LETTER HOLDERS

All SCCA probation letter holders shall present the letter at registration to the Chief Steward.

7.6. TIME TRIALS OFFICIALS' LICENSING SPECIALTIES

1. TT Volunteer
2. TT Chief Driving Instructor
3. TT Chief Steward
4. TT Safety Steward
5. TT Tech Inspector
6. TT Course Inspector

The apprentice grade of any of the above licenses may be issued by any current Regional Executive or anyone holding a Specialist grade license in the category to be issued.

7.6.1. Time Trials Officials License Levels

- A. Apprentice
- B. Official
- C. Specialist

Please note that in Time Trials, these designations are awarded upon demonstration of ability and experience first, with amount of participation as a lesser consideration. The Apprentice grade shall be used for those in training and unless expressly stated within the TTR shall have an Official license holder of the same speciality onsite. Official licensees are those who demonstrate competent service and have completed an acceptable Apprentice period. The Specialist grade will designate those who are capable of taking on leadership positions. Specialists will be responsible for training new Apprentices, and will be those who are eligible for Divisional leadership positions.

7.6.2. Time Trials Officials License Upgrade Guidelines

The following participation guidelines are recommended for license upgrades.

1. License upgrades (except TT Safety Steward or TT Course Inspector) from Apprentice to Official may be obtained upon successful completion of 3 Time Trials events (in any combination) at the Apprentice grade. It is highly recommended that if possible, 2 of the 3 events should be Club Trials (Level 2) or higher.
2. TT Safety Steward or TT Course Inspector licenses may only be upgraded to Official licenses after completing an SCCA approved safety seminar and successful completion of 4 Time Trials events (in any combination) at the apprentice grade. It is highly recommended that if possible, 3 of the 4 events should be Track Trials (Level 3) or higher.
3. Successful completion of Apprentice grade event participation shall be documented and submitted with the license upgrade application. Documentation shall include the date, location, sanction number, speciality worked and signature of the specialty Official.
4. All license upgrades from Apprentice to Official shall be submitted to the TT Divisional Program Manager for approval.
5. The TT Divisional Program Manager shall endorse all approved licenses for upgrade to the Official grade of license being applied for.
6. All license upgrades to Official approved by the TT Divisional Program Manager, must be submitted to the Club Racing Manager for final review and approval prior to license issue.
7. License upgrades from Official to Specialist may be obtained upon completion of 7 Time Trials events (in any combination) at the Official grade. It is highly recommended that if possible, 2 of the events should be Club Trials (Level 2) and 4 of the events should be Track Trials (Level 3) or higher.
8. License upgrades from Official to Specialist grade of any TT license must be submitted to and approved by the Time Trials Administrative Council after being approved by the TT Divisional Program Manager and before being submitted to the Club Racing Manager for final review and approval prior to issue.

SECTION 8. – EVENT OFFICIALS AND REQUIREMENTS

8.1. OFFICIALS

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

- TT Chief Steward
- TT Safety Steward
- Event Chairman
- TT Worker Chief
- Chief of Timing
- TT Chief Technical and Safety Inspector (Scrutineer)
- TT 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.

8.2. RACE OFFICIAL LICENSES

It is required that all Officials under SCCA control at all SCCA sanctioned Time Trials events shall either be licensed in the specialty or hold a log-book in the specialty, except medical personnel and workers in “safe” areas as listed below. These licenses are to be checked at Registration (preferred) or by the Chief of the Specialty at each event.

8.2.1. Official Membership Requirements

The Divisional Time Trials Safety Steward shall have the authority to determine if a work area is classified as “safe” as to allow non-members to be utilized. In the absence of the Divisional TTSS, the event TT Safety Steward, TT Chief Steward, and Event Chairman may deem an area “safe” through unanimous agreement. Any areas not deemed safe by one of the above methods shall default to “hazardous” status and be thereby restricted to SCCA members only.

8.2.2. Minimum Grade of License listed for each level in Section 7.6.

If licensed Time Trials Officials are not available, Club Racing Official Licenses may be substituted. This is intended to allow Regions or Divisions a way to start new programs.

8.3. REQUIRED OFFICIALS

At every event there shall be a TT Chief Steward, TT Safety Steward, TT Chief Driving Instructor, and TT Chief Technical and Safety Inspector, in addition to other officials as necessary.

8.4. RIGHT TO SUPERVISION

The SCCA Club Racing Department reserves the right to designate a qualified person to evaluate any competition.

8.5. APPOINTMENT

8.5.1. SCCA Time Trials Events

All Officials shall be appointed by the Region conducting the event, subject to approval by the Time Trials Divisional Program Manager, or the TT Safety Steward of the Division for TT Safety Steward positions.

8.6. CONDUCT

8.6.1. Standards of Behavior

Every Official shall conduct himself or herself according to the highest standards of behavior. Failure to do so may result in loss of official appointment for the event, or other penalty as determined by the Club Racing Manager.

8.6.2. Loss of License

Any license holder (whose actions are deemed by the SCCA Time Trials Administrative Council to be contrary to the best interest of SCCA) may have his or her license revoked, either for a period specified by the Time Trials Administrative Council, or permanently. This action is appealable to the Board of Directors.

8.7. PLURALITY OF DUTIES

The same person may hold more than one official position. The TT Safety Steward and TT Chief Driving Instructor shall have no plurality of duties.

8.8. TIME TRIALS CHIEF STEWARD

The TT Chief Steward is the executive responsible for the general conduct of the event in accordance with the TTR and the Supplementary Regulations. In the event of a protest, the Chief Steward shall appoint three individuals to hear, discuss, and rule on the protest. These individuals shall have no material interest in the involved parties or in the outcome of the protest.

8.9. EVENT CHAIRMAN

8.9.1. The Event Chairman shall be responsible for the organization of an event. Specifically, he or she shall:

Arrange the required equipment and facilities in accordance with Section 5.15., Emergency Service, Medical, Fire, and Safety.

8.10. CHIEF STARTER - Optional

The Chief Starter shall operate directly under the supervision of the TT Chief Steward. The Chief Starter gives directions to competing drivers by flag, hand, and body signals prescribed by the GCR with respect to starting, suspending, and ending a race.

8.11. COURSE CHIEF - Optional

The Course Chief shall be responsible for final preparation and maintenance of the course and other related duties assigned to them by the Chief of Emergency Services in conjunction with the TT Safety Steward and TT Chief Steward.

8.12. WORKER CHIEF

The Worker Chief shall be 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.

8.13. COMMUNICATIONS CHIEF - Optional

The Communications Chief shall be responsible for the establishment and operation of the communications system, which shall include all corner stations and a central control. A race log should be kept of all communications on the race network.

8.14. CHIEF TIME TRIALS TECHNICAL AND SAFETY INSPECTOR

8.14.1. The Chief TT Technical and Safety Inspector shall ascertain that the cars comply with the TTR, GCR, Specification Books, and Supplementary Regulations. Specifically, he or she shall:

- A. Approve cars that comply with all safety regulations.
- B. Conduct inspections of cars at the request of the TT Safety Steward, TT Chief Driving Instructor or TT Chief Steward.
- C. Report to the TT Chief Steward any cars that he or she finds do not conform with requirements of the TTR.

8.15. CHIEF of EMERGENCY SERVICES - Optional

The Chief of Emergency Services shall be responsible, in conjunction with the TT Safety Steward and TT Chief Steward for staffing and equipping the medical organization in accordance with Section 5.15. - Emergency Services.

8.16. TT CHIEF DRIVING INSTRUCTOR

The TT Chief Driving Instructors shall observe all novice participants at several locations throughout an event when possible. The TT Chief Driving Instructor shall record all incidents that involve novices, and at the conclusion of each competition, shall give the TT Divisional Program Manager a written report of all incidents. This will help determine eligibility for upgrades from novice to full licenses. Additionally, the TT Chief Driving Instructor shall arrange for a Novice Orientation at each event. This may be done as a classroom session (or multiple sessions) or a course tour. All novices present at an event must be present for this Orientation unless excused by the TT Chief Steward.

8.17. PRESS OFFICER - Optional

The Press Officer advises the Officials on press information and acts as liaison with the promoter's press director, if any. Chief Officials and SOM shall cooperate with the Press Officer in carrying out his or her responsibility to apprise the press on matters of public interest.

8.18. CHIEF REGISTRAR

The Chief Registrar shall be 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.

8.19. TIME TRIALS SAFETY STEWARD (TTSS)

8.19.1 TTSS Responsibilities:

- A. To investigate accidents and forward the originals of all reports, including original releases, to the Risk Management Department of SCCA.
- B. 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.
- C. To mail copies of the material sent to the Risk Management Department to the Divisional Safety Steward.
- D. During the event, to report to the Chief Steward any hazards which require further investigation or action.

- E. To perform safety related duties as delegated by the Chief Steward.
- F. To ensure the presence of appropriate Emergency Services personnel and equipment at all times while the event is underway.
- G. Take appropriate measures to ensure adequate crowd control. Deputy TT 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.
- H. Determine areas of restricted personnel because of safety concerns. If available, this should be done in cooperation with the TT Safety Steward of the Division, or with a TT Course Inspector, if present.
- I. 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.
- J. Personally examine the insurance and sanction paperwork prior to the start of the event.
- K. Conduct a meeting of course workers, crowd control personnel, and Deputy TT Safety Stewards prior to the actual start of the event.
- L. 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.

A visiting TT Safety Steward shall have the responsibility of notifying the Event TT Safety Steward of any safety concerns, and this notification shall serve as informational only. A visiting TTSS has no authority to overrule or negate decisions of the Event TTSS, unless the visiting TTSS is the TTSS of the Division, and then this authority should only be used as a last resort.

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

1. Advise the TT Chief Steward of the infraction and request the situation be remedied before the next car runs.
2. If step one fails to resolve the situation, inform the Chief Steward that the event is shut down until the problem is corrected.
3. If steps above do not result in correction, inform the Chief Steward and Event Chairman in writing (via a Memorandum of Record) that the event insurance is suspended until the problem is corrected, and that they personally will be held legally liable for any further event operation. All workers and participants should be verbally notified of the situation by whatever means are available. Copies

8. Event Officials and Requirements

of the Memorandum of Record should be sent to the TTSS of the Division and to the Time Trials Administrative Council for review.

4. If steps 1-3 fail to result in corrective action, phone SCCA Insurance and cancel the event for safety reasons. PLEASE NOTE, THIS STEP IS IRREVERSABLE.

While the event TTSS 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.

8.20. SOUND CONTROL CHIEF

8.20.1. The Sound Control Chief shall be responsible for monitoring racing vehicles at events where sound control limits are required by the facility being used. Sound readings will be taken in accordance with the SCCA Sound Control Manual. Specifically, he or she shall:

- A. Review or establish sound meter monitoring location.
- B. Establish how reading(s) shall be made.
- C. Advise the TT Chief Steward of the readings.
- D. Submit post-race reports to the TT Chief Steward.
- E. Monitor weather and ambient conditions throughout the day.
- F. Perform field calibration in accordance with the Sound Control Manual for sound meter, microphone, or other instruments.
- G. Obtain yearly calibration of equipment from manufacturer or qualified laboratory.

8.21. COMPLIANCE CHECKING CREW - Optional

When assigned to an event by the Club Racing Department, all members of this crew will have the official status of an Assistant Chief Steward. Their sole responsibility is to advise the Chief Steward of cars not in compliance with the TTR and/or the Supplemental Regulations for the event.

SECTION 9. – TECHNICAL AND SAFETY INSPECTION REQUIREMENT

In order to enter the race course at any time during an event, a vehicle shall display a Tech Sticker signifying successful completion of technical and safety inspection as prescribed in the following sections. Passing safety inspection and receiving a Tech Sticker is an indication that the car is approved to go on course. It is not a certification of legality.

All cars must pass a safety inspection which includes the following items listed in section 9.2.1 below.

9.1. TECHNICAL INSPECTION

A full and complete Technical and Safety Inspection shall be overseen by a Licensed TT Tech Inspector (Official/Specialist) on each car.

9.1.1. Reinspection

Throughout the event, the Tech crew is encouraged to perform regular reinspections through walk around observation in the pits and paddock, or through special impounds by group or class with the concurrence of the Chief Steward.

9.2. FULL INSPECTION**9.2.1. The points covered at Technical and Safety Inspection shall be:**

- A. Appearance neat and clean. Specifically, cars showing excessive damage, structural rust, or that do not bear the prescribed identification marks shall not be approved for competition.
- B. Tires - 120 mph rated or better unless otherwise specified or controlled and not showing cord at any part of the tire.
- C. Brakes - Shall be pedal operated, working directly on each wheel, and in good working order. Rolling brake tests are prohibited.
- D. Body Panels Shall be securely mounted. Fender skirts and hub caps shall be removed.
- E. Exhaust System - Shall be directed away from the body and shall terminate at or behind a point which is equidistant from the front and rear hubs.
- F. Hood and Engine Compartment - Shall be securely fastened. Battery shall be securely mounted with positive terminal covered. Throttle return shall be consistent and positive (more than one spring must be used for redundancy).
- G. Suspension and Steering - Shall be of suitable design and in good working order.
- H. Leakage and Caps - There shall be no visible fluid leaks. Monza (flip top) gas caps are prohibited.
- I. Lights - Brake lights on cars so equipped and taillights on Formula cars shall operate properly.
- J. Seats - the seat shall be securely mounted. If a folding seat, it shall be securely bolted or strapped in place.

9. Technical and Safety Inspection Requirements

- K. Seat Belts and Shoulder Harness - Shall conform with Section 12.
- L. Passenger Seat - if a folding seat, it shall be securely bolted or strapped in place.
- M. Mirrors - Shall provide driver visibility to the rear of both sides of the car.
- N. Driver Safety Equipment shall comply with Section 10.8., Driver Safety Equipment.

SECTION 10. – AUTOMOBILES AND SAFETY REQUIREMENTS**10.1. FUEL**

All cars at SCCA Time Trials events shall use a fuel which meets the following guidelines:

1. For all vehicles - Fuel must be hydrocarbon based (gasoline, diesel). Fuels may contain antioxidants, metal deactivators, corrosion inhibitors and lead alkyl compounds such as tetraethyl lead. Oxygen and/ or nitrogen bearing additives (such as nitrous, nitroalkanes, etc.) are prohibited, except for those originally present in service station pump fuel.
2. Nitrous or any other fuel enhancement injection systems are not allowed. Cars equipped with such systems must remove the bottles used by the system prior to being allowed on the event site.

10.2. IDENTIFICATION MARKINGS

Each car shall carry identification numbers as required by the Supplementary Regulations. The Chief Steward shall have the ultimate discretion in determining if the car number is displayed appropriately.

10.2.1. Size of Numbers and Class Letters

It is recommended that numbers be at least eight (8) inches high, with a 1.5 inch stroke on a contrasting background.

10.3. MECHANICAL CONDITION

A licensed TT Technical and Safety Inspector shall have the responsibility for approving each car before it is allowed to take part in a competition. The inspection procedures used to carry out this responsibility are set out in Section 9., Technical and Safety Inspection. A driver or entrant whose car is disapproved and who drives it in competition or who presents it for recheck after disapproval without the corrections specified may be penalized.

10.3.1. Alterations or Damage After Inspection

Cars which have been altered or damaged after they have been approved at technical and safety inspection shall be subject to reinspection and reapproval.

10.4. LOSS OF BODYWORK

All major body components such as front and rear hoods, fenders, doors, and windscreens shall be maintained in normal position throughout the competition. If loss of bodywork is a safety hazard, the car may be black-flagged. A car completing a competition with bodywork missing may be penalized.

10.5. NOISE

The maximum sound pressure level from a car on track shall be measured as provided in the SCCA Sound Control Manual.

10.6. VENTILATION

All closed cars shall run with both front door windows fully open.

10.7. FIRE SYSTEM

Fire systems/extinguishers are strongly recommended, but not required in PDX (Level 1) events.

10.8. REQUIRED DRIVER SAFETY EQUIPMENT

All participants shall wear long sleeves and pants (100% cotton material recommended) and shoes which fully cover the foot at least to the ankle while on course. Helmets which meet Snell M-95 requirements or higher are required.

Please note that for PDX (Level 1) events, the following guidelines apply for restraint systems - All cars that are required to install roll bars must comply with Section 12 of the TTR. Cars that choose to install a roll bar may use stock restraint systems, provided that the roll bar does not interfere with the function of the system in any way. For these cars, there is no age limit on harnesses so long as the harnesses are in visibly and physically good condition (i.e. no fraying, damage, or excessive discoloration). Cars that do not incorporate roll bars or cages may use the stock restraint system in its entirety, or use a restraint system that complies with TTR Section 12.

SECTION 11. – ROLL BAR/CAGE REQUIREMENTS

Roll cages are recommended in all automobiles; however specific roll structure requirements depend on the level of Time Trials event attended. In any case, participants should strive to prepare their car to the highest level of safety that is feasible, and the following sections are set as the MINIMUM roll structure requirements for each level. Roll structure requirements of a higher level are suitable for a lower level (i.e. cars prepared to Track Trials (Level 3) requirements are suitable to compete in PDX (Levels 1) and Club Trials (Level 2) events). It is strongly suggested that competitors consider which Level they may wish to compete in the future before constructing their roll structures to simplify future upgrades.

For the purposes of this section a roll bar is defined as a main hoop, placed behind the driver, supplemented by two braces. A roll cage is defined as a main roll hoop with at least 4 additional mounting points including aft braces and either a front halo with down tubes or a high or low front hoop with diagonals connecting to the main hoop.

The Technical Staff of Club Racing shall have the responsibility to ensure specification compliance with SCCA safety standards. To that end, the Technical Staff of Club Racing may or may not accept alternate construction standards from any source that significantly vary from SCCA standards of protection.

11.1. PDX (LEVEL 1)

At PDX (Level 1) events, any car that is street legal will NOT require a roll bar/roll cage, except for Convertibles and Targa* top automobiles. These cars must have either a roll bar meeting the requirements of this section of the TTR, a non-mechanical factory roll bar/roll over protection (i.e. no pop-ups), or a factory hard top using the factory mounting hardware and mounting points. Owners of cars equipped with factory roll bars/roll over protection must present documentation stating that the device is a roll bar or roll over protection at the time of vehicle tech inspection (a factory issued Owner's or Shop Manual will fulfill this requirement.) Targa top (and T-top) automobiles may forgo the roll bar requirement under the condition that the Targa bar meets the height requirements set forth in 11.1.1.B. For the purposes of this determination only, street legal will be defined as a car which meets local requirements for inspection (if applicable) and the car in question must possess CURRENT, VALID registration. If this street legal requirement is not met, then the roll bar requirement as stated in this section shall apply.

* Targa top, targa for short, is a semi-convertible car body style with a removable roof section and a full width fixed B-pillar and roof section. The rear window can be fixed or removable.

11.1.1. Basic Design Considerations

- A. The basic purpose of the roll bar is to protect the driver in case the vehicle rolls over or runs into an obstacle such as a guardrail or catch fence. This purpose should not be forgotten.
- B. The top of the roll bar shall not be below the top of the driver's helmet when the driver is in normal driving position, and shall not be more than six inches behind the driver. It is strongly suggested that the roll bar extend at least three inches above the driver's helmet. In case of two driver cars, both drivers must be within the roll bar height requirement, however only one driver must be within six

11. Roll Bar / Cage Requirements

inches of the roll bar. In a closed car equipped with a roll bar/cage, it must be as close as possible to the interior top of the car.

- C. The roll bar must be designed to withstand compression forces resulting from the weight of the car coming down on the roll structure, and to take fore-and-aft loads resulting from the car skidding along the ground on the roll structure.
- D. The two vertical members forming the sides of the hoop shall not be less than fifteen inches apart (inside dimension). It is desirable that the roll bar extend the full width of the cockpit to provide maximum bearing area in all soil conditions during rollovers. The roll bar vertical members on formula cars and other single seat cars with a center driver position must be not less than fifteen inches apart, inside dimension, at their attachment points to the uppermost main chassis member.
- E. An inspection hole of at least 3/16 inch diameter must be drilled in a non-critical area of a roll bar member to facilitate verification of wall thickness. This should be at least three inches from any weld or bend.
- F. It is recommended that steel gusset plates be used at all welds. Gussets should be at least two inches long on each leg and 3/16 inches thick.
- G. It is recommended that roll bars be coated only with a light coat of paint. If, however, a roll bar should be chrome-plated, it is recommended that the structure be normalized.
- H. Post or tripod types of roll bars are not acceptable.

11.1.2. Material

After 9-22-85, aluminum is not an acceptable alternate material. Cars using aluminum roll bars or roll cages must file proof with the Club Racing Department that the structure was approved prior to 9-22-85 as provided in this section.

- A. The roll bar hoop and all braces must be of seamless, ERW, or DOM mild steel tubing (SAE 1010, 1020, 1025) or equivalent, or alloy steel tubing (SAE 4130). It is strongly recommended that roll bars not be constructed of ERW due to quality and strength concerns.
- B. The size of tubing to be used shall be determined on the basis of the weight of the car. The following minimum sizes are required and are based upon the weight of the car without the driver.

Over 1500 lbs.	1.50 x .120	or 1.75 x .095
Over 1000 lbs.	1.25 x .090	
Under 1000 lbs.	1.00 x .060	

Dimensions are nominal. 0.005" variation in wall thickness is allowed.

- C. All bolts and nuts shall be SAE Grade 5 or better, 5/16" minimum diameter.

11.1.3. Fabrication

- A. One continuous length of tubing must be used for the hoop member with smooth continuous bends and no evidence of crimping or wall failure.
- B. All welding must be of the highest possible quality with full pen-

etration and will be subjected to very critical inspection. Arc welding, particularly heliarc, should be used wherever possible.

- C. All welds shall be visually inspected and shall be acceptable if the following conditions are satisfied:
 - 1. The weld shall have no cracks.
 - 2. Thorough fusion shall exist between weld metal and base metal.
 - 3. All craters shall be filled to the cross section of the weld.
 - 4. Undercut shall be no more than 0.01 inch deep.
- D. Aluminum bronze or silicon bronze welding technique is permitted, but extreme care shall be used in preparation of parts before bronze welding and in the design of the attaching joint.

11.1.4. Bracing

- A. It is recommended that braces be of the same size tubing as used for the roll bar itself.
- B. All roll bars must be braced in a manner to prevent movement in a fore-and-aft direction with the brace attached within the top one-third of the roll hoop, and at an angle of at least thirty degrees from vertical. It is strongly recommended that two such braces be used, parallel to the sides of the car, and placed at the outer extremities of the roll bar hoop. Such braces should extend to the rear whenever possible.
- C. It is suggested that roll bars include a transverse brace from the bottom of the hoop on one side to the top of the hoop on the other side.

11.1.5. Mounting Plates

- A. Roll bars and braces must be attached to the frame of the car wherever possible. Mounting plates may be used for this purpose where desired.
- B. In the case of cars with unitized or frameless construction, mounting plates may be used to secure the roll bar structure to the floor of the car. The important consideration is that the load be distributed over as large an area as possible. A backup plate of equal size and thickness must be used on the opposite side of the panel with the plates through-bolted together.
- C. Mounting plates bolted to the structure shall not be less than .1875 (3/16) inch thick and the use of a back-up plate of equal size and thickness on the opposite side of the panel with the plates through-bolted together is recommended. A minimum of 3 bolts per plate is required for bolted mounting plates. Mounting plates welded to the structure shall not be less than .080 inch thick. Whenever possible the mounting plate should extend onto a vertical section of the structure such as a door pillar.

11.1.6. Removable Roll Bars

Removable roll bars and braces must be very carefully designed and constructed to be at least as strong as a permanent installation. If one tube fits inside another tube to facilitate removal, the removable portion must

bottom on the permanent mounting, and at least two bolts must be used to secure each such joint. The telescope section must be at least eight inches in length.

11.1.7. Installation on Cars of Space Frame and Frameless Design

It is important that roll bar structures be attached to cars in such a way as to spread the loads over a wide area. It is not sufficient to simply attach the roll bar to a single tube or junction of tubes. The roll bar must be designed in such a way as to be an extension of the frame itself, not simply an attachment to the frame. Considerable care must be used to add as necessary to the frame structure itself in such a way as to properly distribute the loads. It is not true that a roll bar can only be as strong as any single tube in the frame.

11.1.8. Roll Cages

It is recommended but not mandatory that all cars utilize a roll cage as defined in the GCR.

11.1.9. Roll Bar Padding

Braces and portions of the main hoop subject to contact by the driver's or passenger's helmet, as seated normally and restrained by seatbelt and harness, must be padded with a non-resilient material such as Ethafoam (R) or Ensolite (R) or other similar material with a minimum thickness of one-half inch. Padding meeting SFI spec 45.1 or FIA 8857-2001 is strongly recommended.

SECTION 12. – DRIVER RESTRAINT REQUIREMENTS

All drivers in PDX (Level 1) events may utilize a restraint harness meeting the specifications of section 12.1 in lieu of the factory/OEM restraints.

A seven-point restraint harness is recommended for all events. Arm restraints are required on all open cars including open Targa tops, sunroofs and T-tops. The restraint system installation is subject to approval of the Chief Technical and Safety Inspector.

12.1.

1. A four point restraint system, for use in enclosed automobiles only, may be employed where the driver is seated in an upright position. Only 4 point restraints that incorporate a manufacturer designed method for prevention of submarining may be used. Five, six or seven-point systems are highly recommended in all cars including automobiles where the driver is seated in an upright position. Open or convertible cars in PDX (Level 1) or Club Trials (Level 2) events shall adhere to the restraint requirements for Track Trials (Level 3) and Hillclimb (Level 4) events.
2. The material of all straps shall be Nylon or Dacron polyester and in new or perfect condition. The buckles shall be of metal to metal quick release type except in the case of leg straps of the six-point or seven-point systems where they attach to the seat belt or shoulder harness straps.
3. The shoulder harness shall be the over the shoulder type. There shall be a single release common to the seat belt and shoulder harness. When mounting belts and harnesses it is recommended that they be kept as short as reasonably possible to minimize stretch when loaded in an accident. The shoulder harness shall be mounted behind the driver and supported above a line drawn downward from the shoulder point at an angle of twenty (20) degrees with the horizontal. The seat itself, or anything added only to the seat shall not be considered a suitable guide. Guides must be a part of the roll cage or a part of the car structure. Only separate shoulder straps are permitted. ("Y" type shoulder straps are not allowed.) "H" type configuration is allowed.
4. The single anti submarine strap of a five point system shall be attached to the floor structure and have a metal to metal connection with the single release common to the seat belt and shoulder harness.
5. The double leg straps of the six point or seven-point system may be attached to the floor as above for the five point system or be attached to the seat belt so that the driver sits on them, passing them up between his or her legs and attaching either to the single release common to the seat belt and shoulder harness or attaching to the shoulder harness straps. It is also permissible for the leg straps to be secured at a point common to the seat belt attachment to the structure, passing under the driver and up between his or her legs to the seat belt release or shoulder harness straps. All straps shall be free to run through intermediate loops or clamps/buckles.
6. Each seat (lap) and shoulder belt of the harness (4, 5, 6, or 7 points) shall have an individual mounting point (i.e. 2 for seat belt

12. Driver Restraint Requirements

and 2 for shoulder belt minimum). Six or seven point system anti-submarine straps may share a mounting point with one or both seat (lap) belt(s). The minimum acceptable bolts used in the mounting of all belts and harnesses are SAE Grade 5. Where possible, seat belt, shoulder harness, and anti submarine strap(s) should be mounted to the roll structure or frame of the car. Where this is not possible, large diameter mounting washers or equivalent should be used to spread the load. Bolting through aluminum floor panels, etc., is not acceptable.

7. All 4, 5, 6, and 7 point driver restraint systems shall meet one of the following:
SFI specification 16.1, FIA specification 8853/1985 including amendment 1/92 or FIA specifications 8853/98 and 8854/98.
 - A. Restraint systems meeting SFI 16.1 shall bear a dated 'SFI Spec 16.1' label. The certification indicated by this label shall expire on December 31st of the 5th year after the date of manufacture as indicated by the label.
 - B. Restraint systems complying with FIA specification 8853/1985 including amendment 1/92 shall be no more than five (5) years old. (Not all manufacturers are dating every belt in a set. They may be dating one of a pair of shoulder or lap belts or may only be dating one belt in an entire set. Scrutineers are reminded that restraint systems need only one date label.)
 - C. Restraint systems homologated to FIA specifications 8853/98 and 8854/98 will not have a date of manufacture label. Instead they will have a label containing the Manufacturer's Name, Type of Harness Designation and Date of Expiration which is the last day of the year marked. All straps in this FIA restraint system will have these labels. FIA restraint systems with the certification 'D ####.T/98' are equal to FIA specifications 8853/98 and 8854/98, and are therefore, acceptable restraint systems. FIA two-inch seat belts with the certification 8853/98 are acceptable restraint systems when used in conjunction with their corresponding FIA shoulder harness and anti-submarine straps.
 - D. If a restraint system has more than one type of certification label, the label with the latest expiration may be used.
8. Harness Threading: Assemble in accordance with manufacturers instructions.
9. FIA certified 2-inch shoulder harnesses are allowed when the HANS® device is used by the driver. SFI 2-inch shoulder harnesses are not currently allowed. Should the driver, at anytime not utilize the HANS® device, then 3-inch shoulder harnesses is required. The replacement cycle for the 2-inch harnesses shall be per TTR Section 12.1.7.B.

APPENDIX 1 - TIME TRIALS PROGRAM ADMINISTRATIVE BODIES**TIME TRIALS ADMINISTRATIVE COUNCIL**

Purpose: 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.

Responsibilities of the TTAC shall include the following:

1. Maintain and build participation in the Time Trials program.
2. Hold regular meetings to discuss Time Trials issues and concerns.
3. Make decisions on issues that solely and directly affect the Time Trials program.
4. Keep records of items discussed and decisions made.
5. Advise the SCCA Board of Directors of issues within the Time Trials Program and provide regular updates as to the current status of the program. This shall be done through the Club Racing Manager or a liaison designated by the Board of Directors.
6. Recommend to the Board of Directors appointment to the TT Admin Council for the Time Trials program within each Division.
7. Provide means for member input on Time Trials program concerns.

Members of the Time Trials Administrative Council shall be selected as follows:

1. Each Division may designate up to two (2) representatives to serve on the TT Admin Council.
2. One of these representatives shall be designated the TT Divisional Program Manager. The other representative will serve as a member-at-large. Only TT Divisional Program Managers have voting rights on the TT Admin Council.
3. Members interested in serving as a TT Program Manager or Member at Large shall send a resume to the TT Admin Council. The appointment of each position will be reviewed by the TT Admin Council and the Club Racing Manager and their recommendation given to the Board of Directors for final approval of the appointment.
4. Each year each member of the TT Admin Council will come up for renewal review by the TT Admin Council and the Club Racing Manager.
5. All terms shall begin January 1 and end December 31.
6. Prior to January 1 each year, the TT Admin Council and the Club Racing Manager shall select a chairperson for the following year. If this person is not the TT Divisional Program Manager for that year, they shall preside in a non-voting capacity.
7. The TTAC shall be the main governing body for the Time Trials pro-

gram. The TTAC will report directly to the SCCA Board of Directors via the Club Racing Manager or a liaison designated by the Board of Directors.

TIME TRIALS SAFETY COUNCIL

Purpose: 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.

Responsibilities of the TTSC shall include the following:

1. Maintain and improve safety in the Time Trials program.
2. Hold regular meetings to discuss Time Trials safety issues and concerns.
3. Advise and make recommendations to the TTAC on safety issues.
4. Keep records of items discussed and recommendations to be made.
5. Make recommendations to the TT Administrative Council on License upgrades and approvals as needed.
6. Provide means for member input on Time Trials program safety concerns.

Members of the Time Trials Safety Council shall be selected as follows:

1. Each Division may designate (1) representative to the TT Safety Council.
2. Members interested in serving on the TT Safety Council shall send a resume to the TT Safety Council. The resume will be reviewed by the TT Safety Council and their recommendation for appointment be sent to the TT Admin Council and the Club Racing Manager for final approval of the appointment.
3. Each year each member of the TT Safety Council will come up for renewal review by the TT Admin Council and the Club Racing Manager.
4. All terms shall begin January 1 and end December 31.
5. Prior to January 1, the TT Admin Council and the Club Racing Manager shall select a chairperson for the following year.
6. The TT Safety Council will report to the TT Admin Council and shall have no authority to make changes to any rules document.

NOTES: