



SANCTION APPLICATION

OVERVIEW

This application is to be completed by authorized officials representing the promoter (BMW CCA chapter or another legal entity) that wishes to hold a BMW CCA Club Race. The application has several functions:

1. Providing information required by BMW CCA Club Racing prior to granting a sanction.
2. When fully executed, it constitutes a contract for organizational and financial responsibility between the promoter and BMW CCA Club Racing.

The application must be completed and signed by authorized officials representing the promoter, and then forwarded to Chapter Relations & Scheduling Director, BMW CCA Club Racing. The application is approved when it is signed by the Chapter Relations & Scheduling Director, BMW CCA Club Racing. A copy will be returned to the promoter.

In order for all parties to have sufficient opportunity to review and discuss the plans for the event, it is recommended that this application be submitted no later than 120 days prior to the Race and must be submitted no later than 60 days prior to the event.

Note: An event schedule must be submitted to national no later than 30 days before the event to facilitate stewards travel.

Note that event registration cannot be opened until the sanctioning has been approved.



SANCTION APPLICATION

EVENT DATA

Promoter(Chapter): _____

Dates: _____

Racetrack: _____

Address: _____

WebSite: _____

What is the length of the track in the configuration you plan on running?

Is there a name for this configuration (e.g., configuration 12B clockwise)?

How many cars are anticipated? In your event planning how many cars do you forecast will participate?

How many cars per race group do you plan on using as the maximum?

(No more than 25 per track mile rounded up to the closest digit) _____

Where will the Rookie meeting be held?

Check One: North American Challenge(1), National event(2), Premier-event(3),

Regular event(4), TT event(5)

Note: If the requirements of this application and Race Chair Guidelines cannot be met, there is space at the end of this application to request a waiver and agree with CR on a plan to move forward with the event given the mutually agreed upon waiver.



SANCTION APPLICATION

EVENT DATA

Will the track or suitable facility be open for Registration/Scrutineering the night before?

What track facilities/equipment will be available for tech and impound? (shed, etc)

What provisions for scales and ramps have been made?

Date registration will open: _____

Will this event adhere to all State, Local, and BMW CCA COVID Requirements? _____

Will this event adhere to all requirements of this application and Race Chair Guidelines document? _____ , You can ask Club Racing for a waiver if the requirements will not be met. A mutual agreement would have to be worked out and adhered to.

Note on Flaggers: All stations must be manned by qualified flaggers having a minimum of 10 race event experience. If this requirement cannot be met, a waiver of non-compliance must be worked out with Club Racing to move forward with the event.



SANCTION APPLICATION

EVENT PERSONNEL

RACE CHAIRMAN *

Name _____ Home Phone _____
Work Phone _____
Address _____
_____ Cell # _____
Email _____

Note: It's not recommended that the race chairman drive in the race sessions of the event. If the race chairman does decide to drive, it is highly recommended that that race chairman designate a Person-in-Charge while they are on the track or unavailable. This is in case they are involved in an incident where they may be temporarily disabled or otherwise not available to help govern the situation.

REGISTRAR

Name _____ Home Phone _____
Work Phone _____
Address _____
_____ Cell # _____
Email _____

Timing and Scoring Assistant *

Note: A Timing and Scoring Assistant is not required when this service is being provided by a hosting organization.

Name _____ Home Phone _____
Work Phone _____
Address _____
_____ Cell # _____
Email _____



SANCTION APPLICATION

Steward Staffing Requirements by event size for planning purposes.

Racer count*	BMW CCA Club Racing Steward Reqmnts		
	Comp	Tech	T&S
Up to 30	1	1	1
31 to 50	1	2	1
51 to 80	2	3	1
>80	2	4	1

* Based on race participants signed up 21 days prior to the event start

TECH ASSISTANTS

Note: Four assistants are required. They must be available throughout the race event. They will be assigned to help with weighing cars at the scales, timing cars in pit lane, using a radar gun in pit lane, monitoring enduro pit stops, etc.

Tech Assistant #1 *

Name _____ Cell # _____

Address _____

Email _____

Tech Assistant #2 *

Name _____ Cell # _____

Address _____

Email _____

Tech Assistant #3 *

Name _____ Cell # _____

Address _____

Email _____

Tech Assistant #4 *

Name _____ Cell # _____

Address _____

Email _____

* These personnel should have no responsibilities for any other component of a combined event, e.g., they should not be an instructor or on the staff of a Driver Education event.



SANCTION APPLICATION

INSURANCE REQUIREMENTS

Insurance requirements as outlined in the document

<http://www.bmwccaclubracing.com/static/ForTheEventOrganizer/InsuranceReq.pdf>

have been reviewed and are understood.

You must get approval for non-BMW CCA insurance policies before your event. If you do not get this approval, there is no BMW CCA event. Send your insurance policy to the BMW CCA Club Racing Chapter Relations & Scheduling Director and Executive Director, BMW CCA.

SIGNAGE

Space will be provided at the event site, at the pre-grid, the podium and the main entrance for Club Racing and its sponsor's banners to be prominently displayed. Subject to restrictions imposed by the track.

EMERGENCY SERVICES

BMW CCA Club Racing requires a minimum of one ACLS ambulance at the event at all times and recommend two units with one being the required ACLS unit.

The ACLS unit must be trackside, constantly manned and ready to respond. No on track activity (practice, qualifying or racing) will take place without an ACLS ambulance on site and ready to respond to emergencies.

You must always have an ACLS/ALS ambulance on site and ready. No on track activity will take place without an ALCS/ALS ambulance on site and ready to respond

Number and type (ALS, ACLS) of ambulances manned and ready to respond at the track: _____

BMW CCA Club Racing requires a minimum of one wrecker (tow truck) capable of lifting any race car at the event. Number and type of tow trucks available: _____

BMW CCA Club Racing requires a minimum of one fire truck equipped to handle car fires at the event. Number fire trucks available: _____

BMW CCA Club Racing requires a power compound rescue tool and a trained operator at the event. Will you engage a Fire/Rescue unit or separate entities? _____



SANCTION APPLICATION

FLAGGING MAP

Plans for Flagging: Describe in detail (include track map) the number of flag stations, how many do you propose to use with how many people per station, the experience of the flaggers you plan to have for the Club Race, the complement of flags for each station, and the types of communication, fire and safety systems which will be used.

Will all stations be manned by qualified flaggers having a minimum of 10 race event experience ? _____

A track layout with all flagging stations that are to be manned is required.

PIT AND GRID

How many Pit and Grid people will be used? _____

Indicate the normal location of the false grid for races at this track on the flagging map.

ENDURO INFO

Is an endurance race planned? _____ (If no, you may skip to the next section)

What length? _____

Does the track have a functioning hot pit timing loop? _____

If not, have arrangements been made for volunteers to man both the pit entry and pit exit points? _____

Endurance races are specifically prohibited at tracks that do not have a pit loop unless additional volunteer staffing requirements, as specified in the Hosting Body Responsibilities section of the Event Guidelines document.



SANCTION APPLICATION

DRIVER SCHOOL COMBINED EVENT INFO

Will the race event be held in conjunction with a BMW CCA Driver's School?
_____ (If no, skip to next section)

DE Event Chairman* _____

Home Phone _____

Email _____

* This person should have no role in the race portion of the event. They should not be racers or race staff.

RACING BODY COMBINED EVENT INFO

Will the race event be held in conjunction with a racing event hosted by another race sanctioning body? _____ (if no, skip to next section)

Event Chairman _____ Home Phone _____

Email _____

Sanctioning Body Corporate Name: _____

Does the other racing body recognize and use the 13/13 "vintage" racing rules?

Will race groups be shared with non-BMW Club Racing Vehicles? (Y/N)

If race groups will be shared, what are the other classes and car types, I. e. non-BMW Club cars, will run in the shared race groups?

SOCIAL EVENTS

Will there be a social event at the track or other facility?

If so, please describe the function, the location and the date and time



SANCTION APPLICATION

PROMOTIONS

Plans for Promotion and Sponsorship (*Note: ALL local sponsors must be coordinated and approved by BMW CCA Club Racing*)

Complete list of local event sponsors

Are any local sponsors direct competitors of national sponsors?

TRAVEL INFORMATION

Nearest Airport

Race Headquarters Hotel

Address

Phone

Hotel website

Will the hosting body make reservations for Club Racing stewards?

Person responsible for steward accommodations:

OTHER INFORMATION

Any other information Club Racing should know about the plans for this race? Please attach any supporting documentation on a separate page at the end of the application.



SANCTION APPLICATION

Sanction Expenses

While there is no sanctioning fee the promoter commits to reimbursing the ground transportation, food and lodging expenses of the stewards assigned to the event by BMW CCA Club Racing.

BMW CCA Club Racing will cover the expenses associated with travel and transport of the stewards to the event.

Stewards may submit their expenses directly to the promoter or BMW CCA Club Racing if the promoter is a BMW CCA Chapter. If submitted to BMW CCA Club Racing the expenses will be paid and the chapter's portion of the expense will be deducted from their monthly membership distribution disbursement.

The number of stewards assigned will vary based upon the number of cars or race groups required. A breakdown is listed above on page 5.

At a minimum each Club Race type event will have:

- 1 Competition Steward
- 1 Technical Steward
- 1 Timing and Scoring Steward (unless provided by host)



SANCTION APPLICATION

SANCTION APPLICATION SIGNATURES

Event Chairman: _____ date: _____

Print Name _____ Email _____

BMW CCA Club Racing Approval: _____ date: _____

Print Name _____ Email _____

Please submit to:

Gary Bohn
Chapter Relations and Sanctioning
BMW CCA Club Racing
Cell: 303-650-5082

► Submit filled out or scanned copies to:
EventApplication@BMWCCAClubRacing.com

Event Waiver Request and agreement if the event will not meet stated requirements:
Enter None if no Waiver is requested

Internal use only:
Sanction number assigned: _____