



# 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 two primary 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 Director of Sanctioning and Chapter Relations, BMW CCA Club Racing. Once approved, the application will be signed, and a copy will be returned to the promoter.

This should be submitted to the Director of Sanctioning and Chapter Relations 120 days prior to the event, but *it must be submitted no later than 45 days prior*.

**Note:** If an application is submitted less than 45 days prior to the event and subsequently approved, then the host chapter is responsible for stewards' travel costs in addition to regular expenses.

Registration cannot be opened until this application is approved.

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**Important:** Refer to the Race Chairperson Guidelines for detailed descriptions of each section of the application. It will identify the responsibilities of the promoter (chapter).

You will have to verify that the listed requirements will be met when the "readiness call" is conducted 30 days prior to the event.

If special circumstances indicate a potential for any area of non-compliance, a waiver may be submitted for consideration.



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## EVENT DATA

Promoter (Chapter):

Dates:

Racetrack:

Address:

Website URL:

Track configuration:

Track length:

How many cars are anticipated?

What is the maximum number of cars allowed per race group?

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

Will the track or suitable facility be open for Registration/Tech the night before?    yes        no

What track facilities will be available for Tech and Impound (e.g., shed)?

Will scales and ramps be provided and set up in a secure area?    yes        no

Where will racer meetings be held?

Have you secured a current crisis response plan that addresses concerns of the facility and of BMW CCA Club Racing?    yes        no



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## EVENT PERSONNEL

### **RACE CHAIRPERSON**

Name:

Address:

Cell:

Email:

Will the Race Chairperson be racing (not recommended)?   yes       no

If yes, who will be in charge while the Chairperson is on track? (This person must participate in all meetings.)

Name:

Address:

Cell:

Email:

### **REGISTRAR**

Name:

Cell:

Email:



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## **EVENT PERSONNEL (continued)**

### **ASSISTANTS (TECH AND GRID)**

Refer to the Steward/Volunteer Staffing Requirements chart to determine the number of assistants you must provide for help with Grid and Tech. These volunteers must not have any other duties and should not be event participants. Additional personnel are recommended in order for the event to run smoothly.

If by the time of the readiness call you cannot ensure that these positions will be filled, then Club Racing will have to provide additional stewards, and their entire expenses (including airfare, if necessary) will be borne by the promoter/chapter.

### **STEWARD/VOLUNTEER STAFFING REQUIREMENTS**

(by event size, for planning purposes)

Racer count*	BMW CCA Club Racing Steward Reqmnts			Chapter Provided Assistants	
	Comp	Tech	T&S	Grid	Tech
Up to 30	1	1	1	2	2
31 to 50	1	2	1	3	3
51 to 80	2	3	1	4	4
>80	2	4	1	4	4
* Based on race participants signed up 21 days prior to the event start					

## **INSURANCE REQUIREMENTS**

Has the required insurance been ordered?    yes            no

See: <https://bmwccaclubracing.com/wp-content/uploads/2020/01/InsuranceReq.pdf> .

Any non-BMW CCA insurance policies must be approved in order to run the event. If applicable, submit to national Club Racing and copy the Executive Director, BMW CCA.



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## EMERGENCY SERVICES

### EMS

What EMS coverage will be provided?

A minimum of one ALS (paramedic) ambulance is required. Two EMS units are recommended, one of which may be a BLS (EMT) ambulance. They must be staffed and positioned trackside for all track sessions.

### TOWING

What equipment will be on site?

Will there be capability both for a flatbed and for lifting a racecar? yes      no

### FIRE/RESCUE

Is this service provided by the track? yes      no

If not, who will provide it?

Will it be trackside and staffed for immediate response? yes      no

Will there be a truck for fire suppression? yes      no

Will there be a unit for rescue, including equipment for extrication? yes      no



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## FLAGGING

How will corner workers be staffed?

Who is hiring them?

Are the corner workers experienced and trained in accordance with the requirements of other sanctioning bodies (SCCA, etc.)?   yes       no

Will the complement of flags comply with BMW CCA standards?   yes       no

Will additional track radios be provided for BMW stewards?   yes       no

Please submit a track map on which the following are identified:

- the staffed corner stations, including the number of flaggers (1 or 2) at each station;
- the false grid location.

## SIGNAGE

Does the contract allow for posting sponsor banners?   yes       no  
They must be prominently displayed.

Are there any track restrictions?   yes       no

If yes, describe them:



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## **ENDURO INFORMATION** *[if not applicable, skip to next section]*

When is the Enduro planned?

Does the track have a functioning hot pit timing loop?    yes            no

**NOTE:** Additional volunteers are needed for pit lane positions.

## **DRIVERS SCHOOL COMBINED EVENT** *[if not applicable, skip to next section]*

### **DE EVENT CHAIRPERSON**

Name:

Cell:

Email:

## **OTHER RACING BODY COMBINED EVENT** *[if not applicable, skip to next section]*

Sanctioning Body Corporate Name:

### **EVENT CHAIRPERSON**

Name:

Cell:

Email:



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## **OTHER RACING BODY COMBINED EVENT (continued)** *[if not applicable, skip to next section]*

Will race groups be shared with non-BMW Club Racing vehicles?   yes           no

If yes, what other car types and car classes will run in shared groups?

Has insurance been secured that has been approved by BMW Club Racing and by the other sanctioning body?   yes           no

Will any BMW race stewards have any responsibilities with the other sanctioning body?  
yes           no

If yes, describe in detail:

Please describe any other combined-event details.

## **SOCIAL EVENTS** *[if not applicable, skip to next section]*

Describe the function, location, and time.

## **SPONSORSHIP AND PROMOTION**

Describe any plans for sponsorship and promotion.

Identify any potential conflicts with national sponsors.





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## TRAVEL INFORMATION

What is the nearest airport?

## RACE STAFF HOTEL

Name:

Address:

Phone (direct):

Website URL:

Will the promoter (chapter) make room reservations for race stewards?    yes            no

## OTHER INFORMATION

Describe any other pertinent information about plans for the race. Attach any useful documents.

**Reminder:** All information on this application must be verified by the readiness call.



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## SANCTION APPLICATION SIGNATURES

Event Chairperson:

Email:

Signature (e-signature):

Date:

Submit application to Phil Abrami, Director of Sanctioning and Chapter Relations, at  
EventApplication@BMWCCAClubRacing.com .

Event waiver request, if necessary:

## FOR INTERNAL USE ONLY

BMW CCA Racing Approval:

Date:

Sanction number: