

Procedures for Requesting A Rally

When a Local Organization Wants to Hold A Rally

- Select your anticipated rally date
- Submit a Rally Request Form to the Soap Box Derby headquarters office no later than 30 days prior to the race
- Payment must be submitted no later than 30 prior to the race date
- Requests submitted less than 30 days of your anticipated rally date will be denied. **NO EXCEPTIONS.**
- Requests submitted for an INDOOR rally must be submitted no less than 60 days prior to the race
- **NO EXCEPTIONS.**

When Your Rally is Approved by The Soap Box Derby Headquarters

- You must post the race on your local website.
- You will receive the following forms
 - License Agreement - Sign immediately and return to Soap Box Derby Headquarters.

Rally Fees

- 1.) 1 Day, 1 Rally- \$525.00
- 2.) 1 Day, 2 Rallies- \$575.00
- 3.) 2 Days, 1 Rally on each day- \$675.00
- 4.) 2 Days, 2 Rallies on one day and 1 rally on another- \$950.00
- 5.) 2 Days, 2 Rallies on each day- \$1,150.00

Rally Program Registration forms - Only one registration form is required per participant per weekend. Please make sure registration forms are legible and all sections are completed including Rally ID # and signatures. Only use ISBD issued registration forms. Remind all rally participants they are required to submit their **birth certificate** to ISBD if they are a new racer. Participants that are not age appropriate are not permitted to race and will not count toward the number of participants in a race unless otherwise noted in the rulebook. Occasionally a **driver changes race division during the weekend**, if so they must complete a second registration form. You will need to indicate that they are racing in a second division on the registration form.

Rally Results Report – Results must be submitted online for each rally held per weekend for each division. (i.e. If two rallies on Saturday and two on Sunday are held, submission of four results reports is required for each race division). The race director will enter the results directly into the ISBD website. Further instructions will be e-mailed to you. Please keep all originally signed forms should they be requested by ISBD headquarters for one year. A copy of each form needs to be sent to ISBD headquarters. These may be mailed or e-mailed to the following:

Mail:

International Soap Box Derby
1000 George Washington Blvd
Akron, OH 44312

E-mail:

soapbox@soapboxderby.org or kayla@soapboxderby.org

Heat Sheets- When running a rally race you must use ISBD issued heat sheets. This includes both double and single elimination races. Make sure that your heat sheets are clearly legible. Make note of anything that happened during the race (i.e. forfeit, weather, tie/re-run, start/end time, wheel swap, etc). You will be required to submit all heat sheets to ISBD Headquarters. You may do so by mail or email. The same as the above mentioned. Heat sheets will be used to verify race results then posted to the ISBD website.

Race Insurance:

Our insurance company requires 30 days to process your insurance, and we cannot request your insurance until we have full payment and the signed rally license agreement.

Certificate of Insurance - List all names required on your insurance certificate on your Rally Request Form. Your Rally Request Form is sent to the insurance company so please print or type and do not abbreviate Licensee name. The insurance company is not familiar with your abbreviations. Your Certificate of Liability will be e-mailed to the race director listed on the Rally Request Form.

After Your Rally Is Complete:

Within 7 days following the completion of your rally mail or e-mail the registration forms and heat sheets to the above address, e-mail. Include any birth certificates submitted by participants. This includes entering the results to the website as well.