

## DOWNLOAD WORKING TEMPLATE

[track logo]

[should be hi-res JPEG or EPS file]

[series logo – if filing joint request]

[should be hi-res JPEG or EPS file]

[date]

[title of office being addressed]

[person being contacted]

[address]

[address]

[address]

[Correct formal title of person being contacted]

*[begin your letter with a pre-amble; acknowledge the city/county/State efforts to cope with the coronavirus pandemic. Second paragraph should address the reason you're contacting city/county/State official.]*

### **[Below is an example]**

On behalf of [facility name] and [insert sanctioning body if requesting jointly], thank you for your leadership during the coronavirus pandemic. We send our prayers and best wishes to you and your family, your staff, and all of [city, county/State]'s essential workforce. We very much appreciate your constant thoughtful leadership in guiding the [city. County, State – use whichever designation is appropriate] through this and your measured approach as you consider opening [city, county, State – use whichever designation is appropriate] back up for business.

Please know [facility name], although eager to carefully and responsibly get our 2020 racing season underway, remains supportive of your guidance in reopening. In doing so, we would like to respectfully request your consideration of a limited-in-scope dirt-track motorsports event at [facility name] on [date]. Below please find an outline of our request to do so.

## Seeking Permission: To Conduct a Most Limited Basis Auto Racing Event

*[this section addresses what you are specifically requesting permission for from the local governmental department]*

### **[Below is an example]**

[facility name], in conjunction with [sanctioning body/race organization – if this is a joint application], is seeking permission to conduct a most-limited-basis possible [type of event] on [day and date]. The “Behind Closed Doors” event will be conducted with the safest minimum possible attendees while observing local Public Health Department and CDC Guidelines and policies at all times. The attendees will be delineated into three groups:

- [facility name] Essential Staff
  - Facility Management, Fire & Safety, Security
- [sanctioning body] Racing Series Officials
  - Race & Technical Operations
- Participants and Race Teams

***Please note: No spectators would be allowed at the event***

If permission is granted to conduct this “Behind Closed Doors” auto race both [facility name] and [sanctioning body] will need approximately one week to mobilize their respective resources to safely conduct a successful event.

## Implementation of Local Public Health Department and Center of Disease Control and Prevention Guidelines

*[this section addresses your facility’s awareness, and complete understanding of the Local Health Department and CDC Guidelines that apply to the COVID-19 pandemic, and steps you are proactively taking to make your venue as safe as possible for a return to racing]*

### **[Below is an example]**

As an event organizer World Racing Group (WRG) has created a comprehensive set of Operational Procedures consistent with Local Public Health Department and CDC Guidelines for a limited-in-scope dirt-track motorsports event at [facility name] that will

help protect the [name of county] County community and [State] residents, as well as essential Raceway Staff, Race Officials, and Participants.

The Operational Procedures have been written with consideration to all the relevant CDC Guidelines and are mindful to slow the spread, mitigate resurgence, and prepare for the possibility of outbreaks of COVID-19, enabling [facility name] to operate on a most-limited-basis possible to deliver an auto racing event. The procedures include guidance and processes from the following documents:

- CDC Social Distancing, Quarantine, and Isolation
- CDC Cleaning and Disinfection for Community Facilities
- OSHA Guidance for Preparing Workplaces for COVID-19

To this extent [facility name] will introduce a ‘**CLEAN-COVER-CONFINE**’ mantra that will ensure all equipment and surfaces are consistently and thoroughly disinfected [**CLEAN**], encourage all attendees to practice good health and hygiene [**COVER**], and as much as possible stay within designated areas and with only family/team cohorts and minimize social interactions [**CONFINE**].

## **State of Industry**

*[This is a snapshot of the automobile racing industry as a whole and addresses head-on how it is coping with and reacting to the Coronavirus pandemic]*

### **[Below is an example]**

Prior to the onset of the COVID-19 pandemic automobile racing was enjoying a boom period with attendances across all forms of motorsports enjoying an upward trajectory.

It is not [facility name]’s desire to be the ‘First’ to return to racing in response to commercial pressures, but rather to be the ‘Best’ in demonstrating the use of best practices to assist sporting organizations generally, the motor racing community specifically, as well as to city, county, and State government officials around the country.

As States across the country begin to ease restrictions on businesses and the general public, in the coming weeks it is our belief that all the major motorsports organizations in North America will tentatively return to competition with “Behind Closed Doors” events.

Major motorsports organizations such as WRG, NASCAR, and others are working with local government jurisdictions to ensure Department of Health and CDC Guidelines and advice is adhered to. Texas Governor Greg Abbott is working with NASCAR for a return of activity at Texas Motor Speedway in the coming weeks and recently tweeted “Just spoke to @NASCAR leaders. They’re working to return to Texas very soon. I hope to announce the exciting details in the near future.”. In Florida Governor Ron DeSantis has issued an Amendment to Essential Services that will likely result in NASCAR, IndyCar, and NHRA returning to competition in Florida in the coming weeks.

### **Why this is good for the State of [insert your home State here]**

*[This section will require some research, but most of the data you probably already know (or someone on your staff will). If in doubt contact industry colleagues and motorsport professionals for their input]*

### **[Below is an example]**

The auto racing industry in [State] is extremely robust, supporting the State economy through a variety of motor racing industry-related businesses, from racing facilities to race-car and related-equipment builders and constructors, to full-time auto racing teams. There are [research how many in your State] auto racing venues in [State], [research how many in your state] of which host dirt-track racing events.

- More than 1,000 events staged annually [research]
- More than 5,500 competitors [research]
- More than 1.1-million spectators attended auto racing events in [State] in 2019 [research]
- Annually more than 25,000 people – a mixture of full-time and part-time – are employed by auto racing venues in [State] [research]

[facility name]’s leadership position within dirt track racing nationally, and in the State of [State] specifically, will provide a pathway for all racetracks to safely return to operation in the coming weeks and months.

**[Facility name] is prepared to safely and responsibly return to racing!**

*[This section will summarize what you're asking for and why it is a good opportunity for your local government officials to allow you to go back to racing, albeit in a very limited-in-scope structure to begin with.]*

**[Below is an example]**

Nationally, there are 1,226 auto racing tracks in North America, 610 of which are dirt track racing facilities; the operators and managers of these tracks will be closely observing what happens at [facility name] in the coming weeks and taking their cues for how to act and safely return to competition.

We believe that one or more of the other motorsports sanctioning bodies will return to competition in mid-May; as the country gradually eases back into business the eyes and ears of the world will be on [facility name] to witness the first sounds of engines roaring, indicating [State], and North America, is on track – literally and figuratively – to returning to normal.

We appreciate your thoughtful consideration of our request as you consider how to re-open [State] for business. Know that we stand with you and you have our commitment that we will follow the prescribed guidance of your office and the local Public Health Department to implement any racing events at [facility name]. Our goal is to keep our staff, race teams, the residents of [city], [county], and [State] safe as we resume operations.

We are happy to discuss this request in further detail at your earliest convenience.

Regards.

[name]

[title]

[facility name]

Boilerplate:

[This final section of the document will be used for a brief history of your facility – its importance and good-standing within the local community; significant events it has hosted in the past; and how auto racing events draw fans and visitors from across the country to your city, county, and State.

**[Below is an example of the WRG boilerplate]**

World Racing Group (WRG) is the leading dirt track motorsports sanctioning body in the World. Through its World of Outlaws and DIRTcar Racing brands WRG sanctions, organizes, and/or promotes 5,600 dirt track motorsports events every year across the country. The World of Outlaws brand competes in front of more than a million live-event attendees every year, and this year alone has seen its events broadcast nationally on the CBS Sports Network and FOX Sports. Through its dirt-track racing brands the World Racing Group, and the World of Outlaws, the organization is acknowledged as one of the four major pillars of automobile racing in North America.

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This document has been reviewed by and incorporates feedback from the following industry experts:

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