

# **Audi Club North America**

## **Driving School and Event Guidelines**

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## Document revisions history

<u>Date</u>	<u>Name</u>	<u>Revision summary</u>
September 2012	Kasim Esmail	Consolidation of multiple ACNA event guideline documents into a single resource. Formatting and TOC indexing linked to document style formatting. New ACNA logo incorporated. Clarifications of 2011 board policy update of helmet requirements.
December 2012	Kasim Esmail	Removal of Insurance policy details in favor of providing updated contents through National Office. Change tracking enabled on master document for future versioning.
March 2013	Kasim Esmail	Revision of page numbering, formatting clean up in 1.1 program examples, emergency contact info for national officers updates post 2013 election, emergency contact appendix merged into section 3.2 for clarity
April 2015	John Sullivan	2015 R.1: Updates to sections 2.6 and 2.13. Updates to contact information in section 3.2. Corrections including helmet rating expiration dates in 2.6.1. Restored Appendix C, Emergency Contact Information, updated with officers post 2015 election. Added Appendix D, ACNA Vehicle Participation Exception List, Revision of page numbering and formatting. Insertion of document version information.
January 2016	John Sullivan	Revise 2.10.4 Let-by/Passing, 2.5.1 Age of Drivers clarification, 2.6.1 Helmets, 2.6.2 Harness Belts and Seats, 2.7 Run Group Assignment, 2.13.3 Targa® tops and T-tops, and Appendix D.
September 2016	John Sullivan	Mid-year review by Driver Education Committee, with changes to 1.1 (primary responsibility), 1.2 (should vs must), 1.2.1 (effective date), 1.4 (help and mentoring), 2.5.1 (learner's permit), 2.6.2 (equal restraints), 2.6.3 (instructor approval), 2.6.4 (novice students), 2.9 (novice drivers), 2.10.1

		(solely responsible), 2.6.3 (clarifications), 2.11 (data collection), 2.12 (passengers age 14), 2.13 and 2.13.1 (text fixes), 4.1.3 (reference 2.5.1, 2.5.2 and 2.12), Appendix D (Boxster approval), new Appendix E (Safety Inspection Checklist)
April 2017	John Sullivan, John Ewald, Dave Parker	1 <sup>st</sup> Quarter 2017 review by Driver Education Committee. Changes to 1.5 Membership (new), 1.6 and 1.7 (added for emphasis), 2 (amended all subsections to define requirements for high-speed events only vs all wheels in motion events), 2.6.1 (extended 2005 helmet acceptable dates and added EA class), 2.10.1 (requires inspection within 30 days of high-speed events (also Appendix E)), 2.13.2-5 (complete revision for convertibles), 4.1.4 (mandatory start/end times for all events), 4.2.2 (remove requirements for colored text), Appendix B (add check box for seats, restraints and roll cage mods), Appendix C (update ACNA contacts), Appendix D (removed convertible list - now included in 2.13.2)
January 2018	Driver Education Committee	Feb 2018 review by Driver Education Committee. Various minor edits. Updated Acceptable Helmet List (2.6.1). Compliance Violation Procedures moved to 1.8. Significant changes to Emergency Services (moved to 2.10.1), Medical Information (2.10.3), Medical Information Form (Appendix A), Incident Response (Section 3), Appendix C
July 2018	Driver Education Committee	Driver meeting attendance must be confirmed and any obvious risk areas noticed during survey by a club official must be reported (2.3). Added LDC to systems that must be disabled (2.6.3). Added MSR Medical Information service option (2.10.3). Added VW Eos and AMG GLC to acceptable vehicles lists. Point-by passing not allowed in vehicles that have turn signals (2.10.5). Add website access for waiver forms (4.2.2). Vehicle damage report no longer restricted to ACNA use (Appendix B). Added Appendix F – Optional Daily track Inspection Form. Various minor language changes for clarity

December 2018	Performance Drivers Education Committee	4th Quarter PDEC review. "Recommend" reporting of risks in 2.3. Expanded 2.6.2, revised 2.10.5, updated Appendix B, C, D, F. Various minor edits for clarity.
March 2019	Performance Drivers Education Committee	1 <sup>st</sup> Quarter PDEC Review. Added 1.9 - guidelines for co-hosted events. Combined 2.13.5 into 1.7. Added clarification of acceptable convertibles and alternative fuel vehicles in 2.13. Replaced ICEdot reference in 2.10.3. Corrected email address in Appendix C. Added 300-ft skidpad performance in Appendix D. Appendix D updated. Minor edits for grammar and clarity.
August 2019	Performance Drivers Education Committee	3rd Quarter PDEC Review. All major changes are listed in Appendix G. Other minor unlisted edits for grammar and clarity.
December 2019	Performance Drivers Education Committee	4th Quarter PDEC Review. All major changes are listed in Appendix G. Other minor unlisted edits for grammar and clarity.
April 2020	Performance Drivers Education Committee	1st Quarter PDEC Review. All major changes are listed in Appendix G. Other minor unlisted edits for grammar and clarity.
December 2020	Performance Driver Education Committee	2nd Half-year PDEC Review. All major changes are listed in Appendix G. Other minor unlisted edits for grammar and clarity.

# 1. Driving Events

## 1.1. Programs

Audi Club North America (ACNA, The Club) believes that driving and riding in Audi vehicles is a significant part of the Audi ownership experience. The Club encourages chapters to develop and provide a variety of driving event offerings. Additionally, support is provided to the chapters including financial assistance, affordable liability insurance, and a standardized set of operating guidelines to maximize safety and minimize risk in certain types of driving events.

Driving and related events supported by ACNA and its chapters may include, but are not limited to:

- Drivers Education (DE, HPDE, instructed lapping, track days), “driving schools”
- Driver Skills (DS, exercises), Teen Clinics, Safety schools, “car control clinics”
- Autocross, Gymkhana
- Winter driving schools
- Technical clinics
- Fun, gimmick, and time-speed-distance (TSD) rallies
- Rallycross and Overlanding style events
- Tours, Dinner Drives, Destination Drives, overnight and weekend trips
- Car shows, Concours d'Elegance, Concours de Sport
- Get-togethers, Meets

Driving events may be held on public roads or on closed courses such as racetracks or parking lots, dependent on venue requirements and location restrictions.

Primary responsibility resides with the individual event participant including:

- Individuals participating in chapter or national driving events on public roads and facilities must understand that they are to observe and abide by all traffic laws at all times. **No violation of traffic law is acceptable or permitted.**
- Drivers at closed course events must bring a vehicle that they determine is appropriate for the activity and safe to operate in accordance with all applicable laws, regulations, and procedures established by the facility owner/operator and these ACNA guidelines.

Chapters must utilize the ACNA-provided insurance policy for all ACNA-sanctioned high-speed and low-speed wheels in motion events (defined in 4.1). The term "ACNA event" as used in these guidelines means “ACNA-sanctioned event” defined in 1.2. Details pertaining to event insurance items including coverage, payment and submission guidelines are provided in Section 4 and on the National website at <https://member.audiclubna.org/insurance-summaries>.

Any questions concerning these Guidelines should be directed to the National Office. They will engage the ACNA Performance Drivers Education Committee (PDEC) for timely follow up.

## 1.2. Driving Event Minimum Guidelines

As a 501(c)3 non-profit charitable organization, ACNA supports driving school programs conducted by its chartered chapters as part of the organizational mission to promote driver education and safety. Because an element of risk is inherent in these events, the following standards and recommendations are provided to minimize the risk of property damage and personal injury at ACNA driving schools.

Minimum standards are indicated in these guidelines by use of "must" or "required" or "mandatory" or another analogous word. These standards are either required for insurance coverage (e.g. signed waivers in 4.2.2) or are a result of ACNA sanctioning for the event. If any of the following takes place: use of ACNA name and/or logo as identifiers for the event, use of ACNA insurance, use of ACNA website, *quattro* magazine, calendar listings or any other club-provided advertising method to state that it is an Audi Club event, then the event is in fact an ACNA-sanctioned event and must operate according to ACNA Guidelines. For co-hosted, shared or co-advertised events where Audi Club is not the intended primary organizer, the National Office should be notified, even if an ACNA Certificate of Insurance is not being utilized.

ACNA activities must have documented specific start and end times. This rule applies at all events, including social, as it limits ACNA's exposure to the actual gathering and excludes activities leading up to or following the gathering.

Chapters hosting these events are:

- Required to abide by the provided minimum standards, and may set additional and/or more stringent requirements for their events.
- Expected to support event participants by providing an environment, training and information that is suitable for learning.
- Encouraged to consult with ACNA to propose any changes to these standards that will improve the ACNA driving education program and enhance event safety.

**A copy of the most recent Driving School and Events Guidelines should be present at every ACNA high-speed and low-speed WIM event.**

### 1.2.1. Guidelines Updates

These Guidelines may be updated periodically with changes proposed by the PDEC, based on National Board or chapter input, and adopted by a simple majority vote of the National Board of Directors. Effective date for updates to these Guidelines and recommendations will be set during the adoption process and included in the next Driving School and Event Guidelines update. In the interim, chapters will be notified of updates in writing or by electronic communication and posting on the ACNA website.



### 1.3. Driving Event Budgeting

Chapter Boards have full responsibility for the budgeting, components and execution of the event (including sponsorship). Additionally, chapters have total responsibility for the full accounting of revenues and expenses involved. In some instances, as determined by the ACNA Board of Directors, the National Office will manage the driver event budget. Help and mentoring to create a viable budget and pricing structure for a driving event are available from the PDEC.

**Driving events are a member benefit and should be priced to be accessible to as many members as possible.**

#### 1.3.1. Funding Requests for Chapter Events

It is the intent of ACNA to offer adult and teen driver education to as many members as possible. To further driver education, ACNA may provide loan or grant funding for chapter-held events. Chapters unable to fund an event may apply for loan or grant funding. The ACNA Board of Directors will make a funding determination based on the following criteria:

- Event location and geographic area of chapter
- Viability of event participation in area?
- Is there Dealer support in the area?
- Has the chapter secured any sponsorship?
- Is there an instructor or volunteer base to support the event?

#### 1.3.2. Budget Submittal for Funded Events

Budgets should be submitted at least eight months prior to event date. Event plans must be submitted to include event fees, program offered, and volunteers/expertise needed to run the event.

ACNA will be responsible for payment collection, or as agreed with the chapter. After expenses:

- 75% of the net proceeds, if any, will be returned to the chapter.
- 25% of the net proceeds, if any, are retained by ACNA as a service fee.

#### 1.3.3. Funded Event Repayment Requirements

For Chapters to secure a loan to fund the upfront costs of an event, the following criteria apply:

- Loan requests should be made at least eight months prior to the event.
- Event budget should be submitted to the PDEC for review and recommendation to the ACNA Board for approval at least eight months prior to the event.
- Half of the loan amount must be repaid within 60 days prior to the event.  
Balance must be repaid within 30 days prior to the event

## 1.4 Audi Club North America (ACNA) Membership

Drivers and instructors participating in “high-speed” events such as High-Performance Driver Education (HPDE or DE) and Lapping must be current members of ACNA. Membership is not required for visitors and guests who have not paid the event registration fee, including those who want a track familiarization ride as allowed by the event rules.

Instructors from other clubs may be needed to assist with events. These “reciprocal instructors” are not required to be ACNA members to instruct at ACNA high-speed events if approved by the event organizers.

ACNA membership is not required for participants at low-speed events such as Driving Tours, Autocross (below 50 mph), Driver Skills (DS) events, Teen Clinics, nor for club meetings, shows, cars & coffee meets, Tech Sessions, get-togethers and other social events. Chapter management may require that participants in certain low-speed and social events be ACNA members, but this is not required by ACNA rules as these events can attract new members and introduce them to the club’s activities and member community. Waivers must be signed by each participant for all high speed and low speed “wheels in motion events” – see 4.2.2.

Private instructors/coaches hired by the chapter or by individual drivers to provide in-car instruction at high-speed ACNA events must meet chapter requirements for instructors participating in their events. Chapters may apply more stringent conditions, and may ban private instructors entirely if they wish.

Note that the ACNA Directors & Officers insurance applies only to “volunteers” of “Audi Club North America” so it is important that chapter board members and event officials be current paid up ACNA members in good standing.

## 1.5 Safety as Paramount Priority

Safety must always be foremost in planning and executing any ACNA-sanctioned or co-hosted event. These Guidelines are intended to encourage and support safe “wheels in motion” events, and it is up to those managing the event to create an environment for the safety of people and property.

Per 2.6.4, any instructor may refuse to provide in-car instruction in any vehicle. Any such refusal should be considered by event management as a possible indication of the need to improve some safety-related aspect(s) of the event.

## 1.6 Consumption of Alcohol or Drugs

Any attempt to participate in any ACNA event while under the influence of alcohol or drugs is prohibited. Alcohol sale or consumption or an attempt to do so is expressly forbidden while the track is in use (“hot”) before officials announce the track is closed. Violators are subject to immediate expulsion from the event.

Handouts and drivers' meetings should remind attendees not to overindulge in alcoholic beverages the night before scheduled track time.

## 1.7 Compliance Requirements

ACNA's first priority is to encourage ongoing and safe events. If any chapter is alleged in writing to have contravened any mandatory part of these Guidelines, the ACNA Executive Director with assistance from the PDEC if necessary, will investigate the circumstances and, if appropriate, recommend changes to the Guidelines for consideration by the PDEC. If the contravention is verified, a letter from the ACNA Executive Director may be sent to chapter officials detailing the issues and requesting the chapter's response. The chapter must prepare a corrective action plan if requested to ensure the infraction is not repeated.

Failure to respond to or cooperate may lead to chapter disciplinary action by the ACNA Board, such as denying use of ACNA insurance, probation or suspension of the chapter's charter.

If a chapter wishes to propose a methodology not in compliance with the minimum Guidelines, the chapter must submit a detailed event plan to the PDEC. Upon review, the PDEC or National Board may authorize the chapter to conduct a test event using the proposed methodology. The PDEC may require an observer to attend and evaluate the event. Based on this evaluation, the PDEC or National Board may propose changes to the Guidelines.

## 1.8 Co-Hosted Events

Co-hosted events are those where more than one organization brings participation, organization and support to the activity. They can be a valuable way to generate the participation needed to break-even on financial obligations, and they also support other objectives such as building awareness of ACNA, sharing expertise, and developing cooperation within the local car club community. Tech seminars, car shows, tuner shop visits and social gatherings are easily co-hosted, with operational aspects shared and managed by the co-hosts.

For high-speed and low-speed wheels-in-motion driving events (see section 4.1.1), several additional considerations are important, including safety as the paramount priority (ACNA Guidelines 1.6). The primary challenges are financial responsibility for the event, insurance coverage, liability risks, event organization and operation, and instructor arrangements for clinics and high-speed events. These are considered below.

Insurance should be arranged by the organization that signs the facility rental contract, making this group the responsible co-host. If an ACNA chapter signs the contract, the event must operate according to ACNA Guidelines. Participant identification and waiver requirements must not be overlooked for any ACNA wheels-in-motion event.

If the contract is not signed by an ACNA chapter, then an effort must be made to have ACNA included as an Additional Insured in the insurance policy arranged by the host organization. If this effort is unsuccessful, the chapter should seek advice from the PDEC

or the Executive Director. Where insurance has been arranged by another organization, their procedures for the event are primary and must be observed.

The supporting co-host organization can provide or share whatever support is warranted and negotiated, including marketing, arranging sponsors, providing on-site admin personnel and/or equipment, instructors, operational assistance at the venue, etc.

Pricing for drivers, students and instructors should be negotiated and agreed between the organizations. Profit/Loss for the event is typically shared, perhaps in proportion to the number of participants from each organization, or as a rebate by the responsible host, or in some other pre-agreed arrangement such as a fee per run group or per driver. The objective is a successful and safe event for all participants, with the co-hosting organizations satisfied with the experience and the financial and operational results of the event.

Each organization can run its own registration process to protect mailing list confidentiality, or registration can be combined if that is not a concern. MotorsportReg.com (MSR) is used by most ACNA chapters and encouraged, but that web-based structure and cost may be new for the co-host organization, an opportunity to share ACNA expertise.

Instructor pairings and run groups should be arranged jointly with both organizations working together. Reciprocal club members may be recognized to avoid duplicate membership requirements but this requires approval by the ACNA National Office for events where the ACNA Chapter is the primary co-host. Approval arrangements for reciprocal club instructors are outlined in ACNA Guidelines 1.5.

## **2. Rules and Regulations**

### **2.1. Event Rules and Regulations**

All rules and regulations specified by the event facility (and as negotiated by the sponsoring chapter with the facility) must be followed explicitly and without deviation. In some cases, facilities may have more stringent requirements than those provided by ACNA. Events are required to be held under the more stringent requirements, and at no time should a less stringent requirement be implemented.

Whenever there is no policy statement on procedures, err on the side of safety and reason.

### **2.2. Driving School Event Guidelines**

Each chapter desiring to conduct a driving school should create a plan with details for conducting it safely. The chapter plan and curriculum must conform to these Guidelines. A chapter that has not previously held a driving school shall submit a copy of the plan, and supporting materials, in advance to the PDEC as designated by the ACNA Board of Directors.

### **2.3. Required Event Meetings**

As part of the event plan for “wheels in motion” events the chapter shall conduct meeting(s) for drivers, instructors and event staff to review safety, policies, and procedures before driving begins each day. Coordination with local corner workers and safety staff prior to on-track sessions is also required to ensure local regulations and event rules are clearly understood by everyone involved at track events.

The meetings held immediately before driving begins at high-speed events are mandatory for all drivers and instructors – individual attendance should be confirmed before being allowed on track at speed. Confirmation may be accomplished with stickers or wristbands issued during the meeting for display at track entry or by other means acceptable to event management. Drivers that do not attend their meeting(s) shall not be allowed on track unless advised of the content in some other manner. This does not release each driver from the responsibility to drive within the limits of their skills and vehicle capability.

The driver meeting(s) held immediately before driving begins at high-speed events should include a report of any obvious risk areas discovered during a survey lap conducted by a club official prior to the meeting. The Daily Course Survey form attached as Appendix F may be used as a guide for the survey lap.

### **2.4. Required Event Staff Roles**

Execution of driving events requires coordination among a number of roles. Prior to holding an event, chapters must designate an Event Master who is responsible for overall event coordination/execution. In addition, for high-speed events the following roles must be designated:

- Chief Instructor - responsible for all driving curriculum coordination/execution
- Safety Steward – primary point of contact for event safety staff
- Incident Response Coordinator – primary point of contact for any incidents that occur. This role can be performed by the Event Master or Safety Steward.

Individuals serving in these event staff roles must be onsite during the event, or a coordinated delegate appointed should the individual need to go off-site. Additional roles such as an Event Registrar to supervise pre-event and/or onsite registration activities may be designated as needed to facilitate event activities. Communication plans between staff roles must be established and communicated prior to holding the event.

### **2.5. Participant Qualifications**

#### **2.5.1. Age of Drivers**

Drivers with a valid full driver’s license that allows them to drive independently (not a learners permit) may participate in ACNA high-speed driving schools, if allowed in the state where they reside and the state where the event is being held. In many states, the minimum age is 16 but there may be restrictions that must be enforced. Teens younger than 18 may participate in dedicated Teen Driver Education and low speed events with a learner’s permit or full license, if allowed in the state where they reside and the state where the event is being held (also reference 4.1.3).

All attendees, regardless of age, must have signed appropriate waivers (see 4.2.2).

### 2.5.2. License Requirements

It is the responsibility of each driver at the event, including Instructors and students, to ensure they have a valid operator’s license that shall not be suspended or revoked when participating in Audi Club North America driver education events.

Operator’s licenses may be used to verify driving participant identification.

## 2.6. Safety Devices

### 2.6.1. Helmets

Helmets must be worn by everyone in the car during all driving sessions other than low speed (50 mph or less) teen clinics, driver skills, low speed autocross, track familiarization sessions and touring laps. All helmets used in ACNA events require the current or immediately prior Snell Memorial Foundation certification sticker. At the time of certification update, helmets meeting the second prior certification standard will be permitted a use grace period through the end of that calendar year. Use of Snell Special Application (SA) rated helmets is required for all vehicles that have supplemental rollover or impact protections installed, including OEM and after-market roll bars or roll cages.

Because FIA Helmet Standard 8859-2015 directly references Snell SA2015, helmets with this FIA certification sticker are acceptable at ACNA events as equivalent to SA2015. Use of Snell Motorcycle (M) rated helmets is permitted in stock vehicles that solely utilize factory impact protection, but note that the M2010 rating will be the final Motorcycle (M) rating permitted for participant use in ACNA sanctioned events.

Application	Rating	Valid until
M	2010	Dec 31, 2021
SA	2010	Dec 31, 2021
SA	2015	Dec 31, 2026
SA	2020	Dec 31, 2031
EA	2016	Dec 31, 2027

### 2.6.2. Driver and Passenger Restraints

#### 2.6.2.1 Lap and Shoulder Belts

Unless harnesses are utilized, fully functional 3-point lap and shoulder belts must be used by driver and passenger at all ACNA wheels in motion events.

#### 2.6.2.2 Harnesses

Harnesses may be used by the driver as long as equivalent harnesses are also provided and used by any passenger. Provided the track allows them, acceptable harnesses for ACNA events are 4-point with ASM (antishmarine) feature (e.g. Schroth QuickFit, QuickFit Pro and Rallye harnesses), and 5-point, 6-point or greater. ACNA recommends aftermarket harnesses have FIA, SFI or FMVSS certification and these approved harnesses are considered equivalent under these Guidelines.

### 2.6.2.3 Frontal Head Restraints

Frontal Head Restraints (FHR) are also known as Head and Neck Restraints (HNR) or by brand name acronyms such as “HANS.” Many styles and brands are available - HANS, NecksGen, Simpson, Z-tech, Pyroprotect, Impact Racing, Schroth, Zamp and other manufacturers. FHR devices compliant with SFI 38.1 or FIA 8858 specifications and labeling are strongly recommended for use with 5-point, 6-point or greater harnesses.

Use of an FHR is a personal choice to be made independently by each occupant of a vehicle. FHR devices should only be used with belts or harnesses that are designed for that purpose. Most 4-point harnesses are not suitable for use with an FHR because the shoulder straps do not meet at a central point – however, the Schroth QuickFit Pro has a central latch and therefore can be used with an FHR.

Simpson Hybrid S FHR Devices can be used with 3-point lap and shoulder belts as well as with harnesses designed for use with FHR devices.

### 2.6.2.4 Seats

Aftermarket seats are installed in many vehicles. Care should be exercised with selection and installation, and equivalent structure and protection should be provided for both driver and passenger. Any aftermarket seat installed for the driver while retaining the OEM seat for a passenger is not “equivalent” under this Guideline.

### 2.6.2.5 Explanation of “Equivalent”

Equivalent belts or harnesses and seats must be provided for both passenger and driver. “Equivalent” means similar in form and designed to serve the same function. It does not mean the same manufacturer or identical model numbers. For clarification, 4-point harnesses with ASM and 5, 6, or 7-point harnesses are all “equivalent”, and 2” harness belts are “equivalent” to 3”, although 2” shoulder straps should not be used without an FHR. Where one occupant does not have an equivalent harness, then in order to maintain equivalency, the installed harness must not be used and both occupants must use the 3-point lap and shoulder belts.

OEM stock seats are not considered equivalent to any aftermarket seat, and therefore a single aftermarket seat is not acceptable.

### 2.6.3. Advanced Vehicle Control Systems – Stability Control, ABS, etc.

Advanced Vehicle Control Systems, including Anti-lock Braking System (ABS), Electronic Brake force Distribution (EBD), Traction Control System (TCS) and Electronic Stability Control (ESC), provide new challenges and opportunities for driving school curriculum and instruction. Classroom, on-track exercises, in-car instruction, and corner observation instruction should address the benefits and limitations of Advanced Vehicle Control Systems. At no time should a chapter or instructor endorse or participate in the disabling of a factory installed safety system that is not driver-controllable (e.g. ABS). Systems that have a driver-controlled switch (such as electronic stability control) may be turned off/on only as a personal decision by the driver, and with instructor approval in student groups. The Instructor must be made aware of the status of such systems.



These Guidelines cannot take specific positions on the many emerging driver warning and assist functions being incorporated to vehicles. Applications such as Adaptive Cruise Control (ACC), Lane Departure Warning (LDW, lane departure detection), Side Assist warning (SA, blind spot monitoring), Forward Collision Warning (FCW), Dynamic Chassis Control (DCC, adaptive suspension), Park Assist control (PA, automated parallel parking), Electronic Differential Lock (EDL), Anti-Slip Regulation (ASR, coordinates with electronic stability control to control wheel slip), Hill Decent Assist (HDA), and others are useful for specific situations. Roll Stability Control (RSC; vertical plane detection added to ESC for trucks and SUVs) is one emerging technology that will be encouraged for all ACNA events. Use these technologies as they are intended.

The default policy is to leave all of these systems engaged, unless driver-controllable (see above).

Emergency Braking System (EBS) has contributed to documented incidents of inappropriate braking inputs during high-speed events where an obstruction was detected in front of the car at turn-in to a sharp corner. Similarly, Lane Departure Control (LDC) has distracted drivers attempting to use the entire available width of the driving surface. **Collision avoidance and Lane Control systems that can autonomously take control of the vehicle must be turned off while the car is on the track.** Drivers must be able to verify to their instructor these systems are disabled at high-speed events.

#### 2.6.4. Instruction

The focus of driving school events is driver's education, and instructor/student assignment is the basis for facilitation. In-car instruction is strongly recommended at high-speed events for all novice students lacking a solo signoff by the hosting chapter. In-car instructors are encouraged for low speed exercises and events (e.g. safety school or Driver Skills exercises like skid pad or slalom).

Supplemental methods of instruction (e.g. Instructor observation from corners or lead/follow demonstration) are encouraged, but can replace the requirement for in-car instruction for novice student drivers only where a sufficient number of qualified instructors are available and protocols that are approved by ACNA are used. Lead/follow format is most effective with three or fewer student cars per lead. Use of instructor cars is appropriate during low speed orientation laps to demonstrate and preview the school line.

Advanced driver and Instructor groups are encouraged to make use of other technologies and teaching strategies to continue driver engagement and improvement.

Any instructor may refuse to provide in-car instruction in any vehicle.

#### 2.6.5. Identification

The use of wristbands in standardized colors is recommended to identify staff, workers, students, Instructors, and guests and to signify that the appropriate waivers have been signed. Driver and passenger identification must be validated using wristbands or another definitive method prior to participation in each driving session.



### **2.6.6. Solo sign-offs**

Event Masters may accept valid solo sign offs from other chapters or hosting organizations. On site verification of solo ability can be conducted solely at the discretion of the event Chief Instructor and is strongly advised. Students who have been signed off should be encouraged to continue in-car instruction to advance their learning. Whenever possible the sign-off procedure is to be communicated in the event documentation provided to Instructors. Records of solo signoffs should be retained and filed by the hosting chapter following the conclusion of an event.

### **2.7. Run Group Assignment**

Drivers should be assigned to run groups based on their prior experience at the facility, or at events sponsored by the hosting chapter, other club or professional driving schools, or racing experience. Performance potential of the car should be taken into consideration, but weighted less than individual driver experience and previously demonstrated skills. Assignments may be adjusted as required to accommodate group sizes or safety considerations. The driving school plan should allow for students to be moved up or down to a more appropriate group based on the Instructor's recommendation and evaluation. Different colors of wristbands may be used to distinguish among the various run group assignments.

### **2.8. Classroom Instruction**

Required as an integral part of the school program for high-speed events. On-track Instructors should be aware of the schedule and content of classroom instruction. Classroom instruction should be tailored to the varying experience level of the Students. Classroom curriculum that the chapters may use is available on request from the National Office. It is recommended that the classroom curriculum outline be provided to students and instructors in advance of the event.

### **2.9. On-Track Exercises**

On-track or on-site exercises are required for Novice drivers coming to high-speed events, which may be satisfied by their participation in a dedicated Driver Skills component of the event, or a separate pre-event organized by the chapter or an affiliated or recognized club or organization. Focus must be placed on both safety and application to real driving situations, including full course driving. If these exercises are not held as an integral part of the track event, records should be kept to demonstrate that this requirement has been met for each driver. On track and classroom Instructors should be fully aware of the intent and method of execution of the exercises and integrate them into their instruction. Continuity between exercises and classroom instruction is critical to the development of participant skills.

### **2.10. Running the Event**

#### **2.10.1 Emergency Services**

All requirements of the event insurance regarding emergency services must be adhered to. Additionally, the following minimum requirements must also be met:

- An on-site ambulance at all times when high-speed on-track activities are underway (i.e. when the track is “hot”).
- One or more licensed EMTs with the ambulance at all times.
- Fire extinguishers in the pit area and at all manned corner stations.
- Should the ambulance or EMT personnel be required to leave the site, no high-speed activities may be conducted until their return to duty at the site. Low speed (under 50 mph) touring laps and exercises may be conducted in the interim if allowed under the event insurance policy and with approval of the facility.
- Chapters must follow ACNA’s incident response policy and procedure in Section 3.

Where ambulance transport time to the nearest suitable medical facility is deemed excessive by event managers and, provided the track allows it, the on-site ambulance may be replaced or enhanced with more effective means of medical transport (e.g. on-call medical helicopter). One or more licensed EMTs with a dedicated vehicle and access to the entire facility must be on site and available at all times when the track is hot.

### 2.10.2. Tech/Safety Inspection

**Drivers are solely responsible for the safe condition of their vehicles.**

Pre-event technical inspection by a competent entity or individual (dealer, authorized service center, mechanic or other competent individual) is required for all high-speed events within 30 days of the event.

Vehicles may be examined on arrival by event staff to identify obvious shortcomings, which might cause a delay or exclusion from the event’s schedule. This examination does not relieve drivers of their sole responsibility for the safe condition of their vehicles.

Event organizers may exclude any vehicle from participation in the event. Event staff may require a vehicle to be re-examined during the event.

An ACNA Safety Inspection Checklist or another form used by the chapter that includes similar items is required for all participating vehicles at high-speed events. A sample form is available from the National Office and is included as Appendix E. The completed and signed Safety Inspection Checklist or chapter form will be collected prior to any active participation in the event and these records must be retained for three years. Chapters may add additional requirements, and all forms must include this statement signed by the participant:

**I certify that a qualified shop (strongly preferred) or competent individual has thoroughly inspected this vehicle using the above list and any other items necessary to ensure safety. I accept sole responsibility for the vehicle’s safe operating condition. I agree to promptly cease operating the vehicle on track if I believe it becomes unsafe for any reason.**

### 2.10.3 Medical Information

Event organizers are not required to collect any medical information about attendees nor are they required to advise emergency responders of particular medical requirements or conditions for participants. Preparation and presentation of such information is entirely the responsibility of each individual should they choose to do so. Drivers and instructors

are particularly urged to provide any important medical information using whatever format is appropriate for their specific needs. Anyone may subscribe to medical information initiatives that are available, such as the online services <https://getmyid.com/> and <https://www.roadid.com/>. Active call center intervention may be appropriate for some persons. One example is MedicAlert.org, which offers bracelets, dog tags, pendants, or wristbands for online medical record access and 24/7 telephone emergency response services.

Regardless of age or medical condition, the club recommends activating the “Emergency” or “ICE” function on each individual’s smart phone. This enables a first responder or emergency room doctor to get key name and date of birth information similar to items contained in Appendix A. (ACNA has been advised that this basic information is very helpful for any medical incident - track, trail, street or home.)

Alternatively, participants may complete the information on the attached form in Appendix A and retain a copy on their person for access by medical personnel whether or not it is also submitted to event staff.

The services mentioned are examples that some club members have experience using, but participants are free to choose any option they wish from the range of available services, including providing no information at all if they feel this stance is appropriate for them.

Chapters are strongly discouraged from soliciting or accepting any medical information, but if they do they must arrange to transfer it to medical personnel when required. Different emergency services have different protocols for this process – it is important to make an arrangement that meets requirements. Chapters must also take precautions to keep medical information confidential, and only release it to authorized emergency or medical personnel. Upon event completion, all medical information must be returned unopened or destroyed and securely disposed of.

#### **2.10.4 Corner Workers**

Corner Workers are MANDATORY for the entire time that vehicles are on the track at speed and must be in constant two-way voice communication with a control person(s) at all times. Communication with the event Safety Steward is required to ensure proper coordination.

Flags or other signal device meanings must be clearly communicated to participants prior to the first on-track session.

Chapters may use their judgment in requiring corner workers during low speed touring sessions and low speed exercises.

Experienced SCCA or professional corner workers are highly recommended. Attendees including instructors may be used as corner workers if written information on their duties is provided prior to the event and after training/orientation on tasks and flag use.

A dedicated meeting with corner workers and safety staff should be held to communicate event specific information prior to any on-track activities.

Corner workers should clearly understand their responsibilities and authority. They should be used as the eyes and ears of the event management and encouraged to report drivers in need of help, who are driving too aggressively or dangerously, passing incorrectly, or creating any conditions that may impact safety of other participants.

### **2.10.5. Let-by/Passing**

Let-by/Passing areas and rules shall be clearly defined (in writing if possible) to event staff, all drivers, on-track and classroom instructors, students, and corner workers. These rules shall be strictly enforced.

Novice or beginner run groups should be allowed to pass only on straights which are sufficiently long and where visibility allows safe passing by drivers with little experience. More advanced student groups and Instructor groups may have additional passing areas where safety allows at the discretion of the Chapter Event Management Team. Instructors participating in any run group must comply with all passing rules applicable to that run group without exception.

Let-by/Passing is ONLY allowed by a clearly defined signal from the driver of the car being overtaken.

Turn signals (blinkers) are the recommended method for passing signals in Audi Club events. The turn signal EITHER indicates the position/direction that the car being overtaken will maintain (street rules), OR it will indicate the direction the overtaking car is to use for the pass (blink-by).

If hand signals (point-by) are used in vehicles without turn signals or for safety related reasons as determined by chapter event management, the point-by is given by the driver of the vehicle being overtaken pointing to the side that the passing vehicle should use to make the pass. Hand signals must be clear and unambiguous with the arm and elbow either straight out the window or straight up to point over the roof.

Whichever of these signaling choices is selected by the Chapter Event Management Team for the event, ALL drivers in ALL groups must follow that method and it must be explained to all participants in mandatory drivers meetings, group meetings or downloads. It is recognized that exceptions may exist. For example, some vehicles may not have visible turn signals and others may have fixed windows or window nets - the first and paramount priority of each Chapter Event Management Team is to run safe events.

A passing vehicle must receive a signal from EACH vehicle being overtaken. EACH vehicle allowing a pass must provide the signal to EACH overtaking vehicle. Where turn signals are used, the turn signal will remain on as long as the driver of the vehicle being overtaken wishes to be passed and can be passed in a safe manner.

Where turn signals are used, the Chapter may allow drivers to run with windows fully closed provided the track allows it. The Chapter may also require the overtaking/passing car to use turn signals while executing the pass.

It is strongly preferred that the passing vehicle goes offline to complete the pass while the vehicle allowing the pass remains on the normal driving line. Extra care may be necessary where the driving line crosses the track in a passing zone. The driver of the car being overtaken is required to facilitate the pass by adjusting speed and position if necessary.

All drivers in every situation have safety as their first responsibility, with courteous on-track behavior and safety being mandatory for everyone involved.

If an improper signal is displayed that conflicts with established passing rules, the pass signal will be waved off by the overtaking driver and no pass will be executed.

VIOLATIONS must be handled aggressively by event management, with offenders black-flagged and warned, perhaps deprived of track time, and if necessary, ejected from the event. Let-by/passing signals are an invitation and permission to pass, but it is NOT a requirement for the overtaking car to accept it. The pass must ONLY be initiated if it can be completed safely within the designated area(s).

### **2.11. Event Timing**

ACNA high-speed driver education or lapping events are not timed events. To discourage 'competitive' or 'racing' behaviors, devices which display only complete or predicted lap times in the car are not allowed.

To preserve our fundamental educational emphasis, data collection and after-session analysis are encouraged. In-car technologies and cellphone apps which enable this learning environment are therefore allowed, provided they are used to learn the track, support development of driver skills, and improve safety.

Aftermarket devices and smartphone apps that provide useful data for self-coaching, instructor-assisted coaching and after session analysis are currently permitted. OEM vehicle cockpit devices can also be used. In all cases, predicted lap times should not be displayed while driving.

### **2.12. Passengers**

Students are not permitted to take any passenger other than an instructor on the track during sessions at speed. Instructors may take students, guests, visitors, track employees, corner workers, or others on the track with approval of Event Officials and track management if the proper event waivers are signed.

In sessions "at speed" (greater than 50mph), passengers may not be under the age of 14.

Any driver or passenger activity by a minor between the ages of 14 and 18, including being a passenger in cars "at speed" on the event surface or as a driver or passenger in "low speed" events, must have a minor waiver completed and signed by their parent or legal guardian (or their designated and authorized representative), who is expected to stay onsite during the event.

ALL passenger rides are to be conducted at reduced pace by the Instructor; they should not be exceeding 7/10ths. Event Master/Chief Instructors may set more stringent limits.

Optionally, high-speed events may include low speed "touring" sessions under a carefully controlled environment requiring the use of a pace car(s) with speeds not exceeding 50 miles per hour. During this dedicated time, student drivers, and Instructors may drive family/guests around the track – seat belts are required for all passengers; helmets not required; no age limit. Similar protocols may be used at low-speed events. Facility management approval is required.

### 2.13. Permitted Vehicle Types at Driving School Events

Vehicles should not be excluded from participation at ACNA wheels-in-motion events solely because of the type of fuel used for propulsion. These include electric and hybrid vehicles, as well as vehicles powered by unconventional fuels – each may be acceptable if they meet the other ACNA guidelines and are allowed by the facility.

Event organizers should determine if track personnel require notification when electric or hybrid powered vehicles are present, and make arrangements to provide such notification if required. Compliance may require that registration forms include a question to determine if any event vehicle is electric or hybrid power. If notification is required by the facility or if the chapter is unilaterally adopting this recommended practice, each subject vehicle should display a warning sticker in a designated location, possibly beside the car number. One example of a recommended sticker is at <https://www.mysafetylabels.com/Warning-Labels/ISO-Safety-Label-Voltage-Hand-Shock/SKU-LB-0446.aspx>.

Because EVs present unique risks, it is recommended that each EV driver understand how to render his vehicle safe for rescue after an incident and bring a copy of the "make safe" procedure for their vehicle to the event. These procedures may be found at <https://www.nfpa.org/Training-and-Events/By-topic/Alternative-Fuel-Vehicle-Safety-Training/Emergency-Response-Guides>.

**Extreme caution should be used by anyone at a crashed EV incident** - activities should be directed by personnel trained in EV rescue procedures.

Open wheel vehicles, race cars and single-seat vehicles may be excluded from any Audi Club Driving School or Clinic at the discretion of the event organizers. Extreme care must be taken with any vehicle intended for racing because its vehicle dynamics, outward visibility, low profile and driver attitude/motivation can be significantly different than the norm for ACNA events.

Vehicles classed as "motorcycles" by DMV regulations are not allowed at ACNA Driving Schools and Clinics. These may have two wheels or more, such as 3-wheelers e.g. the Polaris Slingshot, CanAm Spyder, Campagna T-Rex, MEV Trike, Vanderhall Venice and others.

UAVs (unmanned aerial vehicles, "drones") are not allowed at any high-speed ACNA event.

Rollover protection varies among manufacturers. The devices used for occupant protection at highway speeds may not be sufficient at driving school/HPDE speeds. Therefore, these Guidelines are issued with a single caveat: "If the vehicle does not provide rollover protection for the body, head and limbs that the chapter event team deems adequate, don't allow it."

Accidents, collisions and rollovers can happen despite the most cautious preparation, and occupant safety is the single most important concern at all events where ACNA chapters are involved.

### 2.13.1 High-Center of Gravity Vehicles

High-center-of-gravity vehicles (Truck, Van, SUV-Sport Utility Vehicle, CUV-Crossover Utility Vehicle, SAV-Sport Activity Vehicle) are not permitted in Audi Club Driving School events held “at speed” (DE-Driver Education, HPDE, instructed or non-instructed lapping, track days), except those models included in the ACNA Vehicle Participation Exception List (Appendix D), updated on request.

The above excluded vehicles may participate at low speed events where maximum speed is not to exceed 50mph if the activity is:

- DS Driver Skills or exercises at a driving school held in a confined area
- Autocross or gymkhana events if the maximum speed is controlled/limited
- Teen clinics, safety schools, “car control clinics”
- Winter driving schools, in snow or ice conditions

The Event Master, registrar, safety steward and/or chief driving instructor has final authority to impose more stringent requirements for any event, and also has complete authority to exclude any vehicle for any reason, including those shown in the ACNA Vehicle Participation Exception List.

### 2.13.2 Convertibles

Convertibles (e.g. roadsters, cabriolets, spyders) lacking rollover protection are not permitted in ACNA High Performance Driving Schools (HPDE, lapping, or any events held “at speed”). Vehicles with removable hardtops or retractable hardtops are considered to be convertibles and those lacking a rollover protection system are also not permitted at high-speed events.

Targas and t-tops are not convertibles and are therefore acceptable; roof panels must be installed.

Convertibles with factory-installed rollover protection (either fixed or deployable) meet the ACNA minimum requirement for high-speed events and are acceptable, subject to approval by chapter leadership and event staff (Event Master, Registrar, Safety Steward and/or Chief Driving Instructor) and provided that vehicles with fixed protection meet the broomstick rule as stated below.

Convertibles with or without rollover protection are allowed at events where maximum speeds do not exceed 50 mph, if the activity is:

- DS-Driver Skills or exercises at a driving school held in a confined area
- Autocross or gymkhana events (maximum speed must be controlled/limited)
- Teen clinics, safety schools, “car control clinics”
- Winter driving schools, in snow or ice conditions

Driving with the soft-top up or the hard top installed is strongly recommended; otherwise, SFI and/or FIA approved arm restraint system(s) must be used and is recommended in any case. Full-face helmets or effective eye protection if wearing an open-face helmet is also strongly recommended.



For convertibles without factory-installed rollover protection to be allowed at ACNA HPDEs, the minimum requirements are:

- A four-point roll cage consisting of a main roll bar behind the front seats with two rear-triangulated braces must be installed.
- Minimum of four-point safety harness with ASM (anti-submarining) technology must be used. Equivalent equipment (harness and seat) is required for driver and passenger.
- Enforcement of the “broomstick rule” is required for all occupants. Minimum clearance (with helmet on) is two inches below a straight edge, placed from the top of the roll bar to the top of the windshield frame.

For guidance to event organizers, Appendix D identifies some of the vehicles which are acceptable in OEM form, and others which must meet the above-mentioned requirements. Neither list is complete – event organizers may contact the PDEC if further guidance is needed.

Compliance with the above-stated requirements is solely the responsibility of the vehicle owner and must be confirmed during a mandatory examination which can be performed at the event or during the mandatory inspection required in 2.10.1 above. The designated chapter representative(s) (Event Master, Registrar, Safety Steward and/or Chief Driving Instructor) has final authority to impose more stringent requirements for any event, and also has complete authority to exclude any vehicle for any reason. This list of ACNA-approved vehicles does not mean that a chapter must accept them, nor does it mean that all facilities will accept them.

### **2.13.3 Windows/Doors/Sunroofs**

Driver and front passenger side windows must be completely down or completely up while on the track, not partially deployed. Convertibles running with open tops must have all windows completely down. Doors should be unlocked, if possible. Sunroofs must be closed and latched. Whichever window position is approved for the event, either completely up or down, an appropriate procedure for signaling a pass must be used by all drivers and must be communicated prior to on track activities.

### **2.13.4 Piloted/Autonomous Vehicles**

No autonomous vehicles are allowed to participate at any Audi Club Driving School or Clinic, unless it is included in the attached ACNA Vehicle Participation Exception List (updated annually). As these vehicles become more common in testing, or when they are approved for use on public roads and released as formal products, they may be demonstrated as a special interest in Audi Club events with appropriate demonstration setting and approval by event officials. Autonomous or driverless vehicles shall not be mixed with run groups of the primary ACNA driver training event.



### 3. Incident Response

#### 3.1. Policy

It is ACNA policy to cooperate with recognized authorities that are responding to, investigating or reporting on an incident, situation or event involving the Club and our members, and to ensure that appropriate notifications are made in a timely fashion.

Chapter officials will inform National ACNA officials on the same day and preferably within one hour of learning of an incident at a function hosted by the Chapter involving death, injury requiring transport to an offsite medical facility, law enforcement involvement, news media coverage or other situations with the potential to focus unfavorable attention on the Club. If there is any doubt whether or not to inform ACNA officials about an incident or situation, inform them. Contact information is provided in Appendix C.

The Event Master or another designated event official will function as the Incident Response Coordinator. This role should be determined prior to the start of the event.

As general policy the Club does not make or issue statements about its members regarding their activities, associations or character outside of Club events or activities. Social media postings that might attract unfavorable attention are strongly discouraged, but such postings alone do not trigger a need to inform National ACNA officers according to this policy.

The information obtained regarding any incident is confidential and shall not be broadcast in any way until authorized by National ACNA officials.

#### 3.2. Procedure

This procedure is designed to inform National ACNA officials of an emergency or adverse situation as defined above, and to recommend response actions to be taken during the first critical hours after the incident. It is important to establish ACNA as a credible and accessible source of information. First priorities are to assist people, protect property and prepare to communicate about the situation.

**National ACNA contact information is summarized in Appendix C.**

Each action item below may not apply to every situation. Event officials should apply good judgment to determine which are appropriate.

- A. Request assistance from Paramedics, Law Enforcement and Fire Department as appropriate.
- B. Render assistance to people.
  - i. Assign a club member to accompany the injured to the medical care facility.
  - ii. To the extent possible, protect property at risk.
  - iii. Cooperate with the authorities and emergency response personnel.
  - iv. Obtain confirmed details about the situation.
  - v. Notify family members and emergency contacts.

- C. Contact one of the ACNA officials in Appendix C in the order listed. An event official must speak directly to an individual in order to fulfill this requirement - leaving a message on an answering machine or sending a text message is **not** sufficient. If contact with ACNA officials is unsuccessful, the insurance provider must be contacted at the number given and an email must be sent to **all** ACNA officials listed in Appendix C.

The first ACNA official contacted on Appendix C is responsible for informing the others on the list.

- D. Coordinate with the facility manager. If the management of the facility is uncooperative the National ACNA official that was originally notified should be informed of this.
- E. Appoint a spokesperson ready to respond to news media queries within one hour. Provide only confirmed information about the incident or situation. Any statements provided to news media should be simple and direct, for example:
- “There was an incident, the parties involved have received the appropriate medical attention. No names will be released until family members have been notified. I have no further comment. Any future inquiries should be directed to the ACNA National Office.”
- F. When answering questions, explain the concerns you have about the situation, always beginning with points about people. Our primary concerns are driver, passenger (if any), family members, and the safety of other attendees.
- G. If asked what are we doing about it, list the actions you are taking to protect people and property and to correct the situation. Always begin with the actions you are taking to help or protect people. Such as...
- Assisted with first aid.
  - Will help family whenever possible; ACNA is very supportive.
  - Will investigate cause of incident.
  - Making arrangements to transport car and equipment to members’ home.
- H. Keep notes! You will want to prepare an interview synopsis, such as:
- I told the reporter I could not give him the driver’s name because we are still in the process of notifying the family.
  - He asked if the events are inherently dangerous. I answered no, and that we take every precaution to prevent incidents of any kind including requiring an instructor to ride in cars with students.
  - He asked if these events encourage people to speed on public roads. I answered that our driving schools teach safe driving and collision avoidance techniques by making students aware of the capabilities of their cars.

**In any situation:**

- Do not discuss liability.
- Do not discuss blame, cause or fault.
- Do not release the names, or other information about people injured or otherwise involved in the situation until their families have been notified.
- Do not speculate.

It is critically important that the information about the situation you provide to Club members, family members and other stakeholders is identical to the information you provide to the media. The Club's credibility will be questioned if there are discrepancies between our public statements and statements given in private or informally.

Keep a record of media queries, including Reporter Names & Affiliations.

### 3.3 Duties of Club Officials

The duties of each club official at the event during an incident include the following:

#### Event Master

- Releases all official information from the club
- Decides course of action with input from the incident response team
- Decides on event continuation or cancellation
- Conducts participant meeting and releases information to those present
- Makes all decisions relative to on track participation with Track Control
- Makes all schedule changes with Track Control
- Makes all flagging decisions with Track Control

#### Safety Steward

- Interviews all those involved and witnesses to the incident
- Files Incident Report with ACNA
- Notifies emergency contact if information is provided by the injured party
- Coordinates decisions with the Incident Response Coordinator and Event Master

#### Incident Response Coordinator

- Assesses incident on site and relates information to Event Master and Chief Instructor
- Manages on site decisions
- Assigns accompaniment to any injured parties once assistance arrives.
- Notifies ACNA and insurance representative immediately

It is important that chapter board members and event officials be current paid up ACNA members in good standing as stated in 1.4.

### 3.4 Incident Report Form Requirement

It is required that the Driving Incident Report Form in Appendix B be completed for any accident, collision or other incident at a driving event in which a vehicle or the infrastructure of the facility sustains non-trivial physical damage or in which any event attendee sustains physical injury **regardless of whether or not transportation to an**

**offsite medical facility takes place.** This includes those serious incidents that require a prompt verbal notification as described in 3.1 above. It does **not** include situations where vehicle component failure (“mechanical breakdown”) results in a car being undriveable, unless that failure results in non-trivial damage or injury.

This report is to be completed and submitted within 48 hours after the end of the event to the National Office. The chapter will retain a copy. The form is also available to members for completion online under Event Master Forms at [www.audiclubna.org](http://www.audiclubna.org).

## 4. Insurance

This section discusses insurance requirements for all ACNA sanctioned events. Driving Event insurance fees will be determined each year based on the ACNA premium. Additional details are available from the National office and on the National website at <https://member.audiclubna.org/insurance-summaries>.

Current liability specifics are available from the National Office.

### 4.1. Definitions

#### 4.1.1. Wheels in motion Events

Wheels in Motion (“WIM”) Events are events where vehicle wheels are turning and vehicles are moving.

From the examples listed in Section 1.1 of this document, the following are WIM events: Drivers Education, Instructed lapping, Track days, Driving schools, Driver Skills, Teen clinics, Safety schools, Car control clinics, Autocross, Gymkhana, Winter driving schools, Rallycross, Tours, Dinner drives, Destination drives and organized group trips (overnight, weekend), Overlanding.

- “High-speed” WIM events: Drivers Education (DE, HPDE), Instructed lapping, Track days, Driving schools.
- “Low-speed” WIM events: Teen clinics, Safety schools, Driver Skills Training (DS), Car control clinics, Autocross, Gymkhana, Winter driving schools, Rallycross.
- Tours, Dinner drives, Destination drives, organized group trips (overnight, weekend), and Overlanding are neither high-speed nor low-speed events, but they are WIM events.

#### 4.1.2. Participants

Drivers, crews, event officials, and all other persons bearing credentials or passes duly and officially issued by the policy owner Audi Club North America or its affiliated clubs for ACNA sanctioned events.

#### 4.1.3. Driver

Drivers and passengers must comply with the age and licensing requirements as established by ACNA in 2.5.1, 2.5.2, and 2.12.

Licensed teens may participate in teen clinics and low-speed events. Teens with learner's permits may also participate if there is compliance with state law. For example, some states require that a parent be in the car driven by the teen.

Chapters are responsible for complying with their state licensing regulations.

## **4.2. Event Requirements**

### **4.2.1. Insurance**

For all high-speed and low-speed WIM ACNA events and any events held in a Restricted Area i.e. a closed venue not open to public access the chapter must:

- Have a signed Insurance Release and Waiver for the event signed by everyone on site including each participant, staff, worker, guest, sponsor or visitor. See 4.2.2 for details.
- Obtain an ACNA Certificate of Insurance (COI) where requested by the facility
- Ensure Event Masters document post-event information that summarizes the event, i.e. number of participants, sponsorships, etc.

A COI should be requested from the Membership Manager at the National Office at least one month in advance of an event. The following information is required:

- Event type (from list in Section 1.1 if applicable, otherwise a description is required)
- Event Location(s) including address(es)
- Event date(s)
- Event start and end times

Insurance premiums for "high speed" WIM events are billed to the hosting chapter. Insurance for all other WIM event types is not charged to the chapters. Payment for event insurance is required two weeks in advance of the event.

It is strongly recommended that all ACNA-sanctioned WIM events possess an ACNA Certificate of Insurance (COI) even though it may not be mandatory or charged for.

ACNA members in good standing who volunteer at events – e.g. Chapter leaders, event staff and instructors – are insured under the Directors and Officers Liability Policy. See Section 1.4.

Insurance information is available at <https://member.audiclubna.org/insurance-summaries>.

Any incident that might possibly give rise to an insurance claim is to be reported to a Chapter Event Official before the end of the event.

### **4.2.2. Waiver**

Until further notice, everyone attending any in-person ACNA event must sign the "Communicable Disease Exposure And Infection Assumption Of Risk, Hold Harmless, Release, Waiver Of Liability And Indemnity Agreement" found here: [https://member.audiclubna.org/system/files/event\\_master\\_forms/ACNA%20Communicable%20Disease%20Spectator%20%26%20Participant%20Release%2006.02.2020-1.pdf](https://member.audiclubna.org/system/files/event_master_forms/ACNA%20Communicable%20Disease%20Spectator%20%26%20Participant%20Release%2006.02.2020-1.pdf)

For clarification, personnel employed by the venue and other service providers not specifically hired by the chapter to provide services at an event are not included in the above-stated requirement.

At all ACNA-sanctioned high-speed and low-speed WIM events, and events held in a Restricted Area, ACNA Chapters must ensure:

- Everyone on site (participants, staff, workers, guests, sponsors and visitors) must sign the latest version of the MS-1 insurance event waiver (Release and Waiver of Liability Assumption of Risk and Indemnity Agreement).
- Electronic waivers ([www.SpeedWaiver.com](http://www.SpeedWaiver.com)) are strongly recommended for both waivers, in part because it allows time for careful consideration of the language before signing. Otherwise, waiver forms are to be presented to all participants for signature, where the Event Name and Date have been entered prior to use and the signing process is not rushed. SpeedWaiver's default is to present both waivers for electronic signature. If the MS-1 waiver is to be excluded, this can be accomplished with email or a call to MSR Support ([support@motorsportreg.com](mailto:support@motorsportreg.com) or 415-462-5603).
- Additional waivers if any (i.e. facility required) are to be signed by all individuals prior to event participation.
- The Event Registrar (if any) or the Event Master signs each paper waiver on the witness signature line after participants have signed. One or more individuals may be assigned as registrars. Registrar(s) or Event Master(s) are responsible for ensuring that all participants sign the waivers prior to their participation.
- Paper waivers must be retained for a minimum of forty-eight (48) months following the event. Electronic waivers must also be retained for the same period by the chapter if not stored by the issuing authority.
- Parent or legal guardian must sign the minor waiver (Minor Release and Waiver of Liability and Indemnity Agreement) for a minor between the ages of 14 and 18 enrolled in any ACNA driving event.

The "Release and Waiver of Liability Assumption of Risk and Indemnity Agreement" may be required at any ACNA event, whether or not they are WIM events, but they are mandatory at all high-speed and low-speed WIM events. Forms are available at <https://member.audiclubna.org/event-master-forms> or from the ACNA National Office.

#### **4.2.3. ACNA Participants Medical Insurance Coverage**

All claims resulting from injuries arising at ACNA sanctioned/organized events must first be submitted to the Participant's personal medical insurer (if any). The ACNA Excess Medical coverage will coordinate benefits with the personal medical insurer, but will not pay in addition to it. If there is no personal medical insurer, the ACNA program will become primary. Medical treatment must be prescribed by a MD or DO.

The injured participant must submit evidence of their first medical expense to ACNA within 60 days of injury occurrence. Benefits are payable for medical expenses incurred up to 156 weeks after the accident.

**Appendix A --- Medical Information Form**

You may use this form and the reverse side to record any personal medical information that you feel may be important. Items shown in **BOLD CAPS** are most important but all items are entirely voluntary (in your interest if needed).

If these forms are being collected at registration, seal it in the supplied envelope. **On the outside of the envelope, clearly write your run group and car number** and hand it to the Event Master or the EMT/Ambulance personnel. You can pick up the envelope at the end of the event, otherwise this information will be destroyed after the event. If the forms are not being collected, you can keep the form in a convenient pocket and destroy it after the event.

**NAME** (First, Last): \_\_\_\_\_

**Date Of Birth**: \_\_\_\_\_ **Blood Type**: \_\_\_\_\_

**Allergies**: \_\_\_\_\_

**Medications**: \_\_\_\_\_

Check any of the following that are pertinent (Use extra space for further description)

- Contact Lenses  
  Dentures  
  Asthma  
  Diabetic  
  Seizures (e.g. Epilepsy)  
  Cardiac Issues  
  Artificial Joints

List other pertinent health conditions or information Use reverse side if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY:** \_\_\_\_\_

**EMERGENCY CONTACT PHONE #:** \_\_\_\_\_

Is this person at the track during this event? (check one)    Yes    No

**Family doctor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Appendix B --- Incident Report Form

Chapter:		Type of Event:			
Date & Time of Incident:		Session of Incident:			
Facility Name & Location:					
Event Duration (in days): One <input type="checkbox"/> Two <input type="checkbox"/> Three + <input type="checkbox"/>					
Attendance numbers: Students <input type="text"/> Instructors <input type="text"/> Staff <input type="text"/>					
Number of Vehicles involved in the Incident:					
Visibility at time of Incident: Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>					
Incident Location: Grandstands <input type="checkbox"/> On Track <input type="checkbox"/> Pit Area <input type="checkbox"/> Other <input type="checkbox"/>					
Track Condition at time of Incident: Dry <input type="checkbox"/> Damp <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fluid on Track <input type="checkbox"/> Other <input type="checkbox"/> (Describe)					
Driver in incident (Name): <input type="text"/> Student? <input type="checkbox"/> Instructor? <input type="checkbox"/>					
Instructor in vehicle (Name): <input type="text"/> None <input type="checkbox"/>					
Driver Signed off to Solo? Yes <input type="checkbox"/> When? <input type="text"/> No <input type="checkbox"/>					
Passengers (list): <input type="text"/>					
Experience at this track (number of events and date of each):		Student <input type="text"/>			
		Instructor <input type="text"/>			
Experience at all tracks (number of events, total):				Student <input type="text"/>	
				Instructor <input type="text"/>	
Vehicle Details:		Make		Model	
Year		Tires: Street (>200UTQG) <input type="checkbox"/>		Soft (200UTQG or lower) <input type="checkbox"/>	
		Slicks <input type="checkbox"/>		Vehicle Modifications (if any):	
		None <input type="checkbox"/>		Brakes <input type="checkbox"/>	
		Software <input type="checkbox"/>		Seats, Restraints, Roll Cage <input type="checkbox"/>	
		Suspension <input type="checkbox"/>		Engine <input type="checkbox"/>	
		Race Car <input type="checkbox"/>		Was there a mechanical failure? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Describe if "Yes": <input type="text"/>			
Injuries Requiring Medical Treatment from EMTs? Yes <input type="checkbox"/> No <input type="checkbox"/> Describe below if "Yes" <input type="text"/>					
Injured Person's Role: Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Official <input type="checkbox"/> Visitor <input type="checkbox"/> Other <input type="checkbox"/>					
Name & Address of Injured person <input type="text"/>					



<b>Daytime &amp; Cell Phone Numbers</b>		<b>M or F</b> (Circle)	<b>DOB:</b>
<b>Transported to Hospital?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Hospital Name:</b>
<b>Admitted to Hospital?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
<b>Transported by (Name &amp; Address)</b>			

**Extent of Damage to Vehicle(s):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Superficial          | <input type="checkbox"/> Minor but Drivable | <input type="checkbox"/> Moderate but Repairable |
| <input type="checkbox"/> Major but Repairable | <input type="checkbox"/> Total Loss         | <input type="checkbox"/> Incident Included Fire  |

**Description of Incident (check ALL that apply):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Hit Wall or Guardrail  | <input type="checkbox"/> Hit Ditch/Embankment | <input type="checkbox"/> Hit another Vehicle |
| <input type="checkbox"/> Rollover               | <input type="checkbox"/> Spin to Inside       | <input type="checkbox"/> Spin to Outside     |
| <input type="checkbox"/> Off Track and Returned | <input type="checkbox"/> Off Track Inside     | <input type="checkbox"/> Off Track Outside   |

**Description of factors believed to have contributed to Incident (check ALL that apply):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Sudden Braking           | <input type="checkbox"/> Throttle Lift         | <input type="checkbox"/> Sudden Acceleration  |
| <input type="checkbox"/> Wheels Off               | <input type="checkbox"/> Sudden Steering Input | <input type="checkbox"/> Entry Speed Too Fast |
| <input type="checkbox"/> Exit Speed Too Fast      | <input type="checkbox"/> Over-Correction       | <input type="checkbox"/> Driver Off Line      |
| <input type="checkbox"/> Avoiding Another Vehicle | <input type="checkbox"/> Mechanical Failure    | <input type="checkbox"/> Slick Surface        |
| <input type="checkbox"/> Animal on Track          | <input type="checkbox"/> Debris on Track       | <input type="checkbox"/> Driver Medical       |

**Provide a brief description of this Incident:**

---



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	Witness 1	Witness 2
Name		
Address		
Phone		

**Chapter Representative Completing Form:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone(s):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Best Time to Contact:** \_\_\_\_\_

**Submit this Form to:**  
**George Achorn, Executive Director**  
**Audi Club North America**  
[George.Achorn@audiclubna.org](mailto:George.Achorn@audiclubna.org)

**Questions? Contact:**  
**Audi Club National Office**  
**262.567.5476**

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## Appendix C – ACNA Emergency Contact Information

Updated 05/01/2020

Contact one of the officials listed below in priority order (first 1., then 2., etc..) on the same day and preferably with one hour of learning of an incident at a function hosted by the Chapter involving death, injury requiring transport to an offsite medical facility, law enforcement involvement, news media coverage or any other situation with the potential to focus unfavorable attention on the club. If you are in doubt whether or not to inform ACNA officials about an incident or situation, inform them.

You must speak directly to an individual in order to fulfill this requirement. Leaving a voice message, an answering machine message, sending a text message or email is not sufficient. If no contact is made by actual voice to any of the numbers listed, only then should you send an email to each of the addresses listed. Use the words "ACNA Event Emergency" in the subject line, and put your contact information (name, cell phone) in the message for a rapid response to you directly.

Contact the ACNA Executive Director as your first call attempt. The first official contacted on this list is responsible for informing the others on this list.

### 1. ACNA Executive Director

George Achorn

262-567-5476 (National Office during normal weekday business hours)

301-529-9979 cell

[George.Achorn@audiclubna.org](mailto:George.Achorn@audiclubna.org)

### 2. Director of Marketing & Communications (and/or Events)

Bill Cho

262-567-5476 (National Office during normal weekday business hours)

484-201-7118 cell

[bill.cho@audiclubna.org](mailto:bill.cho@audiclubna.org)

### 3. ACNA President

Ryan Compton

404-277-2110 cell

[ryan.compton@audiclubna.org](mailto:ryan.compton@audiclubna.org)

### 4. Safehold Special Risk Insurance (If contact with an ACNA official listed above is not successful)

469-724-0463 (Emergency Claims Number/Pager)

## Appendix D – ACNA Vehicle Participation Exception List Updated 3/31/2020

### CONVERTIBLES

The following convertibles do NOT have rollover protection and therefore are not acceptable at ACNA HPDE's unless they meet the minimum requirements set out in 2.13.2:

- pre-1996 Porsche Cabriolet (air-cooled), Mustang, Corvette, Camaro, Firebird, Miata (all generations), Solstice, GXP, Solaris, first gen Z3's, most British and Italian sports cars from the 40's through the 80's. (T Top versions of these cars are allowed.)

The following convertibles have factory rollover protection and are acceptable subject to chapter approval and provided the track allows them:

- Porsche Cabriolet (1996, 1997), Boxster (all generations), BMW Z4, Audi TT Roadsters, A3, A4, S4, A5, S5, RS4 and RS5 Cabriolets, and R8 Spyders, VW Eos, Nissan 350/370Z roadster, BMW M3 and 3 series (1999-present), Mercedes S, SLK and CLK.

Neither list above is complete – event organizers may contact the PDEC if further guidance is needed.

### HIGH CENTER OF GRAVITY VEHICLES

High-center-of-gravity vehicles (Truck, Van, SUV-Sport Utility Vehicle, CUV-Crossover Utility Vehicle, SAV-Sport Activity Vehicle) are not permitted in ACNA high-speed driving events, except models included in this ACNA Vehicle Participation Exception List (Appendix D, updated on request). These vehicles must use “street” tires (UTQG higher than 200). These vehicles may be limited to slower run groups e.g. Beginner or Novice at the discretion of the Event Master, Safety Steward or Chief Instructor. Note also that the facility may also restrict the types of vehicles allowed.

For a vehicle to be added to this list by petition, it must meet the following criteria:

- Model Year 2012 or newer (electronic stability control became mandatory)
- Static Stability Factor (SSF, [www.safercar.gov](http://www.safercar.gov)) of 1.20 or greater. Where SSF data is not available or calculable; achieving 0.90 g or better on a 300 foot diameter skid pad is acceptable
- wheelbase shorter than 119 inches
- unibody construction (no body-on-frame)

Vehicles model year 2006 or newer may be considered upon petition if they meet criteria above and are equipped with Electronic Stability Control (ESC). ACNA Members may petition to have other vehicles added to the Vehicle Participation Exception List by preparing a researched request and forwarding it to the ACNA National Office for consideration.

Specific conditions are indicated in the parenthesis (vehicle specific note). Base model designations are shown (e.g. Q5) and this conditional approval includes the derived performance models (e.g. SQ5) even if not specifically listed.

In all situations, the chapter Event Master, Registrar and/or Chief Driving Instructor have final onsite authority to impose more stringent requirements for any event, and also have complete authority to exclude any vehicle for any reason, including those shown in this ACNA Vehicle Participation Exception List.

Safety is the single most important concern at all events where ACNA chapters are involved. All technical inspection items used by the chapter apply to these vehicles.

***ACNA Vehicle Participation Exception List that would otherwise be excluded under 2.13.1:***

Acura

*RDX (2007+), ZDX (2010+), MDX (2011+)*

Alfa Romeo

*Stelvio Quattrofoglio*

Audi

*Q3 (2014+), Q5/SQ5/HEV (2009+), Audi A6 allroad (2001+), Audi A4 allroad (2013+), e-tron (2019+), Q7/SQ7 (2012+), Q8/SQ8/RSQ8*

BMW

*X1 (2013+), X2 M35i, X3 (2006+), X5/X5M (2006+), X4, (2014+), X6/X6M (2009+)*

Cadillac

*SRX (2010+)*

Ford

*Edge (2007+)*

Honda

*CR-V (2007+), Crosstour (2010+)*

Hyundai

*Santa Fe (2007+), Tucson (2009+)*

Jaguar

*F-PACE (2017+)*

Jeep

*Cherokee (2013+)*

Kia

*Soul (2008+), Sorento (2009+)*

Lexus

*RX (2008+)*

Lincoln

*MKX (2007+)*

Mazda

*CX-3 (2015+), CX-5 (2013+), CX-7 (2007+)*

Mercedes-Benz

*GLA (2014+), GLK (2009+), AMG GLC (2016+), AMG GLS63*

Maserati

*Levante Trofeo (2019)*

MINI

*Countryman (2010+)*

Nissan

*Murano (2009+)*

Porsche

*Macan (2014+), Cayenne (2006+)*

Subaru

*Forester (2009+), Outback (2006+)*

Tesla

Model X

Toyota

*RAV4 (2006+), Venza (2009+)*

Volkswagen

*Tiguan (2009+), Touareg (2006+)*

Volvo

*XC60 (2008+), V-90 T6*

## Appendix E – ACNA Safety Inspection Checklist

Updated 09/01/2016

The attached form can be printed or downloaded from the ACNA website.

Pre-event technical inspection by a competent entity or individual (dealer, authorized service center, mechanic or other competent individual) is required for all high-speed events within 30 days of the event.

Vehicles may be examined on arrival by event staff to identify obvious shortcomings, which might cause a delay or exclusion from the event's schedule. This examination does not relieve drivers of their sole responsibility for the safe condition of their vehicles.

Chapters may add additional requirements.

**Drivers are solely responsible for the safe condition of their vehicles.**

### Safety Inspection Checklist

Driver Name (Print): \_\_\_\_\_ Car #: \_\_\_\_\_

Driver License # \_\_\_\_\_ State: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Vehicle Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

ENGINE	Pre-event Inspection	Event Review
Coolant hoses in good condition; no visible leaks		
Drive belts tight, not frayed, and not slipping (no squeal)		
Wiring secure, not frayed or exposed, connections tight		
Steering and Brake fluid reservoirs clean and full		
Battery secure, cables tight		
Throttle travel free, throttle return action strong		
No leaks - fuel, oil, coolant		

#### BODY & LIGHTS

Brake lights and turn signals operational (L, R, F, R)		
Headlights (high/low) and tail lights operational		
Windshield and mirrors not cracked, clear and secure		
Doors, hood and trunk lids, sun/moon roof; all secure		
Wipers operate, blades good		

#### INTERIOR

Remove all loose items/floor mats, check under seats		
Glove box and trunk empty, Spare tire secure or removed		
4-pt roll bar or cage passes broom-stick rule (convertibles)		
Seat belts functional; equivalent driver/passenger restraints and seats		

BRAKES & TIRES	Pre-event Inspection	Event Review
Brake calipers and hydraulic lines dry		
Brake Pads and rotors above wear limits		
Wheels not cracked, bent or out-of-round		
Lug bolts checked and torqued to specification		
Wheel bearings not loose		
Tires tread 2/32" min, with acceptable wear pattern		
Brake pedal firm		

#### SUSPENSION

Suspension tight, Mounts rust-free		
Minimal steering wheel play		
Shocks dry, bushings and tie rod ends tight		
CV joints & hubs not binding. Dust boots intact		
Exhaust system secure		

#### MISC ITEMS

Helmet; Snell SA2010, M2010, SA2015, or EA2016		
Tow hook installed if present		
Cameras and other devices securely mounted		
<b>List modifications:</b>		

Inspected By (Shop Name or Individual) \_\_\_\_\_ Inspector Signature (or Shop Stamp) \_\_\_\_\_ Date \_\_\_\_\_

**Driver Certification:** I certify that a qualified shop (strongly preferred) or competent individual has thoroughly inspected this vehicle using the above list and any other items necessary to ensure safety. I accept sole responsibility for the vehicle's safe operating condition. I agree to promptly cease operating the vehicle on track if I believe it becomes unsafe for any reason.

Driver Signature: \_\_\_\_\_ Event Review Initials: \_\_\_\_\_

## Appendix F Daily Road Course Survey

Audi Club of North America, Chapter \_\_\_\_\_

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Check the box to indicate each item has been inspected before track goes hot. Note deviations below.

- Course configuration correct; unused portions coned or barricaded.
- Manned corner stations identified and acceptable
- Runoff zone protection including barriers, gravel traps and tire walls, in place and good condition.
- Track access restrictions are in place – gates closed, unused access points blocked.
- On- or off-course water, mud, debris? Trackside holes, gullies, drainage in expected locations and condition.
- Blend line, Turn-in, Apex, track-out and exit cones, Braking Zone cones/signs, and Passing Zone cones all correct.

Indicate location of deviations on attached Track Map

Deviations to be reported at Driver Meeting:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Reported By: \_\_\_\_\_  
NAME TIME & DATE

Prior to releasing first cars:

- Notable deviations are described above and located on the track map and, if appropriate, have been brought to the attention of track management and corrections requested (see resolution notes on reverse)
- Remaining unresolved items have been mentioned at the drivers meeting or at grid.
- Ambulance, Rescue, and/or Tow is present.
- Course Marshals are in place and course is clear.

**INSERT TRACK MAP HERE**



### Daily Road Course Survey

Event Location: \_\_\_\_\_

Time/Date: \_\_\_\_\_

ITEM REPORTED TO TRACK MANAGEMENT	RESOLUTION	OK TO RUN? RESTRICTIONS?

## Appendix G Revisions in This Version

<b>Description of Change</b>	<b>Section</b>
Event Sanctioning Definition:	1.1
Event Sanctioning Requirements:	1.2
Compliance Requirements:	1.7
Co-Hosted Events Insurance:	1.8
Facility acceptance of vehicles:	2.13
Clarification of Insurance Requirements:	1.1, 1.8, 4.2.1
Requirements for Waivers:	1.4, 4.2.1, 4.2.2
Driver Identification:	2.5.2
SA2020 Helmets:	2.6.1
In-Car and Supplemental Instruction:	2.6.4
Event timing & Electronic Coaches:	2.11
Broomstick rule for fixed OEM roll protection	2.13.2
After-Incident Interviews:	3.3
Definition – Wheels in Motion Events	4.1.1
ACNA Contacts – Incident Reporting	Appendix C
Clarification of “Participants”:	1.1, 1.6, 1.8, 2.3, 2.5.1, 2.5.2, 2.6.1, 2.6.5, 2.6.6, 2.7, 2.9, 2.10.2, 2.10.3, 2.10.4, 2.12, 2.13.3, 3.2F, 3.3, 3.4, 4.1.3, 4.2.3, Appendix E