



Dear Audi Club Instructor,

Welcome to the PCC-ACNA, Dominion Raceway Driver Safety and Education School. Thank you for signing up to participate in this school. With your help, this will be an educational, exciting, enjoyable, and most of all, safe event.

The materials in this packet will provide you with track rules, procedures and safety information. As usual, we have a number of participants who are attending their first or second Driver Safety School, so **pay particular attention if you are assigned to instruct a student in the *Beginner (Green) Group* as they will need the most help, direction, advice, and confidence building.** They may also be separated from the rest of the participants the first morning for car-control exercises (i.e. Skidpad), so be aware that you may be needed elsewhere. Please be patient as we work through the logistics. **We want this to be a safe event with minimal confusion for everyone, so please review all the information carefully.** As this is a safety seminar, **not a racing school**, overly aggressive or reckless driving will result in expulsion without refund from the event and suspension from future events. If you observe any dangerous driving, please report it to one of our Chief Instructors and/or event coordinators.

Drivers are financially responsible for any and all damages they make to a facility and its parts. You will be billed by PCC-ACNA for any damage you incur to the facility and ambulance transport off the property. The only insurance covering drivers and their vehicles at the facility is their own. Track insurance for your car is available through Lockton (<http://hpdeins.locktonaffinity.com>).

Important Information/Reminders

1. **Bring this entire packet with you to Registration and the track.** We will **NOT** have extra copies of any of these materials on-hand.
2. Please bring the following to Registration.
 - a. Completed **Participant Medical Information Form** (Appendix A) - Can be found at <http://www.audiclubpcc.org/page/driver-school-med-form>. Please have the information listed on the Participant Medical Information Form completed.
 - b. The **Technical Inspection Form** (Appendix B) is optional for instructors, but it is **recommended instructors have their cars inspected by a qualified mechanic** prior to the event. The event-day tech inspection is also optional for instructors, but it is **recommended that instructors have a peer on-site inspection** completed prior to the start of the event run sessions.
3. All participants must have a helmet with a minimum safety rating of **SA2010**. 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. 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 event.

- M2010 Valid until December 31, 2021
 - SA2010 Valid until December 31, 2021
4. **Tech Inspection for students and Registration for instructors and students** will be **7:00-7:50 am** the day of the event at the track. **Before going through Tech, please remove all loose items from your car including the trunk (e.g. floor mats, smart phone holders, etc).** Any last-minute updates will be posted to the PCC website and Facebook page. Please arrive in time to register, as there will be a very limited time on the morning of the event to complete registration and tech inspection prior to the **Driver's meetings at 7:50 am.**
 5. **Paddock Parking –Please leave the designated area (signs posted) OPEN for our Green Group students.** Green Group students, your classroom instructor and other Green Group instructors will be parked near this area. They are there to answer your questions and provide guidance to help you get acclimated to the event, so feel free to park in this area as well.
 6. All instructors are to report for an **Instructor's Meeting at approximately 7:30 am.** Location will on the event schedule. As our morning schedule is very tight, please be on-time for the start of this meeting.
 7. The **weather conditions** during this time of year can vary considerably over the course of the day, so be prepared to dress accordingly. There is also always the possibility for rain. Quattros and AWD may handle inclement weather well, but a four-wheel drive car without grip is no better than a two-wheel drive car without grip. **Be aware of environmental conditions and make sure to adjust your speed as well as YOUR STUDENT's speeds accordingly. Remember to use the first couple of laps of each session to warm up tires, brakes, and yourself.**
 8. *Comfortable clothing worn in layers is recommended. **Natural fiber (i.e. cotton, silk, wool, etc.) long pants, long-sleeved shirts, and closed toe, lace-up shoes are mandatory*** when on-track. Make sure that the shirt is without logos, screens or other images, as these melt in the event of a fire. Boots, sandals, loafers, shorts, nylon jackets or loose/bulky clothing are not allowed in the cars or hot pits. Jackets can be worn in the paddock and elsewhere on the course.
 9. Before you enter the pits each day, **clear your car of any loose items.** Make sure you remove loose items from the door pockets, behind the seats, the glove box, the ashtray, the armrest, the trunk, and your parking pass behind the sun visor. Remove hubcaps, lug nut covers, floor mats and that Club you never use on the steering wheel. Make sure that the numbers on your car are securely attached and visible on the rear door/quarter windows.
 10. **PAY ATTENTION.** Please listen for announcements and keep to the schedule. Be in the staging area, ready to run, as your group is called. Stage at the right side of the hot pits, single file unless directed by the Pit Control worker.
 11. **Please continue to check the PCC-ACNA website – www.audiclubpcc.org and our Facebook page (<https://www.facebook.com/ACNAPCC>) for IMPORTANT UPDATES** in the days leading up to the event.
 12. The only insurance covering drivers and their vehicles at the facility is their own. Track insurance for your car is available through Lockton (<http://hpdeins.locktonaffinity.com>).
 13. Finally, remember that PCC-ACNA has a strong relationship with the track management which is very important and we work hard to maintain it. While you are at the track properties please follow all track and ACNA rules and regulations. And, don't forget these important forms:

Appendix A: PCC-ACNA Participant Medical Information Form

The *Participant Medical Information Form* may be downloaded from our website:

<http://www.audiclubpcc.org/page/driver-school-med-form>

Appendix B: PCC-ACNA Technical Inspection Form

The *Technical Inspection Form* may be downloaded from our website:

<http://www.audiclubpcc.org/page/tech-form>

We anticipate another great time and a safe event. Please feel free to e-mail or call the contacts listed on the website for the event if you have any questions.

General Event and Track Rules

- **Read the Dominion Raceway Policies and Procedures in Attachment A and B very carefully.** They are very important in that there can be financial impact if they are not followed.
- The main entrance will be open. It will take awhile to sign in all attendees, so please try to arrive as early as possible.
- **Open Top Vehicles - Convertibles, Targa, and T-tops**
 - At this time convertibles, targa, and other open top vehicles are permitted to participate in ACNA driving schools (i.e. HPDE and HPDC) with stock, factory installed safety equipment. This includes convertibles with factory roll hoops and/or deployable rollover protection. These include Audi TT Roadster, Audi R8 Spyder, Audi A3/S3 Cabriolet, A4/S4 Cabriolet, Audi A5/S5 Cabriolet, Porsche Carrera, BMW 2/3/4/6 Series, BMW Z, etc.
 - Enforcement of the “broomstick rule” for all occupants and vehicles. Minimum clearance (with helmet on) will be two inches below a straight edge, placed from the top of the roll hoop to the top of the windshield frame.
 - It is strongly recommended that additional safety equipment be installed. This can include the following:
 - A four point roll cage consisting of a main hoop behind the front seats with two rear-triangulated braces.
 - Minimum of four-point safety harness with ASM (anti-submarining). The same equipment is required for driver and passenger.
 - Additional protection in the form of arm restraints for both driver and instructor is also recommended.

See the PCC-ACNA website for more information <http://www.audiclubpcc.org/page/driver-education-rules-1>.

Please contact the specific Event Coordinator(s) and Tech Coordinator for clarification if you have questions.

- **Trucks, and vans are not allowed. A limited make/model range of SUV/CUVs are allowed.** See the PCC-ACNA website for more information <http://www.audiclubpcc.org/page/driver-education-rules-1>. Please contact an Event Coordinator PRIOR to the event if you have any questions or concerns regarding your car.
- Track and insurance regulations **prohibit the timing of vehicles and competitive driving. THIS WILL BE ENFORCED.** Please do not jeopardize the safety of other participants and our club insurance by ignoring this rule.

NOTE: The only insurance covering drivers and their vehicles at the facility is their own. Track insurance for your car is available through Lockton (<http://hpdeins.locktonaffinity.com>)

- Make sure that the numbers that will be provided are securely attached or presented are visible on the rear door/quarter windows or C-pillar.
- Natural fiber (i.e. cotton, silk, wool, etc.) long pants and long-sleeved shirts **are mandatory** when on-track. Do not wear clothing made of synthetic material. Closed toe, lace-up shoes, such as a pair of tennis shoes, are also required. Boots, sandals, and loafers are not allowed.
- **Driver’s window must remain completely down at all times.** The passenger’s must remain down if the passenger seat is occupied. Rear windows and sunroof remain closed.

- **Instructors ONLY MAY** take passengers, however the only people allowed are registered participants or other guests who have signed in at the Registration process.
- Speed limit on the grounds is 15 mph on all access roads, pit roads, etc. unless otherwise posted.
- Only persons 8 years of age or older accompanied by a parent will be admitted to the pit area. Minors 17 and under will require parental consent (see Dominion Raceway Attachment B under “Pit Area Minimum Age”).
- No consumption of alcohol will be allowed during the track/driving portion of the event.
- You may not bring in alcohol onto the track property.
- Smoking is prohibited in the pit area, near the gas pumps and in any buildings (see Dominion Raceway Attachment B).
- Internally, mounted video equipment must be rigidly and securely mounted, metal-to-metal. Externally, only “bullet/lipstick”-type cameras are allowed and must be securely hard-mounted or multi-suction cup mounted. A tether connecting the camera to the car is also required for external cameras. The event coordinators and instructors have the discretion to ask cameras and other equipment be removed if they feel it is blocking the driver’s vision or encouraging inappropriate or unsafe driving.
- Automated credit-Card only fuel pumps Sunoco (98 Octane) Racing Unleaded (no Ethanol) (110 Octane) and (112 Octane) is available in the paddock. Price is based upon current market price.
- No pets are allowed except service animals assisting the disabled.
- **Do not, under any circumstances, pound stakes or make holes in any asphalt surface.** Offenders will be held liable for all damages and may also be asked to leave the facility.
- **Do not work on, fuel, or leave cars unattended on any paved areas of the paddock.** Only park in designated paved areas or on the grassy areas between the access roads. If you must temporarily jack a vehicle on asphalt, you **must have metal or wood under the jack/jack-stands** to prevent indentations and holes in the asphalt. Do not paint any asphalt surface.
- It is mandatory that waste materials be disposed of in the correct drums, (antifreeze, oil, brake fluid, etc.) which are located in several areas of the paddock. Spillage may result in ejection from the facility. Participants are to remove all used tires, batteries, and unwanted parts.
- Absolutely no bedding of new brakes and/or testing of vehicles on the infield roads.
- Camping at the track is outlined in Attachment B.

Driving Rules

Please read these rules carefully. Safety is the MOST important aspect of this event. **Anyone deemed driving in an unsafe manner will be ejected immediately without a refund.**

1. **Pass only in designated areas and only after receiving a pass signal from the driver being passed.** Do not attempt to pass at the end of a straight. This isn’t Formula One and we aren’t giving out “Michael Schumacher Wanna-Be” trophies. Be sure you have the time and room before you attempt a pass.
2. **Passing Zones** will be determined based on safety and run group experience/ability. They may not be the same as areas used by other clubs/groups. Passing rules are discussed later in this packet. Please read the rules carefully! **Passing zones are NOT open for general discussion at the driver’s meeting.** If you have a question or comment, please bring it up with the Event Master and/or Chief Instructor in advance of the event.

3. **Watch your mirrors!** The driver being overtaken must give a pass signal for **EACH AND EVERY PASSING CAR**. Just because the car in front of you got the passing sign does not mean you got one. If in doubt, don't pass. If you did not get a pass signal, be patient, and back off. Do not ride the bumper of the slower car. They may be overwhelmed, and you riding their bumper won't help.
4. **Passing signals** are to be done by using the car's **DIRECTIONAL/TURN SIGNAL** for **EACH AND EVERY PASSING CAR**. When using the *directional signal*, activate the light **on the side of the car indicating where YOU ARE STAYING (i.e. same as the street, the direction you are taking) so the overtaking car will pass on the opposite side (e.g. right directional signal indicates pass on the left)**.
5. **Don't group together.** If a train, or line, forms, **the first/lead car is responsible for "clearing their rear"** by safely allowing cars behind them to pass or pitting in and re-entering the track after a pause. Always be aware of the traffic around you. The Hot Pits speed limit is 20 (TWENTY) miles per hour. Be careful.
6. **Concentrate, concentrate, and concentrate.** Vehicles at speed need smooth, decisive, and balanced maneuvers. If you are confused by too much input you are going too fast. Keep to the "line" and feel what the car is telling you.
7. **Flags are extremely important.** Be sure to study the information on them found later in this packet. The RED flag means you must stop as quickly and safely as possible. Be sure that the cars behind you have seen it as well. Pull clear to the right side of the track – not off – within sight of a flag station and wait until you receive a signal from a Corner Worker or Track Official before resuming your run.
8. **Spins.** *If you spin, both feet in. If in doubt, both feet out.* This approach will be reviewed by the Instructors as well as in the classroom instruction.
9. **Tires and Modifications. All Beginner and Novice student participants must run street tires (no R Compound tires) during this event.** If you are unsure of the tires you can run, contact an event master prior to the event. Leave enough time to source the correct tires. Also, if you have modified your car, please note that more power and speed means you must adjust your braking distances accordingly. Adding in 50-100 more horsepower and keeping your stock brakes – on all cars – can be a problem. Please make sure you tell your instructor if you have modified your car, and please pay attention to possible brake fade.
10. **Staging.** All participants will grid in the "cold pits" prior to their run group. We **MUST** keep the hot pit lane clear for cars to enter and exit. Enter the cold pits from the paddock and stay close to the fence right side, moving up as far as you can unless otherwise directed by Pit Control workers. Wait by or in your car until the previous run group finishes their cool down laps and bring their cars into the hot pits. Each run group will be announced in plenty of time so you are not rushing to staging.

When the track opens for your session, go out single file upon Pit Control's signal and **KEEP TO THE INSIDE** of the track. Do not cross the blend line. **Stay to the INSIDE all the way to the next turn. This is for safety reasons so entering vehicles do not cross the path of vehicles already on track.** The first lap may be run under the yellow caution flag, so there is no passing. Use this time to warm up the tires and brakes and get you mentally re-acclimated to the track.

11. **Pit in.** When you see the checkered flag waving to end your session, take the rest of the lap as time to cool-down and give your pit signal as you exit the turn before the pit entrance. Come into the pit at reduced speeds – between 20 and 25 mph **and watch for Pit Control worker(s) direction. Stay to the far LEFT** and move along until you are stopped by traffic or come to the head of the cars in line in the pit. Exit into the paddock area, clear the paddock entrance, and let your instructor out. **BE ALERT.** Cars will be heading to stage for the next session while you are

returning to the paddock.

If a car is to go back out for the following session because it is a two-driver car, circle through the paddock and pull to the end (back) of the line in the Staging Area in the Cold Pits. This will keep us organized, safe and will save time for both your partner and his/her instructor. Be sure to clearly signal your intentions and move across the pit lane slowly. **DO NOT PASS IN THE HOT PITS/FALSE GRID** unless signaled to do so by a Pit Control official.

If you are a solo driver, stay in the pit line and follow the traffic. Be patient as instructors get out and move between cars.

After receiving the appropriate signal, **CHECK YOUR MIRRORS**, pull off-line and accelerate past the car you are overtaking. Be sure to make a clean, complete pass and do not come back on-line until the lane is clear. If someone wants to pass you, stay on-line and give the appropriate hand or directional signal.

Flags

Flags are the language of the track. Learning what they mean is critical because they are the only method of communication between the driver and the track workers. So pay attention, one day it might just save your life!

Green Flag

If the Green Flag is shown or the flag stations are showing no flags, the session is open and passing is permitted in designated passing zones.

Yellow Flag

Proceed with caution. There is **NO PASSING** under the standing Yellow Flag. Passing will only be permitted after you have passed a manned flag station that is not displaying the Yellow Flag.

Standing

The Standing Yellow is typically shown for the first few laps of each session in the lower run groups. Although there is no impending danger, you should still drive at a reduced speed until the track goes Green.

Waving

SLOW DOWN! You are approaching a danger zone! Identify the risk and proceed with caution until you are clear of the situation.

Black Flag

The standing Black Flag at all flag stations indicates that the track officials are stopping the session. This could be for various reasons: an on-track incident, changing weather conditions, or any number of other situations. Slow down and proceed with caution to the Hot Pit lane, where you will receive further instructions.

Rolled and Pointed

This is a warning for aggressive or otherwise dangerous driving. If you see this flag, you should assume it was pointed at you and adjust your driving accordingly.

Open

You are being called into the Hot Pit area. This could be for a rule infraction or a safety issue with you or your car. Slow down and proceed with caution to the Hot Pit lane, where you will receive further instructions.

Red Flag

This indicates a serious safety hazard. You should immediately slow down and come to a controlled stop on the inside of the track, usually the right. The outside of the track needs to be cleared for any emergency or safety vehicles. If you do not have a clear view of a manned flag station, you are permitted to SLOWLY pull forward until one is in view.

Checkered Flag

The session is over. Slow down and proceed to the Pits. Use the remaining time on the track to cool down your brakes and tires.

Traffic Advisory Flag Blue w/ Yellow Stripe)

This flag indicates there is a faster car approaching from the rear and that you should give them a Pass Signal in the next available Passing Zone.

Equipment Flag aka Meatball (Blue w/ Yellow Dot)

This flag indicates the track workers have identified a mechanical problem with your car. Slow down and proceed with caution into the Hot Pits, where you will receive further instruction.

Debris Flag (Red/Yellow Stripes)

This flag indicates the track ahead is contaminated with a foreign substance, e.g. oil, coolant, dirt, which may result in a significant reduction in traction or control. Proceed with caution until clear of the danger.

Attachments

https://drive.google.com/open?id=1mbaOsFy65pLZOZwJYbl_VBQC8nt8p1lM