



Driving School And Event Guidelines

Revised 2013

Audi Club North America National Office
W359N5920 Brown Street STE 103
Oconomowoc, WI 53066-2488
USA

Phone: 262-567-5476
Fax: 262-567-5494



Table of Contents

Driving School And Event Guidelines.....	1
1. Driving Events.....	5
1.1. Programs	5
1.2. Driving School Minimum Standards	6
1.2.1. Standards and Requirements Updates.....	6
1.3. Sanctioning	6
1.4. Driving Event Budgeting	6
1.4.1. Funding Requests for Chapter Events	7
1.4.2. Budget Submittal for Funded Events.....	7
1.4.3. Funded Event Repayment Requirements.....	7
2. Rules and Regulations	8
2.1. Track Rules and Regulations.....	8
2.2. Driver School Event Requirements.....	8
2.3. Required Event Sessions.....	8
2.4. Required Event Staff Roles	8
2.5. Participant Qualifications	9
2.5.1. Age of Drivers	9
2.5.2. License Requirements	9
2.6. Safety Devices.....	9
2.6.1. Helmets	9
2.6.2. Lap and Shoulder Belts.....	9
2.6.3. Advanced Vehicle Systems – Stability Control, ABS, etc.	10
2.6.4. Instruction	10
2.6.5. Identification	10
2.6.6. Solo sign-offs	10
2.7. Run Group Assignment.....	11
2.8. Classroom instruction.....	11
2.9. On-Track or Exercises	11
2.10. Conduct of the Event.....	11
2.10.1. Tech Inspection	11
2.10.2. Medical Information.....	12
2.10.3. Corner Workers	12
2.10.4. Passing.....	12
2.11. Event Timing.....	13
2.12. Passengers	13
2.13. Permitted Vehicle Types at Driving School Events	14
2.13.1. Sport Utility/Activity Vehicles (SUV/SAV)/Trucks.....	14
2.13.2. Convertibles	14
2.13.3. Targa tops, “T-tops” and “Halo” bars	15
2.13.4. Removable hard tops	15
2.13.5. Retracting hard tops.....	15



2.13.6.	Windows/Doors/Sunroofs.....	15
2.13.7.	Consumption of Alcohol or Illegal Drugs	16
3.	Crisis Response	17
3.1.	Policy	17
3.2.	Procedure	17
3.2.1.	Emergency Services.....	20
3.2.2.	Accident/Incident Occurrence Report.....	21
3.3.	Compliance Violation Procedures	21
4.	Insurance	22
4.1.	Definitions	22
4.1.1.	Wheels-in-motion.....	22
4.1.2.	Participants.....	22
4.1.3.	Driver.....	22
4.1.4.	Event.....	22
4.2.	Event Requirements	23
4.2.1.	Insurance	23
4.2.2.	Waiver	23
4.2.3.	Conditions	23
4.2.4.	Filing/Benefit Period.....	24
4.2.5.	Exclusions/Limitations.....	24
4.2.6.	Death Benefit Beneficiary.....	24
6.	Appendix A - Medical Information Form	25
7.	Appendix B - Event Incident Report Form	26



Document revision history

<u>Date</u>	<u>Name</u>	<u>Revision summary</u>
September 2012	Kasim Esmail	Consolidation of multiple ACNA event guideline documents into single source. Formatting and TOC indexing linked to document style formatting. New ACNA logo incorporated. Clarifications of 2011 board policy update of helmet requirements included.
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



1. Driving Events

1.1. Programs

Audi Club North America (ACNA, The Club) believes that driving 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 chapter level in a number of forms including financial assistance, affordable liability insurance, and a standardized set of operating rules to maximize safety and minimize risk in certain types of driving activities.

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

- Drivers Education (DE) “driving schools”
- Autocross
- Winter driving schools
- Safety schools, car control clinics
- Technical clinics
- Fun, gimmick, and time-speed-distance (TSD) rallies
- Tours, dinner drives, overnight and weekend trips
- Car shows, Concours d'Elegance
- Get Togethers, MeetUps

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.**
- Participants on closed courses must operate in accordance with all applicable laws, regulations, and procedures established by the facility owner/operator.

Any questions concerning these guidelines should be directed to the National Office.

Chapters must utilize the ACNA-provided insurance policy for all driving events with wheels in motion. All details pertaining to event insurance items including coverage, payment and submission guidelines are provided in Section 4.



1.2. Driving School Minimum Standards

Some types of driving events carry higher risk exposure than others. For those deemed to need them, minimum standards have been established and provided. As a 501(c)3 non-profit charity, ACNA supports driving school programs conducted by its chartered chapters as part the organizational mission to promote driver education and safety. As 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.

Chapters hosting these events are:

- Required to abide by the provided minimum standards.
- Supporting event participants through providing an environment, training and information.
- Encouraged to consult with ACNA to propose any changes to these standards that will improve the ACNA driving education program.

A copy of the most recent Driving School and Events Guidelines must be present at every ACNA chapter driving school.

1.2.1. Standards and Requirements Updates

These Guidelines may be updated periodically with changes proposed by ACNA Board of Directors, based on National Board or chapter input, and adopted by a simple majority vote of the National Board of Directors. Updates to these standards and recommendations become effective immediately upon adoption, and will be included in the next Driving School Guidelines update. In the interim, chapters shall be notified of updates in writing or by electronic communication and posting on the ACNA website.

1.3. Sanctioning

ACNA sanctioning is defined as use of any of the following: use of ACNA name or logo, use of ACNA insurance, use of ACNA website, *quattro quarterly*, calendar listings or any other club-provided advertising method. Chapters may set additional and/or more stringent requirements for their events.

1.4. 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.

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



1.4.1. 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 base to support the event?

1.4.2. Budget Submittal for Funded Events

Budgets must be submitted at least eight months prior to event date. Event plan must be submitted to include event fees, program offered, and volunteers/expertise needed to run 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, is retained by ACNA as a services fee.

1.4.3. Funded Event Repayment Requirements

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

- Loan requests must be made at least eight months prior to the event.
- Event budget must be submitted to the ACNA Board for approval at least eight months prior to the event.
- ½ 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.



2. Rules and Regulations

2.1. Track Rules and Regulations

All rules and regulations specified by the event facility (and as negotiated by 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 superseding requirements, 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. Driver School Event Requirements

Each chapter desiring to conduct a driving school should create a driving school plan with details for conducting the driving school(s). The chapter plan and curriculum must conform with these standards and be approved by the chapter's Board of Directors. A chapter that has not previously held a driving school shall submit a copy of the plan, and supporting materials, in advance to the Driver School Chairperson as designated by the ACNA Board of Directors.

2.3. Required Event Sessions

As part of the event plan the chapter shall conduct participant “driver” meeting(s) for event participants to review safety, policies, and procedures before conducting on-track sessions. Coordination with local corner workers and safety staff prior to on-track sessions is also required to ensure local regulations and event operating rules are clearly understood.

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 the following roles:

- Event master - responsible for overall event coordination/execution
- Chief instructor - responsible for all driving curriculum coordination/execution
- Safety steward – primary point of contact for event safety staff
- Crisis response coordinator – primary point of contact for any incidents that occur.
This role can be performed by 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 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

Minimum age for drivers in ACNA driving schools is 18 with a full drivers license (not a provisional license or learners permit). Teens younger than 18 may participate in dedicated Teen Driver Education events with a operator's permit or full license, if allowed in the state where they reside.

2.5.2. License Requirements

It is the responsibility of each driving event participant, 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 shall be used to verify participant identification.

2.6. Safety Devices

2.6.1. Helmets

Helmets must be worn by all participants during all in-car sessions other than low speed (50 mph or less) teen clinics, driver education, 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 rollbars or rollcages. 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.

<u>Application</u>	<u>Rating</u>	<u>Valid until</u>
M	2005	Jan 1, 2016
M	2010	Jan 1, 2021
SA	2005	Jan 1, 2016
SA	2010	Jan 1, 2021

2.6.2. Lap and Shoulder Belts

Required for driver and passenger, both must be fully functional. Additionally:

- Aftermarket seat belts must be installed in compliance with manufacturers' installation instructions.



- Equal restraints must be provided for both the passenger and the driver. For example, harnesses with 4, 5, or 6 point mounts used by the driver, must also be provided for the front seat passenger.
- Non-factory restraint belts must carry a current SFI or FIA certification.
- Non-factory restraint systems may not be used beyond the expiration date printed on the belt.

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

Advanced vehicle systems, including anti-lock braking system (ABS), traction control and dynamic stability control, provide new challenges for the driving school curriculum and instruction. Classroom, on track exercises, and in-car instruction must address their benefits and limitations.

At no time shall a chapter or instructor endorse or participate in the disabling of a factory installed safety system that is not driver-controllable (i.e., 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. The Instructor must be made aware of the status of such systems.

2.6.4. Instruction

The focus of the driving school events is driver's education, and Instructor/Student assignment is the basis for facilitation. In-car instruction is required for all novice students lacking a solo signoff by the hosting chapter. In-car Instructors are encouraged for low speed exercises (i.e.: safety school exercises like skid pad or slalom).

Supplemental methods of supervision (i.e.: Instructor observation from corners) are encouraged, but do not replace the requirement for in-car instruction. Lead/follow format is most effective with no more than three Student cars per lead. Instructor car is appropriate to use during low speed orientation laps.

2.6.5. Identification

The use of wristbands is recommended in standardized colors to identify staff, workers, students, Instructors, and guests and to signify that the appropriate waivers have been signed. Participant identification must be validated prior to participation in each on-track session.

2.6.6. Solo sign-offs

Event masters may accept solo sign offs from other chapters or hosting organizations, but must ensure validity prior to holding the event. 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



writing in the event documentation provided to Instructors. Records of participant solo signoffs should be retained and filed by hosting chapter following the conclusion of an event.

2.7. Run Group Assignment

Participants are to be assigned to run groups based on their prior experience at a given facility, 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. 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.

2.8. Classroom instruction

Required as an integral part of the school program. 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.

2.9. On-Track or Exercises

Required. Focus must be placed on both safety and application to real driving situations, including full course driving. 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. Conduct of the Event

2.10.1. Tech Inspection

Pre-event tech inspection by a qualified entity (e.g. dealer, authorized service center, mechanic) may be required. **Participants are solely responsible for the safe condition of the vehicle to be driven to, at, or from the event.** Non-stock safety equipment should undergo a tech inspection. While on-site inspection as a follow-up to any pre-event inspection is not required, it is recommended as conditions can easily change between checks. Chapters may add additional requirements.

A sample tech form is available from the National Office. Completed tech forms are to be collected at the event, prior to any driving event activity or driver participation. In event of an incident in which a participant vehicle may have sustained physical damage, the chapter may require any vehicle to undergo an additional tech inspection, and may disallow continued participation, until and unless satisfactory repairs are made.



2.10.2. Medical Information

Participant registration materials must include a request for contact information in case of emergency, an inquiry regarding drug allergies, and an inquiry as to whether the participant wishes to provide any other health/medical information. Such information should be available to provide to on-site emergency personnel. Chapters must take precautions to keep medical information confidential, and only release it to authorized emergency or medical personnel as needed. Upon event completion, all participant emergency information must be returned unopened to the participant or destroyed and securely disposed of. Participants may complete and submit the information on the attached form in Appendix A to event staff.

2.10.3. Corner Workers

Are MANDATORY for the entire time that participants (Instructors, Students, Passengers) 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 event safety steward is required to ensure proper coordination.
- Flag meanings will be clearly communicated to and acknowledged by 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.
- Participants and instructors may be used as corner workers if written information on their duties is provided prior to the event and after training/orientation information on tasks and flag use.
- A dedicated meeting with corner workers/coordination 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 students in need of help, who are driving too aggressively or dangerously, passing incorrectly, or creating any conditions that impact safety to participants.

2.10.4. Passing

Passing areas and rules shall be clearly defined (in writing if possible) to event staff, on-track and classroom Instructors, Students, and Corner workers and these rules shall be strictly enforced.

- Advanced student groups and Instructor groups may have additional passing areas as safety allows at the discretion of the chapter. Instructors participating in any run group must comply with all passing rules applicable to that run group without exception.
- A passing car must receive a signal from EACH car being overtaken.
- EACH car allowed to pass requires an individual signal, no “extended” signals



- It is strongly preferred that the passing car go offline to complete the pass, provided the facility allows this procedure and it can be safely executed. Special care must be taken where the driving line crosses the track in a passing zone.
- Passing is ONLY allowed upon clearly defined visual signal by the driver of the car being overtaken. Either of the following procedures may be used but not both simultaneously: a hand signal pointing to the direction that the passing car should take (point-by), or a turn signal (blinker) given by the driver of the car being overtaken to indicate the position that car being passed will maintain.
- In the case where the signals given conflict with established passing direction, no pass will be executed.
- VIOLATIONS must be handled aggressively by event management, with offenders spoken to, deprived of track time, and if necessary, ejected from the event!
- Passing signals are an invitation to pass, but NOT a requirement. The pass must only be initiated if it can be completed safely within the designated areas.
- Passing technique to be standardized between all run groups, schools (at least schools at the same track - even by different chapters) to improve understanding and eliminate confusion regarding the rules.

2.11. Event Timing

ACNA drivers education or lapping events are not timed events, Autocross and time/distance events are excepted. The chapter and event staff may not provide timing equipment, facilitate the timing of laps or allow lap times to be displayed.

2.12. Passengers

Students are not permitted to take any passengers other than an Instructor on the track during sessions at speed. Instructors may take Students, their guests, and other event participants (i.e.: corner workers) on the track if the proper event (insurance, facility) waivers are signed. In sessions “at speed” (greater than 50mph), passengers:

- May not be under the age of 16
- Individuals between the ages of 16 and 18 may not be passengers in cars “at speed” unless they and their parents (or legal guardians) have executed a signed parental and minor release waiver.
- ANY ride-alongs are to be conducted at reduced pace by the driver, they should not be exceeding 7/10ths. Event master/chief instructors may set more stringent limits.

Optionally, 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, Students and Instructors may drive family/guests around the track – the use of seat belts are required for all passengers; helmets not required; no age limit.



2.13. Permitted Vehicle Types at Driving School Events

Roll over protection varies among manufacturers. The devices used for occupant protection at highway speeds may not be sufficient at driving event school/HPDE speeds. Therefore, this guidance is issued with a single caveat: "If the car does not provide complete roll over protection for the body, head and limbs, don't allow it." Simply implementing manufacturer rollover protection is not sufficient in the dynamic and high speed environment of a track. Accidents can happen despite the most cautious preparation and occupant safety is the single most important concern at all events.

2.13.1. Sport Utility/Activity Vehicles (SUV/SAV)/Trucks

No SUV/SAV/trucks (high center of gravity vehicles) are allowed to participate at any Audi Club Driving School. The only exception would be at an Winter Driving School.

2.13.2. Convertibles

The following guidelines are the minimum recommendation set by ACNA. As previously noted, any track venue or ACNA Chapter may at their discretion set more stringent recommendations. True convertibles are not allowed on the track at driving school events unless a four point roll cage is installed with appropriate five or six point harness. The reason for this is roll-over protection.

The current minimum guideline regarding convertibles is:

- No convertibles will be allowed to participate at any ACNA driving school that takes place "at speed." This includes Audi TTs/R8s/S4s/S5s, Porsche Boxsters/Carreras, BMW 3/6/Z, etc...
- Convertibles with factory roll hoops and/or deployable roll over protection will not be allowed.

The above excluded vehicles will be allowed to participate at the following venues where maximum speed is not to exceed 50 MPH if:

- Exercises at a driving school held in a confined area.
- Autocross events if the maximum speed is controlled/limited.
- Teen driving clinics.
- Winter driving schools.
- Enforcement of the broomstick rule is required of all occupants and vehicles. Minimum clearance (with helmet on) will be two inches below the straight edge which is placed from the top of the roll hoop to the top of the windshield frame.

For the above excluded vehicles to be allowed to participate in a high speed event, the minimum requirements are:

- A four point roll cage consisting of a main hoop behind the front seats with two rear-triangulated braces.
- A minimum of four, and preferably five, point safety harness.



- It is recommended that additional protection in the form of harnesses and arm restraints, for both driver and instructor be present.
- Removable hard tops are not considered structural roofs. The only exception is if they meet these minimum high speed event requirements.

2.13.3. Targa tops, “T-tops” and “Halo” bars

Targa-type tops with structurally integrated roll hoops are allowed, however enforcement of the broom-stick rule is required. A targa top is a semi-convertible car body style with a removable roof section and a full width roll bar behind the seats. The rear window can be fixed or removable, making it a convertible-type vehicle. Targa tops are different from T-tops, which have a solid, non-removable bar running between the top of the windscreen and the rear roll-bar. In both applications, roll over protection exists.

Example acceptable Targa-style models

Corvette coupes C3, C4, C5, C6

Porsche 911, 993, 996, 997

Lotus Elise, Exige

2.13.4. Removable hard tops

A removable hard-top is a convertible that has a separate hard top attachment. Merely placing a non-structural hard top over the occupant does not guarantee roll over integrity. This feature implementation varies among manufacturers. ACNA policy states that "Removable hard tops are not considered structural."

2.13.5. Retracting hard tops

A retractable hardtop, also known as coupé convertible or coupé cabriolet, is a type of convertible that forgoes a folding textile roof in favor of an automatically operated, multi-part, self-storing hardtop where the rigid roof sections are opaque, translucent or independently operable. ACNA policy states that "Retracting hard tops are not considered structural."

2.13.6. Windows/Doors/Sunroofs

Driver and front passenger side windows must be completely down or completely up while on the track, not partially deployed. Doors should be unlocked, if possible. Sunroofs must be closed/latched. In the event of rain or other inclement weather, windows may rolled-up at the discretion of venue management and coordination with track facility management. Whichever window position is approved for the event, all the way up or all the way down, an appropriate procedure for signaling a pass must be used and communicated prior to on track activities and used by all participants



2.13.7. Consumption of Alcohol or Illegal Drugs

Consumption of and/or any attempt to participate in an event while under the influence of alcohol or illegal drugs is prohibited. Alcohol sale or consumption is expressly forbidden while the track is in use (“hot”) and/or before the last car of the day is off the track and venue officials announce the track is closed. Violators are subject to immediate expulsion from the event.

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

FINAL



3. Crisis Response

3.1. Policy

It is the policy of ACNA to cooperate with the authorities who are responding to, investigating or reporting on an incident, situation or event involving the Club and our members.

Chapter officials will inform National officials within one hour of learning of an incident at a function hosted by the Chapter involving death, serious injury, law enforcement response or other involvement, media coverage or other situations with the potential to focus unfavorable attention on the Club. If you are in doubt whether to inform Club officials about an incident or situation, inform them.

The Event Master or designated event official will function as the crisis response coordinator, and this role should be determined prior to the start of the event. Chapters will include the name and contact information of the Crisis Response Coordinator with each application for event insurance.

The Club does not make or issue statements about its members regarding their activities, associations or character outside of Club events or activities.

3.2. Procedure

This procedure is designed to inform Chapter and National ACNA officers of an emergency or adverse situation and recommend response actions to be taken during the first critical hours of the incident.

All ACNA Emergency contact information is available in this section.

Each action item may not apply to every situation. Use your judgment to determine which are appropriate.

1. Assist people, protect their property and prepare to communicate about the situation.
2. Establish ACNA as a credible and accessible source of information.
3. Identify a spokesperson ready to respond to media queries within one hour of being notified of the incident or situation. Any statements provided to 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 then be directed to the ACNA National Office.”

Notify the appropriate authorities and request assistance from Paramedics, Police Department, and Fire Department.



Render assistance to people

1. Assign a club member to accompany the injured to the medical care facility.
2. To the extent possible, protect property at risk.
3. Cooperate with the authorities and emergency response personnel.
4. Obtain confirmed details about the situation.
5. Notify appropriate family members
6. Notify Chapter and National officials.

Contact one of the officials in the following order listed below. The first official contacted on this list is responsible for informing the others on this list. Contact the insurance provider immediately. You must speak directly to an individual in order to fulfill this requirement; i.e. leaving a message on an answering machine or sending a text message is not sufficient.

1. Wells Fargo Special Risks - Pete Lyon
800-363-9476 - office (during normal business hours)
303-249-7971 - mobile
<pete_lyon@wellsfargois.com>
2. ACNA Executive Director - Karen Chadwick
262-567-5476 - office (during normal business hours)
920-246-7649 - mobile
<karen@audiclubna.org>
3. ACNA President - Andreas Dharmawan
(415) 531-1206 - mobile (during normal business hours only)
4. ACNA Vice President - Kasim Esmail
303-929-428 - mobile (during normal business hours only)

Coordinate with the facility manager. If the management of the facility is uncooperative inform the National Officer who you notified about this situation.

If one is required, appoint a spokesperson and prepare a response statement. Provide only confirmed information about the incident or situation. Any statements provided to 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 then be directed to the ACNA national office.”

Explain the concerns you have about the situation, always beginning with those about people. Our primary concerns—driver and family and the safety of other participants.



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 accident.
- Making arrangements to transport car and equipment to members' home.

Interview Synopsis

- 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 accidents 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 accident avoidance techniques by making students aware of the capabilities of their cars.

In any event:

- 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.

Chapter Event Emergency Response

Event: Where held, name of track

Date:

Event Master: Name

Safety Steward: Name

Track Control: Name

Site Responder: Name

Crisis Response Coordinator/Information: Name



In case of an on course or track emergency, the duties of each club administrator are as listed below.

Event Master

- Releases all official information from the club
- Decides all 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 participants/traffic with Track Control
- Makes all schedule changes with Track Control
- Makes all flagging decisions with Track Control

Safety Steward

- Interviews all participants and witnesses
- Files Incident Report with ACNA
- Coordinates decisions with site responder and event master

Site Responder

- Assesses incident on site and relates information to Event Master and Chief Instructor
- Manages on site decisions
- Accompanies any injured parties with EMT once assistance arrives.

Information Officer

- Notifies emergency contact person
- Notifies ACNA and insurance representative immediately

3.2.1. 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 during all times when the facility is used for high-speed on-track activities.
- 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. Low speed (under 50 mph) touring laps or exercises may be conducted as facility tours and to continue instruction if allowed under the event insurance policy and with approval of the facility.
- Chapters must follow ACNA's written crisis response procedure (section 3.2).



3.2.2. Accident/Incident Occurrence Report

It is required that the attached form be completed for any accident at a driving event in which a vehicle sustains physical damage or in which an occupant or other event participant sustains physical 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.

DRIVING INCIDENT REPORT FORM – See Appendix B.

3.3. Compliance Violation Procedures

ACNA's first priority is to encourage ongoing and safe driving schools. If any chapter is alleged in writing to have violated these specified requirements, a letter will be sent to the chapter President detailing the issues and requesting the chapter's response. If the allegations are true, the chapter must prepare a corrective action plan to ensure the violation is not repeated.

Failure to respond to or cooperate with the Board shall lead to chapter disciplinary action, 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 standards, the chapter must submit a detailed event plan to the National Office. Upon review, the National Board may authorize the chapter to conduct a test event using the proposed methodology. The National Board may require an observer to attend and evaluate the event. Based on this evaluation, the National Board may propose changes to the Standards.



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.

Current liability specifics are available from the National Office.

4.1. Definitions

4.1.1. Wheels-in-motion

Activities include: driving schools, lapping events, teen clinics, autocrosses, fun runs, tours, rallies, etc.

4.1.2. Participants

Drivers, crews, event officials, announcers, ambulance crews, tow truck crews, pit gate workers, 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/authorized events.

4.1.3. Driver

Event participant that complies with the age and licensing requirements as established by ACNA.

- Licensed teens may participate in teen clinics. 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.
- No one under 18 is permitted to operate vehicles in lapping sessions at any ACNA event held.
- All drivers at wheels-in-motion events must show a valid vehicle operator's license to ensure the club exercised due diligence.
- Chapters are responsible for complying with their state licensing regulations.

4.1.4. Event

Activities held by ACNA National or Chapter must be in compliance with the sanctioning requirements.

- Activities must have documented, specific start and end times. This is a good rule to follow 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.



4.2. Event Requirements

4.2.1. Insurance

ACNA Chapters 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.
- Be credentialed and sanctioned by ACNA for the event.
- Utilize the ACNA provided national insurance policy for all driving events with wheels in motion.
- Request insurance from the National Office at least one month in advance of an event.
- Submit payment (checks) for event insurance two weeks in advance to ACNA national office.
- Contact event medical or Event/Safety Official before the end of the event to report an accident which might give rise to a claim.
- Ensure Event Masters document post-event information which summarizes the event, i.e. number of participants, sponsorships, etc.

4.2.2. Waiver

ACNA Chapters/event staff must ensure:

- Everyone on site (participants, staff, workers, guests, sponsors and visitors) sign the latest version of the Insurance event waiver (Release and Waiver of Liability Assumption of Risk and Indemnity Agreement). Waiver forms may be obtained from the ACNA National Office.
- Original waiver forms are presented to participants for signature. Original forms use colored text, photocopies are not sufficient.
- Additional waivers (i.e. facility required) are to be signed by all individuals prior to event participation.
- The event registrar signs each waiver on the witness signature line for any wheels-in-motion activity line. One or two individuals may be assigned as the registrar and should be responsible for ensuring signing of waivers.
- Waivers must be retained for a minimum of 48 months following the event. Forms should be submitted to the ACNA national office following completion of the event for archiving.
- Parents must sign the minor waiver (Minor Release and Waiver of Liability and Indemnity Agreement), in addition to standard event waiver, for teens enrolled in a teen driver clinic. Contact the national office for appropriate forms.

4.2.3. Conditions

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.

4.2.4. Filing/Benefit Period

Must submit evidence of first medical expense within 60 days of injury. Benefits are payable for medical expenses incurred up to 156 weeks after the accident.

4.2.5. Exclusions/Limitations

Thrill shows; Workers' Compensation related injuries; alcohol/narcotic related injuries; eyeglasses/contact lenses; dentures, crowns or caps; suicide; intentional/self-inflicted injury; illness, unless developed as a result of the covered accident; pre-existing conditions; chiropractic care and/or cognitive therapy unless specifically authorized by the attending MD or DO. Reimbursement is limited to charges that do not exceed those generally charged for similar medical or dental care.

4.2.6. Death Benefit Beneficiary

Death benefits are made payable to the estate of the deceased.



6. Appendix A - Medical Information Form

Please complete all information on this form and use the reverse side for any additional personal medical information that you feel may be important. Items listed in **BOLD** are requested with the remainder being voluntary (could be in your interest if needed).

Please fill out and put in the enclosed envelope and seal. **On the outside of the envelope, please clearly right your name, run group and car number clearly.** Please hand to the Event Master or to the EMT/Ambulance. You may pick up the envelope at the end of the event otherwise this information will be destroyed after the event.

Name: _____
Blood Type: _____
Age: _____
Allergies: _____
Medications: _____

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

Contact Lenses: _____
 Dentures: _____
 Asthmatic: _____
 Diabetic: _____
 Epileptic: _____
 Cardiac: _____

List other pertinent health conditions or information:

In Case of Emergency notify: _____

Emergency Phone #: _____

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

Family doctor: _____
 Phone: _____

Event Name: _____
Event Location: _____

Signature: _____
Date: _____



7. Appendix B - Event Incident Report Form

Chapter: _____ Type of Event _____
 Date of Incident: _____ Session of Incident: _____
 Facility: _____
 Event Duration (in days): One: _____ Two: _____ Three or more: _____
 Attendance numbers: Students: _____ Instructors: _____ Staff: _____

Number of Vehicles involved in the Incident: _____
 Visibility at time of Incident: Good _____ Fair _____ Poor _____
 Track Condition at time of Incident:
 Dry _____ Damp _____ Rain _____ Snow _____ Fluid on track _____
 Other (please describe) _____

Driver of vehicle in accident: _____
 Was he/she student or instructor? _____
 Instructor in vehicle: Yes _____ Name: _____ No _____
 Driver signed off to solo? Yes _____ No _____
 Vehicle Passenger(s): _____

Level of experience at this track (number of events and date of each):
 Student: _____
 Instructor: _____

Level of experience at all tracks (number of events, total):
 Student: _____
 Instructor: _____

Vehicle Details:
 Make _____ Model _____ Year _____
 Tires: Street Compound _____ Soft Compound _____
 Other (specify) _____
 Vehicle Modifications (if any):
 Suspension _____ Brakes _____ Software _____
 Engine _____ Race Car _____

Was there a mechanical failure?

Yes _____ No _____

If "Yes", describe, briefly:



Any Injuries Requiring Medical Treatment from EMTs?

Yes _____ No _____

If "Yes", please describe:

Extent of Damage to Vehicle(s) for ACNA use only:

Superficial _____ Minor but Drivable _____ Moderate but Repairable _____
Major but Repairable _____ Total Loss _____
Incident included fire _____

Description of Incident (check ALL that apply):

Hit Wall or Guardrail _____ Hit Ditch/Embankment _____
Hit another Vehicle _____ Rollover _____
Spin to Inside _____ Spin to Outside _____ Off Track and Returned _____
Off Track Inside _____ Off Track Outside _____ In Paddock _____
Public Road _____

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

Sudden Braking _____ Throttle Lift _____ Sudden Acceleration _____ Wheels Off _____
Sudden Steering Input _____ Entry Speed Too Fast _____ Exit Speed Too Fast _____
Over-Correction _____ Driver Off Line _____ Driver Avoiding another Vehicle _____
Mechanical Failure _____ Slick Surface _____ Animal on Track _____ Debris on Track _____
Driver Medical _____

Provide a brief description of this Incident:

Chapter Representative Completing Form: _____

Best Time to Contact: _____

Telephone(s): _____

Email: _____

Please submit this Form to: admin@audiclubna.org