# The BMW Car Club of America

## Driving Events Operations Manual

Last updated 3/24/2025

# Section 1 Overview

The BMW Car Club of America believes that driving BMWs is a significant part of the BMW experience. The club supports chapters that conduct various types of driving events. This support may be financial (e.g., affordable liability insurance and Directors-and-Officers insurance) as well as a standardized set of operating rules in order to maximize safety and minimize risk in certain types of driving activities. Driving events supported by the BMW CCA and its chapters include, but are not necessarily limited to:

- Driving schools
- Autocrosses
- Slaloms/skid pad/ice autocross
- Safety schools/car-control clinics
- Fun, gimmick, and time-speed-distance (TSD) rallies
- Gymkhanas
- Tours/dinner drives/overnight and weekend trips
- Car shows/Concours d'Elegance

Driving events may be held on public roads or on closed courses such as race tracks or parking lots. Individuals participating in chapter, regional, 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. Participants on a closed course must understand that they, too, must operate in accordance with all applicable laws, regulations, and procedures established by the facility owner.

Chapters must ensure that all driving events, such as those listed above, are covered by liability insurance with at least a ten-million-dollar ($10,000,000) limit. BMW CCA offers liability insurance that chapters may use for all driving events unless they have made other equivalent insurance-coverage arrangements. Prior to each event, chapters must submit an insurance request.

If a chapter wishes to propose operating methods not in compliance with these minimum standards, that chapter must submit a detailed event plan to the National Driving Events Committee (NDEC/DEC). Upon review, the DEC may authorize the chapter to conduct a test event using the proposed methods and may send an observer to evaluate the event.

# Section 2 Minimum Standards

## Section 2.1 Introduction

2.1.1 The BMW CCA supports driving-event programs conducted by its chartered chapters as part of its goal of promoting driver education and safety, as well as social interaction and simple driving enjoyment within its membership. Since an element of risk is inherent within any event where motor vehicles are involved, the BMW CCA provides the following minimum standards and recommendations in order to minimize the risk of property damage and personal injury at BMW CCA driving events. **These standards are the minimum event standards that chapters must maintain in order for a driving event to receive BMW CCA sanctioning and to continue to be a chapter of the BMW CCA.**

2.1.2 BMW CCA chapters conducting driving-event programs bear the primary responsibility to exercise reasonable care during each event. Chapters are encouraged to consult with the BMW CCA national office in order to propose any changes to these standards that will improve the program.

2.1.3 The minimum standards may be updated periodically, based on changes reviewed and recommended by the National Driving Events Committee (NDEC) and approved by the BMW CCA Board of Directors. Updates to these standards become effective immediately upon Board approval, will be included in a Driving Events Operations Manual update, and are enforceable upon publication. Chapters will be notified of such updates in writing.

2.1.4 A copy of the most recent Driving Events Operations Manual must be present at every BMW CCA chapter driving event. Either electronic or paper copies of the manual are acceptable, but the copy must be readily accessible.

2.1.5 Chapters may set additional or more stringent requirements for their events at their discretion.

## Section 2.2 Standards for Driving Events

2.2.1 **Budgets.** Chapter Boards are responsible for the budgeting, administration, and full accounting of the revenues and expenses involved in a chapter driving event.

2.2.2 **Insurance.**

2.2.2.1 BMW CCA driving events, including Club Racing, must be covered by liability insurance with a minimum limit of ten million dollars ($10,000,000). Chapters shall use the BMW CCA's available policy or purchase equivalent coverage through alternate sources. If a source other than BMW CCA coverage is used, the BMW CCA must be listed as an Additional Named Insured in the policy covering the event. A copy of the endorsement page or Evidence of Insurance must be provided to, and approved by, the BMW CCA National Office no less than ten (10) days prior to the event. The coverage provided may be a single policy with the required limit or a combination of successive policies with stackable limits that, when combined, provide the minimum required $10,000,000 limit of liability coverage.

2.2.2.2 The BMW CCA's minimum insurance coverage requirements are set by the BMW CCA Board of Directors and administered by the BMW CCA National Office.

2.2.2.3 Chapter members with administrative access should use the Chapter Forms function available on the BMW CCA website to complete the insurance application process if using the BMW CCA's insurance.

2.2.2.4 All rules, regulations, and requirements of the governing policy(ies) must be followed explicitly and without deviation.

2.2.2.5 Chapters should be aware that other types of coverage may be required by the event facility. Chapters should carefully review all contracts and verify any and all insurance-coverage requirements. Should the facility make such a request, it is the chapter's responsibility to make sure that whatever insurance coverage is obtained or provided meets the event facility's requirements and includes the BMW CCA as an additional insured.

2.2.2.6 The BMW CCA's motorsports-insurance policy typically has no provision for payment for physical damage to vehicles.

2.2.2.7 **Insurance Start Date.** If participants are allowed access to an event facility the day before an event, that date must be used as the start date for the insurance to cover this access. This is necessary whether access to the facility is gained before or after signing the BMW CCA liability waiver.

2.2.3 **Liability Waivers.**

2.2.3.1 All participants, guests, spectators, and hired personnel must sign the appropriate liability waivers, and are required to wear wristbands or another easily identifiable, non-transferable item on their person indicating that they have done so. Chapters shall exert best efforts during the event to ensure that individuals are made aware that signed waivers and wrist bands are required. Frequent announcements are strongly encouraged.

**Recommendation:** In order to signify that the appropriate waivers have been signed, use wristbands in different colors to identify staff, workers, students, instructors, guests, and minors.

2.2.3.2 Chapters must retain any original hard-copy signed waivers for a minimum of seven (7) years from the date of the event; the National office cannot archive the completed documents for chapters. Chapters are free to choose either wet ink or any electronic waivers that have been approved by the Club's current insurance carrier for their event(s). Should a chapter choose to employ an electronic waiver service, it will need to make sure that a separate, digital color copy of all waivers is kept under the chapter's control and is readily available for immediate access.

**Recommendation:** Digital back-ups should be in color and are highly suggested, however they shall not be a substitute for the hard copies.

2.2.3.3 Hard-copy waiver forms for adults and minors may be obtained by contacting the BMW CCA National Office with the mailing address where the forms should be sent.

2.2.3.4 All chapter officers must know where the waiver copies are stored and have access to the electronic copies, regardless of whether the hard copies have been sent to the National Office.

2.2.3.5 Copies of the waivers (adult and minor) shall be provided to participants in advance of the event in the available registration materials so that they are aware of the content. It is acceptable to e-mail copies of the waivers or to provide a link to the waivers from a registration site or chapter website.

2.2.4 **Site Management.**

2.2.4.1 **Site Boundaries.** For events using a defined site or a portion of a venue (i.e., not a public-roads or group drive event), the user organization (BMW CCA or chapter(s)) shall ensure that the area for the event is visibly marked. In the case of a fenced facility such as a race track where the entire facility is being rented, the fence could serve as that visible boundary. If only a portion of the facility is being rented, and there are other users of that facility in other parts of the property, then other visible markings such as cones, signs, or temporary fencing need to be used to denote the area specifically under the management of the BMW CCA user organization. This may mean multiple areas are

marked at some properties, such as a track paddock and a classroom which are physically separated by areas used by people who are not participating in the BMW CCA event. The areas so marked are considered restricted areas.

2.2.4.2 **Site Supervision.** All persons inside the boundaries of the event site as marked in section 2.2.4.1 must sign the liability waiver and receive a wristband or other non-transferable identifier. This includes not only all event participants and staff, but also any spectators or other people who enter the restricted area. Event staff must establish a means for obtaining waivers, such as a person stationed at the gate or other entrance to the restricted area(s), and potentially also roving safety monitors who watch for persons not displaying proof of a signed waiver, so that those persons may be directed to either sign the waiver or leave the restricted area.

2.2.4.3 **Participant Awareness.** BMW CCA driving events must encourage participant awareness to watch that all persons in the restricted area and/or participating in the event are displaying the proper evidence of the waiver being signed, and foster a 'see something - say something' culture. At the participant meetings for events, event leaders shall cover this topic to seek the assistance of all participants in making sure the event is properly protected on completing waivers, and advise participants of who to see or where to go to get waivers signed for that event.

2.2.5 **Safety Steward.** BMW CCA driving events shall have a member designated as the Safety Steward for the event. Duties of the Safety Steward shall include, but not be limited to:

- Supervising and/or personally approving the site perimeter boundary markings for events needing them.
- Establishing who will be obtaining waiver signatures, and where that person or persons will be located.
- Establishing roving patrols for sites needing them, such as venues without a physical barrier that keeps people from entering the restricted area on foot or by vehicle without being funneled through a gate.
- Checking the course for safety issues and compliance with the standards herein applicable to the event type.
- Fostering among all participants the 'see something – say something' culture about safety issues.

The Safety Steward must evaluate event sites from the varying perspectives of drivers, event volunteers, and spectators. Possible driving hazards resulting from a car losing control, and possible hazards to spectators and/or other participants if that happens, need to be considered before approval of a site and a specific course or layout.

The Safety Steward has full authority to halt an event's operations as necessary to correct a potential safety situation. Examples, without limitation, could include course design, worker and spectator locations, waiver/wristband issues, or any other safety issue.

2.2.6 **Facility 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.

2.2.7 **Chapter Event Plan**. Each chapter desiring to conduct a driving event type not listed within the minimum standards, or that is without a previously approved event plan for the desired event type, shall create an event plan with details for conducting the event. The event plan and curriculum must be in conformance with these standards and should be approved by the chapter's Board of Directors. A chapter that has not previously held a driving event shall submit a copy of the plan, in advance, to its Regional Driving Events Committee representative for review and approval.

2.2.8 **Chapter Crisis Response Plan. Required.** Before every driving event, a chapter must complete the standard BMW CCA Crisis Response and Communication Planning Workbook (emergency response plan). A copy of the chapter Crisis Response Plan, or access to a digital copy of the plan, shall be at the event with event. A copy of the Workbook is available on the BMW CCA website at www.bmwcca.org/crisis_planning. It is acceptable to have a master plan for the chapter, with revisions for each event as necessary.

**Recommendation:** A hard copy of the Chapter Crisis Response Plan should available at the event. Keeping the Chapter Crisis Response Plan and a current copy of the Driving Events Manual in the same location is preferred.

2.2.9 **Required Meetings.** As part of the event plan, the chapter shall conduct participant meetings to review safety, policies, and procedures before driving activities commence.

2.2.9.1 **Driver Meeting.** At the start of each day of a scheduled event, a drivers' meeting shall be administered by the Event Leader, Chief Instructor, the Driving Event Coordinator, or a party designated by one (or both) of these parties. The purpose of the meeting should include, but not be limited to, important information and details regarding the event as well as to review the day's schedule; state event/locale/track specific rules; provide safety instructions; provide any necessary clarification regarding the organization's procedures; and answer any questions.

2.2.9.2 **Instructor Meeting.** At the start of each day of a scheduled event with instructors, an instructors' meeting shall be administered by the Chief Instructor, the Driving Event Coordinator, or a party designated by one or both. The purpose of the meeting should include, but not be limited to, important information and details regarding the event as well as to review the day's schedule, establish expectations, provide safety instructions, clarify the procedures being used, address driver controlled safety systems and answer any questions. The presenter should customize the meeting to accommodate the needs and goals of that specific event.

2.2.9.3 **Car Show Events.** For car shows, concours, and similar events where it would not be effective to distribute safety and event procedures through an on-site meeting with drivers at the start of the event, event leaders shall instead distribute event rules and procedures, site restrictions, safety rules, and the like ahead of the event to all participants in lieu of the on-site meeting. A meeting with all on-site personnel is still required to ensure those 'working' the event have the most up-to-date information and

schedule, fully understand what was sent out beforehand, and have the opportunity to clarify anything they may not fully understand.

2.2.10 **Helmets.** Helmets, if required, must be rated to the following Snell or FIA standards:

2.2.10.1 **Snell-Rated Helmets.** Snell helmets must be rated to the current or prior Snell standard. Snell SA2015, SA2020, M2015, and M2020 are allowed as of the date of this manual. There is an exception that a helmet may be used until the end of the eleventh year of its standard's release. Example: If the current standard is Snell 2020, helmets meeting the Snell 2015 standard are allowed through the grace period (the eleventh year) until the end of calendar year 2026.

**SPECIAL NOTE: Snell Motorcycle (M) Helmets. On the release of the Snell 2025 standard, "M"-rated (motorcycle) helmets will no longer be allowed. M2020 helmets will be grandfathered until 12/31/2026.**

**Recommendation:** Any helmet used during the grace period should be replaced as soon as possible with one that meets the current standard.

2.2.10.2 **FIA-Rated Helmets**. FIA standards are generally updated every 8 to 10 years.

- FIA 8860-2010 helmets are accepted until 12/31/2028
- FIA 8860-2018 and 8860-2018APB helmets currently do not have an expiration date.
- FIA 8859-2015 helmets currently do not have an expiration date.
- FIA 8859-2024 helmets currently do not have an expiration date.

2.2.10.3 **Helmet Recommendations.** Open-face helmets are allowed, however full-face helmets are recommended. Face shields are recommended for all helmets, and they should be in the down and locked position whenever the car is on the course with helmets required. If a face shield is not present, some form of eye protection should be worn.

2.2.10.4 **Cars with Airbags.** If a car is equipped with airbags, the helmet shall not have any type of sun visor that extends out from the helmet above the face shield. Face shields (if present) must be in the down and locked position. An open or partially-opened face shield could be caught by an exploding airbag and put a dangerous load on the head and/or neck.

2.2.11 **Consumption of alcohol or drugs.** Participants and guests are strictly prohibited from consuming recreational drugs or illegal narcotics at any time during the event. Furthermore, any substance or medicine which can cause any degree of impairment is prohibited. This includes, but is not limited to, prescriptions and over-the-counter medications that can cause drowsiness or which expressly forbid operating vehicles or heavy machinery. Alcoholic beverages shall not be consumed by anyone present at the event until all driving activities have ended for the day. Violators are subject to immediate expulsion from the event. Chapters shall remind all participants and guests of this policy.

2.2.12 **Incident Reports.** A driving-event incident report must be completed for any incident at a driving event in which a vehicle sustains physical damage, or in which an event participant, guest, or unaffiliated party sustains physical injury in the course of the event. The incident report is to be completed and submitted to BMW CCA within forty-eight (48) hours after the end of the event. Incident Reports can be found on the BMW CCA website and are submitted electronically. A copy of the liability waivers and vehicle tech form, if applicable for that event, signed by those involved in the incident should be uploaded at the time the incident report is filled out online. If the forms cannot be uploaded for any reason, they shall be faxed or e-mailed directly to the National Office on the same day the Incident Report is submitted. The chapter shall retain a copy of the completed report and the supporting documents that are submitted to the National Office. Chapters must follow the reporting procedures listed on the Incident Report form and make the necessary phone calls as directed on the form. The incident report and supporting documents may be submitted in written format or by e-mail.

2.2.13 **Technical Inspection Form Retention**. Tech forms for vehicles involved in an incident at an event must be retained by the chapter for 7 years after the event date. All other tech forms may be disposed of (with consideration to any sensitive personal information thereon) once the event has been completed and the organizer has confirmed that the vehicles represented by the forms pending disposal have not been involved in ANY incidents during the entire event.

2.2.14 **Drones.** No un-manned "drone"- type aircraft are permitted.

2.2.15 **Exceptions.** Exceptions to these standards may be granted to the event organizers for special promotional purposes by the DEC Chair or by the National Office.

## **Section 2.3 Driving Schools** (also called High Performance Driving Education or High-Performance Driving Events)

2.3.1 **Driver qualification.** By the date of the event, all drivers enrolled in any BMW CCA driving school are required to have a full operator's license that does not require another qualified party to be a passenger in the vehicle in order for the license to be considered valid. Any individual under the age of 18 shall not be allowed to participate in the event unless he or she and a parent/guardian have executed and signed a Parental and Minor Release Waiver. NOTE: State, local, or the event venue's specific requirements shall supersede the BMW CCA's driver qualifications.

2.3.2 **Driver's license.** Each instructor and student shall have a valid & full operator's license (not a learner's permit) that is not suspended or revoked by the time of the event.

2.3.3 **Safety Devices**.

2.3.3.1 **Helmets.** Helmets must be worn by all drivers and passengers during all in-car sessions other than low-speed track-familiarization sessions (50 mph or less) or touring laps.

2.3.3.2 **Lap and shoulder belts.** Lap and shoulder belts are required for driver and passenger. Vehicle manufacturer's standard three-point systems are acceptable; however, they must be in good condition with no evidence of cuts, damage, or extensive wear. Equal restraints are required to be present for passenger and driver.

2.3.3.2.1 **Multipoint Harnesses – Seats with Integrated Headrests.** Multipoint (4-, 5-, or 6-point) belts ARE NOT PERMITTED TO BE USED WITH ANY SEAT HAVING INTEGRATED HEADRESTS UNLESS THE SEAT HAS PASS-THROUGHS FOR DUAL SHOULDER BELTS.

2.3.3.2.2 **Multipoint Harnesses – Seats with Harness Pass-Throughs.** Multipoint harness belts, installed in accordance with harness belt manufacturers' instructions, may be used with the following headrest configurations:

- a headrest with pass-throughs for dual shoulder belts;
- a headrest with two adjustable-height posts where the shoulder belts can pass between the two posts, or
- a headrest with just one center adjustable-height post where the shoulder belts can ride just to the outside of the center post.

2.3.3.2.3 **Anti-sub Strap Installation.** 5-point or 6-point sub straps may never be installed around the front of a seat bottom. The seat must provide a proper opening for the pass-through of sub straps in the center of the seat bottom between 8" and 12" from the bottom of the seat back.

2.3.3.3 **Advanced vehicle systems**. Advanced vehicle systems including ABS and traction control provide learning opportunities for the driving school curriculum and instruction. Classroom, on-track exercises, and in-car instruction should address both their benefits and limitations.

2.3.3.3.1 **Safety system control.** At no time should an event organizer, instructor, or volunteer endorse, encourage, or participate in the disabling of a factory-installed safety system that is not normally driver-controllable (e.g., ABS).

2.3.3.3.2 **Driver-controlled safety systems.** A system that has a driver-controlled switch (such as automatic traction control) may be turned off by the driver after discussion and agreement with the instructor; it is important that the instructor always be aware of the status of such systems.

2.3.3.3.3 **Collision-avoidance systems**. Active systems that will automatically brake or steer a car without the driver's input, such as, but not limited to, automatic emergency braking, forward-collision warning, lane-departure warning, lane-keeping assist, and adaptive cruise control should be turned OFF when the vehicle is on track. Potential automatic reactivation of such systems on any given car so equipped should be identified and discussed by the participants involved. **Recommendation:** These systems can reset themselves to the default setting of ON when vehicles are turned off. The system setting should be re-checked each time the vehicle's engine is turned off and started again before going on course/track.

2.3.4 **Instruction**.

2.3.4.1 **Instructor/student assignment.** The focus of driving-school events is driver education. In-car instruction is required for all students except for students who are registered in the A-Plus program (see section 2.3.4.6) of that chapter. Students in other groups who have been signed off to drive without an in-car instructor should be encouraged to continue in-car instruction in order to advance their learning.

2.3.4.2 **Solo sign-off procedure**. The sign-off procedure shall be communicated in writing in the event documentation provided to instructors. Reminder: Students are not permitted to drive "solo" (i.e., without an instructor) without first obtaining approval of their instructor and/or the Chief Instructor ("sign-off") per the event organizer's communicated procedure.

2.3.4.3 **Low-speed exercises**. In-car instructors are encouraged for low-speed exercises (e.g., safety-school exercises like skid pad or slalom).

2.3.4.4 **Supplemental methods of supervision/instruction.** Instructor observation from corners and lead-follow activities are both permitted and encouraged, but do not replace the requirement for in-car instruction. Data evaluation classes are also in this same category, but should be reserved for high level students only. Consideration must be given to the maximum number of vehicles in a group based on the ability to see the lead car, considering track configuration and topography.

**Exception:** Alternative methods of instruction are permitted to replace in-car instruction if in-car instruction is either not allowed by the venue or by State or local restrictions in effect, making in-car instruction not possible.

2.3.4.5 **Run-group assignments.** Students are to be assigned to run groups based upon both their expressed prior experience and viewable previous evaluations. Consideration should be based upon events at a given facility, at events sponsored by the hosting chapter, at events sponsored by other organizations, professional driving schools, or racing experience. All other things being equal, the performance potential of the car should also be considered. 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, as room permits.

2.3.4.6 **A-Solo (A+, A-Plus, Group S, etc.) groups.** Chapters, at their discretion, may allow selected advanced-level students to drive solo during an event. This option removes the requirement for in-car instruction for those students during an event. The chapter has the option of recognizing another chapter's A-Plus student at the same track but is not required to do so. The chapter can remove this designation at any time based on any behavior deemed unsafe or not in the spirit of the event. The chapter may also remove the requirement for any classroom instruction for the A-Plus student. Selection of A-Plus students must be based on some or all of the following criteria:

- A minimum number of events at the current track in the last few years (number of events and number of years to be determined by the chapter)
- A minimum number of events at any track in the last few years (number of events and number of years to be determined by the chapter)
- Being regularly signed off to drive solo by the chapter running the event at the specific track (number of times to be determined by the chapter)

2.3.4.7 **Classroom instruction.** A required, integral part of the driving-school program is classroom instruction. On-track instructors should be aware of the schedule and content of the classroom instruction. Classroom instruction should be tailored to the varying experience level of the students.

2.3.4.8 **On-track or skid-pad exercise.** These exercises are strongly encouraged wherever it is physically possible to safely provide them. They should focus on safety and their application to both real driving situations and full-course driving. On-track and classroom instructors should be fully aware of their intent and method of execution and integrate them into their instruction.

2.3.5 **Driving-school staffing guidelines**.

2.3.5.1 **Event leader**. BMW CCA chapter driving-school committees should have a named designee who has overall responsibility for the driving school. He or she should be knowledgeable of the BMW CCA Driving Events Minimum Standards and be willing to uphold them, possess good managerial and communication skills, and be proactive, putting safety and the students' best interests first. Examples of the event leader's duties include:

- Upholding and enforcing the BMW CCA Driving Events Operations Manual and its philosophy
- Instilling a positive learning environment that is effective, safe, and enjoyable
- Assuring that liability insurance has been procured
- Appointing a Chief Instructor (CI—see job description below)
- Working closely with the CI and overseeing the CI team
- Coordinating flag procedures, safety measures, ambulance procedures, and the Crisis Response Plan
- Coordinating with the CI to promptly and correctly use the Incident Report form and forwarding it to the National Office per procedure, monitoring these duties, and coordinating them with the CI.
- Ensuring that the student meeting prior to on-track and classroom instruction is led by a person who has knowledge of the above and will relate pertinent safety and procedural information to the students.

2.3.5.2 **Chief Instructor (CI)**.

2.3.5.2.1 The CI should have the following qualifications:

- Experience as an in-car instructor at BMW CCA driving schools
- Be knowledgeable of the BMW CCA Driving Events Minimum Standards and be willing to uphold them
- Possess good managerial and communication skills
- Be proactive, putting safety and the students' best interest first

2.3.5.2.2 Examples of the Chief Instructor's duties include:

- Recruiting, evaluating, training, mentoring, and retaining in-car instructors
- Facilitating in-car instructor-student pairings, making changes as needed
- Conducting the instructor meeting prior to on-track instruction
- Performing evaluations and/or check rides of any instructor or student when the occasion requires such evaluation
- Obtaining a classroom instructor and coordinating his/her curriculum with the in-car instruction provided by the driving school in-car staff

- Reviewing and properly dealing with “offs,” “spins,” and other on-track student/instructor errors
- Reviewing incidents with the event leader and filing incident reports as needed

2.3.5.2.3 The CI is prohibited from simultaneously being involved at a Club Racing event as a participant unless there is at least one (1) co-CI present, who has been named as such, has full working knowledge of the event, has been involved with the planning of the event, and is not participating in the Club Racing event.

2.3.5.2.4 If no such individual is willing or qualified under this standard to serve as CI, then the regional BMW CCA Driving Events Committee representative shall assist the chapter in finding one.

2.3.5.3 **Safety Steward.** See section 2.2.5 for duties of the Safety Steward, with particular attention to the aspects applicable to a driving school.

2.3.6 **Handling issues during an event**.

2.3.6.1 The event leader and/or his or her designee should handle issues related to the fitness of a vehicle to go on to the track for the first time and to return to the track following an incident.

2.3.6.2 The chief instructor and individual instructors should handle issues related to driver qualifications and judgment around safety issues related to drivers.

2.3.6.3 The event leader and the chief instructor should handle issues relative to track safety. Track-facility staff should be included in any discussions related to track safety including weather conditions.

2.3.7 **Medical Information.** The collection of medical forms/information regarding participants, volunteers and/or staff is not required.

Should a chapter wish to provide participants/attendees the ability to make available critical medical information to emergency personnel in the event that they are unable to provide it to responders, they may do so at their discretion. However, any method used shall ensure that the chapter is not provided with, or expected to maintain such information, nor should they be considered responsible for ensuring that the information is communicated to the service provider(s) in place of the person receiving the assistance. The chapter shall make it clear to all participants/attendees that they are ultimately responsible for their medical information.

**Recommendation:** Chapters may choose to supply to any participant/attendee a separate wristband that has a light background and is of maximum width for the person to themselves write critical information upon (e.g., current medical conditions, allergies, medications and blood type). Once filled out, a piece of clear tape may need to be adhered over the writing to keep the information from running or washing away. If the chapter wishes to employ this option, a simple question could be added to the registration process, or during check-in, to identify those who the chapter may wish to provide this wristband to, or at least make it available for their use. The question could be as simple as, “Do you have any allergies or medical conditions, or are you taking any medications that a first responder should be aware of should you need medical attention?”.

**Best Practice note:** Chapters may wish to include questions within their registration forms to help identify participants who may have conditions that the chapter may want to address before the event or make accommodations for at the event. Including a question such as, "Do you have any physical impairment that requires compensatory equipment?" If there is a "yes" answer, this would indicate the possibility of an attendee with special needs. The Chapter Driving Event Coordinator, or person designated to oversee the event, and the CI should be consulted to confirm the person's registration and inquire as to how the chapter can accommodate the participant.

2.3.8 **Tech Inspection**.

2.3.8.1 The participant is solely responsible for the safe condition of the vehicle to be driven to, at, and from this event.

2.3.8.2 The vehicle used on track must be the same vehicle represented within the tech inspection form submitted for that day's event. Furthermore, the vehicle listed must have been inspected within the four (4) weeks prior to the event. This inspection must be carried out by a qualified individual who is familiar with the make and model of the vehicle. The participant is solely responsible for determining the inspector's qualifications and abilities to evaluate the vehicle being inspected.

2.3.8.3 The participant must sign this completed Pre-Event Technical Inspection Report at the time of inspection and present it at registration for the event.

2.3.8.4 Under no circumstance is the chapter, or any person acting on behalf of the chapter, allowed to perform the actual inspection or any at-the-track inspection(s). However, the chapter and/or its authorized representatives are permitted to verify that the vehicle listed upon the pre-event inspection tech form is the same car being presented by the participant(s) to use at the event. The chapter may review the information on the Pre-Event Technical Inspection form and verify any or all of the information represented within the form during a "hands off, no tools" inquiry.

2.3.8.5 The prohibition on chapter personnel conducting inspections does not preclude individual instructors from doing a visual and verbal verification of students' cars at the event for safety compliance.

2.3.8.6 The tech inspection form must ask for the complete Vehicle Identification Number (VIN) for the vehicle represented on that specific form.

2.3.8.7 Only one (1) vehicle shall be represented on/by each tech form.

2.3.8.8 Should the vehicle being brought to the event change from the one on the original tech form, a new tech form shall be required specifically for the replacement vehicle.

2.3.8.9 Tech forms shall have a clear, bold print statement confirming that the vehicle listed within the tech form they are signing is the vehicle that the participant has brought to the event. This statement should be located just prior to the participant's signature.

2.3.8.10 See Section 2.3.19 for a sample tech inspection form.

2.3.9 **Corner Workers**.

2.3.9.1 For the entire time that students and/or instructors are on the track at speed, there must always be two-way voice communication between corner workers and event-control personnel.

**Note:** Tracks with electronic flag stations are acceptable but must maintain two-way communication directly with emergency workers and chapter event management.

2.3.9.2 Facilities without a "control tower" that can view the entire course must have a corner worker or mobile, manned vehicles that can view that part of the course the tower can't see and have constant two-way voice communication with the person(s) responsible for on track operations.

2.3.9.3 Flag meanings shall be agreed upon with the corner workers and clearly communicated to participants prior to the first on-track session.

2.3.9.4 Chapters may use their judgment whether to require corner workers during low-speed touring sessions and low-speed exercises.

2.3.9.5 Experienced SCCA or professional corner workers are highly recommended. Participants may be used as corner workers, preferably as additional workers at corners manned by professional or SCCA corner workers. They must receive training on the task and on flag use (in a drivers' meeting and/or classroom).

2.3.9.6 Non-professional trained corner workers are acceptable when experienced SCCA or professional corner workers are not available. When such corner workers are used, all participants should be made aware of their presence.

2.3.9.7 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 or instructors in need of help, who are driving too aggressively or dangerously, passing incorrectly, etc.

2.3.10 **Inspection of the Course.** Prior to the first run session of each day, the CI, Event Leader, or a person designated by the CI or Event Leader, shall drive the entire course and assess the condition of the course and/or any areas of concern. If any adverse conditions are noted, the CI, or a person designated by the CI, will work with the facility to assure that such conditions are corrected before participants are allowed on course. To permit all drivers to inspect the condition(s) of the course before they are at speed, the first lap of each day for all run groups will be under full-course yellow-flag conditions.

2.3.11 **Meetings.** As part of the driver and instructor meetings discussed in section 2.2.9, the meeting leaders shall review the flags being used, providing both their meaning and their reaction procedures. It shall also be explained to all participants that the first lap of their first session on track for each run group shall be run under full-course yellow flags in order to give participants an unchallenged opportunity to view the track, as well as evaluate its conditions and surroundings. Participants shall also be directed to immediately notify the Chief Instructor or Event Leader of any course conditions that give them cause for concern. The Chief Instructor and/or Event Leader should verify the participant's concerns and take any appropriate corrective action deemed necessary.

2.3.12 **Passing**.

2.3.12.1 Passing areas and rules shall be clearly defined to event staff, on-track and classroom instructors, participants, and corner workers, and must be firmly enforced.

2.3.12.2 Advanced student groups and instructor groups may be given additional passing areas as safety allows, at the discretion of the chapter.

2.3.12.3 Instructors driving in any student run group must comply with all passing rules applicable to that specific run group, without exception.

2.3.12.4 Passing is allowed ONLY when the driver of the vehicle being overtaken has provided a clearly defined "point-by", i.e., a hand signal pointing to the direction that the passing car should take.

**Exception:** If a driver in attendance at the event has a disability that disallows a hand signal, all drivers, instructors, and appropriate track personnel shall be notified of this situation and the car being operated by such a driver should be clearly identified with a unique marking (e.g., a large orange X with a circle around it on the driver's side of the rear window). An alternate means of communication between such drivers and other drivers (turn signals, for example) shall be established by the CI and relayed to all drivers and appropriate track personnel.

2.3.12.5 A passing car must receive a point-by from EACH car being overtaken before initiating the pass.

2.3.12.6 EACH car allowed to pass requires an individual point-by from the car being passed.

**Note:** A passing signal is an invitation to pass, but NOT a requirement. The pass may be initiated only if it can be completed safely within the designated passing zones/areas.

2.3.12.7 Passing violations (e.g., passing without a point-by) must be handled firmly by event management with verbal warning(s), deprivation of track time, and possible ejection from the event, depending on the severity of the passing violation.

2.3.13 **Event Timing**.

2.3.13.1 Data-acquisition is allowed, but in-car lap-time display is discouraged. Predictive timing indicators may be used and/or displayed.

2.3.13.2 Event organizers shall not collect, compare, post, or record lap times for competitive purposes. However, data may be used for driver-education purposes.

2.3.14 **Passengers**.

2.3.14.1 Students are not permitted to take any passengers other than a registered event instructor on the track during any sessions at speed.

2.3.14.2 Instructors may take students, guests, and/or other event participants (e.g., corner workers) on the track if the proper waivers have been signed.

2.3.14.3 In sessions where a helmet is required, no passengers are permitted that require a child's car seat or booster seat to travel safely.

2.3.14.4 During sessions in which helmets are required, there shall be no passengers in the back seat of a car.

2.3.14.5 Optionally, events may include low-speed parade laps under a carefully controlled environment (e.g., using pace cars; not exceeding 50 miles per hour) in which any licensed driver may drive around the track. Proper seat belts are required for all passengers; helmets are not required. There is no age minimum.

2.3.15 **Windows/doors/sunroofs.** Driver and front passenger-side windows must be completely down while on the track. Doors should be unlocked whenever possible. Sunroofs must be closed and latched.

2.3.16 **Open wheel cars.** Open wheel cars are NOT allowed to participate in any run group where street type cars with enclosed wheel areas are on the track at the same time.

2.3.17 **Emergency services.** All requirements of the event insurance regarding emergency services must be adhered to. At a minimum, the following are required:

2.3.17.1 When available, an **Advanced Life Support (ALS**) ambulance that is dedicated to the chapter's event to transport injured parties to the appropriate medical facility and is staffed with at least two (2) appropriately licensed medics who are both trained and authorized to use all equipment must be on site at all times when the facility is used for high-speed activities. Should an ALS ambulance not be available, a **Basic Life Support (BLS**) ambulance staffed with at least two EMTs and operated under the same provisions as the ALS ambulance may be used in its place.

2.3.17.2 Should there be only one (1) ambulance at the event and it must leave the site, no high-speed activities of any kind may be conducted until a BLS ambulance is back on-site and prepared for duty (if an ALS ambulance is not readily available). Low-speed (under 50 mph) touring laps or exercises may be conducted as facility tours and to continue instruction, if allowed by the facility.

**Recommendation:** Two (2) staffed ambulances should be present so as not to shut down the event in case one ambulance must leave the premises for any reason.

2.3.17.3 Fire/Rescue equipment and trained personnel capable of firefighting and vehicle extrication for all types of vehicles.

**Recommendation**: Each chapter should ensure that the servicing Fire/Rescue Company contracted for their event is capable of addressing any type of vehicle that may attend the event.

2.3.17.4 Fire extinguishers that are charged and operational shall be in the pit areas and at all manned corner stations.

2.3.18 **Convertibles**.

2.3.18.1 Convertibles are defined as cars with retractable soft tops and/or fully removable hard tops. Vehicles with integrated retractable factory hardtops are not considered convertibles for the purposes of this section 2.3.18.

2.3.18.2 Convertibles are not allowed to participate in sessions driven when helmets are required unless the car is equipped with the following minimum requirements:

- A roll bar or roll cage meeting the requirements in Appendix 1, Roll Bars for Convertibles.
- Arm restraints in soft-top vehicles.
- **Recommendation**: Five (or more)-point harnesses for both driver and passenger.

2.3.18.3 At the discretion of the chapter, cars with factory-installed, fixed rollover protection and removable roof sections may be allowed, but only if this protection meets the clearance distance of the Helmet Reference Plane described in Appendix 1 for both the driver and the passenger.

2.3.18.4 Chapters may elect to exclude convertibles or cars with removable roof sections entirely from sessions requiring helmets, regardless of roll bar/cage, fixed rollover protection, or any other provision of this section.

2.3.19 **Pre-event Technical Inspection Report form (example).** The following is an example of a pre-event tech inspection form. Chapters are free to use inspection criteria and forms of their own design, as long as the inspection covers at least the items included in this example. (See the following page)

## Pre-Event Technical Inspection Report (To be completed by a qualified individual within 4 weeks of the event):

Driver 1: _____ Driver 2: _____ VIN: _____

Event Date(s): _____ Year of Car: _____ Make/Model: _____ Color: _____

| Vehicle Interior | Pass | Fail | Suspension & Running Gear | Pass | Fail |
|---|---|---|---|---|---|
| **Interior Mirror:** (1) Minimum in good condition; securely mounted. | | | **Wheel Bearings:** Proper free rotation; no looseness in hub. | | |
| **Windshield/Windows:** Free of cracks across sight lines. Any tinting must allow for proper vision. | | | **Structural Integrity:** No loose body or interior parts; no structural rust at or near suspension points. | | |
| **Seats:** Must be in sound condition and securely mounted. | | | **Front Suspension:** No excessive play; ball joints and tie rods secure; boots and all seals in good condition. | | |
| | | | **Rear Suspension:** Half shaft bolts tight, boots in good condition; mounting hardware in good condition; no leakage. | | |
| **Seat belts/Harnesses:** At least 3-point lap/shoulder belts in both seats. Must be securely mounted; belts not frayed. | | | **Brakes:** Sufficient brake pads (50% minimum); rotors and pads are in good condition; no cuts or abrasions in brake lines. There should be no visible cracks extending to the edge of the rotor. With co-driver, pads should exceed minimum standard. | | |
| **Pedals:** All pedals must have free return and be in good operating condition. Brake pedal must be firm. | | | **Brake Fluid:** Sufficient brake fluid; premium fluid. Brake fluid must be changed at least every 6 events or one year. **Date brake fluid was last changed: ____/____/_____** | | |
| **Windshield/Wipers:** Wipers in good working order. | | | **Tires:** General good condition; no cracks, cuts, cords or blisters, the tires should be the ones used at the track. | | |
| **Doors:** Must be operational from inside and outside. | | | **Steering linkage:** No excessive play. | | |
| **Accessories (**Sound system components, camera, etc.): Must be securely mounted. | | | **Wheels-Overall Condition:** All lug nuts/bolts properly tightened. Wheel Center-locks: Locking devices are fully engaged. For track tires, steel lug nuts should be used. No cracks, bends or flaws. | | |
| **Engine & Trunk Compartment** | **Pass** | **Fail** | **Vehicle Exterior** | **Pass** | **Fail** |
| **Battery:** Properly secured; no apparent corrosion. | | | **Hood & Deck lids:** Secure. | | |
| **Electrical:** Harnesses/relays/wires secure. | | | **Brake Lights:** Functional and visible. | | |
| **Belts:** Fans/auxiliary belts in good condition with proper | | | **Headlights:** Functional and visible. | | |
| **Throttle Return:** Freely operating and proper spring(s). | | | **Fluids:** Appropriate levels, and no dripping leaks of any fluids. | | |
| **Coolant System:** Hoses sound, no leaks. | | | | | |
| **Fuel Lines:** Proper fittings and line condition. | | | **Exhaust System: S**ecurely fastened and in good condition. | | |
| **Engine: General condition of engine and accessories.** | | | **Exterior mirrors:** Left and right mirrors required; in good condition and securely mounted. | | |
| **Gas Cap**: Tightly closed/no leaks. Caps for all fluids secure. | | | **Corrosion:** No excessive body or chassis corrosion. | | |

| Vehicle Operator Certification: | Inspection Facility Information |
|---|---|
| I hereby certify that the above vehicle has been carefully examined by a qualified individual and that all items have been checked. I understand that the safe condition and operation of this vehicle are entirely my responsibility, that BMW Car Club of America, Inc., the event host Chapter, and the Chapter's members cannot be held liable or responsible for any vehicle, and that problems, malfunctions, or damage may occur in connection with the operation of this vehicle prior to, during, or subsequent to the event.<br><br>Signature Driver 1: _____ Date: _____<br><br>Signature Driver 2: _____ Date: _____ | **Shop Stamp (if applicable):**<br><br>**Tech Inspector's Name:**<br><br>**Date:**<br><br>**Tech Inspector's Signature:** |

## Emergency Contact Information

**Driver 1 emergency contact: _____Phone: _____ Alt Phone: _____ At event: Yes___ No___**

**Driver 2 emergency contact: _____Phone: _____ Alt Phone: _____ At event: Yes___ No___**

## Section 2.4 Autocross, Gymkhana, and Car-Control Clinics

2.4.1 **Introduction:** As part of its goal of promoting driver education and safety, BMW CCA supports several car-control programs conducted by its chartered chapters and as an element of its events at the national level (e.g., Oktoberfest).

2.4.1.1 **Autocross.** An autocross is a timed, relatively low-speed driving-skill contest. These events are run on short courses that emphasize both the driver's abilities and the car's handling and agility. Competition licenses are not required. Maximum speed is expected to be 70 mph or less.

2.4.1.2 **Gymkhana.** Gymkhana events may take a variety of forms, but a typical gymkhana is a timed non-speed contest that includes multiple elements of driving skills.

2.4.1.3 **Car-control clinics**. Car-control clinics, including the Tire Rack Street Survival schools sanctioned by the BMW Car Club of America Foundation and hosted by BMW CCA chapters, are non-timed, non-speed events designed to teach drivers car-control skills.

2.4.1.4 **Minimum standards**. Since an element of risk is inherent in any event, BMW CCA is providing the following minimum standards and recommendations to minimize the risk of property damage and personal injury at these events. The minimum standards apply to all three types of events covered here unless expressly stated as applicable to one or more specified event types.

2.4.1.5 These events shall not be publicly advertised as spectator events.

2.4.2 **Course design, sight layout and operation(s)**.

2.4.2.1 Course boundaries shall be clearly defined. Site boundaries should also be defined as clearly as possible.

2.4.2.2 (Autocross) The course design should be such that vehicles proceed in a forward motion and that reverse gear will not be needed.

2.4.2.3 The course shall be laid out so that there is an acceptable distance between the course and any obstacles or impediments, such as ditches, light poles, curbs, buildings, fences, parked cars, or other objects. A minimum distance of twenty-five (25) feet is recommended. This safety margin must be increased on the outside of faster corners, and unobstructed spinout areas shall be included where possible.

2.4.2.4 Consideration must be given to ensure that an out-of-control car will not enter a designated spectator area.

2.4.2.5 Participants must be kept at a safe distance from the course, particularly at the outside of turns and at the start and finish lines. Minimum viewing distances for spectators shall not be less than seventy-five (75) feet from the course edge in unprotected areas (i.e., those without adequate barrier protection such as concrete or tire walls).

2.4.2.6 Participants and/or obstacles should not be located directly at the end of long or high-speed sections or straights.

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2.4.2.7 Cones should weigh no more than five (5) pounds and their location should be clearly marked with chalk or other temporary means to facilitate easy replacement by the course workers.

2.4.2.8 The course design may be such to allow more than one car on the course at the same time if space and timing equipment allow. When running more than one car on the course at the same time, sufficient separation between cars must be allowed so that competing cars never come in close proximity on the course, and so that there is adequate time to flag a following car to a stop if the preceding car knocks down a cone or gets into trouble.

2.4.2.9 (Autocross and gymkhana) Course boundaries shall remain the same for all drivers. If, while on course, a driver observes a course change due to displaced cones, he or she must report the course change to course personnel, at which time the driver is to safely drive to the end of the course at a reduced speed and trip the finish-line timer. The driver may then be granted a rerun. A driver shall not be granted a rerun if he or she already received a DNF on any portion of the course prior to the altered portion in question. Once the driver scores a DNF, the run is over, and a rerun should not be granted. (DNF = Did Not Finish—essentially, a disqualification for that particular run.).

2.4.2.10 (Autocross and gymkhana) Whenever a pylon is moved, it must be returned to its original position. If the pylon cannot be returned safely, then any affected participant may be granted a rerun if the missing pylon either positively or negatively affects the participant's run.

2.4.2.11 When laying out a course, both the size and type of the vehicles participating as well as site conditions should be taken into consideration. Speeds on straight stretches will not normally exceed 70 miles per hour. The fastest portions of the course shall be those most remote from spectators and property. These guidelines should be adjusted downward when site conditions will not safely support the speeds indicated above.

2.4.2.12 The course shall be laid out on a paved surface that contains no dangerous holes, loose gravel, gratings, oily spots, or other hazardous features. Dips that could get a car airborne shall not be included. (**Exception:** planned car-control-clinic exercises that require altering traction to achieve the desired conditions for the exercise, provided there is adequate room for run off or corrective measures to be taken.)

2.4.2.13 Special care shall be taken in the location of the start, finish, staging, and timing areas. The timers and staging area must be placed well clear of the course in a safe area. The course design should allow for a safe and controlled finish.

**Recommendation**: Cars competing in autocross or gymkhana should not be required to come to a complete stop immediately following the finish line. It is preferred that cars be required to slow to a walking speed within a controlled area before returning to the grid or paddock areas. A complete stop should be required only when unusual site conditions exist. In all cases, a sufficient distance past the finish line must be available to safely slow or halt any competing car from the highest possible speed attainable at the finish without locking brakes or wild maneuvering. It is recommended that an official be assigned to control the finish area. Particular care must be exercised in the finish area to keep it free from hazard to participants.

2.4.2.14 Negatively cambered turns shall be avoided if at all possible.

2.4.2.15 A long straight (over 150 feet) should not terminate in an extremely sharp turn (e.g., a short-radius U-turn).

2.4.2.16 Except on permanent circuits such as go-kart tracks, the inner and outer limits of turns and corners should be marked by course markers, displacement of which results in time penalties in autocross and gymkhana.

2.4.2.17 Chapters are encouraged to outline the course with chalk or other suitable means to make it easy for novice drivers to follow.

2.4.2.18 Corner limits must never be marked by curbs, buildings, poles, trees, soft shoulders, or other hazards likely to cause damage to a car, or likely to cause a car to overturn.

2.4.2.19 All portions of the course shall be visible to at least one course marshal who can communicate through signals or by electronic means with the starting line.

2.4.2.20 Entrance and exit lanes should enter the course at separate points, although they may be close together. They must be kept clear for use by participating cars at all times.

2.4.2.21 Appropriate fire extinguishers, flags, and material for cleaning up fluid spills must be present.

2.4.2.22 Manned video or still cameras are not permitted at course-worker positions or other locations within a restricted area. Exceptions may be granted for special purposes by the event organizers only if the location is acceptable to the event chair and if the photographer is accompanied by a spotter to warn of approaching vehicles.

2.4.2.23 The participants shall neither exit the car nor release their seatbelts while the vehicle is in motion. Doing so will incur a DNF for that run in autocross and gymkhana.

2.4.2.24 The event leader or his/her appointee must approve course design and site layout in advance of the event. Before the first car runs, the event leader or appointee shall check the complete course layout for compliance with course-design standards.

2.4.3 **Car classifications.** Car classifications shall be determined by the event-hosting chapter for chapter and national events.

2.4.4 **Course Design/Car Classification References.** The following references have been included for assistance to chapters starting autocross programs, and for general reference. This is not a comprehensive list, and these references may not all remain up to date.

- Roger Johnson, Solo Course Design (search online for excerpts from this series of books)
- Kate Hughes, Solo II Novice Handbook, www.tunnellracing.com/handbook.html
- Bob Tunnell, Advice for the First-Time Autocrosser, www.tunnellracing.com/advice.html
- The SCCA Solo website: https://www.scca.com/pages/autocross

2.4.5 **Driver qualifications, licenses and permits**.

2.4.5.1 By the date of the event, all drivers enrolled in any BMW CCA autocross and/or gymkhana are required to have a full operator's license that does not require another qualified party to be a passenger in the vehicle for the license to be considered valid. Any individual under the age of 18 shall not be allowed to participate in the event unless

he or she and a parent/guardian have executed and signed a Parental and Minor Release Waiver.

2.4.5.2 (Car-control clinics) By the date of the event, drivers must attain a minimum age of fourteen (14), or such higher age as may be required by local laws or by sponsoring organizations such as the BMW CCA Foundation. They must also have either (i) a current, unrestricted driver's license, or (ii) a valid learner's permit that has been in force for at least one-half of the time period required by the state of issue before the operator is allowed to receive a driver's license. Exceptions are allowed to the one-half of the time period requirement if the Chief Instructor, or the CI's designated appointee, declares that the driver demonstrates the appropriate minimum skills, abilities, and/or maturity required to safely participate in the event. However, this exception does not override any minimum time/experience requirements set by the event sponsoring organization.

**Note:** A driver with a valid learner's permit may not operate the vehicle without a person in the vehicle who meets the state requirements for the permitted driver to drive on public roads. This person should be experienced in autocrossing, preferably an instructor, if the chapter has named instructors for autocross.

2.4.6 **Safety Devices/Personal Equipment**.

2.4.6.1 **Helmets (autocross).** Must be worn by both the driver and passenger. Consult "Recommendation" under Section 2.2.10 regarding helmet safety.

2.4.6.2 **Lap and shoulder belts**. Lap and shoulder belts are required for driver and passenger and must always be used when the vehicle is in motion. Vehicle manufacturer's standard 3-point systems are acceptable. Multi-point harnesses must be fully functional and installed in compliance with the harness manufacturer's installation instructions. Equal restraints must be present for driver and passenger if a passenger is in the vehicle.

2.4.6.3 **Go-karts (autocross).** Competitors driving karts of any kind are required to wear full-face helmets; a collar-type neck brace designed for motorsports use; and gloves, jackets, and full-length pants made of leather, vinyl, abrasion-resistant (ballistic) nylon or equivalent.

2.4.6.4 **Footwear.** Closed-toe and closed-heel shoes are required when on course or within any restricted area.

2.4.7 **Instruction.** Chapters may, subject to available time, personnel, and resources, offer classroom and/or individual instruction to autocross participants. This may be especially helpful to novice autocrosses. It is up to the chapter to select/designate those instructors, who should be identified during the drivers meeting.

2.4.8 **Technical/safety requirements.** Vehicles must be in acceptable mechanical condition such that they do not present unacceptable hazards to participants or the facility. The BMW CCA and/or its chapters reserve the right to reject any vehicle for any reason. All vehicles must pass a safety review prior to each event. Safety inspectors may identify defects in the vehicle but should not attempt to fix them. Beyond checking that the required safety equipment is present and that the vehicle is not leaking fluids, the extent of the safety inspection is at the discretion of the event organizer, keeping in mind that the primary

consideration is to minimize hazards for all individuals at the event. The ultimate responsibility for the condition of the vehicle rests with the participant. Below are examples of items that could be checked by an event staff worker familiar with the safety and mechanical systems of vehicles.

2.4.8.1 Wheels must be safely attached and exhibit no structural defects (e.g., cracks). Wheel nuts/bolts should be in good condition and tightened to the manufacturer's recommended torque value.

2.4.8.2 If aftermarket wheel studs are used, each wheel stud must be at least flush with the outer-most surface of the wheel nut when the nut is affixed by fingers and before any wheel nut is torqued to the manufacturer's recommended value.

2.4.8.3 All loose items must be removed from the vehicle. If a video camera is employed, it must be securely mounted (and preferably tethered).

2.4.8.4 Tires must show no cord, belts, or cracks in the tread or sidewall.

2.4.8.5 Seatbelts and/or harnesses must be properly installed to the manufacturer's specifications and in good condition with no fraying found. Note: Due to their special safety considerations, karts are exempt from seat belt requirements.

2.4.8.6 Brakes must be in good working order, have no leaks under pressure, and have adequate fluid in the master cylinder.

2.4.8.7 No fluid leaks (fuel, oil, coolant, power-steering fluid, transmission and differential fluids, brake fluid) are permitted while the vehicle's engine is running.

2.4.8.8 Wheel bearings, steering mechanism, suspension, and shocks must be in good operating condition.

2.4.8.9 The exhaust should be in good working order.

2.4.8.10 Roll bars, if installed, must be properly and securely mounted.

2.4.9 **Drivers'/workers' meeting.** Before the first car runs, the event leader shall conduct a meeting to explain all of the procedural and safety rules to all the participants, staff, and spectators. In addition, the event organizers must make arrangements to review these safety issues with anyone arriving after this meeting. The meeting should address the following:

- Confirmation that everyone has signed the liability waiver(s).
- The meaning of each flag.
- Procedures to be followed in case of an "ALL STOP" situation.
- Corner-worker responsibilities.
- (Autocross and gymkhana): Explanation of the "down or out" rule if cones are used.
- Explanation of the use of radios and fire extinguishers if they are provided.
- Emphasis on safe conduct in the grid area and in the general site area.
- An explanation of where spectators are allowed to go.
- Ensuring that any children present are supervised at all times, and that pets must remain on a leash.
- Reminding course workers to remain alert and observant, to remain standing, to watch each car as long as it is on course, and to have a red flag at each corner station ready for use at all times.

- Reminding all that the use of alcohol or drugs is forbidden.
- Reminding all that only certain individuals, as approved by the chapter, may take passengers.
- Reminding all participants that all cones hit after the start will count as penalties.
- Reviewing any special safety considerations, policies or procedures that apply to the specific site.

2.4.10 **Course Inspection.** All drivers should have an opportunity to inspect the course prior to driving their first run.

2.4.11 **Course Access**. The site shall be closed to non-participant traffic. The course area shall be clearly marked, and be separate and distinct from parking, staging, and grid areas. Only participants, course workers, event staff, and emergency personnel are allowed to be in the course area during timed runs. The course is to be considered a restricted area and closed to non-participants. The course shall consist of the areas that include the staging area, the competition course itself, and any post-finish slow-down areas defined by cones. Only participants, course workers, event staff, and emergency personnel are allowed to be in the course area during timed runs.

2.4.12 **Fun Runs** (autocross and gymkhana). Fun runs may be allowed, as long as all safety considerations in place for competitive runs remain in place for the fun runs.

2.4.13 **Passengers**.

2.4.13.1 (Autocross). Chapter-designated instructors or other experienced drivers as designated by the event officials are allowed to take passengers for rides during their runs and may ride as passengers in order to coach other participants.

2.4.13.2 (Gymkhana). Participants in these events typically are a team of driver and co-driver/navigator (passenger). No restrictions exist for the co-driver other than those standards elsewhere in this manual.

2.4.13.3 (Street Survival/car-control clinic). Students and their in-car instructors may also have a passenger in the back seat for the final exercise laps of the day, so that parents/guardians may observe the progress of their students. If there is anyone in the back seat of a vehicle on course, an instructor must be in the vehicle.

2.4.13.4 In sessions that require a helmet, no passengers are permitted who require a child's car seat or booster seat.

2.4.13.5 (Autocross and gymkhana). Each passenger must have his or her own exit door.

2.4.14 **Emergency Services.** The event organizers shall have access to appropriate emergency response contact numbers, including ambulance, fire, and police.

## Section 2.5 Ice Autocross.

2.5.1 **Introduction**. An ice autocross is a timed, non-speed driving-skill contest, held on a snow- or ice-covered surface. Maximum speed is expected to be 40 mph or less. All minimum standards in this manual for autocross also apply to ice autocross, except as detailed below.

2.5.2 **Car classification.** To be to be determined by the hosting chapter.

**Recommendation:** Participating vehicles should be classed by drive type and further by tire type. All-season and summer tires lack the "Snowflake on a Mountain" symbol found on snow tires (note that the "M&S" symbol is now irrelevant in determining whether a tire is a

snow tire). Using the Tire Rack's categories listed at http://www.tirerack.com/tires/types/snows.jsp, "Performance Winter/Snow" tires and "Studdable Winter/Snow" tires (but without studs) would comprise the Snow-Tire category, while "Studless Ice & Snow" tires would comprise the Super Snow/Ice Tire category. **Recommendation:** If there are enough vehicles with studded tires, separate classes can be made. Another option is to split them into 2WD and 4WD/AWD. The justification for merging the classes (in addition to the lack of studded vehicles) is that in many conditions a vehicle with new studded tires will be faster than a vehicle with worn studs, regardless of drive type.

2.5.3 **Conduct of the event**. (**Recommendations)**

2.5.3.1 If a class is very small (less than three participants), bump it up to the next class within its division unless tabulating season results.

2.5.3.2 No participant should be allowed to drive two vehicles in the same or a very similar class (e.g., RWD Snow Tire and RWD Ice Tire).

2.5.3.3 Allow a maximum of two entries per driver. Participating in relatively different classes can be a learning experience for the participant.

2.5.3.4 Allow a maximum of three drivers per vehicle. If a run group is running two runs in a heat, with two or three drivers in one vehicle, the staging personnel need to be aware to ensure the vehicle completes all its drivers' runs during the session.

2.5.3.5 A timing bobhouse (an ice-fishing bobhouse with additional windows installed) is an excellent way to keep the timing staff and timing computers warm.

2.5.4 **Helmets.** Helmets are not required due to the low speed (40 mph max) of these events.

**Recommendation:** Use of helmets is suggested for all timed/competitive events.

2.5.5 **Vehicle types.** The types of vehicles allowed are at the discretion of the chapter. However, commercial vehicles (box trucks, etc.) are not allowed. Snowmobiles, four-wheelers, motorcycles, karts, and similar vehicles also are not allowed (they do not fit the purpose and goals of ice autocross, and if there are snowbanks, such vehicles may be difficult to see).

**Recommendation:** Pickup trucks, larger SUVs, minivans, and similar vehicles are acceptable for an ice autocross.

# Section 3 Compliance Procedures

The BMW CCA's first priority is to encourage ongoing and safe driving events.

## Section 3.1 Driving-event minimum standards compliance enforcement procedures.

3.1.1 **Simple safety issues.** If any chapter is alleged in writing to have, or be, operating under unsafe conditions, a letter will be sent to both the chapter president and Regional Vice-President by the Regional Driving Events Coordinator detailing the safety issues and requesting the chapter's response. If the allegations are true, the chapter must prepare a corrective action plan to ensure that the situation is not repeated and submit that plan to the Regional DEC representative in order to determine whether the plan is acceptable. If

not, the chapter shall be advised in writing by the Regional DEC representative of the objections to their plan and help the chapter find an acceptable solution that will be finalized in writing.

3.1.2 When a possible violation of the driving-event minimum standards as described in this Driving Events Operations Manual is identified and brought to the attention of the applicable national Driving Events Committee regional representative, he or she will advise the chapter, preferably the chapter president and the applicable Regional Vice President, that a possible violation of the minimum standards has been brought to the attention of the DEC.

3.1.3 A DEC review panel comprised of the elected or appointed DEC regional representatives will investigate and reach a conclusion as to whether or not there was a failure to comply with the minimum standards. To conclude there was a failure to comply, a majority of the DEC regional representatives must vote in the affirmative.

3.1.4 If the DEC review panel concludes there was a failure to comply with the minimum standards, the DEC will recommend corrective action in accordance with Section 3.2. A Preliminary Determination of Noncompliance and Recommended Corrective Action will be presented to the chapter's board of directors/officers, who will have fourteen (14) calendar days to respond in writing to the DEC. Upon receipt of the chapter response or expiration of the 14-day response period, the DEC panel will issue a final determination to the chapter that (i) confirms the preliminary determination and corrective action; (ii) adjusts the recommended corrective action; or (iii) rescinds the preliminary determination. If the DEC panel confirms the recommended corrective action or determines that a lesser corrective action is appropriate, the corrective action will be implemented. If the DEC panel, after receiving the chapter's response, determines that a more severe corrective action is appropriate, the DEC will provide a new fourteen (14) calendar-day period for the chapter to respond.

## Section 3.2 Corrective action for noncompliance.

3.2.1 Any corrective action recommended or implemented shall be commensurate with the importance of the minimum standards from a safety and risk perspective, and the severity of the noncompliance. The chapter's probation status and prior noncompliance history will be considered by the DEC. The recommended corrective action is at the discretion of the DEC.

3.2.2 **Failure to comply**.

3.2.2.1 For failure to comply with the minimum standards that the DEC panel concludes is minor and of no immediate consequence, the DEC will send a letter to the elected officers of the chapter pointing out the failure with a request that the chapter take steps to avoid a future failure to comply.

3.2.2.2 For failure to comply that results or could have resulted in an increased risk of damage or loss that may or may not be covered by insurance, or may result in increased insurance costs for all chapters in the future, the DEC may apply an insurance surcharge against the chapter. The surcharge may be applied for the specific noncompliance and/or future failures to comply with the specific minimum standard noted during a stated period not to exceed eighteen (18) months. The insurance surcharge shall not

exceed an amount equal to four (4) times the current insurance rate for the type of event associated with the noncompliance. Application of an insurance surcharge requires the affirmative vote of at least a majority of the members of the DEC.

3.2.2.3 **Probation**. The DEC may place the chapter on probation. The probationary period is at the discretion of the DEC but may not exceed one (1) year. During the probation period, in addition to any other forms or submissions required to conduct each chapter driving event, the chapter shall submit to the DEC a document signed by two (2) elected officials of that chapter declaring that the chapter understands that adherence to all minimum standards is a required condition for conducting an activity as a BMW CCA activity and acknowledging that any failure to comply with the minimum standards may result in appropriate action that could include revocation of the chapter's charter as provided for in the BMW CCA, Inc. Bylaws and Operations Manual.

3.2.2.4 In addition to any other corrective actions, if the DEC deems it appropriate to send an observer to a future driving event conducted by the chapter, the chapter shall pay all travel costs for the observer. Travel expenses will be reimbursed by the chapter in accordance with BMW CCA travel-expense reimbursement policies per the Operations Manual.

## Section 3.3 Appeals.

3.3.1 If a chapter disagrees with either the final determination of noncompliance with the Driving Events Operations Manual or the corrective action imposed, within ten (10) calendar days of receipt of the Final Determination of Noncompliance and Corrective Action, the chapter shall inform the DEC that it wishes to appeal the decision.

3.3.2 An appeal will be based upon a written submission from the chapter. Within twenty-eight (28) calendar days of receipt of the Notice of Noncompliance, the chapter shall submit, in writing, all facts, circumstances, information, and evidence that the chapter wishes an appeal committee to consider. This will be referred to as the Chapter Appeal Package. The DEC will provide to the DEC Appeal Committee all information it considered in reaching its decision.

3.3.3 Upon receipt of the Chapter Appeal Package, a DEC Appeals Committee shall be formed. The DEC Appeals Committee will be comprised of the following:

- The DEC Chairperson
- The BMW CCA Board Liaison to the DEC, if one has been appointed
- Any other members of the DEC appointed by the BMW CCA Board of Directors
- Two (2) chapter driving-event chairs (or whatever equivalent title the chapter uses). One (1) of the chapter driving-event chairs will be selected by the DEC and one (1) will be selected by the appealing chapter.

3.3.4 No member of the chapter involved, or the overseeing regional DEC, may be a member of the DEC Appeals Committee; nor may anyone previously involved in the actual driving event.

3.3.5 The DEC Appeals Committee will review all information submitted to determine the following:

- Was there a failure to comply with the specified driving-event minimum standards?

- If so, was the corrective action commensurate with the noncompliance?
- A "No" answer to either question requires a unanimous vote by the DEC Appeals Committee. If the DEC Appeals Committee, by unanimous vote, determines that the corrective action is not commensurate with the noncompliance, it shall recommend to the DEC what it believes would be appropriate corrective action. The DEC shall take into consideration the DEC Appeals Committee recommendation and either confirm or modify its prior imposed corrective action. The DEC shall document the basis for its conclusion.

3.3.6 **National DEC Appeals Committee.** The purpose of the National Appeals Committee is to address issues brought to the Board of Directors' attention that are unresolved after due process within the Driving Events Committee and DEC appeal procedures. The National DEC Appeals Committee is comprised of the following:

- The BMW CCA President
- The BMW CCA Executive Vice-President
- All BMW CCA Regional Vice Presidents other than the RVP overseeing the chapter involved.
- A BMW CCA Board of Directors officer who is not a Regional Vice President, selected by the president
- The DEC Chairperson shall be part of the committee as an advisory, non-voting member since he or she was involved in the lower committee's decision(s). The BMW CCA Board Liaison may also be a member in place of the DEC Chairperson if the Chairperson is unable to attend.

3.3.7 ****Decisions of the National Appeals Committee are final and binding.****

# Appendix 1 Roll Bars for Convertibles

These specifications are for inspecting convertible roll bars and represent minimum requirements. The words “shall” and “shall not” indicate that the specification is mandatory. Convertible roll bars shall be inspected by and are subject to approval by the chief technical inspector at each event.

1. **Basic Design Considerations.** The basic purpose of the roll bar is to assist in the protection of the driver and passenger if the car turns over or is involved in a collision. This purpose should not be forgotten.
   1.1. With the driver and passenger seated normally and restrained by the seat belts/harnesses, a plane (the “Helmet Reference Plane”) drawn from the top of the roll bar (excluding padding) to structural parts of the chassis in front of the base of the windshield (e.g., top of front suspension strut towers) shall pass at least two (2) inches above both the driver’s and passenger’s helmets. See Figure 1.

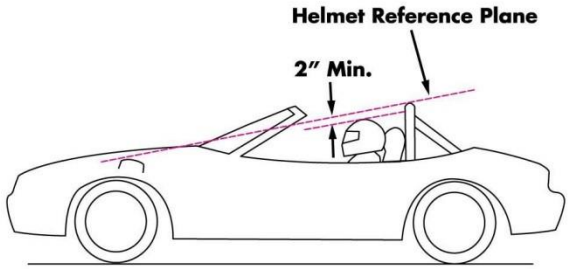


Figure 1. Helmet Reference Plane

   1.2. The roll bar shall be designed to withstand compression forces resulting from the weight of the car coming down on the roll bar, and to take fore, aft, and lateral loads resulting from the car skidding along the ground on the roll bar.
   1.3. The roll bar shall extend the full width of the cockpit.
   1.4. Any portion of the roll bar or bracing that might be contacted by any occupant’s helmet shall be covered with non-resilient material such as Ethafoam or Ensolite, or other similar material, with a minimum thickness of one-half inch (½"). The energy-absorbing material shall be firmly attached.
2. **Material.** The roll bar hoop and all braces shall be seamless ERW (Electric Resistance Welded) or DOM (Drawn Over Mandrel) mild-steel tubing (SAE 1010, 1020, 1025, or equivalent), or chrome molybdenum alloy-steel tubing (SAE 4125, 4130, or equivalent). It is recommended that mild-steel tubing be used, as chromium alloys present difficulties in welding and must be normalized to relieve stress. Proof of the use of alloy steel shall be the responsibility of the participant.

2.1. The size of the tubing shall be determined based on the vehicle curb weight as follows:

| **Vehicle Curb Weight** | **Roll bar Mild Steel (Outside diameter x wall thickness in inches)** |
|---|---|
| Under 2,000 lbs. | 1.50x0.120 or 1.75x0.075 |
| 2,001 lbs.–3,500 lbs. | 1.75x0.120 or 2.00x0.075 |
| Over 3,500 lbs. | 2.00x0.120 |

2.2. The minus tolerance for tubing diameter and wall thickness shall not be less than 0.010 inch below the nominal value.

2.3. An inspection hole of at least 3/16-inch diameter shall be drilled in a non-critical area of the roll-bar hoop in order to facilitate verification of tubing wall thickness.

2.4. Where bolts and nuts are used, the bolts shall be at least ⅜-inch diameter SAE Grade 5 or equivalent.

3. **Welding.** Welding shall conform to American Welding Society D1.1, Structural Welding Code, Chapter 10, Tubular Structures. Welds shall be visually inspected and shall be acceptable if the following conditions are satisfied:
    - The weld shall have no cracks and shall go all the way around joining pieces.
    - Thorough fusion shall exist between weld metal and base metal.
    - All craters shall be filled to the cross-section of the weld.
    - Undercut shall be no more than 0.01-inch deep.
4. **Roll-bar hoop.** One (1) continuous length of tubing shall be used for the roll-bar hoop with smooth, continuous bends and no evidence of crimping or wall failure. The radius of the bends in the roll-bar hoop (measured at centerline of tubing) shall not be less than three (3) times the diameter of the tubing. The roll-bar hoop shall have a maximum of four (4) bends totaling 180 degrees, ± 10 degrees. Whenever possible, the roll-bar hoop should start from the floor of the car.
5. **Bracing.** Roll bar hoops shall have two (2) fore/aft braces with tubing diameter and wall thickness as listed in the table above. The fore/aft braces shall be attached as close as possible to the top of, but not more than six (6) inches below, the roll-bar hoop. The included angle between the fore-and-aft brace and the vertical part of the roll bar hoop shall be no less than 30 degrees. The fore-and-aft braces shall have no bends.

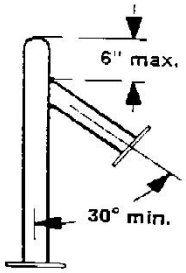


Figure 2. Bracing

5.1. Roll bar hoops shall have a diagonal brace with tubing diameter and wall thickness as listed in Section 2 to prevent lateral distortion of the hoop. The diagonal brace shall be attached at the

bottom corner of the roll bar hoop on one side and the top corner of the roll bar hoop on the other side. The diagonal brace shall have no bends.

6. **Mounting plates**.
   6.1. Roll bar hoops and fore/aft braces shall be attached to the chassis of the car with mounting plates that are at least 3/16-inch thick.
   6.2. Carpet/padding/insulation shall be removed under the mounting plates.
   6.3. Mounting plates shall be either welded or bolted to the chassis.
   6.4. Mounting plates bolted to the chassis shall have a back-up plate of equal size and thickness on the opposite side of the chassis with the plates through-bolted together. Whenever possible, the mounting plate should extend onto a vertical section of the chassis panel.
   6.5. If welded, mounting plates must have full welds along the entire plate.
   6.6. If bolted, there shall be a minimum of three (3) bolts per mounting plate.
   6.7. The through holes for the bolts shall be a minimum of ⅜-inch from the edge of the mounting plate.
   6.8. Each mounting plate shall be no more than 100 square inches in area and shall be no greater than 12 inches, nor less than 2.5 inches, on a side.
   6.9. The mounting plate may be multi-angled.
7. **Other roll bar designs.** Any roll bar design that does not comply with the specifications in this appendix shall be accompanied by engineering specifications signed by a registered Professional Engineer (PE), which attest that the installation is able to withstand the following stress loading applied simultaneously to the top of the bar: 1.5X laterally, 5.5X longitudinally (fore/aft) in either direction, 7.5X vertically, where X= Curb weight of the vehicle, with no permanent deformation to any part of the roll bar or the chassis, and with no greater than ½-inch deflection of any part of the roll bar or the chassis as referenced to the unstressed condition. The induced loads must be carried over into the primary structure of the chassis.