

# RMC BMW CCA INSTRUCTOR POLICIES AND PROCEDURES

## A: INSTRUCTOR ELIGIBILITY

RMC BMWCCA maintains a list of instructors who are eligible to instruct at the club's Driving Schools. Anyone on this list who has instructed in the previous five years is eligible to instruct providing he/she possesses a valid current driver's license.

Instructors with other BMWCCA chapters or from other car clubs, professional schools, etc. may be eligible to instruct with RMC BMWCCA at the discretion of the Chief Instructor.

In the event an eligible instructor has not instructed with the club in the previous five year period he/she may request to instruct at a Driving School but must notify the Chief Instructor of the length of time since he/she last instructed. The Chief Instructor will make whatever arrangements he/she deems necessary to make the instructor 'current'.

Any instructor who is instructing at what is for him/her a new track shall notify the Chief Instructor of that fact. He will be driven on the track by another instructor in order to learn the driving line and other track particulars.

**Instructor Sign Up:** Every eligible instructor receives an email from the Chief Instructor approximately 4 to 6 weeks prior to a driver's school. Within this email is the request for instructors to indicate that they want to instruct. A reply-by date will be given. Having an accurate instructor count by that date helps us know how we're doing with our objective of having a 2 to 1 student/instructor ratio.

**NOTE** Instructors should not wait for the email from the Chief Instructor. Email delivery is not 100% possible to everyone due to various circumstances. The instructor should know the dates of the Driving School and indicate an intent to instruct no later than three weeks before the school.

**NOTE:** It is not acceptable for an instructor to indicate his/her desire to instruct through a third party and no instructor will be accepted to instruct at a DS unless he/she has contacted the Chief Instructor directly.

## B: INSTRUCTOR CARS

Instructors are encouraged to use cars which are eligible to take passengers.

Instructors are encouraged to have their cars inspected by a facility designated by RMC BMWCCA to perform technical inspections on students'

cars. However, instructors are allowed to tech their own cars in the event he/she feels that he/she is a qualified entity to make a technical inspection. The inspection needs to be to the same standards as students cars with the following two exceptions. 1. Instructor cars need not be registered for road use. 2. They are not required to have similar restraint systems for driver and passenger but if they don't the instructor may not take passengers.

Instructor race cars must meet the student car standards. They do not need to be currently eligible to race in a sanctioned race series.

Chief of Safety or designee will randomly inspect instructors' cars for compliance in areas including but not limited to brake fluid, brake pads, rotor thickness, bushings, tire wear, lug nut torque. Any car deemed to not be in compliance will be disqualified from track use until the problem area(s) is remedied.

During instructor drive sessions certain cars are prohibited. These include formula cars or any other cars which are difficult to see on the track or where the performance differential from other instructor cars is deemed by the Chief Instructor or Chief of Safety to be too great.

#### **Instructor Car Numbers**

Instructors will be assigned car numbers. The number is to be displayed on the windshield and the rear window and must be at least five inches tall. In the event an instructor's car does not have a windshield or rear window, the number is to be displayed in a conspicuous place. Also, if a car has a permanent number displayed in areas other than the windshield and rear window, it need not be displayed elsewhere.

#### **Helmets**

Instructors are required to wear helmets of Snell year 2000 or newer. SA helmets are highly encouraged but M helmets are acceptable. Due to the possibility of air bag deployment, it is recommended that visors on open face helmets and shields on full face helmets be removed, especially for eyeglass wearers. Helmets must display a current inspection sticker.

#### **Communicators**

Instructors are required to have their own communicator. In the event of a breakdown or other emergency a chapter communicator may be made available, supply permitting.

### **C: DRIVING SCHOOL DAYS**

#### **FULL DAY COMMITMENT**

Instructors are expected to be available to instruct through the last student run group of the day. If there is student attrition an instructor may request to leave early but no one is guaranteed priority to be 'first out'. Unless prior arrangements have been made,

instructors should not leave the school early without talking with the Chief Instructor.

### **ATTIRE**

Instructors must wear an RMC issued instructor polo shirt. Shorts are acceptable as are clean, good condition jeans. Cutoffs are not acceptable.

### **STUDENT ASSIGNMENTS**

Instructors may be paired with up to two students for the entire day. The Chief Instructor will attempt to assign students with instructors who offered to be paired. However, there may be times when more students than instructors requested to be paired in which case instructors will be paired with student(s) involuntarily.

If an instructor is assigned a student(s), contact information will be provided and it is the instructor's responsibility to contact the student(s) at least two days before the school in order to get acquainted and make arrangements to meet at the track.

During the school, if an instructor feels that his/her student pairing is not working well for any reason, he/she should notify the Chief Instructor who will pair the student with someone else. Note: Students may also request an instructor change for any reason.

### **INSTRUCTOR MEETINGS**

Important information is disseminated at the morning Instructor Meeting (IM) and attendance is mandatory. There will be an instructor list in the meeting room and instructors must check their name to indicate their presence. This list will also include instructor car numbers and student pairing information where relevant. In the event an instructor does not attend the IM he/she must notify the Chief Instructor who has the discretion to review the topics covered in the IM in order to make the instructor eligible to drive and instruct that day.

### **INSTRUCTOR DRIVE SESSIONS**

Instructors are expected to drive to a high standard on days of events. They are encouraged to develop their driving skills, explore limits etc. on open track days rather than on Driving School days.

**Passing** Instructors will pass in designated areas only and only with a wave by. They will use their mirrors diligently and when another car is in the rear view mirror a passing signal will be given at the NEXT designated passing area.

**Spacing** Appropriate spacing is to be maintained at all times. Appropriate spacing is defined by there being a minimum of one car length between cars except when passing. In braking areas there should be greater distance separating cars.

**Windows/Sunroofs** Sunroofs must be closed. Windows should be down except in very bad weather, ie snow/rain/cold. In these conditions it is the instructor's responsibility to know of any non/standard passing signals (point by) which are allowed.

Instructors are highly encouraged to have students ride with them in all instructor drive sessions except the first session which starts as the Drivers Meeting is concluding.

#### **Mechanical Breakdowns**

In the event an instructor's car suffers a mechanical breakdown and is unable to proceed under its own power, the instructor should drive the car off the track to a safe place, as far away from the driving line as possible. The instructor shall then exit the vehicle when it's safe and stand in a safe place, out of direct line of sight of those who are driving on track. When the session ends, arrangements will be made to have the car towed to the paddock area.

**NOTE:** In the event that there is dry grass or brush in off track areas such that a hot exhaust could start a fire, the car should be parked on the side of the track, away from the driving line. Emergency flashers should be turned on and the instructor should exit the vehicle when safe, and stand a safe distance from the track.

#### **Instructor Drive Session Incidents**

In the event that an instructor 1. has a spin of more than 180 degrees or 2.uses a runoff area (eg turn 1 at Pueblo) or 3.has 4 wheels off the track or 4.has any car to car contact, the instructor is required to immediately remove himself/herself from the remainder of that session and notify the Chief Instructor before the next instructor drive session. If two such incidents occur in the same day, the instructor may be disqualified from driving in the remainder of instructor drive sessions for that day.

If an instructor is deemed by corner workers, other instructors or tower personnel to have 1.failed to use adequate spacing or 2.failed to give a passing signal when appropriate or 3.passed without being given a passing signal or 4.been driving erratically or consistently off line, that instructor may be black flagged and if so, will talk with Chief of Safety or Chief Instructor or designee about the situation.

#### **STUDENT DRIVE SESSIONS**

Before entering the track, instructors are expected to become familiar with their student in several ways. These include but are not limited to learning 1.the student's knowledge of safety procedures 2.the student's experience, 3.the condition of the student's car especially tires, brakes and any recent changes 4.anything that the student has been suggested to work on by the classroom or other instructors 5.the student's expectations and attitude, 6.the student's desires of specific things to work on. Student and instructor cell phones should be turned off before entering the car.

When underway on the track the instructor's primary duty is to make sure the student is driving under control with an awareness of his/her surroundings and with a willingness and ability to respond to instructor commands. Instructors should help students develop hpd skills by working with them in only a few areas at a time.

#### **Novice Students in High HP Cars**

In the event a novice or near novice student drives an exceptionally high performance car (for example a car with weight/hp ratio less than 10 to 1) the instructor should have the student use traction/stability control and impose a speed limit on straights. These limitations may be removed by mutual agreement as the student's driving develops.

#### **Traction/Stability Controls**

By mutual agreement between student and instructor, these systems may be disengaged as allowed by the manufacturer. It is highly recommended to leave them on in wet conditions and with newer students, especially in high performance cars. When in doubt, leave it on.

#### **Timing of laps**

Instructors should check that students do not have any visible method of timing laps.

#### **Student Drive Session Incidents**

In the event that a student 1.has a spin of more than 90 degrees or 2.drives TWO or more wheels off the track or 3.uses a runoff area or 4.has any car to car contact, the instructor will direct the student to immediately drive to the Tower or other specified area so that the student and instructor can talk with the Chief of Safety, Chief Instructor or designee about the incident. If an instructor has two such events in one day (with same or different students) he/she must notify the Chief Instructor immediately after the session in which the second incident occurred. He/she may not instruct or drive in subsequent sessions until such notification.

During a student drive session, if a student is observed to have failed to give a passing signal in a timely manner or passed without being given a passing signal, the student may be black flagged. The Chief of Safety, Chief Instructor or designee will discuss the incident with the instructor in the car because the instructor is responsible for the student following our school's passing rules. Instructors must always have at least one mirror positioned such that he/she has good rearward vision.

#### **Mechanical Breakdowns**

In the event a student's car suffers a mechanical breakdown and is unable to proceed under its own power, the instructor will direct the student to drive the car off the track to a safe place, as far away from the driving line as possible. The instructor and student shall then exit the vehicle and stand in a safe place, well away from the track, out of direct line of sight of those who are driving on track.

When the session ends, arrangements will be made to have the car towed to the paddock area.

**NOTE:** In the event that there is dry grass or brush in off track areas such that a hot exhaust could start a fire, the car should be parked on the side of the track, away from the driving line. Emergency flashers should be turned on and the instructor should let the student know when it is safe to exit the vehicle, at which time both go to a safe place, well away from the track and out of direct line of sight of other drivers.

### **Solo Students**

Any instructor who has instructed in at least four RMC BMWCCA schools in the previous 3 years may sign off eligible students to drive solo. In order for a student to be eligible to drive solo he/she must 1. be in the A group, 2. have attended at least four previous RMC BMWCCA schools, 3. have demonstrated excellent knowledge of track and club procedures, 4. have demonstrated excellent judgment and attitude, 5. have demonstrated excellent high performance driving knowledge and skills and 5. have demonstrated excellent consistency and situational awareness.

**Solo Sign Off Procedure:** The instructor must ride with the student in the first or second session. The instructor will notify pit and grid of the student who is to solo in the next A group session(s). Student information conveyed should include student name, car number/make/model/color. When the solo student comes to the grid for the A session in which he/she will solo, P and G may affix a solo sticker to the windshield. The instructor is encouraged to observe the solo student during the session(s) in which the student drives solo, however it is not mandatory since the instructor may be instructing in another car during those sessions. The instructor must review the solo session(s) with the student before riding with him/her in the last A session of the day. Students may not solo in the last A run group.