

**ROCKY MOUNTAIN REGION PORSCHE CLUB OF AMERICA HIGH PERFORMANCE DRIVER’S EDUCATION EVENT CHAIR MANUAL 2025**

***Introduction***

Thank you for volunteering to be a high performance driver’s education (HPDE) event chair! It is a fun and fulfilling position that many volunteers repeatedly sign up for. This position allows the chair to meet many of our most active club members and see how the club’s events are operated from the inside. This manual will provide the guidance you will need to chair a successful driver’s event. Note that you can co-chair an event with another person, doing so will help spread out the workload.

Over the years, RMR has streamlined the event chair position to the point where it is relatively straightforward. Gone are the days where the event chair had to find members for each duty (driving instructors, safety, equipment, etc.) and oversee all aspects of the event. Standing committee chairs now plan, control, and execute most of the essential functions of the driving event. The duties of the event chair can be summarized as follows below.

For 2025, Brian Hoffmeyer ([hoff@beeline.com](mailto:hoff@beeline.com)) is the HPDE Chair, reach out to him w/ questions at any time!

* Naming the event
* Budgeting for discretionary items (such as refreshments, t-shirts, and dinners)
* Coordinating with the registrar of the event. For 2025 registrar duties will be handled by Rex Kennedy (rexk@4kennedys.com), Pete Jensen (804pjj@gmail.com), and Matt Gale (jastermereel0@gmail.com).
* Coordinating with the CDIs of the event on anything (such as a different track layout, modified schedule, etc.) required. For 2024, David Stribling (davestribling@porschedenverwest.com) is the Chief CDI and will assign the CDI(s) for each event
* Advertising for the event (in High Gear, on the RMR website, and via email blasts). For 2025, Gene Davis ([gene\_davis@comcast.net](mailto:gene_davis@comcast.net)) is the High Gear editor, Dan Greco ([dan\_greco@yahoo.com](mailto:dan_greco@yahoo.com)) and Waldo Arreola (waldo.arreola@utexas.edu) are the web site editors, and Doug Wiebe ([dwiebe06@gmail.com](mailto:dwiebe06@gmail.com) ) is responsible for sending out email blasts
* Selecting the charity for the event (if applicable). For 2024, Florence Mackin ([charitycommittee@rmrporscheclub.com](mailto:charitycommittee@rmrporscheclub.com)) is responsible for approving all charities
* Obtaining food and drinks for the event
  + Water and ice (provided by the HPR Café)
  + Volunteer lunches (provided by the HPR Café)
  + Snacks, beer, wine, soft drinks for Beer:30 (this is where you come in)
  + Saturday night dinner (optional for 2-day events at High Plains Raceway (HPR); unless special circumstances exist, dinners must provided by the HPR Café for events at HPR)
* Working with the Insurance Chair (For 2025: Justin Hai, [justinhai@mac.com](mailto:justinhai@mac.com)) to obtain the insurance certificate for the event, insurance must be requested NO LATER than three weeks before your event and ideally long before that. The certificate of insureance (COI) will be posted in 2 locations at the event venue and must also be sent (by the insurance chair) to HPR (per our contract with them)
* Obtaining an observer, a photographer, and people to lead the lunchtime charity drive
* General coordination with other chairs/providers
  + Includes helping find volunteers for various pre-event and day-of tasks
  + Note that the most important volunteers to find are the ones that work grid, the Grid Chair often needs help doing this. For 2025, Bil Goris ([cyclman@yahoo.com](mailto:cyclman@yahoo.com)) is the Grid Chair. Jeri Berg ([frostbyt1571@yahoo.com](mailto:frostbyt1571@yahoo.com)) will still be involved, schedule permitting, in some events
* Attending the event (you can – and should – drive in the event!)
* During the event:
  + Assisting with set up
    - The most critical tasks are posting the event schedule and insurance certificates in two or more places at the even facility
  + Participating in the driver’s meeting
  + Ensuring water, refreshments, and drinks are provided to participants
  + Managing the lunch time charity drive (when applicable)
  + Assisting other chairs with tasks as needed – ask people if they need help and, if you need help, do the same!
  + Assisting with clean up
* Post event wrap up
  + Ensuring the observer’s report is filed (the observer does this) (<https://web.pca.org/?event=observersReports.observerReportFormMain&m=OwMhExBYmdoLtHLV%2FJa167%2BX7FNUEsyTigoO2omdUo8%3D>)
  + Ensuring the post-event report is filed (the event chair does this) (<https://web.pca.org/?event=eventsChairsReports.postEventForm&m=OwMhExBYmdoLtHLV%2FJa167%2BX7FNUEsyTSdDtnR%2BFKsg%3D> )
  + Writing a wrap up article for High Gear

The event chair can anticipate spending two to three hours per month beginning about three months before the event. The time commitment increases closer to the event. The club expects the event chair to attend, so plan accordingly. After all, the event chair has put time and effort into the event – so you might as well enjoy the spoils – event chairs can drive in the events that they chair and will receive a discount! We thank you for your efforts and know you’ll enjoy this role!

***The HPDE Chair and 1st VP are Your Friends***

The RMR First Vice President (currently Holly Jackson (hobars1@hotmail.com) is the person primarily responsible to the Board for the event and is also a valuable source of information. It helps to keep the 1st VP informed of event planning progress so they can have the Board’s resources available for any questions or assistance needed. You can find the name of current 1st VP (as well as other committee chairs) on the RMR PCA website. The site is a valuable source of information as you plan your event.

For 2025, Brian Hoffmeyer ([hoff@beeline.com](mailto:hoff@beeline.com)) is the HPDE Chair.

Reach out to both/either for help!

***Naming the Event***

The first thing you need to do is to name the event. The name should be fun and driving-related (no profanity or references to racing please) Some events have had the same name for several years. Names used previously include:

* *Cookin’ on the Plains*
* *Slow-Fast-Half-Fast!*
* *Speed Fever*
* *OktoberFast*
* *I’m Falling for You DE*
* *Smooth is Fast DE*
* *Harvest of Speed DE*

Once you have named your event, please send the name to the 1st VP, the HPDE chair, the registrar, and the club webmaster (so the event's name can be placed on the calendar).

***Budgeting for the Event***

**1. General Requirements**

The budgeting process is very streamlined Most budget items (entry fees, track fees, insurance, etc.) have already been determined by the Board, Areas where the chairs have discretion are:

* Whether there are “takeaways” such as T-Shirts and how much they will cost.
* Whether there will be a dinner on Saturday evening, and, if so, what will be charged.
* Snacks and Beer:30 beverages

The Board decided several years ago that such items would not be included in the base price of the event but would be charged separately (except for Beer:30, that’s included). Other than Beer:30, the aforementioned items are **not mandatory** and the Event Chair can decide not to have any discretionary items at all. (Exception: alcohol is not permitted at the Colorado State Patrol Track. Beer:30 is held offsite for events held at the CSP track.)

If the Event Chair decides to include discretionary items, then the cost of the items must be included in the budget, as well as their payment source. For example, if the Event Chair decides to have a meal after the Saturday event (over and above the usual Beer:30 snacks and drinks), the cost of that meal needs to be determined. In this example, if the Event Chair decides to use High Plains Raceway cafe (note that, due to the contract between the Club and HPR this is really the only option for paid dinners as, if we use an outside vendor, we have to pay both that vendor and HPR Café for the lost revenue) as the food vendor, and the club is going to be charged $9.95 (or more, this number is from 2022) per person for the food, then the budget will need to show this cost and show that: (1) the charge is being passed to the participant as an add to the entry fee; or (2) the cost is being covered by a sponsor. The same process would apply for T- Shirts and any other takeaways.

On the other hand, if a sponsor is providing food or other takeaways at no cost to RMR, then these items do not need to be added to the budget.

Regarding events held at the CSP track (Ladies’ Day/Novice DE), lunches are included in the price of the event.

**2. Submitting the Budget.**

A Board-approved budget form for the particular event can be obtained from the Treasurer. The Treasurer for 2025 is Kate Palmer (treasurer@rmrpca.org

If there are no discretionary items added, there is nothing more for the Event Chair to do regarding the budget. This means you don’t have to submit a budget form.

Note: For events held at the CSP track, the event chair will need to include costs for specific items, including catering, sanitation, and other amenities unique to the CSP track

This completed budget must be submitted to the Board for approval no later than the Board meeting two months before the event. The Board meets on the second Tuesday of each month. The Event Chair can either submit the budget to the HPDE Chair, who will then submit the budget to the Board, or come to the Board meeting and present the budget in person. While the Board highly encourages the chairs to personally attend the meeting, it is not required.

**3. Changes to the Budget.**

Once the budget is approved by the Board, the Event Chair must receive Board approval before there are any significant variations to the discretionary budget expenditures. Otherwise the Event Chair must stay within the budget.

***Advertising for the Event***

1. **General**

This is an important responsibility. Event advertising lets people know about when and where the event will be and why they should attend. Advertising comes in several forms:

* An advertisement on the club’s web calendar and through the Registrar on Motorsportreg.com.
* Monthly advertisements in High Gear beginning one or two issues before the event.
* Periodic E-Blasts to notify club members and the event and to remind them to register. Typically at least two E-Blasts are sent out. One 6-8 weeks before the event and other 3-4 weeks before the event

An easy way to become familiar to how an event advertisement is put together is to read past issues of High Gear to see how other events advertised Ads should be attractive and interesting, enticing the reader to attend. You can also ask the HPDE Chair for example advertisements. The text of the High Gear advertisement and the E-Blasts can be the same.

If you do not have graphics or photos for the ad, ask the newsletter staff (Bill Simon [simon81612@gmail.com](mailto:simon81612@gmail.com)) for advice and help. The HPDE Chair for can also offer insights.

1. **The Initial Advertisement – Web Calendar, Registrar, High Gear, E-Blasts**

The initial advertisement acts as a general introduction to the Event. The basic info required for the initial advertisement is:

* The Name of the Event
* The Date(s) of the Event
* Where the Event is
* The contact info for the Event Chairs, Registrar, and Lead CDIs
* Sponsors (if any)
* Information on dinners or other ancillary activities
* Charity for the Event

This advertisement should be sent to the RMR Webmaster, High Gear Editor, and the Registrar.

**DUE DATE:**

* High Gear: (Ideally) At least two months before the event. The ad must be submitted to the editor by the 15th of the month before the month of publication. For example, for a July event, the first advertisement must be in the May issue of High Gear. The deadline to submit material for May will be April 15th. So in this example, the chair will submit the advertisement to the High Gear Editor by April 15th.
  + For 2024, note that the High Gear schedule is in flux and it isn’t being published as regularly. Get your advertisements to the editor early!
* Webmaster: Same as High Gear.
* E-Blasts – 6-8 weeks before the event
* Registrar: Your advertisement will be placed on Motorsportreg.com as part of the registration process. You need to send your advertisement to your Registrar. You need to work with your registrar in advance. Let them know if you are offering dinner and how much it will cost. If you are offering shirts, or something similar, let them know how much for each item and sizes offered. The Registrar may have additional requirements and due dates. The Registrar is your friend so please connect with them early in the process.
  + **Note:** Registration for HPDE events at HPR opens one month before the event at 9:11 AM. Registration may open at another (earlier) date for events at other locations

1. **The Second Advertisement**

The second advertisement should be similar to the first (with the same information) but now add some more detail, including pre-tech locations (if known, the registrar can help provide these), and any pertinent updates

**DUE DATE:**

* High Gear – one month before the event. Remember High Gear requires the material by the 15th before the month of publication
* E-Blast – 3-4 weeks before the event
* Webmaster: N/A unless requested by webmaster.
* Registrar: N/A unless requested by Registrar

1. **Final Wrap-Up Article.**

The final advertisement will be an article stating how great the event was and how much fun everyone had. Include pictures of the event (obtained from the event photographer) which the High Gear editor can use in the article. Send the pictures separately so the Editor can incorporate the

pictures as deemed fit. For inspiration for your article, review past issues of High Gear or contat the HPDE Chair. Make sure to thank all the volunteers and sponsors that participated in the event!

**DUE DATE: High Gear:** As soon as possible after the event. If the article can be submitted by the 15th of the same month after the event, please do so. Otherwise, make sure it gets into the following issue.

***Note: All the above advertisements should be sent to the 2nd VP for E-Blasting to the membership at the same time the ad is sent to High Gear. See details for E-Blasts, below.***

**6. E-Blasts**

E-Blasts (a mass emailing system used to send messages to RMR members) are one of RMR’s most important resources. Past RMR member surveys have shown that members rely on E-Blasts as the most important method of receiving information about events. E-Blasts have two main functions. First, RMR uses E-Blasts for advertising the events. Second, RMR uses E-Blasts to recruit volunteers to help with those events. If the Event Chair is having difficulty finding volunteers to help, E-Blasts are a valuable tool to obtain those volunteers.

The 2nd VP is in charge of E-Blasts for the club. For 2025 the 2nd VP is Doug Wiebe (dwiebe@pacbell.net)

All E-Blasts should be sent in Word format. Please keep graphics at a minimum as the E-Blast system does not work well with graphics

In addition, work with your registrar to write an E-Blast to advertise the Pre-Tech dates and locations, to be E-Blasted about a week before Pre-Tech.

An E-Blast may also be sent about one week before the close of registration as a reminder to register for the event. This can be a cut-down version of the previous ad. It should only be a few sentences long, giving the date of the event and when registration closes.

Finally, depending on the registration activity approaching the event, the HPDE Chair, 1st or 2nd VP may suggest additional E-Blasts to help registration. This will be done on a case-by-case basis.

***Sponsorships***

Typically, a sponsorship is payment of money to RMR in return for advertising during the event. For example, a company might give RMR $500 in return for the DE being called the *ABC Corp. DE.* Sometimes the sponsor might provide food or door prizes for the event in return for advertising. Sponsors are not required. Levi Saxen ([lsaxen@hotmail.com](mailto:lsaxen@hotmail.com)) handles sponsorships. Important: Be sure to include your sponsors in all of your event advertisements!

***Event Charity***

While not mandatory, it is strongly encouraged that the Event Chairs select a charity to be benefitted by the event. Donations to the charity happen in two ways. First, the Registrar may add a button to the registration so the participant can make a donation. Second, during the lunch break, there are “parade laps” where people are allowed to drive on the track at highway speeds via a donation to the charity. The Chairs also have discretion to create other ways to have the charity benefitted by the event. Talk to the 2nd VP for more details. Charities must be approved by the Charity Committee (see email address below)

Any 501(c)(3) organization is qualified to be a receiving charity for the event. If a charity is selected, please include the charity's name in all advertisements. Checks related to donations to the charity should be made payable to RMR with the charity’s name in the memo line. If you have questions about this contac the club’s treasurer. If the Event Chair is having difficulty finding a charity, please contact RMR’s Charity/Good Works Chair at [charitycommittee@rmrporscheclub.com.](mailto:charitycommittee@rmrporscheclub.com.)

***Car Numbers***

Car Numbers are handled by the Registrar. Please refer all questions regarding car numbers to the Registrar.

***Registrar/Registration***

All event registration is handled by the Registrar and is done online at motorsportreg.com.

The Registrar is a critical relationship for the Event Chair. The Registrar is in charge of registration and coordinates with other chairs such as CDI and Safety to make sure there is a successful event.

The Registrar for your event will need the following information in order to set up online registration:

* Name of Event
* Date of Event
* Location of event including directions if applicable
* Short description of event –a copy of your newsletter article is the preferred summary information
* Time and duration of event if applicable
* Event chair contact information – phone number(s) and email address
* Discretionary items and how much the participant should be charged.

A submission form for the information required by the Registrar is attached as Appendix F. This form should be completed and sent to the Registrar before the registration of the event opens. Alternately, simply email the Registrar this information.

***Event Coordination***

Track events must be conducted in compliance with the PCA Track Event Guidelines. These guidelines and supporting forms are available on the Porsche Club National website. Event Chairs should become generally familiar with these rules.

**Coordination with Standing Committee Chairs**

The Event Chair position is now more of a coordinator position to assure that all of the pre-arranged pieces of the event work together. Standing chairs have already been appointed by the Board for the major aspects of the event. These chairs include:

* Chief Driving Instructor (CDI)
* Safety
* Control
* Registrar
* Equipment
* Grid
* Pre-Tech Inspection

For a more detailed discussion of these chairs/committees, please see the Appendix A. The current chair of each committee can be found at the “RMR Board and Committee Chairs” link on the RMR website. These chairs have developed their own committees who are responsible for finding volunteers to perform the tasks necessary for a successful driving event.The Event Chairs should become generally familiar with each of these sections and what their roles are in the event. However, it is not necessary for the Event Chair to have detailed knowledge of their tasks.

During the preparatory phases of the event, the Event Chair should contact the standing chairs and find out who on their committees have been assigned to the event. Reach out to your committee chairs a couple of times before the event to see what help they need finding volunteers and be ready to help them out during the event. (Equipment and Grid often need help!) A couple of contacts along the way should then be made to those persons just to touch base and make sure they are aware of the event and are working on their preparation. It is not necessary to get into the details of their work.

**On-Site Preparation**

Tasks required once you are on-site are as follows:

* Post the insurance certificate (obtained from the Insurance Chair) and the event schedule (obtained from the Lead CDI) in several places around the central pavilion. Make sure you print these items out before heading out to HPR/CSP track.
* (Saturday and Sunday mornings) Water and ice are pre-purchased and placed in the coolers for use by the participants during the event.
  + The best way to purchase water and ice is via the HPR Café, contact the 1st VP for details on this process (note that there is an exception for CSP track events.)
* Beer:30 drinks and chips are pre-purchased and set out at the end of each day’s sessions. (note that there is an exception for CSP track events: arrange for Beer:30 off site.)
  + We are not allowed to set out refreshments other than water until the HPR Café is closed
* Coordinate food if an after event meal was planned

It is really helpful if the Event Chairs recruit volunteers to help with these duties. Delegate tasks. Delegation removes some of the work from your plate and gets others involved. This experience may aid in recruiting volunteers to chair an event next year. Try to involve members who have not chaired an event or helped with an event before. The bottom line: reach out and ask for help with specific tasks.

**Drivers Meeting**

At 8:00 a.m. on each day of the event, there is a drivers’ meeting. The Event Chair opens the driver’s meeting. (A suggested agenda is at Appendix B.) The primary speakers at the driver’s meetings are the CDI and the Safety Chair. The Event Chair’s speaking is limited to general introductions, sponsor acknowledgments, and talking about the selected charity (please make sure to remind people that checks should be made out to RMR with the charity’s name in the memo line)

**Observer**

This person is responsible for observing the event, then completing the Observer Report on the PCA website. If the Zone Representative is present, he/she automatically has this responsibility. If not, try to find someone from another region (the registrar can help you find someone). Mike Childs (mwcretired@gmail.com) is from the Alpine region and attends most RMR events, he’s generally willing to be the observer . Find the observer form at the RMR website (under forms), print it and bring it to the event for your observer to fill out and email to National (the email address is on the form).

**For RMR Events at HPR**

Gate workers are provided by the track from 5pm Friday until the last car leaves the track on Sunday 6:30pm. They control access to the event, be sure waivers are signed hand out access wrist bands and provide night security. The Event Chair needs to be sure the gate workers have waivers for PCA at noon on Friday as some of our participants also participate in the open track day on Friday and camp at HPR for the weekend. (note that there are exceptions for CSP track events. Work with the 1st VP or Lead CDI).

**Refreshments, Water and Beer:30**

In the budget, the Board has provided the Event Chair a budget for water, ice, and Beer:30 refreshments. The Board has found that the budgeted amount is usually sufficient for these purposes.

The Event Chair needs to make sure that there is sufficient water and ice for the event. Depending upon the time of year, this amount can vary considerably. Water and ice is purchased from the HPR Café. Work with the HPDE chair to coordinate the purchases, see additional information in the “Volunteer Lunches and Dinners” section below.

Beer:30 refreshments usually include chips and other snacks, soft drinks, beer, hard seltzers, and wine. Purchase a variety of refreshments at the store of your choosing (you’ll be reimbursed) Purchase the beer and wine at the your favorite adult beverage store and bring it to the event (or have a volunteer do so). Like the soft drinks, there should be an assortment of domestic and craft beers, red and white wine as well as seltzers. Do not purchase hard liquor. **2024 Note:** we’ve seen a decrease in the amount of beer that people are drinking - especially on Sunday night (as folks want to get out of there quickly. Almost no wine is consumed)

None of the Beer:30 items should be provided to participants prior to the track going cold for the day. Alcohol cannot be served prior to that time, and due to agreements with HPR’s concessions, the soft drinks, chips and dips should also not be served prior to the track going cold for the day. Note: NO ALCOHOL is allowed at CSP track events.

Work with past event chairs to understand what leftover drink and snack inventory exists as that will impact the amount you purchase

**Volunteer Lunches and Dinners**

As stated above, unless provided by a sponsor for free, all volunteer lunches (for all event volunteers including instructors and any (optional) Saturday night dinners must be handled by the HPR Café. Their rules/processes are ever-changing. The HPDE Chair will send out the 2024 procedures prior to first event. But, typically, the HPR Café needs final counts (including estimates for ice and water – estimate high, these things can be stored from event-to-event) approximately one week prior to the event. The main contant for the HPR Café is Megan Sumner, she can be reached at ([meagansumner@hotmail.com](mailto:meagansumner@hotmail.com)) or (970) 371-80023

Receipts are turned into the Treasurer and the Event Chair will be promptly reimbursed.

**Photographer**

Assign a photographer (generallyMike Pappas ([advanceddigital@me.com](mailto:advanceddigital@me.com)), reach out to him to see if he plans to attend) or ask members at the event with a camera to submit pictures of your event. Digital images or videos of track rides are good for the membership meeting, web site and newsletter.

**Insurance**

Provided by PCA National for all events with moving vehicles including pre- tech inspections. The Insurance Coordinator is responsible for ordering the PCA insurance for your event. The site for your event may also require a formal certificate of insurance. If that is the requirement, please inform the Insurance Coordinator and provide a fax number or email address. Obtain the certificate from the Insurance Coordinator. Insurance must be requested NO LATER than three weeks before your event

You must have the insurance certificate on site at your event and posted in a conspicuous location. The event will be cancelled if the form is not in your possession on-site. A copy of an Insurance Certificate is attached as Appendix D.

**Pre-Tech**

Confirm the dates and places with the Tech Chairperson far enough in advance to be listed in your articles. Obtain insurance for pre-tech sites.

**Regional Event Rules**

Become generally familiar with RMR’s Regional Event Rules. These rules are attached as Appendix F. These contain a summary of the PCA rules and local guidelines. You may also want to consult the Regional Procedures Manual (RPM) available on the PCA website and look over the DE Minimum Standards under Activities on the PCA Website.

**Other Event Advisors**

All of the standing chairs and their assistants, the RMR President, vice presidents are available to consult on any decision you may encounter.

**Expense Reimbursement**

Most costs of the event are paid directly by RMR. With the exception of the drinks, snacks, and alcohol for Beer:30, the Event Chair normally does not have to worry about the payment of any expenses for the event (some exceptionsfor events at the CSP track). However, sometimes incidental expenses do arise. In those cases RMR will reimburse the Event Chairs and other volunteers for expenses incurred for the event. Expenses must be documented with receipts. Submit an expense reimbursement form (available on the website and in Appendix C below) to the Treasurer for payment. Most items, such as the track rental, liability insurance and ambulance fees, will be paid in advance or are billed directly to the Treasurer. If you require other expenses to be paid in advance, talk with the Treasurer and obtain Board approval. If you will require any checks to be written at the event, make sure the Treasurer or the President will be present with checks at your event, and have the invoices for documentation.

**PCA Incident Reports**

Incident reports are handled by CDI and Safety Chairs. Please generally know what an “incident” is (as discussed in the Event Rules).

**Observer’s Report**

The Observer’s Report must be filed online no later than ten (10) days after the event. Typically the Observer is someone from another region who is attending the event. Contact the HPDE Chair for ideas.

See the PCA National Website at:

<https://web.pca.org/?event=observersReports.observerReportFormMain&m=K%2BnPZfvWzzby9DT6PsnM2TRbrEzrKm5olkEIG2iJTBQ%3d>

Again, use the Observer’s Report to guide your Event planning activities. You are expected to make sure an Observer’s Report is completed and forwarded to PCA National. A copy of the report forms for various types of events has been included in this document The Observer is responsible for observing the event and collecting the information requested on the report form. This person should be the one who completes the form, signs it and sends it into PCA National. Please assist the Observer by completing the top portion of the form and providing a stamped and addressed envelope.

If your Zone Rep is present at your event, it is automatically their responsibility to act as the Observer and complete the report. Please contact your Zone rep to verify attendance. Advise the Safety Chair who will serve as or appoint an observer (preferably from another region) if the zone rep will not be in attendance.

A copy of the Driver’s Education Observer’s Report with instructions is attached as Appendix E.

**Ambulance**

An ambulance is required for a Driver’s Education event, and at some autocrosses. The event may not begin until the ambulance arrives and is in position. The ambulance must be on hand from the minute the cars start out onto the track until the last run group has exited the track for the day. The Board has

signed a contract with the ambulance company that includes your event. The ambulance invoice will be sent directly to the Treasurer. For RMR DE’s at HPR the ambulance will be provided by the track.

**Acknowledgements**

At the Drivers’ Meeting and at Beer:30, thank everyone that helped make your event a success.. If you have a sponsor, make sure they receive ample and frequent recognition for their contribution. Also make sure to mention your charity (please make sure to remind people that checks should be made out to RMR with the charity’s name in the memo line).

**Event Clean-up**

The Event Chair is primarily responsible for clean-up after Beer:30 For RMR events help the Equipment team get everything back into the Container or Autox Trailer after Beer 30 and make a quick inventory of left-overs, Forward that inventory to the chairs of the next DE at HPR. Make sure the Container or Autox trailer are locked (combination is 3140) at the end of the day. At the last DE of the season at HPR be sure all beverages get transported back to Denver for use at upcoming membership socials, inform the 1st VP what you have and where that inventory is.

**Some Advice**

The best advice is to be prepared and have every position covered with someone who understands what they are expected to do and when they are expected to do it. Emails or a meeting or phone call a week or two in advance with every key person can be helpful. If everybody knows who is doing what, they can help each other and don’t have to come to you with every question. Most importantly, ask for help from everyone, past chairmen have a wealth of information for you and know who is good for what jobs. Contact those past chairmen and your co-chairs: they will probably volunteer to do something.

Leave yourself free to coordinate your key people and handle issues. Relax and let your crew do their jobs and you will enjoy the event too. Meet some new members and welcome them into the club by asking them to help out or introducing them to an experienced member.

**APPENDIX**

**A. COMMITTEE CHAIR GENERAL RESPONSIBILITIES**

 **Equipment** - Will coordinate with the Event Chair to have the proper equipment for the event and arrange for the equipment trailer to be there as required. Setting up and taking down the equipment at the track is the primary responsibility of the Equipment Chair and may ask you assist in this regard. If your event is a DE or autocross, the radio batteries will need overnight charging before the event as well as overnight on a 2-day event. The Equipment Chair normally handles the radios, but the Event Chair should know of these issues.

 **Chief Driving Instructor (CDI) —** Will secure instructors for the event and coordinate their activities with the students at the track. The Chief Driving Instructor will be in charge of all on track related, e.g., run group numbers, size, schedule, and assignment, along with any disciplinary actions, etc. The CDI will also have suggestions for instructional sessions, track walks, chalk talks and other activities that will make the event educational and fun.

 Specifically, the CDI will:

o Provide each scheduled RMR/AMR event with Instructors.

o Approve visiting nationally certified instructors from other regions to instruct at an event.

o Assign Instructors to Students.

o Determine run group numbers, size, schedule, and assignments For RMR events this must be completed by Thursday at noon before the event. This information should be emailed to the Registrar and the RMR Web Master.

o The CDI will also have a table at on-site registration to help with instructor assignments and hand instructor wrist bands.

o Only CDI can change run group assignments at the event.

o For Parade Laps or noon time rides, the event CDI will approve the drivers for the lead and chase cars. The CDI will also brief the lead and chase car drivers on the procedures for Parade Laps.

o With the event chair and safety chair, make safety and schedule change decisions at an event.

o At the Drivers’ Meeting briefly review track procedures for passing, flags as

needed, and answer any track related questions.

o Staff the Black Flag station while cars are on the track.

 **Control** – Control is responsible for coordinating with CDI, Safety, and Grid to have an orderly progression of the driving event. The Control Chair is in charge of arranging volunteers for this position. The Control Chair arranges for qualified people to serve as Control during the course of your event. Experienced Control volunteers will handle their function without the need for intervention. The Event Chair should periodically check in with Control to keep advised of the progress of the event. Any announcements should be coordinated through Control as Control operates the PA system at hand.

Control Responsibilities:

a. Control will be in direct contact with CDI, Ambulance, Track Manager (for towing of cars), Safety Chair, all corners and the start at all times.

b. Control is responsible for managing track announcements, corner workers, grid, and start personnel, and start and stop (“hot” and “cold”) track status to the extent required to keep the event on schedule and protect the safety of those on the track.

c. Prior to Hot Track, Control will make radio contact with the Ambulance to confirm they are positioned and have a radio. Control will also make contact with the Track Manager (or equivalent person) to assure he is ready for any car removal.

d. Control coordinates the actions of the corners, ambulance, and towing when there are incidents, offs, or other events requiring corner worker or other response.

e. Control calls around the track to confirm that the Ambulance, Corners and

Start are on the job:

 At the beginning of the event -prior to hot track.

 After each Corner/Start break time.

 Back from Lunch.

 If there are any incidents that will shut down the track.

 Control will ask Start if they are ready to release cars and Start will respond.

f. Control will keep the Event Schedule running on time. Announce Run Group's to grid - 15 minutes prior to schedule time to grid, then again at 5 minutes to Grid. Also, give the Five minute warning to Start.

g. Control keeps a spin log (record of all loss-of-control incidents including spins, 2- off and 4-off), and contacts the CDI by radio for any 4 off or of any other erratic driving of a student or students. If the drivers do not come right in after a spin (4- off), Control will have them black flagged to talk to CDI at the Black Flag station in Hot Pits. Control shall remind CDI if it is a second or subsequent incident for

that driver that day. Control can record other information given to it (car counts, for instance). Upon the completion of the event, Control will provide the spin log to the CDI. After CDI review, he/she will forward it to the Treasurer for retention with the remainder of the event records.

h. Control will consult with Event Chair and CDI if unusual situations arise. (i.e. red flag situation, weather, etc.)

 **Grid -** will control cars from prior to entering the track to insure that only properly registered cars and instructors are allowed on the grid. For RMR DE’s this involves being sure the windshield stickers are on the car and that the driver and instructor have the proper wrist bands. GRID will also observe cars on grid for any safety concerns (loose belts, windows not down, hoods unlatched) before releasing a car to START..

 **Registrar—** The Registrar assigns registrar volunteers for all driving events (DE, Autocross, Tours/Rally) and other events as needed. The Registrar will need information about your event 3 months ahead of the event to open the event registration a minimum

of 8 weeks prior to the event. The relationship between the Event Chair and the Registrar is critical. Keep the registrar informed of the details of the event. Most questions the Event Chair receives from phone calls and e-mail messages can usually be answered by the Registrar.

The Registrar will handle several administrative tasks for the Event Chair. First, the Registrar will set up on-line registration for each event in MotrorsportsReg.com. The on- line registration system will maintain registration records and collect registration fees for the event. The Registrar will communicate with persons wishing to sign up for an event and handle any difficulties they have with the registration process. If the event is not set up for on-line registration, the registrar will collect registration fees and turn these over to the Treasurer.

The CDI’s will work with the Registrar to obtain the list of persons registered for an event and send them the Run Groups and Instructor assignments. Corner Worker assignments (if required) will also be coordinated between the CDI’s and the registrar as part of the run Group assignment process for the event.

For AMR events the Registrar will prepare event registration packets ahead of the event based upon the information provided by the CDI (Schedule, Run Groups, and Instructor Assignments) and the Event Chairperson (Sponsor Information, Special Announcements, Meal Tickets, Event Give-Aways, etc.). The Registrar will provide non-driving instructors with a full Event packet at a particular event. The CDI will provide the registrar with the names of all non-driving instructors ahead of time to facilitate packet creation.

For RMR events the information provided by the CDI (Schedules, Run Groups and Instructor Assignments) will be posted on the web site rmr.pca.org on Thursday afternoon before the event. Copies of this information will be posted at on-site registration and in the pavilion. The RMR registrar will prepare window stickers showing driver name, run group, instructor assignment for each day of the event.

Finally, the Registrar (and additional on-site registration support as needed) will be onsite early (7 am for RMR events) to hand out registration packages (or windshield stickers) and driver wrist bands, make sure the tech inspection has been completed for every car and collect the pre-tech forms, check driver’s licenses, and ensure registration forms are complete and signed. A copy of the PCA Insurance Certificate for the event will be posted at On-Site Registration. The Registrar will also handle any registration funds due, collect pre-tech at the track fees, and work to complete late registrations when permitted.

 **Timing—** Some events have timed runs. At these events, Timing will arrange to have the timing equipment at the event, and will identify the timing personnel for the event. At HPR – DE’s, timed runs will occur on Sunday afternoon after the general run groupls have completed for the day. Confirm with the Timing Chair that he/she is on track to time your event. In general, the Timing Chair will be present or will insure that arrangements have been made for a substitute. Timing will reconcile the participants list and prepare the official timing/event results report. Copies will be forwarded to both RMR and AMR newsletters and websites, and to the Event Chair.

 **Safety—** The Safety Chair volunteer will be in charge of all safety related issues for the event. Generally, the Safety Chair observes track conditions before the event begins and will work to resolve any unsafe track or paddock conditions prior to the event. Any question of safety due to weather or entrant conduct should be referred to Safety Chair. The Safety Chair usually communicates with the Ambulance to ensure they have an event schedule, track map, radio, and are familiar with access and procedures to enter the track during an emergency. The Safety Chair also coordinates with the ambulance and other emergency vehicles that they are properly positioned and staffed for the event. The Safety Chair will communicate with CDI, Control and Event Chairs (if readily available) to jointly resolve and make aware of any safety issues.

 **Tech Inspection—** The Tech Chair will schedule the event’s Pre-Tech to be held at designated shops. Generally the Tech Chair sets up pre-tech sites in Colorado Springs, Denver, Boulder and Fort Collins. They Tech Chair staffs the and coordinates the pre- tech. The Tech Chair also coordinates the pre-tech at the track. The Top Tech is performed by the Tech Chair in coordination with Grid. They will recruit the volunteers for Top Tech.

**APPENDIX B. – AGENDA FOR DRIVER’S MEETING**

1. Welcome and Introductions: (keep to two minutes)

 Introduce the Chairs

 Introduce the Charity for the Event

 Acknowledge and thank Volunteers and Sponsors

 Remind everyone that no drugs and alcohol are allowed during the day’s event until the track goes cold at the end of the day.

2. Introduce the Safety Chair and hand the microphone to him/her.

3. If Safety Chair does not do so at the completion of the presentation, introduce the CDI and give the microphone to him/her.

4. Remind participants to send any photos to the Newsletter Editor and Webmaster to publish.

5. Any questions or special announcements.

6. Adjourn the meeting and remind the novices to go to the classroom.

Expense Reimbursment Form

***Rocky Mountain Region Porsche Club of America***

**Please use only one form per event.**

**Enter the dollar amount in the amount column.**

**Place a check mark in the box associated with the expense item. Attach receipts to this form and send to:**

**Blair Whitaker**

**161 Race Street**

**Denver, CO 80206**

**720-323-6141 (m)**

[treasurer@rmrporscheclub.com](mailto:treasurer@rmrporscheclub.com)

APPENDIX C. EXPENSE REIMBURSEMENT FORM

**Expenses Submitted By:**

**Date Submitted:**

**Advertising**

**Copies**

**Equipment**

**Inserts**

**Insurance**

**Mileage/Gas**

**Meals**

**Refreshments**

**Postage**

**Supplies**

**Track Rent**

**Trophies**

**Donations**

**Other (List)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Expense Description** | **Amount** | | | | | | | | | | | | | | | |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **10** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Total to be Reimbursed** | $ - |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Make check payable to: Event/Committee: Name**

**Address Chairpersons:**

**City, State, Zip**

**Phone #**

**e-mail**

**Checks will be mailed to the above address.**

**Date of Event:**

DOC Date 7-10-06

APPENDIX D - FORM OF INSURANCE CERTIFICATE3256&+(&/8

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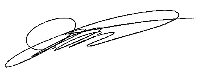
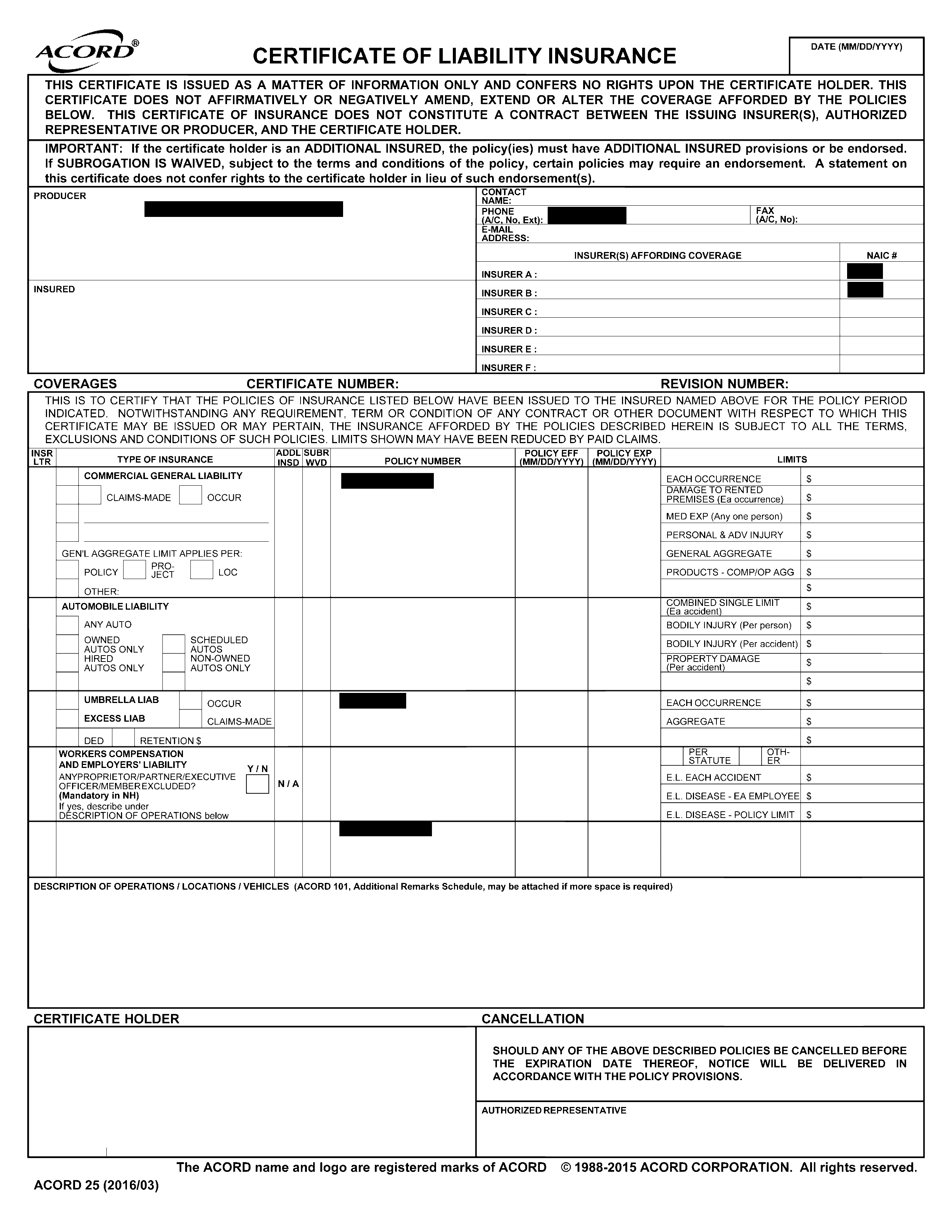
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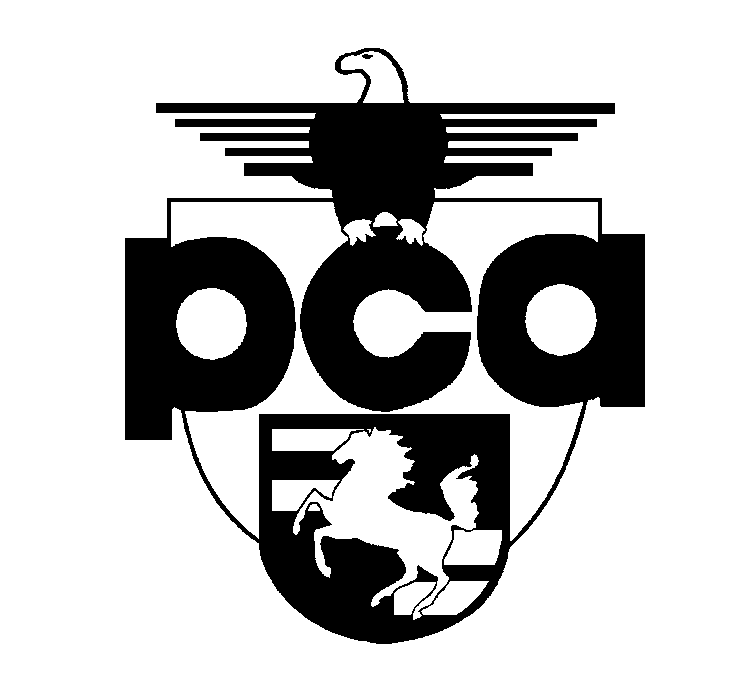
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APPENDIX E - OBSERVER'S REPORT

**PCA Observer’s Report for Driver’s Education Events**

Revised 2018

This report should be completed no later than ten days after the event on the **PCA National Website** at: <https://web.pca.org/?event=observersReports.observerReportFormMain&m=K%2BnPZfvWzzby9DT6PsnM2TRbrEzrKm5oIkEIG2iJTBQ%3D>

Name of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Host Region or Zone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Dates: From:\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Weather Conditions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSURANCE

Was there a method to ensure all participants signed the standard PCA waiver and release form?

(including minor waiver forms from minor’s parents or guardians)

\_\_YES\_\_\_NO\_\_\_NOT SURE

Was a copy of the event insurance certificate available at registration/sign in?

\_\_YES\_\_NO\_\_NOT SURE

INCIDENT

Were there any incidents that required an Incident Report?

\_\_YES\_\_NO\_\_NOT SURE

EVENT-SPECIFIC INFORMATION

DRIVER’S EDUCATION EVENT BRIEFING

Did the event leader ask all attendees if they signed the waiver form(s)?

\_\_YES\_\_NO

Was safety stressed?

\_\_YES\_\_NO

Did the safety briefing make it clear that driver’s education is NOT a competitive driving event?

\_\_YES\_\_NO

Was prohibition of alcohol and controlled substance use discussed?

\_\_YES\_\_NO

DRIVER’S EDUCATION EVENT ORGANIZATION

Was the proper number of corners manned with adequately equipped personnel?

\_\_YES\_\_NO

Was the corner station count adequate for the course layout?

\_\_YES\_\_NO

Were corner stations located in safe positions?

\_\_YES\_\_NO

Did corner stations have a full complement of flages, radios & safety gear?

\_\_YES\_\_NO

Was communication between the stations and control adequate?

\_\_YES\_\_NO

Was equipment available on site to clean up fluid spills?

\_\_YES\_\_NO

If there were lunchtime course touring laps, were the PCA course touring rules followed?

\_\_YES\_\_NO

OVERALL EVENT EVALUATION

Rate the overall safety of the event

\_\_Excellent \_\_Above Average \_\_Average \_\_Below Average \_\_Poor

Rate the overall organization of the event

\_\_Excellent \_\_Above Average \_\_Average \_\_Below Average \_\_Poor

Please provide general comments on overall event execution and explanation of any underlined responses above, and/or recommendations.

**PCA GUIDELINES FOR OBSERVER AND INCIDENT REPORTS**

**(January 2016)**

**PCA Observers' Report Policy**: The PCA Observers' Report form must be completed by an impartial party (i.e., not the Event Chairperson or the Chief Instructor) who attended the event. PCA Observer Report Forms were forwarded to the person who requested insurance for the event. (Copies are also in the *PCA Region Procedures Manual* and online at pca.org.) This Report Form should be completed and returned no later than ten (10) days after the event to the **PCA National Office, PO Box 6400, Columbia, MD 21045.** Please type or print, as this report will be reproduced.

**PCA Incident Report Policy:** (Form is in *PCA Region Procedures Manual* and online at pca.org.)

An Incident Report should be completed whenever any of the following occur:

1. There is car-to-car contact of any sort, whether or not the damage can be "rubbed out."

2. There is car damage caused by contact with an immovable object which cannot be buffed out. Damage caused by contact with debris does not require a report. Also, car damage sustained to the undercarriage or to wheels or suspension as a result of an off-track excursion does not require a report.

3. There is injury to a person, even though the previous criteria have not been met.

4. There is an incident involving a potential injury or actual injury to a person that does not occur in an "on track" environment.

5. There is a verbal altercation between an individual(s) and an event or Region official. In the event of bodily injury, an Incident Report should be submitted on the next business

day, otherwise, Incident Reports are due within five (5) business days. Incident Reports

should be submitted to all six individuals below:

|  |  |  |
| --- | --- | --- |
| **Insurance Chair** | **Ken Laborde** | **Email:** [**InsuranceChair@pca.org**](mailto:InsuranceChair@pca.org) |
|  |  | **Fax: 504-561-1011** |
| **Insurance Rep** | **Wells Fargo** | **Email:** [Mary.Schulze@safehold.com](mailto:Mary.Schulze@safehold.com) and  [Trendolyn.Wa](mailto:Trendolyn.Walters@safehold.com)[lters@safehold.com](mailto:lters@safehold.com) |

**Safety Chair Dan Dazzo Email:** [**Safety@pca.org**](mailto:Safety@pca.org)

**DE Committee Chair John Krecek Email:** [**HPDECha**](mailto:HPDEChair@pca.org)[**ir@pca.org**](mailto:r@pca.org)

**Mail to: 3213 Virginia Beach Blvd, Virginia Beach, VA 23452**

**PCA National Office Charlotte Chirinos Email:** [**insurance@pca.org**](mailto:insurance@pca.org)

**Fax: (410) 381-0924**

**Autocross Chair Kathy Thorp Email:** [**Autox@pca.org**](mailto:Autox@pca.org)

**APPENDIX F. EVENT REGISTRATION FORM**

Dear Registrar:

Please register the following RMR/PCA event: Date:

Name of Event:

Date of Event:

Location:

Event Chair contact info:

Discretionary items:

Meal for participants: Yes, No.

Will the participant be charged additionally for this meal? Yes, No

If yes, how much per person? $ (Note: meal provided at no charge usually requires Board approval)

Any other items: Yes, No.

If “yes” describe:

Charge per person for these additional items:

Attached is a copy of the High Gear Advertisement for this event:

(Chair, please attach a Word version of the article so the Registrar may place it on

Motorsportreg.com)

Note to Registrar: Meals and other discretionary items usually need to be charged on a per person basis. If the Chair seeks to add meals or other items without charge, please check with the appropriate Board member to make sure the arrangement has been approved.

**APPENDIX G**

**2017**

**RMR EVENT RULES**



**ROCKY MOUNTAIN REGION Of the**

**PORSCHE CLUB OF AMERICA**

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I. **INTRODUCTION**

This manual contains the rules, regulations, and requirements for participation in all AMR/RMR events where a car is required. All participants are required to read this manual in its entirety and are responsible for knowing its contents. These Rules are not related to, and do not apply to PCA Club Racing.

These rules and regulations are designed to provide for the orderly conduct of AMR/RMR events, and to promote participant and spectator safety. No express or implied warranty of safety or fitness for a particular purpose shall result from publication of, or compliance with, these rules and regulations. They are intended as a guide for the conduct of the events and are in no way a guarantee against injury or death to participants, spectators, or others.

This booklet has been fully updated for 2017 and replaces earlier versions.

This booklet has been developed using and reproducing information from the Porsche Club of America, [http://www.pca.org/.](http://www.pca.org/) For continuity and consistency this manual is the guideline for events in AMR and RMR in

2015.

**A. GENERAL RULES**

The following is a summary of the rules for all driving events:

 Proof of PCA membership may be required at any event. Please know and use your PCA membership number for registration.

 In general only persons at least 18 years of age may participate in any driving event. However, 16

and 17 year-old’s who are relatives of PCA members in good standing may compete in Autocrosses and as the navigator in Rally/Tours pursuant to the guidelines of the Junior Participation Program

(details of this program, and required forms, are available on the PCA National website, pca.org, and

on the RMR-PCA website, rmr.pca.org). Participants in the Junior Participation Program should check with registration prior to the event to be sure that all the guidelines are completed.

 Non-PCA members may compete in events if the registration limits allow additional participants.

 All Concours participants are responsible for properly classifying their vehicle.

 All vehicles must be in good working condition and pass a tech inspection for Driver's Education events.

Vehicles should meet tech inspection standards for Autocross events. See the 2014 AMR/RMR TECH INSPECTION REQUIREMENTS for vehicles and helmets.

 A valid Driver's License is required of all entrants at all events.

 Questions about Event Rules should be addressed to the Boards of AMR/RMR. The Boards of AMR/RMR will work with the Chief Driving Instructor Committee, Control Committee, Safety Committee, and Event Chairs to quickly provide an answer.

 Beginning 2017, Drivers may wear short sleeve cotton shirts while driving in HPDE run groups which

formerly required only long sleeve cotton shirts (RMR only).

AMR/RMR members may submit suggestions for changes to the Boards of AMR/RMR at any time.

**B. SAFETY POLICY**

The goal of the safety policy is to make all events as safe as possible through safety procedures appropriate to our driver’s education and autocross events. To achieve this goal, a Safety Chairperson is appointed on a yearly basis for each region by its President with the advice and consent of each region's Board of Directors. The Safety Chairperson shall have overall responsibility for safety rules and making recommendations to the Board of Directors of each region. Each specific event is governed by a Committee composed of the Event Chief Driving Instructor, Control Chairperson, Event Chair, and the Safety Chairperson.

The Committee has full authority, acting in its sole discretion, to impose sanctions for dangerous or over- aggressive driving, fast driving in the paddock or pits, unsafe conduct, or other violations of safety rules, on any entrant during the course of an event. These may include, but are not limited to, loss of track or run time or dismissal from the event. Any imposition of sanctions extending beyond the event where the violation

occurred is a matter for determination by the Board of Directors of the region in question.

Use of alcohol or drugs is not allowed during any driving event by anybody who is within the area for which a liability waiver must be signed. This is not intended to prevent participants from taking prescription medication as long as it does NOT have an effect upon the person's ability to control a vehicle at speed.

The Safety Rules contained in this booklet shall be considered minimum requirements for every event and shall not preclude implementation of additional safety measures for specific events or conditions. In addition to this policy, the following rules apply to track events:

 An ambulance and trained medical personnel will be in attendance at all Driver’s Education events while vehicles are on the track.

 A vehicle to serve as an emergency vehicle will be present at all Driver’s Education events while

vehicles are on the track. This vehicle will have a 4 to 5 foot pry bar, fireproof gloves, knife, extra fire extinguishers and oil drying compound to be used on the track.

 Participants acting as corner workers will wear orange vests at all

times.

**II. AUTOCROSS RULES**

An Autocross is a low-speed event with a course delineated with pylons. There will normally be no instruction at these events; however, time will be allowed for course "walkthroughs”.

The following rules apply specifically to Autocrosses:

 All entrants must attend a Drivers’ Meeting prior to the start of the event.

 Approved helmets (as defined in 2017 AMR/RMR Tech Inspection Requirements) must be worn while driving on course and be in good condition.

 Seat belt use is required.

 Bare feet, sandals or open-toed shoes are not permitted for drivers or corner workers.

 All loose items must be removed from compartments, passenger area and trunk, and your vehicle must pass a top-tech inspection prior to being allowed to participate.

 Vehicles should meet the 2017 AMR/RMR Tech Inspection Requirements. Vehicles may be subjected to an inspection prior to the start of the Autocross. If, in the opinion of the event chair, or safety chair or a qualified tech inspector, the vehicle does not meet the Tech Inspection Requirements and might pose a

safety concern, then the vehicle will not be allowed to participate until the concern is rectified.

 Use utmost caution while driving in the pit and parking area (do not exceed 5 MPH). Persons deemed driving unsafely will be disqualified from the event.

 The only passengers allowed during timed runs are designated instructors.

 A designated instructor is required to ride with an entrant in the Junior Participation Program.

 All entrants are expected to work the event.

 At Autocrosses, Targas and 914s may participate with their tops off, and Speedsters, Cabriolets, Roadsters, Boxsters, and Convertibles may participate with their tops down and without being required to have a roll bar.

 If a competitor knocks over a pylon or moves it completely outside its outline, a penalty will be

incurred. The time penalty for moved pylons will be discussed in the Drivers’ Meeting. The final pylon time penalty assigned to a run or rerun will be the total of pylon penalties recorded during that run.

**III. DRIVER'S EDUCATION EVENT RULES**

Driver's Education (DE) events are designed to be educational events for improving driving skills. Participants will be placed into run groups by the event Chief Driving Instructor (CDI), based primarily on driver experience, and run group assignments may be adjusted by the event CDI as required.

Driver’s Education events aim to develop car control skills. Therefore, participants are expected to maintain control of their vehicles. If a participant experiences a significant loss of control, then that participant must exit the track at the first opportunity and discuss the incident with the event CDI, either in a designated Black

Flag Station or, if there is no Black Flag Station, then in the paddock. A significant loss of control includes driving with more than 2 wheels off track and spinning. The goals here are to check for mechanical issues

and to help the participant identify the cause of the loss of control and determine appropriate corrective action in order to permit the participant to continue to drive safely in the event. Loss of vehicle control can be caused

by mechanical problems, lack of knowledge, improper technique, misguided attitudes, or mental errors.

If a participant experiences a second significant loss of control, he or she may be asked by the CDI to retire from the event. This is the so-called “Two-Spin” rule.

In order to participate in an event, each vehicle must complete a Technical Inspection and have an approved Technical Inspection Form, which is provided to and retained by the on-site Registration. The forms and information on vehicle requirements are in the 2017 AMR/RMR Tech Inspection Requirements. Cars that qualify for the Annual inspection program must present a copy of the Annual Technical Inspection Form to the Registrar. For Race cars, a copy of the current year approved Sanctioning Body Inspection Form must be attached to the Technical Inspection Form and will be retained by Registration.

Technical Inspections will be held about 10 days prior to all Driver’s Education events. Technical Inspection will be provided at the track prior to registration for a fee of $50. The fee is waived for cars of participants living over 30 miles away from the nearest Tech Inspection site.

The following additional rules apply to Driver's Education events:

 All participants must attend the morning drivers’ meeting each day, at the start of the event. In addition, a separate meeting may be held specifically for novice drivers. Additional meetings may be required, and if so, they will be announced and/or in the event schedule..

 An approved helmet (as defined in Tech Inspection Requirements) in good condition must be worn when on track.

 Driving apparel (while on track): closed shoes with uppers of leather and/or nonflammable material that at a minimum cover the instep (ventilation pinholes by the manufacturer are allowed), natural fiber long pants, and natural fiber long sleeve shirt or a fire retardant suit.

 Use utmost care while driving in the pit and parking area (do not exceed 5 MPH). Participants deemed

to be driving unsafely may be disqualified from the event.

 All Targa tops must be installed. All sunroofs must be in the closed position.

 SFI and/or FIA approved arm restraints in good working order are required for drivers and passengers of all open vehicles which do not have their soft tops up or a hardtop installed.

 All open cars and convertibles must have factory rollover protection or a roll bar that meets PCA Club

Racing standards.

 SUVs and high center of gravity vehicles are not allowed.

 Porsche Cayennes and Macans are allowed.

 All participants except Instructors may be required to work corners at AMR events.

 Participants who have never driven a specific track must have an Instructor drive their vehicle at least for the first few laps, unless waived by the event CDI.

 No passengers are allowed in a vehicle except for an approved Instructor.

 No passengers are allowed during timed runs.

 Windows should be down and doors unlocked during DE sessions.

 No racing is allowed.

 Passing is allowed only at designated areas on the track and as described in the following paragraphs.

**A. PASSING PROCEEDURES**

Passing procedures are as follows:

 The vehicle in front controls when passing will take place, not the vehicle that wants to pass. Passing is to be performed only in designated areas that will be specified at the drivers’ meeting at each Driver's Education event.

 The vehicle being passed should remain on the “driving line”.

 All passing must be initiated WITH A HAND SIGNAL

 All signals MUST BE prominent and demonstratively clear.

 All signals are “real time.” When a passing signal is given, the car behind should be expected to pass

then, not later.

 If the driver behind is to pass on the left, then the driver ahead must hold his or her left arm straight out and point left. If the driver behind is to pass on the right, then the driver ahead must hold his or her left arm out the window and point over the top of the car’s roof to the right.

 Once a passing signal has been given, the driver ahead should slow down to allow the vehicle or vehicles

behind to pass.

 Following vehicles must not pass until the signal is given. If the vehicle ahead is slower than the vehicle(s) behind and no passing signal is given, then the vehicle(s) behind may exit the track at the appointed place and be placed back on track by the Starter.

 All drivers should check the rear view mirrors frequently, especially when entering a straight, to see if they are holding up other vehicles

 If a participant is impeding the progress of a vehicle or vehicles behind them, then that participant

must allow the vehicle(s) behind to pass.

 If a yellow flag is signaled, no passing is permitted from the corner worker station displaying the yellow flag until the next staffed corner worker station that is NOT displaying a yellow flag.

 A passing flag may be shown if a participant repeatedly impedes the progress of a vehicle(s) behind.

 If the passing flag is disregarded, the participant will be black flagged, and may be asked to retire from the event.

**B. EXPANDED PASSING PROGRAM**

The Chief Driving Instructor may choose to implement the PCA Expanded Passing program. Expanded Passing is run ONLY in the Instructor run group(s) (which may include non-Instructors in the judgment of the event CDI, based on established standards). With Expanded Passing, passing may occur on all portions of the track, except those areas of the track that are expressly excluded (which will be identified at the drivers’ meeting). Expanded Passing is subject to all the general passing rules noted above, except that the areas where passing may occur is expanded. If there is an Expanded Passing group(s) at a DE event, then drivers in the Expanded Passing group(s) must follow these restrictions:

 No more than two cars may be side-by-side in a turn.

 When entering a turn with another car, NEITHER DRIVER OWNS THE TURN. Each driver must share the track 50-50, as if there were a white line down the middle.

 The Chief Driving Instructor may designate up to five (5) Instructors per event who may take advanced students as passengers (no beginners or novices), and only for purposes of instruction or transition to

Expanded Passing.

 All drivers in the designated run group(s) must willingly participate in Expanded Passing. Any driver who does not wish to participate should ask and will be moved to another run group.

 This program is self-policed, and any driver passing without a signal or over-aggressively may b e

a s k e d t o r e t i r e f r o m a n e v e n t o r m a y be excluded from the Expanded Passing program.

**C. TRACK TOURS**

AMR/RMR may optionally implement a Track Tour program, usually at noon. This program allows Non- participants the opportunity to experience the track in a comfortable low-speed session. Passengers are allowed. Requirements for the Participant(s) are:

• The participant will be driving his/her own vehicle.

• The driver participant must have a valid driver’s license, pay the region’s Track Tour fee and must print & sign the appropriate insurance waivers.

• Under age participants (minors) must have a responsible adult print & sign the appropriate waiver

(ParentalWavierTouringLaps.pdf) for them, and shall use DOT-approved restraints appropriate for their age & weight.

• All occupants will use at least DOT-approved seatbelts and securely fasten them.

• Helmets are not required.

• All vehicle doors must be securely closed and seatbelts securely fastened.

• It is mandatory to keep speeds well below “track speed,” with a maximum speed of 60 mph.

• No passing is allowed.

• The Track Tour program will be run separately from other run groups and may be run without corner workers.

• There will be enough pace cars well-spaced in the group to keep speeds below “track speed,” with a maximum speed of 60 mph. Pace car drivers must be at least 18 years of age and be appointed by the Region’s DE event management team. Pace cars should use radios for communication of Tour conditions to avoid gapping.

• Participating vehicles are not limited to Porsches. All participating vehicles must have a valid

state registration.

• Motorcycles and off-road vehicles are not allowed.

**D. EMERGENCY POLICY AND PROCEDURES**

In the event of an on-track emergency, Control should not encourage the use of red flags. Use of the red flag should be reserved for severe incidents including blockage of the track, car overturned/flip, multiple car incident and/or when it is unsafe for cars to go past the incident. Red flag should also be used if there is a car

fire or an incapacitated driver requiring a corner worker to leave the corner station and physically respond to the incident, thus leaving the corner station unmanned to alert on-coming cars. Otherwise, Control should order yellow flag displayed and progress to black flag as needed to clear track of cars. Corner worker should call Control for immediate assistance in event of severe incident and must have prior permission from Control

before leaving their corner station. Control will dispatch ambulance and Track Manager or his designee to the scene and Control will order appropriate flags displayed. Control should assure that one of the responders to a severe incident turns the vehicle "kill switch", to “off” if at all practicable, to prevent fire. In the case where a corner is staffed by two corner workers and one remains in the station and one responds to the incident, or if the corner worker receives permission from Control and must leave station unmanned to respond to fire or

incapacitated driver, Control should order all corners to display the waving yellow flag and progress to black

flag as needed to clear track of cars. Control shall decide which corners should display waving yellow or other flags.

If a person not a part of an approved response team jumps a track barrier/wall on a "hot track", that person may be asked to leave the event.

If a severe incident occurs, the Incident Command team will consist of the Event CDIs, the Safety Chair and the Event Chair(s) who will respond to the Control trailer to manage the incident through the conclusion.

**E. MEDICAL EVALUATION POLICY**

For medical incidents requiring ambulance crew assistance, the paramedics are in charge of patient care and will determine disposition of any injured or ill persons. If a person has suffered a significant injury or illness, she

or he may be evacuated by the on-site ambulance. Ambulance crew will determine if air evacuation is indicated and it will be summoned by them through paramedic dispatch. Paramedics must inform Control of their status, needs and of all requests made for additional support. Control will inform the Safety Officer, CDI’s, the Event Chair(s) and Track Manager of the incident status.

In other less severe cases, the ambulance crew may summon ground transport to either replace the on-site ambulance or to transport the individual (s). Paramedics will inform Incident Command personnel who will then determine event status. Track will remain "cold" until an ambulance crew is again available to respond to an event incident. If an event participant refuses medical transport or further medical evaluation when recommended by ambulance crew, that participant is "done for the day."

**F. CORNER WORKING**

**a. PROCEDURES**

Corner workers will NEVER leave their "bunker” without specific permission from Control or Start.

A minimum of two workers per corner is desirable, one of which must have previous Driver's Education event experience or the equivalent, except at Autocrosses which may have only one corner worker. No person under the age of 18 is permitted at a corner working station. No pets are permitted at corner working stations.

One worker will have communications equipment for notifying the track control of any problems. This worker will observe the track past their station. A second worker controls the flags to warn vehicles approaching their station of the status of the track ahead. A fire extinguisher, 5 ABC minimum, is required at each corner. If use of the extinguisher is required, after the red flag is displayed and with the approval of START or CONTROL,

the worker should proceed directly and safely to the vehicle with the extinguisher cradled in the worker's arms, pull the safety pin and aim the stream at the base of the fire.

For Driver’s Education events, apparel must be leather or other nonflammable closed shoes, natural fiber pants

and natural fiber long sleeve shirt or fire retardant suit, so the worker is as protected as the driver, should a fire occur. Light colored shirts are preferred, no red, yellow, black, or green (flag colors).

No cell phones, cameras, stereos, or reading materials etc. are to be used while

corner working; corner workers are to pay full attention to cars on the track.

At events where the corner workers are provided by the track the corner workers guidelines are generally the same with exceptions as determined by the Control Committee Chairperson, Safety Chairperson, or the Chief Driving Instructor, and the Track Manager.

**b. FLAGS**

Be positive in the use of flags. Make them prominent when displayed and keep them out of sight otherwise. A waving flag should be waved vigorously in a figure eight pattern so its presence cannot be overlooked, but from within the corner worker station bunker.

**Green Flag**: this flag allows each vehicle waiting in the pits to proceed onto the track when the track is clear. It is displayed only by the Starter. No driver may enter the track from the pits without being given the Green Flag by the starter.

**Yellow Flag**: this flag signifies that something has happened on the track up ahead. It may be used at any corner on the track and at the start line. It may be displayed either standing still or waving, depending on the severity of the problem ahead. Slow down and use caution. Absolutely no passing permitted. The waving yellow means there is a hazard on the track in the line and you will have to

slow enough that you can safely drive wherever the situation demands. It may also be displayed

during the active phase of a spin or off-course excursion until the resting spot of the errant vehicle can be determined. The standing yellow is typically used to continue to mark a previously occurring incident, and requires slowing enough so that there is no chance of succeeding vehicles also leaving

the track.

Under Yellow Flag conditions there is “**NO PASSING**” until driver is beyond the next corner station not displaying a Yellow Flag.

**Passing Flag:** - The blue flag with a yellow diagonal stripe is used to alert a driver that you are obstructing traffic. Watch your mirrors. Faster cars are approaching and wish to pass. At the first designated passing area, give the passing signal to allow passing.

**Debris Flag –** “Warning”- The yellow flag with orange vertical stripes indicates there is debris ahead on the track that could create a hazardous situation: oil, dirt, car parts, etc.

**Black Flag**: this flag signifies that something is wrong with a specific car or driver or is used to clear the track due to an incident. It may be used at any corner on the track and at the start line. It may be displayed either open or furled, standing still, or waving.

A black flag pointed at a driver signifies something is wrong with the car, or the driver has violated track etiquette. Acknowledge the flag to the Corner Worker, slow down, and enter the hot pits. See the CDI at the Black Flag station in the hot pits. This flag is only used at the direction of Control.

Standing black flag at each corner station indicates the session has been stopped due to an incident. No passing, proceed to the hot pit and await direction.

A waving black flag is also used after a red flag to direct drivers to return to the hot pit.

**White Flag** – Used in some DE’s to indicate 5 minutes left in a session. The white flag is also used to indicate a slow moving support vehicle is on the track.

**Red Flag**: this flag signifies that there is a major problem on the track. It is displayed only at the order of Event Control, and is shown at all corners of the track and the start line simultaneously. Check your rear view mirrors before slowing your vehicle; be sure the vehicle following you will be able to stop in time. All drivers must stop their vehicles on the side of the track as quickly and safely as possible until the flag is retracted. Stop as close as you safely can to a staffed corner station, this makes communication better on restart. The corner workers will give directions on how to proceed after a red flag situation.

**Checkered Flag**: will be displayed at the end of a practice session signifying that you are on your last lap. This lap is intended to be a cool down lap, which means not driving at full speed, and no passing allowed. Pull off the track at the designated exit and return to the pit area.

**Electronic Flags (HPR):** High Plains Raceway has now incorporated electronic flags which generally track the physical flags. If electronic flags are used, the Track Manager at HPR will explain any current differences from the physical flags.

**IV. CONCOURS RULES**

There are two judged Divisions in Concours events. Each Division is composed of several classes depending on the model Porsche.

The two divisions are: Street Division - all judging will be done above the chassis, no wheel wells or undercarriage will be judged, outer surfaces of tires and wheels and hubcaps will be judged; and Novice Division - structured to help the first-time concourist learn about vehicle preparation and judging at Concours events. The Concours classes are as follows:

|  |  |  |
| --- | --- | --- |
| **Classes** | **Models** | **Year** |
| S- 1,N-1 | 356 | All |
| S- 2,N-2 | 911, 912, and 930 | 1965-1977 |
| S- 3,N-3 | 911 and 930 | 1978-1989  Carrera |
| S- 4,N-4 | 911 C2, C4, 993, 996, 997 | 1989-present |

|  |  |  |
| --- | --- | --- |
| S- 5,N-5 | 914-4 and 914-6 | All |
| S- 6,N-6 | 924s, 924 Turbos, 928s, 944s, 944  Turbos and 968s | All |
| S- 7,N-7 | 986 Boxster, 987 Boxster | All |
| S- 8,N-8 | Special Interest, Limited  Production | All |
| S- 9,N-9 | Current Competition | All |

S - Street Division N - Novice Division

There is also a Display Division, which includes all models for all years. No judging will be performed.

**A. GENERAL**

Advanced preparation for the event should be made by the entrant prior to arriving at the Concours site. Final preparations can be made at the Concours site, but only prior to the start of judging. Once judging begins, only dusting with a feather duster or suitable dusting cloth will be permitted. All cleaning materials, boxes, etc.,

m u s t be removed from the display area before judging begins. Entries must be displayed without a cover, and

"FOR SALE" signs are prohibited until after all judging has been completed. All vehicle alarm systems must be turned off prior to entering the Concours site and must remain off throughout the event. No commercial displays will be allowed unless authorized by the Event Chairman.

Except in Classes 8 and 9 (all Divisions), all Porsches must have the same basic Porsche engine configuration as the vehicle was originally equipped. Example: No 6 cylinder vs. 4 cylinder swaps or Carrera (4 cam) vs. pushrod swaps. In Classes 8 and 9 (all Divisions), any type of engine swap is allowed, including non-Porsche engines.

Special Interest Entries are defined as highly modified production Porsches. A Porsche with an engine swap as discussed above could be entered in this class. Modification to these entries shall not affect judging except where modifications render the entry illegal or unsafe.

Current Competition Entries are defined as vehicles currently (within the last 12 months) involved in active competition. Active competition includes IMSA, SCCA, Solo I & II, PCA Club Racing, PCA Driver's Education events and Autocrosses. Such vehicles must be entered in the configuration used in the competitive events. Vehicles will not be required to have items not generally required for competition, such as spare tires, tool kits, etc.

Limited Production Entries include such Porsches as America Roadsters, Beutlers, Spyders, Carrera GSs or

GT's, Abarths, 904's and 906's, 911R's, 911RSRs, 911 SCRS, 924 GTs, etc.

Novice Class: Any entrant who has never entered a PCA Concours event may enter the Novice Class. Only the interior, exterior, storage compartment and engine compartment will be judged and no chassis or undercarriage judging will be performed. There will not be a time limit on the judging of Novice Class entrants. Written and verbal comments and discussion with the judges will occur.

**B. JUDGING**

Judging shall be based on cleanliness, condition and authenticity of the entry as it was originally manufactured, exclusive of transportation and/or anti-corrosion protection. An entry will not be penalized if it is equipped with such accessories as CB radios, radar detectors, special seat belts, fire extinguisher, etc. Entries will not be penalized for replacement parts which conform to original manufacturing specifications.

Each entry shall be judged as an assembled unit and therefore, all parts such as Speedster side curtains,

bumpers, tops, spare tire, etc., must be attached to the vehicle in their normally affixed position. Entries with convertible tops shall be shown with the top up. Upon request by a judge, the entrant will be required to remove or open specific items such as gas filler lids, spare tires, etc. Oil caps, battery caps, brake fluid caps, spark plug connectors, etc., will not be removed from their normally affixed position.

An entrant may be required to demonstrate the ability to start, idle and have any component checked for proper operation and maintenance. (Example: horn, lights, brakes, power antenna, etc.).

Judging time will not exceed five (5) minutes per entry, with the exception of the Novice Class, as explained above. The entrant or his representative must be available during the time of judging.

In the event of a tie, the entries involved will be re-judged by checking a specific item as determined by the

Event Chairman.

PCA Parade Competition Rules in effect for the most recent PCA Concours may be used by the Event Chairman to resolve protests or disputes.

**C. BONUS POINTS**

Original Interior: Bonus points, one-half (1/2) point per year of age up to a maximum of 10 bonus points. To qualify, the interior must be at least 75 percent of the original interior installed at the factory. Current year models receive no bonus points.

Original Exterior: Bonus points, one-half (1/2) point per year of age up to a maximum of 10 bonus points. The paint must be at least 75 percent of the original paint as applied at the factory. Current year models receive no bonus points.

Age Difference: Age bonus points will be awarded to compensate for age differences and will be one-half (1/2)

point per year of age. For example, a 1979 car would receive 13.0 age bonus points in 2005.

Each entrant will indicate their eligibility for bonus points on the Entry Form and Master Score Sheet and the

Event Chairman will rule if an entry is qualified for bonus points.

**D. AWARDS AND PROTESTS**

Awards will be presented for each class except Display. In addition, there will be one overall winner in the Street and Novice Divisions as determined by the total points accumulated, including bonus points. A People's Choice and a Judges/Entrant's Choice award will also be presented.

Individual score sheets will be returned to the Entrant during the presentation of awards. Written protests must be filed with the Event Chairman within 30 minutes of the end of the awards presentation.

**V. RALLY GENERAL RULES**

Time-Speed-Distance (TSD) rallies are driving events where competitors are provided a set of instructions to travel a designated route, at directed speeds, on open, public roads. There may be one or multiple legs needed to cover the route, with each leg scored independently. The instructions and speeds directed are to be followed as precisely as possible. By doing so, the rallyist will traverse the course over a set time. The rally team is

scored on how closely their time compares to the calculated perfect time for traversing each leg of the course. Points are assigned for the amount of time, either early or late, that the rallyist deviates from the calculated perfect time. The points for each leg, plus any penalty points assigned, are totaled to derive the final score. The lowest score wins.

These General Instructions are meant to provide consistency among rallies sponsored by the Alpine Mountain and Rocky Mountain Regions of the Porsche Club of America. Their use is encouraged for Time-Speed-Distance

rallies. Non-TSD rallies, or so-called “gimmick” rallies, are encouraged to use the relevant non-timing portions of these rules

**A. THE EVENT SUPPLEMENT**

These rules are not meant to stifle the creativity of the event organizers, and anything herein can be modified and added to. A Supplement to these General Instructions must be provided to contestants prior to or on the day of the event to explain any changes and to meet the requirements of these General Instructions regarding course following rules and priorities.

Other topics in the Supplement, if not otherwise conveyed to the contestants, should include: start line procedures (where and when Route Instructions will be handed out), starting time, placement of car number, maximum distance between instructions, and multiple copies of the Time Delay Request form.

**B. THE ROUTE**

All rally roads are through public roads. Roads marked “Dead End,” “No Outlet,” “Private Drive” or similar phrases, or that visibly ends in a cul-de-sac or barricade, do not exist unless a Route Instruction clearly states otherwise. Park and school parking lots may be used as controls or as directed in the Route Instructions.

At each intersection you encounter, execute the active Route Instruction if it is applicable. If the active instruction is not applicable, execute the first applicable of the “Main Road Rules” which determines a unique route. The possible main road rules are cited below and may be referenced in the Supplement by the short title indicated. The Supplement for the particular event must make clear which main road conventions are in effect for that rally and in what priority order they should be applied.

**CENTERLINE:** Follow the main road as indicated by a painted centerline.

**CWA:** Follow the main road as indicated by a Curve Warning Arrow.

**ONTO:** When placed “on” or “onto” a road by name or number, the rallyist is to continue on that road; however it may turn, until a subsequent course-directing Route Instruction is executed. That is, if the rallyist has been placed “onto” a road and that road makes a turn, the rallyist will turn to follow the road in the absence of an instruction to do otherwise.

**PROTECTION:** Take the road that is “protected;” that is, one that does not have a Stop or Yield sign. The presence of a Stop or Yield sign on the road on which you enter the intersection is immaterial. It will be necessary to recognize backward facing Stop and Yield signs by their standard shapes to apply this rule.

**SURFACE:** Leave the intersection on a road that has the same surface (paved or unpaved) as the one on which you entered. Roads that visibly change surfaces a short distance beyond an intersection are considered to change at the intersection.

**RIGHT (or LEFT) AT T:** Turn right (or left) at a T intersection (see definitions).

**STRAIGHT AS POSSIBLE:** Go as straight as possible, but do not use this rule to leave a limited access highway or Roundabout.

**C. ROUTE INSTRUCTIONS**

The Route Instructions, combined with these General Instructions as supplemented for the event, will guide your route and time through the rally. Execute each instruction at the first opportunity, unless stated

o t h e r w i s e , in ascending numerical order. Each must be completely executed before the next becomes active, unless the instruction clearly states otherwise. Material in parenthesis is meant to be helpful but is not essential

to the proper execution of the instruction.

Instructions may reference signs, objects or places along the rally route. When an instruction includes words, letters, numbers or symbols within quotation marks, you must see those words, letters, numbers or symbols on a sign along the rally route in the normal sequence as they were meant to be read. When less than an entire sign is quoted in an instruction, a prominent portion will be quoted and no words, letters or numbers between or among those quoted will be left out. All quoted signs will be on the right of the rally route unless otherwise indicated (see Definitions) and will be readable from your direction of approach (i.e. there will be no requirement to look backward to execute a Route Instruction).

When an instruction references objects or places along the rally route, such objects or places must be identified by a sign (which may be anywhere) or must be defined in these General Instructions. Such references will be in ALL CAPITAL LETTERS without quotation marks. Terms specifically defined in these General Instructions should be used only as defined.

In signs quoted or those identifying landmarks, spelling is accurate but case and punctuation may be ignored. Symbols (such as arrows) may be ignored unless they are cited in the instruction.

Speeds cited in CAST instructions (see Definitions) are in miles per hour and are average speeds over the distance they are in effect. It will not be necessary to violate any speed limits or other traffic laws to achieve a perfect score at any control.

To avoid lengthy off-course excursions by the rallyists, the Route Instructions (or Supplement if the rally master prefers) should state the maximum distance between the execution points of consecutive Route Instructions. It is recommended that this be not more than 5.0 miles.

If on the day of the rally a sign is missing or there is an unexpected change in the route, the lead car may post an EMERGENCY SIGN. Such a sign will be marked “PCA” and if it contains an arrow, go in the direction indicated without executing an instruction. If the sign includes an instruction number, execute that instruction at the first opportunity and delete any unexecuted lower numbered instructions.

**D. DEFINITIONS AND ABBREVIATIONS**

**And** When used in a two-part Route Instruction, complete both parts in order before going onto next Route Instruction.

**At** “In the vicinity of” for turns; “even with” for speed changes and pauses.

**After** Unless the instruction specifies otherwise, the indicated action is to be taken at the first opportunity following the designated landmark or sign.

**Bear Right (or Left)** A turn in the indicated direction of substantially less than 90 degrees

**Before** Any navigational aid identified by the use of the word “before” will be visible from the point of the instruction’s execution. The indicated action is to be taken at the last opportunity before the referenced sign or landmark.

**CAST** An acronym for Change Average Speed To, indicating that the preceding average speed is to be discontinued and replaced by the value given after “CAST.”

**CO ##** Colorado Highway Number ##

**CWA** Curve Warning Arrow - Highway sign with arrow indicating curve. May have advisory speed limit.

**Free Zone** A part of the timed rally route in which there are no timing controls.

**I ##** Interstate Highway ##

**Intersection** The point of any meeting or crossing of two or more rally roads where the rallyist has a choice

of directions in which to proceed without making a U-turn.

**Left or L** A turn to the left of from 1 to 179 degrees.

**OBS** “Observe.” To take note of a specific sign, landmark, object or place along the route of travel.

**Odometer Check Leg** A group of instructions at the beginning of a rally that will allow you to compare your odometer readings with that of the car that made the official measurement on which the timing calculations are based. If your mileage is higher or lower than that given for the check leg, you should adjust the CAST speeds in the instructions by a comparable percentage. For example, if the official mileage of the Odo Leg is 8.57 miles and it registered 9.43 on you odometer, you are higher by a factor of 1.10 (9.43/8.57). You should then adjust all CAST speeds by that factor. CAST 30 in the instructions would in effect be CAST 33 for your car.

**Or** Execute either the portion of the instruction before the word “or” or the portion after the word

“or,” but not both. The first opportunity encountered should be used to execute the instruction.

**Pause** To delay a specified time at a named point or during passage of a specified distance. The pause time is added to the time required at a given average speed to traverse the specified distance. The specified distance over which a pause is operative is a Free Zone.

**Right or R** A turn to the right of from 1 to 179 degrees.

**RRX** A railroad crossing at grade on the rally route. Each pair of rails is a separate crossing.

**Roundabout** The modern version of a traffic circle. Continue counter-clockwise around the circle until instructed to leave it

**SL** An official black on white speed limit sign posting a speed on the rally route, which the rallyist is obliged to obey. May be specifically referenced to the posted speed as SL50, SL45, etc.

**SA** Sign Anywhere (left, right or overhead)

**SOL** Sign on Left

**STOP** “Stop” (in quotations) or STOP (without quotations) refers to a red octagonal sign with white letters at an intersection that faces and is applicable to the rally route, even if you are making a right turn and appear to avoid the STOP. Count only one STOP per intersection.

**T** An intersection having the general shape of the letter “T” approached from the base and requiring a turn to the left or right. It is not possible to go straight at a T.

**Traffic Light or TL** A signal consisting of red, yellow and green lights designed to control traffic at an intersection on the rally route. It need not be operational or it may be operating as a blinker. Count only one traffic light per intersection.

**Transit Zone** A part of a rally route in which there are no timing controls and in which no specific speed need be maintained. Either an exact time for passage or a restart time from the end of the Transit Zone will be given. An approximate distance for the length of the Transit Zone may be given.

**Turn Toward** Turn (may also specify left or right) in the direction indicated by an arrow on a sign referencing an object or place referenced in an instruction, or turn toward a sign or landmark referenced in an instruction.

**US ##** US Highway ##

**U-turn** To reverse direction and proceed in the opposite direction along the road being traveled to that point.

**Y** An intersection in the shape of a “Y,” approached from the base and requiring a turn to either the right or left. Either turn will be substantially less than 90º.

**YIELD** “Yield” (in quotations) or YIELD (without quotations) refers to a red and white triangular sign with the tip of the triangle pointing downward at an intersection and controlling the lane of travel for the rally route. Count only one YIELD per intersection.

**CONTROL PROCEDURES**

All Controls (or Checkpoints) are manned, open controls on the right side of the rally route. Each marks the end of one leg and the beginning of the next. The time you are early or late at a control will determine your penalty; you cannot make up or lose that time on the next leg. Checkpoint procedures are outlined below:

 Pass the timing line, marked by “√.” at rally speed. Stay in line; do not pass other cars prior to completing Step 2.

 Hand your scorecard and Delay Allowance slip (if any) to the worker at the timing table, then immediately pull past the timing table a short distance. Check your rearview mirror to make sure you

are not keeping other cars from reaching the timing table. Stay in your car.

 Your scorecard will be returned to you by a runner with your recorded in-time and assigned out-time filled in. This is the official record. Resolve timing discrepancies immediately with the captain. Copy the times and make score calculations on the extra copy of the score card for your record since the official cards will be turned in. You will also receive a leg critique slip containing the official leg time, leg mileage, out speed, next instruction, and in some cases the specified restart point and/or special instructions.

 After receiving your card from the worker, immediately pull ahead to the restart marker, noted by the letter “R”, an orange pylon, or a sign or landmark specified on the critique slip. Your assigned time out is from the restart marker; the distance between the timing line and the restart point is not used in the timing calculations. Do not block the restart sign or allow the restart area to become congested.

If other than manned, open controls are used (such as Do-It-Yourself, Off Course, Monte Carlo, or Passage, for example), the operating and scoring procedures shall be clearly stated in the Supplement.

**E. SCORING AND PENALITIES**

You will be penalized one point per hundredth of a minute early or late at a control up to a maximum of 500 points (5 minutes). You will be penalized 500 points for missing a control or entering it after it has closed, plus

500 points at the next control reached.

You may be penalized, at the discretion of the checkpoint captain, 250 points for 1) unsafe conduct (e.g. parking so as to block other traffic or excessive speed) at a checkpoint or 2) disrupting the operations of a checkpoint (e.g. arguing about your score or trying to solicit information about the conduct of the rally).

You may be penalized, at the discretion of the checkpoint captain, 100 points for “creeping” (less than one-half the assigned speed) or unauthorized stopping or U-turn within sight of a control.

Any car receiving a ticket for a traffic violation during the conduct of a rally is subject to disqualification. The official copy of the scorecard must be turned in at the end of the rally and the event committee will

calculate your scores for you, supplemented if necessary by the checkpoint logs. You are not required to

calculate your own scores; however, if you do not transfer your times onto the extra copy, you will have to accept the calculation of your score. If you do not turn in your scorecard, you will be considered a “DNF”.

**F. CLASSES**

Unless specified otherwise in the Supplement, there is only one class on a rally and there is no restriction on the equipment that may be used, other than there shall be no two-way communication among competing vehicles.

Each car must have a driver and navigator, and no other passengers over the age of 12.

**H. DELAY ALLOWANCE**

You may submit a delay Allowance claim for any reason. Blank Delay Allowance forms will be provided, and if

used, it must be filled out and turned in at any control for which you are claiming a delay. The “no-fault’ use of Delay Allowances is a safety measure. Please use it as an alternative to speeding to make up time after an off- course excursion or other unforeseen delay. Please request delay times in whole minutes plus .25 minute (to keep you from getting on the same arrival time as another car); use no more than one slip at any one control; and claim no more than 20 minutes in total over the event, as use of a Delay Allowance will not protect you from a closed control (they cannot know in advance that you are coming late). A typical delay allowance form

is shown in Appendix A.

**VI. TOURS**

Both AMR and RMR have driving tours on public roads with interesting venues and fun destinations. These events encourage members to enjoy their cars, see different cars, renew or make new friendships and of course see the sites and enjoy the meals. In general there will be a lead car and a sweep car. Some general pointers

for tours are;

 Arrive early at your starting point, this gives you time to sign waivers, perhaps get instructions

and take care of personal needs before the Drivers’ Meeting.

 All drivers must be 18 years old or older and have a valid driver’s license, and may be asked to

show the driver’s license at registration or before you sign the waiver.

 All participants must sign a waiver. If you are going to have minors riding in your vehicle there will be a separate waiver for each of them.

 All drivers must attend the Drivers’ Meeting Prior to the start of the event.

 All drivers must obey traffic laws, especially speed limits.

 Headlights should be kept on.

 Be sure you understand the emergency or problem procedures for your tour, get cell phones numbers for the lead car and/or sweep car and/or the Tour Chair.

 No use of alcohol or drugs until the tour is concluded at the final destination.

**VII. ADMINISTRATIVE RULES FOR EVENTS**

The following registration and other event administration policies have been adopted by the executive boards of AMR and RMR for all driving events to which they are applicable according to their context. A rally is not a practice or timed run within the meaning of this section. A primary driver is the person who will drive a vehicle in an event and for whom the primary driver or "entrant" fee is paid. There is always a primary driver for any vehicle. A co-driver is any second or additional person who will also drive the same vehicle and for whom co- driver fees are paid. A co-driver is also an entrant as that term is used in these policies.

 Participants other than PCA members will be allowed if registration permits. However, an additional

$10 entry fee may be charged to all entrants who are not PCA national members.

 For all driver’s education events, there may be a $20 late registration charge per driver for registrations which do not include full payment made more than three days before the event.

 Full refunds minus handling fees will be made for cancellation of registration made at least 24 hours before the event. AMR's policy for refunds based on event cancellation is that they must be applied for

before the end of the calendar year in which the event would have taken place. For rally/tour events

with overnight stays, prepaid dinners, or other non-refundable expenses, see the newsletter or other event information concerning the refund policy.

 For all driver’s education events, an additional $50 fee shall be assessed for each vehicle that must be given a full technical inspection at the track unless the owner resides more than 30 miles from the

nearest pre-tech location.

 The primary driver of a vehicle cannot also register as a co-driver of that vehicle.

 A primary driver of a vehicle may not drive in a practice session or timed run in place of a co-driver of that vehicle, and vice versa.

 In order for a vehicle to be entered in more than one class in an event, or for any entrant to enter

more than one vehicle, additional full registration fees must be paid for each additional class or

vehicle.

 An entrant who wants to enter the same vehicle in more than one class or who wants to enter more than one vehicle must get the prior approval of the Chief Driving Instructors and the Event Chairs.

 At an Autocross or Driver's Education track event, only the entrant and an AMR or RMR Driving

I nstructor may be in the vehicle while it is driven on the course or track during practice sessions.

 A current, valid driver's license is required of all entrants.

 No entrant or participant may be less than 18 years old, except under the Junior Participation

Program in Autocrosses and Rally/Tours.

 For RMR Driver’s Education events, the maximum number of drivers per car is two, and only one novice driver is allowed per car. In AMR Driver’s Education events, two novice drivers may share a car.

 All registration for RMR Driver’s Education events at High Plains Raceway (HPR) will be provisional,

subject to confirmation. Priority will be based on time of registering, and for events that exceed maximum capacity, priority will be given to PCA members over nonmembers.

 RMR will utilize the capabilities within MotorsportReg to accept credit card payment information at the time of registration, but with deferred billing; the billing will be delayed until the registration is confirmed in the weeks before the DE.

 Total registration for RMR Driver’s Education events at HPR will be no greater than 135 drivers per day.

 For RMR Driver’s Education events at HPR, Novice and Beginning drivers (Green group) will be limited to no more than 30 drivers.

 For RMR Driver’s Education events at HPR, registration for drivers needing an instructor will be provisional pending confirmation that sufficient instructors are available.

**Appendix A ‐ SD Rally Time Delay Request**

TIME DELAY REQUEST

Car Number . Time Requested .50 minutes. Control Number \_.

Signature

TIME DELAY REQUEST

Car Number . Time Requested .50 minutes. Control Number \_.

Signature

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Signature

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