

## Boston Chapter/WMC HPDE Procedures & Rules

High Performance Driving Education If you haven't participated in a Boston or White Mountain Chapter event recently, please read this document carefully.

BMW Car Club  
of America  
White Mountain Chapter



BMW Car Club  
of America  
Boston Chapter



### BEFORE THE EVENT

**COVID-19 Mitigation.** This event has been set up for a return to in-car instruction and so attendance for this event requires that you or any guests that you bring are fully vaccinated and you will need to bring your vaccine card and or a photo of it to Registration. We will have a separate table set up for Vaccine Validation. If you don't have it you will not be able to participate.

**SO, in addition to our usual procedures listed further down for track safety etc. the following represent our plan to mitigate any potential spread of Covid 19.**

#### Before you arrive:

- **How do you feel?** If you are not feeling well before the event or have been in contact with anyone with Covid-19 in the last 14 days, then please do not come to the event. We will accept your cancellation and apply a full refund.
- **Guests:** the vaccination requirement is for guests too and so this excludes anyone under the age of 12.
- **Community Items:**
  - We will not be offering Community Coolers and so recommend that you bring your own water etc to the event.
  - There will be no loaner helmets at this event.
  - Please bring your own stuff, tools, pen, etc.

#### On Site Registration

##### Waiver:

**SPEED-Waiver** - We will be using SPEED-waiver as a means to reduce person to person contact when you show up at the track you will have already signed your e-waiver and followed that procedure, taking your photo on your smart phone etc. **You will then only need to show your smart phone receipt and driver's license to get your registration package from the chapter registrar.** (You still need to sign in with the track as noted below).

**See Email for link to E Waiver. ANY necessary Guests should also sign the same e-waiver so forward that to them also. You will need internet access to sign the waiver so please do not wait until you come to the track in rural 'where the track is'. You can do this from home now.**

**Track only Paper Waiver** – The track is using “self-service check-in and requires each participant (and necessary guest, if you must) sign a waiver and collect a wrist band from a table outside the gate house, bring your own pen if you can”.

### Registration Packets:

Registration location will be announced in the day of event email sent the week before the event. **BRING YOUR DRIVER'S LICENSE, TECH AND MED FORMS WITH YOU TO REGISTRATION.**

**Car Numbers and Group Wristband:** (packaged weeks before the event) will be distributed at Registration. Apply the car numbers as described below and attach your wristband.

**Schedule:** The schedule has been emailed to you as a PDF for viewing on your smart phone. We suggest that you add your on-track and classroom times to your calendar with an alarm set. We will have the schedule posted at Control and may use the PA for reminders. Be advised that the PA does not cover the entire property.

**Name Tags:** If you have run with us before you may have a name tag and lanyard in your track box please bring those with you. Otherwise feel free to make your own name tag.

**Medical Form:** We still need your Medical form in a sealed envelope as mentioned below.

### Tech Inspection:

**BRING YOUR TECH FORM TO REGISTRATION**

### Driver Meetings and Classroom

Locations for meetings will be announced in the Event Details email sent in the week before the event. Driver Meetings and classroom attendance is mandatory.

**Eligibility.** On the registration form you have affirmed that you are at least 18 years old and that you hold a valid unrestricted driver's license. At the event, you may be required to show your driver's license. You and any guests must sign waivers from the track and the BMW CCA. This document contains the text of the BMW CCA waiver for your review prior to the event, perhaps with your spouse.

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### SUPPORT OUR SPONSORS

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The driver's school chair reserves the right to expel any individual from the event at any time and for any reason.

**Minors.** Both parents, or legal guardians of minors under 18 years old are required to sign a Minor Waiver upon entering the event premises. If either parent or legal guardian is not present at the event, this waiver must be **signed and notarized prior to the event** by the parent(s) / guardian(s) not at the event and presented to the Boston Chapter administration on arrival at the event. Contact the registrar to receive a copy of this form prior to the event.

**Insurance.** Under Massachusetts' insurance regulations, you may not be covered by your insurance while on the track, even though this is neither a speed event nor practice for any racing or speed contest. A separate High Performance Driving Event policy, such as from Lockton Affinity, is recommended if you are concerned about vehicle damage.

**Educational event.** This is not a racing driver's school. It's a high performance driving school, conducted on a race track under close supervision by experienced instructors who have been approved by the Chief Instructor. If you wish to bring a professional coach to the track to instruct you, the coach must be pre-approved by the Chief Instructor. Race instructors are not allowed.

**Drive within your ability.** With the guidance of your instructor, you'll explore your own capabilities and those of your car. This will help prepare you for emergencies. You won't be pushed or encouraged to go any faster than you feel comfortable. If you have any condition or limitation that we can accommodate by advanced planning, please contact us as soon as possible so that we can make your experience educational, safe and fun.

**Novices.** If you have no previous HPDE event experience, attend an Advanced Driving Skills School first, if schedules permit. ADSS events are held in a parking lot (usually at NHMS) and provide low-speed training to help you better understand your vehicle before coming to the track. See the [ADSS overview](#) and **upcoming events on MotorsportReg.com**.

To encourage novices to experience the excitement of an HPDE driving school, some events offer a **novice discount** for students with absolutely no previous on-track experience (other than autocross, karting, driving simulators, or video games).

**Helmet.** A Snell or SFI 31.1 2010 or newer rated helmet is required. It's your responsibility to make arrangements to have an approved helmet at the event. Your helmet is part of your at-track Tech Inspection. Beware of DOT approved helmets without a Snell rating; they aren't accepted. An unapproved helmet will be confiscated; find the tech inspector at the end of the event to retrieve it.



**Clothing.** The event will run rain or shine; come prepared to participate in the pouring rain. You must wear lace shoes with socks, long pants, and a long-sleeved shirt. No nylon clothing is allowed. This also applies to anyone in the pit area. In hot weather, the short-sleeved shirts may be allowed as announced at the driver's meeting.

**Convertibles and Removable Roof Section Vehicles.** Convertibles have a retractable top, whether soft-top or folding hard-top. Convertibles additionally require:

- An approved roll bar or roll cage where both driver and instructor sitting up right with helmets are below the top of the roll bar,
- 5- or more point harnesses for both driver and instructor, with belts properly routed, and
- Arm restraints.

Removable Roof Section Vehicles have a fixed body structure above the passenger compartment, such as targa top and T-top. Removable Roof Section Vehicles are allowed provided that both driver and instructor sitting up right with helmets are below the top of the roll bar or roof line, and that the panels are securely in place.

Cars equipped only with factory pop-up posts or similarly activated rollover protection are not allowed.

Contact the registrar **before the event** to discuss your vehicle or equipment configuration. If the vehicle does not pass the on-site Tech Inspection with regard to these rules, you will not be allowed to participate and no refund will be given. If you have an approved convertible and no available instructor is willing to accompany you on the track, your entry fee will be refunded.

**High Center-of-Gravity vehicles.** Most SUVs, SAVs, crossovers, pickup trucks, vans and other high center-of-gravity vehicles are not allowed, except for certain performance-oriented vehicles such as the BMW X3 and X5, and only for at student's first-ever driving event. Contact the registrar for approval before registering.

**Race cars.** Race cars are welcome, provided they have two seats (with equivalent restraint) and closed wheels (no formula cars).

**Drones and 'copters.** Drones and remote-controlled aircraft aren't allowed at any time. Leave them home.



## DAY OF THE EVENT

**Schedule.** This schedule is very tight, and must be adhered to very closely to allow everyone a full share of driving time. Arrive at the track promptly to allow time for registration, car preparation, tech inspection, and the driver's meeting – all before the track goes hot. Late arrivals may lose track time or be expelled without refund.

Be on time to meetings, tech inspection, and classroom sessions.

**Garages.** The organizers will typically occupy the garage bays closest to the track entrance. Garage bays are usually reserved; don't park in a garage unless authorized. At some events, garage rentals are available.

Instructors may be given first priority for garage bays. No fueling or fuel storage in the garage. In inclement weather, ask to store your belongings in someone's garage bay.

**Registration.** When you enter the track facility, stop to sign the track waiver. Club registration will either be at the track entrance or within the paddock. Bring your driver's license and sealed Medical Information Form to the registration. You will be required to sign the BMW CCA waiver at registration.

Your registration packet will contain an envelope with a wrist band and car number stickers. Place the wrist band on your left wrist. Your car number is on the packet label. The first digit of your number is your run group. The other two digits will be the same as your instructor. You will also receive badge holder and lanyard. Install your name tag and event schedule into the badge holder.



**Guests and children.** All guests must also sign a waiver and all children must have a minor waiver completed for them as everyone on the property **must** be wearing an appropriate wristband. Sign the waiver and obtain the wrist band at registration or by contacting an organizer. No one under 18 is allowed on pit lane or the track. Students may not take guests (or anyone other than an instructor) on track – **ever**.

It is the responsibility of the participant to ensure that guests and children comply with these requirements.

Children are solely your responsibility and must be supervised. The paddock is an inherently dangerous place. Foot scooters, bicycles, in-line skates and the like should be used with great caution or not at all. Children may not drive motorized pit vehicles.

**Pets.** Pets are allowed so long as they are restrained on a leash or in a kennel and you tend to their effluent.

**Car preparation.** Select a parking spot for the duration of the event. Empty your vehicle of all loose items (glove box contents, map pocket contents, floor mats, trunk mat, jack and lug wrench). Affix your car numbers to the outsides of both rear side windows. If a third set of numbers is provided, install them on the rear window. Clean the glass surface first, work out all the bubbles, and press to seal around the edges, otherwise the numbers will blow off. Fill up your tires by over-inflating and then bleeding down to save time at the air chuck (if available). Remove wheel trim rings and cosmetic center caps. Torque lug bolts to specification. Check for oil and coolant leaks. Recheck your wheel torque (after wheels cool), tire pressures, and fluids during the day.

**Video Cameras and Data Acquisition.** Video cameras, data acquisition units and other non-factory objects mounted inside or outside the vehicle must also be anchored with a safety tether. Helmet mounts are not permitted. Lap times may not be posted.

**Tech Inspection.** Slide your Pre-Event Safety Inspection Report under your windshield wiper (or on the dash if it's raining), and drive your vehicle with your helmet to the Tech Line on Pit Road. Leave the keys in your vehicle while it is in line. If your car isn't presented promptly, you'll likely miss your first run session. If you forget your form you will be asked to move out of line and wait until the team has tech'd the rest of the cars. If you have failed to have your car inspected prior to the event, you will be required to place it on jack stands and have a qualified individual inspect it, resulting in significant lost of track time.

**Drivers meeting.** At the scheduled time, report to the driver's meeting, usually held near the front of the garage or where the organizers are parked. Listen to the event's procedures and announcements and ask any questions that you may have. Refrain from side conversations so that all can hear.

**Run Groups.** Each run group will typically have about four 20-25 minute sessions. A flag station will wave the checkered flag to end each run session. Drive your cool-down lap slowly enough to avoid using the brakes. You and your instructor should use this lap to discuss your driving during the session. A slow cool-down lap will also cool your engine and your head. Don't use the hand/parking brake after parking in the paddock.

Students are **not** permitted to drive on the track in any run group not assigned to them or with passengers, other than an approved instructor. Infractions of this rule may cause you to be ejected from this and future events at the discretion of the organizers.

**Run Group assignments.** Your run group is the first digit of your car number. The registrar places drivers in run groups based upon their experience, the event's attendance, and the constraints of any co-driven cars. For multi-day events, run groups may differ on each day. Usually there are three or four student run groups, an instructor run group and possibly a club racer run group (if the event contains a separate club race).



**Independent Study Group.** Advanced students may be placed in the Independent Study Group where they will drive solo with ISG instructors in their own cars and participate in ISG classroom discussions. ISG participants are self-motivated, mature drivers.

**Solo sign-off.** Some students in more experienced run groups may be eligible to drive solo with the approval of their instructor. The instructor will approach Control, sign the Solo Sign-off Sheet, and obtain a solo wrist band for the student.

**Classroom.** Classroom attendance is mandatory for all students.

**Safety.** Safety is our top priority. Anyone considered to be driving in an unsafe manner may be ejected from the event. During periods of rain, slow down to establish the level of grip for safe driving. Use prudence and reduced speed on Pit Road. When pitting-in, check your mirrors before braking. The paddock speed limit is 10 MPH.

**Jacking.** Use jack stands whenever part of your body may be under your car. Protect pavement with jack stand pads. Follow any track-specific jacking regulations. No stakes in the pavement.

**Instructors.** You will meet your assigned instructor in the staging area. In the morning, you may wish to try to find your instructor by car number to discuss your goals for the event.

## ON TRACK

**Windows and sunroofs.** The driver's side window must be completely down while on the track. If there is an instructor in the car, then the passenger's side window must also be open, otherwise it may be either completely opened or closed, but not partially open. Sunroofs must be completely closed.

**Flags.** Flag stations are located at specific corners and elsewhere around the track. At these stations, corner workers watch the cars and monitor the track's condition. When problems arise, the workers display or wave signal flags to warn the drivers of danger ahead before they encounter it. The flag and how it's displayed communicate specific situations and command specific responses from the driver.

In order to make this event safe for you and other drivers, you must know where the flag stations are, watch for the signal flags, and know what the flags mean. The flags will be also be demonstrated at the Driver's Meeting or first novice classroom session. See the New Performance Driver's Guide for the meaning of each flag. Events typically use the standard yellow, red, black, checkered, red/yellow debris and blue/yellow passing flags. A white flag means slow-moving vehicle on track, not last lap.

**Passing.** Watch your mirrors. All passing is accomplished with a point-by, given at the beginning of the passing zone. Give each passing car a separate and distinct point-by executed with purpose and style. Moderate your speed with a slight lift of the throttle (no brake) to facilitate the pass. Allow faster cars to pass even if they have lower horsepower. Wave-off any point-by that you aren't comfortable taking; a point-by is an invitation, not a command. Advanced groups are expected to use all the passing zone, down to but not including the apex.

**Spins and offs.** If you spin or put two wheels off you will be black flagged to come in and talk to control in the pit lane. Do not wait for the black flag; enter the pits as soon as possible for a safety check and discussion. If you spin twice or put four wheels off twice in the course of a day then the club may end your day early. All drivers are expected to drive within their own capabilities.



**Pit in/out.** When entering the track, stay inside a yellow blend line. Use a closed-fist pit signal to indicate your intention to pit in. Unless the checkered flag is out, don't over-slow before pitting.

## GOING HOME

**Clean up.** Before you leave, clean your paddock area, including sweeping up any fluid absorbent used. Bring used or broken parts home; don't leave them in the trash. Some tracks have a fluid disposal shack. If it isn't open when you need it, bring your used fluids home.

**Badge holders.** Return your badge holder and lanyard to the organizers for reuse. Remove and discard your name tag and schedule.

**Evaluations.** After the last day of the event, you will receive an e-mail with instructions to complete your evaluation online at [www.drivingevals.com](http://www.drivingevals.com).



**Driving Evals**

Online Evaluations for Driving Schools

## BMW CCA WAIVER TEXT

### RELEASE AND WAIVER OF LIABILITY ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

IN CONSIDERATION of being permitted to compete, officiate, observe, work for or participate in any way in the EVENT(S) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any restricted area requiring special authorization, credentials, or permission to enter or any area which admission by the general public is restricted or prohibited including but not limited to the competition area and any hot pit area), EACH OF THE UNDERSIGNED, for himself, his personal representatives, heirs and next of kin:

1. Acknowledges, agrees, and represents that he has or will immediately upon entering any of such RESTRICTED AREAS, and will continuously thereafter, inspect the RESTRICTED AREAS which he enters and he further agrees and warrants that, if at any time, he is in or about the RESTRICTED AREAS and he feels anything to be unsafe, he will immediately advise the officials of such and will leave the RESTRICTED AREA and/or refuse to participate further in the EVENT(S).
2. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the promoters, participants, racing associations, sanctioning organizations or any subdivision thereof, track operators, track owners, officials, vehicle owners, drivers, pit crews, rescue personnel, and any persons in any RESTRICTED AREA, promoters, sponsors, advertisers, owners and others who give recommendations, directions, or instructions, or engage in risk evaluation or loss control activities regarding the premises or EVENT(S) and each of them, their directors, officers, agents and employees, all for the purposes herein referred to as "Releasees", FROM ALL LIABILITY TO THE UNDERSIGNED, his personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF THE UNDERSIGNED ARISING OUT OF OR RELATED TO THE EVENT(S), WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
3. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them FROM ANY LOSS, LIABILITY, DAMAGE, OR COST they may incur arising out of or related to the EVENT(S) WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
4. HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE arising out of or related to the EVENT(S) whether caused by the NEGLIGENCE OF RELEASEES or otherwise.
5. HEREBY acknowledges that THE ACTIVITIES OF THE EVENT(S) ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. Each of THE UNDERSIGNED also expressly acknowledges that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.
6. HEREBY agrees that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement extends to all acts of negligence by the Releasees, INCLUDING NEGLIGENT RESCUE OPERATIONS and is intended to be as broad and inclusive as is permitted by the laws or the Province or State in which the Event(s) is/are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY TO THE GREATEST ALLOWED BY LAW.