

SAAC NORTHWEST TRACK DAY INSTRUCTIONS

August 26, 2021

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ENTERING THE FACILITY

Everyone must wear a mask when inside a building.

This is a State of Oregon regulation!

Reminder:

- It is likely to be hot on the day of the event so you might want to consider bringing a popup shade of some sort, folding chairs and plenty of water and hydrating liquids. You must stay hydrated – water feeds your brain and we need your brains!!
- There is no fuel available at the track.
- The snack bar will be open for food and drinks from 9 AM until 2 PM. No other food or drink is allowed for sale.

Everyone

Please review the attached PIR 2021 Policies. We are using the South Paddock on the outside of the track.

7:00 AM

The facility gate will open at 7:00 AM on the day of the event. Everyone signs the PIR liability waiver.

SAAC Northwest volunteers will man the entrance to the paddock area where you sign the SAAC Northwest liability waiver.

Find a pit area and empty your car of all its loose items and prepare for the Tech area. Note that there can be **no revving of engines prior to 8:30 AM!**

Tech Inspection opens at 7:00AM

Do not go to Tech until you have prepped your car. Bring your car, helmet and Tech Sheet completely filled out and signed to Tech.

Passengers must also have their helmets checked at Tech.

Registration

Take your Tech Sheet signed by the inspector to the outdoor Registration at the SAAC Northwest trailer to receive your stamp and run group sticker.

Keep your signed and stamped Tech Sheet with you and bring to Drivers' Meeting.

Place your run group sticker on the driver's side upper windshield.

Passengers must check in at Registration with proof of age to receive wrist band.

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Mandatory Drivers' Meeting

8:15 AM

Drivers' meeting is **MANDATORY**. BRING YOUR SIGNED TECH SHEET TO THE DRIVERS' MEETING.

Only Drivers will be allowed at the Drivers' Meeting. Your Driver's Wrist Band will be handed out when you hand in your Tech Sheet after the Drivers' Meeting. You must attend the drivers' meeting no matter how many times you have participated in this kind of event! If you do not attend the driver's meeting, you will not be allowed on the track.

All engines must be silent during the driver's meeting.

Preliminary Notes for all run groups:

1. No passengers allowed during the first session.
2. No passengers other than instructors allowed in the Novice group all day.
3. All drivers and passengers must have long sleeve shirts, cotton preferred and long pants, no shorts. No open toed shoes. Driving gloves are recommended but not required. HELMETS-SNELL SA 2010 or newer. **MOTORCYCLE HELMETS ARE NOT ALLOWED!!! Passengers must have an approved helmet checked at TECH and a PASSENGER WRIST BAND FROM REGISTRATION.**
4. Each session will be first lap yellow flag, no passing on the first lap. 20 min sessions with checker at about 18 min. for cooldown. Next session starts when last car is off the track.
5. For Advanced, Intermediate, Vintage Exhibition passing only on the front and back straights. All passes must be via point by from the car being overtaken. **The car being overtaken stays on the racing line** and lets up on the throttle just enough to allow the pass. All passes must be completed before the end of the passing zone to be identified by cones. No racing to the corner. No passing in the corners.
6. Novice group will be given a special meeting after the initial Drivers' meeting.
7. First timers should review the maps of the track available on the internet and also several in car videos.

Further detailed instructions will be given at the MANDATORY Drivers' Meeting.

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SAAC NORTHWEST TRACK DAY SCHEDULE 2021

7:00am - 8:00 am Opening, Tech, Registration

8:15 am Drivers' Meeting

SESSION 1	9:00 am	Advanced
	9:20 am	Intermediate
	9:40 am	Vintage
	10:00 am	Novice

SESSION 2	10:20 am	Advanced
	10:40 am	Intermediate
	11:00 am	Vintage
	11:20 am	Novice

SESSION 3	11:40 am	Advanced
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12:00 LUNCH BREAK

	12:20 pm	Intermediate
	12:40 pm	Vintage
	1:00 pm	Novice

SESSION 4	1:20 pm	Advanced
	1:40 pm	Intermediate
	2:00 pm	Vintage
	2:20 pm	Novice

SESSION 5	2:40 pm	Advanced
	3:00 pm	Intermediate
	3:20pm	Vintage
	3:40 pm	Novice

4:00 pm

END

2021 PORTLAND INTERNATIONAL RACEWAY

Policies & Processes

Alcohol – It is a violation of Portland City Law (14A.50.010 Alcohol on Public Property and Public Rights of Way - Amended by Ordinance No. 184596) to bring alcohol in to the PIR venue and that includes outside the gates in the Broadacre Fields (that is also PIR property). Alcohol may ONLY be purchased from the licensed PIR contracted food and service vendor, Spectra Food Services, on-site. No underage drinking is permitted at any time. Offenders will be asked to dispose of their alcoholic beverages and if uncooperative, may be asked to leave PIR and are subject to a 30-day exclusion from all Portland Parks. Note that random car checks may be done at the front gate.

Asphalt / Concrete / Turf – Pounding stakes or making holes in any surface or the use of paint, spray chalk, spray markings, markers of any type on any surface is prohibited. Offenders will be held liable for all damages and may be expelled from the venue. Children's sidewalk chalk and Athletic Field Marker (Diatomaceous Earth - Pulverized Limestone) are the only marking materials allowed anywhere on the property. PIR requests anyone refueling in the paddock use a drip pan to catch spilled fuel. Any fuel spills on pit road must be immediately diluted with Cold Fire. Contact the User Group renting the track immediately for assistance. If you must temporarily jack a vehicle on asphalt, you must have metal or wood under the jack and jack stands. NO EXCEPTIONS! Violators are subject to a \$500 - \$1,000 fee per damaged/marked area. Jack stands must be used whenever a person is working under vehicle.

ATMs – There are three permanent ATMs at PIR. One is located at the front entrance on the West Side of the entry road just prior to the ticket booths. It is accessible by parking in the TriMet lot next to the entry road or by pulling into the gravel next to the ATM building from the entry road. The second is in the South Paddock just across from the Drag Racing Tower. The third is next to Motocross café in the North Paddock. At larger spectator events portable ATMs are placed by the pedestrian bridge.

Behavior of Guests - It is the responsibility of the PIR user/renter groups to communicate and enforce PIR policies with their participants. The renter must make PIR aware of any pending problems and be proactive stopping any potential improper behavior. Renter will act to expel violators from the property when behaviors exceed policies. Note that PIR and the City of Portland Parks & Recreation Department management may cite offenders with a 30-day ban from PIR and/or involve the Portland Police Bureau if necessary. Don't allow a few bad individuals to ruin the experience for everyone else.

Bicycles – Children are not permitted to ride bikes, hover boards, roller blades, skates, skateboards and scooters in the Paddock during hot track hours. Children may be permitted to ride them at the end of the day, in paddocks only, if they do so safely. Oregon Helmet Law applies. (See Helmet Law section).

PIR Policies & Processes (cont.)

Camping – There are no camping hookups at PIR. At some events dry camping is available and information regarding motorhomes and camping is available event by event. Campers will be instructed, via the individual event information, for mandatory departure time. Dumping of any wastewater/material, including gray water on PIR property is strictly prohibited.

Early Entry Camping: With PIR Management's pre-arrangement with the User Group, a \$20 camping fee per "rig" MAY be charged to allow for early entry by competitors/participants. This requires staffing of security and cashiers funded by the User Group. Contact the PIR office for more information.

Campfires – General Campfires/Ground fires are not allowed. Fires must be contained in a purpose made portable and self- contained unit that is propane and designed to be a fire pit off the ground with a flame height less-than 4-inches. NO WOOD campfires are allowed. Open fires for events such as obstacle courses on any part of the PIR venue are not allowed without permission from PIR management and a fire permit with the City of Portland.

Cancellation Policy - Deposit is 100% refundable 60-days or more prior to event date. Cancellations within 60-days of event date forfeits the deposit and renter will be invoiced for the balance of event.

Canopies – Canopies or "EZ-Ups" will not be placed in front of any tent or facility designated as a hospitality area. Canopies or "EZ-Ups" can be placed around the property at the top of hills in NON-Hospitality areas when they DO NOT interfere with the sight lines of other spectators.

Cars & Motorcycles – No one under 16-years of age may operate a car, motorcycle, golf cart or any mechanized vehicle anywhere on PIR premises. In addition, anyone operating a car or motorcycle must have a valid operator's license, liability insurance, as required by Oregon law and must follow all laws concerning operation of motor vehicles in Oregon to include wearing helmets and seatbelts. There may be special exceptions to this rule for licensed racers and the Renter or Sanctioning Body must notify PIR in advance should it seek such an exception.

Children – A responsible adult must closely supervise children under 16-years of age. At many events, children below 16 may be permitted into admission events for free on Spectator Event Weekends with a paying adult. No one under 16 may be in active motorsports area such as the hot pits.

Cook Outs – Individual cooking is allowed on a gas grill in the paddock and at campsites. Grills and pit cookers cannot be used to feed Participants or groups at an Event without permission from PIR management.

Course Direction – At all times, course direction is clockwise on the PIR Road Course (other than sanctioned road bicycle events.) Any deviation of direction requires written permission from PIR.

Damages to Property – All participants, spectators and guests of PIR are responsible for any property they damage while on the facility.

March 2021

Disposal of Waste Fluid and Environmental Debris – Use of the Safety-Kleen waste drums is mandatory for used oil, antifreeze, brake fluid, and other polluting material. Spillage will not be tolerated and may result in expulsion from the facility. Participants must remove all used tires, fuel drums, batteries and unwanted parts. Environmental debris left behind will result in fines to the Renter/User Group based on cleanup costs.

Electricity – Tampering with outlets or breaker panels will result in fines and expulsion from the venue. Please report any damage to power boxes and outlets before you utilize the service to assure PIR does not charge you for damage you did not do. Multiple connections to 110 duplex outlets will trip circuit breakers and this includes power strips. Note that tire warmers are particularly difficult on GFI outlets. The use of outlet / power strips, cord splitters, or any other device that increases the number of receptacles from the original electrical source is highly discouraged.

Emergency Information – For any non-track related fire or medical emergency, please dial **911**. Should a security or medical incident take place during an event, regardless of how minor, a PIR Incident Report **MUST** be filed with the PIR office ASAP following the incident. Always immediately collect all relevant information including person(s) involved and witnesses' names, contact information, specific descriptions of the incident, photos and video. Notify PIR staff of the incident and an incident form will be provided. Contact the PIR office at 503-823-5895 or PIR Duty phone at (503) 503-793-2009 immediately. If after hours, contact PIR caretaker, Terri Johnson at: 503-901-7342.

Fences – Fences and areas located trackside of spectator fences are off limits to the public. At no time is anyone authorized to climb or modify a fence or bypass a gate. Anything tied to or attached to any fencing will have to be approved in writing by PIR.

Fire Lane – Fire Lanes differ per event depending on how the User Group/Promoter aligns the paddocks. Participants are expected to honor fire lanes once laid out and established. Minimum width of fire lanes is 20-feet.

Fireworks – Fireworks are prohibited anywhere on the grounds.

Food & Beverage Services - All Food and Beverage Service is contracted through PIR. Our Concessionaire is NW Roots Hospitality. Contact -Tony Hendryx; tthendryx@comcast.net or 503-793-7852. Alcohol may **ONLY** be served by the approved food and beverage service per Oregon Law. Contact the PIR office for specifics regarding food and beverage service at PIR. (503) 823-5895.

Fuel – PIR does not have permanent fuel distribution on-site. Racing fuel is typically brought in by Fuel Dealers for larger events. For more information please contact:

- VP Fuel: Northwest Solvents 635 N Columbia Blvd, Portland, OR 97217 503-286-9019

All fuel cans/drums must be removed from PIR premises at end of event.

Gate Hours – PIR standard hours are 7:00 am – 4:30 pm Monday through Friday for the office. The Maintenance Team maintains hours of 7:00 am – 3:30 pm Monday through Friday with the hours of

7:00 am – 11:00 pm Wednesday through Friday April through October. Weekend hours for maintenance are typically 7:00 am – 11:00 pm April through October. Opening earlier in the morning requires written agreement from PIR management. Night events require the front gates to be locked at 11:00 pm unless arrangements are made with the PIR office and security is funded by the User Group.

Golf Carts – Golf carts are not available through PIR. Typically, the User Groups/Promoter plan for golf carts. One local option to rent directly includes:

J&S Golf Car Rentals
10885 NW Main St
North Plains, OR 97133
Phone: (503) 647-1984

Helmet Policy: PIR abides by the Oregon helmet law. Motorcycle AND Moped Helmet Law Chapter 814.269 states: Must wear a motorcycle helmet that is DOT-compliant. Only exception is 814.290 when operating a vehicle designed to travel with three wheels in contact with the ground at speeds of less than 15 mph. (Mobility Scooters for the handicapped).

Bicycle Helmet Law Chapter 814.485, 814.486 Oregon law requires any person under the age of 16 riding a bicycle or being carried on a bicycle to wear approved protective headgear. As a parent or person with legal responsibility for the safety and welfare of a child, you will be held responsible.

Insurance Requirements for 3rd Party User Groups: The Event Sponsors, at their expense, shall provide public liability and property damage insurance to protect the sponsor, Portland International Raceway and the City of Portland and its officers, agents and employees from any and all claims which may arise out of the event or the Permittee's use of City Property. The policy shall be in standard form, with limits of not less than \$1,000,000 for personal injury to each person, \$2,000,000 for each PIR occurrence, and \$2,000,000 for each occurrence involving property damage; or a single limit policy of not less than \$2,000,000 covering all claims per occurrence. Participant Legal Liability is required for all events with participants that have access to a typically controlled/restricted area of the premise. Generally, the types of events include motorsports, athletic & non-athletic activities that takes place on the track or elsewhere on the premise (i.e. temporary course set up in a parking area). This requirement is effective immediately for all new contracts/rentals going forward.

Below are some examples

Types of events renters need to also include \$2M in Participant Legal Liability:

- Run / walk events
- “The Great Inflatable Race”
- Wheelchair games / Handcycling series
- Bicycle / Motorcycle events
- Trainings / driving school
- Drags / Test & Tune events
- Track Days Races

Renters for these types of events will need to show PLL on the Certificates of Insurance.

Types of events that do not need to include PLL with insurance requirements:

- Car shows (that are not held on the track)

- Swap Meets
- Winter Wonderland Holiday Lights
- Overflow parking events

Proof of insurance must be received in the PIR office before a PIR permit will be issued. Such insurance shall name as additional insured, the City of Portland its officers, agents and employees, and shall not exclude claims by the City against the policy. Timeline of coverage must also include ALL setup, early move-in, move-out as well as actual event dates. For a Sample COI showing the Participant Legal Liability, please go [HERE](#). This is a generic example. Your agent/insurer may differ.

Certificate Holder section on Certificate of Insurance form must read:

City of Portland
Portland International Raceway
1940 N. Victory Blvd.
Portland, Oregon 97217

Keys: PIR checks keys out to User Groups' authorized representatives for opening gates, restrooms and some buildings depending on need. Those groups that check out keys to PIR facilities must follow these procedures:

- Always relock the lock and attach it at the location. Never leave a lock sitting free.
- Facility perimeter gates must be closed/dummy locked at a minimum AT ALL TIMES unless actively manned and monitored.
- Keys must be returned to the PIR office to PIR personnel or dropped in PIR mailbox prior to user group departing at the end of the final event activity

Lost & Found - Any items that are located during events may be turned in to a PIR Staff Member. Lost and Found in the PIR office on the first floor of the 3-story Drag Tower in the South Paddock. Contact the office at (503) 823-5895 to check on lost items.

Move In - Assume 7:00 a.m. on the day of your event is the move-in time unless you make specific and approved arrangements with PIR. Early arrivals will NOT be allowed on grounds without prior approval from PIR mgt. and a process put in place for entry.

Move Out - Track use should end by 4:00 p.m. Monday through Thursday and 5:00 p.m. Friday through Sunday (there is flexibility on Sunday typically). Any deviation from this schedule must be approved by PIR management.

Military Discount Program: Military discounts vary by event and User Group/Promoter. Check on PIR calendar for the event and what is listed regarding tickets. All PIR drag racing events are FREE for spectator admission for active duty and veterans with ID.

Off-Road & Motocross Areas – The off-road areas within PIR are not authorized for use without prior written approval of PIR.

PA System - The PA System may not be used until 8:00 am and is preferred not to be used until 8:30 am if possible, in respect to neighbors.

Parking Areas – Vehicle parking at PIR will vary per Event and will be directed by either Event PIR Personnel or by Security Personnel. PIR requests that all Participants, Spectators and Guests obey all posted “No Parking” and “Accessible” signs; do not block gates, doors or roadways at any time. PIR reserves the right to ask any vehicle owner in violation to move their vehicle or it will be towed at the owner’s expense.

Pets – PIR discourages bringing pets to the track. However, pets are allowed but are the responsibility of the owner. Dogs must be on a leash always, and we encourage you to think twice before bringing pets, as the noise of the events can be a problem for them. PIR has a dog off-leash exercise area in the North Broadacre field, which is available daily except when the field is in use for events. You must clean up after your pet and properly dispose of all waste per City Code.

Photography – Non-commercial photography is allowed at PIR for Public Events. During track PIR rentals and events, photographers approved and credentialed by the User Group/Promoter paying for the rental are authorized to be inside of specified fences, entering via authorized entry points. Photographers must contact the PIR office for latest photographer map and work directly with the User Group/Promoter for permission and sign a waiver. At large spectator events, the User Group/Promoter may have a credentialing qualification process and procedures. Photographers may be required to wear issued vests for identification and must remain inside the specified photo boundaries. Failure to do so may result in loss of privileges and potentially expulsion from the event.

Pit Wall – Painting or writing on pit lane and pit wall is prohibited unless approved by PIR and ONLY children’s chalk may be used. Standing on the Pit Wall is prohibited. All tape on pit wall or pit boxes must be removed at end of event. Failure to do so will be charged by time and materials for removal.

Quiet Hours – Quiet hours for the facility are from 10:00 p.m. to 8:00 a.m. This includes all motorhome and camping areas. PIR asks that all guests be considerate of others and not play loud music. Any music that is determined to be a nuisance by Security must be turned down or off. Un-muffled engines over 90 dba must not be run after 10:00 pm nor before 8:00 am for starting and 8:30 am for revving.

Race Circuit Hours – On a standard track rental the track is hot from 9:00 a.m. to 4:00 p.m. Any deviation from this schedule requires approval from PIR management.

Rental & Payment Policies - Depending on the history of the client/user group with the venue, PIR may ask the renter to confirm a date on the official PIR calendar via up to a 100% deposit of total base rental fees towards the event. Typically, new customers with proof of good standing pay a 50% deposit to hold dates and recurring customers pay a 10% deposit. PIR may also ask for the balance to be paid prior to or at permit signing which takes place no later than 24-hours prior to event. Renter will receive additional invoicing after the event for relevant maintenance, vendors and service fees that are beyond the base rent. Payment is due within 30-days of invoice date. Any credits or discounts are applied at this time.

PIR may charge an additional \$500 maintenance and security deposit at its discretion depending on event description, history with renter and if animals will be in PIR buildings. This deposit is fully or

partially refundable pending venue's condition following the event. Renter is to return usage area(s) to same condition as prior to the event.

Right of Way – Drivers of any non-racing vehicle will yield the right of way to any Race Vehicle at all times on PIR property. Due to the constraints of safety equipment and vehicle design, drivers of racing vehicles may have limited visibility or mobility while operating their vehicle. Operators of racing vehicles must still obey posted speed limits and any other traffic control devices to include instructions from Track and Security Personnel.

Shipping – The Renter is responsible for shipments to PIR by its Participants. Note PIR DOES NOT have a shipping dock. PIR does not always have a forklift available. Be sure delivery vehicle has a liftgate and PIR is alerted about arrival of freight in advance. If a forklift is required, additional fees may apply to the User Group for rental costs and operator time. Note too that PIR has VERY LIMITED indoor storage. Please call ahead and check with office regarding shipments, arrival times etc. The shipping address for participants is:

Participant's Name
Participant's contact phone number in Portland
c/o Portland International Raceway
1940 N. Victory Blvd
Portland, Oregon 97217
503-823-5895

MUST HAVE RECIPIENT'S NAME AND CONTACT INFORMATION, IF NOT, THE SHIPMENT MAY BE REFUSED AND RETURNED TO THE SHIPPER

Smoking – PIR is a smoke free environment. All City Parks, recreation areas and natural areas are smoke and tobacco free. Portland City Code 20.12.110. This includes all vaping devices. Signs on property include information to help those trying to quit.

Speed Limit: Access Roads/Paddocks: All access roads have a speed limit of 15 mph. Absolutely no testing, warming up, cooling down or brake bedding is permitted on the access roads at any time. These activities are restricted to the racetrack only. This included ALL vehicles regardless of type. In occupied paddock areas, the speed limit is 5 mph. Violators of this policy may be excluded from the event and pending severity, may be excluded from the facility for an extended period of time.

Sound/Noise Policy: PIR has a strict sound/noise policy per City of Portland Code. Make yourself familiar with the PIR sound/noise policy. Details are available at Noise information page on the PIR website. http://portlandraceway.com/?/about/noise_information

Maximum Tuesday through Sunday is to be under 103 dBA 50 feet from the source. Mondays have a maximum of under 90 dBA. Violators are given one warning to mitigate with two opportunities to correct before expulsion. Less than 103 dBA time restrictions are from 9:00 a.m. to 10:00 p.m. All other times under 90 dBA. Race engines may not be started prior to 8:00 a.m. and absolutely no engine revving prior to 8:30 a.m. NO EXCEPTIONS ALLOWED without express written permission from PIR management. This policy is strictly enforced. Typically, a vehicle that exceeds the limit on track is black flagged (taken off the track) and given one chance to make modifications or repairs to be below the limit. A second violation will mean a car will be removed from the competition or event for the rest of the day. On a following day, the vehicle in violation must re-tech, show what was done to

remedy the violation, pass tech, and be re-checked on course via the sound monitor. If the vehicle fails again, it is disqualified from the entire event.

Tow Eyes – It is strongly recommended (and required for non street-legal cars) that all vehicles have at least two (2) easily accessible and usable tow eyes on the front and rear of the car. They must not protrude dangerously from the car, and they must be accessible without manipulation of the bodywork or panels. They should be strong enough to support the weight of the car. If no tow eyes are available, the towing crew will hook onto other areas that may cause damage to the car. The towing crew will not be held responsible or liable for that damage. Again, **TOW EYES ARE STRONGLY RECOMMENDED.**

Unmanned Aircraft Systems (UAS) - Drones – In accordance with FAA regulations, PIR does not permit the use of UAS for any type of commercial photography or videography at any time on the facility. UAS may be requested for private use photography or videography during events. Information or requests for use are made through the PIR Office, no later than two weeks prior to the event. Approved operators must obey all policies pertaining to photographers when inside the track fence. UAS will use approved Landing Zones and fly between 100 and 400 AGL at all times during flight. For detailed information see the PIR UAS Policy by [clicking here](#).

Vendors – Individual User Groups/Promoters that rent the track determine the vendor policy for their event. Contact PIR's office for more details and to obtain the information for vendors at a particular event.

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