

**BMW Car Club
of America
Tarheel Chapter**



**Instructor Training School
Becoming a Tarheel Instructor**

Thank you for your interest in becoming a Tarheel BMW CCA HPDS Instructor. This document outlines the path to joining the ranks of one of the most well respected and talented instructor groups in the Nation.

Minimum Requirements *for those wishing to become an Instructor Candidate*

- Participation as an A group student in a minimum of three events (6 track days) with Tarheel Chapter BMW CCA, and a minimum of 30 instructed track days with an approved organization within a 36-month period OR equivalent experience as determined by the ITS Committee.
- Personal recommendations from your instructor(s) and exemplary performance evaluations.
- Current Tarheel Chapter BMW CCA membership.

Instructor Candidates' acceptance after meeting the above criteria shall be at the discretion of the ITS Committee.

Instructor Candidates

Upon approval, you will be considered an Instructor Candidate and will have this confirmed to you by the ITS Coordinator. Three steps follow:

1. **Driving Skills Evaluation (*Fall HPDS*)**
The candidate will be assigned mentors to ride with him/her and assess driving skills and knowledge as they pertain to instructing. The evaluations occur during the normal A run group sessions, your assigned instructor may be one of your evaluators or you may have your evaluators assigned at the event by the ITS Coordinator. The evaluators will report their assessments to the ITS Coordinator, their agreement on the candidate's skills being adequate to move to the next step is required.

Guest Instructors entering ITS to improve their skills may not be required to complete this step with approval from the Guest Instructor Coordinator or ITS Committee.

Documentation/Source/Time

*New ITS Candidate Driving Evaluation-Candidate/ITS Coordinator/upon approval
New ITS Candidate Driving Evaluation-Evaluator/ITS Coordinator/prior to event*

2. **Pre-Mentoring (*Spring HPDS*)**
This is an informal training weekend open to all Instructor Candidates which occurs in the Tarheel Chapter's Spring HPDS. Candidates will be assigned to a mentor and spend the weekend beginning their training as an instructor. Candidates are invited to attend the event on Friday

(register as an ITS Candidate, regular instructor fees apply) in addition to signing up as an A student for Saturday/Sunday.

Special emphasis is placed on communication, otherwise the mentor will identify and help the candidate work on areas where the greatest opportunities for improvement exist. Track time may be spent as either an instructor or a student with role plays used as a learning tool. Both the candidate's and mentor's cars will be visibly marked "ITS" since part of your training will involve driving in student run groups and under their run group rules. Assuming the candidate is progressing and eager to learn, there is no pass/fail for pre-mentoring, this weekend is strictly to help candidates be better prepared for ITS. The ITS Coordinator will invite qualified candidates to participate in pre-mentoring prior to the event. Pre-mentoring is available to Guest Instructors who have been accepted into the ITS program as staffing allows and with approval from the Guest Instructor Coordinator and ITS Committee.

Documentation:

None. See above paragraphs.

3. Instructor Training School (*Summer HPDS*)

Candidates will be invited by the ITS Coordinator and will sign up for the event as Instructor Candidates for Friday/Saturday/Sunday. Regular instructor fees apply for Friday, regular student fees apply for Saturday/Sunday with Sunday being refunded to candidates who succeed **and** are assigned students on Sunday.

Candidates will spend their time engaged in three primary activities on Friday and Saturday.

- 1) **Role Plays with Mentor** (on and off track). Candidates will encounter a wide variety of personalities and skill levels with their hypothetical "students," each designed to develop the skills needed for instructing. This is learning time, Candidates and Mentors are allowed to break role as needed for direct instruction and Q&A.
- 2) **ITS Classroom.** Here candidates will refine concepts such as: your role as an instructor; how students learn; ways to communicate with students; how to identify different student types; and the most effective means of reaching them.
- 3) **Evaluation.** A different mentor will be your student for this track exercise on Saturday and, combined with reviews from your primary mentor, will help determine if you're ready to instruct or if further training is needed.

Documentation/Source/Time

Candidate Primer/ITS Coordinator/at Invitation

Schedule/ITS Classroom Facilitator/event

Role Play Guidelines, Candidate/ITS Classroom Facilitator/event

Role Play Guidelines, Mentors/ITS Coordinator/prior to event

Classroom Guide/ITS Classroom Facilitator/event

ITS Performance Evaluation (of Candidate)/ITS Coordinator/event

The goal of the ITS Staff is to help the candidate succeed and become an effective instructor. As an instructor, your role includes:

- Promoting the safety and ongoing development of high performance driver skills of the students
- Setting a good example of sportsman-like conduct both on the track and elsewhere during the school
- Providing concise instruction using enhanced communication skills
- Linking HPDS training to improved driving on the street
- Offering entertainment and promoting the enjoyment of the student's car and time at the track
- Continuing to improve your skills as an instructor to be as effective as possible in training your students