

**Tarheel & Toe Drivers School**  
**Instructor Confirmation Packet**  
**Tarheel Chapter BMW CCA**

*Virginia International Raceway, Alton, VA*

Thank you for being available to our fortunate students & for your participation in the Tarheel Chapter BMW CCA's Driver School series at VIR. You are the lifeblood of our program. We are grateful for your time and talent.

Have you registered on [MotorSportReg.com](http://MotorSportReg.com) ? If you did not register there, please do so now. If you don't register online we will have nothing for you at the event including, a packet, car numbers, or student assignments. There is no fee to participate as an instructor Sat and Sun. Friday open track for instructors has a fee and is required for all Guest Instructors on their first event with us. Our Tarheel core of Instructors welcomes each of our guest instructors from near and far. We appreciate your expertise and availability and are available to help you have a great time.

**Instructor meetings: Friday about 8:30 AM; Sat/Sun promptly at 7:30.**

**Thursday evening** the track gate will be **open at 5:30** for dropping off rigs or leaving track cars. All people not renting housing at VIR must be out by 7:00 PM when the gate is locked for the night on Thursday. Friday morning the gate opens at 7:00 AM. Registration will be open **Friday until 10:00 PM in the North Paddock.**

**Friday** is Orientation Day for Instructors, Instructor Candidates and A-Plus student drivers. Please see requirements for A-Plus students (on the web site) before you recommend anyone and get their hopes up. We are strict about entry into A-Plus so your Friday is wonderful and uncompromised. Friday cost is \$155.00 cash or check payable to Tarheel Chapter BMW CCA. No fee for Sat/Sun, but you may not attend Friday without working the entire weekend.

Registration is open Friday 8am until 10pm and Saturday at 6:45am. Use this checklist and bring these items with you to registration

- Completed forms (included in this packet) Tech and Medical
- Snell 2010 or newer Helmet
- Valid driver's license.

No single-seater cars allowed Sat/Sun. You must bring a car with a passenger seat appropriate for demonstration rides with students or other instructors. No exceptions. Don't ask.

Allen Patterson is coordinating the ITS (New instructor training) program. We hold one ITS school per season. Please read "How to become an Instructor for Tarheel" in the Q & A section of this website in case you have an A student whom you believe would be a good instructor candidate. We require two recent instructor's recommendations before we consider a candidate. FYI For those who aspire to the ITS program. Allen will facilitate Driver Skill Check offs for qualified students at each school. Once that step is completed, they may sign up to drive on Fridays.

If Tarheel events are fairly new to you or you have not been to VIR often enough to feel at home, please download the student packet as well and read through it to familiarize yourself with our terminology and customs. In it you will also find information on several accommodations and other pertinent information. [www.VIRclub.com](http://www.VIRclub.com) is an excellent website with maps and quick lap descriptions using our preferred school line. The VIR site also has VIR Track History and some good pictures of the facility.

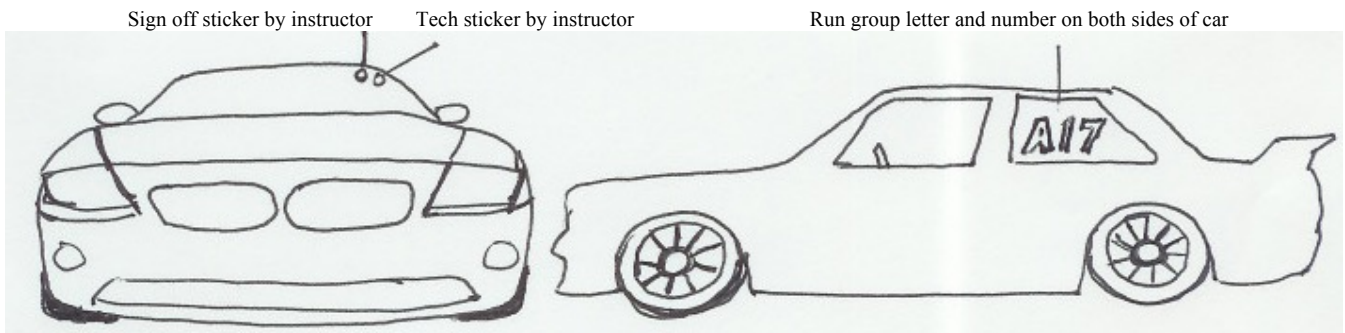
We have a favorable rate at the **Sleep Inn**, 1483 South Boston Rd. Rt. 58E Danville. **PH: (434) 793 6090**. Ask for Tarheel BMW Club. Sleep Inn has a hot tub, outdoor pool and exercise room. A nice continental breakfast is included starting at 6:00 AM. They have a waffle iron! Sleep Inn has parking for rigs and is only 11 miles from the track with grocery, car wash, gas and restaurants nearby.

# SATURDAY MORNING IN THE PADDOCK

- **Proceed directly to the paddock area and park.** Make sure you are registered and have signed the waiver.
- **Unload your car.** All items, which are not permanently secured, must be removed. For example, remove:
  - Floor mats
  - Contents of glove box
  - Handset of cellular phone
  - Garage door opener
  - Contents of trunk (spare tire may stay)
  - Contents of side door pockets
  - Radar detector
  - Check under seats for loose items!

**Please be on time to the morning meetings. Roll call will be taken both days!**

- **Inspection sticker and run group color:** on driver side windshield, top outside corner
- **CAR NUMBERS:** on rear side windows; run group letter first, followed by the number. BINGO!
- If this is the July school in conjunction with the Race school then your colored run group dot goes in the upper center of your windshield.



- **If two drivers share a car,** place second run group letter and number below the first.
- **Please check your tire pressures. Air is available at the tech shed, side nearest classroom.**
- **Check your lug nuts (bolts) and tire pressure prior to each session,** not just after your session (hot). **Do not** tighten hot lug nuts (bolts). Don't set your parking brake just after a run.
- **All participants must wear a wristband both days!** It is OK to shower with the band on.
- **Keep your schedule with you at all times!** Run group sessions may not always be announced or heard. It is your responsibility to follow the schedule and be prompt! In the event of incidents that cause delays, adjust your schedule.
- **Information Table staff are here to assist you.** They can not change your run group; can not change your instructor. This is done by the Chief Instructor. After the school is running smoothly, you **and** your in-car instructor may ask.

Instructors will also be available to assist you with any questions or problems

**Keep the shiny side up! Pavement good, grass not good, tire-wall very bad!!!**

**The Tarheel chapter thanks each of our instructors for your participation and wishes you a safe, rewarding and fun filled event. If you have questions not addressed on the web site or in the confirmation packets, please contact: Our Chief Instructors, April Curtis and Paul Tillery [acurtis995@gmail.com](mailto:acurtis995@gmail.com) , Tom Tice, DS coordinator at [teticem3@gmail.com](mailto:teticem3@gmail.com) or Phil Antoine (at [booflick@yahoo.com](mailto:booflick@yahoo.com)) about MotorSportReg or DrivingEvals questions. Our goal is to help make this a great experience for our students and for you. Thank you for your commitment to the Tarheel High Performance Driver School Program.**

*Medical and Tech forms are on the next pages:*



**TARHEEL CHAPTER BMW CCA**  
**PARTICIPANT MEDICAL INFORMATION**  
*(confidential)*  
**PLEASE PRINT LEGIBLY**  
*(fold in half, tape and print your last name first in right upper corner)*

Date: \_\_\_\_\_ Event: \_\_\_\_\_

Name: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Medical Insurance Carrier and Policy Number: \_\_\_\_\_

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fold line

Whom to notify in case of emergency: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ are they at this event? Yes  NO

If not at the event, phone number where they can be reached: \_\_\_\_\_

Blood type and RH: \_\_\_\_\_ Do you wear contacts? \_\_\_\_\_

Date of last tetanus: \_\_\_\_\_ Prosthesis? \_\_\_\_\_

Allergies: \_\_\_\_\_

Present Medications: \_\_\_\_\_

Significant illness or condition, which might affect you at the track: \_\_\_\_\_

This information will be kept confidential and only be used in case of emergency. It is destroyed following the event.  
\*fold in half and print your name, last name first on the right corner

Tarheel BMW CCA Event Medical Form (page 2)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

This page intended to be the outside of your confidential medical form when printing double-sided and folded as directed. If you printed single sided sheets, you may discard this page.

## Tarheel BMW CCA TECHNICAL INSPECTION FORM

### Engine Compartment / Interior:

- Battery securely fastened
- Brake fluid: level, fluid fresh, system bled
- Date of last fluid change: \_\_\_\_\_
- No visible fluid leaks (gas, oil, coolant, hydraulics)
- Coolant system: level, condition of hoses, no leaks
- Pressure test radiator cap
- All V-belts: proper tightening, inspect for wear, cracks, fraying
- Brake lights: all working
- Brake pedal: firm
- Throttle linkage: no sticking/ sloppiness
- Windshield wipers: working and good condition
- Mirrors: left-hand exterior required

### On lift and under car

- Condition of tires, sidewall and tread. Min. 2/32" tread. H, V, or Z speed rating recommended.
- Check wheel bearings for excessive play.
- Brake pads & calipers: Adequate pad thickness (at least 1/2 pad left). Rotors within factory specs. Calipers working properly. Hoses, lines, calipers clean and dry.
- Steering linkage, suspension: No excessive play. Suspension mounting: no cracks or excessive rust.
- Check rear engine & transmission seals for excessive seepage.
- Check for hydraulic leaks at wheels and clutch slave cylinder.
- Check half-shaft bolts for looseness
- Check transmission and differential fluid levels
- Wheels not bent, no cracks
- Exhaust: no under-car leaks.

### Other

- Windshield free of large cracks
- Both front seat belts are properly operable and in good condition. Equivalent restraint systems for both seats.
- If roll bar: adequate padding required on all roll bar/cage installation at any possible contact with driver or passenger.

**Inspected by** (Signature or Shop Stamp): \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that the condition of my car is my responsibility and the technical inspector is not responsible for any potential failure of my car. **Please sign and print your name below:**

**Owner signature:** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**Date:** \_\_\_\_\_