

# 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. VIR Security staffs the gate 24 hours. Registration will be open **Friday 8am-10am and 5pm until 8:00 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 fee is posted on MotorSportReg and payable on MSR. No fee for Sat/Sun, but you may not attend Friday without working the entire weekend.

Registration is open Friday 8am-10am and 5pm-8pm, then again Saturday at 6:45am. Use this checklist and bring these items with you to registration

- Completed forms (included in this packet) Vehicle Tech (mandatory) and Medical (online on MSR)
- Snell 2015 or newer Helmet
- Valid driver's license
- Online Waiver signature receipt (<https://ews.bmwcca.org>)

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 (Instructor Training School) 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.

**Property Damage – VIR will bill the chapter and Tarheel chapter will bill you for any damage you cause to VIR property.** Examples are guardrail replacement, oil-dry (kitty litter), or tire bundle repair. Recognize incidents are very rare, but it is your responsibility to pay for what you damage.

**Event Insurance:** Your standard insurance may not cover activities on a “competition surface”. Don’t ask you agent about that. Rather, ask for a detailed copy of your policy and all exclusions. “Track Day Insurance” is readily available and may be acquired through several specialty vendors such as Hagerty or Lockton Affinity.

**Pre-Event Email Meet-n-Greet:** On Tuesday of event week, you should receive email from the Registrar with your student pairing(s). Your student(s) expect to be contacted this week by you. Take this opportunity to get much of the meet-n-greet out of the way. Find out your student(s) goals, read their prior evaluations on DrivingEvals, and pre-set their expectations for the weekend. Saturday goes so much more smoothly the more introductory stuff you get done before then.

## On-Site Registration

**When:** 5pm until 8:00 pm on Friday. Make every effort to register Friday. Avoid the Saturday morning rush and stress, and be assured of not missing any valuable track time. We are not set up for, nor expect many registrations Saturday morning.

**Where:** Tech Shed North Paddock at VIR. Turn right after the Security Gate.

**What:** Bring completed forms included in this packet [Tech Form (mandatory), valid Driver’s License, Helmet, Online Waiver (<https://ews.bmwcca.org>) signature proof/printout.

**Note:** Detailed event schedule, car numbers, and run group assignments will be provided in the on-site registration packet. Registration is open for a brief time Saturday beginning at 6:30am. It will close at 7:30 for mandatory meetings.

**Car Drop off:** Driver School participants may sign the VIR gate waiver and bring a car/rig for drop-off Friday afternoon and evening. VIR has 24-hour security.

**Student Meeting:** Mandatory. 7:30 AM. Could be Virtual/pre-recorded or Drivers Meeting Room. Listen for announcements on the paddock public address system.

**Instructor Meeting:** Mandatory participation. 7:30 AM. Outside Tech Shed.

**Instructor/Student Meet & Greet:** Students line up facing hot pits (A & C students nearest the classroom; B & D students, mid-fence). Students hear your name called, meet your instructor, and leave the pairing area together. If you have connected via email prior to the school, please let the CI call your name and respond.

**Classroom:** Student Classroom is held in the Drivers Meeting Room in the basement under the Garages in North Paddock.

# THINGS TO BRING TO THE EVENT

- This packet (including **completed** Technical Inspection, and Electronic Waiver signature proof/printout).
- In-Car Communicator gear. Multiple student headsets if you have them.
- **Helmet (SNELL 2015 or newer).**
- **Cotton/natural fiber long pants; long & short sleeved shirts; closed toe shoes.**
- Extra quart (or two) of oil
- Beverages: water, sports drink. May bring adult beverages for after track closes. No Glass
- Glass cleaner and paper towels
- Gas - fill up before arriving at the track to save time. Gas is available at track by credit card pumps (open all of the time). Prices are higher than local stations.
- Other tools and parts as desired. Examples: extra brake fluid, coolant, etc.
- Sunscreen and/or a hat and maybe bug spray; a poncho and umbrella
- Lawn chair(s) and a cooler for your beverages
- A tarp or two to protect your gear from the elements (remember, it might rain)

## Accommodations

**Headquarters Hotel** will be **Sleep Inn Suites** located on 58 East at 1483 South Boston Rd., across from the Danville Airport just 11 miles from the track. **Phone: 434 793 6090**. We have blocked rooms for this event, so please mention **Tarheel BMW** when making reservations to secure the group rate. VIR offers luxury Villas, Garage Suites and The Lodge, all on site. For more info contact them at 434-822-2680 or via [www.virclub.com/lodging](http://www.virclub.com/lodging).

<b>Sleep Inn –</b>	<b>1483 South Boston Road-Route 58 E.</b>	<b>(434) 793 6090</b>
	Also nearby:	
Holiday Inn Express –	2121 Riverside Dr.	(434) 793-4000
Best Western -	1292 South Boston Road-Route 58 E.	(434) 483 5000

**VIR Club website:** (<http://www.virclub.com>). Learn more about the track including maps, directions, on-site lodging, and lap descriptions. We look forward to a fun filled event. Our focus is on enabling you to have a safe and rewarding experience.

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:*

**MANDATORY  
INSTRUCTOR MEETING**  
Tech Shed Outside  
7:30 AM

**MANDATORY  
DRIVERS MEETING**  
Classroom, Virtual or TBA  
7:30 AM

# 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!

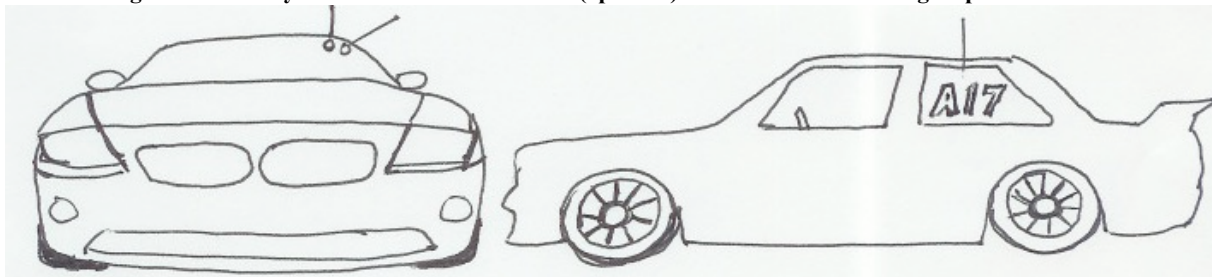
**Please be on time to the morning meetings. Roll call will be taken both days!**

- **CAR NUMBERS:** on rear side windows; run group letter first, followed by the number. BINGO!
- If this is a school in conjunction with a Race School you'll be issued a colored run group dot that goes in the upper center of your windshield

Sign off sticker by instructor

Tech sticker(optional)

Run group letter and number on both sides of car



- **If two drivers share a car,** place second run group letter and number below the first.
- **Please check your tire pressures. Air is available near the Sunoco Fuel Pumps.**
- **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 cannot change run groups or instructor/student pairings. This is done by the Chief Instructor. After the school is running smoothly you may approach them to ask.

(**This form is optional.** We prefer this medical completed paperless online in your MotorSportReg Profile. You may submit this hardcopy optional.)

**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 Chapter BMW Car Club of America

## Driver's Education Vehicle Technical Inspection



Driver 1: \_\_\_\_\_ Emergency Contact 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Year of Car: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ VIN: \_\_\_\_\_

Driver 2: \_\_\_\_\_ Emergency Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_

### Technical Inspection (To be completed by a professional mechanic within 4-6 weeks of the event):

Vehicle Interior	Pass	Fail	Suspension & Running Gear	Pass	Fail
<b>Interior Mirror:</b> (1) Minimum in good condition; securely mounted.			<b>Wheel Bearings:</b> Proper free rotation; no looseness in hub.		
<b>Helmet:</b> Snell current or last date certified, no cracks; chin strap in good condition. <b>(Certification within 11 years of current date)</b>			<b>Structural Integrity:</b> No loose body or interior parts; no structural rust at or near suspension points.		
<b>Roll Bar/Cages:</b> Must pass the broomstick test; must be covered with closed cell foam padding where a helmet comes in contact with the bar. Please refer to "Driver School Rules for closed cars and open cars" on the following website for more details: <a href="http://www.tarheelbmwcca.org/track.html">http://www.tarheelbmwcca.org/track.html</a>			<b>Front Suspension:</b> No excessive play; ball joints and tie rods secure; boots and all seals in good condition.		
<b>Seat belts/Harnesses:</b> Factory or better installation in both seats. Must be securely mounted; belts not frayed; equal restraints for passenger and driver. <b>4-point harnesses prohibited except Schroth Quick Fit. 5, 6 and 7 point harnesses must use seat with factory routing holes/safety pinned.</b>			<b>Rear Suspension:</b> Half shaft bolts tight, boots in good condition; mounting hardware in good condition; no leakage.		
<b>Pedals:</b> All pedals must have free return and be in good operating condition. Brake pedal must be firm.			<b>Brakes:</b> Sufficient brake pads (50% minimum); rotors and pads are in good condition; no cuts or abrasions in brake lines. There should be no visible cracks extending to the edge of the rotor. With co-driver, pads should exceed minimum standard.		
<b>Windshield/Wipers:</b> No cracks, condition does not impair vision. Wipers in good working order.			<b>Brake Fluid:</b> Sufficient brake fluid; premium fluid; Brake fluid must be changed at least every 6 events or one year. <b>Date brake fluid was last changed:</b> ____/____/____		
<b>Doors:</b> Must be operational from inside and outside.			<b>Tires:</b> General good condition; no cracks, cuts, cords or blisters, the tires should be the ones used at the track.		
<b>Accessories secure:</b> Stereo, camera, etc.			<b>Steering linkage:</b> No excessive play.		
			<b>Wheels-Overall Condition:</b> All lug nuts engaged. Wheel Center-locks: Locking devices are fully engaged. For track tires, steel lug nuts should be used. No cracks, bends or flaws		
Engine & Trunk Compartment	Pass	Fail	Vehicle Exterior	Pass	Fail
<b>Battery:</b> Properly secured; no apparent corrosion.			<b>Hood &amp; Deck lids secure</b>		
<b>Electrical:</b> Harnesses/relays/wires secure.			<b>Brake Lights:</b> Functional and visible brake lights.		
<b>Belts:</b> Fans/auxiliary belts in good condition with proper tension.			<b>Fluids:</b> Appropriate levels, and no dripping leaks of any fluids.		
<b>Throttle Return:</b> Freely operating and proper spring(s).			<b>Exhaust System:</b> securely fastened and in good condition.		
<b>Fuel Lines:</b> Proper fittings and line condition.			<b>Exterior mirrors:</b> In good condition.		
<b>Engine:</b> General condition of engine and accessories.			<b>Gas Cap:</b> Tightly closed/no leaks. Caps for all fluids secure.		
<b>Coolant System:</b> Level, condition of hoses and no leaks.					

### THE UNDERSIGNED HEREBY CERTIFY:

- This OFFICIAL TECHNICAL INSPECTION FORM (THE "FORM") submitted to Tarheel Chapter of the BMW Car Club of America, in connection with the above noted High Performance Driver Education Event was performed on the date shown below by a mechanic and/or shop qualified to conduct such a track inspection.
  - The completed Form correctly and accurately shows the condition of the Car identified above on the date of the inspection.
  - There have been no changes in the condition of the Car since the date of the inspection that would affect the track-worthiness of the Car. The undersigned hereby agrees to defend, indemnify and hold harmless BMWCCA, its chapters, as well as the inspector, from any and all claims or demands arising directly or indirectly from any incorrect and/or inaccurate statements set forth in this form.
- I understand that the technical inspection performed on my Car and my helmet is solely for the purpose of meeting minimum standards of car preparation for the Chapters's High-Performance Driving Event. No warranties or guarantees are implied or expressed by the passing of the inspection performed. I acknowledge that the safe condition and operation of my Car is entirely my responsibility. I take full and sole responsibility for any vehicle problems, malfunctions, or damage that may occur in connection with the operation or performance of my Car prior to, during, or subsequent to the event.

### Inspection Facility Information and Stamp

**Shop Stamp, Business Card, or Inspection Invoice Required**

**Tech Inspector's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Tech Inspector's Signature:** \_\_\_\_\_

Signature Driver 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Driver 2: \_\_\_\_\_ Date: \_\_\_\_\_

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