



Dear Audi Club Participant,

Welcome to the PCC-ACNA, Summit Point Jefferson Circuit Driver Safety and Education School. Thank you for signing up to participate in this school. With your help, this will be an educational, exciting, enjoyable, and most of all, safe event.

*******IMPORTANT ADDITIONAL INFORMATION REGARDING THE ONGOING GLOBAL PANDEMIC AND HOW IT MAY AFFECT THIS EVENT WILL COMMUNICATED SEPARATLEY*******

The materials in this packet will provide you with track information, rules, procedures and safety information. **We want this to be a safe event with minimal confusion for everyone, so please review all the information carefully.** Please pay particular attention to details in this document and associated material because there have been updates to the previous year's event information. Also, you will be fully responsible for knowing the material and you will be prepared to join others on track to get the maximum enjoyment and the best learning experience out of this event. As this is a safety seminar, **not a racing school**, overly aggressive or reckless driving will result in expulsion without refund from the event and suspension from future events.

Drivers are financially responsible for any and all damages they make to a facility and its parts (Attachment A). You will be billed by PCC-ACNA for any damage you incur to the facility and ambulance transport off the property. The only insurance covering drivers and their vehicles at the facility is their own. Track insurance for your car is available through Lockton (<http://hpdeins.locktonaffinity.com>) or <https://ontrackinsurance.com/>

Important Information/Reminders

1. **Please, bring this entire packet with you to Registration and the track.** We will **NOT** have extra copies of any of these materials on-hand.
2. Please bring the following to Tech Inspection and Registration:
 - a. Completed Participant **Medical Information Form**. Can be found at <http://www.audiclubpcc.org/page/driver-school-med-form>.
 - b. Completed **Safety Inspection Checklist Form** (Technical Inspection)- The form can be found at <https://audiclubna.org/potomac/tech-inspection-form/>. A shop with certified mechanics reviews the Pre-Event Inspection items. The Tech Crew will complete the Event Review section (shaded areas are not reviewed during the event onsite inspection) of the tech form onsite at the event for the **Green, Yellow and Blue run groups. Black and Red run group** registrants should complete the Event Review section at the track by using Peer Review prior to registering.

IT IS YOUR RESPONSIBILITY TO HAVE THESE FORMS COMPLETED BEFORE YOU REGISTER. Properly completed forms are required to finalize onsite registration and event participation. We will **NOT** have extra forms for you at the event.

3. All participants must have a helmet with a **minimum** safety rating of **SA2015**. Use of Snell Special Application (SA) rated helmets is required for all vehicles that have supplemental rollover or impact protections installed, including OEM and after-market roll bars or roll cages. Use of Snell Motorcycle (M) rated helmets is not permitted.
 - SA2015 Valid until December 31,2026
 - SA2020 Valid until December 31 2030
4. **Registration and Tech – Green, Yellow and Blue student’s** tech first, then register. **All other participants are to hand in their signed Tech form at registration.** If you are **renting a helmet**, be sure to pick it up when you register or as directed. It is recommended, for sanitary reasons, to purchase a balaclava from a motorsports store (e.g., OG Racing) to keep perspiration out of the helmet.
 - **TECH INSPECTION**
 - **All** (except instructors) -Tech inspection forms ‘Pre-Event Inspection’ must be completed by an auto dealer, recognized service or repair facility and must be documented on the 2020 form, signed and stamped by the inspecting party as well as the driver.
 - i. **Green, Yellow and Blue groups** – will need to complete the onsite tech inspection process **from 7:15am to 8:00 am on Sunday.**
 - ii. Please stay in your car and keep your windows up during the tech inspection.
 - iii. Place your completed tech form on the windshield under your windshield wiper.
 - iv. Please find the Tech Form at <https://audiclubna.org/potomac/tech-inspection-form/>
 - **Black and Red groups** are **not required** to complete the onsite tech inspection process and we ask you to have a peer tech inspect your car completing the ‘Event Review’ section (unshaded items) of the Tech form prior to registration. Your tech forms **will be collected during the registration process Saturday morning.**
 - **REGISTRATION - Please be patient with the process.**
 - There will be an in-car with windows up Registration/check-in process on **Sunday starting at 7:15am to 8:00 am.** There will be signage for where to line up to register at the cold pits.
 - Prior to lining up for registration:
 - Place your completed Tech (with completed Event Review section) and Medical form under your windshield wiper.
 - Be prepared to show your Speed Waiver credential on your cell phone, either using a saved screenshot photo or from the actual Speed Waiver site that you may bookmarked in advance to the registration personnel by holding up to the driver’s side closed window. If you have a crew or guest in the car, their Speed Waiver credentials should be presented on the driver’s side window or they may sit in the rear driver’s side seat and do the same.
 - Have a face mask available if it becomes necessary to open the car window to communicate with the registration personnel.
 - Remain in the car.
 - The registration packet with wristband, numbers and run group stickers will be placed under your windshield wiper.
5. **Tech Inspection & Registration for Green, Yellow and Blue students and Registration for all other groups will be in the Cold Pits. Before going through Tech, please remove all loose items from your car including the trunk (e.g.,**

floor mats, smart phone holders, etc). Any last-minute updates will be posted to the PCC website and Facebook page. Please arrive in time to register (i.e., 6:30 am) as there will be many participants needing registration and tech. You will need to have registration and tech inspection performed prior to the first driver meetings (see schedule). If you are late to registration and tech, this could cause delays in your track time.

Please plan to arrive the event morning early enough to park, unpack your car, and get settled before tech, registration and the first driver's meetings. Cars need to be cleaned out and inspected **prior to** the driver's meetings.

Students and non-instructed drivers are to report for a **Driver's Meeting as scheduled (see schedule)** in the designated track area. It is important that everyone be on-time for the start of the meeting, so please do not be late!

6. The **weather conditions** during this time of year can vary considerably over the course of the day so dress accordingly. There is also always the possibility for rain. Quattro and AWD may handle inclement weather well, but a four-wheel drive car without grip is no better than a two-wheel drive car without grip. **Be aware of environmental conditions and make sure to adjust your speeds accordingly. Remember to use the first couple of laps of each session to warm up tires, brakes, and yourself.**
7. Comfortable clothing worn in layers is recommended. **Natural fiber (i.e., cotton, silk, wool, etc.) long pants, long-sleeved shirts, and closed toe, lace-up shoes are mandatory** when on-track. Make sure that the shirt is without logos, screens or other images, as these melt in the event of a fire. Boots, sandals, loafers, shorts, nylon jackets or loose/bulky clothing are not allowed in the cars or hot pits. Jackets can be worn in the paddock and elsewhere on the course.
8. Be sure to check your brakes, tires, oil and lug nut torque throughout the two days of the event. A high-temperature brake fluid, such as ATE Super Blue, Gold 200 or Motul 600, is recommended since you may reach stock brake fluid boiling points. At a minimum, brake fluid should have been changed within 6 months of the event. Use of this fluid will not affect your warranty and is street legal. You should also consider bringing extra fluid and brake pads. Do not worry if you are a beginner and have never changed/checked these parts. There are MANY people who will gladly lend a hand if you need assistance. Just ask. This is what this club is all about.
9. Before you enter the pits each day, **clear your car of any loose items.** Make sure you remove loose items from the door pockets, behind the seats, the glove box, the ashtray, the armrest, the trunk, and your parking pass behind the sun visor. Remove hubcaps, lug nut covers, floor mats and that Club you never use on the steering wheel. Make sure that the numbers on your car are securely attached and visible on the rear door/quarter windows.
10. **PAY ATTENTION.** Please listen for announcements and keep to the schedule. Be in the staging area, ready to run, as your group is called. Stage in the cold pits as directed by the Pit Control worker.
11. **Please continue to check the PCC-ACNA website – www.audiclubpcc.org and our Facebook page (<https://www.facebook.com/ACNAPCC>) for IMPORTANT UPDATES** in the weeks and days leading up to the event.
12. The only insurance covering drivers and their vehicles at the facility is their own. Track insurance for your car is available through Lockton (<http://hpdeins.locktonaffinity.com>) and <https://ontrackinsurance.com/>
13. Please remember that PCC-ACNA has a strong relationship with the track management, which is especially important, and we work hard to maintain it. While you are at the track properties please follow all Summit Point and ACNA rules and regulations.
14. Finally, we are a volunteer-based organization. Everybody this weekend, from the tech inspection, registration, (chief) instructors and the whole team putting this together behind the scenes, we have put in countless of hours in making this event run as smoothly as possible. If you get a chance, say thank you to them, it means a lot to us.

We anticipate another great time and a safe event. Please feel free to e-mail or call the contacts listed on the website for the event if you have any questions.

General Event and Track Rules

- **Read the Summit Point General Rules**
(<https://summitpoint-raceway.com/wp-content/uploads/2019/04/Park-Rules-and-Regulations.pdf>) very carefully. They are especially important in that there can be financial impact if they are not followed.
- The main gate will be open 24/7. It will take a while to sign in all attendees, so please try to arrive as early as possible.
- Trailer drops between 6:00 pm and 7:00 pm the night before the event.
- “Open Top” Vehicles – Convertibles, Targa, and T-tops:

At this time convertibles, targa, and other open top vehicles are permitted to participate in ACNA driving schools (i.e., HPDE and HPDC) with stock, factory installed safety equipment. This includes convertibles with factory roll hoops and/or deployable rollover protection. These include Audi TT Roadster, Audi R8 Spyder, Audi A3/S3 Cabriolet, A4/S4 Cabriolet, Audi A5/S5 Cabriolet, Porsche Carrera, BMW 2/3/4/6 Series, BMW Z, etc.

- Enforcement of the “broomstick rule” for all occupants and vehicles. Minimum clearance (with helmet on) will be two inches below a straight edge, placed from the top of the roll hoop to the top of the windshield frame.

It is strongly recommended that additional safety equipment be installed. This can include the following:

- A four-point roll cage consisting of a main hoop behind the front seats with two rear-triangulated braces.
- Minimum of four-point safety harness with ASM (anti-submarining). The same equipment is required for driver and passenger.
- Additional protection in the form of arm restraints for both driver and instructor is also recommended.

See the PCC-ACNA website for more information <https://audiclubna.org/potomac/driver-education-event-rules-regs/>.

If you have additional questions, contact our Event Coordinator(s) listed as the contacts (<http://www.pcc-acna.org/>) under the Events section for this event for clarification.

- Specified SUVs are allowed in accordance with <https://audiclubna.org/potomac/driver-education-event-rules-regs/>.
- Trucks and vans are not allowed.
- Track and insurance regulations prohibits the timing of vehicles and competitive driving. **THIS WILL BE ENFORCED.** Please do not jeopardize the safety of other participants and our club insurance by ignoring this rule.
- Make sure that the numbers that will be provided are securely attached or presented are visible on the rear door/quarter windows or C-pillar.
- Natural fiber (i.e. cotton, silk, wool, etc.) long pants and long-sleeved shirts **are mandatory** when on-track. Do not wear clothing made of synthetic material. Closed toe, lace-up shoes, such as a pair of tennis shoes, are also required. Boots, sandals, and loafers are not allowed.
- **Driver’s window must always remain completely down.** The passenger’s window must remain down if the passenger seat is occupied. Rear windows and sunroof remain closed.
- **Instructors ONLY** may take passengers, however the only people allowed are registered participants or other guests who have signed in at our registration desk.
- Speed limit on the grounds is 20 mph on all access roads, pit roads, etc. unless otherwise posted. To make this easy to understand, do not drive faster in the paddock than the speed at which you want to be hit at.

- Only persons 18 years of age or older accompanied by a parent will be admitted to the pit area. Minors 17 and under will require parental consent.
- No consumption of alcohol will be allowed during the track/driving portion of the event.
- Smoking is prohibited in the pit area, near the gas pumps and in any buildings.
- Internally, mounted video equipment must be rigidly and securely mounted, metal-to-metal. Externally, only “bullet/lipstick”-type cameras are allowed and must be securely hard-mounted or multi-suction cup mounted. A tether connecting the camera to the car is also required for external cameras. The event coordinators and instructors have the discretion to ask cameras and other equipment be removed if they feel it is blocking the driver’s vision or encouraging inappropriate or unsafe driving.
- Automated credit-Card only fuel pumps (Price is based upon current market price).
- **No pets** are allowed during this event even though the track permits pets.
- **Do not, under any circumstances, pound stakes or make holes in any asphalt surface.** Offenders will be held liable for all damages and may also be asked to leave the facility.
- **Do not work on, fuel, or leave cars unattended on any paved areas of the paddock.** Only park in designated paved areas or on the grassy areas between the access roads. If you must temporarily jack a vehicle on asphalt, you **must have metal or wood under the jack/jack-stands** to prevent indentations and holes in the asphalt. Do not paint any asphalt surface.
- It is mandatory that waste materials be disposed of in the correct drums, (antifreeze, oil, brake fluid, etc.) which are in several areas of the paddock. Spillage may result in ejection from the facility. Participants are to remove all used tires, batteries, and unwanted parts.
- Absolutely no bedding of new brakes and/or testing of vehicles on the infield roads.

Driving Rules

Please read these rules carefully. Safety is the MOST important aspect of this event. **Anyone deemed driving in an unsafe manner will be ejected immediately without a refund.**

1. **Pass only in designated areas and only after receiving a pass signal from the driver being passed.** Do not attempt to pass at the end of a straight. Be sure you have the time and room before you attempt a pass.
2. **Passing Zones** will be determined based on safety and run group experience/ability. They may not be the same as areas used by other clubs/groups. Passing rules are discussed later in this packet. Please read the rules carefully! **Passing zones are NOT open for general discussion at the driver’s meeting.** If you have a question or comment, please bring it up with the Event Master and/or Chief Instructor in advance of the event.
3. **Watch your mirrors!** The driver being overtaken must give a pass signal for **EACH AND EVERY PASSING CAR.** Just because the car in front of you got the passing sign does not mean you got one. If in doubt, don’t pass. If you did not get a pass signal, be patient, and back off. Do not ride the bumper of the slower car. They may be overwhelmed, and you riding their bumper will not help.
4. **Passing.** The Audi Club North America requires passing signals. For safety and clarity, turn signals are used which allows both hands to remain on the wheel and body parts to remain in the vehicle.

ACNA POLICY (2019 Update)

A passing vehicle must receive a signal from EACH vehicle being overtaken. EACH vehicle allowing a pass must provide the signal to EACH overtaking vehicle. In groups where turn signals are used, the turn signal will remain on as long as the driver of the vehicle being overtaken wishes to be passed and can be passed in a safe manner. It is the

rule that the passing vehicle goes offline to complete the pass. In general, offline is defined as the side of the track that is the direction of the next corner. Pass right if the next corner goes to the right. Pass left if the next corner goes to the left. Let-by/Passing is ONLY allowed by clearly defined signal from the driver of the car being overtaken. The turn signal (blinker) is used to signal the pass. The turn signal indicates the position/direction that the overtaking car will pass. The driver of the car being overtaken is required to facilitate the pass by adjusting their speed and position if necessary.

Hand signals (point-by) may be used in vehicles that do not have turn signals. The hand signal (point by) is given by the driver of the vehicle being overtaken pointing to the side that the passing vehicle should pass.

5. **Do not group together.** If a train, or line, forms, **the first/lead car is responsible for “clearing their rear”** by safely allowing cars behind them to pass or pitting in and re-entering the track after a pause. Always be aware of the traffic around you. The Hot Pits speed limit is 20 (TWENTY) miles per hour. Be careful.
6. **Concentrate, concentrate, and concentrate.** Vehicles at speed need smooth, decisive, and balanced maneuvers. If you are confused by too much input, you are going too fast. Keep to the “line” and feel what the car is telling you.
7. **Flags are extremely important.** Be sure to study the information on them found later in this packet. The RED flag means you must stop as quickly and safely as possible. Be sure that the cars behind you have seen it as well. Pull clear to the right side of the track – not off – within sight of a flag station and wait until you receive a signal from a Corner Worker or Track Official before resuming your run.
8. **Spins.** *If you spin, both feet in. If in doubt, both feet out.* This approach will be reviewed by the Instructors as well as in the classroom instruction.
9. **Tires and Modifications. All Beginner/Green and Novice/Yellow student participants must run street tires (no R Compound tires) during this event.** If you are unsure of the tires you can run, contact an event master prior to the event. Leave enough time to source the correct tires. Also, if you have modified your car, please note that more power and speed mean you must adjust your braking distances accordingly. Adding in 50-100 more horsepower and keeping your stock brakes – on all cars – can be a problem. Please make sure you tell your instructor if you have modified your car, and please pay attention to possible brake fade.
10. **Staging.** All participants will grid in the “cold pits” prior to their run group. We MUST keep the hot pit lane clear for cars to enter and exit. Enter the cold pits from the paddock and stay close to the fence right side, moving up as far as you can unless otherwise directed by Pit Control workers. Wait by or in your car until the previous run group finishes their cool down laps and bring their cars into the hot pits. Each run group will be announced in plenty of time, so you are not rushing to staging.

When the track opens for your session, go out single file upon Pit Control’s signal and **KEEP TO THE INSIDE** of the track. Do not cross the blend line. **Stay to the INSIDE all the way to the next turn. This is for safety reasons so entering vehicles do not cross the path of vehicles already on track.** The first lap may be run under the yellow caution flag, so there is no passing. Use this time to warm up the tires and brakes and get you mentally re-acclimated to the track.

11. **Pit in.** When you see the checkered flag waving to end your session, take the rest of the lap as time to cool-down and give your pit signal as you exit the turn before the pit entrance. Come into the pit at reduced speeds – between 20 and 25 mph **and watch for Pit Control worker(s) direction. Stay to the far LEFT** and move along until you are stopped by traffic or come to the head of the cars in line in the pit. Exit into the paddock area, clear the paddock entrance, and let your instructor out. **BE ALERT.** Cars will be heading to stage for the next session while you are returning to the paddock.

If a car is to go back out for the following session because it is a two-driver car, circle through the paddock and pull to the end (back) of the line in the Staging Area in the Cold Pits. This will keep us organized, safe and will save time for both your partner and his/her instructor. Be sure to clearly signal your intentions and move across the pit lane

slowly. **DO NOT PASS IN THE HOT PITS/FALSE GRID** unless signaled to do so by a Pit Control official.

If you are a solo driver, stay in the pit line and follow the traffic. Be patient as instructors get out and move between cars.

After receiving the appropriate signal, **CHECK YOUR MIRRORS**, pull off-line and accelerate past the car you are overtaking. Be sure to make a clean, complete pass and do not come back on-line until the lane is clear. If someone wants to pass you, stay on-line and give the appropriate hand or directional signal.

Flags

Flags are the language of the track. Learning what they mean is critical because they are the only method of communication between the driver and the track workers. So, pay attention, one day it might just save your life!

Green Flag

If the Green Flag is shown or the flag stations are showing no flags, the session is open and passing is permitted in designated passing zones.

Yellow Flag

Proceed with caution. There is **NO PASSING** under the standing Yellow Flag. Passing will only be permitted after you have passed a manned flag station that is not displaying the Yellow Flag.

Standing

The Standing Yellow is typically shown for the first few laps of each session in the lower run groups. Although there is no impending danger, you should still drive at a reduced speed until the track goes Green.

Waving

SLOW DOWN! You are approaching a danger zone! Identify the risk and proceed with caution until you are clear of the situation.

Black Flag

The standing Black Flag at all flag stations indicates that the track officials are stopping the session. This could be for various reasons: an on-track incident, changing weather conditions, or any number of other situations. Slow down and proceed with caution to the Hot Pit lane, where you will receive further instructions.

Rolled and Pointed

This is a warning for aggressive or otherwise dangerous driving. If you see this flag, you should assume it was pointed at you and adjust your driving accordingly.

Open

You are being called into the Hot Pit area. This could be for a rule infraction or a safety issue with you or your car. Slow down and proceed with caution to the Hot Pit lane, where you will receive further instructions.

Red Flag

This indicates a serious safety hazard. Check your mirrors and you should immediately slow down and come to a controlled stop on the inside of the track, usually the right. The outside of the track needs to be cleared for any

emergency or safety vehicles. If you do not have a clear view of a manned flag station, you are permitted to SLOWLY pull forward until one is in view.

Checkered Flag

The session is over. Slow down and proceed to the Pits. Use the remaining time on the track to cool down your brakes and tires.

Traffic Advisory Flag (Blue w/ Yellow Stripe)

This flag indicates there is a faster car approaching from the rear and that you should give them a Pass Signal in the next available Flag Passing Zone.

Equipment aka Meatball (Blue w/ Yellow Dot)

This flag indicates the track workers have identified a mechanical problem with your car. Slow down and proceed with caution into the Hot Pits, where you will receive further instruction.

Debris Flag (Red/Yellow Stripes)

This flag indicates the track ahead is contaminated with a foreign substance, e.g. oil, coolant, dirt, which may result in a significant reduction in traction or control. Proceed with caution until clear of the danger.

Attachment A

Summit Point Facility Fee Schedule

Consumable Charges	Per	#	\$	TOTAL
Oil Dry	bag		16	
Fire bottle recharge (cold)	bottle		85	
Fuel (Paddock)	type/gal			
Fuel (Diesel/Regular facility)	type/gal			
Violation Fine	Per	#	\$	TOTAL
Rules stated in contract				
Any equipment or keys not returned	item/estimate			
Any buildings used not cleaned and reset	area		250	
Cone shed cones all picked up, put away proper	incident		100	
Disposal of unauthorized waste fluids and solids (grey, black water, automotive)	incident		300	
Environmental clean up fees as a result of violation	estimate			
Vandalism/Defacing of property	area/estimate			
Track Time beyond contracted "Hot" hours	15min		500	
Asphalt damage as a result of stakes, jacks	area affected		300	
Skid pad well re-prime	incident		265	
Abandoned Items	Per	#	\$	TOTAL
Vehicle Removal	vehicle		225	
Vehicle removed disposal and/or storage of until resolved (at owners expense)	vehicle/day			
Tires	tire		15	
Fuel container	container		15	
Vehicle parts or other environmental debris	load		100	
Damages to (including but not limited to)	Per	#	\$	TOTAL
Any equipment, building, or structure	estimate			
Paddock elec box	box		800	
Paddock elec pedestal	pedestal		1000	
Sprinkler heads	head		180	
Brake markers	piece		15	
Fencing per foot	type/estimate			
Asphalt paddock, skid-pad, circuit	area/estimate			
Tire bundles	bundle		175	
Jersey wall	section		350	
Concrete structure	estimate			
Guard rail per section	section		400	
Post	post		175	
End cap	cap		50	