

 **National**
Capital Chapter



Drivers' School Plan

July 2019

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Revision History

REVISION	DATE	NOTES
0.1	Jun 1, 1995	Original draft
0.2	Mar 4, 1997	First working draft
0.21	Jul 7, 1997	Revised working draft
0.22	Jul 22, 1997	Preliminary approval draft
0.3	Aug 3, 1997	Approval draft
1.0	Sep 10, 1997	First operational plan
1.1	Mar, 1998	Revisions to reflect DSSC decisions on remuneration
2.0	Dec 4, 2001	Addition of Section 5, Instructor Academy
2.1	Jan 19, 2003	Amendment of Bylaws Article X (DSSC Charter)
2.2	Feb 4, 2009	Move CTI from DSC to CI, registrar to Section 3
3.0	July 23, 2019	Replaces “Drivers’ School” with HPDE; updates responsibilities of primary personnel; expands DSSC membership; changes terms of office; clarifies nomination and confirmation process; adds process for amending policy and procedures; deletes remuneration policy; aligns DSP with DSSC Charter

1. Introduction

The following Drivers' School Plan (DSP) was developed to guide the planning, management and operations of the High Performance Driving Education (HPDE) program conducted by the National Capital Chapter. The DSP will be used in conjunction with the BMW CCA Driving Events Operations Manual, established in March 2013, and is intended to be flexible enough to allow for variations in instruction methods, schedules, and school facilities. Future amendments to the DSP will be made by agreement between the Drivers' School Steering Committee (DSSC) and the National Capital Chapter Board.

2. Purpose

The purpose of our HPDE program is to provide a safe and structured learning environment where National Capital Chapter members and other driving enthusiasts have the opportunity to learn how to improve their car control skills in a variety of conditions, including advanced driving skills in a high-performance environment. The HPDEs are comprised of classroom, skidpad and track sessions. The track sessions will be conducted on a closed course, such as a racetrack or large parking lot, to avoid any public traffic. Everyone involved in planning, managing or operating an HPDE needs to understand that the ultimate objectives are education and fun, while stressing safety first.

3. Sequence of Planning Activities

The following list of planning activities typically occur throughout the HPDE season and are included for planning and scheduling purposes. These activities are not all-inclusive and may change throughout the year.

- January – Post HPDE dates and update HPDE policies on Motorsport Reg
- March – Instructor Continuation Training
- April - HPDE Working Group to plan for upcoming HPDE season
- 1st HPDE event
- After Action Report/ Prepare for 2nd HPDE/ Meeting
- 2nd HPDE event
- After Action Report/ Prepare for 3rd HPDE/ Meeting
- July - Meet with Summit Point to confirm dates and costs for next HPDE season
- 3rd HPDE event
- After Action Report/ Meeting
- October - Update lesson plans as required
 - Review HPDE policies DSP etc.
 - Send out Student and Instructor surveys
- November - DSSC End-of-Year Meeting
 - Recap HPDE Season
 - Nominate/elect new DSSC members
 - Select Instructor-of-the-Year
 - Propose changes for upcoming HPDE season
- December – Attend annual Driving Events Committee (DEC) meeting

4. Driver's School Steering Committee

The Drivers' School Steering Committee (DSSC) is the governing body that is responsible for planning, organizing, and managing all aspects of HPDE program, and ensuring they are operated in the best interests of the Chapter's membership.

The DSSC is comprised of seven (7) members that are to serve a two-year term of office. The DSSC membership and composition will be reviewed each December by the DSSC and the Chapter's Board of Directors.

The DSSC is also responsible for development and maintenance of a Drivers' School Plan (DSP), which specifies the overall guidelines of the HPDE program, and is the Chapter's binding document for managing and addressing all HPDE issues.

5. Primary Personnel

The DSSC is comprised of seven key positions that are crucial to the safe and successful operation of the drivers' school program. Each individual identified below has tasks for which he or she is unilaterally responsible, and some tasks of shared responsibility. In addition, it is acknowledged that some of the tasks and responsibilities may be delegated to others.

- Drivers' School Steering Committee Chair
- Drivers' School Coordinator
- Chief Instructor
- Instructor Representative
- Student Representative
- Event Registrar
- Instructor Academy Administrator

5.1. DRIVERS' SCHOOL STEERING COMMITTEE CHAIR

Acts as the Liaison between the DSSC and the NCC Board of Directors. Takes DSSC decisions to the Board for approval and briefs DSSC on Board decisions affecting the Driving School program. Develops and submits the Annual Budget Plan to the NCC Board of Directors. **Note:** The DSSC Chair is elected by the DSSC and confirmed by the NCC Board of Directors.

5.1.a. Unilateral Responsibilities

- Represents the DSSC at the monthly NCC Board meetings. It is recognized that the Chair cannot make all of the monthly Board meetings. Therefore, this responsibility can be delegated to other DSSC Member. The intent is that someone from the DSSC should always be represented at the Board meetings.
- Schedules and organizes DSSC meetings throughout the year as needed
- Ensures that the DSSC is in compliance with BMW CCA Driving Events operating standards
- Upholds and enforces BMW CCA Driving School Minimum Standards and philosophy
- Instills a positive learning environment that is effective, safe, and enjoyable
- Briefs the DSSC on the HPDE budget following each HPDE event

- Ensures DSSC Members are aware of HPDE sponsors and what our commitment to them entails
- Posts notices on NCC Website and emails to instructors announcing open DSSC positions and requesting nomination letters

5.1.b. Before the Event

- Ensures that liability insurance has been procured
- Reviews Crisis Management Plan

5.1.c. During the Event

- Organizes and conducts the Student meeting at the beginning of each HPDE event
- Introduces the Student Representative
- Works closely with the DSSC team to ensure key HPDE personnel and equipment are in place, and the HPDE schedule is on track

5.1.d. After the Event

- Coordinates with the CI to ensure the Incident Report Form is completed and forwarded to the National Office following an incident

5.1.e. Shared Responsibilities

- Works with the DSSC on developing and submitting the Budget Plan
- Coordinates with NCC Board members and representatives on budget issues, advertising, and securing sponsors to ensure seamless operations between the DSSC and other chapter committees

5.2 DRIVERS' SCHOOL COORDINATOR

The Drivers' School Coordinator (DSC) is responsible for securing the track, arranging for corner workers, and obtaining track insurance which make our HPDE events possible. During the HPDE event, the DSC is also responsible for ensuring HPDE equipment is available and operational.

5.2.a. Unilateral Responsibilities

- Negotiates HPDE track dates and rental fees
- Attends annual Driving Events Coordination (DEC) Meeting

5.2.b. 270 Days Before the Event (Normally in July)

- Meets with Summit Point personnel to confirm HPDE event dates and pricing

5.2.c 180 Days Before the Event

- Coordinates with DSSC members to determine number, type, and pricing of events
- Deconflicts HPDE dates with other Driving Schools

5.2.d. 90 Days Before the Event

- Arranges for HPDE insurance

- Arranges for corner workers
- Arranges for non-contractual event facilities (e.g., cafeteria and/or concession stand)

5.2.e. 60 Days Before the Event

- Arranges for T-shirts

5.2.f. 30 Days Before the Event

- Arranges for Saturday social or BBQ dinner
- Arranges for event publicity (if used)
- Ensures the availability and serviceability of chapter flags and radios

5.2.g. 10 Days Before the Event

- Sends copy of HPDE event schedule to Summit Point and Chief of corner workers

5.2.h. During the Event

- Reviews schedule with Chief of Workers (cover passing zones, length of sessions, flag situations, etc.)
- Arranges for the availability of chapter flags and radios as needed
- Arranges to open the event facility (classroom)
- Makes/Arranges for P.A. announcements
- Arranges for lunch availability for students, instructors, and workers as needed
- Arranges for helmet loans to students and recovery of helmets at the end of the event, if a loan program is implemented
- Starts the tow truck (checks serviceability and availability of tow strap)

5.2.i. After the Event

- Recovers chapter flags, orange cones, and radios, if used
- Submits invoices/receipts for all expenses

5.2.j. Shared Responsibilities

- Works with DSSC Chair to create, track, and brief HPDE portion of NCC Chapter budget

5.3. CHIEF INSTRUCTOR

The Chief Instructor (CI) must have experience as an in-car instructor in BMW CCA driving schools and has final authority for all aspects of school instruction and safety.

5.3.a. Unilateral Responsibilities

- Establishes the school curriculum
- Establishes or approves the content of all school publications related to instruction or school safety
- Establishes the safety rules for on-track behavior

- Establishes the admissibility of applicants and vehicles (including certain classes of vehicles, e.g., SUVs, convertibles, race cars, etc.)
- Establishes the requirements for car and driver safety equipment
- Establishes the content of the technical inspection form
- Establishes the content of the medical form
- Establishes flag policy
- Establishes the chapter's expectations of instructors
- Appoints the Chief Tech Inspector
- Appoints new instructors to the instructor corps from among those who have met the requirements listed in the National Capital Chapter Instructing Standards
- Terminates current instructors from the instructor corps for unsatisfactory performance

5.3.b. 30 Days Before the Event

- Reviews MS Reg for completeness and attendance
- Sends update letter on HPDE status to all Instructors

5.3.c. 10 Days Before the Event

- Verifies qualifications and approves Guest Instructors
- Verifies qualifications and approves Solo Students
- Assigns students to run groups
- Completes student - instructor assignments
- Enters student - instructor assignments into MS Req and Driving Evals
- Identifies and assigns classroom and skidpad instructors
- Prints / posts daily schedules

5.3.d. During the Event

- Conducts the Instructor meeting
- Addresses scheduling issues and other conflicts
- Supervises the behavior of students and instructors
- Addresses student and instructor errors or rules violations by appropriate means
- Approves or rejects the continued participation of certain vehicles (e.g., those damaged in incidents), after consultation with the Chief Tech Inspector
- Addresses student and instructor problems related to any aspect of instruction or safety
- Debriefs students and instructors involved in impact incidents to ensure understanding and aid in future prevention
- Ensures that all aspects of HPDE safety are in compliance with established procedures and BMW CCA Driving Events Operations Manual

5.3.e. After the Event

- Files any required paperwork with BMW CCA (e.g., incident reports)
- Updates instructor-student assignments in Driving Evals
- Sends letter to Instructors thanking them for their participation

- Reviews Student and Instructor comments in Driving Evals
- Provides After Action Report to DSSC and/or feedback to instructors as necessary

5.3.f. Shared Responsibilities

- Works with Driving School Coordinator to confirm HPDE dates and set HPDE entry fees
- Works with IA Administer to review and approve new instructor candidates
- Works with the Event Registrar on registration wording and posting of Student-Instructor assignments in MS Reg
- Works with Student and Instructor Rep to update HPDE program and/or provide feedback to students and instructors
- Works with Tech Inspector on minimum vehicle admissibility requirements and on Tech form wording
- Works with DSSC members throughout the year to update policies, procedures, and lesson plans as required

5.4. INSTRUCTOR REPRESENTATIVE

The Instructor Representative is responsible for keeping the DSSC apprised of the sentiment of the instructor corps throughout the HPDE season. The Instructor Representative plays a crucial role in all HPDE policy and scheduling changes that might impact the instructor corps, and works closely with other DSSC members to resolve conflict or issues within the instructor corps.

5.4.a. Unilateral Responsibilities

- Represents the Instructors' perspective
- Unless unavoidable, attends all HPDE events and HPDE meetings

5.4.b. Before the Event

- Addresses instructor concerns that arise between HPDE events
- Provides feedback to instructors from student evaluations of previous HPDE event

5.4.c. During the Event

- Monitors instructors' on-track and classroom performance

5.4.d. After the Event

- Develops Instructor Survey
- Compiles inputs for Instructor of the Year Award
- Reviews student evaluations of instructors

5.4.e. Shared Responsibilities

- Works with CI to address any instructor incidents or performance issues
- Works with Tech Inspector to setup and conduct pre-grid inspections
- Backs up Instructor Academy Administrator or CI in their absence

5.5. STUDENT REPRESENTATIVE

The Student Representative is responsible for keeping the DSSC apprised of the sentiment of HPDE student participants throughout the HPDE season. The Student Representative plays a crucial role in all HPDE policy and scheduling changes that might impact HPDE students, and works closely with other DSSC members to resolve conflict or issues with the HPDE students.

5.5.a. Unilateral Responsibilities

- Represents the students' perspective
- Unless unavoidable, attends all HPDE events and HPDE meetings

5.5.b. Before the Event

- Addresses student concerns that arise between HPDE events

5.5.c. During the Event

- Addresses student concerns
- Collects participant feedback

5.5.d. After the Event

- Drafts student survey

5.5.e. Shared Responsibilities

- Works with the DSSC Chair to organize and conduct the Student meeting at the beginning of each HPDE day
- Works with the CI and Instructor Academy Administrator to update HPDE program and/or provide feedback to students

5.6. EVENT REGISTRAR

The Event Registrar is responsible for registering and admitting students to the HPDE event, which includes updating and posting all registration material on the appropriate websites. The Registrar is also responsible for confirming students' credentials and checking them in at the track.

5.6.a. Unilateral Responsibilities

- Registers and admits students prior to the HPDE event
- Confirms students' credentials and checks them in during the HPDE event

5.6.b. 120 Days Before the Event

- Updates Motorsport Reg website with HPDE dates and registration details
- Opens registration
- Orders Registration materials

5.6.c. 30 Days Before the Event

- Reviews and processes applications and entry fees from students
- Sends notifications and student information publications to those accepted for admission by the Chief Instructor

- Answers student questions pertaining to the application process
- Refers students to the Chief Instructor for questions pertaining to instruction, safety, or admissibility of vehicles

5.6.d. 10 Days Before the Event

- Notifies the Chief Instructor of any student cancellations or changes in car type
- Prints the event paperwork (schedules, car numbers, evaluation forms, etc.)
- Posts Student-Instructor assignments on MS Reg and Driving Evals

5.6.e. During the Event

- Arranges for at-track registration
- Collects any outstanding entry fees
- Distributes event paperwork to students
- Ensures that all administrative requirements of the applications (e.g., proof of driver's age and licensing) are met
- Ensures that all students have signed the appropriate waivers (including minor release waivers as needed)
- Ensures that all student and instructor medical forms are present at the track and available to emergency personnel as needed
- Collects instructor and student tech forms
- Updates instructor and student emergency contact info
- Informs the CI of all students who have not checked in at the close of at-track registration
- Addresses student problems related to administrative issues as they occur

5.6.f. After the Event

- Delivers entry fees to the chapter treasurer, as applicable
- Resolves any open registration issues

6.6.g. Shared Responsibilities

- Works with CI to establish the content of Motorsport Reg website and other registration info as required
- Coordinates with DSSC Chair and/or Chapter Budget Officer on cancellations, no shows, or other situations requiring a student refund

5.7. INSTRUCTOR ACADEMY ADMINISTRATOR

The Instructor Academy Administrator (IAA) is responsible for planning and coordinating Instructor Academy (IA) training in accordance with the NCC HPDE Instructing Standards; tracking the progress of IA candidates through the program; and identifying potential new IA candidates following each event. The IAA also makes recommendations to the DSSC regarding instructor development and continuing education, and recommends students for admission and graduation from the Instructor Academy to the CI.

5.7.a. Unilateral Responsibilities

- Contacts and schedules instructors to work specific IA days
- Identifies, invites and schedules guest instructors and newly qualified students to attend specific IA days
- Develops schedules for IA days, including assignment of instructors to specific duties and assignment of guest instructors to specific training venues (e.g., classroom, track, and skidpad)
- Certifies to the Chief Instructor those students who qualify for admission and those guest instructors who qualify for graduation
- Certifies to the Chief Instructor those guest instructors who qualify for an appointment to the instructor corps
- Keeps IA candidates and guest instructors aware of their status with respect to the graduation requirements

5.7.b. Before the Event

- Develops Friday IA schedule
- Schedules Instructors for IA day
- Updates IA Lesson Plans

5.7.c. During the Event

- Conducts the Instructor and IA candidate meeting during IA day
- Ensures Instructor and IA candidates are in their assigned locations
- Coordinates on-track activities
- Resolves all scheduling conflicts

5.7.d. After the Event

- Tracks the progress of IA candidates; identifies potential IA candidates; and prepares summaries of scoring of all participants after each HPDE
- Provides feedback to IA candidates and other students enquiring about their status or the IA entrance criteria.

5.7.e. Shared Responsibilities

- Works with CI to develop and implement a curriculum of instruction for IA candidates to become eligible for admission and graduation from the Instructor Academy
- Works with CI to develop a curriculum for Instructor continuation training
- Backs up Chief Instructor in his absence

5.8. PROBLEM RESOLUTION

To the max extent possible, no changes will be made to established policies or procedures at an HPDE event unless there is a majority vote of the DSSC members present. **Exception:** Issues requiring immediate attention or involving safety will be made by the Chief Instructor. All other issues where agreement cannot be reached will be raised before the full DSSC at a later date.

6. Nominations and Confirmations

All members of the Drivers' School Steering Committee will be nominated by a majority vote of the DSSC. Note: The nomination of the DSSC Chair will be presented to the Chapter Board at the next board meeting. Confirmation of the DSSC Chair nomination will be by a majority vote of the four elected board members plus a single vote representing the consensus of the DSSC.

6.1. Nomination and Confirmation Process

The nomination process will take place between November 1st and December 15th. During this period, the DSSC will send out a letter to HPDE instructors announcing open DSSC positions for the upcoming HPDE season. (Note: a similar letter announcing an opening in the Student Representative position will be sent to HPDE students that have participated in our HPDEs during the present HPDE season.) Individuals interested in applying for an open DSSC position must submit a one-three paragraph letter, listing their qualifications, level of participation, desires, and why they are a suitable candidate. Nomination letters will be reviewed and voted on by the DSSC NLT December 31st. In the case of the DSSC Chair position, his/her nomination will be presented to the Chapter Board at the next Board of Directors meeting for confirmation. New DSSC members will be notified of their confirmation by January 31st.

6.2. Terms of Office

Upon confirmation, DSSC members will serve an initial two-year term of office, running from January 1st until December 31st.

6.3. Renewals of Terms

After the initial term, the DSSC may grant one-year renewals by a majority vote. Confirmations of the renewal of the DSSC Chair will be by a majority vote of the four elected board members plus a single vote representing the consensus of the DSSC. The primary purpose of the one-year renewals is to ensure continuity and minimize disruption to the HPDE program. One-year renewals may be continued until a qualified candidate is nominated.

6.4. Removals from Office

Removal from office at any time other than the normal renewal point will only be done in cases of severe negligence. Therefore, such a removal will require a unanimous vote by the DSSC. Note: the removal of the DSSC Chair will require a unanimous vote the four elected board members plus a single vote representing the consensus of the DSSC.

7. Changes to HPDE Policy or Procedures

HPDE policies and procedures are reviewed annually and updated as required to minimize risk, improve quality of instruction and provide better value to our customers. The DSSC is the governing body that approves and implements these changes by a simple majority vote. Any NCC member wishing to propose a change to an existing HPDE policy or procedure can do by submitting a written proposal to any one of the DSSC members. Written proposals must provide rationale for the change and a name, phone number or email where the DSSC can contact the submitter or send a reply.

The DSSC meets a minimum of twice per year and will review any and all change proposals at that time. Once a proposal has been reviewed, the DSSC will inform the submitter within 30 days as to whether the proposal was accepted or rejected with the DSSC's rationale.

8. Secondary Personnel

8.1. Chief Tech Inspector

The Chief Tech Inspector will be appointed by the Chief Instructor and is responsible for:

- Selecting subordinate tech inspectors
- Reviewing and verifying the tech inspection forms
- Supervising the final grid inspection
- Identifying mechanical defects that render cars unsafe during the course of the day
- Providing technical assistance to students with mechanical problems or questions that relate to their continued participation in the school
- Providing a the completed Tech inspection list to the on-site Event Registrar

8.2. Chief of Workers

The Chief of Workers will be appointed by the Drivers' School Coordinator. If volunteer workers are employed, then the Chief of Workers is responsible for the selection, recruitment, training, scheduling, equipping, and performance of necessary corner workers. The Chief of Workers is also responsible for maintaining a directory of all people who work each event, including their addresses and phone numbers, and submitting this directory to the Drivers' School Coordinator after each event. If third-party contract workers are employed, then the Chief of Workers contracts with and acts as liaison to their organization. The Chief of Workers should always be aware of the corner workers' needs for rest breaks, proper clothing, and refreshments.

8.3. Course Controller

The Course Controller ("Control") will be appointed by the Chief of Workers. The Course Controller runs the radio network from the tower or other location designated by the Drivers' School Coordinator and is responsible for starting and stopping the run sessions throughout the day and for communication between corner workers. The Course Controller must have intimate knowledge of how the flag stations are to be run. The positions of Course Controller and Chief of Workers may be filled by a single individual.

9. Instructor Academy

Responsibility for the safe operation of our drivers' school program rests directly with our instructors. If instructors are insufficiently skilled or poorly trained, student safety suffers. Therefore, the chapter establishes an Instructor Academy to provide a training program for future instructors, and an Instructor Academy Administrator to supervise its operation and to qualify individuals currently instructing for other organizations.

9.1. Objectives of the Program

- Establish a comprehensive training program that gives participants the additional driving skills and specialized knowledge needed to become eligible for appointment to the National Capital Chapter instructor corps
- Provide a uniform set of minimum standards that all new instructors must meet and a method of measuring individual achievement levels against those standards
- Ensure that every new instructor appointment increases the quality of our instructor corps

9.2. Scope of the Program

- Training students of advanced experience (hereafter, “instructor-candidates”) to become eligible for appointment as instructors
- Qualifying individuals currently instructing for other organizations (hereafter, “guest instructors”) to become eligible to instruct with our chapter
- Training at the Instructor Academy will encompass:
 - On-track sessions to improve driving skills and to provide experience with in-car instruction through student simulations
 - Skidpad sessions to improve car-control skills and to provide knowledge of car behaviors beyond the limits of adhesion
 - Classroom sessions to impart instructional techniques and an understanding of how to preserve student safety

9.3. Admission, Graduation, and Appointment Standards

- To ensure efficient use of Academy resources, students must meet a set of standards for admission to the Academy program
- To graduate from the Instructor Academy and to become eligible for an appointment to the instructor corps, instructor-candidates must achieve a high level of competence in driving mechanics, car-control skills, in-car communication skills, must display superlative track awareness and on-track etiquette, and must evince a level of commitment to the chapter.
- Guest instructors must meet the instructor corps appointment standard before becoming eligible to instruct with our chapter.
- The Instructor Academy Administrator will certify to the CI that each instructor-candidate or guest instructor has met the minimum standards for appointment to the instructor corps. Instructor-candidates, or guest instructors failing to meet the minimum standards will not be admitted to the Academy or eligible to instruct at our HPDEs.

9.4. Specification of the Standards

- Admission, graduation, and appointment will require the student, instructor-candidate, or guest instructor to be evaluated by current chapter instructors and meet certain minimum levels of achievement.
- The specific standards and scoring methodologies employed for admission, graduation, and appointment are detailed in the National Capital Chapter Instructing Standards (published on NCC website). This document will be binding upon the Instructor Academy Administrator and the Chief Instructor.

9.5. Modification of the Standards

- The standards for admission, graduation, and appointment and the procedures used to determine compliance with those standards may be changed to address the needs of the HPDE program. After consultation with the Instructor Academy Administrator, the Chief Instructor may propose changes in the instructing standards or scoring methodologies to the DSSC. The DSSC will then vote to accept or reject the changes.
- Changes to the minimum requirements or scoring methodology pertaining to Instructor Academy admission or graduation will be ratified by a simple majority of the DSSC members in office.
- The National Capital Chapter Instructing Standards document will be updated to reflect any amendments to the standards.

9.6. Publication of the Standards

The Instructor Academy will be an open program. The standards required for admission and graduation will be made known generally to the chapter membership. Any student may request his or her status with respect to the program. This status will be rendered in a format that will allow the student to make a direct comparison between his or her current level of achievement and the admission and graduation requirements.

10. Safety

The Chief Instructor is responsible for overall school safety and will have the final say on all safety issues, after consultation as necessary. The Chief Instructor will have the authority to exclude a student, instructor, or spectator who is acting irresponsibly at an event and to exclude any student, instructor, or spectator from future schools.

The Chief Instructor and EMS will jointly determine if student or instructor is fit to go back on track following a driving incident.

The Chief Tech Inspector and the Chief Instructor will have joint authority to prohibit the use of vehicles that they deem unsafe or unsuitable for track use and will reserve this right on behalf of the chapter.

11. Budgeting

The DSSC Chair will submit an Annual Budget Plan and ensure that the HPDE program operates within the budgetary guidelines established by the Board of Directors. The DSSC, in conjunction with the chapter treasurer, will establish event entry fees.

Event planning will consider the following expense items and the expected number of participants and will set event entry fees accordingly:

- Facility rental
- Liability insurance
- Paid corner workers
- Emergency Medical Service (EMS)
- Meals (BBQ dinner, lunches) and refreshments
- T-shirts, Instructor Jackets, and souvenirs

- Motorsport Reg fees
- Driving Evals' fees
- Registration and Admin supplies
- Production of mailing and handout materials
- Postage