



# FERRARI CLUB OF AMERICA

## Track Events Manual

2011 Edition

Dedication

Watts Hill wrote the first Track Events Manual to help regions organize and carry out successful track events where members would be safe and have a good time. Bob Coates expanded and revised the Track Events Manual several times during his tenure, always with an eye toward making events safer and more enjoyable. We appreciate the work done by all Track Events Chairs (listed below), but we most especially thank Watts and Bob for their work in producing an excellent Track Events Manual.

### Track Events Chairs

1973 – 1977 - Lee Wilson

1977 – 1985 - Jack Wilkening

1985 – 1995 - Watts Hill

1995 – 1996 – Sam Smith

1996 – 1999 – Jerry Molitor

1999 – 2009 – Bob Coates

2009 – 2010 – Rick Race

*Allegro con Brio!*

*Dennis L. (Denny) Austin*

FCA Track Chair

January 2011



## Table of Contents

<b>1 Introduction .....</b>	<b>1</b>
1 a Interpretation and Application of the Track Event Manual (TEM) .....	1
1 b Reservation of rights .....	2
<b>2 Run Groups and Lunchtime Touring .....</b>	<b>3</b>
2 a Run Group Assignments .....	3
2 b Description of Run Groups .....	3
Novice/Green .....	3
Touring/White .....	3
Intermediate/Blue .....	4
Sports Run/Red .....	4
2 c Lunchtime Touring .....	4
<b>3 Hill Climb and Other Speed Events (<i>RESERVED</i>) .....</b>	<b>5</b>
<b>4 Safety Equipment Requirements and Recommendations .....</b>	<b>6</b>
4 a Driver Safety Equipment .....	6
4 b Vehicle Safety Equipment .....	7
<b>5 Inspections .....</b>	<b>9</b>
5 a Tech Inspection .....	9
5 b Grid Inspection .....	9
<b>6 Track Event policy and Procedures .....</b>	<b>10</b>
6 a General and Local Rules .....	10
6 b Authority .....	10
6 c Automobiles .....	10
6 d Entrants and Drivers .....	10
6 e Disciplinary Hearings and Actions .....	10
6 f Pit Entry/Exit Speed .....	11
6 g Passing .....	11
6 h Alcoholic Beverages .....	12
6 i Medical Responsibility of Drivers .....	12
6 j Spectators .....	12
6 k Local Rules .....	12
6 l Track Time for Event Officials .....	12
<b>7 Event Organizational Chart .....</b>	<b>13</b>
7 a FCA President and Board of Directors .....	13
7 b FCA Track Chair .....	13
7 c Event Chair (Organizer) and Committee .....	13
7 d Event Registrar .....	14



7 e Chief Steward and Assistants ..... 15

7 f Instructor-Coach Team ..... 16

7 g Tech Team ..... 17

7 h Track Control Team ..... 19

7 i Emergency Services Team ..... 21

7 j Other Event Staff ..... 21

**8 General Event Planning Checklist ..... 22**

**9 Checklist Details ..... 23**

9 a Track Owner/Manager Contract ..... 23

9 b Insurance ..... 23

9 c Waivers ..... 24

9 d Minimum Age ..... 24

9 e Children and Pets ..... 25

9 f Non-Member Entrants and Drivers ..... 25

9 g Wristbands, Stickers and Forms ..... 25

9 h Passengers ..... 25

9 i Report of Incidents ..... 25

9 j Event Mementos, Worker Meals, Rides and Gifts ..... 26

9 k Sponsors ..... 26

9 l Security ..... 27

9 m Display of On-Track Run Group ..... 27

9 n Post-Event Actions ..... 27

**10 Registration Package ..... 28**

**11 Flag Standards ..... 29**

**List of Attachments ..... 30**



## 1. Introduction

The purpose of an FCA track event is to provide the owners of Ferraris with a venue where they can have the pleasure of driving their cars safely at the speeds for which the cars were designed in a controlled and safe manner and to create opportunities to improve their driving skills. To this end, track events are for driver development. Participants may be inexperienced drivers, drivers unfamiliar with a given course, or even highly experienced drivers who wish to improve their skills. Coaching and instruction should be tailored to the individual driver's needs.

*FCA Track Events are opportunities for driver development – not racing schools*

Effective in 2011, FCA will permit competitive wheel to wheel racing as a separate Race Event within the Track Event using a mandatory set of FCA Race Event Rules which are published separately. Regions wishing to host a Race Event must have explicit written permission in the form of a Sanction from the FCA Track Committee and adhere to the Race Event Rules.

Safety is everyone's primary concern, and we expect all drivers to drive within their abilities and to practice proper driving etiquette, respecting all other track event participants. Instructor-coaches and classroom sessions are mandatory for new/inexperienced drivers and are also available to all other drivers.

Driving the perfect lap is a never-ending quest, even for the most experienced drivers. It takes patience, effort and a lot of seat time to develop the skills needed to drive really well and to move to more advanced run groups. Good drivers, whether novices or very experienced, are always open to suggestions on better techniques and skills, so we recommend that all drivers make use of the available instructor-coaches to their improve driving skills. There is always something new to learn.

Drivers are assigned to run groups according to their driving skills, capabilities of their car, and experience at the track where the event is held.

The manual that follows has been developed to assist those responsible for organizing and conducting a track event to make it an enjoyable and safe event. The intent of this manual is to assist in planning and ensure that critical steps are not overlooked.

There are some mandatory requirements established by our insurance or bylaws. In other areas, options are given, i.e., reliance is placed on the good judgment and common sense of the event chair to conduct an event with adequate safety precautions. The manual recognizes that local conditions may require modifications to procedures.

Suggestions for improvements will be greatly appreciated. They should be made in writing to the FCA Track Committee at the email address listed inside "*Prancing Horse*".

### **a. Interpretation and Application of the Track Event Manual (TEM)**

The TEM shall not be given strained or tortured interpretation and shall be applied in a logical manner with the understanding that it cannot specifically cover all possible situations. The words "shall", "shall not", "will", and "will not" are mandatory. The words "may", "should" and "recommended" are permissive. The interpretation and application of the FCA TEM by FCA officials shall be final and binding. In order to promote the ideals for which Track Events are organized and in consideration of the numerous benefits that accrue to them, all members, drivers, officials and participants agree that:



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- Determinations by FCA officials are non-litigable and are final;
- They will not maintain litigation of any kind against FCA or anyone acting on behalf of FCA to reverse or modify any such determinations or seek to recover damages of other relief allegedly incurred or required as a result of such determination, this provision is contractual and not a mere recital, and
- If a member, racer, official or other participant initiates litigation in violation of this provision that member, racer, official or participant agrees to reimburse FCA for all costs of such litigation including travel expenses, court costs and attorney's fees.

**b. Reservation of Rights**

FCA is a private, not for profit organization. It reserves the right to refuse any entry for a Track Event for any reason or no reason except that it will not deny license recognition or refuse race entry on the basis of race, creed, color, sex or national origin.



## 2. Run Groups and Lunchtime Touring

### a. Run Group Assignments

The goal of FCA track events is for everyone to have a safe and enjoyable experience. We provide a controlled environment (using corner workers, stewards, instructor-coaches and others) so drivers may learn good driving skills and practice how to drive their cars well and safely.

All new drivers (those in the Novice Group) and those new to the particular track must have an instructor-coach in the car with them until the Chief Instructor-Coach approves the driver to run solo. Similarly, those moving up to a higher run group must have an instructor-coach in the car with them until the instructor-coach signs off the driver as being able to solo in the new run group.

Assignment to a Run Group is done by the Chief Instructor-Coach, taking into account a driver's skills and experience and the automobile being driven. The Chief Instructor-Coach usually keeps driver records from past region track events and will know how to assign known drivers to the proper run group. With unknown drivers, the Chief Instructor-Coach will consider the driving experience provided by the driver in assigning the unknown driver to a run group, but may err on the side of caution and assign the unknown driver to a lower run group than requested. Any driver will be able to move to a higher run group as soon as he/she demonstrates to an instructor-coach the skills needed to make the move.

*Safety equipment requirements are detailed in section 4*

### b. Description of Run Groups

There are three basic run groups – Touring/White, Intermediate/Blue and Sports Run/Red. Sometimes a fourth run group for Novices (Green) is added. However, novices can usually be successfully integrated with the Touring/White group. Run Group placement will be determined by the Chief Instructor-Coach, based on the driver's experience and automobile being driven. Lunchtime touring is an option that can be offered to give people a taste of what it's like to drive on a track and to entice them to participate in future driver development events.

**Novice/Green** – This low speed group is for drivers who have little or no track experience. Novice/Green Group drivers must have an instructor-coach in the car at all times. No other passengers are allowed. Passing is limited to passing zones on long straights and a point-by is required. All passing must be accomplished before the end of the passing zone. There is no passing in turns. This is a low speed group and one or more pace cars may be used to help control the speed of the event, but usually speed is controlled by the in-car instructor-coaches. Drivers may be required to attend extra classroom sessions for instruction on the line, braking, how to take corners, how to pass safely, track rules, flag drills, etc. To run solo, a driver must satisfactorily complete a check ride with an instructor-coach who believes the driver is competent to drive without an instructor-coach in the Novice/Green Group. At this time, the driver may remain in the Novice/Green Group or move to the Touring/White Group, as space permits. If the Novice/Green group is small, it may be combined with the Touring/White Group.

**Touring/White** – This is a low speed group for drivers with some experience, but not enough for the Intermediate/Blue Group. This group may also include more experienced drivers who wish to take passengers or who wish to remain in a more relaxed driving environment. These drivers must be cautioned to maintain the Touring Group rules on speed and passing and to be careful not to intimidate less experienced drivers. Passing is limited to passing zones on long straights and a point-by is required to pass. All passing must be accomplished before the end of the passing zone. There is no passing in turns. Touring/White Group drivers (including those just moving up from the Novice/Green Group if the Novice and Touring Groups are separate) must have an instructor-coach in the car until approved for solo by their instructor-coach. Only solo-approved drivers may take casual passengers. Passengers must have the same level of safety equipment and protection as the driver. To move to the Intermediate/Blue Group, the driver must be approved by the Chief Instructor-Coach as competent to drive in that group.



**Intermediate/Blue** – This is an intermediate group for drivers with more experience and skill than Touring/White drivers but not yet the experience and ability to run in the Sports Run/Red Group. Those drivers new to the Intermediate/Blue Group, for example those just moving up from the Touring/White Group and those new to a particular track must have an instructor-coach in the car until approved by the Chief Instructor-Coach to run solo. Only solo-approved drivers may take casual passengers. Passengers must have the same level of safety equipment and protection as the driver. Speeds are higher; passing is limited to passing zones on long straights and a point-by is required to pass. All passing must be accomplished before the end of the passing zone. There is no passing in turns. Instructor-coaches will be available and drivers are encouraged to use instructor-coaches to help them increase their driving skills. To move to the Sports Run/Red Group, the driver must be approved for by the Chief Instructor-Coach as competent to drive in that group

**Sports Run/Red** – This is a high speed group for drivers with advanced driving skills and experience who have a car suitable to the run group. Drivers assigned to this group must have demonstrated competency to safely run at this level. This may be done with instructor-coach approval after a check ride, successful completion of a recognized third party racing school or by otherwise demonstrating competence on the track. There is no speed limit and no passengers are allowed, except when one of the occupants is an instructor-coach. Passing is limited to passing zones on long straights and a point-by is required to pass. All passing must be accomplished before the end of the passing zone. There is no passing in turns.

### c. Lunchtime Touring

Lunchtime Touring is an optional activity which allows new members and others who have never driven on a track the opportunity to do so in a non-intimidating way. Some drivers may become interested in attending future track events. There are several issues that need to be addressed by any region considering conducting lunchtime touring sessions.

- You must get the track's permission to conduct Lunchtime Touring. Ask them what the maximum allowable speed is; what the clothing requirements are; whether helmets are required during the lunchtime touring session; and what the minimum age requirement is, etc..
- You must have a Lunchtime Touring driver's meeting held immediately before the session where all the rules of the session are clearly explained. Special wristbands are distributed to drivers who have attended the meeting and who have signed the waivers.
- Someone with a radio needs to be stationed at pit out throughout the lunchtime touring session. You should have several pace cars available – one for each 5-6 cars and each pace car should have a radio.
- Remember, usually corner workers are having lunch and not manning the corner stations during Lunchtime Touring sessions.

The basic lunchtime touring rules for the car and driver are:

- Safety is everyone's responsibility
- Empty the trunk and glove compartment; remove floor mats and all loose objects
- Recommend windows be closed or no more than half way open at all times
- Doors unlocked - locked doors will slow down a safety worker in an extrication situation
- Long pants - no shorts
- Helmets as required by the track
- Arms in passenger compartment, not on the window frame
- Keep up with the pace cars; no falling back and speeding up
- No passing

Assignment of an Instructor-Coach is recommended. At the discretion of the Chief Steward and the Event Chair, casual passengers may be allowed.



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### **3. Hill Climb and Other Speed Events**

***RESERVED***



## 4. Safety Equipment Requirements and Recommendations

### *Safety at track events is paramount and is everyone's responsibility*

A former FCA Track Chair would always say at drivers' meetings that "Nothing you do on the track today will increase the value of your car tomorrow." It's true. Of course, there are many things you might do on the track that might make your car less valuable. So, to keep drivers and their cars in good condition, we encourage everyone to drive safely -- to drive within their limits. FCA track events are not a place to drive on the edge of the envelope. If you want to do that, there are other venues. Club track events are a place for everyone from beginner to experienced driver to increase their driving skills while staying in control of their cars. Sessions on the track may be challenging and thrilling, but they should not be scary or dangerous for drivers and other participants.

Track event organizers plan for a safe event and workers do everything possible to conduct a safe event. Drivers must do their part, making sure their car is properly prepared for each session, driving within their abilities, being aware of other cars, corner workers, and changing situations (traffic, conditions, etc.).

*Note that some safety requirements are Run Group-specific – they are detailed in this section*

#### a. Driver Safety Equipment

Drivers must equip themselves with the following safety equipment while taking part in events which call for full safety equipment.

- **Required for all drivers and passengers** – Helmet of recognized high quality. Closed face helmets are strongly recommended. Helmets must bear the seal of approval of the Snell Foundation and be no more than one level below the current highest readily available Snell SA Rating. Presently, the highest readily available Snell rating is SA2005. Therefore, Snell SA2000 or later is our minimum requirement. Snell SA2010 standard has just been released; since a one-year grace period applies after general introduction of the current standard this means that 2011 is the final year of eligibility of SA 2000 helmets. SFI 31.1, SFI 31.2 FIA 8860-2004 or BSI BS6658-85 type A/FR is also acceptable. Check the contract from the track. Some tracks have their own minimum Snell requirement. When the FCA's policy varies from the track's policy, the more restrictive policy is to be applied – check your track rental contract.
- **Required for street cars in all run groups** – driver and any passengers must wear:
  - Approved Snell-rated SA helmets (see above)
  - Closed shoes (preferably leather)
  - Long-sleeved shirts, long pants and socks (all preferably cotton).
- **Required for all race-prepared cars in any run group** – driver and any passengers must wear:
  - Approved Snell-rated SA helmets (see above)
  - Nomex or equivalent one piece driver's suit, covering the entire body from neck to ankles and wrists. Triple layer nomex suits are strongly recommended (SFI 3.2A/1 or higher or FIA 1986 Standard or FIA Standard or 8856-2000 homologation label). Any single layer Nomex suits also require Nomex underwear.
  - Shoes of leather or fire-resistant material with cotton or nomex socks
  - Gloves of leather or fire-resistant material
- Cotton or nomex hood (balaclava) to cover facial hair and hair protruding from the
- **Required – Face shields** (or goggles) required in open cars. Closed face helmets are recommended for drivers and passengers in all cars
- **Recommended – Hood** (balaclava) of fire-resistant (nomex or cotton) material is highly recommended when needed to cover facial hair or other hair protruding from the helmet.



- **Recommended – Driver’s Suit** – all participants are strongly encouraged to wear one piece, triple layer driving suits. Nomex (or cotton) underwear is also recommended.
- **Recommended – HANS or Comparable Device** - all participants are encouraged to wear a Head and Neck Restraint System such as the HANS Device or comparable product if compatible with the car seat and driver restraint. Note that it may be necessary to make some changes to the seatbelt anchoring system in the car to accommodate the HANS device.

## b. Vehicle Safety Equipment

- **Race-Prepared Cars Defined** – For the purposes of FCA Track events “race-prepared” is defined as any car that:
  - is or was a Ferrari Challenge car
  - was manufactured primarily for racing rather than street use (e.g. SP333, F40LM, F360GT, 308 Michelotto, etc)
  - was rebuilt primarily for racing rather than street use (i.e. extensive performance modifications make it unsuitable or illegal for street use)
- **Roll Over Protection:**
  - **Recommended** - cars in the Intermediate (Blue) or Sports Run (Red) Groups are recommended to have roll over protection (SCCA roll bar specifications are highly recommended).
  - **Required** – Race-Prepared cars 1980 and newer shall have roll over protection meeting SCCA roll bar specifications for the era in which they were originally raced or better. Race-Prepared cars prior to 1980 shall have roll over protection appropriate to the era in which they were originally raced or better.
- **Convertibles** – Convertibles are defined as street cars where the top can be removed. Convertibles with roll over protection (i.e. factory installed protection with DOT approval or aftermarket installed protection meeting SCCA roll bar specifications) are treated differently from convertibles without such protection. Examples of cars with acceptable factory installed rollover protection include: 308/328 GTS, 348 TS etc. with “targa” style roof and 360/430 convertibles with factory installed roll bars behind the seats. Examples of cars without factory installed roll over protection include: Mondial Cabriolet, F355 Spyder, etc.
  - **Convertibles With Roll Over Protection** – For purposes of FCA safety equipment requirements, convertibles with factory installed roll over protection or aftermarket installations meeting SCCA roll bar specifications are treated the same as all other cars.
  - **Convertibles Without Roll Over Protection** – Convertibles without roll over protection as described above are restricted to using DoT street tires as defined below.
  - **Tires for Convertibles** – Convertibles with roll over protection bars may use DoT tires or street tires as described below). Convertibles without roll bars are restricted to DoT tires as described below
  - **Local Rules for Convertibles** - Many tracks and jurisdictions have specific more restrictive requirements about the use of convertible automobiles in track events; such requirements take precedence over the FCA TEM. Organizers are expected to make themselves aware of any such restrictions and publish them in the Local Rules.
- **Tires** – In general race-prepared cars are expected to run on racing tires suitable to the purpose and appropriate to the era in which the car was raced. All other cars (i.e. street cars) are expected to run on DoT tires. If racing tires are fitted to street cars they shall be suitable to the purpose and appropriate to the performance characteristics of the car. Convertibles have specific tire rules which are described above.



If DoT tires are used, they must be rated at or above the maximum speed allowed in a particular run group and consistent with the car's speed capability. If the run group is speed limited, all cars must meet the minimum standard. If the run group speed is not speed limited, the tire rating must be higher than the maximum speed that the car can expect to achieve on the track. Tires speed ratings can be found on the Tire Rack web site and other sources.

- **Required – Fire System for Race-Prepared Cars** – An on-board fire system meeting SFI specification 17.1 and/or FIA Technical List No. 16 is required for all race-prepared cars (as defined above) regardless of run group. In case of fire, drivers are expected to bring the car to a controlled stop off the track surface (if at all possible). Driver and any passengers are expected to exit the car and move away to a safe location allowing the emergency services workers access with their track-side fire equipment.

In cases where non-Ferrari race-prepared cars are participating (e.g. instructor-coach personal cars), if such cars are prepared to SCCA Showroom Stock, Touring, Spec Miata, Improved Touring or equivalent street-based racing rules shall at a minimum be equipped with a “Halon” or dry chemical extinguisher of at least 2 lbs that shall be mounted securely in the cockpit in an all-metal mounting bracket where the driver can access it while belted into the driver’s seat.

- **Optional – Hand Held Fire Extinguisher for all Cars** - In case of fire, drivers are expected to bring the car to a controlled stop off the track surface (if at all possible). Driver and any passengers are expected to exit the car and move away to a safe location allowing the emergency services workers access with their track-side fire equipment. Notwithstanding this expectation, if a hand held fire extinguisher is installed it shall be a “Halon” or dry chemical extinguisher of at least 2 lbs that shall be mounted securely in the cockpit in an all-metal mounting bracket where the driver can access it while belted into the driver’s seat.
- **Required – Seat Belts** – At a minimum factory-installed lap belt of the inertia reel type with shoulder strap, in good condition. If passengers will be in the car, the passenger side seat belts must be at least equal to the driver’s side seat belts. Inadequate belts will be turned down – whether factory-installed or not. If racing-type seat belts (i.e. 5 or 6 point) are installed they shall be properly installed in good condition and, if passengers are to be in the car on both sides.



## 5. Inspections

*Technical inspection is not a guarantee of fitness for any particular purpose.  
Vehicle condition remains entirely the responsibility of the owner and the driver.*

Two inspections are conducted for all cars participating in FCA Track Events. The first is the pre-event Tech Inspection that is intended to assure that the car is in good repair and properly equipped to be run in a track event. It is recommended that tech inspection be completed a week or two prior to the event in order to give time to correct any problems before heading to the track.

It is strongly recommended that cars NOT be presented for Tech Inspection at the track on the day of the event; it is expensive for the owner, if the car needs work it will be rejected and it can divert technical experts that are needed elsewhere.

The second part is the at-track Grid Inspection which is intended to confirm that the pre-event Tech Inspection paperwork has been properly completed and that all the last-minute preparations (numbers, stickers, removal of loose items, etc as noted on the form) have also been properly performed.

The FCA Inspection form is composed of two parts. The first side has the required elements of the **Tech Inspection**. The reverse side summarizes the safety requirements and covers the **Grid Inspection**.

### a. Tech Inspection

Before being permitted on the track all cars must have proof of passing pre-event Tech Inspection within 30 days of the event. This means a person at an authorized Ferrari dealership or recognized independent Ferrari service business must complete, sign and date the Tech Inspection Form.

With local and regional events, it is helpful to list the authorized Ferrari dealerships and independent services within range of entrants on the registration form. The list should include points of contact with names, addresses and phone numbers. For large events such as the annual meet, organizers are encouraged to contact other FCA Regions to identify qualified independent Ferrari service organizations.

The participant must bring the completed Tech Inspection form to the track and present it with the car during grid inspection.

### b. Grid Inspection

Grid Inspection is done at the track by FCA grid inspectors. Using the Grid Inspection form on the reverse side of the Tech Inspection form, Grid Inspectors look at several things to make sure both car and driver are ready to go on the track by doing the following:

- Validate that the Tech Inspection form is complete, with any deficiencies remedied and signed by a representative of a Ferrari dealership or recognized independent Ferrari service business.
- Confirm that all items on the Grid Inspection form have been visually inspected (VI) or have been properly performed by the driver (D).
- Assure that the correct numbers are on the car, that they are large enough to be seen by corner workers and are properly applied on both sides of the car. Instructor-coaches use car numbers to keep track of students and corner workers monitor cars for safe driving, including the possible need for a black flag, incident reports, or other uses. The region hosting the event determines what numbers will go on each car and what material will be used for the numbers. Options include the use of liquid shoe polish on windows or numbers provided by the region. Some cars may have a permanent number on their car and this question should be asked on the event registration form.

Upon successful completion of the grid inspection, the Grid inspector will place a tech sticker on the car's windshield, typically at the upper left corner or behind the rear view mirror where it will be out of the driver's line of sight. Placement of stickers should be in a consistent position to aid in checking cars for stickers as they go out in their run groups.



## 6. Track Event Policy and Procedures

The purpose of an FCA Track Event is to provide owners of Ferrari automobiles with a venue where they can have the pleasure of driving their cars safely at the speeds for which the cars were designed in a controlled and safe manner, and to create opportunities for driver development where, working with instructor-coaches, all participants can improve their driving skills. Today, this can be done legally only at racetracks where highway speed limits are not in effect. The safety and protection of all participants requires diligent oversight of track events by qualified persons who enforce reasonable regulations.

Safety is everyone's responsibility. Drivers who are overly aggressive or otherwise choose not to behave within the spirit of FCA Track Events will be subject to disciplinary action up to and including ejection from the event, future events and the Club without appeal or refund.

### a. General and Local Rules

General Rules (GR) are established by the FCA Track Committee and govern all Ferrari Club of America track events. Local Rules (LR) are those rules that are determined by each region, depending on local conditions and preferences. Such rules are to be reviewed and approved by the FCA Track Committee before they are implemented. In the event of a conflict between the General and Local rules, the General Rules shall take precedence.

### b. Authority

The Track Event Manual and related Rules exist under the authority of the FCA Board of Directors, as recommended by the Track Committee. The Track Event Manual and related Rules are the overriding authority for all Ferrari Club of America (FCA) sanctioned track events.

Changes to the Track Event Manual and related Rules may be made annually to be effective for a calendar year. Suggestions for improvements will be greatly appreciated. They should be made in writing to the Track Committee at the email address listed inside "Prancing Horse". Periodic interim updates may be issued by the Track Committee as needed. The most current version of the FCA Track Manual as amended will be available on the Club Website.

### c. Automobiles

Only Ferrari and Ferrari-based automobiles shall be eligible for participation in the track event at an FCA Annual Meet. For all other FCA Track Events, non-Ferraris may be permitted by the Local Rules.

Open-wheel (Formula/Indy-type) cars are not allowed on track with closed-wheel cars at the same time.

Convertibles without roll bars may participate at the discretion of the host FCA region under the Local Rules. If convertibles are allowed they must comply with specific safety requirements in the Vehicle Safety Equipment requirements describes in Section 3.b. of this Manual.

### d. Entrants and Drivers

Only FCA members in good standing may enter and drive in FCA track events. The Local Rules may permit an entrant's family and/or guests to participate as drivers. Entrants are completely and solely responsible for the conduct of their family, guests and crews. Failure of any such participant to adhere to the GR or LR may result in penalties against the Entrant up to and including ejection from the event, future events and recommendation for ejection from the Club.

### e. Disciplinary Hearings and Actions

If the Chief Steward finds it necessary to consider disciplinary action against any participant, he/she shall appoint a Hearing Committee of at least three disinterested persons. The Hearing Committee shall hear all particulars relating to the proposed action and render a timely recommendation to the Chief Steward.

Recommended actions shall fall into one of the following categories in increasing order of severity:



- Event-Level Action – Chief Steward’s action is final, binding and not appealable. No further reporting:
  - No action – Disciplinary action is not needed or is not appropriate.
  - Warning/Reprimand – The party understands the problem and is not likely to repeat.
- Club-Level Action – Chief Steward’s action is final, binding and not appealable. Decisions are reported to the Club Office:
  - Ejection for the remainder of the day without refund
  - Ejection for the remainder of the event without refund
- Club-Level Recommendation – Hearing Committee’s recommendation is reported to the National Office for final action by the Track Committee. The Chief Steward may add concurrence, disagreement or offer no comment.
  - Recommend probation period of up to 13 months for future Track Event(s) throughout the FCA. If upheld, the fact of probation will be an adverse factor in evaluating misconduct during the probationary period and will lead to enhancement of any disciplinary action.
  - Recommend suspension period of up to 13 months from entry for future Track Event(s) throughout the FCA
  - Recommend removal from the FCA

Club-Level Actions and Recommendations may be combined as appropriate. The Chief Steward may accept, reject or modify recommendations of the Hearing Committee and shall in all cases take prompt, timely action once the recommendation is received.

All Club-Level actions/recommendations shall be reported to the National Office and the final decisions shall be communicated to all FCA Region Directors by the Track Committee. Any recommendations for probation or rejection of entry for future track events throughout the FCA shall be considered and decided by the Track Committee. Any recommendations for removal from the FCA shall be considered and decided by the FCA Board of Directors.

#### **f. Pit Entry/Exit/Speed**

Throughout the event, access to the track and the pits is made through the designated pit entrances. A reasonable and proper pit speed is established in the Local Rules. Check for track-specific requirements.

#### **g. Passing**

Under the direction of the Chief Steward and the Chief Instructor-Coach suitable passing zones shall be established for FCA Track Events. Passing Zones shall be clearly marked (typically with traffic cones) and announced at the driver meeting. Any significant changes to passing zones during the event will be announced at a driver meeting. All passing must be completed by the end of the passing zone.

It is the responsibility of both the overtaking and overtaken drivers to assure a safe pass at speed. A lone car may use the full width of the track. However, if a car is being overtaken by a faster car, the driver being overtaken should give way to the faster car. The driver being overtaken should remain on line, point to the side on which he wishes to be passed and momentarily lift off the gas, allowing the overtaking car the opportunity to safely complete the pass. In other words, there must be cooperation between the drivers involved.

Local Rules establish the protocol for passing and signaling. A clear passing signal (point by) shall be given by the driver being passed for each car seeking to overtake. Similarly when a driver is doing the overtaking, a clear passing signal should be received from each car he/she seeks to pass.

Maneuvers which hinder, obstruct, threaten or create danger to other drivers, whether such maneuvers are deliberate or unintentional, are prohibited and may result in disciplinary action.

**h. Alcoholic Beverages**

During an event it is forbidden to consume any alcoholic beverages in the pits, paddock or any other portions of the premises under control of the officials until on-track activities are completed for the day. Drivers shall not consume any alcoholic beverage within 6 hours prior to going on-track.

**i. Medical Responsibility of Drivers**

A driver who suffers an injury or illness which affects his ability to drive shall refrain from taking part in an FCA event until he is again medically fit. It is the responsibility of the driver to report any unusual medical condition, allergies or anticipated special treatment he may require to the Chief Steward prior to each event in which he intends to drive.

**j. Spectators**

If a region chooses to allow the general public access to FCA track events, the region should check with the track to find out their rules regarding spectators, and then present the plans to the FCA Track Committee. All spectators must sign the FCA waiver as well as the track's waiver. Plans to control spectators should focus on the safety of the spectators as well as FCA members. Spectators should not be allowed in the pit area, but may walk in the paddock area.

**k. Local Rules**

Regions supplement the General Rules with Local Rules, taking into account local track rules, event specific situations, options and requirements. Local Rules shall be sent to the FCA Track Committee at least 60 days prior to the event.

At a minimum, Local Rules shall specify the following for each track event:

1. Dates, times and location of the track event
2. Facility layout including track map and length
3. Schedule of activities
4. Description of method for dealing with speed control on the track
5. Any approved variations from the GR (e.g. allow non-Ferraris)
6. Description of Instruction being offered
7. Description of Run Groups and their Rules
8. Description of Passing Zones and Rules
9. Any other information or rules appropriate to the local event and conditions

Approved General and Local Rules shall be made available to all entrants, officials and other participants in advance of and during the Track Event so that all may know what to expect.

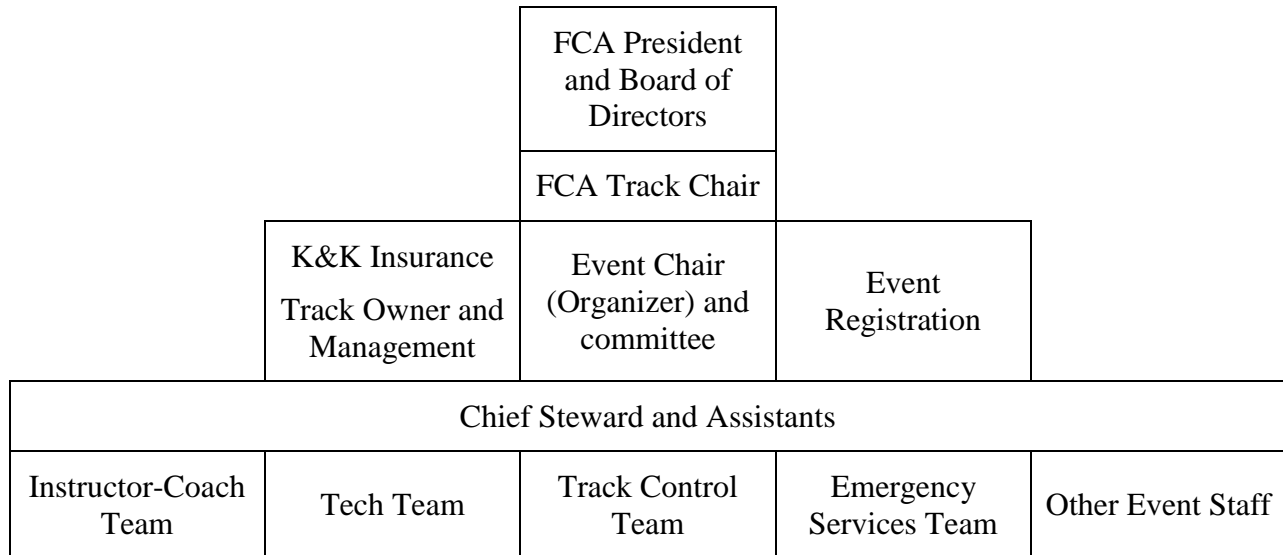
**l. Track Time for Event Officials**

The demands on the time of the event officials are such that it is often very difficult for them to get track time themselves. Whenever an event official wants to go out on the track the Chief Steward must be informed and arrangements made for an appropriate back-up person to serve. The Chief Track Control should also be informed so that the official can be brought in via black flag if something arises that requires immediate attention.

If any of the more senior officials, (i.e. Event Chair, Chief Steward, Chief Instructor-Coach, Chief Tech Inspector, or Chief Track Control) wishes to go on track or temporarily step down for any reason, they shall clearly transfer their duties to a qualified back-up person and make sure that all event staff are aware of the substitution so there is no question about who is in charge.



## 7. Event Organizational Chart



*Note: The Event Chair and at least one Assistant Chief Steward should be FCA members. Other officials often are highly experienced officials and workers who typically are not FCA members.*

The roles and responsibilities of the FCA Track Event organization are as follows:

### a. FCA President and Board of Directors

- The President and Board of Directors have overall responsibility for philosophy, direction, governance and oversight of all Club activities in the interests of the membership.

### b. FCA Track Chair

- The FCA Track Chair serves at the pleasure of the President and Board of Directors; is responsible for developing & implementing policy, guidance & oversight of FCA Track Events.
- From time to time the FCA Track Chair may choose to consult on an ad hoc basis with various leaders and subject matter experts to assist in formulation and implementation of Club policy regarding Track Events.

### c. Event Chair (Organizer) and Committee

- Event Chair – The FCA region member responsible for planning, organizing and publicizing the event. This is a large job, involving working with the FCA Track Committee, track management and K&K Insurance. The Event Chair also assembles, and facilitates the efforts of the Event Committee including chiefs/heads of: Registration (including publicity), Stewards, Technical Inspection, Instructor/Coaches, Track Control (i.e. flagging, communications, pit and grid), Emergency Services, and other event staff (i.e. refreshments, catering, and crowd/traffic control).
- The Event Chair is responsible negotiating a contract with the Track Owner/Management for providing access to the track with facilities and support services as appropriate for the duration of the event. Track contracts for FCA Sanctioned events shall be signed by a properly authorized Club officer, typically the Regional Director. Contact the FCA Track Chair or FCA General Counsel for specific guidance as needed.



- Event insurance is provided through K&K Insurance for all FCA Sanctioned Track Events. The Event Chair is responsible for contacting K&K at (800) 348-1839 to make the necessary arrangements and complete the application for a rider to the Club's umbrella policy. The Event Chair needs to be prepared to discuss specific details including dates, location, additional insureds (e.g. the track and its owners, etc.), and any other details K&K may require. Contact the FCA Track Chair, FCA Insurance Chair or FCA General Counsel for specific guidance. Their contact information is on the inside front cover of "Prancing Horse".
- Some tracks may require their own insurance. If so, this is in addition to the Club's K&K insurance and event rider. Contact the FCA Track Chair, FCA Insurance Chair or FCA General Counsel for specific guidance.
- After the Track Event, the Event Chair is responsible for collecting all documentation including: FCA waivers, pre-event tech inspection forms, at-track grid inspection forms, event results (if any), incident reports (if any), Chief Steward's actions and recommendations (if any) and sending them to the FCA Executive Director at the address found inside "Prancing Horse".
- Once organized, the conduct of the event is under the control of the Chief Steward.
- Critical success factors for all Event Committee Members include: enthusiasm, organization, communications, availability for planning and implementation, delegation and succession planning, ability to balance safety, rules and participant enjoyment.
- Critical success factors for an Event Chair also include: broad understanding of Club/Region interests, broad understanding of track events and the local market, executive-level leadership of diverse volunteers and paid staff.

#### **d. Event Registrar**

- The Registrar works very closely with the Event Chair throughout the planning, execution and follow up stages of the event. During the event the Registrar also works with the Chief Steward in cases of late registrations and other car/entrant issues.
- Prior to the event the Registrar is involved early in the planning for the event when the event pricing is being done and the form and event notices are being developed.
- Specific duties include registration form design, event publicity, registration processing, acceptance and deposit of payments, answering or appropriately referring questions, sending acknowledgements of registration, developing registration packets and handling at-track. Registration.
- The registration form should include any information about pre-event technical inspection that the Chief Technical Inspector wishes to publicize to participants. It is recommended that the registration acknowledgment identify points of contact at authorized Ferrari Dealerships as well as any recognized independent Ferrari service organizations that can perform inspections.
- The Registrar needs have access to the current national membership list to validate a participant's membership status.
- The Registrar answers questions and resolves problems (there are always "special circumstances" and "good stories"). He also develops a database with all pertinent information from each participant's registration form. This database will be used by various people (including the Chief Instructor-Coach).
- The Registrar sends acknowledgements of receipt of registration entries together with some registration materials (see Acknowledgement section below).



- The Registrar prepares the emergency contact list, now often required by the track. This is a list of the names of all participants and an emergency contact person and phone number for each participant. The simplest way to get that information is to request that information on the event registration form and then compile that information into a list for the track. See the sample registration form below.
- Registration packages, prepared by the Registrar's team, should include:
  - Name Tags – Club members should have their own name badge, but most do not bring them, so provide paper name tags. Names should be printed in large, heavy letters so they can be easily read.
  - Tickets – for prepaid cocktail parties, meals, etc., which state the date, time and location of the meal, party, etc
  - Mementos – dash plaques, driving suit patch, decal, or the like.
  - Participant Lists – name, address, phone numbers and cars entered. Be sure to add late entries. Event officials will need copies of the participant list sorted by Name, by name within run group and by car number within run group.
  - Schedule of Events (location and time) – be sure to give the time and place of the drivers' meeting as well as any directions participants may need during the course of the event.
  - Car Numbers – all cars must have legible numbers on both sides so the car can be identified. Numbers should be a minimum of 8" in height in a color which contrasts with the color of the car.
  - Other Items – as appropriate.
- For the Annual Meet actual event registration should take place at the headquarters hotel and also at the track. Provide at least one registration team of three people – more teams of three may be needed for larger events. The third team member is needed to relieve the other two and to handle late entrants. Registration should be kept open from a reasonable hour until 10:00 p.m. at the hotel on the first day and for two hours in the early morning at the track or hotel on subsequent days at an announced location and time.
- If the event is a one day affair, registration will probably be at the track only.
- Critical success factors for an Event Registrar also include: computer skills, accounting/bookkeeping, reporting, recruiting

#### **e. Chief Steward and Assistants**

- The Chief Steward is the person who has the ultimate responsibility for the conduct of a safe and pleasurable event. Roles and responsibilities include:
  - Overall charge of the track event and control of drivers, cars, officials and workers during the entire event.
  - Accessibility either in person or via radio with ready access to information about course conditions, activities and incidents.
  - The Chief Steward shall have a thorough understanding of the FCA Track Event Manual and all supplementary requirements (e.g. Local Rules, FCA Race Event Rules) as appropriate. It is highly desirable for the Chief Steward to be familiar with the track, workers and the local FCA Region.
  - The Chief Steward determines if a Hearing Committee is to be held and appoints the members. The Chief Steward receives recommendations of a Hearing Committee and whether to accept or modify the recommendation. The Chief Steward shall report all disciplinary actions more severe than "Warning" to the Track Committee.



- It is highly recommended that the Chief Steward be an experienced Chief Steward from a recognized racing organization such as SCCA, PCA, BMWCCA, Skip Barber Series, Bob Bondurant, etc. The ability to manage large and complex track events including safely, calmly and effectively handling complex, ambiguous and potentially dangerous situations where personalities and egos may be a factor is a required core competency of FCA Chief Stewards. It is not required that the Chief Steward be an FCA member.
- The Chief Steward is expected to be very busy throughout the track event and shall have no other duties.
- All operating Chiefs including Chief Track Control, Chief Instructor-Coach, and Chief Technical Inspector are Assistants to the Chief Steward.
- Additional Assistant Chief Steward(s) are appointed as appropriate to handle a wide range of important support tasks including:
  - Interfacing with Club members.
  - Implementing and announcing changes in schedule.
  - Making (or arranging to have made) announcements over a public address system which can be heard by all participants.
  - Being available to the Chief Steward and/or the FCA Event Organizer to assist in the handling of questions, problems or other issues.
  - Other duties as assigned by the Chief Steward as appropriate.
  - Assistant Chief Stewards may or may not be FCA members and may serve in multiple capacities.
  - It is highly recommended that at least one Assistant Chief Steward be trained and fully capable of taking over the duties of the Chief.
- Critical success factors for the Chief Steward include: deep knowledge and experience in speed event operations, understanding of FCA events and participants, executive-level management/ leadership skills, superior judgment and discretion, timely and decisive decision making, superior delegation and subordinate development skills
- Critical success factors for Assistant Chief Stewards include some mix of the Chief's critical success factors and the ability to develop the others.

#### **f. Instructor-Coach Team**

- The Instructor-Coach Team is responsible for making sure that all drivers in the Track Event have the appropriate driving skills and mind-set for safely and effectively driving the car for which they are registered in the run group to which they are assigned. In addition to well established track driving expertise, the Instructor-Coach Team shall be well versed in adult learning principles as they apply to the highly complex and physically dangerous activity of operating a car at high speeds on a race track. The ability to quickly establish a trusted advisor (consulting) relationship with drivers having a wide range of personality types and track experience is a core competency of the Instructor-Coach Team.
- The Chief Instructor-Coach is responsible for:
  - Recruiting and leading a qualified cadre of Instructor-Coaches large enough to provide in-class instruction as well as individual coaching to drivers in the Track Event.
  - Developing an overall set of approved content for classroom delivery, rules of engagement for Instructor-Coaches, criteria for changing run group assignments and criteria for allowing drivers to solo.



- Working with the Chief Steward and FCA Event Organizer to establish scheduling and assignment of drivers to run groups.
  - Serving on or delegating an instructor-coach to serve on a Hearing Committee or as Pace Car driver at the direction of the Chief Steward.
  - The Chief Instructor Coach shall have well established leadership/management credentials in a recognized track driving or racing school (e.g. SCCA, PCA, BMWCCA, Skip Barber, BSR, Bertil Roos, etc.). The ability to dispassionately evaluate driver credentials and behavior and make an appropriate decision in potentially tense or emotional circumstances is a required core competency of all FCA Chief Instructor-Coaches.
- Instructor-Coach responsibilities are as follows:
    - Classroom Instructors are responsible for effective delivery of approved content at driver meetings and other classroom sessions as assigned by the Chief Instructor-Coach. Classroom Instructors shall have a demonstrably deep understanding of the theory and practice of high speed track driving, a thorough understanding of how FCA Events are conducted and established competence as classroom presenters to track drivers. The ability to maintain control and effectively present critical information to medium to large groups with a wide range of knowledge and personality types is a required competency of FCA classroom Instructors
    - In-car Coaches are responsible for effectively engaging with their drivers to understand their needs and desired outcomes as well as assisting them in achieving reasonable and attainable driver development goals. In-car driving Coaches shall have well established credentials as racing or track event instructor/coach with as recognized track driving or racing school (e.g. SCCA, PCA, BMWCCA, Skip Barber, Bob Bondurant, BSR, Bertil Roos, etc). Years of track experience as a racer or track driver is not sufficient. Membership in FCA is not a consideration. The ability to effectively manage potentially dangerous situations in real-time and at high speed from the passenger seat is a required core competency of all FCA in-car Coaches.
    - Serving on a Hearing Committee or as Pace Car driver at the direction of the Chief Instructor-Coach.
  - Members of the Instructor-Coach team are expected to be very busy throughout the track event and shall have no other duties.
  - Critical success factors for the Chief Instructor-Coach include: deep knowledge and experience in track driving and instruction, understanding of FCA events and participants, executive-level management/leadership skills, superior judgment and discretion, timely and decisive decision making, superior delegation and subordinate development skills.
  - Critical success factors for Instructor-Coaches include: deep knowledge and experience in track driving and instruction, understanding of FCA events and participants, superior judgment, discretion and communications.

#### **g. Tech Team**

- The Tech Team is responsible for assuring that all cars running on track are appropriately prepared mechanically; with the necessary safety equipment installed and operating correctly. They are also responsible for assuring that drivers have the necessary personal safety gear including helmet, driving suit, etc. as appropriate for the car and run group. See the technical and safety inspection requirements elsewhere in the TEM.



- The Chief Technical Inspector is the person with overall responsibility for assuring the safety and mechanical soundness of all cars running on the track during the Track Event. Roles and responsibilities include:
  - Delegating authority to conduct pre-event technical inspections to authorized Ferrari dealers and selected independent service facilities specializing in Ferraris. For large events such as the annual meet, organizers are encouraged to contact other FCA Regions to identify qualified independent Ferrari service organizations. The list of delegated (i.e. approved) inspections sites shall be given to the Event Chair and Registrar for publication in advance of the event.
  - Validating the acceptability of other inspection sites as requested on a best-efforts basis.
  - Decisions to accept or reject any pre-event technical inspection document regardless of its source.
  - Decisions to accept or reject any car for any reason at any time throughout the event.
  - Where possible, arranging for a qualified service provider (typically the local authorized Ferrari dealership) to be available throughout the track event to assist with minor mechanical repairs or services as needed. The provider may charge the car owner for any such repairs or services.
  - Recruiting a team of qualified Grid Inspectors sufficient to meet the anticipated inspection requirements at the beginning of the event.
  - Maintaining close control over car, helmet and run group tech stickers as well as all completed pre event and grid inspection forms.
  - The Chief Tech Inspector shall have well established leadership/management credentials in a recognized track driving or racing environment (e.g. SCCA, PCA, BMWCCA, Skip Barber, BSR, Bertil Roos, etc.) as well as a thorough mechanical understanding of Ferrari automobiles. The ability to dispassionately evaluate the technical and safety preparation of Ferrari automobiles and driver safety equipment for track use, including racing, is a required core competency of FCA Chief Technical Inspectors.
  - The Chief Technical Inspector is expected to be very busy during the first half day of a track event and from time to time thereafter. It is highly recommended that the Chief Technical Inspector not have any other duties during these periods.
- Grid Inspectors are responsible for conducting Grid Inspection at the track to make sure the cars and drivers are ready to go on the track. Roles and responsibilities include:
  - Checking completed pre-event Tech Inspection forms, making sure that any discrepancies are resolved and the car is in full compliance with technical requirements for the run group.
  - Completing the Grid Inspection form, validating that all car and driver items on the checklist are in compliance with the requirements.
  - Upon satisfactory completion of the Grid Inspection (i.e. all car, helmet, and other safety items to be checked are in compliance) the Grid Inspector will:
    - Sign and date the Pre-event and Grid Inspection sheet and return it to a secure place designated by the Chief Technical Inspector
    - Place the Technical Inspection and appropriate Run Group stickers on the car (typically upper left windscreen or other approved location)
    - Place a Technical Inspection sticker on the driver helmet in the approved location
  - Refer any questions or problems to the Chief Technical Inspector for resolution.



- The ability to calmly, thoroughly and accurately complete a detailed checklist of safety items under frequently hectic circumstances is a required core competency of FCA Grid Inspectors.
- Grid Inspection can be a very enjoyable and interesting job for members who are new to track events to get involved without a lot of training, experience or time commitment.
- Critical success factors for the Chief Technical Inspector include: deep knowledge and experience in maintaining/preparing Ferrari and other cars, including race cars, for track driving, understanding of FCA events and participants, executive-level management/leadership skills, superior judgment and discretion, timely and decisive decision making, superior delegation and subordinate development skills.
- Critical success factors for Grid Inspectors include: attention to detail, general understanding of preparing cars for track driving, general understanding of FCA events and participants, good judgment, discretion and communications.

#### **h. Track Control Team**

- The Track Control Team is responsible for communication with and control of the drivers from the moment cars arrive at the make up grid and while cars are on the track or in the pits until they are returned to the paddock/parking area. Track control team members work closely with the Chief Steward through the Track Control Chief – in effect becoming the “eyes and ears” of the Chief Steward while cars are on track. They also become the Chief Steward’s “arms and legs” by taking appropriate action during on-track incidents. It is important that members of the Track Control Team have an open, comfortable and trusting relationship with the Chief Steward.
- Chief Track Control – This person, sometimes referred to as “Control”, is the primary focal point for directing and reporting what is happening on the track. Control is aware of and directs all events through contact (via radio or other appropriate mechanisms) with the corner workers (flaggers), the Chief Steward. Roles and responsibilities include:
  - Along with the Chief Steward, meets with corner workers and describes the type of event, passing zones, and type of behavior expected. Ensures the flaggers are using the flags consistent with driver expectations.
  - Setting up and managing the communications network (typically radios or closed circuit phones) which lets the Chief Steward know what is happening on the track and through which the Chief Steward transmits his instructions to the corner workers.
  - Assuring that the public address system is operating properly so that participants can clearly hear announcements. The public address system is one of the keys to a successful event. Participants given adequate, timely information will react well. Without information, they will be confused and upset. The system should be checked in advance of a track event to be sure there is adequate clarity and power. “Bull horns” are not adequate.
  - Ensures operations run smoothly, using a public address system to inform participants.
  - Ensures the track is safe before allowing cars to enter
  - Keeps track of event time; checkers run groups when complete
  - Is informed of driver behavior or incidents and directs appropriate action including but not limited to:
    - Black Flag with accompanying advisory instruction
    - Informs Chief Steward of circumstances requiring additional instruction
    - Red Flag session if necessary



- Dispatches emergency vehicles as needed
- It is highly recommended that Chief of Track Control be an experienced Race Chief Track Control from a recognized racing organization such as SCCA, PCA, BMWCCA, Skip Barber Series, Bob Bondurant, etc.
- The Chief of Track Control shall have no other duties
- It is highly recommended that the Chief of Track Control have at least one deputy trained and capable of taking over the roles and responsibilities of the Chief of Track Control.
- It is not required that the Chief of Track Control or any deputies be FCA members.
- Critical success factors for the Chief Track Control include: deep knowledge and experience in speed event operations, general understanding of FCA events and participants, executive-level management/leadership skills, superior judgment and discretion, superior ability to prioritize in real-time and communicate effectively.
- Pit and Grid – This person is responsible for recruiting a team of qualified persons who will control staging of cars on the grid as well as entrance to and exit from the course. This is critical to the safe operation of a track event. Typically at least three to five people will be needed at any one time. It may be appropriate to recruit additional people who will serve on a rotating basis. Roles and responsibilities of the Pit and Grid team include:
  - Staging cars on the pre-grid (sometimes called the make-up or false grid) in advance of a run group session. This includes:
    - Assuring that the cars and drivers (and any passengers) are properly credentialed (i.e. correct car and helmet stickers, driver and passenger wrist bands) for the coming session
    - Assuring that drivers (and any passengers) are wearing the proper safety equipment for the coming session
    - Directing cars to the appropriate location on the pre-grid
    - Informing the Instructor-Coach team of any driver who needs (i.e. does not have a “solo” wrist band) or requests a driving coach
    - Maintaining a clear path for vehicles to enter and leave the grid area
    - Clearing any cars that do not belong on the grid (i.e. in a different run group)
  - Responding to and relaying signals from the Chief Track Control the drivers (e.g. minutes to go, start engines, move forward, stop, etc)
  - Maintaining good order on the Pit Lane during the run group including:
    - Signaling drivers to slow or stop as appropriate when in the pit lane.
    - Directing drivers safely toward pit out or the paddock as appropriate and in coordination with the Chief Track Control or Chief Steward
    - Assist during “black flag” and “red flag” situations by directing the driver(s) involved to move/stop their cars appropriately as directed by the Chief Track Control or Chief Steward
  - Safely clearing the pit lane at the end of the run group by directing traffic appropriately
  - Given a sufficient pool of Pit and Grid workers they may have other duties. Often Grid Inspectors will also serve at Pit and Grid workers.
  - Pit and Grid can be a very enjoyable and interesting job for members who are new to track events to get involved without a lot of training, experience or time commitment.



- Critical success factors for Pit and Grid workers include: attention to detail, general understanding of preparing cars for track driving, general understanding of FCA events and participants, good judgment, discretion and communications.
- Corner Workers – It is highly recommended that the Event Chair contract with a recognized racing organization such as SCCA, PCA, BMWCCA, etc, in the area to provide qualified corner workers. In some cases, the track can provide qualified corner workers. In all cases it is essential that there be an open, comfortable and trusting relationship amongst members of the Corner Worker team and with the Chief Steward and the Chief Track Control. If participants are to function as corner workers then provisions shall be made to assure their training, experience and competency.
- Critical success factors for Corner Workers include: thorough knowledge of flag standards and corner experience (including flagging and emergency services) in racing or other track events, general understanding of FCA events and participants, ability to prioritize in real-time and communicate effectively.

#### **i. Emergency Services Team**

- The Emergency Services Team reports to the Chief Steward under the direction of the Chief Track Control and includes the following:
  - Ambulance - At least one basic life support (BLS) ambulance with an EMT crew is required. In the event of an injury requiring the use of an ambulance, the event cannot continue until an ambulance has returned and is once again available if needed. For this reason, you may want to consider having more than one ambulance (especially if you are running a large event such as the Annual Meet). It is highly recommended that an advance life support (ALS) ambulance be considered.
  - Medical Personnel – If appropriate “Race Medical” facilities are available at the track it is recommended that qualified personnel be arranged to staff it during the event.
  - Wrecker - At least one wrecker to pick up and transport a car back to the paddock.
- In many cases the track can provide or help arrange for these services at a reasonable price either as part of the contract or as a referral.

#### **j. Other Event Staff**

- The Event Chair will want to coordinate with the Chief Steward and the Registrar to assure volunteer or paid staffing for a number of other roles including but not limited to:
  - At-track registration
  - Refreshments and catering throughout the event
  - Logistics (i.e. “care and feeding”) of Sponsors, special guests, and other VIP’s
  - Paddock Marshalling (i.e. crowd control, traffic control parking, security, etc)
  - “Runners” to assist various officials as appropriate
  - These roles can be a very enjoyable and interesting for members who are new to track events to get involved without a lot of training, experience or time commitment



## 8. General Event Planning Checklist

**PLEASE NOTE: Events should be budgeted to be financially self-sustaining**

1. Secure the track dates (written contract to cover track rental, workers, equipment) and pay the deposit on time.
2. Arrange insurance (certificate of insurance) through K&K identifying additional named insureds.
3. Line up key people and arrange for workers – corner workers, instructor-coaches, registration, tech/grid, waivers, pit, communications, pace cars for lunchtime touring, etc.
4. Plan for any meals, tents, etc, including plenty of water for all participants, guests and workers
5. Decide on and purchase event trophies, badges, event mementos and worker gifts. Plan for worker rides and meals.
6. Get sponsors and then arrange for the care and feeding of the sponsors.
7. Block hotel rooms.
8. Arrange for tech forms, tech and helmet stickers, wristbands, and car numbers.
9. Arrange communications (workers, stewards; two-way radios for key workers at event).
10. Arrange for fuel to be available at the track.
11. Secure cones to mark passing zones and apexes.
12. Arrange for security.
13. Price the event.
14. Line up tech inspectors (e.g. authorized and independent Ferrari service facilities)
15. Make up registration form and advertise the event in the Monthly Bulletin and by e-mail.
16. Handle registrations as they come in, making sure information is complete and payments are correct and valid. Deposit all checks and run credit card as soon as possible and coordinate payment information with Treasurer.
17. Send registration acknowledgements.
18. Prepare registration packets.
19. Plan display to indicate which run group is on the track and which will be out next.
20. Do schedule and make run group assignments.
21. Print handouts (schedule, track map, write-up on how to drive a lap of the track, etc.).
22. Plan drivers' meeting (including flag display)
23. Designate people to take photos at the event and write an article for the Prancing Horse.
24. Arrange for vendors (if wanted), including a photographer to take photos of cars on the track. (optional)
25. Outside media are unlikely to be interested in covering any event except an Annual Meet. If needed, the Meet Committee should make such arrangements as deemed appropriate.
26. Have turn in, apex and track out cones in place. Frequently the track will have them in place for you if you ask them ahead of time.
27. Set up registration at the track.
28. Bring checks to the track.
29. Post event actions include: financial wrap-up, forms article to Prancing Horse, thank-you notes.
30. Also be sure to send all waivers, tech and grid inspection forms, and any incident reports to the FCA Executive Directors at the address on the inside cover of "Prancing Horse".



## 9. Checklist Details

### a. Track Owner/Manager Contract

The contract shall be in writing and cover the following:

- **Cost to use Facility** – This should be the total cost for all services provided. It should cover the conditions under which cancellation can take place with reimbursement in whole or in part (such as weather) as well as a final date for cancellation. In pricing an event, the Event Chair should also bear in mind possible hidden costs which may result from the track contract. Many track contracts require the Lessee to provide a certain number of ambulances, tow trucks, corner workers and also to clean up after the event. Thus, the contract should be carefully reviewed to make sure there are no hidden costs which should be reflected in the pricing of the event.
- **Track Owner Availability** – know how to contact at what hours, on what days, in what location.
- **Track Personnel** – know who will represent the owner in case of problems (power off, gates locked, etc.) and how to contact them. Get names, how to locate, including a list of all appropriate phone and beeper numbers. Be sure that the Event Chair has this list at the event.
- **Track Services Included** – power, gas, air, water, garage, toilets, public address system, radio system for use by corner workers, emergency vehicles and other services. If the track will provide the corner workers, know whether the corner workers are included in the track rental or are an additional expense.
- **Emergency Equipment** – arrange for an ambulance (BLS required, ALS preferred – two or more desirable) and at least one wrecker. This can often be arranged through the track. The value of having two ambulances is in case of an incident requiring transport, the Event can continue with the single remaining ambulance. Also make sure there are arrangements with the local hospital for emergency care. Arrange for either a wrecker or flatbed truck. If the track has gravel traps, a flatbed truck doesn't generally work very well. Frequently, the track can arrange for the wrecker.
- **Track Decision Maker** – know who has the authority to enforce or modify the contract.
- **Track Prohibitions and Rules** – some examples include: not allowing children in certain areas, minimum age to be a passenger or driver, ability to do lunchtime touring, convertibles, passengers in convertibles, etc. A FCA member must be assigned the job of enforcing the prohibitions and rules.
- **Track Concessions** – find out what concessions (food, souvenirs, etc.) will be available as well as rules about inviting vendors (including those who might cater a meal at the track). There may be prohibitions and/or costs associated with these things as well as requirements where these things (vendor tent, meal venue, autocross course) may take place.
- **Sample Contract** – no contract is shown as they vary from verbal arrangements made between persons with long-established relationships, through modest (and incomplete) contracts to those that are very formal. The event chairman should know best what local conditions call for. When in doubt contact the FCA Track Chair and/or the FCA General Counsel.

### b. Insurance

Arrange for insurance at least 30 days in advance of the event and follow up to make sure the Event is appropriately covered. K&K is the required insurance provider for all FCA sanctioned track events. The insurance for your event will be a rider on the Club's master policy. Contact K&K at 800-348-1839 to request the application.



- **Track Supplied Insurance** - Some track contracts require that the event be run under the track's insurance. If so, this insurance is in addition to the K&K insurance required by the Club.
- **“Additional Insureds”** - are those organizations/people who wish to be covered by the insurance for the event. The track will likely want to be named. The event “chiefs” and any worker organizations will also probably want to be named. It is not necessary to name FCA members.
- **Cost of Insurance** - In all cases, the cost of event insurance is borne by the host FCA region and should be budgeted appropriately.
- **Certificate of Insurance** - About 10 days before the event, contact the track and check if they received the certificate of insurance. You should also receive a certificate of insurance. Bring a copy of it with you to the track.

Contact the FCA Track Chair, Insurance Chair, General Counsel or the Executive Director if additional information or guidance is needed.

### c. **Waivers**

Every person attending, working or participating in an FCA sanctioned Track Event, including minors, shall sign a waiver. Anyone who is ineligible, unable or unwilling to sign a waiver shall not be permitted inside the gate to the track or to participate in the event in any way. At the end of the event all signed waivers shall be sent to the FCA National Office.

- **Waiver Forms** - K&K Insurance will send their waiver forms to you at the time insurance is ordered for the event. If they do not send you the forms, call K&K at 800-348-1839 to request the forms (including minor waivers for any minors who may come to the event).
- **FCA's K&K Waivers** – Shall be signed by everyone attending the Track Event; drivers, spouses, children, guests and workers.
  - A good place to get waivers signed is at the entrance to the track. A team of 2-3 FCA members can handle this.
  - At the top of the waiver form in the space provided for the date, fill in the dates encompassing the entire event. For example, write in September 2-5, 2011.
  - Make sure everyone signs the waiver and that they are signing their own name (not Michael Schumacher or Mario Andretti).
- **Track Waiver** - (may be a separate waiver from the FCA waiver) - The track may require everyone to sign their waiver in addition to the FCA waiver, especially if the FCA is getting insurance through the track instead of through the FCA's insurance with K&K. The track will make sure everyone signs their waiver. A team of FCA members should make sure everyone signs the FCA waiver.
- **Waiver for a Minor** – must be signed by the minor (if able) and by the parent or guardian. Minor release forms completed away from the event registrar must be notarized. Minors are anyone who has not reached the age of majority (usually 18) in the state where the event is located. Waiver forms for minors are available from K&K.

### d. **Minimum Age**

- All drivers must have a valid driver's license and be at least 18 years old to drive on the track.
- All passengers must be at least 16 years old.
- The track's policy may be more restrictive. When the FCA's policy varies from the track's policy, the more restrictive policy is to be applied. Check your track rental agreement.

**e. Children and Pets:**

- Children shall remain under the effective control of the adult who signed the Minor Waiver.
- Children shall not be in potentially dangerous locations such as the hot pit area, corner worker stations, etc.
- Participants are strongly urged not to bring pets to the track. Any pets that are brought to the track shall be on a leash, in a cage or otherwise suitably restrained. Some tracks may prohibit pets entirely so check your track rental agreement.

**f. Non-Member Entrants and Drivers**

From time to time, it may be advantageous to invite individuals (as opposed to other clubs) who are not FCA members to be participants in FCA events. This is permitted by our insurance. Such persons are considered “Invited Guests”. These invitations should be screened with care. If an “Invited Guest” is the source of a claim it will be charged to FCA’s experience record.

**g. Wristbands, Stickers and Forms**

Distinctive wristbands shall be used to identify all FCA Track Event participants: drivers, crew, family, friends, children and workers. Drivers get a green, white, blue or red wristband, depending on their run group. A different color wristband should be chosen to be used by all others at the track. The wristbands should not be issued until the person has signed both the track waiver and the FCA event waivers.

- Non-driver participants may sign FCA event waivers and get their wristbands at registration
- Drivers should get their run group wristband at the drivers’ meeting rather than at registration.

Order wristbands, tech and helmet stickers, and car numbers ahead of time; have blank tech inspection sheets available for the tech inspectors, both prior to and during the event. Sources include:

- **Tech Inspection Stickers** - order from the Regalia Chair
- **Tech Inspection Form** – copy from Attachments and mail with acknowledgment of entry.
- **Wristbands** – obtain a source through your local hospital.
- **Car Numbers** – obtain locally from a sign store that specializes in vinyl or Mylar products.
- **Other Stickers** – obtain locally or make your own.

**h. Passengers**

- The FCA’s insurance company (K&K Insurance) does not specifically prohibit passengers in any group. Rather, K&K relies on the FCA and the track event organizers to exercise good judgment.
- Instructor-coaches may be passengers in cars in any run group
- Non-instructor-coach passengers are allowed in Touring/White and Intermediate/Blue
- Passengers shall have the same safety equipment as the drivers (helmet, clothing, shoes)
- Seatbelts shall be the same for passengers as for drivers. If a driver has a five- or six-point harness, the passenger shall have one as well.
- Prospective passengers are encouraged to attend the drivers’ meeting to have a better understanding of the track environment.
- It is strongly recommended that all non-instructor-coach passengers not talk once the car is moving. The driver must concentrate on handling a car at speed and talk is distracting.

**i. Report of Incidents**

- An incident is defined as any occurrence that might give rise to an insurance claim such as when a vehicle sustains physical damage or in which a person at the event sustains physical injury. Minor incidents (such as spins, 4 wheels off, etc) are not required to be reported.



- In the case of an incident the Event Organizer should work with the Chief Steward to make sure that K&K, the FCA Insurance Chair, the FCA Track Chair and the FCA General Counsel are notified and a written report is promptly and thoroughly prepared. The names addresses and phone numbers of witnesses are to be included and such photos as are available. The original is to be sent to FCA General Counsel with complete copy to the Track Event Chair. The written report should be completed at the track as soon as possible after the incident while the individuals involved are still available.

#### **j. Event Mementos, Worker Meals, Rides and Gifts**

Trophies are not awarded at track events as to do so would encourage “racing” which is contrary to club policy. Badges, dash plaques, t-shirts, etc., as evidence of participation are not necessary but are a nice touch.

Workers are essential to the safe conduct of a track event. Occasionally, they are paid (particularly if the track provides the workers), but many volunteer their time. Ways to show the Club’s appreciation include giving “thank-you” rides to workers, providing meals for them and giving them a memento of the event.

- **Worker Rides** – Rides should be given to corner workers under touring rules. There are two ways to provide “thank-you” rides. In either approach, it is important to line up cars to give rides to workers well in advance. There is no better time than on the registration form, reaffirmed at registration and confirmed by a windshield sticker which designates those cars signed up for worker rides.
  - Rides after the last session of the day or at lunch on the last day. The easy way is to line up cars at the grid, line up the workers and then put a worker in the first car, the next worker in the next car and so on.
  - Rides during a morning or afternoon session. Have cars lined up and send them out to pick up the corner workers at their corner, do two laps and return the corner worker to his/her station. This works well as a “last minute” effort when you find on a Sunday that not all corner workers got rides on Saturday. The best way to run the “catch up” effort is to get a count of the corner workers and match the number of cars to the number of workers, sending the first car out to the most distant corner station. This requires having course maps and giving one to each driver with a marking showing the worker’s corner, and having the worker stand in an easily seen spot at that corner.
- **Worker Gifts** – Mementos are greatly appreciated. A patch, t-shirt or hat (the same as the one given to FCA participants) that is unique to those who were present at the event, will mean even more to workers than to participants. Distribution should take place at the track after the track closes.
- **Worker Meals** – Lunches are provided for track workers. Dinner is generally provided for track workers on Saturday night. Senior FCA event officials (and, if possible, some of the instructor-coaches whose names would be familiar) should drop by, pay compliments, and leave. It is the gestures that are all important – the ones that say to workers that “we recognize your importance to us and we want you to know how much you are appreciated.”

#### **k. Sponsors**

Try to secure sponsorship for your event as early as possible. Be sure to get the sponsorship money in the bank as soon as possible, definitely before the event. Most importantly, work with the sponsors so they feel they have received fair value. Incorporate the sponsor’s name in the event name; introduce the sponsor at the drivers’ meeting and so on.



- Special rules apply where sponsor names or logos might be used in association with FCA and/or Ferrari SPA trademarks. Organizers shall consult with the FCA National Office.
- The primary sponsor for regional track events is usually your local dealer. However, you do not need to limit yourself to only your local Ferrari dealer for sponsorship. Check into related products that may be suitable, for example, perhaps a trailer manufacturer, a wax company, someone selling suits, and helmets, etc.
- The key to sponsorship is giving value back to the sponsor. There are several ways of doing this:
  - Maintain a dialogue with the sponsor. Exchange ideas and let them know you want to work with them.
  - Introduce the sponsor and his staff at the drivers' meeting and encourage people to support the sponsors.
  - Have giveaways such as t-shirts, baseball caps, etc., that mention the sponsor.
- Some things to consider when an authorized Ferrari dealership is a sponsor include:
  - Let the dealership know that if they have a potential customer for a particular model car that you can arrange for someone who owns the same model to take the customer for a ride on the track.
  - Point out to the drivers that nobody knows their cars as well as the dealer and that by using the dealer, owners will know that they are getting genuine Ferrari parts.
  - Prior to the event, ask the dealership if they would like to include a used car inventory list in each registration package.
  - Help dealers get people into the dealership by supporting open houses at the dealership.

## **l. Security**

Whenever possible, a guarded area (covered if possible) should be provided for the entrants cars. This is especially important at hotel or meal venues.

## **m. Display of On-Track Run Group**

Prepare a method to inform participants when the various run groups are on the track. A large bulletin board posted in a prominent place showing by color and time the status of the event at all times, including which group is presently on track and which group is next, is very useful. Helium-filled balloons can be very effective for informing participants of what group is on the track and what group goes out next.

## **n. Post-Event Actions**

**Post Event Publicity** – send a write-up of the event and photos to the editor of the “Prancing Horse” within two weeks following an event.

**Thank-You Letters** – nothing surpasses “thank-you” letters for building good public relations for the club. Post-event letters from the Event Chairman should be written to all key figures – track owner, workers, hotel manager, and others as appropriate to the specific event and circumstances. Club members who make major contributions should also be thanked in writing.

**Signed waivers and Inspection sheets** – Send all signed waivers the tech inspection sheets to the FCA Executive Director within 10 days after the end of the event. These documents will be saved for 10 years.



## 10.Registration Package

Registration packages, prepared and managed by the Registrar's team, should include:

- **Name Tags** – Club members should have their own name badge, but most do not bring them, so provide paper name tags. Names should be printed in large, heavy letters so they can be easily read.
- **Tickets** – for prepaid cocktail parties, meals, etc., which state the date, time and location of the meal, party, etc.
- **Mementos** – dash plaques, driving suit patch, decal, or the like.
- **Participant List** – name, address, car(s) entered, phone numbers. Be sure to add late entries.
- **Schedule of Events** (location and time) – be sure to give the time and place of the drivers' meeting as well as any directions participants may need during the course of the event.
- **Car Numbers** – all cars must have legible numbers on both sides so the car can be identified. Numbers should be a minimum of 8" in height in a color which contrasts with the color of the car. Contrasting roundels are encouraged.
- **Information Package** – any track or event-specific information such as a track briefing manual, track driving instructions or other relevant materials that will help make the event smoother, safer and more enjoyable for all participants.
- **Other Items** – as desired.

Registration forms need to contain the following information at a minimum:

- Event name and date, an overall description of the event and:
- Type of events (and conditions to be met, if any)
- Hotel accommodations (headquarters and others nearby with name of hotel, address, phone number and cost range)
- Amenities available (pool, tennis, guarded area for cars, etc.)
- What is included in registration and other fees
- Deadlines – and late or cancellation policies
- Required Equipment, such as helmets, nomex, etc.
- Event personnel – who to contact, how and what time of day
- Urge members to make hotel reservations early
- Emphasize unique aspects such as noise limitations
- Other information that may be pertinent

*A Sample Registration and Acknowledgement form is in the Attachments*



## 11. Flag Standards

- **Green Flag** – Start of session or cancellation of a danger previously signaled. Track is clear.
- **Blue Flag** – Another driver is following and may be trying to pass. The flag may be displayed standing or waving, depending on the speed at which the passing car is overtaking you. Remain on line and be prepared to do a point by in the next passing zone.
- **Yellow Flag** – Standing yellow means danger, slow down, no passing from the flag until the driver has passed a corner worker station which is not displaying a yellow flag. A waving yellow flag means the track is partially blocked, slow down, be prepared to stop, no passing from the flag until the driver has passed a corner worker station which is not displaying a yellow flag.
- **Yellow Flag with Vertical Red Stripes** – A hazard exists on the track. It could be anything from liquids such as antifreeze or oil to the bumper from someone's car or mud/gravel kicked up by an off-track excursion.
- **White Flag** – Ambulance, fire truck, wrecker, or other service vehicle is on the circuit, or a slow-moving car is ahead. You may pass the slow vehicle with care.
- **Furled Black Flag** – Warning to immediately correct improper behavior on track. This flag is usually displayed along with the number of the car concerned or a clear point to the car involved. May be pointed or shaken at an individual car warning that the driver has been observed driving in an unsafe or improper manner. If the action continues, the driver shall be given an open black flag.
- **Open Black Flag (individual)** – Proceed directly to the pits for consultation. Do not take another lap. This flag is usually displayed along with the number of the car concerned or a clear point to the car involved.
- **Black Flag (all)** – All drivers slow down and proceed directly to the pits and await further instructions. This is used from time to time when the Chief Steward wishes to clear the track quickly and safely.
- **Black Flag with Orange Disc (Meatball Flag)** – Your car has a mechanical fault of which you may not be aware. Immediately proceed to the pits for Come in and check out why you received this flag. In the absence of a "Meatball Flag", a Black Flag may be used to indicate a mechanical fault.
- **Red Flag** – There is a serious situation on the track, probably blocking the track. Check your rear view mirror to make sure the drivers behind you have also seen the red flag, and then come to a controlled stop on the side of the track within sight of a corner worker and leave room for any emergency vehicles to get through. Do NOT slam on your brakes and make a panic stop. When so advised by the corner worker (usually by means of showing a black flag), proceed slowly along the track and into the pits.
- **Black and White Checkered Flag** – End of the session. Finish your lap at reduced speed and return to the pits. Passing, with a point-by, is still allowed.



## Attachments

Editable FCA Track Event Registration form and Acknowledgement Letter template  
FCA Track Event Technical and Grid Inspection form

FCA Race Event Rules - 2011 Edition

Editable FCA Race Event Registration form and Acknowledgement Letter template