



**GUIDELINES FOR
BASIC SKILLS
DRIVER TRAINING EVENTS
IN NSW**

Version 1.0 dated 01.02.2010.

Effective date

1st January 2010.

These guidelines have been drawn up by the NSW Supersprint Advisory Panel to assist Clubs in the planning and conduct of safe and effective Driver Training Events.

They are based on the combined experience of the Panel members and current Club activities. They are intended to ensure uniformity in the running of these Events and to give a guide to those who have not run an Event of this nature before.

INTRODUCTION

There are a number of reasons why a Club may consider conducting a Driver Training Event, including

- As an Introduction to Motorsport for Club members who may be interested in some form of competition
- As a membership/publicity event to attract new members to the Club
- As a way of upgrading the general driving skills of Club members
- As a way of assisting Club members in performing better in events such as Supersprints

Driver Training Events as described below are a basic club activity that can be followed by the use of commercial courses available from a number of reputable organisations.

1. DESCRIPTION

There are two distinct types of Driver Training that the Panel believes should be made available to students, to assist them in preparation for driving in club motorsport events or improving their driving skills on public roads.

Put simply, these two types are:

- (i) To improve road skills and awareness, or as an introduction to motorsport in general, entitled “Basic Skills”
- (ii) To provide competition skills and techniques entitled “Competition Skills”.

Either type of Training Event is usually conducted under a CAMS permit.

This set of Guidelines is for those clubs who wish to conduct a Basic Skills event

The following age limits/licence requirements apply:

- Basic Skills:
 - Senior Events - 14 years and above
 - Junior events – 12 years, must have separate track sessions if run in conjunction with seniors
 - CAMS L1 licence required

2. **PRE-EVENT PLANNING, REQUIREMENTS AND ORGANISATION**

2.1 **Prerequisites**

Venue confirmation of Event date i.e. book venue before publicising the event. Calculate the cost of the event and the entry fee to be charged - it is recommended that the fee not exceed 50% of the current going rate for a Supersprint (cost to be determined).

You will need to obtain a CAMS Permit from the CAMS website for a Basic Skills Driver Training Event by sending a Permit Application along with a set of Supplementary Regulations, Entry Form and Medical Response Plan to the National Office for approval. The permit fee is obtainable from the CAMS website or by calling CAMS (Tel: 1300 883 959). In order to encourage this type of event, the permit fee is considerably cheaper than for an event such as a Supersprint. Note that Multiclub events may attract a slightly higher fee, so the Club may choose to restrict entrants to Club members and family members. CAMS permit fees include Public Risk Insurance

The Club **must have** a CAMS accredited Clerk of Course, Event Secretary and Chief Instructor nominated on the Supplementary Regulations and they must be present on the day in order to obtain a permit to run the event.

2.2 **Instructors**

These courses will only be successful if there is an adequate number of qualified instructors to match the track density shown later in these guidelines. If there is an insufficient number of instructors, students will not get the maximum/optimal time with their instructor and the track will be under-utilised. A successful course will require the assistance of a large number of suitably-qualified instructors, prepared to give their time and skills to assist students. Most of these will come from within the club running the event, however a well-known motor-sport identity from outside the club will both attract entrants and provide some additional experience and ideas. The CAMS Supersprint Advisory Panel will be happy to assist clubs by providing some names and contact numbers. Please refer to the table in Section 5 following for Instructors qualifications required.

2.3 **Officials**

The minimum requirements are as follows:

2.3.1 Clerk of the Course - minimum Club Chief

2.3.2 Event Secretary - minimum General Official

2.3.4 Chief Instructor - minimum L2S or as approved by CAMS.

2.4 Officials Responsibilities

2.4.1 Clerk of the Course

The Clerk of the Course is in control of all aspects of the Event, in accordance with the Supp.Reggs and Permit, and in particular the following:

- That officials/instructors are aware of their duties.
- That officials/instructors, sign the CAMS Officials Sign-on Sheet.
- Drivers (or parents/guardians) must sign Disclaimer.
- Liaising with the Chief Instructor to ensure sufficient instructors are available and that the event format and content has been determined.
- That students sign the sheet available at the start of the Drivers Briefing to validate that they have been present at the Briefing.
- That vehicles are safety checked to ensure they are safe for the event. The owner is to ensure that the car is presented in road-worthy condition with all loose articles removed from vehicle.
- Drivers' Briefing is held and all relevant information is given to the students about the Event.
- Activity area entry is controlled during the day, meeting density guidelines (see Section 9 following).
- Students do not exceed set speed limits, overtaking procedures etc.
- Students meet dress and equipment standards as specified in the Event Supplementary Regulations.
- The CAMS Event Reports are completed.

2.4.2 Event Secretary

- Is responsible for sending the permit application, and supporting documents to CAMS National Office at least 8 weeks prior to the Event date.
- Sends out approved Supp.Reggs and Entry Forms to interested parties.
- Arranges all officials for the day
- Records Entry Forms received and may send out acknowledgments of receipt/acceptances.
- Gives out the Driver Evaluation forms to all participants at the end of the day

2.4.3 Marshals

- Under the direction of the Clerk of the Course, assist with circuit entry/exit, exercises, line ups, manning of flag points and other duties as needed.

2.4.4 Chief Instructor

- Responsible for obtaining the correct number of Instructors required for the day, and for the planning and execution of the course format in conjunction with the Clerk of the Course.
- On the day, supervise and monitor the instructors and students.

2.5 Circuit Equipment

The following is recommended for all Driver Training Events, supplied either by the Circuit or the Club

2.5.1 Mandatory Equipment

- One 10kg fire extinguisher at activity area entry, one at activity area exit and one at each manned training area.
- One red, one yellow, one black and one Chequered flag.
- Witches hats

2.5.2 Communication Equipment

Two-way radio or cellular phones are advisable

2.5.3 Medical

A comprehensive and current First-aid kit must be on hand (mandatory) with a person holding a First-Aid Certificate or better.

2.5.4 Recovery Vehicle.

Suitable recovery vehicle is to be provided in the event of an accident. It could also back up as fire rescue. eg cement buckets, brooms and fire extinguisher.

2.6 Planning

2.6.1 Current Year

Choose several dates for the next year and apply to the preferred Circuit (by early October at the latest).

2.6.2 3 Months Prior to Event

- Choose Event officials, bearing in mind the requirements for accredited officials.
- Contact the CAMS state office and ask for a permit application with a set of the pro-forma Supp. Regs. Send the completed Permit application, 2 sets of proposed Supp. Regs and Club Event Entry Form to CAMS for approval.
- Ensure fire extinguishers, flags, brooms etc. may be available from the venue for the Event, usually for a fee.
- Ensure that suitable communication equipment will be available, either hiring from the venue or other supplier.

2.6.3 6-8 Weeks Prior to Event

- Send CAMS approved Supp. Regs to any invited clubs and interested individuals
- Final check that the correct number of qualified instructors are available.
- The Event Secretary to process entry forms received and may send confirmation forms back to the entrant.
- Chief Instructor should have all required instructors identified and committed, and provide Clerk of the Course with draft event format.

2.6.4 1-2 Weeks Prior to Event

- Final check on equipment and services
- Final check of instructors
- Event Secretary to have registrants' paperwork in order.
- Final check of event officials and marshals

3. **ON THE DAY**

3.1 **Organising the Officials/Instructors**

- Ensure all Instructors know the format of the event and their responsibilities.
- Allowances for 'breaks' if any during the Event, i.e. lunch, changing of officials.
- Have all officials (including Clerk of Course, and all other persons assisting the Club) sign the 'CAMS Officials Sign-on Sheet'. that can be obtained from the CAMS State Office.
- Ensure that officials/instructors, drivers and pit crew have signed the Official sign on sheet before any circuit work commences

3.2 **Vehicle Safety Check and Licence Validation**

- As soon as possible after the Circuit entry gates open, cars and drivers' licences should be checked and issue of new licences (L1 minimum) where necessary
- Students clothing, which must be non-synthetic and “neck to wrists to ankles” should be checked. Any student with inadequate clothing or footwear must be required to remedy the problem before being allowed to participate.
- Each car should be checked for tyre pressures, wheel nut tightness, and seatbelt condition, boot clear of all loose articles, battery is not loose All loose articles inside the car must be removed.

3.3 Conduct the Event

Run the event (briefing through to debriefing) as detailed in Sections 4 to 8 following.

3.4 Post-Event CAMS Reports

CAMS Event Reports and Officials Sign-on sheets - to be completed by the Clerk of Course at the end of the Event, and returned to the CAMS office within 5 days of the Event.

4. DRIVERS' BRIEFING

This activity is one of the most important of the Event, and it is imperative that all students attend. To ensure this, a Sign-on sheet must be available at the start of the Briefing and all students must sign, if they do not they could face exclusion from the event.

The briefing is to finish at least 15 minutes prior to the official start time, to allow students to return to their vehicles. The following points should be included in the briefing, given by the Clerk of the Course.

- Introductions - Clerk of Course, Chief Instructor, Instructors and other officials.
- Welcome students to the Event
- Confirmation of Clothing and equipment requirements
- Details of lectures, training exercises and timings
- Format, including the Event start/finish times, any scheduled breaks, allocation of students to colour groups/instructors.
- The only permitted passengers are instructors.
- Explanation of flag signals to be used (see Section 5 following). The Black flag is to be used to signal a noisy vehicle, or a vehicle ignoring any rules of the day eg no passing except on the straight. Other flags are to be used as defined in the CAMS manual.
- Overtaking procedures for the event.
- Procedures for recovery of immobilised vehicles.
- Advice to take care, particularly students new to the venue.
- Any student's questions.

5. INFORMATION SUMMARY.

- **CAMS PERMIT.** - To be marked "Basic Skills"
- **SAFETY REQUIREMENTS.**

1. Seat belts in good roadworthy condition.
 2. Tyres in roadworthy condition.
 3. Clothing must be non-synthetic and cover arms and legs.
- **SPEED LIMITS.** - Track Events: 80 kph maximum. High speed and close driving prohibited.
 - Skid Pan Events: 60 kph maximum
 - **MINIMUM LICENCE.** - CAMS Level 1.
 - **PASSENGERS.** - Not permitted except for an instructor who must wear a lap/sash seat belt or full harness.
 - **NATURE OF INSTRUCTION.** - Braking exercises; emergency manoeuvres; smoothness of driving for economy; awareness of dangers; drivers' attitudes. NOTE braking and emergency manoeuvres must be carried out one student at a time.
 - **MINIMUM INSTRUCTORS QUALIFICATIONS.** - Experienced drivers who have competed in at least six (6) speed events and hold a current L2S license or above.
 - **TRACK DENSITY.** - Refer to Track Density table in Section 8.
 - **SUGGESTED INSTRUCTOR TO STUDENT RATIO.** - 1 instructor to 4 students is recommended, the maximum allowable is 1 instructor to 6 students. NOTE At all braking and emergency manoeuvres tests, an instructor must be assisted by at least one other qualified person.
 - **OVERTAKING.** - Only permitted where designated..
 - **FLAGS USED.** - Yellow, Red, Black and Chequered.
 - **MAXIMUM NUMBER OF STUDENTS.** - Circuit dependent, refer section 8.

6. SUGGESTED FORMAT OF BASIC SKILLS EVENT.

- Drivers briefing (mandatory)
- Registration/Vehicle Checking (mandatory)
- Lecture on basic technique - driving position, hands, gear changing, braking (mandatory)
- Walk around circuit with advice from instructors - basic cornering techniques (mandatory)

- Clothing check before entry onto the circuit
- Conduct of individual exercises (e.g. emergency braking, oversteer, understeer, swerving) with, optionally, instructors in car
- Lunch/informal discussion
- Continue with individual exercises (e.g. emergency braking, oversteer, understeer, swerving) with, optionally, instructors in car
- Observed Driving Sessions - groups of students have 10-15 minutes per group (to track density) and instructors note performance for evaluation form. Ideally send out first group (to allowable track density) followed by group 2, then group 3 etc. then back to first group and so on. Instructors may be in the car or at strategic observation posts e.g. flag points. During this session it may be worthwhile to conduct an observation exercise – have the students locate and remember where “hidden” witches hats may be. This encourages the concept of looking at more than the road.
- Debriefing (mandatory), and handing out Driver Evaluation Forms to students.

7. **POST EVENT**

7.1 **CAMS Event Reports**

Event Reports and Officials Sign-on sheets to be completed and submitted to CAMS within 5 days of the Event. Accident and Injury report to be submitted if applicable.

7.2 **Evaluation Forms**

A Driver Evaluation form should be sent to the students within 5 days, if not handed out on the day.

8. **TRACK DENSITY TABLE**

Note that the densities shown below are subject to one instructor per car for specific sessions.

Circuit	Maximum No of Students.	Track Density.
Oran Park Grand Prix	60	14
Oran Park South	45	12
Oran Park North	30	8
Eastern Creek	60	16
Wakefield Park	50	12

DEFINITIONS

<i>circuit</i>	the race track/surface itself
<i>Venue</i>	The Event venue
<i>Clerk of the Course</i>	The Director of the Event
<i>Club</i>	The organising Club(s) of the Event
<i>Student</i>	Trainee Driver, but not necessarily the Entrant
<i>Entrant</i>	Owner of the vehicle, but not necessarily the Student
<i>Invited Clubs</i>	Those clubs who accepted the Club's invitation to attend the event
<i>PA</i>	Public Address system
<i>registrant</i>	Those who have applied to enter the Event
<i>Rules</i>	National Competition Rules (NCRs), as per the CAMS manual
<i>Supp Regs</i>	Driver Training Event Supplementary Regulations, under which the Event will be run.
<i>Sign on</i>	For insurance purposes.

Evaluation Form

Driver Training

Name : _____

License No : _____

	Instructors Comments		
	Good	Fair	Fail
Clothing			
Vehicle presentation			
Vehicle condition			
Following instructions			
Driving position, mirrors, hands			
Using and understanding safety equipment			
CIRCUIT Exercise			
Braking hard while still controlling the vehicle			
Cornering and turning			
Controlling the vehicle			
Using the vehicles potential in a controlled manner			

If failed in a section give reasons and how to improve that skill :

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Instructors Name: _____ Date _____

Dated 31.7.2009.