

PROCEDURES & MINIMUM STANDARDS

1 BMW CCA MINIMUM STANDARDS CHAPTER PERFORMANCE

1.1 NEWSLETTER

Each Chapter shall be required to issue at least one newsletter per each 90 days to each member of that Chapter and to the National Office, each member of the National Board, and to all other BMW CCA Chapters reciprocating in kind. By definition a newsletter must contain the following minimum items:

- A. The date or period the newsletter covers.
- B. A listing of all Chapter Officers and at least two telephone numbers, with area code, of any Chapter Officers.
- C. One (1) automotive related article.
- D. Notification of at least one (1) event or business meeting per each 90 days, see 1.2 below.
- E. Must list the Post Office address of the Chapter.
- F. A disclaimer of the materials published in the newsletter.

At the option of any member of a chapter, National Board member, or other chapter, the newsletter may be furnished to those requesting it in electronic form rather than printed.

New Chapters are required to send a mailing to its membership and the National Office in the first 45 days after being granted a charter. Two more mailings are due in the next 90 days.

1.2 MEETINGS

Each Chapter shall be required to hold at least one event or business meeting per each 90 days, notice of which will be given via the newsletter.

1.3 REPORTS

Each Chapter shall be required to submit by use of form the following reports to the National Office upon request and/or when required in a timely and accurate manner:

- A. A list of Chapter Officers names, addresses and phone numbers to their Regional Vice-President and the National Office within 30 days after Chapter Elections are held.

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- B. Annual report of Chapter activities to their Regional Vice-President. Format to be furnished.
- C. Annual Financial Report of the Chapter to their Regional Vice-President. Format to be furnished.

1.4 FINANCIAL AFFAIRS

All funds from National will be by Electronic Transfer of Funds (EFT).

Each chapter shall be required to provide a financial statement to all its members at least once a year. (This could be by inclusion in the chapter newsletter or by a separate mailing).

1.5 NON-COMPLIANCE

Failure to comply with above Minimum Standards may result in the revocation of the delinquent Chapter's Charter. As soon as a Chapter is in non-compliance in any one of the above items, the Minimum Standards Compliance Policy is followed. See Minimum Standards Compliance Policy, Section III, 2 and Flow Chart Section III, exhibit 1. Chapter membership dues in process will be held by the your Regional Vice President until the non-compliance is corrected.

1.6 PROBATION & REVOCATION

If a Chapter, after coming off of Probation by correcting the non-compliance in the allotted time frames, subsequently fails to meet the Minimum Standards within 18 months of their last probation, a letter will be sent to the Chapter Officers and the Chapter Membership advising them of the situation. The Chapter will have 30 days from the date of that letter to correct the non-compliance. If at the end of 30 days the non-compliance is not corrected, the applicable Regional Vice President follows Article 10, Section 3 of the BMW CCA Bylaws (see Section V).

If a Chapter's Charter is revoked, that Chapter's name and address will be removed from Roundel. All correspondence from the National Office to that Chapter will cease and the other Chapters will be notified.

In order to be reinstated, a Chapter must petition for Charter as though it never existed before.

2 CHAPTER MINIMUM STANDARDS NON-COMPLIANCE POLICY

(See Flow Chart, Section III, Exhibit 1)

Process for compliance starts with either the National Office or a National Board Member seeing that a chapter is not in compliance with the minimum standards.

2.1 NON-COMPLIANCE

Once an apparent non-compliance is identified the Executive Director writes a letter to the chapter president identifying the problem and requesting an explanation or correction. The Executive Director calls the applicable Regional Vice President the day the letter is sent. If the problem is subsequently corrected the matter is closed. The Executive Director and applicable Regional Vice President will attempt to contact the chapter president by phone and offer assistance.

Probation will occur if the non-compliance is verified and remains 14 days after the National Office reviews the chapter's history. If the chapter has been on probation within the last 18 months special handling is required, see

2.2. Otherwise the Executive Director writes a 30-day probation letter and sends it to the chapter post office box and each chapter officer. The Executive Director calls the applicable Regional Vice President the day the letter is sent. The Executive Director and applicable Regional Vice President will attempt to contact at least one member of the chapter board by phone and offer assistance.

Suspension will occur if the non-compliance remains after 30 days the National Office writes a 60-day suspension letter and sends it to the entire chapter membership. The Executive Director calls the applicable Regional Vice President the day the letter is sent. The applicable Regional Vice President will attempt to contact some members of the chapter and president by phone and offer assistance.

Revocation of the charter will occur if the non-compliance is not corrected within 60 days. The applicable Regional Vice President follows Article 10 Section 3 of the BMW CCA Bylaws, (see Section V), to revoke the chapter's charter.

3 CHAPTER REALLOCATION PROCESS

While managing a region a Regional Vice President may encounter members of a chapter interested in forming a new chapter in an area currently chartered to an existing chapter, the Regional Vice President shall make every effort in communication to encourage a resolution of any issues at the chapter level. The existing chapter will be encouraged to face the situation directly with the objective of improving its service to its members. ONLY if a solution cannot be achieved at the chapter level with Regional Vice President involvement would the following process apply. A proposed chapter must contain at least 100 current BMW CCA members to be considered.

The proposed chapter should contact their Regional Vice President to request reallocation of zip codes and full chapter status. Initial contacts should be by telephone, but the formal request must be in writing, Section 2, 15.

The Regional Vice President should then arrange and chair a meeting between the existing chapter's Board of Directors and the proposed chapter to discuss the issues and attempt to develop one of the following:

- a. An agreement to revise the current chapter's operations to better serve members.
- b. An agreement to reallocate the territory and assets between the existing chapter and the proposed chapter.

If an agreement is not reached a referendum will be prepared and an election will be conducted by the National Office. Both the existing chapter management and the proposed chapter may submit a 250-word position paper that will be included with each ballot. The Regional Vice President and a representative from the existing and the proposed chapter will review the position papers for accuracy and potential liability, with final approval resting with the Regional Vice President. Ballots with approved position papers will be mailed (postage paid return envelopes provided) to all paid members in the existing and the proposed chapter areas.

The National Office will count all ballots received before a specified cut-off date and will report the results to the Regional Vice President who will then notify all parties. A two-thirds majority of the votes received is required to form a new chapter.

If the proposed chapter is formed by referendum, treasury funds maintained by the existing chapter will be allocated to the newly formed chapter based upon

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member's equity. An audited financial statement of the existing chapter, performed by a designee of the BMW CCA Treasurer will be the basis for this allocation. Regional Vice President discretionary funds may be used to make the division of physical assets as equitable as possible.

In cases where agreement is reached, the proposed chapter must submit to the Regional Vice President a proposed chapter name, zip code listing of the proposed territory, a slate of pro-tem officers (including addresses and phone numbers), a set of By-Laws, and a petition signed by at least 15 members living in the affected area. Financial support will be available through the Regional Vice President if needed.

The Regional Vice President will then submit the petition for the proposed chapter to the National Board for approval as a new chapter.

4 REVOKING A MEMBERS MEMBERSHIP

Any member or associate member of BMW CCA may have his or her BMW CCA membership revoked by 2/3 vote of the Board of Directors for cause.

REQUEST

A request for revocation of membership can be brought to the Board by a club member, a chapter, the Regional Vice President or anyone on the Board.

DUE PROCESS

The member in question will be contacted via certified letter and notified of the statement of cause for revoking his or her membership. The next BMW CCA board meeting time and location will be included in this letter. The member may then respond by letter or in person to the statement of cause before the Board.

ACTION

The Board after due deliberation may deny the request, revoke the membership as requested, put the member in question on probation, with specific terms and conditions thereof, or fashion any other response, which in the Board's judgement, is reasonable under the circumstances.

The Board shall issue a written report setting forth the action that it has approved. The original of the report shall be made part of the minutes of the meeting; and copies shall be forwarded to all interested parties.

If membership is revoked, a prorated refund of the national dues will be returned.

4.1 EMERGENCY SITUATION

In an emergency situation, the Executive Director may revoke a membership subject to ratification by a 2/3 vote by the Board of directors.

5 NATIONAL BOARD MEETINGS AND MINUTES

5.1 BOARD MEETING GENERAL RULES

Regularly scheduled meetings shall begin at 8:00 am.

The Board Room is designated a non-smoking room.

Tape recording of the board meeting by members of the board or guests is not permitted. The Secretary or designee may, however, record notes or motions to help in producing accurate minutes.

Members of BMW CCA are invited and may attend the board meeting as guests. Non-members may attend the board meeting as guests at the sole discretion of the board. Guests may participate in discussions to the extent that they do not disrupt the meeting and do not adversely affect the meeting schedule.

Disruptive behavior by anyone in the board meeting room shall be cause for his or her exclusion from the meeting.

5.1a. Discussion of Sensitive Topics

As the need arises, the Board will discuss topics of a sensitive nature. Sensitive topics shall include salary discussions of employees and contractors, disciplinary matters, legal matters, and other topics determined by the Board.

The President will schedule time during the meeting for discussion of sensitive topics already on the agenda. During the normal course of a meeting, any Board member may request a sensitive topic discussion. If approved by a majority of the Board present, the sensitive topic discussion session will be convened.

Attendance during sensitive topic discussion by individuals other than Board members is at the discretion of the Board, and may include individuals with information pertinent to or a legitimate or vested interest in the topic.

A member, employee, contractor, or subcontractor who desires to address the Board regarding a sensitive topic must, no later than two weeks prior to the convening of the Board meeting, submit a written request to the President and include the topic, reason, and

background for the request. If the Board agrees to consider the topic, it may request that other individuals or materials be present for the discussion. Prior to attending the sensitive topic discussion, any attendees other than Board members must agree to keep the discussion details confidential.

Minutes for sensitive topic discussions will be recorded by the Secretary or in the Secretary's absence, another Board member. Topic discussion details will be considered Confidential and For Board Member Use Only unless a majority of the Board votes to release specific information. The normal Board meeting minutes will reflect only the topic and who was present during the sensitive topic discussion.

5.2 ADVISING MEMBERSHIP OF THE MEETING

The date, time and location of board meetings and the annual meeting shall be published in Roundel Calendar of Events as far in advance as known.

Regional Vice Presidents shall notify their chapters, in writing, of the date, time and location of the next board meeting at least two weeks in advance. When the President sends out the draft agenda the RVP's shall forward it to their chapters.

The President shall notify the membership of the date, time and location on the next board meeting in Roundel column.

The agenda for the Board Meeting will be available on the website in advance of the meeting.

5.3 AGENDA

The agenda will be structured as follows

- Call meeting to order
- Approve minutes of last meeting
- Discretionary funds report
- Reports from Officers, Exec Director, *Roundel* Chief, Regional VP's
- Discussion topics
- Set future board meetings
- Adjourn

At the Annual Meeting Board Meeting, the following topics are added to the board meeting agenda:

- Reaffirm the service officers (Club Racing Chairman done in January
- Resolution to change bank records to reflect the current officers
- All Board members will complete a form declaring conflict of interest and recusal for voting
- Reaffirm the Editorial Board

5.4 MINUTES

Detailed votes on non-sensitive motions at Board meetings are available to any BMW CCA member.

Minutes of National Board meetings will be sent, after accepted, with the Executive Directors monthly report.

The minutes will be available on the website after they have been accepted by the Board.

Any BMW CCA member who is an officer of the International Council of BMW Clubs, Speed Events Coordinator, Managing Editor, Editor in Chief and the National Oktoberfest Coordinator shall receive the minutes of all Board meetings.

5.5 BOARD MOTIONS AND VOTING BY EMAIL

Motions and Voting by Email

When it becomes necessary to act on an issue between scheduled BMW CCA board meetings, the board may take action using e-mail.

The objective for completing action on a motion by e-mail is 14 days from the time the motion is made and sent to all board members. All

e-mails will include a request for a reply of receipt. All e-mails will be addressed to all members of the board.

The member making a motion will provide the exact wording of the motion to the secretary, who will send it by e-mail to the entire board. If at least five members confirm receipt, there is a quorum to begin the process.

The first 'second' that the secretary receives by e-mail, will be recorded as the official second. If no second is received within 24 hours of the establishment of a quorum, the secretary will record the motion as not seconded and no further action will be taken.

As soon as the motion has been seconded, the secretary will notify all members by e-mail, stating the question and calling for debate. Debate may last as long as necessary to fully discuss the issue. A motion to end debate by calling the question may be made at any time. If no e-mails pertinent to the debate are received for a 72-hour period, the Chair will ask if the board is ready for the question. If no response is received within 24 hours, the Chair will direct the secretary to put the question to the members.

If a motion is made to call the question, and thereby end debate, the motion will be put to the members by the secretary. (If no second is received within 24 hours, debate will technically continue, but the Chair may still ask if the board is ready for the question.) If a second is received, the secretary will call for the vote to close debate. Members have 24 hours to respond.

If the motion to call the question carries, the secretary will restate the motion and call for a vote. Members will have 72 hours to e-mail their vote to the secretary. A simple majority of the quorum carries or defeats the motion. Members who were party to the motion and debate but do not submit votes will be recorded as abstentions. Members who did not acknowledge receipt of the motion will be recorded as absent.

If a member is going to be out of e-mail contact for an extended period (perhaps in excess of five days) the member may assign his proxy to another voting board member.

Sample timeline:

Day 1 - Motion is made

Day 2 - Motion is seconded or if not seconded, recorded as such and dropped.

- Debate begins

Day X - Motion to call the question (to end debate) or chair asks if

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board is ready for the question

Day X+1 - Second to move the previous question or no response from chair's inquiry

Day X+2 - Secretary restates the motion and calls for the vote

Day X+5 - Vote is recorded

X = the number of days of debate + 2.

6 DRIVERS SCHOOL STANDARDS

BMW CAR CLUB OF AMERICA, INC. DRIVERS SCHOOL STANDARDS

1.0 INTRODUCTION

1.1 BMW Car Club of America, Inc. (BMW CCA) supports drivers school programs conducted by its chartered Chapters as part of BMW CCA's goal of promoting driver education and safety.

1.1.1 Since an element of risk is inherent in these events, BMW CCA is providing the following minimum standards and recommendations to minimize the risk of property damage and personal injury at BMW CCA drivers schools.

1.1.2 BMW CCA Chapters conducting drivers school programs bear the primary responsibility to exercise reasonable care during each event. Chapters are encouraged to consult with BMW CCA to propose any changes to these standards that will improve the program.

1.1.3 These standards and recommendations, upon adoption, will be presented to the BMW CCA Board of Directors for inclusion, in accordance with the BMW CCA bylaws, into the Operations Manual. The standards may be updated periodically with changes proposed by the BMW CCA Board of Directors, based on National Board or Chapter input, and adopted by a simple majority vote of the Chapters. Updates to these standards and recommendations become effective immediately upon adoption, and will be included in the next Operations Manual update. In the interim, Chapters shall be notified in writing of updates.

1.2 These standards are minimum event standards that Chapters must meet for a drivers school to receive BMW CCA sanctioning and to continue to be a Chapter of BMW CCA. Chapters may set more stringent requirements for their events.

2.0 DRIVERS SCHOOL REQUIREMENTS/RECOMMENDATIONS

2.1 BUDGETS

2.1.1 Chapter Boards have full responsibility for the budgeting of the event, for the components of the event (including sponsorship), and for full accounting of the revenues and expenses involved.

Recommendation - Drivers schools are a member benefit and should be priced to be accessible to as many members as possible.

2.2 INSURANCE

2.2.1 BMW CCA drivers schools must be insured by a reputable company licensed to conduct business in the state in which the event is to occur. Chapters may use BMW CCA, Inc.'s policy or purchase coverage through the track. BMW CCA must be listed as an Additional Named Insured in the policy covering the event.

All rules, regulations, and requirements of the policy must be followed explicitly and without deviation.

BMW CCA's minimum insurance coverage requirements are as follows:

- 1 - Comprehensive General Liability- \$5,000,000 aggregate
- 2 - Participant Liability - \$1,000,000

The above minimums shall apply regardless of the source of coverage.

2.2.2 Other insurance for Accidental Death, Medical Expenses and Lost Wages may be required by the event facility. This insurance is included under BMW CCA Inc.'s policy, however, the limits of coverage may be less than those required by the event facility.

2.2.3 The cost of insurance shall be the sole responsibility of the sponsoring Chapter. BMW CCA rebates may be available.

2.2.4 INSURANCE WAIVERS - All individuals entering the event premises must sign the appropriate insurance waiver(s).

Copies of the waivers shall be provided to Students in advance of the event within their registration materials so that they are aware of their content.

2.2.5 LIABILITY INSURANCE FOR CARS

Recommendation -Chapters may choose to require evidence of liability and/or collision insurance on cars entered. They may at their option allow uninsured or unregistered vehicles to participate.

Be aware that the club's K&K policy has no provision for payment for physical damage to vehicles.

2.3 TRACK RULES AND REGULATIONS - All rules and regulations specified by the event facility (and as negotiated by sponsoring Chapter with the facility) must be followed explicitly and without deviation.

2.4 CHAPTER EVENT PLAN - Recommendation - Each Chapter desiring to conduct a drivers school should create a drivers school plan with details for conducting the drivers school(s). The Chapter plan and curriculum must be in conformance with these standards and should be approved by the Chapter's Board of Directors. A Chapter which has not previously held a drivers school shall submit a copy of the plan in advance to the National office.

2.4.1 REQUIRED MEETINGS - As part of the event plan the Chapter shall conduct participant meeting(s) for students and instructors before conducting high-speed sessions to review safety, policies, and procedures.

2.5 DRIVER'S QUALIFICATIONS

2.5.1 AGE OF DRIVERS - Minimum age for drivers in high-speed drivers schools is 16 with a full drivers license (not a provisional license or learners permit). Minors 16 years of age or older must have a notarized Minor Release Waiver (signed by the minor's parent/legal guardian). Some event facilities and Chapters may require a higher minimum age.

2.5.2 DRIVER'S LICENSE - Each Instructor or student shall have a full operator's license that shall not be suspended or revoked.

2.6 SAFETY DEVICES

2.6.1 HELMETS - Helmets must be worn by all participants during all in-car sessions other than touring laps referenced in section 2.8.6. All helmets must be rated at least the current Snell rating or the immediate prior rating, i.e.: if currently available standard is Snell 95, then Snell 90 is required.

A one-year grace period applies after general introduction of the current standard.

2.6.2 LAP AND SHOULDER BELTS - are required for driver and passenger and must be fully functional.

Chapters may, at their option, require equal restraints.

After market seat belts must be installed in compliance with manufacturers installation instructions in a manner so as to minimize injury.

Recommendation - If 4, 5, or 6 point belts are provided for the driver, it is recommended that equal restraints be provided for the front seat passenger. Instructor's cars are recommended to have a passenger seat to give Students rides remember that these are schools and the focus is education. Schedules should consider providing specific times for students to ride with Instructors.

2.6.3 ADVANCED VEHICLE SYSTEMS - ABS, ETC. - advanced vehicle systems including ABS and traction control provide new challenges for the driving school curriculum and instruction. As we gain experience with these systems, classroom, on track exercises, and in-car instruction should address their benefits and limitations.

At no time should a Chapter or Instructor endorse or participate in the disabling of a factory installed safety system (i.e.: ABS).

NOTE: a system which has a driver-controlled switch (such as automatic traction control) may be turned off/on; it is important the Instructor be aware of the status of such systems.

2.7 INSTRUCTION

2.7.1 INSTRUCTOR/STUDENT ASSIGNMENT - The focus of the driving school events is driver's education. In-car instruction is required for anyone other than advanced students with prior experience at this facility with the sponsoring Chapter.

Even Students who have been signed off should be encouraged to continue in-car instruction to advance their learning.

Whenever possible the sign-off procedure is to be communicated in writing in the event documentation provided to Instructors.

In-car Instructors are optional for low speed exercises (i.e.: safety school exercises like skid pad or slalom).

Supplemental methods of supervision (i.e.: Instructor observation from corners) are encouraged, but do not replace the requirement for in-car instruction. Lead follow format is only appropriate for low speed orientation laps, and is most effective with no more than 3 Student cars per lead Instructor car.

Recommendation - Even advanced students should be required to have in-car Instructors at least for a portion of the first track session to set the tone for the event and establish effective discipline. By definition these events are schools and not unsupervised track time.

It is strongly recommended that Instructors be preassigned to specific Students or that Students be selected by specific Instructors or Instructor teams. Students should generally remain with the assigned Instructor(s) until signed off. This policy allows Instructors and Students with specific skill levels, needs, and types of cars to be properly assigned.

While there is great value in working with more than one Instructor (after being signed off by the initial Instructor) it is immensely distracting to students of all experience levels when Instructors are not assigned and it does not provide the continuity of instruction that is conducive to learning.

Chapters may require Instructors in some or all run groups at specific times during the event (i.e.: first or last run groups of a day or of a school), but are not required to do so.

In-car communication - it is strongly recommended that all Instructors utilize in-car helmet communicators.

2.7.2 RUN GROUP ASSIGNMENTS - Students are to be assigned to run groups based on their prior experience at a given facility, at events sponsored by the hosting Chapter, and other Club or professional drivers schools or racing experience. Other things being equal, the speed potential of the car should be considered. The drivers school plan should allow for students to be moved up or down to a more appropriate group based on the Instructor's recommendation.

Recommendation - that run group designations (colors, numbers, letters) be standardized to provide continuity for Instructors and Students between different Chapters' events. (See Appendix A)

2.7.3 CLASSROOM INSTRUCTION - is a required, integral part of the school program. On-track Instructors should be aware of the schedule and content of classroom instruction. Classroom instruction should be tailored to the varying experience level of the Students. Assistance in developing classroom curriculum is available from the National office.

Recommendation - that classroom curriculum outline be provided to students in advance.

Recommendation - that classroom schedule and curriculum be provided in writing to Instructors in advance of the event.

2.7.4 ON-TRACK OR SKIDPAD EXERCISES - Recommendation - strongly encouraged wherever it is physically possible to safely provide them. They should focus on safety and their application to both real driving situations and full course driving. On track and classroom Instructors should be fully aware of their intent and method of execution and integrate them into their instruction.

2.8 CONDUCT OF THE EVENT

2.8.1 TECH INSPECTION - per the Oktoberfest Manual section 14.3.7 pre-event tech inspection by a qualified entity (e.g. dealer, authorized service center, mechanic) is required. Participants are solely responsible for the safe condition of the vehicle to be driven to, at, or from the event.

The insurance underwriters endorse on-site tech inspection at events as a follow-up to pre-event inspection.

While on-site inspection is not required by the policy, their assessment is that this extra safety precaution is preferable to not doing a final inspection and does not expose the event organizers to additional liability.

An approved tech form is available from National. Chapters may add additional requirements.

Tech forms are to be collected at the event. Log books which document tech inspection are acceptable.

In the event of an incident in which a participant vehicle may have sustained physical damage the Chapter may require the vehicle to undergo an additional tech inspection and may disallow continued participation of the vehicle until and unless satisfactory repairs are made.

2.8.2 MEDICAL INFORMATION - registration materials should include a request for a contact in case of emergency, an inquiry regarding drug allergies, and an inquiry as to whether the participant wishes to provide any other health/medical information. Such information should be available to provide to on-site emergency personnel.

Recommendation - Chapters may request additional medical information that might indicate pre-existing conditions or current medications that might affect the participants ability to safely participate in high speed driving events. Chapters should be sensitive to the confidentiality of such information.

2.8.3 CORNER WORKERS - are MANDATORY for the entire time that Students and/or Instructors are on the track at speed and must be in constant two-way voice communication with a control person(s) at all times.

Flags utilized will be used in full compliance with SCCA standards and are to be clearly documented in event materials.

Chapters may use their judgment in requiring corner workers during low speed touring sessions and low speed exercises.

Experienced SCCA or professional corner workers are highly recommended. Students may be used as corner workers, preferably as supplements to ~ official ~ corner workers. Corner working and observation at corners by Students can be a meaningful part of the learning process.

If Students are used as corner workers they must receive written information on their duties prior to the event and verbal information on the task and on flag use (in a drivers meeting and/or classroom).

Corner workers should clearly understand their responsibilities and authority. They should be used as the eyes and ears of the event management and encouraged to report Students in need of help, who are driving too aggressively or dangerously, passing incorrectly, etc.

2.8.4 PASSING - PASSING AREAS & RULES SHALL BE CLEARLY DEFINED (in writing if possible) to event staff, on-track and classroom Instructors, Students, and Corner workers AND THEY SHALL BE AGGRESSIVELY ENFORCED.

Advanced student groups and Instructor groups may have additional passing areas as safety allows at the discretion of the Chapter. Instructors in any run group must comply with all passing rules applicable to the run group without exception.

Passing is ONLY allowed upon clearly defined hand signal by the driver of the car being overtaken - pointing to the direction that the passing car should take.

A passing car must receive a signal from EACH car being overtaken.

EACH car allowed to pass requires an individual signal.

Note that a passing signal is an invitation to pass, but NOT a requirement. The pass must only be initiated if it can be completed safely within the designated areas.

PASSING VIOLATIONS must be handled aggressively by event management, with offenders spoken to, deprived of track time, and if necessary, ejected from the event!

Recommendation - that passing technique be standardized between schools (at least schools at the same track - even by different Chapters) to improve understanding and eliminate confusion regarding the rules.

It is recommended that the standard procedure be to have the passing car go offline to complete the pass wherever the facility allows this to be safely implemented. Special care must be taken where the line crosses the track in a passing zone.

2.8.5 EVENT TIMING - Is allowed for purposes of establishing consistency of performance. The policy does not endorse timing for speed.

2.8.6 PASSENGERS - Students are not permitted to take any passengers other than an Instructor on the track during Student sessions at speed.

Instructors may take Students, their guests, and other event participants (i.e.: corner workers) on the track if the proper waivers are signed.

In sessions at speed a passenger may not be under the age of 16 (passengers under the age of 18 require a signed minor release waiver).

Optionally, events may include low speed ~ touring ~ sessions under a carefully controlled environment (i.e.: using pace cars; not exceeding 50 miles per hour) when Students and Instructors may drive family/guests around the track - proper seat belts are required for all passengers; helmets not required; no age limit.

Recommendation - The use of wrist bands in standardized colors to identify staff, workers, students, Instructors, and guests and to signify that the appropriate waivers have been signed.

2.8.7 CONVERTIBLES - are not allowed to participate in sessions driven at speed without a roll bar and 5 or 6 point harnesses. Arm restraints are strongly recommended. The use of a roll bar meeting the minimum requirements described in Appendix B is strongly recommended. Cars with factory installed rollover protection, Targas, T-tops, etc. are a Chapter decision. Exclusion of convertibles is also a Chapter option.

2.8.8 WINDOWS/DOORS/SUNROOFS - Driver's and passenger's side windows must be completely down while on the track. Doors must be unlocked. Sunroofs must be closed/latched or removed.

2.9 CONSUMPTION OF ALCOHOL OR ILLEGAL DRUGS - Consumption of and/or any attempt to participate in an event while under the influence of alcohol or illegal drugs is strictly prohibited. Consumption of alcohol by anyone present at the event is prohibited during the event's on track hours, including lunch. Violators are subject to immediate expulsion from the event.

Recommendation - handouts and drivers meetings should remind participants not to overindulge in alcoholic beverages the night before scheduled track time.

3.0 EMERGENCY SERVICES - All requirements of the event insurance (see 2.2.1) regarding emergency services must be adhered to.

At a minimum the following is required:

- an on-site ambulance during all times when the facility is used for high-speed activities.
- one or more licensed paramedics with the ambulance at all times.
- fire extinguishers in the pit area and at all manned corner stations.

Should the ambulance or paramedic personnel be required to leave the site, no high-speed activities of any kind may be conducted until their return to duty. Low speed (under 50 mph) touring laps may be conducted as facility tours and to continue Instruction if allowed under the event insurance policy and with approval of the facility.

Recommendation - Chapters should have a written emergency response plan.

4.0 DRIVING EVENT ACCIDENT/INCIDENT OCCURRENCE REPORT-it is required that this form be completed for any accident at a driving school in which a vehicle sustains physical damage or in which an occupant or other event participant sustains physical injury.

This report is to be completed immediately after the incident (or as soon as possible) while the persons involved are available.

Copies are to be distributed within 14 days as follows:

- Chapter files
- BMW CCA National office

5.0 COMPLIANCE PROCEDURES

5.1 BMW CCA's first priority is to encourage ongoing and safe drivers schools. If any Chapter is alleged in writing to have violated these specified requirements, a letter will be sent to the Chapter President detailing the issues and requesting the Chapter's response. If the allegations are true, the Chapter must prepare a corrective action plan to ensure the violation is not repeated.

Failure to respond to or cooperate with the Board shall lead to Chapter disciplinary action, such as denying use of BMW CCA insurance, probation or suspension of the Chapter's charter.

5.2 If a Chapter wishes to propose a methodology not in compliance with the minimum standards, the Chapter must submit a detailed event plan to the National Office. Upon review, the National Board may authorize the Chapter to conduct a test event using the proposed methodology. The National Board may require an observer to attend and evaluate the event. Based on this evaluation, the National Board may propose changes to the Standards per section 1.1.3.

APPENDIX A**2.7.2 RUN GROUP ASSIGNMENTS** (see Standards document)

Recommended run group structure/nomenclature:

<u>RUN GROUP</u>	<u>COLOR</u>	<u>LETTER</u>
Instructors	Black	I
Advanced	Green	A
Advanced/intermediate	Blue	B
Intermediate	Yellow	C
Novice/intermediate	White	D
Novice	Red	E
 <u>WRISTBANDS</u>		
Instructors	White	
Staff	Green	
Students	Yellow	
Guests	Red	

APPENDIX B. ROLL BARS FOR CONVERTIBLES

These specifications are for inspecting convertible roll bars and represent minimum requirements. The words "shall" and "shall not" indicate that the specification is mandatory. Convertible roll bars shall be inspected by and are subject to approval by the Chief Technical Inspector at each event.

B.1 BASIC DESIGN CONSIDERATIONS

B.1.1 The basic purpose of the roll bar is to assist in the protection of the driver (and passenger) if the car turns over or is involved in a collision. This purpose should not be forgotten.

B.1.2 The top of the roll bar shall be a minimum of two (2) inches above the top of the driver's (and passenger's) helmet with the driver (and passenger) seated normally and restrained by seat belt/shoulder harness. A plane (Helmet Reference Plane) drawn from the top (not including padding) of the roll bar to structural parts of the chassis in front of the base of the windshield (e.g., top of front suspension strut towers) shall pass over the driver's (and passenger's) helmet. (See Figure 1.)

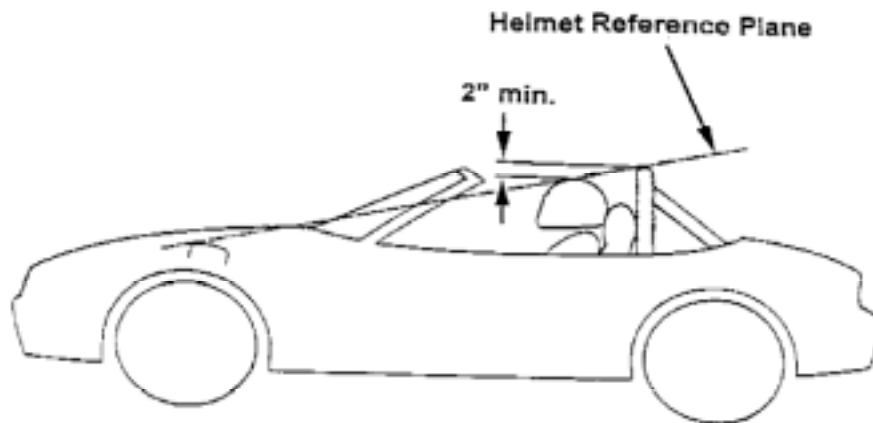


Figure 1

B.1.3 The roll bar shall be designed to withstand compression forces resulting from the weight of the car coming down on the roll bar, and to take fore, aft, and lateral loads resulting from the car skidding along the ground on the roll bar.

B.1.4 The roll bar shall extend the full width of the cockpit.

B.1.5 Any portion of the roll bar or bracing which might be contacted by the driver's (and passenger's) helmet shall be covered with non-resilient material such as Ethafoam or Ensolite or other similar material with a minimum thickness of one-half (1/2) inch. The energy absorbing material shall be firmly attached.

B.2 MATERIAL

B.2.1 The roll bar hoop and all braces shall be seamless, ERW (Electric Resistance Welded), or DOM (Drawn Over Mandrel) mild steel tubing (SAE 1010, 1020, 1025, or equivalent), or chrome molybdenum alloy steel tubing (SAE 4125, 4130, or equivalent). It is recommended that mild steel tubing be used as chromium alloys present difficulties in welding and must be normalized to relieve stress. Proof of the use of alloy steel shall be the responsibility of the participant.

B.2.2 The size of the tubing shall be determined based on the vehicle curb weight as follows:

Vehicle Curb Weight	Roll Bar		
	Mild Steel	Alloy Steel	
Under 1500 lbs	1.5 x 0.120	1.375 x 0.090	(Outside Diameter x Wall Thickness in inches)
1501-2500 lbs	1.75 x 0.120	1.625 x 0.095	
Over 2500 lbs	2.25 x 0.120 2.00 x 0.180	2.00 x 0.095	

The minus tolerance for tubing diameter and wall thickness shall not be less than 0.010 inch below the nominal value.

An inspection hole of at least 3/16 inch diameter shall be drilled in a non-critical area of the roll bar hoop to facilitate verification of tubing wall thickness.

Where bolts and nuts are used, the bolts shall be at least 3/8 inch diameter SAE Grade 5 or equivalent.

B.3 WELDING

B.3.1 Welding shall conform to American Welding Society D1.1, Structural Welding Code, Chapter 10, Tubular Structures. Welds shall be visually inspected and shall be acceptable if the following conditions are satisfied:

B.3.1.1 The weld shall have no cracks.

B.3.1.2 Thorough fusion shall exist between weld metal and base metal.

B.3.1.3 All craters shall be filled to the cross-section of the weld.

B.3.1.4 Undercut shall be no more than 0.01 inch deep.

B.4 ROLL BAR HOOP

One (1) continuous length of tubing shall be used for the roll bar hoop with smooth, continuous bends and no evidence of crimping or wall failure. The radius of the bends in the roll bar hoop (measured at centerline of tubing) shall not be less than three (3) times the diameter of the tubing. The roll bar hoop shall have a maximum of four (4) bends totaling 180 degrees \pm 10 degrees. Whenever possible, the roll bar hoop should start from the floor of the car.

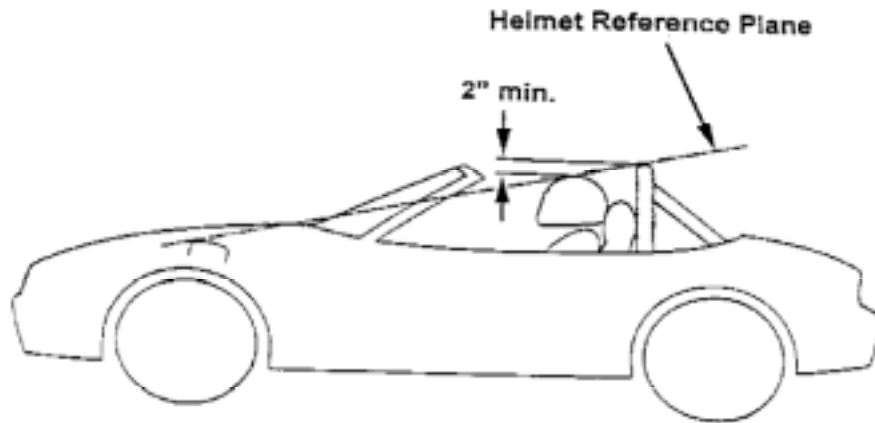


Figure 1

B.5 BRACING

B.5.1 Roll bar hoops shall have two (2) fore/aft braces with tubing diameter and wall thickness as listed in B.2.2. The fore/aft braces shall be attached as close as possible to the top of but not more than six (6) inches below the top of the roll bar hoop. The included angle between the fore/aft brace and the vertical part of the roll bar hoop shall be no less than 30 degrees. The fore/aft braces shall have no bends. (See Figure 2.)

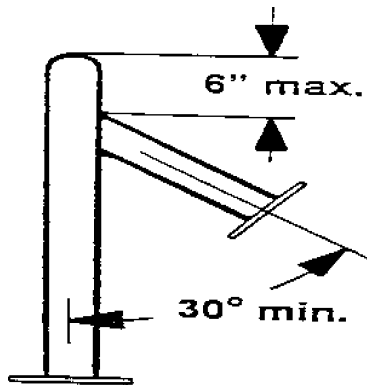


Figure 2

B.5.2 Roll bar hoops shall have a diagonal brace with tubing diameter and wall thickness as listed in B.2.2 to prevent lateral distortion of the hoop. The diagonal brace shall be attached at the bottom corner of the roll bar hoop on one side and the top corner of the roll bar hoop on the other side. The diagonal brace shall have no bends.

B.6 MOUNTING PLATES

B.6.1 Roll bar hoops and fore/aft braces shall be attached to the chassis of the car with mounting plates that are at least 3/16 inches thick.

B.6.2 Carpet/padding/insulation shall be removed under the mounting plates.

B.6.3 Mounting plates shall be either welded or bolted to the chassis.

B.6.4 Mounting plates bolted to the chassis shall have a back-up plate of equal size and thickness on the opposite side of the chassis with the plates through-bolted together. Whenever possible, the mounting plate should extend onto a vertical section of the chassis panel.

B.6.5 There shall be a minimum of three bolts per mounting plate, if bolted.

B.6.6 The through holes for the bolts shall be a minimum of 3/8 inches from the edge of the mounting plate.

B.6.7 Each mounting plate shall be no more than 100 square inches in area and shall be no greater than 12 inches nor less than 2.5 inches on a side.

B.6.8 The mounting plate may be multi-angled but shall not exceed the dimensions in B.6.7 in a flat plane.

B.7 OTHER ROLL BAR DESIGNS

Any roll bar design that does not comply with the specifications in B.2-B.6 shall be accompanied by engineering specifications signed by a registered Professional Engineer (PE) that attest that the installation is able to withstand the following stress loading applied simultaneously to the top of the bar:

- 1.5 X laterally
 - 5.5 X longitudinally (fore/aft) in either direction
 - 7.5 X vertically
- where, X = curb weight of car

with no permanent deformation to any part of the roll bar or the chassis and with no greater than 0.5 inch deflection of any part of the roll bar or the chassis as referenced to the unstressed condition. The induced loads must be carried over into the primary structure of the chassis. Other Roll Bar Designs shall comply with the specifications in B.1.

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**CONVERTIBLE ROLLBAR CERTIFICATION
ACKNOWLEDGMENT AND RELEASE**

In addition to all other pre-event preparation and inspection, I/we hereby certify that the roll bar installed in my/our convertible has been installed and checked by a qualified individual. I/We further understand that the choice of roll bar and any and all other rollover protection equipment or devices added to, or used in connection with this vehicle are entirely my choice and responsibility, that the _____ Chapter of the BMW CCA, Inc., BMW CCA, Inc. and/or its members cannot be held liable or responsible for any vehicle or its equipment, and that problems, malfunctions or damage, including the possibility of bodily injury, may occur in connection with the operation of this vehicle, prior, during or subsequent to the driver's school.

I/We specifically acknowledge that the trackside vehicle spot-check which may have been performed on this vehicle cannot verify that the roll bar and any other rollover protection equipment or devices do I in fact provide adequate protection or have in fact been properly installed or used, for this high speed driving event. **No representations or warranties are implied or expressed** as to the quality or adequacy of any roll bar, or rollover protection equipment or device, its manufacture or installation by any spot check of the vehicle or by permission to enter and drive this vehicle in this High Performance Driver Education Course. I/We do not rely on _____ Chapter of the BMW CCA, Inc., BMW CCA, Inc. and/or its members in any way in my/our decision to so equip my/our vehicle or drive the vehicle in this High Performance Driver's Education Course.

I/We acknowledge that the inspection of my/our convertible and roll bar, as equipped, by members of the _____ Chapter of the BMW Car Club of America, Inc., is for the purpose of determining whether my roll bar appears from a visual inspection to be attached and intact. **I/We acknowledge that there is being made no guarantee of fitness for use or particular purpose, and that I am relying solely on my own judgment and decision in using my convertible, as equipped, in a Club event and in choosing such equipment for use in a Club event.** I release, acquit and forever discharge the BMW Car Club of America, Inc., its Chapters, officers, members, employees, lessors, associates, successors, or assigns from any and all liability, claims, demands or causes which may arise from any injury sustained by me, whether or not due to their negligence, including bodily injury.

I represent that I am the age of 18 years (or if between 16 and 18, both I and my parent have signed a Minor Release waiver), that I understand that I am participating in a dangerous event, and that my roll bar or other Rollover equipment or device may, in fact, not fully protect me under the circumstances of my participation in this event. **I further represent that I have read the foregoing in its entirety, and I fully understand its contents.**

Date: _____ Signed by: _____

Signed by: _____

The parent of any participating minor must read and sign this certification, acknowledgment and release prior to said minor's participation in the event.