



# **Sacramento Valley Region Porsche Club**

## **Autocross Procedures Manual**

Revised 4-2017

### **Autocross Chair:**

The autocross chair is responsible for all facets of the autocross program including scheduling, site acquisition, contract negotiations, course design, safety, marketing, financial reporting and results, budgeting, accounts payable and event coordination to insure that all events are well organized and conducted in a safe and efficient manner. The autocross chair is appointed by the club president and serves at his or her pleasure. Length of service is a minimum of two years.

### **Annual Budget:**

The autocross chair shall submit an annual budget to the board of SVR by February of the current season. The budget shall list anticipated revenue based on attendance and include member versus non- member revenue. All operating expenses such as site rental, security, office supplies, trailer repair and maintenance, capital expenses such as timing equipment, cones, cables, walkie talkies, chalk, fees, food supplies such as water, etc.

Large capital purchases for equipment not anticipated for in the annual budget must be approved by the board of directors. In general, expenditures above \$500 would require board approval.

### **Autocross Financials:**

The club's treasurer is responsible for producing event financial statements based on the information submitted by each event chair. The club's financials are on a cash basis accounting and therefore it is imperative that the autocross chair submit all expenses and receipts prior to the close of each month. The financials will list all of the revenue and expenses as well as the net profit for each event, less trailer storage fees and trailer insurance. The reports are not automatically generated each month and must be requested by the autocross chair.

### **Autocross Event Cash Receipts Summary:**

A detailed summary of event revenue and expenses following each even shall be submitted by the autocross chair to the club's treasurer within 5 days or by the end of the month in which an event occurs. The events cash receipt summary will detail all sources of event revenue and expenses and provide the club treasurer with full documentation of each event. The cash receipts received from each event in excess of the cash bank shall be

converted to a personal check to the club for deposit to the club's savings account unless otherwise arranged. Check receipts will be held until the final event summary and deposited.

### **Event Expenses:**

Event expenses such as ice, soft drinks, bottled water, miscellaneous office supplies, gas, and other expenses related to the event are reimbursable with the submission to the club treasurer of an event receipts reimbursement request.

### **Pay Pal:**

The club currently accepts PayPal payments (credit card) for advanced registration. Checks or cash are accepted on the day of the event. PayPal fees range from \$1.00 to \$1.50 per transaction and are deducted from gross PayPal receipts on a monthly basis.

### **Autocross Team:**

No autocross chair will be successful without a group of dedicated autocross team members. Becoming a team member is an honor and asking someone to become a team member is the sole discretion of each and every autocross chair. The basic requirements for becoming a team member are the following:

1. A good understanding of the sport and tasks needed to be done to pull off a successful event.
2. A free calendar to be able to get to all the events and be there from setup to breakdown.
3. A love of the sport and dedication

The following are sub chairs that have contributed to our success on the autocross team:

1. **Co-Chair:** An experienced co-chair who can fill in when the chair is unavailable.
2. **Chief Driving Instructor:** a very experienced driver with 5 plus years of experience who handles the rookie course walk and handles the bulk of the event instruction.
3. **Registration:** 2-3 detailed oriented individuals to help with registration, collection of fees, and signing of insurance waivers and release of liability forms.
4. **Course Designer:** Someone with both graphic and course design experience.
5. **Course Setup:** 2-4 persons who understand course design, setup, and safety to help with course setup.
6. **Tech:** 1-2 individuals who have some basic mechanical acumen to inspect cars prior to the first run for safety related issues such as tires, fluid leaks, brake pedal operation ,throttle pedal return, helmet compliance , and overall condition of the car from a safety standpoint following the club's safety tech checklist.
7. **Results:** 1 person who has the time, patience and is detailed orientated to tabulate the results of each event on a timely basis.
8. **Timing System:** 1-2 persons that understand the timing and PA system that can successfully do the setup each at every event. Includes making sure all the walkie- talkies are loaded with new batteries and are in good working order.
9. **Trailer Transport:** A person chosen by the autocross chair to assist with the transport of the timing trailer from its storage location to the event and back. This can be a non-paid or paid volunteer.

10. **Course Worker Coordinator:** 1 person who assist with course worker assignments, substitutions, changes, and course worker changeovers.

## **Porsche Club of America Sacramento Valley Autocross Organizational Structure**

### **Autocross Chairperson:**

1. Is appointed by the club president and serves at his or hers pleasure. Term shall be 2 years.
2. The autocross shall be responsible for the over-all delivery of all club autocross events including the following:
  - a. site selection,
  - b. yearly schedule
  - c. committee organization and appointments,
  - d. course design,
  - e. safety,
  - f. insurance,
  - g. event accounting,
  - h. equipment repair and maintenance related to timing equipment, trailer, fire extinguishers, helmets, radios, and trailer maintenance as required
  - i. submits annual budget for board approval
  - j. marketing
  - k. registration
  - l. any additional responsibilities as directed by the president or board of directors.
  - m. Maintains autocross participant data base and email campaign.
  - n. Serves a term of no more than 2 years
  - o. Reports directly to the competition director
  - p. Responsible for bill payment and submittals
  - q. Reports to site no later than 7;00AM for event set-up
  - r. Over-sees pre-registration
  - s. Determines event format options based on registration to include number of runs, laps, over-lap, hot laps, and practice laps,

### **Autocross Co-Chairperson**

1. In the absence of the chairman, will assume all the duties of event management in place of the chairman.
2. Assists with event scheduling, site selection, marketing, and sponsorships
3. Assists with event set-up and logistics
4. fills in for committee vacancies on an event by event basis
5. Provides over-sight at each event for the following volunteer positions:
  - a. gate security
  - b. all waivers required at gate for entry
  - c. gate control
  - d. entrance logistics

- e. communication with site security from start to finish
- f. finds driver or other volunteer to assist with gate entrance for the first 1 hour of the event and will be relieved when a worker assignment volunteer has checked in.
- g. entry safety
- h. confirms volunteer committee assignments for each event should and finds volunteers should a standing committee chair not be able to make an event
- i. Informs all committee chairs of their responsibilities as they are appointed and follows up with attendance at least 5 days before each event
- j. In the absence of a food chair, handles lunch tent set-up and cooking of lunch. May arrange for alternative food arrangements with the approval of the AX chair.
- k. Posts event results to SVR website forum
- l. Posts notices of upcoming events at least 1 month prior to event
- m. Coordinates and/or submits monthly articles to SVR Drifter for publication.
- n. Handles event tech inspections
- o. Insures site access is in compliance with our site agreement with regards to restricted access, exiting, and safety guidelines set forth in contract agreement
- p. Assists with event photography for posting to SVR website activities in the area of photographs.
- q. Succeeds chairperson when and if chairperson steps down
- r. Reviews job requirements with security guards per event
- s. Assists with site clean up
- t. Reports to site no later than 7:00AM for event set-up

#### **Registration Chairperson:**

1. Coordinates the unloading of the club's trailer
2. Coordinates the set-up and logistics for the following tasks:
  - a. timing, and time keeping
  - b. registration
  - c. check-in,
  - d. run and work group assignments,
  - e. payment collection,
  - f. public address system,
  - g. verification of required waivers and tech inspection
  - h. loaner helmet issue and collection
  - i. Assigns car numbers
3. Responsible for scheduling a minimum of two volunteers to assist in following registration related activities at least 5 days in advance of each event.
  - a. One registration volunteer will be responsible for worker assignments and run group assignment while
  - b. The second volunteer will be responsible for check in, and any payment balances owed.
  - c. Will collect lunch payments and issue receipts
  - d. Counts money and checks collected and completes deposit slip form
  - e. Is responsible for security of monies at all times.
4. Assists with site clean-up and loading of trailer
5. reports any equipment maintenance or repairs of timing equipment to AX chairperson
6. Responsible for data entry of results and forwarding results to committee co-chairperson for posting after review of results by AX chairperson

7. Maintains adequate inventory of timing slips, batteries, timing cards, release forms and waivers, group and worker assignment sheets, clip boards, pens, painters tape, lunch tickets.
8. Reports to site no later than 7:00 AM for event set-up

#### **Course Design and Set-up Chairperson:**

1. Designs courses for each event 2 weeks prior to event.
2. Designs must take into consideration the following:
  - a. site safety
  - b. flow
  - c. site specific restrictions as well as dimensions, changes in elevation, hazards, and type of event.
  - d. Course design must be designed with average participants signed up and neither be too difficult or challenging nor too easy for the experienced autocrosser.
  - e. Course design to be submitted to Ax chairperson for approval and comment
  - f. Provides event chair with at least 6 copies of grid map to include reference points and dimensions. As well as reference to timing trailer location, start finish, grid, and parking.
3. Finds at least 6 volunteers to assist with course set-up and all of whom will also assist with trailer loading and unloading.. Volunteers may be registered drivers but who must report to site by 7:00 AM
4. Coordinates placement and delivery of porta potty
5. Course Design Chairperson will drive course and over-see final adjustments to the course for safety, flow, and to insure proper set-up.
6. Responsible for posting of course map and insurance certificate in trailer.
7. Over-sees course clean-up at end of event
8. Assigns volunteers to set-up grid, and start/ finish areas are clearly marked

#### **Tech Inspection Chairperson:**

1. Responsible for insuring at all cars participating in the event are safe.
2. Follows the Club's checklist of safety items to be checked and insures compliance
3. Notifies the autocross chair should there be issues regarding the safety of a car when driver challenges the results.
4. Signs all timing cards on the back attesting to the safety of said vehicle to compete in the day's activities.
5. Placing tech sticker, per run group, on each car that passes tech inspection.
6. The club's Safety Checklist includes the following items:
  - Completed Entry form or Timing Card
  - Approved Helmet
  - Face Shield (if no windshield on car)
  - Adequate Muffler
  - General Safe Condition
  - No Fluid Leaks
  - All Lines Secure
  - Return Springs Adequate
  - Throttle Linkage Cables Safe
  - Zero Negative Camber on 356's
  - Pre 1960 356 to Have Late Spindles

- Wheels on Tight- No Cracks, Dents, or Bends
- Bolt/Nut Thread Engagement Checked
- Hub Caps/Trim Rings Removed
- Tires, No Cording or Sidewall Defects
- Wheel Bearings/Link Pins tight
- Adequate Brake Fluid
- Adequate Seat Belts and Mounting Hardware
- No Tonneau Cover Front Seats
- No Loose Objects
- Brake Pedal Firm
- Gas Pedal returns

#### **Chief Driving Instructor:**

1. Responsible for the rookie course walk.
2. Someone with 5-10 plus years of driving experience and with an abundant amount of patience, people orientated.
3. Will be called upon to provide the bulk of the instruction for each event.
4. Recommends deserving drivers to become a club instructor

#### **Results Chair/ Autocross Statistician:**

1. Compiles monthly event results into a summary listing drivers, best time of day, top time of day and other statistical results.
2. Submits results to autocross no more than 3 days following an event for distribution and posting to the club's website.
3. Verifies results for accuracy and resolves any conflicts with the posted results at the direction of the autocross chair.

#### **Trailer Maintenance:**

The autocross chair shall be responsible for over-seeing the maintenance of the trailer to include, tires, brakes and wheel bearing maintenance following manufacturer's recommended intervals. To maintain up to date records of required maintenance.


On an annual basis, the contents of the trailer shall be inventoried and the results shall be submitted to the club treasurer. See appendix for sample inventory list.

#### **Event Insurance:**

The autocross chair will be responsible for securing event liability insurance from PCA up to four weeks prior to the event but no later than 7 days prior. A request should be directed to the club vice president. A copy of the insurance certificate should name the club as well as the site as additional insureds. It should be understood that should a participant suffer damage to his or her vehicle that the club

insurance does not cover this damage and only covers the club and the club's representatives from liability arising out of issues or incidents related to the organization and management of the event. A certificate of insurance will be required by the landlord as well as a copy to kept with the chair at the event. A sample certificate is attached:

PORSCHCLU



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/6/2014

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Commercial Lines - 888-705-2379 (CA DOI # 0G13561) Safehold Special Risk, Inc. 24 Greenway Plaza, Suite 1100 Houston, TX 77046-2401	<b>CONTACT</b> Commercial Lines PHONE (A/C, No, Ext): 713-507-4700 FAX (A/C, No): E-MAIL ADDRESS: <b>INSURER(S) AFFORDING COVERAGE</b> <table style="width: 100%;"> <tr> <td style="width: 80%;">INSURER A : NOVA Casualty Company</td> <td style="width: 20%;">NAIC # 42552</td> </tr> <tr> <td>INSURER B : ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER A : NOVA Casualty Company	NAIC # 42552	INSURER B : ACE American Insurance Company	22667	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER B : ACE American Insurance Company	22667												
INSURER C :													
INSURER D :													
INSURER E :													
INSURER F :													

**INSURED**  
Porsche Club of America, Inc.  
PO Box 9463  
Metairie, LA 70055

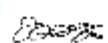
**COVERAGES** **CERTIFICATE NUMBER: 8034882** **REVISION NUMBER: See below**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN AGG APPLIES PER EVENT  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MSH-CL-0010038	02/01/2014	02/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 Participant Legal Liability \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			MSH-XS-0010005	02/01/2014	02/01/2015	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				
B	Participant Accident *Note Higher Limits			N0025583APCA	02/01/2014	02/01/2015	AD&D \$15,000 Excess Medical \$1,000,000 Wdy Indemnity \$100

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 \*PCA Club Racing Events Only: AD&D \$25,000

Certificate Holder and the entities listed below are included as additional insureds, but only to the extent that liability arises out of the operations or premises of the named insured for the following event(s):  
 August 30, 2014, Autocross  
 San Joaquin County Fairgrounds, 1658 S. Airport Way, Stockton, CA

<b>CERTIFICATE HOLDER</b> PCA Sacramento Valley Region Rik Larson PO BOX 254651 Sacramento, CA 95865-4651	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## Waivers and Releases of Liability:

All participants will be required to sign at least two release waivers, the PCA national waiver and generally a waiver required by site management such as the San Joaquin County Fairgrounds or County Airport Authority, Mather. The waivers are to be collected at the end of each event and submitted to the club's vice president for safe keeping. If a minor under the age of 18 but at least 16 years old with valid driver's license the driver must have a parent present and sign the junior release waiver.

### RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

PCA EVENT NAME / LOCATION	EVENT DATE(S)					
<p>IN CONSIDERATION of being permitted to compete, officiate, observe, work for, or participate in any way in any Porsche Club of America or PCA Club Racing ("PCA") events or activities (EVENTS) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any area requiring special authorization, credentials, or permission to enter or any area to which admission by the general public is restricted or prohibited including but not limited to the competition area and any hot pit area), I, for myself and for my personal representatives, heirs, and next of kin:</p> <ol style="list-style-type: none"><li>Acknowledge, agree, and represent that I have or will immediately upon entering any of such RESTRICTED AREAS, and will continuously thereafter, inspect the RESTRICTED AREAS that I enter and I further agree and warrant that, if at any time, I am in or about RESTRICTED AREAS and I believe anything to be unsafe, I will immediately advise the officials of such and will leave the RESTRICTED AREA and/or refuse to participate further in the EVENTS. I acknowledge that I may not have the opportunity to inspect any RESTRICTED AREA prior to the event.</li><li>Hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE PCA or its zones or regions, the promoters, participants, racing associations, sanctioning or administrative organizations or any affiliated entities thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any RESTRICTED AREA, sponsors, advertisers, owners, lessors, and lessees of premises used to conduct the EVENTS, premises and event inspectors, surveyors, underwriters, brokers, consultants and others who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or EVENTS and for each of them, their directors, officers, agents and employees, all for the purposes herein referred to as "Releasees", FROM ALL LIABILITY TO ME, my personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIMS OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN MY DEATH ARISING OUT OF OR RELATED TO THE EVENTS, WHETHER CAUSED BY THE NEGLIGENCE OR FAULT OF THE RELEASEES OR OTHERWISE.</li><li>Hereby AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them FROM ANY LOSS, LIABILITY, DAMAGE, OR COST INCLUDING BODILY INJURY OR PROPERTY DAMAGE I may incur arising out of my presence or participation in the EVENTS, WHETHER CAUSED BY THE NEGLIGENCE OR FAULT OF THE RELEASEES OR OTHERWISE.</li><li>Hereby ASSUME FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE arising out of or related to the EVENTS whether caused by the NEGLIGENCE OR FAULT OF RELEASEES or otherwise.</li><li>Hereby acknowledge that THE ACTIVITIES OF THE EVENTS ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. I also expressly acknowledge that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENCE RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.</li><li>Hereby agree that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement EXTENDS TO ALL ACTS OF NEGLIGENCE BY THE RELEASEES, INCLUDING NEGLIGENCE RESCUE OPERATIONS, and is intended to be as broad and inclusive as is permitted by the laws of the Province or State in which the EVENTS are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.</li></ol> <p>I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%;"><p>PRINT NAME</p><p style="text-align: center;">SIGN NAME HERE</p><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/></td><td style="width: 50%;"><p>PRINT NAME</p><p style="text-align: center;">SIGN NAME HERE</p><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/><p style="text-align: center;">I HAVE READ THIS RELEASE</p><hr/></td></tr></table> <table border="0" style="width: 100%;"><tr><td style="width: 33%;"><hr/><p style="text-align: center;">Signature and Title of Witness</p></td><td style="width: 33%;"><hr/><p style="text-align: center;">Date</p></td><td style="width: 33%;"><hr/><p style="text-align: center;">Address of Witness</p></td></tr></table>		<p>PRINT NAME</p> <p style="text-align: center;">SIGN NAME HERE</p> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/>	<p>PRINT NAME</p> <p style="text-align: center;">SIGN NAME HERE</p> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/>	<hr/> <p style="text-align: center;">Signature and Title of Witness</p>	<hr/> <p style="text-align: center;">Date</p>	<hr/> <p style="text-align: center;">Address of Witness</p>
<p>PRINT NAME</p> <p style="text-align: center;">SIGN NAME HERE</p> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/>	<p>PRINT NAME</p> <p style="text-align: center;">SIGN NAME HERE</p> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/> <p style="text-align: center;">I HAVE READ THIS RELEASE</p> <hr/>					
<hr/> <p style="text-align: center;">Signature and Title of Witness</p>	<hr/> <p style="text-align: center;">Date</p>	<hr/> <p style="text-align: center;">Address of Witness</p>				

PCA – Adult – Rev. 11-30-09

**Timing Trailer Transport:**

It will be the autocross chair's responsibility to arrange for the transport of the timing trailer to and from the site. Volunteers may be asked to help with this task or arrangements can be made to pay for the transport. The club only has liability and damage coverage for the trailer and not the tow vehicle. The person or entity transporting the trailer assumes liability for the tow vehicle should an accident arise during transport. PCA insurance will only cover damage to the trailer and not to the transport vehicle.

**Course Design:** (use material from the SCCA course design booklet)

Course design can be completed by the autocross chair or at his or her discretion be assigned to an autocross team member. The objectives of the course design are four fold: 1) design a course appropriate with safety in mind and with allowances given for immovable objects such as light posts, curbs, buildings, fencing, and other solid barriers. 2) To be clearly marked by cones or chalk so that even a novice can navigate the course. It should not be visually challenging, and 3) To include challenging elements such as slaloms, sweepers, and decreasing as well as increasing and decreasing radius turns.

The start and finish should be designed in such a fashion as to facilitate the wiring of the club's timing system and sensors.

A course map should be available for all drivers on the day of the event.

Worker stations should be positioned so as to facilitate the replacement of cones and with the workers safety a priority. Depending on the site parameters and attendance, a minimum of at least 5-7 stations are required for most sites not including the starter, timing slip and grid course worker stations.

The course design should be scaled and printed on a course map that shows critical dimensions in such a fashion that those volunteers that are responsible for the course setup can accurately do so. It should show boundary dimensions. Barriers, the start and end points of the course, the position of the trailer, and clearly show the paddock and grid areas.

The club has over 50 designs in its library with course designs for Mather, McClellan, Stockton, the paddock at Infineon Raceway, and Brasher's parking lot. The chair may choose to use a course design from the library, modify one or have his course designer create a new design.

**Registration:**

The autocross chair shall over-see the registration process for all events or may assign this duty to an autocross team member at his or her discretion. The chair shall be responsible for monitoring the site prior to the event to be accountable for the collection of registration fees associated with each event. The club currently accepts fee

payments by check, PayPal or cash. On- site registration is always offered and non-PCA members are always welcomed. Fees for non-members is \$15 more than member registration fees and includes a one day PCA membership. Day of event fees are currently \$50 for members and \$60 for non-members

Participation in SVR autocross events is open to all makes and does not require participants to be members of PCA. The current surcharge of \$15 for non-members is considered a one day membership to PCA, and is therefore not considered as taxable income to the club.

#### **Event Insurance:**

SVR acquires its event insurance from PCA and currently covers the club and its representatives for up to \$9 million. The event coverage must be requested on an event by event basis as early as 45 days prior to the event. The club's vice president handles all event insurance for the club and all that is generally needed is an email or phone call to request coverage. Once requested, a certificate of insurance which names the club and the site owner as insured's will be emailed to the autocross chair. The chair will then be responsible to forward the certificate to the landlord in a timely manner. PCA will only grant coverage on an event by event basis and will not issue blanket coverage for an entire season of autocross.

#### **Run Group Format:**

The autocross chair at his or her discretion can decide the type of run format that will be used for each event. It can be a hot lap, 1+1 or 1+2 run format as is common with how other regions or clubs run their events. The format largely depends on the number of drivers at each event with the 1+ format being suited for smaller groups while hot lap format is suited better for larger groups as well as small groups. The 1+ format is ideally suited for instruction as it gives more time for the student to learn the techniques of autocross for any given run.

#### **Run group and Course Worker Assignments:**

Course worker assignments are done in two primary ways within Zone 7. Some club's pre-assign critical worker stations such as timing, starter and grid stations ahead of time and allow the drivers to sign up for work stations at registration. Some club's in the Zone have pre-assigned worker stations. The choice is up to the autocross chair.

Determining the number of run groups per event is as dependent on the attendance as it is with the preference of the autocross chair and his team. Generally speaking, and ideal run group size will be up to 25 drivers per run group. When a attendance exceeds 60 drivers, a three run group format can be considered to allow one group to rest while the others either run or work. This is an ideal situation as the course is continuously hot with little or no down time except for course worker change overs.

**Preference should be given to drivers with physical limitations that would prevent them from performing their duties as a course worker to their fullest should be given assignments compatible with their physical limitations or restrictions.**

There are instances that attendance is less than 25 but more than 17 and a decision was made to run the event. Since you will not have enough drivers to run two separate run groups, it is possible to organize the run group into 3 smaller groups of 4-6, with two groups working and 1 small group running.

The absolute minimum number of drivers needed to run an event is 20 depending on course setup and design.

## PCA SVR Autocross Worker Sign Up Sheet

Run Group: **BLUE**

*Run Group order will be announced at the driver's meeting.*

*Beginners should sign up for "course worker" at the bottom.*

*Drivers sharing a car must sign up in separate run groups.*

Timing Trailer:	1.	_____	(Announcer)
	2.	_____	(Timing Card Scribe)
	3.	_____	(Timing Card Sort & Prep, w/ radio to grid)
Flagger:	4.	_____	(Start / Finish flagger)
Grid:	5.	_____	(w/ radio, feed cars, coordinate flagger, driver, timing)
Timing Slips:	6.	_____	(Timing Slip Scribe at course exit)
PylonCounter:	7.	_____	(Records cones, station, car number, positioned outside Trailer with radio)
Course Worker8. Coordinator	8.	_____	
Workers:	1.	_____	_____
	2.	_____	_____
	3.	_____	_____
	4.	_____	_____
	5.	_____	_____
	6.	_____	_____
	7.	_____	_____
	8.	_____	_____

### **Sample Event Time Line:**

**7:00AM:** Autocross chair meets timing trailer at event site and directs the positioning of the trailer. Unlocks trailer and starts unloading small items. Contacts site maintenance to have restroom facilities opened and any security barricades needed or to be added.

**7:30AM:** Autocross team members and volunteers arrive to unload trailer and begin setup of the following: 1) registration, 2) grid, 3) lunch tent, 4) course, 5) timing and PA system, and 6) communications, walkie-talkies

**8:00 AM to 8:30 AM** Check-in and work group registration. Loaner helmets, run group assignments, instructor assignments will have been pre-assigned. Take lunch orders

**8:00 – 8:30 AM: Tech Inspection, course walk provided course setup is complete**

**8:50 AM:** Autocross chair test drives the course to insure safety and good flow.

**9:00 AM:** Mandatory Drivers meeting to include announcement of which run group runs first then second and how many runs per group will be attempted.

**9:15 AM:** Instructor and student pairings and introductions

**9:20 AM:** Call in lunch orders for delivery at 12 noon.

**9:30 AM:** First car out

**12:00 Noon:** Break for Lunch (45 minutes)

**12:45 PM:** AX Chair announces start of afternoon runs

**1:00 PM:** First car out for afternoon runs

**3:30PM** Course breakdown and set up of course for Sunday Event

**4:30 PM Bench Testing at local restaurant**

**Autocross Event Checklist:**

***Master Checklist – Event Day***

*Times shown are planned completion times.*

6:30 – Position Trailer

6:45 – Start Course & Grid Setup

7:30 – **Tech Inspection Opens**

7:30 – **Registration Opens**

- ACORD Insurance, Work Group Assignments, Insurance Waiver
- Till for Fees, Envelope & Change
- Entry Cards
- Tables & Chairs
- Generator
- PA System

8:00 – **Finish Course Setup**

- Cones
- Box Cones
- Chalk Course
- Sweep Course

8:00 – **Course Walk** with Instructors

8:30 – Timing System

8:45 – Driver's Meeting

9:00 – First Car Out

**Event Cancellation:**

You should avoid canceling a scheduled event if at all possible. Light to medium rain and hot weather are not valid reasons to cancel an event. A national disaster such as a fire, flood or emergency at the site can be reason for the chair to cancel an event. Low visibility of less than 10 feet caused by fog and water in excess of 1" deep on the track surface would constitute unsafe conditions and can result in the cancellation of an event. If this were to occur less than 48 hours before an event, the chair shall do everything in his or her power to notify the attendees of the cancellation and decide to credit or refund the fee to them. Site costs can be credited or refunded depending on the terms of the rental agreement.

**Site Location:**

The minimum size for an autocross site would measure about 350,000 square feet for a small venue and up to 500,000 square feet for a larger site. Participation is always based on the location of the site as many members are not willing to participate if the site is not convenient. A paved surface is a must and the surface should be asphalt or concrete. Large parking lots or an airfield runway make ideal sites. The site should also be easily secured or fenced to prevent the public from access. The surface should be in good condition with no loose gravel, large pot holes or cracks, and with few if any obstacles that would create safety hazards for drivers.

Autocross sites are becoming more difficult to find and it seems to be a trend not only in Zone 7 but for all regions in PCA. The autocross chair should always strive to meet all of the conditions of our use permit and practice the upmost safety procedures to prevent an accident, loss to personal property, or damage to fixtures or buildings.

Looking for alternate sites should be a regular routine of the Ax chair and his or her committee.

**The autocross chair is granted the authority to obligate the club and its directors to abide by all the conditions of the site rental agreement and to sign the use permit.**

**Autocross Committee or Team:**

It is the responsibility of the autocross chair to organize his or her team based on past experience. This may include, but not limited to the following positions: course designer, safety chair, registrar, timing and scoring, lunch chair, trailer transport, results, tech inspection, course setup, co-chair, and a registrar. It is highly suggested that the team be made up of at least 10 members so that the work of putting on and organizing event is spread evenly between all of the team.

The co-chair should be someone who is familiar with all the aspects of putting on an organizing an event so in the situation where the chair is not able to participate, the co-chair would act on his or her behalf.

The autocross chair call an annual pre-season kick-off meeting with his or her team to begin the planning of the upcoming season and to resolve any issues related to new rule updates, and scheduling issues.

**Safety:**

The autocross chair is responsible for insuring that the course and layout are designed with safety in mind at all times. Course should maintain a safe distance from fixed objects with adequate course worker stations

identified. A tech inspection is mandatory for every vehicle participating and to follow the minimum standard check list as outlined by the club to include approved helmet and seat belts. Fire extinguishers should be available as well as chemicals to deal with fluid spills. A fully stocked first aid kit should be on site. No driver shall be allowed to participate who is under the age of 16 years old. Junior drivers who are between the ages of 16 and 18 years of age and who possess a valid driver's license may compete provided a parent is in attendance and both sign the junior release waiver. All drivers shall have a helmet

No passengers will be allowed to ride for fun runs unless one of the drivers is a certified instructor.

### **Annual PAX Competition:**

The club has instituted an annual PAX Championship with year- end awards for the top male and female drivers based upon the handicap or PAX for drivers who chose to compete at the regional level. All drivers are responsible for classing their own cars and based on car class a PAX index will be automatically assigned by the club's statistician. Only overall PAX scores are counted as the region does not have enough participants to award class trophies as well. See appendix for PAX indexes.

### **Car Classification Guidelines:**

SVR currently follows Zone 7/PCR guidelines regarding car classifications. Zone 7 autocross chairs meet annually to review car classification guidelines to insure that they are representative of all new model Porsches as well as reflect advances in technology that can be considered performance enhancing. The Zone updates its rules to closely follow national's PCRs (Porsche Competition Rules). To enable our members an easy way to class their cars for competition, current car classes are posted on our website. The information contained on the website shall be updated annually by the autocross chair. See appendix for details.

### **Permanent Car Numbers:**

SVR does not currently manage permanent car numbers in an official capacity although team member and active regional autocross numbers are given preference at each event. Zone 7 in conjunction with GGR currently maintain a list of reserved car numbers so if you are competing for regional points you will want to contact our Zone 7 autocross chair to reserve a number. Car numbers need to be prominently displayed on the both front doors with numbers at least 8' tall. If a driver does not have a permanent number, the club's registrar will assign that driver a car number valid for the day's event.

### **Site Security:**

Depending on the venue, a security service may need to be contracted. Security may be a condition of the use permit for the site, or needed to insure the safety of the drivers, the club's equipment or both. A bonded security company is usually the best source.

**Autocross Ground School:**

The autocross chair shall be responsible for promoting and conducting an annual autocross ground school for club novices to promote the sport and encourage participation. If a site is available, the school could be a two day event with one day being classroom and the second day will be a driving event where students are paired with qualified instructors. A fee is normally charged for participation to cover costs such as rental, security, transportation, and meals.

**Zone 7 Autocross Instructors School:**

Each year, Zone 7 hosts an autocross instructors school. The autocross chair should identify and invite drivers who he or she feels would be qualified candidates to attend thus increasing the pool of the regions autocross instructors.

The club does not offer its own instructor's school and it has been common practice among all the regions in Zone 7 that the autocross chair approach experienced drivers about interest in becoming a club instructor based upon 1) experience, 2) demonstrated competence, 3) ability to communicate with a student, and 4) availability.

**Zone 7 Autocross Event:**

SVR hosts a one or two day event annually that is a Zone 7 event and designated as such for drivers competing for Zone autocross points. This is the one event of the season that will see as many as 20 drivers participating from other regions in our zone. In addition, the event is promoted by Zone 7 and all regions. The zone charges a nominal fee of \$6 per driver who is competing for zone 7 points and helps pay for the year end trophies. All regions are highly encouraged to avoid scheduling regional events on the same weekend as a Zone 7 event. The Zone will impose a charge of \$6 per driver who competes for Zone 7 points.

**Zone 7 Representative:**

PCA appoints a zone representative to be a spokesperson for PCA at the zone and regional level. Their job is to help coordinate all zone activities such as autocross, rallies, and concours events. In addition, the zone representative is someone to contact locally should the autocross chair have questions concerning car classifications, the PCR's, safety issues or other concerns related to administering an event.

**Autocross Participation Fees:**

Autocross is one of the best values of all motorsport activities with rates ranging from \$35 to \$50. Rates are set by each region and can be influenced by variables such as site rental costs, attendance, and other operational costs such as security, restroom facility rentals, and security fencing. The autocross chair shall review the fees annually and propose fee increases as necessary to ensure a financially feasible program.

**Sponsorships:**

The autocross chair or assigned committee member shall seek sponsorships to underwrite the costs of each event. Currently Niello Porsche is one of our sponsors and will be contributing \$1,000 for the 2015 season to

sponsor our two day autocross program. Niello Porsche is not an exclusive sponsor and additional sponsors are encouraged.

### **Event Marketing:**

A budget should be established at the start of each season and approved by the club's board of directors and include expenses for marketing. Most of the marketing is done via the website, Drifter, club calendar listings, and the club's monthly e-blasts. However, the autocross chair may produce fliers or posters to distribute to our sponsors, hire a graphic artist to design the materials and ads for our monthly Drifter and website.

The most effective marketing is e-blasting the list of over 300 drivers who have participated in past events over the years and maintaining the email contact list monthly. In general, a nicely designed ad for the Drifter listing the event dates for the entire season is very important to reach the SVR membership and which also appears on our website is important.

Designing special fliers for Zone events or to even promote the monthly event is another way to catch the attention of the novice to seasoned autocrosser. Most of our attendees are busy people with businesses to run, kids to take to soccer or baseball practice and need a few reminders prior to committing to an event. It is usually never the entry fee or the design to have some fun and exercise their Porsches, it is usually an issue with their schedules that limit their participation.

The autocross chair also is responsible for writing a monthly column for the Drifter and this is perhaps one of the most effective methods to promote autocross to the more than 3-10 new members we get every month and to reach out to our more than 1,000 primary and associate members.

Our website is also an important marketing tool, and it will be the responsibility of the autocross chair to keep the information on the website current and up-to-date.


The following are suggestions that can be incorporated into a successful marketing campaign:

1. Ads in monthly in the Drifter
2. Ads in other region websites and on the Zone 7 website promoting any Zone 7 events
3. Fliers and point of sale material at sponsor stores
4. A consistent and well maintained list of emails for past participants as well as potential autocrossers in the club's new member group.
5. Weekly email blasts 4 weeks prior to any event.
6. Marketing our autocross school.
7. Press releases to local TV stations and newspapers regarding our monthly events.
8. Taking the time to answer all emails regarding autocross events.
9. Participating in other club events to promote the events such as monthly dinners and breakfasts, attending tours, and any and all events the club or its members plan. Nothing replaces the information that can be passed on to an interested novice than in the first person!
10. Posting dates and information on the club's forum site in the autocross section on a regular and timely basis
11. Posting event dates on other Zone 7 regional website forums should they exist.


12. Reaching out to other local clubs which do not have an active autocross program such as the BMW, Mercedes, and Volvo clubs to encourage their members to participate in our program.
13. Reaching out to local automotive technical schools to invite their participation in our events such as the club at UTI Technical Institute in Natomas.

### Sample Drifter Advertisement

## Porsche Club of Sacramento 2012 Autocross Schedule




Sunday, April 22	Sunday, July 22
Saturday, May 19 - Ax School	Sunday, August 19
Sunday, May 20	Sunday, September 16
Sunday, June 17 - Father's Day Fun	Sunday, October 21



- 8:00 AM Check-in & Tech Inspection  
On line Registration Required  
<http://svr-autocross.deter.com/register/>
- 9:00 AM First Run Begins

You will get between 8-12 timed runs. This is the most offered by any club in the Northern California region!  
Instructors and loaner helmets available.



For more information or directions to our site at Mather Air Field, go to: [www. SVR-PCA.org](http://www.SVR-PCA.org) or contact Bob Peake at 916-365-1819 or email questions to [Competition@SVR-PCA.org](mailto:Competition@SVR-PCA.org).

**Registration Website:**

The club currently has a stand-alone registration website linked to the club's website at [www.svr-pca.org](http://www.svr-pca.org). Other registration sites have been considered such as motorsportreg.com but currently the club's stand alone site has meet all of the requirements needed without the added expense of using a 3<sup>rd</sup> party registration site such as motorsportreg.com. The current sites address is: <http://svr-autocross.deter.com/register>

**Registration Forms:**

Per PCA rules are participants must be at least 16 years of age and possess a current and valid driver's license. Minor participants aged 16 to 18 must be accompanied by a parent to the event and both parent and minor driver must sign the appropriate waiver. There is s specific minor's waiver and release form.

In addition to signing the PCA waiver or release, each driver will also have to sign the site release form which indemnifies the site owner from liability.

All drivers must register for a worker assignment and run group. The AX Chair may choose to pre-assign drivers to run groups and worker assignments as discussed above.

Lunches can be provided by the club through a third party or caterer. The club has used Subway Sandwiches and has charge \$8 per person which includes a choice of sandwiches, chips, and soda. Orders should be taken at registration to allow time for production and delivery.

**Novice Driver Instructor Pairings:**

The autocross chair shall be responsible for pairing instructors with novice drivers following the drivers meeting. Assuming there are enough instructors at each event, the ideal ratio of students per instructor should be 1:1 but should not exceed 1:3 in the most extreme situations. Try to pair instructors who have knowledge or experience with the students car. Pairing an instructor who is familiar with the handling characteristics of a 4 wheel driver Carrera 4s is a better pairing that an instructor with no experience and who currently drives a 944 or 914. Try to pick an instructor who may have a personality that would work with the student. Above all, make sure the instructor and student are in the same run group unless attendance is where the instructors job is just instructing. We encourage that the first run done with a new student be done in the instructor's vehicle. Paring the students with instructors ahead of time is a more organized plan and approach. After all, novices are the future of our sport and without them, we would cease to exist.


**PCA Required Post Event Reports:**

Per PCA requirements, two reports must be completed by the autocross chair and a designated observer. The autocross chair will complete the PCA Post Event Report and will forward to the club's vice president for review, archive and will forward to PCA national. A participant of the chairs choice, will then complete the PCA required "Observer's Report" and also forward to the club's vice president for review, archive, and will forward to PCA

national. The reports are available for download on the PCA website and are updated annually. The samples below are the most current 2014 editions.

An incident report will need to be completed only in the instances of bodily injury due to an accident or damage to a structure or accident involving one or more vehicles that are participating in the event. A car which leaks fluids on course or has a mechanical failure while on course would not be considered an incident.

FORM PCA FORMS



## PCA OBSERVER'S REPORT FOR AUTOCROSS

Version 2014

This report should be completed by an impartial party who attended the event and returned no later than ten days after the event to the **PCA National Office, PO Box 6400, Columbia, MD 21045**. Please type or print, as this report will be reproduced. Be sure to complete both sides and use extra pages for comments if necessary.

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_  
 Region: \_\_\_\_\_ No. of Participants: \_\_\_\_\_  
 Course Location: \_\_\_\_\_  
 Weather Conditions: \_\_\_\_\_  
 Event Chairperson: \_\_\_\_\_  
 Chief Safety Inspector: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**FILL OUT THE FOLLOWING. PLEASE EXPLAIN ANY MARGINAL RESPONSES.**  
 (5 is excellent, 3 is average, and 1 is marginal)

**INSURANCE**

Were all attendees required to sign the PCA waiver and release form? ☐ Yes ☐ No  
 Was a copy of the event insurance binder confirmation available at orientation? ☐ Yes ☐ No  
 Who will archive the release forms? \_\_\_\_\_  
 Other parties named on the Insurance Binder? \_\_\_\_\_

**EVENT ORGANIZATION**

Was the drivers' meeting adequate? ☐ Yes ☐ No  
 Were safety issues discussed at the drivers' meeting? ☐ Yes ☐ No  
 Were drivers monitored for unsafe or aggressive driving? ☐ Yes ☐ No  
 Rate how well the event ran on the time schedule. ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1  
 Were non-Porsche vehicles allowed to run in the event? ☐ Yes ☐ No  
 Were "fun runs" allowed? ☐ Yes ☐ No  
 How many run groups were used: \_\_\_\_\_

**SAFETY (TECHNICAL) INSPECTION**

Was there an "at track" safety inspection? ☐ Yes ☐ No  
 Were helmets and driver's gear inspected? ☐ Yes ☐ No  
 Was some identification used to indicate a vehicle passed inspection? ☐ Yes ☐ No

**COURSE LAYOUT**

Was a track map provided? ☐ Yes ☐ No  
 Were run-off areas adequate and safe? ☐ Yes ☐ No  
 Was the course boundary a safe distance from stationary objects? ☐ Yes ☐ No  
 Were high hazard areas identified and protected? ☐ Yes ☐ No  
 Were observer areas identified and protected? ☐ Yes ☐ No  
 Was the course perimeter secure and well defined? ☐ Yes ☐ No  
 Approximate length of course: \_\_\_\_\_



## POST EVENT REPORT

Version 2014

To be completed by the Region Event Chair for all events which require insurance. This form is to be submitted to the PCA Safety Chair within five (5) business days of the event.

Event Date(s): \_\_\_\_\_ Event Location: \_\_\_\_\_

Type of Event: ☐ DRIVER'S ED ☐ AUTOCROSS ☐ RALLY ☐ TOUR ☐ TIME TRIAL ☐ TECH SESSION

☐ Other: \_\_\_\_\_

Region: \_\_\_\_\_

Event Chair: \_\_\_\_\_ Event Chair Email: \_\_\_\_\_

Event Safety Chair: \_\_\_\_\_ Safety Chair Email: \_\_\_\_\_

**Please review PCA Guidelines for Observer, Post Event and Incident Reports page 159, 2013 Region Procedures Manual.**

Also available online at [pca.org](http://pca.org) under "Regions/Forms & Documents/ Event Management."

Please provide the name and contact information for the person designated to complete the Observer's Report:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Were there any incidents which would require the filing of an incident report? ☐ YES ☐ NO

If yes, how many incidents occurred at the event? \_\_\_\_\_

Were there any incidents which involved bodily injury? ☐ YES ☐ NO

If yes, an incident report must be submitted on the next business day.

Who will be responsible for filing the incident report(s)?

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBMIT THIS REPORT WITHIN FIVE DAYS OF THE EVENT TO:**

**Jo Martin  
PCA SAFETY CHAIR  
[safety@pca.org](mailto:safety@pca.org)**



## Incident Report for: AX-DE-Tour-TT-Other: \_\_\_\_\_

Version 2014

Complete per **PCA Guidelines for Observer and Incident Reports** as listed in the *PCA Region Procedures Manual*. Circle type of event above involving car damage or personal injury and FAX it and attachment(s) as indicated on page 2 to the Insurance Chair, Insurance Rep, Safety Chair, PCA National Office, appropriate Zone Representative, and mail to DE Committee Chair. In the case of a multiple car incident, complete one report per car. Incidents involving bodily injury are to be submitted on next business day. Other incidents are to be reported within five (5) business days.

1. PCA Region: \_\_\_\_\_  
 Name of Event Chair: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Location (specific track or city/state/zip): \_\_\_\_\_  
 Type of Event (DE, AX, TT, Rally): \_\_\_\_\_  
 Date of Incident: \_\_\_\_\_
  
2. Name of Driver : \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Any injuries? ☐ Yes ☐ No Who determined: \_\_\_\_\_  
 Was driver a signed in entrant? ☐ Yes ☐ No  
 If yes, in what category? (i.e. student, solo, instructor, driver) \_\_\_\_\_  
 If no, please explain \_\_\_\_\_  
 Name or color of run group (if applicable) \_\_\_\_\_
  
3. Was there a passenger in the vehicle? ☐ Yes ☐ No  
 If yes, Name of Passenger: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Any injuries? ☐ Yes ☐ No Who determined: \_\_\_\_\_  
 Was passenger a signed in entrant? \_\_\_\_\_  
 If yes, in what category? (i.e. student, solo, instructor, navigator) \_\_\_\_\_  
 If no, please explain? \_\_\_\_\_  
 Name or color of run group (if applicable) \_\_\_\_\_
  
4. Was there injury to any other party? ☐ Yes ☐ No  
 If yes, Name of Injured Party: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Who determined injury: \_\_\_\_\_  
 Was injured party a signed in entrant? ☐ Yes ☐ No  
 If yes, in what category? (i.e. student, solo, instructor, navigator) \_\_\_\_\_  
 If no, please explain? \_\_\_\_\_
  
5. Attach a photocopy of the signed waiver for all parties named in this report with name and signature highlighted.
  
6. Describe automobile(s) involved, including make, year, model, color, body style:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
7. Describe the incident, including the nature of any injuries, damage to car, and/or property damage.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **Zone 7 Autocross Chair Annual Meeting:**

The autocross chair and/or a representative from the SVR Ax committee shall attend the annual Zone 7 AX Chair meeting normally held in November. The meeting gets all the Zone 7 chairs in one place to discuss schedules, zone 7 events, updates on the PCR's, and other pertinent topics. It's a great place to meet your counterparts and to share ideas and information. SVR is one of only 5 regions in Zone 7 which has active autocross programs.

### **SVR Autocross Kickoff Meeting:**

An organizational meeting shall be called by the autocross chair of the autocross team prior to the start of each season. Review of the year's upcoming schedule, suggested changes to operating procedures and policies, the annual budget, course design, and other issues are to be discussed. It is important for the team to get together before the start of the season to share thoughts and ideas.

### **Annual Trailer Inventory:**

SVR operating procedures require that the autocross chair perform a complete inventory of the contents of the timing chair annually and submit a listing of its content to the club's treasurer. It also provides a good opportunity to access what might be needed to get the season started relative to items such as cones, timing equipment, storage containers, chalk, oil absorbent, and helmets might need to be purchased before the start of a season. When doing the helmet inventory it is critical to check the Schnell date of each helmet for expiration date.

The annual trailer inventory is also a perfect time to get the team involved in trailer maintenance projects such as a thorough washing of the exterior and painting of the interior panels.

### **Scheduling:**

The autocross season usually runs from April through October and can run as late as November in any given season. Depending on site availability, SVR tries to hold events once a month for a total of 7-8 events during the season of which one event is a Zone 7 event. Events should be held on weekends with Saturdays being the optimal day of the week. The events should be spaced far enough apart to allow for effective marketing of each event and 4 weeks is ideal. Past events history has shown that when events are too closely scheduled the event attendance can sometimes be diminished. Try to avoid holidays such as Mother's Day, Easter, or three day weekends when most drivers are out with their families. Sometimes, because of site availability, the optimal scheduling cannot be achieved so getting a date is more important. Dates for the San Joaquin County Fairgrounds are usually released as soon as November so it's best to plan the next season as soon as the current one is done or almost done. Many clubs and other activities compete for the fairgrounds site so it is best to be early.

### **Driver's Meeting:**

The autocross chair is responsible for conducting the driver's meeting prior to the start of each event. This is a requirement of the PCR's. Review of safety rules, release waivers, potential hazards, cone penalties, DNF's, re-runs, course worker safety, instructor pairings, scoring and timing slips, and basic car control should be addressed following a drivers meeting outline developed by the autocross team. Please allow about 30 minutes prior to the first car out. See Appendix for full outline.

### **Managing the Event and Keeping the Event on Time:**

One of the most important jobs that the autocross chair has on the day of the event is to keep the event moving and on time. There are many factors which can cause a delay in the start of an event as well as circumstances during the event that can lead to delays such as oil on the course or worse yet an injury to a course worker. The chair needs to be aware of where his team is at relative to registration, course setup, tech inspection, the unloading of the trailer etc and shall do all in his or her power to encourage that tasks be completed in a timely manner. There is often a lot of chit chat going on during setup and this should be kept to a minimum in order to keep the event on time. Communicating with your team about arrival time for setup is crucial for everyone on the team from those that handle registration to the person handling transport.

The chair will need to be accessible to answer a myriad of question that sometimes come up at an event such as complaints about course design, run group assignment, instructor pairings or a car not passing tech inspection. Your team will likely leave all of these hard decisions to the chair. You make the best call based on your knowledge of the situation and understanding of the rules of the sport. You will need to be diplomatic, of course, but there are times that will frustrate even the most easy going chair. Just remember, **you are the boss of all the volunteers!**

### **Annual Awards:**

The club is only as successful as its volunteers and as such it is vitally important to the success of the program to recognize all of the individuals who have contributed to making the program a success. The club's annual Christmas dinner and awards banquet has been the chosen event in which to recognize this team of dedicated volunteers. Acknowledging the team with a certificate of appreciation, plaque or other means is important to attracting future team members. The annual budget should include expenses for this recognition.

### **Board of Directors:**

The autocross chair serves at the pleasure of the club president and the club president reserves the right to appoint the autocross chair at his or her discretion. In addition, the club's competition chair, is the first line of

management related to the running of the club's autocross program. He or she is responsible for representing all of the club's competitive events such as autocross, driver education, concours and rally events though the club currently has chairs for each of these activities. The board, at its discretion, may invite the autocross chair to report to the board regarding the events annual budget for approval or any other concern that the board may have concerning the events. If the autocross chair is not able to attend, the competition director can represent the chair in his or her absence. The autocross chair shall submit a copy of the "Observer's Report" to the competition chair so that he or she may report to the board the month's activities if so asked.

#### **Results:**

The autocross chair shall email results of the event to all participants as soon as the results have been tabulated by the club's statistician. In addition the results shall be sent to the webmaster for posting to the club's website.

#### **Timing Trailer Keys:**

The autocross chair, co-chair, and trailer transport volunteer shall have keys to the timing trailer. In addition to these individuals, the competition chair and past autocross chair may have copies as well.

#### **Trailer Storage:**

The site and location for the storage of the timing trailer shall be the decision of the autocross chair. Trailer storage fees currently run from \$80 to \$100 per month. Trailer storage is relative to having a convenient location to the autocross chair and person assigned for trailer transport.

#### **Trailer Maintenance:**

The timing trailer requires very little maintenance in general other than every two years having the wheel bearings re-packed, the brake pads inspected or replaced and checking the tires. In addition, the roof needs to be re-caulked every 3-4 years to prevent rain from leaking into the trailer. Trailer tires do not have a useful life of more than 5 years and regardless of tread depth or mileage, should be replaced every 5 years. In addition, the flooring and interior may require general maintenance such as painting of the trailer walls and the replacement of the rubberized non-skid floor or tile.

# **APPENDICIES**

## **Appendix 1: Waivers and Releases**

General

**RELEASE AND WAIVER OF LIABILITY,  
ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

PCA EVENT NAME / LOCATION

EVENT DATE(S)

IN CONSIDERATION of being permitted to compete, officiate, observe, work for, or participate in any way in any Porsche Club of America or PCA Club Racing ("PCA") events or activities (EVENTS) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any area requiring special authorization, credentials, or permission to enter or any area to which admission by the general public is restricted or prohibited including but not limited to the competition area and any hot pit area), I, for myself and for my personal representatives, heirs, and next of kin:

1. Acknowledge, agree, and represent that I have or will immediately upon entering any of such RESTRICTED AREAS, and will continuously thereafter, inspect the RESTRICTED AREAS that I enter and I further agree and warrant that, if at any time, I am in or about RESTRICTED AREAS and I believe anything to be unsafe, I will immediately advise the officials of such and will leave the RESTRICTED AREA and/or refuse to participate further in the EVENTS. I acknowledge that I may not have the opportunity to inspect any RESTRICTED AREA prior to the event.
2. Hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE PCA or its zones or regions, the promoters, participants, racing associations, sanctioning or administrative organizations or any affiliated entities thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any RESTRICTED AREA, sponsors, advertisers, owners, lessors, and lessees of premises used to conduct the EVENTS, premises and event inspectors, surveyors, underwriters, brokers, consultants and others who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or EVENTS and for each of them, their directors, officers, agents and employees, all for the purposes herein referred to as "Releasees", FROM ALL LIABILITY TO ME, my personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIMS OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN MY DEATH ARISING OUT OF OR RELATED TO THE EVENTS, WHETHER CAUSED BY THE NEGLIGENCE OR FAULT OF THE RELEASEES OR OTHERWISE.
3. Hereby AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them FROM ANY LOSS, LIABILITY, DAMAGE, OR COST INCLUDING BODILY INJURY OR PROPERTY DAMAGE I may incur arising out of my presence or participation in the EVENTS, WHETHER CAUSED BY THE NEGLIGENCE OR FAULT OF THE RELEASEES OR OTHERWISE.
4. Hereby ASSUME FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE arising out of or related to the EVENTS whether caused by the NEGLIGENCE OR FAULT OF RELEASEES or otherwise.
5. Hereby acknowledge that THE ACTIVITIES OF THE EVENTS ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. I also expressly acknowledge that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.
6. Hereby agree that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement EXTENDS TO ALL ACTS OF NEGLIGENCE BY THE RELEASEES, INCLUDING NEGLIGENT RESCUE OPERATIONS, and is intended to be as broad and inclusive as is permitted by the laws of the Province or State in which the EVENTS are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

PRINT NAME	SIGN NAME HERE	PRINT NAME	SIGN NAME HERE
I HAVE READ THIS RELEASE		I HAVE READ THIS RELEASE	
I HAVE READ THIS RELEASE		I HAVE READ THIS RELEASE	
I HAVE READ THIS RELEASE		I HAVE READ THIS RELEASE	
I HAVE READ THIS RELEASE		I HAVE READ THIS RELEASE	
I HAVE READ THIS RELEASE		I HAVE READ THIS RELEASE	
I HAVE READ THIS RELEASE		I HAVE READ THIS RELEASE	
I HAVE READ THIS RELEASE		I HAVE READ THIS RELEASE	

Signature and Title of Witness

Date

Address of Witness

# Release and Waiver Minor

## WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT FOR MINORS IN RESTRICTED AREAS, DRIVING OR RIDING

PCA EVENT NAME / LOCATION

EVENT DATE(S)

IN CONSIDERATION of being permitted to compete, officiate, observe, work for, or participate in any way in any Porsche Club of America or PCA Club Racing ("PCA") events or activities (EVENTS) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any area requiring special authorization, credentials, or permission to enter or any area to which admission by the general public is restricted or prohibited including but not limited to the competition area and the hot pit area), I, for myself, my spouse, and my minor child, and their personal representatives, heirs and next of kin, sign this Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding ("Agreement") and agree as follows:

1. THE MINOR AND PARENT(S) OR GUARDIAN(S) will immediately upon entering any such RESTRICTED AREAS, and will continuously thereafter, inspect the RESTRICTED AREA and warrant that their entry therein and/or the minor's participation in the EVENTS constitutes an acknowledgment that they have inspected the RESTRICTED AREA and find it safe and reasonably suited for the purpose of its use; and, if at any time they believe anything in the RESTRICTED AREA to be unsafe, they will immediately advise the officials of such and that they will remove themselves from the RESTRICTED AREA and the minor will withdraw from participation in the EVENTS.
2. THE MINOR AND PARENT(S) OR GUARDIAN(S) release, waive, discharge and covenant not to sue PCA or its zones or regions, promoters, participants, racing associations, sanctioning or administrative organizations or any affiliated entities thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any RESTRICTED AREA, sponsors, advertisers, owners, lessors, and lessees of premises used to conduct EVENTS, premises and event inspectors, surveyors, underwriters, brokers, consultants and others who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or EVENTS and for each of them, their directors, officers, agents and employees, all for the purposes herein referred to as "Releasees", FROM ALL LIABILITY TO OURSELVES, our personal representatives, assigns, executors, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES OR DAMAGES OF THE MINOR AND/OR PARENT(S) OR GUARDIAN(S) ON ACCOUNT OF ANY INJURY, INCLUDING, BUT NOT LIMITED TO THE DEATH OF THE PARENT, GUARDIAN OR MINOR OR DAMAGE TO PROPERTY, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR FAULT OF THE RELEASEES OR OTHERWISE.
3. THE PARENT(S) OR GUARDIAN(S) AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS, the Releasees and each of them FROM ANY LOSS, LIABILITY, DAMAGE OR COST, INCLUDING BODILY INJURY OR PROPERTY DAMAGE that they may incur due to the presence of the parent, the guardian or the minor in the RESTRICTED AREA, or in any way while participating in the Events, WHETHER CAUSED BY NEGLIGENCE OF THE RELEASEES OR OTHERWISE. The parent or guardian further recognize and agree they are executing this Agreement on behalf of themselves and on behalf of the minor.
4. THE MINOR AND PARENT(S) OR GUARDIAN(S) ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE, whether due to the negligence of Releasees or otherwise, while in or upon the RESTRICTED AREA for any purpose including competing, officiating, observing, working or participating in the Events.
5. The MINOR AND PARENT(S) OR GUARDIAN(S) recognize and understand that THE ACTIVITIES OF THE EVENTS ARE VERY DANGEROUS and that there are risks and dangers associated with participation in the EVENTS and admission within the RESTRICTED AREA that could cause severe bodily injury, disability and death. Further, the risks and dangers may be caused by the negligent actions or negligent failure to act of the Releasees and others, including the risk that the INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.
6. THE UNDERSIGNED HEREBY agree that this Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding EXTENDS TO ALL ACTS OF NEGLIGENCE BY THE RELEASEES, INCLUDING NEGLIGENT RESCUE OPERATIONS and is intended to be as broad and inclusive as is permitted by the law of the Province or State in which the Events are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE MINOR AND PARENT OR GUARDIAN HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT WITH THE UNDERSTANDING THAT SUBSTANTIAL RIGHTS ARE BEING GIVEN UP AND INTEND THEIR SIGNATURES TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

1. **I HAVE READ THIS RELEASE**

Parent or Guardian (Signature/Relationship)

Date

2. **I HAVE READ THIS RELEASE**

Parent or Guardian (Signature/Relationship)

Date

Signature and Printed Name of Participant/Minor: **I HAVE READ THIS RELEASE** D.O.B. \_\_\_\_\_

Printed Name of Parent or Guardian: 1. \_\_\_\_\_

Printed Name of Parent or Guardian: 2. \_\_\_\_\_

Received by \_\_\_\_\_  
Witness' Signature      Witness' Printed Name      Address      Date

PCA-Parent/Guardian & Minor as Participant Rev. 11-30-09

## Minor Observer Release Form, Touring



### Parental Consent, Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement for Minors in Touring Laps Only

DESCRIPTION, DATE AND LOCATION OF EVENT(S): \_\_\_\_\_

IN CONSIDERATION of the minor child, \_\_\_\_\_ [print minor's name] who currently is at least \_\_\_\_\_ years of age, and for whom I am the legal parent or legally appointed guardian (Athe Minor") being permitted to participate in any way in TOURING LAPS ONLY at the EVENT(S) and/or being permitted to enter for any purpose any RESTRICTED AREA(S) (defined to be any area which requires special authorization, credentials or permission to enter or any area to which admission by the general public is restricted or prohibited), I agree:

1. I know the nature of Touring Laps at the EVENT(S) and understand that the drivers who participate in Touring Laps may not have any advanced driver training or experience, and that the vehicles participating in Touring Laps may not have had any safety inspection, and may in fact be not legal to drive on public roads. I believe the Minor to be qualified to participate in TOURING LAPS at the Event(s). I will inspect to my complete satisfaction the vehicles, premises and equipment to be used or with which the Minor may come into contact. If the Minor is riding as a passenger in Touring Laps and I am not the driver, I will personally insure that the driver of the vehicle in which the Minor is riding is at least eighteen (18) years old. IF AT ANY TIME THE MINOR OR I BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE MINOR IMMEDIATELY TO LEAVE THE RESTRICTED AREA AND TO REFUSE TO PARTICIPATE FURTHER IN THE EVENT(S).
2. I FULLY UNDERSTAND and will instruct the Minor that: (a) THE ACTIVITIES OF THE EVENT(S) (INCLUDING TOURING LAPS) ARE VERY DANGEROUS and any participation in the Event(s) (including Touring Laps) and/or entry into Restricted Areas involve RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH (ARISKS@); (b) these Risks and dangers may be caused by the Minor's own actions or inactions, the actions or inactions of others participating in the Event(s) (including Touring Laps), the rules of the Touring Laps at the Event(s), the condition and layout of the vehicles, premises and equipment, or THE NEGLIGENCE OF THE ARELEASEES@ DESCRIBED BELOW; (c) there may be OTHER RISKS NOT KNOWN TO EITHER OF US or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from those Risks COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE MINOR-S OR MY FUTURE.
3. I consent to the Minor-s participation in Touring Laps at the Event(s) and the Minor's entry into Restricted Areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND/OR DAMAGES FOLLOWING SUCH AN INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF ANY OF THE ARELEASEES" DESCRIBED BELOW.
4. I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the Porsche Club of America, Inc., its Regional Clubs, event officials and volunteers, promoters, participants, racing associations, sanctioning organizations or any subdivision thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any Restricted Area, promoters, sponsors, advertisers, owners and lessees of premises used to conduct the Event(s), premises or event inspectors, surveyors, underwriters, consultants and other persons or entities who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or Event(s) and each of them, their directors, officers, agents, and employees, all of whom are collectively referred to as "Releasees" FROM ALL LIABILITY TO ME, THE MINOR, my and the Minor-s personal representatives, assigns, heirs, and next of kin, FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY, including, but not limited to, death or damage of property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE \*RELEASEES OR OTHERWISE.
5. If, despite this release, I, the Minor or anyone on the Minor-s behalf makes a claim against any of the ARELEASEES" named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE ARELEASEES" NAMED ABOVE, WHETHER THE CLAIM IS BASED ON THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
6. I sign this agreement on my own behalf and on behalf of the Minor.

I HAVE READ THIS PARENTAL CONSENT RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE MINOR MIGHT OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE RELEASEES- FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

I HAVE READ THIS RELEASE

SIGNATURE OF PARENT OR LEGAL GUARDIAN PRINTED NAME OF PARENT OR LEGAL GUARDIAN DATE

# STOCKTON FAIRGROUNDS RELEASE

## RELEASE AND WAIVER OF LIABILITY AGREEMENT

I, \_\_\_\_\_ ("Participant"), acknowledge that I have voluntarily applied to participate in the following activities at San Joaquin County Fair (the "Fair"):

Autocross Driving Event hosted by Sacramento Valley Region, Porsche Club of America

*(Description of activities, which Participant will engage in)*

I AM AWARE THAT THESE ACTIVITIES ARE HAZARDOUS ACTIVITIES AND THAT I COULD BE SERIOUSLY INJURED OR EVEN KILLED. I AM VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH KNOWLEDGE OF THE DANGER INVOLVED, AND AGREE TO ASSUME ANY AND ALL RISKS OF BODILY INJURY, DEATH OR PROPERTY DAMAGE, WHETHER THOSE RISKS ARE KNOWN OR UNKNOWN.

I verify this statement by placing my initials here: \_\_\_\_\_

Parent or Guardian's initials (if under 18): \_\_\_\_\_

As consideration for being permitted by the Fair, the State of California ("State"), the County of San Joaquin County (the "County"), and any lessor of the fair premises ("Lessor"), to participate in these activities and use the Fair premises and facilities, I forever release the Fair, the State, the County, the Lessor, any fair affiliated organization, and their respective directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Releasees") from any and all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, next of kin, spouse and legal representatives now have, or may have in the future, for injury, death, or property damage, related to (i) my participation in these activities, (ii) the negligence or other acts, whether directly connected to these activities or not, and however caused, by any Releasee, or (iii) the condition of the premises where these activities occur, whether or not I am then participating in the activities. I also agree that I, my assignees, heirs, distributees, guardians, next of kin, spouse and legal representatives will not make a claim against, sue, or attach the property of any Releasee in connection with any of the matters covered by the foregoing release.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE FAIR, THE STATE, THE COUNTY, AND THE LESSOR, AND SIGN IT OF MY OWN FREE WILL.

**If Signed by Parent or Guardian:** I verify that the dangers of the activities and the significance of this Release and Waiver were explained to the Participant and that the Participant understood them.

Executed at San Joaquin County Fairgrounds, California on \_\_\_\_\_, 20\_\_\_\_.

**PARTICIPANT/RELEASOR**

**PARENT OR GUARDIAN**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

**IF YOU ARE UNDER 18 YEARS OF AGE, YOU AND YOUR PARENT OR GUARDIAN MUST SIGN AND INITIAL THIS FORM WHERE INDICATED.**

## APPENDIX 2

### Post Event Reports



#### POST EVENT REPORT

Version 2014

To be completed by the Region Event Chair for all events which require insurance. This form is to be submitted to the PCA Safety Chair within five (5) business days of the event.

Event Date(s): \_\_\_\_\_ Event Location: \_\_\_\_\_

Type of Event: ☐ DRIVER'S ED ☐ AUTOCROSS ☐ RALLY ☐ TOUR ☐ TIME TRIAL ☐ TECH SESSION

☐ Other: \_\_\_\_\_

Region: \_\_\_\_\_

Event Chair: \_\_\_\_\_ Event Chair Email: \_\_\_\_\_

Event Safety Chair: \_\_\_\_\_ Safety Chair Email: \_\_\_\_\_

**Please review PCA Guidelines for Observer, Post Event and Incident Reports page 159, 2013 Region Procedures Manual.**

✓ Also available online at [pca.org](http://pca.org) under "Regions/Forms & Documents/ Event Management."

Please provide the name and contact information for the person designated to complete the Observer's Report:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Were there any incidents which would require the filing of an incident report? ☐ YES ☐ NO

If yes, how many incidents occurred at the event? \_\_\_\_\_

Were there any incidents which involved bodily injury? ☐ YES ☐ NO

If yes, an incident report must be submitted on the next business day.

Who will be responsible for filing the incident report(s)?

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBMIT THIS REPORT WITHIN FIVE DAYS OF THE EVENT TO:**

**Jo Martin**  
**PCA SAFETY CHAIR**  
**[safety@pca.org](mailto:safety@pca.org)**

# Observer's Report

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## PCA OBSERVER'S REPORT FOR AUTOCROSS

Version 2014

This report should be completed by an impartial party who attended the event and returned no later than ten days after the event to the **PCA National Office, PO Box 6400, Columbia, MD 21045**. Please type or print, as this report will be reproduced. Be sure to complete both sides and use extra pages for comments if necessary.

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_  
Region: \_\_\_\_\_ No. of Participants: \_\_\_\_\_  
Course Location: \_\_\_\_\_  
Weather Conditions: \_\_\_\_\_  
Event Chairperson: \_\_\_\_\_  
Chief Safety Inspector: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### FILL OUT THE FOLLOWING. PLEASE EXPLAIN ANY MARGINAL RESPONSES.

(5 is excellent, 3 is average, and 1 is marginal)

#### INSURANCE

Were all attendees required to sign the PCA waiver and release form? ☐ Yes ☐ No  
Was a copy of the event insurance binder confirmation available at orientation? ☐ Yes ☐ No  
Who will archive the release forms? \_\_\_\_\_  
Other parties named on the Insurance Binder? \_\_\_\_\_

#### EVENT ORGANIZATION

Was the drivers' meeting adequate? ☐ Yes ☐ No  
Were safety issues discussed at the drivers' meeting? ☐ Yes ☐ No  
Were drivers monitored for unsafe or aggressive driving? ☐ Yes ☐ No  
Rate how well the event ran on the time schedule. ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1  
Were non-Porsche vehicles allowed to run in the event? ☐ Yes ☐ No  
Were "fun runs" allowed? ☐ Yes ☐ No  
How many run groups were used: \_\_\_\_\_

#### SAFETY (TECHNICAL) INSPECTION

Was there an "at track" safety inspection? ☐ Yes ☐ No  
Were helmets and driver's gear inspected? ☐ Yes ☐ No  
Was some identification used to indicate a vehicle passed inspection? ☐ Yes ☐ No

#### COURSE LAYOUT

Was a track map provided? ☐ Yes ☐ No  
Were run-off areas adequate and safe? ☐ Yes ☐ No  
Was the course boundary a safe distance from stationary objects? ☐ Yes ☐ No  
Were high hazard areas identified and protected? ☐ Yes ☐ No  
Were observer areas identified and protected? ☐ Yes ☐ No  
Was the course perimeter secure and well defined? ☐ Yes ☐ No  
Approximate length of course: \_\_\_\_\_

# Incident Report

cont. PCA FORMS



Incident Report for: **AX-DE-Tour-TT-Other:** \_\_\_\_\_

Version 2014

Complete per **PCA Guidelines for Observer and Incident Reports** as listed in the *PCA Region Procedures Manual*. Circle type of event above involving car damage or personal injury and FAX it and attachment(s) as indicated on page 2 to the Insurance Chair, Insurance Rep, Safety Chair, PCA National Office, appropriate Zone Representative, and mail to DE Committee Chair. In the case of a multiple car incident, complete one report per car. Incidents involving bodily injury are to be submitted on next business day. Other incidents are to be reported within five (5) business days.

1. PCA Region: \_\_\_\_\_  
Name of Event Chair: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Location (specific track or city/state/zip): \_\_\_\_\_  
Type of Event (DE, AX, TT, Rally): \_\_\_\_\_  
Date of Incident: \_\_\_\_\_
2. Name of Driver : \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Any injuries? ☐ Yes ☐ No Who determined: \_\_\_\_\_  
Was driver a signed in entrant? ☐ Yes ☐ No  
If yes, in what category? (i.e. student, solo, instructor, driver) \_\_\_\_\_  
If no, please explain \_\_\_\_\_  
Name or color of run group (if applicable) \_\_\_\_\_
3. Was there a passenger in the vehicle? ☐ Yes ☐ No  
If yes, Name of Passenger: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Any injuries? ☐ Yes ☐ No Who determined: \_\_\_\_\_  
Was passenger a signed in entrant? \_\_\_\_\_  
If yes, in what category? (i.e. student, solo, instructor, navigator) \_\_\_\_\_  
If no, please explain? \_\_\_\_\_  
Name or color of run group (if applicable) \_\_\_\_\_
4. Was there injury to any other party? ☐ Yes ☐ No  
If yes, Name of Injured Party: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Who determined injury: \_\_\_\_\_  
Was injured party a signed in entrant? ☐ Yes ☐ No  
If yes, in what category? (i.e. student, solo, instructor, navigator) \_\_\_\_\_  
If no, please explain? \_\_\_\_\_
5. Attach a photocopy of the signed waiver for all parties named in this report with name and signature highlighted.
6. Describe automobile(s) involved, including make, year, model, color, body style:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Describe the incident, including the nature of any injuries, damage to car, and/or property damage.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix 3 Course Design



See CD FOR FULL CONTENTS (133 PAGES)

## APPENDIX 4

### DRIVER'S MEETING NOTES AND EVENT CHECKLIST

- Did everyone sign the **release form** at registration?
- No alcohol during the event – no beer with lunch!
- Maintain a **safe pedestrian environment** in the grid and paddock area.
- **No passengers** are permitted unless one of the occupants of the car is an approved instructor.
- **High level Schedule** of the day:
  - 2 run groups; 3 runs this morning, 45 min. lunch break, then 3 more runs in the afternoon
- **Lap Format** – 1 practice lap, 1 timed lap
  - enter course, turn left and begin the practice lap
  - timed lap begins as you cross the finish line at the end of the practice lap (green flag)
  - stay on course for your timed lap
  - timed lap ends as you cross the finish line again (checkered flag)
  - slow down & exit the course; stop for your timing slip before returning to grid. (or DNF)
- **Course Features:**
  - Slalom pointer cones vs. driver choice, etc.
- **Point rules** for cones: 1 point per cone knocked down, or moved completely out of the box.
- After the runs, **switch-over quickly**, and move to the position you signed up for.
- Check in with the **Work Enforcer** before going on course to work.

**After the last run, pile cones** and bring them to the trailer. 20 cones each will

- **Safety:** Course workers are at the greatest risk. Never turn your back to the car! It station will equipped with a radio, fire extinguisher, extra cones and red flag. Pay attention! Watch the car enter your station and follow it through until it leaves
- **Red Flag** should be used when a car stalls on course and is unable to get restarted. Fluid leaks onto the course creating a hazardous condition, or a pedestrian inadvertently enters the course area who is not associated with our event. If one worker pulls the red flag all stations must follow suit.
- **Both feet in when you are doing a spin.** One foot on the brake and the other depressing the clutch. PCA safety rules also require to run with windows down.
- **Re-runs**
  - A. Go to back of line
  - B. Downed cone
  - C. Red flag
- **Review Flag Signals**
  - How to hold the flag (don't roll it up)
  - Red = Stop immediately until the problem is sorted out. You will get a re-run.
  - Green = Go, the course is clear
  - Checkered = Finish & Exit course
- **Review Hand Signals:**
  1. Flagger will point to driver.
  2. Driver waves hand out window to acknowledge seeing the flagger's point.
  3. Flagger will give the driver a green flag wave to enter the course and start practice lap.

Comments on Course Design:

- 1.
- Any **questions** before we **sort out the instructors** and novices?
    - Novices in A, Novices in B, Instructors

## APPENDIX 5

### EVENT DAY SCHEDULE

#### ***Master Checklist – Event Day***

*Times shown are planned completion times.*

6:30 – Position Trailer

6:45 – Start Course & Grid Setup

7:30 – **Tech Inspection Opens**

7:30 – **Registration Opens**

- ACORD Insurance, Work Group Assignments, Insurance Waiver
- Till for Fees, Envelope & Change
- Timing Cards
- Tables & Chairs
- Generator
- PA System
- Timing System
- Walkie Talkies
- Lunch Tent Setup
- **Call in Subway Sandwich Order**

8:00 – **Finish Course Setup**

- Cones
- Box Cones
- Chalk Course
- Sweep Course

8:00 – **Course Walk** with Instructors

8:30 – Timing System test

8:45 – Driver's Meeting

9:00 – First Car Out

## APPENDIX 6

### CASH RECEIPTS SUMMARY

#### SVR July 27,2104 AX Receipts Reconciliation

##### Event Revenue:

##### Pre Registration

	#	Fee	Total
Members	34	\$40	\$1,360
Non Members	10	\$50	\$500
Credit from April	0	\$0	\$0
\$25 Gift Certificates	0	\$0	\$0
Fun Bucks	0	\$0	\$0
Sub Total	44		<b>\$1,860</b>

##### On Site Registration:

Members	0	\$40	\$0
Non Members	0	\$50	\$0
Sub Total On Site			<b>\$0</b>
<b>Total Registratrion Fees</b>	<b>44</b>		<b>\$1,860.00</b>
Credit Due Early Cancel	0		
Paid No Show	0		
Total Drivers	44		

##### Lunch Sales

Lunch Expense + Tip	29	\$8	\$232.00
			-85.00
<b>Net Lunch Revenue</b>			<b>\$147.00</b>
<b>Total Revenue</b>			<b>\$2,007.00</b>

##### Net Deposit Cash + Checks

Cash			\$341.00
Checks			\$336.00
Total Receipts			\$677.00

##### Cash, Paypal & Checks:

##### Cash:

Cash Receipts Member	4	\$40	\$160.00
Cash Receipts Non-Member	1	\$50	\$50.00

##### Total Cash

**\$210.00**

##### Checks

Members	8	\$40	\$320.00
Non Members	0	\$50	\$0.00

##### Total Checks

**\$320.00**

##### Paypal:

Members	22	\$40	\$880.00
Non Members	9	\$50	\$450.00
<b>Total Paypal</b>	<b>31</b>		<b>\$1,330.00</b>

##### Total Registration Fees

**\$1,860.00**

Lunch Sales@ \$8	29	\$8	\$232.00
Cash	27	\$8	\$216.00
Check	2	\$8	\$16.00
Subway			-85

##### Net Profit Lunch

**\$147.00**

##### Total Receipts

**\$2,007.00**

# APPENDIX 7

## SVR TREASURERS EVENT REPORT

9:28 AM

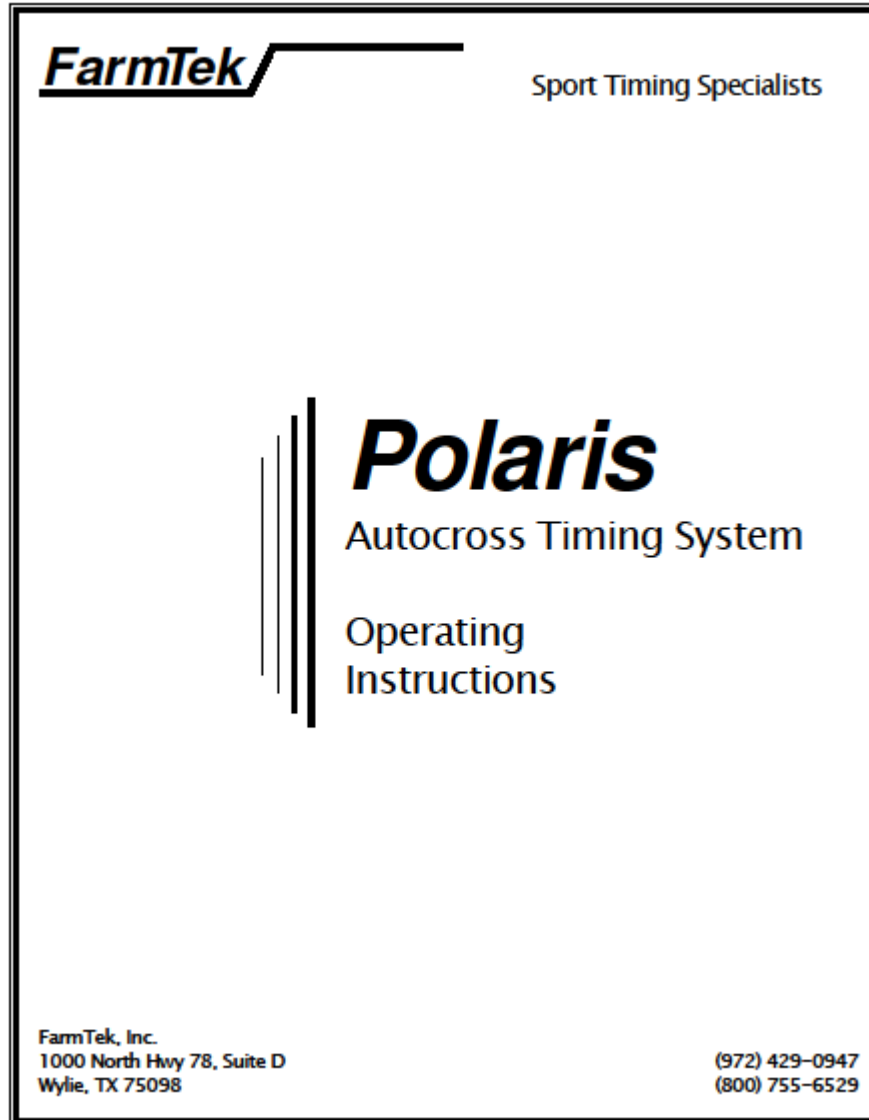
### Porsche Club of America 4/12/14 Autocross P&L

Cash Basis

Type	Date	Num	Memo	Original Amo...	Paid Amou...	Balance
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Event Income</b>						
<b>Event Fees</b>						
Invoice	02/01/2014	2028	1 entry	40.00	40.00	40.00
Invoice	03/16/2014	2036	2 entries	80.00	40.00	80.00
Invoice	03/16/2014	2036	2 entries	80.00	40.00	120.00
Invoice	03/23/2014	2042	1 entry	40.00	40.00	160.00
Invoice	03/26/2014	2041	1 entry	40.00	40.00	200.00
Invoice	04/01/2014	2047	1 entry	40.00	40.00	240.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	280.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	320.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	360.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	400.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	440.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	480.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	520.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	560.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	600.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	80.00	680.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	720.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	760.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	800.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	80.00	880.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	920.00
Invoice	04/12/2014	2049	20 entries for 04/12/2014 Autocross Ev...	720.00	40.00	960.00
Invoice	04/12/2014	2050	3 entries non-pca drivers 04/12/2014 au...	150.00	50.00	1,010.00
Invoice	04/12/2014	2050	3 entries non-pca drivers 04/12/2014 au...	150.00	100.00	1,110.00
Invoice	04/12/2014	2053	8 entries	320.00	25.00	1,135.00
Invoice	04/12/2014	2053	8 entries	320.00	15.00	1,150.00
Invoice	04/12/2014	2053	8 entries	320.00	40.00	1,190.00
Invoice	04/12/2014	2053	8 entries	320.00	40.00	1,230.00
Invoice	04/12/2014	2053	8 entries	320.00	40.00	1,270.00
Invoice	04/12/2014	2053	8 entries	320.00	40.00	1,310.00
Invoice	04/12/2014	2053	8 entries	320.00	40.00	1,350.00
Invoice	04/12/2014	2053	8 entries	320.00	40.00	1,390.00
Invoice	04/12/2014	2053	8 entries	320.00	40.00	1,430.00
Invoice	04/12/2014	2054	1 entry	40.00	40.00	1,470.00
Invoice	04/12/2014	2054	lunch	5.00	5.00	1,475.00
Invoice	04/17/2014	2055	2 entries (Gino Cortopassi & Lee Deter)	80.00	80.00	1,555.00
Invoice	04/17/2014	2055	5 non-member entries (Lanny Bowden,...	250.00	250.00	1,805.00
Invoice	04/17/2014	2055	1 non-member temp membership fee (...)	10.00	10.00	1,815.00
Invoice	04/17/2014	2055	32 lunches @ \$5= \$160 less lunch exp...	55.00	55.00	1,870.00
Invoice	04/17/2014	2057	1 entry (Steve Nieslony PayPal)	40.00	40.00	1,910.00
<b>Total Event Fees</b>					<b>1,910.00</b>	<b>1,910.00</b>
<b>Total Event Income</b>					<b>1,910.00</b>	<b>1,910.00</b>
<b>Total Income</b>					<b>1,910.00</b>	<b>1,910.00</b>
<b>Gross Profit</b>					<b>1,910.00</b>	<b>1,910.00</b>
<b>Expense</b>						
<b>Business Expenses</b>						
<b>Event Expenses</b>						
Bill	04/01/2014		Site Rental for 4/12/2014	1,150.00	1,150.00	1,150.00
Bill	04/15/2014	79...	deliver trailer to track and fuel mileage	190.90	190.90	1,340.90
Bill	04/15/2014		Chips & Soda	32.58	32.58	1,373.48
Bill	04/15/2014		reimb for ice purchase	17.19	17.19	1,390.67
Bill	04/15/2014		cable holder & timing cable connectors	18.75	18.75	1,409.42
Bill	04/17/2014	GS...	Redeemed AX Certificate	25.00	25.00	1,434.42
Bill	04/17/2014	GS...	Redeemed AX Certificate	25.00	25.00	1,459.42
Bill	04/17/2014	GS...	Redeemed AX Certificate	25.00	25.00	1,484.42
Bill	04/24/2014	30...	security for 4/12 autocross	120.00	120.00	1,604.42
<b>Total Event Expenses</b>					<b>1,604.42</b>	<b>1,604.42</b>
<b>PayPal Fees</b>						
Check	04/17/2014		Mark Orlandi	1.75	1.75	1.75

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## APPENDIX 8 Farmtek System Manual



# **APPENDIX 9** **Copy of Stockton Fairgrounds Rental Agreement**

San Joaquin Fair  
 2nd District Agricultural Association  
 1858 S. Airport Way  
 Stockton, California 95209  
 (209) 466-8841 FAX (209) 455-9739

AGREEMENT NO. 16-37

DATE December 16, 2014

## **INTERIM RENTAL AGREEMENT**

This Agreement is entered into between the 2nd District Agricultural Association hereinafter called the Association, and Porsche Club of America, Sacramento Valley Region hereinafter called the Renter,

WITNESSETH:

1. THAT WHEREAS, The Renter desires to secure from the Association certain rights and privileges and to obtain permission from the Association to use Association premises beginning on See below for actual dates.
2. NOW, THEREFORE, Association hereby grants to the Renter the right to occupy the space(s) described below for the purposes hereinafter set forth, subject to the terms and conditions of this agreement: Parking Lot located on the grounds of the San Joaquin Fair, 2nd District Agricultural Association. Setup will be held on the day of the event.
3. The payments of occupancy shall be limited to: Autocross and shall be for no other purpose or purposes whatsoever.
4. Renter agrees to pay to Association for the rights and privileges hereby granted the amounts and in the manner set forth below: Deposit: Carryover: Parking Lot - March 28, April 11, May 15, June 6, July 18, August 15, September 19, October 17, 2015 - \$1,150.00 per day. Security is required, see attached Exhibit A.
5. Renter agrees to pay fees required by Association for: N/A and to guarantee the payment of:
  - (a) Any money which may be payable to Association under this agreement;
  - (b) Any damage to real property and utility charges, if any;
  - (c) Removal of all property and the leaving of the premises in a condition satisfactory to Association.
6. Association shall have the right to audit and monitor any and all sales as well as access to the premises.
7. Renter further agrees to indemnify and hold harmless Association and the State of California, their officers, agents, servants and employees from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or persons, including all persons to whom the Renter may be liable under any Worker's Compensation law and Renter himself and from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares or merchandise, caused by, arising out of or in any way connected with the exercise by Renter of the privileges herein granted.
8. Renter further agrees that he will not sell, exchange or barter, or permit his employees to sell, exchange or barter, any permits issued to Renter or his employees hereunder.
9. It is mutually agreed that this contract or the privileges granted herein or any part thereof cannot be assigned or otherwise disposed of without the written consent of Association.
10. It is mutually understood and agreed that no alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein and no alterations or variations of the terms hereof, unless made in writing and signed by the parties hereto, shall be binding upon any of the parties hereto.
11. The Rules and Regulations printed on the reverse side hereof are made a part of this agreement as though fully incorporated herein, and Renter agrees that he has read this agreement and the said Rules and Regulations and understands that they shall apply, unless amended by mutually consent in writing of the parties hereto.
12. In the event Renter fails to comply in any respect with the terms of this agreement and the Rules and Regulations referred to herein, all payments for the rental space shall be deemed annual and non-refundable by Association and Association shall have the right to occupy the space in any manner deemed for the best interests of Association.
13. Special Provisions: Exhibits 1A, Release and Waiver of Liability Agreement, Insurance Statement, Standard Contract Terms and Conditions are hereby incorporated and made a part of this agreement. Smoking is NOT PERMITTED in any State building, but is permitted outdoors. Renter is responsible to monitor this policy.
14. This agreement is not binding upon Association until it has been duly accepted and signed by its authorized representative, and approved if required by the Department of Food and Agriculture and the Department of General Services.

IN WITNESS WHEREOF, this agreement has been executed in quadruplicate by and on behalf of the parties hereto, this day and year first above written.

2ND DISTRICT AGRICULTURAL ASSOCIATION  
 1858 S. Airport Way, Stockton, CA 95209

Renter: Porsche Club of America, Sacramento Valley Region

Address: 5934 Millstone Way, Granite Bay, Ca 95746  
 By: Colin Eas

Signature: Preston K. Olds  
 Title: Preston K. Olds, B. F. O.

Signature: Will Welford  
 Title: SUR Corporation chair  
 Phone Number: (916) 955-7968

*Your Copy.*

## APPENDIX 10

### Trailer Inventory

## PCA SVR Autocross Inventory

Inventory conducted March 23, 2013  
 Prepared by Matt Deter (porsche@deter.com)

### Trailer Needs, Ideas & Inventory Improvements

Count	Item Category or Name	Storage Location
<b>Helmets</b>		
13	Helmets #'s 1 - 22	7 helmets with Snell 2005
1	Small	6 helmets with Snell 2000
2	Medium	
6	Large	
3	Extra Large	
<b>Paperwork</b>		<b>Black Storage Box: <i>Paperwork</i></b>
1 box	Niello Timing Slips	"
6 pkg	FD Motorsport Timing Slips	
6 pkg	IPB Autosport Timing Slips	
50	Timing Cards, white	"
200	Timing Cards, Blue	
200	Timing Cards, Yellow	
50	PCA Waiver Release, Adult	
10	PCA Waiver Release, Minor	
24	Stockton Waiver Release	
100	AA Batteries	
12	AAA Batteries	
6	9 Volt, for bull horn/wireless microphone	
4	C Batteries	
1	Cash box -- <i>Combination is 986</i>	"
6	Clip-boards	"
1 box	Large plastic trash bags, 45 gallon	"
2-Jan	small roll of paper towels	"
1	Masking tape	"
		"
1	1" Orange plastic tape flagger/marker tape (non-stick)	"
2	Stop Watches	"
		"
		"
		"
12	Wood pencils	"
0	Wire twist-ties	"
5	Full pads of Post-It Notes. 1.5" x 1.5" size	"
1	3/4" Green Dots (10 sheets)	"
1	1" White Dots (20 sheets)	"

1	1" Blue Dots	
1	White paper scratch pad	"
1	Blue binder (empty)	"
0	Spare parts for EZ-UP in plastic bag	"
20	Assorted pens (all tested working)	
6	Assorted color poster sign markers	
1	Driver's Meeting Checklist	
	Course Worker Sign Up Sheets, 2 Run Group	
	Course Worker Sign Up Sheets, 3 Run Group	
<b>Tables &amp; Chairs</b>		
2	Large tables approx. 30" x 60" (Timing Trailer)	
1	Small aluminum table, approx. 20" x 46" (Registration)	
6	Plastic Chairs (5 green, 1 white)	
2	30"x72" Folding Plastic Table	
1	24" x 48" folding plastic table	
<b>Race America Timing System</b>		
1	Main unit, power adapter, 4 sensors, 2 backup sensors, 12VDC battery power cable, manual.	Black plastic <i>Race America</i> Storage Case
4	Styrofoam sensor stands	Grey Storage Box
2	200' cable - timing unit to sensor on orange reel	"
3	Receivers	
1	long range emitter	
3	Short range emitter	
	Misc cables	
<b>PA System</b>		
2	PA Speakers	Grey Storage Boxes - 1 per speaker
1	PA Amplifier	Beige Storage Box
2	Wireless microphone w/ base unit	"
2	Wired plug microphones	"
2	PA Amp-to-Speaker cables on orange cable reels	Grey Storage Box - <i>PA Speaker Wire</i>
<b>Electric Generator</b>		<b>Black Wheeled Storage Box</b>
1	Gas powered 120VAC generator, Honda	"
1	1 gallon Gas containers; plastic	"
1	100' orange extension cord, on orange reel	"
1	30' black extension cord, coiled	"
1	Power strip	"
1	1 gal Gas Can	
<b>EZ-UP Sun Shade</b>		
3	EZ-UP sun shade unit	Blue Canvas storage bag
4	Blue canvas sandbags for EZ-UP	Grey Storage Box
1	5 lbs. extra sand	"
<b>Chalking Equipment</b>		
1	25lb boxes of DE chalk powder	
2	Brooms; (1) 24" wide; (1) 12" wide	
1	Wheeled Chalker	
30+	Chalk-board markers (long, 36"+)	Plastic trash bags (one on each end)
<b>Traffic Cones</b>		<b>Pack against tables, under window</b>
22	30" tall orange traffic cones	
19	18" tall orange traffic cones	

475	12" tall orange traffic cones	
8	36" Tall Green traffic cones	
<b>Course Worker Flags</b>		<b>Cardboard box - brand Remington</b>
4	Checkered Flags	"
1	Green Flag w/ orange Crab logo	"
3	Green Flags	"
7	Red Flags	"
1	30" hollow aluminum tube for flag/cone holder	Inside one of the 30" cones
<b>Walkie Talkie Radio Gear</b>		<b>Orange Toolbox</b>
13	Black walkie-talkie radios (General channel)	"
2	Yellow walkie-talkie radios (Grid channel)	"
2	Yellow walkie-talkie radios (extras loaned/donated by Deter)	
3	Headset units for walkie-talkies	"
1	Bullhorn	"
<b>Trailer</b>		
1	trailer hitch	
1	trailer hitch lock	
1	ball 4 5/16"	
1	4-plug flat to 5-plug RV wire adapter	
2	Trailer wheel wedges	
4	Trailer Tire covers	
x	Trailer Insurance Certificate	
<b>Miscellaneous</b>		
8	Fire Extinguishers	Green Recycling Container
1	Ice Chest - 54 quart, Red and white Igloo	
1	Ice Chest - 74 quart, Blue and white Igloo	
1	Ice Chest, square with wheels	
2	36" Round Ice Cooler	
1 pair	Work gloves	
1	Gas Leaf Blower	
6	Brake Rotor Weights	Original cardboard box for storage when trailer i
1	Oil Absorbant,	
1	First Aid Kit	
0	Ice Chest - 74 quart, Blue and white Igloo	Grey Storage Box - Oil Absorbent
2	Ice Chest, square with wheels	"
1	36" Round Ice Cooler	attached to wall
	Work gloves	
	Brake Rotor Weights	Black Storage Box ~ 30" x 18" x 17"
2	Sensor wiring on orange cable reels	"
2	Electric eye units	"
2	Passive red reflectors	"
3	Plywood reflector base-stands	"
1	120VAC to 12VDC power transformer	"
1	12VAC to 120VAC power inverter	"
1	100' Extension cord	"
1	White particle board sensor sun-shield	(loose, not in box)
1	Main timing unit	

**SVR 2015 Budget Proposal**  
**Submitted by:**

		2 day Ground School					Zone 7					Zone 8					Zone 9				
Start Up		2014	25	35	45	55	65	75	85	95	105	115	125	135	145	155	165	175			
Revenue:		28			40			50			55			43		41		56	57		
Entry Fees & Merch Sales																					
Merchandise Sales		30	1,000.00	85	1,000	30	1,000	40	1,000.00	33	1,000.00	33	1,000.00	30	1,000.00	65	1,000.00	12,500.00			
Merchandise Sales		2	1,000.00	3	1,000.00	2	1,000.00	25	1,000.00	4	1,000.00	7	1,000.00	50	1,000.00	10	1,000.00	5,000.00			
Merch Sales @ \$5.00			0.00	25	1,000.00	12	1,000.00	32	1,000.00	20	1,000.00	25	1,000.00	22	1,000.00	25	1,000.00	1,000.00			
Merch Sales @ \$10.00			0.00					0										10.00			
Entry		30	1,000.00	40	1,000.00	40	1,000.00	55	1,000.00	40	1,000.00	40	1,000.00	40	1,000.00	40	1,000.00	10,000.00			
Expenses:																					
Stockton Security		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Stockton Security @ \$10.00		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Food		1,000			1,000			1,000			1,000			1,000		1,000		1,000			
Merch (Food and Merch)		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
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Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
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Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
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Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
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Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
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Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
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Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00			1,000.00		1,000.00		1,000.00			
Merch @ \$10.00 per item		1,000.00			1,000.00			1,000.00			1,000.00										

## **2014 PCA ZONE 7 HOW TO CLASSIFY YOUR CAR**

To compete, your car must have a Porsche Chassis, Engine and Transmission as defined in the full rules. This Document is just a guideline and is only meant to get you started. If you have any questions, before you run at a Zone 7 event, ASK a tech person to help you make sure your car is properly classified.

**If your car was built after 1989**  
**Have no Modifications**  
**Uses Stock size wheels and tires**  
**Uses DOT street 140 tread wear tires or higher**

**Your car can be found in one of the following classes:**

### **Showroom Stock**

S1: 968 (All), 964 Carrera 2 and 4 (1989-1994), RS America (1993-1994), 986 Boxster (1997-2004)

S2: 993 Carrera, Carrera S, C4S (1995-1998), 986 Boxster S (2000- 2004), 987 Boxster (2005-2012), 987 Cayman (2006-2012)

S3: 996 Carrera (1999-2004), 997 (2005-2012), 991 Carrera (2012-On), 965 C2 Turbo ( 1990-1994), 987 Boxster S (2005-2012), 987 Cayman S (2006-2012), 981 Cayman (2014-On), 981 Boxster (2014-On)

S4: 997S except X51 (2005-2009); 991S (2012-On), (All), 993 Turbo (All), 987 Boxster Spyder, 987 Cayman R, 981 Cayman S (2014-On), 981 Boxster S (2014-On)

S5: 996 Turbo (Non-GT2), 997S X51 (2007-2009), 997S/GTS (2010-2012)

S6: 996 GT2/GT3 (2002-2005), 997 GT2/GT3/GT3RS (2007-2012), 997 Turbo/Turbo S (All), Carrera GT (1980:2004-2007), 991 Turbo (2014-On), 991 GT3 (2014-On), 918 Spyder (2014-On)

S7: Cayenne (9PA:2003- On), Panamera (2010- On) , Macan all (2014-)

**If your car does not fit into Showroom Stock Classes**  
**If you have single adjustable aftermarket shocks**  
**Non stock Wheels one inch wider or less than stock**  
**Non stock Wheels one inch bigger in diameter or less than stock**  
**No engine modifications besides an Engine control chip, Air cleaner, Exhaust**  
**Using DOT street Tires with a tread wear rating lower than 140.**

**Your car can be found in one of the following classes:**

### **Production**

P1: 356 (All), 912/912E (All), 914/4 (All), 924 (All)

P2: 911 (1965-1969), 914/6 (All), 924S (all), 924 Turbo (931: All), 944, (All)

P3: 911 (1970-1977), 944S (All)

P4: 911SC (1978-1983), 928 & 928S (All)

P5: 911 Carrera 3.2 (1984-1989), 911 Speedster (1989), 944 Turbo (951: All), 928 S4/GT/GTS (All)

## APPENDIX 12 – PAX INDEX

2014 PAX Factors			Class Points		PAX Points	
Class	Models	PAX	Place	Points	Place	Points
S1	S1 1968,964,1997 -2004 Boxster	0.853	1	20	1	100
S2	S2 993,2000-05 Boxster S,2005-On Boxster,2006-On Cayman	0.913	2	16	2	94
S3	S3 1999-2004 996,2005-On 997,2012-On 991,1990-94 911 Turbo,2005-On Boxster S,2006-On Cayman S	0.909	3	13	3	88
S4	S4 2005-on 997S,2012 991S,1996-On 993 Turbo All,Boxster Spyder All, Cayman R all	0.920	4	11	4	82
S5	S5 996 Turbo all, 997S X51,997S,997GTS	0.886	5	9	5	77
S6	S6 GT2/GT3 /GT3RS,996,997,991 Turbo , Carrera GT ,918	0.915	6	7	6	72
S7	S7 Cayenne All, Panamera All	0.812	7	5	7	68
P1	P1 356 All, 914 All, 912/912e All, 924 All	0.840	8	3	8	64
P2	P2 1964-1969 911 All, 914/6 All, 924 Turbo All, 924S All, 944 All	0.924	9	2	9	60
P3	P3 1970-1977 911 All, 944S All	0.908	10	1	10	56
P4	P4 1978-1983 911SC All,928/928S All	0.909			11	52
P5	P5 1984-1989 911 3.2 All, 1989 911 Speedster All, 944 Turbo/ TurboS All, 928 S4/GT/GTS All	0.893			12	48
P6	P6 1989-1994 964 All, 944S2 All, 968 All, 1997-2004 Boxster	0.928			13	44
P7	P7 1976-1989 911 Turbo All, 993 All, 2000-2004 Boxster S, 2005-On Boxster, 2006-On Cayman	0.917			14	40
P8	P8 1999-2004 996 All, 2005-On 997, 2012-On 991, 1990-1994 965 Turbo All, 2005-On Boxster S, 2006-On CaymanS	0.941			15	36
P9	P9 2005-09 997S ex X51, 2012-On 997S, 993 Turbo All, Boxster Spyder, Cayman R	0.900			16	32
P10	P10 996 Turbo Non GT2, 2007-09 997S X51, 2010-2012 997S, 997GTS	0.843			17	29
P11	P11 2002-05 996 GT2/GT3, 2005-On 997/991 GT2/GT3/GT3RS, Carrera GT/918	0.879			18	26
P12	P12 Cayenne All, Panamera All	0.812			19	23
I1	I1 (All 4 Cylinder, up to 1999cc, 1800 pounds minimum); (All 4 Cylinder, 2000cc up to 2699cc, 2000 pounds minimum); (All 4 Cylinder, 2700cc and above and All 6 Cylinder, up to 2399cc, 2200 pounds minimum)	0.925			20	20
I2	I2 (All 6 Cylinder and above, 2400cc up to 3199cc; All Turbo/Supercharged 4 Cylinder, 2150 pounds minimum);	0.950			21	18
I3	I3 (All 6 Cylinder and above, 3200cc and above, 2700 pounds minimum); (All Turbo/Supercharged 6 cylinder and above, 2500 pounds minimum)	0.970			22	16
M1	M1 (All 4 Cylinder, up to 1999cc; All 4 Cylinder, 2000cc up to 2699cc; All 4 Cylinder, 2700cc and above; All 6 Cylinder, up to 2399cc)	0.950			23	14
M2	M2 (All 6 Cylinder and above, 2400cc up to 3199cc; All Turbo/Supercharged 4 Cylinder)	0.975			24	12
M3	M3 (All 6 Cylinder and above, 3200cc and above; All Turbo/Supercharged 6 cylinder and above)	1.000			25	10
					26	8
					27	6
					28	4
					29	2
					30	1
					31	0
					32	0
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