

29 August 2023

1. Objective of Policy

Motorsport Australia has a responsibility to ensure that its motorsport Driver Training activities are conducted to the highest possible standards of safety. The objective of this Policy is to provide information to assist Event Organisers, to meet these standards.

2. Scope of Policy

This policy applies to motorsport driver training excluding tarmac rally provided by Motorsport Australia endorsed Driver Trainers. All persons involved in driver training (Driver and Coach) must be Motorsport Australia licence holders to be covered by this policy.

This Policy outlines Motorsport Australia's requirements for:

- (a) preparing and submitting a permit application to conduct a Driver Training Event and,
- (b) operating and administering a Driver Training Event.

NOTE: Passenger rides are not covered by this policy and are covered by the MSPRA Policy document.

3. Definitions

Unless otherwise specified capitalised terms have the meaning stated in the NCR and below:

- (a) **Apparel:** Safety clothing compliant with Schedule D of the Motorsport Australia Manual;
- (b) **Automobile:** A vehicle running in constant contact with the ground (or ice) on at least four non-aligned wheels, of which at least two are used for steering and at least two for propulsion; the propulsion and steering of which are constantly and entirely controlled by a Driver on board the vehicle (other terms including but not limited to car, truck and kart may be used interchangeably with Automobile, as appropriate within types of Competition).
- (c) **Coach:** A person who has completed the Motorsport Australia online coaching course and provides training under the guidance of a Senior Coach;
- (d) **Course:** The route to be followed by an Automobile in a Driver Training Event;
- (e) **Driver:** A person driving an Automobile in a Driver Training Event with the requisite Competition Licence issued by Motorsport Australia;
- (f) **Driver Training Event:** An event (which may be held as a stand-alone event or as separate standalone activity/s during an event) on a Course in which a Coach is providing guidance to a Driver within the Automobile. The following will not be considered to be driver training:
 - (i) The use of a Course Car or other approved vehicle where a Passenger or Passengers are permitted subject to the approval of the Organiser.
 - (ii) the use of a recovery, fire, medical or other incident response vehicle undertaking official duties.
 - (iii) a Parade; and
 - (iv) any other activity involving the use of a vehicle on a Course which is

necessary for the operation of the Event;

- (g) **Motorsport Australia:** The Confederation of Australian Motor Sport Limited trading as Motorsport Australia, the Board and any commission, committee or body within Motorsport Australia which holds a delegation of power from the Board.
- (h) **NCR:** National Competition Rules.
- (i) **Official:** Officials at an Event which includes stewards, race directors, technical commissioners and any other official licensed by Motorsport Australia;
- (j) **Organiser:** A person or body having responsibility for the organisation of an Event.
- (k) **Online Coaching Course:** A Motorsport Australia approved coaching program;
- (l) **Promoter:** A person or body with responsibility for financial and commercial matters of an Event.
- (i) **Risk Warning and Disclaimer:** The risk warning and disclaimer identified for use by a Coach and Driver and which is available at www.motorsportaustralia.org.au;
- (j) **Senior Coach:** A person who has completed the Motorsport Australia online coaching course and is or has been involved in the online driver training webinars. All Senior Coaches must have held or hold a current competition licence in the relevant discipline;
- (k) **Senior Coach Webinar:** A Motorsport Australia approved Senior Coach program;
- (l) **TRA:** A Targeted Risk Assessment.

4. Driver Training Administration Procedure

- (a) Each Driver Training activity must be conducted in accordance with this Policy and with Motorsport Australia's rules, policies, regulations and procedures.
- (b) The process to conduct a Driver Training Event are:
 - (i) The details of a proposed Driver Training Event must be included in the relevant permit application submitted to Motorsport Australia for approval prior to the Driver Training Event being conducted.
 - (ii) A briefing of each Driver and Coach (and each guardian if the Driver is under 18 years of age) will be conducted by the Clerk of the Course (or their delegate) prior to Driver Training commencing. The briefing will be read to each Driver and Coach and contain, as a minimum, the items identified in Appendix B. A copy of any material used in the briefing will be given to each Driver and Passenger.
 - (iii) A Risk Warning and Disclaimer must be signed by each Driver and Coach following the compulsory briefing and prior to participating in a Driver Training. In the case of a Driver under 18 years of age, the Risk Warning and Disclaimer must be signed by a parent or legal guardian.

5. Driver Training Operational Requirements

5.1 General

- (a) Each Driver Training Event must be conducted within the limits set by the Clerk of Course who ensures there are an adequate number of officials and emergency response vehicles relevant to the activity at each Driver Training Event.
- (b) Each Driver Training Event must have a minimum of one Senior Coach.
 - (i) It is recommended that each Coach may be responsible for no more than four (4) drivers at one time.

- (c) Any Driver regularly losing control or exceeding the track limits (as defined in the Code of Driving Conduct) will be reported to the stewards. Nevertheless, a Clerk of the Course may stop any *Automobile* they consider to be driven inappropriately.
- (d) Each Driver Training activity must be under the control of the Senior Coach and Clerk of Course who will be responsible for all operational matters for the Driver Training. In addition to their normal duties, the Senior Coach will:
 - (i) take a cautious approach to the design and conduct of each Driver Training activity delivered by Coaches;
 - (ii) approve each Driver, Coach and Automobile combination which has applied to participate in Driver Training.
 - (iii) monitor each Driver and Automobile during Driver Training to ensure they are acting in accordance with this Policy. and
 - (A) ensure that each Driver is correctly:
 - (I) fitted and restrained as required for each Automobile with proper consideration for the physical attributes (height, weight, etc.) of each Driver; and
 - (II) attired in accordance with this Policy at all times while the Automobile is on the Course.
- (e) Each Driver is responsible for maintaining a Motorsport Australia logbook recording their training activities and ensuring each Coach has signed off at the end of the Driver Training Event.
- (f) Each Automobile participating in Driver Training with a Coach in the Automobile must have a Learners' Plate displayed at all times. Displaying Learners' Plates are not required when all Automobiles on the Course have a Coach in the Automobile.

5.2 Coach and Driver Communication.

Whilst on the Course, communication is permitted between the Driver and Coach. The Coach can terminate the training session at any time. Failure to listen to the Coach's instructions may result in exclusion from the Event.

At any time where the Driver wishes to cease the training session, they have the right to inform the Coach and exit the Course.

5.3 Scrutineering

Each Automobile and the Apparel to be used in Driver Training must pass scrutineering in accordance with the NCR and meet any stated requirements for the Driver Training.

5.4 Number of permitted Persons in Automobile

Each Automobile may at most carry only one (1) Coach or Senior Coach and one (1) Driver at any time.

5.5 Coach and Senior Coach Familiarisation with Course

Before commencing a Driver Training Event, each Coach and Senior Coach must have completed a Course familiarisation lap,

5.6 Course Familiarisation Lap

A Course Familiarisation Lap is a complete lap of the Course by a person in any Automobile (it does not have to be the Automobile(s) that is used later in the Driver Training Activity).

5.7 Driver Licencing

Each Driver in a Driver Training Event must hold the minimum Motorsport Australia Competition Licence required to participate in that Event.

5.8 Automobile

Each Automobile in a Driver Training must:

- (a) comply with the specific competition license type issued by Motorsport Australia to the Driver, including all applicable safety, technical, and performance standards; comply with all Motorsport Australia Rules, regulations, policies and procedures;
- (b) be of a power to weight that would be permitted to be driven by that driver given their current licence type and age. Note that the power to weight rules apply to those receiving Driver Training at Speed Events; and
- (c) be passed as suitable for carrying a Coach in a Driver Training activity by the Chief Scrutineer (or other official appointed by the Event Organiser).

5.9 Apparel

During a Driver Training Event each Driver and Coach must as a minimum wear the level of Apparel suitable for the discipline and type of vehicle as outlined in Schedule D.

5.10 Age Limits

Each Driver shall be at least 12 years of age and at the minimum age required by the discipline of the Driver Training activity. Each Coach must be at least 18 years of age.

5.11 Driver, Coach or Senior Coach with a Disability or Impairment

A Driver, Coach or Senior Coach with a disability or other impairment which may reasonably compromise their ability to safely participate and self-extricate in a Driver Training activity will be permitted to participate in a Driver Training Event, providing prior approval has been granted by Motorsport Australia.

NOTE: Refer to Motorsport Australia Medical Standards for further information on conditions which may reasonably compromise a Person's ability to participate in Driver Training.

5.12 Medical Requirements

- (a) The minimum medical requirements during the Driver Training will be the same as those required for the relevant Motorsport Australia discipline at a Club Event level.

6. Discipline Specific Requirements

6.1 Gravel Rally and Off Road

Each Driver Training Event conducted in the Gravel Rally and Off-Road disciplines is subject to the following additional requirements:

- (a) The start of each run of the Driver Training activity must always be controlled by an official who must ensure that the Course is safe before allowing the next Automobile to enter the Course.
- (b) The Course must be closed to public access.

6.2 Race and Speed

Each Driver Training Event conducted in the Race and Speed disciplines is subject to the following additional requirements:

- (a) No Automobile is permitted to enter the Course during a Driver Training activity unless specifically instructed to do so by an official.
- (b) During a Driver Training activity, only authorised Automobiles are permitted on the course.

6.3 Timing and Results

- (a) Timing of Automobiles during a Driver Training Event may be undertaken only for

the purpose of training the driver. Session or overall results of any driver training activity is not permitted.

- (b) No official results or lap times for a Driver Training will be published.

7. Exemptions to This Policy

- (a) Motorsport Australia acknowledges that there are some unique Driver Training activities that may not be able to comply with the Driver Training policy in its entirety. Event Organisers may seek an exemption from Motorsport Australia in relation to specific requirements of the Policy in order to be able to conduct such activities.
- (b) Event Organisers will need to submit a detailed TRA for each individual requirement of the Driver Training policy that they are unable to comply with, highlighting mitigation measures that will be put in place by the Organisers to address any potential risks that may be identified. The application for any exemption to vary the requirements of the Driver Training must be submitted to Motorsport Australia Permits (permits@motorsport.org.au) at least 8 weeks prior to any proposed activity.
- (c) Exemptions will only be granted in exceptional circumstances, and where the Organiser can demonstrate a comprehensive management and mitigation of all risks.

8. Implications for Non-Adherence

- (a) Any breach of this Policy may result in disciplinary action being taken by Motorsport Australia.
- (b) One or more penalties may be imposed upon any Organiser, Driver, Coach or Senior Coach who has breached this Policy in accordance with the NCR.

9. Related Rules, Policies or Procedures

- (a) Motorsport Australia OH&S Policy
- (b) Motorsport Australia Risk Management Policy

10. General

- (a) The Policy Manager is the Manager – Risk and Safety to whom any questions in relation to this Policy should be directed.
- (b) This Policy will be reviewed every 2 years if not sooner.

Draft Policy Creation Date	12/4/2023
Draft Policy Review Date	17/08/2023
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Final Draft Policy Creation Date	29/08/2023

Appendix A – Requirements for a Coach and Senior Coach in Driver Training

	Autotest	Speed	Rally/Road	Off Road	Race
Minimum Course Familiarisation	Driven the Course at least once prior to the commencement of the Driver Training.	Completed at least one lap or run of the Course.	Driven on or conducted reconnaissance of the Course at least once.	Driven on or conducted reconnaissance of the Course at least once.	Completed at least one lap or run of the Course.
Minimum Automobile Separation	As determined by the Clerk of the Course.	<ul style="list-style-type: none"> • 60% (rounded up to the next whole number) of the 'group 3' Course density stated on the Track Licence. • In the case of the use of a single road being used in an 'up and back' manner (as opposed to a 'loop') and in addition to the above separation, the Driver Training shall be subject of a risk assessment and appropriate tracking of Automobiles on and off the Course. At no time shall more than one Automobile at a time be permitted on the Course or designated Course in this situation. 	<ul style="list-style-type: none"> • Two Automobiles at a minimum interval of 60 seconds (or longer as required so that under normal circumstances the Automobiles cannot catch each other.) • In the case of the use of a single road being used in an 'up and back' manner (as opposed to a 'loop') and in addition to the above separation, the Driver Training shall be subject of a risk assessment and appropriate tracking of Automobiles on and off the Course. At no time shall more than one Automobile at a time be permitted on the Course or designated Course in this situation. 	<ul style="list-style-type: none"> • Two Automobiles at a minimum interval of 60 seconds (or longer as required so that under normal circumstances the Automobiles cannot catch each other.) • In the case of the use of a single road being used in an 'up and back' manner (as opposed to a 'loop') and in addition to the above separation, the Driver Training shall be subject of a risk assessment and appropriate tracking of Automobiles on and off the Course. At no time shall more than one Automobile at a time be permitted on the Course or designated Course in this situation. 	60% (rounded up to the next whole number) of the 'group 3' Course density stated on the Track Licence.

Discipline	Autotest	Speed	Rally/Road	Off Road	Race
Minimum Apparel	As per the minimum requirements for the Driver.	As per the minimum requirements for the Driver.	As per the minimum requirements for the Driver (including helmet and FHR where required)	As per the minimum requirements for the Driver (including helmet and FHR where required)	As per the minimum requirements for the Driver, (including helmet and FHR where required)

Appendix B – Driver/Coach Briefing

1. Driver Briefing

Each Driver, Coach and Senior Coach must be briefed as a minimum in the following matters before participating in a Driver Training Event:

- (a) Motorsport Australia Safety 1st Policy and its effect on the Driver Training;
- (b) Introduction of Stewards and/or CRO (if applicable)
- (c) Driver Training disclaimer completion and handover process;
- (d) Marshalling procedure/requirements;
- (e) Driver and Coach Apparel;
- (f) Course entry and exit locations and procedures;
- (g) Location of marshals and fire point;
- (h) Flag signals to be used;
- (i) Number of laps or time on Course;
- (j) Speed restrictions (pit lane, paddock, on Course-if applicable);
- (k) Overtaking rules and restrictions (if applicable);
- (l) Driving standards and expected behaviour;
- (m) Behaviours that may result in action being taken against Participants.
Forexample:
 - (i) Racing.
 - (ii) Aggressive manoeuvres (cutting off, blocking, etc.).
 - (iii) Drivers not driving an Automobile clearly within their limits.
 - (iv) Unacceptable attitude.
- (n) Sanctions may be imposed for breaches of this Policy, including but not limited to the imposition of a warning, fine or disqualification from the Driver Training Event;
- (o) Procedure if Automobile is stopped on the Course. For example and not limited to:
 - (i) Exit Automobile and proceed to safe location (behind barriers)
 - (ii) Do not work on or push Automobile
- (p) Procedure if there is an incident on the Course. For example and not limited to:
 - (i) Red flag procedure
 - (ii) Safety triangles
 - (iii) OK/SOS Boards
- (q) Other items, regulations or conditions relevant to the Driver Training Event;
- (r) Provide each Driver with a Course map with relevant markings for the Driver Training (exit points, fire points etc.);