

Dear coaches,

We have made it to the last event of 2020. We certainly did not know how the year was going to turn out when our March NJMP event was cancelled due to the pandemic. Surprisingly It has been a great season, thanks to all of your hard work and dedication.

The events during the pandemic have certainly been different than events in the past. The face coverings are the new normal. We are all used to it by now. **Please come with an open mind, be a role model and wear your mask!**

There are many things to cover and this is a long email. Please read this email in entirety so we can keep the coaches meeting as short as we can at the track.

Important Requirements from the Watkins Glen for track admission.

1) No one under the age of 18 will be admitted into the facility.

2) You are only allowed to have "CREW" members, and THEY MUST BE ON THE ENTRANCE LIST. Please sign up everyone that will be coming with you to assist as crew here: <https://www.surveymonkey.com/r/9KLBGPT> Please complete the crew registration by Wednesday at 4pm. We have to provide this list to the track in advance. If you have more than 3 people coming, reach out to me. They can crew for me.

Important Times:

*** WGI Covid Check-in will start at the Registration Building at Gate 4a**

* 5PM to 8PM on Thursday,

* 6AM to 8AM on Friday.

* After those hours you can go directly to Gate2

* If you reserved a garage, Mona will have your assigned garage number at the check-in.

Check-in WILL BE SLOW. It is done by the track. Please give extra time!!!

* Trailer drop-off is between 6pm and 8PM on Thursday.

* WGI does NOT allow camping in the paddock. Nobody is allowed to stay in the paddock. **Everyone must leave by 8PM each night.**

* 6AM Gate opens on Friday, Saturday and Sunday.

* 6:45AM Registration opens for everyone. **Coaches check-in directly with me by the GARAGE BAY 30 after 7AM but before 7:20AM.** Garage closest to gas pumps.

* **7:20AM - Mandatory coaches meeting will start promptly at 7:20AM on Friday, Don't be late.** We have a lot to cover. **Morning schedule is tight.**

* **Mandatory coaches meeting at 7:30AM on Saturday AND Sunday.** We may have last minute changes. Saturday/Sunday meetings will be short.

* **7:45AM All hands driver's meeting each day; Followed by Group Meetings**

* First car on track at 8:30AM each day

If you have NOT met your assigned guest by the drivers meeting, go to the "A Group" meeting for introductions. We will make the pairings of coaches and guests at the A group meeting.

If you have met your assigned guest before the drivers meeting, go to the C or D group meeting.

* No orientation laps at WGI.

The Logistics email will be sent today. Let me know if you need me to forward it.

[The event sign up page](#) has a link on top of the page. [This additional document](#) is updated regularly with the latest information.

Here is the very abbreviated version of the HOD coaching philosophy.

- At HOD we are customer centric and we treat everyone as adults.
- The priorities are #1 Safety, #2 Fun, #3 Learning, in this order. We want everyone to have fun, including you.
- There will be **no yelling or reprimanding your guest.** Stay positive and **cater your coaching to your guest.**
- If you are not getting along with your guest or simply not clicking, please let me know asap. **Don't suffer in silence.**
- Your safety is my highest priority. If you are safe, they are safe. **Don't be brave!!** Slow them down.
- They are watching everything you do. **Be a role model,** on the track and in the paddock.
- Be invisible to guests on the track please. Watch your mirrors, **be assertive not aggressive.** (Remember, Role Model)

Attached, you will find your guest assignments for this event. Please reach out to them and make introductions. Let me know if you have any issues with assignments.

I collected your and guest's coaching preferences. I matched up all coaches that consented to be in-car and guests with the same selection.

Your preference overrules the students. If you've selected to coach in lead-follow, you will work in lead-follow regardless of the students selection. I will personally reach out to those students and set expectations if necessary. Please don't pressure them to go in-car, just negotiate delicately. Conversely, please do not feel pressured to work in-car. We are 100% okay with Lead-Follow.

Your primary responsibility is your assigned guest, regardless of your coaching selection. Guide them, keep them safe and make sure they have fun.

You will get lots of track time. **Be available to your guest and do not make them wait.** Do not abandon your guest to go to lunch if they have an on-track session (I can't believe I have to add this to my notes, but it happened!!)

On Friday and Saturday all of the run groups are very busy. **You are assigned to either C or D groups, not because of your skills or car, we simply have to balance the car counts.**

On Friday and Saturday please ONLY drive in your the assigned group. On Sunday you will be allowed to drive in any group. You can give demo rides to your guest in any group.

Pay attention to which run group is on-track when you are driving. Follow the group's passing rules.

A group, Novice, is **allowed to pass on designated passing zones, point by required for every pass.** See attached track map for passing zones for A group.

B group, Intermediate Solo, is **allowed to pass on straights (no designated passing zones), point by required for every pass.**

C group, Advanced Solo, are **allowed to pass everywhere, point by required for every pass.**

D group, Advanced Unrestricted, are **allowed to pass everywhere, point bys are NOT required.** Most drivers still use point bys. We will have lots of very fast cars with fast drivers in the D group. If you brought your daily driver, please avoid driving in the D group.

While you are driving in any group, please monitor other drivers. You are a part of our team. If you see someone misbehaving, driving overly aggressively, passing without point bys, etc, please report it to the track marshal. We want to give them a slap on the hand while they are driving.

Please follow all government COVID19 guidelines.

At this event you will be asked to wear a face covering while interacting with your guest.

If you are coaching in the car, both driver and coach must have their mouths and noses covered, even under a full face helmet. You can use a balaclava

or a face mask. This also applies if you are giving someone a ride in your car.

You do not have to wear face covering if you are driving by yourself.

Observe social distancing at all times.

Please have all your downloads, interviews and chats outside of the car.

Do not make physical contact with each other (no shaking hands)

Wash or sanitize hands frequently.

If you are coaching in-car, please sanitize your communicator before and after giving it to your guest. **We have extra foam covers for**

communicators. Communicators are required if you are coaching in-car.

Lead-Follow guidelines

- We will cover everything during the coaches meeting on Friday morning at 7:20AM.
- Guests will review how to effectively lead-follow multiple times a day in the classroom.
 - They will be told to follow their coach.
 - They will be told to place their tire where the coach is placing his tire, brake where you brake, turn where you turn.
 - They will be told to keep 3 car lengths behind you.
 - They will know the hand signals
 - Most importantly, they will be told to be patient.
- Please see attached PDF for hand signals. We are assuming we will not have reliable car to car communication. We will use hand signals to communicate between coach and the driver.
 - Built in bluetooth or headset phone calls seem to work very well to talk to your guest.
 - We do not want to use radios. We do not want the student to take their hand off the wheel to talk.
- We will use traditional point-by passing signals.
 - Paired coach-guest cars will give point by together, they will be passed together and they will pass cars together.
 - Guests car in lead-follow pair will have letter L taped in the back of it. Coach will have letter L in front of his car as well.
 - Headlights on for both cars in lead-follow
 - Make your hand signals BIG and exaggerated, so it's easy for everyone to see.
- If you somehow get disconnected from your student or have an incident, meet back at the pitt lane.
 - If the student has a problem, they should flash headlights to signal to the coach. Pull into the pitt lane.
 - If you or the student have an off track excursion, meet back in the pitt lane.

- You will drive at the students pace. If they are falling behind, slow down. If they are doing well, speed up a bit. YOU CONTROL THE PACE. Keep them safe. Don't hesitate to slow down.

-If you didn't watch the MSF Lead Follow Best Practices Webinar, please watch it here. <https://youtu.be/qSUE4MwD4Ss> and second Q&A webinar video is here <https://youtu.be/HJBR3CTzt-I>

If you have a problem with your assignment or to clarify anything, don't hesitate to call me.

Feel free to call me with any questions. My new cell number is 908 878 8039.

Ken Eviner

Head Coach - Hooked On Driving NE

<https://www.hookedondriving.com/hooked-on-driving-region/Northeast>