



# Associates Manual

**2018 Version 1.0  
Published**

## ***Copyright Notice***

*Copyright © 1976 - 2018 - All rights reserved. No part of the material protected by this copyright may be reproduced or utilised in any form or by any means, electronic or mechanical, including but not limited to; photocopying, recording, broadcasting or by any other information storage and retrieval system without written permission from The Under 17 Car Club Charitable Trust.*



## Introduction

As an Associate you play a major role in your Member's learning to do the most dangerous thing they will do on a daily basis:

### Drive a motor vehicle.

The Club's aim is:

- To provide safe environment in which that can take place.
- To increase the Member's awareness and understanding of road risk.
- To support the Member's development of a positive safe driving attitude.
- To increase the Member's technical competence as a driver.
- To teach the Member to drive to a high standard.
- To have fun and make new friends.

Each Associate brings a varied level of driving skill and experience to the Club; from everyday social and domestic drivers to professional drivers and beyond to highly trained emergency services drivers. It is not the Club's aim to re-teach you to drive, but you may find along the way there are things you will learn. Please be prepared to embrace new ideas and techniques that may not have been taught when you last took a driving test.

Welcome to the journey; the Club hopes that you enjoy it on the way.

## Club Rules

As with any Club or Organisation there have to be rules. These are clearly defined in the Club Rules and Constitution that you can find on the Club's website:

<https://members.under17-carclub.co.uk/additional-documents>

You **must** read the Club Rules, and if you have any questions please do not hesitate to ask a Committee Member.

Please pay particular attention to the following 'driving' rules

### Rule 3 – Vehicles

### Rule 4 - Conditions of Attendance

### Rule 5 - Responsibilities of Associate Members

## Multiple Associates

Many families have multiple Members and Associates. You **must** ensure that **all** Associates comply with **Club Rule 5 Responsibilities of Associate Members** and complete the appropriate indemnities on their first attendance each year and **before** they accompany a Member onto a venue. This also applies to any friend or relative who may be attending on a rare occasion and wishes to accompany your Member on a drive, without you in the car. **All Associates should have read this Manual.**

## Associates: Things you must know

As an Associate there are a few things you **must** know:

- You **must** ensure that the car your Member is driving at a venue:
  - **Complies with Club Rule 3 – Vehicles**
- You are responsible for your Member driving in accordance with the Highway Code. You **must** therefore reacquaint yourself with the contents thereof. Your Member has been, or will be, given a copy.
- Briefings are held before each session where notices, venue information and safety messages are given. Associates and Members **must** attend both the morning and afternoon briefings.
- Should, for any reason, you miss the briefing you **must** speak to the Venue Controller, prior to driving, so you can be informed of any safety information; speed limits; etc.
- You **must not** push your member to drive outside their actual competence.
- Please ensure your car is reasonably quiet because cars with loud exhausts **will not** generally be permitted. You **must** ensure that tyre squeal and over revving is avoided. We do not want to risk losing the use of a venue due to noise complaints.
- You **must** and are **only** permitted to drive at a venue from public area to the Club's parking (arriving) and from the Club's parking to public area (leaving). You are permitted to drive under special circumstances, such as:
  - While your Member is Ungraded, you may drive from the Ungraded area to the Club's parking area.
  - In an emergency such that your Member is unable to drive the car back to the Club's parking area.
  - When participating in skill test competitions.
  - Advanced Driving familiarisation drives.
  - Special occasions, such as Team Challenge, Magic Day etc.
  - When directed or requested to do so by an Officer of the Club

## Member's Manuals

Your Member will have downloaded the two Manuals that are imperative to their progress through the Club. These are:

- **Members Manual**
- **Grading & Progress Manual for Members**

These manuals explain the competencies required for each Grade, from Ungraded to Grade 1. Your Member will need to attain the Grade standard required in each competency before an Instructor will assess that they are ready for the next grade up the ladder.

**If you do not read these manuals you will not know what the goals are that your Member is trying to achieve.**

## Tips for New Associates

The Club has experienced many things over the years and here are some tips that have come from those experiences. This is by no means a complete list, but it will help you if you are a new Associate.

- Let your Member take frequent breaks. This is especially important at the early stages, when it is recommended that after 30 minutes driving, take a break. This improves concentration, and reduces stress and tiredness, for both you and your Member.
- If something is not succeeding or your Member is getting stressed, it's time to stop and have a rest.
- Remember that Members are **ALL** learner drivers. **Expect the unexpected** and leave enough space to let it happen.

## Club and Grade identification

Your Member **must** display an U17 Car Club car sticker in the front windscreen of your car and the grade identifier badge on the rear of the car. It **must** be the grade identifier badge applicable to the Member driving at the time. The Grade badge colours are listed in the **Members Manual**.

## Traffic cone coding & road signs

We use traffic cones to mark out the various venues and their various colours have specific meanings:

- **Black** Exit only from junctions or roundabouts
- **Yellow** Give way at junctions or roundabouts
- **Green** Roundabouts (Green = grass!)
- **Red & Orange** Lane divider or edge of roadway

At most Club venues we have our own road signs. At some Club venues there are real road signs. All of them **must** be obeyed!

## Marshals

Marshals are primarily there to ensure safety and rules are adhered to. It is with their help that we have a safe environment for the Members. They are the Club's "Traffic Police" and should be treated with the same level of respect as a real police officer. They are ex-Club Members who attained Grade 1 or Grade X status so they are fully aware of all the Club's rules & regulations and the tricks that Club Members get up to. Let's face it they probably invented most of them!

If a Marshal wants to pass a message or discuss some other matter with your Member or you, he will:

- Drive behind your car and illuminate the amber flashing light on their car.
- Flash their headlights and activate their left indicator.

Your Member **must** indicate and stop at a safe place on the edge of the circuit. In case of close down which occurs at lunchtime and at the end of the day, but may also occur because of a major safety issue or emergency, ALL Marshal cars will turn on amber flashing lights and illuminate headlamps. They will drive round the circuit and position themselves at various points. This is an indicator that your Member **must** leave the circuit immediately and by the most direct route.

The Marshals are the "police" of the Club. They will report any cases of bad or inappropriate driving to the Venue Controller or the Chief Instructor.

## Grade sheets & instruction

The Competencies and Prerequisites for each Grade are set out in the **Members Manual**. The progress your Member is achieving will be recorded in the **Grading & Progress Manual for Members**. If you or your Member are unclear about any of the matters covered by these Manuals please refer to any Instructor and they will be pleased to help you.

After your Member has progressed from Ungraded to Grade 5, which usually happens at the first or second venue attended, then they will be automatically be incorporated into the Club's instruction rotation. It is the Club's aim to allocate a Member to an Instructor every fourth meeting attended.

On the Sign In Sheets if three stars (\*\*\*) appear next to your Member's name then they are due for instruction that day. Your Member **must** report to the Instruction Coordinator and tell them that they are present. Your Member will then be allocated an instruction slot for that day, depending upon Instructor availability. The instruction slots are announced at the briefings, so don't be late for a meeting or your Member may miss an instruction opportunity.

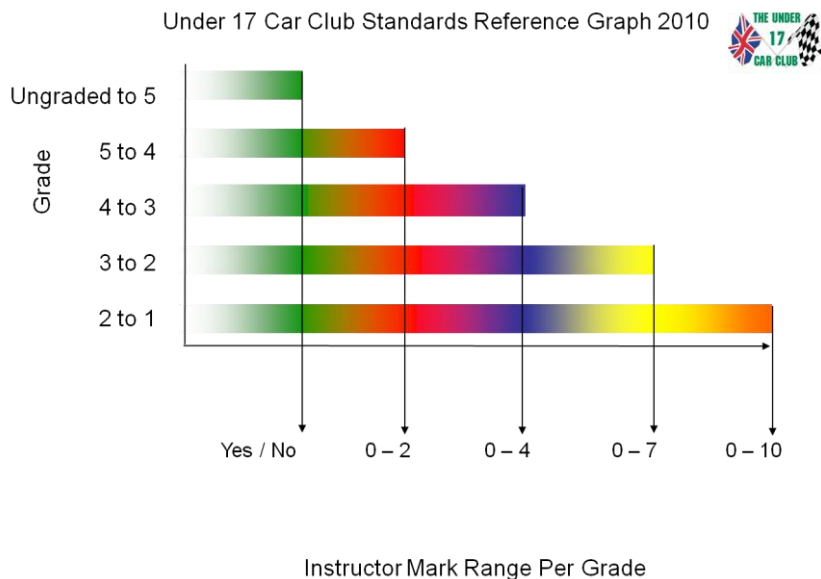
Please give thought to the Instructors, who are all volunteers. Most of them are or were Associates who have been through the same experiences as you are now. A few of them are actually past Members. They are all giving their time to your Member to help them progress in their driver training. On occasions there are not enough of them to meet the number of Members who are due instruction on a given day. The Club will endeavour to rectify that at the next venue.

## Grade assessment explained

Your Member is regularly assessed as they progress through the grades and it is the Instructor's decision whether to award the next grade or not. All the prerequisites listed in the Grading & Progress Manual for Members **must** have been completed before an Instructor can award a higher grade.

**Please do not refer to an assessment as a TEST. No Member has to undertake a driving TEST until they are attempting to attain Grade 1.**

The Club's grading system applies an appropriate mark for each competency at each grade and these are summarised in the graph below:



Each Grade has a recommended minimum mark applied to each competency being assessed. Your Member must achieve the mark for the competencies to meet the grading requirements. Higher marks than the grade minimum requirement may be awarded for competencies your Member is excelling at. This allows both the Instructor and you, the Associate, to focus their efforts on other competencies that require improvement. The marking system is explained below;

### Marking summary

- 0 = Not Assessed or Not Instructed on during the session.
- 1 = Introduced the skill and working on it at Grade 4.
- 2 = The Member is consistently using the skill often unprompted meeting Grade 4 standard.
- 3 = Introduced and working on the Skill at a Grade 3 level.
- 4 = The Member is consistently using the skill unprompted meeting Grade 3 standard.
- 5 = Introduced and working on the Skill at a Grade 2 level.
- 6 = Working on the skill and still needs more practice or is demonstrating the skill after prompting.
- 7 = The Member is consistently using the skill unprompted meeting Grade 2 standard.
- 8 = Introduced and working on the Skill or has improved over the previous Grade 2 level working towards Grade 1.
- 9 = Demonstrating a good understanding and using the skill mainly unprompted.
- 10 = Consistently using the discipline properly unprompted. Consistent enough to commence the Grade 1 test process. (Required for all disciplines)

### General safety

At venues where there are skill tests being conducted you **must not** walk through the skill test area.

Extra attention is required in the parking areas, as Members who have varying degrees of experience, are driving the cars.

Any collision between a vehicles or vehicles and human beings or venue property, **must** immediately be reported to the Venue Controller.

### Your Club needs YOU



As your Member makes progress through the grades, they will become more competent and we hope that you will want to put something back into the Club. We actively encourage Associates to get involved with roles and help the Club to continue. Everyone involved is a volunteer, all the Club Officials, the Instructors and the Marshals. Normally as your Member reaches Grade 2, you will find more time available and we hope that you will put yourself forward to become an Instructor or take on any other role within the Club.

### Any questions?

Any questions can be referred to the relevant member of the Committee (Committee wear the maroon Club polo shirts, Presidential Members wear blue, Instructors wear green).

Driving or instruction policy questions should be addressed to the Chief Instructor or their Deputy.