



Instructor Clinic – submission process

Audi Club process for becoming an instructor

Simply follow the steps below, and you will become an instructor for the Audi Club: Golden Gate Chapter.

- 1) Determine the time/date of the next instructor clinic
 - a. By checking the ACGG website, or by reviewing the periodic emails that are sent out by the club's communications director.
- 2) Download the Instructor Guidelines V4 or later
 - a. The instructor guidelines document outlines the criteria that you must meet in order to become an instructor with the ACGG
- 3) Review the guide to ensure that you meet the minimum requirements to become an instructor
 - a. It is important to know if you meet the criteria to become an instructor
 - b. To gain the confidence about whether you do or do not meet the criteria, the first step is to review the document, testing all of the scenarios to see if you meet the minimum criteria.
- 4) If unclear about criteria, contact ACGG chief instructor
 - a. If, after reviewing the document, you are still unclear about whether you do or do not meet the minimum criteria, then it is best to discuss your specific situation with the Chief Instructor.
 - b. The Chief Instructor is a member of the BOD and their contact information is posted on the ACGG website
- 5) Enroll in the Instructor Clinic
 - a. The enrollment or registration for the clinic is probably on line, through MotorSportreg.com.
 - b. Regardless of how registration is offered, you must enroll in the event before you can proceed.
- 6) Submit resume in advance of the Instructor Clinic
 - a. Submit your resume to the Chief Instructor prior to attending the event
 - b. The Chief Instructor will use this information to prepare for your arrival at the clinic. The more we know about where you've instructed in the past, the easier it is for us to focus your training sessions
- 7) Attend the clinic
 - a. At the required date/time
- 8) Wait for a response from the CA
 - a. The Chief Instructor will get in touch with you to let you know if you have been designated as a fit instructor for the ACGG.