PCA Tours Guidelines
Version 2014

Introduction

Many PCA regions conduct tours. They are effective in bringing out members who do not participate in track or competitive events such as autocross and rallies. What follows is a review of some of the basics to consider when putting on a tour. (Other valuable sources can be found in the *Region Procedures Manual* and in *Region Focus* volumes 12 # 4; 15 # 1; and 17 # 3 on www.pca.org).

In organizing and conducting a tour, the primary consideration is always safety. The principal requirements are that the event:

1. Be planned and conducted with safety as a primary concern
2. Be covered by PCA insurance
3. Demonstrate a concern for the safety of entrants and observers in its procedures and instructions.

> **Notice:** Motorsports, including tours, are potentially hazardous activities. Accidents at tours have occurred in the past. The intent of these guidelines is to assist regions in the organization of tours that will be safe and enjoyable experiences; however, they are in no way a guarantee against injury to participants or others. The ultimate responsibility for the safe conduct of a motorsports event lies with the region organizing the event and with the participants.

Insurance

All PCA driving events require liability insurance. To obtain this coverage for a moving car event, a region must complete an **Event Insurance Enrollment Form** (to be found in the *Region Procedures Manual* or on www.pca.org). It should be completed according to the instructions on the form and sent to the PCA National Office at least three (3) weeks in advance of the event. If you do not have a **Certificate of Insurance** in hand before the commencement of your moving car event, you DO NOT have insurance coverage. Verify that the certificate is available to entrants at the start of the event.

Event Waivers

Make sure that you have a supply of current PCA insurance waivers and release forms printed in color. There are three types:

1. **Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement** for adults over 18 years of age
2. **Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding** for participating minors that will be in a touring vehicle or otherwise involved with the event (including working as a volunteer)
3. **Waiver and Release of Liability and Indemnity Agreement for Minors as Observers Only** for minors that will not be a passenger in a touring vehicle and are totally uninvolved with the event (not working it either!)

All persons in attendance, including officials, must sign a waiver. If waivers are not provided, the event is not covered by PCA insurance and must not proceed. Original signed waivers from the event should be retained and stored for 4 1/2 years after the event. For more information on waivers and PCA Insurance procedures see the *Region Procedures Manual* or www.pca.org.

Licensing
All drivers must have a valid state or provincial driver's license. It is recommended that drivers show their licenses when they sign in on the day of the event.

Publicity is usually by means of newsletters, flyers, emails or the region's website. The information should include a time schedule (stress the mandatory drivers' meeting), the pre-registration requirement and the fee. If advertising in the newsletters of other regions, the event chairperson should be aware of their submission deadlines.

Pre-registration is strongly recommended as it allows the tour leader to prepare enough copies of the route instructions, obtain sufficient numbers of radios, as well as make an advance group lunch reservation.

Route Planning
From a safety standpoint, the following guidelines are recommended:

1. Avoid roads that are in poor condition or potentially hazardous such as those under repair or construction.
2. The duration of the tour should not exceed a level at which the driver will become fatigued. Two to three hours of driving time, not including stops, is recommended..
3. Plan for rest stops every hour. They should be located in areas with adequate parking and services.
4. Posted speed limits and prevailing conditions must be observed when establishing speed instructions.
5. Pre-run the tour on the same day of the week and at the same time of day as the event is to take place.
6. Prepare clear, easy-to-follow instructions.

Route Instructions
1. Provide one set of instructions per car and include the rest stop locations.
2. Give the mileage between turns so that entrants know when to look for the next sign or landmark.
3. Provide the address and telephone number where tour will end (if there is a destination).
4. Provide the cell phone number of the tour leader.

Car Separation
Other than the lead and last car, drivers should always be able to see the car in front and the car behind in their rear-view mirrors.

Communication
The lead and last car should be able to communicate by CB radio, walkie-talkie or cell phone. Radios are fun and useful because multiple cars can participate in the conversations. For large groups they are recommended in every eighth or ninth car.

Event Operation
1. Have food and coffee, tea or water on hand at the drivers' meeting.
2. Drivers' meeting topics:
    a. Greet everyone and be sure to introduce new and out-of- region participants

b. Safety in general
c. Obeying traffic laws, especially speed limits
d. Need to control speed or you will lose insurance coverage
e. The lead car must stay below the speed limit: explain accordion, whip effect
f. Check that each car has a set of instructions
g. Drivers should check of gas gauges and tire pressures
h. Headlights must be kept on
i. Radio channel to be used
j. "Driver attitude": unsafe driving, speeding, passing and use of alcohol or drugs are reasons to be excluded from the tour.
k. Emergency or problem procedure: flash car in front, watch mirrors and do not lose the car behind
l. Wish everybody a fun and safe tour.
3. Stop at the first gas station for the inevitable low-on-gas participant and a first pit stop for the coffee drinkers.

Post Event Reports
The **Post Event Repor**t must be filled-out by the event chair. It is available in the *Region Procedures Manual* and online at www.pca.org.

Observer's Report
Observer's reports must be filled out according to the **PCA Guidelines For Observer And Incident Reports**, which is available in the *Region Procedures Manual* or on www.pca.org. You will find the **PCA Observer's Report For Tours** available there as well. This is the form to use for tours.

These reports are used to track safety consciousness at PCA events and to record conditions that existed at a given event. Should marginal event conditions occur, the PCA National Safety Chairman might contact the region and offer suggestions for improvement.

Incident Reporting
In the event of damage or injury, a report of the incident must be filed according to the **PCA Guidelines For Observer And Incident Reports**, which is available in the *Region Procedures Manual* or on www.pca.org.

The **PCA Incident Form** is also in the *Region Procedures Manual* and online at www.pca.org.

If there is an incident, do not make any comments to anyone regarding the incident, including the media, except that *"there will be a full investigation and any further comment would be inappropriate at this time."* Do not admit to or imply any fault by anyone.

Additionally, if there is an incident, host Region officers should locate and take custody of all signed waiver and other forms for that event. Do not release these documents or copies of them to anyone without specific advice and clearance from the PCA Insurance and Risk Management Chairman.

Cancellation of Event
If an event is cancelled, notification should be made to the PCA National Office by email no later than 24 hours after the scheduled date of the cancelled event. Doing this on time will save PCA money.