

PCA Tours Guidelines

Version September 2004

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/slalom 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 Region Focus volumes 12 # 4; 15 # 1; 17 # 3 on www.pca.org -admin section*).

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.

Advance Preparation

Insurance - All PCA driving events require liability insurance. To obtain this coverage for a moving car event, a region must complete an Event Insurance Enrolment form (to be found on the www.pca.org website in the admin section). It should be downloaded as a document, completed and sent to dtringali@pcanational.org at least three (3) weeks prior to the event in order to receive the Certificate of Insurance. 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

Event Waivers - Make sure that you have a supply of current PCA insurance waivers and release forms (three types: 1. adults (over 18); 2. minors "participating" and 3. minors being admitted to "non hot" areas. 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. *Note: It is mandatory that event waivers be kept in the Region Files for four (4) years and one (1) month.*

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

Publicity is usually by means of newsletters or flyers. 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. One set of instructions per car including rest stop locations.
2. Address and telephone number of restaurant where tour will end.
3. Cell phone number of 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 mobile phone. Larger groups should have one of these in every 9th car.

Event Operation

1. Have food and coffee, tea or water on hand when people arrive.
2. Drivers' meeting topics:
 - greeting: mention out-of- region participants
 - safety in general
 - obeying traffic laws and especially speed limits
 - need to control speed or lose insurance
 - lead car must stay below the speed limit: explain accordion, whip effect
 - checking that each car has a set of instructions
 - checking of gas gauges and tire pressures
 - headlights must be kept on
 - cb channel to be used
 - "driver attitude": unsafe driving, speeding, passing and use of alcohol or drugs are reasons to be excluded from the tour.
 - emergency or problem procedure: flash car in front, watch mirrors and do not lose car behind
 - Wishing 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.

Incident Reporting

In the event of a loss, a report of the incident must be filed by e-mail or fax to :

1. PCA Insurance and Risk Management Chairman Ken Laborde:
klaborde@gllaw.com or fax 504/561-1011,
2. PCA Safety Chairman, Tom Provasi, tprovasi@netgate.net or fax to
408/280-1853
3. Insurance Contact Pete Lyon: plyon@wisenberg.com or fax 713/507-9418

The PCA Incident Form in the RPM (also online at www.pca.org in the admin section) should be copied completed and forwarded by fax to all three.

If the loss involves bodily injury to a participant or non-participant, someone from the host region should contact both Ken Laborde at 504/460-5500 and Pete Lyon at 713/507-9476.

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.

Cancellation of Event

If an event is cancelled, notification by e-mail to dtringali@pcanational.org should be made to the PCA National Office no later than 24 hours after the scheduled date of the cancelled event. Mailing this notice on time will save money for PCA.

Observer's Report

PCA Observer's Report for Tours can be downloaded from or filed electronically on the PCA site www.pca.org - admin section. The Zone Representative, Region President or their designee must complete the PCA observer's report for the tour. When possible, the person completing the report should be from other than the host region. Each report is to be e-mailed or sent to the PCA Executive Office for duplication: dtringali@pcanational.org The PCA Executive Office will then send a copy to the PCA National Safety Chairman, the National Insurance Chairman, the Zone Representative, the President of the host region, and the event chairperson. 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.

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