

# INWR-PCA

2015

## Tour Etiquette, and Guidance for Tour Leaders and Drivers

**TOUR:** Tour planners have selected the route; and places to stop, eat, and stay based on many different factors. Emphasis is placed on safety, scenery and a fun driving experience; so relax, make some new friends, and enjoy the experience to the fullest.

**REGISTRATION:** The Club's "Tour announcement" will clearly state what's needed and by when. Please sign up as early as possible, or no later than the deadline, so the Tourmeister knows how many cars and people will participate for planning purposes.

**DRIVER'S MEETINGS:** Plan to arrive 30 minutes prior to the scheduled departure time to be briefed on the day's route, and sign the insurance waiver. The Tourmeister will distribute a Tour Packet, or other miscellaneous Tour information after confirming the insurance waiver is signed. At the Tour/Group Leader's discretion, Driver's Meetings may be held at any time during the Tour to give additional instructions, reinforce safety, etc. All drivers must have a current driver's license.

**RADIOS:** It is a good idea to bring a multi-channel radio. Tour/Group Leaders and Sweepers will all have radios in their cars, but additional radios within the group are always welcome. In many rural areas there is no cell phone coverage.

**GROUP SIZE:** For safety and logistics reasons, we try to limit the size of each group to no more than 15 cars. Some Tours might limit the number of cars that can sign up. Groups depart at approximate 10 -15 minute intervals as directed by the Tourmeister and/or Group Leader(s).

**REST STOPS:** Rest stops will be taken approximately every 60-90 minutes. Upon arrival at the designated stop, pull ahead slowly to the farthest parking space to allow all cars to get parked. Depart in an orderly and efficient manner. Do not change groups at rest stops without notifying the Tourmeister and Group Leader.

**CONGESTED AREAS/SEPARATION:** Be cautious traveling through congested areas, and obey all traffic laws. If you get separated from your group, follow your route directions to the next rest stop or destination, and/or call your Tour/Group Leader on your radio or cell phone. When necessary, Tour/Group Leader(s) will pull over at a safe location as soon as possible to regroup if cars get separated.

**SPEEDS and PASSING:** Spirited driving does not mean excessive speeds or passing using poor judgment. Observe speed limits and all traffic laws. Do not pass on solid yellow lines in your lane, double yellow lines, on blind curves, in school zones, etc. Don't weave in and out of traffic to catch-up to your group. Use turn signals when making lane changes and turning. Turning 90 degrees left across double yellow lines (not separated by 18 inches or more) is a legal movement.

Frequently, other cars will get mixed in with our group(s). If you need to pass other drivers, be courteous, and remember that we are representatives of the Porsche Clubs and all of its members. With all the smart/camera phones out there, we/you are not invisible and locals will not hesitate to "document" a situation they deem unsafe or annoying.

**PASSING THE TOUR/GROUP LEADER:** Passing the Tour/Group Leader, or splitting off on side trips not part of the Tour, is not allowed. The Tour Leaders know the route, know when to use caution, and will dictate the speed at which the Tour progresses.

If a Tour member passes the Tour Leader, or otherwise splits off from the group, that member will be considered as having left the Tour, and at the Tourmeister's discretion, may or may not be allowed to rejoin.

If you need to leave the Tour early, please notify the Tourmeister and/or Group Leader - and leave at a rest stop or regrouping point so other cars behind you don't follow you by mistake.

Notifying the Tourmeister in a timely and appropriate manner allows him/her to ensure everyone is accounted for; avoiding unnecessary delays looking for someone assumed to be broken down somewhere.

**EMERGENCIES:** For serious medical emergencies in the US & Canada, call 911 first, then notify the Tour/Group Leader after medical help is on its way. Radio, or refer to the contact list provided in the Tour Packet for Tour/Group Leader cell numbers.

For minor medical emergencies, pull off at a safe location. Notify the Tour/Group via radio or cell phone to determine the best course of action given the situation.

For car related issues, as best you can - pull off at a safe location that will accommodate at least one rescue vehicle/tow truck, etc. Raise the hood and turn on emergency flashers; flash your lights to tell the driver of the car in front of you something is wrong, etc. Notify the Tour/Group via radio or cell phone to determine the best course of action given the situation.

As directed by the Tourmeister, the whole group will stop at a safe location until the situation is resolved and/or the Tour/Group Leader determines the appropriate action and time to resume the Tour.

For both medical and car related issues, The Tourmeister will have a prepared directory of medical clinics/hospitals and car services in the area that can provide help.

**SAFETY and LIABILITY:** Our Club does not wish to exclude anyone from enjoying Tour events; however, not observing the INWR Region's Tour Etiquette may result in being banned from participating in future Tours.

**GUIDANCE FOR TOURMEISTER, TOUR/GROUP LEADER AND SWEEPERS:**

- Tour/Group Leaders; for Single Day Tours, if possible, pre-run the Tour route on the same day of the week and at the same time of day as the event is to take place. On Multi Day Tours, where pre-running the route is not practical; contact friends, acquaintances, jurisdictional authorities, etc. for up to date route information.
- Tourmeister should attempt to select the Group Leader(s) and Sweeper(s) IN ADVANCE of the event day, based on number of cars registered.
- Tourmeister should meet with his/her Tour Team IN ADVANCE of the event, so everyone is on the “same page” prior to the Tour departure date.
- On the day of the Tour, Tourmeister, Group Leaders and Sweepers should be at the starting area approximately 45 minutes prior to the departure time and position their cars in a manner that other cars assigned to their group can form a line behind them or at least be in the proper starting location.
- The Tourmeister should brief the Tour/Group Leaders and Sweepers on any last minute changes, including where there are safe “regroup” spots along the route.
- Ensure Group Leaders and Sweepers have radios tuned to an agreed upon radio frequency and know each other’s cell number.
- Print blank insurance waiver forms in color off the PCA website. Everyone Must Sign; including Minors on their separate form prior to departure.
- AFTER drivers and passengers have signed the insurance waiver - Hand out Tour Packets; route maps/group numbers/itinerary, etc.
- Tourmeister has preselected, or asks for a volunteer at the Driver’s Meeting to be the Observer. Observer must complete and submit the Observer’s Report within five (5) days following the Tour. Provide a copy to the President.
- Tourmeister is responsible for completing the Post Event Report. Forward to President within 10 days following the Tour for his/her submittal to PCA.
- Tour leader(s) turn in any signed insurance waiver forms to the Tourmeister. The Tourmeister will forward to the Club President for filing for the required 4.5 year period within five days following the Tour.
- For additional information, refer to our INWR-PCA Tour Planning Guide Tables and Notes.

**At the Driver’s Meeting, the Tourmeister will:**

- Welcome everyone to the Tour. Do a quick roll call to ensure everyone signed up is there and has signed the insurance waiver form.

- Remind everyone this is a Tour, not a race. Emphasis is placed on safety, scenery and a fun driving experience; so relax, make some new friends, and enjoy the experience to the fullest.
- Introduce Group Leader(s) and Sweeper(s), and identify the Observer.
- Emphasize safety, driving to one's comfort level, and not driving excessive speeds to rejoin the group if you get separated; that's what regroup/rest stop points are for.
- Go over all the items in the Tour Packet. Answer any related questions.
- Give overview of day's drive; planned route, where the regroup/rest stop points/destinations, etc. will be.
- Group Leaders and Sweepers each have a radio. Ask if other people brought radios. If so, position at least one towards the middle of the group. Make sure everyone is on the correct frequency.
- Let group know whether Group Leader(s) will be making regular radio calls for turns, hazards, etc.
- Brief the Sweeper on calls you'd like them to make regarding group position.
- Make sure everyone in the group knows the Sweeper's car, and the Sweeper knows theirs.
- Brief the groups on the basic driving rule: To keep the car behind you in sight. If you can't see them, slow down and/or consider pulling over at a safe location.
- Reiterate that if a car gets separated, they attempt to contact the Group Leader or Sweeper as soon as possible. Otherwise, tell people to take their time and catch up to group at subsequent rest stops or destinations.
- For added safety during daytime, remind everyone to drive with their headlights ON.
- In case of an incident/accident – Per PCA Policy – Remind people to not make any comments to anyone regarding the incident/accident; 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.

### **GUIDANCE FOR DRIVERS:**

- Register/RSVP for the Tour by the deadline.
- Show up on time (30 minutes prior to departure of first group).
- Show up at the Tour starting point with a full tank of gas, and full stomach; unless food is provided as part of the Tour.
- Listen up during the Driver's Meeting, and any individual group briefings that may occur.
- Know your group number, group departure time(s), and review itinerary and route map.

- Reset odometer/trip-meters to “zero” before starting the route to more easily follow the directions/mileage, if/when provided on the route map.
- Keep up with the group by not lagging well behind the car in front of you, but do not drive faster than your comfort level. If you feel uncomfortable with the pace of your group, drop back to the end of the group at the first rest stop and/or ask to change to another group. Other than the Group Leader and Sweeper car, drivers should always be able to see the car in front of and behind them.
- Conversely to the above, don’t “tailgate” the car in front of you, especially on curvy roads. It’s unsafe and leaves no reaction time if the car in front has a problem. Ask to change groups at a rest stop if you feel your driving style (and experience) does not match the group you are with.
- Again, the basic rule of Tour driving is to keep the car behind you in sight. If you can’t see them, slow down and/or consider pulling over at a safe location.
- On curvy roads, stay within your lane lines - much more fun to drive this way, and much safer for oncoming traffic.
- Your welcome to bring your hand held radios. Ask your Group Leader for the proper frequency. Their limited range is a good reason not to get too spread out within the group; if it can be avoided.
- In case of emergency, or other, keep the Tourmeister/Group Leader contact list with cell numbers handy. This information will be provided in the Tour Packet given to you at the start of the Tour.
- Make any concerns or issues known to the Tour/group leader as soon as practical.
- Make note if any local resident along the route seems irritated (about anything) as you pass by. Note time and location. Notify the Tour Group Leader at the next rest stop.
- Don’t drive in a manner that upsets the locals.....BUT sometimes when you are in Group four and the locals just saw three other groups of Porsches pass by, they may have “had enough” for one day. Be respectful, you represent the INWR-PCA.
- Turn any signed waiver forms into the Tourmeister as soon as possible prior to the start of the Tour.
- Have fun, and enjoy your car your company to the fullest.