

PCA Rally Guidelines

Version 2011

Introduction

The range of PCA rally activities at the region level encompasses a variety of forms. Typical forms of rallies found in regional event calendars include navigational (Monte Carlo or time/speed/distance - TSD) or gimmick (tulip, picture, lime bag, reliability runs, hare 'n' hound, and a range of other gimmick formats) - all held on public roads. A general introduction to PCA rallies is to be found in the *PCA Region Procedures Manual (RPM)*.

In organizing and conducting a rally, 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, workers and observers in its procedures and instructions.

Notice: Motorsports, including rallies, are potentially hazardous activities. Accidents at rallies have occurred in the past. The intent of these guidelines is to assist regions in the organization of rallies 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.

What follows in these guidelines are some of the basics to be considered when putting on a rally. Most of these apply to Navigational rally events, but the fundamentals apply to all types of rallies. These basics have been formulated from the experiences of rallymasters and experienced rally participants throughout PCA. The purpose of these guidelines is to focus on the safety aspects of road rallies and not to dwell on organization or configuration. Another source of information regarding rallies is the latest copy the PCR's (*Parade Competition Rules*) available from the PCA National Office. Both this and the RPM can also be found on www.pca.org.

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 Enrollment Form** (to be found in the *Region Procedures Manual* or on the 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.

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.

Junior Participation Program

JPP participation in Navigational rally events shall be limited to the role of navigator, and not as a driver. Make sure you are familiar with the Junior Participation Program (JPP) requirements regarding minors at a competitive driving event. (See the *Region Procedures Manual* or www.pca.org). NOTE: No one under 16 years of age is permitted in a participating vehicle in a Navigational or TSD Rally. The JPP program is for 16 & 17 year olds only, and as such, NO minors under 16 years of age are allowed in Navigational Rally event cars, even as a Navigator. For Gimmick Rallies, minors less than 16 years of age are allowed as "back seat" passengers only; they may not be the Navigator.

Event Waivers

Make sure that you have a supply of current PCA insurance waivers and release forms printed in color. There are four 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 a Navigator per JPP rules, a passenger in a Gimmick Rally, or assisting or otherwise involved with the event (such as working as a volunteer)
3. **Waiver and Release of Liability and Indemnity Agreement for Minors as Observers Only** for minors that are totally uninvolved with the event (not working it or otherwise involved)
4. **Minor's Assumption of Risk Acknowledgement** for JPP participants (as navigator only).

NOTE: Both parents must sign the Minors waiver.

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.

Pre-registration is often not required but may help in administration. If the rally is a multi-region or zone event or intended to attract a large number of entrants, pre-registration is helpful in determining the number of workers needed, how many sets of instructions to print, the selection of rest/refreshment areas, etc.

Event Organization

Workers should be recruited to cover the following jobs:

- 1) A registrar whose responsibility it is to have all participants (including workers and officials) sign the appropriate insurance waiver, collect the entry fee, distribute instructions, etc. In most cases, one person may handle this job, but rallies with a large number of entrants may require two registrars.
- 2) A sufficient number of workers to staff each check point (at least two persons) and an experienced worker at each check point to be in charge.
- 3) A "lead car" driver to check the rally route immediately prior to the start of the event.
- 4) A "sweep car" driver to follow the last car out and close the check points. (The event registrar may cover this job.)

Route Planning

From a safety standpoint, the following guidelines are recommended:

- 1) Avoid roads that are in poor condition, potentially hazardous, or under repair or construction.
- 2) Congested areas (heavy traffic, both vehicular and pedestrian) should be avoided. If such areas cannot be avoided, they should be used as transit zones, have a low average speed, and/or "pause" instructions should be used.
- 3) The duration of the rally should not exceed a level at which the driver and navigator will become fatigued. A recommended level is two to three hours of driving time, not including rest stops or other breaks.
- 4) Rest stops should be located in areas with adequate parking and services.
- 5) Tricks/traps that may encourage excessive speed in order to make up lost time should be avoided. The best traps are those in which the entrants are unaware that they were off course until they reach the checkpoint.
- 6) Posted speed limits and prevailing conditions must be observed when establishing speed instructions.
- 7) Odometer legs should have simple, easy-to-follow instructions and may include examples of the route-following mechanisms and representative signs that will be used on the rally. Mileage turns on the odometer check should be avoided. Landmarks should be prominent with mileage to confirm. The odometer leg should end in an area with ample parking space.
- 8) Use landmarks that are large enough to be seen without diverting the attention of both the driver and the navigator.
- 9) Pre-run the course on the same day of the week and at the same time of day as the rally is to take place.
- 10) Prepare clear, easy-to-follow instructions for control crews so that they will be able to find their appointed places on time or make arrangements for someone to lead them.

Checkpoints

The safe location of checkpoints and other controls is essential. The following guidelines should be followed:

1. All checkpoints/controls must be located on the right side of the rally road. Under no conditions should an on-course car cross oncoming traffic in order to enter a checkpoint.
2. Check points should not be located:
 - a. on a high-speed turn or within 0.2 miles after such turn
 - b. in or immediately after a long no-passing zone
 - c. in an area where passing may be hazardous
 - d. in an area without adequate shoulder room for the crew to be in a safe position and without adequate parking space for participants
 - e. with the in-marker so close to the parking area that a safe, non-panic stop is difficult
 - f. in a congested area
 - g. on a freeway or freeway ramp
 - h. at or near a dangerous intersection
 - i. on private property or roads without permission.
3. Out points should be located in areas that provide ample shoulder room for cars.

Police Notification

It is recommended that the dispatchers of appropriate law enforcement agencies which have jurisdiction in the rally area be notified of the event, especially if the rally will have a large number of participants (more than 20 cars).

Route Checking

The following checks are recommended prior to the event:

1. An experienced rallyist, equipped with a full set of instructions, should "proof" the rally. It is also recommended that a novice rally team pre-run the rally, as feedback from novices will help in making the event enjoyable for all levels of rallyists.
2. A final check of the rally route should be made close to the day of the rally to determine whether road conditions have changed: i.e., construction, detours, signs missing, landmarks moved, etc.

Rally Date

Verify that the rally date will not interfere with any special local activity like a parade, local sporting event, carnival, etc.

1. On the day of the rally a 'lead car', familiar with the route, should preview the course in case of any last minute route problems.

Rally Rules

These will vary considerably, depending on the type of rally you are running. If you are unfamiliar with the rally rules for the type of rally you would like to host, you can look at other regions and clubs for guidance. In addition to the usual "game rules" for your particular rally, the rules should contain the following:

1. A list of legitimate requests for delay allowances
2. Checkpoint protocols (where to park, whether or not to remain in car, etc.)
3. A prohibition against exceeding posted speed limits
4. An instruction emphasizing that time lost on a leg may not be made up on the following leg
5. Penalties assessed for the following infractions:
 - a. unsportsmanlike conduct
 - b. use of alcohol, narcotics, or other illegal substances
 - c. moving vehicle citation
 - d. misclassification
 - e. unsafe driving
 - f. failure to observe posted speed limits
 - g. failure to run rally with headlights on (if so required in instructions)

Route Instructions

In addition to course following instructions, the following are recommendations to be included:

1. A reminder to sign the event waiver
2. Directions for placement of car number (not on the windshield)
3. Procedures to be followed in case of an accident
4. Instruction to run the rally with headlights on (especially recommended if the rally is open to other marques)
5. Simple odometer leg instructions
6. Use of "pause" instructions, free zones, or transit instructions when the rally route passes through congested areas
7. Warnings about potential traffic hazards, busy intersections, or poor road conditions that may occur.

8. A cell phone number of an event official should be provided so contestants may contact them in case of emergency.

Car Separation

The minimum is thirty seconds, with 60 to 120 seconds preferred.

Emergency Procedures Instructions

Such instructions are optional, but it is recommended that participants and workers be made aware of the location of emergency assistance agencies and how to contact such agencies in case of an accident or other emergency. It is recommended that each check point be equipped with a cellular telephone, and that workers and contestants have the cell phone number of an event organizer

Event Operation

Registration and Pre-Event Meetings

Prior to the start of the rally it may be necessary to give last-minute instructions to the participants and to answer questions. Samples of checkpoint "in" markers and route clarification or correction signs should be displayed and clarified if necessary.

Equipment

The necessary timing equipment, GPS clocks or WWV or CHU radio receivers, logs, checkpoint slips, etc., must be given to the checkpoint crews before they depart.

Navigator

The use of a navigator is an integral element to rallies, and should be a requirement for Navigational or TSD rallies. For Gimmick rallies a navigator is highly recommended when navigational assistance would be helpful based on the design of the event.

During the Rally

Participants should be aware of the following:

1. In case of Accident or Emergency - Normal actions required of any licensed motorist should be taken. The rallymaster and the crew of the nearest checkpoint should be notified of such an incident. Checkpoint workers should know how to contact the nearest emergency services in their areas.
2. Driving Observers - Drivers should know that a safety observer may report on the conduct of participants during the rally. The region safety officer may assume this responsibility or the sweep car driver may serve as a driver observer.

Post Event

Post Event Reports

The **Post Event Report** 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 Rally** available there as well. This is the form to use for rallies.

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.