



**AMR
PLANNING & VOLUNTEER GUIDE
FOR
TREFFEN at THE BROADMOOR
27 Apr-01 May, 2022**



Introduction

What is Treffen? Treffen means ‘to meet’ in German. That is the entire concept behind the PCA Treffens: an opportunity for PCA members to meet their fellow Porsche enthusiasts in some of the most spectacular locations in North America. PCA’s Treffens provide the opportunity for members to drive some of the best roads in North America and enjoy five-star hospitality at world-class hotels.

The Treffen North America emphasis is on the social side: meet your PCA friends, but perhaps, more importantly, make new friends who enjoy the same type of exclusive experience that the Treffens provide – spectacular hotels and unique driving opportunities set in locations offering unparalleled scenery and luxury.

PCA has put together a four/five-day event with an emphasis on guided tours hosted by the knowledgeable local Regions’ experts and a Navigators Day Off to allow for doing just what you want that day, with several opportunities for different destinations via chartered buses, all prepared with you and your well-being in mind. After a hearty breakfast, explore scenic driving roads like the Lake Tahoe loop road, Hill Country’s best, Tail of the Dragon, Route 66, Canada Highway 1 and the Pacific Coast Highway to destinations both beautiful and historic, with lunches included. Return to the host hotel and enjoy a grand Happy Hour with your friends before sitting down to three sumptuous dinners. Treffens do not include competition, other than how many new friends can you make and how best you can enjoy your time in a unique location.

It is now our turn to show off the beautiful, scenic mountain roads of Colorado and the hospitality of the Broadmoor Hotel. The Alpine Mountain Region was selected by PCA to host the Spring 2020 Treffen, but due to COVID-19 the event was cancelled and is now coming in Spring 2022. It is an honor for our club to host such a prestigious national event. This requires many months of planning, dry runs, assembling of volunteers, meetings, and scheduling in order for us to execute a successful event. Planning Treffen by the host region is unlike planning for a club event; i.e. planners must consider other factors that they don’t normally consider when planning for a local tour or social. Keep in mind that Treffen is a short four days and we must make sure the participants get to make the most of their stay at the Broadmoor and our driving tours. The purpose of this planning and volunteers guide is to assist the AMR Treffen planning committee and its volunteers in meeting this goal. Details in this guide are based on past observations, feedbacks, lessons-learned, and best practices. “Treffen at the Broadmoor” is also known as “Treffen Colorado Springs” and will be used interchangeably in this guide and other related documents.

We hope that you will be a part of the AMR Treffen team; we cannot make this happen without volunteer support!

All dates and sequence of events in this guide are currently tentative.

Note: Items in red denotes new or changed information.

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1 – TREFFEN COLORADO SPRINGS (TCS) ORGANIZATION

1.1 – PCA National Treffen Team

Treffen North America Chair – Harry Season

Treffen Event Manager – Mariela Murphy

Treffen Registrar – Leslie Sikorski

Treffen Coordinators – Alex Ching, Chris and Krickett Marquez

1.2 – AMR Planning Committee

AMR President – Nate Adams

TCS Event Chairs – Nate Adams

Tourmeister – Arnie Easterly

TCS Planning Team (TCSPT) – The TCSPT is comprised of the TCS Event Chairs, Broadmoor Team Lead, Tour Driving Lead (Tourmeister), and Staging Team Lead.

Event Staff – Lore Adams

Volunteers

1.3 – Broadmoor Resort Staff

Broadmoor POC

World Arena POC

2 – TCS PLANNING ACTIVITIES, TIMELINE, & TASKINGS

2.1 Planning Dates and Activities (Tentative)

Below is a notional timeline for planning activities and are subject to change. All activities in **BOLD** are set dates with deliverables to the PCA Treffen Team.

2021:

May 5-9	Treffen Scottsdale, Spring 2021
Apr-Nov	AMR Treffen Tour Dry-runs
Apr xx	TCSPT Meeting
Jun xx	TCSPT Meeting (Porsches & Pancakes/Treffen 101)
Aug xx	PCA Treffen Team/TCSPT Meeting
Oct 13-17	Treffen at the American Club, Fall 2021
Oct xx	TCSPT Meeting
Oct xx	TCSPT finalize tour destinations, restaurants
Fall	PCA Treffen team to meet with TCSPT
Nov 1	TCSPT brief to PCA Treffen Chair
Nov xx	TCSPT provides final costs for each individual tour
Dec 1	Prices for tours and NDO activities posted on PCA Treffen website
Dec xx	TCSPT Meeting

2022:

Jan xx	Registration Opens for Treffen at the Broadmoor
Jan xx	TCSPT & Volunteers Meeting (Porsches & Pancakes)
Jan-Apr	Additional/Final Tour Dry-runs
Feb 1	TCSPT provides a spreadsheet of sizes and types (men's or women's) polo shirts for the TCSPT members
Feb 15	All TCS volunteer positions identified and T-shirt sizes to PCA
Feb xx	TCSPT Meeting
Mar 15	Information Desk binder completed
Mar xx	TCSPT Meeting
Apr xx	TCSPT & Volunteers Meeting
Apr 26	Assemble Goodies Bag
Apr 27	Treffen Registration at the Broadmoor
Apr 28	Tours Day 1
Apr 29	Navigators Day Off
Apr 30	Tours Day 2
May 1	Breakfast & Checkout

2.2 PCA TCS Specific Instructions & Taskings

The PCA Treffen Chair requires the host region to perform certain tasks to ensure both PCA and the host region can effectively plan, manage, and execute the Treffen event.

The schedule and list of planning activities are as follows:

- a. Nov 1, 2021: All TCS tours have been identified as to their destination, restaurant location and any venues they may want to arrange a visit for. The Treffen CS Planning Team (TCSPT) will be responsible for providing the Treffen Chair the following:

i. A brief description of each tour which highlights the beautiful and exciting aspects of the tour. I would encourage you to look at the descriptions for the currently posted Treffen SB tours at <https://treffen.pca.org/index.cfm?event=main.showcontent&page=2> and click on the tours listed to see what we need, both in terms of descriptions and for pictures. This is an extremely important piece of the entire Treffen experience, i.e., to enjoy the roads and destinations as known by the local Region(s), which are hosting the Treffen on behalf of the PCA.

ii. It is important to get this information to me by the date indicated as it allows potential registrants the opportunity to completely review their tour options, and discuss with any friends that may also be coming to make sure they can sign up for the tours that they want on the days they want.

iii. In general, PCA does not want to make any pre-payments to restaurants and/or venues before the day of the tour. What we need to do is to have the TCSPT negotiate with the restaurants and/or venues for a set price based on a pre-determined number of people. On the day of the tour, we will have Treffen program staff at the tour departure area and we will know exactly how many people are on the tour and we will call the restaurant and/or venue and make payment via the PCA credit card for each tours' lunches and admissions, if any. Should a restaurant and/or venue insist on some type of pre-payment, we will take that under consideration but probably only as part of a down payment, not the full tour capacity amount. What has been happening is that we may design a tour for a total of 25 cars and 50 people and make arrangements for that, but on the day, we may only have 21 cars and 42 people show up for the tour and we do not want to be paying for people who may not show up or cancel after having registered for the event and its tours. Again, it is the responsibility of the TCSPT to make all of these arrangements and negotiations and provide those costs to me and we will add a modest fee and post the final costs on the TCS website for each tour.

iv. Each tour should be planned for a maximum of 25 cars including the three cars for the tour driving team members.

v. We strongly suggest that you do not allow participants to pick their lunch from a menu with different costs UNLESS the restaurant is willing to offer all of their menu options at ONE agreed-to price. We have had both that option or a restaurant offering a single menu (e.g., BBQ) and its fixings. Either way works, but we can only have one price per tour, which includes the lunch. Lunch costs cannot include any alcoholic beverages. If a participant decides to have any alcohol then that is at their own cost. That is the reason for item viii below. A meat-less option should be available at each lunch location.

vi. As we have previously discussed, we will need for six different tours to be planned for. The same destinations/tours can be run on both Thursday and Saturday. (Friday will be our Navigator Day Off day during which no organized tours will be offered.)

vii. All tours will depart from the World Arena parking lot B and should plan for departures from around 0800 – 0930. All tours should be able to return to the BR by NLT 4:00 PMish. It is fine to offer tours with much shorter time frames to allow participants to come back to the hotel early and take advantage of the spa or just relax.

viii. All tours will officially end for PCA Insurance purposes at the lunch restaurant or location.

1. TCSPT is responsible for the submission of the request for PCA insurance for the tours. All TCS tours may be combined on to one insurance request, but each tour must be delineated on that request by providing the tour name and starting (World Arena and its address) and ending locations' addresses.
 - ix. At least some of the tour driving team cars should plan on driving back to the BR should participants want to follow them back to the BR, though many will opt to go a different route or stop at other locations on their way back to the BR.
 - x. Bio-breaks should be planned for in the timing of the tours.
 - xi. TCSPT may want to try and schedule a one day "off-road" tour for our intrepid Porsche SUV owners. This should be a relatively easy (non-technical) tour which may go on dirt roads where the object is to get somewhere where maybe the traditional Porsche cars couldn't get to and to get their cars really dirty! I would only offer this off-road tour on one day.
 - xii. PCA will provide an up-to-date list of the participants on each tour by about Wednesday afternoon of TCS week. Tour leaders will have this list so that they can check to make sure that participants are present and that no one tries to sneak onto a tour that hasn't paid for that tour. PCA will also provide wrist bands to be distributed to all participants, including tour drive team members, so that all tour participants can be easily identified.
 - xiii. All tour timing should be IAW PCA Minimum Driving Tour Standards which can be found here:
[https://web.pca.org/includes/formsAndDocs/107/Driving%20Tour%20Standards%2020.10.18.pdf](https://web.pca.org/includes/formsAndDocs/107/Driving%20Tour%20Standards%202020.10.18.pdf) All tour leaders should be familiar with this PCA requirement and conduct their tours accordingly.
- b. Nov 15: TCSPT provides final costs for each individual tour which will include:
 - i. Lunch cost, plus tax and tips
 - ii. Any venue admission fees
 - iii. Cost calculations for each tour should cover the costs of up to six tour driving members (two each in the lead, mid and sweep cars), i.e., your volunteer tour driving team members will not have to pay for their lunch or any venue admission fees.
- c. Dec 1: All prices for TCS tours and NDO activities are posted on the TCS PCA website (Mariela will work the NDO numbers). PCA will add some additional fees to the costs provided by the TCSPT, e.g., fees to cover credit card costs that PCA will incur when they pay via their PCA cc.
- d. ~Jan 15, 2022: Registration Opens for TCS.
- e. Feb 1: TCSPT provides a spreadsheet of sizes and types (men's or women's) polo shirts for the TCSPT members.
- f. Feb 15: All TCS volunteer positions (Registration team, Information Desk, Tour driving teams, etc.) have been identified by name and position. On this date, the TCSPT will submit a spreadsheet of the numbers of each t-shirt size that they need for the TCS volunteers. The t-shirts are uni-sex.
- g. March 15: The Information Desk binder contents are completely prepared. We will have **PCA team** send you a listing of the table of contents that we have found useful for the Information Desk binder. We recommend that two binders be prepared so as to ease congestion at the info desk.

3 – AMR TCS TEAMS AND VOLUNTEER INFORMATION

For those who are volunteering for or have already volunteered for Treffen at the Broadmoor, THANK YOU. We need a myriad of volunteers in various positions in order to run a smooth and successful Treffen event. You can contact anyone on the TCS Planning Team if you have questions concerning the volunteer information. It is our goal to have all volunteers identified and assigned prior to 15 January, 2022.

PCA will provide volunteer t-shirts to those volunteers identified by the TCS planning team. PCA will also host a social with drink coupons and light hors d'oeuvres for the TCS volunteers (and one guest) during the last day of Treffen at the Broadmoor. You will get the chance to be recognized and meet the PCA Executive Council at the social. Volunteers can sign in and pick up their badges and t-shirts at the Info Desk and attend the welcome reception on registration day. The Event Chair will also host a post-Treffen volunteer party in the fall.

Volunteers are grouped into the following teams: Broadmoor Team, Tour Driving Team, and Staging Team. Your team has a Team Leader who will work with you on your shift and duty assignments. Please do not contact anyone outside AMR if you have issues or questions, work thru your Team Leader.

If you are a volunteer and wish to be a registered participant of Treffen at the Broadmoor, please contact the Event Chairs prior to the start of online registration for additional sign-up information. There are limited space available for volunteer participants at Treffen.

3.1 TCS Planning Committee/Team

The TCS Planning Team is comprised of the TCS Event Chair, Broadmoor Team Leader, Tour Driving Team Leader, and Staging Team Leader. Team Leaders are responsible for assembling their teams, scheduling and assigning volunteer positions, taking care of logistics in your area of responsibilities, coordinating with Event Chairs and other Team Leaders. All TCSPT staff are expected to be on hand for Goodie Bag assembly, assists with greeting, registration and information desk on Registration Day. The TCSPT will also make tour destination recommendations for NDO activities.

3.2 Broadmoor Team

Lead – Denise Jordan

The Broadmoor Team is responsible for goodie bag assembly, event registration, information desk, assisting Treffen participants, car wash station, displays, and all other operations/tasks at the Broadmoor. Remember to show up 15 minutes prior to the start of your volunteer shift wearing your volunteer shirt. Section 4.2.2 has available positions and shifts for each day of Treffen.

Broadmoor Planning Considerations: Information desk must be open at 7 AM to assist participants prior to their leaving for the tour staging. Plan for four registration tables with two volunteers at each table (one registrar and one runner). We may have a Fall 2022 Treffen representative to assist us with goodie bags and registration. Although

local sponsors may not have a booth at the event, they are allowed to provide brochures/ads at the information desk and/or contribute to the Goodie Bag.

3.2.1 Goodie Bag Assembly – The TCSPT staff will assist the Treffen Registrar in the assembling of goodie bags on 27 Apr at the Broadmoor and meet the PCA Treffen team. The TCSPT staff will also assist with the set up of Event Registration and Information Desk stations on the 28 Apr and help arrange the goodie bags for each registration station.

3.2.2 Event Registration – Assists Treffen Registrar with event registration. TCSPT staff will greet and direct Treffen participants to registration or information desk. Ensure participants sign waiver prior to handing out the Goodie Bag and brief certain contents of the Goodie Bag (Registrar will brief volunteers prior to start of registration). Registration is located in Pompeian, Broadmoor Main second floor (subject to change).

3.2.3 Information Desk – The Information Desk is the concierge of Treffen. The TCSPT will have two information binders available. Two volunteers will man the Info Desk and help attendees find various locations and answer Treffen and local area questions to the best of their abilities. Info Desk volunteers for the last shift will secure the binders at the end of their shift as they contain personal information. The Info Desk is by Registration on the first day and then relocated near the Terrace Bar.

3.2.4 Car Wash – Supervise the Car Wash location at the Treffen in-door parking level. Assist Treffen attendees at the Card Wash with the provided car wash soaps, cleaners, and drying cloths. Car wash volunteers for the last shift will secure supplies at the end of the day. Supplies for the car wash will be provided by the Event Chair.

3.3 Tour Driving Team

Tourmeister – Arnie Easterly

The Tourmeister is responsible for assembling the Tour Driving Team, determining the destinations and volunteer make up of each tour, and assisting with driving maps & instructions. The Tour Driving Team is responsible for conducting each tour as tour lead or chase. Section 4.2.1 has the tour schedules and team composition for each tour day. As PCA uses tour signage A thru F for staging, the Tourmeister will coordinate tour departure groups and times with the staging team (the PCA Treffen team will also be on hand to assist on touring days). If required, the Tourmeister will coordinate with the Event Chair for police assistance with traffic control for initial departure from the World Arena. All tour driving volunteers' lunches are paid for at the destination venues.

Tour Planning Considerations: Planning a Treffen tour is not quite the same as planning an AMR tour. Treffen participants are only here for four days and have a tight schedule between breakfast, touring, social hour, and dinner on two of those days. In order to make this happen, we must consider several limiting factors we wouldn't normally do for our local driving tour. Also see PCA instructions in paragraph 2.2a for additional details.

- a. Tour Destination/Length – PCA Treffen Chair recommends that tours be limited to a 2 to 2.5 hours driving time to the destination. Keep in mind that tours need not be all driving, they can include a guided/self-guided tour at the destination; a short drive

afterwards to the lunch venue is acceptable. Consider that most participants arrive on Wednesday after two to six days of driving, getting up early for breakfast and tours (more driving), their lack of acclimation at high altitude, and evening plans at the Broadmoor – a long excursion is not high on their tour list (option for NDO?). Make sure bio-breaks are factored in during the drive out. Also, consider having the return trip back to the Broadmoor to be no longer than 1 to 1.5 hours. At least one member of the driving team must lead a return group of participants who wish to go back to the hotel after lunch.

- b. Dry Runs – Other than testing out the driving directions of the routes, dry runs should also include testing of communications methods and equipment for the team, locations for bio-breaks and their capacity to hold the number of cars on the tour, and possible locations for regrouping. Running the actual number of cars for a typical Treffen tour would be ideal. Tour Leader will make a final dry run close to start of Treffen to ensure there are no major issues or road closures with the route.
- c. Restaurant Considerations – **The Tour Leads are responsible for finding the destination restaurants and determining/negotiating the lunch prices.** Whatever the capacity for lunch at the destination restaurant, don't forget to subtract the tour driving lead/chase numbers before giving the info to the PCA Treffen team. This will help them set the limit when online registration opens. Tour Leads will work with the Tourmeister to obtain a contract (if required) and written price confirmation from each restaurant. The Tourmeister will then forward the information to the PCA Treffen Team.
- d. Off Road Tour – The 4x4 off-road tour on Thursday is a big cancellation risk as roads may still be snow covered even if the weather is good.
- e. Royal Gorge Tour – PCA Treffen Chair is excited about the Royal Gorge tour, ask if we may consider having a second group ready as a seventh tour for Saturday if there is a long waitlist during registration.
- f. Observation – Treffen is as much about socializing with friends as it is touring. Many are coming to Treffen because of the Broadmoor and to reacquaint with friends they met at previous Treffens. Our goal should be to show off our great scenery/roads, a great tour at the destination (if applicable) and lunch, and still get them back early enough to enjoy the resort and have time to prepare for social hour and dinner.
- g. Insurance – The Tourmeister will submit tour insurance request to PCA. A single request can be used for all Treffen tours.

3.3.1 The Tour Leader is responsible for conducting the safety briefing and carrying the insurance form on the tour. Tour Leader will coordinate with the Tourmeister and Event Chair for printing of tour directions and map. Tour Leader will determine mode of communication with his/her mid and sweep. Note: PCA Executive Council members will be on-hand to observe and assist during briefing and tour departure (noting those who did not turn on their headlights, etc.).

3.3.2 The Group Leader (if applicable), Mid, and/or Sweep are responsible for verifying participants' credentials (must have Treffen name badge) for their particular tour on the day of the tour, making sure you sign the waiver form prior to the start of the tour, and handing out colored wristbands (provided by PCA). Assist staging crew with lining up cars in your assigned for the tour. Note: while it may not be possible for all mid/sweeps to recognize or know all the cars within their tour; he/she should take note of all the non-Porsches (many Treffen participants are in rental cars) prior to departure. This will prevent people from being left behind in the event the group got separated (covered here because it has happened, we are currently considering adding stickers to the rear window of rental cars for easier recognition by the mid/sweep cars).

3.3.3 Tour Destinations:

- a. Tour #1 Curved Mountain Roads & Scenic Vista Tour
- b. Tour #2 Bishop Castle Tour
- c. Tour #3 Cripple Creek Tour
- d. Tour #4 Royal Gorge Tour
- e. Tour #5 Red Rocks Tour
- f. Tour #6 Fossil Beds Tour
- g. Tour #7 Rampart Range Off-Road Tour (Thur) & 2nd Royal Gorge Tour (Sat)

Requirements: Understand and follow Minimum Tour Driving Standard (Appendix A)

Time Commitment: Tour dependent (arrive at least an hour prior to the start of tour, some participants will arrive before the gate opens!)

3.4 Staging Team

The Staging Team is responsible for the equipment truck, set up of the staging area each touring day in coordination with Tourmeister, directing tour participants to staging area, traffic control, and tear down of staging area after the departure of the last tour for each of the touring days. All team members will assist in set up and tear down of the staging area regardless of duty position. Staging location is at the World Arena, parking lot B. Staging Lead will recommend two companies (if applicable) for porta-potty and help determine placement of delivery on Registration Day at the World Arena. All Treffen signage will be provided by PCA Treffen Team (they will be available to assist on touring days). Section 4.2.2 has available positions and shifts for Treffen. Staging volunteer who did not pick up their badge and t-shirt at the Info Desk will receive them at the Staging Info Desk by the Equipment Truck.

Staging Planning Considerations: Pre-determine locations for entrance/exit(s) of staging area, staging lanes for each tour, and restroom facilities. **For restrooms find out from the PCA Treffen Team if there are facilities available at the staging site, in our case the World Arena is not open for use. The staging lead will need to get a couple of quotes from local porta-potty companies and forward to the PCA Treffen Team at least 3-4 months before the event so they can get a contract in place. Check with the companies if they pick up on the weekends--normally they don't and if they do, there is usually an extra charge. In such cases the PCA Treffen Team will need to check with the site owner to see if we can leave them there over the weekend. Allow extra space for arranging cars. With stagger departure times, certain staging lanes can be reused for**

later tours. Only water is being offered (no food) at the staging area so plan accordingly.

3.4.1 Equipment Truck Driver – Responsible for delivering the truck to the Broadmoor volunteer parking at the start of the event. On touring days drive the truck to the World Arena parking lot B when the parking lot opens. Assist with setting up and tearing down the departure group staging area and returning the truck back to the Broadmoor.

3.4.2 Staging Crew – The staging crew will set up cones for each tour group and assist with lining up cars for each tour. Ensure participants' safety and vehicles are lined up safely for their respective tours.

3.4.3 Traffic Control – Be knowledgeable of PCA tour signage (A thru F) and its corresponding tour destination and departure time. Direct incoming traffic to their correct staging area and assist with their departure. One person will have a roster to direct those drivers who forgot their tour assignment. Those arriving more than 45 minutes early will be directed to a holding area until their group begins to form in the staging area.

Requirements: Able to set up tents, cones, etc.

Time Commitment: When World Arena parking lot gates open until tear down (~10AM) on days of the Tour.

3.5 Additional Volunteers

3.5.1 Photographers – We need photographers to help capture images for Porsches arriving at the Broadmoor, registration, reception, NDO activities at the hotel, and tour staging area. We also request driving tour volunteers to help capture images while on their respective tours. Images should be turned in at the information desk for download or posted to the AMR Facebook page so we can put together a daily slide show. There is no set requirement or time commitment. Contact the Event Chair if you are interest in volunteering.

3.5.2 Standby Volunteers – There are always unforeseen circumstances where a volunteer cannot make his/her shift. We need a group of standby volunteers who can fill in with sufficient notice.

3.6 Procurement & Reimbursement

PCA only accepts reimbursement request from a single person -- the AMR Event Chair has been designated and will be responsible for procurement of all printed material, car wash supplies, and other approved items. Event Chair will also coordinate with PCA Treffen Chair on any services and/or supplies requiring a contract (i.e. Porta Potties).

3.6.1 Any volunteer needing materiel should make the request to he/her team lead, which in turn will notify the Event Chair. Any purchase made without the prior knowledge and approval of the Event Chair and PCA Chair will not receive reimbursement. Nice-to-have items are usually not approved.

3.6.2 Tour leads making final dry runs prior to the event may request gas (not mileage) reimbursement from AMR. Requestor must use the AMR Expense Report available on the AMR website and must be accompanied by a gas receipt(s).

3.7 Other Considerations

3.7.1 Weather – Everyone on the PCA and AMR Treffen Planning Team is aware that weather in the spring is unpredictable and can be a factor affecting the tours.

Volunteers should be flexible and patient in the event of inclement weather. Your team lead will inform you of any changes.

4 – Shift Requirements and Assignments

4.1 Volunteer Requirements

The only requirement we have is that once you are assigned to a shift/tour, you are responsible for being there to work your shift/tour. If for any reason you are unable to make your scheduled shift, please notify your Team Leader or Event Chairs as soon as possible so that we can find a replacement. For those working the second shift, please show up 15 minutes early so you can have a good turn over from the previous shift.

4.2 Treffen Shift Assignments

4.2.1 Tour Driving Team Assignments

As driving tours have different departure times, destinations and team composition, we will identify those known items as they become available; however, be mindful that they are subject to change.

<i>Thursday, 4/28/2022 – Tour Day 1 (up to 40 volunteers)</i>					
Tour	Destination	Depart Time	Tour Lead	Mid	Sweep
A	Mtn Rds & Vista		Bob Foltz		
B	Bishop Castle		Dwight Kasten		
C	Cripple Creek		TBD		
D	Royal Gorge		Ted Hampson		
E	Red Rocks		TBD		
F	Fossil Beds		Bull Whitaker		
G	Off-Road Tour		Tim Veldheer		
<i>Saturday, 4/30/2022 – Tour Day 2 (40 volunteers)</i>					
Tour	Destination	Depart Time	Tour Lead	Mid	Sweep
A	Mtn Rds & Vista		Bob Foltz		
B	Bishop Castle		Dwight Kasten		
C	Cripple Creek		TBD		
D	Royal Gorge		Ted Hampson		
E	Red Rocks		TBD		
F	Fossil Beds		Bull Whitaker		
G	Royal Gorge*		TBD		

*Possible 2nd tour pending demand.

4.2.2 Broadmoor and Staging Teams Assignments

	7A	8A	9A	10A	11A	12P	1P	2P	3P	4P	5P	6P	7P	
Tuesday, 4/26/2022														
Goodie Bags				TCSPT (4-5 people)										
Wednesday, 4/27/2022 – Registration (13 volunteers)														
Goodie Bags	TCSPT (if needed)													
Greeters								TCSPT Rotation						
Registration 1														
Registration 2														
Registration 3														
Registration 4														
Registration 5														
Registration 6														
Registration 7														
Registration 8														
Info Desk 1-1														
Info Desk 1-2														
Info Desk 2-1														
Info Desk 2-2														
Car Wash														
Thursday, 4/28/2022 - Tour Day 1 (14+42 volunteers)														
Equipment Truck														
Staging 1														
Staging 2														
Staging 3														
Staging 4														
Staging 5														
Staging 6														
Staging 7														
Info Desk 1-1														
Info Desk 1-2														
Info Desk 2-1														
Info Desk 2-2														
Car Wash 1														
Car Wash 2														
Friday, 4/29/2022 - Navigators Day Off (6-8 volunteers)														
Info Desk 1-1														
Info Desk 1-2														
Info Desk 2-1														
Info Desk 2-2														

Car Wash 1			
Car Wash 2			
Special Event 1	TBD - Event Dependent		
Special Event 2	TBD - Event Dependent		
Saturday, 4/30/2020 - Tour Day 2 (14+36 volunteers)			
Equipment Truck			
Staging 1			
Staging 2			
Staging 3			
Staging 4			
Staging 5			
Staging 6			
Staging 7			
Info Desk 1-1			
Info Desk 1-2			
Info Desk 2-1			
Info Desk 2-2			
Car Wash 1			
Car Wash 2			
TBD @ Dinner			TCSPT
TBD @ Dinner			TCSPT

Note: Treffen participants have breakfast for the touring and NDO days, dinners at the Broadmoor on touring days, a welcome reception on registration day, and a social at the Penrose museum (dinner on their own) on NDO day.

5 – INFORMATION DESK BINDER

1. Treffen Committee contact information; PCA key people contact information; Master Volunteer List contact info and events manning
2. Schedule of events including locations
3. Local Information (CAR & TIRE REPAIRS, emergency services, nearest gas stations (with top tiered gas), etc) and Public Safety Information
4. Nearby Restaurants, things to see/do (museums, monuments/landmarks, movie theatres, etc)
5. Detailed tour departure information, how to get from hotel to departure lot (maps), Driver's meeting times and location, Tour departure assistants' work schedules and contact information
6. Tour descriptions, Navigators' Day Off descriptions, Self-Guided Tour descriptions
7. Information Desk volunteer work schedules and contact information
8. Treffen Attendees, Alphabetical, and by Region (*provided by Leslie*)
9. Certificate of Liability Insurance

NOTE: Due to the high level of personal information in this notebook it must be secured every night. (Someone that can get it to the desk each morning should take it to their room or home each night)

Throughout the event, we will be using an event specific texting app to send notifications and announcements about Treffen.... Please text the word "TBD" to 910-11 to receive these notifications and stay in the know!

6 – BEST PRACTICE

1. Give attendees a meeting time (vice start time) at the staging area for their tour. Not giving the tour start time helps eliminate late arrivals to staging.
2. Have directions from hotel to staging area printed before Treffen team (Leslie) arrives so she can incorporate into her package before goodie bag packing commences.
3. Have a plan for Mids and Sweeps to identify non-Porsche cars within a tour so they are not left behind after a break or in event of a separation.
4. Make sure Mids and Sweeps are aware of their roles and responsibilities. If possible they should get experience during your Region's tour season prior to Treffen. At a minimum, conduct training for new volunteers and have a tour driving team meeting before the event so everyone knows what to do and expect.
5. Do's and Don'ts
 - DO contact the PCA team whenever you have a question, they are there to help things go smoothly or provide info that the region may not be aware of and/or not necessarily be privy to.
 - DON'T contact the host resort/hotel or plan/do anything that the region has not been asked to do. PCA has signed contracts with various parties involved in the Treffen event and unauthorized contact may cause confusion, inadvertently invalidate the contract, or obligate PCA financially. Also, do not contact the hotel for any issues regarding the Treffen event; hotel personnel are not aware of the specifics or negotiations going on behind the scene. PCA will push any information to the region at the earliest possible time when plans are finalized.
 - DO follow PCA standards and guidelines when planning tours, signing waivers, COVID procedures, etc.
 - DON'T procure any services or material without PCA Treffen Chair's approval. Nice-to-have items will not likely be approved. Procurements without prior PCA Chair's knowledge will not be reimbursed.
 - DO inform the PCA team whenever issues or potential issues arise, do not wait until the event or just before to make it known.
 - DON'T plan and run a Treffen tour like your region's tour. Consider all the factors/constraints and make the necessary adjustments.
 - DO dry run the tours whenever/wherever possible and have a contingency plan.
 - DO keep your volunteers engaged and informed.
 - DO provide feedback to the PCA team.

APPENDIX A – PCA MINIMUM DRIVING TOUR STANDARDS

The purpose of the PCA Minimum Driving Tour Standards is to provide each Region with the foundation on which to build their own Region Driving Tour program. These Standards were designed to be minimal in nature so that any Region can have more stringent rules, but no Region shall have any that are more lenient. Any Region conducting a driving tour must meet all the Minimum Driving Tour Standards. Definitions are included below and are part of these Standards.

DEFINITIONS

- **Driving Tour:** A driving tour is an organized event in which participants gather at a start point defined on the PCA event insurance certificate. All participants sign liability waivers and depart in a group or groups consisting of both a lead and a sweeper car(s) driving the specified route, ending in a group or groups at the location identified on the insurance certificate. PCA coverage is only in effect for the route defined by the start and end point on the insurance certificate and driven by the participants who have signed waivers for that driving tour. Participants who intentionally separate themselves from the group are considered to have left the driving tour and may no longer be covered under PCA insurance.

Note 1: If your Region conducts driving tour events that meet this definition and you do not obtain a Certificate of Insurance and collect waivers, then your event, Region, Region's officers, you and PCA may not be covered by insurance and all may be exposed to potential liability in the event of an incident.

Note 2: If your Region conducts driving tour events that do not meet this definition, even if you obtain a Certificate of Insurance and collect waivers, then your event may not be covered by PCA's insurance.

- **Tour Leader:** This person is responsible for the overall planning and execution of the driving tour. This includes coordinating the tour start point, end point, rest stops, etc. Additionally, the tour leader is responsible for ensuring an adequate participant safety briefing is conducted in accordance with these Minimum Driving Tour Standards.
- **Group Leader:** For driving tours with multiple groups, the group leader(s) are responsible for leading their respective groups in compliance with all instructions outlined by the tour leader and all Minimum Driving Tour Standards.
- **Sweeper:** Also called the trailing or following car, the sweeper is the car at the tail end of the tour or group. The sweeper's duties include assisting any tour vehicle that pulled over, advising the tour/group leader if vehicles became separated from the group and advising the tour/group leader about any unsafe driving practices by a tour participant so the tour/group leader(s) can take appropriate action.
- **Insurance Certificate:** The official liability insurance certificate issued by PCA showing the insurance coverage, date of the event, and the start and end points for the event.

- **Waiver Forms:** The official forms that protect PCA and the event organizers as listed in the waiver form from being sued by the participants in the event of an incident. “Release and Waiver of Liability” forms for both adults and minors are published on the PCA.org website and in the Region Procedures Manual (RPM).
- **Tour Route:** Each driving tour follows a specified route as planned by the tour leader and documented in the written (or electronic) driving directions.

PCA MINIMUM DRIVING TOUR STANDARDS

- **Waivers and Insurance**
 - A PCA liability insurance certificate shall be requested from PCA National on the insurance request form published on PCA.org and in the RPM. A hard copy shall be available when participants check in and carried by the tour leader on the tour.
 - Notify PCA National within 24 hours if a tour is cancelled.
 - Notify PCA National prior to the tour date if the start or end location is changed.
 - There shall be an established method to ensure ALL participants sign the waiver(s) and receive the safety briefing prior to tour start. If other participants join the route at an intermediate point or start from an alternate location, they shall also sign the waiver form(s) and receive a safety briefing prior to tour participation.
 - At least one parent/guardian shall sign the "Minors as Observers Only Form" for each participant under the age of 18, if applicable.
 - Driving tours shall use the colored version of the waiver forms (with the red type).
 - All drivers shall be at least 18 years old.
- **Tour Conduct**
 - It is assumed each participating driver possesses a current driver’s license and automobile liability insurance.
 - The tour/group leader shall conduct a formal participant/safety briefing for all tour participants prior to driving tour departure, including all items specified in the safety briefing section below.
 - The cell phone numbers of all tour/group leaders and sweepers shall be provided to all participants.
 - As a minimum, route directions shall be provided to those tour participants whose primary duty is to safely navigate the tour route.
 - Each tour shall have an assigned leader per group and a minimum of one sweeper car.
 - Each tour/group leader and sweeper shall have a safe method of communicating within the group in compliance with local laws.
 - For tour groups that cannot maintain visual contact within the group, each tour/group leader and sweeper car shall have a minimum of two occupants for the purpose of conducting safe/legal communications.
 - The tour shall be conducted in compliance with speed limits and all other traffic laws.
 - Participants who intentionally separate themselves from the group before the tour destination are no longer considered part of the tour and may no longer be covered under PCA insurance.

- **Post-Event Reporting**
 - All post event reporting shall be completed using the online forms on PCA.org.
 - The tour leader shall complete and submit the Post Event Report to PCA within five (5) days.
 - The tour leader shall assign someone who is not involved in planning or running the event to complete and submit the Observers Report to PCA within ten (10) days.
 - The tour leader shall complete and submit an Incident Report to PCA, if needed, within five (5) business days (the next business day if bodily injury is involved).

A Region's repeated failure to comply with the Minimum Standards after warnings of noncompliance or refusal to adhere to these Standards could prevent the Region from obtaining PCA insurance for future driving tour events.

MINIMUM SAFETY BRIEFING FOR TOURS

Tour/group leaders are in charge of conducting a safe driving tour. As a minimum, the following points shall be communicated during the safety briefing for all participants prior to tour departure:

- Introduce all tour/group leader(s) and sweeper(s) and identify their cars.
- Have all tour participants signed the relevant waiver form(s)?
- Safety is paramount. Driving tours are NOT competitive or high speed driving events. Individual drivers are responsible for operating their own vehicle safely.
- It is assumed that each participating driver has a current driver's license and automobile liability insurance. PCA also provides liability insurance that covers PCA, the Region, the event organizers and each participant while on the tour. If you intentionally separate yourself from the group, you may not be covered by this insurance.
- Obey speed limits and all other traffic laws.
- The driving directions contain details about the route, rest stops and any safety concerns or areas where the tour may have to slow to maintain safety. [Review any specific areas of concern in the driving directions.]
- No passing the tour/group leader(s). They set the pace.
- Pass non-motorized traffic and pedestrians SLOWLY, giving a wide berth.
- Leave a safe distance between cars, generally at least 2-3 seconds behind the car in front, or one car length for every 10MPH.
- If you become separated from the group, inform the driving tour/group leader or sweeper and obey all posted speed limits and other traffic laws until you rejoin the group.
- Drive with headlights on to increase visibility to other cars.
- In an emergency, pull over, stop in a safe location, turn on emergency flashers and advise the tour/group sweeper.
- The sweeper plays an important support role and shall advise the tour/group leader of any issues within the group.
- Responsibility for maintaining PCA's excellent history of safe and enjoyable events rests with each participant. Have fun and be safe!

APPENDIX B – ADDITIONAL RECOMMENDED GUIDELINES FOR PCA DRIVING TOURS

These guidelines are provided in addition to the Minimum Driving Tour Standards and are recommendations only, based on past experience, to enhance the success of region driving tours. The region members charged with planning and executing driving tours should read these additional guidelines and consider whether they would improve their driving program.

Driving Tour Management

- Every region conducting PCA driving tours should appoint a Driving Tour Chair, who should be identified on the Region's committee list submitted to PCA National.
- Regions that conduct driving tours should establish a tour leader (how to) training program or, at a minimum, a training outline to brief new driving tour leaders.
- Driving tour leaders should read and follow the "PCA Insurance and Risk Management" guidance on PCA.org.

Event Planning

- Start planning early, especially if hotel and meal reservations are required.
- If the tour start or end point changes prior to the beginning of the tour, use best efforts to notify the PCA National insurance coordinator prior to tour commencement.
- When planning the route, select a starting point and rest stop(s) that will facilitate the safe parking and controlled departure of all cars on the tour. Plan for a rest stop every 60-90 minutes. Make sure facilities can support the group(s).
- Driving tour directions should include each turn direction, leg distances and cumulative mileages after each leg, details on planned rest stops and parking and notes/caution information along the route.
- Establish regroup points and identify them in the driving directions (e.g., soon after leaving the starting location and thereafter at 4-way intersections/stop-lights, etc.).
- In addition to driving tour directions, a route map (from Google, MapQuest, Bing, etc.) is helpful for some participants.
- In order to safely control the driving tour group(s), reduce the risk of becoming separated, and avoid impeding other traffic, group sizes should be managed based on the area to be travelled, visibility of cars on the tour and the driving tour experience of the group. Group sizes of up to 15 cars work best.
- For tour groups that are able to maintain visual contact throughout the route, communications within the group could be accomplished by hand signals that the tour leader must describe in the safety briefing.
- It is highly advisable to dry run the route and search online for road closure information prior to the tour date to minimize surprises such as construction, road closures, poor road conditions, etc.
- Consider contacting one of your sponsors, advertisers or local dealers to ask if they'd like to provide a support vehicle, personnel or other support for the event.

Registration & Pre-Event Communications to Participants

- Use a formal registration process to collect key information from each participant prior to the event. Information to collect: driver and passenger names; minor names (if any); cell phone

number to be used on event day; email address; emergency contact information of someone not at the event. Established registration sites are useful for this purpose (e.g., ClubRegistration, MotorsportReg, Eventbrite)..

- Ask everyone to arrive at the starting point with sufficient fuel to complete the route.
- Notify all participants in advance they must check in, sign the waivers, obtain the route instructions and attend a safety briefing at the staging area.
 - Consider using pre-printed waiver forms if they are a feature of the online registration process
- Provide all participants the opportunity to read the waiver forms (adult and minor) in advance via a link on pca.org, or by including it as a link on the registration site.
- Driving tours with more than one run-group get started more smoothly if attendees know in advance how the run groups will be established and organized at the staging area.
- The tour leader should advise run group leader(s) and sweeper(s) regarding what is expected of their role in advance of the tour date.
- The tour leader should inform the person(s) responsible to complete the Observer's Report regarding the Observer's role prior to the participant safety briefing, where the form can be accessed online, and should provide a blank copy of this Report to the Observer to review on event day.

Additional Points for the Safety Briefing (written as they would be briefed)

- Cars on driving tours are expected to stay together as a group; however safety is more important than the need to stay together. It is not acceptable to take added risks, such as illegal passing, running yellow or red lights or cutting off another driver in order to stay with the group. Be especially careful at intersections and after rest stops when merging back into traffic.
- In order to maintain the integrity of the group and enhance safety:
 - Don't lose the car(s) in front of you and behind you.
 - Regularly check rear-view mirrors to confirm the car behind is still following. If not, slow down until the car(s) behind you have caught up and it is safe to continue.
 - Do not allow excessive spacing to develop within the group. If you're lagging behind, try to keep pace with the car in front of you.
 - Beware of the accordion effect. Control your acceleration and deceleration in order to safely keep the group together.
 - There are several possible regroup points along the route that are identified in the driving directions.
 - Two-way radios or other communication devices are in the lead and sweep cars and will be used to communicate about tour group issues.
- Be prepared to lead the group behind you if you become separated from the group in front of you.
- Do not change groups at rest stops without notifying the affected group leaders.
- Stay on the route unless you've informed the group leader and/or sweeper that you expect to depart from the group.
- PCA tour participants are subject to the same local laws as the general public regarding the consumption of drugs and alcohol.