

## **TREFFEN TOUR LEADER SAFETY BRIEFING (Road Tours Only)**

Participants are given an arrival time (about 45 minutes before the tour departure time) so they don't miss the safety briefing. Tour leader should round up all the participants and driving team for the briefing about a half hour before departure time. Be aware most Treffen participants are not familiar with the local area and may not be acclimated.

### **Administrative**

1. Make sure members of the driving team has done a communications check with each other prior to departure each morning.
2. You should have a copy of the latest tour roster from the Tourmeister or a member of the National team. No last minute changes without approval from the National team.
3. Ensure social distancing and masks usage if COVID protocol is in effect.
4. Make sure all participants and tour driving team members have signed both the "PCA Release and Waiver Liability" and "Communicable Disease Release" forms, have on the appropriate wristbands, and each car has received the turn-by-turn directions (to include return directions). For non-Porsche vehicles, they have their identification markers affixed at the proper location.
5. Announce that you have the official liability insurance certificate issued by PCA for the event if anyone wishes to view it.

Note: if there are minors present, at least one parent/legal guardian must sign the "Minors as Observers Only" form at the event. No electronic signing is allowed for minors.

### **Tour Conduct and Safety**

The tour will follow PCA Minimum Driving Tour Standards with the following Treffen emphases:

1. Each tour has a maximum of 25 cars including the leader, mid, and sweeper (introduce the mid, sweeper, and observer). In the event that a car stops due to mechanical or other issues, the sweeper will pull over and assist. Anyone who intentionally leaves the group before the tour destination is no longer part of the tour and may not be covered under PCA insurance; this includes passing the tour leader.
2. Safety is the number one priority; the tour will comply with speed limits and all other traffic laws. This is non-competitive driving and no one has ever won a tour. Some towns on the tour route may have strict speed limit enforcement (traffic cam?).
3. Watch for emergency vehicles, pedestrians, bicycles, and crosswalks; most states have safety/distancing laws regarding them – Brief your state/local requirements.

4. No use of drugs or alcohol for the duration of the tour.
5. No drones for the duration of the tour. Offender may be liable for all damages incurred.
6. Brief the tour turn-by-turn directions. Make sure everyone is aware the tour driving team phone numbers are on the directions. You do not need to go over the directions turn-by-turn but at least highlight locations for the tour to regroup, where and when the tour is stopping for bio-breaks or for a tour in between the destination, length of stops & parking situations, road conditions & closures, possible weather or wildlife concerns, the estimated arrival time, and any important information pertinent to the tour. The more people know what to expect, the better the tour.
7. Emphasize group integrity. Tour should stay together as much as possible but not at the expense of safety and breaking traffic laws. Each car should keep the car in front and the car behind in view while maintaining a safe distance. Avoid purposefully slowing down and then speeding up; this causes an accordion affect for the group.
8. Do not take added risks, such as illegal passing, running yellow or red lights or cutting off another driver in order to stay with the group. Stoplights and turns are big issues, you (the participant) may becoming the tour leader for your group until you catch up.
9. Many roads have loose impediments near the median and shoulder. Don't spray the cars behind or next to you, especially when you try to pass.
10. The tour ends at the destination lunch venue. Participant are welcome to branch out after lunch but at least one member of the tour driving team will lead anyone wishing to go back to the resort via a direct route (this portion is not part of the tour and not covered by PCA insurance).
11. Participants failing to observe the minimum tour driving standards or endangering him/herself or others will be reported and possibly be barred from driving tours for the remainder of the event.
12. Communicate! Anyone in the group experiencing an issue needs to contact a member of the tour driving team immediately.

Note: As Tour Leader you set the tone and pace, don't rush a tour if you are behind schedule. Contact a member of the National team if you have an issue with a participant.

### **Departure Time**

1. Have everyone turn on headlights with both mid & sweeper in position before departing. Law enforcement may be present to waive tour group thru traffic when leaving staging/ departure area.
2. Have a great and safe tour.