

## Treffen Tour Planning Guide - Version 2

Treffen is a PCA event with the National team providing most of the planning, organization, and contracts for the host resort; this includes finding a location for staging the tours as there may be an associated cost with the staging location. The host region is responsible for coming up with the six driving tours (including the turn-by-turn directions with photos and descriptions for advertisements), finding lunch venues at the destinations, determining the total costs for the tours, and organizing the driving teams to execute the tours. Although PCA prefers smaller driving tour groups; the limitation of volunteers available for six simultaneous tours necessitates a maximum group size of 25 cars/50 people (including the tour leader, mid/group leader, and sweeper) for each tour. Otherwise, the PCA Minimum Tour Driving Standards and Additional Recommended Guidelines for PCA Driving Tours must be enforced and observed, respectively, during the Treffen event. The PCA National team is relying on the host region to provide their expertise on destinations and volunteers for the local tours.

The two sections in this guide were previously two separate documents: the Treffen Driving Team Considerations and Treffen Tour Planning Checklist. As such, some of the items between these sections are interrelated. Many of the information in this guide came from observations, feedback from participants, best practices, and lessons learned from previous Treffens so please do not disregard their significance.

### Tour Planning Considerations

For the most part it is nominally easy to plan and execute a club tour, after all most of the participants live in the local area and are familiar with the weather and roads/destinations, can eat wherever they want to, are not too concern with selling the tour, and the schedule can be flexible. This is not the case for a Treffen tour. Planners must consider the following: a) most participants are not locals and are not acclimated to local conditions, most have driven anywhere from two to six days to get to the resort; b) others may choose to fly, which means they are unlikely to be in a Porsche (for driving team identification purpose); c) they are here for four days and have daily activities other than the tours; d) most had a full breakfast before the tour so tours must have bio-break(s) during the drive out; e) how to present your tour online since most participants are not familiar with the route/destination; f) the tour driving team is leading a group of up to 25 cars; and g) availability of lunch venues that can hold the tour group size (up to 50 people) and meet Treffen standards (sit down restaurant with good food). These are just a few limiting factors that affect where we can go and effectively plan our tours. The list below will help your region plan a more effective Treffen tour:

**1. Time Constraints:** Ideally, the total travel time (including stops) to destination should be between 2 to 2.5 hours; it can be longer if the tour ends close to the resort. The drive out must include bio-break(s) and possible places to regroup. In total the tour should be around 6-7 hours from departure to arriving back at the resort/hotel. In all cases, take into account the time the group will spend at rest stops and intermediate destinations for your calculation so you don't end up rushing a tour. This is especially important if your

destination restaurant is under contract with a specific time for the group to show up for lunch. Also, build in slack time in case the tour runs into traffic. If a tour needs to go beyond 7 hours, work with the Treffen Chair if more time is required.

**2. Capacity:** All stops/destinations are large enough to safely hold the group (approx. 25 cars and 50 people).

**3. Great Destinations:** The destination of the tour should be a destination in itself, not just a place for lunch. If there is no restaurant at the destination, a short drive to the lunch venue is acceptable. (Treffens can have multiple destinations for one tour. At Treffen at the Broadmoor, we can consider places like Skyline Drive or Highway of Legends a destination but for most Treffen tours, there is a destination/attraction people can visit, e.g. Bishops Castle or Royal Gorge, before lunch. Even a small town with interesting shops can be a destination, e.g. Florence.) If there is a schedule time for the destination activity, include that in your planning and tour schedule.

**4. Lunch Venues:** The lunch venue must hold all on the tour (~50 people) and is willing to offer all of their menu options (buffet is acceptable) at one agreed-to total price, preferably without down payment. Obtain an agreement in writing for each lunch venue. This can be a contract (which is signed by the PCA Exec Director, contact the Treffen Chair if one is required), or an email between the Tourmeister, the tour leader/organizer, and the venue, that states exactly the dates and times of the lunches, what the costs are, including any taxes and service charges, and how the bill is to be paid. Calculate the total cost a slight margin above the expected costs to cover the credit card fees, etc. The National team will need the total cost for each tour before registration begins. This is a social event so plan on a long lunch.

**5. Selling the Tour:** Participants have a choice of six tours when registering for Treffen but can only pick two. The write up for registration needs to be descriptive (more than a summary) in order to sell the tour and should include cautions/warnings for local conditions.

**6. Post-lunch Activities:** Have other drive or attraction offerings ready for those who are not ready to go back to the hotel after lunch. Otherwise, at least one member of the driving team should offer to take participants back to the hotel on a direct route.

**7. Latest Road Conditions and Tour Directions:** The tour leaders should plan a final dry run to check the road conditions on a date close to the event (not an option and your region should reimburse for gas). We have experienced many changes to the tour routes due to road constructions that came up unexpectedly days before the event. The latest being Scottsdale in spring 2021; street construction in front of the hotel also necessitate a change of the directions from the hotel to the staging area. The tour leaders should continue to monitor their state's DOT website for changes, although that information may not always be up-to-date. As such, the region should hold off printing the turn-by-turn driving instructions until the week of the event.

**8. Contingencies:** Have a backup plan if something does not go right during a tour. Remember that safety is our Number One priority!

**9. Communications:** Communications is always an issue. This goes for the both the driving team and participants. Best to set the expectation at the drivers meeting, the more detail we can give the better. There's not much we can do about the mountain as most radio uses line-of-sight. If possible, plan for more regroup/rendezvous points.

**10. Direction Pitfalls:** Be mindful of streets with the same or similar names along the route; i.e., First Ave vs First Street (a group made a wrong turn in Vermont), passing loops on the same road with same road signs (end of Rampart Range tour), etc. Many participants are looking at directions for the first time when they get into the car and may not notice any subtle differences. If you know of such instances, emphasize it during the drivers meeting.

Other considerations: i) if anyone needs to refuel just to get back to the hotel, the tour may be too far distance-wise; ii) a direct route back to the hotel after lunch is preferred; iii) be aware of participant demographics (average age is between 65-70) during planning; iv) the resort/hotel is usually the top draw for Treffen and guests paid a good sum for registration and lodging, make sure they can get back in time for socials and dinners; and v) work with the PCA team on tour staging and traffic considerations.

## Preparing the Tour Driving Teams

With the new PCA Minimum Driving Tour Standards (both driving tours and off-road), several new requirements are in place, Treffen further complicates things for the Tour Driving Team (TDT) with its larger group size. During the spring 2021 Treffen Scottsdale, Greg Halverson, the PCA National Driving Tour Chair joined us and imparted some of his assessment of the Treffen tours, which is incorporated into this guide. Other than conducting the tour, the TDT is also responsible for assisting with checking in and lining up their respective tour participants at the staging area. One of the biggest challenges for the region is that Treffen runs six simultaneous tours. Recruiting and training six sets of TDT (36 people + backups) requires time, patience, and practice.

**1. Treffen TDT Roles and Responsibilities:** Rarely would a region have 36+ people be experienced in the roles of tour leaders, mid/group leaders, and sweepers. It is one of the reasons that the Treffen planning and preparation process begins well over a year in advance of the event. Essentially a 25-car tour is split into two groups with the tour leader leading the first group and the mid/group leader leading the second group. Only one sweeper is required for the tour. This fact should be briefed to the participants so there is no question as to who is leading and they should remain within each group. Per the new PCA Minimum Tour Driving Standards, each TDT car requires a minimum of two occupants to safely handle communications and directions. For Treffen, we are limiting each TDT car to exactly two people so we do not go over the 50-people tour cap. The following are specific Treffen responsibilities for each position in addition to the minimum standards:

a. **Tour Leader:** The tour leader is responsible for i) making sure everyone who lined up in his/her queue at staging is on that specific tour's roster and is given a wristband; ii) working with the Tourmeister in finding a suitable lunch venue at or near the tour destination; iii) creating the turn-by-turn directions for the tour (including return directions), the title of the directions must include the dates of the actual tour and pages numbered sequentially; iv) conducting dry runs with the mid/group leader and sweeper assigned to that tour, preferably with a full 25-car group; v) making sure everyone who shows up at the destination lunch venue has the proper wristband; vi) maintaining control of the tour group thru constant communications with other TDT members; and vii) assisting in arranging payment at the restaurant with the PCA Event Manager.

b. **Mid/Group Leader:** Aside from the responsibility of leading the second group on the tour, i) assisting the tour leader with any administrative tasks at the staging area; ii) acting as communications relay between the tour leader and sweeper as necessary; and iii) be familiar with the tour route in case he/she needs to step in to take over the tour. Many times the mid/group leader position is misunderstood or not well-defined within a tour group. This has caused the mid/group leader to be out of position after rest stops or regrouping points. Just as no one should pass the tour leader, no one should pass the group leader from the second group.

c. **Sweeper:** The sweeper is perhaps the most important position for the tour because he/she has the best situation awareness for the group while on the road. Besides helping direct cars into position for his/her tour at staging, the sweeper is responsible for stopping and assisting any car that pulls out from the main group (watching out for cars that are non-Porsches with an identification sticker). If the car cannot continue, make certain the driver can get service before rejoining main group and communicate that to the mid/group leader and tour leader (if possible). Based on past Treffens, some of the sweepers were thrown into the position without training and/or experience. This resulted in participants in Porsches and non-Porsches alike being passed on the road by sweepers, left at rest stops, and/or left on the side of the road without assistance.

**2. Tour Staging:** Tour participants are given a meeting time for the tour at Treffen check-in, which is not the tour departure time. They should arrive at tour staging about 45 minutes before the departure time. This will give them time to line up their cars, get a bathroom break, and attend the drivers/safety meeting. All TDT members will assist in checking in participants and lining up cars in their staging lanes. The Tour Leader should conduct his/her drivers/safety briefing about 30 minutes prior to departure time. Participants who missed the briefing are not covered under PCA insurance and cannot be a part of the tour. However, they are allowed to go on their own and meet up with the group for lunch.

**3. Vehicle Identification:** A number of cars in the tour groups will not be Porsches due to participants flying in for the event. Regions have begun placing large round stickers on non-Porsches' rear windows to aid identification by the TDT. These stickers will be placed on the window by the TDT so its members are aware of the location and significance. The point is not to leave people behind because there is no way for the TDT to recognize all the cars in their group. As for people being left behind, it has happened before for that reason, including a member of the EC.

**4. Group Integrity:** Keeping the tour group together is essential for Treffen. We want to eliminate having people speeding to catch up to the main group after traffic lights and turns. However, the tour leader shouldn't slow down so much that the group is blocking normal traffic either. The tour leader sets the pace but the mid/group leader and sweeper need to communicate better to the tour/group leader to slow down when necessary. All tour drivers need to be briefed on paying attention to cars in front and behind so they don't get too far ahead or lagging behind that he/she becomes the de facto tour leader for the cars following. If you do not see the cars behind you, you are going too fast -- pay special attention to corners and turns, this is where we lose most people. Of course there's not much you can do when separated by traffic signals and left turns.

**5. Safety:** All vehicles should use flashers when pulling over the side of the road. Tour/group leaders should only pull over in areas where approaching tour vehicles can see the group with plenty of time to switch lanes and stop. Also make sure the shoulder is wide enough and long enough to collect all the cars from the tour. Report any unsafe behavior to the Treffen Chair and appropriate Region Leadership.

**6. Speeding:** We cannot emphasize enough that speeding is not allowed on Treffen tours. The Tour and Group Leaders need to be aware Treffens are regularly attended by PCA EC members and other National Staff members who will report such infractions.

**7. Contingencies:** Have backups for the tour driving team. The mid/group leader should be able to take over as tour leader in the event the designated tour leader is unable to make it on tour day. This happened at Scottsdale and the region was prepared with new tour leaders to fill in. Dry runs should be conducted with the assigned tour driving teams so everyone on the team is familiar with each other and the route.

**8. Accidents:** Make sure all driving team members know what to do in the event of an incident. As always, emergency responders should be notified first for incidents involving bodily injury; then notify the Treffen Chair immediately by phone (who in-turn will notify the PCA Insurance/Legal chair) and the Tourmeister (who will notify the appropriate region members). Make no comment to the media if present, except to say, "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. For all incidents involving property damage, personal injury, or verbal altercation, follow the proper incident reporting steps as outlined in the PCA Region Procedures Manual.

Contact the Tourmeister, Region Event Chair, or Treffen Chair if you have questions or needs assistance. Also, check the PCA Treffen website (<https://treffen.pca.org>) for tour descriptions and additional information about Treffens.