

TREFFEN TOUR LEADER SAFETY BRIEFING – Version 2* **(Road Tours Only)**

Treffen participants are given a meeting time (about 30 minutes before the tour departure time) so they don't miss the safety briefing. After the participants have been guided to their respective staging lanes by the tour driving team and checked in with the tour leader along with receiving their wristbands & driving directions; the driving team needs to inform them to use the restrooms before the safety briefing starts as the tours will depart immediately afterwards. The tour leader should round up all the participants and driving team for the briefing about twenty minutes 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. The tour leader should have a copy of the latest tour roster and wristbands from the Tourmeister or a member of the National team. Do not accept last minute tour changes without approval from the National team.
3. All participants and tour driving team members (including backup team) should have signed the electronic waiver (Speedwaiver) prior to the event. The driving team should ensure participants have put on the appropriate wristbands and each car has received the turn-by-turn directions (to include return directions). For non-Porsche vehicles, they have identification markers affixed at the proper pre-designated location by the sweep. 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 at this time.
4. Each Treffen tour is allowed a maximum of 25 cars; this includes the tour leader, group leader, and sweep. The tour is split into two groups with the tour leader (also a group lead) leading Group 1 and the group leader leading the Group 2. Each group leader is responsible for keeping his/her group together. The sweep has the responsibility for sweeping the entire tour group.
5. The tour and group leaders need to watch their speed and distancing from the rest of his/her group, especially after a left turn or a stop, don't get so far ahead that the participants and sweeper have a difficult time catching up. Also, if Group 1 and Group 2 are separated by a large distance, the Group 2 leader needs to refrain from speeding to catch up to Group 1.
6. Tour participants may change group or position within a group if they wish to. If participants have issue with a certain car going too slow, the tour or group leader should help facilitate moving that car to a different position within the group.
7. Tour registrants who missed the safety briefing may not be part of the tour. However, they will be given the tour directions and a wristband so they can meet the tour for lunch at the destination.

Minimum Safety Briefing for Tours

(excerpt from PCA Minimum Tour Driving Standards for Road Tours)

The following points shall be communicated during the safety briefing for all participants, including passengers prior to tour departure. Most points can be read as a script. Additional points to consider are included in “PCA’s Additional Recommendations for Driving Tours and Off-Road Driving Tours” (on PCA.org). *We have added items that pertain to Treffen or expounds upon the minimum standards; these additions are in italic.* The Tourmeister can perform the national portion of the safety briefing for each tour with the tour leader briefing the local conditions and tour route, or have the tour leader perform the entire safety brief.

- **Introductions:** [Introduce all tour/group leaders and sweeper and identify their cars.]
- **Waivers:** Have all tour participants signed the relevant waiver form(s)? **Treffen addition:** *all participants should have signed the Speedwaivers prior to the event (except minors, whose parents must still sign the paper waiver form)*
- **Emphasis on Safety:** Safety is paramount. Driving tours are NOT competitive or high-speed driving events. Each driver is responsible for operating their own vehicle safely, in all road conditions.
- **Insurance:** 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 PCA’s insurance. *(Liability coverage helps cover damage to the other party in an accident and does not cover participants’ vehicles)*
- **Laws:** Obey speed limits and all other traffic laws, plus all local laws regarding the consumption of drugs and alcohol.
- **Route Directions:** The driving directions contain details about the route, regroup points, rest stops *(brief length of stops & parking situations)*; and any safety concerns or areas where the tour may have to slow to maintain safety. [Review any specific areas of concern *(such as road conditions & closures and possible weather or wildlife encounters)* in the driving directions.] **Treffen addition:** *Make note of any towns/areas where there traffic cameras or speed traps. Also emphasize that drivers and navigators should communicate and follow the turn-by-turn directions, if the navigator see a car make a turn that is not part of the directions, tell the driver not to follow unless the entire group is making that turn.*
- **Safety as a Group:** 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 in order to stay with the group.
- **Following Distance:** Leave a safe distance between cars, generally at least 2-3 seconds behind the car in front, or one car length for every 10MPH/16KPH. **Treffen addition:** *Participants should avoid purposefully slowing down and then speeding up; this causes an accordion affect for the group.*

- **Passing:** No passing is allowed of the tour/group leader(s). They set the pace. Pass cyclists, pedestrians and other non-motorized traffic SLOWLY, giving a wide berth. **Treffen addition:** *Many states now have safety/distancing laws and includes emergency vehicles and crosswalks – Brief your state/local requirements. Many roads have loose impediments near the median and shoulder. Don't spray the cars behind or next to you when passing.*
- **Separation from the Group:** 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. **Treffen addition:** *Separation may be unavoidable due to traffic, stoplights, and turns; a participant may become a de facto group leader for following cars until the group comes back together. Make sure each car has turn-by-turn directions in case that happens.*
- **Headlights:** Drive with headlights on to increase visibility to other vehicles.
- **Emergencies:** In an emergency, pull over, stop in a safe location, turn on emergency flashers and advise the tour/group sweeper.
- **Sweeper Role:** The sweeper plays an important support role and shall advise the tour/group leader of any issues within the group.
- **Communications:** [Provide cell phone numbers of all tour/group leaders and sweepers to all participants or refer to them in the driving directions.]
- **Drones:** The use of drones is prohibited at all PCA events.
- **Tour Destination (Treffen addition):** *The tour ends at the destination lunch venue [give estimate arrival time and parking situations to include any tour attraction stop before lunch.] 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).*
- **Departure Information (Treffen addition):** *Law enforcement may be present to waive tour group thru traffic when leaving staging/departure area. Check with the National team if this is available at your location.*
- **Departure Order (Treffen addition):** *Depending on how the cars are lined up for departure, make sure group members depart with their tour or group leader; i.e. Group 2 cars should not leave with Group 1.*
- **Safety & Fun:** Responsibility for maintaining PCA's excellent history of safe and enjoyable events rests with each participant. Have fun and be safe!
- **Final Reminder (Treffen addition):** *Remind everyone to zero their odometer and turn on their headlight as they head to their car.*

Note: As Tour Leader you set the tone and pace for the entire tour, don't rush a tour if you are behind schedule. However, if the tour is going to be late to a lunch destination that is under contract, notify a member of the National team when it is safe to do so. Make sure both group leader & sweep are in position and ready before departing. Contact a member of the National team if you have an issue with a participant or any incidents, including non-moving vehicle accidents.