

Treffen Tour Planning Guide - Version 3*

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 tour size of 25 cars/50 people (including the tour leader, group leader, and sweep) 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) for the duration of the tours; e) how to present your tour online since most participants are not familiar with the route/destination; f) the driving team is leading a tour of up to 25 cars; and g) availability of lunch venues that can hold the tour 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. Plan for a two-hour lunch. The drive out must include bio-break(s) and safe places to regroup. In total each tour should be no more than 6-7 hours from the time it leaves the staging/departure area to arriving back at the resort/hotel; shorter durations are fine for those tours starting at a later time in the lineup. In all cases, take into account the time the tour will spend at rest stops and intermediate destinations for your calculation so you don't end up rushing a tour.

* Version 3 incorporates lessons learned from Treffen at the American Club

This is especially important if your destination restaurant is under contract with a specific time for the tour 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 National Chair or Treffen Liaison before finalizing your lineup.

2. Capacity: All stops/destinations need to be large enough to safely hold the entire tour (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 departure 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. If possible obtain an agreement in writing for each lunch venue. Although not preferred, this can be a contract (which is signed by the PCA Exec Director, contact the Treffen Chair if one is required); or it can be 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. The National team will need the total cost for each tour before registration begins (we may increase your cost estimate due to other charges incurred by PCA). This is a social event so plan on a long lunch.

Note: The tour leader/organizer is responsible for coordination with the lunch venue from planning thru execution. If there is a fixed-price menu where the lunch venue needs to know the number of entrees to prepare for, the Tourmeister will forward that request to the National team, who in turn will poll the tour participants for that information. The National team will provide an approximate headcount for each tour several weeks before the event so the region can provide that information to the lunch venue. The tour leader will have an exact headcount on the day of the tour. The tour leader is also responsible coordinating payment on the day of the tour, ensuring no alcoholic beverages is changed to PCA, and for getting a receipt back to the PCA Event Manager.

5. Advertising/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: The tour leaders need to plan a final dry run from the actual staging area to the destination to check road conditions on a date close to the event. This is not a suggestion as too many regions have experienced the need to reroute tours the weekend before the event due to unexpected construction, the region should reimburse for gas with the stipend. 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, and Kohler in fall 2021 where the route going in and out of the staging came under construction one week before the event. 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. Tour/Turn-by-Turn Directions: The Tourmeister and/or tour leaders are responsible for creating and printing the turn-by-turn directions. The directions should include incremental and cumulative mileages and elapsed time information. Make sure there are plenty of regrouping points throughout the route, especially after going thru areas where there are plenty of traffic lights/stops. If you are using the side of a road, you 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.

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.

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

10. 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 mountains as most radio uses line-of-sight. If possible, plan for more regroup/rendezvous points.

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 National 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 + several backups) requires time, patience, and practice. Make sure all TDT members have read and understand the latest PCA Minimum Driving Tour Standards and this planning guide so everyone is on the same page.

1. Treffen TDT Roles and Responsibilities: Rarely would a region have 36+ people be well-versed in the roles of tour leaders, group leaders, and sweeps. 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 Group 1 and the group leader leading Group 2. Only one sweep 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. With the exception of the backup cars, the TDT for each tour should have driven the route using the turn-by-turn directions for that tour at least once before the event. 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 are numbered sequentially; iv) conducting dry runs with the group leader and sweep 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; vii) coordinating payment arrangement at the restaurant with the PCA Event Manager; and viii) briefing the participants and the restaurant that they must pay for/charge any alcoholic beverages separately from the total food bill charge to PCA.

b. Group Leader: Aside from the responsibility of leading the Group 2 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 sweep 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 group leader's position is misunderstood or not well-defined within a tour. This has caused the 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 Group 2.

c. Sweep: The sweep is perhaps the most important position for the tour because he/she has the best situation awareness for the tour while on the road. Besides helping direct cars into position for his/her tour at staging, the sweep is responsible for stopping and assisting any car that pulls out from the main tour (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 tour and communicate that to the group leader and tour leader (if possible). Based on past Treffens, some of the sweeps were thrown into the position without training, experience, and/or knowing the PCA Minimum Tour Driving Standards. This resulted in participants in Porsche and non-Porsche alike being passed on the road by sweeps, left at rest stops, and/or left on the side of the road without assistance.

2. Tour Staging: Tour participants are given a specific meeting time for the tour at Treffen check-in, which is not the tour departure time. Participants for each tour should arrive at tour staging about 30 minutes before the departure time; however, some will arrive as early as 20 minutes before the meeting time. This will give them time to line up their cars, get a bathroom break, and attend the drivers/safety meeting. As such we recommend each TDT arrive one hour prior to their departure time to receive the tour rosters and associated material in order to check in participants and line up cars in their staging lanes. Make sure the participants know which group they belong to. The Tour Leader should conduct his/her drivers/safety briefing about 20 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 with the proper wristband and meet up with the tour for lunch.

3. Vehicle Identification: A number of cars in the tour groups will not be Porsche 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 (preferably the Sweep) 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 on their tour. As for people being left behind, it has happened before for that reason, including a member of the EC.

4. Tour Departure: Tour departure is usually not an issue when the cars are all lined up in a straight line. However, this is not always possible depending on the available large parking lots close to the host hotel. Whether the cars are lined up in two lines or two columns, make sure they know not to depart before their tour or group leader by including this in the safety briefing. The National team normally contracts a local law enforcement agency in assisting with departure from the main staging area.

5. Group Integrity: Keeping the tour/group together is essential for Treffen. We want to eliminate having people speeding to catch up to the 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 group leader and sweep 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.

6. 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.

7. Speeding: We cannot emphasize enough that speeding is not allowed on Treffen tours; this is not to say that you cannot safely go with the flow of traffic. The Tour and group leaders need to be aware Treffen are regularly attended by PCA EC members and other National Staff members who will report such infractions.

8. Contingencies: Have backups for the tour driving team. The 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 both Scottsdale & Kohler and the regions were prepared with new tour leaders/TDT 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.

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