

## PCA Bluegrass Region Good Tour Practices

Following the BGS Good Tour Practices is a means for ensuring all our members have the ability to conduct safe and organized tours. The intent here is to provide sufficient details for our members to understand what is expected of Tour Chairs and how we meet the responsibilities of leading and participating in our PCA touring events.

### Pre-Tour Preparation

- Review National PCA Tour Guidelines (Version 2014).
- Arrange for Insurance coverage at least three weeks in advance of tour.
- Gather tour equipment needed and ensure it is functional (i.e. two way radios, fire extinguisher, tool kit, first aid kit, etc.)
- Insurance Chair is to provide PCA Bluegrass Region Good Tour Practices and National PCA Tour Guidelines to Tour Chair along with Insurance Certificate and 2016 InsuranceReply 1.4.15.
- Tour Chair is to provide PCA Bluegrass Region Attendance Roster and Tour Waivers (from National PCA website).

### Pre-Drive Tour Route

- Decide on the best places to gather and end.
- Identify hazards, watch outs, and points of interest.

### Pre-Tour Meeting

- Identify Tour Leader and Tour Sweep. Share cell phone #'s and equip with radio
  - Both Leader and Sweep vehicles should have passengers to assist.
  - Both Leader and Sweep should be experienced tour participants.
- Position least experienced drivers at front of tour group.
- It is best that the Leader and Sweep have cell phone numbers of all tour drivers.
- Assign a person to complete Tour Observation Report. Give that person a hard copy of the blank report at the start of the Pre-Tour Meeting.
- Display Insurance Certificate and get waivers signed by everyone. Use only "red" comment originals.
  - If no insurance, it is not a PCA event. Communicate such and do not sign waivers.
- Inform participants of what tour equipment is on hand and where it is located.
- Cover items from National PCA Tours Guidelines.
- Explain procedure to be followed in the event of vehicles getting separated during tour.

Even given the best of planning and using our best practices, when we are on the public roads accidents still do happen. The general public and public officials are prone to make assumptions when a group of sports cars are involved in an accident. The best counter to these assumptions is to be able to show that we have followed our practices and guidelines. Failure to follow the practices and guidelines can put our event insurance at risk.

Have fun and be safe at our touring events.

Ken Hold

PCA BGS Region President 2016

March 14, 2016