



PCA Tour Leader Training



How to lead a successful PCA Driving Tour

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PCA Minimum Driving Tour Standards

Final Published Version



- **This is not a session on how to PLAN a tour, but a proven approach on how to LEAD one**
 - This information is advice from experienced tour leaders in the hopes you find it useful.
 - Tour Leader needs to start well before the day of the tour, as we will cover, but first.....
- **What is a PCA driving tour? A little review.**
 - Not everyone seems to be “on board” yet.
 - As a tour leader, if you haven’t read the minimum driving tour standards yet, you need to read them
 - [Click](#) the official final PCA Minimum Driving Tour standards, effective 1 Jan 2019
 - The PCA Driving Tour Committee has also published “additional recommended guidance” on pca.org for effective driving tours
 - *To have an effective tour program, regions should appoint a driving tour chair person to oversee the program
 - The 2019 RPM lists the responsibilities of a region tour chair person
 - The tour chair should “recruit” a small cadre of region members to become tour leaders



Tasks to Do Before the Tour



- **Tours should be advertised two to three months in advance—better if planned for entire year**
 - **Advertise in region newsletter, website and social media**
- **Dry running the tour route—the devil is in the details!**
 - **Need to dry run the tour route at least once a couple weeks in advance of the tour**
 - **Try to drive the route in the car you will drive on the tour (odometers differ)**
 - 1) **Invite other drivers: leads/sweeps/friends**
 - **If possible, dry run the route on the same day of the week and time of day that the tour will be run to get an accurate feeling for traffic, which dictates time to complete the route**
 - **Look for potential regroup points after congested areas and stoplights/four way stop signs and note them in the directions**
 - **Make sure planned restroom stops have adequate facilities for a large group (e.g. no “one holer”), sufficient parking, AND that they are open! This is sometimes difficult!**
 - 1) **Caution: state/national parks have an entry fee just to park for a rest stop!**
 - 2) **Use Google Maps, Bing or MapQuest and expand the scale to show details**
 - 3) **DO NOT use these resources as the “final word” on routes and distances!! Drive the route to verify.**
 - 4) **Contact owners/managers for parking permission, if appropriate**



Tasks to Do Before the Tour

- Re-read your route instructions several times to make sure they will be clear to drivers/navigators seeing them for the first time Ask someone to read and comment
- Make sure you provide the directions to all leads and sweeps not later than one week in advance, preferably sooner
 - They may want to dry run the route as well, at least a “Google Dry Run”
- **Organizing for the day of the tour**
 - Use an online registration site such as MotorsportReg, or Club Registration, etc as the method to sign up for driving tours
 - Utilize the available site reports to manage attendee data
 - Ask people to volunteer to be a group lead or sweep as part of the online registration process
 - Pre-assign cars to a specific group in advance of the tour date if there are to be multiple driving groups!
 - Consider type of roads to be driven and number of stoplights/signs along the route to determine optimal group sizes. Maximum of 15 cars works best.



Tasks to Do Before the Tour



- Either the tour leader or registrar sends out a mass email to participants showing group assignments and final tour information (general overview, show, briefing and departure time, administrative reminders, destination information, etc)
 - Two to three days prior to the tour
- Have all registered cars assigned to a group before the mass email is sent and include group assignments in the email
- Driving tour directions should include each turn direction, leg distances and cumulative mileages after each leg, details on planned rest stops and parking and notes/caution information along the route
- Encourage tour participants to purchase FRS two-way radios
- Bottom line: the less administrative/logistics work to be done the day of the tour, the higher the probability of a smooth start!



Tour Execution



- **Day of the tour (hectic time!)—good organization is critical!**
 - Tour/group leaders and sweepers should arrive one hour prior to the Participant's (Driver's) Meeting. Be there!
 - Tour Leader should have a folder for each group lead containing waiver forms, directions, group assignments, blank incident report form, route directions, etc)
 - Pre-printed waiver forms speed up the process
 - Brief group leads and sweepers on any unique route challenges/changes
 - Remind them that their #1 job is to keep their group together on the tour
 - Tell them to coordinate with their sweepers on what radio calls they want them to make (e.g. confirmation that everyone did or did not get through each stoplight)
 - Assign a radio relay car in the middle of the group, plus lead and sweeper
 - Coordinate how to get the cars in the right groups as they arrive
 - People should know their group assignment before the tour from the mass email and group leads will park such that cars can line up together.
 - Leaders ask “what group are you in” as participants arrive”



Tour Execution



- Tell group leads/sweeps to make sure the waiver and release has been signed by all; separate waiver sheet for each group
 - Group SWEEPERS take charge of waiver sheet signing
 - 1) Tell people to print legibly if form is not pre-printed, then sign on same line
 - 2) All participants have to sign! Minors have a separate form (Minors as Observers Only). Must be signed by at least one parent/guardian
 - Parent/Guardian MUST sign form at staging area OR minor may bring a NOTORIZED copy
 - 3) Each form must be signed at the bottom by the person witnessing the signatures
 - 4) Have a method to ensure everyone has signed the waiver form, don't just ask
- Ensure every car has a copy of the route directions
- Tour leader carries a copy of the PCA insurance certificate on the tour



Tour Execution



- **Conduct a participant/safety meeting at least 30 minutes prior to Group One departure so you don't get behind schedule**
 - **Meeting is for EVERYONE, not just the drivers**
 - **It's a good idea to write down your own briefing outline, but use the PCA approved tour safety briefing as a template**
 - **Two main points: Safety is paramount and driving tours are NOT competitive driving events!**
 - **Nobody ever "won" a tour!**
 - **Cover the potential confusion areas on the route**
 - **Tell everyone to zero their odometers—it should also be noted on the route instructions**
 - **Tour leader announces how many minute spacing between groups (5 or 10 is normal)**



Tour Execution



• GUIDELINES FOR BEING A GOOD TOUR/GROUP LEADER AND SWEEPER

- Brief your group on any particulars you want to emphasize, e.g. “no large gaps!”
- Count the number of cars in your group and make sure you account for them after rest stops and regroupings (both leader and sweeper should know the number)
- Brief your expectations of your sweeper, esp radio calls. **Stress short, concise calls**
- Sweeper needs to ACKNOWLEDGE leader’s radio calls
- Tell the group what you plan to do if the group gets separated (regroup plan)



Tour Execution



- **Leaders: Lead the group, don't just be the driver in front! You are driving for the group!**
 - Stress that no one should drive above their comfort level!
 - Navigator should be the one making ALL the radio calls. Note rule in the minimum driving tour standards!
 - Don't pass a slow car in front of you if you are the only one who can make it
 - When passing, keep the pace up so others can safely follow through the pass
 - Anticipate that some cars may not make it thru lights, left turns, 4-way stops
 - Announce on radio what your regroup plan is if cars don't make a light/turn
 - Announce upcoming turns on the radio
 - Announce upcoming cyclists, pedestrians, farm tractors, etc in your lane of travel
 - When parking at rest stops, try to park in a manner that group stays together
 - Before dispersing at rest stops, announce the departure time (not "15 minutes")
 - Take a head(car) count before departing rest stops to make sure group is all there



Tour Execution



- **Sweepers keep track of the group from the back**
 - Communicate with the group lead
 - Understand what radio calls the lead wants to hear (and what he/she doesn't want to hear!—e.g. a lot of chatter or only the minimum)
 - Make it clear if all of group did not make it through a turn or traffic light
 - Be prepared to stop and assist anyone in the group who pulls off to the side of the road
 - Coordinate transfer of sweep duties if sweep car must assist another vehicle with a problem (must have a radio)



Insurance and Forms



- **Path to Insurance and Forms: Log in to www.pca.org → Forms & Documents → Insurance → Insurance Forms**
 - Request PCA insurance certificate for the tour at least three weeks prior to tour
 - Every tour and group leader should read the “Insurance and Risk Management” document written by Ken Laborde, PCA Legal Counsel. It explains a LOT.
 - <https://www.pca.org/resource/pca-insurance-and-risk-management>



Reports



- **Post Event, Observers and Incident Reports are REQUIRED by PCA**
- **Reports (pca.org→Forms and Documents→Region Management→Event Management and Forms)**
 - Observer's Report: Fill out and submit within 10 days of event.
 - Also read guidance on filling out
 - Ask for a volunteer /assign someone not part of the event planning
 - Post Event Report: Tour Leader fills out and submits within 5 days of event
 - **For an incident, tour leader files a report within 5 days; if bodily injury involved, next day**
 - Each group leader should have an Incident Report template in their tour folder (the one you got at the staging area!)
 - If bodily injury or property damage, call Ken Laborde, PCA Legal counsel, same day: **(504) 460-5500 (cell)**
- **Tell everyone to enjoy the tour!**



Assessment



- **Was the tour a success? Ask yourself some questions or get feedback**
 - Was there mass confusion getting cars lined up, waivers signed, instructions distributed?
 - Did the tour start on time?
 - Were the directions provided adequate?
 - How many times did you have to regroup because cars got separated?
 - How many cars got lost or made a wrong turn?
 - Were the restroom stops adequate for the group?
 - Was parking at the start, restroom stops and destination adequate?
 - Did the group or groups get to the destination together?
 - Was the destination venue able to handle the number of people in an efficient manner?
 - Did the participants seem to have FUN?!

Questions/Comments?

