



Arizona Region Porsche Club of America **Guidelines and Checklist for Sunday Drives and Tours**

The Arizona Region puts on a number of Sunday Drives and Tours each year and are member favorites due to the camaraderie and beautiful Arizona scenery. Our region is blessed with innumerable destinations unmatched elsewhere in the country, including the many highways and back roads just waiting to be driven by Porsche enthusiasts. It is the primary responsibility of our tour planners to conduct an enjoyable and SAFE tour; none of us wish to be involved with any irresponsible driving.

As Porsche owners, we have the luxury of driving automobiles that are faster and handle better than most other vehicles on the road. As members of the Porsche Club of America, we also have a responsibility to not put our club or our fellow owners in an unfavorable light. The following information and checklist will help you prepare a successful and SAFE tour.

Tour Preparation and Guidelines

- Select a starting point where there is adequate parking to hold a briefing and to pass out route instructions, sign the release, etc. **Signing the waiver/release is REQUIRED and is very important to insure coverage by our club insurance.**
- Control the tour speeds. Our insurance guidelines stipulate tour groups obey traffic laws on public roads. If there are a large number of cars in the group and the lead car is going 50 mph, the person at the back will probably be doing 65 or 70 just to keep up. The longer the group of cars, the faster the last car has to go just to keep up. *This situation should be avoided.*
- Keep the groups small. Have you ever tried to get 15-20 cars through a green light? It is better to split up into smaller groups of 10 or less. These groups can link up periodically to give the impression of a larger parade of Porsches.
- Recommend that participants come equipped with walkie-talkies and/or cell phones. It is a good idea to collect a list of all cell phones and provide the numbers of a few key people to all drivers. These will help to keep the group intact.
- Make sure that all drivers are aware of the rules of the tour and how to communicate.
 - To keep the group together, keep the car behind in sight at all times. If he slows or stops, the car ahead should either do the same or notify the leader by flashing headlights or by radio so as to allow the straggler and those behind him to catch up.
 - While in heavy traffic, keep closed up to eliminate non-tour cars from "infiltrating" and causing wider spacing.
 - No passing - the tour is not a race. Changing position at designated stops is OK. But do not pass the group leader. However on our 2- and 3-lane wide streets, with numerous traffic lights, it makes sense to use the multiple lanes rather than adhere to the no passing guideline. Use common sense.
 - Try to utilize head out parking where possible at stops. It eases the process of queuing up behind the leader on departure.
 - When all else fails use common sense - enjoyment of a SAFE tour is the desired goal.

For further information, visit our region web site at <http://az.pca.org>

Sunday Drives and Tours Information – <http://az.pca.org/drives.htm>

Insurance Forms (available for download) – <http://az.pca.org/forms.htm>

Insurance Paperwork Questions? Please contact the Arizona Region Vice President



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TOUR LEADER CHECKLIST

PRIOR TO EVENT

- Confirm receipt of Certificate of Insurance (provided to you by AZPCA's Vice President)
- Print Certificate of Insurance
- Download and print copies of the following PCA insurance forms:
 - PCA Insurance Waiver
 - PCA Junior Participant insurance waiver - for children under 16
 - PCA Incident Report form

All insurance forms are available for download from the AZPCA web site at az.pca.org/forms.htm

- Prepare route instructions - include all designated stops, including possible restrooms.
- Make copies of route instructions to distribute to all participants
- Confirm route - check for any new detours, flooding, closures, etc.

DAY OF EVENT

- **IMPORTANT** items to take with you on the day of the event:
 - Copy of Certificate of Insurance
 - Insurance Waiver forms - **ALL PARTICIPANTS MUST SIGN THIS WAIVER PRIOR TO START OF EVENT**
 - PCA Incident Report form
 - Copies of route instructions for all participants
- To do at starting point:
 - Hold a driver's meeting to confirm and review the following:
 - Confirm that everyone has signed the insurance waiver**
 - Pass out route instructions and review with participants
 - Identify the leader of second group, if needed, and the person(s) bringing up the rear
 - Review the group driving guidelines, as outlined above
 - Confirm walkie-talkie frequency so everyone can chat with each other AND/OR
 - Have participant's complete sign-in sheet (name, cell phone number, and make/color of their car.) This will help you know who's who and will help you contact a driver if they aren't using walkie-talkies or are out of range.
 - Designate another driver to keep an eye on the back of the group to make sure you don't lose members.

Enjoy Your Tour and Thank You for Volunteering!

