

PCA Event Guidelines

Off Road Tours

Version 2014

Overview

The genesis of the Porsche Club of America's Off Road Experience is based on the traditional multi-event weekend providing for a gathering of Porsche enthusiasts to socialize and enjoy their vehicles. The goal of these events is to provide a relaxed, slow paced, non-competitive atmosphere for participants to enjoy the great outdoors and learn off road driving techniques within the capabilities of their vehicle.

In organizing and conducting an off road tour, the primary consideration is always safety. The principal requirements are that the event:

1. Be planned and conducted with safety as a primary concern
2. Be covered by PCA insurance
3. Demonstrate a concern for the safety of entrants and observers in its procedures and instructions.

Notice: Motorsports, including off road tours, are potentially hazardous activities. Accidents on off road tours have occurred in the past. The intent of these guidelines is to assist regions in the organization of off road tours that will be safe and enjoyable experiences; however, they are in no way a guarantee against injury to participants or others. The ultimate responsibility for the safe conduct of a motorsports event lies with the region organizing the event and with the participants.

The Porsche Club of America subscribes to the off highway principles of the Tread Lightly organization. In spirit and in practice the objective of the Off Road Experience is to enjoy the back country byways and roads while having minimal impact on the surroundings. This includes many environmental considerations (utilizing only marked trails or roads and minimum noise projection). Loud stereos or other behavior which affects other user's enjoyment of the back country environment is inconsistent with the objectives of the event and this program.

Event Overview

Event organizers have the responsibility to provide for wide range of off road driving expectations and experiences. Routes should be diverse enough to provide for leaf trail drivers and equipment, as well as those who want to learn or experience more advanced off road driving techniques.

Every effort should be made to select trails that are safe and, even on the more advanced trails, have little potential for damage to the vehicles.

Consideration should be given to creature comforts, including stops along the way for photo opportunities, coffee breaks and lunch. Effort should be made to include evening activities, similar to multi-event weekends, such as banquets and socializing where appropriate.

It is advisable to have a how-to session at the beginning of the event (drivers meeting?) to orient those who have never driven off road to certain basic principles, including explanations of angle of approach/departure and tire placement in relationship to ground clearance and trail obstacles.

Eligible Vehicles

As is consistent with other PCA events, any PCA member's street legal, insured, and licensed vehicle is welcome. Event organizers must insure suitability of vehicles to the local terrain and compliance with state and federal on and off highway regulations.

All wheel (AWD) or four wheel drive (4WD) vehicles are obviously the recommended vehicle for off highway use, though regional directives may allow other types of vehicles as appropriate.

Any vehicle with the suspension raised or lifted (by means of aftermarket suspension) vehicle must be pre-approved by event organizers on a case by case basis after discussion with the PCA Safety Chair.

Vehicles must have full fenders; US Forest Service approved exhaust systems and must meet all local sound control ordinances.

Technical Inspection

Consistent with the conditions and terrain of the intended tour, there should be a safety inspection for each vehicle. Minimum requirements will include inspection for suitable tires, exhaust system, and ground clearance, etc.

Unlike your autocross or DE car, full tread depth all terrain or all season tires are of benefit. It is recommended that all vehicles have a full size spare. You may find a tow strap beneficial.

Risk Management

As previously mentioned, good risk management procedures should be adhered to. These include but are not limited to insuring the routes taken are appropriate for the vehicles and weather conditions present and the drivers past off road experience. Careful attention to distance between vehicles (and leaving no one behind) should be explained and discussed. Route organizers should carefully choose any stopping point to ensure safety for the vehicle occupants and any other users of the trail or road system.

Driver and Navigator Education

All levels of drivers and passengers are welcome at our events and organizers should ensure that experienced members are available to answer questions or provide guidance.

A number of other organizations have off road programs and it is recommended that event organizers utilize their resources in educating themselves prior to an event. The Jeep Jamboree events, Mercedes Club, and Land Rover organizations as well as other private groups are a valuable resource for how to information and are many times more than willing to share or assist.

There is also a wealth of off road driving educational material published and available on the web and at your local library or book store.

Insurance

All PCA driving events require liability insurance. To obtain this coverage for a moving car event, a region must complete an **Event Insurance Enrollment Form** (to be found in the *Region Procedures Manual* or on the www.pca.org). It should be completed according to the instructions on the form and sent to the PCA National Office at least three (3) weeks in advance of the event. If you do not have a **Certificate of Insurance** in hand before the commencement of your moving car event, you DO NOT have insurance coverage. Verify that the certificate is available to entrants at the start of the event.

Event Waivers

Make sure that you have a supply of current PCA insurance waivers and release forms printed in color. There are three types:

1. **Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement** for adults over 18 years of age
2. **Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding** for participating minors that will be in a touring vehicle or otherwise involved with the event (including working as a volunteer)
3. **Waiver and Release of Liability and Indemnity Agreement for Minors as Observers Only** for minors that will not be a passenger in a touring vehicle and are totally uninvolved with the event (not working it either!)

All persons in attendance, including officials, must sign a waiver. If waivers are not provided, the event is not covered by PCA insurance and must not proceed. Original signed waivers from the event should be retained and stored for 4 1/2 years after the event. For more information on waivers and PCA Insurance procedures see the *Region Procedures Manual* or www.pca.org.

Licensing

All drivers must have a valid state or provincial driver's license. It is recommended that entrants show their licenses when they sign in on the day of the event.

Post Event Reports

The **Post Event Report** must be filled-out by the event chair. It is available in the *Region Procedures Manual* and online at www.pca.org.

Observer's Report

Observer's reports must be filled out according to the **PCA Guidelines For Observer And Incident Reports**, which is available in the *Region Procedures Manual* or on www.pca.org. You will find the **PCA Observer's Report For Tours** available there as well. This is the form to use for tours.

These reports are used to track safety consciousness at PCA events and to record conditions that existed at a given event. Should marginal event conditions occur, the PCA National Safety Chairman might contact the region and offer suggestions for improvement.

Incident Reporting

In the event of damage or injury, a report of the incident must be filed according to the **PCA Guidelines For Observer And Incident Reports**, which is available in the *Region Procedures Manual* or on www.pca.org.

The **PCA Incident Form** is also in the *Region Procedures Manual* and online at www.pca.org.

If there is an incident, do not make any comments to anyone regarding the incident, including the media, except that "*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.

Additionally, if there is an incident, host Region officers should locate and take custody of all signed waiver and other forms for that event. Do not release these documents or copies of them to anyone without specific advice and clearance from the PCA Insurance and Risk Management Chairman.

Cancellation of Event

If an event is cancelled, notification should be made to the PCA National Office by email no later than 24 hours after the scheduled date of the cancelled event. Doing this on time will save PCA money.

NOTE: Off Road tours are typically conducted on publically maintained dirt roads, but this may not always be the case. Coverage under a vehicle owner's insurance may be excluded or limited while "off roading," which is probably referring to driving on surfaces other than publicly maintained roads. You should verify the type of roads on which the tour is being conducted and verify your coverage with your automobile insurance carrier.