

**HEART O' DIXIE REGION
PORSCHE CLUB OF AMERICA, INC.
POLICY MEMORANDUM #6
October 11, 2019**

Club Tour Procedures

1. Club Tours - General

The Club goal is to provide membership with a periodic (monthly if possible) day lunch tour and an annual overnight tour. Tour leaders will adhere to the following guidance and policy.

2. Club Tour Routine Time Schedule and Assembly Areas

The Club routinely conducts Day Lunch Tours on Saturdays and meets at the listed assembly areas at 8:00 AM, with prompt departures at 8:30 AM. Tour leaders change the assembly areas and departure times for meet specific tour requirements.

- A. Tours southwest of Huntsville assemble in the Old Time Pottery parking lot, 9076 Madison Blvd (Highway 20), northwest of the I-565 Exit 9 interchange.
- B. Tours northwest of Huntsville assemble in the Planet Fitness parking lot, 8050 Highway 72 W, at the University Blvd. and Wall-Triana Rd. intersection.
- C. Tours to the northeast of Huntsville assemble on the service road just east of the MAPCO Service Station, 1582 Highway 72 E, at the US72 and Moores Mill Rd. intersection.
- D. Tours to the southeast of Huntsville assemble in the Walmart parking lot, 11,610 South Memorial Parkway.

3. Club Tour Leader Responsibilities

Service as a Tour Leader is a serious responsibility. Getting lost while leading a dozen or so Porsches on a tour is a humbling experience; contributing to an accident involving one of those Porsches caused by inadequate rest stop parking or leading the group into a dangerous situation is much more serious than humiliation. According, the tour leader carefully plans, briefs, supply materials, and leads the tour.

When planning the tour route, avoid roads in poor condition or potentially hazardous such as those under repair or construction; especially gravel or dirt roads, severely worn old pavement roads with deep ruts and a crown that may catch the Porsche low front lip spoilers, and roads with potholes or lacking adequate shoulders.

Plan to pre-run the tour route on the same day of the week and at the same time of day as the planned tour. Difficult tour routes may require multiple rehearsals. A Google map reconnaissance is NOT adequate since many roads are different in reality than they appear on the internet and road conditions change. Likewise, a current route reconnaissance is mandatory, since rest stop, facilities may change or other dangerous conditions develop since your last drive.

A major part of the tour planning is the identification of the lunch stop restaurant. Insure there is a reasonable variety of good food, good service, that is reasonably priced, is clean and attractive including the restrooms, If possible there should be contiguous place for group sitting and safe parking for the Porsches.

Next, try and schedule a rest stop with clean restaurants and safe off-road parking every 60 minutes and no longer than 90 minutes. For larger groups, two different restrooms may be required, but you should try to locate a facility with at least separate Men and Women facilities instead of just a single "one-holer." To ease the burden of having a large group of non-routine customers just "drop-in" to raid a business restroom, the club budgets a \$20 tip

for each tour. This tip is available to subsidize those small “mon and pop” establishments offering a rest stop service to our club members if our members fail to make “suitable” compensatory purchases.

An accompanying club officer routinely pays the restroom tip, but in the absence of a club officer, the club authorizes the tour leader to make the payment in the presence of a tour member witness. Sometimes, it may be necessary to pay \$10 to two different businesses, or, even \$20 to two different locations, depending on the situation and purchases. As previously mentioned, in the case where a “suitable” number of tour participants make purchases from the business, it may not be necessary to provide the tip. Tipping is a tour leader decision.

A. Club Tour PCA Insurance Request

Every tour must have a PCA Certificate of Insurance (free of charge for tours). The Club Activity Coordinator (AC) submits the request for insurance three weeks prior to the tour using information provided by the tour leader (see paragraph 4, Sub-paragraph A). The tour leader is required to display the Insurance Certificate during the Safety Briefing in the tour assembly area.

B. PCA Insurance Waiver Forms

- 1) The tour leader is responsible for downloading and *printing in color*, the PCA Insurance Waiver Forms as detailed in paragraph 4, Sub-paragraph B. Every tour participant, both driver and passenger, must print their name (legibly) and provide their signature on the Insurance Waiver Form. Multiple forms are required since 20-30 personnel attend most tours and each form has room for only twelve signatures.
- 2) There are two Insurance Waiver forms, one for adults and one for minors. The *Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement* is for Adults over 18 years of age. The other form is the *Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving, or Riding* for participating minor passengers in a touring vehicle.
- 3) If a club officer is present, the club officer will witness the Insurance Waiver form and provide their club officer title, tour date, and home address. If no club officers are present, then the Tour Leader witnesses the form and provides the same information. The Insurance Waiver witness also enters his own name and signature on the form. Provide the Insurance Waivers to the Club historian for permanent file disposition.

C. Club Tour Rules of the road and Safety Briefing

- 1) The Tour Leader is responsible for briefing the Tour Rules of the Road (Attachment #1) and insuring participants adhere to those rules. If the Club Safety Steward is available, he presents the Safety Briefing, otherwise it is included in the Tour Leader’s Rules of the Road briefing.
- 2) The Tour Leader insures all drivers have a valid operator’s license and are at least 19 years old. PCA insurance prohibits licensed 16-18 year olds from driving in PCA Club tours.
- 3) The Tour Leader will provide a route map and/or set of directions for each participating vehicle. The Tour Leader will also talk the participants through the general route directions from the assembly area to the first rest stop, the parking situation or specific directions at the Rest Stop, and the amount of time allocated for the Rest Stop. Try to schedule a rest stop every 60 minutes and no longer than 90 minutes.
- 4) The Tour Route Briefing will continue with directions from the rest stop to the lunch stop and any specific parking guidance or directions at the lunch location. The briefing will also contain any additional directions about specific sites that may be included in the tour, including anticipated congested traffic areas and parking

- guidance. The briefing will tour termination plans and whether the tour terminates at the lunch site with returns to Huntsville individually or in an organized group.
- 5) Regardless, the Tour Leader provides written or map directions for the most expeditious route from the lunch location back to Huntsville.
 - 6) The Tour Leader is the lead vehicle and designates a sweep vehicle and as needed a mid-pack vehicle, (these leaders must have a minimum of two participants for conducting safe/legal communications with the leader. Selecting easily identifiable brightly colored vehicles for these positions assists quick identification). The leader designates a mid-pack vehicle for tours with more than a dozen vehicles, prints his cell phone number on the route map or directions, and distributes the mid-pack and chase vehicle cell phone numbers to the participants. The Tour Leader is the first vehicle in the tour convoy. The sweep vehicle keeps the tour leader informed of the progress at the rear of the caravan. The mid-pack vehicle likewise keeps the tour leader informed of any issues with the middle of the caravan. Both leaders also advise the tour leader about any unsafe driving practices observed. All tour leaders are responsible to lead separated sub-groups to the next destination as well as handling emergencies that arise during the tour.
 - 7) If other participants join the tour at an intermediate point between the assembly area and the 1st rest stop, or from an alternate location, they are NOT an official member of the tour until they sign the Insurance Waiver and receive the Safety Briefing at the next Rest Stop. Accordingly, they must follow **BEHIND** the sweep vehicle until the next Rest Stop where the tour leader briefs them and places them in line with the rest of the tour caravan.
 - 8) No participants can join the tour after the last rest stop since there is no opportunity to have them sign the Insurance Waiver and receive the Safety briefing. It is too dangerous and inappropriate to delay the entire tour while all the vehicles pull into an unforecasted and not previously reviewed location, just to issue the safety briefing to the participants of one vehicle and have them sign the Insurance Waiver. Those members must drive on their own or follow **BEHIND** the sweep vehicle to the tour termination point.
 - 9) The Tour Leader advises drivers of the approximate amount of fuel needed for the tour.
 - 10) The Tour Leader directs tour vehicles to illuminate their headlights, parking lights, or marker lights throughout the tour. The Tour Leader also reminds participants to maintain a safe distance between vehicles while traveling and approaching traffic signals, and if the caravan experiences a break in contact, all participants must still comply with speed limits as they attempt to rejoin the group.
 - 11) Each driver is responsible for maintaining contact with the vehicle to his or her front and drive a safe distance between vehicles, generally one car length for every 10MPH. Maintain the average speed to avoid lagging behind and then speeding-up to make-up the distance, causing the entire caravan to whiplash back and forth—keep-up with the vehicle to your front! Likewise, when approaching a turn from the main thoroughfare, vehicles should hesitate at the turn to insure the vehicles behind them observe their turn.
 - 12) In case of a lengthy break in contact—the vehicles in the rear group should call the tour leader and inform him of the break in contact so the tour leader can pull-over at a safe location to await the rest of the caravan, or proceed as two separate groups to the next scheduled stop.
 - 13) When departing a location, the Tour Leader insures everyone is in their car with their engines running and their headlights on, prior to entering traffic.
 - 14) In case of an emergency, pullover in a safe location, turn-on emergency flashers, and advise one of the tour leaders. The Tour Leader discusses the nature of the vehicle or

member emergency with the tour participants involved and may designate a tour participant (Club Officer if possible) to remain with the disabled vehicle or escort the member or vehicle to necessary mechanical or medical support. If a tour member begins to experience mechanical or other emergency, flash the headlights repeatedly to alert the other tour members to their front.

- 15) The tour leader reminds tour participants that driver attitude concerning unsafe driving, speeding, dangerous passing, and the use of alcohol or drugs are all reasons to be excluded or expelled from a tour and that both the tour leader and club officers have the authority to take this action.
- 16) Any vehicle passing the Tour Leader or purposely departing the designated route is no longer officially participating in the tour and may not rejoin the tour at a subsequent point in the route including a rest stop.
- 17) The tour will pass non-motorized traffic and pedestrians SLOWLY, giving wide berth.
- 18) The tour leader notifies a Region officer in the case of tour cancelation. The Region officer advises PCA headquarters by email within 24 hours after the scheduled tour date to prevent PCA from paying for excess tour insurance.
- 19) Responsibility for maintaining PCA's excellent history of safe and enjoyable events rests with each participants. Have fun and be safe!

D. PCA Observer's Report for Tour

The Club Activity Coordinator designates a tour participant to submit the Observer Report, Paragraph 4, sub-paragraph C). The Observer selection priorities are: 1) a participating member of the PCA National Staff, 2) participating Zone 3 Representative, 3) attendance by a visiting officer from another PCA Region, 4) one of the Heart O' Dixie Region Officers, and as a last resort, 5) any other tour participant.

Submit the PCA Observer Report for Tour expeditiously upon tour completion. The form is available electronically on the pca.org website. Remember to save the report as a pdf file and email a copy of the report to the Heart O' Dixie Region Officers and Zone 3 Representative.

E. PCA Incident Report

The Tour Leader is responsible for downloading and printing a copy of the PCA Incident Report and insuring it accompanies the tour (see Paragraph 4, Sub-paragraph E).

4. Club Tour Documentation (Bulletized list at Attachment 2)

A. PCA Event Insurance Enrollment

Every Club tour requires a PCA Certificate of Insurance (free of charge for tours). The form is available at www.pca.org. After *logging-in*, select *Regions*, then *Forms and Documents*, then *Insurance*, then *Event Insurance Enrollment Form*.

The Region Activity Coordinator submits the request for insurance three weeks prior to the tour based on information provided by the tour leader as listed:

- 1) Date of the tour, number of tour days (one day or two days for overnight tours).
- 2) Tour general starting and concluding location (e.g. northern Alabama and Georgia roads from the vicinity of Huntsville, AL thru Dawsonville, GA to the Country Inn & Suites, Helen, GA).
- 3) Tour conclusion address (e.g. Hampton Inn, 877 Edelweiss Street, Helen, GA).
- 4) Estimated number of tour participants (usually 10-15 vehicles; 20-30 personnel).
- 5) Insurance Certificate need date (routinely the Friday 8 days prior to a Saturday tour).

- 6) Tour special instructions (e.g. the tour will proceed from an assembly area just east of Huntsville to a rest stop and lunch stop, to the Atlanta Motorsports Pak for an orientation presentation followed by two parade laps around the track at road speeds or less, concluding at a hotel in Helen, GA. Members return to Huntsville individually at various times and routes.

B. PCA Insurance Waiver Form

The tour leader is responsible for downloading and **printing in color**, the PCA Insurance Waiver forms. The forms are available at www.pca.org. After **logging-in**, select **Regions**, then **Forms and Documents**, then **Insurance**, then **Release and Waiver Forms**.

There are two forms, one for adults and one for minors. The **Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement** is for adults over 18 years of age. The other form is the **Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving, or Riding** for participating minors in touring vehicle. Each form has room for twelve signatures, so multiple forms will be required for each tour.

If a club officer is present, the club officer will witness the Insurance Waiver form and provide their club officer title, tour date, and home address. If no club officers are present, then the Tour Leader witnesses the form and provides the same information. The Insurance Waiver witness also enters his own name and signature on the form. Provide the Insurance Waivers to the Club historian for permanent file disposition.

C. PCA Observer's Report for Tour

A designated observer reports on every tour. The observer designation runs from a participating PCA National Officer, the Zone 3 Representative, an officer from another Region, an officer of the Heart O' Dixie Region, or any club member designated by the tour leader. The Observer Report form is available at www.pca.org. After **logging-in**, select **Regions**, then **Forms and Documents**, then **Event Management and Driver Education**, then **Event Observer Reports "Tour"**. PCA requires submission of the Report on the PCA website no later than ten days after the event. The observer also emails copies of the Report to the Region Officers and the Zone 3 representative. The report requires the following information:

- 1) The name of the event, the date(s), and number of personnel
- 2) The type of tour (day tour or overnight tour)
- 3) The tour weather conditions (wet, foggy, or dry roads, cloudy, overcast, or sunny skies, and the average temperatures encountered.
- 4) The tour start and finish location (city and state)
- 5) The tour leader name and address; the Region President's name and address
- 6) The tour Risk Manager (a participating club officer or the tour leader in the absence of any participating club officers).
- 7) The response that "Insurance Release Waivers are archived by the club Historian"
- 8) The response that: "No other parties were named on the insurance binder (certificate)
- 9) Answer the following questions:
 - Did all attendees sign the PCA Waiver and was a copy of the Insurance Certificate available at registration (the assembly area)?
 - Was the Safety Meeting adequate and pertinent issues discussed?
 - Were drivers monitored for unsafe and aggressive driving, were non-Porsche vehicles allowed to run the event? (Non-Porsches run at the end of the caravan, just in front of the sweep vehicle, unless the non-Porsche vehicle is the designated sweep vehicle).
 - Was a lead and sweep vehicle used for the tour?

- Was the tour route well defined and was there an adequate rest stop with adequate and pull-off areas
 - Did all vehicles stay on the route and keep speeds within the legal limits?
 - Were congested areas properly anticipated (rated 5 for best to 1 for worse)?
 - The approximate distance of the tour (start to finish) and the total running time (start to finish) which may be from the assembly area to the lunch or overnight location if the tour terminates there.
 - Rate the overall standard for the tour from excellent to marginal.
 - There is also room for remarks; such as “very safe and enjoyable tour IAW PCA tour guidelines.”
- 10) Submission of the Observer’s Report requires the observer’s name, PCA club title/position, address, telephone number, email address, signature, and date.
- 11) Provide a copy of the report to the Club President and Historian.

D. PCA Incident Report

A club officer completes an incident report with the assistance of the tour leader and files it the first business day after a bodily injury incident, or within five business days for tour vehicle damage without injuries. Incident reports are required for the following occasions:

- 1) All vehicle-to-vehicle contact, whether or not damage can be “rubbed out”.
- 2) Vehicle damaged caused by contact with an immovable object not capable of buffing-out. Damage caused by contact with debris does not require a report. Vehicle damage sustained ONLY to the undercarriage or to the wheels or suspension because of an off-road excursion does not require a report.
- 3) Injury to a person, even though the two previous criteria were not met (no vehicle or property damage).
- 4) An incident involving a potential or an actual injury to a person that does not occur in the actual tour driving; such as in the assembly area, rest stop, or lunch stop.
- 5) Any verbal altercation between an individual(s) and a participating club officer or tour leader.

Submit the incident report electronically from the pca.org website with all attachments, to the PCA Insurance Chair, PCA Insurance Representative, PCA Safety Chair, PCA National Office, Zone 3 Representative, and Heart O’ Dixie Officers. The Incident Report form is available at www.pca.org. After *logging-in*, select **Regions**, then **Forms and Documents**, then **Insurance**, then **Incident Report**.

The Incident Report requires the following information:

- 1) The senior tour official’s name as the tour leader, telephone number and email address. The specific city, state, and zip code of the incident location, and the date and time of the incident.
- 2) The name of the driver(s) involved in the incident, as well as the address, telephone number, email address, if any injuries occurred and who determined the extent of the injuries, and a confirmation that the driver signed the Insurance Waiver.
- 3) The name of any passengers in the vehicle involved in the incident, their address, telephone number, and email address. Were there any passenger injuries, who determined the extent of the injuries, and a confirmation that the passengers signed the Insurance Waiver
- 4) The name, address, telephone number, and email address for any other parties injured in the incident and who determined the extent of those injuries. If these additional parties signed the Insurance Waiver, if so as what capacity? Driver, Passenger, etc. If not, why not?

- 5) Attach a photocopy of the Insurance Waivers containing all parties named in the Incident Report with their names and signatures highlighted in color.
- 6) Describe the vehicle(s) involved in the incident including the make, year, model, color, and body style.
- 7) Describe the nature of the incident including the nature of any injuries, the damage to the car, and/or property damage.
- 8) If injuries required transport to a medical facility, provide the name of each person transported, the name and address of the medical facility, and its telephone number. Admissions to the medical facility or were treatments as an outpatient in the Emergency Room and released.
- 9) Make a sketch of the incident and provide any additional pertinent comments.
- 10) Provide the senior tour official's name, title, signature, home and work telephone numbers, and email address for the person preparing the report.
- 11) Send the Incident Report to the following PCA personnel:
 - PCA Insurance Chair Ken Laborde klaborde@gllaw.com
 - PCA *current* Insurance Representative TBD
 - PCA Safety Chair Danny Saxton (678) 313-2806
 - PCA National Office Executive Vu Nguyen vun@pca.org
 - PCA *current* Tour Chair TBD
 - The current Zone 3 Representative TBD

Approved by the Club Executive Council

Electronically signed 110909Oct19
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HEART O' DIXIE REGIONPORSCHÉ CLUB OF AMERICA, INC.
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Updated October 11, 2019
Attachment #1

Club Tour Rules of the Road and Safety Briefing

- Drivers have a valid *operator's license*
- Each vehicle receive a tour *route map* and/or *set of direction*
- *Brief the route* from the assembly area *to the 1st Rest Stop*, any *special parking instructions*, and the *allocated time* for the stop
- *Brief the route* from the *1st Rest Stop to the lunch location*, any *special parking instructions* for lunch
- Brief *special route* or *traffic congestion warnings*
- Brief the *tour termination location* and instructions for the *return home* – *organized or individually*
- Designate *lead and sweep vehicles* and distribute *cell phone numbers*
- Advise drivers of the *amount of fuel needed* for the trip
- Illuminate *headlights, parking lights, or daytime running lights*
- Maintain a *safe distance between vehicles* and *keep-up*; avoid breaks-in-contact; hesitate at turns to insure vehicles to your rear see you turning
- If breaks occur, *participants must still comply with speed limits* as they attempt to rejoin the group
- If a *lengthy break in contact* occurs, the tour *leader may pull-over at the first safe location*; regardless, continue to follow the map and directions
- Call the Tour Leader in the case of *mechanical or medical emergencies* so he can ascertain the situation and *designate a partner vehicle*
- If *other participants join the tour at an intermediate point between the assembly area and the 1st rest stop*, or from an alternate location, they are NOT an official member of the tour until they sign the Insurance Waiver and receive the Safety Briefing at the next Rest Stop. Accordingly, they must *follow BEHIND the sweep vehicle* until the next Rest Stop where the tour leader will brief them and place them in line with the rest of the tour caravan.
- If *a club member joins the tour after the last rest stop*, they will *never be officially incorporated into the tour group* since there are no more opportunities to have them sign the Insurance Waiver and receive the Safety briefing
- Keep a *safe attitude*, no speeding, reckless driving, or use of alcohol or drugs

**HEART O' DIXIE REGION
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POLICY MEMORANDUM #P6**

Updated October 11, 2019

Attachment #2

List of Tour Required Documentation

- **Event Insurance Enrollment** – Submitted to PCA on-line by the Region's appointed Activity Coordinator, a club officer, or the tour leader three weeks prior to the tour based on information provided by the tour leader.
- **Event Insurance Certificate** – Provided by PCA to the person who submitted the Event Insurance Enrollment Form and required for display at the tour assembly area. Archived by the Region Historian.
- **Insurance Waiver Forms** (adult and minor children) – Downloaded and *printed in color* by the tour leader for all participants' signature in the assembly area, or at the 1st rest stop for members who join the tour enroute. Archived by the Region Historian.
- **Observer's Reports for Tour** – The designated observer submits the report on-line to PCA within ten days of tour completion. Priority for designation is a participating PCA National Officer, the Zone 3 Representative, an officer of another region, a Heart O' Dixie Region officer, or a designated tour participant. Copies provided to the Region Officers and the Zone 3 Representative. Archived by the Region Historian.
- **Incident Report** – Submitted on-line to PCA by the senior tour official (club officer or the tour leader), with the assistance of the tour leader, on the first business day after any tour that involved an incident with bodily injury, or within five business days for any tour that involved any car damage but no personal injuries. Copies provided to PCA National, the Zone 3 Representative, and the Heart O' Dixie Region Officers. Archived by the Region Historian.

**HEART O' DIXIE REGION
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POLICY MEMORANDUM #P6**

Updated October 11, 2019

Attachment #3

Tour Checklist

Prior to the Tour –

- **Fourth Quarter, each Calendar Year** – Notify the club Activity Coordinator (AC) that you volunteer to lead a tour next year; select a month, a prioritized list of weekends, and the general location of the proposed tour. The AC deconflicts proposed tour dates from other Region, Zone, and PCA national events (Parade, Treffen, Multi-Region Events, High Performance Driver's Education (HPDE), etc.). First choices are not always available, but there is usually an available weekend each month.
- **Review the Club Tour Policy Letter** – Provides explicit directions and requirements.
- **Select the Tour Route and Lunch Location** – Identify the general tour route and candidate rest stops along the way (every 60-90 minutes). Select the restaurant, reviewing its parking capacity and safety, its food choices, quality, prices, and service personnel. Determine the initial assembly area, and if the tour terminates at the restaurant (as they usually do) or if the participants will be led back to Huntsville.
- **Drive and Preview the Tour Route** – On the same day of the week (Saturday) and at the same time of the day, to determine the time between rest stops, judge traffic, and to identify dangerous congestion spots. Review the rest stop toilet facilities and parking capacity as well as safety concerns. Plan on 10-15 vehicles and 20-30 personnel.
- **Confirm the Tour Details with the AC at least 30 days prior to the Event** – provide the tour name, general route, assembly area, etc. for inclusion in the AC's submission of the Certificate of Insurance. Identify club officers planning to attend the tour, who conducts the Tour Safety Briefing and submits the Observer Report.
- **Prepare 20 Tour Route Instructions and Maps** – Most tour leaders use Google maps for directions and the AC has a set of detailed maps of the surrounding states for your use.
- **Monday, prior to the Tour** – Confirm receipt of the Certificate of Insurance and the person bringing it to the assembly area. Bring a sufficient number of Insurance Waivers (*printed in color*) and Child Waivers to the assembly area. The AC is routinely responsible for receipt of the Insurance Certificate and providing sufficient quantities of the Insurance Waivers to the assembly area. Remind the AC to advertise the tour in the Region calendar and weekly news.

Day of the Tour –

- **Actions at the Assembly Area** – Arrive at the assembly area thirty minutes early. Plan on guiding vehicles into parking positions as they arrive to ease their departure. Prepare the Insurance Waivers for signature and the maps and route directions for distribution.

Call the participants into a huddle and check to insure everyone has signed the Insurance Waiver. Conduct the Rules of the Road and Safety briefing. Distribute and review the tour route maps and directions. Review the rest stop and destination parking directions and any traffic danger areas along the route.
- **Designate the lead, Middle (if needed), and Sweep Vehicles** – Distribute pertinent cell phone numbers.
- **Designate the Tour Observer** – Remind him to submit the report no later than the day after the tour ends and copy the tour leader, Region officers, and Zone 3 Representative.
- **Depart Promptly as Advertised**