

# RPM



**PORSCHE CLUB OF AMERICA  
2024 REGION PROCEDURES MANUAL**

PROPERTY OF THE \_\_\_\_\_ REGION OF PCA  
REGION OFFICERS & CHAIRS

**President**

Address \_\_\_\_\_  
City/State/Postal Code \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Vice President**

Address \_\_\_\_\_  
City/State/Postal Code \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Secretary**

Address \_\_\_\_\_  
City/State/Postal Code \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Treasurer**

Address \_\_\_\_\_  
City/State/Postal Code \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Membership Chair**

Address \_\_\_\_\_  
City/State/Postal Code \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Newsletter Editor**

Address \_\_\_\_\_  
City/State/Postal Code \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Webmaster**

Address \_\_\_\_\_  
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**Safety Chair**

Address \_\_\_\_\_  
City/State/Postal Code \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Public Relations  
Coordinator**

Address \_\_\_\_\_  
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**Zone Representative**

Address \_\_\_\_\_  
City/State/Postal Code \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

(Additional Region Officers and Chairpersons to be listed on inside of the back cover)

Bank \_\_\_\_\_ Account # \_\_\_\_\_

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## SECTION 1 – THE NATIONAL ORGANIZATION

### PART 1.1 – WHAT ACTUALLY IS THE PCA?

The Porsche Club of America, Inc. is the largest, single marque sports car club in the world. Its membership is composed of Porsche owners who live throughout the United States and Canada. They are organized into local operating units known as “Regions.” The Region is the center of Club activity for the individual members. Fourteen geographic areas, termed “Zones,” have been established, in which each Region is assigned to the Zone in which its boundaries are encompassed. The Zones assure continuity among the Regions and provide a liaison between the Regions and the National organization through Zone Representatives. The PCA is independent of Porsche.

As detailed in the PCA National Bylaws, *“the general objectives of the Club, to which its members are joined together and mutually pledged, shall be the furtherance and promotion of the following:*

- *The highest standards of courtesy and safety on the roads.*
- *The enjoyment and sharing of goodwill and fellowship engendered by owning a Porsche and engaging in such social or other events as may be agreeable to the membership.*
- *The maintenance of the highest standards of operation and performance of the marque by sharing and exchanging technical and mechanical information.*
- *The establishment and maintenance of mutually beneficial relationships with the Porsche Works, Porsche Dealers, and other service sources to the end that the marque shall prosper and continue to enjoy its unique leadership and position in sports car annals.*
- *The interchange of ideas and suggestions with other Porsche Clubs throughout the world and in such cooperation as may be desirable.*
- *The establishment of such mutually cooperative relationships with other car clubs as may be desirable.*
- *The preservation of the independence of the Porsche Club of America, free of control or undue influence by any outside individual, organization, company, or other entity, no matter how closely aligned to the Club in interest or purpose. In furtherance of this goal, the Porsche Club of America is and shall remain a totally member-driven and primarily member-financed independent entity allowing neither inappropriate or undue influence, financial or material, from outside its domain, owing allegiance only to its members.”*



The complete PCA National Bylaws are located on the PCA Website under Home >> Forms & Documents >> National Governance >> [PCA Bylaws \(2014\)](#).

All Region officers are encouraged to read and understand these bylaws and those of the local region.

## PART 1.2 – BENEFITS OF THE PCA

Membership in PCA offers a variety of benefits for the Porsche owner. It provides a forum where ideas and interests can be shared, and it enables the member to attain greater understanding and enjoyment from the car. It also provides many tangible benefits, including the following:

**Porsche Panorama®** – This official publication of PCA, winner of numerous national automotive journalism awards, is sent monthly to each primary member’s household. This unique, professionally executed magazine contains news of PCA National activities, important Region news, feature articles, personalities and technical information. It contains general interest articles, stories of Porsche cars and achievements, racing news, and information on the latest developments at Porsche. Articles are contributed by Club members, staff members, internationally recognized journalists, and the resultant publication is without parallel among automobile club journals. One very popular feature is the “Mart”, or classified advertising section, available free to PCA members for Porsche cars on a “Wanted” or “For Sale” basis. Porsche parts and accessories are available in the Classified section on [www.pca.org](http://www.pca.org). You can read or submit classified ads on-line at [www.pca.org](http://www.pca.org).

**Porsche Parade** – The annual convention of the Porsche Club of America. This week-long gathering of PCA enthusiasts is held each year in a different location, usually during the summer months. It is an excellent opportunity to meet PCA members from different parts of the country at numerous banquets, luncheons, and tech sessions, and to compete with them in the Concours d’Elegance, Rally, Autocross, and Tech & Historical Quiz events. Trophies are earned for the various individual events. Parades also feature Porsche Cars North America (PCNA) and dealer personnel, who are available for discussion and conference, plus occasionally, representatives from the Porsche factory in Stuttgart.

**Werks Reunion** – There are two Werks Reunion events held each year at Amelia Island, Florida in March; and Monterey, California in August. Werks Reunion was created by the Porsche Club of America as an event to celebrate both the Porsche marque as well as the camaraderie of being an enthusiast. This is not a contest of who has removed dust from the deepest crevices in their Porsche but rather a judged show that rewards a Porsche that has been lovingly maintained and presents itself well on the field. Werks Reunion judges do not use Porsche Parade Concours score sheets but rather rank the cars according to certain attributes discussed prior to judging. For those who do not wish to have their cars judged, you may display in the model specific corrals or if the organizers see fit, on the judged field itself. There are no score sheets returned or protest committees. This is a casual gathering of Porsche enthusiasts focused on having fun rather than solely competition. There is also a Corral where Porsches are displayed alongside others in their model type. Corral participants are not considered in judged competition. Visit <https://www.werksreunion.com> to learn more.

**The PCA Treffen North America** – The “PCA Treffen North America” is a low key, non-competitive national PCA gathering, held as a four-day-event during the spring, or early fall, once or twice during the year, in a part of the country opposite from the Parade’s location.

**Insurance Coverage** – For the protection of the member and the Region holding events, PCA National carries a liability insurance policy. This policy not only affords protection, but also serves as a valuable tool in the negotiations with owners for the use of their property for events. A policy of this nature usually is not feasible, because of its costs, for clubs smaller than PCA. The policy specifically covers the owners of property used for Club events, and protects them by providing financial liability insurance. (See “SECTION 6 – REGION EVENT LIABILITY INSURANCE” on page 125 - 138 and “SECTION 9 – PCA FORMS” on page 151).



**Porscheplatz and PCA Hospitality Tents** – are also PCA member benefit. They are held at select races in the IMSA series (International Motor Sports Association) and other race venues such as the Rolex Motorsport Monterey Reunion and Sportscar Together Festival. The Porscheplatz or PCA Hospitality Tent is the hub of activity at the races with: special presentations, Meet & Greet the Drivers, drawings and more. Whenever possible, they are located track-side, offering a great view of the racing action. Attendees can also come in and relax with a cool beverage and watch the races on live feed TV. All members are welcome with their general admission ticket to the races and proof of PCA membership. For more information visit the PCA website under “[Membership >> Activities](#)” and the [PCA National Calendar](#). See “Part 3.6 – Porscheplatz” on page 109.

**Porsche Cars North America (PCNA) and Porsche Cars Canada Liaison** – communications and goodwill are maintained on a continuing basis by PCA National in meetings with official representatives to discuss mutual opportunities, areas of cooperation and topics of concern.

**PCA National Committees** – are maintained for consultation on a Region, Zone, and individual basis, as well as for the handling of National issues. These committees are operational in specialized areas, and have at their disposal the means to solve most situations within their areas of expertise. (See “Any Questions” section in Panorama, in the back of the magazine.)

**Special Interest Registries** – also known as “Registries”, allow members with unique model Porsches to focus on the special aspects of those cars. Currently, 21 Registries exist, coordinating the exchange of tech information, and occasionally hosting social events. The Registries are listed on the PCA website (select [Contact >> PCA Registries](#)).

**Merchandise** – related to the PCA is maintained and sold through the PCA National Office and Regions. You can also order items through the Club website [www.pcawebstore.com](http://www.pcawebstore.com). The items available include car badges, emblems, clothing, hats, pins and jackets.

**Local Region Activities** – The PCA consists of chartered regions that function essentially as local Regional Clubs under sanction from the National organization. They elect their own officers, hold their own events and meetings, publish their own newsletters, host websites and social networks, and run their own treasuries and affairs. All of this adds to the camaraderie of owning a Porsche and being a member of PCA, and also provides the greatest latitude for members to become as involved in the Club as they desire. In accordance with Article XIII of the National Bylaws, Regions will follow the rules, regulations, and recommendations of the National Club. As such, local Regional Club Bylaws and policies will not contradict or conflict with National Bylaws, Policies, Procedures, or Minimum Standards

**Website (pca.org)** – The PCA has an extensive, members-access Club website that features coming events, links to the Regions, Club news, and membership information, as well as several members-only sections. The members-only sections include the ever-popular “Mart,” and technical forums. In addition, members can renew membership on-line, submit address changes, and update their membership information. The website maintains a growing and searchable archive of technical information, arranged by model type or interest.

An on-line version of this RPM and all forms are hosted there, as well as PCA General Information, Minimum Standards for Driver Education & Time Trials, Autocross, Rally, and Driving Tours; the Event Requirements for All Non Wheel-To-Wheel Driving Events, Parade Competition Rules (PCRs), the Manual of National Policy and Procedures, announcements for many national awards, as well as many other items. An expanded Administrative section is located on the website for PCA National Staff and Region officers. In addition, quarterly reports from Executive Council, Zone Reps,

and National Staff are posted there. In 2020, the website was significantly upgraded with new features. Be sure to check out the changes!

**The “eBrake News” weekly email** – The PCA has initiated the “eBrake News” email program to provide up-to-date notice to the membership, via email, of important PCA developments and related auto industry news. This is emailed each Tuesday, and includes ads for new PCA merchandise.

**Perfourmance News** – Is a monthly email newsletter offered by PCA specifically for four-door Porsche owners and enthusiasts interested in the latest news and information about Panamera, Taycan, Macan, and Cayenne vehicles.

**PCA Juniors Newsletter** – The PCA Juniors e-newsletter is produced for parents and sponsors of PCA Juniors and is intended to create engagement and interaction. The PCA Juniors is a free program for young Porsche enthusiasts, under 18 years of age, who are registered by an active PCA member. The sponsoring PCA members will receive the monthly e-newsletter featuring information and activities for kids.

To sign up for any of the free PCA email newsletters, fill out the opt-in form at the bottom of the [pca.org](http://pca.org) homepage or login and click your name at the top of the web page, the use the Manage Communications link on the lower left.

**VISA® Platinum Rewards credit card** – Membership entitles all members to apply for a VISA® Platinum Rewards credit card with features such as: no annual fee, low introductory APR on purchases and no balance transfer fees for 6 months, earn bonus points for FREE airline tickets, merchandise, cash-back and more at participating merchants. Pick a standard design or design your own card! Learn more at [Porsche Club of America Visa Card Services](#).

## **PART 1.3 – STRUCTURE, SCOPE, AND PURPOSE**

The National Bylaws are posted on the PCA website [www.pca.org](http://www.pca.org) at Home >> Forms & Documents >> National Governance >> [PCA Bylaws \(2014\)](#). The National Bylaws control all Club actions. No Region Bylaws may conflict or be in contravention with the National Bylaws. See “Part 2.9 – Region Activities” Bylaws Review and Revision (page 53) for more information regarding Region bylaws. A [Region Bylaws Template](#) is available on the PCA Forms and Documents page.

The PCA National Bylaws provide a complete description of the duties and functions of the various offices that constitute the National Organization. A brief summary of those offices follows:

### **BOARD OF DIRECTORS**

The Elected Officers, Chairs of the Standing Committees (but NOT appointed committees), the most recent Past President, the Executive Vice-President (if one has been appointed), and all Region Presidents constitute the Board of Directors of the Porsche Club of America, Inc. It is the responsibility of the Board of Directors to determine matters of Club policy and to assure the proper conduct of the administrative affairs of the Club by the Executive Council.

### **EXECUTIVE COUNCIL**

The President, the Vice-President, the most recent Past President of the Club, the Secretary, the Treasurer, and the Executive Vice-President (if one has been appointed), constitute the Executive Council (EC) in which the government of the Club is vested. It is responsible for the proper conduct of the administrative affairs of the Club, the proper functioning of the various committees, and it assures

compliance with the Bylaws of the Club. To contact the EC go to the PCA website and select [Contact >> Executive Council](#).

## **ZONE REPRESENTATIVES**

Although Executive Council members travel to club events every month, they can't hope to reach every Region to hear directly from members. Having realized this, Zones were created in 1969 and Zone Representatives were appointed to fill this crucial role. They meet with the EC via teleconference monthly, and in person twice annually at the National Staff Meeting in February and the weekend before Parade. The 148 PCA Regions are distributed amongst fourteen Zones, each having a Zone Representative.

The Zone Representatives, or Zone Reps, are responsible for the welfare and progress of Regions within their Zones. They attend all meetings of the PCA Board of Directors and monthly meetings with the Executive Council. They then communicate information from the monthly meetings to the Region Presidents or to those Region Presidents that are unable to participate in the Board of Director calls.

Zone Reps are not elected by their Regions. Rather, the EC appoints Zone Reps for two-year terms for a maximum of two terms. To select a Zone Rep the EC gathers input from the Region Presidents in your Zone, as well as from the previous Zone Rep. The Zone Rep position requires a variety of skills as they are presented with various challenges over the course of their term. Zone Reps should be familiar with most aspects of PCA policies and procedures as well as the management issues that Regions face. This includes project and event management, volunteer management and financial management. Ideally, Zone Reps have had extensive and successful Region management and leadership experiences. Preferably, this includes the presidency of a Region, so that Zone Reps know what it means to be the ultimate authority and bear ultimate responsibility in a volunteer organization.

Region Board Members need to understand the National organization, so the local Region programs and activities are consistent with National procedures and policies. Appropriate risk management and consistency with National standards assures coverage under PCA's insurance which is an important consideration for those with fiduciary responsibilities. It is also important for Region Officers to be aware of National programs, special programs, and events as they arise; as these items enrich the PCA membership experience and energize members who ultimately will become our future leaders.

This is where the Zone Rep comes in. The Zone Rep is a bridge or liaison between the National and local organizations, working on behalf of the Regions and their members to enhance the membership experience, and to advise the Regions of opportunities offered through the PCA. The vitality of the PCA at all levels requires a constant renewal of leadership talent from its ranks to infuse new ideas and enthusiasm at the National level and to ensure all active members have the opportunity to serve at the various levels of our club. Zone Reps are ideally positioned to facilitate the development of new talent to contribute and gain a broader perspective of the National organization through this role. With these thoughts in mind, the Executive Council strongly encourages recommendations for new Zone Rep candidates from the Regions when the incumbent is in their second term.

The Zone Reps are emphatically not "Zone Presidents;" they do not direct or oversee Region Presidents. Rather they are a communications and management resource for the Regions in their Zone and communicate the Region's interests at the National level as appropriate. Conversely, the Zone Rep will be asked to communicate and clarify National issues, discussions, and policies/procedures to their Regions. The Zone Reps are responsible for assisting the Regions in any way they can (advice, counsel, and guidance, not micro-management) and should help to ensure the general welfare of each Region in their Zone. They should not meddle in Region management. Zone Reps should remain politically

neutral in all regional matters and should avoid endorsing any candidate or involving themselves in any action that may be construed as such.

Your Zone Rep is more than likely ‘the face of PCA National’ to you and your members. But remember, the converse is more important – your Zone Rep represents your interests and point of view at the National level. Use this tremendous resource to help make your Region and our club the best it can be. To contact your Zone Representative, go to the PCA website and select Contact >> Zone Reps.

**National Staff**– The National Staff includes the Executive Council, Standing and Appointed Committee Chairs, and Zone Representatives, plus the following:

- National Executive Director
- Porsche Panorama® Editor
- General Counsel
- Other Special Appointees

The National Staff coordinates the operations and activities of the Porsche Club of America, Inc., and provides the mechanism for carrying out the objectives of the Club, as set forth in the Bylaws and the [PCA Manual of National Policy and Procedures \(MNPP\)](#).

The scope of activities of the National Staff is as varied as the individual job descriptions would indicate. In addition to fulfilling the specific tasks listed in these descriptions, PCA National handles all items of interest to PCA. The National Staff keeps the Regions informed of all significant matters. It maintains a rapport with the Porsche factory and with Porsche Cars North America. It maintains procedures, develops policies, reviews and solves problems, maintains Region boundary data, processes memberships, evolves programs, maintains official records, answers inquiries, plans activities, and, in short, handles both the day-to-day short term and long term management duties of PCA. To contact the National Staff go to the PCA website and select [Contact >> National Office](#). Another excellent source for finding help are the “Any Questions? Pages in the back of every issue of the Panorama magazine.”

***“It’s not just the cars, it’s the people...”***

**This is what PCA is all about...**

The PCA National Office

Website: [www.pca.org](http://www.pca.org)

Mailing Address: PO Box 6400, Columbia, MD 21045

Street address: 9689 Gerwig Lane, Unit 4C/D, Columbia,  
MD 21046

Phone: 410/381-0911

Fax: 410/381-0924

Email: [admin@pca.org](mailto:admin@pca.org)

Contact for membership changes, updates, merchandise, event insurance, or other member Services.

## SECTION 2 – REGION OPERATIONS

Most if not all forms referenced in the following pages can be found on the PCA website under the [Forms and Documents page](#). The page can be accessed after you login to your PCA account, then click on your name at the top of the web page. This link takes you to your Members Dashboard which will have additional links relevant to your position in the Club. Take time to familiarize yourself with the dashboard. *NOTE: You must be logged-in to access the documents.*

### PART 2.1 – REGION OFFICERS’ RESPONSIBILITIES AND DUTIES

#### PRESIDENT

Presides over all Region meetings; prepares the agenda and directs the discussion thereof; acts as an ex-officio member of all standing committees and temporary committees except the Nominating Committee; executes all documents and correspondence in the name of the Region as authorized by the membership or the Board of Directors, or in the region bylaws. They may act as a signer or co-signer of Region checks.

The outgoing and incoming Presidents is responsible for returning the completed annual [PCA Region Report & Continuity Checklist Form](#) (see [Region Report Form](#)) and the completed [Conflict of Interest Form](#) (page 153) to the National Office. Both forms must be completed, signed, and sent electronically on-line. See Section 2.12 Communication with National Staff – Annual Region Report Form for further detail. (See PCA Region Report & Continuity Checklist Form, example shown on page 182, *must be completed on-line.*) If officers or chairs change during the year, contact the National Office to update their information and on-line privileges.

The President should familiarize themselves with the contents of their Region’s PCA Region Redbook and identify which region officers and chairs are responsible for the accuracy of the information contained therein. Make sure that the current completed document is filed in multiple secure and documented locations. Additional information about the PCA Region Redbook is described below. An example is [available on-line](#).

#### INTRODUCTION TO PCA REGION REDBOOK

As Regions utilize businesses, websites, on-line registration vendors, mobile payment devices, and other tools in day-to-day region management, two important goals must be met.

**Continuity of Information:** Regions must acknowledge that board positions are relatively short-term. New region officials must be elected or appointed. As new officials take office, information must be transferred from the outgoing board member to the incoming board member. Too often, this transfer of information is not well-organized and information is lost.

**Security of Information:** Keeping passwords a secret is a crucial aspect of working on-line. However, we must also keep the information behind the password secure, and not allow it to become unusable because of a forgotten password, or worse. Passwords should absolutely be secure and kept a secret. However, it is recommended that more than one person know the password as well. Consider this scenario: If something were to happen to your region webmaster, would your region be able to continue to use the website? Does another board member know how to access the website?

The PCA Region Redbook was designed as a tool to help the Regions ensure that information is maintained and transferred to incoming board members. In addition, it serves as a back-up document for passwords and other sensitive information in the event of an emergency. It

is recommended that the Regions go through their PCA Region Redbook once per year and update it. A completed PCA Region Redbook should be kept secure, just as you would protect other important or sensitive paperwork. One Region official (presumably the President) should assume responsibility for the document, and the remaining Region Board Members should all be aware of who has the responsibility for accuracy in the PCA Region Redbook.

A suggested format for the PCA Region Redbook can be found on page 186, and on the PCA Website under Event Management Forms at <https://www.pca.org/members/reports/forms-and-docs>.

The President should distribute to the Region Officers and the new Chairs, a list of duties, below, and this should develop into a specific discussion of what is needed and expected by both for the year.

The Region President should also utilize the feature of the PCA eMailer program to communicate with the Region's membership whenever necessary to discuss issues, or significant upcoming Region events.

The Region President must be an Active or Family Active Member if they are to be a voting member of the PCA National Board of Directors.

The Board meets via a teleconference twice per year, typically in February and 2-weeks after Parade. Per the PCA Bylaws, two-thirds of all Region Presidents must be present to establish a quorum at the board meeting. Without a quorum, all items up for a Board vote must be deferred to the next Board Teleconference Meeting. In order for PCA business to continue to move forward, all eligible *Region Presidents have a fiduciary responsibility* to attend the Board of Directors Teleconference Votes.

Conflict of Interest: No board member should participate in the discussion of, or vote on, an item in which he or she has a direct personal or financial interest not common to other members of the Club. However, members may vote for himself or herself when being elected for an office, such as for the Audit Committee. Those with a conflict should abstain during the Board of Directors vote.

Also, to submit a topic for New Business discussion at the board meeting, submit your request at least two weeks prior to the Board Teleconference Vote to the person noted below:

- Region Presidents – contact your Zone Rep or EC member.
- National Committee Chairs – contact any EC member.

Zone Presidents' meetings are arranged and conducted once or twice a year by the Zone Representative at a central location within the Zone. These meetings often include special guests and presentations by PCA National Staff members. It is the responsibility of the Region President to attend these meetings in order to interact directly with the PCA National Staff and be informed on PCA policies and procedures, as well as sharing ideas and discussing common issues with fellow Region Presidents.

Each Region President should also be aware of special awards given at the Parade. These include the President's Parade Trophy, the Betty Jo Turner Trophy (the PCA Newsletter Contest), the Lazar-Blanchard Memorial Trophy (PCA Enthusiast of the Year



Award), The Porsche (PCA) Family of the Year Award, The Ferry Porsche Trophy (PCA Region of the Year), and the PCA Region and Zone Website Contest. Details of the PCA National Awards, National Contests, Parade Competitive events, and award winners at <https://www.pca.org/news/pca-national-awards>.

In 1999, Paul Lighthill and Paul Young wrote an excellent article on the Region President's duties. Region Presidents are strongly encouraged to locate the Volume 12, Number 3 issue of "RegionFocus" and read those comments. Visit <https://www.pca.org/members/region-focus> for recent and past video recordings of on-line workshops and print issues. The Zone Representatives also prepared a short handbook for new Presidents. Contact your Zone Representative for a copy.

## **VICE PRESIDENT**

Acts in place of the President during their absence or when directed to do so by the President; assists the President and/or Board of Directors as may be directed.

## **SECRETARY**

Causes to be recorded and preserved the minutes of the meeting of the Region; presents and reads such minutes at the request of the President; prepares correspondence of the Region.

## **TREASURER**

Keeps and preserves the records and books of account reflecting the financial condition and operation of the Region; signs or co-signs all drafts on the accounts of the Region and any corporate documents which obligate the Region financially; prepares and files IRS information and state taxing authority returns as required. Upon the request of the President, Board of Directors, or Region membership, furnishes a report of the financial transactions, receives all monies paid to the Region, and deposits it to the bank designated by the Region. Examples of monies received from PCA are presented in "Part 2.4 – Financial Support Available to Regions From PCA National" on page 30 and "Part 2.7 – Regionfocus—Management Ideas for PCA Regions" on page 50.

## **PAST PRESIDENT**

In addition, most Regions retain the outgoing, immediate Past President on the Region's Board of Directors for continuity. Other officers to consider include Newsletter Editor, Region Membership Chair, and sometimes several Directors, or Members at Large to round out a Region's Board of Directors, as stated in your Region's current bylaws.

## **ALL OFFICERS**

All Officers: Elected and appointed officers should read their Region Bylaws upon assuming office. The Region's Board of Directors should constantly evaluate their Bylaws to ensure they are accurate and are being followed for all policies and procedures, especially for nominations and elections of officers. Regions should consider revising their Bylaws at least every five years. Consult the Region Bylaws Template on the PCA National website and the Policy Committee for advice and recommendations on your Region's Bylaws and to ensure compliance with the National Bylaws.

Compensation: All Region officers and board members are expected to pay the same entry fees as other members for any PCA event. The only commonly accepted exceptions are entry fee discounts at Driver Ed events (to attract instructors), future discount coupons for workers, when not limited to Region

officers and Board members, and free entry certificates used as door prizes or in auctions, available to all entrants.

Region officers should be accessible to region members and to potential members for questions. Officer contact information is typically printed in the region newsletter and on the region website. For privacy, to avoid potential typos and for easier role transitions, consider creating an alias email for each role. Aliases are alternate addresses that are directed to the officer's personal email account such as "president@region.com." The National Office provides this service, contact them for assistance.

## **PART 2.2 – PCA POLICIES AND GUIDANCE**

The RPM is updated annually by the Procedures Chair, head of the Procedures standing committee. It should not be considered a policy document—rather a document for Regions to utilize to improve their activities and operations and to adhere to PCA minimum standards and guidelines. The [Manual of National Policy and Procedures \(MNPP\)](#) is updated as new policies and procedures are adapted and approved by the Club. Only the latest posted version on the website should be used by the National organizations, Zones, and Regions.

The requirement for a MNPP was approved at the 59<sup>th</sup> Porsche Parade at Monterey, California. The MNPP is the single point of reference for all National policy and procedures as derived from the Bylaws and approved by the Board of Directors and Executive Council. The MNPP is a living document. It contains the most current policies (as approved by the Board of Directors) and procedures (as approved by the Executive Council). (Typically, procedures that fall under policy will be created or modified based upon Executive Council approval.) The document also contains those guidelines that impact the National organization. The Policy Committee is responsible for maintaining and updating the document. It is important to note that in accordance with Article XIII of PCA National Bylaws, chartered Regional Clubs must comply with National rules, regulations and recommendations. Hence, a Regional Club's Bylaws and policies shall not conflict with PCA National Bylaws or policies.

To ensure compliance with the latest policies refer to the [PCA Manual of National Policy and Procedures \(MNPP\)](#). The documents presented below are for reference only.

### **RECOGNIZED ENTITY POLICY**

The Club has adopted the following Recognized Entity Policy regarding the protection of the PCA's intellectual property. The policy is located in the [MNPP Section III, Part 5](#).

#### **PORSCHE CLUB OF AMERICA RECOGNIZED ENTITY POLICY**

Porsche Club of America, Inc. (PCA) Bylaws, Policies and Procedures do not recognize foundations or other similar charitable organizations and therefore no such entity can be considered a part of or related to PCA. Hence, no foundation or other similar charitable organization is entitled to coverage under PCA's insurance policies. Further, no foundation or other similar charitable organization shall use PCA's name, logo, or other intellectual property for any reason unless approved in writing by PCA.

Managing PCA's risk and protecting PCA's intellectual property are essential functions of PCA's management. In furtherance of its risk management responsibilities and in its lawful pursuit of the protection of its property, PCA retains the right to direct Regional Clubs to cease operations and/or activities that PCA deems unacceptable from a risk management standpoint or that are in violation of the Club's intellectual property guidelines. If a Regional Club chooses to ignore such directives and thereby exposes the entire Club to potential unwanted liability or infringement upon PCA's intellectual property, PCA has the right to undertake the necessary steps to revoke



the offending Regional Club's charter and thereby regain control of risk management and PCA's intellectual property for the benefit of PCA and its other Regional Clubs.

Approved: February 20, 2017

## CODE OF ETHICS

The Club has adopted the following Code of Ethics regarding our members' conduct themselves and represent PCA to others. The policy is located in the [MNPP Section III, Part 6](#).

### THE PCA CODE OF ETHICS

This document is presented to define the standards and ethics to which the organization holds itself, its elected and appointed representatives, its employees, and its members. It supplements but does not replace our established Bylaws and procedures, which are documented elsewhere. The following represents the way we want to be and to do business.

PCA is not a political organization. It exists for the benefit of its members, to further their enjoyment of their cars. In the performance of this mandate, it must operate under the rule of law, adhering to the laws of the various countries and jurisdictions under which it exists. This means that illegal behavior is not tolerated, and that close attention is paid to the requirements of the law in the actions of all involved, national and regional officers, individual members, and those within the national office.

Beyond this, we accept the obligation to do what is right. An ethical system is based on the mutual benefit of the involved parties; the corollary of this is that we treat neither fellow members nor non-members in a way that is demeaning, embarrassing, derogatory, or otherwise inappropriate. Our natural competitiveness does not extend to taking unfair advantage of others, be they individuals, clubs, or businesses. Actions and words about which there may be some question are undertaken, when possible, only after careful thought and perhaps consultation.

Decisions affecting PCA should be either self-obvious or readily explained. Particular attention should be paid to potential conflicts of interest involving special treatment or gifts from individuals or companies possibly hoping to gain something in return. Other potential conflicts of interest, in which an officer, employee, or member must weigh his immediate and personal potential for gain against the best interests of PCA, require special thoughtful attention. Transparency in all actions is desirable. Nothing must be allowed to compromise the integrity, credibility, and best interests of PCA in the making of decisions that affect the club.

The culture of PCA is founded on doing the right thing to the best of our ability. Without this we lose our self-respect both as an organization and as individuals, a price that we will not pay. Non-adherence to these principles will not be tolerated; behavior or actions damaging to PCA will be dealt with by the established club Bylaws, and may result in permanent loss of membership.

## CONFLICT OF INTEREST POLICY

The Club has adopted the following Conflict of Interest Policy applying to PCA staff, volunteers, and BoD members. The policy is located in the [MNPP Section III, Part 7](#). There are separate acknowledgment statements for Region Presidents and Board Members, Appointees and Members of the National Staff that each should sign and file with the National Office.

### PORSCHE CLUB OF AMERICA CONFLICT OF INTEREST POLICY

It is the goal of the Porsche Club of America (PCA) to ensure its staff, volunteers, and Board members diligently seek to avoid conflicts of interest he or she may have personally or professionally with the operation, management and business interests of the PCA. This

includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

PCA Board members, PCA National Staff, employees and volunteers will recuse themselves from a PCA transaction or decision if their interests, affiliation, or involvement with another entity or organization conflicts with that of PCA. No PCA Board member will participate in the discussion of, or vote on an agenda item for which he or she has a conflict of interest. Those with a conflict of interest on a particular agenda item will abstain during the respective Board of Directors vote on that matter.

Board members and the National Staff will sign a statement annually acknowledging their compliance to the intent and spirit of this policy, which will be filed with the National Office

## PRIVACY POLICY

The Club has adopted the following Privacy Policy regarding our members' records and data. *Regional Clubs must abide by the same policy, to protect member information.* The policy is located in the [MNPP Section III, Part 8](#).

### PORSCHE CLUB OF AMERICA PRIVACY POLICY

We will tell you the sources for personal information we collect on our members. We will tell you what measures we take to secure that information. We use some terms that are defined near the end of this policy.

#### THE CONFIDENTIALITY, SECURITY, AND INTEGRITY OF YOUR PERSONAL INFORMATION

We do not provide to anyone outside of PCA personal information about our members, their interests, their cars, their home or email addresses, their personal information or data. Our members' personal information is not made available for mailing lists or to businesses, even if they are involved in Porsche® car related activities. It is not made available to Porsche Cars North America, Porsche, A.G., or any of its affiliate companies. We do NOT disclose any personal information about you to anyone outside of PCA, except as required by law. Our members' personal information is used within PCA only on a need to know basis. For example, we do not provide one Regional Club with the personal information about another Regional Club or its PCA members. We restrict access to personal information about members to those employees who need to know that information to perform their jobs, and to our officers, committee members and staff who need to know that information to serve in their roles with us. We maintain reasonable safeguards to guard your personal information.

#### FORMER MEMBERS

If you cease to be a PCA member, we will follow our then-current privacy policies and practices with respect to your personal information.

#### DEFINITIONS OF TERMS

"We", "us" and "our" refers to Porsche Club of America, Inc. The Regional Clubs are related but separate entities, and "we", "us" and "our" do not refer to the Regional Clubs. "Personal information" means information about you that we collect in connection with your application for membership, your communications with us, your participation in our activities or in the activities of the Regional Clubs, your use of our website, or any other nonpublic means in which we come about information about you. Personal information does not include information that is available from public sources, such as telephone directories or government records.

## CHANGES TO PRIVACY POLICY

We reserve the right to amend or modify this privacy policy at any time. If we do, we will post notice on our website of such changes at least 30 days before any changes are implemented.

## PRIVACY POLICIES BY REGIONAL CLUBS

We encourage the Regional Clubs to adopt privacy policies for their members, and consent that they may use any or all of this Privacy Policy for their purposes if they find it useful.

## INTELLECTUAL PROPERTY POLICY

The Club has adopted the following Intellectual Property Policy regarding the protection of the PCA's intellectual property. The policy is located in the [MNPP Section III, Part 9](#). A copy of the policy is presented below.

### PORSCHE CLUB OF AMERICA INTELLECTUAL PROPERTY POLICY

In order to maintain and protect the intellectual property and branding of the Porsche Club of America, the following Policy specifies the use of its intellectual property.

1. Definitions: The following terms shall have the meaning set forth in this paragraph when used herein, except where the context clearly indicates that such meaning is not intended:
  - a. The terms "PCA" and 'the Club' shall mean the Porsche Club of America, Inc. "Regional Club(s)" shall mean regional clubs chartered by PCA and in good standing as per the Bylaws.
  - b. "Licensed Organization" shall mean third party organization(s) as licensed by PCA in its sole discretion.
  - c. "Trademarks" shall mean all rights associated with registered marks owned and controlled by PCA, in accordance with common law and otherwise, including the rights associated with any applications for registration and registrations secured for the Trademarks; the goodwill associated with each of them; and all relevant rights and privileges provided under the trademark, unfair competition, and other laws of the United States, the individual states thereof, and foreign jurisdictions.
  - d. "Copyright or Copyright Material" shall mean all the rights associated with materials which are copy written by PCA and Regional Clubs, including copyright materials donated to the club by members and copyright materials purchased by the club, whether registered or otherwise in accordance with common law.
  - e. Below are some, but not all, of the commonly used marks and intellectual property of PCA covered by this Policy:
    - i. Porsche Club of America logo;
    - ii. Porsche Club of America Crest and typeface;
    - iii. Porsche Parade annual logo;
    - iv. Werks Reunion logo;
    - v. Club Racing logo;
    - vi. Porsche Panorama typeface, publication, etc.;
    - vii. Treffen logo;
    - viii. Porsche Tech Tactics logo;

- ix. HPDE logo;
  - x. Regional Club trademarks;
  - xi. Copyright materials.
2. Each Regional Club, by nature of its PCA charter is granted a license to use the PCA Trademarks in conjunction with its operation and activities and for no other purpose whatsoever. As part of this license, Regional Clubs bear responsibility to use and protect the Trademarks as outlined in this policy. Likewise PCA receives reciprocal rights to Regional Club Trademarks and Copyrights. Any third party claiming rights under the PCA Bylaws that uses PCA intellectual property in a manner contra to PCA operation and activities may be suspended as per the Bylaws and appropriate legal action may be taken by PCA to remedy the misuse.
  3. PCA, through majority consent of its Executive Council has the sole authority to grant, under such terms and conditions and for such period as it deems appropriate, a license to a third party organization, thereafter for the term of the license being a Licensed Organization, to use the Trademarks or Copyrights in conjunction with PCA and Regional Club operation and activities and for no other purpose whatsoever. License grants shall be in writing and signed by a member of the PCA Executive Council or PCA's Executive Director.
  4. To be clear, only PCA, Regional Clubs and Licensed Organizations may use the Trademarks and Copyright Material according to their ownership and licensed rights. Non recognized and non-licensed groups, individuals, businesses, or vendors, even if made up of multiple Licensed Organizations, may not utilize the Trademarks or Copyright Material.
  5. The following intellectual property protections shall be included in any license granted by the PCA unless specifically approved by a majority of the PCA Executive Council with supporting rationale.
    - a. The Licensed Organization or Regional Clubs may only use Trademarks or Copyright Materials and integrate same into their marketing material, websites, publications, events, and other public images in accordance with their licensed rights ("Uses"). The Licensed Organization and Regional Clubs acknowledge that any other marks used in close proximity or integrated with one or more of the Trademarks for any one of the Uses or other use shall create new combination Trademarks that belong to PCA, and all goodwill associated therewith shall inure to the benefit of PCA, whether or not such Trademarks originated with the PCA.
    - b. At no time will the Licensed Organization or Regional Clubs have the right to assign or sublicense any of the Trademarks or Copyright Materials unless such permission is granted by PCA in writing. Such sublicense or assignment is revocable by PCA at any time. Each approval by PCA is unique and granted specifically on a case by case basis to a Licensed Organization.
    - c. Licensed Organization or Regional Clubs shall not manipulate or modify the licensed Trademark or Copyright Materials including documentation, publications or other printed materials, whether in electronic or hard copy format, without PCA's written permission.
    - d. Licensed Organization and Regional Clubs understand the valuable goodwill associated with PCA's Trademarks and Copyrights and the importance of not using the Trademarks and Copyright Materials in a derogatory or demeaning manner. Licensed Organization and Regional Clubs shall maintain the nature and quality of the Trademarks and all Uses so as to conform to standards of quality as may be set by PCA from time to time.
    - e. Licensed Organization shall, prior to using any of the Trademarks and Copyright Materials, and subsequent thereto upon request by PCA, supply to PCA samples of the Uses and any promotional materials for the purposes of inspection and written approval and to determine if the Uses meet the standards of quality acceptable to the

PCA. The PCA shall promptly review such materials and approve or disapprove them.

- f. Licensed Organization or Regional Clubs shall not use the Trademarks or Copyright Materials or any variation thereof in any advertising or promotional material in a manner that may (1) detract from or impair the integrity, character, or dignity of the Trademarks or (2) reflect unfavorably upon PCA, other Licensed Organizations, Porsche AG, Porsche Cars North America (or any of its subdivisions) and the Porsche marque or (3) infringe upon the proprietary rights of any other person.
  - g. The Licensed Organization agrees that all uses of the Trademarks or Copyright Materials that are registered shall be accompanied with the symbol “®” or “©” as appropriate and all uses of the Trademarks or Copyright Materials that are not registered shall be accompanied with the symbol “TM” or “SM” or “C” as appropriate.
  - h. Licensed Organization agrees that whenever it uses the Trademarks or Copyright, it shall further include the statement: “[Trademark] is a trademark of Porsche Club of America” or “[Copyright] is copyright Porsche Club of America [year of first publication]” as appropriate.
  - i. A Licensed Organization or Regional Clubs further agree that they will do nothing to challenge the validity of the Trademarks or Copyrights or PCA’s ownership of the same, that it will do nothing detrimental to the reputation and distinctiveness of the Trademarks or Copyrights or the goodwill associated with the Trademarks, and that it will not attempt to register or claim ownership in any of the Trademarks or Copyright Materials anywhere in the world.
  - j. Should Licensed Organization fail to comply with any one or more of the provisions of the license, or fail, to the satisfaction of PCA, to meet the proper use or appropriateness with respect to the Trademarks or Copyrights established or approved by PCA, the PCA shall have the right to terminate the Licensed Organization’s licenses and seek appropriate legal action or remedies. Failure of PCA to take action for a violation of the license does not constitute a waiver of rights or approval for continued or additional violations. In the event a Licensed Organization’s license is terminated or suspended, the Licensed Organization shall immediately cease all use of the Trademarks or Copyright Materials, and shall not thereafter adopt any other mark or designation confusingly similar to the Trademarks.
  - k. Licensed Organization and Regional Clubs shall at all times cooperate with PCA in any manner reasonable or necessary for maintaining or enforcing the Trademarks or Copyrights and to assist in obtaining any additional protection for the Trademarks or Copyrights that PCA may deem advisable.
  - l. Licensed Organization and Regional Clubs shall notify PCA as quickly as possible of any circumstances that might give rise to a claim for infringement, misuse or other disallowed action as described in the license and provide any reasonable assistance requested or needed by PCA to enforce protection in the Trademarks and Copyrights.
6. Protection of Trademarks and Copyrights
- a. It shall be the responsibility of the PCA Executive Director or his/her appointee to enforce and maintain all intellectual property and rights thereto.
  - b. On a regular basis, PCA shall review, revise and update all intellectual property rights and protections.
  - c. License grants including all limits, terms and conditions shall be recorded and archived in the PCA contracts file held at the National Office.
  - d. PCA shall have the exclusive right to file and prosecute claims against third parties for infringement or other invasion of rights in the Trademarks or Copyrights.
  - e. PCA shall reserve and does reserve its right to oppose a Licensed Organization’s

registration of similar Copyright Materials or a mark similar to the Trademarks if or when such mark is published for opposition by the United States Patent and Trademark Office, U.S. Copyright Office.

Approved: February 20, 2017

## ALCOHOL USE GUIDANCE

The Club has adopted the following guidance regarding our members' conduct at Club sponsored events.

### ALCOHOL USE GUIDANCE

The consumption of alcohol during competitive driving events is forbidden. After the competition has been completed, a driving event can be treated like any other gathering of PCA members. At such gatherings of PCA members, the availability of and consumption of alcohol is not forbidden. Further, PCA insurance policies do not prohibit the consumption of alcohol at PCA gatherings.

However, good risk management practices require a common sense approach to the administration of PCA gatherings where alcohol is available. Many Regions already utilize intensive and well thought-out practical measures to control the availability and consumption. There are a number of risk management techniques available and Regions are encouraged to share techniques that have been utilized successfully with fellow Club members.

PCA's objective is to practice good risk management at PCA events in order to protect our Club and its members from incidents and accidents.

## GUIDANCE FOR FINANCIAL OVERSIGHT OF MULTI-REGION EVENTS

The Club has adopted the following guidance for financial management of multi-region and Zone events.

### PCA GUIDANCE FOR FINANCIAL OVERSIGHT OF MULTI-REGION EVENTS

In PCA, every financial undertaking necessarily puts members' funds into use. Because the Club must maintain the best possible practices for accountability in the use and distribution of any member funds, it is required that:

- A. Every multi-Region or Zone run event have a financial report (to include profit and loss (P&L) and balance sheet) reviewed by peers in the group, defined as:
  1. For multi-Region events: The Presidents or Boards of Directors of those Regions lending their names to the event. The Region Presidents should sign the financials as verification that they have been reviewed.
  2. For Zone events: The Region Presidents in the Zone, either in forum at a regularly scheduled Presidents' Meeting or by emailed/mailed copies of the financial statements for the event. The Region Presidents should sign the financial reports as verification that they have been reviewed; if the oversight was executed via email, confirming emails from the Region Presidents should be filed with the reports. Zones may continue their independent banking accounts.
  3. For multi-Region events, it is highly recommended that one of the sponsoring Regions use its Treasurer and its bank account(s), and not an independent bank account and accessed by the organizers of the event. Put another way, it is desirable to have member-elected officials with vested financial responsibility manage all funds. Use of

an independent account will be considered outside policy. In the rare instance when one is used, post-event scrutiny must be very thorough and detailed, as per A.1., above.

B. Documentation submitted for review should include:

1. An accounting of revenues by source that ties to number of entries, unit sales, contributions, sponsor income, etc.
2. An accounting of costs by type of expenditure.
3. A roster of all disbursements by cash and check.
4. A copy of all bank statements for account(s) used, if not a Zone or Region's usual account.

Enacted by the PCA Executive Council, June 29, 2007

## PART 2.3 – MEMBERSHIP

The Regions are the centers of activity for PCA members. New members are assigned a local Region when they join PCA based upon their zip code or personal request. Under the Club's bylaws, no person may hold membership in the National Club without being a member of a Region.

The bylaws of PCA also provide that membership applications be submitted to a Region which shall either accept or reject the application ([Article IV, Sections 1 and 2](#)). An approved application is submitted by the Region to the National Office for processing into the national organization. The procedure to be followed is set forth below. Questions concerning membership qualifications should be directed to the National Office.

### APPLICATIONS SENT DIRECTLY TO NATIONAL

Nearly 95-percent of new member applications today are completed on the national website. A Region must delegate authority for accepting on-line or mailed applications to the National Office in order to facilitate this on-line application processing.

Regions have the option to give *limited delegation of authority* to the National Office with regard to the processing of applications and can thus expedite the processing time. **This option must be selected each year on the annual Region Report Form** (see example on page 182) and will remain in force until rescinded in writing or changed on the next annual Region Report form.

Should a Region not choose to delegate the function of accepting applications on the Region's behalf, then it **MUST** advise the prospective member of the procedures to follow. The National Office will specify the procedures to follow to process a new member application. The National Office will forward applications for approval per the Region's instructions.

If your Region allows the National PCA Office to accept on-line or mailed applications directly, it will immediately process the application. The new members will also appear on the Region's eMailer membership report. The new member information will show up in the next roster file sent at the beginning of the following month. Regions are responsible for adding the new member to their mailing list in the interim.

### NEW MEMBER APPLICATIONS PROCESSED BY A REGION

Once a prospective member is accepted by a Region, send the executed and endorsed (by the Region officer) application with check for full year's dues or more (up to three years) to the PCA National

Office. Be sure to keep your own records on this and send the complete application to PCA National. If the application is not endorsed, or if it is not completely filled out, or if the dues are not included, it will be returned to the submitting Region. Once completed, PCA National will acknowledge membership acceptance to the new member by letter and will send him/her a membership card. The new member will show up on your monthly membership reports.

A “Welcome New PCA Member” letter is always a good thing to send to the new members as soon as the Region receives membership confirmation from National. The Membership Chair has access to the names of new members on a daily basis, if needed, through the eMailer list of new members. One of the top reasons for not continuing PCA membership is because new members don’t feel “welcomed.” Samples of some of the letters and ideas to help a Membership Chair are available in these documents: [Membership Chair Appendix](#) and [Membership Chair Guide](#).

*Recruitment is everyone’s job on the Region’s Board*, but is monitored by the Membership Chair. Ensure everyone on your Region’s Board (and anyone else who asks!) has membership applications, which are available from the National Office. Region officers also have access to the PCA Membership Tool on their smartphone.

It is also the responsibility of the Region Membership Chair to help with Retention and remind the Board that anything they can do to help would be beneficial. Sometimes a Membership Committee will lighten the workload for the Membership Chair.

The PCA “eMailer” program (available on-line to the Membership Chair, see page 28) maintains a list of names of Region members who have not renewed their membership within 30 days prior to the renewal date, and it will send an eMailer reminder to them. This list is a good tool for the Region Chairs to use to quickly see how many renewals can and/or should be contacted to help retention. Many people forget to renew, since our first renewal notice is mailed 60 days prior to expiration of membership. Thus, it is essential the Membership Chair monitor this situation. The eMailer program is an excellent tool for the membership chair to do this, (see “Part 5.4 – Document Management Using the PCA Glovebox” on page 123.)

## PROSPECTIVE MEMBERS

When an inquiry comes to the PCA National Office, the National Office will send a membership information packet to that person, or refer them to the [PCA Membership](#) web page. This packet contains a cover letter providing the name and contact information of the membership chair of the Region in which the potential member resides, a membership application, and a sample copy of Porsche Panorama®. A copy of this cover letter is emailed to the Region membership chair of the Region where the person lives. The Region membership chair will (hopefully) contact the prospect to assist in completing the membership application and to advise the prospective new member of, and to invite them to attend, activities and events in the Region.

Prospective members can also be referred to the PCA National Office using the smartphone PCA Region Leader Tools app. See PCA Region Leader Tools (page 27).

Each Region receives a bulk supply of Panorama each month, in a quantity determined by the size of the Region, and these Panorama issues are for use in recruiting new members or other similar purposes. On the Region Report Form and Continuity Checklist, see President (page 11), you also should specify who should receive the multiple copies of Panorama, and how many copies are needed monthly.

**Ideas to increase membership** – Your Region may already have a patented formula for attracting new members; if not, the National Membership Committee suggests the following:



- Set up a membership table at each monthly meeting and/or event. Have applications, copies of Panorama, and your Region newsletter available.
- Introduce the new or prospective member(s) at your monthly meetings/events. Make them feel welcome. Most members who don't renew say they did not feel "welcomed."
- Encourage the new or prospective member(s) to get involved in Region activities, as soon as possible. Try a "buddy system" where a current Region member will be responsible for talking with the new member, calling to remind the new member about the meetings and upcoming events.
- Encourage members to add their Family-Active and Affiliate Members email address to their user profile on PCA.org. Actively engaging with these members can encourage family involvement and interests that the primary member may overlook. See Family-Active or Affiliate members in the following section.
- Recognize new members in your newsletter. If possible, call them and get some information that could be part of a Membership Column.
- Make sure that the dealers in your area, as well as newsletter advertisers, have an Information Board at their place of business, and keep it stocked with applications, copies of Panorama, and information about your Region. Applications and extra copies of Panorama are available upon request from the National Office.
- Work closely with dealerships, independent shops, parts distributors, and other members for referrals for membership.
- Once a year, include a PCA membership application in your newsletter.
- Hold "new member meetings" and rookie event weekends to encourage new and prospective members to get involved.
- If your Region is not already doing so, have business or post cards made up with the membership chair's name, address and Region website printed on one side. Make them available to the members at each meeting and event so they can distribute them and/or place them on a parked Porsche they see in their travels.
- Follow up on ALL non-renewals with a postcard reminder, email or phone call.

Overall responsibility for the coordination of any Region Membership campaign shall be given to the Membership Chair.

Bob Gutjahr said in an issue of [RegionFocus](#), "Membership growth translates into the effort and enthusiasm expended at the Region level to make PCA attractive to Porsche owners both inside and outside the Club".

## FAMILY-ACTIVE AND AFFILIATE MEMBERS

The PCA Bylaws specify two classes of membership that are associated with the active member these are:

**Family-Active** – An individual requested by an active member as his or her family-active member, restricted to persons 18 years of age or older, whether otherwise qualified for active membership by ownership of a Porsche or not.

**Affiliate Member** – A person, 18 years of age or older, named by the active member at the time of joining or at any renewal of membership in lieu of a family-active member.

Note, Family Active members have the same membership rights as the Active member. They can hold office, vote, and participate in Club events. Affiliate members do not have the same rights. Your Regions bylaws should mirror the National Bylaws in this regard.

Members can update their Family-Active and Affiliate members email address in their membership profile on PCA.org. There are four ways an Active member can add a Family-Active and Affiliate member:

1. A member can add a Family-Active or Affiliate via their initial on-line application form on PCA.org.
2. When a person joins and does not add a Family-Active or Affiliate member, they are sent an email 24-hours after they join with instructions on adding either a Family-Active or an Affiliate member.
3. When a member renews and does not have a Family-Active or Affiliate member listed, they are sent a similar email reminder.
4. If a member would like to add a Family-Active or Affiliate member they can send an email with the following information to [membership@pca.org](mailto:membership@pca.org):
  - Full name
  - Relation to member (i.e. Spouse, child, friend, etc.)
  - The Family-Active or Affiliate's unique email address

Having Family-Active or Affiliate members registered in the PCA database allows them to receive PCA Emailer communications so they can be included in the community and be apprised of events and opportunities that may interest them. *Actively engaged Family-Active and Affiliate encourages greater participation for everyone!* See "PCA eMailer Program" on page 28.



## PCA TEST DRIVE PROGRAM

Membership in the PCA requires ownership or lease of a Porsche or that they be in a Porsche-related business. PCA however does offer something for those actively trying to become Porsche owners. Click here to view the [PCA Test Drive](#) web page.

The PCA Test Drive program provides a one-year subscription to Porsche Panorama, the club's national monthly magazine, and a temporary account to log on to the PCA.org website. The magazine provides news and feature stories covering all aspects of Porsche as well as technical articles that impart valuable information about Porsche cars. Crucially, the temporary website account gives on-line access to hundreds of Porsches for sale by PCA members in The Mart, which is also featured in every issue of Panorama.

Although PCA Test Drive is not a full membership in PCA and does not entitle the subscriber to some member benefits (such as attending member-only events, voting, or becoming a member of a Region), Regions may welcome guests, and Test Drive subscribers are encouraged to contact their local PCA Region. PCA Regions are encouraged, but ultimately have the option, to include Test Drive subscribers in Region events.

PCA Test Drive is \$46 for a one-year subscription (renewable). The fee is non-refundable. However, if a Test Drive member (TDM) buys a Porsche, they can convert their Test Drive membership to a Primary membership for the remainder of a year. For example, in month 5 the TDM buys a Porsche and notifies the National Office. Their membership will be converted to Primary Member and their renewal date will be pushed out 7 months—to their original TDM anniversary date.

## PCA JUNIORS

The PCA Juniors program was started in 2017 as a program for children and teens under age 18. Any PCA member may register their child, grandchild, niece, or nephew at no cost. This is not a PCA membership program, as PCA Juniors are under 18. After being registered, PCA Juniors receive a welcome package that includes a PCA Juniors ID badge and an age-appropriate gift. Welcome boxes are sent directly from the National Office on a weekly basis. PCA members may sign up their child or teen at the PCA website at <https://www.pca.org/pca-juniors>. Also, using the PCA Region Leader Tools App, region officers can register PCA Juniors. In 2019, an exclusive sponsor of PCA Juniors offered Youth Judging at national events. A limited number of Youth Judging kits are set aside for zone and region events. Also for regions, PCA has developed a Treasure Hunt smartphone game that can be used at events. Regions are encouraged to engage young people by planning activities for children and teens at region events. To support this, an area is under development on PCA.org to provide resources and ideas to help regions engage young people. For more information, contact [pcajuniors@pca.org](mailto:pcajuniors@pca.org).

PCA Junior members can also be referred to the PCA National Office using the smartphone PCA Region Leader Tools app. See PCA Region Leader Tools (page 27).

## TRANSFERS

Some members are obtained by transfer in from other Regions and some of your members may transfer to other Regions. When a member transfers into or out of your Region, you will be advised of the member's pertinent information on the end of the month report from the National Office.

## RENEWALS

Each month the National Office will bill members for annual renewals during the month preceding the expiration of their membership. A second notice is sent from the PCA National Office, via the eMailer program, 30 days before the membership expires. The Region membership chair has access to the eMailer program recipients in their Region to whom these notices were sent. This program is constantly updated by the PCA National Office, so that the Region Membership Chair can determine if and when members have renewed. The Region membership chair can assist by reminding those members whose renewal periods are approaching to pay dues promptly upon receipt of their invoices. The easiest and fastest way to send renewal reminders is via the eMailer tool. These reminders will be going to the “ARNEW” status members as noted in the Region roster file, “My Region Renewing Members” in the eMailer tool. Be aware that a percentage of members do not have email addresses in the database and they will not receive emailed Region reminders. Reminders with a personal note, a statement of Region benefits, and upcoming events calendar are most effective. A personal phone call is the most effective renewal reminder, but not always practical in large Regions.

Only one invoice will be sent from the National Office. A final reminder notice is sent from the National Office after the expiration of a membership inviting the member to reinstate. A Non Renewal Survey is also sent with this reminder to ascertain reasons why members drop. This information is compiled and reported on by the Region Membership Chair. It is recommended that the Region also make their own second email reminder for these “NO” non-renewals, the “My Region Dropped Members” in the EMailer tool. Sending one email to ARNEW and one to NO status members, two emails per month, has been shown to have significant impact on reducing the number of non-renewals.



## MEMBERSHIP REPORT TO REGIONS

At the end of each month the National Office prepares a report for each Region listing the membership activity in the Region for the month. The report shows New Members; Transfers-in; On-time Renewals; Late Renewals; Transfers-out; Drops; and Member Records Changes. “Drops” are members who did not renew their membership by the end of the month for which the report has been prepared. This Report shows the Member’s Membership Number, Member’s Name, Name of the Family or Affiliate Designee, and the Year/Month code of the Family or Affiliate Member. The Region membership chair will be able to maintain accurate membership data utilizing this monthly report from the PCA National Office. Membership Chairs receive this report via email at the beginning of the following month.

## ON-LINE MEMBERSHIP DATA

The President and Membership Chair of each Region are able to establish on-line access to their Region’s membership files for viewing reports and making changes to members’ records. The system has gives the Region President and Membership Chair access to current membership information on a daily basis, as well as searching for detailed information, as needed. The member can also access and update their membership records at the PCA National Office, via <https://www.pca.org/user>. Encourage members to use this feature, from time to time, as it greatly assists the Membership Chair.

**PCA Region Leader Tools** – The PCA has developed a smartphone app for Region Officers to assist with recruiting and looking up member data called the PCA Region Leader Tools. The tool is available for [Android](#) and [Apple](#) smartphones (click the links above for your phone) through their app stores. The tool can be used to:

- Search for PCA members to verify membership status,
- Refer prospective new member and member renewal information to the PCA National Office for follow up and membership sign up,
- Add Region member family relatives 18 years old and younger to the PCA Juniors program.

**Official Membership Listings** – At the end of December each year, Regions may request a hard copy membership list from the National Office. A CSV file\* and roster of the Region’s membership list are available on a monthly basis, but can be requested at any time.

*\* CSV stands for Comma Separated Values which is “a [text] file very basically formatted set of data and though human-readable, it is not intended for direct manipulation or use. Instead, it is typical to import the file into a database or spreadsheet program and then manipulate it using the more powerful features of that software.”*

In other words, a CSV file is sent out to individuals who have spreadsheet programs, Excel, Access, etc., on their computer, and any program can open the CSV text file. It allows everyone to open the reports sent, regardless of their computer. A document, [Membership Reports - CSV Format and Code Definitions](#) , explains how to use the CSV format in membership reports.

## MEMBER ANNIVERSARY RECOGNITIONS

As an Active Member completes the membership milestones noted below, their tenure in the Club will be recognized. The PCA National Office will automatically send out 25, 30, 35, 40, 45, 50, 55, 60 and 65 year anniversary materials every quarter. All other anniversaries materials are available upon request (see directions to receive anniversary materials below).

**Letter** – All members who are celebrating an anniversary will be sent a letter from the current PCA President at that time.

**Anniversary Decals** – As an Active Member completes 5, 10, 15, or 20 years of membership, the National Office will send, upon request by the member, a special decal indicating the length of membership. Anniversary recognition for the family member/affiliate is also available upon request. Members completing 25 years will receive a special silver ringed decal and members completing 30, 35, 40, 45, 50, 55, 60, or 65 years of membership will receive a special gold ringed decal indicating length of membership. Replacement decals are available upon request to qualifying members at a fee established by the Executive Council.

**Anniversary Certificates** – All members who are celebrating an anniversary will also be issued an anniversary certificate.

**Membership Pins** – Members who complete 25, 50, 55, 60, or 65 years of membership are sent a gold pin.

**Membership Name Badge** – A Member who completes 40, 50, 55, 60, or 65 years of membership is issued a Club name badge.

**Family-Active and Affiliate Members** – Anniversary recognition for the family member/affiliate is also available upon request.

**Directions to receive anniversary materials** – If a member is celebrating their 5, 10, 15, 20, 30, or 35-year PCA anniversary, they can order their anniversary materials at <https://www.pca.org/anniversary>. The form will only let them order their materials in 5 year increments and will round it down to the last milestone. If your membership information listed on the website is incorrect, contact [membership@pca.org](mailto:membership@pca.org)

## REGION ANNIVERSARY RECOGNITIONS

The PCA recognizes Region Anniversaries beginning with the 20th anniversary. The anniversary date is based on the Region's charter date (adjusted for any lapses that have occurred). PCA furnishes for each Region member a 2" decal commemorating the Region Anniversary. Decals will be distributed for every five-year anniversary beginning with 20. These will be sent early in the year to the Region President to distribute to Region members in whatever manner is deemed appropriate.

A colorful flag/banner designating their 25, 30, 40, 50, 55, and 60th anniversaries is provided by the National Office in December for the upcoming year anniversary. Regions wishing to order additional current or past anniversary flags can do so. The cost is approximately \$180. Orders can be placed through the National Office, [Anniversary Flags](#).

## PCA EMAILER PROGRAM

The eMailer provides a tool for Region officers (President and Membership Chair, or other designated by the President) to easily email members. Broadcast email is very powerful which could easily be abused, so access to the eMailer is limited to those Region positions. These officers will see a link to the eMailer on their personal home page when they login to [pca.org](http://pca.org). It does not appear for any other users.

Use the eMailer for selected, important items. If you send out emails too often, the members may not read them and just click them away. Make the eMailer interesting, short to the point and eye catching (use photos). Redirect readers to your Regions Web page for more information. There is a

sponsorship opportunity here as well. A banner ad at the bottom of the email can be sold, which provides a significant value to the advertiser and valuable revenue to the Region. The use of the eMailer is detailed in “[RegionFocus](#)”, Volume 21, Number 2 at <https://www.pca.org/members/region-focus>.

#### **A COUPLE WORDS OF CAUTION WITH USING THE EMAILER**

The eMailer pulls email addresses directly from the PCA membership database. This means it uses the most current list of members available in the Club. The problem is that many members have not supplied PCA with a current email address. For this reason, you can't rely on email as your only method of delivery of information to members. It's also a good idea to continually encourage all members to keep their profile updated on [pca.org](http://pca.org). This will update the membership database and they won't miss your important email.

The emailer also has special utility for reminding members to renew their membership. With a few clicks you can target members whose membership is about to expire, or recently expired, with a friendly reminder to renew their membership. All Regions should have a process in place to utilize this valuable feature.

### **MEMBERSHIP INSTRUCTIONAL DOCUMENTS**

The PCA has also included a set of instructional documents on [PCA.org](http://PCA.org) intended specifically for Region Membership Chairs. The following documents can be found on the Membership Chair Resources web page which will have a link on your [PCA.org](http://PCA.org) dashboard if you have the necessary roles:

- [RegionFocus](#) Webinar #41 Membership Chair 101 (slides and video)
- [PCA Region Subsidy Request Form](#)
- Membership Chair Responsibilities
- ‘Top 10 Ways to Grow Membership’ PCA [RegionFocus](#) #20 webinar recording
- How to sign up PCA Juniors
- Test Drive Participant Welcome Outline
- Adding Family-Active or Affiliate members
- Membership Region Change
- Membership Anniversary Recognition
- Update personal PCA information instructions
- Region Membership App instructions
- Dual Membership Options

These documents can be viewed and downloaded by Region officers. To access the Membership Chair Resources web page, either:

- Log in to [PCA.org](http://PCA.org), click on your name in the top right corner of the website and you'll find a new link in your “Commonly Used Links” section called “Membership Chair Resources.”
- Use this web address (<http://www.pca.org/membership-chair-resources>) that will take Region officers directly to the Membership Chair Resources web page on [PCA.org](http://PCA.org). You will need to be logged into [PCA.org](http://PCA.org) and have the correct role in the Region to access this web page.

## **PART 2.4 – FINANCIAL SUPPORT AVAILABLE TO REGIONS FROM PCA NATIONAL**

All financial payments to U.S. Regions are by Direct Deposit, whenever possible. For Regions with an account (savings or checking) in a US financial institution that has an ACH (Automated Clearing House) routing number, participation in the Direct Deposit program is mandatory and the Region must provide the National Office with the Region's financial institution's ACH routing number (a nine digit number), the Region account number where the funds are to be deposited, and whether or not the account is a checking or savings account. To ensure proper deposit, be sure to complete the Direct Deposit section of the annual Region Report Form and Continuity Checklist (see page 182), and notify the PCA Director of Finance at the PCA National Office of any changes to the bank's ACH routing number or to the Region's account number immediately. Likewise, since notification of deposits is by e-mail to the Region President and Treasurer, it is essential that e-mail addresses be legible on the Region Report Form and that any changes be sent to the National Office immediately. Where Direct Deposit cannot be used, checks will be sent to the Region President of record. As with all checks received by a Region, they should be deposited into the Region's account as soon as possible.

### **QUARTERLY REFUNDS FROM PCA NATIONAL TO REGIONS**

The quarterly refund from PCA National to a Region is a portion of the National dues each member pays. The amount of the refund is determined by the PCA's Board of Directors. The use of this refund is entirely at the discretion of each individual Region as it provides some financial basis for the Region's activities.

In addition to the above, at the discretion of the Executive Council, Surplus Region refunds may be distributed depending upon the financial status of PCA. If approved, they are deposited in the second or third quarters of the year and may be based on the number of members in each respective Region, or an equal amount is sent to each PCA Region.





## SMALL ACTIVE REGION SUBSIDY

PCA National will automatically grant an additional subsidy to active, small Regions, defined as “Regions with no more than one hundred (100) members” and will be paid in conjunction with the first quarter’s member refund. The subsidy is to support small Regions so they can remain active for the their membership.

An “Active Region” is defined as one for which current Region Report Form is on file, is incorporated, and during the previous year must have had at least one club activity. Regions of less than fifty (50) members will receive a \$500 subsidy. Region’s whose membership is fifty (50) or greater, but no more than one hundred (100) will receive \$250.

## EVENT SUBSIDIES FROM NATIONAL TO THE REGIONS

In order to assist Regions financially and to encourage them to become more involved in events and activities with other PCA Regions and the community, PCA National offers certain subsidies (payments) to the Regions for specific events. Since these subsidies come from discretionary National funds, Regions are encouraged to acknowledge PCA as a sponsor or benefactor of the respective event. Seven types of events qualify for subsidies:

<u>Event</u>	<u>Subsidy Amount</u>
Region New Member Social	\$500.00
Charity/Community Service Event	\$750.00
Hospitality Park	\$500.00
Street Survival Pavement (up to)	\$2,000.00
Multi-Region Three-Activity Event	\$750.00
Multi-Region Two-Activity Event	\$500.00
PCA Register Group Three-Activity Event	\$750.00
PCA Register Group Two-Activity Event	\$500.00

**General Rules Governing Subsidy Requests** – The following apply to all subsidy requests:

1. The requesting PCA Region must have submitted the PCA Region Report Form and Continuity Checklist (page 11) and must be a Region in good standing with PCA National.
2. Each PCA Region may receive only one subsidy each year from each of the seven categories listed above.
3. No Region shall be entitled to more than one event subsidy for the same weekend. For example, if a Region hosts a Hospitality Park in conjunction with a Charity event, it may only apply for one subsidy.
4. If two or more Regions cooperate administratively in holding an event, only one of the Regions may qualify for the subsidy. They may, of course, agree to share the subsidy funds.
5. Proper acknowledgment of PCA is appropriate.

The following forms can be found at <https://www.pca.org/members/reports/forms-and-docs> under the Region Management, Forms section:

- [PCA Region Subsidy Program Request Form](#) illustrated on page 154.
- [PCA Street Survival Subsidy Request Form](#) illustrated on page 155

**Submission of Subsidy Requests** – See specific subsidy requirements below for more details.

- New Member, Charity/Community Service, Hospitality, Multi-Region, or PCA Register. Submit to your Zone Representative. The procedure is:
  - The Region within whose boundaries the event headquarters is located shall complete the on-line [Subsidy Request Form](#), and submit it to its Zone Representative along with documentation (ads, fliers, charity information) sufficient to support compliance with the subsidy rules. This documentation should be submitted to the Zone Representative at least thirty (30) days prior to the event; sixty (60) days is preferable.
  - The Zone Representative will review the request and if it is approved, will send the PCA Region Subsidy Program Request form with documentation to the PCA National Office.
  - Questions about subsidy requirements should be addressed to your Zone Representative.

### **STREET SURVIVAL PAVEMENT SUBSIDY**

Submit to the PCA Street Survival Coordinator. The procedure is:

- The Region within whose boundaries the event headquarters is located shall print and complete the [Street Survival Subsidy Request Form](#), save or print the completed form, and submit to the PCA Street Survival Coordinator along with documentation sufficient to support compliance with the subsidy rules. This documentation should be submitted to the PCA Street Survival Coordinator no later than sixty (60) days after the event; thirty (30) days is preferable.
- The PCA Street Survival Coordinator will review the request and if it is approved, will send the PCA Street Survival Subsidy Request form with documentation to the PCA National Office. The resulting payment will be transmitted to the Region.

### **REGION NEW MEMBER SOCIAL SUBSIDY**

The Region New Member Social is a social event specifically created to welcome new members into the “PCA Family,” to personally introduce them to the Region’s officers and event chairs, to discuss the wide range of PCA activities, to answer any questions, and to encourage future participation within the Region.

The Region New Member Social should be held at a convenient, neutral location or in conjunction with a dealer or other automotive-related location within the Region. The focus of the event is on the new members and their families. Many new members may not be familiar with automotive clubs, or with PCA specifically, and this is an opportunity for Region leadership to interact with each of them on a one-to-one basis. Regions should recognize that one major reason for the non-renewal of PCA membership is that the new member “did not feel welcome.” The Region New Member Social should address this concern.

It is recommended that the Region leadership personally contact the new members to invite them to the event. The Region may consider selling Region or PCA merchandise at the event. An organized effort should also be made to distribute PCA membership benefit information to the new members.

### **CHARITY/COMMUNITY SERVICE EVENT SUBSIDY**

Charity/Community Service events are strongly encouraged. These events afford opportunities for Region membership to work together to a common goal, enriching the membership experience. In addition, these activities reflect positively on PCA as a whole.

When a Region holds or substantially participates in a major event in support of a recognized charity or community service (referred to hereafter as “charity”) in accordance with the following conditions:

- This subsidy is considered “seed money” to aid in the preparation of a successful event. A description of the charity itself, the event, and how the seed money will be used must accompany the request.
- All money, goods, etc., except expenses incurred by the Region, collected in connection with the event shall be contributed to the charity.
- The charity shall be either a recognized national or local organization. In choosing such a charity, the Region will have the support of PCA National, therefore, the charity must meet acceptable standards relative to the general objectives of PCA. The charity cannot be of a political nature. If the Region needs clarification about how appropriate a specific charity might be, contact your Zone Representative or the PCA National Office.

### **HOSPITALITY PARK SUBSIDY**

The objective of the Hospitality Park is to allow the Region to disseminate information about PCA, to recruit members, and to furnish a place for PCA members to meet and congregate.

- The intent is that the Hospitality Park be held in conjunction with a significant event associated with automobile enthusiasts; the event would be otherwise outside of the “normal” PCA-based activity or organization, and would provide exposure well beyond PCA members.
- The Park shall be located at one of the following events: SCCA Professional Series, SCCA Inter Divisional Championship Events, IMSA (or similar sanctioning body) Series Events, FIA Series Events and nationally significant vintage races such as the Monterey Historics, Chicago Historics, etc. Alternatively, the Hospitality Park could be associated with a major multi-marque Region concours event, such as SCCA or community-sponsored event. If the Region needs clarification about how appropriate a specific event might be, contact your Zone Representative or the PCA Director of Finance at the PCA National Office.
- The Hospitality Park shall be available to all Porsche owners and an organized effort shall be made to distribute PCA membership information.

### **MULTI-REGION THREE-ACTIVITY EVENT SUBSIDY**

Multi-Region events offer a rewarding experience for PCA members; the events afford social interaction with other Regions, as well as opportunities to enjoy the cars. In addition, by enhancing the membership experience, these multi-region events are a good membership retention tool. As such, PCA National offers a subsidy to help offset the costs of a multi-region event.



Descriptions of successful multi-region events are included in SECTION 3 – REGION ACTIVITIES (page 83). *Read this before making your application!* The key component in a successful event is well organized activities, generally focusing on Porsche related automotive events.

- There must be at least three (3) official organized activities, for example, an autocross, rally, concours or tech/historical quiz. Other qualifying activities can include organized driving tours, or other similar automotive-related activities. For clarification on qualifying activities, contact your Zone Representative or the National Office in advance of applying for the subsidy. If multiple competitive activities are held, these should be held on two consecutive days.
- An associated social function is strongly encouraged, in keeping with the intent of this subsidy. The social event will not be considered an “organized activity” for purposes of this subsidy.
- Sufficient information publicizing the event must be distributed to all contiguous Regions and posted to social media in time for their newsletter publications. Forty (40) days prior to the event shall be considered sufficient time. A copy of a newsletter notice or a flyer, or the link to a social media post will be acceptable as documentation that accompanies the subsidy request.

### **MULTI-REGION TWO-ACTIVITY EVENT SUBSIDY**

This subsidy is for multi-region events with two (2) organized activities, and meeting other requirements under the three-activity event subsidy description above.

### **PCA REGISTER GROUP THREE-ACTIVITY EVENT SUBSIDY**

The purpose of this subsidy is to encourage our specific PCA Register Groups (listed in the back of Panorama, along with each Advocate) to hold events that are hosted by Regions. Each PCA Register Group is encouraged to hold events each year. A PCA Register Group may be allowed to hold more than one subsidized event, as long as it is approved in advance by the National President. This will be done on a case-by-case basis. To the respective Regions, that means checking with the PCA Director of Finance at the PCA National Office (or PCA Treasurer if the Director of Finance is not available) to

ensure that the subsidy is available. If a Region (or more than one Region) holds an event in accordance with the following conditions, PCA National will provide a subsidy for that event. Payment of the subsidy is to the host Region. Costs incurred by the PCA Register Chair associated with conducting the event should be coordinated/submitted to the host Region up to the subsidy amount.

Requirements:

- There must be at least three of the official, organized activities, at least one of which should be competitive. These activities can include competitive events such as: concours (including wash & shine), rally, autocross, tech quiz or another competitive activity. The qualifying activities also can include an organized driving tour (i.e., including departure and destination, with route instructions, tour leaders, etc.). If the Region needs clarification about how appropriate a specific organized activity might be, contact your Zone Representative or the PCA National Office, well in advance of the PCA Register Event.
- The competitive events must be held on at least two consecutive days. An associated social function is strongly encouraged, in keeping with the intent of this subsidy. The social event will not be considered an “organized event” for purposes of this subsidy.
- Sufficient information publicizing the event must be distributed to members having an interest in the respective PCA Register Group. Forty (40) days prior to the event shall be considered sufficient time. A copy of a flier, ad, or invitation will be acceptable as the documentation that accompanies the subsidy request.

### **PCA REGISTER GROUP TWO-ACTIVITY EVENT SUBSIDY**

This subsidy is for PCA Register Group events with two (2) organized activities and meeting the other requirements listed above for the three-activity event subsidy.

### **STREET SURVIVAL PAVEMENT SUBSIDY**

The objective of the Street Survival Pavement Subsidy is to help regions offset the cost of one of the largest expenses associated with hosting a Street Survival School. The Street Survival Program is geared towards young drivers and teaching them proper car control skills. Street Survival is an opportunity for the regions to give back to their local community by sharing their member’s knowledge and love of driving.

- The Street Survival School must be hosted, managed and insured by the PCA region. Volunteer help from members of other car clubs is allowed and encouraged.
- The subsidy is now available for your first school but only to the max dollar amount and only for pavement.
- Regions will be reimbursed up to the subsidy amount for the cost of the pavement rental after. The region must submit an invoice for the pavement rental in order to qualify for the subsidy.

## **PART 2.5 – REGION EVENT PROCEDURES**

Set forth below are general guidelines which should be read and followed by every Region event chair conducting a Region event. These procedures have been written in general terms to provide a flexible framework for conducting the Region’s activities. While nothing that follows is mandatory, every event chair should read and understand and apply them as appropriate to the event being held.

**General Event Guidelines** – Reference [Event Requirements for Non Wheel-to-Wheel Events](#) on www.pca.org. These guidelines cover: Autocross, Driver Ed, Driving Tours, Rally and Off-Road events (see page 103).

1. Propose event for submission to the Board, in cooperation with Activities Coordinator (to establish potential date).
2. With the proposed event, submit a tentative budget to the Board. No person is authorized to spend or commit more than \$\_\_\_\_\_ (a certain specific amount set by the Region Bylaws) on behalf of the Region without prior approval by the Board.
3. Board approval must be secured before any advance publicity is released to the Region newsletter or elsewhere. Any subsequent changes in the budget exceeding +10% of the budget approved by the Board must be approved by the President. Any changes in date must be approved by the Activities Coordinator.
4. Line up site(s). See [Enrollment Guidelines for Contract Review](#) on the pca.org website.
5. Find sponsorship, if required.
6. Short write up of event for newsletter and website at least two months in advance. Prepare full write up of event for newsletter and Region website at least one month in advance.
7. Send information to adjacent Regions' webmasters, newsletter editors and Zone website (if available).
8. Appoint operating Co Chair/Committee.
9. Coordinate event with other Chairs:
  - a. Clear competitive events with Safety Chair.
  - b. Notify timing and equipment chair, if needed.
  - c. Work with Insurance Coordinator to secure copy of insurance coverage, as required.
10. Meet with Co Chairs/Committee to complete event planning.
11. Assign person to write follow up article and take photos for newsletter, website and social media.
12. Execute event. Ensure necessary Insurance Waivers are completely executed by all attendees. Retain in Region archives for 95 months (7 years 11 months) from date of the event. See "SECTION 6 – REGION EVENT LIABILITY INSURANCE" on page 125
13. Complete and forward [Post Event Report](#) (page 156) to PCA Safety Chair. Ensure correct on-line [Observer's Report](#) (pages 172) is completed.
14. Submit all monies collected to Treasurer not more than ten (10) days after event.
15. Submit written financial report to Board no more than fifteen (15) days after event.
16. Report to the Board on problem areas if any (equipment or operators) encountered during event.

17. Write and promptly send thank you note(s) to all sponsor(s) or property owners.
18. Maintain event file including all budgets, planning, phone numbers, etc., to pass on to chairs in succeeding years.

## **PART 2.6 – REGION STAFF POSITIONS DESCRIPTIONS**

Position responsibilities have been developed for a variety of appointed positions that may be appropriate within your Region. These are written in general terms. Nothing that follows is mandatory. Rather, they may be implemented by a Region's Board of Directors to the extent the description fits the Region's personalities, goals, and organization.

### **ACTIVITIES COORDINATOR**

Coordinate activity schedules with event chairs to avoid conflict with the Region and between Regions, Zones, and National events. Additional duties may include:

1. Post information on Region and PCA websites.
2. Attend monthly Board meetings to review planned activities.
3. Recommend new events and schedule with Board approval.
4. Work with newsletter editor to: (1) ensure all chairs submit articles concerning their event in a timely manner; (2) submit calendar of upcoming events; and (3) assist in establishing type and content of articles on activities.
5. Help the President in selection of chairs for specific events as appropriate.
6. Guide and assist Chairs as required, including preparation of articles for the newsletter, website, preparation of event budget, selection of sites, etc.
7. Attend all events possible, if only as a spectator.

### **ZONE COORDINATOR**

Coordinate scheduling of the Region's Zone events with the appropriate Region Event Chairs, Region Activities Coordinator, and Zone Chairs. Additional duties may include:

1. Attend Zone meetings in conjunction with, or as a representative for the Region President.
2. Coordinate review and inputs for Zone event rules with Region Event Chairs and Zone Chairs.
3. Ensure that Zone calendar is updated and published monthly in the newsletter and on the website.
4. Be available to the general Region membership to answer questions and provide information regarding Zone events, results, and rules.

### **INSURANCE COORDINATOR**

The Region Insurance Chair is responsible for the coordination of insurance needs with the Activities Chair, Event Chairs, and the Region Board of Directors. They should be fully aware of the details of the

PCA National Insurance Program and its requirements and obligations. They should also understand and be prepared to enforce the Risk Management practices that are essential to maintaining a high quality and affordable insurance program for our Club. Refer to “SECTION 6 – REGION EVENT LIABILITY INSURANCE” on page 125 for more information.

1. Review and be familiar with the [PCA Guidelines for Contract Review by Regions Entering Into Contracts](#) for use of an Event Site. This document should be read in full before a region enters into a contract. If you have any questions about the information contained in this document, contact the [PCA National Insurance/Risk Management Chair](#).
2. In a timely manner, obtain the required insurance coverage from the PCA insurance carrier for required events, including all events in which cars are moving and any other events designated by the Region Board. See the on-line [Event Enrollment Insurance Form](#) illustrated on page 157. If an event has been insured, make sure that the Event Chair of the event completes and submits a [Post Event Report](#) illustrated on page 156.
3. Supply insurance waiver forms to the event chair. See “Part 6.8 – Release And Waiver Forms for Moving Car Events or Events Requiring Insurance Coverage” on page 130 and “Part 6.9 – The PCA Junior Participation Program” on page 134. Example waiver forms are presented in “SECTION 9 – PCA FORMS” on page 151.
4. Receive the signed insurance waiver forms from the event chair at the completion of the event and maintain on file for a period of 95 months or 7 years 11 months (see “Part 2.17 – Document Retention for Regions” on page 77
5. Advise Region Safety Committee Chair in advance of events that will be covered by PCA insurance.
6. Coordinate insurance issues and questions with the Region’s Board and the National Insurance/Risk Management Chair. Be familiar with PCA Insurance and Risk Management Concepts contained in this document.

## SAFETY CHAIR FOR ALL MOVING CAR EVENTS

Responsible for appointing and chairing a Safety Committee to provide the following services, in accordance with the PCA Event Requirements and appropriate Region Event Minimum Standards and (Driver Ed Minimum Standards if appropriate). The PCA Event Requirements are available under the Region Management, Driver Education section at <https://www.pca.org/members/reports/forms-and-docs>. See also “Part 2.13 – PCA Safety Recommendations And Event Minimum Standards” on page 62.

1. Help in course layout for speed events to ensure safety prior to event, and inspect final course layout the day of the event, prior to any contestant’s entry on the course.
2. Provide a monitor for all moving car events to ensure that the event organizers provide for the safety of the various areas in the following priority, as applicable:
  - a. Crowd Control – Releases must be signed by everyone and non-participants must be kept behind control fences. See “Part 6.8 – Release And Waiver Forms for Moving Car Events or Events Requiring Insurance Coverage” on page 130, forms starting at page 159.
  - b. Pit Safety – Monitor vehicle speed and fuel storage.



- c. Course Workers – Supplied with proper instructions and safe locations from which to operate.
- d. Driver Safety – Tech inspection must be supplied with up to date equipment requirements. The Safety Committee shall supply or cause to be supplied qualified instructors for novice or other drivers needing instruction for high speed events. Explicit flag and passing instructions shall be provided, as well as normal warnings about no alcohol and/or drug usage, speeding in pits, etc.
- e. Safety Facilities – An ambulance must be supplied for all high speed events. Safety Committee representatives shall also be responsible to know and implement procedures for contacting emergency assistance if required. Other safety equipment, such as fire extinguishers, walkie talkies, flags, etc., must be used for all speed events.
- f. Review and resolve all safety issues submitted to the Safety Committee.



## **MEDIA/PUBLIC RELATIONS CHAIR**

Responsible for helping the Region with its media and public relations responsibilities by working with the Board, Event Chairs, Advertisers and Dealerships. This position will create and maintain relationships with newspapers, magazines, radio and TV stations on a local level. See “SECTION 4 – PUBLIC & COMMUNITY RELATIONS AND MEDIA RELEASES” on page 111 for more details.

1. Coordinate with the Region Social Media Chair and Region Website Chair.
2. Bring public awareness as to the Region’s events, the Region itself, PCA, and Porsches in general. Help increase interest in membership, great cars, the great people and the great Porsche roads that we all enjoy so very much.
3. Work with the PCA Executive Director and National Office staff to highlight all major events such as Parade, Treffen North America, and other major PCA national events, held in your Region’s area.

## CONCOURS CHAIR

Coordinate scheduling of concours events with Region Activities Coordinator, Zone Concours Chair, and Region's Zone Coordinator.

1. Ensure events are posted on the Region website.
2. Host an annual Zone concours event, if possible.
3. Appoint Chairs for and assist in arrangements for local Region concours events in accordance with the General Event Guidelines (page 36).
4. Submit [Post Event Report](#), see page 172 for an example. Note: concours are not considered moving car events so no special event insurance is required (i.e. Event Insurance Enrollment Form, unless required by the venue).
5. Be qualified as a Zone Concours Judge and function in that capacity at events, as required.
6. Be available to the general Region membership to answer questions and provide information regarding concours events, vehicle preparation, scoring, and judge selection.
7. Provide review and input on any Zone Concours Rules to the Region's Zone Coordinator.



## RALLY CHAIR

Coordinate scheduling of rally events with Region Activities Coordinator and Zone Rally Chair. Ensure events are posted on the Region website.

1. Ensure that all rally events are conducted in accordance with the General Event Guidelines (page 36) and "[Minimum Standards: Rally](#)" on the PCA Forms and Documents page.
2. Event Chair to submit a [Post Event Report](#), see page 156 for an example; and ensure an [Observer Report](#) are completed (see example on page 172). If necessary, ensure an [Incident Report](#) is submitted (see example on page 174).
3. Host annual Zone rally event, if possible.

4. Appoint persons to chair local fun rally events, including the route, checkpoint slips, and timing of the rally routes and preparation of general and route instruction sheets.
5. Verify route layout and timing.
6. Review general and route instruction sheets with individual event chairs.
7. Be available to the general Region membership to answer questions and provide information regarding rally events.
8. Cause publication of advance fliers announcing rally events to be included in the newsletter, on the website, and distributed to other Regions in the Zone as applicable.

## AUTOCROSS CHAIR

Coordinate the scheduling of Region Autocross (also known as Slalom) events or series with the Activities Coordinator and Board of Directors. Ensure events are posted on the Region’s website. Resources for the autocross chair are available on the PCA.org website under the [Events > Autocross link](#).

1. Host or appoint chairs to host Region Autocross events or series in accordance with the General Event Guidelines (page 36) and the [Autocross Minimum Standards](#) on the pca.org Forms and Documents page.
2. Submit all safety issues to the Region Safety Chair (see above, “Safety Chair for All Moving Car Events”). Event Chair to submit a [Post Event Report](#), see page 156 for an example; and ensure an [Observer Report](#) are completed (see example on page 172). If necessary, ensure an [Incident Report](#) is submitted (see example on page 174).
3. Ensure that all rules and regulations for the specific Autocross event or series are published in the newsletter and on the Region’s website, 30 days prior to the event and are implemented accordingly.
4. Be available to the general Region membership to answer questions and provide information regarding Autocross events.

## DRIVING TOUR CHAIR

Coordinate planning and scheduling of Driving Tours and Off Road Driving Tours with Region Board of Directors and provide the tour schedule to the Zone Rep for inclusion on the Zone calendar. Arrange for all events to be posted on the Region website, in the Region newsletter, and on Region social media as applicable. It is helpful to plan all Driving Tours for the entire year so members can plan ahead.

1. Confirm the [Event Insurance Enrollment Form](#) has been submitted and the certificate of insurance (COI) has been received from National. Provide the appropriate Release and Waiver of Liability forms (see page 130) to each Event Chair and instruct them to return the signed copies to the Region member responsible for filing them per PCA procedures. If using an electronic waiver signing process, ensure the Event Chair is provided a copy of all e-signed waivers for tracking purposes.
2. Require all Driving Tour Event Chairs to conduct all Driving Tours in accordance with guidance in the Region Managements section; [“Minimum Standards: Driving Tours”](#), [“Minimum Standards: Off Road”](#) on the PCA forms and documents page. Also see General

Event Guidelines (page 36) for destination planning and preparation of the route driving instructions.

3. Event Chair to submit a [Post Event Report](#), see page 156 for an example; and ensure an [Observer Report](#) are completed (see example on page 172). If necessary, ensure an [Incident Report](#) is submitted (see example on page 174).
4. Consider coordinating multi-region driving tours, if possible, with neighboring regions. Solicit and approve region members to act as Driving Tour Event Chairs, with duties including route and destination planning and preparation of the route driving instructions.
5. Review general information and route instruction sheets with new Event Chairs. Attend Region Board of Director meetings and be available to the Region membership to answer questions and provide information regarding the appropriate Minimum Standards.

## SOCIAL CHAIR

Responsible for hosting or appointing specific event chairs to host all of the social events of the Region including dinners (installation, progressive, etc.) brunches, picnics, and parties.

1. Coordinate scheduling of all social events with the Activities Coordinator and the Board of Directors.
2. Work with Region officers to host New Member Social, see Region New Member Social Subsidy (page 32). Ensure all social events are conducted in accordance with the General Event Guidelines (page 36).
3. Select a mix of social events that are responsive to the needs and interests of the Region's membership.
4. Be available to the general Region membership to answer questions and provide information regarding social events, such as cost, location, and annual events.

## TECHNICAL CHAIR

Propose subjects for potential technical classes and sessions to the Board of Directors and Activities Coordinator.

1. Coordinate scheduling of technical sessions with Region Activities Coordinator. Ensure that event is posted on the website.
2. Contact potential sponsors for presentations and make arrangements for conducting the session.
3. Select person(s) to co-chair or assist in conducting events as necessary.
4. Ensure all technical sessions are conducted in accordance with the General Event Guidelines (page 36). Some tech sessions may require prior [insurance application](#), and necessary waivers (see page 130).
5. Event Chair to submit a [Post Event Report](#), see page 156 for an example; and ensure an [Observer Report](#) are completed (see example on page 172). If necessary, ensure an [Incident Report](#) is submitted (see example on page 174).

6. Assist person(s) making presentations when required.
7. Arrange for refreshments during the technical session. Established policy is for the Region to furnish refreshments when we have requested the session and for the sponsor to furnish refreshments when they are requesting the event. Any deviation must be approved by the Board.

## **DRIVER EDUCATION CHAIR**

Appoint chairs for and assist in arrangements for local Region Driver Education events. The National DE Committee provides on-line resources such as instructor list, instructor clinics, tips and frequently asked questions as well as National Instructor Schools. Visit <https://www.pca.org/drivers-education> to view these resources.

1. Coordinate scheduling of Driver Education events with Region Activities Coordinator, Zone Driver Education Chair, and Region Zone Coordinator. Ensure events are posted on the Region website. Review [Driver Education Minimum Standards](#), located on the Forms and Documents page of the [pca.org](http://pca.org) website. See “Instructional Events” on page 98 for more information.
2. Host annual Zone Driver Education event, if possible.
3. Ensure events are conducted in accordance with the General Event Guidelines (page 36). These guidelines cover: Autocross, Driver Ed, Driving Tours, Rally and Off-Road events. Also see [Minimum Standard Tech Form](#), an example is presented on page 169.
4. Submit all safety issues to the Region’s Safety Committee for resolution; implement decisions. Event Chair to submit a [Post Event Report](#), see page 156 for an example; and ensure an [Observer Report](#) are completed (see example on page 172). If necessary, ensure an [Incident Report](#) is submitted (see example on page 174).
5. Ensure that all rules and regulations for the specific Driver Education event are distributed to entrants prior to the event and implemented accordingly.
6. Provide review and input on Zone Driver Education rules to the Region Zone Coordinator.
7. Be available to Region membership to answer questions about Driver Education events.

## **ARCHIVIST/HISTORIAN**

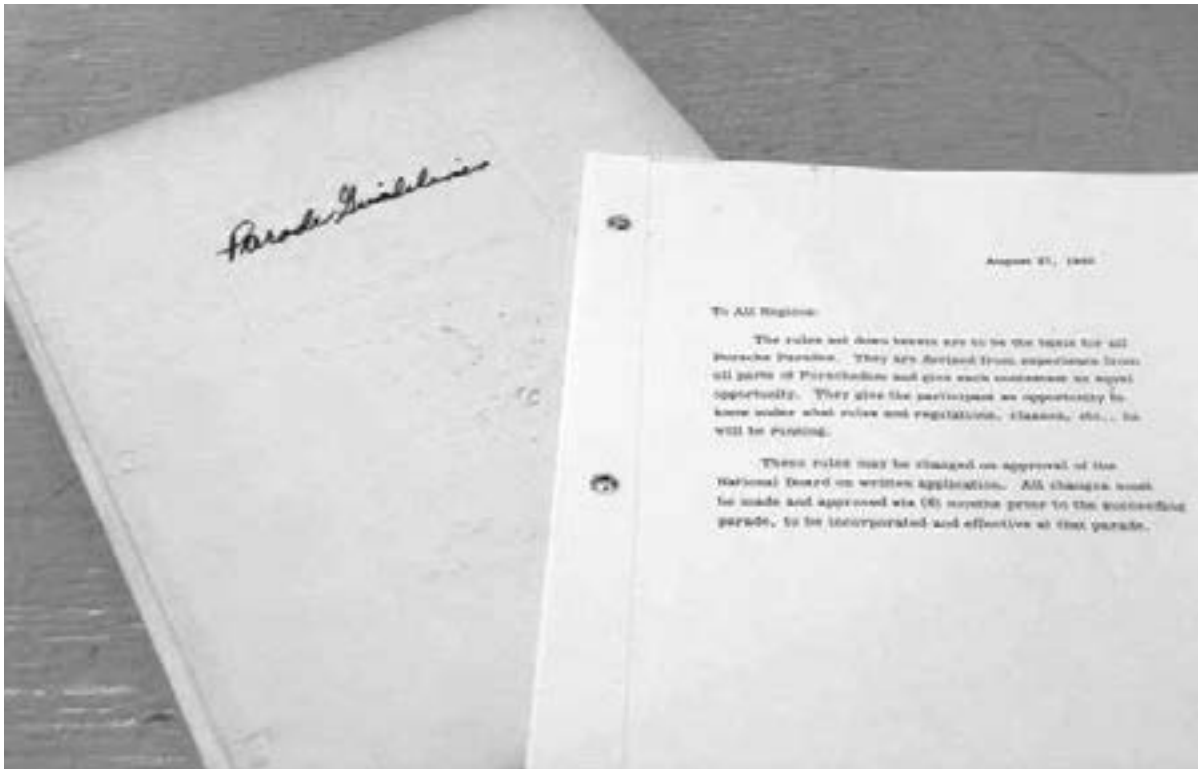
Maintain historical records and provide adequate archival storage for the Region’s management, financial, and activities files and data for access by current Board members. See “Part 2.17 – Document Retention for Regions” on page 77. Consider using the PCA Glove Box to store digital files (see page 123).

These files and data shall include, but not be limited to, the following:

- Incorporation documents
- State/Province annual corporate information returns
- Application to Canadian or US IRS for “Not For Profit” status
- US or Canadian IRS acceptance of “Not For Profit” status; prior copies of US IRS form 990 filings.

- State/Province Tax Department's acceptance of "Not For Profit" status
- Treasurers' Reports
- Annual Federal Tax returns (if needed and filed)
- Annual State/Province Tax returns (if needed and filed)
- Newsletters
- Past Presidents' files
- Membership Data
- Equipment Inventory Records
- Insurance Waivers for past events (Retain for 95 months)
- Charter documents
- Board minutes
- National-Region correspondence
- Region memorabilia & artifacts
- Trophies, memorabilia, etc. of anniversaries/significant events.

Maintain a record of any person drawing data out of the files to ensure return in a timely manner.



## DATA PROCESSING CHAIR/NEWSLETTER MAILING

Responsible for developing and maintaining the Region's data processing capability to provide membership data, mailing labels, and profile sorts.

1. Receive inputs and update database monthly with the following information:
  - Adds, changes, and drops for members from Membership Chair.
  - Adds, changes, and drops for non-Region members such as National Officers, advertisers, newsletter editors, etc., from Newsletter Mailing Chair.
2. Provide for sort capability to select mailing lists based on members' interest profile data.
3. Print mailing labels from the profile sorts as required for activity bulletins, advertising specials, and general interest events.
4. Print mailing labels for newsletter and roster as required. Newsletter mailing labels must be printed and delivered to the Newsletter Mailing Chair by the selected day of each month.
5. Prepare and print alphabetical listing of members for annual roster updates.

### **EQUIPMENT CHAIR**

Store, maintain, and make available the Region's physical assets and equipment for events.

1. Inventory amount and location of equipment and make annual physical and financial report to the board of directors.
2. Secure appropriate storage sites for equipment and make available keys and equipment as required for events.
3. Present to the Board repair or replace recommendations in a timely manner. Usually greater than \$75.00 to \$100.00; Actual amount to be set in advance by Region Board.
4. Coordinate transportation with event chairs.
5. Insure and license equipment as required and arrange for storage.
6. Recruit persons to assist as necessary in the above functions.

### **GOODIE STORE CHAIR**

Maintain the Goodie Store to sell Porsche-related items to PCA members as a low cost service to those members and to raise money for the Region's General Fund.

1. Submit quarterly report to Board detailing:
  - Purchases
  - Sales
  - Inventory on hand
  - Cost of each item in inventory including In & Out Shipping, etc.
2. Establish pricing to reflect a targeted mark up of 10-percent over actual cost, including all shipping.
3. Maintain a separate business checking account and financial records including accounts receivable and payable on a current basis.
4. Attend major events and display items for sale. Respond to mail orders in a timely manner.

5. Evaluate the needs of the members to provide an expanded selection of items as appropriate.
6. Contact PCA National Office to obtain 25-percent discount pricing for items ordered and prepaid by Region, for sale to Region members, see Merchandise (page 7) and <https://www.pcawebstore.org/>.

## MEMBERSHIP CHAIR

The Membership Chair has one of the most important jobs within a Region. An effective chair can grow a Region and lead to recruitment of new leadership and volunteers. Good candidates for this position are your outstanding volunteers and active enthusiasts. Preferably a member who participates in most of the activities your Region sponsors so they can accurately respond to members questions, or direct them to other members who can encourage them to join in on the fun. The membership chair is responsible for obtaining and welcoming new members as well as working to retain existing members.

Depending on how your Region delegates the membership application process, the Membership Chair may be involved in the processing of new membership applications. See Applications Sent Directly to National (page 21) and New Member Applications Processed by a Region (page 21).

1. Process membership information and data on new members, dropped members and transfers as follows:
  - Additions, changes and drops sent to the Region data processing chair by the selected day of the month.
  - Additions and deletions are sent to the newsletter editor or distribution manager by the selected day of each month.
2. Ensure all Region members have updated email addresses so they can receive PCA emails.
3. Record members' renewal dates and drop members who have not renewed after a two-month grace period. Coordinate notices to renewing members with eMailer program.
4. Prepare a monthly report on monies due from National for new members and member renewals. Send a copy to the Region President.
5. Maintain a running account of membership gains and losses and report monthly to the Region Board .
6. Maintain file copies of all membership data and reports.
7. On a monthly basis, service PCA Information Boards located at various shops in the area, replenishing membership forms and posting the calendar of events.

## WEBSITE CHAIR

Design and maintain the Region website to make it attractive to visitors and members.

1. Website should include officer's names and a means of contacting them. Coordinate website content (calendar, event photos, articles, social media links, classifieds, etc.) with the Board, Membership Chair, Activities Chair, Social Media Coordinator, Newsletter Editor, and others, as needed, providing frequent updates that serve the interest of the Region membership.



2. Perform routine site maintenance that includes upgrades, security patches, archives, and backups.
3. Maintain website login credentials, hosting information, and domain registry information as documented in the Region Redbook.
4. Appoint a co-admin to provide for continuity during vacations, illness, emergencies, etc. Co-admins shall assist and become thoroughly familiar with all aspects of the Region's website and web development initiatives.
5. Acts as a point of contact for other Region webmasters and Website development.
6. Coordinates the Region's entry in the National Website Contest. See [Website Contest Rules](#) on the Forms and Documents page at pca.org.

## **SOCIAL MEDIA COORDINATOR**

Maintain the Region's social media feeds for the purpose of communicating with the Region membership and advertising the Region for the purposes of recruiting new members.

1. Coordinate social media content with other Board Members, including Membership Chair, Activities Chair, Webmaster, Newsletter Editor, and others, as needed. Include upcoming events, results and photos of recent events, and posts aimed at new member recruitment.
2. Implement, maintain, and enforce social media guidelines for the Region. Maintain login credentials for all social media channels and document in the [Region Redbook](#) (see example on page 186). Moderate comments and discussion on Region social media channels to ensure that content is appropriate, adheres to the Region's social media guidelines and the [PCA Code of Ethics](#) (see page 15).
3. Appoint a co-moderator to provide for continuity during vacations, illness, emergencies, etc. Co-moderators shall assist and become thoroughly familiar with all aspects of the Region's social media efforts.
4. Stay informed on social media platforms, trends, available technology and risks.
5. Attend the annual [PCA Region Focus Webinar](#) on responsible social media use.
6. Acts as a point of contact for other Region media, public relations, communications, newsletter and website chairs.

## **NEWSLETTER EDITOR**

Prepare, edit and cause to be published a monthly newsletter for the purpose of communicating to the Region membership information pertinent to the activities and operation of the Region.

1. Prepare and submit for Board approval annual operating plan and monthly budget for the newsletter, in coordination with the Advertising Manager.
2. Appoint co-editors to provide for continuity during vacations, illness, emergencies, etc. Co-editors shall assist and become thoroughly familiar with all aspects of the publication process. Co-editor's appointment is to be submitted for Board approval at the beginning of each year.

3. Submit a monthly report to the Board of Directors on expenses and newsletter status. Expenses exceeding the monthly planned budget by more than 10-percent must be reviewed and approved by the Board.
4. The newsletter shall include, but not be limited to, the following:
  - Calendar Upcoming Events, including Board Meetings, Region & Zone Events.
  - Articles concerning upcoming events.
  - Articles on local competitive events.
  - Results of local competitive events.
  - Board of Directors meeting minutes.
  - New membership data, including names, vehicle(s).
  - Goodie Store advertisement
  - List Board Members, Committee Chairs, and their contact numbers and/or email addresses (use of email aliases are recommended).
  - Required publication information, such as deadlines and reprint guidelines.
  - Technical articles and reports.
  - Region President's message.
  - Optional articles of general PCA interest.
  - Newsletter credits, including printer's name and address.
5. The newsletter shall be printed and available for the Mailing Chair no later than the set day of each month selected by the Editor.
6. Coordinate editorial and advertising inputs with the appropriate chair.
7. Appoint other persons to assist in publication of the newsletter, as necessary.
8. Coordinates the Region's entry in the National Newsletter Contest. Instructions for entering the contest are sent to President and Editor of each Region. See the National Board Meetings, Management, & Awards; Newsletter Awards Background Documentation section of <https://www.pca.org/members/reports/forms-and-docs> for more information.

### **NEWSLETTER MAILING CHAIR**

Coordinate newsletter mailing schedule with the Newsletter Editor each month; interface with Postal Service; stay current on USPS or Canada Post mailing procedures and fees, as due.

1. Advise Data Processing Chair of address changes for non Region members such as National Officers, advertisers, other newsletter editors, etc., by the selected day of the month. (Note: Changes affecting members are handled by the Membership Chair.)
2. Receive labels from data processing and hand prepares labels for changes that took place after the designated date. Check for new or dropped advertisers.

### **BULK RATE MAILING UNAVAILABLE FOR US BASED PCA REGIONS**

US-based PCA Regions can no longer use Bulk Mail privileges through the US Postal Service to mail newsletters and other mailings to Region membership. The USPS has denied use of Bulk Mail Rates for car clubs, even if non-profit, based on its interpretation of US Postal Regulations, Publication 417.

All Regions should also consider use of Presorted Standard Mailing. According the USPS website, "Presorted Mail is a form of mail preparation, required to bypass certain postal operations, in which the mailer groups pieces in a mailing by ZIP Code or by carrier route or carrier walk sequence (or other USPS-recommended separation)." Doing this entitles the Region to be charged a discounted presorted price. In exchange for this lower postage price, mailers must sort their mail into containers based on the ZIP Code destinations on the mail. For more information on this alternative, go to <https://pe.usps.com/BusinessMail101?ViewName=Periodicals>, which states, "The Periodicals class of mail is designed for newspapers, magazines, and other periodical publications whose primary purpose is transmitting information to an established list of subscribers or requesters. Periodicals must be published at regular intervals, at least four times a year from a known office of publication, and be formed of printed sheets. There are specific standards for circulation, record keeping, and advertising limits. There is a formal application procedure and a nonrefundable application fee to become authorized for Periodicals mailing privileges. Talk to your business mail entry staff for advice on becoming a Periodicals mailer." The above internet address has links to the formal application procedures and how to find the nearest business mail entry staff.

### **CANADIAN BULK RATE MAILING INFORMATION**

If your Region in Canada mails to its members a newsletter or magazine on a regular basis or at least twice a year, you should consider arranging for it to do so under a Publications Mail Agreement with Canada Post. The savings in postage costs will be substantial.

For details, you should review the information of Canada Post: <http://www.canadapost.ca/tools/pg/customerguides/CGpubmail-e.asp#1376172.htm>, or contact a Canada Post representative at 1-800-260-7678.

The number of your Region's Publications Mail Agreement must be printed on one of the first five pages of your publication, and also on the outside mailing envelope. Canada Post has requirements for stacking of the mailing envelopes, and as regards the containers in which they are to be delivered to it. For each mailing, two copies of an Order in the form required by Canada Post (which Canada Post refers to as a Statement of Mailing) must be completed and filed together with two copies of the publication, anything included in it or with it, and the mailing envelope.

Note there are substantial restrictions on what can be included in or with the publication in the mailing envelope for Canadian mailings. Additionally, there are restrictions on the quantum of advertising content, as compared to editorial content, of the publication, none of which should be of any practical concern. The advertising and editorial content of the publication must be distinguishable.

## **ADVERTISING MANAGER**

Solicit and obtain advertising for the newsletter and obtain "camera ready" or digital copy from corporate advertisers and submit to Newsletter Editor by the selected day of the month.

1. Submit invoice to advertisers for advertising, prior to the expiration of the period. Maintain financial records for accounts receivable and payable on a current basis.
2. Deposit all monies in Region's checking account within 10 days of receipt.
3. Report monthly receipts, deposits, and account status in writing to the Region Treasurer.

4. Maintain an advertising rate schedule; propose rate changes to the Board of Directors, if needed.
5. Report all past due accounts to the Board of Directors, along with recommendations for collection procedures and appropriate course of action.

## **PART 2.7 – REGIONFOCUS—MANAGEMENT IDEAS FOR PCA REGIONS**

Leaders in PCA are not found, they are developed, and running a PCA Region is a big management responsibility. To support that development, PCA has created a management tool called “RegionFocus” to assist Region officers and other key committee members in running a successful Region. The RegionFocus now includes video recordings of workshops and printed editions devoted to specific PCA topics. Obviously, not every issue will discuss a topic of interest to every officer, but over the course of time, there should be something of interest to you as a leader in PCA. The idea is to discuss problems, possible solutions, and novel ways of managing a Region that are successful. All “RegionFocus” editions (both published documents and webinars) are currently archived and indexed on the [www.pca.org](https://www.pca.org) website at <https://www.pca.org/members/region-focus>. New issues are announced via email to the National Staff and Region Presidents.

## **PART 2.8 – DEVELOPING VOLUNTEERS AND NEW LEADERS**

How does a Region find volunteers and grow new leaders? From time-to-time in your PCA career, you have probably heard the complaints like these:

- “We can’t do all the activities that we see other regions doing. We just can’t get anybody to volunteer to work at events.”
- “It seems like everybody quit all at once this year. We’ve had plenty of workers for a long time now; but this year we have to replace them all.”

While there is no “one size fits all” magic answer that works for all regions in all situations, there are a few principles that a Region can follow that will help. An active pool of members from which to recruit comes from having events that encourage participation. So how do you attract and retain members? For starters, you need an enthusiastic and social leadership. Enthusiasm is infectious.

From there, you need to offer reasons for members to come out and participate. There needs to be a balance of event types (Social, Touring, Performance Driving, Technical, Rally, etc.). Events need to move geographically around the Region (where feasible) so the same people don’t always have to drive the farthest. Similarly, offer events on different days and times of the week, so that all have opportunities to attend. Often the simplest events (e.g. Cars and Coffee) can be the most effective introduction to the club. But the key is that the more variety in events you have, the more you will appeal to the broader base of your membership.

Next, Region communication is very important. A frequent answer to the question of “why didn’t you renew?” is: “Because I never heard anything from the club.” Today email, a web site, Facebook, Twitter etc. or some combination is expected. Email is the fastest way to grab a new member’s attention, but using multiple avenues of communication (snail mail, email, Facebook, website etc.) ensures that you will reach the largest number of members with your marketing campaign.

The point of all this is to advertise and encourage participation at club events; to build that sense of camaraderie and belonging. Volunteers come from active members that realize how much fun the club can be. Keep existing members interested and get new members to join in the fun.

It's highly encouraged that you pay special attention to new members and first-time attendees at events. The first event often sets the tone for their experience with the club. Offer them a friendly welcome and assist them with any rules or event procedures. Be flexible, fair and avoid double standards.

Those of us who volunteer know that volunteering is more fun than just participating. Be enthusiastic about it! Make it obvious that you are having fun managing your Regional events. Keep any issues out of the attendee's eye when possible and make sure the volunteers are handling things with a smile on their face.



Don't forget to ask for help. Recruit people for small jobs. Ease them into it and over time, and when they realize how much fun it is they can and will take on more. When recruiting, one-on-one conversations, speaking directly with those you are trying to recruit, will be more effective than mass emails or appeals in your newsletter.

Anytime a member asks "why don't we do this?" is the perfect time to suggest that they step up and take care of it. Reassure them that they can make it happen and that they have the Board's support.

Above all, remember we are volunteers. "Thank you" and "Please" must be mandatory parts of your vocabulary. It is important to give public recognition. Reward success by giving more responsibility and greater exposure within the club. They are volunteers and this is their vacation or hobby time. You can't "boss" them around. Members want to know they are appreciated and that they are accomplishing something meaningful. Volunteerism is all about the pride of a job well done. There is no paycheck. It is about personal satisfaction.

Don't do it all yourselves. Don't give the impression that volunteers are not wanted or needed. Make room for new volunteers. Don't micromanage them, but make sure they know what is expected of them. You will never grow new leaders if you don't let others lead.

Everybody brings a unique skill set. Don't expect more than they can give. Accept their abilities for what they are and plan around any limitations. Mentor them as necessary. Previous performance is the best predictor of future performance. Know that a volunteer can be successful at a smaller job before you give them a large job. Do recognize that sometimes you need to remove someone who isn't working out. And if you have the wrong person in a position, you owe it to the members to make a change.

Every volunteer needs an exit plan. It doesn't matter what the position is; reality is that everybody gets tired. Everybody's creativity and enthusiasm can wane when they are in the same job for too long. New blood brings new enthusiasm, new ideas, and new approaches. And to those who say, "Why get rid of somebody who is doing a good job?" The response is: "Should we wait until after they are burned out and the club suffers?" More importantly, nothing turns off a volunteer more than people having jobs for life. Telling them "so-and-so always does that job, forget it, the position isn't available" likely means that you just lost a volunteer. A prearranged exit plan prevents changes from getting personal, nobody has to be "fired," rather, it is just time for them to move on.

This requires you to train and recruit new people who may not be as capable, but your Region will be healthier for it! Remember that nobody is irreplaceable. Also, changes will make the displaced volunteer available to do something else, such as run for the board. *Having a pool of proven, skilled volunteers at your disposal is a good thing. Having multiple people that are qualified to do any one job is a great thing!* You never know when some unexpected crisis will come along that will temporarily or permanently distract a volunteer.

Experience has shown that the best exit plan is to find and train your replacement. Remember this mantra: "see one, do one, teach one." The first year you are learning. The second year you are performing the job, the third year you are the mentor, teaching a future successor. This maintains institutional knowledge and continuity as well as sharing the workload across a team. Maybe this is overkill for simple events, but the utility should be self-evident for the more complicated events, such as autocross, DE or Club Race programs. This approach reinforces that volunteer recruitment is a nonstop task of continuous renewal.

Closing thoughts: A Region's culture comes from the top. A dynamic, vibrant and energetic Region is a direct expression of its leadership. If a Region hosts a variety of quality events, they are more likely to have an active, participative membership. An active membership will most likely result in volunteers. Volunteers will ultimately become future board members. In short, good leadership begets good leadership!

## **PART 2.9 – REGION ACTIVITIES**

### **LOCAL EVENTS**

The local activities of the Region run the entire spectrum of sports car events. They include, but are not limited to: time/speed/distance rallies, gimmick rallies, autocrosses, slaloms, Driver Educations, speed events (Driver Education or assisting at speed events as corner worker or grid worker), concours d'elegance, tours (one day or overnight), instruction classes (technical, rallying, driving, concours, etc.), social events (meetings, dinners, dances, picnics, etc.), and any other activity conducive to the sociability of the Porsche driver. These events should be run under a budget as directed by the Region's Board of Directors and the Region should attempt to make each event self-supporting. These events may

be run in connection with other sports car clubs in the area or may be strictly for Club members and guests. PCA National encourages regions to have a charity event each year, and “seed money” for that is available. See “Part 2.4 – Financial Support Available to Regions From PCA National” on page 30.

## COOPERATION WITH OTHER PCA REGIONS

If your Region is in close proximity to other PCA Regions, it is often possible to arrange joint events. This type of event is usually a two day affair and sometimes involves an entire Zone. These events are actually patterned after the Porsche Parades, except that they are confined to a two or three day period.

## MEETINGS

The Region should hold business meetings on a regularly scheduled date, usually once a month. Such meetings provide an excellent opportunity for a social gathering of the membership, and they provide a central tie for bringing together all the Region’s diverse interests.

## BYLAWS REVIEW AND REVISION

Regions should review their Bylaws at a minimum every five years to ensure they remain consistent with common practices and operations and are in consonance with the National Bylaws. It is recommended that a Committee appointed by the Region’s Board conduct this review and present its findings to the membership. Regions will send its revised Bylaws to the National Policy Committee at [PolicyChair@pca.org](mailto:PolicyChair@pca.org) for review and endorsement before voting upon the changes. Any change or amendment to a Region’s Bylaws must be approved by the Region’s membership in accordance with the voting process outlined in said Bylaws. It is suggested Regions use the Bylaws Template that can be found on [pca.org](http://pca.org) or request this document from the Policy Committee. Regions will forward the Region membership approved version of their amended Bylaws to the National Office for records keeping purposes. Please forward to [admin@pca.org](mailto:admin@pca.org).

To assist Regions in preparing or revising Bylaws that will be compliant with National Bylaws, the Policy Committee has prepared a [Region Bylaws Template](#) to use when the Region is revising their Bylaws. These can be found on [pca.org](http://pca.org) in the Forms and Documents page. The template is worded for a 501(c)7 Social Club, as this is the IRS designation of PCA. If the Region has some other IRS designation your Bylaws need to be consistent with the requirements of that designation, but must still not conflict with those of PCA. The use of this template does not eliminate the requirement to have the Region’s new/ revised bylaws reviewed and endorsed by the Policy committee before vote by the membership to ensure no conflict. Once approved by its membership, the Region will submit an electronic copy of its Region member approved bylaws to the National Office for filing.

The Region Bylaws Template is just that—a guideline for Regions to write their Bylaws. Because every Region’s Bylaws are different, the text in the template can and should be tailored to address specific Region requirements, culture, and history.

## ELECTIONS

A Region’s election procedures are dictated by its Bylaws. If Bylaws are followed, your election is legitimate. If they are not, the credibility of not only the election, but the Region and its leadership is open to question.

## NEWSLETTERS AND REGION PUBLICATIONS

The Region should have a well written newsletter or other form of regularly issued electronic communication. This is the Region's main line of communication with its members since not all members are able to attend each meeting. The type and size of the publication is dependent upon the funds available to the Region. This newsletter or electronic communication should contain information about coming events, results of past events, and any other items of interest to the membership. It may contain technical articles, want ads, news of members, new members' biographies, the Region's website address, names, etc. Generally the cost of the newsletter can be supported through advertising secured from dealers, auto suppliers, and repair facilities and members' business interests.

**Having a Region website does not exempt a Region from having a quality newsletter or other form of regular electronic communication with its members.**

### IMPORTANT NOTE

*Modern copying methods may tempt the editor of the newsletter or Region Webmaster to "lift" articles or artwork from national magazines, from Panorama or from other newsletters. The magazines and Panorama are copyrighted and nothing can be used without permission (usually given if you write and request it). Other PCA newsletters usually accede to lifting articles, providing you give credit. Never use anything from Porsche Cars North America, Inc. (PCNA) or use the Porsche shield, any copyrighted design such as the shape of a Porsche, or the extended Porsche logo in advertisements unless the advertiser is a franchised Porsche dealer.*

## MONEY RAISING METHODS

The Region must continually find ways of raising money to sustain activities throughout the year. Some of the possible ways to raise money are:

1. Dinner Meetings – The Region agrees upon a fixed price with the restaurant, for example \$22.50, and then adds on \$7.50 for the Region and collects \$30.00 from the members.
2. Events – One excellent way of raising money is to hold open events such as a rally or autocross. These types of events, if carefully planned, can be a good source of funds for the Region. On Region events, the entry fees should be planned to cover all the costs and perhaps yield a surplus to the Region. Even on tours it is a good idea to charge each member \$5.00 or so to cover mailing, supplies, etc. The entire event costs, including postage, publicity, supplies, and trophies should be budgeted before the event is held. Then, the budget should be approved so that the entry fees can cover all the costs. Food and soft drinks can also be sold at events.
3. Newsletter Subscription Fee – This fee could help offset expenses if the Region is printing and mailing a magazine or newsletter. The Region should provide an electronic option that goes to the entire membership without additional fees if a member opts out of the printed publication.
4. Donations – Another way of raising money is through the cutting of event costs by having trophies donated by parts suppliers, repair shops and dealers. Door Prizes may also be solicited and either given as an added attraction to an event or raffled off through tickets (but check state & local laws first). PCA Merchandise – PCA National discounts PCA merchandise sold to the Regions so they can generate funds on the sale of these items to members. See below.



Regions should ensure that monies received are from *PCA members exclusively*. Funds received from the General Public (non-member income) may be taxable by the IRS as part of the Unrelated Business Taxable Income (UBTI) provision of the US tax code. If a Region intends to accept funds from both PCA members and the General Public, it is critical to ensure accurate financial reporting on non-member income is in-place to ensure Region compliance with UBTI regulations, if applicable.

## PCA NATIONAL MERCHANDISE

The PCA maintains a stock of certain merchandise items for the Club for sale to the membership. A listing of these items can be obtained from the National Office, is available on the PCA website and some are advertised in Panorama each month, along with “specials.” Webstore address is <https://www.pcawebstore.org/>.

Each Region may sell this merchandise direct to its members. The Region may order merchandise items from the National Office. The cost of an order placed by the Region will be the total cost less 25-percent. The purpose for this is to allow the Regions to develop funds on the sale of such items in order to increase their treasuries. Items sold by PCA National to individuals placing orders direct will not be discounted in any way. The Region should make its members aware of the merchandising items that it has on hand, and encourage the direct purchase from the Region of any item desired, including new members purchasing their first PCA car badge. Some of the many items available to Regions for resale include the PCA Car Badge and PCA hats and clothing. Region orders should be emailed to [admin@pca.org](mailto:admin@pca.org) or faxed to (410) 381-0924. Clothing, with trademarked “**PORSCHE**” style script, is available.

## PART 2.10 – SOCIAL MEDIA GUIDELINES FOR REGIONS

**Introduction to Social Media** – Social media has become an effective and engaging way to communicate with current PCA members and recruit new ones. Any responsibly managed Region social media which fosters and encourages member participation in PCA activities, and friendly interaction among its members and the Porsche-enthusiast community at large, is commendable, and is something each Region should consider. Regions should also utilize social media to reach prospective members and encourage them to join the club.

Region Facebook, Twitter, Instagram, and YouTube (and other) accounts can be used effectively to:

- Increase Region interest and enthusiasm for members and prospective members
- Supplement and augment Region Newsletters and Websites in promptly announcing and updating members on Region social and competitive events
- Provide a forum for members to chat about events, announcements, favorite car models, technical issues, and other Porsche or PCA related topics
- Provide an open-source for sharing and viewing photos and videos of recent and historical Region events
- And much more...

In short, social media opens an entirely new world for the encouragement of our favorite automotive passion and can further interaction with other members and enthusiasts.

To follow to ensure that the use of social media by a Region does not become detrimental or injurious to PCA overall or to its members, there are some simple guidelines to follow. Some of these are meant simply to keep discussions civil. Others are meant to avoid libelous and liability-related issues which

could escalate to unpleasantness between members, or even legal action for individual members and Regions.

Social media does not sleep, and members can post to social media and share social media posts at any time of day. Regions must monitor their social media feeds on a frequent and regular basis. Everything posted on a social media outlet instantly becomes part of the public domain. Would you want an inappropriate photo or comment to reappear in the New York Times or Car & Driver, as being associated with your Region or PCA?

Since what users post onto social media outlets is not immediately edited for content like a Region newsletter and/or website, moderating the content is an important part of keeping negative comments, as well as inappropriate videos and photos, in check. It is recommended that if a PCA Region uses social media, the Region should appoint a Social Media Chair to be responsible for monitoring and editing those account(s) to avoid embarrassing and costly damage to the Region.

While various social media outlets are appropriate for friendly discussion, banter, and even disagreement, consider that a Region-approved and moderated social media feeds are intended to serve the interests and image of the entire Region, and is not a place for expressing personal feelings. That's what individual owned pages are intended to cover. Region-approved social media feeds should not be forums for political or religious discussions, nor should they be places for rants about members, activities or even the local dealer's parts, service, sales departments, etc.

Posting photos and videos (YouTube, Flickr, Instagram, TikTok, etc.) can be fun and encourage the use of a Region website or social media page. However, Regions must be mindful of what kinds of photos and videos are posted. Inappropriate postings which depict embarrassing situations, show laws being broken, or that show damage to person or property can be used as evidence in lawsuits against individual members, PCA, and its Regions. Also be mindful of copyright laws. Be certain you have permission to use the photos or videos you post and give credit to the photographer or videographer.

**Drone Footage** – The PCA Drone Usage Minimum Standards (page 66) contain the requirements and guidelines for using professionally operated drones at PCA events.

Unauthorized drones, including drones operated by unlicensed pilots, are not permitted at PCA events, without exception. Any photos, videos or other imagery captured by unauthorized drones at PCA events is strictly prohibited in PCA communication, including social media, websites, newsletters, or emails.

Porsche provides a media portal with images and videos available for use to PCA Regions to use, including drone footage. Regions are welcome to use media provided by Porsche, including drone footage, in PCA Communications.

The Porsche media portals can be found at the following websites:

- [Porsche Newsroom](#)
- [Porsche Press Resources](#)

PCA Regions who use images and videos provided by Porsche must strictly adhere to all rules, regulations, limitations, and other such requirements set forth by Porsche. Any images and videos provided by the Porsche media portal must give credit, as follows: Photos and videos used with permission from Porsche.

Photos, videos, or images captured by drones in general and not in compliance with the PCA Drone Minimum Usage Standards (i.e. stock footage, coverage of third-party events, personal drone-use footage, etc.), shall not be used in any PCA communication nor shall it be used to promote or advertise

PCA or PCA events or activities of any kind, nor shall it be used in any PCA communication, including but not limited to newsletter, websites, emails, and social media.

**Sharing of Information** – Technology today makes information easily available on the Internet. Email, social media, and the ability to take screen shots make information easily shareable. Regions must take great consideration when they send emails, publish newsletters, maintain websites and post to social media accounts. Regions should make great efforts to protect the personal privacy of members and protect the reputation of the Region and PCA as a whole. Regions must be careful when communicating in email, via a website, or via social media of any kind.

Social Media presents a different set of challenges, such as when an individual posts something to a Region's social media platform that is below our standards. Regions should monitor social media on a routine basis, and promptly remove inappropriate posts.

Regions should also consider the following:

- The members' home addresses, phone numbers, and email addresses available to the Region Membership Chair must be kept confidential. This information must not be shared with any person or entity without the member's consent.
- Members' Home Addresses and Phone Numbers: Home addresses and personal phone numbers should never be placed on a Region website or on social media. If a home address or phone number is in a mailed newsletter, an on-line version of the newsletter should be created that omits the home address or phone number unless the members' consent has been obtained.
- If a Region is having an event at a member's home, the Region should have members register for the event via MotorsportReg, ClubRegistration, or a controlled region site. The address can then be shared via email to registered attendees only.
- License Plates: License plates must be redacted from all photographs or videos from Autocross, Driver Education, or Street Survival events before being used in PCA emails, newsletters or magazines, websites, or on social media. Autocross leaders encourage their members to remove their license plates or cover their license plates with blue tape at such events.
- Minor Children: Not all parents want their minor children photographed and placed on a website or on social media. Event photographers should get a parent's permission before photographing a minor child and posting those photographs to a Region website or social media. For Regions who post their newsletters on-line, the same courtesy should be extended in the on-line version. When sharing photos and information of minor children, one must be mindful of revealing too much personal identifying information of a child.
- Street Survival: As the participants of Street Survival may be minor children, the Regions must take personal privacy very seriously. Parents must complete a PCA Publicity Release for their minor child (an example is presented on page 178). If the parent does not wish to sign the release, then photographs and videos of that minor child should not be taken. When sharing photos from a Street Survival event on email, in the newsletter, in a photo caption, on the website, or on social media, the Region must not include the minor child's personal identifying information. In other words, do not include the child's full name, age, or location. In addition, the license plates must be redacted from any Street Survival photos and videos that are published.
  - Example of good Street Survival photo caption: Abby had a great time at Street Survival today!

- Example of an inappropriate Street Survival photo caption: Sam Smith, age 16, from Any Town USA, drove a 1972 Porsche 911 at Street Survival today.
- Activities Not Permitted Under PCA Insurance (“Part 6.6 – Insurance Coverage for Other Events” on page 129): As noted, these activities, such as go-karting and unauthorized drones of any type at any time, are not permitted under PCA’s insurance. Therefore, the Regions should not be participating in any of these activities. While members will sometimes participate in such activities apart from PCA, the Regions should refrain from including photographs or videos from these events in their Region communications. Including such events in Region communications might make the event look like a Region event. This would include posting the event on the website or in the newsletter, emailing about the event using the PCA E-mailer, or posting photos from the event on social media. Unauthorized drone footage of an event involving a PCA Member should never be used.
- Autocross Results: Regions that publish autocross results should do so with limited information. Information should be limited to the driver’s first name and last initial only. Full names should not be disclosed. Similarly, only limited car information should be provided. Regions may share the model information, but should not share year, color, or license plate. These guidelines apply to all forms of communication, including newsletter, website, email and social media.
- Accident Photos or Videos: Accident photos and videos come from two sources: accidents at events or news stories. Neither is appropriate content for PCA communications.
- Accidents at Events: Photos and videos distributed from these events pose insurance risks to PCA and the individuals’ personal policies. In addition, it is more important that an individuals’ family members are notified of the incident as well as the individuals’ status, and not find out about the incident on social media.
- News Stories: News stories on accidents may result in inappropriate comments and judgments about those individuals that were involved in the accident. Not only are such comments inappropriate, they do not represent PCA members or your Region in a positive light. Furthermore, accident stories do not encourage people to join PCA or renew their membership.
- Jokes & Memes: While everyone loves to laugh, not all jokes are funny. Some jokes and memes are not appropriate for PCA communications. Please refer to “Intellectual Property Policy” on page 17.
- Photos and Videos taken from the driver’s seat: Photos and videos taken from the driver’s seat while driving should not be used in any PCA communication. It is not a safe driving practice and should not be encouraged. In addition, taking photos while driving violates hands-free laws in most states.

Although social media sites work well as forums or even as supplements to more traditional forms of informational media (such as Region websites, newsletters, e-mailers), they should not be used in place of those media to disseminate information to Region members. In addition, Regions should be careful not to direct their social media efforts to current members only. Social media is a proven method of recruiting new members.

In conclusion, it is in a Region’s interest to develop a set of “best practices” that are parallel with PCA Code of Ethics (page 17) to govern its (and its users) social media pages and accounts. Keep in mind that those media are for the mutual enjoyment of all PCA members, but that they are also public spaces which can reflect either positively or negatively on the overall character of PCA and its members.

PCA has developed and recommends that each region create their own “Region Social Media Policy.” See [Sample Region Social Media Policy Guidelines](#) on page 180.

## PART 2.11 – REGION SPONSORSHIP INITIATIVES

In this day of reduced sponsorship funds from traditional sources, Regions are being forced to better identify, approach, and maintain productive long-term relationships with local vendors and dealers. Without vendor sponsorship and support, many Regions would be forced to reduce the level or quality of activities, which are offered to its membership. Automobile-related businesses are a great resource to Regions, but Regions should also be alert to non-traditional sponsorship opportunities. Every business in your Region's area should be evaluated as a potential sponsorship partner.

Sponsorship support can be in many forms:

1. Financial – Consider developing various annual sponsorship levels for the Region (i.e., Gold = \$10,000, Silver = \$5000, Bronze = \$2500) and in exchange, the Region promising and delivering appropriate public recognition for the support. This recognition goes beyond mere acknowledgment at an event or in the newsletter or website, or even post-event “thank you letters.” Ensuring that this support occurs in these various Region outlets reaffirms to the sponsor that the financial contribution is sincerely appreciated and that the Region is now a “partner” in its yearly business plan, going forward.
2. Membership Partners – Supportive dealers may purchase or distribute PCA memberships for its customers. Region membership lists represent a “gold mine” to businesses, since PCA member family units tend to be more affluent, and are precisely the targeted audience they seek. PCA membership lists, however, cannot be shared or distributed to third parties. That being said, the Region may distribute dealer information directly to its members, on behalf of the dealer/sponsor, so long as the members' privacy is protected.
3. Event Hosts – Consider holding a PCA event at the sponsor's place of business. For example; monthly meetings, social events, concours, tech sessions, new members' party, new model launch, etc., are all natural tie-ins with the dealership, as well as many other business that cater to Porsche owners' needs and lifestyles.
4. Exhibitors – Invite your sponsors to exhibit their products or services at your events for a nominal fee. Allow them to do product demonstrations, demonstrate its services, or to display products at your events. Be sure to have your attendees engage with them during these sessions. Seek feedback from Region members later so as to better judge the efficiency of the sponsor's efforts and to report back to the sponsors, if asked later. Non-traditional sponsors sometimes have more success at such events, as they are unexpected at PCA events, and the attendees are often fascinated to see them there, as compared to more traditional vendors. Being at a PCA event can also provide a sense of “pre-approval” to attendees, making the initial approach for both parties easier.
5. Prize Giveaways – Everyone loves raffles and door prizes! This is a great way to engage members and give sponsors recognition before all the attendees.
6. Display and Demo Vehicles – Many dealers and vendors would love to display their cars at a PCA event. It's an easy way to draw attention to their business and they may even make a sale out of it. Merely allowing access on the day of the event is not enough. It is important to the companies that their presence and contributions be recognized later in the write-up of the event, on the website, and/or in the newsletter. Doing so will certainly make another approach later much more likely to succeed. In the case of car displays, tempering the expectations of the car dealers is important. The dealer should not always expect to make a sale at such events,

and it is not an unsuccessful event if no car is sold. Remind the vendor that name recognition and fostering of good will are also long term benefits of appearances.

*The critical key to making these sponsor partnerships successful is that the relationship must be mutually beneficial to the Region and to the sponsor.* Regions should work to ensure that the event yields positive results for the partners or they won't be back. In that regard, it may be useful to ask the sponsor what are its expectations from its appearance or involvement. This way, unreasonable expectations can be muted in advance, while the Region, in turn, may be able to provide a general overview about its members to the vendor about which it may not have been aware.

There is a tendency to look at sponsorship as a single event contribution, when, in fact, it should be treated as long term, mutually beneficial relationship. Regions should nurture the relationship throughout the year. Regions should remain in contact with the partners especially when there is no specific need for the Region to do so.

Due to its critical nature to Region activities and membership satisfaction, Regions with successful sponsor programs typically have a dedicated volunteer on its board of directors who is solely or jointly responsible for Sponsorship. This person preferably is distinct from the Region member who seeks advertising for the newsletter or website.

*Be creative and work with each sponsor to develop a long term, mutually beneficial relationship.*

Regions should ensure that monies received are from *PCA members exclusively*. Funds received from the General Public (non-member income) may be taxable by the IRS as part of the Unrelated Business Taxable Income (UBTI) provision of the US tax code. If a Region intends to accept funds from both PCA members and the General Public, it is critical to ensure accurate financial reporting on non-member income is in-place to ensure Region compliance with UBTI regulations, if applicable.

## **PART 2.12 – COMMUNICATION WITH NATIONAL STAFF**

Each Region President is a member of the PCA National Board of Directors. To request a topic for discussion during the Board Teleconference, submit it to the Zone Rep or an EC member two (2) weeks prior to the meeting. If questions arise at other times, the Region President should contact their Zone Representative, the appropriate National Officer or the National President. National Staff Members are available to respond to all inquiries within their area of expertise.

- PCA National President
- PCA National Vice President
- PCA National Secretary
- PCA National Treasurer
- PCA National Past President
- PCA National Executive Director
- PCA National Newsletter Chair
- Panorama Editor
- Technical Editor of Panorama
- “From The Regions” Editor of Panorama
- Zone Representative for your Zone
- Presidents of all other Regions within your Zone
- Other National staff residing within your Zone

The easiest way to communicate with The Executive Council is through the Zone Representative for your Zone. There are fourteen [Zone Representatives](#). Briefly, they are responsible for the welfare of the Regions in their Zone. They are prepared to offer assistance or information to any Region which

requests it. The Zone Representatives are geographically located within their Zones to make them accessible. Each is a mature, responsible, long-time member of PCA. Contact your Zone Representative with your concerns. See page 9 for more information about your Zone Representative.

A list of the Zone Representatives are presented on-line at <https://www.pca.org/connect/zone-officials> and in the back of Panorama with their email addresses.

**Newsletter Mailing to National Staff**– In order to keep the Executive Council generally abreast of the current activities within the Regions, it is requested that certain members be included on the Region newsletter mailing list. These are:

The names and addresses of some of the above may be found in the back of each month's Panorama or at <https://www.pca.org/contact>. Names and addresses of other Region officers within your Zone may be found by going to each Region's website, under <https://www.pca.org/region-directory>. You may have to send an email to the listed officer in the other Region to obtain a mailing address, if your Region publishes a paper copy of its newsletter for mailing.

**Annual Region Report Form** – The PCA Region Report and Continuity Checklist Form is completed by the President or outgoing President of the Region as the new President will not have access to the report. The President must confirm their Region's Incorporated Status.

**NOTE**

All Regional Clubs in PCA will be incorporated and maintain their incorporated status in their respective states, commonwealths, provinces or territories. Regional Clubs that are not incorporated or who fail to maintain their incorporated status will not receive refunds or surplus returns from the National Club.

The President must confirm acknowledgment of the following:

- Received the PCA Region Procedures Manual and/or have on-line access to both the National Procedures Manual and RegionFocus.
- Have read the [National Bylaws of PCA](#) located on [www.pca.org](http://www.pca.org).
- The current [PCA Region Report and Continuity Checklist Form](#) is illustrated on page 182. The report should be completed on-line after your Region's next election of officers.
- Sign the Region President [Conflict-of-Interest Acknowledgment](#).

**NOTE**

Election of new officers should be held early enough before the end of the year so that they can be listed on the PCA Region Report and Continuity Checklist Form which should be returned promptly, **NO LATER THAN JANUARY 10th OF EACH YEAR** to the National Executive Director so there will be no delay in Region dues refunds being sent to the Region. This will also ensure delivery of the new edition of the RPM to the Region President.

Until the annual PCA Region Report and Continuity Checklist Form is submitted to the National Office, **NO DUES** or other **REFUNDS WILL BE PAID TO THE REGION**, so it is extremely important to send in this form promptly at the end of each year. Be sure that the new President of the Region has signed the report form acknowledging receipt of the current RPM.

## PART 2.13 – PCA SAFETY RECOMMENDATIONS AND EVENT MINIMUM STANDARDS

### SAFETY RECOMMENDATIONS

These recommendations are a result of a safety questionnaire sent to all Regions, and are for the purpose of conducting all PCA autocross, rally, tour and track events in the safest possible manner. Safety is a direct result of awareness, education of members, and willingness on the part of your Region's officers to oversee all Region activities.

- 1. Setting up a Safety Committee.** It is strongly recommended that all Regions incorporate into their structure the position of Safety Chair. It is suggested that the Safety Chair be a person within the Region who has had a long and varied Region experience. It is also suggested that in addition to a Safety Chair, a Safety Committee be named in advance and maintained by each Region for each speed event. The Safety Committee could be composed of the Safety Chair, a chief instructor (or another experienced or appropriate individual) and the event chair. In this manner, a three person group can effectively handle any questionable items which may occur during the conduct of the event itself. Also, workloads are spread beyond that of the event chair who might otherwise be preoccupied with non-safety related details (see page 38). The Safety Chair's job should encompass the following to:
  - Make recommendations to the Region on all items of local interest pertinent to safety.
  - Maintain a Region medical kit.
  - Ensure that Autocross venues and track facilities are safe and usable for Region purposes.
  - Direct safety training as necessary for the conduct of Region events.
  - Oversee the overall safe conduct of Region events.
  - Collect, report, and update all safety related information as made available from National (including insurance information, etc.).





2. **Safety Observer Program.** See [PCA Guidelines for Observer and Incident Reports](#), an example is presented on page 171. This program is an evaluation tool to catalog safety performance at competitive events. It is suggested that the report be done by the Zone Representative, if present; If the Zone Representative is not present, by a responsible individual from another Region (preferably a Region officer), and if no outside-of-host-Region person is attending, then the highest ranking Region officer or individual not associated with the planning or operation of the event. This person shall be responsible for the preparation and submission of the appropriate [Observer's Report](#). An example Observer's Reports is presented on page 172, note the report fields change depending on the type of event. These Reports have been mandated by the increases in insurance costs, along with the difficulty in obtaining appropriate insurance coverage for PCA competitive events.
- The Safety Observer's Report Program was developed to increase the awareness of safety within PCA. It is extremely important that all Regions support the guidelines of the PCA National Safety Committee to preserve the economic viability of PCA events. An additional benefit of this report program may be to improve the quality of PCA events and thereby make them more enjoyable for both entrants and workers.
  - All PCA Event Observer Report forms must be filled in on the PCA web site. Go to "Home" then to "Forms and Documents," then "Region Management, then "Event Management and Forms". Compliance with the appropriate PCA Event Guidelines presented in "SECTION 3 – REGION ACTIVITIES" on page 83, should be reviewed at the event with the Region President, Region Safety Chair, and the Event Chair.
  - All Regions must understand that the availability of liability insurance for their future events may be contingent on compliance with the various PCA Minimum Standards.
  - Here is the procedure to be followed:
    - The Safety Observer shall be the individual responsible for PCA National being advised how each event was conducted. A PCA [Event Observer Report](#) should be submitted for all events that require insurance.
    - The Safety Observer must be an impartial party (i.e., not the Event Chair or the Chief Instructor) who attended the event. The safety observer may compete in the event being observed, if the conditions of entry are fulfilled.
    - The Safety Observer shall complete the report on-line within ten (10) days of the event. The PCA National Office will file the report and distribute copies to the following:
      - The Zone Representative,
      - The PCA National Safety Committee Chair,
      - The PCA National Insurance Chair,
      - The President of Region conducting the event,
      - The Region Safety Chair of the event,
      - The Region Chair of the event,
      - National Driver Education Chair (For DE events).
    - The Event Chair shall complete and submit the [Post Event Report](#) on-line within five (5) business days of the event, for all events that require insurance. An example of the report is presented on page 156.

3. **Technical Inspections.** Various types of pre-event technical inspections are required, depending upon the type of events held by your Region. It is suggested that all speed event participants' equipment be subjected to technical inspections. Often, time constraints make it difficult to adequately inspect all vehicles immediately prior to an event. It is suggested that preliminary technical inspections be held in advance of the events. This allows time for a thorough inspection and gives your participants an opportunity to correct any defects found prior to an event. Example technical inspection forms are available at [pca.org](http://pca.org): [PCA Autocross Safety Inspection Checklist](#), [Off-Road Driving Tour self-inspection checklist](#), [DE Minimum Standard Tech Form](#). *Note inspection forms must be retained for 95 months after the event.*

4. **Medical Equipment/Personnel – Each Region is urged to assemble its own medical kit.**  
The equipment suggested for inclusion into this kit is listed below:

- Band-Aids® (various sizes)
- Sling (triangular)
- Adhesive tape (no, not duct tape)
- Gauze pads – 4" x 4"
- Oval eye patches (sterile)
- Ace ® wrap – 1 each of 2", 3", and 4"
- Antibiotic ointment – 1 tube (e.g. Neosporin®, Bacitracin®, or Spectrocin® brands)
- Safety pins (medium)
- Tourniquet (2)
- Air Splints – 1 each – arm and leg
- Oral airway – 1 each – medium and large
- Blanket(s) – 1 or 2 – Army type
- Contact lens suction remover
- Latex or Nitrile gloves



Now, from the above list, you can expand. This would depend on the availability of medical personnel and their level of expertise in the use of more sophisticated emergency resuscitation gear. Items which might be preferred by physicians and some highly trained EMT personnel would include such things as:

- Endotracheal tubes – various sizes
- Ambu bag®
- Laryngoscope with blades

These items are generally expensive and the tubes have to be kept sterile and renewed about every five years to maintain the pliability of the plastic and rubber of which they are made. There are even other items which again become more sophisticated and probably do not add a great degree of ability to the already available items in life support. Other items, which require certain prescription medications, are those related to allergic reactions to insect bites, etc.

Certain prescription medications can be life saving in those situations, but should basically be handled only by medical personnel.

In addition, it is urged that all events have a designated medical person available to assist in emergencies. At speed events, it is suggested that this person not be a participant; or if a participant, that more than one individual be named. In addition, at high speed events, it is strongly urged that an ambulance and trained EMT personnel be in attendance at all times.

In addition to these recommendations, advance notification to local medical and public safety personnel is desirable; (i.e. local hospital, state police office, etc.) to review procedures and needs.

## **PCA DRIVER EDUCATION & TIME TRIAL MINIMUM STANDARDS**

PCA has issued written [Driver Education Event Minimum Standards](#). All Driver Education events MUST follow the DE Minimum Standards in order to obtain event insurance. Time Trial events shall also follow the DE Minimum Standards. Also see the [Minimum Standard Driver Education Technical Inspection Form](#), available on-line.

When running a DE, be sure to also review [Event Requirements for Non Wheel-to-Wheel Events](#) on-line under Region Management, Event Management – Minimum Standards and Guidelines.

## **PCA DRIVING TOURS, AUTOCROSS, RALLY, & OFF ROAD EVENTS MINIMUM STANDARDS**

All Minimum Standards for these events are now posted on-line. Regions holding Autocross, Rally, Driving Tours or Off Road events should now consult the current version of the appropriate Minimum Standard on-line under the Region Management, Event Management – Minimum Standards and Guidelines section of <https://www.pca.org/members/reports/forms-and-docs>. The following Minimum Standards are available along with additional recommendations:

- [Minimum Standards: Driving Tour](#)
  - [Driving Tour Additional Recommendations Document](#)
- [Autocross Minimum Standards](#)
  - [PCA Autocross Safety Inspection Checklist](#)
  - [Autocross Drivers Meeting](#)
- [Minimum Standards: Rally](#)
- [Minimum Standards: Off-Road](#)
  - [Off-Road Driving Tour self-inspection checklist](#)

When conducting these events, be sure to also review Event Requirements for [Non Wheel-to-Wheel Events](#) in the same section of the web page.

### **NOTICE**

Motorsport activities are potentially dangerous and while the degree of safety consciousness in PCA has always been high, there have been accidents and injuries. Constant attention to the safety aspects of motorsports must be maintained by all members of your Region hosting such events. When conducting an Autocross, a Rally, a Driving Tour, Off Road or DE event, BE CERTAIN THAT YOUR REGION IS USING THE MOST CURRENT VERSION OF THE APPROPRIATE PCA Minimum Standards for the respective type of event, posted and updated on the PCA website. Each set of Minimum Standards is dated as to its issue or revision date.

ALL Regions conducting any of the events listed must follow the current Minimum Standards as posted. All of these events should follow the “Event Requirements” as listed in the Minimum Standard for the type of event.

## DRONE USE MINIMUM STANDARDS

The [PCA Drone Usage Minimum Standards](#) contains the requirements and guidelines for using professionally operated drones at PCA events. Unauthorized drones, including drones operated by unlicensed pilots, are not permitted at PCA event, without exception, including those drones which do not require a licensed operator per the Federal Aviation Administration. Third party media companies attending and/or covering PCA events must also comply with the PCA Drone Use Minimum Standards. Drone operator requirements are defined in the minimum standard below.

Any photos, videos or other imagery captured by unauthorized drones at PCA events is strictly prohibited in PCA communication, including social media, websites, newsletters, or emails.

Porsche provides a media portal with images and videos available for use to PCA Regions to use, including drone footage. PCA Regions are welcome to use media provided by Porsche, including drone footage, in PCA Communications.

The Porsche media portals can be found at the following websites:

- [Porsche Newsroom](#)
- [Porsche Press Resources](#)

Porsche Club of America Regions who use images and videos provided by Porsche must strictly adhere to all rules, regulations, limitations, and other such requirements set forth by Porsche. Any images and videos provided by the Porsche media portal must give credit, as follows: Photos and videos used with permission from Porsche.

Photos, videos, or images captured by drones in general and not in compliance with the PCA Drone Minimum Usage Standards (i.e. stock footage, coverage of third-party events, personal drone-use footage, etc.), shall not be used in any PCA communication nor shall it be used to promote or advertise PCA or PCA events or activities of any kind, nor shall it be used in any PCA communication, including but not limited to newsletter, websites, emails, and social media.

Members who meet the requirements in the standard can be utilized as drone pilots. See [RegionFocus Volume 39](#), Episode 4 on PCA.org where the slide deck and video recording with Q&A are available.

The PCA Drone Usage Minimum Standards do not supersede any other portion of the RPM, including the PCA Social Media Guidelines (see page 55).

### PCA DRONE USAGE MINIMUM STANDARDS

#### PURPOSE

These minimum standards establish rules and requirements that a region must follow if it desires to retain a professional operator (hereinafter “Drone Operator” or “UAS Operator”) to operate an Unmanned Aircraft System (hereinafter “UAS” or “Drone”) at a PCA event. These Drone Usage Minimum Standards are designed to protect and promote the health, safety, and welfare of PCA members and non-members at PCA events and minimize risk of damage to property.

## APPROVAL PROCESS

At least three weeks prior to a moving car event at which a region would like to have a Drone Operator present, the region must request approval for such by completing the Event Insurance Enrollment Form and the Drone Operator section.

If the region would like to have a Drone Operator present at a non-moving car event that does not require Event Insurance or present for other club purposes, the Drone Use box on the Event Insurance Enrollment Form and the Drone Operator section will be completed.

When the Region member checks the Drone Operator box, they will receive a link to forward to the Drone Operator. This link is the Drone Operator Application where the drone operator submits a copy of the signed Minimum Standards form, the Drone Operation Services Contract, the required insurance and FAA certifications, licenses, permits and clearances to PCA National. Upon review, PCA National will issue a Drone Usage Authorization Number (DUA#).

## REQUIRED FORMATTING FOR PUBLISHED MEDIA

To meet PCA Minimum Standards for published media with Drone usage, the required formatting is:

Must include this disclaimer & the DUA#:

“Drone usage in accordance with PCA guidelines [DUA#]”

Visible and legible in at least 14 pt font in a color and style easily identified

Photo in print or digital

Disclaimer & DUA# must be credited in all photos (similar to photographer's credit)

Video

Each drone clip disclaimer w/ DUA# must be embedded in the drone shot that is:

< 5 second clip – disclaimer & DUA# displayed for the entire clip

> 5 second clip – disclaimer & DUA# displayed for a minimum of 5 seconds

## DRONE OPERATOR REQUIREMENTS

To meet the Drone Usage Minimum Standards, as agreed to when signing the Drone Operator Application, the Drone Operator must:

- Be a licensed, professional Drone pilot with a licensed business
  - In the United States, hold an FAA 14 CFR Part 107-compliant Remote Pilot certificate and proof of drone registration with the FAA
  - In Canada, hold a current Drone Pilot Certificate & proof of drone registration with Transport Canada
- Be a named insured on a policy of comprehensive general liability insurance having combined single limits of not less than \$5,000,000.
- Name the Porsche Club of America, Inc. and the region as additional insureds on the policy of insurance and provide a Certificate of Insurance.
- Provide a copy of the signed and countersigned Drone Operator Services Contract executed by the appropriate PCA officer, detailing the requirements below, and agreeing to defend and indemnify PCA and the region for all liability resulting from operation of the Drone, whether caused by the negligence of PCA and/or the region, in whole or in part.
- Have the licensure, insurance, indemnity language and contract approved by PCA National.

- Include statement of approval from event property owner/management company for Drone usage where applicable.
- Provide Drone Operator name, business address, email address, and telephone number at which the Drone Operator can be contacted before, during, and after the operation.
- During the actual Drone operation at PCA Events, the Drone Operator must agree to:
  - Erect a professionally made sign stating “Caution: Drone/Remote Aircraft in Operation” or something substantially similar that would reasonably provide pedestrians in the area with notice the operation of a Drone is underway.
  - Wear an orange vest/media credential or something to identify them as a Drone Operator.
  - Agree to retain a Visual Observer (VO) (18+ years of age) any time a Drone is in the air. This Visual Observer will be assigned by the PCA Region Event Chair.
  - No person may act as a Drone Operator or Visual Observer for more than one Drone at one time.
  - Retain a copy of Drone Operator Application documentation with the DUA# while operating Drone.
  - Specify Drone take-off and landing location(s) prior to or at event where applicable.
  - Inform PCA Region Event Chair of the anticipated start and end time(s) of Drone operation.
  - Agree that airspace directly above an event, above cars and people, is off limits. Only perimeter shots are permissible.
  - The person manipulating the flight controls must remain within visual line-of-sight of the Drone unaided by any device other than corrective lenses. 2
  - Drone must be operated in daylight only – or civil twilight (generally 30 minutes before sunrise to 30 minutes after sunset, with appropriate anti-collision lighting). o Adhere to maximum altitude of 400 feet above ground level (or within 400 feet above a structure).
  - Drone operations require a preflight inspection by the Drone Operator.
  - Operate only in permitted Class G (Uncontrolled) Airspace: Uncontrolled airspace is airspace where an Air Traffic Control service is not deemed necessary or cannot be provided for practical reasons.
- The Region member submitting the request will receive a copy of the Drone Usage Authorization prior to the commencement of the event.
- The Region Event Chair is obligated to locate operators of unauthorized Drones and request they stand down their Drones.

#### **COMPLIANCE WITH THE LAW**

Drone Operators operating a Drone at a PCA event are solely responsible for ensuring that they have complied with all federal, state/provincial and local laws, regulations, rules and advisories.

#### **NON-COMPLIANCE**

Any unauthorized Drone footage or photo from a PCA Event found without a DUA# must be reported to [admin@national.pca.org](mailto:admin@national.pca.org). PCA National and Region officials will facilitate the removal of video and/or photos showing unauthorized drone usage.

*Version 1: 4.4.2022 Approved: 4.4.2022*

## PART 2.14 – REGION BOOKKEEPING PROCEDURES

Bookkeeping, financial planning, and reporting financial matters to the Region, are all jobs of the Region Treasurer. Being a Region Treasurer is an interesting, sometimes challenging job and the Region Treasurer must keep in mind that they are accountable for managing the Region's financial assets. The Treasurer operates in a fiduciary position – that is, he or she is handling other members' money – and it is important to keep accurate records and timely reports. This will be facilitated greatly by using an accounting software program (such as QuickBooks®) or a spreadsheet such as Excel®: Smaller Regions may not want to use these programs to actually write checks, but accounting for the Region's financial resources almost requires their use.

**Establish A Separate Checking Account For The Region** – When the region's checking account is established, it is important that at least the Region President and the Region Treasurer be authorized to sign checks; If something should befall the Treasurer, the region will need access to these funds. It is at the discretion of the region board to decide how many signatures will be needed on a check. In any event, the Region Treasurer should be authorized to sign checks and it is essential that all financial activity go through the region's checking account. All income should be deposited into the account and all expenses paid by check. This serves at least four purposes:

1. Checking account activity will serve as a clear “picture” of all financial transactions.
2. Canceled checks, with paid invoices, will serve as proper documentation for paid expenses.
3. Deposits will be recorded (the Region Treasurer should keep a record that accounts for the origin of all monies deposited).
4. Record keeping can be double checked by comparing the Treasurer's records to the bank statement reconciliation.

The Region checkbook should be kept up to date. Each time a check is written, the associated stub should be filled out with the date of the check, to whom it was written, the amount, and a brief description noted. The entry is also made in the accounting program giving the Region Treasurer a back up entry. The bill that is being paid should be marked with the date paid, the check number, and then be filed for future reference.

Each time a deposit is made, the amount and date should be entered into the checkbook and into the accounting program being used. By making all entries in a timely manner, a running bank balance is maintained making it easier to keep track of the Region's finances. This will also make it easier to reconcile the checkbook at the end of the month.

The Region's funds should be maintained in an interest bearing checking account and located in an FDIC or FSLIC insured institution. Canadian Regions also should use insured bank or savings accounts.

**The Cash Receipts (Income) Journal** – This is a record of money taken in which shows the date the money is received, a description of the receipt, the amount, and the amount and date it was deposited; it is a function of any accounting program or it can easily be constructed with a spreadsheet. The Cash Receipts Journal should be kept on a timely basis. At the end of each month, the journal should be totaled and balanced. The total cash received and the total cash deposited should be the same, keeping the books in balance.

One source of income is the National refund and subsidy program. On a quarterly basis, the Region will receive refunds, based on the number of members who belong in the Region on the last day of March,

**SAMPLE TREASURER'S REPORT**

\_\_\_\_ Region, PCA

**TREASURER'S REPORT**

January 1 through January 31, 20 \_\_

Beginning Bank Balance (December 31, 20 \_\_) \$1369.29

**Income (Receipts)**

National Rebate	\$138.00
Newsletter Advertising	100.00
Goodie Store Sales	153.50
Holiday Party	250.00
Interest Earned	2.46
<b>Total Income</b>	<b>\$553.96</b>

**Expenses**

Postage (Newsletter)	\$20.00
Printing (Newsletter)	57.75
Annual Awards	85.00
Holiday Party Expenses	193.00
Office Supplies (Newsletter Editor)	14.20
Bank Charges	8.00
<b>Total Expenses</b>	<b>\$377.95</b>

**Ending Bank Balance**<sup>1</sup> (January 31, 20 \_\_) \$1545.30**Change in Funds Available**<sup>2</sup> \$176.01

<sup>1</sup> Beginning balance, plus total income minus total expenses must agree with reconciled Region checkbook.

<sup>2</sup> Beginning balance minus ending balance. A negative (decrease) figure would be indicated in parentheses.



June, September, and December. These funds are sent to the Region, by electronic transfer, if the Region has established electronic funds transfer procedures with the National Office. Any refund and subsidy checks should be deposited into the Region checking account as soon as possible and it is the Treasurer's responsibility to ensure that this happens. If there is a great geographic distance between the President and the Treasurer, or if Region meetings are infrequent, it is sometimes advisable to supply the President with deposit forms, however, if this is the case, ensure that a copy of the deposit form is sent to the Treasurer so that the books will be accurate.

Information on income and deposits will be used later in the bookkeeping procedure to prepare the Treasurer's Report. Note that the total amount received for the month equals the total amount deposited for the month. Also, the deposits shown in the accounting program must agree with the deposits as listed in the checkbook.

**The Cash Disbursements (Expenses) Journal** – This journal is a record of money expenses that shows the date of the expenditure, the check number, to whom the check was written, the amount of the check, and the reason. The information is recorded from information on the check stubs.

The Cash Disbursements Journal should be kept on a timely basis. At a minimum, after the last check is written each month, information should be posted from the checkbook to the accounting program.

Headings for disbursements columns will depend on the types of expenditures for the respective Region. After all checks written during the month have been posted, all columns should be totaled; and the total of all checks written ("expenses" column) will equal the sum of the totals of all disbursement columns. In this way, your disbursements journal will be in balance. The figures from this journal will be used to prepare the monthly Treasurer's Report and will be needed to reconcile the bank account.

**Reconciling the Checking Account** – After the bank statement has been received each month, the Treasurer will reconcile the bank account. Basically, this is a procedure for comparing the Region's checking account balance per the accounting program to the account balance per the bank. This is done by taking the bank's ending balance for the month, adding any deposits in transit (not received by the bank until after the statement date, but included in the Region's books), adding (and entering) any interest earned on the account, subtracting (and entering) any bank charges, and subtracting checks that have been written but not subtracted from the account. This reconciled figure is then compared to the ending bank balance per the Region's books. If all activity has been recorded properly, the two figures will be the same.

**Prepare the Treasurer's Report (Statement of Cash Received and Disbursed)** – The Treasurer's Report should be prepared on a monthly, quarterly, and yearly basis. With the use of any of the accounting programs or a spreadsheet, if the information has been entered on a timely basis, preparing the report is as easy as pushing a key. If a computer program is not used, the figures for preparing this report come from the Cash Receipts Journal, Cash Disbursements Journal, and Bank Reconciliation previously discussed. Shown on page 70 is a very simple Treasurer's Report. The Report will be tailored to suit the Region's needs (line items) for the period, but the report should always show the beginning bank balance, total receipts for the period, total expenses for the period, and an ending balance. The increase or decrease in available funds may also be shown as ending balance minus beginning balance.

Beyond the treasurer's report, it is appropriate to provide a Profit and Loss Statement (P&L) and Balance Sheet for each period. These two basic and key reports are really the most descriptive for financial results. The treasurer's report is a very basic tool that will be fine for smaller Regions, but most Regions that do accounting reports, will do a Profit and Loss and Balance Sheet. For clarification – a P&L provides the results of operations for a given period – revenue and expense. Its life is limited to

a period in question—typically a year. A Balance Sheet has a perpetual life since assets, liabilities and equity balances live from year to year.

**The Annual Region Budget** – The Treasurer should be involved in financial planning and that includes how Region events are planned and financed. The Treasurer should consider an Annual Region Budget for the Region. This should be developed with the help of board members and the various chairs responsible for activities and events. Addressing and continuously monitoring budgetary considerations has become necessary with the changes in the economic climate and variable and seasonal spending habits of any Region. An annual budget should contain both projected expenses and income, these amounts should balance for the period included. The budget should be reviewed and approved by the Board early in the region’s fiscal year.

## **PART 2.15 – FEDERAL AND STATE INCOME TAX REPORTING REQUIREMENTS**

The national organization of the Porsche Club of America, Inc. was recognized as an “exempt organization” by the United States Internal Revenue Service (IRS) in 1958. *The registration of the national organization does NOT act as an umbrella for individual Regions. It is each Region’s responsibility to make its own application for tax-exempt status and to file the applicable information returns covering Region activities with the US or Canadian IRS, and state/province tax authorities. The Region Finance Chair can be contacted for information. Regional Clubs must be incorporated and maintain their incorporated status to receive the quarterly refund, surplus refund or other region subsidies distributed by the National Club.*

A Region’s taxable status can fall into one of three categories:

- Taxable unincorporated entity
- Taxable corporation
- Tax exempt entity, whether or not incorporated, under Section 501 (c) of the United States Internal Revenue Code (IRC).

Regions that are taxable either as corporations or unincorporated entities are liable for US income taxes at corporate rates on the net taxable income of the Region, as determined by IRS.

Regions can, and have, obtained tax exempt status either as “Social Clubs” under Section 501(c)(7), or as “Civic Leagues” under Section 501(c)(4) of the U.S. Tax Code.

- Most Regions are 501(c)(7) “Social Club” per definition of the IRC and this is the preferred corporate type for a PCA Region. A 501(c)(7) organization must monitor gross receipts (such as event entry fees) from non-members which cannot exceed 15% of the Region’s annual gross receipts.
- Other Region revenue eligible for reporting as Unrelated Business Taxable Income (UBTI) cannot exceed 35% of the Region’s annual gross receipts (e.g., includes investment income, advertising, sponsorship, etc.).
- Note: UBTI is the IRS federal tax on unrelated business income, which comes from an activity engaged in by a tax-exempt organization that is not related to the tax-exempt purpose of that organization.
- *Nevertheless, the costs of obtaining and maintaining a tax-exempt status can be significant for a small Region and these should be weighed against the taxes that might otherwise be payable.*

As general guidance, PCA members are:

- Eligible to participate in events hosted by any Region and have their entry fees considered as “member income” (including those Regions designated as a 501(c)7 organization).
- Able to bring non-PCA members to Region events as long as the PCA member pays the event entry fees on behalf of the non-member guests (members can sponsor up to 8 guests per event based on IRS regulations). The host region can consider these participation fees as “member income”.

Additionally, non-PCA members (e.g., the general public) may be eligible to participate in events hosted by any Region. However, for Regions designated as 501(c)7 organizations:

- Entry fees must be considered as “non-member income.” Regions must ensure “non-member income” is 15-percent or less of total Region revenue for any calendar year or potentially risk losing their IRS tax exempt status.

Example: Region annual revenue: \$100,000; Non-member allowable income cannot exceed \$15,000.

- Regions must track (any) profits associated with “non-member income” in order properly calculate and pay Unrelated Business Taxable Income (UBTI) to the IRS.
- The UBTI may not be required if a Region’s annual profit from non-member participation was offset by a charitable contribution equal to or greater than the profit derived from non-members during the calendar year.

Example: Region annual profits: \$10,000 (\$8,000 members, \$2,000 non-members). Charitable contribution \$2,000+ may eliminate UBTI taxes owed.

### **Unrelated Business Taxable Income (UBTI) – Quick Reference:**

- 501(c) organizations are generally exempt from Federal income tax.
- Federal tax payment may be required when business activities (i.e., the source of income) are unrelated to furthering their exempt purpose.
- IRS tax code allows for a small UBTI profit by providing a \$1,000 standard deduction for UBTI taxes.
- UBTI tax likely payable when UBTI gross income (i.e., UBTI revenue minus expense) exceeds \$1,000 from:
  - Accepting advertising or sponsorships from the general public.
  - Selling PCA merchandise to non-members.
  - Collecting event registration fees from non-members.
- UBTI may not be required if a Regions annual profit was offset by a charitable contribution equal to or greater than the profit derived from UBTI eligible activities during the calendar year (also referred to as “set aside”)

Example:

- Region annual profits: \$10,000 (\$8,000 members, \$2,000 UBTI activities)
- Charitable contribution \$2,000+ may eliminate UBTI taxes owed

- If a Region suspects UBTI is applicable, seek tax advice on which tax returns and forms need to be filed in addition to the prior referenced IRS 990 Form(s)

Additional Notes:

- UBTI is generally applicable when three requirements are met:
  - Business activity occurs for the production of income from selling goods or services
  - Activities show a frequency and/or continuity
  - Source of funds not substantially related to furthering the exempt purpose of the organization
- As an example, PCA National generally pays annual UBTI tax on gross income from:
  - Advertising (Pano, Digital Media and Club Racing)
  - Non-Member Income (Affinity Marketing and Test Drive participants)

The IRS has Publication 557 (Rev. 01/2021) “Tax Exempt Status for Your Organization” that provides an overview of these exemptions and procedures is available on-line at: <http://www.irs.gov/pub/irs-pdf/p557.pdf>.

See also IRS 4221-NC (Rev. 09/2014), “Compliance Guide for Tax Exempt Organizations (other than 501(c) (3) Public Charities and Private Foundations)” It is available on-line at: <http://www.irs.gov/pub/irs-pdf/p4221nc.pdf>.

**U.S. Internal Revenue Service (IRS) Reporting Forms** – The following IRS forms and publications may be useful to your Region:

*IRS Form SS 4 (Rev. 12/2019) & Instructions (Rev. 12/2019)* – “Application for Employer Identification Number (EIN)”

This form is used to request a corporate registration number which is like an individual’s Social Security number. It is the number through which IRS records can be located and should be included in all correspondence with the IRS and used for opening Region bank accounts.

If your Region decides to request tax exempt status, it must file the following forms:

*IRS Package 1024 and Form 1024 (Rev. 01/2018)* – “Application for Recognition.” This is the information return required by the IRS for a Region to request “exempt status.” The application should be made as a “Social Club” under Section 501 (c)(7) (see discussion on previous page). IRS Form 1024-A should be used to file for tax exempt status as a “Civic League under Section 501(c) (4). Regions choosing to operate as a 501 (c) (4) tax exempt organization must file Form 8976 electronically (see next page for additional information).

Before filing an initial application or a request for a change in status from “Club”, the Region’s incorporating document (or articles of association) and its bylaws (certified copies of which are to accompany the form), must be reviewed and redrafted, if necessary, to reflect the community-oriented purposes of a “Civic League.”

The form asks for up to four year’s financial information. Do not include any copies of Region financial statements, as IRS agents do not understand car club terminology (A “rally” to them is a political fundraiser and prohibited for a tax-exempt club). Group the line items in the Region financial statements into the receipt & expenditure classifications shown in the form, but retain details of the makeup of grouped items to avoid misunderstandings.

*IRS Form 8718 (Rev. 11/2021) – “User Fee for Exempt Organization Determination Letter Request”*

This form accompanies the Form 1024 filing (above) and sets out the fees payable (currently \$400 or \$850) to the IRS for processing of the Form 1024.

*IRS Form 2848 (Rev. 01/2021) – “Power of Attorney”*

If you anticipate that more than one person from the Region or an outside tax advisor will be in communication with the IRS, you should file this form. It is quite possible that the Region officers will change during the time that it takes IRS to process a Form 1024 application.

*IRS Forms 990, 990-EZ, 990-N – “Return of Organization Exempt from Income Tax” and Instructions for Form 990 and Form 990-EZ (booklet) – (Rev. 01/2021)*

The Form 990 filing thresholds are as follows:

- Organizations with gross receipts normally  $\leq$  \$50,000 must file Form 990-N (but may choose to file a complete form 990 or Form 990-EZ).
- Organizations with gross receipts  $>$  \$50,000 and  $<$  \$200,000 and total assets  $<$  \$500,000 must file Form 990-EZ or complete Form 990.
- Organizations with gross receipts  $\geq$  \$200,000 or total assets  $\geq$  \$500,000 must file Form 990.

A free IRS Publication 557, “Tax Exempt Status for Your Organization,” (on-line from the IRS) provides an overview of these application and approval procedures. Further assistance is available from the chair of the Region Finance Management Committee, whose address is in the back of Panorama, under “Any Questions?”

*IRS Form 8822-B – “Change of Address or Responsible Party – Business”*

Beginning January 1, 2014, any entity with an EIN must file Form 8822-B to report the latest change to its responsible party. Form 8822-B must be filed within 60 days of the change. If new Region officers have been elected or Zone Reps. appointed as of January 1st for a particular year, the form would be due by the end of February.

If the change in the identity of your responsible party occurred before 2014, and you have not previously notified the IRS of the change, report only the most recent change. Complete Form 8822-B as appropriate.

The “responsible party” is the person who has a level of control over the funds or assets in the entity that, as a practical matter, enables the individual, directly or indirectly, to control, manage, or direct the entity and the disposition of its funds and assets. For Regions that have an EIN, the responsible party is most likely the Region President and Zones that have an EIN, the Zone Rep. would most likely be the responsible party.

Form 8822-B is not filed with the annual tax return (Form 990, 990-EZ or 990-N).

Use of the Form 8822-B is mandatory if there has been a change in the responsible party, but there is no penalty for failure to file.

*IRS Form 8976 (07/2016) – “Notice of Intent to Operate Under 501(c)(4)”*

The IRS has released a new requirement for entities operating as 501(c)(4), Civic Leagues and Social Welfare Organizations to file form 8976.

Form 8976 is only available to be filed electronically and requires a \$50 user fee. The penalty for failure to file is \$20 per day for each day the failure continues, up to a maximum of \$5000. However, there are some exceptions to this new requirement based on the facts and circumstances for each 501(c)(4).

Section 501(c)(4) organizations that file annual information returns or notices, as required under Internal Revenue Code section 66033 need not seek an IRS determination of its qualification for tax-exempt status in order to be described in and operate as a Section 501(c)(4) organization.

This new requirement does not apply to PCA Regions or Zones that are operating as 501(c)(7) organizations.

**State “Non Profit” Tax Exemptions and State Annual Corporate Filings** – With your US Federal Tax Exemption Letter in hand, obtain the application for filing as a “Not for Profit Organization” from your state’s Department of Revenue. Complete the form consistent with the Federal Form 1024 or Form 1024-A for 501(c)(4) and when filing, attach as proof of your IRS acceptance, a copy of the federal tax exemption letter that you will have received. The state will most likely grant you an equivalent exemption from state income tax.

It is possible that your state grants non-profit organizations an exemption from state sales tax. This should be aggressively investigated since it can be a big money saver on large item purchases such as computer equipment and trophies.

The state may also require filing of annual corporate information and a fee to keep your corporate status up to date. Failure to file these annual reports, where required, can cause your Region’s incorporated status to lapse, possibly subjecting its officers to personal liability for negligence. Additionally, fees to reincorporate a lapsed Region may be sizable and most always will exceed the annual information fees.

## **PART 2.16 – CANADA FEDERAL AND PROVINCIAL REPORTING REQUIREMENTS**

Your Region, if it is located in Canada, should qualify as a non-profit organization (a “NPO”) under the Income Tax Act (Canada), which defines a NPO as a club, society or association, other than a charity, that is organized and operated solely for “...pleasure or recreation or any other purpose except profit.” To ensure qualification as a NPO, the official documents of your Region should provide that no part of its net income for any year, whether current or accumulated, shall be paid as such to its members, or be organized so that such a restriction is axiomatic. This will not prohibit salaries, wages, fees or honorariums paid to member(s) for services rendered where the payments are reasonable and not more than what would be paid for those services at arm’s length.

A NPO will not lose its status simply because it earns income in excess of its expenditures, provided that its accumulated excess at any time is not greater than its reasonable needs to carry on its non-profit activities. If your Region has significant cash reserves from year-to-year, you should seek the advice of a qualified Canadian tax professional to ensure that they are not jeopardizing your Region’s NPO status.

If your Region in Canada is organized as a corporation, it is required to file a federal income tax return within six months from the end of its financial year, whether or not it is a NPO. Additionally, it is also required to file a Form T 1044 (a NPO Information Return) for any fiscal year in which amounts received or receivable by it from taxable dividends, interest, rents or royalties exceeds \$10,000 or its total

assets at the end of the immediately preceding fiscal year exceeded \$200,000 or if it had to file such an Information Return for the preceding year.

Detailed information on NPOs is available the Canada Revenue Agency website on the [Non-Profit Organization Policy statement](#) page.

To ensure that your Region retains its Canadian NPO status, its services and goods (i.e., if it operates a Goodie Store) should be provided principally to its members and their guests and not in competition with taxable entities.

#### NOTE

A region should seek Canadian tax advice as to what tax returns and forms need to be filed whether federally or provincially, specific to the Region.

Canadian Region's must be registered as an active Non-Profit Organization (NPO) to receive PCA National Refunds.

**HST** – The Harmonized Sales Tax is a federal tax. It replaces (and integrates) the GST and PST in the Provinces of British Columbia, Ontario, New Brunswick, Labrador, Newfoundland and Nova Scotia. The rules for HST are basically the same as for GST, except the rate of tax is higher. A Region operating in any of the “HST” Provinces should seek professional advice as regards mandatory registration for HST purposes. A GST registrant automatically became an HST Registrant when HST became effective in its Province. The rules for filing returns, claiming input credits, and remitting taxes, under the HST regime are essentially the same as under the GST regime.

**GST** – A Region not operating in an HST Province must obtain a Canadian GST registration number if in any consecutive period of four calendar quarters its annual revenues from the provision of services and goods exceeds CDN \$50,000. If the Region's revenues are less than that, it is permitted but not obliged to obtain a GST registration number. If registered for GST, the Region is required to remit GST on its revenues from the provision of goods and services, and can claim inputs credits for the GST which it pays. GST returns typically will be required to be filed quarter-yearly.

**Provincial Sales Tax** – A Region not operating in an HST Province may be obliged to obtain a sales tax license under the sales tax statute of the Province in which it operates. The advice of a qualified Canadian tax professional should be obtained. It may be that the Province grants non-profit organizations an exemption from Provincial sales tax. That should be investigated with Provincial tax officials

**Provincial Income Taxes** – Your Region should qualify for an exemption from Canadian Provincial corporation income tax, as a not-for-profit organization. In that regard, you should obtain the advice of a qualified Canadian tax professional.

## PART 2.17 – DOCUMENT RETENTION FOR REGIONS

Typically the last activity to close out the accounting for a particular year is to prepare and file the income tax return (one of the Form 990s for a tax-exempt entity; See page 75). Once the return is filed, the next issue is, “What do I need to keep and what can be thrown away?”

While most Regions are presently not filing the Form 990 (but rather Form 990-EZ or Form 990-N), Part VI of the new Form 990 contains Question 14, in which the IRS inquires as to whether or not the entity has a written documentation policy in place. Presently the IRS is not asking for a copy of the

document retention policy. The IRS does not have a formal document retention guide, other than one should keep records so long as they are material to their administration of the tax laws.

Before dumping everything into a box that gets shuffled to the next Region Treasurer or President, some organization and housekeeping of the records may be in order.

**How much and for how long** – The guidelines below are general in nature and may not apply to your specific Region’s circumstances. This listing does not cover payroll and employment records as most Regions are staffed by volunteers and do not have payroll expenses.

The PCA Board of Directors passed a Records Retention and Destruction Policy in July 2018. While the list below are the documents most common to the Region, it is not all inclusive (e.g. inventory of equipment purchased, all formal notices or other communication to members etc.). See the [PCA Manual of National Policy and Procedures \(MNPP\)](#).

Type of Record	Retention Period <sup>1</sup>
Articles of Incorporation	Permanent
Bylaws	Permanent
Board of Director Meeting Minutes/Policies/Resolutions	Permanent
Property and Trademark Records	Permanent
IRS Determination Letters (Form 1023)	Permanent

*Continued on next page*



*PCA Headquarters Reproduction of First PCA Meeting*



Type of Record	Retention Period <sup>1</sup>
Business Contracts (unless contract language dictates otherwise)	While active plus 120 months
Policies and Procedures Manuals	Maintain current documents
Names and Address of Region's Directors & Officers	Current list
General Financial Ledgers	Permanent
Annual Audits and Financial Statements/Filings	Permanent
Federal Tax Records and Support <sup>2</sup>	Permanent
State and Local Tax Records <sup>2</sup>	95 months
Bank Records	95 months
Investment Statements & Manager Correspondence	10 years
Original Invoices	95 months
Vendor Contracts (after expiration)	95 months
Expense Reimbursement Reports	95 months
IRS 1099 and 1042 Reports	95 months
Check Registers	95 months
Signed Agreements & Historical Records	Permanent
Event Insurance Enrollment Form/Certificate	95 months
Event Insurance Waivers & JPP Assumption of Risk	95 months after Minor is 18 years old
Event Technical Inspection Form <sup>3</sup>	95 months
Event Observer Report/Incident Report/Post Event Report (unless filed claims or legal counsel requests/requires otherwise)	36 months
Notes:	
1. Retention periods begin after termination, expiration, disposal, etc.	
2. There is no limit for returns that are filed fraudulently, or were not filed but should have been filed. If the statute of limitations concerning a tax year is extended, the retention period for the supporting document should be extended accordingly.	
3. Event Technical Inspection Forms are Region specific (not a National form).	

**NOTE:** The Canada Business Corporations Act, the Business Corporations Act (Ontario), the Business Corporations Act (Alberta) and the Income Tax Act prescribe that accounting and tax records be retained for six (6) years following the relevant reporting period.

**Paper or Plastic (Electronic)** – The IRS will generally accept electronic copies of paper documents as long as they are legible. The Check Clearing for the 21st Century Act enabled banks to cease returning paper checks back to you. Banks typically will maintain copies of checks and bank statements for 7 years.

Given scanning technology, it has become easier to scan a year's worth of bank statements, ledgers, spreadsheets, etc. onto a single CD-ROM or DVD disc. Caution: Always have a back up, stored in a separate location (e.g. PCA Glove-box). Having copies stored on hard drives, file servers, or on a cloud server located apart from the CD will assist in restoring any lost data. The PCA offers an on-line

document storage service called Glovebox. See “Part 5.4 – Document Management Using the PCA Glovebox” on page 123.

You may presently have both paper and electronic files. There may be a few documents for historical or sentimental reasons that you want to keep the original paper version. It is recommended that an effort be made to convert all of the paper documents to pdf files or some other suitable electronic format. If you find that you presently don't have clean copies of prior year bank statements, it may be a good idea to download pdf copies from the bank website. Once the paper documents have been successfully converted to electronic media, they may be shredded.

Prior to establishing a written document retention policy, your Region should consult with its legal counsel regarding state laws. This article contains information that is current as of the date it is written. Laws change, and as a result, this information may no longer be timely when your Region acts on this.

## **PART 2.18 – REGIONAL ARCHIVES**

In addition to the documents listed in “Part 2.17 – Document Retention for Regions” on page 77, Regions typically have boxes of materials and objects that collect over the years – monthly newsletters, framed charters, national awards, Region awards, important correspondence, Board minutes, anniversary memorabilia, Club Race memorabilia, etc. The boxes get handed down from officer to officer, or event chair to event chair and they are sometimes destroyed in fires or floods, or they may be discarded accidentally. Regions that wish to preserve their history should consider appointing a Region Historian and charging that person with planning for or maintaining of a Region archive. The archive should include both the physical archives and a digital archive.

### **PHYSICAL ARCHIVES**

There needs to be a safe, dry, place for any of the paper that a Region wishes to retain as well as physical objects. Many Regions have rented space in a self-storage building or perhaps rented space within someone's office building to house their archive. Any storage space needs to not be located in an area prone to flooding and if it is, it needs to be located on a higher floor. Pay attention to the sprinkler system in the storage space. If those sprinklers go off, will the archives be protected from water damage? There may be cases where a member is willing to donate space. Evaluate that offer based on the same criteria and the accessibility of the space to Region officers.

The storage area needs shelving, placed for maximum accessibility. All paper should be organized in acid-free file folders and placed in acid-free archival boxes. There are sources such as Gaylord Archival (Gaylord.com) and Amazon for such supplies. Make sure that folders and boxes are labeled and inventoried by category so that anyone looking at that inventory list can find what they need. A simple schema is to number each shelving unit and letter each shelf in the unit. Then label each box with the unit number, shelf letter, and a box number. It never hurts to also put the category or categories on the outside of the box. For example, the category of Anniversaries could be: 3.B.6 that is: Shelving Unit #3, Shelf B, Box 6.

### **DIGITAL ARCHIVES**

Access to the physical archives will have to be limited to the Region Historian, Region officers, and others who have the need to deposit or access materials. The goal should be to make as much of the archives accessible to the Region membership as possible. That usually starts with digitizing any and all region newsletters back to the beginning (if possible) and up to the point of the region newsletter being produced digitally. That involves scanning issues to a PDF, creating flip books if desired, and

making those PDFs searchable across issues. There are fairly low-cost scanning services that specialize in newsletters and magazines. The downside to most scanning service is that they will destroy the binding of the newsletter by cutting it down the middle. It would be ideal to have one set of intact newsletters in the physical archives and another set that's been sacrificed to the scanning service. If only one set exists, you may want to pay extra to have the scanned pages stapled together and returned to you for storage. You will have to choose the resolution you wish to have (300 or 600 dpi) and you'll want to ensure that the scanning service will give you files that allow for the best OCR searching. Once newsletters are scanned, there is low-cost software to create flip books and to enable keyword searches.

Suggested options for scanning are:

1. Have a member volunteer to take on the task using a high-speed scanner,
2. Use a service such as 1DollarScan or E-records (the lowest cost vendors we've located) or,
3. Find a university or university library that's willing to sell their services. You always need to ask how long the job will take. A university may require more than a year (or two) to complete the task whereas other vendors can typically turn the job around in 60-90 days.

Objects in the archives (trophies, memorabilia, grill badges, patches) should be photographed and cataloged in a searchable database or index.



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## SECTION 3 – REGION ACTIVITIES

### PART 3.1 – CORONAVIRUS-19 GUIDELINES

In all things PCA does, first and foremost is the health and safety of our members, employees and sponsors. Thank you for your continued efforts to keep our community safe during the COVID-19 pandemic. Please continue to follow all local guidelines and restrictions. The PCA prepared two documents to assist you with hosting events within your Region. These guidelines can be a starting point when regions are requested to provide their COVID-19 procedures as part of obtaining agreements to host events.

1. **PCA Event Guidelines for Region Officers and Event Organizers** – The [PCA COVID-19 Event Guidelines](#) for Region Officers and Event Organizers are available to assist in the planning and operating of events while COVID-19 restrictions remain in place. Restrictions may originate from federal, state or provincial, local government or from facilities you are engaging for the event.
2. **PCA Event Participant Guidelines** – PCA COVID-19 Member Safety Guidelines for PCA Officers and Event Organizers are available in the [PCA COVID-19 Member Safety Guidelines](#) may assist PCA officers and event organizers when promoting events, on registration websites and in safety briefings at controlled access events. The actual procedures you put in place should be adapted to local conditions. Regions can have more stringent procedures.

### PART 3.2 – INDIVIDUAL REGION ACTIVITIES

There are many types of individual activities that can be sponsored by a Region. Since Regions exist for the camaraderie fostered by the Porsche vehicle, it seems appropriate that many of a Region's activities should be centered around the car. But this should not be the sole thrust of a Region's activities, as "*variety is the spice of life.*" A Region, in order to remain healthy, should have a wide variety of events that cater to the various individual tastes that abound within your particular area.

It should also be pointed out that innovation is often scorned by many members. They just won't try something new. It is up to the Region leadership to try new things, and experiment with activities and events that haven't been tried before. Once your members find out how much fun these new events can be, they will be eager to try them.

There are three basic types of events: Social, Competitive and Instructional. We will outline some of these various events and the activities that fall into these three categories:

#### SOCIAL EVENTS

The numbers of social activities that exist are literally bound only by the imagination. A good "social director" can continually come up with new and exciting activities. We will cover some of the basic ones, and hope to plant the spark of imagination for others of similar nature. NOTE: Some Social Events will require completion of the appropriate Insurance waivers AND completion of the appropriate [Observer Report](#) (example presented on page 172) and a [Post Event Report](#) (example on page 156). If an incident occurs, complete the appropriate on-line [Incident Observer Report](#) (example on page 174). See [PCA Guidelines for Observer and Incident Reports](#) (page 171). These documents are located at <https://www.pca.org/members/reports/forms-and-docs>.

**Dinner Meetings** – A variation on the basic Region monthly meeting. Dinner meetings are held at a restaurant that has a private banquet room where you can have your dinner, and then have your business meeting. Since most members do not like long, drawn-out meetings to conduct business, this part of the meeting should be kept short and sweet.

One person will coordinate the menu and the advance reservations. Sometimes it is necessary to have your members send a deposit to your coordinator in advance, to ensure that they will show. You will have to guarantee a set number of dinners to your restaurant in advance, and you must pay for that number whether or not they are eaten. The menu should include staple foods, ones that are generally most acceptable to the majority of the people. We won't go into the finer points of menu selection here, but your banquet manager or sales manager at the restaurant will be very helpful in this respect. One suggestion we will make is on prices. You should not select the cheapest dish on the menu, as it will probably taste that way. Instead, select something slightly higher on the price scale, about 10 to 20-percent above the cheapest dish. Keep away from the high priced entree, for if you don't, your members will – (they won't come!).

Don't forget that restaurants charge a fixed gratuity on top of the bill, and this is usually 18 to 20-percent. When you set the price of the dinner to the members, you must collect the base price, plus tax, plus gratuity.

Also, you should plan your dinner spot well in advance. If you have a large group and do want the same entree for everyone, make these arrangements well in advance, selecting the menu and planning the time of arrival. If your group is smaller and each member wishes to order individually, all you need to do is make table reservations. One suggestion – if you are paying and ordering separately, have the restaurant give you several smaller tables instead of one large table. For example, if there are twelve of you, two tables of six each, located close to each other, is more desirable than one large table for twelve. Why? Because of the food service! Most kitchens cannot cook twelve meals all at once and have them come out at the same time. So some meals are cooked first, then others, and finally the last one to two. The early meals are put in a food warmer, which tends to dry out the food and overcook it. The net result is that most of the dinners served are not as good, and there are a few disappointed folks.

Any restaurant owner will tell you in confidence that a party of six is the largest party that they can serve and make sure the dinners are really top notch. And we know that this statement will draw comments from those PCA officers who have operated restaurants, and the comments will be on the order of “my place can serve 8 or 10 with no problem”. Remember – PCA restaurant owners are much better than the average restaurant owner! So do it right – and have a blast!

The meeting should also feature some form of entertainment as well, for after your business meeting. A popular speaker, talking on a subject of general interest to Porsche people, will usually go over well. Make sure to limit the talk to no more than 30 to 40 minutes of actual talking, with some time allotted afterwards for questions.

**Progressive Dinners** – are another popular form of social activity, but this one requires a bit more planning. Basically, the progressive dinner is one held at about five members' homes. Each member serving as host prepares one course, and the other members all come to their house, in a set order. For example, member “A” prepares an appetizer. Everybody comes to “A's” house at 6:00 PM for appetizers. Then, you all leave and go to “B's” house for the main course at 7:00 PM. Or perhaps “B” is having the salad, which you have at 7:00 PM, and you then all go to “C's” house for the main course at 7:45 PM. Then, at 8:30 or 9:00 PM you all go over to “D's” house for coffee and dessert.

The magic ingredients here are planning and timing. Allow enough time for each course, and try to select the member's houses, and therefore the route, to minimize the driving time between the courses. Be sure to provide maps! Because this is a moving car event, no alcohol is permitted to be consumed during the event. Complete the on-line [Event Insurance Enrollment Form](#) as a tour with the starting and ending points on the application (an example is presented on page 157). Everyone must sign the Release & Waiver of Liability & Indemnity Forms as necessary (see "SECTION 9 – PCA FORMS" on page 151) and after the event complete the on-line [Post Event Report](#).

**Pot Luck Dinners** – are another fun event where the members provide the dinner for everyone else, except here the various courses are all brought to one house. You select a member's house that is large enough to hold everyone more or less comfortably, and this includes sitting on the floor! Then, sign up volunteers to cook various dishes and bring them to the meeting. One person needs to coordinate the meal, so that you have a nice variety with no duplication.

You should plan on having at least two or three varieties of each course, especially for the main dish and the dessert. For example, you might have several appetizers, one being a soup and one being something different. Several varieties of salad might be good. At least three main courses should be served, complimenting each other (i.e., one meat, one fish, one fowl, etc.). Then you will need some vegetables and potatoes and/or rice, and finally dessert. The hostess usually provides the after-dinner coffee. Paper plates and plastic utensils are definitely the order of the day here. The amount of each dish should be determined by the number of members expected and by the number of contributors to the overall venture (that is, the number of donating cooks). You should always have just a little more than you need, rather than a little less. Good food will taste good the next day.

You may or may not wish to charge the members for coming and eating, but if you do, the take should be distributed among the contributing cooks. Smaller Regions generally do not charge, as almost everybody brings a dish, and each member is in reality only providing food for basically his own family in terms of numbers of people fed by your donation. That is, you are not really spending any more on your contributed dish than you normally would to feed your own family at home.

The enjoyment here is the fun of sampling new dishes, and what usually happens is that everyone prepares their "specialty" so each dish is a real taste treat. The business meeting should be short, because the cuisine is the main part of the activity.

**Nights "Out on the Town"** – can be really fun if carefully planned. This is a social activity where the Region goes to some special function as a group. The function can be a rock concert, a symphony performance, the ballet, an art exhibit, a midnight boat ride, a harbor cruise by moonlight, and dozens of other activities, limited again only by the imagination. Keep watch for upcoming special attractions in your area, and book a group in advance. You probably won't get a discount, but you will all be together and should have fun.

**Dances** – are another special event you can plan, and larger Regions have either an annual dance or an annual Holiday or New Year's party. Whatever the occasion, dances and similar parties can be lots of fun. Since there are many ways to set one up, we won't go into details, but you will need a hall or large room, a band or other music source (a live disc jockey, for example) your beer/wine/set-ups/cash bar/whatever. Careful planning will prevent the Region from incurring a loss. Plan well in advance and let everyone know the attire.

**Wine and Cheese Parties** – fall into the same category of different and fun events. Often your Porsche dealer will host a wine-and-cheese party in his showroom (the Region provides the wine/cheese), especially near the fall of each year (new model time). But you can plan a wine/cheese party at someone's

home just as well. Arrange a selection of fine wines, choosing a variety of reds, whites, and rose. Often, wine merchants will serve as wine experts, providing one or two of their experienced personnel at your party, if you buy your wines from them. Check your local wine shop for details. And be certain to have a large variety of cheeses and crackers on hand, too. The selections are optional, and there are many specialty shops throughout the country who will be willing to help you choose. Their prices tend to be slightly higher, but the quality is generally worth the difference.

**Picnics and Swim Parties** – are another category of summertime activities that are a real blast and can serve as true family gatherings. If you have a large Region, some community pools (such as found at apartment buildings) will usually be glad to let you have an afternoon or an evening private pool party.

## ORGANIZED DRIVING TOURS

Driving tours have grown to become the most popular event in PCA, as evidenced by the number of insurance requests received by the National Office. Insurance requests for driving tours now total more than the requests for Driver Education, Autocross and Tech Ed combined!

### SPECIAL NOTE FOR COVID-19 RESTRICTIONS

The COVID-19 pandemic has made tour planning and execution much more difficult due to national, state/provincial and local mandates for social distancing, limits on group sizes, mask wearing, sanitation procedures, etc. Tour Chairs and Leaders must ensure the region is following the latest guidance on these topics. PCA Insurance may be denied if National believes a region is not complying with the current state/provincial/local restrictions.

Driving tours are non-competitive events driven on public roads allowing club members an opportunity to drive their cars in a low risk, social environment. This is a car club, after all, and our members love to drive their Porsches. Tours can be just for the sake of driving through the pretty countryside on Porsche-friendly roads, or to arrive at a destination for lunch or a local attraction, such as a museum or car show in another town or Region. For more of an adventure, tours can include a stay at a hotel or resort.

Whatever the format, the cornerstone of a successful tour depends on comprehensive advanced planning by a tour leader/host, detailed, but easily understood driving instructions and a well organized plan to get the cars and people assembled, briefed and on the road in an orderly fashion.

Starting locations are important because they need to be large enough to handle the number of cars expected without impeding local traffic. They should also be located where participants can get a cup of coffee and snacks if they want AND they need to have adequate restroom facilities! The tour leader/ host needs to research these things in advance as part of trip planning and they need to contact the venues to make sure they are agreeable to have a potentially large number of people and cars descend upon them. That is especially important at the destination if it is a restaurant or other eating establishment.

Selecting a good driving route is also important. There are good routes and not so good routes in terms of road quality, scenery, number of turns (twisties), etc. A tour that runs down the interstate for 50 miles is probably not going to be well received by participants who were looking for a little variety! Having said that, some regions have more curvy roads than others.

Rest stops with adequate restroom facilities and parking are also important. It is desired to plan one rest stop (for gas and restroom facilities) for every 90 minutes of driving time. Often the first stop needs to be within an hour of departure to accommodate those serious coffee drinkers!



Picking an interesting destination can be more of a challenge than the route. Pick your destination in terms of good scenery, good food, good wine (some tours end at a winery/brewery!), educational point of interest, etc. Some tours end at a member's back yard. Look at a AAA Tour guide or large scale recreational atlas for your area, as they list all the points of interest.

For most tours involving a stop, the distance selected should be short enough that it can be made comfortably in a day (out, back, plus time at the location). For example, a one hundred and fifty mile trip will take about three hours to drive, assuming good roads. If you have mountainous terrain to cover, allow 25% longer. This allows time to get to your destination, have several hours of sightseeing or whatever, and return home in time for dinner. Try not to plan every tour to take up an entire day. Short drives to an interesting destination can be fun since they increase the time to socialize at the destination.

Also, if your destination is to an area where there is an admission fee or a dining location, you may wish to make advance reservations. Discounts for groups are common. It might be advisable to collect the admission/dining fees from everyone in advance and pay for it all at once. An even better option is to handle the entire process through an on-line registration site such as ClubRegistration, MotorsportReg, etc, where participants can register and pay in advance. Plan your tour with enough break time that there will not be any time pressure. Routes should be chosen for their scenic value or drivability. Be aware of traffic congestion patterns on the roads at the times you will be driving them. It is always a good idea for the tour leader to dry run the proposed route once or twice in advance of the tour date, preferably on the same day and times the tour will be run, to determine road conditions, construction areas, potential congested areas, etc.

It is helpful to list the leg mileages between turns so the entrants know when to look for the next sign or landmark. After the leg mileage, the cumulative mileage to that point should be listed since that is the mileage on everyone's odometer. Remember, this is supposed to be fun! Nothing is fun about driving miles in the wrong direction because you missed a sign or the instructions were wrong or too vague.

Cell phone numbers for the lead car and sweep car must be in the instructions or distributed to all attendees in some other format so group members can contact them. It is also helpful when both the lead and sweep car have a means to communicate (as local laws permit).

Set a meeting time, a participant meeting/safety briefing and a departure time. Urge everyone to be there on time. Be sure to have everyone sign the insurance waivers. (See Release & Waiver of Liability



& Indemnity Forms, in “SECTION 9 – PCA FORMS” on page 151 and on-line at [www.pca.org](http://www.pca.org).) The tour leader will have these forms available at tour sign in. Don’t forget there is a separate waiver form for minors titled [Minors as Observers Only](#) (under age 18) that at least one parent or legal guardian must sign in person, in the presence of a witness at the tour starting point (example form on page 162). Grandparents, in-laws, or other relatives cannot sign the form unless they are the legal guardian of the minor. *For driving tours, do not use the minor waiver form for* [Minors in Restricted Areas, Driving or Riding](#).” Once the proper minor waiver form has been signed and witnessed, the parent or legal guardian is free to leave if they are not participating in the tour and the minor can then ride with a person who is properly registered for the event.

A short participant meeting (for everyone, not just the drivers) must be held before departure to emphasize safety, courteous driving and traffic law compliance. All vehicles must obey all traffic laws throughout the tour. Remember, PCA driving tours are not competitive events! Go over the route instructions; make sure everybody understands what they mean and how to read them. Instructions should be clear, accurate and easy to follow. The [Minimum Driving Tour Standard](#), and the [Additional Recommended Guidelines For PCA Driving Tours](#) are located on the website. There is also a PCA requirement to file both an on-line [Post Event](#) and [Observers Report](#) after the tour.

A well planned and executed tour is fun for everyone, but it takes some effort on the part of the tour leaders/hosts to make it a reality. Word spreads fast when participants have just enjoyed a fun filled tour to an exciting destination or great restaurant and that leads to increased participation on subsequent tours. The opposite is also true when things don’t go well, so plan up front for success and happy touring!

## OFF ROAD TOURS

Are similar to Driving Tours (above) and are intended to provide a relaxed, slow paced, noncompetitive atmosphere for members to enjoy the great outdoors and to learn off road driving techniques within the capacities of their Porsche SUV four-wheel drive vehicles. Regions can include non-Porsche SUV’s on their off-road tours if they wish as long as they are compliant with the minimum standards and the off-road self inspection checklist. Routes should be safe and on more advanced trails, have little potential for damage to vehicles. Due to the newness of this type event within PCA, organizers should carefully review the [“Minimum Standards: Off-Road”](#) at <https://www.pca.org/members/reports/forms-and-docs>. When considering hosting such an event. PCA off-road tours are separated into Categories 1, 2, or 3 and the Insurance request asks for this information on the application form. Read the Off-road minimum standards to learn the definition of each category as part of the planning process.

### NOTE

Off Road tours may be conducted on regularly maintained dirt/gravel roads (Cat 1), to more challenging road conditions in Cat 3. 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. The Tour organizer should verify the type of roads on which the tour is being conducted and advise the participants to verify any coverage restrictions with their automobile insurance carrier.

Set a meeting time, a participant meeting/safety briefing time and a departure time. Urge everyone to be there on time. Be sure to have everyone sign the insurance waivers (see Insurance on page 151). The tour leader shall have these forms available at tour sign-in. Don’t forget there is a separate waiver form for minors titled [Minors as Observers Only](#) (under age 18) that at least one parent or legal guardian must sign in person, in the presence of a witness at the tour starting point. Grandparents, in-laws, or other relatives cannot sign the form unless they are the legal guardian of the minor. For driving tours,

do not use the minor waiver form for “[Minors in Restricted Areas, Driving or Riding](#).” Once the proper minor waiver form has been signed and witnessed, the parent or legal guardian is free to leave if they are not participating in the tour and the minor can then ride with a person who is properly registered for the event.

A short participant meeting (for everyone, not just the drivers) must be held before departure to emphasize safety, courteous driving and traffic law compliance with special emphasis on the off-road portion of the tour. All vehicles must obey all traffic laws throughout the tour. Remember, PCA driving tours are not competitive events! Go over the route instructions; make sure everybody understands what they mean and how to read them. Instructions should be clear, accurate and easy to follow. The [Minimum Off Road Driving Tour Standards](#), and the [Additional Recommendations For PCA Driving Tours](#) are located on the website at: [www.pca.org](http://www.pca.org) > Forms and Documents.

There is also a PCA requirement to file both a Post Event and an Observers Report after the tour is completed. Examples of the reports are presented under Event Reports in “SECTION 9 – PCA FORMS” on page 151. A well planned and executed off road tour is fun for everyone, but it takes some effort on the part of the tour leaders and hosts to make it a reality. Word spreads fast when participants have just enjoyed a fun-filled tour to an exciting destination or great restaurant and that leads to increased participation on subsequent tours. The opposite is also true when things don’t go well, so plan up front for success and happy touring!

## RAFFLES

Raffles are tempting events for Regions to conduct, however, there is the real possibility that such actions will create numerous administrative and tax problems, and conflict with national raffles conducted by PCA. Should a Region or other PCA affiliated person or group of persons decide to conduct a raffle, PCA National will not be responsible for any legal, tax, or accounting liabilities that may arise. Please see the following Raffle Region guidance:

### REGION RAFFLE GUIDANCE

PCA has conducted a successful raffle of new Porsche automobiles on a national level annually since 2006, and it is anticipated that PCA will continue to conduct such raffles on an annual basis, assuming that statutory law and market conditions continue to make such raffles beneficial to the Club.

The annual PCA automobile raffles have proved beneficial to PCA in the following ways:

1. Providing direct economic benefit to the Club, which in turn supports operations, membership, and national programs.
2. Stimulating broad interest among the Regions and membership.
3. Providing a highlight of the Porsche Parade when the winners are announced.
4. Reinforcing PCA’s continuing relationship with Porsche Cars North America (PCNA) and Porsche AG.
5. Providing an additional and interesting dimension to the work schedule of the National Office staff and Club management.

It has come to PCA’s attention that others may wish to emulate PCA’s raffles and in so doing may request assistance from PCA. Other raffles could have the following consequences:

Over-saturation of the market for automobile raffles.

Confusion in the marketplace as to whose raffle is being advertised and promoted.

1. Implication (negative) of PCA's raffle, if others did not adhere to the significant and material statutory and regulatory requirements for such raffles, noting that others may not have the resources to fully research and implement such requirements.
2. Dilution of PCA National's relationship with Porsche Cars North America (PCNA) and Porsche AG – raffle cars, contractual relationship, goodwill, etc.
3. Creation of potential legal, tax, accounting, and insurance problems within Regions that could negatively impact PCA.
4. PCA has therefore determined as a matter of policy that it is not in PCA's best interest to support automobile raffles organized and conducted by its members, Regions or any other persons or entities inside or outside of PCA.
5. Having established the foregoing policy, PCA has determined that it will not:
  - a. Advertise other automobile raffles in Panorama or on the [www.pca.org](http://www.pca.org) website.
  - b. Provide access to the national membership database to create a mailing/contact list.
  - c. Act as a conduit for access to Porsche Cars North America, Porsche AG or any authorized Porsche dealer.
  - d. Provide legal counsel or other advice with regard to the statutory and regulatory requirements related to automobile raffles.
  - e. Allow access to PCA's Executive Director or the National Staff to assist with any aspect of an automobile raffle.
  - f. Support any other activity as PCA's Executive Council may from time to time deem to be inconsistent with the above stated policy.

Should a Region or other PCA affiliated person or group of persons nevertheless decide to move forward with an automobile raffle on its/their own, PCA National does now declare that it will not be responsible for any legal, tax, or accounting liabilities that may arise.

Enacted by the PCA Executive Council, June 29, 2007 (Updated 2021)

## COMPETITIVE EVENTS

The numbers and types of competitive events that your Region can host are dependent upon the general attitude of your membership (are they competitive?) and the willingness and availability of your workers and organizers. Generally, a competitive event takes more workers than a social. Additionally, competitive events require you to enact a fairly comprehensive set of rules for safety, fairness and the ease of administration of the event. The [Parade Competition Rules](#) (see Parade) are a good example of these and their use is encouraged. Completion of the appropriate on-line [Observer Report](#) and [Post Event Report](#) is also required. If an incident occurs, complete the on-line [Incident Report](#). See [PCA Guidelines for Observer and Incident Reports](#). Examples of these documents are presented in "SECTION 9 – PCA FORMS" on page 151.

### Autocross

Autocross is the best known competitive event in a typical Porsche Club Region, as we tend to demonstrate the superior handling and performance of our cars. An autocross is a speed event wherein a single car runs a defined course and is timed electronically from start to finish. Autocross courses can be

set up at race tracks, or in shopping center parking lots etc. Safety is the most important aspect of such an event that must be stressed at all times. “Slalom” is another term for autocross, so read the preceding section and interchange the words as necessary. An excellent source of information is on the pca.org website, at <https://www.pca.org/autox> (see links on the left of the web page, list presented below) with advice on finding an autocross site, course design, scoring equipment options, how to organize your first autocross, etc:

- Announcements Board
- 10 Tips to Enjoy Your First AutoX
- Love Your Porsche – Exercise It
- AutoX Events
- Ideas to Expand AutoX Participation
- Autocross Minimum Standards
- AutoX Registration Processes
- AutoX Scoring Systems and Related Equipment
- AutoX Timing Equipment
- How to Design a Fun and Safe AutoX Course
- How to find an AutoX Site
- How to Organize a First Autocross
- PCA Autocross Safety Inspection Checklist
- PCA Drivers’ Meeting
- PCA Event Publicity Notice
- Excel – 2023 AutoX

Class Groupings for Different Sized AutoX Events Setting up an autocross involves a lot of advance planning. First, you must select your date and arrange for the site. Generally the owners and/or operators of the property must be contacted directly, and a letter of permission obtained. In all cases, you must apply for your PCA Insurance Coverage at least three (3) weeks prior to the event using the on-line [Event Insurance Enrollment Form](#) an example of the Enrollment Form and other related releases are presented under the Insurance heading in “SECTION 9 – PCA FORMS” on page 151. The owners of the property can be listed as an additional insured on your copy of the Insurance Voucher, if this would be of use to the owners in a secure location.

You will need pylons to mark the course, chalk to mark the location of the pylons, white shoe polish with a dispenser top to mark car numbers, timing equipment (computer print electronic timers, with bar code readers are the current rage), pennant flags on a streamer to mark off closed areas, etc., plus a host of miscellaneous odds and ends. You will need registration forms, timing forms, PCA waiver forms, pencils, chart board to draw a course map for the contestants to see, chart board to post scores, a public address system to announce, fire extinguishers, red and green, flags for use by course workers, tables and chairs for your workers to use, masking tape to post the chart board and do all those miscellaneous fastening jobs, and about ten to fifteen good workers. Have all workers, drivers and guests sign the release and waiver form(s).

Setting up your course is the most important activity of the day of the autocross. You should have laid out your course well in advance, and should have gotten some experienced autocrossers in your

area to review your course for safety and for fun. You want to make a course as interesting as possible within the bounds of safety and good sense. For general rules we suggest that you attempt to follow the [Parade Competition Rules](#) (see Parade) or ask your Zone Representative for advice. For organizing your participants into classes you can use the Excel spreadsheet “[Excel - AutoX Class Groupings for Different Sized AutoX Events](#)” which is available on the [Autocross](#) web page or use a system developed by another Region. Review the latest edition of the [Autocross Minimum Standards](#). Finally, be aware of the [Event Requirements for Non Wheel-to-Wheel Events](#).

A Technical Inspection is also an important part of an Autocross, and you should have an experienced and competent inspection team. They should have the necessary equipment on hand (a tire pressure gauge is mandatory, and a torque wrench is recommended) in order to do the job properly. An example [PCA Autocross Safety Inspection Checklist](#) is available on-line.

Having two or three “loaner” helmets on hand is also an excellent idea, as many novice autocrossers do not have their own. An adequate number of fire extinguishers is an absolute necessity, at least two, and preferably four, for an autocross held in a parking lot, and at least one at each turn plus one at the start and finish area for an event held at a race track.

Your entrants will appreciate knowing how they have done, so it is a good idea to both post times on a central score board and have an announcer read off each time as it is scored. This will give your entrants and their guests a good idea as to what is happening during the event. This is particularly important at a race track autocross where the entire course is not visible to the participants.

The last absolute necessity is a good first aid kit, see First Aid kit list on page 64.

## Gymkhana

Gymkhana is the name applied to an autocross-like event where the emphasis is not on speed, but on the driver’s ability to negotiate a set course with extreme precision. It often involves backing up, driving blindfolded (at very low speeds, of course) with a navigator, blowing up balloons, and other miscellaneous things and tricks of unbounded complexity and levity.

Similar rules apply to setting up a gymkhana, as with an autocross, except that with the lower speeds involved, the safety aspects take on a far different complexion.

## Navigational Rally

Also known as a Time-Speed-Distance or TSD Rally, is an event where cars follow a prescribed route on public roads at a precise speed or need to arrive at a destination after a precise driving duration or at a precise time (the latter is sometimes known as a Monte Carlo rally). This is an excellent form of competition, and requires only a sense of direction and the ability to read and follow instructions in order to compete. The winner is the one who has successfully negotiated the course with the minimum deviation from preset speeds and times. The [Parade Competition Rules](#) also contain information on this type of rally.

Setting up a Rally takes quite a bit of advance work. The Rallymaster might spend many weekends prior to the event, setting up the course, and establishing the precise wording of the instructions. The Rallymaster must set up the various checkpoints, where the contestants will pass and have their time compared to “official” time in order to establish a score. Again, we do not intend to fully detail this type of event, but merely to give you an idea as to the planning that must occur.

Once the course has been laid out and checked, the instruction set should be typed up as you intend to give it to the entrants. Then you should have a competent rally team pre-run the course, making sure they note the accuracy of all instructions. Once you have made their suggested corrections to the instructions, you should then check it again, or have it checked again by another competent team. It is also recommended to have a novice team pre-run the course, as they will give invaluable feedback from the perspective of what will be your largest audience (the novice rallyist).

The start point is important, as is the selection of the end point and any rest stops you are planning. The start should be from a relatively unused area at the time and day of your rally. For example, do not start your rally from a church parking lot on a Sunday morning! Be sure to obtain the permission from the lot owners well in advance of your event. You may need to name the owners on the on-line [PCA Event Insurance Enrollment Form](#), and you should arrange for this insurance at least three (3) weeks in advance of the event. Make sure all the workers and entrants sign the Release & Waiver of Liability & Indemnity forms, including the special releases for minors (see example forms under Insurance in “SECTION 9 – PCA FORMS” on page 151).



All Rally events MUST conform to the “[Minimum Standards: Rally](#).” Also, be sure to be aware of, and follow, the [Event Requirements for Non Wheel-to-Wheel Events](#). Make sure you are familiar with the Junior Participation Program (JPP) requirements regarding minors at a driving events (see page 134). Be sure to complete the necessary post-event reports listed under Event Reports in “SECTION 9 – PCA FORMS” on page 151.

Make sure there are gasoline stations at or near the start, and that they are open at the time of your rally. If you have a rest stop for lunch, be sure to notify the restaurant owners that you are coming, and what time, and try to give them some idea as to when you are coming. They may desire to put on extra help for your group. Also, make sure there are gasoline stations at or near the rest stop. A restroom stop after the first hour or so is usually a good idea!

For your ending point, be certain again that you make advance arrangements for your rally. It is nice to end at a pizza parlor, sandwich shop, or similar establishment where both food and refreshments can be had. If possible, let the participants know in advance of the ending location, or at least the ending area, which will help them in planning their day, after the rally.

Equipment needed for the rally is not as extensive as you might think, but some of it may be hard to come by if your Region does not rally much. At the beginning of the rally you should provide the official rally time. This can be as simple as a digital watch. While not necessary, some Regions prefer to use official GMT time. The GMT time can be found through a short wave radio that can receive either CHU (Canada) or WWV/WWVB (US). An alternative is to use a GPS synchronized digital clock.

The GMT frequencies are:

- CHU: 3.3 MHz and 7.3 MHz
- WWV: 5.0, 10.0, and 15.0 MHz

While purpose-built rally clocks are available, you can make do with time-of-day watches for each checkpoint, ones that are accurate to within one second per hour. They need to be synchronized to the official rally time. Clipboards, pencils, and other miscellaneous items are also needed. One very useful item for each checkpoint is a pair of hand-held radios (walkie-talkies), so the timer can communicate with the spotter (the person watching the cars crossing the official course marker). Having a large score board at the finish is useful to help each contestant see how each has done.

Different Regions often have different rules on rallying, so we won't delve into this area. One important point to note when laying out your course is to gear the difficulty of the course to the level of rallyist that exists within your Region, or that you expect to attend the event. In other words, do not set up a real hard rally if you will primarily have novices running in the event. An expert rallymaster can set up a very difficult course where all but the most seasoned rallyist will get lost. But it won't be much fun for everyone else, and you may not get them back as entrants. Rallying has sort of fallen out of favor in many areas of the country and we attribute this primarily to the high level of expertise that has come to be required by the entrant. Make the rally a bit simpler, attract more people, and make them all happy.

It is very important that when your contestants fall for "traps" and end up off course, that you provide them instructions back on course so that they don't get lost. In a well written rally, they will not know that they were off course until they are told so at the next checkpoint.

Rally Safety Tips:

Contact Info – The rallymaster should supply a cellphone number which contestants and workers can call during the rally, providing a way to communicate possible problems along the course, or to ask for help if they get lost.

Time Delay Requests – All rally rules should allow Time Delay Requests. It is often the case that rallyists are unable to follow instructions for reasons beyond their control. By allowing Time Delay Requests, you discourage the entrants from engaging in potentially hazardous driving behavior as they attempt to make up lost time. Experience has shown that Time Delay Requests are seldom abused for purposes of cheating.

Reasonable requests for a Time Delay should be granted for the following reasons:

1. Blockage of the rally course – for example, by train, accidents, cattle, etc.



2. Stopping to aid another motorist, to give aid at an accident or to give information to local authorities.
3. Any other problem encountered, however, such requests beyond 20 minutes (in total for the event) are usually considered unreasonable.

It is suggested that the Time Delay Request be presented at the first checkpoint reached after the delay. The amount of the delay request should be subtracted from the elapsed time for that leg of the rally before determining the score.

Clues – It is suggested that as many rally clues as possible be on the right side of the road when traversing roads with two-way traffic. Because people tend to drive where they are looking, this practice will help to minimize incursions into on-coming traffic.

Participation – All cars should have both a driver and a navigator. All drivers must be licensed. JPP participants may participate as navigator only. No one under 16 years of age is permitted in a participating vehicle in a Navigational or TSD Rally. Make sure you are familiar with the Junior Participation Program (JPP) requirements regarding minors at a competitive driving event (see page 134).

## Gimmick Rallies

Gimmick rallies are held by most Regions, with a wide variety of styles or “gimmicks.” (Each year a Gimmick Rally is also held at Parade.) These rallies are somewhat similar to a navigational rally, in that they require route following, but the instructions and determination of winners do not depend on driving speed, duration or arrival times. Instead, Gimmick Rallies require drivers, navigators (and passengers) to participate in a “gimmick” – following instructions, solving puzzles or other imaginative devices, much like a scavenger hunt.

While Gimmick Rallies are somewhat competitive, they are intended to be fun, and are often paired with social events at the end point of the rally. The starting and end points should be at locations with ample parking, and rest room facilities. Regions generally require advance registration, but often there is no or a minimal fee for the event itself, as costs are low. If a dealership or local business agrees to sponsor the event, that location could be the start or end point, or it could help with trophy costs. Trophies can also be low cost, clever, and humorous or connected with a theme based on the gimmick.

Gimmick rallies can be held with any number of participants, ranging from a handful to over 150 cars at Parade. Because Gimmick Rallies are not a Porsche “performance event,” it is typical to allow members to participate with other vehicles. (Parade entrants can bring their families in their tow vehicle or rental car.) Local Regions are also generally flexible, as long as there is a seat belt for every person in the car. Some Regions (and the Parade) have separate categories for 2 entrant vehicles, and 2 plus (“family and friends”), since the more people and eyes in the car, the more likely you are to find all the clues or succeed.

*Safety is the most important consideration when planning and running a Gimmick Rally.* Safe Gimmick Rallies require a driver and navigator in each car, as it can be dangerous to drive, read route instructions and read/answer gimmick questions simultaneously. The driver must be licensed (over 18) and it is required that the navigator be 13 years of age or older (see page 134). Passengers may be any age. All proper releases and waivers must be completed before the rally start. See “Part 6.1 – PCA Insurance and Risk Management” on page 125 and Insurance under “SECTION 9 – PCA FORMS” on page 151; also refer to the [“Minimum Standards: Rally.”](#)

A well planned route will offer pleasant scenery, opportunities to stop, and a route that is easy to follow. “Helper notes,” along with the route directions, are useful for pointing out local points of interest and giving information about rest stops. If the Rallymaster is going to be tricky, it should be with the “gimmick,” not the route instructions. The goal is for everyone to get to the end (and the social) without getting lost. Rallymasters should hold a drivers’ meeting shortly before the start, and provide instructions for safe practices during the rally, i.e., if you are driving slowly to look for clues, pull over to let local traffic by. Rallies can be more dangerous than other events, since the participants may be distracted, stop in the roadway, not check mirrors, turn around to look for clues, or travel more slowly than regular traffic. For this reason, the Rallymaster may include “transit zones” in congested or high traffic areas where it is stated that no stops or clues will be found, so participants can travel safely through a particular area.

A successful rally will not be overly long or with too many clues or questions. Typically a 2 hour rally with no more than 20-25 items, clues or questions to answer. Some entrants will take longer, due to stops, turning around for missed clues, etc. Rallymasters should realize that what takes them 1.5 hours to drive may take 2.5 hours for the entrants, and plan accordingly. A mix of easy-to-difficult clues allows everyone to be somewhat successful, yet separates the serious and casual entrants. A few “tie-breaker” questions are needed, especially for events with large attendance. Consider having a final tie-breaker that will be a lucky guess, e.g., “How many Hershey’s kisses are in the big jar?” ~2005 Hershey Parade.

Following the drivers’ meeting, route instructions may be distributed, or the Rallymaster may choose to hand them out as each car leaves. Send cars are out at intervals of approximately one minute (dependent on how many cars and the time constraints of the event). Checkpoints are not required, but can be used as part of the gimmick, for example stopping at an historic site for a clue, or pulling from a deck of cards to make a poker hand. Consider manpower needs for scoring and checkpoints to keep the rally manageable. If you have only a short time to score the answer sheets or a very large group, use a multiple choice answer sheet or another method of quickly scoring. Use questions that have short or one word answers. Be cognizant of modern technology, and plan a gimmick and a route that cannot be solved using information found with a “smart phone” or GPS. Consider providing the answers to participants at the social time after the rally, or posting on the Region website. (A slide show of photos taken of the locations and answers is fun and informative for participants, and forestalls many questions and complaints.)

There is a wide variety of types of Gimmick Rallies. Common rallies include the Scavenger Hunt, answering questions based on locations along the route, such as “What is the name on the mailbox at 123 Main Street?” or a Photo Rally, where participants try to identify landmarks along the route represented by photographs printed in the course instructions. In both, the more they find, the better their score. Sometimes these rallies are designed around a theme, an event or something unique to the area. In an “A-B” Rally, at each decision point the entrants have to select which instruction to follow: instruction A, or instruction B, usually based on what landmarks they see (or missed seeing). They are then judged according to how many correct decisions they make, which is really about how many landmarks were correctly spotted. As with a Navigational Rally, it is important to make sure that if your entrants end up “off-course” your instructions return them to the proper course so that you do not lose them! In a “Hare and Hound” Rally, the participants (“hounds”) try to find the route taken by the Rallymaster (the “hare”). At each decision point the entrants have to guess which way to go. They then travel their chosen route, looking for a landmark. If they don’t find it after a certain distance (it must be fairly obvious), they know they went the wrong way, must turn around, return to the decision point and try again. Winners are determined by the lowest mileage traveled, which means the fewest number of incorrect guesses about the direction of the route.

While the above types of Gimmick Rallies do not need checkpoints, you could have the contestants perform a feat of skill (or pure luck) at a checkpoint, such as draw cards from a hat, throw a football through a tire, back up through a series of cones, perform gymkhana tricks such as drive with an egg in a spoon, pin the tail on the donkey, and so on. For these kinds of Gimmick Rallies, the scoring is arbitrary. Use your imagination and have fun!

## Concours

Also known as Concours d'Elegance are widely known, and these are the most glorious of all Porsche Club events. The "Concours" (show of beauty, style) is a display of Porsches (or other cars) with a judging for cleanliness. The [Parade Competition Rules](#) have also required originality as a criteria in some classes. This is hard to do, and the Region may, of course, run its own concours—either with the originality rules, or merely using the "street" or "touring" class-cleanliness rule, where the chassis isn't judged. Consult the PCR's for judging criteria.

Setting up a concours is probably the easiest of all events, except for the finding of competent judges. You should select judges who, *as a minimum*, have competed in a concours themselves as a serious entrant. It is desirable that they have some prior judging experience as well. It is also a good idea to have a judging school prior to the actual concours, to make sure your judges understand the rules and the judging criteria. Make sure that the same team of judges handles all the cars in the same class.

Advance preparation involves the selection of a site, outdoors and a manicured lawn is by far the best. Indoor concours have been held before, even at Parades (1977 and 1993), but there are mixed emotions about this. Parades have also used downtown streets as venues (2004 and 2008). You do not need to submit an insurance request for a concours as it isn't a moving car event. The normal PCA insurance covers a concours, but if the property owner requests or needs a Certificate of Insurance, one can be issued for the event through the on-line [Event Insurance Enrollment Form](#). Be certain that the owner of the property knows that cars will be driven onto and parked on the lawn or property for several hours.

## Time Trial

A Time Trial is an "add-on" to a PCA Driver Education (DE) event (see below under "PCA Instructional Events") that brings in a competitive aspect to the event. During the practice sessions, driver times may be tracked by individuals with "Hot Lap" or similar systems. Note that the PCA Liability Insurance specifically prohibits wheel-to-wheel competition in this context.

### NOTE

**No timing** is to be done by the Region or the track. After all the practice sessions are done, there is one final session which is used to determine official times. Similar to Autocross, passing is not allowed during this final session, however, all the allowed timed laps are run continuously, as in practice. Cars must be released with enough spacing to avoid bunching up, so proper spacing of the cars is critical. During this final session, times are kept by the Region or Track. Typically, this means that only one or two cars can be on the track during timed runs. The event Gridmaster should grid cars by times from practice, sending faster cars first and should use their best judgment and discretion as to spacing.

All Time Trial events MUST conform to the [Driver Education Event Minimum Standards](#). EXCEPT that Time Trials ARE TIMED events, whereas Driver Ed events are not. Also, be aware of, and follow, the [Event Requirements for All Non-Wheel-to-Wheel Events](#).

## Club Racing

Club Racing events are an organized race series for Porsche owners. Classes are based on horsepower to weight ratios, and the rules are similar to vintage racing. Rookie Drivers must complete the Club Race Licensing School. While no awards are given based on the final finish, nonetheless, this is advanced wheel-to-wheel competition for qualified drivers who have experience in PCA Driver Education events, PCA Time Trials or in other organized race series. For more information on PCA Club Racing, see page 141, or check out Panorama’s monthly listing of races. PCA Club Racing has its own set of vehicle classification and race rules, that can be reviewed at <https://pcaclubracing.org/>.

### PCA NATIONAL TEST & TUNE MINIMUM STANDARDS

*This Minimum Standard is released provisionally for testing. Any Region wishing to operate under this standard must coordinate with the PCA Club Race Chair prior to scheduling the event Test & Tune.*

A Test & Tune is a moving car event run by a PCA Region one to two days before a scheduled Porsche Club of America (PCA) Club Race. A Test & Tune is for the purpose of allowing race equipped cars and drivers registered for the Club Race to familiarize themselves with the track in advance of the official Club Race dates.

No driver or car may participate in the Test & Tune unless the car and driver (together) are registered for the Club Race. Coaches registered for the Test & Tune (even though not registered for the Club Race) may drive one or more registered cars during the session, provided they are PCA licensed racers and recognized coaches.

#### NOTE

As stated above, this minimum standard is being tested and is subject to change. Refer to the website for the latest version of the [Test & Tune Minimum Standards](#).

## INSTRUCTIONAL EVENTS

*NOTE: Each of these activities may also require Event Insurance and signing of appropriate Waivers for all attendees (see “Part 6.1 – PCA Insurance and Risk Management” on page 125). Completion of the appropriate on-line [Event Observer Report](#) and [Post Event Report](#) are required. If an incident occurs, complete the [Incident Observer Reports: Driving/Non-Driving](#). See [PCA Guidelines for Observer and Incident Reports](#), and review carefully:*

### Autocross Schools

Also known as Car Control Clinics, are commonly held on shopping center parking lots, and with this exception, the autocross school is similar to the Driver Education event described below. Insurance waiver forms must be completed as is done for regular autocrosses. (See and follow all event procedures described above, and [Autocross Minimum Standards](#). Finally, be aware of the [Event Requirements for Non Wheel-to-Wheel Events](#).

### Driver Education

Events (aka “Driver Ed” or “DE”) are your chance to progress beyond what an autocross has to offer. Autocross requires you to exit the track after each lap. In a DE, unlike autocross, you remain on the course for the entire “run” session, lasting several laps. Cars are sent out on the course in groups (arranged by the experience levels of the drivers) and not individually. This means that in addition to finding the fastest/safest line around the course, you must also deal with traffic. Inevitably, cars will bunch up and

passing is a required and expected part of any DE practice session. *Note that the PCA Liability Insurance specifically prohibits wheel-to-wheel competition in this context.*

A DE event is not racing, nor is it preparation for racing. No times or finishing order are recorded, and no awards or prizes are received by the participants, just a lot of fun and camaraderie. Any conduct considered by the PCA Instructors or the rules to be either unsafe or inconsistent with the spirit or purpose of the Driver Education Program will not be permitted. This approach keeps the event safe for all participants.

Instructors should always be available to assist new student drivers, or those wishing to improve their driving skills. Instruction can be done through discussion, by the Instructor driving the Porsche on the course for the student in the passenger seat, or by the actual on-board instruction of the student-driver. Safety above all must be stressed, like an autocross, but to a much finer degree. The PCA encourages DE participants to obtain a property damage insurance policy which is privately available as a per event insurance policy (no liability coverage) that covers property damage sustained during DEs or Club Races.

#### NOTE

All PCA Driver Education events MUST conform to the [Driver Education Event Minimum Standards](#). Also, be aware of, and follow, the [Event Requirements for All Non-Wheel-to-Wheel Events](#).

## Rally Schools

Are classroom and on-course instruction in the finer points of rallying. It is a good idea to have an experienced rally team make up some charts showing typical rally-type instructions, with maps, showing the correct and incorrect ways to execute them. A question and answer period should follow. Then, there should be a simple, instructional rally where experienced rallyists are on hand at the checkpoints and at the end to answer questions and help the novices. If this moving car portion is held, it must comply with the “[Minimum Standards: Rally](#)” (on-line), Insurance Enrollment, Waivers, Observer Reports and Post Event Forms listed in the introductory note above.

## Tire Rack Street Survival

[Tire Rack Street Survival](#)<sup>®</sup> (TRSS) is a program run within the BMW CCA Foundation, a 501C3 organization, and is the largest active non-profit national driver education program that teaches teens the skills they need to stay alive behind the wheel. PCA has partnered with TRSS to work through their local regions to implement these schools in select areas. Unlike traditional Driver Education programs based on classroom theory and simple maneuvers, the TRSS program improves driver competence in car control through hands-on experiences in real-world driving situations.

Students receive a valuable classroom session and then learn, hands-on, how to manage everyday driving hazards, obstacles and challenges in a controlled environment on an advanced driving course. Students learn emergency braking and skid control, how to control proper braking, and how to avoid accidents entirely.

Students are taught in their own cars, not specially prepared program vehicles, so the skills they learn can be directly translated to their daily driving experiences. The TRSS challenges teenagers to understand how to control a vehicle, rather than just operate one. PCA-hosted TRSS schools are open to students 15 years of age or older, with a state-issued learner’s permit or driver’s license. We also require that the

parents of a permitted student certify that the student has driven at least 25 hours before coming to the class. The maximum age of a student is 21 years old.

The PCA insurance waiver forms must be completed as is done for other moving car events. Minor Waiver forms must be completed and signed by both parents (if alive, except in cases where one parent has sole custody) or guardians for all minor (15- 17-year-old) students. Finally, be aware of the [Event Requirements for All Non-Wheel-to-Wheel Events](#). Regions that desire to participate in the TRSS program should contact the PCA Tire Rack Street Survival Coordinator at [StreetSurvival@pca.org](mailto:StreetSurvival@pca.org) for further instructions. Please see the Insurance Enrollment, Waivers, Observer Reports and Post Event Forms described in “Part 6.1 – PCA Insurance and Risk Management” on page 125. Examples of the forms are presented in “SECTION 9 – PCA FORMS” on page 151 under Insurance and Event Reports.

## Concours Prep Sessions

Are essentially schools on how to concours your car. These should be held at someone’s home (with a large driveway), or perhaps at a dealership, or similar location. Have several experienced concours entrants bring their cars, and have each one show how to prepare the car, what cleaners to use, where to clean, etc. Then, an experienced judge should give some lessons on how judges look at the cars, what they find and where, how they score, etc. This will give the beginner concours entrants some feelings of confidence, or at least that they know a little more about what is happening. *NOTE: If a vehicle is placed on a garage lift or jack stand, as part of this event, the on-line [Event Insurance Enrollment Form](#) must be submitted in advance (example on page 157) and appropriate Waiver Forms must be completed for all attendees (see “Part 6.1 – PCA Insurance and Risk Management” on page 125). Complete the on-line [Post Event Report](#) and [Event Observer’s Report](#).*

## Technical Sessions

Are another fun event, not oriented specifically to competition, but indirectly so (you must have your car properly maintained in order to compete). Tech sessions can either be of the auditorium/expert speaker type, where the Region arranges for several technical experts to give talks on maintaining (or restoring)



Porsches (usually these speakers will have visual aids of some sort), or they can consist of a gathering at a dealer's garage where several cars are put on lifts and some experts give pointers on maintaining the cars. Still another variation is where a Region allows the members to put their own cars on the lifts and perform their own maintenance, with experts available to give advice or assist as necessary. This only works with a very large and cooperative garage, or a very small Region (with a cooperative garage).

As with a Concours Prep Sessions (above), if a vehicle is placed on a garage lift or jack stand, as part of this education, an [Event Insurance Enrollment Form](#) *must be submitted in advance (example on page 157) and appropriate Waiver Forms must be completed for all attendees (see "Part 6.1 – PCA Insurance and Risk Management" on page 125)*. Complete the on-line [Post Event Report](#) and [Event Observer's Report](#).

### **PART 3.3 – MULTI-REGION EVENTS**

Since the founding of the Porsche Club of America, Porsche owners have enjoyed coming together to talk, compete, and enjoy each other's company. This feeling has been the basis of the many Regions of PCA that have sprung up around the country and is the rationale for the annual Porsche Parade and Treffen North America events. The great numerical, as well as geographical, growth of the Club has led to problems as well as advantages. Although our Club is large and has a wealth of activities to offer its members, there has been something of a gap between the Region event and the National events. Region events are sometimes limited by preparation, lack of imagination or resources, and the predictable results of having the same people compete against each other in the same ways. On the other hand, National Parades and Treffen North America events may be too far away, too expensive for some, or just are not often enough for the really active member.

A compromise, which has a considerable precedent in the Club, has been found in the Multi-Region Event. This has received even further impetus after the establishment of Zones which link together groups of Regions in a loose way and with the financial support offered by PCA National for events involving two or three competitive or social events (see page 33.)

The purpose of the Activities Section is to pull together the experience of several members who have put on Multi-Region events, in the hope that it may act as a guideline to Regions which have not yet tried them, to spur your interest in hosting such an event, and to outline some of the pitfalls that can keep the Multi-Region event from running smoothly. What follows is a framework around which you can build your own Region's unique multi-Region event.

**Specific Rules If Seeking a Multi-Region Event Subsidy** – A Multi-Region event has an official definition and description, which must only be followed if your Region desires the "Multi-Region Event Subsidy" from National (to obtain these funds see page 33 and "Part 3.4 – Getting Family Juniors Involved" on page 107).

**Planning Considerations** – Probably the most important single item in a successful multi-Region event is the selection of the chair. This individual should be enthusiastic, experienced, and, most important, able to delegate the many responsibilities of the weekend to others and see that they are carried out. In other words, they need to be very much like the President of your Region (and many successful event chairs are probably either past or future Region Presidents). It is important that the selection of a chair be made far in advance of the event, probably as soon as the year's officers are elected and appointments for the following year can be made.

Once appointed, the chair should work with a nucleus of workers. They should meet early-on to lay out the framework of the kind of event that they want to take place, to establish a timeline, and to delegate

major areas of responsibility to members of the event committee. As time goes by, these meetings should be held more and more frequently. In the last weeks before the event, formal meetings of the entire committee two or more times a week can be very helpful in anticipating problems before they happen and in ironing out the inevitable rough spots. The following are areas of consideration for the event chair and the event committee:

**Timing**— This is no problem with an annual event that is traditionally held on such-and-such a weekend, but in starting for the first time, consideration should be given to when most of the involved PCAers are able to participate. Thus, consideration should be given to the school year and school holidays for those who have small children; The possibility of using holiday weekends which can provide an extra day for travel or events should be investigated; And the weather in the host Region’s area should be given consideration. Special attention should be paid to possible conflicts with the national Parade, other Multi-Region events, PCA Club Races, or the proximity of other local events (such as an Indy car race). The guests who are invited to the event should not have to make a difficult choice as to whether your event is likely to be better than the one next week. Some special thought might be given to staging an event at an unusual time, perhaps during what is traditionally a lull in activities in your area. If at all possible, make the decision as to when to hold your event early enough to notify all invited Regions before they arrange their own event calendars for the year. Ask them to put your Multi-Region event on their Region and Zone calendars, websites and social media streams.

**Location** – Headquarters for the weekend should be in a motel or hotel that is convenient to the areas that will be used for the events. It should be relatively easy to find for out of town people and should have a management that is understanding of the “special requirements” of an automobile-oriented group in regard to parking areas, facilities for washing cars, etc. It should always be remembered that expense is a large factor for many people in deciding whether or not they will attend your event. Most people will prefer a pleasant environment with reasonable rates to an expensive luxury situation. It will sometimes work out that the accommodations can be arranged at a motel which is near some natural attraction of the area; This will add a pleasant backdrop to the weekend and make the usual activities even more agreeable in this variant setting. Ask the management to give you a hospitality room (most motels will do this free of charge). This is useful as a storage place for trophies and door prizes, as a place to host small or informal cocktail parties. It can be used for registration, and sometimes as a place for the chair





and workers to collapse for a few moments. Most motels will accept reservations directly from people who identify themselves as being with your group, thus removing one more task from the committee.

Be very sure that your motel has facilities, or that there are others nearby, for feeding your entire group and that this can be done quickly and efficiently. Many places have divided rooms or several small eating areas which will not serve for the entire group to be together for the banquet, presentation of trophies, etc. Go over available menus very carefully. Banquet food is notoriously expensive and mediocre and it may be that a buffet will be the best way to go, or perhaps a picnic on the grounds with food catered or prepared with local help. With the latter, be sure to have an alternate arrangement in case of bad weather. Most restaurants will require a set menu for a group larger than fifteen and will need to know within about 10-percent how many people are going to be present. This can be anticipated by having an effective preregistration system. Protect yourself from last minute changes by motel and restaurant management by having your agreement with them prepared well in advance. To avoid surprises, confirm any such understanding in writing before the event.

**Support** – A little bit of effort will provide a great deal of financial “oil” to make your weekend run more smoothly. Most importantly, try to get the local dealer and/or other automotive companies involved. This is a good chance to get in a bit of free advertising to nearby Porsche types and his generosity may surprise you. With a bit of luck, you should be able to have the cost of a cocktail or beer party, a picnic, or perhaps the weekend’s trophies underwritten. The local dealer or dealers may also provide emergency repair facilities for those who may be in need, but this is often more difficult to come by than an outright donation. Additionally, a good source of door prizes will be local businesses selling automobile parts, independent operations servicing Porsches, oil companies, etc. Even local businesses completely unrelated to automotive enthusiasm will often donate a small door prize for the advertising involved, if it is presented to them in an appealing way with the type of members belonging to PCA being stressed. It goes without saying that businesses and individuals who are kind enough to donate door prizes or support to your event expect and should receive due credit for their generosity by the distribution of whatever advertising they may request and recognition at the time of the awarding of the door prizes. A prompt and properly grateful follow-up letter after the event will assure that these people will be continuing friends of PCA and will perhaps make their contribution an annual gift, on which your Region can count.

**Events** – One day “weekends” may include a single Porsche-related competitive event, such as autocross, concours, rally or tech/historical quiz. Two day events may include one or more of these, along with Social Events. Competitive events could include:

1. Rally – There are very, very few blood-thirsty rallyists in PCA and many more complaints about a rally will hinge around its being too tricky or devious, rather than too simple or boring. Remember that the rally master who lives with his event is much more likely to feel that it is simple and straightforward than it is actually to the person who is driving it for the first time and under pressure. Additionally, as much simplification as possible should make it easy for those who come from another Region and are therefore not familiar with the unwritten rules and regulations under which the host Region rallies. The goal of the Multi-Region weekend rally should be for everyone to have a good time and, most importantly, to finish. Don’t make it too long; some of your guests will have driven a long distance the day before and will have to drive a lot more the day after. Ideally, your rally should cover countryside that shows off the natural beauty of your area, but not at the expense of length or intricacy. The weekend chair should pick a rally master who has had experience in planning at least one or two previous successful rallies. The course should be rechecked before it is actually run, by one of the Region’s most inexperienced, as well as one of its most proficient rallyists

for comments and changes if necessary. See “[Minimum Standards: Rally](#)” under Region Management, Event Management – Minimum Standards and Guidelines at <https://www.pca.org/members/reports/forms-and-docs>. Also see Navigational Rally (page 92).

2. Autocross – The chair for this should be chosen for their experience in this type of endeavor. Because competition is traditionally stiff in this area, the host Region must use electric timers. Ideally, a second electric timer should be available for back-up in the not unlikely event of malfunction. The course should not be one that has been regularly driven by host Region members, particularly if they are competing for trophies against their guests. In Regions that are blessed with an outstanding facility such as a nearby track with a famous reputation, the speed event may be one of the greatest drawing cards for the weekend. Of course, the usual considerations of non-participant and driver safety, adequate course communications, and a situation so that competitors can find the score on their most recent run without placing themselves in the way on the course, are most desirable. See “[Autocross Minimum Standards](#)” under Region Management, Event Management – Minimum Standards and Guidelines at <https://www.pca.org/members/reports/forms-and-docs>. Also see Autocross (page 90).
3. Concours – For the longer weekends, this should be a separate attraction early in the course of weekend happenings so that concours enthusiasts are not alarmed at the possibilities of what may happen to their car in the rally before the car can be shown. Probably the best scheme for the concours is to run it as much as possible as it is done in the National Parade with five to six judges (selected, perhaps, from members of other car clubs, antique car clubs, or the ranks of local paint and body experts) with individual judging of the six sectors of the automobile. It would be desirable to have an alternative indoor site for the spacious outdoor area you have selected, in case of miserable weather, although in practice this is seldom feasible. The concours is a particularly good event on which to garner some favorable publicity. Many newspaper photographers are fascinated by the idea of an automotive “beauty show” and the Region can get in a plug for its activities and members without the stigma of high speed or “hot rodding.” For shorter weekends and those in areas where concours activity is not popular, it might be of some interest to present this event as a surprise, adjunct to another happening such as the autocross. Here, the person who keeps his car pretty clean on a day-to-day basis, but doesn’t go in for cad plating the engine bolts, may stand a good chance. Whichever way you go, classes should be limited depending on the size of the turnout for the weekend. Consult your Zone Representative or the Parade Competition Rules for ideas on how to group competitors into classes. See Concours (page 97).
4. Tech/Historical Quiz- Regions hosting Multi-Region events should consider a Tech/Historical Quiz as a competitive event. There is now a fairly large body of past Parade tech quizzes that can be used for questions. Bibliographies and references should be furnished in advance to the entrants and should be smaller than those used at Parades. Recent past issues of Panorama can provide a fertile ground for questions as can other easily accessible sources of information. Be sure to separate Men’s and Women’s scores for awards, as well as possibly model-specific tests.

**Awards Banquet** – Although an Awards Banquet is not an “event” for a Multi-Region weekend, trophies are important! Everybody likes to win something, particularly if they get it on the spot and can take it back home with them to show off. By the same token, those who didn’t come to your event are going to hear it described in glowing terms by those who won impressive trophies and they will, in turn, be impressed by the sort of hardware you give out. Count at least part of the money you spend on trophies as money spent on advance publicity for your next Multi-Region event. So, if at all possible,



have trophies at least first and preferably second place deep in each class for your events bought, on display, and ready to be given out at the awards banquet. If you plan to engrave the winner's name, this can most easily be done by mailing the metal plaque and letting the winner attach it onto the trophy at a later date. Although the awarding of the trophies will probably be the high point of the evening, plan creative entertainment to keep the interest high without getting people too tired. Consider a short speech or special presentation by some local talent not widely known.

**Advertising**— This is crucially important! No matter how good the rest of your planning is, your weekend will be a disaster if no one comes! With the early planning and setting up a date mentioned above, it shouldn't be too much to ask of invited Regions to put your event on their schedule in their newsletter, Region website and calendar, so that people can make plans far enough ahead to save a little money, get time off, etc. Ideally, a brochure with an event flier should be emailed to each individual member invited. An alternative can be to email an attractively designed advertisement to each of the nearby Region newsletter editors and webmasters with a request that it be inserted in their own newsletter and website a couple of months before your event. One option is to create a website, or a link from the Region website, just for the event, and advertise the address. Members of the host Region can travel to adjacent Regions to attend their meetings and talk things up a bit. However you attack the problem though, keep interest up by repetition and by periodic additional information on special things that are going to make your weekend outstanding and exciting. Remember, too, where charity begins and get your own membership enthusiastic about the weekend. Phone calls and personal contact by interested people can pull in reservations from the undecided. Be sure to mention that special door prize(s) you are giving away!

Well written news releases for the [PCA.org Event Calendar](http://www.pca.org) are further free sources of advertising. Keep your own website updated and positive! Of course, be sure to post details on the PCA National and Region Calendar at [www.pca.org](http://www.pca.org).

Finally, don't overlook the impact newly developing social networks such as Facebook and Twitter can have on your membership and others who subscribe. Prompt distribution of event photos on various social media is an excellent promotional tool.

**Registration** – Preregistration is the only way to go. Limit your registrants to those whom you can accommodate with housing, food and space at the event – then strive to fill this quota. Make people absolutely certain that if they don't get their money and reservation in, they will not be able to come at the last minute and what's more, they will miss a great event. Only in this way will you really have an idea of how many people you are going to have that fateful morning when the first car is out for the rally and the food has been bought for the picnic.

Have plenty of registration forms on hand to email or mail out with your event details and to give out at the drop of a hat. These should be of attractive design, should include pertinent information (such as any special rules under which the events will be run, details on where your event will be held, and special attractions).

Coordinate your registration efforts with those of the host hotel, but hopefully, let them take care of their problems while you take care of yours. Consider using an on-line registration and payment program, see page 123.

Registration should require at the very least a healthy deposit and preferably full payment for the weekend to prevent last minute back-outs. Once the application and the money have been received, immediately send out a participant's kit which should include all of the information which the guests will need, links to areas of local interest, maps, additional information about the host motel, and a information on how to book your hotel room if this has not been previously handled. An email confirmation, if an address is available, is a necessity.

At this same time you may choose to send a complete set of rules and regulations for each individual event, so that each entrant will know well in advance the exact conditions under which they will be expected to participate. These could be posted on-line, if you create a website for the event. A thorough and attractive effort in this area can draw more applicants among those who are yet undecided. It might also be well to include in your registration package a list of trophies and their donors, name tags, and a car number. Again, much of this can be accomplished with a vibrant and frequently-updated website for the event. A personal letter or email of welcome is an especially fine touch.

**Scoring** – Consider giving at least one overall trophy to the person or pair who performs well in all events of the weekend. In order to determine this efficiently, one person will need to devote almost their entire attention to compiling the scores of the various events. If this individual has computer ability and a laptop, all the better. Even without this, a system of the type which assigns a point standing to each entrant depending on (a) performance within a given class in a given event, and (b) the number of cars in class, will make this job more accurate and less formidable. Each individual is, of course, judged by their performance in class and not overall. An efficient scorer should be able to have a display at the Awards Banquet consisting of a large poster or blackboard showing the standings in each event and the overall standing of each participant of your weekend. This will add a great deal of interest and make the entrant who lost by one point feel both better and worse about the dirt on the spare tire or the pylon hit that afternoon.

**Miscellaneous** – Give your event a unique name. It adds to the zest... "Oktoberfest," "Chesapeake Challenge," "Rebel Rennfest." Try to dissuade your more competitive members from competing directly with your guests by making your overall trophy an overall "Out-of-Region" award. This can eliminate a lot of hard feelings on the part of competitive guests who feel that they may have been beaten because they were a little bit unfamiliar with what was going on away from their home playground. Consider a special "Long Distance Award." Overall and event trophies for host Region members can be given separately for those highly placed.

Have somebody there to personally greet the out of town people when they hit the hotel or show up for the first time. It will make them feel a lot better and make them like your event a lot more without really knowing why. It might be a good idea to arrange the seating at your banquet so that members of your own Region are dispersed throughout the room to get to know your guests better.

Get a good master of ceremonies for the banquet and trophy presentation (not necessarily the event chair) who can entertain the guests, keep things moving along, and who knows when to quit.

Keep a list of all who attend your event so that you can send them a direct mailing or email next year. Be sure to promptly update the event's website (if you have one) with the results, so that the winners can see their names! A follow-up evaluation sheet, or an on-line evaluation, mailed to every participant and every worker, can reveal cogent criticisms that can make your next multi-Region event even better than the first.

**Financial Oversight** – See the PCA Guidance on Financial Oversight of Multi-Region Events on page 20 for accounting guidelines. *Finally, have a good time. After all, that is what it is all about!*

### **PART 3.4 – GETTING FAMILY JUNIORS INVOLVED**

The Junior Participation Program (JPP) is intended to encourage families to become and stay more involved with PCA, as well as strengthening a long-term connection between 16- and 17-year-old sons, daughters and other specified relations of PCA members and to encourage their future participation in the Club. Once these sons, daughters or other relatives become 18, they will be able to join PCA as a full member. For rallies and gimmick rallies, the navigator can be a minimum of 13 years old. See “The PCA Junior Participation Program” on page 134 for requirements and limitations.

### **PART 3.5 – PORSCHE PARADE**

The Parade is the “big” PCA event of the year: Our annual national convention. Parade has a potpourri of activities centered on four competitive events: Autocross; Concours; Time, Speed, Distance Rally and the Technical & Historic Quiz. Members from all across North America come together for this once-a-year extravaganza to participate in a week of competitive events, seminars, tours, banquets and to socialize and enjoy their cars. For many PCA members, Parade is their big vacation for the year. It provides them with an opportunity to see new parts of the country as well as to visit with PCA friends that they only see once a year, at Parade!



The term “Parade” evolved in August 1956, when 64 enthusiastic entrants gathered at a suburban Washington, DC motel for four days of Porsche enjoyment and friendship. A parade of Porsches through the countryside actually occurred and the name stuck. The current size of our convention makes a true “parade” of cars logistically difficult but we still do it when we can and it is always a sight to see. Additionally, there are many other events to keep you occupied: tech sessions, banquets, a gimmick rally, driving tours, 5K walk-run, golf tournament, art show, historic car display, RC cars and, local attractions just to name a few. Each Parade also includes a Parade Store, where you can purchase Porsche and Parade-logo clothing, and accessories.

Parades are typically held in the summer, and each year the Parade moves to a different part of the country. Locations range from downtown locales to remote resort areas. Each year is unique.

Seminars are held throughout the week, covering a wide variety of Porsche related topics, and are generally hosted by Porsche, automotive-related companies, or by PCA's own Technical Committee. Each Parade also has a complete children's program and teen activities (Parade Juniors), making this a vacation for the whole family.

While Autocross, Concours and Rally events probably frequent the calendar of your local Region (if not, descriptions can be found elsewhere in the RPM (“SECTION 3 – REGION ACTIVITIES” on page 83) the Technical & Historic Quiz may be new to you. This is a written multiple-choice quiz testing your knowledge of all things Porsche – from the history of the company itself, to the technical facts and figures about the myriad of cars they have produced. Complete details on these events and the classes of competition are contained in the [Parade Competition Rules](#).

In addition to entrants, representatives from Porsche AG and Porsche Cars North America also attend, along with numerous automotive-related spokespeople. Panorama, the official magazine of PCA, publicizes the event (as do other national publications).

Any member in good standing is welcome to attend the Parade and enter the four major competitive events. Along with them, members of the College Age Family Program (CAFP) and the Junior Participation Program (JPP) may also attend and compete in the four competitive events. The College Age Family Program is for 18–25-year-olds. The Junior Participation Program is for 16- and 17-year-olds. Complete details about the JPP Program can be found on page 134. Details of the CAFPP Program can be found in the [Parade Competition Rules](#). Other guests are also welcome and encouraged to attend, and while they may not enter the four competitive events, they are welcome at all other Parade activities.

The Parade is a national PCA event and is managed by the National Parade Committee. As with all PCA events, it takes volunteers to run a Parade. In fact, Parade is so large, it takes an army of volunteers! This is where you and your fellow members come in. We need your help to run each Parade. Here is your chance to participate in running the biggest event in PCA. A lot of friendships are formed and knowledge shared by working together. Volunteers have discovered an excellent way to get the most out of PCA is by pitching in and helping. You know how fun it is to work at your Region events, here is the chance to do it at a national level.

Volunteers are needed on differing levels: First is Parade management, which runs all aspects of the Parade week. This can be a specific event or a necessary service, such as securing equipment. (Please note that this requires a time commitment that is significantly longer than the Parade week itself.) If you would like to volunteer at a management level, please contact the [National Parade Committee Chair](#), listed in the back of Panorama, under “Any Questions?”

Secondly many volunteers are required throughout the week of Parade to handle the numerous tasks necessary and critical to ensure a successful Parade. You will have the opportunity during the Parade

registration process to indicate what events and times in which you would be interested in helping. Please help out; it will be worth your while.

As mentioned above, the Parade moves to a different location each year. Parade site selection is a rigorous and complex process which includes identifying adequate venues for the variety of events as well as sufficient accommodations and facilities for meetings and banquets. The National Parade Committee actively seeks out future Parade venues. This process starts by identifying the desired part of the country. To be fair to all members, and to keep it interesting and exciting, the Parade moves around the country every year; alternating between East, West and Central; North and South. Once an area is selected, the next step is to identify hotels and resorts that are sufficiently large to accommodate the large number of entrants, guests and sponsors. Not just guest rooms, but also parking for all of our vehicles, both Porsches and other tow vehicles. Add to that the need for sufficient meeting space, banquet space, a nearby concours and Autocross venue and you start to see how complex this search is.

Once the possibilities are identified, the National Parade Committee will perform site visits to separate which are really feasible from those that just look good on paper. The National Parade Committee then provides a recommendation to the Executive Council to obtain confirmation of the final location for a particular year. Once selected, the PCA staff performs all contract negotiations to make it official. The PCA is always looking for new places and ideas. If your Region would like to see a Parade in your local area, please contact the National Parade Committee Chair, listed in the back of Panorama, under “Any Questions?” While PCA cannot promise a particular year, it can promise to take a serious look at venues in your area.

### **PART 3.6 – PORSCHEPLATZ**

Porscheplatz consists of a hospitality tent and a Porsches-only car corral where attendees may park at most WeatherTech SportsCar Championship series races. If you are a Porsche Club of America member or own a Porsche, you are invited to attend Porscheplatz. Porsche Cars North America (PCNA) sponsors the hospitality tent, and PCA volunteers provide the manpower to park cars and manage tent activities. The International Motor Sports Association (IMSA) plays a major role in coordinating Porscheplatz activities with PCNA and the race venues. A [frequently asked questions](#) page for Porscheplatz is located on the pca.org website (click the preceding hyperlink).

At the Porscheplatz tent, there are presentations by Porsche GT Team drivers, Porsche Motorsport North America, Porsche Global Partners and more. Activities include opportunities to win prizes, including exclusive Hot Pit Experiences, and take part in special paddock, team and transporter tours. Watch the races track-side or via live feed from TV monitors in the comfort of the Porscheplatz tent while enjoying a cool refreshment. Many times Parade Laps are offered, giving attendees the chance to drive their own Porsche on the track (led under controlled slow, speeds.) Printed agendas are available at the Porscheplatz to plan your race day accordingly.

Another part of the Porscheplatz experience is the “Porsche Only” Car Corral - a dedicated parking area exclusively for Porsche vehicles. The “Porsche Only” Car Corral parking is usually located adjacent to the Porscheplatz tent when possible, but this varies from track to track. You will see Porsches of all ages and models from all over the U.S. and Canada. It is truly an amazing sight to see them all grouped together.

## PART 3.7 – TREFFEN NORTH AMERICA

[Treffen North America](#), *experiencing America's best roads and destinations*, replaced the PCA Escape and includes a re-branding and repositioning of the event within those offered by the Porsche Club of America.

Treffen locations and event components are determined by the Treffen North America Committee, taking into consideration the uniqueness of the locale and variety of activities available in the area. Events are researched and selected several years prior to the year of the projected event. The Committee will perform site visits to separate which are really feasible from those that just look good on paper, and then provides a recommendation to the Executive Council to obtain confirmation of the final location for a particular year.

Working in partnership with local regions, PCA National negotiates and holds all contracts; develops, operates and maintains the website; promotes the event, arranges sponsorships, orders collateral materials, and handles registration. These tasks, and their associated financial exposure, have been the greatest challenge to regions that produced an Escape in the past. Under the Treffen model, the regions are left to do what they know best: find the best driving roads, local attractions and lead the drives to those venues.

The latest information about current and future Treffen events can be found on the Treffen website at <http://treffen.pca.org/>.

If your Region would like to see a Treffen North America event in your local area, please inform us via the [CONTACT](#) tab on the Treffen website. Complete this form and submit it to the Treffen North America Chair as indicated—the good news is that you don't have to do any more than that, the Treffen Committee will handle everything else!



*Treffen Banff*



## SECTION 4 – PUBLIC & COMMUNITY RELATIONS AND MEDIA RELEASES

### PART 4.1 – PUBLIC RELATIONS

“Public relations,” as it relates to your local PCA Region, can be said to be community relations in the city or area where the majority of your members reside. This can be in person, in print, broadcast on radio or television, the Internet, or on newly developing social network sites.

The public relations goals for your Region should be, at the very least, most of the following to:

1. **Acquaint non-member Porsche owners** with the fact that you have a viable, worthwhile organization in their area which they should consider joining. Membership recruitment is an area which most Regions need help, and can be positively assisted by an active public relations program. Public Relations *can* aid Region membership.
2. **Give your current members** a sense of pride and feeling that they belong to a club into which it is worth putting some effort. Everyone likes to see his or her name, or the names of people they know, in *PANORAMA*, the newspaper or hear them on the radio.
3. **Let the public at large know** that car clubs have members who are “normal” people, with community interests, jobs and families, which represent diverse elements of each community. Too often, car clubs are thought of as speed freaks, drag racers, gas wasters, or a public nuisance.
4. **Let dealers and potential sponsors** in your area know that your PCA Region is worthy of their support. This relationship can be a “win-win” for a dealer and the Region.

Select events to publicize which will create a favorable impression on the public. Some of these may be among the following: Charity Events, Concours, Election of Officers Results, Club Anniversary, Family or Enthusiast of the Year Winner, Membership Drive, Visiting National Officer or Hosting a National Meeting, Presentation of Long Term Membership Certificates from the PCA National Office, or Announcement of Honors or Awards Won by Region Members while attending the Porsche Parade.

Finally, don't get discouraged or freak out if some (or most!) of your media releases do not find their way into print or mention on the radio or TV! The media gets hundreds of items and they have to select at the time. Just remember if just one a year gets into print, that one alone may accomplish all the goals mentioned above.

While every Region's officers and members are informal representatives of that Region, each Region should have a designated Public Relations Chair. That person should be someone OTHER THAN the Newsletter Editor or the Website Chair. Set forth below are some basic facts about public relations, publicity of your Region's activities and its members, and media releases. Public and Community Relations and Media Releases for PCA on the national basis are handled by the National Office in Columbia, Maryland. Any Region that has public relations issues or questions should contact the PCA Executive Director at <https://www.pca.org/connect/national-office>.

**What Every Region Should Know About Publicity** – Publicity about your PCA Region, in any format, is important to:

1. Remind and alert current PCA members about forthcoming meetings and events.

2. Stimulate membership by indicating to non-member Porsche owners that the Region is active and that perhaps PCA does have something to offer them.
3. Show officers of other sports car clubs that PCA is an outstanding organization, and thus challenge them to meet our mature attitudes and standards, and thus help to improve the overall image of sports car enthusiasts in the public's mind.

Because news of PCA appeals to a limited segment of the public, items about the Region usually will appear in a newspaper's sports car column, in the sports section, or in an automotive or general "meetings" column.

The news media is interested in what? This includes announcements of coming meetings and events, election of officers, results of events, national events (such as Parade, Treffen North America, or a multi-Region event) if held in your area, special awards and achievements of members, annual reports, statements from Region officers concerning civic proposals that touch upon sports car owners and their responsibilities as good citizens.

If there are local sports car columnists, call them up and find out where they want news items sent, and what their deadlines are. Do the same if you have a sports car program on a local radio or TV station. Consider using local "public access" channels of your cable TV company.

If your Region covers a large part of one state plus sections of adjoining states, you have a problem in reaching Porsche owners in the smaller communities. First, concentrate on the large metropolitan dailies. Then refer to your public library's copy of the Gale Directory of Publication and Broadcast Media, or the older N.W. Ayer directory (1986) and select the main dailies in the cities in your Region. Meeting notices sent to these far flung dailies may be of marginal value to the editors because they are reluctant to give space to a meeting in a city 50 miles away. You may want to survey those newspaper editors receiving your news releases before you send releases to them.

## **PART 4.2 – MEDIA AND NEWS RELEASES**

A media release is a stab in the dark, but like such, it can be either ignored or very effective! The best approach to preparing a media release is to put yourself in the shoes of whomever you are aiming it at. Most reporters and editors will take the easy way out, given a good press release, and print it "as is." If they have to do any work, this will be a deterrent to your press release's appearance. See examples on page 114.

If you prepare and send a press/media release to your local newspaper, radio or TV station, local community website or elsewhere, then write it so that it can be published "as is." Assume they drive a different marque and think all car club members are speed freaks, drag racers, gas wasters, or a public nuisance. Make your media release easy for that person to understand.

Media and news releases can be issued for almost any reason, and most editors are being bombarded with press releases on everything from county fairs to stock offerings, so it takes something special to grab the interest of the editor. One good technique is to send a color photograph with the release. Consider calling the editor after sending it, to confirm receipt and obtain informal feedback.

PCA charity events definitely get the best press coverage, because they involve the whole community. They can contribute to the community's welfare and take advantage of the community's generosity. It helps if you can point to a sum of money or other benefits being given to a specific local charity. A picture helps here – someone presenting a check to said charity or pictures taken at the event.

The sample media releases press releases included in this RPM are geared to pre-event publicity, but they are only half the story because an equal opportunity for good PCA publicity occurs after each event. Your PCA newsletter editor, plus other members who can write or take photos of events, should try to get news of worthwhile events to the local papers both before and after the events. Try to persuade the local paper to cover a charity or other “public” event. An article with pictures might make a welcome addition to the club section of their newspapers; an autocross might make an equally attractive feature for their sports section.

We suggest that a member other than the newsletter editor or the website editor, be assigned to handle the Region’s public relations duties. The editors are too busy putting out the newsletter or updating the website, so a separate chair, solely in charge of Public Relations, is a good way to make sure the area is well covered.

Additionally, keep in mind that the object of public relations activity is to attract new members and give your Region a good reputation in the local community. Any publicity should show that the Region serves not only Porsche owners and enthusiasts, but is of benefit to the community as a whole.

**Geographical and Region Size Challenges** – There are substantial challenges in publicizing a Region that covers a large geographical area. Also, the problems of publicizing very small Regions whose modest range of activities might have limited public interest are indeed real. In a few cases in PCA, there are Regions, which are both very small and whose membership is spread out over a large geographical area.

First, may we suggest that press releases be sent to newspapers in all of the towns in which you have members in your Region’s geographical area. If you have an item about only one person or family, who reside in Boomtown, USA, which is thirty miles away, then send your release only to that town.

As a general rule, small city or suburban papers are much more receptive to the type of news you will have. They are usually more eager because they have less news and activity and much of the material submitted to them is more local in nature.

Large city or metro oriented papers can be difficult in accepting material. We suggest that you meet and get to know the (1) automotive news editor and/or (2) community news editor. It may be that the type of material you have to offer will get more attention than it would from ordinary editors or reporters. You might also give any newspaper people you establish a connection with, a brief summary of the Porsche Club of America and current history of your Region, one page with names of officers, numbers of members, some outstanding upcoming events, and other “hype” type information.

Remember that whether you are in a small town or the big city, we all like to find names and pictures of people we know in the paper. Names, places, and faces will influence the newspaper people to publish some articles they might ordinarily pass up.

If you are successful in establishing a contact person on a paper, your chances of getting your press releases good consideration are greatly improved. It is very helpful to keep open a line of communication so that someone knows where the material comes from and does not just toss it.

**How to Write a Media News Release** – This information can apply to newspaper, radio, social media etc. Printed news releases are your first line of communication with the press or media, and also with the public and Porsche owners who are not yet members of PCA.

A media news release has the best chance of being used if it is prepared in a convenient and established format for the media:

1. A file or document with double spaced text, so that the editor can make changes if necessary.
2. On 8-1/2 x 11 plain white paper. Use half page to one page maximum.
3. Your name, address, daytime phone number and email address in upper left hand corner so editor can verify or clarify the information, or ask for additional facts.
4. If photos are enclosed with the release, include a notation that says so and what format.
5. The final page or the end of the article should close with #####

The sample releases which are included in this RPM will illustrate good news release format and also provide you with an outline of some promotion ideas.

Some media outlets may accept an email attachment of a media release, along with photos. Contact the editor or the point of contact at the newspaper, magazine or television station to see what format is available. In any event, the format of the media release will remain the same, as on the following pages.

#### PCA PRESS RELEASE – SAMPLE # 1

From: John Q. Muck  
 924 Carrera Road  
 Hometown, State 00000  
 Phone: 904-912-0917; E-mail: Porsche@pca.com

Date: Month day, year

National Speaker to address PORSCHE CLUB IN (TOWN)

The \_\_\_\_\_ Region of the Porsche Club of America will hold its monthly meeting on (day and date) at the (place) in (town) at (time) . The program will include (topic) (or) (speaker) will discuss (topic).

Prospective members are especially encouraged to attend. There will be door prizes, as well as information on upcoming Porsche Club events. Ownership of a Porsche is necessary for membership. \_\_\_\_\_ Region is one of 145 such Regions of PCA, which boasts more than, 130,000 members. About (#) of these members belong to the \_\_\_\_\_ Region, which covers the \_\_\_\_\_ area. Typical PCA events include car shows, navigational rallies, driving schools, plus tech sessions on auto maintenance and repair. \_\_\_\_\_ Region publishes a monthly newsletter to supplement PCA's national monthly magazine, Porsche Panorama®. Parts discounts are available to PCA members at many Porsche repair shops. Social and family activities round out the club's activity list.

For more information on PCA and becoming a member, Porsche owners please contact (name) at (phone) , or visit our website at (www.).

#####

**PCA PRESS RELEASE – SAMPLE # 2**

From: John Q. Muck  
 924 Carrera Road  
 Hometown, State 00000  
 Phone: 904-012-0917; E-mail: Porsche@pca.com

Date: Month day, year

**SPECIAL INTEREST CARS TO BE DISPLAYED**

A Concours d'Elegance for Porsche sports cars will be held on (day) , (date) , at (location). The event will feature a display of prepared and special interest Porsche automobiles. Over (#) Porsches, all owned by area citizens, are expected for the event. A special attraction is the appearance of (an unusual car or maybe a dealer's introductory model or display).

The event is being coordinated by the \_\_\_\_\_ Region of the Porsche Club of America. The show will open at (time). For further information on this and other Porsche Club events, please call (name) at (phone), or visit our website at (www.).

#####

**PART 4.3 – RADIO AND TV**

*What about radio and TV?* With more and more local radio stations on a straight news/music diet, and community cable TV companies now offering meeting announcements, your announcement about a meeting or event has a good chance of being mentioned on a station's "Community Bulletin Board", or by a local sportscaster. Some Regions have invited local sportscasters to their events

**PART 4.4 – SOCIAL NETWORKS**

Facebook, Twitter and other-fast developing social networking sites, including blogs and YouTube postings by Region personnel, also represent an excellent opportunity for Regions to attract and retain its membership interest in its events or activities. If these activities appear to represent the Region, they should be done responsibly and with Board oversight. Every Region's Board should explore these opportunities, through authorized members who are technologically savvy, and such activities, if they represent the Region, should be overseen by the Board on a regular basis. All postings should be frequently monitored. See "Part 2.10 – Social Media Guidelines for Regions" on page 55 and the RegionFocus Issues and Webinars listed on the pca.org website.

**PART 4.5 – CHARITY EVENTS**

Charity events run the range from the very modest, raising \$150 or so for favorite charities to events designed to raise thousands of dollars. Some Regions run events to help the charity's beneficiaries just as fun events, without the goal of raising money. See "Part 3.4 – Getting Family Juniors Involved" on page 107, for examples of Charity Events.

Regions conducting Charity Events should know that subsidies are available to assist in starting a Charity Event. See Event Subsidies from National to the Regions (page 31). Be sure to evaluate any Charity Event for possible submission to PCA's National Public Service Award Program. See "Part 8.5 – PCA Public Service Award" on page 148.

Several Regions run their own events while some have joined with other marque car clubs or other groups to jointly sponsor a charity event.

Most Regions involved with charity events state they “hope to continue their programs because their members have fun putting them on and they take pride in their Region for having done a positive ‘good’ thing for their community.”

All PCA Regions are vitally interested in:

- Membership recruitment, and
- Member activation and involvement, and
- Having a variety of events, and
- Social activity.

Charity events seem to be a means of accomplishing all of these goals. Certainly the results can be enhanced when combined with effective public relations.



The following describes briefly a few of the types of charity events being run by PCA Regions. Both large and small events and large and small Regions are represented among these examples:

- A small mid-west Region created a Sports Car Club Parking Paddock Challenge at an annual nationally-recognized concours, soliciting funds among the attendees. Funds collected were compared against other clubs’ collections, with all proceeds going to the concours’ beneficiary, a university children’s hospital. A rotating trophy on public display at the hospital ensures repeating of this annual fundraising event.
- A large southern Region hosted multiple charity events during the year, dividing up the proceeds among several veterans’, cancer research and at-risk-teen groups.
- A small western Region hosted a Charity Raffle and Dinner, with all proceeds going to a community resource center.

The events that raised the most money seem to be those to which the public was invited. Yet the events limited to one or more marque clubs without inviting public participation, were successful as well, and probably offer more of an opportunity for those Regions looking to get involved in their first charity event.

Other events being run among the Regions are casino nights, walk-a-thons, Braille rallies, Christmas Parties, kid's rallies, and tricycle autocrosses. You name it; it has probably been done by a PCA Region somewhere!

*The members of PCA are its most valuable asset.* The range of imagination, the clever creative ideas and the general tone of the responses indicate that there are very few things that our Club cannot accomplish, if we put our collective minds to work.

### Charity Event Guidelines

Decisions to make (see “Part 3.4 – Getting Family Juniors Involved” on page 107):

- Whether to do it alone, or with one or more other car marque clubs, or charities?
- What charity do you want to support?
- Do you have a short list of the principal responsibilities and people for those key jobs?
- Sponsorship issues: Do you want to approach dealers or auto-related business?
- Do you want the type of event where the general public is invited, or a closed event, such as a rally or autocross?

Regions should ensure that monies received are from *PCA members exclusively*. Funds received from the General Public (non-member income) may be taxable by the IRS as part of the Unrelated Business Taxable Income (UBTI) provision of the US tax code. If a Region intends to accept funds from both PCA members and the General Public, it is critical to ensure accurate financial reporting on non-member income is in-place to ensure Region compliance with UBTI regulations, if applicable.

### Hints and Observations

- Naturally, a single Region event is more work, but this does eliminate communication problems between two or more groups. Joining with another PCA Region or other car club(s) can create a larger pool of ideas, talent, workers, and appeal to a larger segment of the community.
- If you plan an ambitious event, the charity or non-profit group you choose will probably assist with planning and publicity. They frequently have existing access to the media. Also, just publicizing an event to existing members and friends of a particular charity may bring the support of those two groups.
- Look for separate corporate sponsors in your area to help. Check with the selected charity to see which companies are already working with them.
- You are limited only by your imagination! The lists of various charity events run by PCA Regions around the country are only a few of the possibilities at your command.
- So that your Region treasury will not be adversely affected, budget your event to donate the net proceeds of the event, but keep the expenses down so that you do make a profit for the charity. Don't forget that a refund is available as “seed money”. (See “Part 2.4 – Financial Support Available to Regions From PCA National” on page 30.) Region Board of Directors may want to budget a separate donation to the charity, over and above the net proceeds of the event.
- Sometimes shopping centers/malls will help Regions with location and some publicity if an event will bring people to their businesses.
- Consider pairing up Region resources to support short-term disaster relief efforts, when one hits in the Region's area of the country. Consider doing the same thing for well-known charities

with unique or singular events, such as house building for “Habitat for Humanity” or the “Make-A-Wish” Foundation children’s outings.

- In a small city, city officials can help with use of facilities and publicity quotes from them in the local paper or on the airwaves will assist in developing interest in the event.
- Many times a local charity will get you a better response, if it is known, as opposed to a national charity where all of the money raised may not be spent in your community.
- DO IT AND HAVE FUN!



## SECTION 5 – THE PCA NATIONAL AND REGION WEBSITES: CREATION & OPERATION

### PART 5.1 – THE NATIONAL PCA WEBSITE

The PCA National website is a way for Porsche enthusiasts to find out about PCA, join on-line, and link to Region sites. The majority of new members now join through [pca.org](http://pca.org) and a large majority of PCA Regions now have built their own sites. Today, nearly all PCA Regions have sites with a link from the [pca.org](http://pca.org) site.

The PCA Executive Council and Board of Directors have long recognized the increased potential of the web, authorizing the funding to upgrade the hosting environment to a dedicated PCA server and redesign the national site, and substantially enhancing the member services features. The goal of the website is to make <http://www.pca.org> the destination site for all Porsche enthusiasts.

#### The PCA National Website Internet Strategy:

1. Solicit and sign up new members
2. Provide current members with benefits and services
3. Provide a directory and gateway to all PCA Region and Registry group sites
4. Provide free hosting services for Regions, Parade, and Special Interest Group sites
5. Be the focal point for Internet Porsche searches.
6. Provide services to Regions such as on-line registration and broadcast email.
7. Become destination website for all Porsche owners.

**The Role of the National Website** – All major search engines should bring anyone searching the web for Porsche keywords or phrase to [pca.org](http://pca.org). Once a person finds the National site, it provides Club information as well as the ability to join and link to Region sites for more information. The site is intended to attract prospective members on the many diverse benefits of the PCA.

The next role of the site is to provide Club members with benefits and services. Some benefits require a member sign-in to access. Among some of the many areas are:

- About Us (History, News, Contacts)
- Activities (Autocross, Club Racing, Concours, Driver Ed, Parade, Rally, Treffen®)
- Calendar
- Tech Q&A
- Porsche Panorama, (Photo, video galleries, Blogs, Staff listing, Index search)
- The Mart
- Insurance Programs for Members
- Regions (Directory, Officials, RegionFocus, Forms, Website Hosting, Registry Groups)
- Membership ( Join, Benefits, Quest, Merchandise, Valuation, Member Services)

**Key Role for PCA Regions on the National Site** – *It is vitally important that Regions appoint a person to post their Region events in the on-line national calendar.* Region officers and event chairs have the ability to post their events in the calendar. (This is an automatic authority, based on official officer/chair positions as recorded in the National PCA's records.) Even if a Region does not have a website, they can and should post their major events on-line.

Panorama will continue to list events that fall with a closer time window to the publish date, but the on-line calendar can accommodate events as soon as a Region know about them. Many Regions know their Driver Education or multi-event weekend events at the start of the calendar year. Members of the PCA are busy people and want to know as soon as possible to schedule attendance at events.

This on-line calendar is a key resource to inform out-of-Region members of the schedule of Region events. *The national on-line calendar should be referenced in Region newsletters and website calendars.* This is also a great way for prospective members who are visiting the site to find an event they may want to attend prior to joining.

Another key tactic is to *publish the member services capabilities of the national site in both the Region newsletter and on the Region's website.* Most Regions run free classified ads in the newsletters. It would be good to remind members in that classified section that on-line ads can be placed at [pca.org](http://pca.org). Members get one free “For Sale” and one “Wanted” ad each month and the ads can run in Panorama or on-line or both.

Regions need to ensure that their members maintain their current member profile on [pca.org](http://pca.org). This changes their membership record with PCA and will make certain things like there Panorama goes to the correct address. They can list their current email address so PCA emails and broadcasts are delivered to the correct email account.

Finally, Regions should make sure that their site is listed and linked on the PCA National website. Notify [webmaster@pca.org](mailto:webmaster@pca.org) if you have a website to link to the national Region section.

**Summary** – The web has proven to work best when the capabilities are fully integrated into regular processes. The National Office will continue to explore new ways to integrate PCA programs with web capability. This is how Panorama now uses the web to publish additional pictures and information to augment a print article. The web is not bound by physical page limitations and can show site visitors the great quality of our national magazine and Regions should think of similar ways to integrate their websites with their Region newsletters and activities. The combination of interesting content and member services will continue to make the PCA the strongest sports car club anywhere in the world.

## **PART 5.2 – THE REGION WEBSITE**

**Region Internet Website Creation** – The Internet has become an important, if not vital, information and communications medium for people who own, operate and maintain Porsches. Recent demographic surveys show that well over 90-percent of PCA members own computers or smart phones and surf the net. Indeed, the Region's Webmaster position is quickly becoming as significant as that of a newsletter editor in many Regions.

**Who Maintains the Region Web Pages** – Maintenance of the Region website is up to the Region Webmaster (could be a chair position), who is selected by the Region's executive. Maintenance and updates can be done as often as required to keep the site current. The website should be updated as soon as new information becomes available. This sometime requires a webmaster to be proactive and ask event chairs and others in the Region for the updated information.

**Region Website Free Hosting** – Information on PCA’s hosting services for Regions, Zones, or Registries can be found on the [Website Hosting](#) on pca.org. If a Region would like to utilize the free hosting services on the PCA server, the webmaster should contact the Region Website Committee Chair.

**Web Page Hosting Platform** – You may provide static or dynamic HTML, ASP, or ASP.NET scripts. We offer a PHP interpreter too. Parent Paths are disabled for security reasons; this affects all object paths in your HTML so please be aware of this. You may program your web pages to work for any browser combinations you choose – it’s up to you. We recommend using code which will work properly across the largest possible browser community, rather than just the latest version of one company’s browser. Test your site with various browsers to make sure it looks as intended! See also WordPress Platform.



**Hosting Platform** – Your web site can be hosted on the PCA.org platform:

- Microsoft Windows Server 2008 or Linux CentOS 6
- Internet Information Services 7 with .NET 3.5 Framework, ASP and ASP.NET scripting (Windows Only)
- Apache (Linux Only)
- PHP version 7.2 or higher and MySQL 5.6.44 or higher are supported (both Linux and Windows and been upgraded on a regular bases.)

Note: the FTP inbound connections are limited. This is one of the safeguards used to protect our site. Your FTP client must be configured to limit connections and detect server responses regarding excessive connections. Also, use secure FTP Passive mode for connections.

We do not offer live debugging ability on the production server. You will need to build and fully debug your applications on your own development system and then upload the complete result. Note that

you can always request a test and development site to check functionality without upsetting your main Region website.

**WordPress Platform (recommended)** – PCA is pleased to offer platform support for WordPress. This is available for all Regions including Regions with less experience doing custom development, with little-to-no programming involved. You simply construct and maintain your site from a blank WordPress install or from the pre-existing PCA templates (currently in development – please check for current status), plugins, and widgets. Contact the Region Website Committee for more details.

**Regions Web Domain Name** – We can provide your Region with a free unique PCA subdomain URL such as “[http://my\\_region.pca.org](http://my_region.pca.org)” (where my\_region would be replaced by your Region’s abbreviation).

Your Region can also register its own web site domain such as Kansas City Region’s award winning site at [kcrpca.org](http://kcrpca.org), at the regions cost. If you have registered your own domain name, you still can use the free hosting service from PCA. If you are looking into your own domain name, make it easy to remember, make it easy to find. All sites on the PCA server can be provided with a SSL certificate (<https://>) at no cost to the region.

### **Some Basic Ground Rules for Regions Web site content:**

- Keep it interesting. People will visit your site once out of curiosity, but then need a reason to return to it. This usually involves a current and dynamic calendar or events page, or a vibrant news section. Make the visit worth their time.
- Keep it simple and informative. This is first and foremost an information resource for your members. Give them what they need in terms of schedules, results, and information they can use. It is also an information resource for prospective members. Tell them how to join in all the fun you are having.
- Keep it clean. Use a design that is attractive, easy to read and to navigate. Utilize Responsive Design so that your site formats properly and is easy to navigate on laptops, tablets and phones. If the visitors to your site have a hard time finding things, they will probably stop, move on and not return. Insist on a professional looking design. This will be the first impression a prospective member will get and may be your only chance to communicate with them.
- Keep it fresh. No one likes to visit a site only to discover that the latest event being promoted occurred last month. Remove all out of date material promptly. News items and upcoming events should be mentioned prominently and updated frequently.
- Listen to your visitors. Listen carefully to the comments of the visitors to your site, since they are your audience. Always make space for the email addresses of the Webmaster and the Region officers. Update those addresses promptly. Use traffic surveys to analyze when people visit your site, what kind of browser they use, and where they are. If your site is not getting a lot of visitors, the focus of the site has been lost.
- Finally, keep it going. Once you start a web site, remain committed to it. Make sure the site is hosted on a reliable server (such as the PCA hosting server).
- While you may post multimedia content, videos are very demanding of Internet bandwidth and consume a resource shared by other Regions and data-center users. Please limit your posting of videos to embedded YouTube videos.

PCA conducts an annual contest for Regions web sites (see page 150). See Website Contest Rules for details about entering this National contest for Region and Zone websites and a list of prior award winners and their Regions please visit the PCA Site.

**PCA Website Committee** – The Executive Council has formed the [Region Website Committee](#) to assist Regions and Zones in developing website strategy, policies, development and maintenance. If a webmaster has any questions, they can contact the Region Website Committee for guidance.

The Committee has developed a ‘Buddy’ Program, to help new webmasters build confidence and help with basic questions.

### **PART 5.3 – ON-LINE EVENT REGISTRATION**

There are several on-line event registration services for Regions to use- <https://clubregistration.net> or <https://www.motorsportreg.com> for example. Those free services allows Regions to setup their events to take registration information and payment on-line.

The applications are designed to work for all Region activities from dinners to Club Races. Many Regions have commented that it makes their job much easier because it makes the entrant provide complete information and do the data entry. Once the Region Event Registration is setup, it is easy to create additional events. Members will have to complete their profile the first time they sign up for an event, but after that, the information is stored and signing up for new events only takes a few clicks.

The use of <https://clubregistration.net> is detailed in “[RegionFocus](#)”, Volume 21, Number 2.

### **PART 5.4 – DOCUMENT MANAGEMENT USING THE PCA GLOVEBOX**

Maintaining your Region’s documentation used to require a member to store documents in their home or other location. Unfortunately, this sometimes resulted in important documents not being available when needed, or getting lost over the years as members change positions and involvement in the club. The PCA has an on-line alternative available for the use of your Region that should mitigate some of the issues related to long-term storage and availability! This service is called the PCA Glovebox.

The PCA Glovebox is the long-term, centralized archiving solution for the club that ensures the retention and access of electronic files. Glovebox’s location is <https://glovebox.pca.org>.

Segmented by PCA Regions, Glovebox categorizes documents by leadership positions, such as Treasurer or Membership Chair, providing a secure, locked “file cabinet” for these documents. Authenticated members, based on the role(s) they serve in the club, can search their documents, as well as upload new documents into the application. As leadership positions transfer to a new serving member, access is also transferred to the new member, maintaining continuity of important or historical documents already stored.

Security is a priority for Glovebox, limiting viewing and managing documents to the specific role(s) based on the member’s current leadership role within the Region. For example, a region Webmaster cannot see the files uploaded by the Treasurer, and vice versa. As an oversight function, the current Region President is allowed a “read-only” view of all the documents in their specific Region. Glovebox’s security is very rigid, denying access to any document in the system outside the respective Region, Zone, or position. Neither the National Office Staff, nor the Executive Council can access or view a Region’s or Zone’s Glovebox assets.

Documents uploaded into Glovebox are secure and backed up in the cloud using technology controlled by the PCA. No third-party applications or services (Dropbox/Google Drive) are employed. Glovebox is not architected as a collaboration tool; but as a simple, long-term storage medium for the PCA.

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## SECTION 6 – REGION EVENT LIABILITY INSURANCE

The PCA's Liability Insurance expenses are the Club's second largest national expenditure, and in spite of PCA's excellent record, insurance costs have risen. A Region must have a Certificate of Insurance, in hand, at the beginning of a moving car event. Therefore, Regions must request coverage for all moving car events three (3) weeks in advance of the event. All Region officials, especially Chairs of Region Club Races, Driver Ed's, Autocrosses, Rallies, Driving Tours, Time Trials, and Tech Sessions with cars on a lift, should be aware of the procedures and forms involved. Each Region officer also should recognize that following these steps AND the safety procedures detailed in the PCA Event Guidelines, Minimum Standards, and other PCA publications, are the only way that the PCA can protect itself from liability and continue to host the safe events for which it has become known.

### PART 6.1 – PCA INSURANCE AND RISK MANAGEMENT

**“AN OVERVIEW OF THE COVERAGE, PROCEDURES & POLICIES THAT PROTECT THE ACTIVITIES Z3SSWAAZB8G#3GP OF PCA AND ITS CHARTERED REGIONS, AND MEMBERS.” BY KEN LABORDE, INSURANCE/RISK MANAGEMENT CHAIR.**

I frequently receive calls and emails inquiring as to whether a particular manner of conducting a moving car event will void coverage for an event. More and more Regions want to conduct events that are not “traditional” PCA moving car events and this brings about questions as to coverage for such events. Finally, I often receive questions from concerned members and non-member volunteers, including Region officers and board members, attempting to assess their own personal liability and exposure for directing PCA Region activities. I will attempt to address the above matters, concerns and issues in this overview.

PCA carries event liability insurance with limits of \$10,000,000 per event. The event liability policy is intended to protect PCA and its chartered Regions, and their members, event officials, instructors, drivers, crews, sponsors, participants, as well as event site landowners/managers/lessors and event racing vehicle owners and sponsors, and event sponsors from bodily injury, property damage, personal injury or advertising claims arising out of a covered incident at a PCA moving car or non-moving car (meetings, picnics, concours, etc.) event. In order to obtain coverage for a moving car (Club Race, DE, autocross, rally, tour, time trial, tech session, etc.) event, the hosting Region must electronically submit a properly completed Event Insurance Enrollment form to the PCA National Office three (3) weeks prior to the event (and in the case of a Club Race and DE pay the appropriate fee) and have received back (electronically) from the PCA National Office a Certificate of Insurance prior to the event. In the case of a non-moving car event there is no requirement for notification to the PCA National Office, as coverage is automatically in effect. (However, if a car is on a lift during any event, your event is considered a “moving car event” for which pre-notification is required.)

In order for coverage to be in effect for a “moving car event,” the Region must have in place an effective system for obtaining signatures on Release and Waiver forms (see page 130-136) from all adults and parents of minors entering the event premises. If the Region does not have such a system in place, coverage for the event is excluded. The importance of having everyone present covered by the correct and current Release and Waiver cannot be stressed sufficiently. The procedures for selecting the correct minor waiver forms can be found in the Region Procedures Manual and on the PCA website. The forms should be obtained from the PCA National Office or from the PCA website and then copied in color as the red print on the forms is important in some states. There are certain types of injury and damage that are not covered under the event liability coverage. The policy does not provide coverage for damage to automobiles participating in the events and does not provide coverage for the repair/replacement of structures damaged at the event location during the event. The policy does not provide coverage for “spectator events.” PCA only holds non-spectator events. Everyone who enters the premises of a PCA moving car event should be a driver, invited guest of a driver, PCA member, premises official, volunteer worker, etc., and should have signed the appropriate Release and Waiver. This makes them participants and not spectators. A Region should never

charge admission to the public to view a PCA event inasmuch as PCA does not have coverage for such events and losses that may arise during such events.

In addition to event liability insurance, PCA also provides Participant Accident coverage that is in effect at all moving car events. This coverage provides injured participants with excess medical expense reimbursement, accidental death and dismemberment coverage and loss of income coverage. The specific coverage limits are contained in “Part 6.3 – Event Participant Accident Insurance Coverage” on page 128. However, please note the participant must have signed a Release and Waiver form in order to be eligible for the Participant Accident coverage.

I also frequently receive inquiries as to whether a particular manner of conducting a moving car event will void coverage for the event. Such questions invariably bring me to a discussion of the difference between “insurance” and “risk management.” “Insurance” is designed to protect PCA and you from having to pay an award of damages against you when you are found to be at fault for causing injury to another, assuming that you have the right kind of insurance with adequate limits. However, it cannot keep you from being sued. So that is where “risk management” comes in. Risk management is taking all reasonable steps in conducting our affairs so as to minimize risk and thereby minimize our exposure to legal liability for injuries to others. In short, you need to have both: good risk management to limit exposure, and in the event that an accident occurs, even though we have tried our best to act reasonably, the right insurance with adequate limits.

It is important to note that there is no language in our policy dealing with issues such as: tops up or tops down during moving car events, clothing required during moving car events, passengers in vehicles during moving car events, proper restraints in vehicles involved in moving car events, or any other similarly related topics. While these are not topics covered under the heading of insurance, they are certainly topics to be discussed under the heading of risk management. Toward that end PCA has established numerous committees designed to help Regions manage risk. These committees include the Safety Committee, Driver Education Committee, Club Race Chair and their staff, and the list goes on. All of these committees and individuals have as one of their primary functions the establishment of guidelines and procedures to be adopted and followed by the Regions so that risk of injury and damage will be minimized. Region boards should then be ensuring that the national standards are met and also determining whether higher standards are appropriate for that Region. Only the Region can make that determination.

Involved in the same discussion of risk management are the inquiries I receive from members and Region boards and officers concerning what I will refer to as “non traditional” events. The inquiries most frequently involve hill climbs and karting. PCA’s National Officers have determined that, after weighing the risks, costs and benefits, hosting such events is not in the best interest of PCA’s long-term objectives as a sports car club. While it might technically be possible to obtain insurance for such events, past experience of other clubs has demonstrated that such events frequently result in significant losses. As we all know, insurance premiums are directly related to loss experience. The higher the losses, the higher the premiums. This brings us full circle back to “risk management.” If we don’t properly manage our risks and avoid losses, premiums go way up, PCA can no longer afford the premiums, and without adequate insurance coverage PCA would literally cease operations because no one would want to be personally exposed for such risks.

Next is the question often framed by concerned members and non-member volunteers, including Region officers and board members, attempting to assess their own personal liability and exposure for directing PCA Region activities. PCA has procured the right kinds of insurance for the Club and ALL of its members, whether those members are serving as board members or officers (both National and Region), as instructors, or in any other capacity. We are all insured for liability arising out of Club functions. Of course, the Region must do its part to obtain the Certificate of Insurance for its events and get the waivers properly executed to assure that coverage is in effect for a specific event. But as to decisions that a board member, officer, chief driving instructor, or other official make that are not related to a specific event, coverage exists without having to fill anything out or get any waivers signed.

Finally, if an incident occurs at a PCA event involving either property damage or personal injury, this should be reported as set forth in the Region Procedures Manual “Part 6.11 – Incident



Reports” on page 136. The reporting should be immediate if the incident involves significant bodily injury to a driver or any bodily injury to a non-driver.

Remember, responsibility for maintaining PCA's excellent history of safe and enjoyable events rests with each member of each Region. Have fun and manage those risks.

## PART 6.2 – PCA EVENT LIABILITY INSURANCE FOR REGION EVENTS

**Description** – The event liability policy is intended to insure PCA and its chartered Regions and their members, event officials, instructors, drivers, crews, sponsors, participants, as well as event site landowners/managers/lessors and vehicle owners and sponsors, and event sponsors for claims for bodily injury, property damage, and/or personal injury arising out of a covered incident at a PCA moving car or non-moving car (meetings, concours, etc.) event, or advertising of it.

**Pre-Notification of the Event** – To obtain this coverage for a moving car event, a Region must complete an on-line [Event Insurance Enrollment form](#) per Part 6.7 – Obtaining Insurance Coverage for Your Region's Events (page 130), at least three (3) weeks prior to the event and have in hand a Certificate of Insurance prior to the event

### THE CERTIFICATE OF INSURANCE

If you do not have a Certificate of Insurance (COI) in hand before the commencement of your moving car event or do not have a system in place to have Release and Waiver Forms signed by all persons present, then you DO NOT have insurance coverage for your moving car event. The Certificate of Insurance, while not required to be publicly displayed at the event, shall be made available at the event registration for inspection upon the request of any participant.

**Coverage:** Bodily Injury Liability, Property Damage Liability, Participant Legal Liability, Contractual Liability, Products Liability, Personal Injury and Advertising Liability, Host Liquor Liability; Mobile Equipment Liability .....**Limits: \$10,000,000 per event**

**Medical Professional Liability** (Excess) .....**Limits: \$10,000,000 per event**

**Event Officials' Errors & Omissions Coverage** regarding rules enforcement.....**Limits: \$100,000 per event**

You do not have to do anything to have coverage for “non-moving car Events.” Events such as meetings, picnics, concours, etc., are automatically covered. Also all volunteers working for the event are also protected.

*PLEASE NOTE that if a car is on a lift, jack, or jack-stands during a concours or tech session, it is considered a “moving car event”, and an event enrollment form needs to be completed and submitted and insurance waiver form completed at the event for all participants.*

### THE PCA POLICY ON DRONES

*The use of unauthorized drones is prohibited at all PCA events. See the [PCA Drone Usage Minimum Standards](#) on the Forms and Docs page at PCA.org. See page 66 for more information.*

**Exclusions** – Include, but are not limited to the following: Moving car events where no effective system is in place to collect Release and Waiver forms covering all adults and minors entering the premises, except as noted below in “Part 6.8 – Release And Waiver Forms for Moving Car Events or Events

Requiring Insurance Coverage” on page 130. Additionally, such activities as concerts, amusement rides, thrill shows, etc. are excluded from coverage.

The PCA does not have coverage for contractors (or vendors) at PCA events. The contractor should be insured and asked to provide a COI to the Region naming the Region and PCA as additional insureds. Use good sense regarding retention of the contractor, the same as if you hired a caterer for a party at your home.

### **PART 6.3 – EVENT PARTICIPANT ACCIDENT INSURANCE COVERAGE**

**Description of Program** – This coverage provides certain insurance at various limits for the following categories of participants who are injured during event-related accidents.

<u>Coverage</u>	<u>Limit</u>
Excess Medical .....	\$1,000,000
Accidental Death .....	\$25,000
Dismemberment by schedule up to.....	\$25,000
Loss of Income.....	\$100 per week / 52 weeks

**Terms, Conditions, and Exclusions** – These apply to all Participant Accident coverages and all types of covered events.

**Requirements** – Must have signed a Release and Waiver form(s) for the event and be credentialed by PCA for the event and must contact event medical or Event or Safety Official before the end of the event to report an accident that might give rise to a claim.

**Conditions** – All claims resulting from injuries arising at PCA sanctioned/organized events must first be submitted to the Participant’s personal medical insurer (if any). The PCA Excess Medical coverage will coordinate benefits with the personal medical insurer, but will not pay in addition to it. If there is no personal medical insurer, the PCA program will become primary. Medical treatment must be prescribed by a MD or DO.

**Filing and Benefit Period** – Must submit evidence of first medical expense within 60 days of injury. Benefits are payable for medical expenses incurred up to 156 weeks after the accident.

**Participant Definition** – Drivers, crews, officials of the event, announcers, ambulance crews, tow truck crews, pit gate workers, and all other person bearing credentials or passes duly and officially issued by the policy owner Porsche Club of America or its affiliated Regions for PCA sanctioned/authorized events.

**Exclusions and Limitations** – Thrill shows; Workers Compensation related injuries; alcohol/narcotic related injuries; eyeglasses/contact lenses; dentures; crowns or caps; suicide; intentional or self-inflicted injury; illness, unless developed as a result of the covered accident; pre-existing conditions; chiropractic care and/or cognitive therapy unless specifically authorized by the attending MD or DO. Reimbursement is limited to charges that do not exceed those generally charged for similar medical or dental care.

**Death Benefit Beneficiary** – Death benefits are made payable to the estate of the deceased.

*This is intended as an overview of the program coverages. For more details, or if you have any questions, contact the Insurance and Risk Management Chair, listed in the back of Panorama.*

## **PART 6.4 – DRIVER EDUCATION AND TIME TRIAL EVENTS**

PCA National will pay the majority of the premium for Driver Education and Time Trial events, but a portion of the premiums are paid by the hosting Region(s). The host Region’s premium is calculated on a per-event basis and is determined by the number of participants:

- Less than 50 participants:..... \$300
- 51-99 participants..... \$450
- 100 or more participants..... \$600

These fees are per event, and are subject to change. For events extending beyond three days, contact the PCA Insurance and Risk Management Chair. If two Regions run events back to back at the same track, each Region must obtain insurance for days it is managing. Note that the fee covers one event, even if there is an Instructor’s Day or Ladies’ Day prior to, or during the scheduled event.

## **PART 6.5 – PCA CLUB RACING EVENTS**

As in the past, premiums for Club Racing events are paid entirely by the hosting Region(s) or Zones. The fee structure is presented below, and is subject to change.

<b>Club Racing Events *</b>		
<b>Number of Cars</b>	<b>Two Days</b>	<b>Three Days</b>
Fewer than 45 cars	\$2,000	\$3,000
46-75 cars	\$2,500	\$3,500
76-125 cars	\$3,500	\$4,500
126-175 cars	\$4,500	\$5,500
176 or more cars	\$5,500	\$6,500
* \$1,000 per additional day(s)		

*A region that hosts more than 2 Club Racing events per year may be considered for a reduced rate after consulting the Club Racing Chair.*

## **PART 6.6 – INSURANCE COVERAGE FOR OTHER EVENTS**

The moving car events for which coverage can be obtained through normal means include: Autocross, Gymkhana, Rally, PCA Club Race, Driver Education, Time Trial, Driving Tour, Off-Road Driving Tour, Car Control Clinic, Street Survival School, Tech Session (if lift, jack or jack-stands are used).

If a Region or a Zone wishes to host a moving car event, other than listed above, it should complete the request form, noting “Other” under “Type of Event” and specifying what type of event in the space provided. You will be contacted for more information necessary to determine whether coverage can be arranged.

Insurance requirements for a professional drone operator are presented in the PCA Drone Usage Minimum Standards, see page 66 for more information.

**Events and Activities NOT allowed as part of PCA Insured Coverage**

<b>Karting of any Type</b>	<b>Drifting</b>
<b>Hill Climbs</b>	<b>Unauthorized drones of any type at any time</b>
<b>Fireworks</b>	<b>Bounce Houses</b>
<b>Carnival Rides</b>	<b>Thrill Rides</b>

## **PART 6.7 – OBTAINING INSURANCE COVERAGE FOR YOUR REGION'S EVENTS**

ALL insurance coverage for moving car events will be ordered from the PCA National Office in Columbia, Maryland. The on-line [Event Insurance Enrollment Form](#) is processed electronically and the mail should only be used to send premiums for Driver Education and Club Racing events. The PCA National Office will endeavor to issue an insurance certificate to the Region ordering the coverage after the receipt of the enrollment form. All moving car events must have an insurance certificate in hand before the commencement of the event. Therefore, hosting Regions MUST submit their Event Insurance Enrollment form no less than three (3) weeks BEFORE the event. It is the responsibility of the host Region(s) to ensure the insurance certificate has been issued. If an insurance certificate is required for a non-moving car event (e.g. concours venue operator requires one), fill out the on-line insurance request and ensure you select the correct event type.

Regions should submit the Event Insurance Enrollment form electronically, which will save time and expense. It is available at <https://www.pca.org/members/reports/forms-and-docs> (login to access). Accordingly, the Region Insurance Chair should be experienced in submitting this form, and should designate someone within their Region with e-mail capabilities to be the alternate point of contact for all Region insurance matters. This form may, in unusual circumstances, be mailed or faxed to PCA National at 410-381-0924. In a rare emergency, call the National Executive Director, Mr. Vu Nguyen, directly (contact your Zone Representative for assistance).

Insurance coverage for PCA events CANNOT be placed by telephone. In the event a Region's premium payment is dishonored by your bank for any reason, this will be considered non-payment of the event premium, and this will jeopardize coverage for your event.

Premium payments for specific events should be made payable to "Porsche Club of America, Inc." and forwarded to Mr. Vu Nguyen, PCA National Office, PO Box 6400, Columbia, MD 21045.

## **PART 6.8 – RELEASE AND WAIVER FORMS FOR MOVING CAR EVENTS OR EVENTS REQUIRING INSURANCE COVERAGE**

**PCA does not host spectator events** – Therefore, persons coming on the premises are considered "participants." Each participant must be covered by a current PCA Release and Waiver form before he or she comes on the premises of a PCA moving car event or an event requiring insurance. The three types of Release and Waiver forms and Assumption of Risk form are discussed below.

*The host Region must maintain in its archives for ninety five (95) months, either the original, signed documents, or legible scanned electronic copies of the original signed waivers, suitable for reproduction IN COLOR, as are*

*the originals. In the event of an incident, the Region officers should locate and take custody of all signed forms or scanned records for that event. Do not release these documents or copies of them to anyone without specific advice and authorization from the PCA Insurance and Risk Management Chair.*

The waivers for participating in PCA events are listed below. *We recommend downloading the most current version of the form from the website (or verify your preprinted forms are still current) as changes do occur.*

1. [Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement](#) (example presented on page 159)
2. [Waiver and Release of Liability and Indemnity Agreement for Minors as Observers Only](#) (example presented on page 162)
3. [Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding](#) (example presented on page 161)
4. [Parental Consent Release, and Waiver Form - Minors in Touring Laps Only](#) (example presented on page 160)
5. [Junior Participation Program Minor's Assumption of Risk Acknowledgment](#) (example presented on page 163)

It is important that the waivers are properly executed so that they will be admissible in court, if necessary. Each participant must legibly print their name on the waiver before signing so that their signature can later be identified. If the printed name is not legible, please ask the participant to rewrite until legible. Of course, the participant must sign on the signature line associated with their printed name. Do not allow the participant to sign on the line reserved for the Witness. As a witness you should only print and sign in the Witness blank if you have witnessed the participant print their name on and sign the waiver. If there are multiple participant signatures on a waiver, anyone who has witnessed some or all of the signatures on behalf of the region should sign in or near the Witness space.

Only electronic waivers offered by [ClubRegistration.net](#) and [MotorsportReg.com](#) are approved for use by PCA, and these are only for adult waivers. No other on-line e-waivers may be used.

#### NOTES

- NO OTHER TYPE OF DIGITAL WAIVER IS ACCEPTABLE.
- Regions are to develop their own tracking system to ensure compliance.
- Preserve the signed releases for 95 months from the date of expiration. For Minors, preserve for 95 months after Minor is 18 years old.

Paper waivers are still acceptable and required for attendees who did not preregister. It is solely at the Region's discretion to decide to use either on-line vendor or continue to use paper waivers exclusively. Minor Waivers still need to be signed and received on-site at the event in accordance with the requirements listed in this section.

## ADULTS

Over 18 years of age. The Adult waiver form is entitled, [Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement](#). It is strongly recommended that Regions download and copy the form in color, as the red emphasized portion is important in some courts. If your Region does not have this

color-copying capability, contact the PCA National Office to obtain copies of the Release forms with the red-colored sections.

## Adult Waiver (18 and Older)

- *Must properly name the event with inclusive dates of event*
- *Participant must print and sign name*
- *Witness who actually saw signature must sign at the bottom*
- *Must execute on the day of event*
- *Preserve waiver for 95 months from date of the event (digitally is fine)*

The image shows a thumbnail of the 'RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT' form. It contains several numbered sections (1-8) and signature lines for the participant and a witness. The form is titled 'ADULT WAIVER (18 AND OLDER)'.

## MINORS

It is an express condition of PCA’s insurance coverage that minors who are admitted to any PCA moving car event **MUST** be covered by a waiver. *This is not a discretionary requirement* and the failure to meet this requirement can mean no coverage for the PCA, the Region, and event participants for a specific claim. *Note the difference in retention periods between adults and minors.*

PCA National has attempted to simplify the Minor Waiver procedures as much as possible, but the following procedures must be observed:

### NOTE

Examples of “non-hot” areas are the: paddock, viewing stands, vending areas, registration areas, etc.

Examples of “hot” areas are those being utilized for: car handling, autocrossing, grid, or hot pits (i.e. where cars are moving).

1. :
  - a. MUST have minor waiver form, [Waiver and Release of Liability and Indemnity Agreement for Minors as Observers Only](#), executed by at least ONE parent or guardian.
  - b. It is required that the form be executed in front of a witnessing event official. The form *may be signed by both parents or guardians away from the actual event site if notarized*, and presented to a PCA official at an event.
  - c. The waiver is good only for that event (unless the “annual” procedures below are followed).

# Minor Waiver (Observer Only)

- Both parents/guardians should print and sign, if available
- One parent is acceptable
- Must execute before witness on day of event
- Friends/other relatives are not acceptable
- Cannot be admitted to hot areas such as hot pits, autocross course, grid
- Can be rider in a tour car
- Preserve waiver for 95 months after the minor is 18 years old (digitally is fine)

The form is titled "WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT FOR MINORS AS OBSERVERS ONLY". It contains several sections:
 

- 1. WAIVER:** A large block of text where the parent/guardian agrees to release the PCA from liability for injuries or damages to the minor while observing.
- 2. SIGNATURES:** Lines for the parent/guardian's name and signature.
- 3. EVENT INFORMATION:** Fields for the event name, date, and location.
- 4. CONTACT INFORMATION:** Fields for the parent/guardian's phone number and email address.
- 5. SIGNATURE OF MINOR:** A line for the minor's signature.
- 6. SIGNATURE OF WITNESS:** A line for the signature of a PCA official or other witness.

## 2. Minors “participating” (driver, passenger, course worker, etc.) in “hot” areas at an event:

- MUST have a minor waiver form, [Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding](#); signed by BOTH parents or guardians and/or [Minors in Touring Laps Only](#) form, signed by at least one parent or guardian.
- This form may NOT be signed by relatives, or friends. It must be signed by the parents or legal guardians.
- If signed by both parent or guardians, it may be made into an “annual” waiver good at all PCA rally and solo events for the calendar year by having the event location and dates blank on the waiver filled out for “ALL PCA EVENTS” and “ALL DATES” respectively. If designated as an annual waiver, a minor ID card may be issued, OR, the minor may present the photocopy of the executed waiver, as previously filed with the Region, as proof of compliance at each event.
- It is required that the form be executed in front of a witnessing event official. The form may be signed by both parents or guardians away from the actual event site if notarized, and presented to a PCA official at an event. Minors under 16 years of age cannot participate in competitive moving car events; 16- and 17-year-olds MAY participate, provided they and their parents comply with the Junior Participation Program (see “Part 6.9 – The PCA Junior Participation Program” below).

# Minor Waiver (Participating)

- Both parents/guardians must sign
- Must execute before witness on day of event
- Friends/other relatives are not acceptable
- Can be admitted to hot areas such as hot pits, autocross course, grid
- Preserve waiver for 95 months after the minor is 18 years old (digitally is fine)

The form is titled "WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT FOR MINORS IN RESTRICTED AREAS, DRIVING OR RIDING". It contains several sections:
 

- 1. WAIVER:** A large block of text where the parent/guardian agrees to release the PCA from liability for injuries or damages to the minor while participating in restricted areas, driving, or riding.
- 2. SIGNATURES:** Lines for the parent/guardian's name and signature.
- 3. EVENT INFORMATION:** Fields for the event name, date, and location.
- 4. CONTACT INFORMATION:** Fields for the parent/guardian's phone number and email address.
- 5. SIGNATURE OF MINOR:** A line for the minor's signature.
- 6. SIGNATURE OF WITNESS:** A line for the signature of a PCA official or other witness.

## Minor Waiver (Parade Laps)

- One parent/guardian should print and sign
- Must execute on day of event at the event
- Friends/other relatives are not acceptable
- Cannot be admitted to hot areas such as hot pits, autocross course, grid (except as passenger in car)
- Can be rider (not driver) in a parade lap car
- Preserve waiver for 95 months **after the minor is 18 years old** (digitally is fine)



### PART 6.9 – THE PCA JUNIOR PARTICIPATION PROGRAM

The Junior Participation Program (JPP) is intended to encourage families to become and stay more involved with PCA, as well as strengthening a long-term connection between 16- and 17-year-old sons, daughters and other specified relations of PCA members and to encourage their future participation in the Club. Once these sons, daughters or other relatives become 18, they will be able to join PCA as a full member.

The JPP allows the fully licensed sons, daughters, nephews, nieces, step-children or grandchildren of PCA members to participate in driving events, such as autocross, autocross schools, rally and gymkhanas. The parent or legal guardian of the JPP entrant does not have to be a PCA member, IF the uncle, aunt, grandparent or step-parent is a PCA member. This relative, who is a PCA member, as well as a parent or legal guardian, must also be in attendance at the event, along with the JPP entrant.

Participation in rally events shall be limited to the role of navigator, and not as a driver. *NOTE: 13 to 17-year-old sons, daughters, nephews, nieces, step-children or grandchildren of PCA members are allowed to participate in TSD or Gimmick Rallies as the navigator.*

Required Release Forms – Two waivers are required to participate in the JPP. These are:

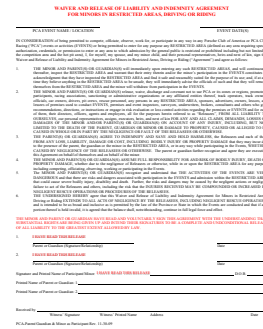
- [Minor's Assumption of Risk Acknowledgment](#)
- [Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding](#)

Both forms must be signed by both parents and the minor, and witnessed at the event. The form *may be signed by both parents or guardians away from the actual event site if notarized*, and presented to a PCA official at an event. These forms must also be filed and stored with the completed insurance waiver forms. Additionally, a copy of these completed forms must be stored in the Region's archives.



# Junior Participation Program (JPP)

- 16- and 17-year-old, fully licensed
- Children/Step-Children/Grandchildren/Nieces/Nephews of PCA Members and the PCA Member must be in attendance
- May participate as Driver in Autocross or Gymkana, or Navigator in Rally
- Minor must sign Assumption of Risk form
- Both parents/guardians must sign the Waiver for Minors in Restricted Areas, Driving or Riding, but can sign away from site
- Preserve waiver for 95 months **after the minor is 18 years old** (digitally is fine)



## Rules for the Junior Participation Program

1. JPP Driver must hold a valid, full privilege driver’s license in their state of residence.
2. JPP Driver must present their driver’s license at the time of registration for events involving moving cars.
3. For tours and rallies a parent or legal guardian and the PCA member who is a relative of the JPP Driver must be on premises at the beginning of the event the JPP Driver will be participating in. For other events, the parent or legal guardian must be on premises while the JPP Drive is actively participating.
4. The parent or legal guardian of the JPP Driver must present both forms at the time of registration to the Event Chair, Event Registrar, or Region President.
5. All participants and event organizers must adhere to the regulations as well as the relevant guidelines in the current version of the relevant Event Guidelines on the [www.pca.org](http://www.pca.org) website.
6. Forms must be handled as above.

## Checklist of key points for the Junior Participation Program

1. Is the proposed 16- 17-year-old driver a listed relative of a current PCA member?
2. Does the 16- 17-year-old driver possess a valid, full privilege driver’s license (other than restrictions involving the use of corrective lenses) issued by a state?
3. Is the event an autocross, autocross school, rally or gymkhana?
4. Have both parents or legal guardians signed the Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding?
5. Are both parents’ or legal guardians’ signatures witnessed?
6. If only one parent’s or legal guardians’ signature appears on the Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding, does the parent or guardian represent that the other parent is deceased? If so, and if you have no

reason to doubt that representation, check to make sure that the single parent's signature is witnessed.

7. Is the event specifically listed on the Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding?
8. Has the 16- 17-year-old driver signed the Junior Participation Program Minor's Assumption of Risk Acknowledgment?
9. Is the event specifically listed on the Junior Participation Program Minor's Assumption of Risk Acknowledgment?
10. Will at least one parent or legal guardian and the sponsoring PCA member be present: at the beginning of the event for tours or rallies, or at all times in which there are moving cars for other events?

If the answer to any of the above questions is "NO," then you may not allow the JPP driver to participate in the event.

### **Miscellaneous**

- All original or electronic copies (in color) of minor waiver forms must be retained by the Regions for at least ninety five (95) months after the minor reaches age 18.
- Regions may, but are not required, to set up a suitable, clearly defined "spectator area" at events so that minors who are not able to get a waiver signed, do not have to be turned away. This area must be approved by the event safety steward in their sole discretion.
- The "spectator area" should be well away from any moving cars, including the paddock. There should be virtually no chance of a child sustaining injury while in the area and the area should be supervised to ensure that children remain in the area.

## **PART 6.10 – CANCELLATION OF AN INSURED EVENT**

In the situation where an insured event is canceled, the PCA National Office should be notified within 24 hours. This applies to all moving car events, or other covered events, whether or not a premium has been paid. The PCA pays for insurance for all insured events and must have a precise number of actual events held by Regions or Zones, in order to pay the correct premiums.

## **PART 6.11 – INCIDENT REPORTS**

If an incident occurs at a PCA event involving either property damage, personal injury, or verbal altercation this should be reported by e-mail to:

1. PCA Insurance and Risk Management Chairman, Ken Laborde, [klaborde@gilllaw.com](mailto:klaborde@gilllaw.com) or fax to 504-561-1011;
2. PCA Safety Chair, email [safety@pca.org](mailto:safety@pca.org);
3. PCA Driving Events Chairman, email: [HpdeChair@pca.org](mailto:HpdeChair@pca.org);
4. The appropriate [Zone Rep](#); and
5. Vu Nguyen, National Office, [vun@pca.org](mailto:vun@pca.org), fax 410-381-0924.

The appropriate PCA on-line [Incident Form](#) should be submitted. Copies will automatically be forwarded to the persons listed above. Follow [PCA Guidelines for Observer, Post Event, and Incident Reports](#) on page 171.

#### INJURIES

If an incident involves significant bodily injury to a participant or bodily injury to a non-participant, someone from the host Region should contact Ken Laborde at 504-460-5500 (cell).

#### COMMENTS TO MEDIA

If any such incident does occur, make no comment to the media, except to say, *“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. Do not release originals or copies of any documents or forms and follow all instructions of the PCA’s Insurance & Risk Management Chair.

## PART 6.12 – DIRECTORS AND OFFICERS INSURANCE FOR PCA AND REGIONS

PCA provides Directors and Officers (“D&O”) insurance coverage for National and Region directors, trustees, officers, employees, volunteers, and staff members, including any executive board members and committee members.

This insurance policy generally provides coverage for intentional actions allegedly taken by the directors, officers, etc., when someone else thinks these actions are wrong and sues. These are intentional, willful actions, errors, or omissions that may result in some type of damage, other than bodily injury and property damage. PCA carries coverage for negligent acts that result in bodily injury and property damage under its Motorsports Liability program, with limits of liability up to \$10 million.

Even where such a lawsuit is dismissed in favor of the Region and/or its officers, there still will be substantial legal fees that may be owed by the defendant. For more information on this [Directors and Officers Insurance click here](#).



## PART 6.13 – USE OF ANOTHER’S VEHICLE AT A PCA EVENT

PCA does not provide insurance coverage of any sort for damage sustained by cars at moving car events. Before you allow your car to be driven by another, or before you drive another’s car, you should discuss with them how you will proceed, should something bad happen.

PCA Motorsports Liability policy provides coverage for Official Vehicles that are owned by others, but used at PCA events. If a dealer wants to provide a vehicle for use at an event, (e.g., a pace car or tow vehicle) then PCA has coverage, IF negligence on the part of PCA’s member, volunteer or other official results in damage to the vehicle. If the vehicle is damaged by someone not associated with PCA, then the vehicle owner will need to look to its own insurer, or to the non-associated person to recover.

PCA’s Motorsports Liability policy excludes coverage for property in the care, custody and control of PCA and its Regions and Zones. That is typical of any liability policy: To protect one when he or she damages the property of another. If you want insurance coverage for property that you own, lease, rent, borrow or that is in your care, custody and control, you have to purchase property and casualty coverage for the property. You have liability coverage for the property of others that you damage. You also decide if you want to purchase comprehensive and collision coverage for your car. It is separate coverage. (PCA carries coverage for property (computers, furniture, etc.) that is owned by PCA National. If your Region owns any similar equipment, it must purchase coverage, to insure against loss or damage.)

Regions and PCA face financial exposure when the Region takes custody of someone else’s property, without first making certain that the property has adequate insurance coverage, and that the owner and its insurer have waived subrogation against PCA and the Region if the property is damaged. For example, where a Region wants to host an event and to display a member’s car or a non-member’s car during the event, if the car is taken into the care, custody and control of the Region’s members during the event and it is damaged, then there is no coverage by PCA or the Region for the damage to the car.

How do you avoid this exposure? First, you make it clear to the owner of the vehicle that the Region will not take control of the vehicle at any time and that the owner will remain in custody of the vehicle at all times, and this understanding is placed in writing. If the car owner brings his car(s) to an event, make certain that the car is driven only by the owner and that the owner maintains the keys to the vehicle overnight. Put into writing that the owner remains in the care, custody and control of the car at all times during the event. It can be explained to the car owner that this is for his or her benefit in that if he or she remains in custody of the vehicle and it is damaged during the event due to PCA’s negligence, then PCA has liability insurance coverage.

The [Guidelines for Use of Another’s Vehicle at a PCA Event](#) can be viewed on-line. The on-line document has two agreements you can use depending on the conditions of the loan. Use the first form, [Use of Another’s Vehicle- Form 1](#) (see page 165), when the vehicle owner will remain in custody of the car, but the car may remain overnight at the event site. If it is impossible for the owner to remain in custody of the vehicle under the arrangement envisioned, then the Region should not take custody of the vehicle unless the owner is willing to state in writing that PCA shall have no liability for any damage sustained by the vehicle and that the owner will look strictly to his or her own insurer for damage to the car and further agrees to have its insurer waive subrogation against PCA. The second agreement, [Use of Another’s Vehicle- Form 2](#) (see page 166), is designed for this purpose.

## PART 6.14 – PCA INSURANCE SUMMARY

Responsibility for maintaining PCA’s excellent history of safe and enjoyable events still rests with each member of each Region. PCA National’s insurance costs will mirror the attention to safety that is

shown and prompt completion of the appropriate forms by its members and Region officers will assist that goal.

#### REGION PROPERTY COVERAGE

The PCA does not carry Property and Casualty coverage for property in the care, custody and control of the Regions. Region management should contact a local independent property and casualty insurance agent and they can best advise the Region of what coverage will be required.

#### If You Have Questions

- Relating to Insurance policy coverage: Contact Ken Laborde, PCA Insurance & Risk Management Chair, 504-460-5500 (cellphone) or [klaborde@glllaw.com](mailto:klaborde@glllaw.com).
- Relating to Event Insurance Certificates: Vu Nguyen, Executive Director PCA National Office, 410-381-0911 or [admin@pca.org](mailto:admin@pca.org).
- Relating to Safety Issues: Contact PCA Safety Committee Chair, at email [safety@pca.org](mailto:safety@pca.org).

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## SECTION 7 – THE PCA CLUB RACING & SIM RACING PROGRAMS

### PART 7.1 – PCA CLUB RACING PROGRAM

The PCA Club Racing Program was established around several guiding principles. First, there should be a class for any and all Porsche manufactured sports cars, including both street and modified cars. Second, the racing is to be fun, safe, and clean. This principle is embodied in the strict enforcement of the “13/13 Rule”, which provides for immediate sanctions against any driver at fault in any incident involving car damage. Third, the organization and operation of PCA Club Race Events is to be uniform, so that any racer may attend any PCA Club Race Event and know exactly what to expect.



The basic structure of PCA Club Racing involves the PCA National Club Racing Committee, the PCA Executive Office (including the PCA Club Racing National Program Coordinator), and the Region(s) or Zone(s). The Club Racing National Committee sets the PCA Club Racing Rules (including car classes), the licensing procedures, and oversees all the planning of a PCA Club Race. One or several PCA Regions or a PCA Zone organize and host each PCA Club Race and have full financial responsibility for their PCA Club Race. The PCA Club Racing National Program Coordinator provides administrative support and maintains all activities associated with the national licensing of PCA Club Racers. The PCA Executive Office provides additional administrative support as necessary.

In addition, the Club Racing National Committee includes a group of PCA Club Racing National Stewards, PCA Club Racing National Timing Techs, PCA Club Racing National Scrutineers, and a National Medical Committee. One or more of each group is assigned to each PCA Club Race, and the assigned individuals function as the chief operating officials for that PCA Club Race.

It is the combination of PCA Club Racing Rules, PCA Club Racing National Licensing, the Club Racing National Committee, and the enthusiastic and dedicated host Event personnel that has allowed PCA Club Racing to build a strong racing program while rigorously adhering to these principles. Further, it is the belief of the PCA Executive Council and all those involved with PCA Club Racing that continued adherence to these principles is the basis for continuing success in the future.



Licensing within Club Racing requires the driver to have had comparable competition driving experience, or certified on-track driving experience, as well as completion of the PCA Club Racing Licensing School.

Upon completion of the Club Racing Licensing School, the racer is granted a rookie license, which remains in effect for four (4) Club Racing races. After completion of four (4) races, the rookie status is deleted. Procedures are also available for those members of PCA who possess existing competition licenses.

A National Champion is crowned annually in each class. Points will be awarded for finishing positions and bonus points will be awarded for each driver, based on the number of cars in the class that finish the race. All race events will provide an opportunity to score points. A driver will use their best eight finishes in individual races for the year to determine their finishing position in the championship. The 13/13 rule is in full effect and any driver found at fault in an incident and assessed a 13/13 penalty will be ineligible for the Championship Series.

2022 will be the 30th Anniversary for Club Racing. The “first ever “ was celebrated at High Plains Raceway with the Rocky Mountain Region. The first race actually occurred at Second Creek track with Rocky Mountain Region but that track as been replaced with High Plains. The first “Founder“ event was at Summitt Race Track where we had our 25th Anniversary celebration in 2017 with Alan Friedman, who developed the racing program. Also at Summitt Point we had our first Vintage race in 2016. The 2017 year also celebrated the first semi- pro race series with the factory prepared Porsche GT-4 Cayman. Six Races were completed for the GT4- Clubsport Cayman Trophy East Series.

During the race year, the PCA Club Racing News is published and distributed to all PCA Club Racing license holders and applicants and provides news about Club Racing activities, the rules, technical information and the schedule of events. Safety aspects or racing and periodic updates are also found in that publication.



PCA Club Racing has over 2,500 competition license holders. For the latest Club Racing schedule, registration, results, the rules, technical and compliance forms, licensing information and more visit the Club Racing’s web page accessed through the PCA website, <https://pcaclubracing.org/>. Contact information for the Club Racing National Committee can be found through the same website.

## **PART 7.2 – PCA SIM RACING PROGRAM**

PCA Sim Racing – The cars aren’t real, but the racing is!<sup>®</sup>

Porsche Club of America members can drive in race simulations using the iRacing service to compete in multiple weekly events.

The PCA Sim Racing Series gives PCA members the ability to compete in some of the most exciting Porsche race cars on laser-scanned tracks across North America and around the world, all from the comfort of their homes.

The goal of PCA Sim Racing is to create a “virtual” version of the PCA Club Racing program. While real-life wheel-to-wheel racing raises significant barriers to entry, both financial and physical, simulation racing can lower those barriers significantly but still bring much of the excitement! PCA Sim Racing also benefits real racers in building track awareness of track layouts before arriving at the event in real life.

These lowered barriers along with a level playing field with identical race cars for competitors to drive provide an exciting experience to both participants and spectators.

Many of the PCA Sim Racing events are broadcast live. The broadcasts give PCA members a chance to share their racing experiences with friends and family as well as anyone else who is interested in eSports. This is an exciting time to be a PCA member and sim racer!

Participation in the PCA Sim Racing various series continues to grow with over 750 active participants in the 4 years since the program’s inception. It has proven to be one of the more exciting recent member benefits.



In addition to the races described above, PCA Sim Racing holds “eDE” events. These eDriver Education sessions are run on a weekly basis by instructors—many who are real life driving instructors within the PCA. They will help you get acclimated to sim racing and will answer any questions you may have about hardware, software, racecraft, or even Porsches in general.

Just as Club Racing has run groups, there are multiple levels of classes based on a driver’s abilities and experience, and a program ladder to move to another class as a driver’s proficiency increases.

**If you are interested in joining the fun, visit <https://pcasimracing.com/go/> for more information.**

## SECTION 8 – PCA NATIONAL AWARDS NOMINATION GUIDELINES

### PART 8.1 – NOMINATION GUIDELINES

Throughout the year, the Awards Chair will provide updates to Region Presidents and Zone Representatives about the National Awards and the awards process. It is to the Region's advantage to start planning their nominations well in advance. An Awards Committee or the Region Awards Chair could start collecting the data necessary for any submissions. When the solicitations for the awards are sent out, it is much easier to prepare the submissions, rather than having to amass all the information in a short amount of time.

Please remember that all PCA members are eligible for these awards except members of the PCA National Staff.

A nominee does not need to excel in all criteria. Submissions are strongly encouraged even if the nominee does not meet all of the criteria, since the nominee is considered as a whole.

Around mid-October, the Awards Chair will solicit nominations from all Region Presidents and Zone Representatives for the Ferry Porsche Trophy (PCA Region of the Year), the Porsche Family of the Year Award, Lazar-Blanchard Memorial Trophy (PCA Enthusiast of the Year) and the PCA Public Service Awards. The solicitation is by email and will include details of the nomination guidelines for each award. The nominations are to be submitted to the Awards Chair no later than December 31.

Michael Soriano (Maumee Valley Region) is the Awards Chair. Nominations should be sent via email to him at [awards@pca.org](mailto:awards@pca.org). Please contact him via email or at 419-843-2070 for questions or more information about the National Awards.



## PART 8.2 – THE FERRY PORSCHE TROPHY—PCA REGION OF THE YEAR

Your submissions should be no more than 3,000 words submitted as a Microsoft Word document. If you submit a PDF copy of your nomination, please ensure you also submit a MS Word document as well.

The submission should contain the following:

- Name of Person submitting Award
- Region
- Position, if any, in Region
- Contact information to include telephone numbers and email address

There are five categories for evaluation. The categories and criteria are:

**Level Of Activity** – Provide a brief narrative of your Region’s events, activities, and meetings during the contest year. Please include the number and type of events and the approximate attendance at each event. How do you communicate with the membership about your activities? How do you solicit input from the membership about activities? How do you identify new and unique activities for the membership?

**Membership Growth** – Provide a brief narrative of your growth and membership retention during the contest year. Please include the number of members in December compared to January of the contest year, the number of members who renewed and the number of new members. Note that up-to-date membership data is available to the President and Membership Chair. Your narrative should also include what your Region has done to retain or increase membership. Have you implemented any new and unique processes or programs to retain existing members and/or attract new members?

**Community Activity** – Provide a brief narrative of your Region’s activities that benefit the community. Please include the approximate attendance at each event and note if any other regions or organizations participated. Your narrative should also describe the positive impact these activities have had on the community, your Region, your membership and PCA.

**Multi-Region Participation** – Provide a brief description of your Region’s participation in or sponsoring of multi-region events. Describe how the Region facilitated surrounding Regions to participate in a variety of events that normally might not be possible. How did the Region help other Regions defray expenses or assist in administrative requirements? Please provide the approximate number of members from your Region and from the other participating Regions who attended the events.

**Newsletter And Web Site Effectiveness** – Provide a brief narrative about how your newsletter and website support Region activities. How do they facilitate Region communication with the membership? What makes them unique? What is the membership’s impression or reaction to them? Do you make effective use of email or other mass communication methods in publicizing events and club activities?

**Summation** – In summary, please provide a brief narrative about the goals and accomplishments of your Region. What made your Region stand out among all other PCA Regions? Why should your Region receive the Ferry Porsche Trophy?

**Additional Supporting Documentation** – As a requirement for your submission, please provide the two Region newsletters that best support your submission. You may also provide up to five photographs that support each category of your submission.

## **PART 8.3 – THE GLENN LAZAR—HARRY BLANCHARD MEMORIAL TROPHY—PCA ENTHUSIAST OF THE YEAR**

The submissions should be no more than 1,500 words submitted as a Microsoft Word document. If you submit a PDF copy of your nomination, please ensure you also submit a MS Word document as well.

The submission should contain the following:

- Name of Person submitting Award
- Region
- Position, if any, in Region
- Contact information to include telephone numbers and email address
- Nominee's:
  - Name:
  - Region:
  - Years in Region:
  - Years In PCA.

**Participation In Region Events/Activities** – Describe the nominee's participation in Region events regardless of the type of event. Did the nominee participate in a wide variety of events? Has the nominee developed or proposed any creative new events or proposed creative revisions to existing events? What role did the nominee play in developing, planning, organizing and delivering the events? Was the nominee a chair or co-chair for any events or programs? Has the nominee served as an elected officer or an appointed event or activity Chair? Has the nominee supported the promotion and growth of the region (new member activities, Panorama or newsletter articles, etc.)? Please describe the nominee's participation in Region events or activities benefiting the community or charities. Please describe any career and educational activities; and any extenuating or special circumstances that impacted the Region.

**Participation In National, Zone And Multi-Region Events** – Describe the nominee's participation in multi-region, Zone or National events. Did the nominee participate in a wide variety of events? What role did the nominee play in developing, planning, organizing and delivering the events? Was the nominee a chair or co-chair for any events or programs? If the nominee attended Parade or Treffen, did the nominee volunteer?

**Summation** – In summary, please provide a brief narrative about the goals and accomplishments of your nominee that supported the Region, the Zone, and National, and why this region member should be awarded the Lazar-Blanchard Trophy.

**Additional Supporting Documentation** – Please provide up to five photographs and/or five newsletter articles that support your nomination.

## **PART 8.4 – PORSCHE (PCA) FAMILY OF THE YEAR AWARD**

Any active member of the Porsche Club of America and his or her family members are eligible for this award. For purposes of this award, a family is defined as multi-generational with adult children regardless of residence, parents with children living at home, parents with no children living at home or a couple without children.

Your submissions should be no more than 1,500 words submitted as a Microsoft Word document. If you submit a PDF copy of your nomination, please ensure you also submit a MS Word document as well.

The submission should contain the following:

- Name of Person submitting Award
- Region
- Position, if any, in Region
- Contact information to include telephone numbers and email address
- Family Information:
  - Names of all family members listed in the submission
  - Ages of all children
  - Region
  - Years in Region
  - Years in PCA

The submission criteria and evaluation categories are as follows:

**Level Of Activity** – Provide a brief narrative of the family’s participation in Region, Zone or National activities or meetings. Describe the participation of the family members in the activity whether individually or as a group. Please include any Region, Zone or National activities benefiting the charities or the community. Please include any career or educational activities that benefit the Region. Include any extenuating or special circumstances that benefit PCA. Indicate whether or not a family member chaired or co-chaired an event or played some other type of role in the management or administration of an activity. How did the family’s participation in Region events or activities benefit the Region?

**Multi Region Participation** – Provide a brief description of Family’s participation in, or sponsoring of, multi-Region or PCA events or activities. Describe how the Family worked with members from other Regions to facilitate their participation in Region or PCA events or activities. Did a family member serve as chair or co-chair of an event or activity or play some other type of role in the management or administration of such an event or activity? How did the family’s participation in multi-region or PCA events benefit the Region(s), Zone(s) or PCA?

**Summation** – In summary, please provide a brief narrative about the overall accomplishments of the family and why they should be awarded the PCA Family of the Year Trophy.

**Additional Supporting Documentation** – Please provide up to five photographs and/or five newsletter articles that support your nomination.

## **PART 8.5 – PCA PUBLIC SERVICE AWARD**

Awards are presented for first, second and third place and honorable mention. The award includes a trophy and cash award.

Your submissions should be no more than 1,500 words submitted as a Microsoft Word document. If you submit a PDF copy of your nomination, please ensure you also submit a MS Word document as well.

The submission should also contain the following:

- Name of Person submitting Award
- Region
- Position, if any, in Region
- Contact information to include telephone numbers and email address

The submission criteria and evaluation categories are:

**General Criteria** – Regions may submit a description of a single community service or charity event; however Regions submitting multiple events or activities that occurred throughout the year will receive greater consideration unless the single event is of such a magnitude or significance to preclude submission of more than one event. While the narrative criterion for Community Service and Charity Events is similar, we request you provide narratives for both categories.

**Community Service** – Provide a narrative of the Region’s community service events or activities. The narrative should include the objectives of the event. How the event was planned and how many Region members participated in the planning. How was the event delivered and where did the event take place? How many Region members assisted in delivering the event, how many Region members attended the event and how many members from other Regions attended? Please provide details about the length of time of the event and the volunteer hours necessary to accomplish your objectives and make the event a success. What were the results of the event and how did it benefit the Region, the Zone or PCA? Provide details about any pre and/or post event publicity. Describe any obstacles to planning or delivery of the event and how did the Region address these problems.

Was the event unique, and if so, how was it unique? To what extent did the general public participate in or benefit from the event? Were other groups outside PCA involved? How did the beneficiary participate? If the event was outside the Region how did the event contribute to Region and PCA goals? Finally, did the event succeed in its objectives?

**Charity Events** – Provide a narrative of the Region’s charity events or activities. The narrative should include the objectives of the event. How the event was planned and how many Region members participated in the planning. How was the event delivered and where did the event take place? How many Region members assisted in delivering the event, how many Region members attended the event, and how many members from other Regions attended? Please provide details about the length of time of the event and the volunteer hours necessary to accomplish your objectives and make the event a success. What were the results of the event and how did it benefit the Region, the Zone or PCA? If this was a fund raising event, how much funds were raised, and how and when were they delivered to the charity? Provide details about any pre and/or post event publicity. Describe any obstacles to planning or delivery of the event and how did the Region address these problems.

Was the event unique, and if so, how was it unique? To what extent did the general public participate in or benefit from the event? Were other groups outside PCA involved? How did the beneficiary participate? If the event was outside the Region, how did the event contribute to Region and PCA goals? Finally, did the event succeed in its objectives?

**Summary** – In summary, please provide a brief and concise statement describing what set the Region’s Community Service and Charity Events apart from those of other Regions.

**Additional Supporting Documentation** – Provide up to five photographs and/or five newsletter articles to support your nomination.

## PART 8.6 – PCA WEBSITE AWARDS

PCA conducts an annual contest for Regions and Zones web sites. See [Website Contest Rules](#) on the [pca.org](#) for details about entering this national contest for Region and Zone websites and a list of prior award winners and their Regions.

## PART 8.7 – PCA NEWSLETTER AWARDS

The Betty Jo Turner Award for Newsletter Excellence (Best Overall Newsletter)

The Paul Heinmiller Memorial Trophy was previously awarded to the region newsletter judged to be the most outstanding for the year, as part of the PCA Newsletter Contest. The Heinmiller Memorial Award was donated in 1970 by the Porsche+Audi Division of Volkswagen of America. Mr. Heinmiller was a past National Vice President. Under Mr. Heinmiller's leadership, Porsche Panorama became a professionally executed publication both in physical layout and graphic art, as well as in refinement of its content. Almost every region has members who belong to PCA because of Panorama and who continue to renew their memberships to receive what has become the finest single-marque, club-sponsored publication in the world.

The Betty Jo Turner Newsletter Award for Newsletter Excellence was created in 2012 to recognize retiring Panorama Editor Betty Jo Turner. This award replaced the Paul Heinmiller Memorial Trophy, which was retired. Betty Jo earned a degree in music from Wesleyan College and first became aware of Porsches in 1962. She saw legendary Porsche racer Bob Holbert win at Virginia International Raceway and became an enthusiast. She later became active in reviving the Peachstate region in the late 1960's, even hand-painted name tags for the region. She personally signed up actor Steve McQueen as a Peachstate member.

For the PCA Newsletter Contest, regions compete in one of five classes, based on region membership as of December 31st of the competition year. Basing the classes on region membership is intended to ensure that regions competing for the five separate class awards have reasonably equal resources. The Betty Jo Turner Award for Newsletter Excellence does not duplicate any of the class awards.

The evaluation criteria are: Information and Navigation; Overall Layout and Appearance; Editorial Commentary; Event Publicity and Follow-Up; Photography and/or artwork (Illustrations, Clip-art); Technical Articles and Automotive Tips; Availability in Digital Format to Members; Features and Article Contributions from Members; and General Scope and Variety. Top editors from around the country are selected to help with the judging of other regions' newsletters. They assign scores for each category. Points are given for the number of issues published by the region during the year. Once class winners have been decided, the top entry from each class is then re-evaluated by a second set of judges to determine the overall winner of the Betty Jo Turner Award for Newsletter Excellence.

### EDITOR'S NOTE

The list of PCA National Awards and Award Winners have been moved to [pca.org](#) as the 2020 RPM Awards Section. Details of PCA National Awards, National Contests, and the winners, along with the lists of the Porsche Parade competitive event winners, are now located on the PCA website in this document. It can be downloaded from [this link \(click here\)](#).



## SECTION 9 – PCA FORMS

All forms can be found on [www.pca.org](http://www.pca.org). Go to “**Home**,” then “[Forms & Documents](#).” These and other forms are available in pdf and Word documents. You can print or download them, fill in and send as an attachment in an email. Several are fillable pdf forms. The example forms on the following pages may be used if necessary. However, it is preferred to download them from the website or fill them out on-line as that ensures they are the most current version and the information gets to the right people on time.

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# CONFLICT OF INTEREST

## Board Members, Appointees and Members of the National Staff

### Membership Status

As a member of the Board of Directors or a member of the National Staff, I certify that I am an Active or Family Active member as defined in the Bylaws of the Porsche Club of America.

### Conflict of Interest

It is the goal of the Porsche Club of America (PCA) to ensure its staff, volunteers, and Board members diligently seek to avoid conflicts of interest he or she may have personally or professionally with the operation, management and business interests of the PCA. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Board members, Appointees and members of the National Staff will recuse themselves from a PCA transaction or decision if their interests, affiliation, or involvement with another entity or organization conflicts with that of PCA. No Board member will participate in the discussion of, or vote on, an agenda item in which he or she has a direct personal or financial interest not common to other members of the Club. Those with a conflict of interest on a particular agenda item will abstain during the Board of Directors vote on that matter. However, members may vote for himself or herself when being elected for an office, such as for the Audit Committee.

I understand this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Name of person completing this form:

Position / Officer Title:

Email:

Date:

Signature:

*Click to open on-line version: [Conflict of Interest Board](#)*

## Region President Acknowledgement

### Membership Status

As the Region President for \_\_\_\_\_ Region, I certify that I am an Active or Family Active member as defined in the Bylaws of the Porsche Club of America.

### Conflict of Interest

Every Region President is a member of the Board of Directors of PCA. PCA Board members will recuse themselves from any PCA transaction or decision when his/her interests, affiliation or involvement with another entity or organization conflicts with his/her fiduciary or personal duty to PCA or its membership. No Board member will participate in the discussion of, or vote on, an agenda item in which he or she has a direct or indirect personal or financial interest not common to other members of the Club. Those with a conflict of interest on a particular agenda item will abstain during the Board of Directors vote and discussion on that matter. However, a member may vote for himself or herself when being elected for an office, such as for the Audit Committee.

I understand this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Name of Region President completing this form:

Email:

Signature:

*Click to open on-line version: [Conflict of Interest President](#)*



## PCA REGION SUBSIDY PROGRAM REQUEST

See PCA Region Procedures manual (RPM), Section 3, Part 5 for details and eligibility

### Type of Subsidy Requested:

- 710 - Hospitality Park \$500
- 711<sup>1</sup> - Multi-Region Two-Activity Weekend \$500
- 711<sup>1</sup> - Multi-Region Three-Activity Weekend \$750
- 712<sup>2</sup> - Charity/Public Service \$750
- 717<sup>3</sup> - PCA Register Group Two Event Weekend \$500
- 717<sup>3</sup> - PCA Register Group Three Event Weekend \$750
- 732<sup>4</sup> - Region New Member Social Subsidy \$500

Region: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Chair: \_\_\_\_\_

Phone: \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

### <sup>1</sup>For Multi-Region Subsidy: Planned Events (Check those Applicable)

- Concours  Rally  Autocross  Tech/Historical Quiz  Driving Tour   
 Other

### <sup>2</sup>For Charity Subsidy - Name and Address of Charity or Community Project benefited:

\_\_\_\_\_

### <sup>3</sup>For PCA Register Subsidy - list events: \_\_\_\_\_

\_\_\_\_\_

### <sup>4</sup>For Region New Member Social - list location(s) and officers to attend: \_\_\_\_\_

\_\_\_\_\_

Region President or Event Chair	Date	Email
_____	_____	_____
Zone Representative	Date	Email
_____	_____	_____
PCA Register Advocate	Date	Email
_____	_____	_____
PCA Register Group Coordinator	Date	Email
_____	_____	_____

Attach entry form, event flyer, invitation letter or other support. This form must be submitted by the Zone Rep to the PCA Controller prior to the event in order to receive the subsidy. A Region may only have one subsidy for each type per year and may not claim multiple subsidies for the same event. Events that do not qualify for subsidies will not receive National support. mail the completed form to your Zone Rep (zone#ren@nca.org) for processing.

Click to open on-line version: [Region Subsidy Program Request](#)



## PCA STREET SURVIVAL SUBSIDY REQUEST

(See PCA Region Procedures Manual (RPM), parts 3.8, pages 24-30, for specifics and eligibility)  
Revised 2023

PCA Expense category 902 Street Survival

Region: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this your first Street Survival School: Yes  No

Cost of Pavement: \$ \_\_\_\_\_

Balance: \$ \_\_\_\_\_ maximum subsidy is \$2,000

*(A copy of the receipt for the pavement rental must be submitted with this form.)*

\_\_\_\_\_  
*Signature of Street Survival Coordinator*                      *Date*                      *email*

This form must be submitted by the requesting Region official to the PCA Street Survival Coordinator indicated below. Each Region may only have one subsidy per calendar year.

Please submit to Street Survival Coordinator at

[StreetSurvival@pca.org](mailto:StreetSurvival@pca.org)

*Click to open on-line version: PCA Street Survival Subsidy Request Form*

# POST EVENT REPORT

To be completed by the Region Event Chair for all events which require insurance. This form is to be submitted to the PCA Safety Chair within five (5) business days of the event.

Region

Event Name

Start Date

to

End Date

Event Type  Driver's Ed  Autocross  Rally  Tour  Time Trial  Tech Session  Off-Road Driving Tour  Other (describe)

Event Location (End Location for Driving Tours/Rallies: [Include City and State/Province])

Number of Participants (people)

Number of Participant Cars

Event Chair

Event Chair Email

Safety Chair

Safety Chair Email

Please provide the name and contact information for the person designated to complete the Observer's Report.

Name

Email

Were there any incidents which would require the filing of an incident report?  YES  NO

Were there any incidents which involved bodily injury?  YES  NO

Please press the "Submit" button to submit the completed form.

*Click to open on-line version: Post Event Report Web Page*

# INSURANCE



## PORSCHE CLUB OF AMERICA, INC. EVENT INSURANCE ENROLLMENT

Revised 2021

Please complete all information. Check all appropriate boxes. Type or print legibly.  
An Event Insurance Enrollment Form must be submitted for every moving car event.

1. Name of Insured Region: \_\_\_\_\_
  2. Address: \_\_\_\_\_
  3. Date (s) of event: \_\_\_\_\_ 4. Length of Event:  1 day  2 days  3 days
  5. Type of Event:  Autocross  Concours  Gymkhana  Rally  Club Race  Drivers Education  Time Trials  
 Driving Tour  Off-Road Driving Tour (Indicate Category  1,  2,  3 )  Car Control Clinic  Tech Session  
 TRSS  Other: \_\_\_\_\_ (Check all that apply)  
\*\*All tours and rally's must have a start and end location-full address is required \*\*  
Start: \_\_\_\_\_  
End: \_\_\_\_\_
  6. Location(s): \_\_\_\_\_ 7. Address(es): \_\_\_\_\_
  8. Number of Participants \_\_\_\_\_ 9. Total Event Premium (check enclosed): \$ \_\_\_\_\_
  10. Certificate of Insurance (required for all events): Date needed by: \_\_\_\_\_
  11. Additional INSURED(S) required for this event: (These will be listed on Certificate of Insurance, if requested)  
If so, send to: \_\_\_\_\_  
E-mail: \*(preferred) \_\_\_\_\_ Fax #: \_\_\_\_\_  
\_\_\_\_\_  
NAME OF ADDITIONAL INSURED(S): \_\_\_\_\_ RELATIONSHIP TO INSURED  
\_\_\_\_\_  
\_\_\_\_\_ (ex. Landowner/Sponsor, describe)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  12. Waiver and Release requirement: Each event participant must sign the PCA Waiver and Release of Liability and Indemnity Agreement, and/or other appropriate Waiver forms. The appropriate signed waiver(s) must be forwarded upon request only, and is a condition of General Liability coverage. A supply of these forms were mailed to the Club's representative when the policy was issued. Should you require more forms, please contact PCA for forms.
  13. Name of person completing this order\*: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- \* NOTE: IF REQUESTED, certificate of insurance and waiver forms will be returned to this person**
14. Special Instructions:

*Click to open on-line version: Event Insurance Enrollment*

**Important Information and Instructions**

1. You must have a Certificate of Insurance in hand before the start of a moving car event. General membership dues will fund liability insurance for many events. Driver’s Education and Club Racing have the most significant premiums and therefore will be charged per event.
2. This form with event premium check (if needed) should be submitted at least three (3) weeks in advance of event for you to have time to receive your Certificate of Insurance. The Certificate will be sent via e-mail to each person indicated on form - please include track or event e-mails to send to them as well.
3. Coverage cannot be placed in effect by phone.
4. If your enrollment form or premium payment is incomplete or inadequate, we will attempt to phone you to obtain the correct information or payment. Please be sure the enrollment form has your contact name and phone number.
5. If your Region’s premium payment check is not honored by your bank for any reason, this will be considered non-payment of the event premium and will jeopardize coverage for your event. After one returned check, any future payments must be made by certified funds - no exceptions.
6. If the event is canceled, please notify the PCA National Office within 24 hours. If you notify the PCA National Office prior to the scheduled day of the event your insurance premium will be refunded.
7. Questions regarding Insurance Coverage should be directed to Ken Laborde, PCA Insurance/Risk Management Chair at (504) 654-1301 (days).
8. If your insurance certificate has not been issued five (5) days prior to your event, please call the Executive Director at the PCA National Office immediately (phone number below).
9. Please make your check payable to Porsche Club of America, Inc. and submit premium to:

**Porsche Club of America, Inc.**

9689 Gerwig Lane, Unit 4C/D

Columbia, MD 21046

Ph: (410) 381-0911; Fax: (410) 381-0924

Or email to admin@pca.org

**Drivers Education Events and Time Trials\***

**Club Racing Events\***

	<u>Costs</u>		<u>2 Days</u>	<u>3 Days</u>
Fewer than 50 participants	\$300	Fewer than 45 cars	\$2,000	\$3,000
51 - 99 participants	\$450	46-75 cars	\$2,500	\$3,500
100 or more participants	\$600	76-125 cars	\$3,500	\$4,500
		126-175 cars	\$4,500	\$5,500
		176 or more cars	\$5,500	\$6,500

\*Fees subject to change

\* \$1,000 per additional day(s)



**RELEASE AND WAIVER OF LIABILITY,  
ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

\_\_\_\_\_  
PCA EVENT NAME / LOCATION

\_\_\_\_\_  
EVENT DATE(S)

IN CONSIDERATION of being permitted to compete, officiate, observe, work for, or participate in any way in any Porsche Club of America or PCA Club Racing ("PCA") events or activities (EVENTS) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any area requiring special authorization, credentials, or permission to enter or any area to which admission by the general public is restricted or prohibited including but not limited to the competition area and any hot pit area), I, for myself and for my personal representatives, heirs, and next of kin:

1. Acknowledge, agree, and represent that I have or will immediately upon entering any of such RESTRICTED AREAS, and will continuously thereafter, inspect the RESTRICTED AREAS that I enter and I further agree and warrant that, if at any time, I am in or about RESTRICTED AREAS and I believe anything to be unsafe, I will immediately advise the officials of such and will leave the RESTRICTED AREA and/or refuse to participate further in the EVENTS. I acknowledge that I may not have the opportunity to inspect any RESTRICTED AREA prior to the event.
2. Hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE PCA or its zones or regions, the promoters, participants, racing associations, sanctioning or administrative organizations or any affiliated entities thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any RESTRICTED AREA, sponsors, advertisers, owners, lessors, and lessees of premises used to conduct the EVENTS, premises and event inspectors, surveyors, underwriters, brokers, consultants and others who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or EVENTS and for each of them, their directors, officers, agents and employees, all for the purposes herein referred to as "Releasees", FROM ALL LIABILITY TO ME, my personal representatives, assigns, heirs, and next of kin FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIMS OR DEMANDS THEREFORE ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN MY DEATH ARISING OUT OF OR RELATED TO THE EVENTS, WHETHER CAUSED BY THE NEGLIGENCE OR FAULT OF THE RELEASEES OR OTHERWISE.
3. Hereby AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them FROM ANY LOSS, LIABILITY, DAMAGE, OR COST INCLUDING BODILY INJURY OR PROPERTY DAMAGE I may incur arising out of my presence or participation in the EVENTS, WHETHER CAUSED BY THE NEGLIGENCE OR FAULT OF THE RELEASEES OR OTHERWISE.
4. Hereby ASSUME FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE arising out of or related to the EVENTS whether caused by the NEGLIGENCE OR FAULT OF RELEASEES or otherwise.
5. Hereby acknowledge that THE ACTIVITIES OF THE EVENTS ARE VERY DANGEROUS and involve the risk of serious injury and/or death and/or property damage. I also expressly acknowledge that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.
6. Hereby agree that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement EXTENDS TO ALL ACTS OF NEGLIGENCE BY THE RELEASEES, INCLUDING NEGLIGENT RESCUE OPERATIONS, and is intended to be as broad and inclusive as is permitted by the laws of the Province or State in which the EVENTS are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

PRINT NAME	SIGN NAME HERE
I HAVE READ THIS RELEASE	I HAVE READ THIS RELEASE
I HAVE READ THIS RELEASE	I HAVE READ THIS RELEASE
I HAVE READ THIS RELEASE	I HAVE READ THIS RELEASE
I HAVE READ THIS RELEASE	I HAVE READ THIS RELEASE
I HAVE READ THIS RELEASE	I HAVE READ THIS RELEASE
I HAVE READ THIS RELEASE	I HAVE READ THIS RELEASE

Signature and Title of Witness	Date	Address of Witness
--------------------------------	------	--------------------

PCA – Adult – Rev. 11-30-09

*Click to open on-line version: Release and Waiver of Liability*



## Parental Consent, Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement for Minors in Touring Laps Only

DESCRIPTION, DATE AND LOCATION OF EVENT(S): \_\_\_\_\_

IN CONSIDERATION of the minor child, \_\_\_\_\_ [print minor's name] who currently is at least \_\_\_\_\_ years of age, and for whom I am the legal parent or legally appointed guardian (the "Minor") being permitted to participate in any way in TOURING LAPS ONLY at the EVENT(S) and/or being permitted to enter for any purpose any RESTRICTED AREA(S) [defined to be any area which requires special authorization, credentials or permission to enter or any area to which admission by the general public is restricted or prohibited], I agree:

- I know the nature of Touring Laps at the EVENT(S) and understand that the drivers who participate in Touring Laps may not have any advanced driver training or experience, and that the vehicles participating in Touring Laps may not have had any safety inspection, and may in fact be not legal to drive on public roads. I believe the Minor to be qualified to participate in TOURING LAPS at the Event(s). I will inspect to my complete satisfaction the vehicles, premises and equipment to be used or with which the Minor may come into contact. If the Minor is riding as a passenger in Touring Laps and I am not the driver, I will personally insure that the driver of the vehicle in which the Minor is riding is at least eighteen (18) years old. IF AT ANY TIME THE MINOR OR I BELIEVE ANYTHING IS UNSAFE, I WILL INSTRUCT THE MINOR IMMEDIATELY TO LEAVE THE RESTRICTED AREA AND TO REFUSE TO PARTICIPATE FURTHER IN THE EVENT(S).
- I FULLY UNDERSTAND and will instruct the Minor that: (a) THE ACTIVITIES OF THE EVENT(S) (INCLUDING TOURING LAPS) ARE VERY DANGEROUS and any participation in the Event(s) (including Touring Laps) and/or entry into Restricted Areas involve RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH (ARISKS@); (b) these risks and dangers may be caused by the Minor's own actions or inactions, the actions or inactions of others participating in the Event(s) (including Touring Laps), the rules of the Touring Laps at the Event(s), the condition and layout of the vehicles, premises and equipment, or THE NEGLIGENCE OF THE ARELEASEES@ DESCRIBED BELOW; (c) there may be OTHER RISKS NOT KNOWN TO EITHER OF US or that are not readily foreseeable at this time; (d) THE SOCIAL AND ECONOMIC LOSSES and/or damages that could result from these Risks COULD BE SEVERE AND COULD PERMANENTLY CHANGE THE MINOR-S OR MY FUTURE.
- I consent to the Minor's participation in Touring Laps at the Event(s) and the Minor's entry into Restricted Areas and HEREBY ACCEPT AND ASSUME ALL SUCH RISKS, KNOWN AND UNKNOWN, AND ASSUME ALL RESPONSIBILITY FOR THE LOSSES, COSTS AND/OR DAMAGES FOLLOWING SUCH AN INJURY, DISABILITY, PARALYSIS OR DEATH, EVEN IF CAUSED, IN WHOLE OR IN PART, BY THE NEGLIGENCE OF ANY OF THE ARELEASEES" DESCRIBED BELOW.
- I HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the Porsche Club of America, Inc., its Regional Clubs, event officials and volunteers, promoters, participants, racing associations, sanctioning organizations or any subdivision thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any Restricted Area, promoters, sponsors, advertisers, owners and lessees of premises used to conduct the Event(s), premises or event inspectors, surveyors, underwriters, consultants and other persons or entities who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or Event(s) and each of them, their directors, officers, agents, and employees, all of whom are collectively referred to as "Releasees" FROM ALL LIABILITY TO ME, THE MINOR, my and the Minor's personal representatives, assigns, heirs, and next of kin, FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON ACCOUNT OF ANY INJURY, including, but not limited to, death or damage of property, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES OR OTHERWISE.
- If, despite this release, I, the Minor or anyone on the Minor's behalf makes a claim against any of the "Releasees" named above, I AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES and each of them from ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS, LIABILITY, DAMAGE, OR COST THEY MAY INCUR DUE TO THE CLAIM MADE AGAINST ANY OF THE ARELEASEES" NAMED ABOVE, WHETHER THE CLAIM IS BASED ON THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
- I sign this agreement on my own behalf and on behalf of the Minor.

I HAVE READ THIS PARENTAL CONSENT RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, UNDERSTAND THAT BY SIGNING IT I GIVE UP SUBSTANTIAL RIGHTS I AND/OR THE MINOR MIGHT OTHERWISE HAVE TO RECOVER DAMAGES FOR LOSSES OCCASIONED BY THE RELEASEES= FAULT, AND SIGN IT VOLUNTARILY AND WITHOUT INDUCEMENT.

I HAVE READ THIS RELEASE

\_\_\_\_\_  
PARENT OR GUARDIAN (SIGNATURE/RELATIONSHIP) PRINTED NAME OF PARENT OR LEGAL GUARDIAN DATE

*Click to open on-line version: Parental Consent-Release and Waiver of Liability-Assumption of Risk-and Indemnity Agreement for Minors in Touring Laps Only*

**WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT  
FOR MINORS IN RESTRICTED AREAS, DRIVING OR RIDING**

\_\_\_\_\_  
PCA EVENT NAME / LOCATION

\_\_\_\_\_  
EVENT DATE(S)

IN CONSIDERATION of being permitted to compete, officiate, observe, work for, or participate in any way in any Porsche Club of America or PCA Club Racing ("PCA") events or activities (EVENTS) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any area requiring special authorization, credentials, or permission to enter or any area to which admission by the general public is restricted or prohibited including but not limited to the competition area and the hot pit area), I, for myself, my spouse, and my minor child, and their personal representatives, heirs and next of kin, sign this Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding ("Agreement") and agree as follows:

1. THE MINOR AND PARENT(S) OR GUARDIAN(S) will immediately upon entering any such RESTRICTED AREAS, and will continuously thereafter, inspect the RESTRICTED AREA and warrant that their entry therein and/or the minor's participation in the EVENTS constitutes an acknowledgment that they have inspected the RESTRICTED AREA and find it safe and reasonably suited for the purpose of its use; and, if at any time they believe anything in the RESTRICTED AREA to be unsafe, they will immediately advise the officials of such and that they will remove themselves from the RESTRICTED AREA and the minor will withdraw from participation in the EVENTS.
2. THE MINOR AND PARENT(S) OR GUARDIAN(S) release, waive, discharge and covenant not to sue PCA or its zones or regions, promoters, participants, racing associations, sanctioning or administrative organizations or any affiliated entities thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons in any RESTRICTED AREA, sponsors, advertisers, owners, lessors, and lessees of premises used to conduct EVENTS, premises and event inspectors, surveyors, underwriters, brokers, consultants and others who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or EVENTS and for each of them, their directors, officers, agents and employees, all for the purposes herein referred to as "Releasees", FROM ALL LIABILITY TO OURSELVES, our personal representatives, assigns, executors, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES OR DAMAGES OF THE MINOR AND/OR PARENT(S) OR GUARDIAN(S) ON ACCOUNT OF ANY INJURY, INCLUDING, BUT NOT LIMITED TO THE DEATH OF THE PARENT, GUARDIAN OR MINOR OR DAMAGE TO PROPERTY, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR FAULT OF THE RELEASEES OR OTHERWISE.
3. THE PARENT(S) OR GUARDIAN(S) AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS, the Releasees and each of them FROM ANY LOSS, LIABILITY, DAMAGE OR COST, INCLUDING BODILY INJURY OR PROPERTY DAMAGE that they may incur due to the presence of the parent, the guardian or the minor in the RESTRICTED AREA, or in any way while participating in the Events, WHETHER CAUSED BY NEGLIGENCE OF THE RELEASEES OR OTHERWISE. The parent or guardian further recognize and agree they are executing this Agreement on behalf of themselves and on behalf of the minor.
4. THE MINOR AND PARENT(S) OR GUARDIAN(S) ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE, whether due to the negligence of Releasees or otherwise, while in or upon the RESTRICTED AREA for any purpose including competing, officiating, observing, working or participating in the Events.
5. The MINOR AND PARENT(S) OR GUARDIAN(S) recognize and understand that THE ACTIVITIES OF THE EVENTS ARE VERY DANGEROUS and that there are risks and dangers associated with participation in the EVENTS and admission within the RESTRICTED AREA that could cause severe bodily injury, disability and death. Further, the risks and dangers may be caused by the negligent actions or negligent failure to act of the Releasees and others, including the risk that the INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.
6. THE UNDERSIGNED HEREBY agree that this Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding EXTENDS TO ALL ACTS OF NEGLIGENCE BY THE RELEASEES, INCLUDING NEGLIGENT RESCUE OPERATIONS and is intended to be as broad and inclusive as is permitted by the law of the Province or State in which the Events are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**THE MINOR AND PARENT OR GUARDIAN HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT WITH THE UNDERSTANDING THAT SUBSTANTIAL RIGHTS ARE BEING GIVEN UP AND INTEND THEIR SIGNATURES TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.**

1. **I HAVE READ THIS RELEASE**  
 \_\_\_\_\_  
 Parent or Guardian (Signature/Relationship) \_\_\_\_\_  
 Date

2. **I HAVE READ THIS RELEASE**  
 \_\_\_\_\_  
 Parent or Guardian (Signature/Relationship) \_\_\_\_\_  
 Date

Signature and Printed Name of Participant/Minor: **I HAVE READ THIS RELEASE** \_\_\_\_\_ D.O.B. \_\_\_\_\_

Printed Name of Parent or Guardian: 1. \_\_\_\_\_

Printed Name of Parent or Guardian: 2. \_\_\_\_\_

Received by \_\_\_\_\_  
 Witness' Signature                      Witness' Printed Name                      Address                      Date

PCA-Parent/Guardian & Minor as Participant Rev. 11-30-09

*Click to open on-line version: Minor and Parent Form-Waiver*

SECTION 9 – PCA FORMS

**WAIVER AND RELEASE OF LIABILITY AND INDEMNITY AGREEMENT  
FOR MINORS AS OBSERVERS ONLY**

\_\_\_\_\_  
PCA EVENT NAME / LOCATION

\_\_\_\_\_  
EVENT DATE(S)

IN CONSIDERATION of being permitted to enter the premises of and observe the Porsche Club of America or PCA Club Racing ("PCA") events or activities (EVENTS) or being permitted to enter for any purpose any RESTRICTED AREA (defined as any area requiring special authorization, credentials, or permission to enter or any area which admission by the general public is restricted or prohibited including but not limited to the competition area and the hot pit area), I, for myself, my spouse, and my minor child, and their personal representatives, heirs and next of kin, sign this Waiver and Release of Liability and Indemnity Agreement for Minors as Observers Only ("Agreement") and agree as follows:

1. THE PARENT(S) OR GUARDIAN(S) will immediately upon entering any such RESTRICTED AREA, and will continuously thereafter, inspect the RESTRICTED AREA and warrant that their entry therein constitutes an acknowledgment that they have inspected the RESTRICTED AREA and find it safe and reasonably suited for the purpose of its use; and, if at any time they believe anything in the RESTRICTED AREA to be unsafe, they will immediately advise the officials of such and they will remove themselves from the RESTRICTED AREA.
2. THE PARENT(S) OR GUARDIAN(S) release, waive, discharge and covenant not to sue PCA or its zones or regions, promoters, participants, racing associations, sanctioning or administrative organizations or any affiliated entities thereof, track operators, track owners, officials, car owners, drivers, pit crews, rescue personnel, any persons on the premises, sponsors, advertisers, owners, lessors, and lessees of premises used to conduct the EVENTS, premises and event inspectors, surveyors, underwriters, brokers, consultants and others who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or EVENTS and for each of them, their directors, officers, agents and employees, all for the purposes herein referred to as "Releasees", FROM ALL LIABILITY TO OURSELVES AND THE MINOR, our personal representatives, assigns, executors, heirs, and next of kin FOR ANY AND ALL CLAIMS, DEMANDS, LOSSES OR DAMAGES OF THE MINOR AND/OR PARENT OR GUARDIAN ON ACCOUNT OF ANY INJURY, INCLUDING, BUT NOT LIMITED TO THE DEATH OF THE PARENT, GUARDIAN OR MINOR OR DAMAGE TO PROPERTY, CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
3. THE PARENT(S) OR GUARDIAN(S) AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS, the Releasees and each of them from any LOSS, LIABILITY, DAMAGE OR COST, INCLUDING BODILY INJURY OR PROPERTY DAMAGE that they may incur due to the presence of the parent, the guardian or the minor in RESTRICTED AREA, WHETHER CAUSED BY NEGLIGENCE OF THE RELEASEES OR OTHERWISE. The parent or guardian further recognize and agree they are executing this Agreement on behalf of themselves and on behalf of the minor.
4. THE PARENT(S) OR GUARDIAN(S) ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE, whether due to negligence of Releasees or otherwise, while in or upon the RESTRICTED AREA for any purpose.
5. THE PARENT(S) OR GUARDIAN(S) recognize and understand that THE ACTIVITIES OF THE EVENTS ARE VERY DANGEROUS and that there are risks and dangers associated with their presence at the EVENTS and admission within the RESTRICTED AREA that could cause severe bodily injury, disability and death. Further, the risks and dangers may be caused by the negligent actions or negligent failure to act of the Releasees and others, including the risk that the INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF THE RELEASEES.
6. THE UNDERSIGNED HEREBY agree that this Waiver and Release of Liability and Indemnity Agreement for Minors as Observers Only EXTENDS TO ALL ACTS OF NEGLIGENCE BY THE RELEASEES, INCLUDING NEGLIGENT RESCUE OPERATIONS and is intended to be as broad and inclusive as is permitted by the law of the Province or State in which the EVENTS are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**THE PARENT(S) OR GUARDIAN(S) HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT WITH THE UNDERSTANDING THAT SUBSTANTIAL RIGHTS ARE BEING GIVEN UP AND INTEND THEIR SIGNATURES TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.**

- NOTE: Both parents/guardians should sign, if available. If both are not available, the signature of one parent/guardian is acceptable.

1. **I HAVE READ THIS RELEASE**

\_\_\_\_\_  
Parent or Guardian (Signature/Relationship)

\_\_\_\_\_  
Date

2. **I HAVE READ THIS RELEASE**

\_\_\_\_\_  
Parent or Guardian (Signature/Relationship)

\_\_\_\_\_  
Date

Printed Name of Participant/Minor: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Printed Name of Parent or Guardian: 1. \_\_\_\_\_

Printed Name of Parent or Guardian: 2. \_\_\_\_\_

Received by \_\_\_\_\_  
Witness' Signature                      Witness' Printed Name      Address                                      Date

PCA-Parent/Guardian for Minor Observer Rev. 11-30-09

*Click to open on-line version: [Minor and Parent Form-Waiver-Observers Only](#)*

SECTION 9 – PCA FORMS



**COMMUNICABLE DISEASE EXPOSURE AND INFECTION ASSUMPTION OF RISK, HOLD HARMLESS, RELEASE, WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

**APPLIES FOR ALL PCA ACTIVITIES ONE YEAR FROM MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

As lawful consideration for my being granted access to this facility or event ("FACILITY"), and being permitted to participate in its activities, including but not limited to being allowed to drive, compete, crew, officiate, spectate, observe, work, volunteer, participate in any way or otherwise be granted entrance to FACILITY for any reason ("ACTIVITIES"), and by signing below, I acknowledge that I have read, understand, and agree to the following, on my own behalf, on behalf of any minor accompanying me, and on behalf of my personal representatives, heirs and next of kin, agents and principals:

1. The novel coronavirus, COVID-19, also known as "severe acute respiratory syndrome coronavirus 2 ("SARS-CoV2") has been declared a worldwide pandemic by governments and public health agencies. SARS-CoV-2, COVID-19 and/or any mutation or variation thereof (hereinafter "COVID-19") is extremely contagious. COVID-19 and other communicable, contagious and/or infectious diseases, (collectively, "DISEASE") can be spread by exposure to people or otherwise.
2. The unavoidable risk exists that I will become exposed to and/or infected with DISEASE, and could suffer resulting and/or related death, disability, illness, sickness, infection, disease, syndrome and/or other undesirable health condition (collectively "AFFLICTED"), whether now known or unknown, from DISEASE.
3. No one, including RELEASEES as defined below, can eliminate the risk that I will become exposed to or infected by or otherwise experience DISEASE. I am personally responsible for following the DISEASE mitigation guidelines and restrictions of federal, state/provincial, county or other applicable authority including those of FACILITY. I understand that being AFFLICTED by DISEASE may result from the actions, omissions, or negligence of myself and others, including, but not limited to, RELEASEES as defined below.
4. I voluntarily, and knowing the foregoing risks, assume these risks and accept sole responsibility that I may be exposed to and/or AFFLICTED by DISEASE by entering FACILITY or participating in ACTIVITIES. If I choose not to assume these risks, I will neither enter FACILITY nor participate in ACTIVITIES, and by staying at FACILITY I affirm my continuing acceptance of all such risks.
5. I hereby RELEASE, WAIVE, DISCHARGE and COVENANT NOT TO SUE PCA or its zones or regions, FACILITY owners, FACILITY operators, the promoters, participants, racing associations, sanctioning organizations or any affiliated entities thereof, track operators, track owners, officials, vehicle owners, builders and designers, drivers, crews, rescue personnel, any persons in any restricted area, promoters, sponsors, equipment and parts manufacturers and suppliers, advertisers, owners and lessees of premises used to conduct ACTIVITIES, premises and event inspectors, those who clean and maintain FACILITY, concessionaires and vendors, volunteers, surveyors, underwriters/brokers, consultants and others who give recommendations, directions, or instructions or engage in risk evaluation or loss control activities regarding the premises or ACTIVITIES, and for each of them, their directors, officers, agents, employees, representatives, owners, members, affiliates, successors and assigns, collectively referred to as "RELEASEES", FROM ALL LIABILITY TO ME, my personal representatives, assigns, heirs, and next of kin, agents and principals FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFOR, WHETHER CAUSED BY THE NEGLIGENCE OF ANY RELEASEE(S) OR OTHERWISE INCLUDING EXPOSURE TO DISEASE, THAT MAY RESULT IN ILLNESS, INJURY, DISABILITY AND/OR DEATH. I understand and agree that this release includes claims based on the actions, omissions, or negligence of any RELEASEE whether DISEASE exposure occurs before, during, or after entry to FACILITY and/or participation in ACTIVITIES at FACILITY.
6. I hereby agree to INDEMNIFY and SAVE AND HOLD HARMLESS the RELEASEES and each of them from any loss, liability, damage, or cost (including their attorneys' fees and costs) that I may incur arising out of or related in any manner to my attendance at or participation in ACTIVITIES.
7. SEVERABILITY AND ENFORCEMENT. This Agreement is intended to be as broad and inclusive as is permitted by the laws of the Province or State in which ACTIVITIES are conducted and if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. I intend for this Agreement to apply any time I am present at any FACILITY during dates noted above.

**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTOOD ALL OF THE TERMS OF THIS AGREEMENT, UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP LEGAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, ORAL REPRESENTATIONS OR GUARANTEE BEING MADE TO ME, AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY TO THE GREATEST EXTENT PERMITTED BY LAW, INCLUDING THE RIGHT, DIRECTLY OR INDIRECTLY, TO SUE THE RELEASED PARTIES.**

Signature:	Address:
Printed Name:	Mobile #:
Date:	

March 1, 2021

*PCA Communicable Disease Waiver (not available on-line)*

**AGREEMENT REGARDING USE OF VEHICLE AT PCA EVENT  
FORM 1**

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_, hereinafter referred to as "Vehicle Owner", and the Porsche Club of America, Inc. and its zones, regions, officers, directors, members, representatives and agents, hereinafter collectively referred to as "PCA", with regard to one or more vehicles either owned by or in the care, custody and control of Vehicle Owner. The parties to this Agreement hereby agree as follows:

Vehicle Owner desires to bring a vehicle(s) to a PCA event to be held in or near the City of \_\_\_\_\_, \_\_\_\_\_, between the dates of \_\_\_\_\_ and \_\_\_\_\_, 20\_\_. Vehicle Owner believes and acknowledges that bringing the vehicle to the PCA event will be of benefit to the Vehicle Owner only. Vehicle Owner agrees that at all times during the event Vehicle Owner will remain in the care, custody and control of the vehicle and will not relinquish same to PCA. Even if Vehicle Owner allows a PCA member to drive the vehicle(s), the Vehicle Owner will remain in care, custody and control of the vehicle(s).

Thus done and signed at \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vehicle Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
PCA Region or Zone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

*Click to open on-line version: Use of Another's Vehicle Form 1*

**AGREEMENT REGARDING USE OF VEHICLE AT PCA EVENT**  
**FORM 2**

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_, hereinafter referred to as "Vehicle Owner", and the Porsche Club of America, Inc. and its zones, regions, officers, directors, members, representatives and agents, hereinafter collectively referred to as "PCA", with regard to one or more vehicles either owned by or in the care, custody and control of Vehicle Owner. The parties to this Agreement hereby agree as follows:

Vehicle Owner desires to bring a vehicle(s) to a PCA event to be held in or near the City of \_\_\_\_\_, \_\_\_\_\_, between the dates of \_\_\_\_\_ and \_\_\_\_\_, 20\_\_. Vehicle Owner believes and acknowledges that bringing the vehicle to the PCA event will be of benefit to the Vehicle Owner only. Vehicle Owner agrees that at all times during the event Vehicle Owner will remain in the care, custody and control of the vehicle and will not relinquish same to PCA. Even if Vehicle Owner allows a PCA member to drive the vehicle(s), the Vehicle Owner will remain in care, custody and control of the vehicle(s).

Vehicle Owner agrees to have the vehicle(s) insured against damage to or loss of the vehicle(s) at all times during the event and agrees to look solely to its own insurance for any damage to the vehicle during the event. Any deductibles due under any such policies of insurance will be for the sole account of Vehicle Owner.

Vehicle Owner agrees that it will have its insurer waive subrogation against PCA in connection with any damage or loss of the vehicle(s). Should Vehicle Owner fail to have its insurer waive subrogation against PCA, the Vehicle Owner agrees to defend, indemnify and hold harmless PCA in connection with any damage to or loss of the vehicle(s).

Thus done and signed at \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vehicle Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
PCA Region or Zone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

*Click to open on-line version: [Use of Another's Vehicle Form 2](#)*



## **Porsche Club of America Insurance Plan**

### **Summary of PCA Participant Accident Coverage**

#### **General Description:**

This insurance provides coverage at various limits for participants who are injured at PCA moving car events.

<u>A. Coverage</u>	<u>Participant Limits</u>
Excess Medical Expense Reimbursement	\$ 1,000,000
Accidental Death	\$ 25,000
Dismemberment (by sched. up to)	\$ 25,000
Loss of Income	\$100 wk./52 weeks

#### **B. Terms, Conditions, and Exclusions:**

These apply to all Participant Accident coverages and all types of covered events.

Requirements: Must have signed a Release and Waiver for the event and be credentialed by PCA for the event and must contact event medical or Event/Safety Official before the end of the event to report an accident that might give rise to a claim.

Conditions: All claims resulting from injuries arising at PCA sanctioned/organized events must first be submitted to the Participant's personal medical insurer (if any). The PCA Excess Medical coverage will coordinate benefits with the personal medical insurer, but will not pay in addition to it. If there is no personal medical insurer, the PCA program will become primary. Medical treatment must be prescribed by a MD or DO.

Filing/Benefit Period: Must submit evidence of first medical expense within 60 days of injury. Benefits are payable for medical expenses incurred up to 156 weeks after the accident.

Participant Definition: Drivers, crews, officials of the race, announcers, ambulance crews, tow truck crews, pit gate workers, and all other persons bearing credentials or passes duly and officially issued by the policy owner Porsche Club of America or its affiliated Regions for PCA sanctioned/authorized events.

Exclusions/Limitations: Thrill shows; Workers' Compensation related injuries; alcohol/narcotic related injuries; eyeglasses/contact lenses; dentures, crowns or caps; suicide; intentional/self-inflicted injury; illness, unless developed as a result of the covered accident; pre-existing conditions; chiropractic care and/or cognitive therapy unless specifically authorized by the attending MD or DO. Reimbursement is limited to charges that do not exceed those generally charged for similar medical or dental care.

Death Benefit Beneficiary: Death benefits are made payable to the estate of the deceased.

*Click to open on-line version: [PCA PA Coverage Summary 09152017.pdf](#)*

# PCA Autocross Safety Inspection

May 2020

**It is the sole responsibility of each participant to present a vehicle that is safe to operate in an autocross event and is in sound mechanical condition. Safety inspection by PCA Region volunteers does not relieve the participant of their responsibility for the safety of the vehicle they have entered.**

- € **Helmet** meets current or two prior SA, M, or K Snell ratings. Helmets built to Snell Foundation Standards or other standards such as FIA 8860, SFI 31.1 and BS6658-85 Type A-FR are approved.
- € **Helmet** is in good physical shape. Liner is not loose inside. Straps are not frayed. No obvious outer shell damage. Drivers of cars with no windshields must have eye protection.
- € **Gas Cap** securely in place
- € **Seatbelts** must be in good condition and not overly worn, frayed, or stiff. 5 or 6-point racing harnesses must be installed per manufacturer's instructions. If non-factory upper restraints are installed in open cars, factory roll over protection or aftermarket roll bar/cage must be installed.
- € **Seats** are properly attached and functional
- € **Wheels** must be free of cracks and all fasteners installed on all wheels
- € **Tires** must have no cord showing at any time and be free of cracks
- € **Throttle** operates properly
- € **Brake pedal** must not go to the floor without any resistance
- € **Brake rotors or drums** must not be cracked to the edges
- € **Brake fluid** must be between the minimum and maximum level in the reservoir (if visible)
- € **Fluid** leakage must not be significant
- € **Battery** must be attached securely to the frame or chassis
- € **Final Prep:** All loose objects inside the passenger compartment or trunk(s) must be removed. Cameras must be securely mounted.

*Click to open on-line version: [PCA Autocross Safety Inspection Checklist](#)*



# 2023 PCA Driver Education Tech Inspection Form

This form must be completed for EVERY Vehicle registered.  
Section A must be completed within 30 days of the event.  
Section B must be completed within 24 hours of the event.

*Insert region logo here*  
*Insert region name here*

**PLEASE PRINT DOUBLE SIDED**

General Information – to be completed by Owner/ Participant prior to inspection	
Driver Name: _____	Car#: _____
Marque: _____	Color: _____
Model: _____	Modified? _____
Year: _____	PCA Home _____
Event Date/Track: _____	Region: _____
	PCA Home Region _____
	Run Group: _____

SECTION A Authorized Shop / Inspector – Complete Section A Only	
This vehicle inspected by: (check only one) <input type="checkbox"/> PCA Region authorized tech inspector <input type="checkbox"/> PCA tech inspector approved by other region safety chair <input type="checkbox"/> Porsche or other dealership <input type="checkbox"/> Specialty repair shop or independent Porsche mechanic	<b>Shop / Inspector Stamp (or business card) or Region Tech Stamp</b> Shop Name (if applicable): _____ Shop / Inspector Contact Email or Phone: _____ Address: _____  <i>Insert stamp here</i>
Inspector Signature: _____ Inspector Name (print): _____ Inspection Date: _____	
<b>Pre-Event Inspection</b>	These inspections <b>WILL NOT</b> be performed at the track. These must be performed by a PCA- <b>authorized</b> inspector within 30 days prior to the event. Please familiarize yourself with the PCA DE Minimum Standards found here: <a href="https://www.pca.org/drivers-education/Drivers-Education-Minimum-Standard">https://www.pca.org/drivers-education/Drivers-Education-Minimum-Standard</a>

- P F **Helmet:** Snell rated current or last date certificate, no cracks; Chin strap in good condition.
- P F **Roll Bars/Cages:** Mandatory for all open & semi-open cars without manufacturer's structural or deploying roll over protection; roll bars must pass the broomstick rule and must be covered with closed cell foam padding in any place where a helmet could come in contact with the bar.
- P F **Safety Restraints:** Factory or better installation in both seats; must be securely mounted; belts not frayed; equal restraints for passenger and driver. 4 point harnesses prohibited except Schroth Quick Fit on Schroth-approved car models only. 5-, 6- and 7-point harnesses must use seat with factory routing holes. Expiration dates adhere to SFI and FIA notification in DE Minimum Standards.
- P F **Head and Neck Restraint (HANS):** Required with harnesses.
- P F **Structural Integrity:** No loose body or interior parts; no structural rust at or near suspension points.
- P F **Doors:** Must be operational from inside and outside.
- P F **Windshield:** No cracks in front windshield in driver's direct line of sight. Does not impair vision.
- P F **Mirrors:** Minimum of single mirror in good condition and securely mounted.
- P F **Brake Lights:** Functioning and visible brake lights.
- P F **Gas Cap:** In place and secure, gasket intact.
- P F **Fluids:** NO DRIPPING LEAKS of any fluid of any type.
- P F **Fluid Lines:** Proper fittings and line condition.
- P F **Battery:** Check for general condition of cables, corrosion, or signs of leakage. Battery should remain securely fastened when wiggled vigorously.
- P F **Throttle Return:** Freely operating and proper spring(s).
- P F **Belts:** Fan and other auxiliary belts in good condition with proper tension.
- P F **Brakes:** Brake pedal must be firm.
- P F **Engine Compartment / Fluids (general):** ANY LEAKAGE OF FUEL OR BRAKE FLUID IS UNACCEPTABLE. No excessive engine oil, coolant, or power steering fluid leaks. Hoses/ wires must be in good cond. w/ no cracks/ abrasions, and secured away from all moving parts.
- P F **Date of last brake fluid flush: Fluid type: Brake Fluid:** Sufficient brake fluid; premium fluid recommended. Brake fluid must be changed at least annually.
- P F **FOR PORSCHE GT PASSENGER SEATS ONLY** Additional inspection must be performed to ensure there is no fraying or weakening of harness belts, especially in area of seat punch-out.  
Installation of anti-submarine belt per Section 10(h) of Minimum Standards

Vehicle <b>MUST</b> be raised to complete the remaining inspections:	
P F <b>Wheels – Overall Condition:</b> No cracks, bends or flaws. Valve systems must have airtight caps.	
P F <b>Wheel Bolts &amp; Lugs:</b> All nuts engaged; pay special attention to after-market wheels.	
P F <b>Wheel Center Locks:</b> Make sure locking devices are fully engaged.	
P F <b>Wheel Bearings:</b> Proper free rotation; No looseness in hub.	
P F <b>Tires:</b> General good condition. No cracks, cuts, cords or blisters; The tires used at the track should be teched on this form.	

*Click to open on-line version: Minimum Standard DE Tech Form*

- P F **Brake System:** Sufficient brake pads (3/16”/4.88mm minimum); rotors and pads are in good condition; no cuts or abrasions in brake lines. There should be no visible cracks extending to the edge of the rotor. With co-driver, pads should exceed minimum standard.
- P F **Front Suspension:** No excessive play; ball joints and tie rods secure; boots and all seals in good condition.
- P F **Rear Suspension & Axles:** Check half-shaft bolts, half shaft boots in good condition; mounting hardware in good condition; no leakage.
- P F **Exhaust:** Securely fastened and in good condition.

**SECTION B** (at the track) **Grid Tech (performed at the track event):** In addition to items below, grid tech inspectors **WILL** check that any deficiencies in Section A above have been corrected and may at their discretion re-inspect any items above

**Car has PASSED all Section A & B checks**    **Grid Ins. Name (print):** \_\_\_\_\_    **Sign:** \_\_\_\_\_

- P F **Floor Mats & Other Loose Objects:** Car phones, radar detectors, etc. **AND** their non-permanent mounting brackets must be removed and stored. Remove all loose gear, tools, equipment, paper and supplies. Driver’s-side removable floor mat must be removed.
- P F **Brakes:** At least one functioning brake light.
- P F **Gas Cap and Battery:** In place and secure, gasket intact.
- P F **Wheels:** Lug nuts torqued. Center lock wheels must be properly torqued and the center caps must be removed to allow inspectors to check the locks.
- P F **Helmet & Driver Protective Equipment:** Helmet must be at least SA 2015. A head-and-neck restraint system must be worn when using a harness. Proper clothing attire, per Region rules.
- P F **Car Numbers:** Numbers must be clearly visible and at least 4” high.
- P F **Cars with Automatic Braking and Lane Drift Correction Systems:** Systems must be turned fully off while the car is on-track. Proof of the ability to fully shut off these systems must be provided (i.e. information in Owner’s Manual, etc.). Drivers must be self-informed if the system reverts back to operating position if the car’s ignition is turned off and on again.

**ADDITIONAL NOTES FROM ON-SITE INSPECTOR:**

**THE UNDERSIGNED INDIVIDUAL(S) HEREBY CERTIFY THAT:**

- This OFFICIAL TECHNICAL INSPECTION FORM (THE “FORM”) submitted to the **INSERT REGION HERE** Region (the “Region”) of the Porsche Club of America in connection with the above noted High Performance Driver Education Event, was for pre-event and grid tech inspections performed on the dates shown in Sections A and B by a Porsche mechanic or other person authorized by the Region to conduct such an inspection.
- The completed Form correctly and accurately shows the condition of the Car identified above at the time of the inspection.
- There have been no changes in the condition of the Car since the inspection that would affect the track-worthiness of the Car. The undersigned hereby agrees to defend, indemnify and hold harmless PCA, its Zones and Regions, as well as the inspector, from any and all claims or demands arising directly or indirectly from any incorrect and/or inaccurate statements set forth in this form.

I understand that the technical inspection performed on my Car and my helmet is solely for the purpose of meeting minimum standards of car preparation for the Zone’s or Region’s High Performance Driving Event. No warranties or guarantees are implied or expressed by the passing of the inspection performed. I acknowledge that the safe condition and operation of my Car is entirely my responsibility. I take full and sole responsibility for any vehicle problems, malfunctions, or damage that may occur in connection with the operation or performance of my Car prior to, during, or subsequent to the Event.

**Driver’s Signature: Driver 1:** \_\_\_\_\_ **License Expiration Date:** \_\_\_\_\_

**Driver’s Signature: Driver 2:** \_\_\_\_\_ **License Expiration Date:** \_\_\_\_\_

**Emergency Contact Name: Driver1** \_\_\_\_\_ **Tel. Number:** \_\_\_\_\_

**Emergency Contact Name: Driver2** \_\_\_\_\_ **Tel. Number:** \_\_\_\_\_

*Click to open on-line version: Minimum Standard Tech Form*

# EVENT REPORTS

## PCA GUIDELINES FOR OBSERVER, POST EVENT AND INCIDENT REPORTS

Revised 2018

**PCA Observer's Report Policy:** For all events that require insurance, the correct PCA Observer's Report form must be completed by an impartial party (i.e., not the Event Chair or the Chief Instructor) who attended the event. A copy of all of the PCA Observer Report Forms are forwarded to the person who requested insurance for the event. (Copies are also in the *PCA Region Procedures Manual* and online at [pca.org](http://pca.org), as a fillable .pdf form) This Report Form should be completed and returned no later than **ten (10) days** after the event to the **PCA Executive Office, PO Box 6400, Columbia, MD 21045**. Please type or print, as this report will be reproduced.

**NOTE: Concours events generally do not require an Observer's Report. Gymkhana Events should use the Autocross Observer's Report Form. Insured events classified as "Other" should use an Observer's Report Form that best represents the type of event held.**

**PCA Post Event Report Policy:** For all events that require insurance, the Post Event Report must be completed by the Event Chair. A copy of the PCA Post Event Report Form is forwarded to the person who requested insurance for the event. (copy is also in the *PCA Region Procedures Manual* and online at [pca.org](http://pca.org), as a fillable .pdf form) This Report Form should be completed no later than **five (5) days** after the event and submitted to the PCA Safety Chair at [safety@pca.org](mailto:safety@pca.org), or mailed to the **PCA Executive Office, PO Box 6400, Columbia, MD 21045**. Please type or print, as this report will be reproduced.

**PCA Incident Report Policy:** (Forms are in the *PCA Region Procedures Manual* pages **146-149** and online at [pca.org](http://pca.org).) An Incident Report should be completed whenever any of the following occur:

1. There is car-to-car contact of any sort, whether or not the damage can be "rubbed out."
2. There is car damage caused by contact with an immovable object which cannot be buffed out.
3. There is injury to a person, even though the previous criteria have not been met.
4. There is an incident involving a potential injury or actual injury to a person that does not occur in an "on track" environment.
5. There is a verbal altercation between an individual(s) and an event or Region official.

In the event of bodily injury, an Incident Report should be submitted on the **next business day**, otherwise, Incident Reports are due within **five (5) business days**. Incident Reports should be submitted to all five (5) individuals below:

<b>Insurance Chair</b>	<b>Ken Laborde</b>	<b>Email:</b> <a href="mailto:klaborde@gllaw.com">klaborde@gllaw.com</a> <b>Fax:</b> 504-561-1011
<b>Safety Chair</b>		<b>Email:</b> <a href="mailto:safety@pca.org">safety@pca.org</a> ,
<b>DE Committee Chair</b>		<b>Email:</b> <a href="mailto:HPDEchair@pca.org">HPDEchair@pca.org</a>
<b>PCA National Office</b>		<b>Email:</b> <a href="mailto:vun@pca.org">vun@pca.org</a> <b>Fax:</b> 410-381-0924
<b>Appropriate Zone Representative</b>		(See names & email addresses in <i>PANORAMA</i> or at <a href="http://pca.org">pca.org</a> )#

*Click to open on-line version: [Guidelines for Observer, Post Event and Incident Reports](#)*

# COMBINED OBSERVERS REPORT

Revised 2020

This report should be completed and submitted within ten (10) days of the event. You will receive an email copy of the form. Please complete all fields. Please explain any underlined responses in the comments section at the end of the form.

## GENERAL INFORMATION

Type of Event:

Name of Event:

Event Host Region or Zone:

Event Date(s) From:

To:

Location of Event:

Weather Conditions:

## INSURANCE:

Was there a method to ensure all participants signed the standard PCA waiver and release form?

(including minor waiver forms from minor's parents or guardians)

YES  NO  NOT SURE

Was a copy of the event insurance certificate available at registration/sign in?  YES  NO  NOT SURE

## INCIDENT:

Were there any incidents that required an Incident Report?  YES  NO  NOT SURE

## EVENT-SPECIFIC INFORMATION

*Click to open on-line version: [Combined Observers Report \(1\) \(Continued\)](#)*

## OVERALL EVENT EVALUATION

Rate the overall safety of the event  Excellent  Above Average  Average  Below Average  Poor

Rate the overall organization of the event  Excellent  Above Average  Average  Below Average  Poor

Please provide general comments on overall event execution and explanation of any underlined responses above, and/or recommendations.

Additional Documentation (TXT, WORD, EXCEL, JPG, PNG, GIF file formats allowed)

No file chosen

## PCA OBSERVER

Name:

Telephone:

Email:

When you press "Submit" below, this Report will be sent to you and to the PCA Insurance Chair, PCA Safety Chair,(appropriate) PCA Event Chair, PCA National Office, the event's Region President and the event's local Zone Rep. Is there anyone else who should receive this form (e.g. Region Safety Chair, Region Event Chair, etc)?:

(add multiple email addresses by entering SPACE or COMMA after each email address)

## REPORT RECIPIENTS

*Click to open on-line version: Combined Observers Report (2)*



PCA Club response for Covid-19



(<https://www.pca.org/forms/observer-and-incident-reports>)

WELCOME David Witteried (<https://www.pca.org/members>) RENEW: 03-31-2023



PORSCHÉ CLUB OF AMERICA



(<https://www.pca.org/>)

## Incident Report

- Driving Event
- Non-Driving Event

Complete per PCA Guidelines for Observer and Incident Reports as listed in the PCA Region Procedures Manual. Select the type of event above and complete the form. Your completed form will be sent to the Insurance Chair, Insurance Rep, Safety Chair, PCA National Office, appropriate Zone Representative, Region President and appropriate Committee Chair (if applicable). In the case of a multiple car incident, complete one report per car. Incidents involving bodily injury are to be submitted on next business day. Other incidents are to be reported within five (5) business days.

PCA Region:

Name of Event Chair:

Telephone:  Email:

Location (specific track or city/state/zip):

Type of Event:

Date of Incident:

Was there injury to any other party? Yes  No

Describe automobile(s) involved, including make, year, model, color, body style:

Describe the incident, including the nature of any injuries, damage to car, and/or property damage.

*Click to open on-line version: Incident Report Driving and Non-Driving Events (1) (continued)*





Report prepared by:

Title:

Telephone (W):  Telephone (H):

Email:

**PCA MEMBERS MAKING A DIFFERENCE READ THEIR STORIES** (/MEMBERS-MAKING-A-DIFFERENCE)

**E-BREAK NEWS  
GET EXCLUSIVE CONTENT AND NEWS!**

**SUBSCRIBE**



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0.453 build time

*Click to open on-line version: Incident Report Driving and Non-Driving Events (3)*

# MISCELLANEOUS



## PCA VOLUNTEER QUESTIONNAIRE

Revised 2017

For members with an interest in serving on the National Staff. Please TYPE or print in BLOCK LETTERS.

Name: \_\_\_\_\_ Region: \_\_\_\_\_  
Street: \_\_\_\_\_ Past Region affiliations, if any: \_\_\_\_\_  
City, State: \_\_\_\_\_  
\_\_\_\_\_ Years of PCA Membership: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
\_\_\_\_\_ Region offices held: \_\_\_\_\_  
\_\_\_\_\_ Telephone Numbers: \_\_\_\_\_  
Home: [\_\_\_\_\_] \_\_\_\_\_ National positions held: \_\_\_\_\_  
Work: [\_\_\_\_\_] \_\_\_\_\_ Major PCA events attended: \_\_\_\_\_  
Fax: [\_\_\_\_\_] \_\_\_\_\_  
E-Mail Addresses: \_\_\_\_\_  
Education: \_\_\_\_\_  
Occupation/work experience: \_\_\_\_\_  
\_\_\_\_\_ Interests or abilities that would benefit PCA: \_\_\_\_\_  
\_\_\_\_\_ PCA position or positions in which you would like to serve: \_\_\_\_\_  
\_\_\_\_\_ Additional information is included on the back of the questionnaire? YES \_\_\_\_\_; NO \_\_\_\_\_  
Date questionnaire completed: \_\_\_\_\_

Please send this completed form to the PCA National President whose contact information is listed

*Click to open on-line version: [PCA Volunteer Questionnaire](#)*



**PCA PUBLICITY RELEASE**

Revised 1/1/2017

PERMISSION TO USE PHOTOGRAPH(S)/ VIDEOTAPE(S)/ AUDIOTAPE(S)/ TESTIMONIAL(S)

I, the undersigned, do hereby consent, without compensation in any form, to the unrestricted use of photograph(s)/videotape(s)/audiotape(s)/testimonial(s) or other likeness of me, with or without inclusion of my name, by the Porsche Club of America for any lawful purpose, including but not limited to publication in any advertisement or article of any type and description, social media, and the Porsche Club of America materials.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Print Name)*

If author is a minor, the above consent is given on the minor's behalf and requires the signature of a parent or guardian.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Print Name)*

*Click to open on-line version: PCA Publicity Release*



## PCA EVENT PUBLICITY NOTICE

Revised 2019

This notice may be enlarged, duplicated, and posted at PCA Region and Zone Events as a public notice of the potential use of video, photographic, and audio reproduction equipment by attendees at this event.

### Event Publicity Notice

*You (and those who accompany you) may be videotaped, photographed, and recorded while attending this event.*

By entering this area, you hereby irrevocably grant the Porsche Club of America (PCA) the right to use your image, voice, and likeness obtained at this event anywhere for any purpose, in any media, without payment, right of approval or right of action against PCA and those acting on its behalf for any claim of damages or violation of rights. If you do not agree and do not wish to be videotaped, photographed, or recorded, please refrain from entering this venue at this time.



**Porsche Club of America**

*Click to open on-line version: [PCA Event Publicity Notice](#)*

## PCA SAMPLE REGION SOCIAL MEDIA POLICY GUIDELINES

Revised 2018

### Purpose

The [insert name of Region] of the Porsche Club of America (PCA) social media accounts are designed to promote activities of interest to the Regional Club membership and to further the enjoyment of PCA participation. Moderators and participants are to remember that participation on social media is a public representation of themselves, the [insert name of Region], PCA and the Porsche marque.

### Accounts

- All social accounts created by, for, or on behalf of the [insert name of the region] of the Porsche Club of America are the sole property of the Region.
- All social media accounts created by, for, or on behalf of the [insert name of the region] of the Porsche Club of America shall be transferable from one social media chair to the next.
- All passwords to social media accounts are the sole property of the [insert name of region] of the Porsche Club of America. Those entrusted with the passwords are considered account “moderators”. Passwords should only be given to region members, upon approval by the Region Board of Directors.

### Posts

- Moderators shall regularly update the Region’s social media accounts.
- Participants are invited to share photos, discuss and comment on topics of general interest to PCA members, including PCA activities and Porsche cars.
- Social media accounts should not publicly post any person’s private information, including home address, telephone numbers, or date of birth.
- All messages and postings by participants must include the full name (first and last) of the posting individual.
- The Region may establish reasonable restrictions on length, style, and frequency of messages.
- The Region social media accounts and their participants will adhere to the PCA Code of Ethics and Conduct, as follows:

### THE PCA CODE OF ETHICS AND CONDUCT

This document is presented to define the standards and ethics to which the organization holds itself, its elected and appointed representatives, its employees, and its members. It supplements but does not replace our established Bylaws and procedures, which are documented elsewhere. The following represents the way we want to be and to do business.

PCA is not a political organization. It exists for the benefit of its members, to further their enjoyment of their cars. In the performance of this mandate, it must operate under the rule of law, adhering to the laws of the various countries and jurisdictions under which it exists. This means that illegal behavior is not tolerated, and that close attention is paid to the requirements of the law in the actions of all involved, national and regional officers, individual members, and those within the national office.

Beyond this, we accept the obligation to do what is right. An ethical system is based on the mutual benefit of the involved parties; the corollary of this is that we treat neither fellow members nor non-members in a way that is demeaning, embarrassing, derogatory, or otherwise inappropriate. This, of course, extends to our concept of respect and equal treatment for all, regardless of gender, race, religion, national origin or other such protected status. Our natural competitiveness does not extend to taking unfair advantage of others, be they individuals, clubs, or businesses. Actions and words about which there may be some question are undertaken, when possible, only after careful thought and perhaps consultation.

Decisions affecting PCA should be either self-obvious or readily explained. Particular attention should be paid to potential conflicts of interest involving special treatment or gifts from individuals or companies possibly hoping to gain something in return. Other potential conflicts of interest, in which an officer, employee, or member must weigh his immediate and personal potential for gain against the best interests of PCA, require special thoughtful attention. Transparency in all actions is desirable. Nothing must be allowed to compromise the integrity, credibility, and best interests of PCA in the making of decisions that affect the club.

The culture of PCA is founded on doing the right thing to the best of our ability. Without this, we lose our self-respect both as an organization and as individuals, a price that we will not pay. Non-adherence to these principles will not be tolerated; behavior or actions damaging to PCA will be dealt with by the established club Bylaws, and may result in permanent loss of membership.

The following types of messages or postings are not permitted:

*Click to open on-line version: [PCA Sample Region Social Media Policy Guidelines \(1\) \(Continued\)](#)*

- Those that contain offensive, abusive, harassing, disrespectful, defamatory, obscene or otherwise unsuitable language.
- Those that are personal attacks, demeaning, derogatory or could be construed as slanderous in nature of any individual.
- Those that disparage any product, company or individual.
- Those that are divisive in nature (e.g. religion, politics, social issues, etc.)
- Those that the Region or the PCA Executive Council and Board of Directors deem harmful to the National Organization, any Zone, Region or individual Classified Advertisements

[Pick one of two options below]

- [Classified advertisements, including “For Sale” or “In Search Of” postings, are not allowed.]
- Participants may not post advertisements of behalf of their business, company or third party.

[OR]

- [Classified advertisements by PCA members are allowed for the sale of or in search of Porsche or PCA-related items. Classified advertisements may not be placed for services. Members are not allowed to post the same ad more than once. Members posting classified ads should not “bump” their own posts. All “For Sale” ads must clearly list the asking price. Once an item has sold, members should mark their original posting as such, or delete it.]
- The Region is not responsible for the successfulness of any sale or transaction of any type. The Region moderators will not answer any questions from potential buyers about classified advertisements. The Region will delete any classified ad that does not conform to these rules.
- Participants may not post advertisements of behalf of their business, company or third party.

**Endorsements**

- The Region will not endorse or comment upon services on it social media site. The Region will not entertain or allow its membership to discuss the quality of services of any business, person, or entity supporting the Club or its membership.

**Posting Information from Other Sources**

- When posting information from other sources, all users must ensure that they have permission from the author, photographer, or source to do so. Such postings should credit the author, photographer or source, and should include the source’s copyright notice if required.

**Enforcement**

- Violations of this policy will be determined by the Regional Club Board of Directors.
- Messages or posts in violation of this policy may be edited or removed to ensure that they adhere to posting standards.
- Members who violate this policy will be given a warning. Repeat offenders may be denied access to the Region’s social media accounts upon a majority vote of the Regional Club’s Board of Directors.

*Click to open on-line version: [PCA Sample Region Social Media Policy Guidelines \(2\)](#)*



## PCA REGION REPORT & CONTINUITY CHECKLIST FORM

Revised 2021

The following check list is provided to facilitate the continuity of Region files. Please use this list to ensure new officers receive all the pertinent information for the operation of the Region.

**NAME OF REGION** \_\_\_\_\_ **Zone** \_\_\_\_\_

Official Region Mailing Address \_\_\_\_\_

**REGION OFFICERS FOR** \_\_\_\_\_ (Insert upcoming year)  
(COMPLETE AS APPLICABLE TO YOUR REGION - USE ADDITIONAL SHEETS FOR OTHER OFFICER POSITIONS IF NEEDED)

**President** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Membership Chair** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Vice President** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Newsletter Editor** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Secretary** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Social Media Chair** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Treasurer** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Dealer Liaison** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Immediate Past President** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Insurance Chair** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Historian** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Safety Chair** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Technical Chair** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Chief Driving Instructor** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Activities Chair** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

**Driving Tour Chair** \_\_\_\_\_  
PCA Membership # \_\_\_\_\_  
E-mail \_\_\_\_\_  
 No one in this role

*Click to open on-line version: Region Report (continued)*



**Autocross Chair** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Concours Chair** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Drivers Education Chair** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Marketing Chair** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Charity Chair** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Director at Large** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Website Address** \_\_\_\_\_

Does your Region have a Facebook group?  Yes  No

Does your Region have a Facebook page?  Yes  No

Does your Region have an Instagram account?  Yes  No

Does your Region have a Twitter account?  Yes  No

Does your Region have a YouTube Channel?  Yes  No

Name of Region Newsletter: \_\_\_\_\_

Newsletter Format:  Printed,  Online,  Both,  Neither.

Name where additional Panoramas should be sent: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Panoramas to be sent: \_\_\_\_\_

Does your Region have a Regional dues requirement?  Yes  No

If yes, what is the amount and frequency of your Regional dues? \_\_\_\_\_

Does your Region have a membership eligibility requirement in addition to the National requirements of Porsche ownership and 18 years of age?

Yes  No If yes, please explain: \_\_\_\_\_

**Rally Chair** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Webmaster** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Test Drive Chair** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**TRSS Chair** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Board Member** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

**Board Member** \_\_\_\_\_  
 PCA Membership # \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 No one in this role

Facebook group address: \_\_\_\_\_

Facebook address: \_\_\_\_\_

Instagram address: \_\_\_\_\_

Twitter page URL: \_\_\_\_\_

YouTube channel URL: \_\_\_\_\_

Frequency of your newsletter? \_\_\_\_\_

*Click to open on-line version: Region Report (continued)*

**Membership Application Processing (See PART 2.7- PCA Membership in the Region Procedures Manual)**

The Porsche Club of America Region named on this form delegates to the PCA National Office of the Porsche Club of America, the authority to receive, approve, and accept a membership application on behalf of the Region. This delegation shall remain in force until rescinded in writing or until changed by the next annual Region Report Form.

Yes  No

If no, please explain the procedure to follow for processing applications that are received at the PCA National Office.

---

**Direct Deposit Authorization**

All regions with a savings or checking account in the US must participate in Direct Deposit as a means of receiving Region refunds, Region subsidies, etc., and other such payments that may be made by PCA National. This section must be completed by the President or Treasurer.

Bank: \_\_\_\_\_ ABA Routing/Transit #: \_\_\_\_\_

Account #: \_\_\_\_\_  Checking  Savings

I certify that I have on-line access to the PCA Region Procedures Manual, National Procedures Manual and "RegionFocus" on [www.pca.org](http://www.pca.org). (The *Region Procedures Manual* will be mailed by the National Office AFTER this form is filed.) To purchase additional copies, please call PCA National Office at 410.381.0911. Each copy is \$20.)

I certify I have read the National Bylaws of PCA located on [www.pca.org](http://www.pca.org).

**Incorporation and IRS Documentation Information**

Is your Region incorporated?  Yes  No

If yes, who has the incorporating documents? Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

What year was your state's Information Return last filed? \_\_\_\_\_ By Whom? \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Does your Region have a Federal Tax ID Number (Employer ID Number, EIN) or Canadian Business Number?

Yes  No If yes, what is that number? \_\_\_\_\_

**IRS Non-Profit Status Recognition (US Regions Only)**

Has the Region filed an IRS Form Application for Recognition of Exemption under Section 501(c)?

Yes  No If yes, date when the exemption was received? \_\_\_\_\_

Which 501(c) category: (c)(7) OR (c)(4) OR Other? \_\_\_\_\_

**Note - Regions Must be Incorporated to Receive the Quarterly Region Refund**

Has the Region ever filed an IRS Form Return of Organization Exempt from Income Taxes (i.e. Form 990, 990EZ, or 990-N)?

Yes  No If yes, year when return was last filed? \_\_\_\_\_

By whom? \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Who has a copy of the return? \_\_\_\_\_

*Click to open on-line version: Region Report (continued)*

Has the IRS examined the return?  Yes  No

Did the IRS accept the return as filed?  Yes  No

If no, what were the exceptions? \_\_\_\_\_

Who has the details of the exception and its resolution? Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Will you be the region President for the upcoming year?  Yes  No

As the Region President for \_\_\_\_\_ Region, I certify that I am an Active or Family Active member as defined in the Bylaws of the Porsche Club of America.

### **Conflict of Interest**

Every Region President is a member of the Board of Directors of PCA. PCA Board members will recuse themselves from any PCA transaction or decision when his/her interests, affiliation, or involvement with another entity or organization conflicts with his/her fiduciary or personal duty to PCA or its membership. No Board member will participate in the discussion of, or vote on, an agenda item in which he or she has a direct or indirect personal or financial interest not common to other members of the Club. Those with a conflict of interest on a particular agenda item will abstain during the Board of Directors vote and discussion on that matter. However, a member may vote for himself or herself when being elected for an office, such as for the Audit Committee.

I understand this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Sign your name below to accept the Conflict of Interest Policy.

Name of Region President completing this form: \_\_\_\_\_

Email: : \_\_\_\_\_

Incoming President's Signature: \_\_\_\_\_

The PCA National Office will be happy to keep a copy of your Region's incorporation and IRS documents in your Region's permanent file. DO NOT SEND ORIGINALS - SEND A COPY.

**Return this form to:** PCA National Office, PO Box 6400, Columbia, MD 21045

**Questions?** Contact Vu Nguyen, PCA, at (410) 381-0911 or [ExecutiveDirector@pca.org](mailto:ExecutiveDirector@pca.org)

*Click to open on-line version: [Region Report](#)*



## PCA REGION / ZONE REDBOOK

Revised 2018

### General Information

Region Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Financial Information

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Routing No. \_\_\_\_\_ Checking Account No. \_\_\_\_\_

Savings Account No. \_\_\_\_\_ Other \_\_\_\_\_

Online Banking Username: \_\_\_\_\_ Password: \_\_\_\_\_

Accountant Name: \_\_\_\_\_

Accountant Address: \_\_\_\_\_

Accountant Phone: \_\_\_\_\_ Email: \_\_\_\_\_

PayPal ID: \_\_\_\_\_ Password: \_\_\_\_\_

Square ID: \_\_\_\_\_ Password: \_\_\_\_\_

### Online Registrar Information

Registrar: \_\_\_\_\_

Club ID: \_\_\_\_\_

Other Information: \_\_\_\_\_

*Click to open on-line version: PCA Sample Region-Zone Redbook (1) (Continued)*

**Newsletter Information**

Printer: \_\_\_\_\_

Printer Address: \_\_\_\_\_

Printer Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mail House: \_\_\_\_\_

Mail House Address: \_\_\_\_\_

Mail House Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Online Repository: \_\_\_\_\_

Login Name: \_\_\_\_\_ Password: \_\_\_\_\_

**Website Information**

Domain Name: \_\_\_\_\_

Domain Name Registrar: \_\_\_\_\_

Account No.: \_\_\_\_\_

Login Name: \_\_\_\_\_ Password: \_\_\_\_\_

Hosting Provider: \_\_\_\_\_

Account No.: \_\_\_\_\_

Login Name: \_\_\_\_\_ Password: \_\_\_\_\_

Admin Login URL: \_\_\_\_\_

Admin Password: \_\_\_\_\_

Other website information (Word Press Login, JetPack Login, Software Keys, etc.)

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**Social Media Information**

Facebook

Profile, Page or Group Name: \_\_\_\_\_

Admin Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

Twitter

Profile: \_\_\_\_\_

Admin Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

Account Recovery Phone Number: \_\_\_\_\_

Instagram

Profile: \_\_\_\_\_

Admin Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

Account Recovery Phone Number: \_\_\_\_\_

YouTube

Profile: \_\_\_\_\_

Admin Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

Account Recovery Phone Number: \_\_\_\_\_

Flickr

Profile: \_\_\_\_\_

Admin Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

Account Recovery Phone Number: \_\_\_\_\_

Other Account: \_\_\_\_\_

Profile: \_\_\_\_\_

Admin Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

Account Recovery Phone Number: \_\_\_\_\_



### **PCA Event Participant Guidelines**

In all things PCA does, first and foremost is the health and safety of our members, employees, sponsors and communities. Federal, State/Provincial and Local guidelines and restrictions supersede these guidelines where there is conflict or ambiguity.

Take Steps to Protect Yourself and Others:

- Stay home when you are sick (request a refund).
- Stay home if you have been in contact with someone in the last two weeks who has been sick.
- Bring your own personal protective equipment (PPE), including masks, gloves, hand sanitizer and disinfectant.
- Practice social distancing of at least 6 feet between non-cohabitating attendees.
- Wear your face mask when in the presence of others.
- Physical contact is discouraged. Refrain from shaking hands, fist-bumps and hugs.
- Wash your hands frequently with soap and water for at least 20 seconds especially before eating and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Refrain from touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue into the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Use best judgement and common sense regarding your fellow members' good health.

Region Leadership including the Event Chair have the authority to require you to leave if you cannot comply with these community protection measures.

*Click to open on-line version: [PCA COVID-19 Member Safety Guidelines](#)*





### **PCA COVID-19 Event Guidelines for Region Officers and Event Organizers**

As the situation varies in every community, Regions should modify these guidelines in accordance with local regulations.

- Stay informed about the local COVID-19 situation and adjust these guidelines
- Follow respective state/provincial and municipal guidelines in relation to COVID-19
- Comply with all venue requirements.
- Require (or strongly encourage if not locally mandated) all participants and volunteers to wear face coverings. Face coverings add not only to an individual's safety but also to the safety of everyone on-site.
- Provide COVID-19 prevention supplies to participants and volunteers – such as hand sanitizer with at least 60% alcohol, disposable gloves, trash baskets, disposable face masks and cleaners/disinfectants.
- Plan ways to limit in-person contact for volunteers supporting your events.
- Encourage contactless payment of event fees.
- Develop flexible refund policies for participants.
- Encourage/require participants and volunteers to stay at home if they are at higher risk for severe illness, or if they are sick or experiencing COVID-19 symptoms such as fever, cough or shortness of breath.
- Plan for additional staffing needs should a volunteer become ill or need to stay home.
- Develop plans for limiting the sharing of equipment or the sanitization of equipment during hand-offs.
- Determine how to hold event meetings within social distancing protocols, keeping in mind any site-specific limitations.
- Ensure the onsite event registration process can accommodate the six-foot social distancing guidelines.
- Include COVID-19 personal and community protection message in your safety briefing.
- Be aware of the public perception around your event to not bring undue harm to PCA's image in the community. A gathering where everyone has on a face mask is viewed quite differently than one where social distancing practices and PPE are not in use.
- Post event be cautious when sharing/posting event photos that might appear to violate the social distancing guidelines.
- For moving car events, request insurance at least 3 weeks in advance of the event, as usual. A Certificate of Insurance will be issued 1 week in advance following verification that your event is organized in compliance with local requirements. You will be asked to provide details on how your region will handle all the local mandated precautions for your event and to provide links to government sites that indicates groups will be allowed to assemble and travel for leisure in the states/provinces being visited.

*Click to open on-line version: [PCA COVID-19 Region Event Guidelines](#)*

REGION OFFICERS & CHAIRPERSONS  
(Continued from inside front cover.)

**Activities Coordinator**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Driver's Ed Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Social Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Insurance Coordinator**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Concours Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Rally Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Autocross Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Technical Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Archivist/Historian**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Data Processing Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Equipment Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Merchandise Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Newsletter Mailing Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Newsletter Advertising  
Chair**

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (EMAIL) \_\_\_\_\_

**Region Tax Information**

Region Employer Identification Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Region Incorporation Date \_\_\_\_\_

Does your state require corporation information updates?

Yes     No    If yes,  yearly     bi-yearly

**Region Legal Advisor**

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

E-mail \_\_\_\_\_



# 2024 REGION PROCEDURES MANUAL PORSCHÉ CLUB OF AMERICA

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