Vintage Chevrolet Club of America

TOURING GUIDELINES MANUAL

TOURING
YOUR PASSPORT TO ADVENTURE

VCCA TOURING COMMITTEE
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Mission Statement

The Touring Program is dedicated to the promotion and enjoyment of owning and driving Chevrolets and GMCs, social interaction and fellowship among the members, and increasing awareness of the Vintage Chevrolet Club of America in the general public.

Introduction

The popularity of driving our Chevrolets and GMCs continues to increase in the VCCA. In an effort to support and enhance the experience the VCCA Touring program was developed. It consists of three segments – Tours – Vehicle Passport – Touring Awards.

Tours

Driven vehicle tours have been a part of the VCCA since the club was founded in 1961. In 2003, a Touring Committee was established to develop a program for the recognition of these driven Chevrolets. In 2014, GMCs were added to the program. The first and most important aspect of the program was to offer tours of various types across the country. A number of vehicle or era specific tours had been conducted for many years. This has rapidly expanded offering numerous types of tours. A key factor of the program permits any VCCA member to be the Tour Master and to plan and conduct a tour.

(See Section D - Required approval)

Vehicle Passport

The concept of using a document to record a vehicles driven VCCA tour miles was developed in 2004. The document was designed to mirror a U.S. Passport. Each vehicle participating in the Touring Program is issued a Passport. It includes a photo of the vehicle, owner information and entry areas to record tour title, date and official tour mileage as indicated by the Tour Master.

Unique to the VCCA, all Chevrolets and GMCs to current production are welcome to participate in the program.

Touring Awards

Recognition of the tour driven mileage was the final portion of the program development. Vehicle Awards, similar to the VCCA Class Judging Program were developed in 2007. The design consists of an oval with the likeness of Louis Chevrolet and stacking mileage tabs.

A member upon reaching the following milestones may request award recognition: 500 miles – Oval with Louis Chevrolet, 1,000 – 2,000 – 5,000 and 10,000 mile stacking tabs. Also unique to this program, Touring Awards may be displayed on the vehicle in addition to Class Judging Awards.
Preface

The VCCA Touring Guidelines Manual is prepared for exclusive use by the membership of the Vintage Chevrolet Club of America. Its purpose is to encourage Touring at all levels of club activities, Solo Vehicle, Local Region, Area and National.

This manual is intended to be an aid and guide to those members planning, organizing and leading Tours and to provide recognition of those members who participate in Sanctioned Tours.

The safety of Tour participants and the driving public are paramount. The planning and implementation of the Tour specifics should always consider the capabilities and limitations of the participants and their vehicles.

All Chevrolets and GMCs up to current year production are eligible to participate in the VCCA Touring Program.

Note: Limitations – If the tour is limited on the number of vehicles, participants, year or type of vehicle allowed, these limits must be clearly stated on the registration form and all advertising of the tour.

Local Region Tours may accrue touring miles for Touring Award recognition.

Local tours became eligible for touring miles effective 1-1-2008. Local Region tours prior to this date were not eligible to accrue touring miles.

Solo Vehicle Tours to Sanctioned VCCA Events became eligible for touring miles effective January 1, 2015. Prior to this date a minimum of two vehicles traveling together were required to accrue Touring miles.

Contact Touring Committee Members for additional information and assistance. See - Section V - for contact information.
A. VCCA Touring Passport

A VCCA Touring Passport is issued to a member’s vehicle. Each vehicle used for Touring Awards requires a separate numbered passport. Inside the passport there is a picture of your vehicle and detailed information about it. It also includes information regarding the awards program. There are pages to record the Tour title, date and mileage.

On each sanctioned Tour, the Tour Master will determine the official passport mileage of that Tour. At some point during the Tour the Tour Master will arrange for the passport to be stamped or have a written entry made including the Tour Title and official Tour mileage.

A member may obtain a Touring Passport by submitting a request to the Touring Committee via Dave Cavagnaro 11 Heller Hill Road, Blairstown NJ, 07825-2320

The request must include the following:
1. A copy of current G&D mailing label information
2. Phone number and email address [if available]
3. A 4”X6” color photo of the vehicle
4. Year, Make, Model, color/s of vehicle

Please allow a minimum of 30 days to process a Passport request.

A new passport using the same number will be issued once the original passport is filled.

Note: Upon the sale of a vehicle it is recommended that the Passport and vehicle award (Oval - Tab) remain the property of the recorded owner. The new owner, if a VCCA member must apply for a new Passport and start to accrue VCCA Touring miles for award recognition.

NOTE: If selling to a non member, please provide the new owner with the VCCA website WWW.VCCA.ORG or VCCA Membership application.

B. VCCA Touring Award

Tour mileage will accrue for each VCCA sanctioned Tour. When the vehicle has reached mileage milestones as identified on page two of the Passport, the member may apply for a vehicle award Oval or Stacking Mileage Tab.
• The first milestone is 500 Tour miles. At this level the member will receive the VCCA Touring Oval award. Upon reaching 1,000, 2,000, 5,000 and 10,000 Tour miles a stacking mileage tab will be issued. Additional special recognition tabs are issued at the 5,000 and 10,000-mile level: Veteran tab at the 5,000 and Master tab at 10,000.

• The Oval should be displayed on the front grill, license plate or bumper area of the vehicle. Note: Touring Awards may be displayed with Judging Awards.

• To receive an award, the member must submit to the Touring Committee, a copy of page 1 of the Passport with vehicle owner information and the vehicle photo on the inside cover. In addition copies of all pages showing Tour and mileage entries must be included.

Note: Do not send the Vehicle Passport

Send Award Requests to:
Dave Cavagnaro 11 Heller Hill Road Blairstown, NJ 07825-2320
or scan and e-mail to djcav@ptd.net

Note: The vehicle identified in the Passport must be DRIVEN on the Tour to accrue mileage. Only sanctioned VCCA Tours accrue mileage, see section C, D & E.
Other antique auto club events may not accrue VCCA Touring mileage.

Touring Program Award Transfers

When a Vintage Vehicle ownership transfers from a VCCA spouse, son, daughter, parent, grandchild, sibling or significant other to another VCCA spouse, son, daughter, parent, grandchild, sibling or significant other, any touring awards that have been awarded to said vehicle may be transferred to the new owner if the new owner applies to the VCCA Touring Committee and permission is granted. This will only apply if both parties are VCCA members. For the Family Transfer of VCCA Touring Awards, said new owner would have to apply for a new Touring Passport and then may continue accruing touring mileage for further Touring Award recognition.

If the new owner chooses not to make this request, then all awards shall become void to the new owner of the vehicle.
C. Responsibilities of a Tour Master

Any VCCA member may perform the duties of Tour Master to plan and conduct a Tour.

The Tour Master must complete a Sanctioned Tour Request form # 10.4T to obtain approval for the tour. The request must include the Tour Title, location and dates. The sanctioning of all Tours will permit an accurate record to be maintained. The Sanctioned Tour Request form in an editable / saveable and printable format can be found on the National website at WWW.VCCA.ORG or from your Area Director listed in the G&D.

D. Required Tour Approval

All tours require the approval of your Area Director in order to accrue VCCA Touring Mileage.

Above approval also applies to driving Tours held in conjunction with meets. A separate Sanctioned Tour Request form 10.4T must be submitted for a tour in conjunction with a meet.

Each VCCA member requesting approval for their Solo Tour is required to send the completed 10.4T Form to their Area Director.

E. Sanctioned Tour Request Form - # 10.4T

Form Availability and directions for its use: are found on the VCCA Website WWW.VCCA.ORG under the Member Services tab in the Resource Center (you must log in) or contact your Area Director.

Please refer to the directions sheet to fill out the form.

Member requesting approval:
Complete all information. Note: It is not necessary for the member to belong to a region to apply for approval of a tour.

Tour Title:
For National Tours - How you want the tour listed in the G&D and Website.
For Local Tours - How tour will be listed in local newsletters and advertising.
For Solo Tours – Solo vehicle tour R/T to the sanctioned VCCA event being attended.

EX: Tour Title - Solo member's last name tour R/T to the Central Meet.

Note: Tour Masters: When making entries in Touring Passports be sure to use the title identified on this form so proper credit may be recorded when members request Touring Award recognition.
Location of Tour:
List what specifics are needed to best identify your tour. On a Solo Vehicle Tour you must list the Sanctioned VCCA event destination.

Tour Mileage

Provide only the total mileage (no tenths) for the tour.

Individual tour segments are not required.

Tour mileage may be provided at a later date, even after the tour is completed.

Entry of this information into the VCCA Touring database will permit validation of Touring Award requests when members send copies of their vehicle passport entries to the Touring Committee.

Area Director Sanctioning event:
The Area Director sanctioning the event is responsible for forwarding a copy as indicated on the bottom of the form.

F. Tour Publicity

Tours should be publicized in-order to obtain maximum participation. Tour registration forms may be posted on the VCCA website [WWW.VCCA.ORG](http://WWW.VCCA.ORG).

Any VCCA member may perform the duties of Tour Master to plan and conduct a Tour. The tour may fall under any category below:

**Local Regional Tour** information should appear in Region newsletter, announced at the regular meetings, and posted on the local website several months in advance of the Tour date.

**Area Tour** information should appear in all Regions newsletters, announced at all Regions meetings and is posted on all area websites several months in advance of the Tour date. All Regions within the area should be provided with the Tour information.

**National Tours** are promoted in the G&D and VCCA website upcoming events listing as soon as the Tour is planned and sanctioned by the Area Director.

Tour information is automatically transferred from the G&D to the VCCA National website; it will appear in the upcoming events.

Additional advertising can be provided through the G&D with larger half page layouts. The information can be mailed or e-mailed to the G&D editors for inclusion.

Sanctioning from the Area Director is required before any activity can be advertised in the G&D.

**Post Tour Publicity:**
The Tour Master should write or encourage someone to write an article about the Tour for publication in the G&D and any other publication that accepts articles. It is best to enlist someone for this task prior to the beginning of the tour. Doing so will permit the person to take
notes and photos for a detailed article. For external publication be sure to mention the VCCA so readers will know about our club. This provides outstanding free advertising for the VCCA.

G. Types of Tours
Three basic types of tours exist, a Progressive Tour, a Hub Tour or a Solo Vehicle Tour.

**Progressive Tour** – A tour that begins at a defined point and travels selected tour routes to a defined destination. (See page 11)

**Hub Tour** – A tour that defines a specific location as the base, normally a Hotel or Motel as the host location. Selected tour routes will branch out and return to this facility each day of the tour. (See page 11)

**Solo Vehicle Tours to Sanctioned VCCA Events** – A tour that consists of a single vehicle traveling to a sanctioned VCCA event.

Tours are further defined as: **Self Guided, Caravan and Map types**.

**Self-Guided** – Participants are provided with specific written directions so they may drive the route on their own and meet at designated tour stops. Best utilized in congested urban or highly built up rural areas.

**Caravan-Guided** – Participants are normally provided written directions, the tour vehicles will travel together normally with a lead and tail vehicle.

**Map-Guided** – Participants are provided with marked maps. Best utilized when long distances are to be driven, often supplemented with specific written directions.

Tour Sub Sets, Details & Examples can be found in Section K

H. Tour Specifics

Basic information should be determined before proceeding.

- Who will be the Tour Master planning or leading this Tour. Consider having a primary and backup Tour Master in case of an emergency.

- All Chevrolets and GMCs are included in the Touring Program but individual Tours can be identified as era specific, model specific, open classification, etc. Determine the group of vehicles that are to be included and identify them in the tour application registration form and advertisement.

- How many vehicles/people are to be included. (Maximum number) This is normally determined by the Hotel / Motel facility size or attractions to be visited.
- Purpose or length of the Tour: i.e. local day tour, weekend tour or multiple day tour.

- Who will be invited to attend i.e. Region members, Area members or open to all National / International members.

**Detailed Planning Information – Consider the following:**

- Determine the attractions, points of interest to visit, scenic routes and then plan the driving routes and formulate distances.

- Include full address information to aid in the use of GPS devices.

(Note: Ask the facility for the GPS address as it may differ from the street address. While the selected tour route may not follow the GPS directions, the tourist will always have directions to the destination in the event they are separated from the group.)

1. Avoid highly congested areas when possible.

2. Driving distance should be appropriate to the vehicles included on the Tour.

3. Official Tour mileage must be determined once final routes are defined. **Note:** Mileage may be provided at a later date, even after the tour is completed.

4. Destinations could include car collections, parks, museums and historical sites as well as scenery and topography and other points of local interest.

5. Rest stops are recommended for every two hours on the road.
   - They should be clean, convenient and adequate for the group.
   - If necessary more than one facility can be designated at a stop.

6. Provide Name tags. The name tags helps tourists to get to know each other and make welcome new people on Tour. They can also be used as admission to preplanned attractions etc. Local Visitor Bureaus may be a source for name tags.

7. Provide a Tour Roster for each participant. To include name, address, home & cell phone numbers, email address and vehicle information. See Roster sample

8. Provide Emergency contact information for each participant. The phone numbers for local police and other emergency facilities, trouble/rescue truck driver’s cell phone and the CB radio / Walkie-talkie channels that will be utilized.

9. Consider including recommendations for the type of clothing that could be needed for expected weather conditions.

10. Indicate if a Trouble/Rescue Truck/Trailer to be provided (see Section N)
Progressive Tours:

Early determination of the tour route, travel distance, attractions and motel facilities is critical to a successful tour. All of these must be viewed at the same time to determine the amount of time at each attraction, which will determine the daily travel distance.

- **Tour Route & Daily Travel Distance:**
  Once determined, the motel facilities can be selected. A group rate and block of rooms must be reserved. It is advisable to book the block of rooms under VCCA. Number available should be equal to the number of vehicles expected to attend.

- **Motel information with full GPS address, phone and rate information and date/s must be provided to the participants so they may make reservations. Note, when calling for reservations, they should request the VCCA group of rooms.**

- **Attraction schedules and group rate admission must be determined and reserved.**

- **The distance between the tour start / end location will be the points Touring mileage will accrue.**

  *If this is a tour to another event, Tour mileage will cease to accrue while attending the other event and resume when the tour resumes.*

- **A tour packet including marked maps and written daily itinerary should be provided for each participant. Include full address information to aid in GPS programming.**

Hub Tours:

**Facilities:**

1. The most critical is the hotel/motel accommodations. Consider the following when choosing accommodations:
   - Adequate secure parking for cars, tow vehicles and trailers with space for vehicle repair and lineup is advantageous.
   - Easy access to Tour routes.
   - A group rate and block of rooms must be reserved. It is advisable to book the block of rooms under VCCA. Number available should be equal to the number of vehicles expected to attend.
   - Availability of hospitality and banquet rooms and common areas where social and communication event(s) can be held. Optimum size would accommodate all participants but a smaller room can be utilized if necessary.

2. Located in close proximity with a nearby recreational vehicle facility for participants that may tow their tour vehicle with a motor home.

3. Notify local police of Tour dates and as much detail as requested.

4. Locate Emergency Health Care facilities.
Identify hospital or urgent care location near Tour headquarters.

5. Auto Services
   Locate available repair shops, parts stores and car wash facilities.

I. Tour Registration Form:

Tour registration forms may be posted on the VCCA website [WWW.VCCA.ORG](http://WWW.VCCA.ORG) See Section – F - Tour Publicity

The form to be completed by the Tour participants and returned with their payment should include the following information as applicable:

- **See Sample Registration form**

**Form Availability:** is found on the VCCA Website [WWW.VCCA.ORG](http://WWW.VCCA.ORG) under the Member Services tab in the Resource Center (you must log in)

- Name(s) and address of attendees
- Copy of a current G&D mailing label including VCCA number
- Email address, telephone and cell phone number
- Type of vehicle (year/model)
- Trailer space needed yes/no
- Tour Registration Fee
- Registration Fee Refund Policy - See Section J
- Attraction / Meal registration fee per person
- Number of attendees: adults / children
- Amount of check enclosed
- Who to make check payable to
- Name and address to mail registration form and check to
- Must be pre-registered to participate in the tour statement
- Start and End dates of tour
- Registration cut off date (usually 30 days prior to tour date)
• Limitations – If the tour is limited on the number of vehicles, participants, year or type of vehicle allowed, these limits must be clearly stated on the registration form and all advertising of the tour.

• Registration for tours with limitations should be accepted on a first come first served basis.

• Only official miles driven in the vehicle represented by the Passport can accrue passport mileage. The Tour mileage driven will be credited in the vehicle passport book towards the Touring Awards Program.
To receive information on how to obtain a passport, see WWW.VCCA.ORG or contact the Tour organizers. See Section A.

- Liability Release Statement (See sample below)

The undersigned has adequate insurance based on their state and accepts full responsibility for the welfare of their vehicle and persons with their vehicles while attending the
________________________________________________
And hold harmless the host, host committee and the Vintage Chevrolet Club of America, Inc. for any claim for personal injury or damage to their vehicles asserted by a member.
Signed _____________________________  Date _____________

J. Refund Policy & Expense Handling

Refund Policy –
- The tour registration fee refund policy should be included on the registration form.
- Early Cancellation Policy: Identify what fees will be refunded if registration cancellation occurs prior to the registration cut off date.
- Late Cancellation Policy: Identify what fees will be refunded if registration cancellation occurs after the registration cut off date. Some fees may be withheld due to expenses already incurred.
- All refund decisions are to be handled by the Tour Master.
- Grievances: All grievances should be resolved by the Tour Master. If the grieved is not satisfied the grievance should be referred in writing to the Area Director that sanctioned the tour on form 10.4T.
- Grievances must be submitted no later than 60 days after the conclusion of the tour.

Expense Handling
- Tours not requiring ‘up front’ payments: Expenses can normally be handled on a ‘pay as you go’. Each participant pays their expenses as they are incurred. It is used when no pool of money is necessary to cover up front expenses such as a deposit or charge for a picnic pavilion or when no group discount is available.
- Tours requiring ‘up front’ payments: Two options exist:
  - Modified 'Pay as You go' or Tour Registration Fee

TGM revised 09-04-2017
Touring Committee - DJC
1) Modified 'Pay as you go':
A money pool is needed when there is a charge for events such as banquet catering, admission fees, etc. The Tour Master collects during the tour the amount needed from each participant for payment of these expenses, and pays the service provider for the entire group. This can be accomplished without an elaborate budget with the ‘modified pay as you go’ approach.

2) Tour Registration Fee:
First establish a budget for the tour.

The budget should be carefully prepared to be sure the Tour registration fee covers all expenses. This may include the costs for group meals, awards, meeting rooms and other expenses such as admission fees. This is important because in many cases the Tour organizers must provide a personal credit card to guarantee minimum number of meals or hotel/motel rooms. The budget allows an accurate calculation of the registration fee.
A designated person should handle the registration money and records as they are received and pay the bills incurred for the Tour.

*Clearly identify Tour Registration Fee Refund Policy above.*

**Note:** Region Tours where a profit or loss is absorbed by the Region requires no reporting. However due to the VCCA By-Laws and IRS regulations, funds collected for a National Tour are the property of the VCCA and must be reported to the National VCCA Treasurer along with Tour expenses showing any profit or loss.

### K. Tour Sub Sets - Details & Examples

The Tour Master should select the type of Tour Sub Set most appropriate for safe driving conditions in the area of the country where the tour will take place.

#### 1. Self Guided Tour

Tour participants are briefed on the Tour at a drivers meeting each morning, and given specific written directions so they can drive the routes on their own and meet at designated Tour stops. This type Tour should contain specific point-to-point directions and recognizable landmarks to allow them to complete the driving without becoming lost.

<table>
<thead>
<tr>
<th>Example of directions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles</td>
</tr>
<tr>
<td>0.0</td>
</tr>
<tr>
<td>2.5</td>
</tr>
<tr>
<td>1.6</td>
</tr>
<tr>
<td>3.7</td>
</tr>
</tbody>
</table>

TGM revised 09-04-2017
Touring Committee - DJC
This Tour type is best utilized in congested urban areas or highly built up rural areas where a convoy of cars can be disruptive to the main traffic flow and hard to maintain. The laying out of this type Tour may require several trips over the routes to insure it is complete and accurate.

2. Caravan Tour - Led By Tour Master

Tour participants are briefed on the day’s Tour at a drivers meeting and given written directions so that they can follow the Tour within a convoy, where the cars will generally travel together.

The written directions should follow a format similar to that of the self guided Tour, as a convoy can sometimes become separated because of traffic or traffic lights. Included in this type Tour directions should be regrouping locations after going through a town or congested area Example: ‘regroup along the shoulder of the road after the intersection of Hwy 63’.

This type Tour is best utilized when Tours are originating in small to medium size towns and will be conducted mainly on back roads and rural areas.

3. Map Tour

Tour participants are briefed on the Tour at a drivers meeting and given a marked map. This is usually a copy of a state or local map on which the points of interest, rest stops and other pertinent information have been indicated. When a stop or point of interest is located within a city or congested area, specific directions such as those provided for a self-guided Tour should be included with exact mileage, turns and landmarks noted.

If desired, a general outline of the Tour can supplement the map.

Example: From headquarters go right (east) on Hwy 80 to the city of Raleigh. At intersection of 80 and state route 45 go right (south) to intersection of 45 and County Road 16. Then go right (west) to Gladiator state park.

This Tour is best utilized when long distances are to be driven as with later model cars. One reason to use a map Tour is the reduction of time and expense in the laying out of the Tour. Planning a map Tour and laying it out can happen in as little as one planning run or through the use of a travel service and detailed research.

4. Solo Vehicle Tour to Sanctioned VCCA Events

A solo tour consists of one member traveling to / from a Sanctioned VCCA event. Example: the event may be travel to a Tour, ie: Happy Days Tour, or a meet, ie: Central Meet.

The Tour title should read as follows:

Solo tour member’s last name to/from the (sanctioned event) ie: 52nd Central Meet.
The tour master will be the member requesting approval.

The member must submit a completed Sanctioned Event Request form # 10.4T to their Area Director for approval.

Note: Tour mileage may be provided at a later date, even after the tour is completed.

The member will make an entry of the solo tour into their Touring Passport with total miles traveled using the same title as submitted on the 10.4T form.

The member will also contact the Touring Committee Chair with the mileage figure, so the “solo” tour record can be updated with the official tour miles.

L. Having an Alternate Plan:

Whenever possible planning should include alternatives for:

- **Routes** - in case of road closings
- **Events** - in case of cancellations
- **Meals** - should a restaurant close unexpectedly or the Tour runs late so that reservations are missed
- **Weather** - problems are always a possibility

M. Drivers Meetings

It is suggested that the Tour Master conduct a short meeting before departure to communicate to the participants a brief review of the written directions and to cover any changes that had been made.

Examples of the changes are: weather conditions, changing circumstances involving the destination or route or any omissions to the written instructions.

Announce if CB radios or Walkie-talkies will be used and what channel participants should tune to. Identify where to find cell phone number contacts.

N. Trouble/Rescue Truck/Trailer [Optional]

You should determine if there is a need for a trouble/rescue truck/trailer. The decision to provide or omit this service should be made by the Tour Master. In either case, the decision should be clearly communicated to participants prior to their registering for the Tour.

Having a First Aid kit, extra gasoline, oil, coolant, water, tow strap, drinking water, tool kit, battery pack, jumper cables on the trouble/rescue vehicle can assist in aiding the vehicle in distress.

- On Tours that include 4 cylinder and early 6 cylinder vehicles it is recommended that a tow vehicle with trailer follow the Tour to pick up disabled vehicles.
- Consider displaying the universal slow moving vehicle triangle reflector sign on the back of the last tour vehicle and truck/trailer.

- Depending on the distance to be Toured, a help vehicle can follow the group and take the driver of a disabled vehicle back to the area where his tow truck and trailer are parked. The owner can then return for his disabled vehicle.

- With newer vehicles it may be impractical or unnecessary to provide this service.

O. Written Tour Information

Tour information can be as simple as a single handout in the morning covering the basic information for the day or as complicated as a complete Tour book given out on the first day of a multiple day tour that covers all aspects of the event.

**Official Tour mileage:** If there are multiple days/Tours, define the individual mileage for each segment, as the participant may not be able to participate in all Tours. The Tour Master will make mileage entries in the vehicle Passport.
A. Simple handout example - One day Tour example:

<table>
<thead>
<tr>
<th>What</th>
<th>Day Tour to car museum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where</td>
<td>11111 First Avenue, Flint, Michigan</td>
</tr>
<tr>
<td>When</td>
<td>March 7th</td>
</tr>
<tr>
<td>Time</td>
<td>8 am</td>
</tr>
<tr>
<td>Starting Point</td>
<td>Meet at House Of Pancakes parking lot 22222 Second Ave, Somewhere, Michigan</td>
</tr>
<tr>
<td>Cost:</td>
<td>Entrance fee $6.50 per person (pay on own)</td>
</tr>
<tr>
<td>Itinerary</td>
<td>Arrive at museum at approximately 9:30 am. Lunch is available at the museum at your own expense Leave the museum at 2:00 pm to drive back to the House of Pancakes</td>
</tr>
</tbody>
</table>

- Map and/or directions to the Museum
- Mileage Official Tour mileage 27 miles

B. Detailed Instructions – Multiple Day Tours

For these types of gatherings one of two approaches can be used.

Provide daily hand out sheets. Similar to those provided for at a single day Tour each morning.

Provide a Tour Book. To be given to each car driver/navigator when they sign in on the first day of the event. This Tour Book should contain all the information the participant will need for the entire Tour including the daily directions as described under ‘types of Tours’ section. Any planned evening or afternoon activities while not on the driving Tours should also be covered. History and/or background information about points of interest, cities and towns, shopping, dining, emergency healthcare facilities and auto related information should also be included.

P. Tour Etiquette

This information applies primarily to Caravan type tours. However a number of aspects apply to all Tours. A review of this information by all participants can result in a pleasant experience for all.

For the Tour Master:

Provide good communication regarding the Tour-start time, distance, map (if needed), rest stops, etc.

Gather the Tour participants together and conduct a “driver’s meeting” or brief outline of the Tour and the day’s events.

Start on time.

Setting the pace, proceed at a speed that is compatible with the slowest vehicle. Accelerate when approaching hills. Older vehicles have limited power and it helps to get a run at the hills. On a long run up a steep grade where overheating may be a concern, don’t stop at the top of the grade. It’s better to descend for a while and let the temperature come down.
Use turn signals to give those following an indication of a direction change.

For the Tour Participants:
Show up before the designated start time ready to travel.

Take a rest room break prior to departure.

Have your gas tank full.

Be prepared to START ON TIME.

Keep an even distance between vehicles. Don’t tailgate and don’t keep back too far. On country roads keep a reasonable distance so that other vehicles may pass the tour group by “daisy-chaining” one vehicle at a time. In city driving tighten it up to keep the group together and have a better chance to make it through traffic lights.

Keep track of the vehicle both in front and behind you! If you lose sight of the vehicle behind you, inform the Tour Master and slow down until it catches up.

Newer vehicles should be at the back of the group behind the vintage vehicles.

Q. Tour Roster

Creating a Tour Roster is optional, but strongly recommended for larger Tours. The following should be included but not limited to:

- Name, location and date of the Tour
- Name and address of participants (and guests)
- Cell phone number
- E-mail address
- Year and model of the vehicle

*The sample tour registration information below was created with an Excel spreadsheet. Excel is recommended, but there are other software options to produce a tour roster. Open Office is a FREE software suite that reads and writes to Microsoft Excel like format. It is available at [http://www.openoffice.org/](http://www.openoffice.org/) Microsoft has an Excel Viewer for free. You can open, view, and print Excel files. You can also copy data from Excel Viewer to another program; however, you cannot edit, save, or create a new file. It is available [here](http://www.openoffice.org/).*

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Reg. #</th>
<th>Phone</th>
<th>E-mail</th>
<th>Address</th>
<th>Cty</th>
<th>State</th>
<th>Zip Code</th>
<th>VCCA#</th>
<th>Chevrolet / GMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chevrolet</td>
<td>Louis</td>
<td>1</td>
<td>(396) 325-1966</td>
<td><a href="mailto:lchevy@gmail.com">lchevy@gmail.com</a></td>
<td>1 Chev LN</td>
<td>Flint</td>
<td>MI</td>
<td>48554</td>
<td>000001</td>
<td>66 Chevelle SS Conv</td>
</tr>
</tbody>
</table>
R. Intentionally left blank

S. Safety and Important Documents

Additional items should be considered when preparing for a tour. In many cases a tour will bring you to places you might not normally be going to as well as have you away from home for a longer period then you normally are. Therefore we are providing a number of items one should consider while preparing for a safe and enjoyable tour.

- **Cell Phone – In Case of Emergency – ICE**
  
  Emergency response personal are trained to search you cell phone for ICE entries. Enter one or more people to contact In Case of Emergency. **DO NOT** use their name; instead list them under “ICE” in your address book. The EMS personal can then place a call to the person or people you want them to contact.

- Review your vehicle registration and insurance to be sure it is current. Include contact phone numbers.
- Check that you have a sufficient supply of medications and a list of all medication included with your medical insurance cards.
- Include a note as to Durable Power of Attorney and Health Care Directive with your medical insurance cards. Carry a copy of the actual documents in you glove compartment.
- Review your Auto Club membership to be sure it is current. Include contact phone numbers.

T. Vehicle Preparation & Parts

The vehicle owner should perform a full vehicle review and preparation prior to leaving home on a Tour. The following guide is the minimum that should be considered.

- A fresh first aid kit, quick cool ice packs and ‘Benydril’ in the event of allergic reaction to insect bites.
- A flashlight with fresh batteries.
- Every vehicle must have a working fire extinguisher. Recommended Type, Rating and Size 1-A: 5-B:C.
- Verify registration and insurance is current and required documentation is in the vehicle.
- Conduct a complete vehicle maintenance and safety check. Check all fluids and tire pressure. This is especially important for vehicles that are not driven often. This should not be ignored, as many times the busiest person on the Tour is the rescue vehicle driver.
- A basic tool kit.
- Spare parts, especially those unique to your vehicle. (VERY important)
There are two guideline checklists available that contain items you may consider having with you while on tour.

- Travel supply list (4-pages) – by So Cal Region – Michael Welch
- Survival Kit (1-page) – by Dick Olson

**The Above Lists Availability:** are found on the VCCA Website [WWW.VCCA.ORG](http://WWW.VCCA.ORG) under the Member Services tab in the [Resource Center](http://Resource Center) (you must log in)

### U. Available Resources for Tour Planning

- A good source for planning information can be the Internet, Local Chambers of Commerce, Convention and Visitors Bureaus and state Tourism offices where the Tour is to be held. Hotel and restaurant staff that you meet during Tour planning and layout trips can sometimes provide useful information and contacts.

- Touring Committee members are available to assist in your Tour Planning and development. See Section V.

### V. Touring Committee

**Current Committee Member List Availability:** is found on the VCCA Website [WWW.VCCA.ORG](http://WWW.VCCA.ORG) under the Member Services tag in the [Resource Center](http://Resource Center) (you must log in).