

PCA RALLY MINIMUM STANDARDS

PURPOSE

The PCA Rally Minimum Standards are a common set of rules for regions to use when hosting rally events. These standards are intended to minimize risk to the Club, Regions, and participants (drivers, navigators, and workers) and do not include many of the strictly administrative items necessary to put on a rally. These Standards were designed to be minimal in nature so any Region can have more stringent rules, but no Region shall have any that are more lenient.

COMPLIANCE

Any Region/Zone that plans to host a rally must meet all the minimum standards. Failure to comply may prevent issuance of PCA insurance for future rally events.

DEFINITIONS

Rally: A rally is a competitive driving event taking place on public roads and mixing with normal public traffic. The intention is for rallyists, using a set of specific rules and/or instructions, to independently follow a specific course and operate within all legal driving requirements and laws. Each rally vehicle must have a driver and a navigator, referred to as the Rally Team.

Time Speed Distance (TSD) Rally: For a TSD Rally, the rallyists are following a strict set of instructions and rules to stay on course. They depart at specific times and travel at specified speeds in order to arrive at checkpoints at a specific time after their departure. TSD Rallies may include but are not limited to:

- Tulip Rallies
- Trap Rallies
- Monte Carlo Rallies
- Tour/non-trap (straight forward) Tour Rallies

Gimmick Rally: Gimmick Rallies are designed to highlight unique, historic, or noteworthy landmarks, etc. along an enjoyable scenic route, with a fun, competitive element. Rallyists are given a set of driving instructions that direct them on a prescribed route, which may also include stops at specific locations. Rally Teams also receive specific instructions on how to perform the tasks required to complete the rally's "gimmick" challenge. During the event, Rally Teams must complete and record these specific tasks or activities, which are submitted for scoring at the conclusion of the rally. Gimmick rallies may include but are not limited to:

- Photo Rallies
- Poker Rallies
- Q&A Rallies
- Scavenger Hunt Rallies
- A-B Rallies

Driver: This person's primary responsibility is to operate the rally vehicle in a safe and legal manner. The driver must have a valid driver's license and vehicle insurance. Based on communications with the navigator, the driver can assist with staying on time and on course for a TSD Rally, or staying on course, observing items of interest and performing the required tasks for a Gimmick Rally.

Navigator: This person's primary responsibility is to provide information from the rally instructions to the driver. The navigator may also log data and perform actions that are pertinent to the rally competition.

Passenger(s): Additional people in the car for a Gimmick Rally, who may participate in completing rally tasks. The number of vehicle occupants is limited to the number of available seat belts.

Rally Vehicle: A vehicle licensed for use and is insured.

Lead Car: Verifies the integrity of the route immediately prior to the start of the event.

Sweep Car: Follows the last car and closes checkpoints (if needed).

Checkpoint or Control Point: Location along the rally route where Rally Teams passage is noted (may be timed).

Rally Segment: A period of continuous driving in which there can be multiple controls starting and ending timing legs.

Delay Allowances: Delay Allowances shall be allowed without restrictions as needed by the Rally Team. A Rally Team shall be allowed at least 20 minutes per leg. A maximum delay allowance per leg is specified to maintain the pace of the rally.

The Rallymaster shall make sure that if areas of delay are anticipated, e.g., Traffic Control Devices, that safe areas shall be included in the route to allow for the Rally Team to safely wait out delays prior to arrival at a check point.

ROLES & RESPONSIBILITIES

Event Chair: Manages the event from beginning to end; ensures that a safety meeting is conducted; submits the *Post Event Report* within five (5) days. Submits an *Incident Report* as required and sends a copy to the Event Safety Chair.

Event Rallymaster: Designs the rally and produces the printed materials for Rally Teams and workers. The Event Chair and Rallymaster can be the same person.

Event Safety Chair: Reviews and approves the rally route, including any area where multiple cars may be stopping or pausing, with an objective eye towards safety issues. The Event Safety Chair shall not be the Rallymaster.

Event Observer: Impartial member (not involved in the planning or organization of the event) who participates as a Rallyist in the event; submits the *Combined Observers Report* (Type of Event: *Rally*) within ten (10) days after the event.

Workers: Assist in execution of the rally.

ADMINISTRATION

Insurance: The liability insurance certificate issued by PCA showing the insurance coverage, date of the event and venue shall be available for viewing upon request. Any entities required to be named on the insurance certificate must be included.

Waivers: All participants must sign the appropriate PCA insurance waivers as designated in the then current Region Procedures Manual and follow other procedures as designated in the Insurance Section of the RPM.

Junior Participation Program (JPP): All requirements for JPP with respect to driver/navigator as found on the PCA.org must be followed.

Report Forms

These are filled out online at PCA.org.

Incident Report: For any incident resulting in physical damage to an automobile and/or the facility, an incident report is required to be submitted within five (5) business days.

For bodily injury to any individual at the event that requires medical attention, an incident report must be written and submitted by the next business day.

Verbal altercations or personal injury of any person on site requires an Incident report.

Post Event Report: The Post Event Report must be submitted by the Event Chair within 5 days.

PCA Observer's Report: The PCA Observer's Report (Gimmick or TSD Rally) must be submitted by the Event Observer within 10 days.

EVENT ORGANIZATION

Route Planning

From a safety standpoint, the following are required for all types of rallies:

1. TSD Rallies shall attempt to verify that the rally date will not interfere with any special local activity like a parade, local sporting event, carnival, etc. Gimmick Rallies may coordinate their rallies with special local activities, but organizers shall employ safe route planning, route checking and rally day event practices with respect to special local activities.
2. Avoid roads that are in poor condition, potentially hazardous, or under repair or construction.
3. Congested areas (heavy traffic, both vehicular and pedestrian) shall be avoided, if possible. If such areas cannot be avoided, transit or free zones, setting a low average speed, and/or pause instructions shall be used.
4. Avoid rally segments of continuous driving that would cause the Rally Team to become fatigued. When using a GPS Timing and Scoring System, rally segments shall not be longer than 60 minutes without providing, at the minimum, a five minute break.
5. The time duration and complexity of the rally shall consider the experience level of expected participants.
6. Rest stops shall be located in areas with adequate parking and services.
7. TSD tricks/traps that may encourage excessive speed in order to make up lost time shall be avoided. The best traps are those in which the entrants are unaware that they were off course until they reach the checkpoint.
8. Posted speed limits and prevailing conditions must be observed when establishing speed instructions.

Checkpoints and Controls

The safe location of TSD Rally checkpoints and other controls is essential. Gimmick Rallies employing required stops (staffed or do-it-yourself) along the route shall follow these standards as applicable for the type of rally.

The primary emphasis at all controls is SAFETY, therefore controls shall not be located:

- In a congested area.
- On a freeway or freeway ramp.
- At or near a dangerous intersection.
- On private property or roads, without permission.
- On a high-speed turn or within 0.2 miles (0.3 kilometers) after such turn.
- In or immediately after a long no-passing zone.*
- In an area where passing may be hazardous.*
- In an area without adequate room for the crew (if there is such) to be in a safe position and without adequate parking space for Rally Teams.
- With the control/in marker (checkpoint (timing line), DIYC (Do It Yourself Checkpoint) sign) so close to the parking area that a safe, non-panic stop is difficult.

*Does not apply to a RESTART

OPEN Controls and Checkpoints

- OPEN controls shall be located such that there is an area off of the main road to handle an expected maximum number of cars (assume stopped and parked in a reasonable manner) at the physical location for a period of time (e.g., 10 vehicles within a 3 minute period).
- OPEN controls shall be marked with an appropriate sign that has been previously noted in the general instructions.
- OPEN controls shall take into account the safety of people walking in the control area.
- OPEN controls shall be situated where the incoming assigned speed is reasonable for the road conditions and relative to the posted speed limit.

Do It Yourself Checkpoints (DIYC)

- DIYC controls shall be located such that there is an area off of the main road to handle an expected maximum number of cars (assume stopped and parked in a reasonable manner) at the physical location for a period of time (e.g., 10 vehicles within a 3 minute period).
- DIYC controls shall be marked with an appropriate sign that has been previously noted in the route instruction or general instructions.
- DIYC controls shall be situated where the incoming assigned speed is reasonable for the road conditions and relative to the posted speed limit.
- DIYC controls shall take into account the safety of people walking in the control area.

GPS Controls

A GPS Control that requires a stop shall follow the safety requirements of an OPEN Control.

- GPS Controls shall be located in an area which allows strong and accurate GPS signal acquisition.
- GPS Controls shall be positioned to allow rallyists adequate opportunity to safely recover time lost as a result of conditions likely to delay Rally Teams.

RESTART (OUTPOINT)

As part of an OPEN and DIYC control.

- The OUTPOINT or RESTART point associated with the OPEN control shall be located in an appropriate area off of the main travelled road to reassemble in a safe manner. Adequate space must be provided as a restart to account for the expected number of cars to be at the restart awaiting their out time.

NON-TIMING Controls

- NON-TIMING controls shall be situated for the safety of the workers and Rally Team vehicles.
- NON-TIMING controls shall be situated where the incoming assigned speed is reasonable for the road conditions and within the posted speed limit.

Route Proofing

A Rally Team, equipped with a full set of instructions, shall “proof” the rally.

A final check of the rally route shall be made as close to the day of the rally as possible to ensure the integrity of the route and make necessary corrections to the instructions (e.g., construction, detours, signs missing, landmarks moved, etc.). Gimmick Rallies that follow a specific route shall also be checked.

Day of Rally Operations (TSD)

Closing of TSD Checkpoints will be done via a chase car; if not practical, the Rallymaster shall communicate via cell phone to close check points and ensure all Rally Teams are accounted for along the route.

Rally General Instructions and Supplemental General Instructions

The following must appear in either the General or Supplemental General Instructions:

All Rallies

1. Two people are required in each car; a driver (age 18+) and a navigator (age 13+).
2. All persons (including passengers in Gimmick Rally cars) must be seat-belted.
3. All persons participating must have signed the event waiver.
4. Car numbers (if used) must be properly affixed.
5. All rally cars shall run with headlights turned on.
6. All traffic laws must be obeyed.
7. Event organizer emergency names and cell phone numbers shall be listed (in General, Supplemental General and/or Route Instructions).
8. Rallyists must promptly report to event officials if they are involved in an incident during the rally.
9. Glossary of terms, definitions and abbreviations used in the route instructions are listed or a reference to where to find them.
10. Listing of any special conditions that are specific to this rally.
11. A list of infractions and their penalties. The following infractions (with recommended penalty) must be included.
 - a. Harassing workers/rallyists or unsafe/inappropriate behavior (disqualification).
 - b. Use of alcohol, narcotics, or other illegal substances (disqualification).
 - c. Moving vehicle citation (disqualification).
 - d. Failure to obey safety rules (maximum leg points (TSD) or points deduction (Gimmick)).

TSD Rally

1. An explanation emphasizing that a time penalty on one leg may not be recovered on a subsequent leg.
2. Instructions for requesting a delay allowance.

3. Staffed checkpoint procedure (where to park, whether or not to remain in car, etc.).

TSD Route Instructions

1. Information shall be noted in areas that may be cause for special attention due to safety concerns.
2. Cell phone number(s) of the event official(s) shall be provided so Rally Teams may contact them in case of emergency during the event.

Gimmick Rally Competition Instructions

1. Describe the rally theme and how to successfully compete and complete the rally.
2. Specify the time limit and/or deadline for completing the rally and gimmick; specify the end point.
3. Specify ways in which the gimmick can be solved (searching online, getting out of car, number of required stops, etc.).
4. Specify unique directions (e.g., no look backs, photos are out of order, signs on both sides, etc.).
5. Explain any unusual road conditions along the route, and how they should be treated.
6. State gimmick safety rules, (e.g., pull over to let cars by, don't stop in the middle of the road to look at answers or clues, don't trespass on private property).
7. Explain rally finish procedures, how to turn in the Answer Sheet, and when results will be announced.
8. Provide Gimmick-specific Answer Sheet with scoring rules, including any bonus points and tiebreakers.

Gimmick Rally Route Instructions

1. Specify mandatory and optional stops or checkpoints within the instructions, with notes referencing safety concerns, unusual geographic features, and comfort options as appropriate.
2. Information notes shall be inserted in the instructions for areas of the route that may be cause for special attention due to safety concerns.
3. "Free Zones" (gimmick-free portions of the route) shall be inserted in the instructions in areas of traffic congestion or in long segments where a break in concentration is needed.

Car Separation

The minimum separation time for releasing rally cars in all types of rallies is thirty (30) seconds, with sixty (60) to one hundred twenty (120) seconds preferred, to promote safe conditions for all participants and the general public during the rally.

Emergency Procedures Instructions

The cell phone numbers of the key event organizers (Event Chair, Rallymaster, etc.) shall be provided to all participants prior to the start of the rally for use during emergencies. All staffed rally checkpoints shall maintain cell phone communication with event organizers. All incidents must be promptly reported to the Event Chair for proper reporting in accordance with PCA policies.

Rallyists Safety Meeting:

This meeting is used to explain checkpoint procedures and convey other information that will ensure safe procedures are followed during the rally. Questions about the General Instructions can be answered at this meeting. This meeting can be held immediately prior to the rally start or handled prior

to the day of the rally (i.e., a virtual meeting). Gimmick Rallies: If the Safety Meeting is held virtually, distribution of paper copies of the General and Gimmick Instructions shall occur at the on-site check-in along with the Route Instructions.

1. Communicate and/or review General Instructions.
2. Communicate and/or explain Gimmick Instructions.
3. Distribute and explain Gimmick Rally Route Instructions, highlighting any safety concerns (school zones, blind corners, etc.).
4. The following points shall be communicated during the safety briefing to all Rally Teams.
 - **Waivers:** Ensure all participants have signed the relevant waiver form.
 - **Emphasis on Safety:** Safety is paramount. Rallies are not high-speed driving events. Each driver is responsible for operating their own vehicle safely, over all road conditions.
 - **Insurance:** Each participating driver must have a current driver's license and vehicle liability insurance.
 - **Laws:** Obey speed limits and all other traffic laws, plus all local laws regarding the consumption of drugs and alcohol.
 - **Route Directions:** The driving directions contain details about the route, regroup points, rest stops and any safety concerns. (Review any specific areas of concern in the driving directions.)
 - **Passing:** Pass cyclists, pedestrians and other non-motorized traffic SLOWLY, giving a wide berth. Use caution and courtesy if passing or being passed by other rally vehicles.
 - **Headlights:** Drive with headlights on to increase visibility to other vehicles.
 - **Emergencies:** In an emergency, pull over, stop in a safe location, turn on emergency flashers and advise the Rallymaster.
 - **Safety & Fun:** Responsibility for maintaining PCA's excellent history of safe and enjoyable events rests with each participant. Have fun and be safe!