

Tourmeister and Tail Gunner Roles

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The following bullet points are just a guide to helping current and new tourmeisters and tail gunners in understanding their roles within a touring group. It may be needed to have an additional tourmeister/leader to split a large group into multiple smaller groups of cars.

Equipment

- **Required**
 - 2-way radio
 - Printed maps, GPS
 - Cell phone
 - First aid kit
 - Fire extinguisher
 - Flash light
 - BMW CCA operation manual for accident procedures
 - BMW CCA Waiver
- **Recommended**
 - OBDII/BMW reader
 - Radar detector
 - Basic toolset (screw drivers, wrenches, pliers, box knife, duct tape, etc)

Planning a Trip:

- **Required**
 - Have a destination (food, tourist attraction or historic site)
 - Start location should have a good bathroom option and/or close by fuel.
 - Provide ample rest stops and restroom breaks
 - 1 hour max when you first start out or just after lunch
 - Second break can go as long as an hour and a half
 - Find a gas station (preferably Top Tier fuel) that capable of handling many cars at the pumps and occupants in the facilities
 - Hotels:
 - If using a single hotel, request a block of rooms under a group name (Lone Star BMW) and have the members call in to leave their credit card number
 - If using multiple rooms, work with treasurer to setup a registration page that accounts for the hotels costs plus about 5% for credit card costs
 - The route must be pre-driven for all drives. Road conditions can be unpredictable even on commonly used roads. Texas weather can change road contours monthly. Utilize tools such as <http://DriveTexas.org> to check for construction.
 - If you are using a food destination, make sure to have a contacted the restaurant ahead of time with an estimated number of people. Tell the restaurant that you do not need to sit all together (otherwise, it will take longer to prep the food).
 - Get BMW CCA insurance for the tour (at least 2 weeks before the tour date)

- Communicate the tour to the chapter secretary with registration details - start date, time, start location, contact person for more details.
- **Guiding Principles**
 - Predominately use FM and RR roads in Texas. Interstate, Toll Roads and State roads are typically busy and not as interesting to the touring group.
 - Plan to use as many right turns as possible when making a road change. Left turns across traffic or at lights cause problems.
 - When designing the route, we've use the website <http://www.gebweb.net/optimal/>. This allows for export to Garmin units or to Google Maps. You may need to place multiple points on the map to get the route desired.
 - Use 60 mph as your average speed when designing the route.
 - Be flexible on your plans
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No Less Than Three (3) Days before the Drive

- Email the participants the following:
 - Send out maps to the registered participants
 - 2-way radio communication reminder
 - Itinerary
- Verify for the insurance certificate has been received by the Chapter.

Day before the Event:

- Print maps
- Get liability waivers for adults and children
- Get Tour Etiquette letter
- Check radio packed
- Radar detector ready
- Get the travel kit in the car (tow rope, oil, antifreeze, paper towels, funnel, water, small tools, air compressor, OBDII scanner tool). Check to see if someone has a spare tire with them.

Event Day:

- Be at start point at least 30 minutes before advertised start time
- Have people sign waiver as they arrive
- Greet everyone that comes out and introduce them to others (easy conversation starter is to talk about the car they brought). Identify novices and instruct where in the pack they should go. Identify radio relay person (i.e. Middle of the pack)
- At start time, have a driver's meeting discussing etiquette and safety, identify the key people (Tourmeister and Tail Gunner), radio settings and if there are any questions. Offer up extra CB radios to those that might not have them. Instruct participants to turn on their headlights so cars can be found from a long distance. Tourmeister should share phone numbers with all participants in case they get lost.
- 10 cars is found to be the best size for a run group.
- If you use multiple run groups, do not designate them as slow or fast but give the first group a 5 min head start and discuss with the participants how the group will be sub-divided.
- Once in the cars, perform a radio check. Once the Tourmeister and Tail Gunner can communicate, the Tourmeister should start to line up the cars and prepare to leave. This typically takes about 15 from the start time to get rolling.

During the tour

- Looking ahead on the maps for the next turn/road.
- Tourmeister will announce turns over the radio with sufficient time for the tail gunner to acknowledge the turn, turn signals can be used and the cars can get closer together before the turn happens.
- Tourmeister may need to slow the front of the group down when getting closer to a turn if the group is spread out over a long distance (1 mile out should be a good distance). Without doing this, people without radios can get lost at a designated turn.
- Tourmeister should take hills cautiously for obstacles
- Tail Gunner should announce when the final participant had made the turn or exited the parking lot
- Tourmeister will announce significant radar events to the group, repeating multiple times, waiting for a relay from either the Tailgunner or the Mid-pack relay. If Tourmeister does not hear a response, repeat again.
- Tourmeister needs to keep eyes up, looking for deer, dogs, cats, kids, adults, roadkill, pot holes, loose gravel, cars pulling out, cars sitting on the side of the road and identify the vehicle and announce clear/no clear or a situational awareness.
- Keep car #2 in visual range - they will be the speed control for the front of the group.
- Occasionally check that the rest of the group is present (looking as far back as you can or via communication with the Tail Gunner).
- Tail Gunner will announce any car problems to the Tourmeister who will acknowledge the message and determine what we will do:
 - Continue with the rest of the group
 - Find next stop point to assist participant in need
 - Designate another member to stay behind
- Tail Gunner is to announce any radar or interesting/suspicious bikes/cars/trucks behind the group
- Use cell phone with Tail Gunner to discuss change of plans or other options outside the CB radio. (If we are really behind time or if someone needs to be moved up in the group, location checks)
- Dealing with local traffic:
 - Don't pass a car if you are close to a turn - having 10 cars pass and then turn is just annoying to the driver being passed
 - Pass traffic in passing zones with turn signals and get far enough forward in the event another car is just behind you
 - Tourmeister should get far enough ahead to announce road conditions and be far enough out allow the next vehicle to pass safely.
 - Oncoming traffic announcements may require a relay from a vehicle farther back in the pack due to distances with cars and radios.
 - Tail Gunner will announce when everyone has passed the local traffic
 - Don't be flashing lights at the driver's. They should be aware of what is going on.
- U-Turns:
 - With a big group, it is best to use multiple streets or a large parking lot to make a u-turn.
 - If the road just ends, announce the problem and slowly work with the Tail Gunner to make sure 3-point turn is possible.
- Law enforcement situations
 - Tail Gunner will remain in visual range
 - The group continues to the next town or designated next stop.
 - Cell phones may need to be used
 - Goal: not have the whole group penalized
- Rest stops should last about 15-20 minutes.

- Call ahead to a restaurant with final numbers and eta

Accident

- Follow the BMW CCA Operations Manual procedures

Break down plan of actions:

- Tire problem:
 - Can you find a tire shop in the area? Get the tire off and use the second person to get the tire to that shop.
 - Can you get a spare tire?
 - Air the tire up?
- Engine problems
 - Tow truck wait; make sure the member has a way home
 - Use the tow and a tow rope to pull the vehicle to a safer location (parking if in town); 3 vehicles:
 - Towee
 - Tower
 - Safety vehicle flashing hazards well away from vehicle
 - Can a field fix be done?
 - Oil low?
 - Use OBDII MyCarly tool to check severity of problem
 - Turbos out: keep going

At The Final Destination:

- Make sure everyone knows how to get home
- Get feedback from members
- Don't assume everyone will return with you

After The Event

- Have treasurer or the tour leader submit insurance rebate within 30 days of the event BMW CCA (if no accidents)
- Report any issues to board member(s)