1. NATIONAL TOUR GUIDELINES

4.1 INTRODUCTION

This section of the Policy and Procedure Manual contains the official tour guidelines for AACA-sponsored National Tours. This includes the procedure for participating in tours and information on how the AACA Regions and Chapters can request the opportunity to host a tour. This is followed by an explanation of how tours are organized, general guidance for hosting AACA Tours, and specific guidelines related to the different types of tours.

The AACA sponsors a variety of National Tours to promote the use of antique vehicles and enhance the fellowship of club members. It is the policy of AACA to conduct these various tours in as many different locations throughout the country as possible to provide scenic driving routes and social entertainment for the participants. Schedule considerations will attempt to vary these locations in a given year and from one year to the next.

The National Tours are organized and administered by local AACA Regions and Chapters. The Tours include:

a. Reliability Tour--The Reliability Tour is sponsored during even-numbered years for brass era cars, i.e., those manufactured in 1915 or earlier. This includes all recognized vehicles of that vintage.

b. Revival AAA Glidden Tour®--The AACA sponsors the Revival AAA Glidden Tour® during odd-numbered years (2009, 2011, etc.) in cooperation with the Veteran Motor Car Club of America (VMCCA). The VMCCA sponsors the tour during the even-numbered years. The Revival AAA Glidden Tours® are for the older vehicles and eligibility for AACA sponsored tours is limited to those manufactured in 1942 or earlier. Generally, this tour is held during the 2nd or 3rd week of September.

c. Founders Tour--The Founders Tour is sponsored annually for all vehicles, except race vehicles, manufactured from 1932 through a production year 25 years prior to the year of the tour.

d. Vintage Tour--The Vintage Tour is sponsored during odd-numbered years for vehicles manufactured in 1931 or earlier.

e. Sentimental Tour - - The Sentimental Tour is sponsored during even-numbered years, beginning in 2004, and is for vehicles manufactured from 1928 through 1958, except race vehicles.

f. Divisional Tours --- The AACA sponsors two Divisional Tours annually – during even-numbered years, one in the Central and one in the Eastern geographical regions, and during odd-numbered years, one in the Southeastern Region and one in the Western Region. These tours are designed to be shorter in duration (minimum three days) than the traditional five-day tours. The host Region or Chapter is free to decide which vehicles are eligible to participate in any Divisional Tour, except race vehicles will not be included. However, all vehicles must be of a production year at least 25 years prior to the year of the tour.

There will be absolutely no deviation to the model years specified for the Reliability Tour, the Revival AAA Glidden Tour®, the Founders Tour or the Vintage Tour or the Sentimental Tour as described above. AACA sanctioned tours are not places to solicit business unless as approved by AACA.

4.2 ENTERING VEHICLES FOR A NATIONAL TOUR

Because AACA is dedicated to the preservation, restoration, and maintenance of automobiles and automotive history, authenticity is considered to have a high priority. And because the general public witnesses AACA National Tours, the appearance of authenticity of participating vehicles is a primary concern. Therefore, to achieve this purpose, most of the body, engine, chassis, and driveline components of all vehicles entered in a National Tour need to be of the same vintage as when the vehicle was manufactured. Vehicles that are obviously “modified” from the original design present an inappropriate impression as to the aim and purpose of the AACA and will not be accepted. The foregoing is not meant to exclude vintage accessories available when the vehicle was manufactured. Any advertisements displayed on a vehicle must be appropriate to the era of the vehicle manufacture.

Safety is paramount in a tour environment. Vintage performance modifications are acceptable so long as safety is not compromised. Radial tires, original type tires of a different size from original and white sidewalls of a
different width than original are acceptable, provided they are mounted on original style wheels. Seat belts are acceptable and recommended. Hydraulic brake modifications are acceptable provided they have been done in an unobtrusive and professional manner.

All National Tour drivers must be members of the AACA, except for Revival AAA Glidden Tours®, which are open to either AACA or VMCCA members. The following procedures for participating in a National Tour apply to all AACA members. This includes members of the host Region or Chapter.

4.2.1 Requesting Registration Information
An official announcement for each National Tour will be published in the ANTIQUE AUTOMOBILE and the schedule dates will appear in the "International Calendar of Events." A card for requesting a tour registration application will be printed on the backside of the carrier card (mailing label) in the poly-bag in which the magazine is mailed to members of AACA. This card must be completed and returned promptly. Forward the card along with a check for $5.00 to cover mailing costs to National Headquarters. A $5.00 credit will be applied to all applications that are accepted (see 4.2.2). Applicants who register for the tour but are not accepted due to oversubscription will have their monies refunded, which will include the $5.00 deposit. National Headquarters will forward these requests to each Tour Registration Chairman. The Registration Chairman holds all requests for tour information until a specified date to be noted in the announcement ad. On this specified date the Registration Chairman will send all applicants’ registration and accommodation forms along with tour brochures and other information pertinent to the tour.

4.2.2 Completing the Registration Form
The applicant must completely fill out all registration forms and return them to the host Region or Chapter (NOT to National Headquarters) along with their remittance for registration and optional activities prior to the deadline date. The application also will clearly identify to whom payment should be made, e.g. "AACA Reliability Tour," "Revival AAA Glidden Tour®," etc. Be sure the pre-printed fee for the entry of one vehicle and the driver are included in the remittance from the applicants. No applications will be accepted after the deadline.

Applications will be on a "first come, first served" basis using the postmark date on the application form. There will normally be a limit on the number of entries accepted and when this limit is reached, subsequent applications will be placed on a waiting list. The Registration Chairman will notify entrants of their acceptance or their position on the waiting list.

The Tour Chairman will refund all fees for applicants on the waiting list who do not get accepted for the tour. The Tour Chairman has some flexibility for refunds for cancellations; however, there will be a cutoff date (normally the same date as the application deadline) after which refunds will not be made. The Tour Chairman and/or Tour Liaison Director are the only ones who may approve an exception to this policy.

The application will provide the names, telephone numbers, and time of day in which members may obtain additional information pertaining to the tour.

The application will provide space for listing all passengers. Be sure to identify the first AND last name of each passenger (see paragraph 4.7.1 for Revival AAA Glidden Tours®). All passengers on a tour age of 13 and older, must pay the passenger registration fee.

If photos of the registered car are required, the type of photo will be stated on the application form. Slides of tour cars are sometimes requested for projection during one of the tour activities. Tour books that contain color prints are sometimes used; however, these have limited utility when there are a large number of participants. Black and white prints may be required for newspaper publicity. In any case, the application will clearly state any requirement for 35 mm color slides, color prints, black and white prints or digital images.

Application forms will identify the headquarters hotel and alternate lodging available near the headquarters. Room costs and maximum room occupancy also should be listed on the form. There will be a place for the applicants to identify their preference for lodging and list the number of rooms required and the number of occupants per room. The applicant also should include expected arrival and departure time.

The Registration Chairman will assign lodging accommodations with due consideration of applicant's preferences and room limitations at the headquarters and alternate motels. Lodging assignments and hotel
registration forms will be provided with the confirmation notice. Security can only be extended to those making reservations through the Registration Chairman. The tour brochure will include information on available campgrounds and hook-ups. Applicants should indicate in the appropriate place on the application if they intend to arrive in a motorhome. Applicants should also indicate if they have a car-hauling trailer. The tour organizers will arrange adequate parking space to unload and park the trailer.

4.3 APPLYING TO HOST A NATIONAL TOUR

AACA encourages each Region and Chapter to consider the possibility of hosting a National Tour. The type of tour will depend on the preferences of the group members, their experience, and the availability of facilities. Applications will be accepted from any AACA Region or Chapter in good standing. If a Chapter wishes to host a National Tour, its parent Region's approval is necessary before submission.

Application forms to host an AACA National Tour may be obtained from the Vice President - National Activities, the Division Chairman of National Activities, National Headquarters or www.aaca.org. The completed official application with appropriate accompanying documentation to support approval should then be returned to Vice President - National Activities. Because of the popularity of these events, many of the tours are scheduled up to five years in advance. The dates of the proposed event shall not conflict with any previously scheduled National activity, and it is recommended that "traditional" dates for local events also be considered when selecting a proposed date to preclude conflict. All requests must be submitted by December 31 of the year preceding the scheduled event to allow adequate time for board approval, advanced planning, advertising and notification to all concerned. Under extenuating circumstances the VP National Activities may request the board to consider waving the December 31 deadline.

National Headquarters maintains a schedule for all activities. This schedule is updated three times a year to coincide with meetings of the National Board of Directors. Copies of the schedule may be obtained from National Headquarters or the Vice President - National Activities.

The initial application and supporting documentation should provide the following information:

a. Requested tour - (Reliability, Revival AAA Glidden®, Founders, Sentimental, AACA Vintage or National Divisional Tour)

b. Proposed dates and alternate dates.

c. Proposed locations, routes, hotel accommodations, banquet facilities and a general description of activities planned in conjunction with the tour.

d. Name, address, email and telephone number of proposed Chairman.

e. Appropriate information to support approval of the request, such as available facilities, experience in hosting similar types of local or national events, community support, desirability of the location, etc.

The application and supporting documentation should be presented as a daily sequence of activities in booklet form. It will be most effective if it looks as if it were prepared by the local tourist bureau with the intent of enticing people to visit the area. The formal application represents the minimum requirement; however, it is a good practice to supplement the application with personal contact with individual National Directors. This personal approach will more clearly identify the individuals responsible for the event and establish both their enthusiasm and capabilities. A formal presentation before the National Board of Directors is not normally necessary.

Approval to host an AACA National Tour requires a majority vote by the National Board of Directors. "Interim Approval" may be initially granted if the proposed date is more than three years in advance of the calendar year of the tour, or if there is insufficient information on the application. When an "Interim Approval" is granted, the Region or Chapter may proceed with its plans for the tour. "Final Approval" will be granted when the proposed tour date falls within three years and when all the details have been finalized. The Vice President National Activities will notify the requesting Region or Chapter of the approval status.

It is the responsibility of the Tour Chairman or host Region/Chapter President in the case of the resignation of the Tour Chairman; to notify the Vice President National Activities as soon as possible of any proposed changes to the following items:

a. Tour Chairman
b. Dates of tour

c. Location of the tour

d. Location of the headquarters hotel

### 4.4 ORGANIZATION FOR A NATIONAL TOUR

The success of any national activity is directly dependent on the quality of the planning and preparation for the tour. An effective organization of qualified people is required to accomplish this effort.

A basic organization consisting of key personnel and committees is recommended for all types of National Tours. The core group may be supplemented by additional committees, which relate to the specific requirements of the event. The purpose of this section is to identify the core organization and their responsibilities for all National Tours.

#### 4.4.1 ORGANIZATION FOR A RELIABILITY, REVIVAL AAA GLIDDEN®, FOUNDERS, SENTIMENTAL OR VINTAGE TOUR

#### 4.4.1.1 Tour Liaison Director

An AACA National Director will be appointed Tour Liaison Director by the AACA National President and approved by the National Board of Directors for each tour. In the event a current Board member is not in close proximity to a hosting region, to act as a tour liaison director, a former National Board member may be appointed to this position. This individual will normally have participated in a previous National Tour(s). The Director will act as a liaison between the Tour Chairman and the National Board of Directors. The Director will assure that the tour is conducted in compliance with AACA standards and policies, and he will assist the host Region or Chapter wherever necessary.

The Tour Liaison Director will review and submit the initial budget prepared by the Region/Chapter Finance Chairman. This budget will be presented to the National Board of Directors two years or more in advance of the tour. The Tour Liaison Director also will submit periodic status reports and a final financial report to the National Board of Directors.

The Tour Liaison Director will review and approve all tour mailings including the registration forms, tour brochure and any information packets. Such approval must be granted prior to printing and distribution in order to ensure compliance of the requirements of this manual. The Tour Liaison Director must also review and approve any tour advertising in any form prior to release.

The Tour Liaison Director for the AACA Founders Tour will ensure that those members who have completed their tenth Founders Tour receive a special “Certificate of Accomplishment” to be presented at the closing banquet. Suitable blank certificates are available from AACA Headquarters.

The Tour Liaison Director for the AACA Sentimental Tour will ensure that those members who have completed their sixth consecutive Sentimental Tour, beginning with the trial tours of 2001 and 2002, receive a special “Certificate of Accomplishment” (expected to be the year 2010). This should be presented at the closing banquet. Suitable blank certificates are available from AACA Headquarters.

#### 4.4.1.2 Tour Chairman

The Tour Chairman is an AACA member appointed by the host Region/Chapter and approved by the National Board of Directors. A Tour Chairman must have participated in a previous National Tour prior to selection and approval. The Chairman will report to the Tour Liaison Director and will submit status reports upon request.

The Tour Chairman oversees all aspects of the tour and coordinates the activities of the various operating committees among themselves and with outside vendors. He is responsible for appointing the committee chairman, coordinating planned activities, and reviewing finances with the Tour Liaison Director and Finance Chairman. The Tour Chairman must be able to lead a team and assure that all committee chairmen are adequately versed in their duties. Because of the extensive responsibilities of this job, it may be desirable to appoint an Assistant Tour Chairman. However, the host organization may not appoint co-chairmen. There must be one, and only one, person in charge of the event.
As soon as the tour is approved, the Tour Chairman should schedule regular meetings to coordinate the various plans and activities of the committees. A minimum of 15-20 meetings should be conducted in order to initially plan and execute the tour.

The Tour Chairman supervises the selection of the host hotel and alternate lodging. There must be sufficient parking space to accommodate the expected number of participating vehicles with ample room to maneuver, park and unload trailers. Motorhome parking at the headquarters hotel must be coordinated with the hotel in advance to obtain their permission and to assure it is legal. It is not necessary to have hook-ups since most units are self-contained. Registration information should include the availability of motorhome parking and must specify any limitations regarding the use of motorhomes. Nearby campground facilities should also be identified in the registration information.

The Tour Chairman must submit the proposed participation plaque design for approval to the Tour Liaison Director and the Vice President of National Activities. It is recommended the proposed plaque design be submitted two (2) years in advance to carry out the theme in all advertisements. Details for tour plaques may be found under Section 4.4.1.9.c. Be sure the production of the plaques is NOT authorized until the design has been approved.

The Tour Chairman must submit all proposed tour mailings including the registration forms, tour brochure and any information packets to the Tour Liaison Director for approval prior to printing and distribution in order to ensure compliance of the requirements of this manual. The Tour Liaison Director must also approve any advertisements, announcements, or promotional material in advance of release.

The Tour Chairman for the AACA Founders Tour will obtain a listing from the Tour Registration Chairman of those members who will complete their tenth tour (not necessarily consecutive). A “Certificate of Accomplishment” is available from AACA Headquarters and should be obtained in advance so that it may be completed and presented to those individuals at the closing banquet. With the assistance of AACA Headquarters, the Tour Chairman should also obtain a listing of those members who have completed every Founders Tour. These individuals may be recognized by a listing in the Tour Book or Program, or by introduction at the closing banquet or by other means. Such recognition should be coordinated with the AACA National President or his/her representative in attendance at the event.

The Tour Chairman for the AACA Sentimental Tour will obtain a listing from the Tour Registration Chairman of those members who have marked on their registration form that they will complete their sixth consecutive tour (expected to be the year 2010). The “honor system” will be used. A “Certificate of Accomplishment” is available from AACA Headquarters and should be obtained in advance so it may be completed and presented to those individuals at the closing banquet.

The Tour Chairman should oversee the article and photographs submitted to the ANTIQUE AUTOMOBILE. This article should be sent to the editor of ANTIQUE AUTOMOBILE within 15 days following the tour. Refer to Section 4.4.1.8 for details.

It is the responsibility of the Tour Chairman to work closely with the Finance Chairman to prepare the initial budget. The budget is to be submitted to the National Board of Directors by the Tour Liaison Director, at least two (2) years in advance of the tour.

It is suggested that the Tour Chairman and other key committee people attend the tour in the year previous to their scheduled tour. A meeting should be set up during the tour with your Tour Liaison Director, Vice President - National Activities, Division Chairman of National Activities (if they are in attendance), and the current Tour Chairman to discuss any pitfalls you might encounter and to have questions answered pertaining to hosting a National Tour.

It is the desire of the National Board of Directors to keep costs within a reasonable limit. This should be kept in mind when planning the tour. The costs for the opening reception, closing banquet, lunches, lodging, and entertainment should be priced accordingly.

### 4.4.1.3 Registration Committee

This committee will coordinate all announcements with the Publicity Committee and will prepare applications and registration packages. These packages will be mailed to all individuals responding to the announcement ad in the ANTIQUE AUTOMOBILE (except as noted in Section 4.7.7 for the Revival AAA Glidden Tour®). The committee will receive and process applications, coordinate hotel reservations with the Accommodations
Committee, and confirm registrations. The committee will assemble registration kits and greet participants when they arrive for the tour.

The registration packets should include a notification to the tour participants to be sure to notify the Tour Chairman or Tour Liaison Director if they must leave the tour early. The Registration Chairman will work closely with the Finance Chairman to assure proper handling of all fees. The Registration Chairman should be bonded and the cost of the bond should be included as a tour expense. This person should work closely with the Tour Chairman and all other committee chairmen to provide them with current registration information. The Registration Committee Chairman’s name, address and telephone number must appear on all registration materials.

4.4.1.4 Finance Committee

This committee is responsible for the centralization of accounting, which should be established for deposit and disbursement of tour funds. The Finance Chairman will prepare an initial operating budget, which must be reviewed by the Tour Liaison Director, based on the number of expected participants and activities planned. This initial budget should be prepared no later than two years prior to the tour. The Tour Liaison Director and Tour Chairman have final approval authority for the budget. The Tour Liaison Director must submit the initial budget, periodic status reports, and a final financial report to the National Board of Directors. The Finance Chairman should work closely with the Tour Chairman and the Registration Chairman in carrying out these responsibilities.

If the Finance Chairman is handling the registration money, he should be bonded at the expense of the tour. An account separate from the regular Region/Chapter bank account should be set up for a National Tour (see Section 4.4.3 for establishing National Tour finances).

4.4.1.5 Routes and Events Committee

This committee has the responsibility for selecting and laying out the tour routes. In addition they will select interesting sites for the tourists to visit, and will coordinate these stops with the Banquet and Meals Committee for possible use as meal stops. This committee will prepare all tour maps and tour books. All route instructions in the Tour Book should be rechecked several times to insure that there are no mistakes in the route. It is suggested that at least three people verify the routes. The committee will contact local law enforcement agencies to advise them about the tour and tour routes and provide them with copies of tour maps and instructions. It may be necessary to employ local law enforcement officers to assist in difficult traffic or road conditions (see 4.4.4).

4.4.1.6 Accommodations Committee

This committee is responsible for seeing that all necessary accommodations are arranged. The committee also is responsible for negotiating room rates with the host facility and securing adequate facilities for parking. The committee will make lodging reservations based on participants’ requirements indicated on reservation applications. This committee also will identify alternate lodging, including recreational vehicle facilities.

4.4.1.7 Banquet and Meals Committee

This committee is responsible for planning an opening reception (which may include a meal) and a closing banquet. Evening meals between these events should be left up to the tourists. This will allow tourists to get together with friends for personal activities. If additional meals are planned they should be kept simple and inexpensive. This committee should coordinate with the Routes and Events Committee to plan for meals during the tour days.

4.4.1.8 Publicity Committee

This committee is responsible for any announcements of the tour, including the announcement ad in ANTIQUE AUTOMOBILE (with the exception of the Revival AAA Glidden Tour®, see Section 4.7.7). All materials must be submitted to National Headquarters via the Tour Liaison Director in accordance with the publishing guidelines established by the Editor of the ANTIQUE AUTOMOBILE (refer to Section 4.5.8 for details).

A capable member of this committee should be designated to write an article about the tour for ANTIQUE AUTOMOBILE. This article should be no more than 700 words, describe tour events, and should include a dozen or more photos WITH CAPTIONS. Digital photos or 35mm slides/prints are acceptable. Photos and story should be burned onto a CD and sent to the editor within 15 days following the tour. In order to get into the next available issue of ANTIQUE AUTOMOBILE, make note of the editorial deadlines for each issue:

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<th>DEADLINE DATE</th>
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<td>January-February</td>
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In addition the Publicity Chairman is encouraged to submit a short article with one or two photographs to other publications such as OLD CARS WEEKLY. This committee should arrange for a competent photographer to be available to take the photos and appoint a liaison with the local news media. The committee is responsible for sending tour brochures and announcements to all newspapers, regional magazines, and radio and television stations. Be sure to provide the media with the name, address, and telephone number of the appointed liaison. All announcements, press releases, articles, reports, advertisements or any other promotional material must be submitted to and approved in advance of release by the Tour Liaison Director.

This committee is responsible for obtaining bids and for subsequent selection of a printer for all printed material for the tour. Guidance can be obtained from AACA National Headquarters.

4.4.1.9 Trophy Committee

This committee is responsible for obtaining the following items:

a. Tour banners - these are numbered banners (or other marking system as approved by the Vice President - National Activities) to identify tour vehicles. Optionally, static cling decals (of no less than 6Hx8W inches) along with static cling numbers which mount on windows from the inside may be substituted for the cloth banners. A list of suppliers of banners and decals will be available from the Vice President – National Activities.

b. Mementos - other commemorative items as approved by the Tour Liaison Director may be procured or obtained through donations.

c. Tour plaques - the plaque design must be approved by the Tour Liaison Director and Vice President National Activities. It is suggested that the plaque be designed at least two (2) years in advance of the tour, so that the theme of the plaque can be carried throughout the advertising, stationery, etc. A list of plaque suppliers can be obtained from AACA Headquarters. Be sure to include the AACA logo on the plaque. For distribution of tour plaques refer to Section 4.5.4. Anything other than the traditional meet plaque must receive approval from the Tour Liaison Director.

d. Trophies - Categories for awards are at the discretion of the host Region/Chapter. These are normally provided by individual and/or commercial company donations. It is suggested that potential donors be contacted at least nine months prior to the tour and trophies be obtained at least six months prior to the tour. Trophies and awards that do not arrive should not be listed in the program.

4.4.1.10 Security Committee

This committee is responsible for coordinating all aspects of security during the tour. They should provide personnel to guard the vehicles at night and during all stops, when the owners may be away from their vehicles. Hiring off-duty police or deputy sheriffs has proven to be very effective for security. This committee also should have available a complete list of hospitals, rescue units, fire departments, and ambulance services along the tour route. They should coordinate traffic control requirements with the Tour Route Chairman and local police or highway patrol officials.

4.4.2 ORGANIZATION FOR A DIVISIONAL TOUR

The organization and responsibilities for Divisional Tours are somewhat different than the organization and responsibilities for the traditional five day National Tours. Although much of the information in Section 4.4.1 can be used for reference in planning and preparing for a National Divisional Tour, specific requirements for a Divisional Tour are somewhat different.

The purpose of this Section is to identify the core organization for a Divisional Tour and their individual responsibilities.

4.4.2.1 Tour Liaison Director
The AACA National President will appoint a National Director as a liaison between the Region or Chapter and the National Board of Directors. In the event a current Board member is not in close proximity to a hosting region, to act as a tour liaison director, a former National Board member may be appointed to this position. It will be the responsibility of the Tour Liaison Director to assist the Tour Chairman and the host Region or Chapter to assure that the tour is conducted in compliance with AACA standards and policies, and to generally assist the host Region or Chapter whenever necessary.

The Tour Liaison Director will review and approve the budget for the tour based on the number of expected participants and activities planned. Reports on the tour budget are not required to be submitted to the National Board of Directors.

The Tour Liaison Director will review and approve all mailings including the registration form, tour brochure, and any information packets. Such approval must be granted in advance of printing and distribution in order to ensure compliance of the requirements of this manual. The Tour Liaison Director must also review and approve any advertisements in any form prior to release.

While the Tour Liaison Director may attend the National Divisional Tour, it is not a requirement.

### 4.4.2.2 Tour Chairman

The Tour Chairman is an AACA member appointed by the host Region or Chapter and approved by the National Board of Directors. The Chairman will report to the Liaison Director and submit status reports to the Liaison Director upon request.

The Chairman oversees all aspects of the tour and coordinates the activities of the various operating committees among themselves and with outside vendors. He is responsible for appointing the committee chairman, coordinating planned activities, and reviewing finances with the Liaison Director and Finance Chairman. The Tour Chairman must be able to lead a team and assure that all committee chairmen are adequately versed in their duties. Because of the extensive responsibilities of this job, it may be desirable to appoint an Assistant Tour Chairman. However, the host organization may not appoint co-chairmen. There must be one, and only one, person in charge of the event.

As soon as the tour is approved, the Tour Chairman should schedule regular meetings to coordinate the various plans and activities of the committees.

The Tour Chairman supervises the selection of the host hotel and alternate lodging. There must be sufficient parking space to accommodate the expected number of participating vehicles, with ample room to maneuver, park and unload trailers. Motorhome parking at the headquarters hotel must be coordinated with the hotel in advance to obtain their permission and to assure it is legal. It is not necessary to have hook-ups since most units are self-contained. Registration information should include the availability of motorhome parking and must specify any limitations regarding the use of motorhomes. Nearby campground facilities should also be identified in the registration information.

The Tour Chairman must submit the proposed participation plaque design for approval to the Liaison Director and the Vice President National Activities. The plaque must include the AACA logo. A list of plaque suppliers can be obtained from National Headquarters. Be sure the production of the plaques is NOT authorized until the design has been approved.

The Tour Chairman must submit all proposed tour mailings including the registration forms, tour brochures and any information packets to the Liaison Director for approval prior to printing and distribution in order to ensure compliance of the requirements of this manual. The Liaison Director must also approve any advertisements, announcements, or promotional material in advance of release.

### 4.4.2.3 Registration Committee

This committee will prepare applications and registration packets for those who respond to the announcement in ANTIQUE AUTOMOBILE. The committee will receive and process applications, and confirm registrations. The committee will assemble registration kits and greet participants when they arrive for the tour.

The Registration Chairman will work closely with the Finance Chairman to assure proper handling of all fees. This person should also work closely with the Tour Chairman and all other committee chairmen, to provide
them with current registration information. The Registration Committee Chairman's name, address and telephone number must appear on all registration materials.

### 4.4.2.4 Finance Committee

This committee is responsible for the centralization of accounting, which should be established for deposit and disbursement of tour funds. The Finance Chairman will prepare an initial operating budget and have it reviewed and approved by the Tour Chairman and Liaison Director.

### 4.4.2.5 Other Committees

Other committees are to be appointed by the Tour Chairman as required to support the tour. This can include a Route Committee, Accommodations Committee, Banquet Committee, Publicity Committee, etc.

### 4.5 HOSTING A NATIONAL TOUR – GENERAL (RELIABILITY, AAA GLIDDEN REVIVAL AAA GLIDDEN™, AACA VINTAGE, SENTIMENTAL, AND FOUNDERS TOURS ONLY)

The general information in the following subparagraphs applies to all AACA tours except National Divisional Tours. Subsequent sections provide specific additional information on each type of tour, including National Divisional Tours.

#### 4.5.1 Registration Forms

The registration forms for a National Tour will be prepared by the host Region or Chapter and will be included as an expense item in the budget. It is recommended that hosting Region or Chapter refer to previous tour forms for format. Before the registration forms are printed the Vice President of National Activities and the Tour Liaison Director must review them.

A three-part form is recommended. Applicants must sign the application, keeping one copy and forwarding two copies to the Registration Chairman. The Registration Chairman will return one copy to the applicant, marked appropriately, to confirm registration status. The eligibility statement printed below in paragraph a (1) and a (2) must be included on the form. If there is not room on the registration form, a separate sheet is to be provided for the applicant to sign. To save expense, print the statement top and bottom so the applicant can sign and return the statement and keep half the page for his or her records.

a. Vehicles eligible for AACA National Tours

1. Because AACA is dedicated to the preservation, restoration, and maintenance of automobiles and automotive history, authenticity is considered to have a high priority. And because the general public witnesses AACA National Tours and Divisional Tours, the appearance of authenticity of participating vehicles is a primary concern. Therefore, to achieve this purpose most of the body, engine, chassis and drive line components of all vehicles entered in a National Tour or Divisional Tour need to be of the same vintage as when the vehicle was manufactured. Vehicles that are obviously “modified” from the original design present an inappropriate impression as to the aim and purpose of the AACA and will not be accepted. The foregoing is not meant to exclude vintage accessories available when the vehicle was manufactured. Any advertisement displayed on a vehicle must be appropriate to the era of vehicle manufacture.

2. Safety is paramount in a tour environment. Vintage performance modifications are acceptable so long as safety is not compromised. Radial tires, original type tires of a different size from original and white sidewalls of a different width than original are acceptable, provided they are mounted on original style wheels. Seat belts are acceptable and recommended. Hydraulic brake modifications are acceptable provided they have been done in an unobtrusive and professional manner.

b. The names, addresses, emails and telephone numbers of the Tour Liaison Director, Tour Chairman, and Registration Chairman, along with times during which telephone calls for information will be accepted, must be provided.

c. Space must be provided for the driver's name, address, telephone number, year of birth, previous number of tours attended, and current AACA membership number. Verification of membership number can be run through the AACA computer or identified from the current ROSTER OF MEMBERS.
d. Provide space for the name, address, and previous number of tours attended for EACH passenger.

e. Provide space for the year, make, body style, number of cylinders, color, engine or serial number, state registered, and license plate number.

f. Include a list of all functions, cost, and space for the applicant to fill in the number of participants. The registration fee for the driver and vehicle should be pre-printed in the cost column. All passengers, including children, must pay the passenger fee.

g. The form should clearly indicate that checks or money orders are to be payable to the name of the tour, i.e., "AACA Reliability Tour," "Revival AAA Glidden Tour®," etc. Foreign members should send International Money Orders (no checks) in U.S. dollars.

h. Provide space to indicate whether the vehicle will be trailered. Closed trailers are often used at night as a garage and should be parked where they are accessible.

i. List a cut-off date (normally the same date as the registration deadline) after which applications will no longer be accepted. It is suggested that all applications be processed in order of receipt, and that none be returned until it is assured that all spaces are filled.

j. Written approval prior to the start of the tour must be obtained from the Tour Chairman or Tour Liaison Director before any participant may switch vehicles from the one originally registered for the tour. AACA reserves the right to deny participation to any individual member and/or vehicles.

k. Participating vehicles must have liability insurance. A statement signed by the driver should be on the application. The insurance company name, policy number, expiration date, and amount of coverage should be included.

l. The form may include a request for a slide, color or black/white photograph or digital image of the vehicle (if applicable).

m. Include a disclaimer to be signed by the applicant that reads, "I agree to release the AACA, its officers and representatives from any liability for injuries, damage, or loss from attendance at or participation in this (NAME OF TOUR) tour."

n. The Registration form must be submitted to the Tour Liaison Director for approval prior to printing and distribution in order to ensure compliance of the requirements of this manual.

o. The registration form should contain a section where members can indicate the number of tours they have completed (including the tour of the present registration). The form must be specific as to which tour the data is being recorded to, i.e. "This is the _____ Founders Tour I have attended.” This data may be used for recognition of those members reaching certain milestones in touring.

A separate form should be used to apply for lodging. The following information should be included on the lodging form:

a. Space for arrival and departure dates and times.

b. The name of the headquarters hotel and a list of alternate hotels and motels available, with space for the type and number of accommodations desired. Room rates and number of occupants per room should be included.

c. A list of campgrounds and parking space available for motorhomes, with information on hook-ups.

d. Specific instructions regarding the procedures for obtaining reservations at the assigned hotel.

### 4.5.2 Registration

The names, addresses, emails and phone numbers of the Tour Liaison Director, Tour Chairman, and Registration Chairman should appear on all advertisements and registration documents. An emergency phone number must appear on the registration form and in the tour packet to be used to contact participants during the tour. Someone must be available to answer this emergency phone at all times, i.e. the host hotel or a club member not on the tour.

It is the responsibility of the Registration Committee to insure that all applying drivers are current AACA members (or VMCCA members for the Revival AAA Glidden Tours®) and registered vehicles are qualified for the tour. A current AACA Roster of Members should be used to verify membership; however, it may be necessary to check with National Headquarters to verify eligibility for new members whose names do not appear in the roster.
A checklist should be prepared to verify the accuracy and completeness of each registration application. If an application is not completed properly, or if insufficient funds are received, the application should be immediately returned along with the check for all fees. A note should be included to identify the problem.

No refunds should be given unless a cancellation is received before the published deadline for registration. The Tour Chairman and/or Tour Liaison Director may approve exceptions.

All registrations for the tour should be confirmed in writing by the Registration Chairman to each applicant. Include a copy of the application, marked to indicate assigned tour number or registration status, e.g. accepted, or alternate on waiting list.

The Registration Committee should prepare registration kits for each participating vehicle. These envelopes should contain name badges, meal tickets, event tickets, and tour related items, e.g. tour route information, tour banners, rosters, state and local maps, and safety fundamentals. Additional materials such as tourist brochures and trinkets also may be included. The committee will see to the distribution of these envelopes as the entrants arrive. Place nametags and meal tickets in separate small envelopes before placing them in registration briefcases. Ask each tourist to check his or her meal tickets before leaving the registration desk.

Several bulletin boards will be needed for advertising, notices, tour publicity, and lists of all tourists. The alphabetical list of tourists should identify the hotel where each tourist is registered.

### 4.5.3 Tour Finances

The following policies and procedures have been established for financing an AACA tour:

a. Each AACA tour must be self-supporting - meaning that the registration and activities fees should cover all expenses.

b. A contingency fund should be included in the budget to offset possible extra expenses due to the amount of lead time necessary in planning the tour. An additional 10% should be adequate.

c. A separate bank account should be established for small tour expenses, such as stamps, small amounts of printing, etc. To cover incidental expenses, a request for "seed money" can be directed through the Tour Liaison Director to AACA National Headquarters. Seed money up to a maximum of $5,000 may be provided in incremental advances as required, but not earlier than twelve (12) months prior to the start of National Tours, specifically the Revival AAA Glidden, Founders, Reliability, Sentimental and AACA Vintage Tours. The assigned Tour Liaison Director must request these advances after consultation and review of the Tour Budget with the Chairman.

d. All registration fees are to be made payable to the host region/chapter or name of the tour, e.g. "AACA Reliability Tour," "Revival AAA Glidden Tour®," etc. as required by the tour registration.

e. Hosting Regions/Chapters must include as a part of their registration fee $25.00 for each vehicle registered. This fee must be sent to National Headquarters within two weeks after the tours conclusion. All profits generated by the tour will remain with the hosting Region/Chapter.

f. All Tour Packet Request Funds (currently $5.00 per individual request) received by National Headquarters will be forwarded to the host Region/Chapter as soon as is reasonable following the closing of registration for each National or Divisional Tour.

### 4.5.4 Tour Routes and Events

National Tours generally start with a get-together on Sunday evening. Touring usually begins on Monday and continues through Friday evening. This allows the working tourist a weekend to arrive at the tour location and a full weekend to return home. Travel on the highways during the weekend is generally less crowded than on weekdays.

The selected routes should be planned with the age of the participating vehicles in mind; avoid busy roads and intersections wherever possible. Tourists want to see points of interest and to enjoy touring in their vehicles, not fight traffic. Points of interest should be noted on each daily trip map. When driving through interesting towns, be sure to notify the shop owners with fliers in advance of the date and the approximate time (A.M. or P.M.) the tourists will be passing through and how many people are expected so they can be prepared. Small unique shops may close during the week; by notifying them in advance, it gives them the opportunity to arrange to be open and to have enough help available.
When planning mid-morning or mid-afternoon stops, you must provide ample restroom facilities. A planned stop that can only accommodate one woman or one man at a time is not sufficient when you are dealing with hundreds of people. There is nothing more frustrating than standing in line for 45 minutes or more to use a facility.

All tour routes should be well marked with large directional arrows at all intersections and in any area that may be confusing to the tourists. These directional arrows should be taken down promptly at the end of each day's tour to avoid confusing tourists with extra arrows along a route. It is suggested that gas stations be used as reference points, as they are visible and inform the tourist of available gasoline. It is advisable to inform the tourists at the opening session that they should not remove any tour markers during the day's activities, and that these markers will be available to them at the end of the tour.

Use plenty of arrows to mark tour routes. Be sure to use arrows that are highly visible. Avoid such colors as black on red and any other combinations which will be difficult to distinguish by colorblind drivers. It has been found that the use of arrows pointing straight down for a hill and straight up for reassurance works very well. Consideration should be given to having special caution signs made up in case of any bad situation that may arise, such as temporary road construction or poor driving conditions because of inclement weather.

In order to achieve consistency when writing the Tour Book, be sure to use the same terminology throughout the book. When preparing the final draft of the Tour Book, use the same car for calculating all the mileage. Since odometers vary to some degree, it is easier for the tourists to make any adjustments needed only once on the first day and carry out any discrepancies in their odometers throughout the week.

A tow vehicle, trailer, and driver must be provided to follow the tourists to lend any assistance to those with mechanical problems. An emergency telephone number should be given to the tourists. The tow vehicle should be in radio contact with this telephone, or at least should call in on a regular basis.

A vehicle checkpoint is required for each day of touring sometime during the afternoon for all participants. This is done for two reasons: to provide a vehicle check to make sure a tourist has not experienced a breakdown during the route, and to possibly be used for the selection of awards and the presentation of tour plaques.

Tour participation plaques should be presented on the last touring day to the driver at a spot toward the end of the day's tour. In cases of drivers not completing the tour due to illness, breakdown or emergencies, presenting or withholding of tour plaques shall be at the discretion of the Tour Liaison Director.

Friday should be your shortest driving day to allow tourists time to receive their plaques, to load up their vehicles, and have ample time to freshen up for the closing banquet.

4.5.5 Banquets, Receptions, and Meals

This committee is responsible for all banquets, receptions, and meals. If more than one person is involved in planning the luncheons and banquets, the chairman of this committee should coordinate the planning of the menu to offer a variety of foods throughout the week in order to avoid duplications. All meals should be well planned to assure that all participants could be served in a reasonable length of time. When planning buffets, make sure the facility provides sufficient serving lines to accommodate the number of people to be served. The times when serving starts AND stops must be clearly identified. It is suggested that the meal facilities be open to the tourists at least one half hour before the meal is to begin. Make sure food vendors keep food supplies replenished in the serving lines. Host and hostesses should be available at EACH function to assist tourists with any situation that might arise. If there is a head table at any of the meals, it is suggested that those asked to sit at it be advised as early as possible. The AACA President and spouse should be included at the head table for all AACA tours.

When outdoor events are planned be sure to comply with local ordinances governing the erection of tents, health regulations, fire codes, etc. For meals served outside there should be a contingency plan for inclement weather.

Costs for all meals should be kept to a minimum. Complimentary meals should be provided to the AACA National President and spouse and the Tour Chairman. Complimentary meal for the Liaison Director is at the discretion of the hosting region/chapter. Many times banquet facilities will provide complimentary meal tickets; don't be afraid to ask. You should negotiate to pay for the number of tickets actually collected at a luncheon or banquet, rather than the estimated number expected to attend. A children’s menu for those 12 and
under at reduced prices must be included in these arrangements. Banquet charges for children 12 and under shall not exceed $15.00 (this children’s policy should apply to all paid events). It is important to consider the fact that some persons attending the tour may have special dietary concerns such as food allergies, which to some people could be deadly. If any member expresses the need for attention to their special problem, the Banquet Chairman will need to review each case with the caterer. Make certain that the Registration Chairman or the Banquet Chairman advises the registrant of the practical solution to that the individual’s concern.

The Tour Chairman should notify the National President in writing concerning any complimentary tickets and/or accommodations. This information should be sent to the National President at least 45 days before the tour.

Each day's meal tickets should contain a special marking for easy and fast identification. Separate color-coded tickets are recommended. Be prepared for those who may forget their tickets. Important to consider is the fact that some persons attending the banquets, dinners, cookouts or luncheons may have special dietary concerns such as food allergies, which to some people could be severe. If any member expresses the need for attention to their special problem, the Banquet Chairman must review each case with the caterer. Then, it is important to make certain that the Registration Chairman or Banquet Chairman advises the registrant as to a practical solution to the individual’s concern. This committee must provide a list of all registered participants for each meal and have it readily available for the meal hosts or hostesses.

AACA maintains a No Smoking policy for all of its activities.

The Master of Ceremonies at all banquets is at the discretion of the hosting region/chapter. The Tour Chairman should give tour instructions. All speeches should be kept to a minimum.

4.5.6 Commemorative Items

Tourists should receive a variety of commemorative items. The Registration Committee should prepare a registration kit that will include the following:

a. A tour briefcase should be provided to hold tour information. A zippered portfolio that is clear on both sides work best since the tourist can read the map and the written directions without removing the booklet from the briefcase. This is particularly important during rainy weather.

b. Tour maps should be well drawn with sufficient detail to define clearly the route for each tour. A separate map should be made for each tour day. It is advisable to include a state map for assistance in emergency situations.

c. Tour books should be printed and provided for each vehicle. Additional booklets may be printed for passengers if desired. The book should contain concise, accurate instructions to complement the tour maps for each tour day, mileage between each specific instruction and cumulative mileage, and pertinent emergency numbers that could be needed during the tour.

d. Name tags should be provided for each tourist. The nametag should be easily read at a five-foot distance and list the name, home state, and tour vehicle number. The passenger's nametag should reflect his/her home state, not the driver's. If a plastic tag with an insert is used, the insert should be stapled or taped in place to prevent it from falling out.

e. Host ribbons should be provided in the kit for host Region or Chapter participants who are working on the tour.

f. Tour banners provide a good way to identify the vehicles and are very desirable mementos. Each driver should receive two banners (or other approved marking system). Special banners will be required for the AACA National President, Tour Liaison Director, Tour Chairman, and Tour Photographer (refer to Section 4.7.5 for the Revival AAA Glidden Tour® and Section 4.8.4 for the Founders Tour). Banners also should be used to identify service vehicles and baggage vehicles as applicable.

g. Meal and special function tickets should be provided in a separate envelope and double-checked with the participant when they are picked up. Color-coded tickets improve control.

h. Rosters of tour participants, in alphabetical and tour number order, should be provided. The roster should include each participant's name, home city and state, and tour vehicle.

i. A souvenir program is optional but provides an excellent means of raising funds via advertising sold to local merchants. It could include information on the history of the tour, vehicles, AACA, etc.
The Tour Liaison Director and the Vice President National Activities must approve tour participation plaque design and cost. Do not proceed with production until approval has been given. Be sure to include the AACA logo on the plaque. A list of companies supplying plaques for National Tours can be obtained from National Headquarters.

4.5.7 Accommodations

Procedures for lodging reservations must be coordinated with the management of each hotel or motel selected for the tour. The Registration Chairman will designate lodging assignments on a "first come, first served" basis with consideration of preferences specified on the application form. The registration confirmation letter will identify the lodging assignment for each tourist and provide instructions for completing the reservation process. This may include a form provided by the designated motel. The form can then be completed and returned to the hotel. The hotel should not accept any other reservations for the rooms set aside for the tour. A cut-off date for making reservations should be negotiated with each hotel. After that date, the hotel will release any unreserved rooms for their normal reservation procedures.

A complimentary suite or adjoining rooms should be provided to the AACA National President and spouse, when attending a National Tour. This allows the AACA National President to host meetings or small social gatherings in his room. Be sure any lodging reservation is made in the National President's name, and not in the name of the Region, Region President or Tour Chairman. This makes registration at check-in less confusing.

Complimentary rooms are also to be provided for the Tour Chairman. Complimentary rooms for the Liaison Director and spouse is at the discretion of the hosting region/chapter. Many hotels will provide a number of complimentary rooms based on the number of room/nights booked. These complimentary rooms may be used as lodging for the Tour Liaison Director and Tour Chairman or used as a hospitality suite for all participants. If sufficient complimentary rooms cannot be negotiated for the Tour Chairman, the cost for this room is to be included in the Tour budget.

The committee should provide information on space for recreation vehicles, such as motorhomes, trailers, and campers, including the availability and cost of hookups. Most headquarters hotels or motels will permit tour participants to park their recreational vehicles in the parking lot for the duration of the event; however, this must be coordinated with the manager in advance of the tour. Registration notices and brochures should clearly identify any limitations regarding recreational vehicle parking.

Accommodations should provide adequate vehicle parking, for both antiques and towing assemblies, for all tourists. If space is unavailable for towing assemblies, the committee should arrange for secure, off-premise parking as close as possible to the host facility. Parking spaces should be clearly identified for the tourists and signs should be posted well in advance of the tour (at least five days) to reserve the area.

It is suggested that hosts be available in the parking lots and lobbies of host facilities to direct and greet tour participants as they arrive.

4.5.8 Publicity

AACA will list each National Tour in the "International Calendar of Events" and also on the meet information request form that will appear on the carrier card with the magazine. A one-quarter page ad will be published, free of charge, in two issues of the ANTIQUE AUTOMOBILE, for the Reliability, Revival AAA Glidden®, Founders, Sentimental, and AACA Vintage tours. The cost of this ad will not be included in the tour budget. This announcement ad should appear six months in advance of the tour and must contain the registration deadline date and information on requesting a registration package. Set a reasonable cutoff date as dictated by local requirements. Generally, this date will be established in order to meet the reporting requirements established in paragraph 4.7.5. Additional one-quarter ads may be purchased at the regular display advertising rates, less a 20% discount. The purchased ads will be placed in a different issue of ANTIQUE AUTOMOBILE than where the free ad appears. Deadline dates for this ad in the ANTIQUE AUTOMOBILE are as follows:

<table>
<thead>
<tr>
<th>DEADLINE DATE</th>
<th>ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 10</td>
<td>January-February</td>
</tr>
<tr>
<td>January 10</td>
<td>March-April</td>
</tr>
</tbody>
</table>

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No advertising will be permitted on any participating vehicles. The Tour Liaison Director must approve all advertising, press releases, announcements, articles, reports, and any other promotional material prior to release.

There will be no special invitations sent to prospective entrants. This insures all entrants are treated alike, with no preference shown.

If the tour is scheduled while local schools are in session, notices should be sent to all schools along the tour routes. These notices should advise them of the types of vehicles on the tour, the routes and schedule. Welcome signs and reader boards are encouraged at the hotels, coffee breaks, point of interest along the way, key stops, etc.

Movies or videotapes of the tour can be an expensive project; however, there may be a participant or host Region/Chapter member who would be willing to make one at a reduced cost. If a movie or video is made, it should include as many of the vehicles and participants as possible.

4.5.9 Trophies and Awards
Trophies and awards are to be presented at the discretion of the Tour Chairman and Tour Liaison Director. If any awards are given to Tour participants, those awards must be made only to AACA members, except on the Revival AAA Glidden Tour® where VMCCA members are eligible to receive awards. Guests of members are ineligible to receive trophies and awards. Any vehicle, in order to be eligible for an award, must complete each day's tour.

A list of previous donors and categories for each type of tour can be obtained from AACA National Headquarters or by reading articles about previous tours in ANTIQUE AUTOMOBILE. Criteria for the awards should be carefully prepared to assure that the proper vehicles and/or individuals are selected. A team of judges must be formed to select the winner in each category. At least one member of the judging team must be a National Director. Tour participants may also help as judges.

4.5.10 Archives
 Copies of all items used on the tour may be sent to the AACA Museum, attn: Region and Chapters Room.

4.5.11 Safety
The AACA does not inspect vehicles participating in National Tours. It is the sole responsibility of each driver to insure that the vehicles being driven have all of the necessary equipment to enable it to operate in a safe manner and in compliance with all local laws. This includes safety glass, safe tires, braking, fuel supply, and exhaust, steering and lighting systems. Participating vehicles must carry a fully charged fire extinguisher.

4.6 HOSTING A RELIABILITY TOUR
The general information provided in Paragraphs 4.2, 4.3, 4.4.1 and 4.5 applies to Reliability Tours. Additional guidance contained in the following subparagraphs is tailored to the specific requirements for Reliability Tours.

4.6.1 Eligibility
Reliability Tours are open to all AACA members driving vehicles manufactured during 1915 or earlier.

4.6.2 Organization
The core organization described in Section 4.4 should be implemented for a Reliability Tour.

4.6.3 Tour Route Considerations
Short daily routes should be selected avoiding busy roads and urban centers as much as possible. The Tour Chairman should keep in mind the age of the vehicles on the tour and set up a route commensurate to their capabilities. As a rule of thumb, daily tours should not exceed 75 miles. Steep hills should be avoided on the Reliability Tour where possible.
4.6.4 Additional Information

Do not plan activities for every night. Allow free time during the day because many participants will be visiting the area for the first time and may like to do some shopping and/or sightseeing. It has been suggested that some time be provided at the end of the day for routine maintenance on vehicles.

Trophies and awards may be provided at the discretion of the Tour Liaison Director and Tour Chairman. Keep in mind that the participants are generally more interested in touring than in receiving awards.

In the event the President cannot attend an event Executive Vice-President would assume the President’s responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

4.7 HOSTING A REVIVAL AAA GLIDDEN TOUR®

The general information provided in Paragraphs 4.2, 4.3, 4.4.1 and 4.5 applies to Revival AAA Glidden Tours®.

Additional guidance contained in the following subparagraphs is tailored to the specific requirements for Revival AAA Glidden Tours®.

4.7.1 Eligibility

AACA and VMCCA members are eligible to participate on Revival AAA Glidden Tours®; AACA sponsored tours, on odd-numbered years, are open to vehicles manufactured during 1942 or earlier. The last year of eligibility for VMCCA sponsored tours, on even-numbered years, is a Tour Liaison Director's prerogative, but will not be later than 1942.

4.7.2 Organization

In addition to the core organization described in Section 4.4, the Revival AAA Glidden Tour® organization will include a Dean of Graduates and a Dean of Freshmen. The Tour Chairman will appoint these individuals.

4.7.3 Tour Route Considerations

The routes must be selected with consideration for the age of the participating vehicles. If the mileage is over 125 miles, an alternate route for the pre-1915 cars should be made available if at all possible. It also should be remembered that most of the very early cars have limited braking capability.

4.7.4 Complimentary Tickets and Accommodations

The VMCCA President should be provided complimentary lodging at the host hotel and tickets to all activities and meals for AACA sponsored Revival AAA Glidden Tours®.

4.7.5 Commemorative Items

In addition to the special tour banners provided for the AACA President and others referenced in Paragraph 4.5.6.f, a special banner should be prepared for the VMCCA National President.

The names of all participants who have never attended a Revival AAA Glidden Tour® or who have been on 15 or more Revival AAA Glidden Tours® are to be sent to AACA National Headquarters at least six weeks prior to the tour.

The Dean of Graduates will present a special Revival AAA Glidden Tour® participation plaque to individuals who have attended fifteen (15) tours. Participation chips, which can be attached to the plaque, are presented for each year thereafter. The Dean of Graduates must have information for the Graduate Awards at least five weeks before the tour. He should be contacted at least six months in advance to obtain any additional requirements. This award presentation should be scheduled during the opening banquet. Since this is normally a lengthy presentation, this will allow more time for other activities during the closing banquet.

The Dean of Freshman must be furnished at least five weeks in advance with a list of all persons who are participating for the first time. He will present Freshman Diplomas to each of these individuals. AACA will assure that adequate diplomas are provided.
Revival AAA Glidden Tour® postcards are normally furnished by the Swigart Museum. Artwork must be forwarded to the museum approximately three months in advance of the tour. About ten postcards per car are furnished.

4.7.6 Glidden Gazette

The Glidden Gazette is a daily newsletter containing information and items of interest to Revival AAA Glidden Tourists. The Publicity Committee is responsible for publication and daily distribution of the newsletter. An editor should be named for the Glidden Gazette. Printing arrangements should be provided after touring hours.

There should be boxes at each hotel for information to be submitted for publication. Suggested information should include changes in participants or drivers, personal data (such as oldest and youngest drivers, anniversaries, birthdays, etc.) or interesting tour anecdotes. Changes in special events, tour routes, or instructions should be included in the newsletter.

4.7.7 Additional Information

A Revival AAA Glidden Tour® advertisement should be placed in the March-April issue of ANTIQUE AUTOMOBILE magazine. All publicity items including the announcement ad which are prepared for the ANTIQUE AUTOMOBILE should be submitted to the VMCCA's BULBHORN.

Provide space on the registration form for the number of Revival AAA Glidden Tours® attended by each participant.

Report cards, which are used to keep track of daily driving times, should be color-coded for each day's touring. A subcommittee should be responsible for grading them.

Stationery for the tour is available from AACA Headquarters and is charged to the Revival AAA Glidden Tour® account.

In the event the President cannot attend an event Executive Vice-President would assume the President's responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

4.8 HOSTING A FOUNDERS TOUR

The general information provided in Paragraphs 4.2, 4.3, 4.4.1 and 4.5 applies to Founders Tours. Additional guidance contained in the following subparagraphs is tailored to the specific requirements for Founders Tours.

4.8.1 Eligibility

Founders Tours are sponsored by AACA for vehicles, except race vehicles, manufactured from 1932 through a production year 25 years prior to the year of the tour. A description of the general intent and purpose of AACA eligibility requirements is given in Section 4.2. A tour of this type held in 2011, for example, would be open to vehicles manufactured from 1932 through 1986.

Specifically for a Founders Tour, examples of modifications that are not acceptable are Rally or Mag wheels on vehicles for which they were not factory available, flame paint schemes, sectioned chassis, heavily tinted glass not available from the factory, modern bucket seats which were not factory options, or significant, permanent modifications to the body of the vehicle. The decision of the Tour Chairman and/or the Tour Liaison Director is final.

The eligibility statement must be provided to the applicant with the registration package. See Section 4.5.1.

Any AACA member who has registered a vehicle in every Founders Tour since the tour began in 1988 shall be given a priority on registering during the first ten days of the registration season.

4.8.2 Organization

The core organization described in Section 4.4 should be implemented for a Founders Tour.

4.8.3 Tour Route Considerations
Daily tours should not exceed 150 miles unless there is a special need to go farther one or two days; this should be approved by the Tour Liaison Director. Remember, even though this tour is for the newer vehicles, tourists are not only interested in driving their vehicles, they are also interested in socializing with other hobbyist and enjoying points of interest along the tour route. Many of the tourists will be first time visitors to your area; it is important to schedule enough time when stopping at different points of interest. When your local members are planning the day’s activities, they need to view it through the eyes of someone who has never visited the area. Tourists will be coming from many parts of the country and spending their vacation time to enjoy the activities you have planned.

### 4.8.4 Commemorative Items

In addition to the requirements for Tour Banners in Section 4.5.6.f, the banners used for the Founders Tour must have extra long ties (no less than 40 inches) to fit the later model vehicles.

### 4.8.5 Founders Flyer

The Founders Flyer is a daily newsletter containing information and items of interest to Founders tourists. The Publicity Committee is responsible for publication and daily distribution of the newsletter. An editor should be named for the Founders Flyer. Printing arrangements should be provided after touring hours.

There should be boxes at the host hotel for information to be submitted for publication. Suggested information should include changes in participants or drivers, personal data (such as oldest and youngest drivers, anniversaries, birthdays, etc.,) or interesting tour anecdotes. Changes in special events, tour routes, or instructions should be included in the newsletter.

### 4.8.6 Additional Information

The current Region or Chapter hosting the Founders Tour should schedule a meeting with the next host Region/Chapter to pass on vital information and to answer any questions they may have. The Vice President - National Activities or a delegate appointed by the Vice President National Activities must be present at the meeting to offer guidance and to answer policy questions. This meeting may take place during the tour (this is the best time), at the Annual Meeting in Philadelphia or at a location agreeable to all parties.

Trophies and awards may be provided at the discretion of the Tour Liaison Director and Tour Chairman. Keep in mind that the participants are generally more interested in touring than in receiving awards.

Arrangements should be made to present “Certificates of Accomplishments” for those members who have reached certain milestones of AACA Touring, i.e. having completed the tenth Founders Tour. Suitable certificates can be ordered in advance from AACA Headquarters and should be presented at the closing banquet. Award recipients can be determined from the information taken directly from the registration form.

In the event the President cannot attend an event Executive Vice-President would assume the President’s responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

### 4.9 HOSTING A VINTAGE TOUR

The general information provided in Paragraphs 4.2, 4.3, 4.4.1 and 4.5 applies to the AACA Vintage Tour. Additional guidance contained in the following subparagraphs is tailored to the specific requirements for the AACA Vintage Tour.

#### 4.9.1 Eligibility

The AACA Vintage Tour is open to all AACA members driving a vehicle manufactured in 1931 or earlier.

#### 4.9.2 Organization

The core organization described in Section 4.4 should be implemented for the AACA Vintage Tour.

#### 4.9.3 Tour Route Considerations

The daily routes selected should avoid busy roads and urban centers as much as possible. Distances should be limited to 100 miles per day.
4.9.4 Additional Information
Do not plan activities for every night. Allow free time during the day because many participants will be visiting the area for the first time and may like to do some sightseeing or shopping. It has been suggested that some time be provided at the end of the day for routine maintenance on the vehicles.

Trophies and awards may be provided at the discretion of the Tour Liaison Director and the Tour Chairman. Keep in mind that the participants are interested in touring and not in receiving awards. In the event the President cannot attend an event Executive Vice-President would assume the President’s responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

4.10 HOSTING A SENTIMENTAL TOUR
The general information provided in Paragraphs 4.1, 4.2, 4.3, 4.4.1, and 4.5 apply to Sentimental Tours. Additional guidance contained in the following subparagraphs is tailored to the specific requirements for Sentimental Tours. An important consideration is that the Tour must not conflict with the VMCCA sponsored Revival AAA Glidden Tour®.

4.10.1 Eligibility
Sentimental Tours are sponsored by AACA for vehicles manufactured for the model years 1928 through 1958, except for race vehicles. A description of the general intent and purpose of AACA eligibility requirements is given in Section 4.2. Should an entrant be unable to bring a registered vehicle, and the Chairman or Tour Liaison Director approves a replacement vehicle, under no circumstances may any such replacement vehicle be permitted to participate if it is of a model year that is outside of the 1928-1958 parameters of the Sentimental Tour.

Specifically for a Sentimental Tour, examples of modifications that are not acceptable are Rally or Mag wheels; flame paint schemes; a sectioned chassis, heavily tinted glass not available from the factory, modern bucket seats or significant permanent modifications to the body of the vehicle. The decision of the Tour Chairman and or the Tour Liaison Director is final.

The eligibility requirements must be provided to the applicant with the registration package. See Section 4.5

4.10.2 Organization
The core organization described in Section 4.4 should be implemented for a Sentimental Tour.

4.10.3 Tour Route Considerations
Daily tours should not exceed 120 miles, but must not exceed 150 miles, unless there are geographic requirements or other special needs to go farther during a day. Such needs must be identified to the Tour Liaison Director to facilitate his or her understanding and approval. Remember that even though this Tour includes some newer vehicles, the needs of the older vehicles on this tour must be accommodated. The Tour should be laid out in such a manner that all vehicles are able to comfortably travel each day at an average speed of approximately 45 mph over secondary two- to four-lane highways. If possible avoid any after dark driving. All interstate highways should be avoided, except only where it is impossible to avoid them.

Remember also that tourists are not only interested in driving their vehicles; they are also interested in socializing with other hobbyists and enjoying the various points of interest along the tour route. Many of the tourists will be first time visitors to your area; it is important to schedule enough time when stopping at different points of interest. When your local members are planning the day’s activities, they need to view it as if through the eyes of someone who has never visited the area. Tourists will be coming from many parts of the country and spending their vacation time to enjoy the activities you have planned.

Different tourists have different interests and travel at different paces. Although there may be many points of interest along the way, it is usually advisable to make required stops at the most desirable attractions, with others specified as interesting and optional stops. Three or possibly four intended stops are usually reasonable with any others being the optional stops.

It is not recommended to plan something for every night. A beginning, a mid-point, and an ending function usually work best. The opening night function should include any instructions as well as a synopsis of the daily tours. The Tour should include some type of a traditional dressy banquet or event; however, this is at the option of the Host Region or Chapter. In any case, when included, one such dressy affair is the accepted norm.
4.10.4 Commemorative Items

Because the Sentimental Tour includes vehicles otherwise covered by both the Revival AAA Glidden Tour® and Founders Tour, consider Tour identification options. If tour banners are to be used as specified in Section 4.5.6.f, the banners must be available with both regular and extra long ties (of no less than 40 inches) to fit the later model vehicles.

Optionally, static cling decals (of no less than 6Hx8W inches) along with static cling numbers which mount on windows from the inside may be substituted for the cloth banners. Vendor suggestions for the decals and numbers are available from the Vice President of National Activities.

4.10.5 SENTIMENTAL STAR

The Sentimental Star is a daily newsletter, meant to contain information and items of interest to Sentimental Tour participants. This newsletter is highly recommended. It has been found that on tours where a newsletter is included, it is very popular among the tourists. Of particular importance to include would be changes or additions to events, or changes to tour routes or instructions.

The Publicity Committee is responsible for publication and daily distribution. An editor should be named for the Sentimental Star. Printing arrangements should be provided after touring hours.

There should be a box at the host hotel for information to be submitted for publication. Suggested information should include interesting tour anecdotes, changes in participants or drivers, personal data such as oldest and youngest drivers, anniversaries, birthdays, longest marriages, milestones attained by a vehicle during the tour, etc.

4.10.6 ADDITIONAL INFORMATION

The current Region or Chapter hosting the Sentimental Tour should save and make available records of levels of participation, costs, budget, successes or failures to the next host Region/Chapter. This information must also be available to the Tour Liaison Director of the next scheduled Sentimental Tour. A Tour Liaison Director will have been appointed by the National President for the upcoming Tour, and the current Tour Liaison Director should pass on any vital information so that the Tour Liaison Director for the next scheduled Tour can better answer any questions that may come up. If possible, a meeting should take place between the Chairman of the most recent Tour and the Chairman of the upcoming Tour. It can be during the current Tour, at the Annual Meeting in Philadelphia or at a location agreeable to all parties, but it must include the Tour Liaison Director of the upcoming Tour.

Trophies and awards may be provided at the discretion of the Tour Liaison Director and Tour Chairman. Keep in mind that the participants are generally more interested in touring than in receiving awards.

However, for the sake of enthusiasm, and in remembrance of the various “Economy Runs” that were popular during the years covered by the Sentimental Tour, a special competition will take place during the Tour. Participation is at the option of the individual tourists.

a. A box will be provided at the host hotel on the day prior to the final function for participating tourists to place an entry giving the mileage covered and gallons of gasoline used during the length of the Tour. They will be asked to indicate the engine type and verify that the engine is of an original type so that the vehicle will be eligible for the contest. The Tour Chairman or a committee will determine the highest and lowest gasoline mileage reported in each of three classes, and occurs as follows:

b. The classes will be (1) 4 cylinders or less, (2) 6 cylinders, (3) 8 or more cylinders.

c. The Tour Liaison Director will have submitted a sealed envelope to the Tour Chairman before the Tour marked for each of the three classes, with a note inside stipulating whether the highest or lowest mileage will determine the winner in that class.

d. The envelope will be opened at the time of the awarding, during the final function of the tour. A memento to be determined by the sponsoring Region/Chapter of the Tour in agreement with the Tour Liaison Director will be presented to each of the three winners.
e. In the case of a tie, the winner will be the car with the lowest registration number and not belonging to a member of the host Region/Chapter.

A special Sentimental Tour “Certificate of Accomplishment” will be awarded to those members who have completed six (6) Sentimental Tours which could include the two trial Tours in 2001 and 2002. A spot will be provided on the Registration form for tourists to fill in this number. The first such presentation will not be made before the year 2010.

In the event the President cannot attend an event Executive Vice-President would assume the President’s responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.

4.11 HOSTING A DIVISIONAL TOUR

Two National Divisional Tours may be held annually, i.e. one in the Central Division and one in the Eastern Division in even-numbered years, and one Southeastern Divisional Tour and one Western Divisional Tour in odd-numbered years, if a Region or Chapter from the respective Divisions will sponsor a Tour, and if approved by the National Board of Directors.

Divisional Tours are designed to attract more AACA members into touring, especially younger members who might not have the time or the resources to participate in one of the traditional five-day tours. These tours are generally designed to be three-day tours with minimum expenditures.

The sponsoring Region or Chapter can establish almost any criteria for their National Divisional Tour. For instance, the tour could be an all-1950 vehicles tour, an all-motorcycle tour, an all-Chrysler vehicle (or other marquee), or open to all vehicles over 25 years in age. (This is basically a self-designed tour that any Region/Chapter would like to sponsor.)

The general information provided in Sections 4.2, 4.3 and 4.4.2 apply to National Divisional Tours. Additional information in the following subparagraphs is tailored to the specific requirements of a National Divisional Tour.

4.11.1 Eligibility

Each Divisional Tour is open to all AACA members from any Division, but the tour is designed to attract mainly members of the particular Division sponsoring the tour. The vehicles eligible to be driven on the tour are to be established by the host Region or Chapter; however, all vehicles must be of a production year 25 years prior to the year of the tour. The tour will not include race vehicles.

The eligibility requirements must be provided to the applicant with the registration package. See section 4.5.1

4.11.2 HOSTING A DIVISIONAL TOUR - GENERAL

4.11.2.1 Registration

The names, addresses, emails and phone numbers of the Tour Chairman and Registration Chairman should appear in all advertisements and registration documents. An emergency phone number must appear on the registration form and in the tour packet to be used to contact participants during the tour. Someone must be available to answer this emergency phone at all times, i.e. the host hotel or a club member not on the tour.

It is the responsibility of the Registration Committee to insure that all applying drivers are current AACA members and registered vehicles are qualified for the tour. A current AACA Roster of Members should be used to verify membership; however, it may be necessary to check with National Headquarters to verify eligibility for new members whose names do not appear in the roster.

All registrations for the tour should be confirmed in writing by the Registration Chairman to each applicant. Include a copy of the application, marked to indicate assigned tour number or registration status, e.g. accepted or alternate on waiting list.

Participating vehicles must have liability insurance. A statement signed by the driver should be on the application. The insurance company name, policy number, expiration date and amount of coverage should be included.
The application form should include a disclaimer to be signed by the applicant that reads: "I agree to release the AACA, its officers and representatives from any liability for injuries, damage or loss from attendance at or participation in the (NAME OF DIVISIONAL TOUR)."

All persons desiring to enter a vehicle in a National Divisional Tour, including members of the host Region or Chapter must follow the policy requirements of Section 4.2 for registering.

**4.11.2.2 Tour Finances**

Each National Divisional Tour must be self-supporting; the registration and activities fee must cover all expense of the tour. The Region or Chapter sponsoring the tour is responsible for their own budget. The host Region or Chapter receives all income, and that group is responsible for paying all expenses associated with the tour.

**4.11.2.3 Tour Route and Events**

Tour routes and daily mileage should be designed for the era of vehicles that are participating on the tour. It is better to have shorter trips than to have long distances to cover daily.

Hosting Regions/Chapters shall include as a part of their registration fee $25.00 for each vehicle registered. This fee shall be sent to National Headquarters within two weeks after the tours conclusion. All profits generated by the tour will remain with the hosting Region/Chapter.

**4.11.2.4 Banquets, Receptions and Meals**

Banquets, receptions and meals on the Divisional Tours should be kept to a minimum. Generally, some opening reception should be planned to go over details of the Tour with all tourists. Other eating activities are to be determined by the committee responsible for these events.

**4.11.2.5 Accommodations**

A headquarters hotel will normally be designated for a Divisional Tour where participants can plan to stay. Additional hotels or motels can be designated as conditions warrant. The host Region/Chapter is free to handle reservations for rooms in any way they see fit, either making assignments to a hotel or allowing the participants to make their own reservations.

Information should also be provided for recreational vehicles. This should include information on campground availability, distance from the headquarters hotel, cost of hook-ups, etc.

Accommodations should provide adequate vehicle parking for both antique vehicles and towing assemblies. If space is not available at the headquarters facility, secure off-premises parking close to the host facility must be provided. It is suggested that host members be available in the parking lots and lobby of the host facility to direct and greet tour participants.

**4.11.2.6 Publicity**

AACA will list each Divisional Tour in the "International Calendar of Events" and also will provide 2 quarter page announcement ads in the [ANTIQUE AUTOMOBILE](#) for each Divisional Tour free of charge. This announcement ad should appear six months in advance of the tour.

This announcement ad must contain the registration deadline date and information on requesting a registration package. Set a reasonable cutoff date for applying for the tour as dictated by local requirements. Generally this date will be four to six weeks prior to a tour.

No advertising will be permitted on any participating vehicles. No participation by local merchants other than possible advertising in a souvenir program will be permitted.

**4.11.2.7 Trophies**

Trophies and awards are to be presented at the discretion of the Tour Chairman. If any awards are given to Tour participants, those awards must be made only to AACA members. Guests of members are ineligible to receive any awards.
Tour plaques in the form of a dash plaque are to be given to each vehicle participating on the tour. Cost of the plaque is to be included as an expense item in preparing the tour budget. The Liaison Director and the Vice President National Activities shall approve each plaque design.

4.11.2.8 Archives
Copies of all items used on the tour may be sent to the AACA Museum, Attn: Region and Chapters Room.

4.11.2.9 Safety
The AACA does not inspect vehicles participating in Divisional Tours. It is the sole responsibility of each driver to insure that the vehicles being driven have all of the necessary equipment to enable it to operate in a safe manner and in compliance with all local laws. This includes safety glass, safe tires, braking, fuel supply, and exhaust, steering and lighting systems. Participating vehicles must carry an approved fully charged fire extinguisher.

4.11.3 Additional Information
Divisional Tours may be scheduled up to two years beyond the current year. Scheduling and coordinating of these tours shall be the responsibility of the Vice President of National Activities.

Divisional Tours may be scheduled at any time during the year, provided they do not conflict with the AACA Annual Meeting, the Annual Grand National Meet, or any other National AACA Tour (including the Revival AAA Glidden Tour®).

A Divisional Tour may immediately precede or follow a National Meet in the same Division.

In the event the President cannot attend an event Executive Vice-President would assume the President’s responsibilities. If neither President nor Executive Vice President is attending an event the senior Director attending would assume the Presidential responsibilities.