

PCA GUIDELINES FOR OBSERVER, POST EVENT AND INCIDENT REPORTS

Version 2014

PCA Observer's Report Policy: For all events that require insurance, the correct PCA Observer's Report form must be completed by an impartial party (i.e., not the Event Chairperson or the Chief Instructor) who attended the event. PCA Observer Report Forms were forwarded to the person who requested insurance for the event. (Copies are also in the *PCA Region Procedures Manual* and online at pca.org as a fillable .pdf form) This Report Form should be completed and returned no later than ten **(10) days** after the event to the **PCA Executive Office, PO Box 6400, Columbia, MD 21045**. Please type or print, as this report will be reproduced.

PCA Post Event Report Policy:

For all events that require insurance, the Post Event Report is to be completed by the Event Chair within **five (5) business days** of the event and submitted to the PCA Safety Chair at: safety@pca.org or faxed to 973-514-1660

PCA Incident Report Policy: (Forms are in *PCA Region Procedures Manual* pages **170-173** and online at pca.org.)

An Incident Report should be completed whenever any of the following occur:

1. There is car-to-car contact of any sort, whether or not the damage can be "rubbed out."
2. There is car damage caused by contact with an immovable object which cannot be buffed out.
3. There is injury to a person, even though the previous criteria have not been met.
4. There is an incident involving a potential injury or actual injury to a person that does not occur in an "on track" environment.
5. There is a verbal altercation between an individual(s) and an event or Region official.

In the event of bodily injury, an Incident Report should be submitted on the **next business day**, otherwise, Incident Reports are due within **five (5) business days**. Incident Reports should be submitted to all six (6) individuals below:

Insurance Chair	Ken Laborde	Email: klaborde@gllaw.com Fax: 504-561-1011
Insurance Rep	Pete Lyon	Email: pete_lyon@wellsfargois.com Fax: 713-507-9418
Safety Chair	Jo Martin	Email: safety@pca.org
DE Committee Chair	Pete Tremper	Email: Tremper9146@aol.com Mail to: 523 Coyle Rd, Clayton, NJ 08312
PCA National Office	Vu Nguyen	Email: vun@pca.org Fax: 410-381-0924
Appropriate Zone Representative		(See names & email addresses in <i>PANORAMA</i> or at pca.org)