

Ride Guidelines for Leaders and Participants

Published March 2024

Table of Contents

Introduction	3
I. Leadership and Responsibilities	4
A. Board of Directors	4
B. The Ride Leader	4
C. The Ride Coordinator	4
D. General	5
II. Pre-Ride Planning	5
A. Tours	5
Traveling Tours	5
Split and Sequential (Back-to-Back) Tours	6
Contract Tours	6
B. Hub & Spoke Rides	6
Single Hub Ride	6
Double Hub Ride	6
C. Ride Proposals - The Process	7
Ride Concept	7
Ride Approval and Publication	7
Required Ride Proposal Information	7
D. Ride Planning and Preparation	9
Selection of Participants	9
Waitlistees and Refunds	10
Pre-Trip Communication	10
Ride Waivers	10
Medical and Emergency Contact Information	11
Personal Baggage Limits	11
Support Vehicle(s)	11
Itinerary	11
CCCTS Equipment and Support	11
E. Financial Considerations	11
Ride Funds	12
Spending and Record Keeping	12
Accounting Procedures / Foreign Currency	12

Ride Guidelines for Leaders and Participants

Published March 2024

Expenses for Ride Leaders of Tours	12
Expenses for Ride Leaders of Hub & Spokes	13
Tour Participant Replacement Expenses for Ride Leaders	13
Miscellaneous	13
III. On The Ride	13
A. Job Assignments on Camping Tours	13
 Cook Teams	13
 Wagon Master	13
 Quartermaster	14
 Tour Treasurer	14
 Coffee Maker	14
 Wine and Beer Steward	14
 Tour Report Author	15
B. Control of Support Vehicle on Tours	15
C. Communications on Rides	15
D. Road Troubles / Rider Safety	15
E. Accident Preparedness	16
F. Accident Reporting	16
G. Firearms	16
H. Unacceptable Member Conduct	16
IV. Post-Ride Considerations	16
A. Final Accounting for Tours	16
B. Final Accounting for Hub & Spokes	17
C. Personal Refunds for Tours	17
D. Ride Leader's Summary	17
E. CCCTS Tour Equipment	17
F. CCCTS Website Ride Report and Newsbrief Report	17
V. Appendices	18
A. Appendix A - CCCTS Safety Guidelines	18
 Pre-Ride	18
 Visibility	18
 Seeing Others	18
 Riding Protocol	18
 Intersections	19
 Passing	19

Ride Guidelines for Leaders and Participants

Published March 2024

Communication	19
CCCTS Code of Conduct	20
B. Appendix B - Ride Proposal Template	20
C. Appendix C - Ride Classification System	21
D. Appendix D - Ride Participant Selection Process	22
E. Appendix E - Liability Waiver	23
F. Appendix F - Financial Waiver	23
G. Appendix G - Group Ride Incident Report	24
H. Appendix H - Accounting Suggestions	24
I. Appendix I - Tour Equipment Checklist	25
J. Appendix J - Revision History	29

Introduction

The Cross Canada Cycle Tour Society (“CCCTS”) is a volunteer-based cycling club offering local Chapter day rides, multi-day Hub & Spoke rides and Tours in Canada and internationally. CCCTS’ objective is to offer a variety of safe and affordable cycling experiences, available to all its members on a non-profit basis. To meet this objective, CCCTS depends on members volunteering as Ride Leaders to organize and host these cycling experiences. The term “ride” is a collective term referring to a variety of CCCTS cycling events sanctioned by either the CCCTS Board or a CCCTS Chapter’s Board.

CCCTS depends on ride participants and members to assist where and whenever possible, including helping to foster harmony among members. Our Club’s aim is to make ride events enjoyable for all participants, including Ride leaders. It cannot be overemphasized that members, while on ride events, treat each other, and the public with whom they are dealing, in a civil and respectful manner.

These Ride Guidelines are intended to explain the roles and responsibilities of new and experienced Ride Leaders, a collective term, including both Tour Leaders, Hub & Spoke Leaders and Chapter Day Ride Leaders, Ride Coordinators. Ride participants will benefit from understanding these Ride Guidelines. The CCCTS “Tour Guidelines” were last updated in 2014-2015 to pass along to prospective Tour Leaders and fellow Club Members some of the collective wisdom and experiences garnered in organizing over 370 Club Rides between 1983 and 2020. The Ride Guidelines reflect current CCCTS policy related to Ride events, developed for Club members by Club members serving as Ride Leaders and volunteers on the CCCTS Board.

The Ride Guidelines information is organized into five sections:

Ride Guidelines for Leaders and Participants

Published March 2024

- I. [Leadership and Responsibilities](#)
- II. [Pre-Ride Planning](#)
- III. [On The Ride](#)
- IV. [Post-Ride Considerations](#)
- V. [Appendices](#)

I. Leadership and Responsibilities

A. Board of Directors

The governing body of the CCCTS is the Board of Directors (BOD or Board), which is responsible for the actions of members acting in its name. Therefore, both Ride Leaders (**RL**) and Ride Coordinators (**RC**) are responsible to the Board, usually through the Club's two Ride Directors (**RDs**) – either the Tours Director (**TD**) or the Hub & Spokes Director (**HD**).

B. The Ride Leader

The Ride Leader is that Club member, whose ride proposal has been accepted by the Board who then organizes and leads the Tour or Hub & Spoke Ride event and who acts on behalf of the Club's BOD during the Ride. The RL may appoint Co-Leaders or develop a Ride organizing team to assist with both pre-Ride and on the ride tasks. Please note, it remains the RL's role to manage all aspects of the Ride, including directing and budgeting and to be the main contact with the Board.

The RL will keep the Board informed by providing regular progress reports (both during the planning stage and while on the Route) either by correspondence with the TD or the HD or, when requested, by attending a Board meeting. The RL does not have authority, without prior Board approval, to commit the Club to financial or legal obligations, for example: by paying for accommodation reservations, overspending the tour budget, engaging employees, purchasing equipment, applying for grants or sponsors, etc. Formal Board approval (e.g. the acceptance of the Ride proposal by the Board) of a Ride does allow a RL to begin the booking of accommodations, etc.

The RL should not assume all the responsibility and work of organizing and running a Ride. For example, for tours using club equipment, the appointment of a Quartermaster is recommended to take responsibility for the equipment; to ensure its safe and complete return at tour's end and to recommend any necessary repairs to the Equipment Director. Other delegated responsibilities may include route planning and route mapping.

The Board, upon request, will assist a RL to ensure the success of a Ride. The Board can offer the use of its past files and maps and can serve as a source of knowledge and help, including the offering of training classes for road safety and bicycle maintenance. While on Rides, the Club's two Ride Directors (RDs) and

Ride Guidelines for Leaders and Participants

Published March 2024

Club President are available as contacts.

C. The Ride Coordinator

The Ride Coordinator (a form of Ride Leader) may coordinate a tour with a Tour Contractor (the employee or proprietor of a private tour company). The Ride Coordinator acts on behalf of the Board and is thus responsible for the tour, and for frequent reporting to the Board via the Tours Director (TD).

D. General

CCCTS Ride Safety Guidelines – See [Appendix A](#) or the [CCCTS Safety Guidelines](#) on the club website.

The CCCTS Board of Directors, Ride Leaders, Ride Coordinators, Tour Contractors and Club Members will be familiar with and follow the safe cycling practices outlined in the CCCTS Ride SAFETY GUIDELINES, adopted by the CCCTS Board on Feb. 9, 2020.

These Ride Safety Guidelines will be reviewed by Ride Leaders with all Ride participants prior to the start of all Club Rides.

II. Pre-Ride Planning

A. Tours

Traveling Tours

Travelling tours have several variations, depending on whether the tour is **vehicle-supported**, with luggage, camping gear, etc. carried, or **SAG-supported** where a vehicle picks up cyclists unable to complete the ride, or **fully self-supported**, where all tour gear is carried in bicycle-attached panniers or in bike trailers. Lodging options may include tents or hotels/hostels or a combination of both. The choice depends on budget, available facilities and the personal preference of the Ride Leader (RL). The decision to adopt a tour style is that of the RL.

A rented one-ton rental cube van is essential if the tour involves use of the Club's camping gear, including a van rack system, stored in North Surrey, BC. Rental from a reputable firm is recommended. It is against Club policy to use a private vehicle as a "sag wagon" for transport of members or Club equipment during an event. A rented van is desirable on non-camping, long distance tours to carry personal effects and to provide a certain element of security and support for cyclists. Usually tour participants take turns driving

Ride Guidelines for Leaders and Participants

Published March 2024

if a volunteer driver, who must be a Club member, has not been located. Under certain circumstances, i.e., driving in a non-English speaking country, hiring a local driver may be preferable.

Fully self-supported tours, with no rented vehicle support, involve much more discipline when packing personal gear. Such tours involve more work and can result in logistical difficulties in the event of accidents or mechanical problems. Fully self-supported tours may not be for the novice cyclist. However, they do offer benefits: significant cost savings, flexibility and personal satisfaction. For all tour types, Ride with GPS digital files, daily route maps and daily cue sheets will be available, thereby allowing participants to ride at their own pace. Tours may include non-riding days where hikes or optional rides may be offered. When scheduled, these days can be rescheduled as formal ride days if the cycling schedule has been interrupted.

Split and Sequential (Back-to-Back) Tours

These are variants of the traveling tour. A “split tour” occurs when the group is organized into two subgroups, each with a RL (Ride Leader). Each subgroup travels the same route, but a day apart. A “sequential tour” occurs when the second group starts after the first group finishes. The advantages of either tour type are:

- 1) They can accommodate twice as many participants: i.e., 40 compared to 20
- 2) They allow for a more effective use of the vehicle and Club gear and
- 3) They maximize the benefits of the tour planning process. If a single tour subsequently becomes a “split” or “sequential” tour, the “go list” selected members with the highest Lottery numbers will normally stay on the first tour but have their choice of alternative tour dates.

Contract Tours

Contract tours are conceived and organized by a Club member serving as Tour Coordinator who interacts directly with a Tour Contractor to develop the tour’s route, dates, fees, guides, meals, vehicular support, lodging standards, etc. This tour type has been most popular over the past few years, with successful tours in China, India, Viet Nam, Ireland and Croatia. To gain Club support, all tour participants must be CCCTS members.

B. Hub & Spoke Rides

Single Hub Ride

Single Hub Rides are popular because they are inexpensive. They can be excellent social events. They bring together a large number of Club members, for example the 2018 Comox Valley Chapter Hub & Spoke hosted 140 cyclists. Hub & Spoke rides may be physically easier for participants, offering a choice of longer or shorter, more or less-demanding rides, and the option of rest days. The concept is to lodge

Ride Guidelines for Leaders and Participants

Published March 2024

all participants together at a campsite, motel/hotel or retreat centre and provide a choice of structured daily rides. A Ride Co-Leader and a Ride Sweep for each sub-group is required. The Hub & Spokes RL may include planned coffee stops and luncheon locations and stops of interest to learn about the local area for each sub-group. A windup dinner or start of ride dinner may be planned by the RL in consultation with ride participants.

Double Hub Ride

Double Hub Rides provide an opportunity to experience a series of ride days in each of two uniquely different areas separated by a half-day drive between the hub locations.

For example the 2016 Glaciers and Grasslands Double Hub and Spoke.

C. Ride Proposals - The Process

Ride Concept

Club rides often start when a club member has an idea for an enjoyable cycling experience that can be shared with other members. The club member may be very familiar with a local region or they may be interested in cycling in an area that is unfamiliar to them. Sometimes members are interested in repeating a past successful club ride. The Club member's ride idea and developing plans are then discussed among friends and with the appropriate Ride Director for Hub & Spokes or Tours. The Board encourages Club members to submit their proposals to the appropriate Ride Director (RD) before November for a ride event planned for the following year to avoid potential conflicts in ride scheduling. At least 3 to 5 months lead time is suggested for the CCCTS Board's review and approval process from the initial draft proposal submission to the appropriate RD, the CCCTS Board's review and approval, publication on the Club's website, member registration and member lottery-based selection before the ride event's start date.

See the [Required Ride Proposal Information](#) section below for the information required in a CCCTS Ride proposal. The appropriate RD will vet the proposal, often offering constructive suggestions to the Ride proposer / Ride Leader RL. Note: the Ride Proposal is the RL's idea and initiative, planned to their personal satisfaction. The thoughtful and dedicated work of the proposing Ride Leader will lead to a successful club ride for fellow club members. In order for a proposing RL to gauge Club members' interest and support for a ride concept, where some uncertainty exists, an "expression of interest" can be advertised via the RD in the Club's monthly Newsbrief outlining the ride concept before proceeding.

Ride Approval and Publication

A final draft Ride proposal will be submitted by the RD to the Board of Directors for approval, following which the proposal may require modification based on the Board's comments. These changes are to be

Ride Guidelines for Leaders and Participants

Published March 2024

carried out by the RL working with the RD. The RD then publishes the final Board approved Ride proposal on the Club's website. A summary of the Ride proposal is also submitted by the RL or RD to the Newsbrief Editor for publication. An all Club member Ride invitation email note should be issued at this time by the RD. Allow at least 7 days minimum lead time between the Club website's "Public" publication date, the date a Ride invitation email note is sent to all members and the new ride's lottery opening date. This will allow sufficient time for members to consider registering for the Board approved ride.

Required Ride Proposal Information

The following information is required by the Board when proposing a Club ride. For reference, see also [Appendix B - Ride Proposal Template](#) below or review any recent Hub & Spoke or Tours descriptions under those headings on the Club's website. Identified RLs and RDs have access to the Club website's "Dashboard" and its proposed Ride's webpage template. A few key elements of a proposed ride are identified by the Ride proposer/RL in discussion with the appropriate Ride Director for either Tours or H&S Rides. Once the RD has entered these key elements on the Club website the RL has access to complete the Ride Description template in draft/proposed mode. The RD may provide assistance and suggestions to the RL if help is needed.

- **Ride Leader(s) and Ride Co-Leader(s)**
Names, phone numbers, and email addresses
- **Ride Location**
Identified in the Ride Name along with a rough itinerary
- **Featured Image**
A high resolution (preferably >2MB) .jpg photo that represents the Ride's character to appear at the top of the Club website's Ride Description.
- **Ride Dates**
Chosen by the RL with the RD's assistance to avoid conflicts with other Club Rides and functions. The Ride start date and Ride end date are respectively when the group first gathers to prepare for the first full day's ride and when the Ride is officially over. Often start and end dates are not full cycling days.
- **Ride Type**
Will CCCTS Tour participants use their tents or stay in hotels?
Will the Tour event be fully vehicle-supported or only "Sag Wagon" supported?
Will the Tour event be fully self-supporting, or a fully or partially supported contract tour?
The source of meals, i.e., whether in restaurants, self-catered, by cook teams or a combination of these will be outlined as will vehicle driving responsibilities, i.e. to be rotated among tour participants or to be carried out by a dedicated driver. If the latter, will tour fees be waived for the dedicated driver?
Will the Hub & Spoke be a single Hub Ride or a Double Hub Ride?
How will participants be expected to travel between multiple hubs?

Ride Guidelines for Leaders and Participants

Published March 2024

- **Ride Physical Classification**

Use [Appendix C](#) along with advice from the Ride Director (RD). A CCCTS Board update of this Classification has been proposed for winter 2020/21.

- **Minimum / Maximum Number of Participants**

The minimum number of participants will generally be dictated by a desire to maintain a reasonable fixed cost. The maximum number of participants will depend generally on accommodation limitations and the desire to maintain a cohesive group, i.e. staying together in one facility. Usually a CCCTS Tour group will consist of no more than 24 cyclists, which is the maximum number for a camping tour using Club equipment. Some RLs may prefer a group of about 16 cyclists.

CCCTS Hub and Spokes Rides are more flexible with respect to the number of participants. Small groups of 12 to 24 cyclists, medium size groups and no size limit groups are all possible if the Ride is well organized and well supported by Club member Co-Leaders. Some Chapter hosted Hub & Spokes rides have exceeded 100 cyclists.

- **Tour Fees Coverage**

This section explains what is covered and is not covered by the fee. Be specific about such items as campground and park fees, ferry trips, number of meals per day, Happy Hour snacks, RL recompense, RL reconnaissance costs, etc. Planning for a small refund for tours is recommended rather than having to ask for additional funds during the tour. One can allow for a 10%-15% contingency for tours or more if costs are uncertain. Beware of grossly overestimating tour fees which will discourage potential participants. RLs should tap into the considerable experience of the RDs, CCCTS Board members and experienced fellow Club members when developing a tour budget. Tour budgets should be calculated using the minimum and maximum number of participants. The highest cost, usually for the minimum number of participants, should be represented in the proposal.

- **Tour Deposit**

The "Go List" cyclists first instalment amount should be sufficient to cover all fixed costs such as hotel reservations, and it should be approximately 20 percent of the total estimated tour cost. Setting this deposit amount too low may result in some registrations by some members who have little serious intent of actually joining the tour. Payment of all subsequent tour fee installments should be paid 2-3 months prior to tour departure date.

- **Hub & Spoke Ride Registration Fee**

The minimum Hub and Spoke Registration fee set by the Board on Nov 27, 2023 is \$50. Do make it clear that the Hub & Spoke registration fee deposit is nonrefundable for all 'Go List' participants. Wait listed cyclists who don't make it to the Ride's "Go List" are entitled to a refund of their registration fee, should they decide to cancel, at any time while they are on the waitlist. See [Appendix D - Ride Participant Selection Process](#) for definitions of "Go list" and "Wait List" participants.

Refunds of a member's H&S Registration Fee is initiated by an email request to the Hub & Spoke Director (HD).

Ride Guidelines for Leaders and Participants

Published March 2024

D. Ride Planning and Preparation

All specific ride event inquiries will be directed to the RL. Members will register via the Club website's "[My Page](#)" after logging in to the CCCTS website. A web based Lottery registration system has replaced a "first come/first serve" registration system (was Karelo) for Rider registration and selection. The RL is responsible for ride participants' selections. See [Selection of Participants](#) section below and [Appendix D](#) for more information. RDs can provide additional advice to RLs on how the selection process works if requested. Within about 72 hours after the Lottery close date, the RL will inform registered cyclists of their eligibility, based on:

1. The Club's Lottery selection process assigned Lottery Number
2. The member's fitness in relation to the rides' physical classification – see [Appendix C](#).
3. The Club's Code of Conduct – see [Appendix A](#). The RL will confirm a payment dates schedule for Tour fee instalments to be paid by the rider, while noting that these fees will be paid via the Club's website on "My Page". The RL will confirm lodging reservations, ferry schedules, detailed route selections (see below), etc. and develop precise daily route maps and cue sheets. Details of some of the above are presented below.

Selection of Participants

All participants selected for a Ride must be currently registered Club members. The Board expects that all Members be treated fairly and impartially. Refer to [Appendix D - Ride Participant Selection Process](#) for more details. Participants are assigned a Lottery number (a randomly assigned number between 1 and 1000) by the Club's on-line registration system. The higher the number assigned, 1000 being the highest, the higher the likelihood a member will be selected by the RL subject to that member's physical ability in relation to the Ride's Physical Classification and member's history with the Club. A RD may deem a registrant unfit to meet the tour rating or the Club's Code of Conduct. Based on this selection process, the RL determines a list of participants, referred to as the "Go List" in the Club's Ride Admin web-based application. A Wait List may also be initiated depending upon the number of registrations.

Note: Member partners, couples or companions identified, at the time of registration as sharing a room are assigned a single lottery number based on the average of their combined individual lottery numbers.

Waitlistees and Refunds

An applicant registering for a tour will pay the required registration deposit. If the applicant is placed on a waitlist and wishes to withdraw, the registration deposit will be returned after the registration close date. If an applicant has paid the registration deposit, is accepted on the "Go List", then withdraws, and a replacement cannot be found, the RL will calculate expenditures made on the registrant's behalf and subtract this amount from the deposit. Riders who are accepted on the "Go List" are asked to make single or installment payments. Payments for the tour are considered non-refundable. Participants who

Ride Guidelines for Leaders and Participants

Published March 2024

cancel may be refunded only if a replacement CCCTS member cyclist is found. Refunds of surplus funds to registered participants are made at the end of the Tour following the audit of the Tour's expenses by the Tours Auditor. Refer to the section titled [Final Accounting for Tours](#) for more detail.

For Hub & Spokes rides an applicant will pay the required registration deposit. If they are placed on a wait list the deposit may be returned, on request by the participant, at any time up until they are moved to the "Go List", at which time it becomes non-refundable. If an applicant has paid the registration deposit, is accepted on the H&S ride, then withdraws, the deposit will NOT be returned. H&S rides are not subject to a formal Club Financial Audit by the Club's Tours Auditor. See the section titled [Final Accounting for Hub & Spokes](#) for more details.

Pre-Trip Communication

Participants **must** obtain out-of-country medical insurance for international tours, and trip interruption /cancellation insurance. Participants **should** also consider purchasing out-of-province medical insurance. The RL will address issues such as travel/health insurance, waivers, contact persons, health concerns, baggage limitations, proven commercial travel companies, routes, etc. The RL may seek event registered Ride volunteers to organize a Ride blog, and scribe(s) to write a Trip Report for publication on the Club's website. Where ride participants cannot be brought together for a meeting, the RL will communicate to all via email or telephone. This is the most common practice.

Ride Waivers

The RL will generate a CCCTS Group Waiver. Ask the RD for help with this if you are uncertain. Each Ride participant is required to read and sign the Group Waiver Form at the beginning of the Tour. The RL will, at their earliest convenience, scan and email or Canada Post mail the fully signed Group Waiver to the RD for Club website archiving.

Medical and Emergency Contact Information

Each participant will download the [Medical Information Form](#) from the club website, fill it out and bring it to the tour. The form will contain emergency contacts, health insurance providers and numbers and personal information on health problems and prescription drug use. The form **must be carried** by each participant in a waterproof container on their bike so it can be found in an emergency. On foreign tours the information will also include the participant's travel insurance, and out-of-country / out-of-province health insurance information (company, policy number and emergency telephone numbers).

Personal Baggage Limits

To avoid lifting injury to tour participants and drivers, a personal bag will be rejected if it exceeds 18 kgs (40 lbs.). The TL will decide the number of bags allowed per person based on vehicular carrying capacity.

Ride Guidelines for Leaders and Participants

Published March 2024

On camping tours, large hard-shell suitcases are not allowed. Soft bags are recommended. Multiple small bags are preferred over heavy bags to avoid injury of those loading the truck.

Support Vehicle(s)

They will be rented/leased from a reputable rental firm. Private vehicle use for cyclists ride support on a tour is prohibited. A clause will be inserted in the rental contract allowing any licensed Club member to drive the vehicle.

Itinerary

The minimum requirements are:

- A precise daily route
- Daily cycling distance
- Daily destination lodging including a list of each day's lodging telephone number
- Include the RL's and/or the vehicular driver's cell phone numbers
- A copy of the Ride itinerary should be in the hands of each participant, and with the RD in case of an emergency on the ride or with the cyclist's family back at home.

CCCTS Equipment and Support

Where appropriate, camping and cooking equipment, bicycle tools (the RL will inform participants of the bike tools to be carried), first aid supplies and other materials to assist the tour will be supplied from the Club's storage warehouse located at Seaboard Self Storage, 12353-104 AVE, Surrey, BC. A list of current CCCTS Group Tour camping equipment and a participant's suggested list are contained in [Appendix I - Tour Equipment Checklist](#).

E. Financial Considerations

All Club Rides require a budget with details appropriate to the cost of the Ride. Hub & Spoke Rides with a \$50 registration fee will require less detail than Tours in other countries. See the section titled [Final Accounting for Hub & Spokes](#) for large Chapter rides budgets and accounting. Ride expenses identified in the budget are to be paid, in total, by the participants, excluding the Tour Leader / Hub & Spoke Leader. Any unusual items in the budget, i.e. a RL's pre-tour reconnaissance, side excursions by boat or bus, or special concessions to a volunteer driver, must be disclosed in the proposal. Further considerations include:

Ride Guidelines for Leaders and Participants

Published March 2024

Ride Funds

Accumulated Ride fees will, each month, be transferred to the Club's bank account, and a Ride accounting system developed. The RL can request from the CCCTS Treasurer, some portion of Ride funds to cover pre-Ride costs. Ride Leaders are encouraged to make use of a personal credit card to pay for Ride expenses rather than carrying large amounts of cash with them.

Spending and Record Keeping

The RL must safeguard and catalogue all Ride expense receipts for subsequent auditing by the Ride Auditor.

Accounting Procedures / Foreign Currency

See [Appendix H - Accounting Suggestions](#) for recommended Ride accounting practices. The final Ride accounting will be conducted as soon as possible after its completion. When dealing with foreign expenditures, the recommended procedure to demonstrate foreign currency exchange costs is to submit an appropriate credit card or bank statement showing the charged rate.

Expenses for Ride Leaders of Tours

In recognition of the responsibility and efforts for planning, coordinating, leading and accounting during a tour, some personal expenses may be allowed as follows: (June 10, 2019 CCCTS Board approved)

- For tours planned and led by club volunteers, without the aid of a commercial tour company, the Tour Leader and Co-leader will each receive a free tour, and they will be exempt from paying the tour costs collected before the tour.
- Where there is no Co-Leader, the Tour Leader may either have their spouse or partner collect the second free tour, or the Leader may collect the equivalent amount as an expense at the end of the tour equal to 5% of the final net tour cost up to a maximum of one net single tour fee.
- Minor tour expenses directly chargeable to the tour such as long-distance telephone calls, printing and copying, supplies, etc. are reimbursed separately to the leader along with other receipts for tour expenses. Modest expenses are also allowed for reconnaissance of the tour route, as per the board-approved proposal.
- For tours organized by a Tour Coordinator, which is a club volunteer acting with the assistance of a Commercial Tour Company, the Tour Coordinator will receive a free Tour and is exempt from pre-tour costs . If there is a Tour Co-coordinator, the single free tour exemption is shared. (June 2019 Board meeting approved.)

Ride Guidelines for Leaders and Participants

Published March 2024

Expenses for Ride Leaders of Hub & Spokes

Hub and Spoke expenses are as outlined in the Board-approved proposal. Volunteers acting in leadership roles for Hub and Spoke events are exempt from the event registration fee, and may claim accommodation expenses up to a maximum of \$500 for each of two Ride Leaders. (June 10, 2019 and Nov. 27, 2023 CCCTS Board approved)

Tour Participant Replacement Expenses for Ride Leaders

In the event that a fully paid up member of a tour cancels and the official tour waitlist does not include a willing replacement at full fee, then the member cancelling is responsible for their share of the fixed tour costs. The vacant position can only be “sold” or “bargained away” by the member cancelling at a cost agreeable to both the seller and the buyer. This transaction, however, cannot be completed until the RL determines that the buyer meets the standards of the tour, e.g. riding skills, fitness, etc.

Miscellaneous

All expense arrangements, including costs of ride reconnaissance and ride organization, must be presented to, and approved by, the Board of Directors, usually at the time of the ride’s proposal presentation to the Board. All claimed expenses will be supported by receipts or similar evidence and submitted for verification to the Club’s Auditor. A RL’s personal expenses will be reimbursed only after completion of the event’s audit and must be paid for from the Ride’s budget.

III. On The Ride

A. Job Assignments on Camping Tours

Cook Teams

Apart from the jobs assigned prior to commencement of a camping tour, the formation of cook teams, each with two to four participants, should be done by the Tour Leader (TL) at the first pre-Ride meeting or by email communication prior to the tour. Each shift normally lasts one day and starts after breakfast. The cook team orders groceries, and where a volunteer driver is not available, will be responsible for van driving, the purchase of groceries, the preparation of both dinner and the next morning’s breakfast, as well as the layout of luncheon foods. The team is responsible for kitchen cleanliness and personal hygiene in the handling of foodstuffs, and the placement of soap and a washbasin or hand sanitizer in the kitchen area. All members will assist in loading, unloading, setting up and taking down of club shelters and kitchen equipment, and carry out the meal cleanups.

Ride Guidelines for Leaders and Participants

Published March 2024

Wagon Master

A Wagon master should be assigned, possibly with an assistant by the TL. The Wagon master will ensure that all kitchen soaps, bleach, etc., are separated from stored food items; and that food is stored in sealed cover containers. The Wagon master will look after food inventory, with effort made not to over purchase, and assist the cook teams when making up their grocery list, to ensure the staples are included. Where coolers and ice are required to preserve food, the Wagon master will order the amount of ice required and have the shoppers place it immediately in the food and beverage coolers.

Quartermaster

Not all tours have had this position assigned, but the leader may find it beneficial. The Quartermaster will direct van loading and packing, including the careful and safe stowage of the Club camp equipment, as well as the participants' baggage. The quartermaster will monitor propane contents and request it be purchased when required.

Tour Treasurer

The TL may assign a tour treasurer to manage the tour funds and expenditures or may choose to do it themselves. Having a tour credit card usually in the Tour leader's name is very convenient and can be given to the person shopping each day. Cash may also be used to pre-fund or to reimburse shoppers. The Tour Treasurer must collect and maintain a file of the receipts for the purchases and may choose to also maintain a record of the expenses accrued. The Treasurer will need a purse to contain any cash. As noted in the section on [Final Accounting for Tours](#), the Treasurer will prepare a financial report at the end of the tour and provide it to the Club's Tour Auditor for review. Residual tour funds are returned to the Club Treasurer after the audit is complete.

Coffee Maker

Camping tours may benefit from assigning a person(s) who will make coffee before breakfast which will free the cooks up for cooking breakfast and assembling lunch materials. Coffee may also be made to take with the truck for coffee breaks on the road, if desired.

Wine and Beer Steward

Where a non-profit wine and beer pool is operated on a tour, a wine and beer steward should be assigned by the TL to manage the pool. Participation in the pool is encouraged by all riders to avoid personal beverages occupying the limited space in the coolers and may include soft drinks. The steward's duties include providing the float for the first purchases, setting a price list, providing a measuring cup for pouring wine and a cash collection container. Taking daily inventory of beverages and the cash collected is required before providing a shopping list and funds each morning to the persons who will be

Ride Guidelines for Leaders and Participants

Published March 2024

shopping. Normally the cash proceeds from each evening should fund the next day's purchases. The steward should keep a purse for the funds and endeavor to balance the books by matching what is charged per drink with what is being spent. The float is normally not recovered until near the end of the tour. A small surplus of funds should normally be left at the end, which can be spent on free beverages for the last night or on gifts for TL's or key volunteers.

Some tours have used a 'list of consumption' marked by drinkers instead of collecting cash at the point of sales. This method provides some convenience but a higher level of effort for accounting and collection by the steward at intervals along the tour. It also requires a much larger 'float' to cover the cost of purchases. Experience shows more accounting problems may occur with this method.

Tour Report Author

A report writer is assigned to prepare a brief report following the tour. The writer should not be the TL.

The report will usually contain some photos and a description of the highlights of the tour and is posted on the website for the enjoyment of participants or club members. Reference [CCCTS Website Ride Report and Newsbrief Report](#).

B. Control of Support Vehicle on Tours

A clear understanding regarding vehicle use is essential from the tour's outset. While the vehicle should be available for access as much as possible, the TL will make clear to all participants that the vehicle is under the control of one person, preferably the TL. The TL will retain the keys after each day and pass them to the next driver each morning. A spare key is also advisable and can be hidden on the vehicle or held by the leader. Although the driver has the vehicle under their care, the decision as to who rides in the truck will be the TL's (except for road emergencies). The rental vehicle is available for tour-related business only, and seat belt rules will be strictly adhered to.

C. Communications on Rides

Regular and open communication by the RL is key to a successful ride. The tour initiation meeting will include a welcome and introductions, things to see and do, road conditions, safety, hygiene, cook team assignments, grocery shopping responsibilities, camp procedures, and vehicle use. All members' questions will be taken before the meeting adjourns. The RL should be familiar with the CCCTS Safety Guidelines, [Appendix A](#) and must review the Guidelines with cyclists prior to the start of the Ride and as necessary during the Ride.

Rides will have regular daily RL led meetings, which are usually scheduled for the beginning of late afternoon "Happy Hour" social or may be held in the morning before commencing the ride, at the choice of the RL. A daily map briefing should include a description of the upcoming day's route with details on

Ride Guidelines for Leaders and Participants

Published March 2024

the coffee breaks and lunch stops, if they are identified. Discussion of other issues should be discussed when required. When and where necessary, the RL will communicate regularly with the appropriate CCCTS Ride Director (Tours or Hub & Spokes).

The Ride Leader is urged to carry CCCTS business cards for distribution to the interested public.

D. Road Troubles / Rider Safety

If a Ride participant does not show up at a pre-arranged gathering point or the evening's lodging site by 4:30 p.m., a search will be conducted. Ride participants expecting to be delayed, will communicate this to the RL or driver early in the day. Procedures to be followed in the event of difficulties on the road should be discussed at the first meeting. Participants should note that motorists are often willing to assist cyclists in trouble, as are local homeowners. An activated cellular phone, the number of which will be given to each participant, must be in the support vehicle. Participants are encouraged to bring a personal phone.

Each participant is responsible for their own decisions and actions on the road: **Please cycle safely.**

E. Accident Preparedness

RLs and Ride participants are encouraged to understand basic first aid and have with them at minimum a First Aid Kit containing elastic bandages, gauze, swabs and disinfectant. The RL must bring copies of the [CCCTS Group Ride Incident Report](#). In addition, a freshly stocked Club first aid kit will be carried in the accompanying vehicle. Each cyclist must carry on their bike a completed [Medical Information Form](#) which contains Care Card number, medical insurance coverage, and emergency contact information. This information may be required in the event of an accident or injury.

F. Accident Reporting

A Ride participant who witnesses an accident, or the RL if there is no Club witness, must fill out a [CCCTS Group Ride Incident Report](#) on the day of the accident, if possible. The RL will advise the appropriate Club Ride Director (RD) of the accident details. See the CCCTS website's [Club Contacts](#) for the current Hub & Spoke Director's or Tour Director's contact information.

G. Firearms

Personal firearms of any kind are not to be present at any CCCTS-sponsored event, including on a bike or in a vehicle during the travel portion of a tour, hub & spoke or on day-rides.

Ride Guidelines for Leaders and Participants

Published March 2024

H. Unacceptable Member Conduct

Rude and disrespectful behaviour will not be tolerated. Club members exhibiting such behaviour at a Club event should be reported to the appropriate RD, and if deemed appropriate, then to the Board for remedial action. A Board decision can determine the acceptability of the offending members for participation in future Club events. See the [CCCTS Code of Conduct](#) on the club's website.

IV. Post-Ride Considerations

A. Final Accounting for Tours

Within days of tour completion the Tour Treasurer (this may be but is not necessarily the Tour Leader) should complete their final expense tally, complete with all receipts and foreign exchange conversions. Calculations should include any Club contributions, and any extra costs borne by some members (e.g., those that requested single rooms). This documentation is to be delivered as soon as possible to the Club Tours Auditor; surplus funds will be sent to the Club Treasurer. Instructions for the disposition of funds will be recommended by the TL in his report to the Tours Auditor's. The Club Tour Auditor's sign-off and recommendations will be passed to the Treasurer via the TD. See [Appendix H - Accounting Suggestions](#) and the following section.

B. Final Accounting for Hub & Spokes

The Hub & Spokes Ride Leader will provide a Summary of Income and Disbursements for the Ride to the H&S Director within two months of completion of the Ride. This Summary is not subject to a formal audit by a Club Auditor. Chapter Hub & Spokes involving large numbers of cyclists may require formal accounting since thousands of dollars are involved. HD to discuss with TL at proposal stage.

C. Personal Refunds for Tours

Following the Club Tours Auditor's sign-off of the Tour's financial statement, prepared by the Tour Director, the Tours Auditor will authorize the Club Treasurer, with a copy to the TD, to make refunds of surplus funds to tour participants. No refund will be made for an amount less than \$10.00. The Club Treasurer will provide refunds to each tour participant's credit card which will be the same credit card used when tour fees were paid.

Ride Guidelines for Leaders and Participants

Published March 2024

D. Ride Leader's Summary

A summary of the Ride by the RL is urged, which should be aimed at assisting future Ride planners of Tours and Hub & Spokes with routing, logistics, lodging, ride highlights, budget information and any significant issues. The RL's report, along with a final copy of the Ride booklet, maps, etc., should be deposited with the RD (Tours or Hub & Spokes) for archiving. October 12, 2020 Board meeting: Board members agreed that Ride Leaders Summary information will be stored on the Club's website for the benefit of future Ride Leaders' planning. Ride Leaders will provide their summary to the Ride Director for web posting.

E. CCCTS Tour Equipment

The TL will ensure that all tents, cooking equipment, towels, tarps, etc., are accounted for, that they are clean and dry, and that needed repairs and shortages are listed in a report to the TD.

F. CCCTS Website Ride Report and Newsbrief Report

The Ride Report author will submit their Tour Ride Report or Hub & Spoke Ride Report to the Newsbrief Editor and Webmaster as soon as conveniently possible. The report must include the list of participants.

Please note, that for publication in the next month's Club Newsbrief edition, the Ride Report article must be submitted by the 28th day of the preceding month.

V. Appendices

A. Appendix A - CCCTS Safety Guidelines

Adopted by CCCTS Board - February 9, 2020

Developed by Maureen Weston, Board Member

Pre-Ride

- Be aware of provisions in the Motor Vehicle Act and its associated regulations governing the use of highways in BC, public roads, mixed use paths and cycle paths. A useful review of a cyclist's rights and duties is provided in the [Bike Sense Manual](#) from the BC Cycling Coalition.
- Ensure your bike is safe and well serviced for expected riding conditions. Carry tools, spare tube(s), ID, emergency contact information, small first aid kit.

Ride Guidelines for Leaders and Participants

Published March 2024

- Know the ride format (ride/sweep approach or self-directed). The event lead will provide this information.

Visibility

- Wear bright, reflective clothing.
- Use front and rear flashing lights

Seeing Others

- A rear-view mirror is highly recommended.
- Use the mirror before pulling out into the lane or prior to passing.

Riding Protocol

- Practice PACCC riding: **P**redictability, **A**nticipation, **C**ooperation, **C**ourtesy, and **C**ommunication with fellow riders, drivers, and pedestrians.
- Hands on the handlebar unless signalling for a turn or to alert others of potential dangers on the road such as potholes, glass, or gravel.
- Stay focused and be aware of emerging conditions. No earbuds while riding and save conversations for coffee/lunch breaks.
- Keep a safe distance (one bike length) behind the rider in front of you. In risky situations, including steep downhills, heavy traffic, gravel, crowds of cyclists, ride at least 3 seconds or 3 bike lengths behind the bike in front.
- Stay behind the leader and ahead of the sweep where this riding format is being used. Inform the leader or sweep if you are leaving the ride.
- When there is a large number of cyclists, split into smaller groups to allow motorists ease of passing.
- Ride no closer than 1m from parked cars to avoid being hit by an opening door. Where cars are parked intermittently, ride alongside them in a straight line. This increases a rider's visibility and predictability.
- Take the lane when and where necessary, e.g., over narrow bridges or where the shoulder is hazardous for cycling.
- Ride single file, stay in line and ride with the pace of the group, wherever possible.
- Yield right-of-way to pedestrians.

Intersections

- When no bike lane is present enter the intersection either ahead or behind the vehicle in your lane rather than alongside it.

Ride Guidelines for Leaders and Participants

Published March 2024

- Stop at all stop signs and all red lights. Do not proceed through a stop sign or a red light as part of a group. This rule also applies at 4 way stops.
- Use extreme care when making left turns at busy intersections. Never make a left turn from the right side of the road, even if you are in a bike lane. As you approach the intersection, shoulder check, signal, and when clear move over into the furthest left lane. Make eye contact with drivers where possible.
- When traffic is moving quickly the three-point-maneuver may be the safer choice. Proceed on the right straight through the intersection and stop in a safe place on the far side. Make a 90 degree left turn on the spot, and when safe either walk your bike in the crosswalk or proceed on the road as if you were coming from the right.
- Do not follow a fellow rider through an intersection, or turn left or right, without checking carefully for oncoming traffic.
- Slow down when approaching a roundabout or traffic circle and yield to all vehicles already in the roundabout. Take the lane; do not ride around the perimeter close to the curb. If you arrive at the same time as another vehicle or bike, the one on the right goes first. CAUTION: many drivers don't know the proper etiquette and are unpredictable.

Passing

- Pass cyclists on the left while clearly stating, "Passing on the left" and/or using your bell. Use extreme caution when passing on a downhill.
- It is permissible to pass vehicles on the right when in a bike lane or when a vehicle is turning left or indicating a left turn.
- Use caution or do not pass vehicles on the right when traffic is moving or when there is a street, driveway, or parking spot a car can turn into or when there is less than 1.5m between traffic and the curb.

Communication

- For group riding each rider is responsible to pass information, either verbal and/or by signalling, to following riders.
- Say "stopping" and hand signal to fellow cyclists your intent to stop. When stopping, move well off the road and away from intersections.
- When necessary, use the "car back" caution to warn other cyclists of an approaching vehicle.

CCCTS Code of Conduct

Our goal is for all members to have an enjoyable and safe experience while participating in any club activity.

- Every member has a role in treating others with respect, courtesy, fairness and equality.

Ride Guidelines for Leaders and Participants

Published March 2024

-
- Every member contributes to the well-being and functioning of the group as a whole – on and off the bike.
 - Safety is a primary concern for the club. When we choose to participate in a club ride we agree to abide by the traffic laws of the jurisdiction we are riding in and to our safety guidelines.
 - Every member takes responsibility for their actions and if we choose not to follow the Code of Conduct, we may be asked to leave a ride, a tour or the club.
 - When you ride with the club you become an ambassador for both the club and cyclists in general. If you ride in a way that is courteous and respectful to others on the roads and pathways, you may or may not be noticed. However, if you behave in a way that antagonizes others it will more than likely be noticed and will reflect poorly on all cyclists. Sharing the road or pathway is a two-way street.

B. Appendix B - Ride Proposal Template

Matches Club website's Ride Description fields - March 1, 2020

- **Leader:** Name, email address, phone number
- **Co-leader:** Name, email address, phone number
- **Ride Dates:** Including arrival and departure dates
- **Ride Classification:** See [Appendix C - Ride Classification System](#)
- **Ride Fee:** For H&S Rides the minimum fee is \$50 CAD non-refundable unless members are on the waitlist.
- **Ride Numbers:** minimum, maximum
- **Ride Registration Opens:** Date and Time (pacific time)
- **Registration Lottery Ends:** Date and Time (pacific time)
- **Ride Registration Closes:** Date and Time (pacific time)
- **Ride Description:** Describe what makes this ride experience special or unique
- **Accommodation Reservations:**
 - If lodging or campsite is included in Ride Fee describe type and quality. (are there showers in the campground?).
 - If lodging or campsite is not included in Ride Fee provide your recommendation a number of options for suitable lodgings or campgrounds based on your experience and/or a thorough review of options. Where would you stay and be comfortable?
- **Riding Conditions:** Describe road surface and traffic conditions for this Ride classification
- **Fee Includes:** Provide a detailed list.
- **Fee Does Not Include:** Provide a detailed list.
- **Itinerary:**
 - Provide Ride details by date including Arrival and Departure dates, meeting place and time for start of Ride each day. Start and end point for each day's Ride with route information

Ride Guidelines for Leaders and Participants

Published March 2024

(distance, elevation gain, road conditions if necessary), links to web-based route maps if available.

- **Registration and Participant Selection:**

- Registration will be on the CCCTS website on the date shown.
- A computerized lottery system and wait list will be utilized in the event that the ride is over-subscribed.
- The registration fee payment is required at the time of registration.
- The lottery sign up will run for how many days, after which the Ride Leader will review the results.
- The selection process will consider the following criteria in evaluating candidates:
 - Physical conditioning for the riding necessary to complete the daily distances and climbs for the tour. This criteria may not be relevant on a hub and spoke where optional rides are offered.
 - A history of demonstrating safe and competent riding practices and skills, as outlined in the club safety guidelines.
 - A history of acceptable social behavior in a group setting. Refer to the [CCCTS Code of Conduct](#) in Appendix A or the [CCCTS Code of Conduct](#) on the club website.
 - Any other criteria that the RL deems relevant for that particular Tour or Hub and Spoke

The leader will notify registrants of their selection status. If the ride is not filled to capacity, registration will continue until the closing dates shown. Payments are considered non-refundable in the event of cancellation, unless replacement persons are found for Tours or unless members are on a waitlist and choose to cancel.

C. Appendix C - Ride Classification System

Category	Distance /Day km (mi)	Avg. Cycling Speed kph (mph)	Stop Frequency	Terrain
Leisurely	<35 (<20)	15 (10)	Frequent	Mainly Flat
Intermediate	35-90 (20-55)	15-20 (10-13)	Occasional	Flat to Rolling
Advanced	60-100 (35-60)	20-25 (13-15)	Limited	Hilly
Strenuous	80-160 (50-100)	25+ (16+)	Rarely	Some serious

Ride Guidelines for Leaders and Participants

Published March 2024

				climbs/mountain passes
--	--	--	--	------------------------

D. Appendix D - Ride Participant Selection Process

Subject to Tour Leader suitability vetting, Tours and Hub and Spokes participants will be selected based on the Club website's random number assigned between 1 and 1000 (The "Lottery System"). Exceptions to this policy can only be approved by the Board of Directors. Procedures / conditions are as follows:

- Members who wish to share accommodation should register on-line as "partners". The number assigned to each partner is added and divided by two to assign their Lottery number.
- The Ride Leader (RL) may give priority to selected members of their choosing; this means that somebody with a low lottery number may be "bumped up" ahead of someone with a higher number, in order to ensure they are on the tour.
- Priority may be assigned in order to ensure that the RL has participants who they can trust and rely on for support, such as leading rides, mechanical support, or any other support. The decision to prioritize rests entirely with the RL and does not require any justification; this flexibility was put in place to encourage more TL's to organize club rides knowing that they would be able to choose at least a few of the participants.
- For Tours, the number of priority members is limited to 30% of the maximum number of members on the Tour to a maximum of 6 members. For Hub & Spokes Rides, there is no limit on the number of priority members. Having no limit is particularly relevant in the organization of Chapter Hub & Spoke events where 100 – 150 cyclists may be registered.

RLs are also encouraged to screen all registrants for their suitability prior to being accepted on a ride. This may be done by checking references from club members or others who know the candidate, or by interviewing the candidate by telephone or in person. The final decision to accept or reject will be made by the RL, and may include consideration of criteria such as:

- Physical conditioning for the riding necessary to complete the daily distances and climbs for the tour. This criteria may not be relevant on a hub and spoke where optional rides are offered.
- A history of demonstrating safe and competent riding practices and skills, as outlined in the club safety guidelines.
- A history of acceptable social behavior in a group setting. See [CCCTS Code of Conduct](#) in Appendix A.
- Any other criteria that the RL deems relevant for that particular Tour or Hub and Spoke

Disqualification (rejection) will only be done in consultation with the applicable Ride Director. Registrants may also withdraw, if, after discussions with the leader, they feel they are not well suited to the tour.

Ride Guidelines for Leaders and Participants

Published March 2024

Successful Ride applicants, chosen as outlined above, will be placed on the go-list and required to pay the tour payment or first instalment (Tours). Unsuccessful applicants, based on the Ride's posted maximum capacity, can be placed on a wait list. The wait list will be treated, if space occurs, on an assigned lottery number basis. If a vacancy occurs the next applicant(s) in line will be notified and given 72 hours to confirm their intentions and in the case of a Tour to make the tour payment or first instalment.

When registrations exceed the posted maximum capacity, a second tour or hub and spoke may be formed if a leader can be found and will generally take the wait-listed persons. If balancing the tour sizes is desired, volunteers can be requested to switch tours. If permitted by the leaders, participants may also switch tours for other reasons. The Ride Leader will do their best to meet the desires of Ride participants, but the final decision will rest with the RL.

E. Appendix E - Liability Waiver

The following waiver form is from the CCCTS club website.

[Group Ride Waiver Form](#)

This Liability Waiver can be produced as a Bulk Waiver Form by the Ride Director or Ride Leader with all Ride Participants' Names listed and space for each participant to sign the Form. The Waiver Form must be signed by each participant prior to the start of the Ride. Signed Waiver Forms are archived on the Club website's Ride Admin page for each Ride by the Ride Director immediately (within 1 week) after the completion of the Ride.

F. Appendix F - Financial Waiver

Selected clauses may be merged with [Appendix E - Liability Waiver](#).

The following points have been agreed to by the Club's directors to achieve a common understanding regarding finances prior to departure on a tour.

- Basic principles are that the Ride funds collected by the Club's Treasurer belong to the Ride participants and will be turned over to the Ride Leader at the start of the Ride.
- The participants pay their own way, control expenditures, and decide on the distribution of unused funds after the Ride.
- The Ride Leader will act as the group's treasurer or will appoint a competent Ride treasurer who will keep an accurate record of all money spent and will ensure proper receipts are obtained for all expenditures.
- At the end of the Ride, the Ride treasurer will turn over all records and receipts to the Club Treasurer who, together with the Club auditor, will review the accounts.

Ride Guidelines for Leaders and Participants

Published March 2024

-
- Participants will be informed by the Ride Leader at the start of the Ride or as needed what the pooled funds will cover -such as food, camping fees, motel accommodations (if any), support vehicle and driver.
 - Members who join the Ride with the clearly stated intention of going part-way or who leave the Ride before the end because of unavoidable circumstances may be charged on a pro-rata basis together with their full share of fixed costs. Members who withdraw will have their deposits held to cover all costs incurred on their behalf until the final Ride cost accounting.
 - Persons wishing non-standard items (that is, items not covered under #6 above) will pay for these extra expenses and there may be no refunds for missed meals or days away from the tour.
 - If the Ride Leader or Organization Team alters the itinerary because of adverse weather or road conditions or other valid reasons, then the former itinerary may become void and the expenses of the new itinerary will be covered by tour funds.

G. Appendix G - Group Ride Incident Report

The following form is from the CCCTS club website.

[Group Ride Incident Report](#)

H. Appendix H - Accounting Suggestions

The following are Accounting Suggestions for Tour Treasurers and H&S Ride Leaders.

October 12, 2020 from May 31, 2020 - BD comments.

- The Tour Leader (TL) may act as tour treasurer or delegate the task to one of the tour participants. The tour treasurer controls the spending, keeps a record of expenditures and receipts, and prepares a financial report after the tour for review by the Tour Auditor.
- Keep the group's accounts separate from your personal accounts. A separate bank card and wallet for cash may be a good method. TL's are encouraged to make use of a personal credit card and/or debit card dedicated to tour funds to pay for Ride expenses rather than carrying large amounts of cash with them.
- On camping tours where there are many persons doing shopping, sharing the tour credit card is a simple method of having the expenses automatically charged to the tour account. Alternatively, shoppers may be given cash advances or cash reimbursement for groceries and other items.

Ride Guidelines for Leaders and Participants

Published March 2024

- Keeping a record of the receipt amounts is recommended. Periodically checking the funds available and spent against your balance may be advisable if there is concern about expenses meeting the tour budget. However, in most cases accommodation costs will match the estimated amounts if they were predetermined and the only variable cost will be groceries or miscellaneous expenditures where a check against daily budgeted amounts will confirm that expenditures are within limits.
- A system of compiling receipts is essential. A proven method is to use a glue stick to paste receipts, for all purchases, in chronological sequence in an exercise book. Alternatively, receipts may be clipped together in categories and stored in a multi-compartment file folder. Carry blank receipts with you to cover cash advances and transfers to the TL, Treasurer and sag driver, and for all situations where a receipt may not be otherwise available. These will be placed in the receipt book as well.
- Keep a separate record for each foreign currency. If the tour accounting is in Canadian dollars, know the Canadian cost of each foreign currency purchased, and the Canadian value of each foreign currency sold so that all amounts can be converted back to Canadian dollars. If you are obtaining foreign funds from cash machines during the tour, your subsequent bank statement is the best proof of foreign exchange charges.
- Account headings for summarizing expenses should generally follow the breakdown in the tour budget, and will depend upon the nature of the tour. Common headings are: Accommodation (camping, hotel), Vehicle (rental, fuel, maintenance, other modes of transport), Food (and cooking), and Miscellaneous (postage, copying, maps, and supplies).
- A list of names and amounts contributed by each participant is available to TL's from the Ride Administration Ride Financials Section pages on the CCCTS Website. Funds needed by the TL (including pre-tour costs and final disbursement of funds) should be requested from the Club Treasurer at least two weeks before the tour starts.
- Keep a record of those who participated on a part-way basis, if applicable, or incurred extra costs, so that proportional costs can be fairly allocated to each participant.
- The Board of Directors wishes to be assured that participants are treated fairly (For example, BC Ferries provide Seniors free travel on non-holidays, thus tour funds will not be used for non-Senior tour participants). Accordingly, at the end of a tour, financial records must be submitted to the Board in sufficient detail to give this assurance.
- For Tours, a detailed financial report is required to be sent to the Tour Auditor along with receipts for all expenses. Tips on an expense claim must be receipt supported – Jan. 2015 Board Policy decision. When the audit is complete and any required adjustments are made, the surplus funds will be returned to the Club Treasurer, together with a list of names and amounts to be refunded to each participant.
- Hub and Spoke Ride Leaders are encouraged to utilize their funds during the event e.g. for group activities such as happy hour snacks, pizza parties, etc. Surplus funds from registration fees can be refunded to participants after the event, unless they represent less than \$25/person, in which case the monies should be transferred to the local Chapter for the benefit of the Chapter, or to

Ride Guidelines for Leaders and Participants

Published March 2024

the CCCTS account. In the case of large chapter hub and spokes, the registration fees can be transferred to the local chapter in full, regardless of the amount, at the discretion of the organizers.

- A brief financial summary of the Hub and Spoke expenditures must be provided to the H&S Director and Treasurer.

I. Appendix I - Tour Equipment Checklist

Items listed below are for consideration only, and many are optional. The Tour Leader will inform tour participants which common items e.g. floor pump, etc. will be in the tour vehicle.

1. The Bike

1.1. Style - for most tours, a touring bike is recommended, but prior to purchase, discuss in detail with one of the club's cycling specialists, and then with personnel in a reputable bicycle shop specializing in touring bicycles; but, consider the following suggestions:

1.1.1. Handlebars - "drop bars" have many hand positions for long days, and allow for a low profile in the wind, whereas "straight bars" allow for a more upright position, and easier braking.

1.1.2. Wheels - should have strong, light-weight rims, wide enough for the tire of choice.

1.1.3. Tires - good quality with a puncture resistant belt (Kevlar) is recommended.

1.1.4. Pedals - clipped are considerably more efficient, and thus recommended, but do take some getting used to.

2. Bike Accessories

2.1. Fixed Equipment

2.1.1. Tire pump -attached to bike frame, to fit tire valve type

2.1.2. Water bottle cages -2 recommended

2.1.3. Carrier racks and bags – varies with ride/tour type. Consult with CCCTS members and/or a bicycle shop specializing in touring.

2.1.4. Computer or GPS - handy for navigation but unnecessary for CCCTS rides and tours.

2.1.5. Lights – a small flashing light for front and rear is recommended. A headlamp is unnecessary for most CCCTS tours.

2.1.6. Rear-view mirror – recommended.

2.1.7. Touring bikes should have fenders. Road bikes on tour should be fendered; light-weight clip-ons might be considered.

Ride Guidelines for Leaders and Participants

Published March 2024

2.2. Individual Tools, Equipment and Supplies

- 2.2.1. Day pack or pannier, for tools, equipment, and clothing are used by some. A handlebar bag is most useful for carrying a camera and snacks.
- 2.2.2. Map case (can be part of a handlebar bag).
- 2.2.3. Tool kit (Allen wrenches, Phillips/slotted screwdrivers, pliers, adjustable wrench, spoke wrench, roll of tape).
- 2.2.4. Knife
- 2.2.5. Cable locks are lightweight but are far from theft-proof. U-locks are heavy and are not required on most tours.
- 2.2.6. Inner tube and tire patch kit, with tire levers. Foldable spare tire, which can be stored in the accompanying vehicle.
- 2.2.7. Spokes; 3 of each size (Consult with your bicycle shop mechanic).
- 2.2.8. Spare brake and derailleur cable -longest size of each.
- 2.2.9. Chain breaker and chain links.
- 2.2.10. Saddle cover (if it rains -plastic bag or shower cap will suffice).
- 2.2.11. Lubricant oil and rag.
- 2.2.12. Helmet.
- 2.2.13. Sunglasses, sunscreen, butt lotion, and bug repellent.
- 2.2.14. Rain gear -jacket or poncho, gloves, pants, shoe covers, helmet cover (climate dependent).
- 2.2.15. First aid packet
- 2.2.16. Energy snacks
- 2.2.17. Kleenex, toilet paper, etc.
- 2.2.18. Cell phone

3. Group Tools and Equipment - Carried in Support Vehicle

- 3.1. First aid kit and instructions
- 3.2. Light batteries
- 3.3. Chain breaker and chain section
- 3.4. Cable cutter
- 3.5. Freewheel, crank and bottom bracket
- 3.6. Wrenches for pedal and headset

4. Clothing -May be Carried in Support Vehicle

- 4.1. Cycling Clothing and Gear
 - 4.1.1. Cycling jersey or shirts (2)
 - 4.1.2. Cycling shorts (2)
 - 4.1.3. Cycling tights (long) (climate dependent)

Ride Guidelines for Leaders and Participants

Published March 2024

- 4.1.4. Cycling shoes
- 4.1.5. Socks (2)
- 4.1.6. Cool weather gear (vest, jacket, over-gloves, arm and leg warmers, helmet liner)
- 4.2. Regular Street Clothing and Gear
 - 4.2.1. Casual pants and shorts
 - 4.2.2. T-shirts, polo shirts (1)
 - 4.2.3. Light wool sweater or fleece
 - 4.2.4. Long sleeve shirt
 - 4.2.5. Underwear (2)
 - 4.2.6. Night clothing
 - 4.2.7. Sandals or shoes and socks (1 pr.)
 - 4.2.8. Cap (sun/rain)
 - 4.2.9. Clothesline and pins
- 5. **Camping Gear**
 - 5.1. Tent with rain fly and ground sheet (in separate water-proof bag or container)
 - 5.2. Sleeping bag (liner suggested)
 - 5.3. Sleeping pad (Thermarest)
 - 5.4. Toiletry kit and quick dry towel
 - 5.5. Shower/beach footwear
 - 5.6. Plate, bowl, cup, cutlery (in net bag for air drying)
 - 5.7. Bike rain cover (piece of plastic or small tarp)
- 6. **Miscellaneous**
 - 6.1. Camera and binoculars
 - 6.2. Spare eyeglasses & cleaner
 - 6.3. Notebook & pen/pencil
 - 6.4. Map highlighter
 - 6.5. Sewing kit
 - 6.6. Bungee cords, elastic bands, cord or string
 - 6.7. ID, emergency contact numbers, medication list (should be in sealed envelope and kept by tour leader)
- 7. **Carrying Bags**
 - 7.1. On tours with support vehicle -one or two nylon bags that carry a maximum 18 kg (40 lb) each.
- 8. **CCCTS Equipment for Camping Tours**

February 2020 - Inventory reduced from 2 sets of equipment to 1 set plus spares.

Ride Guidelines for Leaders and Participants

Published March 2024

Storage moved to...

Seaboard Self Storage

12353-104 Ave.

Surrey, BC

8 x 10 x 8 ft. high container located outside. No. 5350

Equipment for 1 tour of up to 24 persons and a spare

On loan in the Maritimes in a container.

Item List (Quantity)

- Sets of shelves for truck, 39x70x20 wooden (4)
- 1 Pop up shelter, 10x20 (2)
- Shelter 10x15 (1)
- Shelter tie down ropes and stakes (1)
- Shelter walls in bags (1)
- 1 Tarps, plastic, various sizes (4)
- Folding tables, 34x82, plywood (4)
- Folding sandwich board, 60 x 12 approx. (1)
- Stove, large, 42x16x10 (1)
- Stove small 22x17x4 (1)
- Stove hoses and regulator incl. wrench (1)
- Propane tanks (2)
- Wooden propane stand for 2 tanks (1)
- Cast iron grill for stove (1)
- Trash can (1)
- First aid kit (1)
- Bicycle tool kit (1)
- General tool box (1)
- Handwashing pump with 5 gallon bucket (1)
- Water containers, 20 litre (3)
- Large coolers, 36 x18 (2)
- Small coolers, 24 x18 (2)
- Large plastic tubs for bread/fruit/vegetables (2)
- Large storage tubs for dishbags (3)
- Large dishpans (4)
- Dish towels set of 12 70% set 30% set
- Kitchen utensils box (1) 40% set 60% set

Ride Guidelines for Leaders and Participants

Published March 2024

- Cookbooks for holding recipes if any are created (2)
- Lanterns with AA batteries (2)
- Coffee pump pots 4 3 1 Wooden crate for pump pots 1 1 Hot water thermos 1
- Coffee pots, metal for boiling 4 2 2
- Steel teapot 1 1
- Cast iron fry pans 2 1 1
- Large cook pots with lids 4 2 2
- Medium pots (1)
- Stainless pans 8 3 5
- Stainless bowls - assorted sizes 8 4 4
- Stainless colanders (2)
- Large knives set with holder 1 1
- Bike mechanic's stand (1)
- Hand truck (2)
- Wheel (1)
- Filing cabinet with old minutes, w. Allan Buium (1)

J. Appendix J - Revision History

Last Update: January 17, 2024

The following table includes Board approved policies from January 2015 to the present (latest first).

Date Policy Adopted (Based on Date of Board Minutes) (Section #)	Board Policy Subject (RL = Ride Leader HD = H&S Director)	Section Number Updated	Board Member(s) Responsible and Date of Update	Comments
Nov. 27, 2023	Changes to fees and leader compensation	II.C , II.D , II.E , App. B , App. D	Linda Graupner Nov. 27, 2023	

Ride Guidelines for Leaders and Participants

Published March 2024

Date Policy Adopted (Based on Date of Board Minutes) (Section #)	Board Policy Subject (RL = Ride Leader HD = H&S Director)	Section Number Updated	Board Member(s) Responsible and Date of Update	Comments
Oct. 12, 2020	RL's summaries to be archived on the website for future RL's planning. RL's provide their summary to the RD for website posting.	IV.D	George Zorn Oct. 12, 2020	
Feb. 10, 2020 (HD's Rpt)	TL H&S assistants. No limit on the number of H&S ride assistants selected.	App. D		
Jan. 13, 2020 (Motion i)	Club's camping kit units. Only one complete camping unit now.	II.A		
Jan. 13, 2020 (HD's Rpt)	Refunds for H&S's expanded. Refunds OK for "wait-listed out" members	II.D		
Sep. 9, 2019 (HD's Rpt)	Refunds for H&S events. No refunds.	II.D		Add "and Appendix G #13" to the last sentence of 4b.

Ride Guidelines for Leaders and Participants

Published March 2024

Date Policy Adopted (Based on Date of Board Minutes) (Section #)	Board Policy Subject (RL = Ride Leader HD = H&S Director)	Section Number Updated	Board Member(s) Responsible and Date of Update	Comments
Jun. 10, 2019 (Treasurer's Rpt v)	Tour coordinator expenses. TC receives a free Tour and is exempt from pre-tour costs. If there is a second tour coordinator, the single free tour exemption is shared.	II.E	Bruce Daykin June 2019	
Jun. 10, 2019 (Treasurer's Rpt v)	Tour RL expenses.	II.E	Bruce Daykin June 2019	
Apr. 9, 2018 (HD's Rpt)	H&S registration monies.	II.E ; App. H		Appendix H renamed to Accounting Suggestions
Mar. 12, 2018 (i Rpts: H&S Dir.)	i) HD and H&S RL to decide at ride proposal stage on financial accounting requirements ii) RL compensation for "piggy-backing" on an existing tour	i) App. H ; ii) II.E		i) same as note ii) below for Jan. 8, 2018 – no receipts required ii) needs to be added to section II. E

Ride Guidelines for Leaders and Participants

Published March 2024

Date Policy Adopted (Based on Date of Board Minutes) (Section #)	Board Policy Subject (RL = Ride Leader HD = H&S Director)	Section Number Updated	Board Member(s) Responsible and Date of Update	Comments
Jan. 8, 2018 (i Rpts: H&S Dir.) (ii Rpts: H&S Dir.)	i) H&S RLs can choose up to 30% of cyclists to support a H&S Ride. ii) Are H&S Financial Audits required by the Board?	i) App. D ii) IV. B		i) Later changed to unlimited – to support Chapter H&S events with large number of cyclists ii) No for smaller H&S rides but may be required for large Chapter H&S rides
Oct. 17, 2016 (4A)	Tour reconnaissance expenses to be included in the tour's proposed budget.	II.C ; II.E		
Jun. 13, 2016 (7A)	i) Storage on website suggested of previous Tours/H&S records: maps itineraries resources for future ii) Where to keep Ride Liability waivers?	i) IV.D ii) II.D		i) Oct. 12, 2020 Board agreed to archiving RL planning records on the Club website. ii) RL/RD ensure signed “bulk” waiver archived on website

Ride Guidelines for Leaders and Participants

Published March 2024

Date Policy Adopted (Based on Date of Board Minutes) (Section #)	Board Policy Subject (RL = Ride Leader HD = H&S Director)	Section Number Updated	Board Member(s) Responsible and Date of Update	Comments
Feb. 16, 2016 (4A)	Review of Tour classification system suggested. Add road conditions detail to Tour description (Max's Tanzania Tour experience)	App. B		Update of current Ride Classification System (Appendix C) suggested by Bruce D. – spring 2020
Jan. 14, 2016 (7A)	Tour Guidelines Appendices D, E & F are unclear – update requested	App. D App. E App. F		Bruce D. suggested (Apr. 30/20) adding points from Appendix F to Ride Liability Waiver and dropping Participants Financial Waiver. Note to Doris Maron Oct. 12/20
Oct. 19, 2015 (4A)	Consider Tour overlapping dates when scheduling	II.C		Tour Dir. and H&S Dir. collaborate on scheduling Rides
Sep. 28, 2015 (4A)	Audit: Accounting & controls for tours using a private operator	App. H		Issue carried over from June 30 meeting. Club has since developed accounting suggestions for Tour Treasurers - Appendix H

Ride Guidelines for Leaders and Participants

Published March 2024

Date Policy Adopted (Based on Date of Board Minutes) (Section #)	Board Policy Subject (RL = Ride Leader HD = H&S Director)	Section Number Updated	Board Member(s) Responsible and Date of Update	Comments
Jun. 30, 2015 (i 4A) (ii 7B)	i) Audit: Accounting for expenses in US \$. ii) Clubs’/Tour RL’s expectations of tour participants	i) App. H ii) App. C		
Jan. 12, 2015 (i OB2) (ii OB4)	i) Lodging loyalty programs should not unduly affect a RL’s choice of hotel/motel. ii) Tips on an expense claim must be supported by receipts.	i) App. B ii) App. H		i) Addes note: Appendix B – Ride Proposal Template, Accom. Reservations ii) Added note: Appendix H