



Ride Guidelines For Participants

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Definitions

Ride Description: a detailed description of a Hub and Spoke or Tour that has been approved by the Board and has been published on the CCCTS website under Hub and Spoke Descriptions or Tour Descriptions.

Go List: the list of Riders who have been selected as participants on a Tour or Hub and Spoke, based on their lottery number as well as other considerations as outlined in these guidelines.

Hub and Spoke: a multi-day cycling event where participants stay in one place and do different day rides from a central location. It can also have two different “hubs”. It could also be a ski trip or a hiking trip.

Registration Fee: a deposit paid through the CCCTS website by the applicant at time of registration for any Tour or Hub and Spoke. The amount is set by the Ride Leader, and must be at least \$50 for Hub and Spokes and \$100 for Tours. The fee is generally non-refundable.

Ride: any organized ride sanctioned by CCCTS, including Chapter Day Rides, and club-wide Tours and Hub and Spokes

Ride Director (RD): refers to the three Board positions responsible for the oversight of Tours and Hub and Spokes and for supporting Ride Leaders in the development and leading of their Rides. The Tour Directors (TD) have responsibility for Tours, and the Hub and Spoke Director (HD) has responsibility for Hub and Spokes. Both of these positions are accountable to the full CCCTS Board.

Ride Leader (RL): a member of CCCTS who leads a Ride on behalf of the club. This generally includes organizing the Ride (directly or through a commercial tour operator), and providing leadership during the actual Ride. Ride Leaders include Chapter Day Ride Leaders, Tour Leaders and Hub and Spoke Leaders.

SAG (Support and Gear): a vehicle and driver that accompany riders on a Tour, carrying their gear and providing other support along the way.

Tour: a multi-day cycling event where participants move from one place to the next each day. It can be self-supported or involve the use of a SAG vehicle, and can involve staying in hotels/motels or camping. Depending on the length of the Tour there may be rest days where the group will stay at the same place for more than one night, with a day ride or other activities offered during the extra day.



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Tour Contractor: a commercial tour operator that organizes a Tour for the club. This typically includes planning the routes and accommodation, transporting luggage, possibly guiding the rides, and other support such as SAG support.

Tour Fee: the fee paid by each participant in a Tour. In the case of a Tour organized through an outside contractor, this will most likely be the tour fee set by the Tour Contractor. In the case of a Tour organized by a CCCTS member, the fee will be equal to each person's portion of the shared costs for accommodation, shared meals, support vehicle, tour leader fee, etc. The Registration Fee is included as a part of the total Tour Fee for these types of tours.

Waitlist: The list of members who have applied for a particular Tour or Hub and Spoke, but who were not selected through the lottery process. The Waitlist will be treated, if space occurs, on an assigned lottery number basis and then on a first-come first serve basis for persons who registered after the lottery period.

Introduction

The Cross Canada Cycle Touring Society ("CCCTS") is a volunteer-based cycling club offering local Chapter day rides and multi-day Hub & Spoke rides and Tours in Canada and internationally. CCCTS's objective is to offer a variety of recreational 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.

CCCTS depends on ride participants 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. While on ride events, members are expected to treat each other and the public with respect and courtesy.

These Ride Guidelines are intended to explain how the Club works and what is expected of Club members. 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 focus of these Guidelines is on Tours and Hub & Spokes. Chapter Day Rides are not included, as they are typically organized by each chapter and are subject to that chapter's own guidelines and practices.

The Ride Guidelines information is organized into five sections:

- I. [Registration](#)
- II. [Lottery And Selection Process](#)



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- III. [Fees](#)
- IV. [Expectations Of Ride Participants](#)
- V. [Ride Safety Guidelines](#)
- VI. [Trip Report](#)

I. Registration

A. Registering For A Hub And Spoke Or Tour

In order to register for and subsequently participate in a Hub & Spoke or Tour, participant's club membership status must be CURRENT, both at the time of registration AND at the time the Ride occurs.

Registration is done on-line through the CCCTS website. Information about new Tours and Hub and Spokes will be sent to all members at least a week before the registration opens, and will include information about the event including:

- Names of leaders and their contact information
- Name of Tour Contractor (if there is an outside Tour Contractor being used)
- Dates of event
- Ride Classification Level ([see below](#))
- Ride fees (Registration Fees and Tour Fees, as appropriate)
- Dates of registration
- Type of event and rough itinerary
- Riding conditions
- Accommodation

Registration takes place during a period of 5 days or more (also referred to as the Lottery Period), to give everyone a fair chance to register. Those who register during this Lottery Period will be part of the Lottery. Members can also register after the Lottery Period, up until the date shown for Registration Close, and will either be considered for registration right away, if the event isn't already full, or will be placed on a waitlist in case of cancellations.

B. How To Register

To register for a Tour or Hub and Spoke:

- Make sure you are logged in to the CCCTS website
- Go to "My Page" under your Home tab, then select "Registration"



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- Select the event in the drop-down menu. Only events that are currently open for registration will appear here.
- Proceed to payment and pay the required Registration Fee

Check out this video for further details: [How To Register For A CCCTS Ride Event](#)

C. Registering As A Couple

To register two people as a “couple”, meaning you only want to participate if BOTH of you get in and you want to be roommates, follow these additional steps:

- Click on “couple” beside your name and then again on the line below.
- Put the 2nd person’s name in the box under “Rider” - in order to make the person’s name appear you will first need to type a couple of the letters of their name, then select their name from the dropdown menu. The dropdown list of eligible members is limited to 6 names. If you do not see the name of the person you are searching for, it may be that the characters you have entered are a very common set (e.g. Bob). To narrow your search result, type more characters or try typing characters from their last name instead of first name.

TIP: You MUST register as a couple in order to get a shared lottery number. Once you have registered as a single it is not possible to go back and register as a couple.

Are you paying for both people?

- If you are paying for both people, just check off the box “Pay” for both members, and then follow the prompts to pay the two fees

Are you paying for just yourself?

- If you aren’t paying for the 2nd person, just check off the box “Pay” for yourself. The 2nd person will not be considered registered until they pay their registration fee. This is done by going into that person’s My Page, selecting the event, checking “Couple”, entering the other person’s name, and then checking off the “Pay” box and following the instructions for payment

Helpful Hint: Registration can be cumbersome on a mobile phone or tablet. We recommend using a computer.

D. Ride Classification

Before registering for an event, club members should review the Ride Classification to determine if the ride



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is suitable for them. The ride classification will include approximate daily distances, cumulative elevation gain, number of riding days and rest days. If unsure after considering the ratings, contact the Ride Leader before registering.

Level 1 (Leisurely)

Great for more novice riders and experienced riders looking for a more relaxed ride. Average daily distance is < 45 km (28 mi). Average elevation gain is < 350 m (1148 feet). These rides are slower paced and generally “No Drop” rides. They include breaks.

Level 2 (Novice)

Average daily distance is 40 - 55 km (25-35 mi). There is a little more climbing involved, generally characterized by rolling terrain. An occasional hilly section may be part of the route. Average daily elevation gain is 300 – 500 m (1000 – 1640 ft). Recommended for cyclists who can maintain an average pace of 18-20 km/hr or faster. Cyclists keep a steady pace and meet up at some identified rest stops. Usually has a leader and sweep or just a sweep who will keep this pace throughout. RWGPS is recommended.

Level 3 (Intermediate)

Average daily distance is 45 – 80 km (28 – 50 mi). These rides may have more climbing and some steeper climbs. Average daily elevation gain is 350 – 750 m (1150 – 2500 ft) with no day exceeding 900 m (2950 ft). Cyclists can maintain an average pace of 18-22 kph and generally meet up at identified rest stops. RWGPS is recommended. Usually no leader or sweep assigned to the ride.

Level 4 (Advanced)

Average daily distance is 50 - 90 km (31 – 56 mi) with a variety of terrain. Average daily elevation is between 400 – 800 m (1300 - 2600 ft) with some days possibly exceeding 900 m (2950 ft)-. Riders can maintain an average pace of 20-25 kph. Riders may meet up at one or more identified rest stops. RWGPS is required and riders must be able to self-navigate.

Level 5 (Strenuous or Challenging)

Average daily distance is 70 - 120 km (43 - 75 mi) or more with a variety of terrain. Average daily elevation is 500 - 900 m (1650 - 2950 ft) with some days exceeding 1000 m (3280 ft). Riders can maintain a pace of 24 km/hr or faster. RWGPS and the ability to self-navigate are required.

E. Other Considerations When Registering

Members are welcome to contact the Ride Leader to discuss their personal suitability for a Ride and to seek clarification for any aspects of the Ride Description that they are concerned about.



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Organizers of Tours and Hub and Spokes put a lot of effort into planning and leading Rides. When members cancel it creates extra work for the organizer and sometimes extra costs, and may even lead to the event having to be cancelled altogether if the numbers are too low. Therefore, members should consider BEFORE registering whether they can fully commit to the event.

Members should consider the following before they register:

- Riding conditions - consider whether you are comfortable riding on busy roads or gravel roads, or whatever is specified in the Ride Description
- Weather - consider whether you can tolerate the heat, particularly on rides during the summer months, or in typically hot countries. Also consider whether you are comfortable riding in the rain and in high winds; if you have concerns about riding in bad weather, consider signing up for a Hub and Spoke where you can stay in one place and not be obligated to ride every day. A Tour with a SAG vehicle that is available to carry cyclists can also provide an option for not having to ride.
- SAG support - consider whether you are comfortable with the obligation to ride every day, regardless of weather, or if you prefer an event that offers a SAG alternative where riders can take a “bump” in the van any time they are tired or do not wish to cycle.
- Rest days - some events offer rest days with riding, sightseeing, hiking or other activities to choose from. Other events do not offer rest days.
- Leadership style - some events offer an opportunity for participants to cycle in a group with a leader and sweep. Others require participants to form their own small riding groups and to do their own navigation. These expectations will be spelled out in the Ride Description on the CCCTS website.
- Travel - the Ride Description will identify the start and end dates of the event, but it will be up to each participant to make their own travel arrangements. Adding a day or two before the event is recommended if you are travelling overseas and/or bringing your own bike with you, in case of flight delays or lost luggage. Participants may need to rent a car or find other travel arrangements to get to the starting location, or to get to remote start locations for a Hub and Spoke.
- Accommodation - hotel or camping arrangements may be made by the Tour Leader or outside Tour Contractor and included in the Tour Fee; this will be specified in the Ride Description. In some cases, particularly for Hub and Spokes, the organizer will reserve a block of rooms at the relevant hotel/motel(s), and each participant will make their own direct bookings. If you are sharing accommodation with a friend/travel partner it is recommended that you agree in advance on how to handle a situation where one of you has to cancel and a replacement cannot be found i.e. does the person cancelling still pay their half of the accommodation costs, or does the other person have to pay the full cost of the accommodation?
- Carbon Emissions - for all international events promoted by the club, the Ride Description will provide an estimate of the carbon emissions resulting from flying from Canada to that destination. This information is provided for information purposes, so that members can make informed



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decisions about their personal travel. This is further explained here: ["Air Travel Emissions" from CCCTS Tours.](#)

II. Lottery And Selection Process

A. How Does The Lottery Work?

Participants are assigned a Lottery number (a randomly assigned number between 0 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. The date on which the registration occurred is irrelevant; all those who register during the Lottery Period have an equal chance of being selected through the Lottery process, except in cases where the Other Selection Criteria noted below result in a potential participant being rejected, or where the Other Considerations noted below result in a change in prioritization.

For members who register as a Couple, the number assigned to each partner is added together and divided by two to assign their Lottery number i.e. the lottery number is the average of their two assigned Lottery numbers.

Rider priority is generally determined by the Lottery system, but can be modified in the following circumstances:

- The Ride Leader (RL) may give priority to selected members of their choosing; this means that a registrant with a low lottery number may be "bumped up" ahead of someone with a higher number, in order to ensure they are on the Ride. For tours, the RL may prioritize up to 30% of the Tour Maximum (up to 6 persons) if the tour oversubscribed. For Hub & Spokes, the RL may prioritize up to 30% of the Tour Maximum (no limit on the number of people) if the H&S oversubscribed.
- 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 RL's to organize club rides knowing that they would be able to choose at least a few of the participants.
- Prioritization may be modified to give priority to a couple over a single, where there is no roommate available for the single and they are not willing to pay the single supplement, or where there are only double rooms available; in such cases selecting a couple is considered fair because it allows two people to participate instead of just one. Priority could also be given to a single over a couple if there is only one spot available and there is another single person looking for a



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roommate. Prioritization of singles vs couples will be determined by the RL based on the needs of the specific Tour or Hub & Spoke.

B. Selection Process

The Ride Leader is responsible for the selection process, and will make the final selection decision based on the following:

1. The Club's Lottery selection process assigned Lottery Number
2. The member's fitness in relation to the rides' physical classification
3. The Club's Code of Conduct

The Board expects that all Members be treated fairly and impartially.

C. Selection Criteria

Registrants will be screened by the Ride Leader for their suitability prior to being accepted. 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 Ride Leader, and may include consideration of criteria such as:

- Physical conditioning for the riding necessary to complete the daily distances and climbs for the tour.
- 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
- Compliance with the [CCCTS Code of Conduct](#)
- Any other criteria that the RL deems relevant for that particular Tour or Hub and Spoke.

If a member is considered unsuitable for a Ride they will be entitled to a refund of the Registration Fee paid (minus the Stripe Fee). Registrants may also withdraw, if, after discussions with the leader, they feel they are not well suited to the tour; Registration Fees would not be refunded in this case.

D. Go List And Wait List

Based on the selection process, as outlined above, the Ride Leader will determine a list of participants, referred to as the "Go List". Within about a week after the Lottery close date, members will be informed whether they have been accepted, waitlisted or rejected, and those who have been accepted will be required to pay the first instalment or any Tour Fee that is due at that point.



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Unsuccessful applicants, based on the Ride's posted maximum capacity, can be placed on a Waitlist. The Waitlist will be treated, if space occurs, on an assigned lottery number basis. When people register for an oversubscribed Ride **after** the lottery period has ended, they are placed on the Waitlist in the order in which they have registered. If a vacancy occurs the next applicant(s) in line on the Waitlist will be vetted by the RL and then notified and given 72 hours to confirm their intentions and in the case of a Tour to pay any outstanding Tour Fee.

The prioritization of names on the Waitlist may be modified to give priority to the next single on the list in order to fill a single spot, even if a couple has a higher (averaged) ranking on the Waitlist. Couples may also be prioritized over a single that is higher on the Waitlist in cases where accommodation is limited and there is no roommate available for that single person. Prioritization of singles vs couples will be determined by the RL based on the needs of the specific Tour or Hub & Spoke.

III. Fees

A. Registration Fee

In order to sign up for a Tour or Hub and Spoke you will be required to pay a Registration fee. The amount and currency of the fee will be as specified in the Ride Description.

The Registration Fee may be used to cover shared costs such as leader expenses, costs of pre-driving the routes, happy hour snacks, printing, a group meal or other group activities. Or, it may not be used and the remainder would then be refunded to the participants after the completion of the Ride.

Alternatively, for some Tours that are member-led, where all funds are paid through the CCCTS website, the Registration Fee is simply a component of the total Tour Fee.

If the full amount of the Registration Fees is not required, the surplus may 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 the CCCTS account. In the case of large chapter Hub and Spokes, the surplus registration fees can be transferred to the local chapter in full, regardless of the amount, at the discretion of the organizers.

B. Tour Fee

When Tour costs are paid for the full group (versus being paid by the individual tour members), each participant is charged a Tour Fee, in addition to the Registration Fee, representing their share of the



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anticipated expenses; these expenses could include other shared costs such as some of the meals, park entrance fees, shuttle costs, etc. The Registration Fee and the Tour Fee together will cover the expected expenses and will usually include a contingency amount. The Tour Fee is paid after the applicant is accepted for the Tour, in accordance with a pre-determined schedule. This payment schedule, and associated cancellation penalties will be clearly laid out in the tour proposal.

If the full Tour Fee is not needed to cover Tour expenses, registered participants will receive a refund of their share of the surplus at the end of the Tour.

A contingency amount is built into all Tour budgets. However, in the unlikely event that actual expenses exceed the budget, participants will be required to pay their share of any additional amounts.

If the Tour is organized by an outside Tour Contractor, Tour Fees are usually paid directly by the participant to the Tour Contractor, using whatever payment platform the Tour Contractor requires.

C. Refunds And Cancellations

All refunds are subject to a deduction for the Stripe Fee.

Cancelling While On The Go List

If an applicant has paid the Registration Fee, is accepted on the Tour or Hub and Spoke, then withdraws, the Registration Fee will NOT be returned.

In the case of a member's cancellation of a Tour with shared costs, they will be refunded for amounts paid (minus the Registration Fee) if a replacement person is found. If it is not possible to find a replacement, the cancelling person will be refunded for any avoidable costs (e.g., restaurant meals, hotel rooms if they can be cancelled, entrance tickets) but not for any unavoidable costs (e.g., hotel rooms, if non-cancellable, share of support vehicle and related expenses, share of RL's fee).

In the case of a member's cancellation of a Tour organized through a Tour Contractor, refunds of the Tour Fee will be subject to the Tour Contractor's cancellation policy as specified in the Ride Description.

Cancelling While On The Waitlist

If an applicant is placed on the Waitlist the Registration Fee may be returned, on request by the participant to the Ride Leader, at any time up until they are moved to the "Go List", at which time it becomes non-refundable.



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Cancellation By CCCTS

In case of cancellation of a Ride by the RL or the Club, participants will receive a full refund of any monies paid, less any fixed costs incurred and any Stripe fees. If a Ride is cancelled by the RL or by the Club after it has started, participants will receive a partial refund, based on costs incurred up to that point.

IV. Expectations Of Ride Participants

A. Before The Ride

Prior to a Tour or Hub and Spoke participants should anticipate receiving relevant information from the Ride Leader. Members are responsible for reading these and providing any required follow-up.

This pre-trip communication will typically include such things as:

- Details regarding accommodation, travel, itineraries, baggage limitations
- Ride With GPS routes
- Requirements for contact information and completion of medical forms
- Other details to assist participants in planning for the event

Organizers put a lot of time and effort into preparing these communications. Please read them! You will also find answers to many of your questions on the relevant Ride Description on the CCCTS website.

Emergency Contact And Medical Information

Each participant will download the [Emergency .Contact and Medical Form](#) from the club website (login required), fill it out and bring two copies with them to the Tour/Hub & Spoke. The form will contain emergency contacts, health insurance providers and numbers and personal information on health problems and prescription drug use. One copy of the form is to be submitted to the Ride Leader in a sealed envelope; unless needed during the Ride, this sealed envelope will be returned to the participant at the end of the Ride. The second copy of the form **must be carried** by the 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).



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Travel Insurance

CCCTS requires all participants to carry travel medical insurance for out-of-county medical costs. Canadian participants should also consider purchasing out-of-province medical insurance for Rides in other Canadian provinces. Trip interruption/cancellation insurance is also encouraged.

B. During The Ride

Participants are expected to:

- Attend daily ride briefings
- Communicate with the Ride Leader if you are going to be leaving the group at any time
- Be on time and ready to ride each day
- Maintain your bike in good working order
- Be able to navigate independently, using either Ride With GPS on a device such as Garmin or Phone, or with printed cue sheets

C. Communication 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.

Rides will have regular daily RL led meetings, which are usually scheduled for the 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 will generally include a description of the upcoming day’s route with details on the coffee breaks, lunch stops and nature/bio breaks, if they are identified. Issues raised by participants will also be discussed.

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 a reasonable time and they can’t be contacted by phone, 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.

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



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E. Accident Preparedness

RLs and Ride participants are encouraged to understand basic first aid and have with them a First Aid Kit containing elastic bandages, gauze, swabs and disinfectant.

Each cyclist must carry on their bike a completed [Emergency Contact and Medical Form](#) (login required) which contains details of medical insurance coverage and emergency contact information. This information may be required in the event of an accident or injury.

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.

F. Ride Waivers

All participants will be required to sign a Waiver Form prior to the start of the Ride. A Group Waiver Form will be available for everyone to sign at the first group get together such as a Meet and Greet or Happy Hour. See Waiver Form wording here: [Group Ride Waiver Form](#)

G. Code Of Conduct

All participants are expected to comply with the [CCCTS Code of Conduct](#) on the club's website (login required). Club Members have a role in making an event a safe and enjoyable experience for all. Any behaviors on or off the bike deemed as unsafe or disrespectful will not be tolerated.

Individuals who fail to comply with the Code of Conduct may be requested to leave the Tour/Hub and Spoke and/or may be banned from participating in future club activities.

H. Communicable Illnesses Statement

Ride participants should read and comply with the [CCCTS "Communicable Illnesses Policy and Procedures"](#) on the club website (login required). Contact your Ride Leader with any specific questions or concerns.

V. Ride Safety Guidelines

All club members should be familiar with and follow the safe cycling practices outlined in the [CCCTS Safety Guidelines](#). These Ride Safety Guidelines will be reviewed by Ride Leaders with all Ride participants prior to the start of all Rides.



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VI. Trip Report

For each Tour or Hub and Spoke a volunteer will be sought to write a short report to share with CCCTS after the event. This volunteer will usually be identified at the beginning of the event so that they can coordinate content and photos during the event.

The report will usually contain some photos and a description of the highlights of the Ride. The report should be forwarded to the Ride Leader within a few weeks of the event. The Ride Leader will forward this to the Ride Director who will send this to the Newsbrief Editor for posting on the website for the enjoyment of participants and club members.