

GUIDELINES FOR LEADERS, TOUR ORGANIZERS AND PARTICIPANTS ON CCCTS TOURS

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INTRODUCTION

The Cross Canada Cycle Tour Society ("CCCTS" or the "Club") exists to promote cycling activities for active adults. It is the objective of the Club to make enjoyable, inexpensive tours available to all its members on a non-profit basis. To carry out this objective, the Club depends on, and very much appreciates, the goodwill of members in coming forward to organize and conduct cycle tours and other cycle events.

These guidelines are intended to explain the role of the Tour Leader and Tour Organizers and to pass on the collective wisdom and experience of previous practice, organization and conduct of cycle tours, hub and spokes and other events. They may be particularly useful to first-time Leaders.

The information is organized into three sections: pre-tour planning, the tour itself and post-tour considerations. A foreword describes tour organization and responsibilities of the Leaders and/or Organization Team. Attached appendices include a recommended format for publication of the tour in the Newsbrief, waivers (both financial and liability), an incident report form, recommended accounting procedures and suggested equipment lists.

TOUR ORGANIZATION and RESPONSIBILITIES

1a. The Tour Leader: This title is given to the member who proposes, organizes and leads a tour and who acts on behalf of the Club's Board of Directors.

1b. The Organizational Team or Tour Organizers: On some tours and hub and spokes, initial planning and organizing may be spread out among several members, referred to as the Organizational Team or Tour Organizers. In this case, the Tour Leader is the person subsequently elected to be the main contact with the Board of Directors and the main representative of the tour.

1c. Responsibility and Authority of the Leader, Tour Organizers and Board of Directors: The governing body of the CCCTS is the Board of Directors which is responsible for the actions of members acting in its name. Therefore, the Tour Leader and/or Tour Organizers are responsible to the Board, usually through the Tour Director.

The Tour Leader should keep the Board informed by providing regular progress reports (both during the planning stage and the tour itself) either by correspondence or by attending Board meetings. Tour Leaders and Organizers do not have authority to commit the Club to financial or legal obligation (e.g., by paying for accommodation reservations prior to having the minimum number of committed participants, overspending their budget, entering into contracts, engaging employees, purchasing equipment, applying for grants or sponsors) without prior Board approval.

1d. Additional Support for the Tour Leader: It is never intended that the Tour Leader assume all the responsibility and work of organizing and running the tour. Key assistants will usually be a deputy, another treasurer (often one and the same). On tours using club equipment, a quartermaster is recommended to take responsibility for its care and use and, at the end of the tour, for its safe and complete return and any necessary repairs. Other delegated responsibilities may include routes and route maps, accommodation, transportation and communications.

The Club will assist Tour Leaders and Tour Organizers upon request with every practical means at its disposal to ensure the success of the tour. The Club can offer the use of its past files and maps and can serve as a source of experience and help, including training classes such as road safety and bicycle maintenance. While on tour, the office will be available as a contact base. Email: cccts@shaw.ca phone (604) 313 0850.

PRE-TOUR PHASE

2. Types of tours

Travelling cycle tours of between two and six weeks duration (3 months in the case of the Cross Canada tour, offered every third or fourth year) have several variations, depending on whether the tour is vehicle (sag)-supported or fully self-supported and whether accommodation is in tents or hotels/hostels. The decision to adopt one or the other style depends on the location of the tour and preference of the leader.

The use of a sag wagon is essential if the tour involves use of the Club's camping gear warehoused in Langley, BC. A sag is also desirable on other long distance tours even where camping is not contemplated, to carry personal effects, pick up stray cyclists and provide a certain element of security. Usually tour participants take turns driving or find a volunteer driver, but under certain circumstances (for example, driving in a non-English speaking country), hiring of a local driver may be preferable. Normally, a one-ton rental is used for tours with full camping equipment, but a minivan can be used for other types of tours.

Fully self-supported tours involve much more discipline when packing personal gear, are harder work in that they involve heavier bike loads, and can result in logistical difficulties on the road in the event of

accidents or mechanical bike problems. They may not be for the novice cyclist. However, they do offer the undeniable benefits of significant cost savings and flexibility.

The tents versus hotels/hostels decision depends largely on availability of facilities and personal and budget preferences.

Split tours or back-to-back (sequential) tours are variants of the travelling tour, where the group is organized into two subgroups, each with its leader, travelling the same route but a day apart (split tours) or after the first tour finishes (back-to-back tours). The advantages of such tours are that they can accommodate twice as many participants (say, 40 compared to the average 20), allow more effective use of the sag wagon and Club gear, and maximize the benefits of the work of tour planning.

Hub and Spokes, normally of 4-6 days duration, are immensely popular because they are inexpensive, great social events, and easy on the participants (who are not required to cycle every day). The concept is to get everyone together at a campsite or motel and do day rides over a period of several days. Past hub and spokes have involved up to as many as 130 participants. Usually multiple routes are planned for each day in order to spread the group out and avoid congestion, each route requiring a separate day guide.

One or two-day mini hub and spokes can also be introduced into, or combined with rest days, on a travelling road tour, allowing participants the opportunity of a “day off” if they choose, and providing a “safety valve” to keep to the overall trip schedule in spite of lost time or bad weather.

3. Conception, Approval and Information Required

Every tour starts with an idea inside some member’s head, be it a tour of a personally familiar area, a region where the member has much interest but little personal experience, or a repeat of a past Club tour. The member generally discusses the idea among friends and with the Tour Director and then, with most of the wrinkles ironed out, makes a written proposal to the Club through the Tour Director. The proposal must include a brief description of the tour: where, when, duration, style, minimum and maximum number of participants, estimated cost per person, amount of deposit, and date of payment of the balance. The Tour Director may offer suggestions and modifications, but it is the member’s idea and initiative and will be his/her hard work as Leader, so he/she should plan the perfect tour to his/her personal satisfaction.

The Tour Director then presents the proposal to the Board of Directors for approval, following which it is forwarded to the editor for publication in the monthly Newsbrief. The member may be invited to present his/her proposal to the Board and to other Club members at Club gatherings.

The following information is required by the Board of Directors when proposing a tour (see Appendix A for an example of a tour proposal in the form required for publication in the Newsbrief):

3a. Leader(s) name(s), phone number, email address.

3b. Where: Give the tour a name and include a rough itinerary.

3c. When: It’s your call, but try to avoid conflicts with other Club tours and functions. The start and finish dates are the dates the group first gathers and returns home, respectively, not necessarily the first and last cycling days. Proposals should be made at least four months prior to the proposed departure date so members can plan their time.

3d. Style: Important decisions have to be made at the outset as to whether the tour will use tents or hotels, be vehicle (sag)-supported or fully self-supporting without accompanying sag, and regarding meal arrangements (whether in restaurants or team cooking). Indicate if sag-driving responsibilities are to be rotated among the participants or if a dedicated non-cycling driver is to be used. If tour costs are to be waived for a dedicated vehicle driver, the fact should be made public when the tour is first advertised.

3e. Minimum/maximum participants: The minimum number of participants will generally be dictated by a desire to maintain a reasonable fixed cost (mainly the cost of sag wagon and driver). The maximum will depend generally on accommodation limitations and the desire to maintain a cohesive group. Usually a

tour group will consist of no more than 20. On camping tours using Club equipment, the preferred maximum is 24 participants because of equipment size. Hub and spokes are much more flexible, often with no limit to the number of participants.

3f. *Estimated cost:* per person and what the cost includes. We usually plan high and give a refund rather than have to ask for additional funds from participants during the tour due to unforeseen expenditures. One can allow for a generous contingency of 25-35% on items where costs are uncertain. On the other hand, it is not good to discourage participation by estimating too high. The Club has considerable cost experience that can be made available in planning tours.

3g. *Deposit amount:* The deposit amount should be sufficient to cover at least all fixed costs and hotel reservations, and should bear a reasonable relation to the total estimated tour cost. Recommended is about 20% of estimated total costs. In any case, the deposit amount should not be set too low, as this may result in some members signing up without serious intent and later dropping out. For a hub and spoke, the recommended minimum deposit is \$10. The deposit is to be made at the time of a member's application for participation in the event. All deposits are made by cheque directly to the Club. The Leader should make clear in the Newsbrief that all or a portion of the deposit may be non-refundable if you are accepted as a participant on a tour and costs are incurred on your behalf.

Normally the Leader is not required to make a deposit, as his/her deposit amount is, in effect, a cash advance against expenses incurred in planning the tour (telephone, maps, printer cartridges, etc., all documented with corresponding receipts).

3h. *Date of payment of balance:* This should be several (2-4) months prior to the tour departure date.

3i. *Expressions of interest:* Finally, if the proponent of a tour has doubt as to the general level of interest in a possible tour, he may, through the Directors and the Newsbrief, make a less formal tour proposal by simply requesting expressions of interest, without any cash deposit or commitment on either side.

4. Planning and Preparation

All tour inquiries will be directed to the Leader(s). Participants must register their application with the office. Once there is sufficient interest the planning can really begin: final selection of participants if the tour is oversubscribed, lodging reservations, ferry schedules, detailed route selection with daily distances, copying of route maps and precise budgeting of costs, all discussed below.

4a. *Selection of participants:* All participants selected for a tour must be members of the Club and the Board expects that they be treated fairly and impartially. Members' acceptance on the tour is at the Tour Leader's discretion and should be based on the member's capability and degree of difficulty of the tour. In the event that a tour is over-subscribed, the Leader will select those who will go, in some manner that is fair such as a draw although this is not mandatory. Members who apply for a tour but neglect to send a deposit need not be considered for participation. Selection based on "first come, first served" has been criticized because of communication disadvantages of some members without access to the web.

4b. *Wait listees and refunds:* Normally a member not selected for a tour but who has made his deposit is placed on a wait list. If he withdraws from the tour while on wait-list status, he is normally entitled to a full refund of his deposit. On the other hand, if an accepted participant withdraws, the Leader, before requesting the Club to refund the deposit, should deduct the non-refundable portion to compensate for any expenses incurred or committed on his behalf such as office costs, prepaid accommodation, contracted sag vehicle and the Club fee. If the proportional cost is not known, the Leader should retain a suitable amount until after the tour has been completed. In any event, the Club donation (see 5d) should be withheld from any refund.

4c. *Pre-Trip Meeting(s):* The Leader should try to plan meetings of all participants, starting as soon as possible after final participant selection in order to allow all participants to meet each other, to allow the Leader to explain the tour in detail (routing, road conditions, expected accommodation, meals, costs, etc),

to answer all questions and to consider inputs from participants. It is a good opportunity to air also such issues as travel/health insurance, waivers, contact persons, health concerns and baggage limitations, all discussed below.

4d. *Medical and Flight Insurance:* It is strongly recommended that participants obtain out-of-country medical insurance prior to foreign travel and trip cancellation insurance where air fares are involved.

4e. *Waivers:* Liability (Appendix B) and financial (Appendix C) waivers must be signed by all participants. The Leader(s) will distribute waiver forms at the beginning of the tour. These must be signed and returned to the Leader immediately. The Leader will return them to the office for safe keeping at his convenience.

The liability waiver should also include the name, phone number, street and email address of a contact person in the event of difficulties.

4f. *Personal health conditions and drug prescriptions:* Each participant should be encouraged to write down his particular health problems and prescription drugs and place this information in a sealed envelope. This information should be carried by the Leader(s) or, better, by a doctor or nurse in the group, with the understanding that the envelope is to be opened only in the event of accident or medical emergency.

On foreign tours, the envelope should include also the participant's travel health insurance out-of-country insurance information (company, policy number and emergency telephone numbers).

4g. *Personal baggage limits:* There have been considerable problems in the past with overweight bags, resulting in serious injury to the sag driver and participants. To avoid such problems, no item of personal baggage shall exceed 40 pounds (18 kgs) in weight. Each participant should weigh his bag before departure, as overweight bags will be rejected. It is the Tour Leader's decision as to how many items of baggage be allowed per person, a decision which will depend on the number of participants and the capacity of the sag wagon.

4h. *Support Vehicle:* When renting a vehicle, one should get a clause inserted in the contract to the effect that any licensed Club member may drive. ICBC vehicle rental insurance is sometimes cheaper than that sold by the rental company.

4i. *Itinerary:* In preparing a detailed tour itinerary, the minimum requirements are: clear daily route and destination information, with telephone number, if possible, distance and direction from previous destination, overall trip stops, contacts, if possible, all related to an area map or diagram. A copy of the itinerary in booklet form should be in the hands of each participant and with the office in case of an at-home emergency.

4j. *CCCTS equipment and support:* When possible, camping and cooking equipment, bicycle tools, first aid supplies and other materials to assist the tour will be supplied from the Club's warehouse in Langley, BC. A list of current equipment is available on request from the Equipment Director.

5. Financial Considerations

All tours, including motel and restaurant types, will require a budget and cost estimate. All tour costs are to be paid by the participants. Any unusual item in the budget, such as cost of a preliminary reconnoiter, or side excursions by boat or bus, or special concessions to a volunteer driver, must be disclosed prior to the tour. As emphasized previously, Leaders are warned not to underestimate, as that could cause disappointment and complaints and create collection difficulties during the tour.

5a. *Funding:* Tour fees will be deposited with the CCCTS and a tour accounting system set up. Early on in the planning stage, the Leader may require some of the deposited funds to cover costs of pre-paid accommodation and other commitments. In any event, all tour deposits made by participants and held by the Club will be forwarded to the Leader as he requests. Allow two weeks for fund transfers.

5b. Spending and record keeping: the tour treasurer must safeguard and catalogue all pre-tour and tour expense receipts, as well as receipts for moneys received at the gate at hub and spokes, for subsequent auditing by the Club auditor.

5c. Accounting procedures, including foreign currency: See Appendix E for recommended best accounting practices. The final tour accounting is conducted as soon as possible after completion of the tour. When converting foreign costs, the recommended procedure for the tour treasurer is to demonstrate the cost of foreign currency by showing conversion costs from a credit card or bank statement.

5d. Contributions to CCCTS: It is traditional that each tour makes a contribution to the Club in acknowledgement of its expenses incurred in printouts and mailings and use of facilities and equipment. Suggested guidelines are:

?? for a Hub and Spoke \$5 per person

?? for a camping or hotel tour perhaps \$10 - \$30 per person, depending on duration and whether Club equipment is used.

5e. Recompense to leaders: Tour leaders and other volunteers seek no recompense for their time and effort. However, in recognition of the responsibility for planning, coordination, and accounting during a tour, some personal expenses may be allowed.

5f. Allowed Expenses of Leaders: The tour organizer(s) may claim personal expenses based on the following criteria:

i. Costs of tour organization including, but not limited to, supplies, telephone, postage and printing;

ii. For hotel tours, camping tours and Hub and Spoke tours with limited participation, the allowable expenses may be, in addition to 5fi, the equivalent of one participant's tour cost to a maximum of 5% of the total tour cost. In addition, the tour organizer(s) may be reimbursed for one night's lodging prior to the start of a tour;

iii. For Hub and Spoke tours with unlimited participation, the allowable expense may be, in addition to 5fi, the tour cost plus the organizer's accommodation costs if not included in the tour cost;

iv. For tour reconnaissance, expenses as determined by prior approval of the Board of Directors will be allowed;

v. All expense arrangements, including costs of tour reconnaissance and tour organization, must be presented with the tour proposal and approved in advance by the Board of Directors and clearly stated in the tour description in the CCCTS Newsbrief. Personal expenses will be reimbursed only after completion of the tour, and must be born by the tour in question, not out of the general club treasury. All claimed expenses should be supported by receipts or similar evidence.

ON THE TOUR

6a. Job assignments: Apart from the jobs assigned prior to commencement of the tour, one of the first items of business on a sag-assisted tour is to form cooking teams, each of two to four participants. Each shift normally lasts for one day and starts after breakfast. The cook team orders groceries, may drive the sag to that night's campsite or lodgings, prepares dinner and cleans up, prepares breakfast and cleans up and lays out luncheon supplies for the day's ride. All members must assist in loading, unloading, setting up and taking down club tent and equipment.

In addition, a responsible person might be placed in charge of overseeing food supplies carried on the sag vehicle. Good housekeeping should be the prime concern of this person who will insist upon the complete cooperation of all the cooking teams. Attention to personal cleanliness in food preparation and the proper storage of food is essential. In addition, this person should ensure that: a wash basin with soap is available in the kitchen; all cleaning soaps, bleach, etc. are separated from the food; food is stored in containers with covers; and safe containers for knives are supplied to avoid injury.

6b. Control of Support vehicle: While the vehicle should be available for access as much as possible, the Leader should make clear to all that the vehicle is under the control of one person, preferably himself.

Although the driver of the vehicle has it under his or her care, the responsibility of who rides in the truck should be the Tour Leader's (except for on-road emergencies). A clear understanding at the outset regarding vehicle use is essential.

6c. Communications: Most tours have regular daily meetings. The first meeting could include a welcome, self introduction, things to see and do, road conditions, safety, hygiene, cooking teams, camp procedures and grocery shopping. All members' questions should be answered before adjourning the meeting. Regular and open communication is the key to a successful tour, and please remember to send regular bulletins during the course of the tour to the Newsbrief and website.

6d. Road Troubles: If a cyclist does not show up at a gathering point or at the end of the day, a search will be conducted. If any tour member expects to be delayed, he should communicate this to the Tour Leader or driver during the day. Procedures to be followed in the event of difficulties on the road should be discussed at the first meeting. Cyclists should know that motorists are often willing to help as are home owners along the route and the local police and Red Cross. An activated cellular phone is a useful safety item both on the support vehicle and in your cycle pannier.

At the same time, it is emphasized that each participant is responsible for his own decisions and actions on the road. Please cycle safely.

6e. What to do in the event of an accident: It is recommended that the Leader and tour participants all have a basic understanding of the principles of first aid, and each carry a basic first aid kit on the bike. A minimum kit should contain elastic bandages, a sling, gauze and stretchy bandages, antihistamines for bee stings, swabs and disinfectant. In addition, a Club first aid kit should be carried on the accompanying sag vehicle, stocked with "fresh" supplies prior to setting out on the tour.

Later that same day after the injury has been treated, either a tour member who witnessed the accident or the Tour Leader must fill out an accident report form (Appendix C) and advise the Club of the basic facts as soon as possible (Email: cccts@shaw.ca phone (604) 313 0850).

6f. Other: The Leader is reminded to carry spare application forms and CCCTS business cards. They make for a good introduction, and the Club is always receptive to new members.

POST-TOUR CONSIDERATIONS

7a. Final accounting: This is the most important post-tour chore. Within days of completing the tour, while it is still fresh in his mind, the tour treasurer should complete his final expense tally, complete with all back-up receipts and foreign exchange conversions. Calculations should also include any Club contribution and any extra costs borne by some members (e.g., those that requested single rooms). All this documentation is to be delivered as soon as possible to the Club Treasurer together with a cheque for any surplus funds, with instructions as to the disposition of excess funds. See Appendix E for recommended accounting procedures.

7b. Personal refunds: Following review of the financial statement by the Club's Auditor, and upon the instructions of the Leader, a refund of surplus funds, if any, is made to each of the tour participants. No refund will be made to any participant for an amount less than \$10.00.

7c. List of actual participants: For reasons of historical archives, at the conclusion of the tour, a complete list of those who actually participated in the tour, should be sent to the office. This may be different from the last list in the office Tour Book.

7d. Summary comments: A brief summary of the tour by the Tour Leader is much appreciated and very useful to future planners of a similar tour. A final copy of the tour booklet, maps, or whatever form your tour itinerary documents may take, should be deposited with the Tour Director for use in planning similar tours in the future. Also, suggestions for future tours are very welcome. What went well and what could be improved upon? Can the routing be improved? Have logistics changed since the last tour? Are there new

motels or campgrounds that you were not aware of that would allow that 150 km grinder be cut back to 100 kms?

7e. CCCTS equipment: Finally, for the benefit of future trips, on completion of a tour utilizing the Club's equipment, the Leader or his/her delegated quartermaster must ensure that all tents, cooking equipment, towels, tarps, etc. are accounted for and thoroughly cleaned and dried, that any repairs are attended to and any shortages replaced or reported to the Equipment Director.

Amended April, 2005

APPENDIX A:
Recommended format for presenting a tour (and for publication in the
Newsbrief)

Kootenays-Rockies Hot Springs Loop. 2005

August 9-23,2005 (15 days)

Leader: Jake Tremblay (250) 367-7735 E-mail: ltstudio@look.ca

Maximum Participants: 24

Cost Estimate: \$750 (covers accommodations, ferries, all meals). Transportation to and from Castlegar not included.

Non-refundable deposit of \$100 for selected participants with application. Balance of \$650 by Jan. 31,2004.

In order to facilitate accommodations, the cut-off date for applications is January 15, 2005. In the event of over-subscription, final participants will be selected by means of a draw and notified via email and phone on January 16. Those not selected can elect to either receive a full refund or continue to leave their names registered on a wait list.

Description: This will be a sag-supported camping tour through some of the most scenic and historic parts of southeastern BC, including four nights at popular hot spring resorts to rest our weary limbs. The tour starts and ends at Castlegar. Five of the 15 nights will be spent in cabins and hotels. Meals will be in part by cook teams, in part catered. Total distance will be 1,170 Km /731 miles, averaging 90 Km/day over 13 cycling days, all on paved roads with good shoulders, and yes, there will be some hills to climb. This tour is recommended for members of at least intermediate level fitness.

Itinerary: We meet at Selkirk College, Castlegar on Tuesday, Aug. 9 where we are provided with long-term parking, single occupant accommodation and a buffet dinner. We proceed via Trail to Salmo, then through Nelson to Woodbury hot springs resort near Ainsworth. From there we peddle through historic Kaslo (visiting S.S. Moyie) to New Denver (and a possible side-trip to the ghost town of Sandon), Halcyon hot springs, Canyon hot springs, Golden and Lake Louise. We have a day off at Lake Louise before continuing to McLeod Meadows, Fairmont hot springs, Cranbrook, Creston, Crawford Bay and finally back to Castlegar on August 23 for a wind up banquet and one more night's accommodation at Selkirk College.

APPENDIX C. FINANCIAL WAIVER FOR CCCTS TOURS

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.

- (1) Basic principles are that the tour funds collected by the Club's Treasurer belong to the tour participants and will be turned over to the Tour Leader at the start of the tour.
- (2) The participants pay their own way, control expenditures, and decide on the distribution of unused funds after the tour.
- (3) The Tour Leader will act as the group's treasurer or will appoint a competent tour treasurer who will keep an accurate record of all money spent and will ensure proper receipts are obtained for all expenditures.
- (4) At the end of the tour, the tour treasurer will turn over all records and receipts to the Club Treasurer who, together with the Club auditor, will review the accounts.
- (5) Participants will be informed by the Tour Leader at the start of the tour or as needed what the pooled funds will cover - such as food, camping fees, motel accommodations (if any), support vehicle and driver.
- (6) Members who join the tour with the clearly stated intention of going part-way or who leave the tour 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 tour cost accounting.
- (7) 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.
- (8) If the Tour Leader or Organization Team alter 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.

By signing this document, I hereby accept these arrangements and further agree, if expenses exceed the estimated cost of the tour, to pay an additional amount calculated on a shared basis.

Signed _____ --'-' _____ Date _____

APPENDIX D: CCCTS Group Ride Incident Report

Location of Incident	Date of Incident	Hour of incident
Name of injured person	Age	Telephone #
Address of injured person		
Nature of injury/details of how incident occurred (use back of form if more room needed)		
Weather <input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fog/Mist <input type="checkbox"/> N/A		
Surface Conditions <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow <input type="checkbox"/> Ice <input type="checkbox"/> Under repair <input type="checkbox"/> Other (specify)		
Light Conditions <input type="checkbox"/> Daylight <input type="checkbox"/> Dawn <input type="checkbox"/> Dusk <input type="checkbox"/> Darkness <input type="checkbox"/> Artificial		
Type of incident <input type="checkbox"/> Fall <input type="checkbox"/> Bike/Bike <input type="checkbox"/> Car/Bike <input type="checkbox"/> Pedestrian/Bike <input type="checkbox"/> Other (specify)		
Medical Service Obtained <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, name hospital and address		
Name of Attending Physician		
First Aid administered		
Names and addresses of witnesses 1.		Tel.
2.		Tel.
3.		Tel.
Name of Police Officer (if notified)		Badge # and Police Organization
Name of Ride Leader		Tel.
If incident involves a motor vehicle, please complete the following		
Licence of Vehicle (Specify province or State)		
Name and address of vehicle operator		
Name and address of vehicle owner		
If the motorist is not covered by ICBC, name address and policy information of vehicle insurer		
Signed		Date

APPENDIX E: ACCOUNTING SUGGESTIONS FOR TOUR TREASURERS

1. Keep the group's accounts separate from any personal account. A separate bank card, account book and wallet may be a good method.
 2. Keep your records up to date and periodically check the funds available and spent against the balance in your records. Any discrepancy usually indicates an overlooked payment.
 3. Obtain a receipt for every expenditure. Use a glue stick to paste each receipt in chronological sequence in an exercise book on a daily basis. Carry blank receipts with you to cover all cash advances and transfers between the Tour Leader, treasurer and sag driver and all situations where a receipt may not be otherwise available. Glue these also in your exercise book. Such transactions are otherwise easily forgotten or confused, as they often happen on the spur of the moment.
 4. Keep a separate record for each foreign currency. 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.
 5. Account headings 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, supplies)
 6. The CCCTS Treasurer will supply a list of names and amounts contributed by each participant. Make arrangements to receive an advance from the Treasurer two weeks before the tour starts.
 7. Keep a record of those who participated on a part-way basis, or incurred extra costs, so that proportional costs can be fairly allocated to each participant.
 8. The Board of Directors wishes to be assured that participants are treated fairly. Accordingly, at the end of a tour, financial records must be submitted to the Board in sufficient detail to give this assurance.
 9. Surplus funds at the end of a tour must be turned over to the Club with recommendations as to their disposal.
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APPENDIX F: TOUR EQUIPMENT SUGGESTIONS AND CHECKLIST

Revised - 2004-08-25

1.0 THE BIKE

- ☞☞ Style - road bike or all terrain (mountain bike), heavy extras such as shock absorbers seldom needed.
- ☞☞ Gears - a triple crankset and wide range rear cluster recommended - for hills a low 'gear' of 25" or lower [the term 'gear' = $W \times F / R$, where W is diameter of wheel, usually 27" or 26", F is number of teeth in the (smallest) front chain-ring, and R is number of teeth in the (largest) rear cog; example $27 \times 26 / 30 = 23.4$ -ok]
- ☞☞ Handlebars - drop bars have many hand positions for long days. Straight bars allow more upright position, easier braking in hilly terrain
- ☞☞ Wheels - should have strong aluminum rims, wide enough for tires of choice.
- ☞☞ Tires - good quality tires with puncture resistant belt (kevlar) recommended. For road tour, tire width should be 32mm or wider - for off road, 36mm or wider with heavy tread.
- ☞☞ Pedals - with toe clips or clipless

2.0 WITH / ON THE BIKE

2.1 Fixed Equipment

- ☞☞ Tire pump - attached to bike frame, to fit type of valve on the tires
- ☞☞ Water bottle cages - 2 or 3 recommended with food grade bottles, accessible when cycling
- ☞☞ Carrier racks - depends on style of tour - pannier type, saddlebag and/or handlebar bag
- ☞☞ Computer - to help navigation
- ☞☞ Lights - headlamp (may be removable for other use) and tail lamp
- ☞☞ Rear-view mirror - solid type, or could be attached to helmet - use with caution
- ☞☞ Fenders (optional but recommended)

2.2 Individual Tools, Equipment, Supplies

- ☞☞ Day pack or pannier, for tools and equipment - handle bar bag good location for camera
- ☞☞ Map case - maps and route info
- ☞☞ Wallet, ID, passport, credit card
- ☞☞ Tool kit (Allen wrenches, Philips/slotted screw drivers, pliers, adjustable wrench, spoke wrench, roll of tape)
- ☞☞ Knife (Swiss army)
- ☞☞ Cable lock
- ☞☞ Inner tubes (at least two) and tire patch kit, with tire levers, talcum powder
- ☞☞ Spokes (may be 2 sizes - 3 of each)
- ☞☞ Spare brake and derailleur cable - longest size of each (if not needed extra length can be coiled and taped)
- ☞☞ Saddle cover (if it rains - plastic bag can be used)
- ☞☞ Roll of electric tape, lubricant, oil

- ⌘⌘ Helmet
- ⌘⌘ Sunglasses, sunscreen and lip-balm, saddle-sore lotion, bug repellent
- ⌘⌘ Rain gear - jacket or poncho, gloves, pants, shoe covers, helmet cover
- ⌘⌘ First aid packet (see 6e)
- ⌘⌘ Gatorade, emergency food, granola/power bars
- ⌘⌘ Kleenex, toilet paper, etc
- ⌘⌘ Hand cleaner, surgical gloves, rag
- ⌘⌘ Cell phone

3.0 GROUP TOOLS AND EQUIPMENT - IN SUPPORT VEHICLE IF AVAILABLE

- ⌘⌘ First aid kit and instructions
- ⌘⌘ Tires (foldable are lightest if to be carried on bike)
- ⌘⌘ Brake blocks (2 per bike) - optional if those on bike are new
- ⌘⌘ Tire pressure gauge
- ⌘⌘ Batteries for lights
- ⌘⌘ Chain Breaker and chain section
- ⌘⌘ Cable cutter
- ⌘⌘ Special tools - freewheel, crank and bottom bracket
- ⌘⌘ Wrenches for pedal and headset

4.0 CLOTHING - IN SUPPORT VEHICLE IF AVAILABLE

4.1 Cycling clothing and gear

- ⌘⌘ Cycling jersey or shirts (3)
- ⌘⌘ Cycling shorts (3)
- ⌘⌘ Cycling tights (longs)
- ⌘⌘ Cycling shoes
- ⌘⌘ Socks (3)
- ⌘⌘ Cycling gloves (2)
- ⌘⌘ Cool weather gear - vest, jacket, over-gloves, arm and leg warmers, helmet liner

4.2 Regular street clothing and gear

- ⌘⌘ Casual slacks, shorts
- ⌘⌘ T-shirts, polo shirts (3)
- ⌘⌘ Light wool sweater or fleece
- ⌘⌘ Long sleeve shirt
- ⌘⌘ Underwear (3)
- ⌘⌘ Night clothing
- ⌘⌘ Sandals or shoes, socks (3 pairs)
- ⌘⌘ Cap (sun and rain)
- ⌘⌘ Rainwear, or use cycling rainwear
- ⌘⌘ Swim suit, goggles
- ⌘⌘ Clothes line & pins

5.0 CAMPING GEAR

- ⌘⌘ Tent with rain fly and ground sheet (in separate water-proof bag or container)
- ⌘⌘ Sleeping bag - with liner

- ☞ Sleeping pad - Thermarest
- ☞ Toiletry kit, soap, shampoo, towel, washcloth
- ☞ Shower footwear
- ☞ Mosquito net headgear - jacket
- ☞ Plate, bowl, cup, cutlery - in net bag for air drying
- ☞ Extra cool weather and rain gear
- ☞ Bike rain cover

6.0 MISCELLANEOUS

- ☞ Wallet/purse, cash, credit/debit card
- ☞ Camera & film, small binoculars
- ☞ Medication and vitamins
- ☞ Spare eyeglasses, cleaner
- ☞ Notebook & pen/pencil, map highlighter
- ☞ Small sewing kit
- ☞ Bungee cords, elastic bands, cord or string

7.0 RECORDS AND DOCUMENTATION (PHOTOCOPIES)

- ☞ Passport, ID, credit/debit card
- ☞ Emergency numbers - medication list (may also be in sealed envelope with leader)
- ☞ Record bike and camera numbers
- ☞ Travellers cheques
- ☞ Transportation tickets

A. 8.0 CARRYING BAGS

- ☞ On tours with support vehicle - one or more nylon bags or other container of 18 kg (40 lb) maximum each

(Note: These lists are for consideration - may or may not fit all needs)