

## Tour Leader Guidelines – Updated 12/20/06

These guidelines were compiled as a result of the questionnaire sent to all members in the spring of 2003, which was followed up by an advisory meeting of past tour leaders, and finally approved by the board of directors. It has been updated several times since then.

- 1) All tours must be swept or a combination of sweep/SAG. Individuals who speak directly to the tour leader or SAG driver may be left behind with the understanding that if they do not arrive at the agreed-upon time, the SAG will look for them and they must accept a ride in.
- 2) All participants must be a club member and sign a waiver in order to participate in a Bike Hiker tour. The standard waiver at the bottom of a ride sign-in sheet is acceptable. All tour participants must provide emergency contact information.
- 3) Cyclists have the same rights and responsibilities as motor vehicles; therefore, all traffic laws must be obeyed, including those regarding driving (riding) under the influence of alcohol. Therefore, it is strongly recommended that alcohol consumption be limited to after the day's ride is complete.
- 4) Tour leaders are expected to research their routes. To help defray the cost, after the tour is completed, leaders may submit mileage and expense receipts for one trip to map out the tour routes.
- 5) Tour leaders are not responsible to provide rides for all abilities. Leaders should, however, accurately report the difficulty level when advertising a tour. Responsibility rests with the rider to be fit enough to complete each day of a tour.
- 6) Camping tours: Leaders must provide snack food and beverages immediately upon arrival at the camp site; self-contained tours are exempt from this requirement.
- 7) All fees are to be submitted to the club treasurer, including deposits. The tour fee, chosen by the Tour leader(s), will pay lodging fees for the Tour leader(s) for the duration of the tour. Compensation for support staff will be agreed upon by the Tour leader and the board on a case by case basis. Fees are nonrefundable.
  - a) Fees collected shall not be used for the purchase of alcoholic beverages.
- 8) Tour leaders must submit a projected budget to the Tour Director before transacting tour-related activities.
- 9) Additional expenditures must be submitted to the Tour Director for initial approval if under \$100.00. If over \$100.00, a request for reimbursement must be submitted directly to the Board of Directors.
  - a) Deposit cut-off dates are set by the Tour leader.
  - b) If a tour leader underestimates the cost of a tour, the club will cover the rest; therefore, the budget for a tour should be reviewed by club treasurer.
  - c) If a tour leader over estimates the cost of a tour, the excess funds should be used at the discretion of all participants.