

RIDE DIRECTORS GUIDELINES

Thank you for volunteering to direct a ride for the Bicycle Adventure Club (BAC). Volunteer Ride Directors provide their unique flavor to their tours and increase the variety of BAC rides. Fellow BAC members will appreciate the time and effort put into this project. These guidelines summarize what our members have come to expect on BAC sponsored rides. The Club has few hard and fast rules about how its rides are organized. We are a diverse group, and our rides are scheduled in many different places. We encourage creativity. If you plan to do something that is different from the approach in these guidelines, be sure that you tell us in the Ride Description submitted on the BAC website and in any information sent to Club members. For example, if the group will travel self-contained without a luggage van, information about the ride must so state.

If you need help with any aspect of your ride, you have the support of the BAC Tours Reviewers and the Board of Directors. The Club office is also an excellent source of information. Please feel free to phone, email, or write to us. See the BAC website CONTACT page for contact information.

RIDE MANAGEMENT, Ride Director vs. Ride Coordinator

A Ride Director is a BAC member who has received Board approval to lead a domestic or overseas ride for Club members. A Ride Director is responsible for managing all aspects of the tour including planning, organizing, directing, and budgeting. A Ride Director is the point of contact for all tour duties. The remainder of this document is for the guidance of Ride Directors

A Ride Coordinator is a BAC member who has received Board approval to negotiate with a commercial bicycle tour company to provide some services on an overseas ride for BAC members. The Ride Coordinator function, which is described separately in the "Ride Coordinators Guidelines," applies only to rides that are outside the United States and Canada. A Ride Coordinator plays the lead role in selecting the route, establishing the cost, and collecting funds for the ride from the BAC participants.

THE BASIC PROCESS OF CONDUCTING A RIDE

There is nothing inherently difficult about conducting a ride; it simply requires stepping through a moderately long series of small transactions. See the Ride Director Checklist, Enclosure 1, for a complete outline of the process.

CONSIDERATIONS FOR PLANNING A GOOD RIDE

As Ride Director you are responsible for selecting the recommended route, including scouting and research. You prepare the description of the ride, and you are responsible for its accuracy and completeness. As banker for the ride you determine the cost of the ride and the schedule of payments that you will need from each participant. You reserve the accommodations, pay the reservation fees, and handle member sign-ups. If appropriate, you may arrange for a block of hotel rooms and then instruct the participants to make their own reservations directly with the hotel. You must advise participants of the maps they will need, or better; provide the maps yourself (a reimbursable expense).

A key to successful planning is to begin early. In general, BAC members make their ride participation plans a year in advance, so it is a good practice to have a new ride announced 12-18 months prior to the start date of the ride.

There is no model for an ideal bike ride, though some preference should be given to quiet roads, moderate distances, and moderately priced lodging. Try to make your starting and ending points reasonably convenient to an airport or railroad station to which bikes can be transported. If your end points are remote, try to arrange transportation of bikes and people to a location where public transportation is available. Cost is always a factor in planning a ride. If you plan to direct an all luxury ride or a budget ride, be sure your Ride Description states this and that your cost estimate is appropriate. Although the type of ride and lodging are the choice of the Ride Director, moderately priced lodging may reduce the cost and increase the value of the ride.

For some valuable ride planning philosophy and tips from experienced ride leaders, see the following documents that are available on the MORE page of the BAC website: "How to Organize a Ride" and "Tips on Directing a BAC Ride in Europe."

To estimate the cost for each ride participant, refer to the "Ride Proposal Budget Worksheet" that is available on the MORE page of the BAC website. At the time a participant is added to a ride, you will collect an initial deposit. This deposit will include the nonrefundable BAC Ride Registration Fee and any additional amounts needed for you to fund administrative costs, lodging deposits and other upfront costs. Before proposing a ride you will have to estimate the total cost per rider and the amount of the initial deposit per rider, and to include this cost information in the Ride Description. In addition, at the time the

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ride is proposed, you will receive a request to email the “Ride Proposal Budget Worksheet” to the assigned BAC Tours Reviewer. For rides on which you will pay for some or all of the lodging costs, it may be appropriate to collect the ride participants’ payments in several installments.

If you would like to lead a ride that does not conform to all these “good ride” definitions, but if you think ten or more of our members would enjoy it anyway, discuss it with a BAC Tours Reviewer or a BAC Board Member. “Adventure” is our middle name, and this is a guidelines document, not a rulebook. Just be sure that the Ride Description and communications with participants accurately describe the non-guideline parameters.

IMPORTANT NOTE: To avoid similar rides in the same region at the same time, notify the BAC Office as soon as possible of the approximate dates and location of the ride. In addition, early notification may allow the Tours Review Committee to suggest linking two different rides in the same part of the world or the U.S.

BAC RIDE RATING SYSTEM

One of your important decisions is to judge the difficulty of the ride. The BAC ride rating system is described on the website as follows:

Beginning with 2012 rides, a new two-part rating system will be used: a quick-look Number – Letter rating expressing four Climbing Levels and four Distance Levels, and a new Ride Rating Paragraph describing above-average conditions that will be encountered. The quick-look rating will be determined from the average daily elevation gain and average daily distance for required* ride days using the 'Level' categories in the table below. For example, a 2012 ride with an average required elevation gain of 2400 feet and an average required distance of 40 miles will be rated 2B. The Ride Rating Paragraph will show the elevation gains and distances for required days individually rated above the quick-look limits. The paragraph will also provide data for other challenging conditions. The nine conditions listed below are reminders. If Items 1 and 2 apply, provide data. Items 3 through 9 are subjective prompts; using your good judgement, express significant challenges. The alert icon (!) will no longer be used. The old system will continue to be used for 2011 rides.

Average Daily Climbing Required*

Climbing Level 1	Up to 1500 ft
Climbing Level 2	1500 to 2500 ft
Climbing Level 3	2500 to 3500 ft
Climbing Level 4	More than 3500 ft

Average Daily Mileage Required*

Distance Level A	Up to 35 mi
Distance Level B	35 to 50 mi
Distance Level C	50 to 65 mi
Distance Level D	More than 65 mi

Members must read carefully the Ride Rating Paragraph before joining the ride. Data will be shown for any of the following conditions that will be (or are likely to be) encountered:

1. Required ride days that (if separately rated) exceed the Climbing Level or Distance Level.*
2. Grades above 8%.
3. Long and frequent climbs.
4. Riding at high altitude.
5. Difficult road conditions: rough surfaces, no shoulder.
6. Heavy traffic.
7. Complex navigation.
8. Extreme weather possibilities.
9. Long distances between, water, food or shelter.

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*Alternative routes or optional rides, such as those offered on rest days, are not included in the ride ratings.

The rating system allows members to select rides that are within their cycling ability. Don't underrate or overrate your ride. The rating should apply to most days of the ride. Try to plan your tour so that there is a reasonably consistent ride rating throughout, though few will object to an occasional 2B day on a 3C ride. Try to provide an easier alternative for any day that is more difficult than your overall rating. If you cannot avoid an abnormally long or difficult day of cycling, try to alternate it with an easy day or a rest day. See Enclosure 2, Ride Description, for a ride rating example.

PROPOSING YOUR RIDE

You propose your ride online through the BAC website. Log-on to the website, click on "Propose a Ride" in the Member Services window, and fill out the form. See Enclosure 2 for details concerning how to propose a ride. A Ride Proposal may be submitted at any time. After submittal of the proposed Ride Description, a BAC Tours Reviewer will review your proposal. If the proposal is satisfactory, the Tours Reviewer will request approval by the BAC Board. After Board approval the ride will be announced to the membership in the next email "Monthly Update" (on the first work day of the month). For scheduling purposes, you should plan for this review and approval process to take approximately 30 days.

You must also prepare a "Ride Proposal Budget Worksheet", available on the MORE page of the BAC website. After your Ride Proposal is submitted, the assigned Tours Reviewer will contact you and request this worksheet. The Tour Reviewer will also request that you provide the distance and elevation gain for each required ride day (alternative routes or optional rides, such as those offered on rest days, should not be included). This data will be used to verify your proposed ride rating.

THE RIDE DESCRIPTION AND OTHER CORRESPONDENCE

The online "Propose a Ride" form requires certain standard information and a brief essay style Ride Description. Enclosure 2 lists the standard information required and outlines topics to cover in the Ride Description. After the BAC Board approves the ride, this Ride Description will be published on the BAC website. This description should tell enough about the ride so members can decide whether to contact you for more information. Our membership includes cyclist of all ages and abilities. We have new members who have never been on a BAC ride. Help them to pick the right ride by providing complete and accurate information in you Ride Description and other communications.

If ride participants are expected to drive the luggage van in rotation, your web published Ride Description should disclose this fact. This is especially important on overseas rides where special insurance may be needed.

The description you send to members who sign up for the ride should be more detailed and should answer most of the basic questions. This description should be sent to all participants well in advance of the ride. It should include the towns where you will stay each night, the estimated distance cycled each day, the type of terrain for each day, and a description of expected traffic conditions. The availability of paved shoulders when traveling in heavy traffic is important. Be sure to provide the normal and extreme temperatures which might be encountered, and whether to expect rain. If you will be using unpaved roads, say so. If super-light bicycle equipment is not suitable for road conditions, say so. If there will be no luggage van, say so. If there will be any substandard accommodations, say so.

RESPONSIBILITIES AFTER A RIDE IS APPROVED

After your ride is approved by the BAC Board and announced to the membership, the primary activities of the Ride Director will include managing the participation list, collecting and banking payments from ride participants, managing hotel arrangements, planning group dinners, and finalizing route sheets and maps.

For the details of how to manage the ride participation list, see "How to Manage Your Ride on the BAC Web Site" on the MORE page of the website. Update your participant list on the website as often as it changes so members and Club administration know the current status of your ride (i.e. is the ride full? or is there space available?). For suggestions of how to assist single riders seeking roommates, see Enclosure 9.

The online ride registration and participation management system is structured to process ride registration with the following steps:

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1. On the website, a member clicks the appropriate link to submit a request to participate in the ride. These links are located just below the Ride Description. When a link is clicked the member name is automatically added to the "Waitlist" on the website.
2. At the same time, the Ride Director is automatically notified by email that a member has submitted a request to go on the ride. NOTE: before accepting an applicant onto the ride, the Ride Director may want to email or phone the member to determine their suitability for the ride. The Ride Director has sole discretion to determine who is accepted. Acceptance criteria may include cycling experience, collegiality, rooming needs, past service to the Club, order of signup, or other criteria that the Ride Director deems appropriate.
3. When the Ride Director decides to accept the member as a ride participant, the Ride Director sends an email to notify the rider participant and to **request the ride deposit**. Note: this is also a good time to request the liability waiver forms.
4. **After receipt of the deposit**, the Ride Director moves the ride participant name from the "Waitlist" to the "Participation List" on the website. When the ride participant name is added to the "Participation List", the ride participant receives an automatic email notification that they are on the ride.

For the online ride participation management system to work as intended, Ride Directors **should not** add names to the participation list until deposits are received. Note that, for every name that is on or has been on the participation list, a \$50 Ride Registration Fee must be remitted to the Club before the ride.

BAC Ride Directors take in substantial amounts of money from ride participants and hold these funds for long periods of time. It is important to maintain accurate records of all funds received and disbursed and to let the BAC Office know where these funds are held. It is suggested (not required) that these ride-related funds be kept in a separate bank account. Within 30 days after approval of a ride, notify the BAC Office of the following information concerning the bank account used for the ride funds: the bank name, address, and account number. In the event something were to happen to the Ride Director, it is important that the BAC Office have this information.

If ride participants will be expected to drive the luggage van, provide information about these requirements to ride participants so that they will not arrive unprepared. Ask participants expected to drive to send copies of their drivers' licenses in advance. Rental agencies may require this.

Closer to the time of the ride, you should send each participant a list of the names, addresses, and telephone numbers of each overnight accommodation. Remind participants that a list of the participants on the ride is available on the Ride Description page on the BAC website. Tell them if there are special dress requirements for dinner. Tell them about any restrictions on baggage size. Tell everyone to have name tags on baggage. If there is a question whether members will go home or stay overnight on the last day of the ride, ask if they want a room reservation, or tell them to make their own. Tell members what equipment (tools, pumps, parts, etc.) will be in the luggage van for communal use during the ride. Enclosure 7 lists the suggested luggage van equipment.

REIMBURSABLE EXPENSES

The Ride Director, the co-Ride Director, and the Van Driver may recover all or part of their expenses associated with scouting and operating a ride, subject to the discretion of the Ride Director, and limited to a maximum that is a function of the price of the ride. See Enclosure 4 for the details.

SCOUTING THE ROUTE

Scouting is strongly encouraged. Bridges and roads shown on the map may be closed, or may not exist. Ferries may not be operating. Accommodations may have changed hands or deteriorated. Of course, some changes in road conditions may happen unexpectedly, and participants must be willing to put up with these inconveniences. Ride Directors of all domestic rides should scout their rides in advance. It is best to scout at the same time of year that you plan to have your ride, since traffic and other conditions may vary seasonally.

If you have not scouted your ride, be sure that your Ride Description says so. For overseas rides in areas such as France or England, there are usually alternate roads to travel if problems are encountered. In other countries you should either scout the ride or arrange with a local cycling club or commercial tour operator to assist you the first time. The Club office, our Tours

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Reviewers, or the Board of Directors can often supply contacts. We especially encourage members to direct rides in new and different locations. Club members who sign up for these rides should know the level of preparation needed.

LODGING

To obtain room reservations at your first choice of facilities, start early! In some popular places one year ahead is not too soon. Telephone reservations are fine, but follow up by letter or fax clearly specifying your needs. If a deposit is requested, forward it promptly. Request a written confirmation of the reservation. Determine the hotel's cancellation policy.

Be sure there is a place for bikes, either in the rooms or in another secure place. Confirm that there will be parking for the luggage van. Be sure that there are places nearby for breakfast and dinner. Ask the lodging at the start and finish locations if they can deal with cars parked there for the duration of the tour, the receipt of shipped bikes, and the storage of bike boxes or cases.

Since you will not know at first just how many members will sign up, or how many will be couples, you will have to make a guess as to the type of rooms you will need. Keep in mind that rooms with two beds give you the greatest flexibility to pair up solo participants. Reserve the maximum, as you can always adjust the room count later. Ask the hotel for the last day when reservations can be changed.

Ask the hotels for the lowest available room rates. It helps to explain about the Club, its purposes and membership. Tell them you are a non-profit group and ask for a discount or a group rate. In order to obtain a group rate, you may have to pay for the entire block of rooms well in advance. You may not know if the ride will fill up, so the risk of advance payment for rooms may not be worth the lower cost. If you must pay for rooms in advance, be sure that the initial ride deposit collected from participants is large enough to cover these costs.

If you are offered a free room as part of the group rate, you must not charge your group for the Ride Director's lodging at that location (double dipping).

Stay in touch with the hotels to make sure that the arrangements are still in order. Provide names and room pairings to your hotels at least ten days prior to arrival. The BAC website ride registration and participation management system allows the Ride Director to assign room pairings and print or download an electronic version of a rooming list (see "How to Manage Your Ride on the BAC Web Site" on the MORE page of the website. It is efficient to use one form letter, email, or fax to send this list to all the hotels. This letter should include your itinerary so a hotel may reach you before or after your stay in case of a problem. Also, confirm that all of your guests are registered individually and will pay their own incidental expenses (or their entire bills, if this is the case). Call the hotel one day in advance of arrival to check any last-minute problems.

If you need to make lodging cancellations or changes, ask for a cancellation number or written confirmation of the change. If you cancel by telephone and are not given a cancellation number, you should mail or email your cancellation in writing and insist on a written acknowledgement.

CANCELLATION POLICY

The Ride Director should establish his or her own policy on what refunds to give when a rider cancels from a tour. **It is important to provide a detailed written statement of this policy to each ride participant prior to accepting their initial deposit.** This policy must include the nonrefundable BAC Ride Registration Fee. As a rule, cancellation charges should be assessed on the principle that a cancellation by a rider should not affect the cost of the remaining riders. If someone cancels before any funds are committed, or if you are able to fill the canceling member's place on the ride from the wait list, you might make a full refund. Examples of other cancellation policies are given in Enclosure 8.

Whatever your cancellation policy, it is important to state it when members first inquire about your ride.

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LUGGAGE VAN

The luggage van is used on rides to carry luggage from hotel to hotel and to assist riders in trouble. It is not Club policy to have the luggage van follow the cyclists and attend to their needs on the road. You should make this clear in your correspondence with ride participants and especially when communicating with new members.

On both domestic and international rides it has been customary for either a non-cycling spouse to drive the luggage van or for participants to take turns driving. If a full time Van Driver is used, the driver does not pay the BAC Ride Registration Fee. If the driver is not already a member, he/she must join BAC for coverage under BAC ride insurance, but the membership dues are waived. The Van Driver must be listed as a ride participant and must sign the Waiver And Release of Liability and Application For Ride forms. If a Van Driver is added after ride approval, contact the BAC Office to update the Ride Description. The expenses of a full time Van Driver may be reimbursed in accordance with Enclosure 4. If you want a full-time Van Driver, include this request in the published Ride Description and advertise in the email Monthly Update that is prepared and distributed by the BAC Office.

Set a time by which all baggage must be on the luggage van. Each participant is responsible for loading his/her luggage on and off the van each day. After the set time, the luggage van driver is free to leave the hotel area and drive to the next overnight stop. The driver should not use the van for personal driving. The luggage van should proceed to the next overnight stop and be parked there so that luggage will be accessible to riders as they arrive. Some Ride Directors have found it useful to provide a luggage van door key for each room of ride participants. If the luggage van must be used for an emergency or to run errands, luggage should be unloaded into a hotel room first, if possible, so riders will be able to claim their luggage on arrival.

The driver need not remain at the hotel to receive emergency calls during the day. If the driver leaves the hotel, he/she should leave the luggage van keys at the hotel desk. The hotel desk should be advised to call any member of the ride in the hotel if the hotel receives a call from a cyclist needing assistance. In the case of a real emergency, a cyclist may need medical attention from an ambulance, and the luggage van can arrive later. If a cyclist's bicycle has broken down or he or she is just tired, the cyclist will have to wait until someone is available to drive the luggage van back to the cyclist in distress.

The luggage van protocol should be reviewed during the introductory meeting.

(See Enclosure 6 - Policy for Use of Vehicles for BAC Rides, and Enclosure 7 - Luggage Van Equipment List.)

LIABILITY INSURANCE

BAC maintains domestic and international general liability insurance policies that provide liability coverage for BAC employees, the Board of Directors, Ride Directors/Coordinators, and BAC members for specified types of claims that allege bodily injury or property damage by a third party in connection with BAC rides and BAC events. Many ride leaders also obtain a personal umbrella policy for additional liability coverage. The Club policies are intended to cover claims for negligence and are not medical insurance policies for accidents that might happen on a trip. If someone accidentally falls off their bike or rides into a tree, the policies do not provide coverage. All riders should carry their own basic health and accident insurance.

BAC requires all participants to sign the Waiver And Release Of Liability and Application For Ride forms prior to joining a ride. The latest revisions of these forms are available on the MORE page on the BAC website. In addition to the cautions and warnings that members receive from reading and signing these forms, you should instruct your ride participants to obey all of the traffic laws, to be aware of road and ride hazards, and to cycle safely. An excellent forum for such instruction is during the Introductory Meeting and at the meetings each evening. As an outline for a safety talk you can use the BAC Safety Reminder Form from the MORE page on the website.

If you have specific questions, consult your insurance adviser or your lawyer. We cannot furnish advice on insurance or legal issues.

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LUGGAGE VAN INSURANCE

Some Ride Directors choose to use their own personal vehicle as the luggage van. However, it is strongly recommend that you rent/lease a vehicle from a commercial rental agency for this purpose. We also recommend that you accept all of the rental agency's supplemental insurance. Typically that will include:

Collision Damage Waiver, which provides "first dollar" coverage for the repair of damages to the rental vehicle.

Personal Accident Insurance, which covers injuries to the driver and passengers in the rental vehicle.

Supplemental Liability Protection, which provides the renter and authorized drivers liability protection (generally up to \$1,000,000) for third party accident claims as a result of bodily injury, including death and property damage arising out of this use and operation of the rental vehicle.

Supplemental insurance may seem costly, but it can eliminate a lot of headaches in the event of an accident. You must have sufficient coverage to insure that the BAC, the Ride Director, and ride participants will not experience a financial loss under any circumstances.

Ride Directors who use a personal vehicle as the luggage van must rely upon their own vehicle insurance as the primary insurance. The Club's Non-Owned and Hired Auto Liability Coverage is not intended to cover a personally owned vehicle, and it would not be available to repair damages to the Ride Directors vehicle. Another advantage to using a fully insured rental vehicle is that any accident and settlement would come from, and be recorded to, the rental agency's insurance. Ride Directors who choose to use a personal vehicle may be able to secure additional coverage for the period of the ride, and this would be a reimbursable expense. Contact your insurance agent. See Enclosure 6, Policy for Use of Vehicles for BAC Rides.

TRAVEL INSURANCE, MEDICAL INSURANCE and EMERGENCY MEDICAL EVACUATION COVERAGE

Participants should be advised to purchase an insurance policy that provides adequate protection for rides in the USA and elsewhere. It should be fully comprehensive, especially for ride cancellations, medical expenses and theft, and should provide coverage while cycling. In addition, participants should consider emergency medical evacuation coverage. Details concerning evacuation coverage can be found in the Summer 2005 and Summer 2006 editions of the BAC eBulletin (available on the BAC website).

INCIDENT PROTOCOL

In the unlikely event of an injury requiring the attention of a medical professional, focus your efforts on helping the injured party. Do your best to inform the van driver and others about your focus and what is expected of them. Use your judgment and leadership skills. Enlist help.

1. Get the names, addresses, and phone numbers of any witnesses.
2. Determine which agency (e.g. police, highway patrol, etc.) investigates the incident.
3. Contact the appropriate agency.
4. Take photographs and complete the BAC Incident Report (Enclosure 5).
5. Submit the Incident form to the BAC Club office as soon as possible.

In the event of a death of a participant, you should do the following:

1. Contact the local authorities.
2. Contact the listed emergency contact for the deceased.
3. Contact the US Consulate if you are outside the US.
4. Do what the local authority tells you to do.
5. Complete the BAC Incident Report (Enclosure 5) and submit it to the BAC Club office.

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CANCELLATION OF A RIDE BY THE RIDE DIRECTOR

If you must cancel your ride, do so as early as possible. This permits participants who have registered for your ride to make other plans. Please contact a BAC Tours Reviewer before notifying your ride members. The BAC Tours Reviewer may have a replacement Ride Director available to take over your ride. If the ride is cancelled, the BAC Ride Registration Fee should be refunded to each participant, along with the all the rest their deposit. In this instance, expenses incurred by the Ride Director, co-Ride Director and Van Driver are NOT reimbursable. This is the only instance in which the Ride Registration Fee is refunded.

CLUB LOGO SOUVENIRS

If the you want to give the ride participants souvenirs with the BAC Club Logo, there are numerous logo items available from the following supplier:

Mr. Stitch Embroidery
13714 Ventura Blvd
Sherman Oaks, CA 91423
Phone: 818-386-9626
Website: www.mr-stitch.com

In addition, BAC logo luggage tags can be purchased from the BAC Office.

INTRODUCTORY MEETING

Hold an introductory meeting before the start of the ride. Cover the following agenda:

Introduce everyone. Hand out ride packets with name badges. Review the itinerary. Review the first day's ride. Discuss van driver logistics. Discuss how emergencies are to be dealt with. Remind riders to wear their helmets, to carry identification and adequate clothing, to be properly hydrated, and to use proper sun protection.

Introduce the Van Driver if there is to be a full time driver and request participants to cooperate with luggage van protocol including:

- ◆ Responsibility of participants to load their luggage into the vehicle and to carry their luggage to the room when they arrive at the night's lodging.
- ◆ Agreement on hand signals (e.g. pat on head) to be used to communicate to the driver that a rider needs help.
- ◆ Instructions for when riders take shelter due to inclement weather. Bikes must remain in clear view of the road for the driver to see.
- ◆ Respect for the driver's responsibility to keep the van equipment and supplies organized.
- ◆ Discussion about leaving bikes in a location that could readily lead to damage by a moving luggage van.
- ◆ Discussion on the general approach to be followed in the case of using two vehicles.
- ◆ Make clear to participants that if they choose to take a detour or side trip, they must inform you of their plans. Advise them of the risks, and stress that they will be on their own. The first obligation of the Ride Director and luggage van driver is to the tour participants on the planned route.

Review bicycle safety practices, using the “Safety Reminders” on the MORE page of the BAC Website

DAILY MEETINGS

Usually there is a social gathering before dinner. A selection of non-alcoholic beverages, beer, wine and some snacks are provided. These social gatherings are a special part of each BAC ride. They establish the camaraderie we want to create, and are a lot of fun. This is a good time to provide a briefing on the route for the next day. In this briefing, you may want to highlight points of interest, food stops and bicycle shops that are on or near the route. *Always discuss any known safety hazards of the next day's route.*

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DINNER RESERVATIONS

BAC encourages the maximum freedom of choice on rides. This freedom includes choice of eating places and times. Most people who join our rides enjoy eating together, especially the singles. You should see to it that single people do not have to dine alone for dinner. You may organize a small group of single persons to have dinner together. Or, you may have a special restaurant in mind where most of the group wants to eat. If so, ask the night before if anyone would prefer not to be included in the group reservation for the next night.

When making reservations for a group meal, it is best to ask that Club members be seated in the usual dining area at small tables, rather than at the typical long group table. It makes conversation easier, and the service is often better. It is also easier to get separate checks.

DISRUPTIVE PARTICIPANTS

Under the Club Bylaws you, as Ride Director, have the right to exclude a disruptive participant from the ride. In the unlikely event that you must do so, you must give written notice to the member before expelling him or her. Refer the member to the Club Bylaws and to the Waiver And Release of Liability and Application For Ride forms that each participant signed prior to the ride.

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Enclosures to these Guidelines:

- #1. Ride Director Checklist
- #2. Ride Description (including example)
- #3. Financial Summary (for prompt return to the BAC Office after the ride)
- #4. Reimbursable Expenses for Ride Directors, co-Ride Directors, and Van Drivers
- #5. Incident Report — **take this form with you on your ride**
- #6. Policy for Use of Vehicles for BAC Rides
- #7. Luggage Van Equipment List
- #8. Examples of Cancellation Policies
- #9. Suggestions for Assisting Single and Solo Riders

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Enclosure 1: Ride Director Checklist

Planning a Ride

- A Ride Director must be a BAC member.
- A Ride Director must have been a participant on at least one BAC ride.
- A Ride Director needs internet access.
- Read and understand these “Ride Directors Guidelines”.
- Review the applicable documents on the MORE page of the BAC website. These documents include the documents referenced in these Guidelines and others, including: “How to Apply for a BAC Ride” and “Ride Approval Process”.
- To enhance the opportunity for Tours Reviewers to coordinate ride schedules and avoid conflicting rides, **notify the BAC Office as soon as preliminary planning begins**. The intent is to avoid two rides in the same area at the same time.

Proposing a Ride

- Use the BAC website online Propose a Ride page. See Enclosure 2 for details.
- Prepare a “Ride Proposal Budget Worksheet”. After your Ride Proposal is submitted, the assigned Tours Reviewer will contact you and request this worksheet. This worksheet is available on the MORE page of the BAC website.
- Include a minimum budget contingency of 10%.
- Ride Description minimum expectations:
 - Limit the description to 700 words or less.
 - Describe the major items included in the cost estimate including: the number of nights of lodging, the number of group meals, daily social hours, luggage van, and other transportation.
 - Ride Rating Paragraph: Provide content in accordance with the requirements stated in the ride rating system.
 - State the scouting status of the routes.
 - Specify the arrival and departure dates, locations, and times.
 - Summarize the tour route and define the number of multiple night stays (rest days).
 - Describe any unusual conditions including lodging, meals, social hours, luggage transport, sag support, etc.
 - If daily briefings/social hours will not be held, state this in the Ride Description.
 - Describe your policies concerning single and solo participants.
 - Summarize the cancellation policy, and include a statement that the \$50 BAC Ride Registration Fee is nonrefundable.

After Ride Approval

- Within 30 days after approval, provide bank account information to the BAC Office.
- Manage the participation list and the wait list on the BAC website (see “How to Manage Your Ride on the BAC Web Site”, found on the MORE page).
- Prior to adding a member to the participation list, collect the initial ride deposit that must include the \$50 BAC Ride Registration Fee.
- Assist single participants with finding a roommate (see Enclosure 9).
- At the time the initial deposit is requested, provide each participant a complete statement of your cancellation policy.
- Maintain records of all money collected and expended for the ride (see Enclosure 3).
- Comply with the BAC reimbursable expense policy (see Enclosure 4).
- Obtain completed Waiver And Release of Liability and Application For Ride forms from each participant. The latest revisions of these forms are available on the MORE page of the BAC website.
- Ensure that any full time Van Driver is listed as a ride participant and completes a Waiver And Release of Liability, and Application For Ride form. If a Van Driver is added after ride approval, contact the BAC Office to update the Ride Description.
- Remind participants to update their emergency contact information on the BAC website.
- Remind participants to consider appropriate travel, medical and emergency medical evacuation insurance, or emergency medical evacuation provider coverage.
- Only BAC members may participate on a ride.
- Do NOT arrange rental bicycles for participants.

RIDE DIRECTORS GUIDELINES

Enclosure 1: Ride Director Checklist (continued)

Before the Ride

- Check the status of the emergency contact information on the BAC website. Make a copy of the emergency contact information to take on the ride.
- Make copies of the Incident Report form (Enclosure 5) to take on the ride.
- Send the following to the BAC Office:
 - Originals or copies of the signed Waiver And Release of Liability and Application For Ride forms.
 - A check for the Ride Registration Fees, including cancellations.
 - The tour itinerary and lodging list including hotel phone numbers.

During the Ride

- Allow only BAC members on the ride.
- Direct the ride personally. You may have a co-Ride Director to share these responsibilities.
- At the initial meeting, include a safety briefing. Use the Safety Reminders that are available on the MORE page of the BAC website.
- Recruit a participant to write a one page Tripper report and arrange for a group photo (.jpg format). “Guidelines for Tripper Reports” are available on the MORE page of the BAC website. Suggestion: take a copy of these Tripper guidelines to give to the report writer.
- Report any incident involving serious injury to the BAC Office. See Enclosure 5, Incident Report form.
- Lead discussions at daily briefings/social hours.
- If necessary, address disruptive behavior of any participant.

After the Ride

- Send to the BAC office the Financial Summary form (Enclosure 3) and a check for any residual Ride Registration Fees, including cancellations, that were not submitted before the ride. For help in your calculations, download the “Ride Director’s Financial Summary” spreadsheet from the MORE page on the BAC website.
- Send the Financial Summary form (Enclosure 3) to each participant, along with any refund.
- Send copies of your route sheets, maps, hotel schedule, and other documents provided to the riders to the BAC Office.
- Send (email) the Tripper Report and group photo to the BAC Office.
- Send (email) names of potential future ride leaders to the BAC Office.

Please send all information to:
BAC Office: PO BOX 23998, San Diego, CA 92193
email: office@bicyleadventureclub.org

RIDE DIRECTORS GUIDELINES

Enclosure 2: Ride Description

To submit a Ride Proposal on the BAC website, login to the website with your username & password, and in the Member Services window on the left side of the HOME page click on “Propose a Ride.” If you have any problems you can contact the office manager, Nancy Bohnett, at office@bicyleadventureclub.org

To allow BAC members to determine their interest in the ride and their capability to enjoy the ride, the Ride Proposal should include the following.

Basic information required in the BAC website “Propose a Ride” form.

- Ride Director, co-Ride Director and Van Driver names.
- Starting location.
- Finishing location.
- Ride begins on (date).
- Ride ends on (date).
- Ride Rating (this is an important factor to members considering the ride and their capability).
- Estimated cost (the estimated cost per rider from the “Ride Proposal Budget Worksheet”).
- Amount of the deposit required (refer to the “Ride Proposal Budget Worksheet”).
- Maximum and minimum number of riders.

Ride Description

- Limit to 700 words or less.
- Total number of riding days.
- If this is a repeat of a previous BAC ride, mention the ride name and date.
- The number of days of lodging included in the ride. Is the night at the end of the last day of riding included?
- Transportation (airports, etc) access to the start and finish location(s) for the ride.
- Ride highlights (scenery, sights, history, etc.). Feel free to use ideas from Ride Descriptions on the BAC website.
- Ride Rating Paragraph: Provide content in accordance with the requirements stated in the ride rating system.
- Other unusual conditions – if lodging, meals, sag support, etc. may be different than the usual BAC ride, please describe the differences briefly.
- Scouting status – as Ride Director, describe the extent that you have scouted by car, bicycled, or participated in a previous tour of your routes.
- Luggage van driver – state the arrangements for driving the van (full time Van Driver, Ride Director or co-Ride Director will drive, riders will share driving, etc.).
- If daily briefings/social hours will not be held, specifically state this.
- Estimated cost per rider – describe the major items included: lodging (double occupancy), number of group meals, daily social hours, luggage van, etc.
- Policies concerning single riders. State whether the Ride Director will assign roommates, or whether single riders will be required to find their own roommate. State whether solo riders (no roommate) will be allowed, and the estimated amount of the single cost supplement.
- Last date to register (if applicable).
- Summarize the cancellation policy – see Enclosure 8 for guidance. Include a statement that the \$50 BAC Ride Registration Fee is nonrefundable.

RIDE DIRECTORS GUIDELINES

Enclosure 2: Ride Description (continued)

Ride Description Example: California: Sonoma, Napa, and Marin Counties (Courtesy, Wilson Cooper)

SUMMARY: 340 mile circuit of the famous bike routes north of San Francisco. Ride from Petaluma past the old Italian dairies, into the redwoods, and across stunning Coleman Valley Road to the coast – and that’s just the first day. The next two days take you along the pristine Sonoma coast, through the old Russian River resorts, and into the vineyards along the upper Russian River, Dry Creek, and the Alexander Valley to Calistoga. After a day ride through remote Pope Valley, the final three days travel down the Napa Valley and across the wetlands to historic Sonoma, up Bennett Valley and through Santa Rosa (mostly on bike paths) to Occidental, and then south along Tomales Bay and over the rolling green hills back to Petaluma. The ride is timed to be after the rains and before the tourists, but be prepared for some of both. The ride is a 3B* with a dozen (mostly short) hills of 10 to 15%. There are four days of 50 to 55 miles with 2400 to 3800 feet of climbing. The average day is 48 miles with about 2700 feet of climb; some longer and/or harder options are available. Much of this ride is on roads without shoulders and some of it is on rough pavement. Most of the ride is on lightly traveled roads, but some of it is on state highways; riders must be comfortable with traffic. With these caveats, we note that we have been riding these roads for 20 years, and we think this circuit provides some of the most beautiful cycling in the country.

RIDE RATING:* Three required ride days exceed the quick-look 3B rating. Day 1: 3800 feet of climbing, 51 miles; Day 4: 3100 feet of climbing, 54 miles; and Day 5: 2600 feet of climbing, 52 miles. Challenging conditions: short grades to 15%, limited shoulders, some rough pavement, some highway traffic.

OVERNIGHTS: Meet in Petaluma on Tuesday, April 22, 2008, in a riverfront hotel. Then Bodega Bay (bay and ocean views), Healdsburg (vineyards and wineries), Calistoga (2 nights, more wineries and a spa), Sonoma (historic 1846 capital of the California Bear Republic), and Occidental (rustic accommodation in the redwoods). Ride ends Tuesday afternoon April 29 back in Petaluma.

LOGISTICS: Petaluma is 30 miles north of the Golden Gate Bridge on Highway 101. Sonoma County Airport Express provides buses every 60 to 90 minutes for the 90 minute trip between San Francisco Airport and Petaluma. Cars and bike boxes can be left at the Petaluma hotel. Accommodation is not included on April 29 in Petaluma, but rooms are available at the group rate for folks who want to spend a final night there.

ADMINISTRATION: Max 20, min 12. The cost estimate of \$1000 includes accommodations, luggage van, daily socials, maps, cue sheets, 2 dinners and 2 continental breakfasts. Van driver needed. Singles are welcome and encouraged to find compatible roommates and/or riding partners. The Ride Directors will introduce and assist singles to find roommates, but singles must make their own rooming decision. Solo riders (rooming alone) are welcome, subject to priority given to double occupancy, for additional deposit of \$500 as Single Supplement. The cancellation charge is \$100 (includes the \$50 BAC ride fee) plus any unrecoverable lodging costs. After email acceptance, please mail your \$500 deposit to the Ride Director. BAC members may contact the Ride Director by "clicking" the name at the top of this Ride Description.

End of Ride Description

***Note:** The method used to determine the rating for this ride, in accordance with the Ride Rating System (RRS) to be used beginning with 2012 rides, is described here. The leader determined that the daily elevation gains and distances for required ride days are as listed in the table below. The Rating column shows the rating for each day, considered separately, and (at the bottom) the quick-look rating for the entire ride.

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	Climb, ft	Dist, mi	Rating
Day 1	3800	51	4C
Day 2	1700	45	2B
Day 3	2400	52	2C
Day 4	3100	54	3C
Day 5	2600	52	3C
Day 6	1900	38	2B
Day 7	3500	47	3B
Avg	2714.29	48.43	3B (Quick-Look rating)

The average required daily climbing is 2714 feet, which is a Climbing Level 3. The average required daily distance is 48 miles, which is a Distance Level B. Thus, the quick-look rating for the ride is 3B.

The table shows that three of the required ride days (when rated individually) exceed the quick-look rating: Day 1 (4C), Day 4 (3C), and Day 5 (3C). The elevation gain and distance for these three days are shown in the Ride Rating Paragraph: “Day 1: 3800 feet of climbing, 51 miles; Day 4: 3100 feet of climbing, 54 miles; and Day 5: 2600 feet of climbing, 52 miles.” Also described are challenging conditions that will be (or are likely to be) encountered. For this ride, the following information is shown: “short grades to 15%, limited shoulders, some rough pavement, some highway traffic.”

For questions, ...

Contact the BAC Lead Tours Reviewer: see the “CONTACTS” page on the BAC website.

OR:

Nancy Bohnett, BAC office
PO BOX 23998, San Diego, CA 92193

email: office@bicycleadventureclub.org
Phone/Fax: (858) 715-9510

RIDE DIRECTORS GUIDELINES

Enclosure 3: Financial Summary for Ride Directors

Please complete the summary,* sign and date it at the bottom, and return it promptly with a check for the amount of any residual BAC Ride Registration Fees, including cancellations, that were not submitted before the ride, to:
Bicycle Adventure Club, P O Box 23998, San Diego, CA, 92193

* Use the Ride Director's Financial Summary that is posted on the MORE page of the BAC Web site.

RIDE DIRECTORS GUIDELINES

Enclosure 4: Reimbursable Expenses for Ride Directors, Co-Ride Directors and Van Drivers

Summary

At the discretion of the Ride Director, the Ride Director, the co-Ride Director, and a full-time Van Driver may recover all or part of their expenses associated with both the scouting and the operating of a ride. The total reimbursement for these three individuals must be limited to 20% of the final price of the ride (this price includes these reimbursements). The Ride Director has total discretion in making these reimbursements, subject to the maximum.

Scouting expenses include the costs of transportation, lodging, and meals incurred in the course of selecting a route, scouting it on site, and selecting accommodations for the ride. Both the Ride Director and the co-Ride Director may be reimbursed for their scouting expenses.

Operating expenses include the costs of transportation to and from the ride, non-group meals, and a proportional share of the normal tour expenses (administrative expenses, lodging, group meals, daily snacks, luggage van, etc.) The Ride Director, the co-Ride Director, and the Van Driver may be reimbursed for their operating expenses.

This policy is effective for expenses incurred beginning in 2008 for rides that operate in 2009 or later.

The Ride Director is encouraged to consider ways to minimize the amount of reimbursable expenses charged to the ride participants. For example: Consider reducing scouting expenses by including scouting as part of another planned trip to region of the ride. Consider spreading the reimbursable scouting expenses over two or more editions of the ride. Consider driving the luggage van to avoid the expenses of a Van Driver.

Specific Guidance

On all rides, domestic and international, the Ride Director, co-Ride Director, and full-time Van Driver are exempt from paying the \$50 BAC Ride Registration Fee, and from paying membership renewal dues the year following the ride. A Van Driver who is not already a BAC member may be exempted from paying BAC dues for the current year.

The Ride Director, co-Ride Director, and full-time Van Driver may be reimbursed for their proportional share of the normal tour expenses listed in Enclosure 3:

- Administrative expenses
- Lodging
- Tour garments
- Special item expenses
- Group meals
- Luggage van rental & insurance
- Luggage van operation
- Daily snacks and beverages

The Ride Director, co-Ride Director, and full-time Van Driver may also be reimbursed for:

- Transportation to and from the ride, including economy class air fare, car mileage at the IRS allowable rate, and rental car cost
- Other, non-group meals on a per-diem basis or at actual cost

The Ride Director and co-Ride Director (but not the Van Driver) may be reimbursed for the following scouting costs:

- Transportation to and from the location of the ride, including economy class air fare, car mileage at the IRS rate, and rental car cost

RIDE DIRECTORS GUIDELINES

- Car mileage at the IRS rate or rental car cost for driving the potential cycling routes, checking hotels and restaurants, etc.
- Lodging and meals at actual cost

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Enclosure 5: Incident Report (page 1 of 2)

BICYCLE ADVENTURE CLUB INCIDENT REPORT

MAIL TO:
Bicycle Adventure Club
PO BOX 23998
San Diego, CA 92193

Name and dates of ride _____

Ride director or coordinator _____

Commercial operator, if any _____

Date and Time of Incident: _____

Location: _____

Road Surface Condition: (e.g. wet, dry, icy) _____

Injured Party

Name _____ (Age) _____

Address _____

City _____ State _____ Zip _____

Phone _____

Guardian of injured party, if a minor _____

Address _____

Phone _____

Was injured party a BAC ride participant? _____

If not, describe status _____

Describe what happened _____

Describe Injury: _____

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Enclosure 5: Incident Report (page 2 of 2)

Disposition of Injured Party: (e.g. on-site care, ambulance to hospital, fatality)

If hospitalized, name and location of hospital

Was a police report filed? If so, with what department ?

Witnesses to incident

WITNESS NAME	ADDRESS	TELEPHONE NUMBER

Use the back of this form if necessary. Use diagrams and attach photos of the scene, if available.

Person completing this form

Name _____ Capacity _____

Address _____

Phone _____

Signature _____

Any questions about completion of form, call Bicycle Adventure Club, Phone (858) 715-9510

RIDE DIRECTORS GUIDELINES

Enclosure 6: Policy for Use of Vehicles for BAC Rides

This policy applies to the use of vehicles (vans, pickups, trucks, trailers, buses, etc.), for transporting members and their belongings during a sanctioned ride. It applies whether the vehicle used on a ride is owned and operated by a Club member, leased/rented/hired from another party, or operated by volunteers or by hired drivers. It applies worldwide.

It is the Ride Director's responsibility to:

- Take reasonable precautions to assure that the vehicle is in safe operating condition and licensed to operate under the conditions and locations in which it will be used.
- Make sure that the vehicle is insured for collision, fire and theft, and personal liability and property damage to the extent that the BAC will not experience a loss under any circumstances. Rental agreements should normally include the zero deductible collision option.
- Have an understanding with all participants on the ride that if there is a "collision deductible," that the members on the ride are responsible for this amount should there be an accident. (It is best to have this amount included in the reservation deposit. If not needed, it can be refunded with other surpluses.)

It is particularly important the Ride Directors make sure the vehicle is operated properly by being assured that:

- Each driver is properly licensed to operate the vehicle.
- Photocopies of operator licenses of potential drivers are furnished if required by rental agencies (especially important in foreign countries). Drivers must understand that they are to operate the vehicle in a safe and lawful manner at all times.
- The vehicle is not driven on roads where it is not permitted or licensed to be, or in locations and under conditions that would be unsafe for the vehicle or its contents.
- The vehicle is securely locked at all times when it is not occupied, or when a Club member is not physically present.

All vehicle expenses (fuel, mileage fees, maintenance and repair, rental/lease/hire fees, insurance, and other incidentals) are reimbursable.

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Enclosure 7: Luggage Van Equipment List

A list of recommended items for stocking the Luggage Van.

- Water
- Ice chest (on domestic trips)
- First aid kit
- Sunscreen
- Hand soap
- Paper towels
- Duct tape
- Blankets/tarp for protecting bicycles
- Rope
- Bungee cords
- Umbrella
- Bicycle tubes (700cm) - 4
- Tire pumps - 2
- Miscellaneous bicycle tools:
 - Tire irons
 - Pedal wrench
 - Crescent wrench
 - Pliers
 - Screwdrivers
 - Allen wrenches
 - Patch kits
 - Derailleur/brake cables

RIDE DIRECTORS GUIDELINES

Enclosure 8: Examples of Cancellation Policies

1. A simple cancellation policy for “Pay as you go” rides with a single Ride Reservation Deposit:

The BAC Ride Registration Fee of \$50.00 is not refundable (*this is true for all rides*). Until ?? days before the ride starts the rest of your Ride Reservation Deposit is fully refundable if you should have to cancel. After that date, any refund will depend on whether I can fill your place with someone from the wait list. If I can fill it immediately, you will receive a full refund at that time. Otherwise any refund will be based on the principle that costs not be increased for those who complete the tour. Translation - your share of fixed costs like the luggage van will be deducted from your eventual refund. In most cases I will be able to recover lodging costs, but some places require up to 30 days (or other) cancellation notice, and others charge a penalty for all cancellations. Whatever I can recover you will get back. In all cases, the refund will be delayed until after the tour is completed.

2. A Cancellation policy for rides where lodging costs are collected in advance (installment deposit):

The BAC Ride Registration Fee of \$50.00 is not refundable (*this is true for all rides*). A lodging deposit of **\$XX.00** will be required on (**Month/Day/Year**). Until I request the lodging deposit, the rest of your initial deposit is fully refundable if you should have to cancel. After that date, any refund will depend on whether I can fill your place with someone from the wait list. If I can fill it immediately, you will receive a full refund at that time. Otherwise any refund will be based on the principle that costs not be increased for those who complete the tour. Translation - your share of fixed costs like the luggage van will be deducted from your eventual refund. In most cases I will be able to recover lodging costs, but some places require up to 30 days (or other) cancellation notice, and others charge a penalty for all cancellations. Whatever I can recover you will get back. In all cases, the refund will be delayed until after the tour is completed.

3. An all-purpose cancellation policy:

- \$50.00 (the BAC Ride Registration Fee) is non-refundable.
- If no replacement is found for you, refunds will be based on the following:
 - You will be charged for all deposits and fees which cannot be recovered.
 - You will be responsible for additional charges other riders may incur as a result of your cancellation.
 - If you are a single person sharing a room, you may be liable for additional charges your former roommate incurs.
 - In all cases, the refund will be delayed until after the tour is completed.

If you cancel, we make every effort to recover your money. Hopefully, the rules above govern a worst case scenario.

RIDE DIRECTORS GUIDELINES

Enclosure 9: Suggestions for Assisting Single and Solo Riders

The Ride Director or Ride Coordinator (ride leaders) determines the policy regarding single riders (Singles) and riders desiring to room alone (Solos) for his/her rides. So that these riders will not feel excluded from club participation, please consider these points:

- Ride leaders accepting Singles should assist them to find roommates.
- Ride leaders accepting Solos should provide fair ride acceptance conditions and state a “Single Supplement” deposit (mainly for 50% cost of double occupancy room rate) will be required.

Singles: Riders Requesting Roommates on BAC Rides

Ride leaders are encouraged to accept and then assist Singles in finding roommates or, in case of cancellation by a roommate, a replacement roommate.

Actions that can be taken:

- Bulletin Board posting – by the Participant
- Notice in the Monthly Update “Roommate Wanted” – by the Participant
- Notice in the Monthly Update “Space Available” – by the Ride Leader
- Opening posted in the “Comments Section” of the Ride Description – by the Ride Leader

When two Singles who are potential roommates are identified, the ride leader should give the personal contact information to each of these potential roommates and ask them to communicate and make a decision whether or not to share a room. Typical questions might be: “Do you need your roommate to be your riding partner on the ride?” “Do you have any personal habits that may disturb your roommate?”

Once two Singles decide to be roommates, the ride leader should ensure they clearly understand his/her Cancellation Policy regarding Singles. Unless the roommates have agreed otherwise, the deposit made by a Single canceling can be used to offset the Single Supplement fee due from the now Single who wants to stay on the tour. If no roommate is available, or if remaining Single now wishes to room alone, the ride leader should let the remaining Single stay on the ride as a Solo by paying the Single Supplement. If not acceptable to the remaining Single, the ride leader, at his/her sole discretion, may agree to continue the search for a roommate and/or may offer the room to another couple on the waiting list. A remaining Single who cannot continue without a roommate should have his/her deposit refunded. However, a creative alternative to this outcome would be for the ride leader to suggest the rotation of each willing single participant so each will have one or more overnights as a Solo and this group will share the Single Supplement cost.

Solos: Riders Requesting No Roommates on BAC Rides

Ride leaders are encouraged to accept Solos who desire and can afford to room alone. A legitimate reason for denying a Solo is the lack of available rooms offered at lodgings. In order to have the maximum number of riders sharing the fixed costs, a ride leader, on a tour where rooms are limited, may not want to accept a Solo until the demand for double occupancy spaces has been satisfied.

If a ride leader can accommodate a Solo he/she may also accept the request of the Solo to room with a non-cycling spouse or partner, providing van transportation for the non-cycling member is not requested. The non-cycling roommate must be a BAC member, sign the tour application and release forms, and share whatever tour costs the ride leader determines as necessary and fair.