

SACRAMENTO BIKE HIKERS POLICIES AND GUIDELINES

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SACRAMENTO BIKE HIKERS POLICIES AND GUIDELINES

As Approved by the Board of Directors

I. CLUB RIDES

A. **Definition** – A Sacramento Bike Hikers Club ride is generally defined by the following:

1. It has a designated start and end point.
2. It has a defined ride grade, distance and description.
3. It has a designated Ride Leader with a Bike Hiker Club sign-in sheet.
4. It must have been published in the ride schedule or online at least one week prior to the ride date.
5. It must be reasonably accessible to all riders. Accessible means within approximately 100 miles of Sacramento.
6. It may or may not have a ride sweep.

Other rides that do not necessarily meet all of these criteria can be submitted to the ride committee and may be considered as club rides.

B. **Safety** - Without exception all ride participants are expected to cycle safely and obey traffic laws. Riders who do not adhere to this fundamental expectation are subject to disqualification from the ride by the Ride Leader.

C. **Sweeping Club Rides** - Most of our club rides are swept by a ride leader. “No sweep” rides are identified in the Bike Hiker ride schedule. Unless a ride is designated as “No Sweep” with the little icon (encircled broom with diagonal slash) or as noted below, ride leaders are expected to sweep the route regardless of the experience or fitness level of ride participants. “No Sweep” rides generally fall into the following three categories.

1. A & B rides noted with no-sweep icon. Although the ride leader may arrange regroup points, ride participants are expected to possess the cycling skills and fitness necessary for such rides.
2. Destination rides noted with no-sweep icon. These are rides with a particular destination or activity that enable participants to complete the route at their leisure. Because of the variances in return times, it is not possible for the ride leader to sweep all participants back to the start location. Examples include rides

to the 4th of July Criterium in Davis, Pear Festival, Salmon Festival, Run to Feed the Hungry, museums/historical points of interest, etc.

3. Rides with multiple route options. The ride leader states in the ride description which option will be swept (usually the longest distance or most difficult route). Riders who choose the other option(s) are expected to be self-sufficient.
- D. **Sign-in Roster** - All ride participants are expected to sign-in/out on the roster. Exceptions are arranged with the ride leader.
- E. **Ride Starts** - All participants are expected to start the club ride following the pre-ride announcements. Exceptions are arranged by the ride leader.
- F. **Animal Miles** - Animal miles are miles earned riding to and/or from a club ride. In order to count animal miles, the member must ride to/from the club ride *start location using the shortest safest reasonable route and* complete the designated route or, if offered, one of the route options.
- G. **Club Ride Mileage Credit** - The ride leader determines the number of route miles that may be received for mileage credit. Members must complete the designated route, or, if offered, one of the route options in order to receive mileage credit. Members may not receive mileage credit for altering the designated route unless previously agreed upon with the ride leader.
- H. **Ride Schedule Black-Out Dates** - Party Pardee, Mustard Seed Spin, Eppies' Great Race, the Club Picnic and the Club Soup Ride are examples of events which have priority in the Ride Schedule. Club rides will not be scheduled that compete with the priority events based on the need for Club member volunteers.
- I. **Club Apparel on Benefit Rides** - Because mileage credit can be earned on benefit rides listed in the Ride Schedule, club members are strongly encouraged to represent the club by wearing club apparel (e.g., jersey, jacket).
- J. **Benefit Ride Criteria** - Benefits rides are cycling events sponsored by other cycling clubs, nonprofit groups, etc. Examples include Chico Wildflower, Bike Around the Buttes, Wine Country Century, Davis Double, Sierra Century, and the Foxy Fall Century. Benefit rides that meet the following parameters may be considered for inclusion in the Ride Schedule:
1. There must be a designated SBH Ride Leader responsible for the ride sign-in sheet in order to receive club mileage. The ride leader must fully intend to register and participate in the event.
 2. Location - The benefit ride location should be within a reasonable distance from Sacramento. A reasonable distance is considered to be about 100 miles.

3. Participation - The benefit ride participation may not be limited by lottery or similar determination.
 4. Registration - The registration fee must not require a separate donation to participate.
- K. **Hot Updates** - are rides that are planned after the ride calendar has been published, but are posted to the online calendar at least one week prior to the ride date. Hot Updates may be posted to the ride schedule on the same day as an existing ride as long as it starts at a different location and is different in nature which may include ride length and/or ride grade. A ride leader is designated for such rides and club mileage credit is earned. These rides must follow the same requirements and procedures that pertain to those published in the ride calendar.
- L. **Cyber Rides** - are informal rides that are sent out to the e-group for a “meet-up” ride. Cyber rides may not be sent out to the e-group if they will conflict with rides on either the printed schedule or the on-line calendar. Cyber Ride announcements on the e-group must explicitly state that it is not an official club ride and no ride credit is provided. No ride leader is required on Cyber Rides.

II. RIDE LEADER INSTRUCTIONS - ALL ABOUT LEADING RIDES

A. The Basic Steps to becoming a great Ride Leader

1. Have a Route -You can either design your own route or borrow one.
2. Sign-up to lead the ride – Use the Bike Hikers website to sign up to lead a ride.
3. Ride the Ride – On the day of the ride show up a little early, introduce the ride, guests and new members, and provide instructions to the riders, and sweep the ride.
4. Send in the paperwork – After the ride promptly send in all the paperwork.

B. Planning a Route

1. Map out your route either by bike or by car making note of the mileages, hazards, and places for rest stops. Google Maps, “Map My Ride” or similar ride mapping programs may also be used when appropriate.
2. Try to anticipate the likely traffic flow on the day of the ride. Look for roads with bike lanes and/or light traffic.
3. Keep riders off main traffic arteries as much as possible. If you are using someone else’s route, familiarize yourself with the route and verify that no changes need to be made.

C. Preparing a Route Sheet

1. Prepare the route sheet using the standard symbols for directions:

R-Right Turn

S-Straight

L-Left Turn

X-Crossing

D. Maps and Route Instructions

1. It’s best to have a route sheet and, where appropriate, a map. Riders will use the written directions for turn-by-turn riding but refer to the map if they get lost. Route instructions need not be fancy but should provide enough information to help a lost rider to get back on the route.
2. Avoid writing the written directions across the entire page. Instead, try to provide directions in a tabular format so riders can conveniently fold the page and have a concise set of instructions on as small as a surface area as is

reasonable. Use a font size that can be easily read by the riders while on the move. Cumulative mileages are highly recommended.

3. Provide your cell phone number on the route sheets to allow riders to contact you in case of a breakdown or accident.
4. Other Considerations: Some rides may not require any written instructions. If the ride is only an out and back, a map may not be necessary. But most of the time some type of route sheet is required. Remember that some riders may not be familiar with the area.

5. Grading the Ride

The club uses a simple coding system for our rides, a letter followed by a number - for example, **A32**.

- The “A” indicates the topography of the ride and is referred to as the “Ride Grade”.
- The number is the approximate or actual mileage of the ride.

The mileage is straight forward but the ride grading can be very subjective. In the past rides were generally graded by the biggest and steepest climb on the ride. But today with GPS units and altimeters, ride leaders are able to consider the total amount of climbing and not just the one biggest climb of the ride. The Ride Leader needs to grade the ride by considering the overall amount of climbing and the toughest big climb. A ride with one large climb may actually be easier than a ride full of “easy rollers.” On the other hand, a ride with one tough big climb may be too much for some riders even though the overall amount of climbing is not that much. *Also note that the length of the ride should have no bearing on the ride grade. A long flat ride is an “F” and a short flat ride is an “F.”*

Remember, the ride grade is very valuable to prospective riders. It lets them know if they can do your ride or not. Underrating a ride may lead to riders unable to finish the ride in a timely manner. Overrating the ride may lead to complaints from advanced riders who expected a good workout.

Ride Grades Explained

Ask any group of riders about a particular ride and you'll get at least three different ride Grades - Guaranteed! Listed below are examples to help you estimate the correct grade for your ride. Please try to balance these criteria when arriving at the optimum rating.

"A" Grade - Mostly steep grades, for strong riders only.

Typical hills: Prospector, Marshall Grade, Snows Rd

"B" Grade - Steep to Moderate grades with some relief from steep grades.

Typical Hills: Chili Hill, Indian Hill

"C" Grade - Moderate grades, hilly. A challenge for the average rider.

Typical Hills: Sierra College Blvd, Iron Point Road

"D" Grade - Moderate to easy grades with rolling hills. A challenge for beginners.

Typical Hills: Bike Trail from Hazel Ave to Beal's Point

"E" Grade - Easy, some gentle grades, but not difficult for beginners.

Typical Hills: Bike Trail between River Bend Park and Hazel Ave

"F" Grade - Flat, if any route is really flat. Typical Hills: None

E. Meeting Location

Pick a meeting location that can accommodate the number of vehicles that you expect on the ride. If necessary, seek permission from the parking lot owner.

F. Start Times

Plan your start times with the length of the ride and the time of the year in mind. Summer rides will normally start earlier than winter rides. And long rides would start earlier than shorter rides. Check old Ride Schedules for typical start times for the date you have picked. (Archived Ride Schedules are available on the Bike Hikers' website.)

G. Signing Up to Lead a Ride

1. Once you have a route, a starting location and a meeting time, it's time to sign up to lead the ride. All sign-ups are handled online. If you don't already have a Ride Leader's account, you'll need to set one up by completing the online form. (http://www.bikehikers.com/Resources/RideLdrs/RL_Account.php5).
2. The club's Ride Coordinator will set up your account and notify you when it is ready. Once you have your account, just log on to the club's Ride Board and

enter your ride's information.

(<http://www.bikehikers.com/Resources/RideLdrs/RideBoard/RideBoard.php5>)

H. Submitting Your Ride Description

1. Fill out the online form on the Bike Hiker's website.
2. You'll need the following information when you submit your ride:
 - a. Name or title of the ride
 - b. The date and time of the ride.
 - c. The ride grade(s) for the routes
 - d. A brief Ride Description.
 - e. Starting location and directions to the starting location
 - f. Your Contact Information

I. Before the Day of the Ride

1. Make a reasonable number of copies of the Ride Sheet. (Holidays may have more riders than usual.)
2. Answer any questions prospective riders have.
3. For breakfast rides, call the restaurant or coffee shop at least 1-2 days before the ride to alert them to the arrival of a large group.

J. Ride Day - Arrive Early

1. ITEMS YOU WILL NEED:
 - a. Copies of Route Sheets
 - b. Clipboard
 - c. Pen (attached to the Clipboard)
 - d. Cell phone

2. FORMS YOU WILL NEED:

(All forms and instructions will be mailed to you before the ride. If you need new or replacement forms they all can be downloaded from the club's website.)

- a. Roster – Titled: **“Sacramento Bike Hikers Ride Roster”** (The Roster functions as a waiver for members, as a sign-in sheet, and as a sign-out sheet).
- b. Ride Comment Sheet
- c. Non-Member Waiver – Titled: **“Release And Waiver Of Liability, Assumption Of Risk, And Indemnity Agreement”**
- d. Minor Release – Titled: **“Parental Consent Agreement”**
- e. Accident Report – Titled: **“Silent Sports Association Incident Report”** or current insurance carrier accident report form.

K. Welcome and Instructions to Riders

1. Introduce yourself and welcome everyone.
2. Ask any new riders or guests to introduce themselves and welcome them to the ride.
3. Ask for any announcements.

Following is the minimum information to convey to the riders.

1. Remind everyone, including non-members, to sign in on the Roster Sheet.
2. Non-members must sign the Release and Waiver of Liability form.
3. Minors must be accompanied by a parent or a guardian and the parent or guardian must sign the Minor Release form.
4. Remind riders that safety is their first priority and to obey the rules of the road. They are representing the club while on the ride and should project a good image.
5. Route Review - Briefly overview the route and identify any special cautions.
6. Sign out - Advise the group where the Roster (sign-out sheet) will be located and remind them to sign out at the end of the ride. Secure any leftover maps before the ride begins. Extra maps should not be left out. To ensure that all riders are accounted for by the ride leader, riders should not sign out before the start of the ride.

7. Encourage riders to use the comments sheet.
8. Remind new riders to make the ride leader aware if he or she is getting ahead of you and ask everyone to keep an eye out for each other along the route.
9. Wish everyone a good and safe ride.

Be sure to xxx out the bottom of the ride roster just before you ride out. This ensures the ride leader is only responsible for those who signed in prior to departure.

If appropriate, call the restaurant or destination and provide them with the actual rider count.

L. Cancelling a Ride

1. Rides may need to be cancelled as a result of inclement weather or other unsafe condition, such as extreme heat or very poor air quality. Rain at or before a ride start is cause for cancellation, as poor visibility and slick roads make riding dangerous. Threatened rain during the ride may also result in cancellation, depending on conditions at the time of the ride. The decision to cancel a ride is solely that of the ride leader.
2. Decisions to cancel a ride should generally be made no more than two to three hours before the ride start. Notice can then be sent to the e-group. However, this notification method may not reach everyone who intended to ride due to time delays or riders that do not receive e-group messages. Ride leaders should go to the ride start location to ensure that all potential riders are informed of a cancellation. Riders with questions about a ride status may contact the ride leader.
3. Rides are usually not cancelled when the ride leader is unable to lead due to a change in schedule, illness, etc. The ride leader should make every effort to find a replacement by personally contacting other club members, sending a message to the e-group, or by contacting the ride coordinator for help.
4. If a ride must be cancelled, write "cancelled" on the sign-in sheet label and return the entire forms packet to the mileage recorder.

M. On the Ride

1. To the extent practicable make new riders feel welcome during the ride. It may be desirable to identify a club veteran who is willing to ride along with any newcomer or arrange for someone to assist inexperienced riders with minor mechanical repairs.

2. There may be riders who for various reasons, including health, may be unusually slow or unable to complete the entire ride. If the rider and ride leader agree, the rider will be exempted from being swept.

N. In Case of an Accident

1. In the event of an accident in which a rider is unconscious for any time or is seriously injured, contact 911 immediately and keep the rider comfortable until emergency personnel arrive. Also, get names and contact information from any witnesses to the accident.

O. After the Ride

1. Attempt to account for any rider who has failed to sign out.
2. In case of an accident during the ride, fill out the accident report form as completely as possible and mail it to the Club president.
3. Promptly mail the ride paperwork to the mileage recorder using the envelope provided. Include all forms and sheets whether they are used or unused.

III. RIDER'S RESPONSIBILITIES

- A. Riders should make every attempt to arrive at the ride start in order to begin the ride at the established departure time. Bike Hikers and guests should not expect ride leaders to wait for them as ride leaders are responsible for *each rider in the group and should depart with them.*
- B. **Riders are responsible for riding safely.**
- C. **All riders are required to wear helmets for safety.** Riders without helmets will not be allowed to participate in club rides.
- D. Riders should always carry water for hydration, and personal identification. If riding at night, lights and reflectors are required. Riders should also carry basic bike tools, a first-aid kit, a spare tube, or tubular tire, a patch kit, a pump, and a cellular phone. Riders are strongly encouraged to have their cell phones turned on so that they can be contacted or can contact the Ride Leader if assistance is needed.
- E. Riders arriving after the group has already departed may elect to do the ride providing they have sufficient information regarding the route and destination. However, unless it is a NO SWEEP RIDE, late riders will not be regarded as being officially on that ride and will not receive any club mileage for that ride unless agreed otherwise by the Ride Leader.
- F. Any rider, member or guest, who feels comfortable enough to ride alone but wishes to either ride part of the route and/or ride at a slower pace *without sweep*, may notify the ride leader prior to the start of the ride of their intent. It is important for those riders to stay on the shortened route if they have signed in so that the ride leader can sweep all who are on the ride. *The ride leader is responsible for determining that all signed-in riders have returned safely. If someone must leave the ride early they must notify the ride leader.*
- G. Riders with physical disabilities or illnesses can request to do an alternate route but should indicate such to the ride leader. However, that portion of the route may not be swept.
- H. Bike Hiker rides are group rides. Thus, it is expected that most riders will adhere to the established route for the group. The maximum mileage for that route is set by the ride leader. Riders are encouraged to assist each other as needed, taking care to not create any additional hazard for others.
- I. Riders wishing to extend their ride *without accruing club mileage* have that option but should still inform the ride leader of their intent.

- J. Riders who live a considerable distance from the ride start and often travel in the reverse direction of the ride *for convenience* may make arrangements with the ride leader to receive the mileage for that day or an amended mileage, or take the animal miles allowed and complete the designated ride.
- K. Any rider who does not indicate his or her mileage on the route sheet will automatically be assigned mileage for the shortest route option that was listed, unless the Ride Leader knows the actual miles ridden by that rider. In that case, the Ride Leader will record the correct mileage.

IV. TOURS AND TOUR LEADER GUIDELINES

A Sacramento Bike Hikers club tour must meet the following criteria:

- have a minimum overnight stay of one night,
 - be open to all club members on a first-come first-served basis,
 - be approved by the Tour Director, and adhere to the tour guidelines or be approved by the Board of Directors,
 - tour budgets are expected to be self-supporting.
- A. Tour leaders are not responsible to provide rides for all abilities. Leaders should, however, indicate the route difficulty level when promoting a tour. Responsibility rests with the rider to be fit enough to complete each day's tour.
- B. Tour rides may be swept or have a combination of sweep/SAG at the discretion of the tour leader(s). Tour leader(s) will provide route sheets with mileage and the leaders contact information.
- C. Each tour participant must be a Club member and sign a waiver in order to participate in a Club tour. The standard waiver at the top of a ride sign-in sheet is acceptable. All tour participants must complete the tour emergency contact form.
- D. 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 no alcohol be consumed before the day's ride is completed.
- E. Tour leaders should thoroughly research their routes. Tour leaders may submit mileage and expense receipts for one research trip to map out the tour routes. Research expenses must be pre-approved by the Board of Directors
- F. Tour leaders must provide snack food and beverages upon conclusion of each day's ride. Self-contained tours are exempt from this requirement. Tour leader(s) may use available supplies, i.e. ice chests, tables, chairs, etc. from the locker.
- G. All tour fees must be submitted to the club treasurer, including deposits. The tour fee, chosen by the tour leader(s), may be used to pay all or part of the lodging and transportation costs for the tour leader(s). Compensation for support staff will be agreed upon by the tour leader(s). All expected tour costs should be included in the tour budget. Fees are refundable at the discretion of the tour leader.
1. Tour fees shall not be used for the purchase of alcoholic beverages.
 2. Deposit cut-off dates are set by the tour leader(s).

- H. Tour leaders must submit a projected budget to the tour director before transacting tour-related activities. The tour director will submit copies of tour budgets to the club treasurer for review.
 - 1. If a tour leader overestimates the cost of a tour, the excess funds must be returned to the club treasury or refunded to the participants at the discretion of the tour leader(s) (see H).
 - 2. Unbudgeted expenditures exceeding tour fees must be submitted to the tour director for approval if under \$100.00. If over \$100.00, a request for reimbursement must be submitted directly to the Board of Directors for approval.
- I. Tour advances must be approved by the Board and accompanied by a budget.

V. CLUB EXCURSIONS

Club excursions are Club rides that may involve long distances and extensive planning, but do not involve an overnight stay. In some instances excursions may require SAG support. Expenses may include the cost of food or SAG, and participants will be asked to contribute toward this cost with the intent that the ride be self-supporting. However, the ride leader in some cases may seek Club reimbursement of excess excursion expenses subject to Board of Directors approval.

VI. CLUB ASSETS

- A. All club assets used for rides, events, and tours will be stored in the club's storage locker. Members must check out any assets from the Locker Coordinator(s).
- B. Assets must be returned to the storage locker within 30 days from the last day of use.
- C. Club assets may not be loaned out and or utilized for any purpose other than club functions.

VII. PARTY PARDEE

- A. Party Pardee is a standing advisory committee that will make all decisions regarding the event, subject to approval by the Board of Directors.

VIII. MEMBER EXPENSES

- A. All expenses incurred by members must be submitted to the club treasurer for reimbursement within 30 days after the last day of the club event.
- B. Any expenses submitted after 30 days must be presented to the board for approval.

IX. CHARITABLE DONATIONS

- A. Charitable donations should be cycling related.
- B. Donations should be to local charities, not large national charities. The money should benefit the Sacramento region.

REVISION RECORD

Revision Date	Section/Sub Section	Board Approval	Membership Approval
August 26, 2010	Section VI, B Added		
April 2012	Section I, A Added	April 18, 2012	May 2, 2012
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