

# Toronto Bicycling Network

## Ride Leader Handbook 2019 Touring Director

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# 1. OVERVIEW

## 1.1. *Cycling policies*

These TBN policies are aimed at safe and enjoyable rides for all.

### 1.1.1. HELMETS

Helmets are required on TBN bicycle rides.

### 1.1.2. DISTRACTED CYCLING

Audio equipment including headphones and earbuds are not allowed. If your phone rings, stop before answering.

### 1.1.3. ALCOHOL

To be discouraged on bicycle rides.

### 1.1.4. ELECTRIC BIKES

This policy is compliant with City of Toronto bylaws, will continue to promote bicycle riding as a fitness sport, will enable slower riders to keep up, and gives etiquette for e-bikes.

1. E-scooters are not allowed on TBN rides.
2. E-bikes are allowed on TBN rides as long as they weigh less than 40kg and require pedaling for propulsion.
3. On no-drop group rides, persons riding e-bikes are to remain in the group behind the ride leader.

### 1.1.5. RIDING SIDE-BY-SIDE

Best practice is to ride single-file when there is overtaking traffic.

## 1.2. *About this Manual*

This document is intended as a reference. Don't feel you need to memorize the whole thing. If you just want to help out by leading existing rides you can skip the section on *Creating a New Ride*. This document gives an overview of the club ride program and its policies. Group riding is the core activity of the TBN. And without ride leaders, we **cannot** offer rides. This manual was created to give ride leaders the basic information they need to feel confident they can lead a ride successfully and their leadership meets the expectations of the club and its members.

Fall and Winter Activities include Hiking, City Walks, Ice Skating, and Spinning Classes. While these are not bicycling programs, there is valuable content in this manual for these programs, all of which involve physical activity. In particular, the sections on human relations and medical emergencies should be studied.

## 1.3. *Club History (Brief)*

The Toronto Bicycling Network was founded in March 1983 by Richard Aaron and Norm Myshok. As enthusiastic cyclists, they dreamed of a club in Toronto devoted to touring and recreational cycling. In its first year, 240 members signed up to be a part of this unique cycling organization and take part in "Not Just Another Pretty Ride" (the TBN's motto from 1983-86).

Since 1983, the club has grown enormously, with current membership around 800. The club's programs have also expanded beyond Sunday rides to include weekday rides, weekend cycling excursions, hiking in the fall, skating, cross-country skiing, and social and educational activities. In 1986, the club was incorporated as a non-profit organization, governed by a Board of Directors elected from our membership.

## 1.4. *Objectives*

The objectives of the TBN are as follows:

To encourage, conduct and promote economical, non-competitive recreational activities within a relaxed social environment including:

A variety of bicycle tours, bicycle picnics and any other types of special bicycle events that meet the different levels of abilities and interests of the membership.

A variety of complementary activities during the off-season that include spinning, hikes, and city walks.

To encourage, conduct and promote education and information programs that further members' interest in cycling and other activities.

To help ascertain and protect the rights of recreational cyclists.

## **1.5. Why Lead?**

The confluence of good weather, great riding partners, quiet roads, and a great lunch stop can lead to a day long remembered. The satisfaction of leading such a ride should not be underestimated. People will thank the ride leader for a great experience and rightfully so.

It's fun to meet new people and share your favourite rides with them.

You can infect others with your enthusiasm for bicycling.

Show inexperienced cyclists the right way to ride in a group.

Some of us find a creative outlet in making maps and developing new routes.

Leading motivates *you* to get out and ride.

Leading is an opportunity to give something of ourselves and to pass along our know how to the next person.

A few years down the road of our adult cycling lives many of us find ourselves in the category of self-sufficient tourist. It's easy to forget the apprehension we felt that first season when we began or resumed cycling. Apart from a social opportunity, group rides with the TBN provide motivation and empowerment to people who otherwise might feel limited to short neighbourhood jaunts and the odd foray onto one of Toronto's bike paths. And if all that isn't enough, when you lead four or more rides in one season you qualify for a free membership renewal!

## **1.6. Becoming a Ride Leader**

Attend the Ride Leaders Workshop, and study this handbook, which contains much of the information you will need to lead a successful ride. There are things in this manual that you **could do**, other things you **should do** and, finally, a few things that you **absolutely must do**. If you have any questions or dilemmas regarding policy issues, please contact your Program Coordinator or the Touring Director.

### **1.6.1. GAIN EXPERIENCE**

To gain experience before going solo as a ride leader you can volunteer to sweep a ride or assist a ride leader. Contact the coordinators of the rides you are interested in leading and let them know you want to help. Show up early at the start of a ride and take careful note of the ride leader's actions. Copy the style of a ride leader you like, since we don't all go about it in the same way.

### **1.6.2. BASIC GROUP RIDING (CYCLING ETIQUETTE)**

As a ride leader, you will set the tone for the ride. These are group rides, and there are skills to learn for yourself and encourage others to learn. There is an education module on the website on Cycling Etiquette that has been compiled from a number of sources by our Education Director:

<https://tbn.ca/page-1731790>

This is a very helpful module with sections on:

Rules of the Road

Safety

Courtesy

Group Riding Etiquette

### **1.6.3. ADVANCED GROUP RIDING (PACELINE RIDING TIPS)**

The website has an education module on Paceline Riding Tips, which summarizes riding in a single or a double paceline: <https://tbn.ca/page-1775929> Watch the training videos.

## 2. Leading a ride

### 2.1. Pre-ride Preparations

Ask your coordinator or an existing ride leader for a supply of TBN business cards to hand out to non-members who show up. (When they pay the \$5 day rider fee, if applicable, write the code on the card DR2019 that gets them a \$5 reduction in the membership fee for a first-time member.)

#### 2.1.1. OBTAIN THE EXISTING MAP

The map can usually be obtained from website, or the program coordinator, who should have it on file. Decide if it is of sufficient quality to be used as is or with minor modification. You might also want to discuss the route and last year's ride with the coordinator. Talk to the last person who led the ride and find out what they would have done differently.

#### 2.1.2. DO THE ROUTE RESEARCH

Confirm that the map and cuesheet are up-to-date, and are accurate. The rapid development of Southern Ontario means road names are changing all the time. Construction can close preferred routes for months or change a paved road to gravel. Even park paths are sometimes sealed off for construction or for special events, including fundraising rides and walks. If you can't ride or drive the route yourself, consult with your coordinator. They may be able to arrange for someone else to do it or may know of someone who has ridden the route recently. Make sure the rest stops, food stops and après-ride stops as listed are still available and will be open on ride day. You might want to warn restaurateurs of our impending arrival. Study the route until you feel confident that you will be able to lead the ride *without looking at the map!*

#### 2.1.3. UPDATE THE MAP AND MAKE COPIES

If modifications to the ride are necessary, contact the coordinator and/or your map-maker to change the map and cuesheet. Make sufficient copies of the map for the number of riders who will need a map on the day. With the maps now available on-line for several of the programs, riders are encouraged to print their own copy. If you have no idea how many copies to make, consult with your coordinator. If you pay for photocopies remember to get a receipt if you want to be reimbursed. Please refer to the section on Expenses at the end of this manual for more information.

#### 2.1.4. PRINT THE RIDE LEADER'S REPORT FORM

The report is available on the website at:

[https://tbn.ca/resources/Documents/TBN Policies and Procedures Manual/TBN Ride Leader Report.pdf](https://tbn.ca/resources/Documents/TBN_Policies_and_Procedures_Manual/TBN_Ride_Leader_Report.pdf)

You will need this form at the start of the ride in order to:

Record the number of participants

Read the checklist

Obtain Release signatures of non-members who have not registered online.

After the ride, fill in remaining details, and file the Ride Leader's Online Report at

<https://tbn.ca/rideleadersonlinereport>

#### 2.1.5. RECRUIT AN ASSISTANT

If you anticipate more than 20 participants you will definitely need help. Even a dozen people of varying abilities can be a handful. Your coordinator can provide you with a list of ride leaders on whom you can call.

#### 2.1.6. VERIFY THE PUBLISHED ANNOUNCEMENTS

Check that your idea of the starting time and location coincide with the announcements on the website and in the newsletter. Notify your coordinator and the webmaster if an error has been made or details differ from what has been published. *Do not make changes to published starting locations and times unless absolutely necessary.*

#### 2.1.7. MAKE SURE YOUR OWN BICYCLE IS IN GOOD WORKING ORDER

Your ability to lead the ride effectively *may* be diminished by a serious mechanical problem and your credibility certainly might be, as well.

## **2.2. At the Start Point**

### **2.2.1. ARRIVE EARLY**

Arrive at the starting location 15 to 30 minutes before the announced starting time even if it is raining. If you drive to the start and need to prepare yourself and your bike, plan to arrive 30 minutes earlier.

### **2.2.2. CHECKLIST**

You should bring the following:

Ride Leader's Report form (or two if you expect a lot of non-members). You can print the form from the website. This form includes a useful "to-do" list of things to say and do at the start point

TBN cards to hand to prospective new members, along with a coupon code for a reduced fee (last page)

Zip lock bag (to protect ride fees, applications and ride leader's report during the ride)

Pen (felt tip preferred)

Spare tube, patch kit, pump and tire levers

Full water bottles, something to nibble on

Four \$5 bills for change

The maps

Optional: cell phone

Optional: basic first aid kit

### **2.2.3. CHECK MEMBERSHIPS & PROCESS NON-MEMBERS**

Make sure everyone shows you their (current, valid) membership card.

Introduce yourself to people you are meeting for the first time and find out if this is their first ride with the club. If they are non-members, ask them to sign the Release form (the waiver) and pay the \$5 fee for non-members. If you are afraid of offending someone, remember that our rules about participation are well publicized and most new riders *expect* to be asked to produce a membership card or pay \$5.

Non-members are encouraged to register online for a guest ride. They will be paying the \$5 fee online, and confirming that they accept TBN's waiver. They are to show you their confirmation email with the ride program and date of the ride, either printed or on their mobile device.

If they are candidates to become members, give them a TBN card. Write the following code on the card: DR2019 (the \$5 Day Participant discount).

This discount only applies to a new membership, not renewals.

The new member uses the discount code when signing up for membership on the website.

See the last page of this handbook. The discount code is written on slips that you can print and cut out if you don't have a supply of TBN cards.

Riders who are new to the group require special attention. Make them feel welcome. Introduce them to others in your group who can look after them on their first ride in your group. See Section 7, Ride Classifications and Programs for help in placing them in an appropriate ride classification and in an appropriate ride program.

### **2.2.4. MAPS**

Hand out maps to those who need one.

### **2.2.5. CHECK HELMETS**

Helmets are mandatory on all TBN rides. Make sure everyone has a helmet. Verify that everyone has, *and is wearing* a helmet throughout the ride. If anyone is without a helmet, advise them in a clear and loud voice so other people can hear, that they are not officially on the ride. Ask them not to ride with the group.

### **2.2.6. BE SOCIAL AND MAKE PEOPLE FEEL WELCOME**

No matter what the ride program or classification, every TBN ride is to a great extent a social occasion. The pace may vary, but the purpose is always the same: to enjoy a safe, pleasant ride with a group. Ride leaders should strive to make everyone on the ride feel like they belong. It doesn't take much - use first names when you know them and try to learn their name when you don't. Using people's names a lot at the start of a ride is a

good, albeit oblique, way to introduce people to each other. Try to chat with people briefly, but keep moving - ride starts can be quite hectic and there is a lot to do in a short space of time. If, as sometimes happens, you are hemmed in by a chattering crowd, move towards an open area so the rest of the group can find you easily.

### 2.2.7. RECRUIT RIDE ASSISTANTS AS NECESSARY

If the group is of unwieldy size or of widely varying ability you will need assistance. (Rule of thumb: if there are a dozen people or more assembled for the ride fifteen minutes before the scheduled start time, you should start looking for help). Try to match the person to the task. People who like to take it easy should be asked to sweep (ride at the back). A relatively strong rider *who knows the route* might be asked to lead the way.

### 2.2.8. PRE-RIDE ANNOUNCEMENTS

Introduce yourself if you haven't already.

Introduce ride assistants. Have them wave and turn to let everyone know what they look like.

Announce upcoming events if instructed to do so.

At minimum you **must** say, "Please obey all traffic laws and signals."

Remind people to inform the ride leader or another member of the group if they plan to leave the tour or deviate from the planned route or timetable.

Draw riders' attention to any potentially dangerous hazards along the route and reinforce special warnings and advisories on the cuesheet and map.

Ask new and non-members to identify themselves. In a small group you can introduce them yourself.

### 2.2.9. COUNT THE NUMBER OF RIDERS

If you have not done so already count the number of riders and record this on the Ride Leader's Report form.

### 2.2.10. SHARED STARTS (E.G. CYCLON)

***A few notes on starting a ride with multiple loops or sharing a start point with other ride leaders.*** In recent years the practice of offering multiple routes from a single starting location has become commonplace - especially on Tourist-level rides. The key points to remember are to let riders know what the route options are and to make sure each sub-group leaves the start point with the correct ride leader(s). For safety reasons, ride groups sharing a common outbound route should always leave the starting point according to rider-classification - Sportif first, Leisure Wheeler last.

### 2.2.11. RIDES WITH ROUTE SEGMENTS AND LUNCH STOP IN COMMON

There may only be one ride leader for a ride like this with sweeps handling the other loops. The advantage for the participants is they can delay committing to a particular distance until they are out on the road and reach the point where routes diverge. It's a way for disparate riding classifications to socialize and you will observe the odd person tag along with a faster group just to see how long they can hang in with them. If they find the pace too brisk they can always drop back to a group going slower or shorter and still enjoy the day. This creates fewer worries for the lead group(s) if they happen to lose someone on the shared portion of the ride. Ideally, there should be a ride leader assigned to each distance.

### 2.2.12. RIDES WITH COMMON ROUTE SEGMENTS AND DIFFERENT LUNCH STOPS

It's rarely possible to craft a good set of routes with a single lunch stop that can accommodate all three categories of rider. Either the shortest or the longest group is routed to a second destination. In this case, a minimum of two ride leaders should be scheduled with a sweep drafted from amongst the riders for the extra loop. It's especially important on a ride like this to let everyone know where the routes diverge and what their choices are.

### 2.2.13. RIDES WITH NOTHING IN COMMON EXCEPT THE START POINT

When it comes time to do pre-ride announcements, the ride leaders should separate and speak to their groups individually. Make sure everyone is hooked up with the right ride leader and then the ride groups should depart the start point separately and from fastest to slowest.

## **2.3. During the Ride**

### **2.3.1. REGROUPING**

If traffic lights or some other obstacle splits your group, slow the front group down until the others catch up. Communication is key here. The ride leader cannot be at the front, back and middle of the group, so ask other riders to take some responsibility either by controlling the pace at the front of the group or in passing word forward that the group is starting to break up. This is particularly important when riding through city and suburb. For slower classifications this may even involve stopping and waiting at the side of the road if safe to do so.

Groups often break apart on hills, where stronger riders can climb faster than the others. To keep the group together, regroup slightly before the top. Never stop just past the top - you will be invisible to oncoming traffic.

#### **2.3.1.1. Stretch, corners, and when to regroup (by Alice Chan, 2018)**

##### **Stretch**

The Ride Leader should constantly assess the pace and therefore the stretch on a group ride, particularly in Leisure Wheeler and Urban Roller groups where there is a “no drop” policy.

Look over the shoulder, adjust and slow down to shorten the stretch of the group. It is better to have most of the riders close enough to each other to keep in sight of each other, rather than having the ride leader and one strong rider at the very front waiting, leaving the rest of the members at the back doing catch up work while wondering which turns are correct. This is especially important as the group is approaching a left turn at a major intersection.

Appoint a sweep who doesn't ride too slow. Sometimes when a sweep rides too slow and the ride leader gets too far ahead of the group, the members in the middle will have nobody to refer to and can easily miss a turn.

##### **Regroup**

Where? – regroup BEFORE the turns, rather than after, in order to ensure members make the correct turns. (e.g. Pottery Road and Bayview)

Briefing before a major turn gets members to pay attention and make the correct turn.

**Ride Map** – check and ensure coordinator has posted the route on the website two days in advance of the ride. This will help members who were dropped to get back to the group.

**Contact Number** – share your cell numbers with members in the ride so they can contact you in case they drop off, or decide to go home on their own.

### **2.3.2. ENTRY-LEVEL LEISURE WHEELER AND EASY ROLLER RIDES**

Often new members will start their time in the club as Leisure Wheeler and Easy Roller riders. Leading a ride with this level of rider presents some unique challenges for the ride leader:

The need to frequently regroup

Few if any members will be using or reading their maps

Basically, constant supervision is necessary.

### **2.3.3. TOURIST RIDES**

In contrast to the entry-level Leisure Wheeler and Easy Roller rides, tourist-level rides often split up into a number of sub-groups. Since the ride leader will only be in one of the sub-groups, they have the most influence at the start. Leading a tourist ride calls for judgment on how much to intervene. Since TBN is a recreational club, the idea is for each member to have a good ride. Some enjoy getting into a pace-line with other “sportivos”. Some have a great time chatting with friends. Others are out for a lovely ride in the country by themselves. The ride leader should try to steer new members into the right one of these groups.

### **2.3.4. MENTOR NEW RIDE LEADERS**

New ride leaders will “learn the ropes” as frequent riders. You, as Ride Leader, can help them develop the needed skills before they lead a ride.

### 2.3.5. START ON TIME

Sunday rides with a few exceptions are scheduled to start at 10:00 a.m. Because some riders arrive at the start points using public transit, we've been allowing a maximum ten minute grace period for people to assemble. The ride **must** start at 10:10. Other coordinators run their events differently and *actually leave* at the appointed hour. Check with them to find out the earliest and latest you can start the ride. When more than one tour is leaving from the same spot, make sure that everyone who intends to follow your route knows your group is leaving.

### 2.3.6. RIDE AT THE ADVERTISED PACE

You should set a pace that is consistent with the ride classification and appropriate for the riders who actually showed up. Use a properly calibrated cyclocomputer as your guide. Don't set a Sportif pace if your ride is for Tourists unless, of course, everyone wants to go faster.

### 2.3.7. BREAK INTO SMALLER GROUPS

It is unlikely that a group of twenty-five riders will manage to ride at a given pace for any length of time. Prevent the gradual disintegration of your ride by offering to split into a fast and a slow group. Those who want to ride faster can take off with you or your sweep while those who choose the slow group are committed to sticking together (no matter what).

### 2.3.8. SET A SAFE EXAMPLE

Obey all traffic laws, lights and stop signs, both for your own safety and as an example for the riders. You will find that many cyclists look to you the ride leader for what to do in traffic, and will do exactly what you do when signaling turns or respecting a stop sign or red light.

A bicycle is considered a vehicle under the terms of the Highway Traffic Act and the cyclist *must* obey all traffic laws. Cyclists are required to identify themselves to police when stopped for a traffic violation. Verbally identifying yourself and saying where you live is sufficient - you do not have to produce your driver's license (doing so *may* result in demerit points going against your license and increasing your insurance rates). As a ride leader, the TBN expects you to set the example and follow the Highway Traffic Act as it affects cyclists. Any ride leader who repeatedly breaks this requirement **will be removed** from the list of TBN ride leaders.

### 2.3.9. SET A GOOD EXAMPLE

Leading rides is your contribution to an all-volunteer club. Concern yourself with the well-being and enjoyment of the participants and others will seek to follow your example by volunteering to lead rides themselves.

### 2.3.10. LIVE AND LET LIVE

In spite of our best efforts, some of our members don't much care for group riding. They enjoy the camaraderie at the start, finish and rest stops, and appreciate the detailed route maps, but when it comes to riding they want to be left to themselves. Let them do just that. Try to concern yourself with those who came to ride in a group. You'll make everyone happy.

### 2.3.11. MINGLE

Pay particular attention to new and non-members. Make sure that any concerns they have are answered and that they have a good understanding of what is going to happen on the ride. This is another good reason to arrive at the start point early as new riders are often amongst the earliest to arrive.

### 2.3.12. GIVE ADVICE AND INSTRUCTION WHEN ASKED

Especially on slower paced rides, you should be prepared to answer questions on bicycling. If you don't know the answer, say so, or refer the inquisitor to someone who does know. For questions on other ride programs, see Section 7, Ride Classifications and Programs

### 2.3.13. IDENTIFY AND CORRECT PROBLEMS EARLY

If the group starts to break up or people are riding all over the road, for example, try to make corrections before the whole group decides that this is standard operating procedure.

#### 2.3.14. STOP AT THE REST STOPS

Unless the whole group is right there with you and wants to press on without a break, stop at the advertised rest stop(s). In any case, there may be people in the group who don't want to hold the group up, but don't want to be left behind either. They may forgo a much-needed "pit stop" only to run into energy and hydration problems later on. Stopping also gives folks bringing up the rear who may have been slowed by mechanical problems or traffic signals a chance to catch up rather than having to chase you all the way to lunch.

#### 2.3.15. TRY TO SEE THAT EVERYONE RETURNS

By all means try to keep track of everyone, and ask after missing faces, but don't forget that people who ride to the start sometimes head straight home after the lunch stop.

#### 2.3.16. ENCOURAGE PEOPLE TO GO TO THE APRÈS-RIDE STOP

At the end of the ride remind people of the location of the après-ride stop if one has been designated. It's preferable for the ride leader to be in attendance, but certainly not mandatory.

### **2.4. After the Ride**

#### 2.4.1. FOLLOW-UP

Immediately report any serious mishaps, disciplinary problems or disruptions to the Touring Director and the President. Reportable Incidents include: a police officer issued a ticket, an ambulance was called and took the victim to hospital, etc.

Touring Director [touring@tbn.ca](mailto:touring@tbn.ca)

The President [president@tbn.ca](mailto:president@tbn.ca)

If you have any concerns about people injured, abandoned or lost on the ride, try to follow up with them the same day or the next.

Check in with your coordinator. Let them know how the ride went.

#### 2.4.2. RIDE LEADER'S REPORT

The ride leader might as well file the ride leader's report form immediately following the ride, before details become hazy. Even if the ride is cancelled, be sure to file the report. The online report form has a check-box for a cancelled event. If you file the paper report for a cancelled event, enter 0 participation.

##### 2.4.2.1. Ride Leader's Electronic Report

The report should be filed immediately after the ride. First log-on, then go to Members and click on the Ride Leader's On-line Report.

Keep the Ride Leader's paper form and the Release form for a year.

If you wish to claim expenses, enter allowed expenses (see section 10.5 on Expenses).

For expenses, scan the receipt and email it to [treasurer@tbn.ca](mailto:treasurer@tbn.ca)

The exception on receipts is for printing maps on your own printer to hand out at the ride. The allowable amount per map is given in the Expense section (Section 10.5).

If you do not file the report on the website, mail the paper Ride Leader's Report form to the TBN mailing address on the form, and include the Release forms with names of non-members and the money collected. If you wish to claim expenses, enter allowed expenses (see section 10.5 on Expenses).

## **3. Troubleshooting: Special People and Situations**

### **3.1. At the Start**

#### 3.1.1. HELMETS

Riders may not participate if not wearing a helmet. Inform them that they cannot participate in the event. Do not collect money, distribute maps or proffer the waiver for signature. Non-members are free to follow along if they so choose but don't encourage them. Issue a warning to members who forget their helmets but don't discourage them from following the group as long as they acknowledge they are not "with the club" on this day and won't make a regular habit of this.

### 3.1.2. LIGHTS ON EARLY MORNING AND EVENING RIDES

Lights are mandatory on all rides that finish 30 minutes before dusk or later and all rides that begin 30 minutes after dawn or earlier. All bikes must be equipped with at minimum a red rear light and a forward pointing white light. Not only is it illegal to ride without these items (\$35 fine), but it is dangerous as well.

### 3.1.3. THE ILL-EQUIPPED CYCLIST

A person who has little or no experience in touring or riding with a group may appear at the start of a ride with an out-of-repair bicycle. While it may be good for the odd jaunt to the corner store, when confronted with some heavy braking, train tracks, hill climbing and continuous vibration the bicycle will break down. Bikes like this are easily recognized by the following traits: out-of-true wheels which rub against the brake pads, dry (un-oiled) chain, almost flat tires, rust and dirt on the frame, and a cacophony of squeaks, grinds and rattles when the bike is in motion. As ride leader you should advise against anyone embarking on your tour if you are uneasy about the reliability of his or her bicycle. You may go so far as to refuse to allow them to participate. You are not obliged to repair the bike *nor should you* as your responsibility is to the whole group.

### 3.1.4. LEGAL MINORS

We require that parents/guardians sign for non-member participants under the age of 18, at the start of the ride i.e. the parent / guardian of non-member participants must physically be at the start of the ride.

Under special circumstances TBN does permit members under 18. Members under 18 can ride accompanied by an adult.

### 3.1.5. MUTINEERS

Infrequently, a mutiny confronts the ride leader. Someone in the group asserts that they know a better route or lunch stop. A perhaps well-meaning, long-time club member will come forward and loudly assert that the designated route is no good. This type of behaviour is particularly hurtful when the ride leader has researched the route, made a nice map, and done everything else necessary to prepare for the ride. People's confidence in the club's ability to put on a ride wavers whether the assertion is true or not. In certain instances, with a relatively small group, a suggestion can be considered democratically. Otherwise, try to avoid a confrontation but remember that the "silent majority" of riders won't appreciate being hijacked either. They'd prefer to see you retain control of the ride without caving in to the "squeaky wheels".

### 3.1.6. ENTREPRENEURS

You may be approached by members or non-members who would like to speak to the group and announce a trip they are organizing or a product they have available. This is only appropriate if the club endorses the product or service. In any case, if you feel that the announcement will be disruptive you can refuse *any* request. You are in public place and people are free to do what they like; however, if anyone insists on disrupting or delaying the start of the ride that person should be reported to the Touring Director.

## **3.2. *On the Ride***

### 3.2.1. STRAGGLERS

Ideally, we would like to make every TBN ride a special and memorable event for all the participants. You, the ride leader, should try to make sure everyone successfully completes the ride. If someone is straggling far behind, the ride leader should inform that person that the group will not wait, and that perhaps the person took on a ride that is beyond their capacity. If you are running your ride at the advertised pace they shouldn't have any problem with this and may elect to continue at their own pace. Do not discourage them from doing so as long as they are properly equipped and happy riding on their own. If they decide to abandon or are in real difficulty, make sure they can find their way back or can call to be picked up. Try to follow up with them later to make sure they got home safely and are not discouraged from participating in the future.

### 3.2.2. RECKLESS CYCLISTS

Some cyclists have either no feeling for the danger they are in when they break the rules, simply don't care, or believe themselves to be invincible. Too often we see cyclists dart into cars' paths, ride three abreast in heavy traffic or shoot through red lights and stop signs. Unsafe riding practices reflect poorly on cyclists in general and the practice of club riding in particular. The ride leader should warn the offending cyclist and then, if they

do not conform, inform them that they are no longer part of the ride. Since we conduct our rides on public trails and roads there is not much you can do beyond this (see notes on “bandits” below). If the offending cyclist poses a danger to you and the other riders, try stopping the ride until they leave and if that doesn't work, threaten to file a complaint with the police. Ride participants who continually and flagrantly endanger themselves and their fellow riders must be reported to the Touring Director.

**Point out TBN etiquette to any rider on an e-bike who goes zooming past everybody**

### 3.2.3. BANDITS

Bandits know full well the cost of participating in our events and will either misrepresent themselves as members and ask for a map or avoid contact with you altogether - sometimes sending a friendly member to get a map for them. As stated above, these people are free to operate their vehicles on public roads. As long as they do not pose a hazard to others there is little we can do about these freeloaders. As a representative of the TBN you should be aware that the principal cost of membership goes to organizing, and promoting the ride program. Those who do not contribute should not be encouraged on an ongoing basis to participate. Members who collaborate with and encourage this kind of behaviour should be reported to the Touring Director.

### 3.2.4. BRINGING FOOD INTO RESTAURANTS

Discourage people from eating their own food (*or worse*, food that they just purchased next door) at the lunch or dinner venue. Obviously, we're not talking about people nibbling on a cookie while they wait for their order to arrive. Your hosts will have a right to be upset and pitch the offender and the rest of us out the door. And don't be surprised if they ask us not to come back, either. Needless to say, this is a tough one to enforce as riders who “bring their own” are being excluded from a social opportunity. Be gentle.

### 3.2.5. HEADPHONES AND AUDIO DEVICES

For the safety of their fellow riders, participants in TBN rides are not to wear headphones or to operate audio devices while riding.

### 3.2.6. BREAKDOWNS

The ride leader should endeavour to repair a flat tire, broken spoke or other easily diagnosed mechanical problem. Often there will be other people on the ride only too happy to help out with minor repairs and you should deftly stand aside and get back to the main task of leading the ride.

Even though it might create a delicate situation, there should be a discussion of reimbursement for parts used in the repair. Most riders will offer to pay as a matter of course, but if not, the ride leader should ask.

There isn't much you can do about a major walk-home failure on the outbound leg of a ride except ask if anyone in the group has a cell phone! Inbound, if you're within a half-hour of the start point someone might volunteer to drive back and bail the unlucky person out. In any case, all of our participants should have a plan to cover just this scenario.

### 3.2.7. EXHAUSTED CYCLIST

Occasionally, one of your participants rides beyond the limits of their endurance. Try to help them if you can. Offer food and water if you can spare it, but remember that your main responsibility is to the tour. Ultimately, you must abandon the person and continue leading the ride *unless* you can find a suitable person to replace you. This does *not* apply to people suffering from heat cramps, heat exhaustion, mild hypothermia or some other health problem who should be treated as if injured (see below).

### 3.2.8. INJURED CYCLIST

Everyone knows there are certain risks associated with using the public road system. We should all do our best to avoid obvious traffic hazards, ride our bikes in a safe manner and keep them in a good state of repair. We encourage participants to ride within their abilities. In spite of this, a cyclist may still be injured on a TBN ride.

### 3.2.9. IN CASE OF A SERIOUS ACCIDENT ON ROAD OR TRAIL

The action you take here could avoid further injury to the cyclist, or even save their life. There is no personal liability to you or to TBN as long as you act in a responsible manner in helping out the injured people. Common sense is the best determination of appropriate behaviour.

Get organized. One person calls 911 if needed. Someone else stays with the victim. Another person directs traffic. "Work the problem" - it's a good way to ward off panic.

If there is ongoing danger in the situation, fix that first. For example, ensure that traffic is stopped or redirected to prevent further injury.

Try to identify the mechanism of injury (road hazard, collision, mechanical failure, exhaustion, etc.) and then act to minimize danger of further injury.

Call 911 if it looks serious. Is there profuse blood loss? Are they in obvious pain? Did they lose consciousness, even briefly? Are they having trouble breathing?

Have an address ready for the 911 dispatcher.

If you are in a city park when you call 911, provide the name of the park and approximate location. If the dispatcher can't locate you, ask them to connect with a police officer who is knowledgeable about the parks in the area.

If you can't reach 911, send for help in both directions, using your fellow cyclists or passing motorists to help. Don't move the victim. Consider the possibility of a cerebral-spinal injury.

Ask the victim for his or her permission to help. Do not provide help if the victim refuses your offer. Remain nearby and offer again after a minute or two; they will likely consent if the injuries are severe. Note that if the victim is or becomes unconscious permission is deemed to have been given.

Administer first aid to the extent of your ability. If you know how to do it, this could include mouth-to-mouth breathing if the victim is not breathing, and chest compressions if their heart has stopped beating.

Even if the victim pops up off the road and insists there is nothing wrong, look for signs of confusion and disorientation. They may have sustained a head injury.

While waiting for help to arrive get the victim's personal information (name, address, emergency contact, telephone) and medical history (allergies, medic alert, recent illnesses & operations) and write it down. Give a copy of this information to the paramedics.

Comfort the victim.

As soon as possible notify the Touring Director [touring@tbn.ca](mailto:touring@tbn.ca) and the President [president@tbn.ca](mailto:president@tbn.ca) with details of the incident and the victim's name(s).

Many people are reluctant to help others for fear of legal prosecution or liability. These fears are, for the most part, not justified. No one has ever been prosecuted under the Common Law for providing help to a person in need. The key is to:

Ensure that you have the victim's *permission*.

Provide assistance and help within the limits of your knowledge, ability and training.

A number of organizations including the St. John Ambulance and the Canadian Ski Patrol System provide first aid training courses which can help you to deal with emergencies.

### 3.2.10. ALCOHOL

The club does not condone the use of alcohol during its rides. If someone appears unfit to continue the ride safely advise them first to get a lift home, and if they insist on continuing with the group, advise them that they are no longer "officially" part of the ride. As a last resort, after all other avenues of persuasion have been exhausted, contact the police. Note: TBN rides are considered finished when participants arrive at the après-ride stop. Your responsibilities as a *ride leader* end there.

## 4. Creating a New Ride

### 4.1. Planning

#### 4.1.1. CONSULT WITH THE PROGRAM COORDINATOR

If you have an idea for a new ride you should make sure it actually *is* new. Perhaps we have a ride you don't know of that has fallen into disuse and may just need a little reworking.

#### 4.1.2. ROUTE RESEARCH

RideWithGPS.com is TBN's preferred way to plan routes on-line. Google Streetview is useful for checking whether a road is suitable.

RWGPS has posted numerous training videos on YouTube at <https://www.youtube.com/playlist?list=UU3YIJx54E6QpRQ5SGU1Hj5Q>

MapArt's Ontario Back Road Atlas is a useful guide on which to base Tourist and Sportif rides. The Metro Toronto Bicycling map is good for planning Leisure Wheeler, Easy Roller and short Tourist rides. Use these resources as starting points and then go out and ride or drive around until your route begins to take shape.

#### 4.1.3. BALANCE CONSISTENCY WITH VARIETY

The route and theme of the ride should conform to the general expectations the riders have about a particular program. If you want to throw in something unusual to spice things up, consult with the coordinator first and find out what they think is appropriate. Scavenger hunts, zoo or museum visits, historical tours are all worthwhile in the correct context, but we don't want to drive the people away from an established program either. An extended layover in the middle of a long tour can result in cold, stiff muscles and a difficult ride home for some.

#### 4.1.4. TAILOR ROUTE TO EXPECTED LEVEL OF RIDER

Go easy on the hills for all classes of rider from tourist down. Even sportifs have a limited appetite for hills early in the season

#### 4.1.5. WEATHER & TIME OF YEAR

Think about what time of year you'd like to schedule your ride. Cold weather and stiff north-west winds are the norm for early April. How much shelter is there along the route? How likely is it to rain? Try to direct the route into the wind over the first half of the ride so people can enjoy a tailwind on the way home. In summer you'll want to find some shady roads to offer at least some relief from the hot sun. Are there enough places along the route where food and water are available? Will they be open? Consider seasonal traffic patterns — will there be special events occurring that will close roads, trails and parking lots or choke them with cars? Holiday weekends deserve special consideration as some eating establishments will observe religious holidays.

#### 4.1.6. THE STARTING POINT

You have "complete freedom" in determining the starting location. The TBN's best starting points afford easy subway access, have great after ride stops, ample free parking, and are close to major roads (401, 427, Gardiner). Most importantly, the starting point has easy access to quiet/safe roads and trails. Ensuring that members can access the starting point easily guarantees a good turnout. Good turnouts breed successive good turnouts.

#### 4.1.7. THE ROUTE

Try balancing traffic levels with overall quality of pavement and scenery. For example, a few kilometres of busy road is acceptable if there is no quieter alternative. A narrow, heavily trafficked road with broken shoulders is least desirable. A short stretch of unpaved road with no traffic becomes a viable alternative in this case. Respect closed road signs, locked gates and 'no bicycle' signs. The club would be exposed to liability claims if we were to lead rides where we had no legal right to be. Warn ride participants via the cuesheet of potential danger spots and bad stretches of road. You can even go so far as to apologize in advance.

#### 4.1.8. MULTIPLE LOOPS

Planning multiple loops for a single ride is a good way to keep the club together from a social point of view. It is of particular use on Country Cruises where people of unequal fitness levels can carpool together, enjoy their respective rides and meet up at again lunch and the finish. It also allows us more flexibility when faced with an insufficient number of ride leaders early or late in the season and on holiday weekends. Multiple loops are also appropriate on tourist class rides and up.

#### 4.1.9. THE FOOD STOP

If the tour has a main destination, lunch or dinner it should have the following attributes:

affordable

informal

offer secure parking of bikes

appropriate food and beverage selections

adequate seating capacity

ability to process a typical group quickly and efficiently

our riders should be made to feel welcome

When you do your research remember to get the phone number and e-mail address for the venue you intend to use.

#### 4.1.10. THE APRÈS-RIDE

Once the ride is over it shouldn't surprise you that people don't want to go home. Look around the vicinity for a good restaurant or café with a nice patio that you can recommend to people and record the name and location on the cuesheet. (Ride leaders are not required to attend the après-ride session).

### **4.2. *Making the Map***

#### 4.2.1. PHILOSOPHICAL ISSUES

We'd like to think that as long as riders stay in contact with the ride leader or sweep they need not look at the map. When they are on their own, the cuesheet should have sufficient information to guide them along the route. And if they do manage to stray off the route the map should be adequately detailed so riders can orient themselves and find their way back to the route. The advantage of a detailed map is its ability to help one find one's way in the face of obstacles and to allow changes to the map and route on short notice, even the day before the ride.

#### 4.2.2. FUNCTIONALITY

All roads on the route should be labeled. The route should be marked and the direction of travel should be indicated with arrowheads.

The route portion should be small enough that the next parallel road in any direction can be shown and labeled so those last-minute detours can be indicated easily.

#### 4.2.3. COLOUR OR B&W

For photocopying, maps should be black and white with crisp outlines. Eliminate extraneous information if possible.

Since many riders will print their own map, a map with colour highlights will be pleasing. However, if printed on an inkjet printer, the ink will run when wet from rain or sweat. Use a plastic bag.

A laser printer will provide some resistance to wetness.

#### 4.2.4. OWNERSHIP & COPYRIGHT

All routes, maps and cuesheets are the property of the TBN. If a map and cuesheet is produced for an event, copies must be submitted to the club along with the ride leader's report.

#### 4.2.5. CUESHEETS

At minimum, a cuesheet should include:

All the instructions, road names and changes in direction to allow the safe and successful navigation of the route.

For multiple route starts, each cuesheet should indicate where the other routes split off i.e. 'Ride splits -50km ride turns left'

Because roads change names/number when crossing political jurisdictions, signs differ from what is on the map, all variations should be in the instructions.

Title, ride classification(s)

Total distance interval distances between rest stops, and any other interval distances necessary to navigate the route; i.e. if the next turn is onto an unmarked road it can be designated by a measured interval and, possibly, the description of a landmark.

Other stuff: mention our name, stick our logo on it, display a sense of humour

Put a date on the cuesheet denoting when it was last revised.

## 4.2.6. OVERVIEW OF MAP MAKING TECHNIQUES

### 4.2.6.1. RWGPS

RideWithGPS.com is TBN's preferred way to plan routes on-line. Google Streetview is useful for checking whether a road is suitable. You can even read road signs using Streetview and confirm that the sign on the post agrees with the automatically generated cuesheet. With a paid account, you can get RWGPS to e-mail you a PDF file that contains an excellent cuesheet. Unfortunately at present the map picture in the PDF does not meet the club's standards for maps. However, there are ways to improve or replace the map picture provided by RWGPS.

### 4.2.6.2. Scanned Base Map

Scan a base map and then modify it with whatever tools are available. Remove colour and extraneous detail using PhotoShop. Mark it up in Adobe Acrobat. Add drawing objects in Word. Do it all with a custom program: Route-Map.

### 4.2.6.3. Hand Drawn Maps

Hand-drawn maps are now generally frowned upon although they appear to be adequate for some city rides where riders stick close to the ride leader e.g. Leisure Wheeler rides.

## 5. Promoting Rides

### ***5.1. Chain of Events (Sunday/Holiday Rides & Special Events)***

Write up a brief announcement and pass it on to the Chain of Events editor at [coe@tbn.ca](mailto:coe@tbn.ca). Unless you develop a special event like the Toronto Art Cycle which might command more space, we just need a short description of the ride in addition to the total ride distance, ride category, and a very clear and accurate description of the starting point and possibly how to get there and where to park.

### ***5.2. The TBN website***

TBN maintains TBN.ca, and distributes the Chain of Events e-mail newsletter bi-weekly.

### ***5.3. External Promotional Channels***

All promotion of TBN events through promotional channels not directly controlled by the club must be approved if not executed by the Communications Director or someone designated by them.

### ***5.4. Developing A New Ride Program***

We are always looking for new ideas and people with the energy to make them successful. If you do not see a place for the ideas you are interested in developing in our current schedule of rides, you might want to consider starting a new program. Before you go to a lot of trouble you should consult with our Touring Director to determine if your idea is suitable for TBN.

## **6. Club Organization & Job Descriptions**

### ***6.1. Ride Leader***

While most of this document could be said to be a ride leader's job description, we should add the following two points:

#### **6.1.1. QUALITY**

Club promotional material creates certain expectations on the part of participants. We as ride leaders should strive to meet those expectations, if not exceed them.

#### **6.1.2. PROPRIETY**

You are, for the duration of the tour, an agent of the corporation. As an agent, it is incumbent on you to pursue and uphold the objectives of the club and obey the directives of the current Board of Directors. Counseling participants to disobey traffic laws or to trespass on private property unnecessarily exposes you and the club to claims of liability. Vocal criticism of the corporation, its activities, and events reflects poorly on you *and* the club.

### ***6.2. Program Coordinator***

Responsible for the overall quality of their program

Submits schedule and any newsletter content to the newsletter editor and posts rides on the website.

Supports ride leaders with maps, advice and blank ride leader reports, if needed

Selects the ride leaders from the pool available and recruits new leaders

Has copies of all route maps on file

### ***6.3. Touring Director***

Attends board meetings

Represents ride program interests at board level

Organizes ride leader training

Troubleshoots small disciplinary problems; refers serious problems to the Board

Supports the coordinators - notifies coordinators of feedback and non-compliance issues

Supports development of new ride programs as needed.

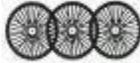
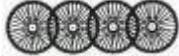
## 7. Ride Classifications and Programs

Ride leaders should be prepared to answer questions about other programs and ride classifications in addition to their own. Each ride on the website has a specified distance. Therefore, new riders know in advance what level of endurance is required. However, their main question is whether or not they will be able to keep up, since if they can't, they risk being "dropped". Ride Classifications give a "typical" speed range for each class, which the new rider can compare with their own performance.

However, the real test is to try a new program. The new rider can contact the coordinator for advice. If they show up at the ride's start location, they should arrive early and speak to the ride leader to see if they are at the right ride for them. You, as ride leader and TBN representative, should try to place them in a group with others who will ride at a speed suited to the new rider, so that they don't get dropped. The following table gives a graphical survey of the relative difficulty of the bicycling programs.

 Sunday Leisure Wheeler	 Tuesday Ravine Ride
 Friday Night Ride	 Wednesday Night Ride
 Thursday Night Ride	 Saturday Morning Ride
 Sunday Urban Roller	 Wednesday Wheelies
 Freedom Fridays	 Saturday Cruising Shorts
 Sunday Country Cruises	 Sunday Tourist Rides
 Sportif Rides	

## 7.1. Ride Classifications

Category	Description	Programs
Leisure Wheeler 	Designed as entry-level rides for novices, seniors, or riders returning after a significant absence. Distances of 20 to 40 km, at a typical speed of 14 to 18 km/h for a leisurely pace. Rides generally start in the city and take place on a mixture of paved recreational trails and streets. Leisure Wheeler rides generally have sweeps and regrouping points to keep the group together.	<a href="#">Tuesday Ravine</a> <a href="#">Sunday Leisure Wheeler</a>
Urban Roller (Formerly Easy Roller) 	For riders with some experience. Distances of 30 to 50 km (70 km for the Sunday Urban Roller), at a typical speed of 18 to 24 km/h. Rides generally start in the city and take place on a mixture of paved recreational trails and streets, with occasional ventures out into surrounding areas. Occasionally Urban Roller rides are longer, faster, or hillier, but still aim at falling close to the Urban Roller typical speed range. Urban Roller rides generally have sweeps and regrouping points to keep the group together.	<a href="#">Wednesday Night</a> <a href="#">Thursday Night</a> <a href="#">Friday Night</a> <a href="#">Saturday Morning</a> <a href="#">Sunday Urban Roller</a>
Tourist 	For more experienced cyclists. Distances of 50 to 110 (and occasionally longer), at a typical speed of 20 to 26 km/h. These rides explore the lovely rural countryside outside of the city. The Sunday Tourist/Sportif rides start at TTC stations, while the other three programs require a vehicle to get to the start. Tourist rides vary with respect to sweep and regrouping practices. Click on the program you are interested in.	<a href="#">Wednesday Wheelie</a> <a href="#">Saturday Cruising Short</a> <a href="#">Sunday Tourist/Sportif</a> <a href="#">Sunday Country Cruise</a> <a href="#">Freedom Fridays</a>
Sportif 	Sportif riders do the same rides as Tourists, but at a faster 27 to 35 km/h pace.	<a href="#">Wednesday Wheelie</a> <a href="#">Saturday Cruising Short</a> <a href="#">Sunday Tourist/Sportif</a> <a href="#">Sunday Country Cruise</a>

## 7.2. Bicycling Programs

### 7.2.1. TUESDAY RAVINE RIDE

(LW) Enjoy park paths without the weekend crowds. The Ravine Rides are relatively short, generally taking 1 to 3 hours.

### 7.2.2. SUNDAY LEISURE WHEELER

(LW) Distances of 20 - 60 km, at speeds of 15 - 18 km/h for a leisurely pace. Routes are often on quiet streets and bike paths in the city.

### 7.2.3. SUNDAY URBAN ROLLER

(ER) Distances of 30 - 60 km, at speeds of 18 - 23 km/h for a relaxed pace. Routes are often on quiet streets and bike paths in the city and surrounding areas.

#### 7.2.4. SUNDAY COUNTRY CRUISES

(ER/T) These tourist rides of 40-120 km explore the country roads of southern Ontario. Start points are within a 90-minute drive of Toronto.

#### 7.2.5. SUNDAY TOURIST RIDES

(T/S) These urban - rural rides are designed for experienced cyclists riding at 23-29 km/h and longer distances of 60-215 km. Sportif riders do the same routes, but at speeds above 29 km/h.

#### 7.2.6. FRIDAY NIGHT RIDE

(ER) Single start point with the odd exception. One route to suitable dinner venue. Proper bike lighting is the main safety concern. Combination of city streets and paved recreational trails. Social ride. Lights mandatory.

#### 7.2.7. SATURDAY MORNING RIDE

(ER) Brisk, social, no-nonsense ride. Riders stick together. No maps, usually. Combination of city streets and paved recreational trails. One starting point. Completed by noon.

#### 7.2.8. WEDNESDAY NIGHT RIDE

(LW/ER) Two main start points with additional "special" start points thrown in infrequently. Lights mandatory.

#### 7.2.9. THURSDAY NIGHT RIDE

(Advanced ER) On streets with good bike lanes, smaller streets, and off-road paths with only the occasional foray out on a major street. Lights mandatory.

#### 7.2.10. WEDNESDAY WHEELIES

(T/S). Remote start points. 10:00 a.m. starts in spring and fall, earlier in summer. One or more routes of 70-90 kms.

#### 7.2.11. SATURDAY CRUISING SHORTS

(T/S) Bi-weekly series from late May featuring remote starts close to Toronto and using a selection of shorter routes culled from the Country Cruise inventory of rides.

#### 7.2.12. DAY TRIPS

(T/UR) Hairshirt (322 km) once per year. Several day trips with one leg by GO train.

#### 7.2.13. FREEDOM FRIDAYS

(T/UR) Remote start points within a 60 minute drive of central Toronto. Early start to beat the heat.

### **7.3. *Fall and Winter Activities***

#### 7.3.1. FALL HIKING

Weekly scenic hikes of 10 - 20 kilometres, often along the Bruce Trail.

#### 7.3.2. CITY WALKS

Weekly scenic walks of 10 - 20 kilometres, exploring Toronto's extensive network of parks and ravines.

#### 7.3.3. FRIDAY NIGHT SKATING

Every Friday from December to March at a different rink around town each week.

#### 7.3.4. INDOOR SPINNING

At the Adelaide Club

## 8. Program Coordinators for the 2019 season

The board position responsible for supporting the program coordinators is Touring Director (Joey Schwartz) [touring@tbn.ca](mailto:touring@tbn.ca)

### 8.1. Day Rides (Bicycling)

Sunday Urban Roller - David Middleton [easyroller@tbn.ca](mailto:easyroller@tbn.ca)

Sunday Leisure Wheeler - Sandra McCrossan [leisurewheeler@tbn.ca](mailto:leisurewheeler@tbn.ca)

Sunday Tourist Rides - Danny Harvey [tourist@tbn.ca](mailto:tourist@tbn.ca)

Country Cruises & Saturday Cruising Shorts - Barry Pinsky, Rowena Maclure, and Marie Ferguson [countrycruise@tbn.ca](mailto:countrycruise@tbn.ca)

Tuesday Ravine Ride - Dinsmore Roach and Sandra McCrossan [tuesravine@tbn.ca](mailto:tuesravine@tbn.ca)

Wednesday Wheelies - Ron Wilson, Cindy Rogers, Rob Woodman, Robin Silverstein [wedwheelie@tbn.ca](mailto:wedwheelie@tbn.ca)

Wednesday Night Ride - Terry Walsh [wednights@tbn.ca](mailto:wednights@tbn.ca)

Friday Night Ride - David Gagne [fridays@tbn.ca](mailto:fridays@tbn.ca)

Saturday Morning Ride - Patsy Cook and Mick O'Meara [satmorning@tbn.ca](mailto:satmorning@tbn.ca)

Thursday Night Rides - vacant [thursdays@tbn.ca](mailto:thursdays@tbn.ca)

Freedom Fridays - Arlene Smith, Janet Guttsman, Vicki Bondy [fridays@tbn.ca](mailto:fridays@tbn.ca)

Day Trips - vacant

### 8.2. Fall and Winter Activities

Indoor Spinning - Kathleen Harford [spinning@tbn.ca](mailto:spinning@tbn.ca)

Fall Hiking - John Anderson [hiking@tbn.ca](mailto:hiking@tbn.ca)

City Walks - John Burdett [citywalks@tbn.ca](mailto:citywalks@tbn.ca)

Friday Night Skating - Catherine Whitfield [iceskate@tbn.ca](mailto:iceskate@tbn.ca)

## 9. Resources

### 9.1. Promotional Contacts

Communications Director - Rick MacMillan [publicity@tbn.ca](mailto:publicity@tbn.ca)

Technical Director - Dave Mader [technical@tbn.ca](mailto:technical@tbn.ca)

Chain of Events e-newsletter - Janet Guttsman [coe@tbn.ca](mailto:coe@tbn.ca)

### 9.2. Ride Leader's Report / Non-member Release Form

The Ride Leader's Report Form / Non-Member Release and Indemnity Agreement form is available at [https://tbn.ca/resources/Documents/TBN\\_Policies\\_and\\_Procedures\\_Manual/TBN\\_Ride\\_Leader\\_Report.pdf](https://tbn.ca/resources/Documents/TBN_Policies_and_Procedures_Manual/TBN_Ride_Leader_Report.pdf). Print one or two copies and take them on the ride, in order to archive the signature of any non-members who sign the Release form.

### 9.3. Ride Leader's Handbook

This manual is available for downloading at [https://tbn.ca/resources/Documents/TBN\\_Policies\\_and\\_Procedures\\_Manual/TBN\\_Ride\\_Leader\\_Handbook\\_2019.pdf](https://tbn.ca/resources/Documents/TBN_Policies_and_Procedures_Manual/TBN_Ride_Leader_Handbook_2019.pdf).

## 10. Expenses - Ride Leaders and Program Coordinators

### 10.1. Applicability

This is applicable to:

Expenses for Ride Leaders who Lead Day Rides

Expenses for Program Coordinators

### 10.2. Expense report form

Ride leaders who wish to file an expense report can find the electronic version online under the MEMBERS menu, which they can fill in, insert scanned receipts, and e-mail to the treasurer [treasurer@tbn.ca](mailto:treasurer@tbn.ca).

### 10.3. Philosophy

TBN (Toronto Bicycling Network Inc) is a non-profit organization. One objective is to keep expenses as low as possible so that the membership fees remain reasonable. This enables more people to join the club and participate in its activities.

TBN recognizes that to communicate with ride leaders, research routes, and print maps, funds need to be spent. The club reimburses leaders and coordinators for reasonable expenses, as detailed below. It is everyone's responsibility to keep expenses to a minimum, and always consider what is reasonable.

### 10.4. Receipts

In all cases, regardless of the amount, receipts must be included with the expense form.

### 10.5. Expenses for Ride Leaders who lead Day Rides

In general, expenses should be less than \$20 per ride. Expenses between \$20 and \$30 must be approved in advance by the Program Coordinator. Expenses above \$30 must be approved in advance by the Touring Director.

#### 10.5.1. ACCEPTABLE EXPENSES

**Printing of maps and cuesheets** based on historical data. With rides now being posted on the website, riders are expected to print their own copy ahead of time. If in doubt about the quantity, contact the Program Coordinator. Printing should be done on plain white paper, double-sided. If done at a photocopy shop, the cost should be less than 18 cents per double-sided copy, plus taxes. If you print the copies on your own printer, you may expense 15 cents per copy.

**Motor vehicle expenses** for Route Research, with the prior approval of the Program Coordinator. This type of ride research is undertaken when the ride leader believes there may be construction on the route, necessitating a change in the route, or when the ride leader is researching a new route. The ride leader must provide a copy of the modified or new route and cuesheet with the expense report. Reimbursement is 40 cents per kilometre driven, to a maximum of \$40 i.e. 100 kilometres.

#### 10.5.2. NOT ACCEPTABLE EXPENSES

Motor vehicle expenses **without prior approval** of the Program Coordinator.

Motor vehicle expenses **just to "check out" the route**, to become more familiar with the route, where there is no expectation that the route might need to be changed.

Motor vehicle expenses to and from the ride start.

Parking at the ride start.

Tickets of any kind (parking, speeding, traffic violations).

## **10.6. Expenses for Program Coordinators**

This covers expenses for Program Coordinators in their role as Program Coordinator. If they are leading day rides, then the day ride leader policy applies.

### **10.6.1. ACCEPTABLE EXPENSES**

Printing of the Ride Leaders Report, maps and cuesheets for distribution to the ride leaders. Follow the same guidelines for printing as laid out in 'Acceptable Expenses for Ride Leaders'.

Food and refreshments for an annual social for each program. The program coordinator can file an expense report and claim \$10 for each **ride leader** attending, up to a maximum of \$120.

### **10.6.2. NOT ACCEPTABLE EXPENSES**

Motor vehicle expenses to deliver maps and cuesheets to ride leaders.

Motor vehicle expenses to purchase stationary or postage, or to deliver mail to the post office or mail box.

Courier charges. Wireless telephone charges. Bills from Internet service providers.

Refreshments and food other than what is listed under 'Acceptable Expenses'.

## **11. Revision History**

Adapted from 2002 -2009 Handbook (Author thought to be Owen Rogers)

Revision April 9, 2014 by Dave Mader and Richard Anstett, co-VP Touring

Revised by Dave Mader Touring Director, February 28, 2015.

Revised by Dave Mader Touring Director, May 7, 2015.

Revised by Dave Mader Touring Director, Feb 9, 2016 to update, remove references to cross-country skiing, change allowable expenses. April 1, 2016: Revised Ride Classifications

Updated for 2017 by Dave Mader on January 7, 2017. Added Day Trips as a program, updated coordinators.

Updated for 2018 by Dave Mader on March 4, 2018. Added draft policy on e-bikes and Alice Chan's guidance on keeping a group together. Removed obsolete clause about ownership of routes and maps, since these are now public on RideWithGPS. Removed obsolete "Acceptable expenses" and reworded the one about food and refreshments for the annual program social.

Updated for 2019 by Dave Mader on February 23, 2019. Added section 1.1 on policies for group rides. Slips with discount code for new members

## **12. Promo code slips for non-members**

Print the following page and cut out the slips to hand out with TBN cards to prospective new members.

<p>Toronto Bicycling Network</p> <p>Join at <a href="http://www.tbn.ca">www.tbn.ca</a> e-mail <a href="mailto:info@tbn.ca">info@tbn.ca</a></p> <p>Twelve different group rides every week. All levels welcome from beginner to advanced. Discounts at bike shops &amp; services. Discount code for a <b>new</b> membership: DR2019 for a one-time \$5 discount.</p>	<p>Toronto Bicycling Network</p> <p>Join at <a href="http://www.tbn.ca">www.tbn.ca</a> e-mail <a href="mailto:info@tbn.ca">info@tbn.ca</a></p> <p>Twelve different group rides every week. All levels welcome from beginner to advanced. Discounts at bike shops &amp; services. Discount code for a <b>new</b> membership: DR2019 for a one-time \$5 discount.</p>
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