



Bicycle Touring Club of North Jersey

Tour Leader Official Guidelines

GENERAL

- All tour participants **must be members of BTCNJ**. This is an insurance issue. Please check the most current roster (available online).
- All participants are REQUIRED to wear a helmet that meets ANSI or SNELL performance standards. **There are no exceptions.**
- Tour leader(s) must obtain from each tour participant an emergency contact and telephone number. A complete set of forms that are needed will be available upon request or when the tour is posted. Please request forms from the Touring Coordinator. (Form attached)
- All participants must have a bicycle in good working order. A tool kit should include:
 - Tire irons
 - Adjustable wrench
 - Spare tube(s)
 - Patch kit, and
 - Pump

Also, stress that participants **must** bring water bottle(s) and a bike lock.

- Tours should be tailored for all ride category levels. If riding in not feasible in all categories, this should be noted in the first *MasterLink* article. The Tour Leader(s) reserves the right to screen all participants' cycling ability for the terrain.
- The Tour Leader(s) shall not receive any special compensation. If any discounts, financial incentives, group discounts, free rooms, free trips, etc., are offered, the Leader(s) **must** reveal the nature of the compensation and share the compensation with the trip participants or the club.
- Special interest tours (i.e., singles, families) should not be discouraged. The BTCNJ Executive Committee (The Board) reserves the right to limit the number of such trips per year.

RESOURCE GATHERING INFORMATION

- Complete itineraries are available from the Touring Coordinator, for established tours.
- The Touring Coordinator will assist the Tour Leader(s)
- Local bike clubs can provide cue sheets (possible joint rides)

- Other Resources: BTCNJ Touring Resource Library; local Chamber of Commerce; campground owners and State Bike Coordinators from the League of American Bicyclists.

ROUTE SELECTION AND RESERVATIONS

- Check with the Touring Coordinator to confirm that the **date(s) selected does not conflict with other club activities**.
- Tours should be tailored for all ride category levels. If riding in not feasible in all categories, this should be noted in the first *MasterLink* article. The Tour Leader(s) reserves the right to screen all participants' cycling ability for the terrain.
- Consider the availability of local bike shops for emergency repairs and equipment
- If possible, seek inns/campgrounds that have minimal deposit requirements, offer liberal deposit and refund policies.
- Seek accommodations that offer security, storage and weather protection for the bicycles.
- Tour Leader(s) determines the group size according to accommodations.
- When the tour is filled, prepare a "wait list". If cancellations occur, refer to the wait list and call in order of inquiry.

COSTS, FEES, DEPOSITS AND COLLECTION

- Establish the approximate cost of the tour as early as possible. Calculate into the cost of the trip any expenses you may incur such as lodging, meals, gratuities, wine and cheese party (if you are planning one), telephone and postage fees, photocopying, paper goods, etc.
- Set uniform fees per person based on room arrangements and specify to the participants what is included in the cost of the tour.
- Determine date(s) for remitting installments or full payment.
- A deposit or full payment is necessary to hold a reservation; this is on a first-come, first-served basis.
- No deposit is required from wait-listed members.
- Collect the balance of payment before the start of the trip and keep accurate records. Do not advance your own money to others. Checks should be made out to the Tour Leader, unless participants are paying for their food and lodging directly.
- If a participant cancels and his/her place **can be filled**, the deposit will be refunded. If the cancellation occurs and the place **cannot be filled**, the participant **will not be refunded**.

MASTERLINK AND WEBSITE

- Prepare lead article with description, dates, cost, and where to send deposit. Keep in mind "something for everyone".

- Obtain the approval of the Touring Coordinator
- Touring Coordinator will review and submit article to the MasterLink editor and the Webmaster. In addition, the tour will appear in the next issue of the E-letter after the tour is submitted.

TRIP PREPARATION

- For weekend tours, mail/distribute two weeks in advance: departure date and time, directions to trip location, personal medical information form, list of participants (for car pooling), trip agenda, non-biking activities, restaurants, tools and equipment recommended.
- If appropriate, determine which activities will be the responsibility of each individual. This may be necessary on camping trips when the shopping, cooking and clean-up duties are assigned.
- Distribute copies of detailed cue sheets and maps on the day of the trip or the date of departure (for group travel).
- For weekend tours, a sign-in sheet is to be used for each ride led. For longer tours, a sign-in sheet should be at the hotel destination for riders to sign-in on arrival.
- Check with the Touring Coordinator as to availability of the BTCNJ Banner. Please display it if possible.

FOLLOW-UP

- Within 30 days after the tour has ended, submit to the Touring Coordinator a trip report containing: Feedback Questionnaire, Participant List, Expense Report, Sign-In Sheet(s), Cue Sheet(s), set of maps, hotel/inn/campsite information, and the brochures of the area. The necessary forms are attached and can be obtained from the Touring Coordinator.
- The Expense Report **must** account for all monies received and spent on the trip. The Report is to include the following expenses (if relevant): amount charged to each individual; cost of rooms/campsite; meals; transportation; wine/cheese/food (if you are planning a get-together); gratuities; photocopying; telephone; postage; transportation; miscellaneous expenses and refunds to participants. The balance should be noted. A form is attached.

AWARDS

- If the Trip Report is not submitted to the Touring Coordinator, **you will not be considered for any BTCNJ awards nor permitted to organize future tours.**
- The Tour Leader(s) will notify the Rides Chairperson about any participant who leads a ride to be sure that credit is given to this individual towards a BTCNJ award.



Feedback Questionnaire

Please take a few moments to answer the following questions upon completion of your tour. It will benefit leaders and participants of future tours.

Tour leader(s): _____

Tour: _____

Tour dates: _____ No. of participants: _____

1. Please attach:
 - Participants list
 - For weekend trips: Name and phone number/contact info for inn/camping reservation
 - For longer travel: Itinerary with the name and contact info for accommodations
 - Expense report
 - Maps and cue sheets
 - Brochures from the area
2. In organizing this tour, did you encounter any problems relating to costs or collecting fees from the participants? (If yes, describe.)
3. If there were any mechanical difficulties, what was the most frequently occurring one and how was it handled (within the tour group or by a bike shop)?
4. Were the daily distances, terrain maps, route selection, weather conditions appropriate/adequate? For future leaders of this tour, what changes would you suggest?
5. Was the group generally satisfied with the accommodations (cleanliness, location/convenience to restaurants, activities, etc.)? Were you provided with a place to store and lock the bicycles?

6. Did the hotel manager/innkeeper/campground manager provide good service to club members? Was he/she cyclist friendly?

7. Would you recommend using the inn/hotel/campground again?

8. Were the cyclists sufficiently equipped? If not, what equipment was lacking? Conversely, what, if any, equipment was brought along that was unused.

9. What non-riding activities (swimming, canoeing, hiking, theater, concerts) were available?

10. Were there any accidents during this tour? If so, please describe in detail.

11. If this tour were to be run again, what changes, if any, would you recommend?

Thank you!



Tour Participant Information

Name: _____

Address: _____

Home phone: _____ Bus. phone: _____

Cell phone: _____ E-mail: _____

For foreign travel:

Passport no.: _____ Expiration date: _____

For group air travel:

Frequent flier no. _____

Medical conditions/Medications/Allergies: _____

Dietary restrictions: _____

Emergency Contact Information:

Name _____

Home phone _____ Cell _____

Miscellaneous info you think we should know _____



Touring Expense Report

Tour _____ Dates _____

Tour leader(s) _____

Monies received:

Number of participants: _____

Collected from each: _____

Total collected: _____

Cash advance from treasurer: _____

Total: _____

Expenses

Lodging/campsite _____

Meals _____

Gratuities _____

Hors d'Oeuvres/wine & cheese _____

Photocopies _____

Phone & Postage _____

Transportation _____

 Van rental and gasoline _____

 Air _____

 Bus _____

Parking/tolls _____

Miscellaneous _____

Refunds to participants _____

Cash advance returned to treasurer _____

Total _____

Balance _____

PLEASE ATTACH COPIES OF RECEIPTS OVER \$25.00