

The Edmonton Bicycle and Touring Club



Policy Manual

**EDMONTON BICYCLE AND TOURING CLUB
OPERATING POLICIES & GUIDELINES**

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ADMINISTRATION

MEMBERSHIPS	
Changes	
Last revision: April 9, 2012	1. <u>Full membership</u> runs from January 1 to December 31 of the same year. Full memberships for members for the New Year will be processed after January 1 annually. Membership fees are non-refundable.
	2. <u>Out-of-Country Members</u> : Out of country members will be charged the same as Canadian members in Canadian dollars. This guideline will be reviewed annually.
Last revision: July 14, 2003	3. <u>Minors</u> : Any person, regardless of age, can become a member of the EBTC. If the participant is under 18 years of age, he/she must be accompanied by an adult on any club trips.
Last revision: January 14, 2010	4. <u>Membership List</u> : The EBTC membership list is considered a private document for use only in club operations. It will not be distributed, in its entirety, to anyone apart from the executive. Members will be given the option of preventing publication of their name and telephone number. Member lists will not be posted to the website.
Last revision: March 14, 2005	5. <u>EBTC Members Affiliated with other Clubs</u> : Where an EBTC member can show proof of current membership with another RCAA affiliated club, EBTC will refund them the EBTC insurance premium cost. Refund is not applicable if EBTC is the primary insurance holder (i.e. no separate RCAA membership), and is not retroactive to previous years. Member to submit copy of RCAA membership or primary RCAA affiliated club membership showing date of membership, along with their name/contact info and EBTC membership number. Membership coordinator will review for executive approval.
MEETINGS	
Changes	
	1. <u>Monthly Meetings</u> will be held by the executive, as needed. All meetings of the executive are open to the members at large.
Last revision: December 9, 2002	2. <u>Annual General Meeting</u> : EBTC shall hold an annual meeting in the Spring of each year (usually February) to elect a new executive, confirm the budget for the new year, ratify the membership fees to be charged for the new year, and appoint two auditors from among the membership to audit the financial statements for the fiscal year. Notice of the AGM shall be in writing to the last known address of each member and should be delivered at least thirty days prior to the date of the meeting.
Last revision: July 14, 2003	3. <u>Club Executive</u> : The executive is elected at the Annual General Meeting each year and their term is from the beginning of the month following the AGM to the end of the month after the AGM the following year. The executive is composed of the following positions: <ul style="list-style-type: none"> • President, Vice-President/Touring Coordinator, Treasurer, Secretary, and • Three directors: Membership Coordinator, Newsletter Editor, Education and Safety Coordinator. • The following <u>advisors</u> report to the executive and attend meetings of the executive: <ul style="list-style-type: none"> • Supplies and Equipment Coordinator, Publicity Coordinator, Social Coordinator, Volunteer Coordinator, Librarian, Website Coordinator.
Last revision: December 11, 2006	4. <u>Executive Vacancies</u> : Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. If an executive member has more than 2 unexcused absences in a row, the board has the right to consider the position vacant and seek a replacement.

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Changes	COMPLAINTS
<p>Added: Sept 20, 2011</p>	<p>1. Any person may make a complaint to the Edmonton Bicycle and Touring Club (EBTC) against any club member or the club itself. Complaints must be made in writing within 30 days of the incident resulting in the complaint. The complaint is to be addressed to the EBTC President and it must provide full contact information and must be signed by the complainant. In the event the complaint is against the EBTC President, the complaint should be directed to the Vice President.</p> <p>Once a complaint is received the EBTC President or Vice President will review the information and contact the complainant to determine if an informal resolution can be achieved. If the EBTC President or Vice President is unable to assist in an informal resolution of the complaint, or if an informal resolution is deemed not appropriate, the EBTC President or Vice President will strike a committee comprised of three board members (not including the President or Vice President) to complete an investigation of the complaint. Any complaint considered to be of a criminal nature will be directed to the police department with jurisdiction over the investigation.</p> <p>The committee will consider the information of the parties (including that of any relevant witnesses) in a timely manner. At the conclusion of their investigation the committee chair will provide a written report to the EBTC Executive. If the complaint is substantiated, the report will set forth proposed steps or disciplinary actions to resolve the complaint. If the complaint is unsubstantiated, no action will be taken.</p> <p>Disciplinary actions may include any one or more of the following:</p> <ol style="list-style-type: none"> 1) Request for a written apology to the complainant 2) Letter of reprimand or warning 3) Temporary suspension of membership for a defined period of time; 4) Termination of membership <p>The decision of the committee will take effect immediately following formal notification to the parties involved. Notification will be given to the e-mail or regular mailing addresses provided by the club member at the time of yearly registration and to the complainant at the address or other contact details provided in the letter of complaint. Decisions are binding on all parties. Failure to comply with a committee decision in relation to numbers 1 through 3 above will result in Termination of Membership.</p> <p>An appeal of a committee decision may be made in writing within 30 days of the formal notification of the decision. The EBTC President or Vice President will complete a review of the appeal and will make a final decision to the parties.</p> <p>The Edmonton Bicycle and Touring Club recognizes the sensitive nature of discrimination, harassment and member discipline and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information obtained, the Edmonton Bicycle and Touring Club will do so.</p>
Changes	SOCIALS
	<p>1. <u>Non-members</u> may attend all socials throughout the year. There will be no cost if the event is a free event. Otherwise, charges will be member cost plus 50%.</p>
Changes	ADVERTISING
<p>Last revision: June 13, 2005</p>	<p>1. <u>Commercial Advertising</u>: EBTC will permit For-Profit Advertising to be placed in Spokes (subject to a fee agreement and the Newsletter Coordinator's discretion as to suitability).</p>

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Last revision: Feb 21, 2011	2. <u>Charity Events</u> : Other groups' fundraisers may be posted on our website.
Last revision: Feb 21, 2011	3. <u>Not-for-Profit or Community Events</u> : Other not-for-profit club and/or community events may be mentioned in our regular email updates and/or in Spokes and/or under 'Community Events' category on our website.
Last revision: Feb 21, 2011	4. <u>Related Websites</u> : Other cycling related websites may be shown as links on our website.
Changes	VOLUNTEER APPRECIATION
	1. <u>Volunteer Recognition</u> : Annually, EBTC will formally recognize volunteers that have helped out with club events.

FINANCIAL INFORMATION

Changes	FISCAL YEAR
	1. <u>Operation</u> : The club fiscal year is January 1 to December 31.
Changes	SIGNING AUTHORITIES
	1. <u>Club Signing Authorities</u> are the President, Vice-President, Secretary, and Treasurer. Two signing authorities must sign any cheque drawn on an EBTC account. Deposits, and/or a transfer from one club account to another club account, require only one signing authority. All other legal transactions must be signed by two of the above signing authorities.
	2. <u>Club Bank</u> : EBTC's bank is the Bank of Montreal, Main Branch, Edmonton. Any change to this will require an official vote of the executive.
Changes	FINANCIAL STATEMENTS
	1. <u>Financial statements</u> are to be audited each year by two members of the club who are not members of the executive during the year of audit. Audited financial statements are presented to the executive and members at the AGM for approval.

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CYCLE & SKI TOURING

Changes	RESTRICTIONS ON PARTICIPATION AND ACCOMMODATIONS
Moved May 1, 2012	1. <u>Insurance</u> : RCAA insurance prevents participation in club activities without being a member. Therefore, all participants in any club event (with the exception of social events) must be members of either EBTC or an RCAA affiliated club to participate with the club. This policy will be reviewed annually.
Added: Sept 21, 2011	2. <u>Restrictions on Participation in Club Activities</u> : The EBTC reserves the right to restrict participation in club activities based on a participant's ability, experience, equipment and adherence to EBTC's Code of Conduct as posted on the EBTC website. Event coordinators can query any individual as to their level of ability and the sufficiency and/or working order of their equipment. Event coordinators can also request certain basic minimum pieces or types of equipment be used for events (e.g. air pumps, patch kits, lights for night riding, transmitters on back country ski trips and the like.)
Added: Sept 21, 2011	3. <u>Special Accommodations</u> : The EBTC is a volunteer run club and does not provide special accommodations. Any person with a disability who has identified the need for accommodation on the EBTC membership application will be required to provide a letter from a qualified physician stating that the person is able to participate safely on all cycling and/or cross country ski events. In addition, prior to each event, they will be required to identify, to the event coordinator, a club member who will accompany them for the whole of the event. That member would be responsible for the person with the disability and will be required to deal with any issues that may arise.
Changes	ALCOHOL
	1. <u>Alcohol</u> will not be purchased out of fees for any club tours. Applicable liquor laws and regulations will not be violated. In accordance with provincial liquor laws, drinking will not be permitted by drivers, cyclists or passengers while on the road. Drinking is permitted only at the day's destination, if not prohibited by the laws or regulations of the accommodation. Bottles should be packed in coolers or boxes. No open bottles will be allowed in baggage. Coordinators may choose to set limits on the amount of alcohol that can be brought on a trip. Quiet hour rules of hostels and campgrounds should be respected by all on club trips.
Changes	Cell Phone Usage
Added: September 11, 2007	1. Cell phones, personal data assistants (PDAs), two-way radios and pagers compete for a driver's full attention and greatly increase the risk of a near miss or collision. For the purpose of this policy, all the above mentioned electronic devices are considered "cell phones".
	2. To encourage transportation safety, EBTC members and volunteers must have their vehicle (including bicycles) stopped in a safe location, prior to using a cell phone while on EBTC activities. This includes emergency calls (911). When the vehicle is being driven, cell phones shall not be used by the driver.
	3. If there is another person in the vehicle, have him/her communicate on the phone instead of the driver or leave the call for voicemail.
	4. A verbal warning should be given if there is an offender and the description of the occurrence sent to the EBTC Executive in writing. If the policy violation re-occurs, a written warning will be sent to the member by the EBTC Executive. Another offence reported in writing to the EBTC Executive (after the written warning from the Executive), will result in review of the behaviour by the EBTC Executive, and could result in the loss of EBTC membership.
Changes	HELMETS

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	1. <u>Helmets</u> : All cyclists are required to wear a helmet, which meets current safety standards while riding. Those arriving without helmets will not be permitted to ride under the auspices of the club.
Changes	TRAILERS
	1. <u>Trailers</u> must no longer be used with rental vans. Other means should be employed to transport bicycles, equipment and supplies to and from cycling trips.

OVERNIGHT TRIPS

Changes	TRIP REGISTRATION
Last Revision: May 1, 2012	1. <u>General Requirements</u> : The club may limit registration on tours. To register on an overnight or extended tour of more than 1 day, participants must be club members. Each member wishing to participate in an overnight trip must complete a trip registration form for each trip. If the member is a minor (under 18 years of age), a registration form must be signed by a parent or guardian and the minor must be accompanied by an adult on the trip.
Last Revision: May 1, 2012	2. <u>Registration Method</u> : The Ride Coordinator determines the registration method which can be any of the following methods: <ul style="list-style-type: none"> • Direct registration and payment on Karelo • Register via email to the Ride Coordinator with subsequent registration form completion and payment on Karelo • Register via email to the Ride Coordinator with subsequent registration form submission and payment by mail
Added: May 1, 2012	3. <u>Ride Description</u> : The Registration method must be clearly stated on the posted ride description.

TRIP OPENING AND CLOSING DATES

Changes	
Last Revision: May 1, 2012	1. <u>Registration Opening Dates</u> : Trip Coordinators are responsible for identifying a trip registration opening and this date must be clearly stated with the ride description.
Last Revision: May 1, 2012	2. <u>Registration Closing Dates</u> : Trip Coordinators are responsible for identifying a trip registration deadline. In the event that no trip registration deadline is identified, the deadline will be, by default, one day prior to the trip planning meeting.

TRIP OVER SUBSCRIPTIONS AND WAIT LISTS

Changes	
Added: May 1, 2012	1. <u>On Line Registrations</u> : In the event that the registration was done directly on-line and a tour is oversubscribed, a waitlist will automatically be generated
Added: May 1, 2012	2. <u>Email Registration</u> : In the event that registration was done via email, the Ride Coordinator will generate a waitlist.
Last Revision: May 1, 2012	3. <u>Regular Mail Registration</u> : In the event that registration forms and payment are received via regular mail, the Ride Coordinator will generate a waitlist and the club will hold the cheques. Deposits will be refunded if a person on the wait list is not accepted on the trip.

TRIP PLANNING MEETING

Last Revision: May 1, 2012	1. <u>Trip Planning Meeting</u> : Trip Coordinators of overnight tours will hold a trip planning meeting that will take place no later than 15 days prior to the trip departure.
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TRIP PAYMENT

Changes	
Last Revision: May 1, 2012	1. <u>Registration Fee</u> : <ul style="list-style-type: none"> • Where the full trip fee is less than \$100, full registration fee must be made with registration. • Where the full trip fee is \$100 or more, a deposit equivalent to ½ of the trip fee is required with registration. Trip coordinators may set a higher minimum deposit at their discretion.

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Last revision: April 1, 201	2. <u>Payment Deadline:</u> The balance of the full trip fee on all overnight trips is due and payable at least 7 days prior to departure of the trip, or a date set by the trip coordinator – which will be at least 7 days in advance of the trip.
Added: May 1, 2012	3. <u>Trip Accounting:</u> All Trip Funds that are received by the Trip Coordinator must be forwarded to the treasurer in their entirety. Upon receipt of the Financial Trip Report, the treasurer will reimburse all Trip Expenses to the Trip Coordinator. The Trip Coordinator will reimburse individual trip participants for any expenses incurred by them.
Changes	TRIP CANCELLATIONS
Last revision: April 1, 2012	1. <u>Participant cancellations prior to payment deadline:</u> <ul style="list-style-type: none"> • Participant not replaced: deposit is forfeited • Participant replaced: full refund
Last revision: April 1, 2012	2. <u>Participant cancellations after payment deadline:</u> <ul style="list-style-type: none"> • Participant not replaced: full fee is forfeited • Participant replaced: full refund
Last revision: April 1, 2012	3. <u>Coordinator Cancellations:</u> When a trip is cancelled by the coordinator due to unforeseen circumstances, any costs that are expended for the trip and cannot be recovered will be covered by the club, pending the board’s approval. All other funds that have been collected will be reimbursed to the trip participants. <ul style="list-style-type: none"> • Trip participants do not include those participants who have withdrawn prior to the trip being cancelled by the coordinator.
Changes	TRIP REFUNDS
Added: April 1, 2012	1. <u>Refunds in ordinary circumstances:</u> Refunds will be issued to all participants of a trip if a trip makes an excess profit which is considered to be a profit of over \$10 per participant
Last revision: April 1, 2012	2. <u>Refunds in extraordinary circumstances:</u> All extraordinary refund requests are to be reviewed by the executive. This includes refunds for individuals in extraordinary circumstances (e.g. illness). Anyone wishing a refund due to illness must provide a doctor’s certificate.
Changes	TRIP COORDINATOR TRIP FEES
Last revision: February 24, 2011	1. <u>Trip Coordinators</u> are eligible to receive honorariums for cycling and skiing trip fees as follows: <ul style="list-style-type: none"> • Day Trip coordinators: \$30 honorarium per ride • Regularly scheduled ride coordinators: \$20 honorarium per ride • 2-day trips: Up to one full registration per trip • 3-6 day trips: One full registration • The significant other of a volunteer van driver will be guaranteed a spot on an overnight trip, if they wish to register for the trip • 7+ day trips: \$50/day to a maximum of one full trip registration fee • Alternate suggestions for honorariums, if recommended by the Vice-President/Touring Coordinator, must be presented to the executive for approval, prior to the costs for the trip being set.
DoChanges	DRIVER FEES
Last revision: July 14, 2003	1. <u>Drivers</u> on supported trips are not required to pay the trip fee, but they must be full members of EBTC and must meet rental agency requirements. The expenses associated with the driver (shelter and food) are to be borne by the participants and should be factored into the calculation of the trip fee. In the case of supported hotel trips, consideration may be given to the drivers to compensate them for any out-of-pocket costs they may have to incur for meals.
Changes	TRIP BUDGETS

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Last revision: May 14, 2010	<p>1. Trip costs should be estimated in advance and factored into the calculation of the trip fee. The Vice-President/Touring should review all trip budgets before trip fees are set. <u>Food:</u> The following guidelines are to be used in costing out the food for trips: breakfast \$6.00, lunch \$7.00, supper \$10.00, snacks \$5.00 (including juice and condiments). The total per person per day would then be \$28.00. <u>Other Trip costs:</u> Trip coordinators can include expenses such as postage, long distance telephone calls, and reasonable costs incurred on reconnaissance trips (gasoline, hostel charges) in the calculation of the overall trip fees.</p>
	<p>2. Trip profits, see Trip Refund Policy above. Trip losses of more than \$10 per participant will be shared equally by all trip participants.</p>
Changes	PRIVATE VEHICLES ON OVERNIGHT TRIPS
Last revision: July 14, 2003	<p>1. <u>Registered Owners of a Vehicle</u> may be reimbursed in the amount of \$30/day for vehicle wear and tear for the use of their vehicle for the purpose of carrying cargo on overnight and extended trips ONLY.</p> <ul style="list-style-type: none"> • Private vehicles must not be used to carry passengers for compensation. Reimbursement for private vehicle use shall not include compensation for the transportation of any passengers. • Gasoline expenses will be reimbursed separately. • It will be the trip coordinator's responsibility to provide a copy of the vehicle's insurance policy (indicating sufficient [at least \$2 million] third-party liability coverage) to the VP/Touring coordinator at the time the trip is organized. The trip coordinator must also ensure that the vehicle owner notifies his/her insurance agent of the intended use of the vehicle and ensure that such use is approved.

UPDATES

May 1, 2012	Added Trip Payment Section and updated #1 <i>Registration Fee</i> , #2, <i>Payment Deadline</i> , #3 <i>Trip Accounting</i>
May 1, 2012	Moved Trip Planning Section to be under Overnight Trip Section
May 1, 2012	Added Section Trip Over Subscription and Waitlists – Revised content previously shown under Trip Registration Section to include :#1 <i>On Line Registrations</i> , #2 <i>Email Registration</i> , #3 <i>Regular Mail Registrations</i>
May 1, 2012	Added Section Opening and Closing Dates – Updated to include #1 <i>Registration Opening Dates</i> and #2 <i>Registration Closing Dates</i>
May 1, 2012	Revised Trip Registration Section – Moved #1 <i>Day Rides</i> and renamed to <i>Insurance</i> – put under Restrictions on Participation and Accommodations Section. Renamed #2 to #1 <i>General Requirements</i> and updated. Renamed # 3 to #2 to <i>Registration Method</i> and updated. Added # 3 <i>Ride Description</i>
May 1, 2012	Added Overnight Trip Header
May 1, 2012	Under Cycle & Ski Touring moved Helmet section
May 1, 2012	Under Restrictions on Participation and Accommodations section – moved section 1 from Trip Registration Section and renamed from <i>Day Rides</i> to <i>Insurance</i>
April 9, 2012	Under Membership, membership dates changed to <i>January 1 to December 31 of the same year.</i>
April 1, 2012	Under Trip Registration Item #6 – Item <i>Payment Deadline</i> added
April 1, 2012	Under Trip Refunds – Moved items related to cancellation under new <i>Trip Cancellations</i> heading

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April 1, 2012	Under Trip Refunds – Item #1, <i>Refunds in Ordinary Circumstances</i> , added
April 1, 2012	Under Trip Cancellations, #1 and 2, changed <i>Trip Deadline</i> to read <i>Payment Deadline</i>
April 1, 2012	Under Trip Cancellations, #3, changed <i>Trip Cancellations</i> to read <i>Coordinator Cancellations</i>
September 21, 2011	Restrictions on Participation and Accommodations Item #1 - Restrictions on Participation in Club Activities updated Item #2 – Special Accommodations section added
September 20, 2011	Complaints Section added
February 24, 2011	Tour Coordinator Trip Fees: 3-6 day Trips – \$250.00dollar limit removed. Added accommodation for significant other of van driver.
February 21, 2011	Table of Contents added
February 21, 2011	Under Advertising – added sections for Charity Events
February 21, 2011	Under Advertising – added sections for Not-for-Profit or Community Events
February 21, 2011	Under Advertising – added sections for Related Websites
May 14, 2010	Under Trip Budgets – Budget amounts update
January 14, 2010	Revisions to the ride coordinator honorariums, and deletion of the requirement to mail out membership lists.
September 11, 2007	New policies: <ul style="list-style-type: none"> • Trip registration deadline • Pre-trip meeting • Cell phone usage General Review.
December 11, 2006	Revised to include the option to replace any non-attending executive member positions
June 13, 2005	Revised to change commercial advertising from none – to “at the editor’s discretion”.
March 14, 2005	Revised to Include Non-Refundability of Membership Fees & change ½ price memberships to “winter” memberships. ALSO To change wording on affiliate memberships to reflect RCAA instead of ABA affiliated memberships for insurance rebate.
January 10, 2005	Changed Trip Coordinator Trip Fees to increase 2 day to 1 full trip registration.
August 9, 2004	Registration Fee changed to increase deposit amounts and deadlines. Policy re Refunds to ABA affiliated members added.
October 14, 2003	Correction to number of days’ notice for AGM, eight days corrected to thirty.
September 8, 2003	Updated to membership year, telephone lists, term of executive, add website coordinator, trip. Fees paid and deposit amounts, trip cancellation refunds, trip profits or losses, drivers must be full member, vehicle insurance minimum \$2 million third party liability.
May 12, 2003	Updated to add procedures for Trip Registration when a Trip oversubscribed.
December 9, 2002	Update to change amounts for Food Budget & Trip Coordinator Fees, also non-member. Participation in day trips.
March 11, 2001	Entire Policies and Guidelines revised and updated to reflect current practices.
July 12, 1999	Updated to add January 1999, April 1999 exec. Meeting policies.
June 22, 1999	Remove reference to bicycle trailer as it has been sold.
July 4, 1998	Updated to amend bicycle helmet policy.
May 25, 1997	Updated to add updated rebate policy for trip coordinators.
March 17, 1997	Updated to change wording and correct spelling errors.
December 2, 1996	Updated to add draft volunteer appreciation policy.
December 2, 1996	Updated to add draft membership list policy.
December 2, 1996	Updated to add draft newsletter advertising policy.
December 2, 1996	Updated to amend composition of the executive policy.
August 1, 1995	Updated to add foreign member policy.

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October 29, 1994	Updated to add private vehicle on weekend trip policy.
September 1, 1993	Published in EBTC newsletter.
August 28, 1993	Updated to fix various typos.
August 9, 1993	Updated based on EBTC executive input.
May 11, 1992	Updated to include new alcohol policy.
April 2, 1992	Originally compiled by reviewing old minutes. (Sue Williams)