



October 2007

# Spokes

The Newsletter of the Edmonton Bicycle & Touring Club

## October Spokes Highlights

- **Volunteer Needed** to Cover Club Phone Hotline (p. 3)
- Jasper to Waterton Trip Report (p. 4-6)
- History of the Tour de l' Alberta (p. 6-7)
- Thanksgiving Ride, Oct. 6. **RSVP by Oct. 5.** (p. 8)
- Revised Club Policies (p. 9-14)
- Winter Planning Meeting, Sunday, October 28: Come Out and Help Vanquish the Winter Blues. Details p.3.
- Volunteer Appreciation Dinner, October 21 (see below)
- Photos, trip reports, stories, comments, letters, feedback wanted for future *Spokes* issues. Next deadline has been extended to include winter activities plans. November-December issue deadline: Nov. 4.



Why are these people eating? Isn't this a bike club? Where are the bikes? See Jasper-Waterton report on pages 4-6.

## Check Out New Club Policies On Refunds, Deadlines, Meetings, Cell Phones

In this edition of *Spokes* you will find a complete set of revised club policies. For easy reference, look for "September 11, 2007" in the first column. This indicates the most recent updates. On that date, the executive revised the policy on trip refunds and created three new policies: trip registration deadlines, pre-trip meetings, and cell phone usage. If you have any questions or concerns regarding club policies, do not hesitate to contact any member of the executive. These policies all arose out of recent experience and are based on members' feedback. The intent, of course, is to help club events run more smoothly and safely and to reduce the possibility of misunderstanding.

## Volunteer Appreciation Dinner Oct. 21

EBTC would like to acknowledge the dedication and hard work of all the volunteers who helped make it another wonderful year for the club and the Tour de l' Alberta. Come join us for a Volunteer Appreciation Dinner. Dinner will be provided by EBTC's own professional chef, Michel Lamontagne. **Volunteer of the Year Award** will follow dinner.

**When:** Sunday, October 21, at 4 pm, dinner at 5 pm

**Where:** Kenilworth Community Hall, 7104 87 Ave., Edmonton

This is an RSVP event. Please RSVP to the Social Coordinators, Brian and Susan Gerbrandt, 436-0833 or [ssbdg@hotmail.com](mailto:ssbdg@hotmail.com) by October 12.

The event is free for each volunteer and his/her guest. \$10 for all others. Open to the first 150 members!

EBTC Hotline Recording: (780) 424-BIKE or 2453  
E-mail: [info@bikeclub.ca](mailto:info@bikeclub.ca) ▲ [www.bikeclub.ca](http://www.bikeclub.ca)

## EBTC Executive Members

President	
Alan Schietzsch.....	455-1924
Vice-President/Touring	
Ed Weymouth.....	489-7711
Secretary	
Marie-Andréé Lachapelle.....	431-2775
Treasurer	
Jam Damgaardl .....	464-7863
Membership Coord.	
Peggy Hurdle.....	487-5489
Newsletter Editor	
Gary Garrison .....	908-6292
Social Coord.	
Brian & Susan Gerbrandt .....	436-0833
Supplies & Equip.Coord	
Ernie Mah .....	988-8322
Education&Safety Coord	
Don Peddie .....	457-2945
Volunteer Coordinator	
Eileen Hall.....	922-0884
Librarian	
Millie Schietzsch.....	455-1924
Web/E-mail	
Jim Tegler.....	434-4381
Past President	
Maureen Lanuke .....	436-9004

We welcome your comments and suggestions – especially if you have an idea for a trip or outing you think your fellow club members might enjoy!

## Newsletter Enquiries & Submissions

The deadline for the newsletter is the 22<sup>nd</sup> day of each month. Enquiries, articles and jpg digital or scanned photos can be delivered by email to **garisong@shaw.ca** or on paper, CD or 3.5" IBM format diskette to: EBTC Newsletter Editor, P.O. Box 52017, Garneau Postal Station, Edmonton, Alberta T6G 2T5. Gary can be reached by telephone at (780) 908-6292.

## Moving?

If you're moving, please give your name, old address, new address and new phone numbers to the Membership Coordinator noted above. This information will ensure that you receive your newsletters.

## E-mail?

The EBTC maintains an e-mail directory of members. Occasionally, e-mail or other items received by EBTC considered to be of interest to the membership are forwarded via e-mail. If you wish to be added to this electronic mailing list to receive updates, please send your request via email to [info@bikedub.ca](mailto:info@bikedub.ca)

To save costs and valuable executive time, all club members receive e-mail notification when Spokes is posted on the club website and are expected to access it online. Members who cannot access the Internet readily can get Spokes in hard copy by sending in a written request to the EBTC post office box noted below. Remember that it costs \$1.50 for each copy we print and put in the mail.

## Publisher Information & Policies

**Spokes** is the newsletter of the all-volunteer Edmonton Bicycle & Touring Club. **Spokes** is published monthly in the summer and bi-monthly in the winter months.

Opinions expressed in **Spokes** are those of the contributor and are not necessarily shared by the Edmonton Bicycle & Touring Club. The editor reserves the right to edit for clarity, brevity and content and is the sole judge of suitability all articles and advertisements.

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## Quote of the Month

It would not be at all strange if history came to the conclusion that the perfection of the bicycle was the greatest incident of the nineteenth century. ~Author Unknown

## Volunteer Needed to Handle EBTC Phone Hotline

by Don Peddie

A volunteer is needed to take on the responsibility for the EBTC telephone hotline. This is the service the club provides to anyone calling 424-BIKE (424 - 2453) seeking information regarding our club or some aspect of cycling in Edmonton. I have provided this service for the past couple of years.

It's not a lot of work. On average, the line receives perhaps five calls per week, which increases in the spring and just prior to the Tour de l'Alberta. It is NOT necessary to be home at all times to answer this line. I simply added to my answering machine's message that if the call was for the EBTC Hotline to leave a message at the beep and someone would get back to them.

Here's how the technology works. A special feature called "Smart Ring" is connected to your existing phone line. This has a special ring tone so you can differentiate between your present line and the club line. The club covers the cost, approximately \$5.50 per month, which you would get reimbursed for upon submission of receipts.

A vast knowledge of cycling is NOT needed. Most of the calls are from people interested in joining the club and wishing to find out a bit more information regarding it, what bike rides are happening in the near future, or what level of cycling is needed to enjoy a particular ride or trip. Steering people to the website answers most inquiries. When in doubt, difficult questions can be rerouted to one of our many experienced members. Official business calls are directed to the club president.

Interested volunteers should contact the president, Al Schietzsch at 455-1924, or any member of the executive. Contribute a small portion of your time and help your bike club. Phone Don at the above number or at his home number, 457-2945, if you have any questions about taking on this task.



### Winter Planning Meeting Oct. 28: Let's Beat the Snow and Ice Together

**When:** Sunday, October 28, 2007, from 3 to 5 p.m.

**Where:** Edmonton International Hostel, 10647-81 Avenue, downstairs meeting room.

**Distance/rating:** Novice to advanced. Any distance you want.

**Details:** Would you like members to join you on a local cross-country trail? Maybe a weekend downhill skiing in the mountains is more your style? Gliding around a rink under the stars at one of the city's outdoor parks? How about a movie night or dinner party? Anything's possible!

If you want to have FUN this winter, bring along your ideas, enthusiasm and, if you feel like it, a small snack. Who says winter has to be boring?

**Coordinator:** If you have ideas or suggestions - but cannot attend, contact Ed Weymouth, VP Touring, [fasted-die\\_58@hotmail.com](mailto:fasted-die_58@hotmail.com) or telephone 489-7711.

# Rain, Wind, Glorious Food, Magnificent Mountains

Jasper to Waterton – August 3 to 13, 2007

It all started on the morning of Friday, August 3, when people started arriving, in the rain, at the Hurdles'. Spirits were high and anticipation great. This year instead of renting two large vans we used only one and the Hurdles' VW Golf and utility trailer with space for four bikes and a ton of gear. After an hour of figuring out how to pack two tons of gear, we hit the road.

The trip to Lake Annette in Jasper was uneventful. We got ready to go and took an awful lot of pictures while the clouds rolled in. Finally we rolled out as the winds shifted around us. Don and John took off on a side trip that was supposed to be the 93A alternate route. We later heard it turned out to be the road to the sky tram, which is a bit steeper than the intended trip would have been!



The rest of us rolled on while the clouds encroached and the wind swirled until the inevitable happened. We got to test the rain gear for about half an hour before the showers ended. We made it to Athabasca Falls and found this year's friendly hostel hosts who settled us in and read us their interpretation of the hostel rules. John and Don got in about 5:30 and told their tale of woe. Mike and Bernice made a really good supper. Some of us sampled the "mountain rustic" shower ... heat up the water on a camp stove, fill up a 20 litre water bag, hoist it up in a "shower stall" made out of tarps, and let 'er rip! Rain came and went through the night. Morning came and we started off in the grey damp.

Day 2 was mostly about climbing Sunwapta Pass and gradually leaving the clouds behind. We hit the summit then experienced the thrill/terror of the descent. Rampart hostel came into view: more friendly hosts, a nice sauna, a supper made this time by the Hurdles and Wayne Grover and a really good sleep.

Day 3 was another climbing day: Bow Summit. Peyto Lake was as blue as ever. The ride to Louise was nice, the showers at the end the day better. Another good supper compliments of Barb and Ed. Sleep came easiest to those with the coolest bunks. The Lake Louise Hostel needs to work on its ventilation in hot weather. A number of us remarked on the change we felt—almost sadness—when we left the mountains and the Icefield Parkway behind and fell into line on the TransCanada. The noise and the congestion were an unwelcome change from the heart of the mountains!

Day 4, Lake Louise to Canmore. When we got up it looked a little threatening but turned out clear and pleasantly warm. A tailwind pushed us downhill to Banff. The picnic spot at Cascade Pond, a real gem found a couple of weeks ago by Ernie Mah, was pleasant and easy to get to. After lunch, the tail windreally pushed us into Canmore at 40k or better most of the way.



Day 5, a rest day in Canmore where we all checked out ALL the bike shops. The main purchases were leg and arm warmers, which we saw a lot of use the next few days. Continuing with good eating, Tom and Karel prepared a lovely barbeque while Maria made a really nice salad to complement the supper.

On Day 6 we bade a rainy farewell to Canmore and headed for K Country. The Bow Valley Trail (1A) through Exshaw is quite scenic—probably even more so in sunshine! Judy at the Barrier Lake visitors centre took pity on us and allowed us to claim squatters' rights in her fireplace area, while Mike and Bernice whipped up a



gourmet lunch out on the sheltered deck. We made our way south into K Country and the Pocaterra Hut, where we fixed two flats in the parking lot. The Pocaterra Hut was familiar to all the skiers in the group and brought back many good memories. But—oops! The group campsite wasn't near the Pocaterra Hut. Rick and company came back from the park office with the combination to the lock on the access road gate to the actual group campsite. Then the real fun began.

The Pocaterra group campsite is a pretty place with a nice big camp kitchen. But it's at the end of a 2 km goat track! The Golf and trailer managed to make it up about 2/3 of the first hill, then stalled out as the buzzing front wheels created a shower of gravel. The joy of front-wheel drive! Meanwhile, about half the group had already walked, or ridden slowly, into the campsite. It took about an hour before things got straightened around and cyclists, Golf and trailer—which had been bulled up the hill by about a half dozen cyclists, reminiscent of those photos of soldiers pushing wheeled cannon up the hills in France—were finally reunited. Luckily, the downpour held off until nightfall when all the tents were up. Rick and Wayne's beef stew warmed the cockles and soothed the ragged tempers. Rain on

canvas lulled us to sleep.

Day 7 dawned thankfully dry. We rolled up wet tents, said a prayer for traction on the Golf, and made our way out the goat track to the main road. Fortunately for the cyclists, Don had found a ski trail running through the low country which avoided all the hills. Highwood Pass beckoned. We grunted up the pass—hey, piece of cake after Sunwapta, right?—and stopped for photos at the summit. At 2200 metres, it is the highest stretch of paved road in Canada. The rest stop was just over the summit and gave everyone a good chance to layer up. Whoo, it's friggin' cold up there! Some of us felt sleet on our faces as we descended through the high country. The Cat Creek picnic area, our rest stop in the lower (and warmer!) country, has a delightful little trail leading up to a waterfall. An intrepid group of five, with Don in the lead, went exploring while the rest of the gang took off down the river. We found the Highwood Inn B&B late in the afternoon and got ourselves checked in and showered. What a place! Really comfortable and Chris was great. The Highwood Inn even had a movie theatre and fine rooms.



Day 8 took us to the Chain Lakes campground. We started off mid-morning surrounded by clouds and just missed a rain/hail storm. Supper was prepared by the Barb and Ed team and once again was very good. After supper we all sat around Peggy's computer and looked at the pics that had been taken over the past few days. Quite a difference from our visit to Pocaterra. The main kitchen had everything including lights, heat and water.



Day 9, Chain Lakes to Pincher Creek. Some of the group saw a baby bear and wondered: "Where's Momma? She can't be far away." We cycled up and down the Porcupine Hills, which felt like another mountain pass. Pincher Creek is where we saw the wind turbines for the first time. Very impressive! The wind was strong, but the wind on the following day was an eye opener. The Lundbreck Falls were very nice. This is

where we all took lots of pics.

Day 10, Pincher Creek to Waterton. What a ride into Waterton! I never knew the wind could be so strong and in our face and warm all at once. We all (except Bob Atlee, whom we lost) grouped around for a very nice lunch. The mule deer in Waterton were very friendly. The day was sunny, warm, and lots of wind. The wind was the strongest and warmest that I (Peggy) had ever experience. Waterton is a place we definitely need more time to explore.

Day 11, the trip home. We started off driving back to Pincher Creek where we had just cycled the day before. For the first time in over a week, we were in a motor vehicle instead of cycling, and it felt odd. I think everyone in the group really appreciated sitting in the car and taking it easy at least for a day. I bet the next day everyone got up in pouring rain, ate too much, got on their bikes and headed up the nearest, biggest hill they could find, into the wind. Am I right?

The wrap-up potluck supper was held at the Hurdles' on Saturday, August 18, for a good recap of the trip and a chance to share all the pics we'd taken during the trip. Having a computer along with us enabled us to review our pics every so often, which provided good humour to everyone. Our trip pics will soon be up on a website for everyone to enjoy, if they're not already.

## **A History of the Tour de l'Alberta**

by Don Peddie

The Tour de l'Alberta began as an EBTC club ride. It was conceived by Don Peddie during an extended training ride on the highways north of Edmonton in mid-July 1993. The Tour de France was in full swing. As he rode along, feeling pleasantly weary after many miles of cycling, wondering who was winning the stage that day in France, it occurred to Don that he, too was passing through many towns of French descent and indeed was riding his own mini "Tour de France." Maybe it was possible to form a route linking several of these towns together to create a century ride—that is, a 100-mile long ride—representing in a small way the pain and effort the professional riders experience not just on one day but every day for three long weeks every July in the actual Tour de France. By next spring a route had been worked out and the ride was offered to the club.

That first year, 1994, about 20 cyclists took part. The ride began and ended under the trees in the parking lot of the Hudson Bay mall in St. Albert. It was strictly an unsupported club ride, with water and nourishments available at convenience stores along the way. It was strictly a 100-mile ride; no shorter options were available. The ride passed through St. Albert, Riviere Qui Barre, Legal, Bon Accord, and returned to St. Albert. The first Yellow Jersey was given out to the winner of a skill-testing question.

Awarding a Yellow Jersey became a tradition of the event until it was dropped in 2007. Everyone enjoyed the fine weather and the bike ride seemed to be a success.

The ride happened again in 1995, following the same route, again strictly a 100-mile ride. Another Yellow Jersey was awarded. Word of mouth increased the number of riders to over 50, and another fine day helped to make it another great success. In 1996 Don was cycling across Canada, and so Marvin Bloos stepped up to coordinate the ride. Marvin enhanced the ride with dedicated refreshment stops, some draw prizes obtained from local businesses and other niceties which made the ride easier and more enjoyable. The number of club riders increased to over 60, and the event was becoming one of the favourite club rides.

1996 was the final year Don coordinated the ride. It was another huge success, with close to 100 riders, all EBTC members. Much pressure was now being put on the Club to open the ride to the public as word had spread and many members wanted to invite their cycling friends along for the day. Over the winter the EBTC executive wrestled with the logistics of making it a public event, resulting with



the then current president, Richard Williams, taking on the responsibility and organizing the ride virtually single-handedly, from 1997 through 2000.

Richard took the ride from a small club affair to a major public event, incorporating most of the features we have today. Opening the ride to the public made it necessary to create the shorter distance option, the Petite Tour of 100 kilometres. Other necessary enhancements included police and ambulance support, dedicated rest stops at Riviere Qui Barre and Legal, port-a-potties, food donations providing fruit at the rest stops, a meal at Legal, and moving the start point to a better location at the Canadian Tire parking lot in the St. Albert mall.



Richard was also responsible for getting the Tour de l'Alberta recognised as part of the RUN BIKE SKI ultra-marathon series, and he continued as the cycling representative in this series until its demise in the early 2000s. Richard coordinated the ride for several years, taking the numbers up to over 200 participants. Maureen Lanuke succeeded Richard as the event coordinator. Maureen continued to refine the ride, keeping the Yellow Jersey tradition and adding some special touches of her

own. Maureen got the media involved in several ways. She conducted a special Tour Breakfast, inviting local TV and newspaper reporters. Alex Steida was a guest celebrity, adding prestige and class to the ride. Interviews were arranged on CBC, Channel 10, and in several local papers. Nick Lees began to do the ride annually and has given the event good coverage with an article or two for many years in his column in the *Edmonton Journal*. Under Maureen's direction the numbers continued to increase, and word of the event continued to spread. By 2005 the event was attracting close to 300 cyclists, with participants coming from distant places like Red Deer, Calgary and Lloydminster. Many of the local racing clubs used the timed ride as a benchmark for their training level, and triathletes used the ride in preparation for their longer events such as the Ironman.

Stew Henderson took over the event in 2006. Stew worked very hard to increase awareness of the ride and to increase the rewards to the riders. In his first year at the helm the numbers swelled by almost 100, bringing the total to just under 400 riders. This year, 2007, registrations were taken online for the first time. Word of this great event was spreading across the province. Through Stew's hard work, increased media coverage and the ease of on-line registration, the Tour had another huge increase in cyclists, taking the total to nearly 500 riders.

The route of the Tour de l'Alberta has changed slightly over the years from one large loop to the present configuration we have today. This was a result of poor road conditions on stretches that were deemed too risky to handle larger numbers and the general public. Other proposed routes were denied to us by the RCMP who felt that portions of our proposal were simply too risky for cyclists due to high traffic volumes and large motorized vehicles. The route may see further changes as highways in Sturgeon County continue to develop and improve.

The Tour de l'Alberta is now one of the highlights of the season for cyclists in the Edmonton area. Sponsors are eager to contribute, and this year we had incredible support from Mountain Equipment Coop, Revolution Cycle, St. Albert Dairy Queen and United Cycle as well as added support from many smaller local bike shops and businesses. The ride has become synonymous with EBTC and has attracted many of our present members to the Club. This event is put on entirely by volunteers from within the club and many will be needed for 2008 to ensure it can continue as a club event. Please do your part and volunteer your time to help the club with this wonderful bike ride.

## *Ukrainian Thanksgiving*

**Date:** Saturday, October 6

**Cost:** \$8/person for the meal. Pay at the ride, but you must **RSVP by October 5** so we have enough food for everyone. Everyone welcome, the more the merrier. Space is not limited.

**Distance/Rating:** 62 km. Intermediate.

**Where:** Meet at the Seniors Cultural Centre in Alberta Beach (on Main Street behind the tavern at 50<sup>th</sup> Street). Alberta Beach is 60 km NW of Edmonton (via Hwy 16 west, then Hwy 43 north, to Secondary 633 west).

**When:** Meet at 11 a.m. for a 11:15 a.m. departure.

**Description:** We'll cycle around Lac St. Anne, beginning and ending at Alberta Beach. We'll ride through Darwell (great little store there with ice cream and goodies) and complete the circle route through the hamlet of Gunn, finishing along the scenic lakefront. Bring a good appetite for the Ukrainian Thanksgiving Feast to follow at the Seniors Centre (on Main Street behind the tavern at 50 Street). The meal will start at 3:30 p.m. to allow everyone to eat together or at least see each other at the meal. If the weather is bad, we will still have the meal – a feast without the pedaling!

**Coordinator:** Millie Schietzsch (455-1924) [mil-lie.s@shaw.ca](mailto:mil-lie.s@shaw.ca)

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EDMONTON BICYCLE AND TOURING CLUB  
OPERATING POLICIES & GUIDELINES

**ADMINISTRATION**

CHANGES	MEMBERSHIPS
Latest revision: March 14, 2005	1. <u>Full memberships</u> run from April 1 to March 31 of the following year. Full memberships for members for the new year will be processed after March 1 annually. Winter membership rates commence October 1 and cover from October 1 to March 31. 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.
Latest 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.
	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. Member's names and telephone numbers will be published in the mailout edition of the newsletter 3 times per year, typically spring, summer and fall. Members will be given the option of preventing publication of their name and telephone number. Member lists will not be posted to the website.
Latest 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.
CHANGES	MEETINGS
	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.
Latest 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.
Latest 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"> <li>• President, Vice-President/Touring Coordinator, Treasurer, Secretary, and</li> <li>• Three directors: Membership Coordinator, Newsletter Editor, Education and Safety Coordinator.</li> <li>• The following <u>advisors</u> report to the executive and attend meetings of the executive: <ul style="list-style-type: none"> <li>• Supplies and Equipment Coordinator, Publicity Coordinator, Social Coordinator, Volunteer Coordinator, Librarian, Website Coordinator.</li> </ul> </li> </ul>
Latest revision: December 11, 2006	<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.

**EDMONTON BICYCLE AND TOURING CLUB  
OPERATING POLICIES & GUIDELINES (CONT.)**

<b>CHANGES</b>	<b>SOCIALS</b>
	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%.
<b>CHANGES</b>	<b>NEWSLETTER ADVERTISEMENT</b>
Latest revision: June 13, 2005	1. <u>Commercial Advertising</u> : EBTC will permit for-profit advertising to be placed in Spokes and in Web-Spokes at the Editor's discretion as to suitability.
<b>CHANGES</b>	<b>VOLUNTEER APPRECIATION</b>
	1. <u>Volunteer Recognition</u> : Annually, EBTC will formally recognize volunteers that have helped out with club events.

**FINANCIAL INFORMATION**

<b>CHANGES</b>	<b>FISCAL YEAR</b>
	1. <u>Operation</u> : The club fiscal year is January 1 to December 31.
<b>CHANGES</b>	<b>SIGNING AUTHORITIES</b>
	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.
<b>CHANGES</b>	<b>FINANCIAL STATEMENTS</b>
	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.

**EDMONTON BICYCLE AND TOURING CLUB  
OPERATING POLICIES & GUIDELINES (CONT.)**

<b>CYCLE &amp; SKI TOURING POLICIES &amp; GUIDELINES</b>	
<b>CHANGES</b>	<b>HELMETS</b>
	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.
<b>CHANGES</b>	<b>RESTRICTIONS DUE TO ABILITY</b>
	1. <u>Restrictions on Trip Participation</u> : The EBTC reserves the right to restrict participation in club activities based on a participant's ability, experience and equipment. Trip coordinators can query any individual as to their level of ability and the working order of their equipment. Trip coordinators can also request certain basic minimum pieces or types of equipment be used on trips (e.g. transmitters on back country ski trips.)
<b>CHANGES</b>	<b>ALCOHOL</b>
	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.
<b>CHANGES</b>	<b>TRAILERS</b>
	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.
<b>CHANGES</b>	<b>PAYMENT FOR TOURS</b>
	1. <u>All Trip Payments</u> (deposit, full or remaining portion) and any trip refunds (from hostels etc) that are received by the trip coordinator must be forwarded to the treasurer in their entirety. Trip coordinators are not to accept cash payments and use them for trip expenses. The treasurer will refund expenses to the coordinator (and/or trip participants).
Latest revision: July 14, 2003	2. <u>Trip fees</u> must be paid in full and received by the trip coordinator or EBTC treasurer before any participant is permitted to participate in a trip.
<b>CHANGES</b>	<b>TRIP REGISTRATION</b>
Last revision: July 14, 2003	1. <u>Day Rides</u> : RCAA insurance prevents participation in rides without being a member. Therefore, all riders must be members of either EBTC or an RCAA affiliated club to ride with the club. This policy will be reviewed annually.
	2. <u>Overnight Tours</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.
	3. <u>Registration on Trips</u> : 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), the registration form must be signed by a parent or guardian. <ul style="list-style-type: none"> <li>• Registration must be by mail and be received at least 2 weeks prior to the trip departure date. Any registrations after this date must be dropped off directly to the trip coordinator and will be accepted at the trip coordinator's discretion. Registration is accepted in the order of the postmarked date on the envelope. Registration can be made for cycling trips postmarked May 1 or later, and for skiing trips postmarked November 1 or later. Exceptions may be made for early season trips, or for extended trips where bookings for accommodation must be made early.</li> </ul>
Last revision: May 12, 2003	4. <u>Over subscription on Trip Registrations</u> : In the event a tour is oversubscribed, the selection criteria will be based on the following procedure: <ul style="list-style-type: none"> <li>• "first-come-first-served" by postmark date, then</li> <li>• random draw of each individual registrant of equal postmarks 2 weeks after the trip is oversubscribed.</li> <li>• Draw to be conducted by the registration coordinator and a club member not on the trip.</li> </ul>

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<p>Last revision: August 9, 2004</p>	<p>5. <u>Registration Fee:</u></p> <ul style="list-style-type: none"> <li>• Where the full trip fee is less than \$100, full registration fee must be made with registration.</li> <li>• Where the full trip fee is \$100 or more, a deposit of \$100 minimum is required with registration. The trip coordinator may set a minimum deposit, which is higher than \$100 for longer multi-day trips.</li> <li>• 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 at a date set by the trip coordinator – which will be at least 7 days in advance of the trip.</li> </ul>
	<p>6. <u>Waiting Lists:</u> If a participant’s registration and deposit are received after a tour is full, they will be given the choice of having their cheque torn up or having their name placed on a waiting list and the cheque held by the club. Deposits will be refunded if a person on the waiting list is not accepted on the trip.</p>
<b>CHANGES</b>	<b>TRIP REFUND</b>
<p>Latest revision: September 11, 2007</p>	<p>1. <u>Participant cancellations prior to trip deadline:</u></p> <ul style="list-style-type: none"> <li>• Participant not replaced: deposit is forfeited</li> <li>• Participant replaced: full refund</li> </ul>
<p>Latest revision: September 11, 2007</p>	<p>2. <u>Participant cancellations after trip deadline:</u></p> <ul style="list-style-type: none"> <li>• Participant not replaced: full fee is forfeited</li> <li>• Participant replaced: full refund</li> </ul>
<p>Latest revision: September 11, 2007</p>	<p>3. <u>Refunds in extraordinary circumstances:</u> All extraordinary refunds are to be reviewed by the executive. This includes any refunds for individuals in extraordinary circumstances (e.g. illness) and any refunds to all participants of a trip (due to trip making excess profit, [which is considered to be a profit of over \$10 per participant]).</p> <ul style="list-style-type: none"> <li>• Anyone wishing a refund due to illness must provide a doctor’s certificate.</li> <li>• <u>Trip 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.</li> <li>• Trip participants do not include those participants who have withdrawn prior to the trip being cancelled by the coordinator.</li> </ul>
<b>CHANGES</b>	<b>TRIP REGISTRATION DEADLINE</b>
<p>New policy: September 11, 2007</p>	<p>1. 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 pre-trip meeting.</p>
<b>CHANGES</b>	<b>PRE-TRIP MEETING</b>
<p>New policy: September 11, 2007</p>	<p>1. Trip Coordinators of overnight tours will hold a pre-trip meeting that will take place no later than 15 days prior to the trip departure.</p>
<b>CHANGES</b>	<b>TOUR COORDINATOR TRIP FEES</b>
<p>Latest revision: January 10, 2005</p>	<p>1. <u>Trip Coordinators</u> are rebated for cycling and skiing trip fees as follows:</p> <ul style="list-style-type: none"> <li>• 2-day trips: Up to one full registration per trip.</li> <li>• 3-6 day trips: One full registration up to a maximum of \$250.</li> <li>• 7+ day trips: \$50/day to a maximum of one full trip registration fee.</li> <li>• Alternate suggestions for rebates must be presented to the executive for approval, if recommended by the Vice-President/Touring Coordinator, prior to the costs for the trip being set.</li> </ul>
<b>CHANGES</b>	<b>DRIVER FEES</b>
<p>Latest revision: July 14, 2003</p>	<p>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.</p>
<b>CHANGES</b>	<b>TRIP BUDGETS</b>
<p>Latest revision: December 9, 2002</p>	<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.</p> <ul style="list-style-type: none"> <li>• <u>Food:</u> The following guidelines are to be used in costing out the food for trips: breakfast \$3.00,</li> </ul>

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	<p>lunch \$3.50, supper \$6.50, snacks \$3.00 (including juice and condiments), per person per day.</p> <ul style="list-style-type: none"> <li>• <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.</li> </ul>
	2. Trip profits, see trip refund policy above. Trip losses of more than \$10 per participant will be shared equally by all trip participants.
<b>CHANGES</b>	<b>PRIVATE VEHICLES ON OVERNIGHT TRIPS</b>
Latest 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 <b>ONLY</b>.</p> <ul style="list-style-type: none"> <li>• Private vehicles <b>must not</b> be used to carry passengers for compensation. Reimbursement for private vehicle use shall not include compensation for the transportation of any passengers.</li> <li>• Gasoline expenses will be reimbursed separately.</li> <li>• 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.</li> </ul>
<b>CHANGES</b>	<b>CELL PHONE USAGE</b>
New policy: 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.

**UPDATES**

September 11, 2007	<p>New policies:</p> <ul style="list-style-type: none"> <li>• Trip registration deadline</li> <li>• Pre-trip meeting</li> <li>• Cell phone usage</li> </ul> <p>General Review.</p>
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.

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	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.
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)