

EBTC's 'Bring a Friend' Initiative

Status: The EBTC Board adopted a policy, and tested a process late in the 2023 riding season. The process was then simplified and the trial will continue in 2024.

The **Process** section below for 'Ride Leaders' will be redrafted for 'Members' and communicated in the early in the 2024 cycling season via the **Newsletter**.

Policy Manual: With the goal to increase Club memberships, the Board will trial and evaluate an initiative in 2024 before considering an ongoing 'Bring a Friend' program.

The Board, therefore, may establish, communicate and update (tweak) a process whereby members can invite non-members to participate in day rides (Unique, Series or Pop-Up). The process and any updates will be guided by the following policy criteria set by the Board.

- Each member can host multiple guests in a year, including on one ride.
- Each guest, however, can only participate in one EBTC ride in a year.
- The Ride Leader must agree to having the guest(s) on their ride.
- Each guest must complete and sign the Guest Registration and Waiver Form before they ride.
- The host member is responsible for their guest(s), e.g., if a guest finds the pace or distance too difficult, the host member is expected to remain with or return with the guest.
- The Board will track members and guests for the purposes of program evaluation and insurance, i.e., to limit the number of guests in order to avoid a premium increase.

Process: Ride Leaders Handbook (2024); also see Guest Waiver

- The member emails the Ride Leader to communicate the desire to bring a guest.
 - When a ride is set up in Karelo, it is important under 'Organizer Info' to select 'Email' or 'Phone No & Email' (i.e., not 'None' or just 'Phone'). Members will then see the Ride Leader's name and needed contact info on the screen when they register in Karelo.
- The Ride Leader communicates with EBTC member by email.
- The EBTC member brings the filled out and signed waiver form to the ride.
- The form is available to all members on the EBTC website (bikeclub.ca), and to ride leaders in Resources – Resources for Ride Leaders.
- Ride Leaders should carry copies in their car, as any guest cannot ride without it.
- All guests must complete and sign the Guest Registration and Waiver Form.
- The waiver should be presented to the ride leader 15 minutes prior to ride commencing.
- The Ride leader takes picture of waiver, collects the paperwork, and ensures the information is sent to Secretary@bikeclub.ca
 - At some point, the Ride Leader may have to adjust the number of registrants for the ride if guests begin appearing regularly, as guests cannot be registered in Karelo.