

Edmonton Bicycle and Touring Club



Policy Manual

February 12, 2024

EDMONTON BICYCLE AND TOURING CLUB OPERATING POLICIES AND GUIDELINES

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ADMINISTRATION

MEMBERSHIP

Membership in the Edmonton Bicycle and Touring Club (hereafter referred to as EBTC) runs from January 1 to December 31 of the same year.

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 during club activities.

The EBTC membership list is considered a private document for use only for club operations. It is not to be distributed, in its entirety, to anyone apart from the EBTC Board of Directors (hereafter referred to as Board). Members will be given the option of preventing publication of their name and telephone number. Membership lists are not posted on the EBTC website.

MEETINGS AND BOARD

Monthly Meetings will be held by the Board as needed. All meetings of the Board are open to the members at large upon written request to the president by e-mail using the contact form on the EBTC website.

The annual general meeting (hereinafter referred to as AGM) of EBTC shall be held before the end of February in each year on a day to be determined by the Board. Notice of the meeting shall be provided to each member of EBTC at least ten (10) days prior to the meeting. Notice will be provided through the EBTC web site and to e-mail addresses provided during registration. Business at the AGM shall include, without limitation, approval of the financial records, review of the preceding year's business and a vote to fill all positions on the Board.

The Board is elected at the AGM each year and its term is from the beginning of the month following the AGM to the end of the month after the AGM the following year. The Board comprises the following positions as per the by-laws: President, Vice-President, Treasurer, Secretary and up to 11 directors.

Any Board vacancies occurring during the year shall be filled at the next meeting of the Board, provided it is so stated in the notice calling the Board meeting.

Members of the Board will treat each other and all EBTC members with respect whether in person, by email or any other means.

COMPLAINTS

Any person may make a complaint to the EBTC against any EBTC member or the EBTC 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. If a complaint is against the EBTC President, the complaint should be directed to the Vice President. Complaints can be submitted by e-mail through the EBTC website under the contact section of the homepage.

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.

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 Board. 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.

Disciplinary actions may include any one or more of the following:

- Request for a written apology to the complainant
- Letter of reprimand or warning
- Temporary suspension of membership for a defined time period
- Termination of membership

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.

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.

EBTC 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 EBTC will do so.

ADVERTISING/ADVOCACY

The President or in their absence the Past-President will serve as the contact spokesperson for EBTC. On specific matters of ongoing interest, the President may designate other Board member(s).

EBTC will not advertise commercial entities in the EBTC Newsletter, website or social media. This policy extends to posting links from commercial entities which contain interesting cycling articles or tours. Excluded from this policy are references to the names of bakeries, restaurants, tour companies, etc. related to Club events or mentioned in member-written content about cycling activities. Exceptions require Board approval.

EBTC's overriding policy is to refrain from advocating or taking positions on such matters as the planning or policy of governments. Upon Board approval, EBTC may choose to advocate or take a position on matters of broad concern or interest to cyclists regionally, provincially, or nationally. EBTC will not advocate on matters of narrow local interest or concern.

Charity, Not-for-Profit or Community Events, such as the MS Bike Ride may be mentioned in the EBTC Newsletter, on the EBTC website or in social media upon Board approval.

Other cycling related websites may be shown as links in the EBTC Newsletter, on the EBTC website or on social media upon Board approval.

VOLUNTEER RECOGNITION

Annually, EBTC will formally recognize volunteers who have assisted with EBTC events. As well, the Board may provide gifts/awards for special contributions to EBTC or hold draws for gifts at various events. Current Board members may be recognized but are not eligible to receive gifts/awards for contributions to the Board or to participate in draws.

RIDE LEADER INCENTIVES

Volunteers who lead/organize a minimum of 10 day-rides (Series, Unique or Pop-ups) or one no-fee multi-day trip during one cycling season will be offered a free membership for the following year.

The Board may, from time to time, establish the purpose, eligibility criteria, amount, timing and method of payment of honoraria for EBTC members, including Board members, who lead or support day rides or multi-day trips. As of 2023, EBTC does **not** set honoraria applicable to all Ride/Trip Leaders.

FINANCIAL MANAGEMENT

FISCAL YEAR

The EBTC fiscal year is from January 1 to December 31.

SIGNING AUTHORITY AND BANKING

The EBTC Treasurer, President, Vice President, and Secretary have signing authority on behalf of EBTC. The Treasurer initiates e-transfers, signs cheques drawn on an EBTC account and makes transfers from one EBTC account to another EBTC account (e.g., for investments). In their absence, any of the other EBTC board members with signing authority may perform these duties.

The Bank of Montreal, Main Branch, Edmonton is the bank for EBTC. Any change to this will require Board approval.

FINANCIAL STATEMENTS

Financial statements are to be audited each year by two members of EBTC who are not members of the EBTC board during the year of the audit. Audited financial statements are presented to the Board and members at the AGM for approval.

FINANCE COMMITTEE

The Board will approve all EBTC financial matters except those it delegates to a Finance Committee (hereafter FC) or an individual member. The FC is appointed to reduce Board time spent on minor financial matters, to provide the Board with more information and input regarding finances, and to document new financial policies. The FC comprises the Treasurer, Secretary, and President and other Board members, if any, as appointed by the Board. The FC may conduct its responsibilities by meeting or e-mail.

ANNUAL BUDGET AND BUDGET UPDATES

The Treasurer will draft a budget annually, obtain FC review and seek Board approval prior to the AGM. The budget will detail known commitments, and once approved in the budget, will not require later Board approval unless sought by the Treasurer due to deviation from the budget.

The Treasurer will draft a quarterly status report (actual and forecast versus the budget), obtain FC review, and seek Board approval.

INVESTMENTS AND SAVINGS

The Treasurer may draft proposals for investment of surplus funds or savings, obtain FC review and seek Board approval. The Board has directed that surplus funds or savings be conservatively invested in bank GICs.

The Board, under its 'Rainy Day Funds' initiative, set the following objectives for the use of savings. Each project or undertaking is expected, directly or indirectly, to contribute to:

- Meet EBTC's mission
- Help restore membership
- Benefit all members
- Contribute to members' experience
- Have lasting value
- Have a good return (and avoid undue risk)
- Be feasible within EBTC's volunteer capacity
- Build on existing strengths
- Retain savings for future unforeseen opportunities and issues

EXPENDITURES AND TRANSACTIONS

Commitments to incur expenditures require prior Board or FC approval:

- Board approval if over \$500 – the motion will be proposed at the next Board meeting; if no timely meeting is scheduled the motion will be provided to the Secretary who will seek Board approval by e-mail. The Secretary will record the decision in the minutes of the next Board meeting.
- FC approval if less than \$500 – the motion will be provided to the Secretary who will seek FC approval at a meeting or by e-mail. The Secretary will record the decision in the minutes of the next Board meeting.

The Treasurer will prepare a monthly summary of receipts and disbursements. Before each Board meeting the Vice President (or another Board member with signing authority) reviews the financial summary of transactions provided by the treasurer against accounts at financial institutions. The Treasurer will deposit any Cash Box funds exceeding \$100 into the EBTC bank account.

Where a member organizing an EBTC ride, trip or social event pays a deposit on behalf of EBTC and asks for reimbursement from EBTC, the member must complete a memo of understanding that any refund of the deposit will be returned to EBTC.

CONFLICTS OF INTEREST

Board members will avoid situations that create conflicts between their duty to act in the best interests of EBTC and their personal interests. If a potential conflict arises, the Board member will disclose it so that the Board can direct how it should best be managed.

EBTC EVENTS AND ACTIVITIES

INSURANCE

EBTC will maintain 3rd party liability insurance. EBTC insurance precludes participation in EBTC riding events without being an EBTC member. All participants in EBTC events must be members of EBTC to participate, except for social events, where family members or friends can be invited to attend the social portion only.

The President and Treasurer will review EBTC Insurance policy requirements and alternate insurance providers approximately every three years starting with the 2023 renewal and report any changes to the Board.

CODE OF CONDUCT

All Members should read and familiarize themselves with the Code of Conduct posted on the EBTC website to understand EBTC expectations.

ONLINE REGISTRATION

Membership and event registration must be completed online through the registration company utilized by EBTC at the time (hereafter referred to as ‘online registration’ or ‘online registration system’):

When registering online for an annual membership, registrants must agree to the EBTC Waiver of Liability to participate in EBTC events.

SOCIAL EVENTS

The EBTC Board may designate social events as open to non-members who are invited by members (e.g., potluck dinners, picnics). The cost to attend, if any, must be identified in the event budget, and requires approval by the Board (or the Finance Committee as per policy). Non-members may be charged more than members.

If a social event includes a social and a ride, non-members can only participate in the social component. EBTC’s insurance prohibits participation in Club riding events without being a member of the Club (see ‘Bring a Friend’ under ‘Rides Events’ below for the exception).

ALCOHOL

EBTC general policy is to not supply alcohol for non-cycling events. Any EBTC non-cycling events where alcohol will be supplied and paid for by EBTC requires prior Board approval. The rationale for and cost of alcohol should be identified in the request for EBTC funds. There can be no cycling involvement in this type of event.

EBTC may hold non-cycling Social Events where attendees pay for alcohol. The fact that alcohol may be consumed at an event should be noted in any request for funds made to the FC or the Board.

RIDE EVENTS

Ride Leader Training:

- Prior to leading rides, members must first complete EBTC's ride leader training. This training serves to orient ride leaders on conducting rides safely and effectively for Club members, with an understanding of the relevant EBTC policies and the Code of Conduct.

Restrictions on Participation and Accommodations:

- 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 events. In addition, prior to each event, they will be required to identify, to the event leader, 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.
- EBTC reserves the right to restrict participation in EBTC activities based on a participant's ability, experience, equipment, and adherence to EBTC's Code of Conduct as posted on the EBTC website.
- Ride leaders may query any individual not personally known to them as to their level of ability and the sufficiency and/or working order of their equipment.
- Ride leaders can also request certain basic minimum pieces or types of equipment be used for events (e.g., spare tubes, air pumps, patch kits, lights for day and night, any EBTC approved navigational software (e.g., Ride with GPS).)

E-Bikes:

'Pedal assist' E-bikes are generally permitted on EBTC rides if they have the following characteristics:

- can be propelled by the rider's muscular power alone;
- cease power assistance immediately when the rider stops pedaling. **No** other type of speed control such as handlebar throttles are allowed.
- have a total power output of 500 watts or less
- have a power assist limit of 32 km/hour on level ground
- have a safety mechanism preventing the motor from being engaged before the bike reaches a 3 km/hour speed (i.e., no fast acceleration).

If E-bikes are **not** considered appropriate for a particular ride (e.g., hill training), the Ride Leader will state this in the ride description.

EBTC members who are new to E-bike riding are strongly advised to become proficient in the use of their bike before joining a group ride with the Club. Ways to gain proficiency include taking a course, riding on both flat and on hilly terrain, and riding in rural and urban settings with various types of intersections.

When riding with EBTC, E-bike riders should anticipate and control any speed surges so as not to impact others in the group. If it is necessary to pass another rider - particularly on hills where most riders to lose speed - this should be clearly communicated, i.e., “passing on your left.”

Helmets:

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.

Cell Phone Usage:

Communication using cell phones on rides may be necessary at times. EBTC recommends that cyclists carry a cell phone to call for assistance if required, to inform the trip leader regarding a bike breakdown or if medical assistance required. Members should always follow the rules of the relevant traffic safety legislation regarding distracted driving.

‘Bring a Friend’ Initiative:

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 an premium increase.

DAY RIDES

Day ride proposals:

A Day Ride can be a Unique Ride (once-a-season; planned in advance), a Series (offered over time; planned in advance) or a Pop-Up Ride (once-a-season; planned close to the ride date based on weather or other factors). When proposing a ride, a Ride leader must complete the Required Ride Proposal Information Form to be submitted to the Ride Program Coordinator. The coordinator or their designate require key information when considering adding a ride to the calendar. Once the proposal is accepted, the ride will be communicated on EBTC's website and/or in EBTC's newsletter or social media.

EBTC's Expectations of Ride Leaders and Members:

Day Ride Leaders are required to:

- have read and understood the EBTC Ride Leader's Handbook.
- complete Day Ride Proposal Information Form if introducing a new ride, including the proposed route (it is accepted that route may sometimes be dependent on weather or other circumstances).
- submit form to the Ride Program Coordinator.
- set a limit on the number of riders that provides a safe riding experience for all.

EBTC members are required to:

- read posted descriptions of rides to ensure they attend a ride appropriate for your skill level.
- select rides at an appropriate ride level, be realistic about their own skills.
- ride safely in groups using EBTC safety protocols outlined by the ride leader in the pre-ride talk.
- if possible, stay with the group and follow ride leader instructions and be prepared to self-support when necessary.
- become familiar with EBTC approved navigational software as many of the EBTC rides require such software to be used.
- read and understand the EBTC Code of Conduct.

Ride Registrations and Cancellation or Modifications:

EBTC members, including Ride Leaders, must register on-line. If a Day Ride is oversubscribed, a waitlist will automatically be generated. When a registered rider cannot attend a ride, they must cancel their registration as early as possible in the online registration system. Cancellation frees up a spot on the ride.

The Board gives Ride Leaders discretion to decide if their rides should be canceled or modified (e.g., shortened, different start time, etc.) due to weather or other factors. Online ride registration enables Ride Leaders to communicate with registrants about ride cancellations or changes.

MULTI-DAY TRIPS

General Requirements:

- EBTC requires that the Trip Fee paid by participants cover the cost of a Multi-Day Trip. Trip budgets and fees require approval prior to being announced.
- A Multi-Day Trip Leader must complete a Trip Proposal Information Form and provide a budget and a completed Driver Support Form if a driver is used.
- Multi-Day Trip proposals are submitted to the Ride Program Coordinator.
- The Ride Program Coordinator will review the trip budget prior to submission to the FC.
- Once approved by the FC, the trip fee, and Multi-Day Trip details are forwarded to the Secretary who reports them to the Board at the next meeting.
- Once a proposal is approved, trip details and registration requirements can be announced in the EBTC Newsletter, on the EBTC website and/or social media, and made available in the online registration system.
- EBTC may limit registration on Multi-Day Trips to provide a safe, well-managed and enjoyable experience for all. To register on a multi-Day trip, those interested must be Club members and must have participated in at least one Club ride during the current or previous cycling season to be eligible to apply. Each member wishing to participate in an overnight trip must complete a Trip Registration Form. If the member is a minor (under 18 years of age), the registration form must be signed by a parent or guardian and the minor must be accompanied by an adult on the trip.
- Trip Leaders of Multi-Day trips must hold a trip planning meeting with registered participants that will take place at least 15 days prior to the trip departure. The planning meeting may be held virtually.
- All trip related funds are managed by the EBTC Treasurer. The Trip Leader must provide a detailed account of all expenditures for the trip, including all receipts, to the Treasurer not later than 2 weeks following completion of the trip.

Trip Budget Preparation:

- All costs should be estimated in advance and factored into the calculation of the trip fee using the Trip Proposal Information Form. Line items include estimates for accommodation, food, transport, etc.
- The total food cost per person per day is \$50 based on: breakfast \$12, lunch \$13, supper \$20, snacks \$5 (including juice and condiments). In the event of international travel and currency exchange, these limits may be reviewed by the Ride Program Coordinator and approved by the FC.

- Trip leaders may also include expenses such as long-distance telephone calls, and reasonable costs incurred on reconnaissance trips (gasoline, hostel charges) in the calculation of the overall trip fees. For international trips, the cost of cell data can be included.

Trip Registration:

- Trip Leaders are responsible for identifying the opening date and the closing date/deadline for online trip registration. These dates must be clearly communicated to interested participants, including in the online ride description.
- All trip registrations are online through the online registration system used by EBTC. If riders are unable to attend, cancellation of registration is required so that their spots can be available for others. If a trip is oversubscribed, a waitlist will automatically be generated.
- Trip Leaders may choose between two different methods for selecting trip participants, either on a first come first serve or through a lottery method.
- Trip Leaders are encouraged to screen all registrants for their suitability prior to being accepted on a multi-day trip. This may be done by checking references from other EBTC members, or by interviewing the candidate by telephone or in person. Criteria can include:
 - a) a history of demonstrating safe and competent riding practices and skills,
 - b) physical conditioning for the riding necessary to complete the daily distances and climbs for the tour. This criterion may be less relevant on a hub and spoke if optional rides are offered.
 - c) a history of acceptable social behavior in a group setting and in accordance with the EBTC Code of Conduct.
 - d) disqualification (rejection) will only be done in consultation with the Ride Program Coordinator or their designate. Registrants may also withdraw, if, after discussions with the leader, they feel they are not well suited to the trip.

Trip Payment:

- Timing of payment of the trip fee may vary by trip as each has unique requirements and will be communicated with trip information. The EBTC standard schedule is:
 - a) a deposit of \$50 must be paid to indicate interest in the trip.
 - b) where the full trip fee is less than \$100, the balance must be paid at least 1 month before trip departure.
 - c) where the full trip fee is \$100 or more, a deposit equivalent to ½ of the balance is required when the participant is accepted for the trip. The remainder must be paid at least 1 month before trip departure.
- The method of payment of the trip fee may also vary by trip and will be communicated with trip information: through the online registration system or via e-transfer to the Club (or by

cheque) or by a mix.

Trip Refunds, Cancellations and Shortfalls:

- If a participant cancels prior to the payment deadline, their deposit is forfeited unless they are replaced in which case, they may receive a full refund.
- If a participant cancels after the payment deadline, their full fee is forfeited unless they are replaced in which case, they may receive a full refund.
- If a trip is cancelled by the Trip Leader due to unforeseen circumstances, any costs that are expended for the trip and cannot be recovered will be covered by EBTC, pending the Board's approval. All other funds that have been collected will be reimbursed to the trip participants.
- In ordinary circumstances, if trip fees exceed costs by \$20 or more per participant, a refund will be issued by the EBTC Treasurer to each participant by e-transfer. If trip fees fall short of cost by \$20 or more per participant, the EBTC Treasurer will request that each participant contribute their share of costs to EBTC via e-transfer. Interested members will be advised of this policy by the Trip Leader prior to registering.
- Refund requests under extraordinary circumstances are to be reviewed by the Board. This includes refunds due to illness. Anyone wishing a refund due to illness must provide a medical certificate.

Trip Leader Compensation:

- A trip leader who organizes a trip of 2 or more days, without using a third-party vendor, may request one full registration fee per trip.
- Suggestions for a Trip Leader honorarium, if recommended by the Ride Program Coordinator, must be approved by the FC and reported by the Secretary at the next Board meeting prior to the determination of costs and fees for the trip.

Volunteer Driver Compensation:

- Volunteer drivers on supported trips are not required to pay the trip fee, but they must be full members of EBTC and, if a rental vehicle is used, must meet rental agency requirements. The expenses associated with the driver (shelter and food) are to be borne by trip participants and should be factored into the calculation of the trip fee.
- In the case of supported hotel trips, consideration may be given to compensate drivers for any out-of-pocket costs they may have to incur for meals and should be factored into the calculation of the trip fee.
- The significant other of a volunteer driver will be guaranteed a spot on the overnight trip if they are an EBTC member and register and pay the full fee.

Vehicles Used on Multi-Day Trips:

- The registered owner of a personal vehicle used on an EBTC multi-day trip may be reimbursed in the amount of \$50/day for vehicle wear and tear for the use of their vehicle for the purpose of carrying cargo and/or participants.
- The Registered owner must ensure that they have appropriate insurance to transport cargo and passengers for EBTC and complete the required form for private vehicle use in supporting EBTC rides.
- A volunteer driver is compensated for wear and tear if driving their own personal vehicle, in addition to other trip expenses as described in a previous section. A volunteer driver of a rental vehicle is not compensated for wear and tear expenses but is compensated for other trip expenses as described in a previous section.
- A member renting a vehicle on behalf of EBTC to support an overnight ride is required to ensure appropriate insurance for transporting cargo and passengers is in place.
- Owners of other private vehicles designated for trip use by the Trip Leader must not be used to carry passengers for compensation. Owners will only be compensated for pre-authorized EBTC expenses.
- Fuel expenses will be reimbursed separately, with receipt. The FC may decide on a per-kilometer fee for shorter trips.