

The Illini 4000 Ride Leader and Board of Directors Summer Protocol

The purpose of this contract is to bind any Ride Leaders of the Illini 4000 Bike America Team and its Board of Directors to the following protocols for managing the 2014 Trek Bike America Program during the ride. Each 2014 Ride Leader and board member is expected to fulfill the obligations below and abide by the Ride Leader and Board of Directors Summer Protocol.

This document in no way affects those commitments and regulations detailed in the 2014 Illini 4000 Rider Contract.

I, _____, agree to the following conditions in order to participate in the 2014 Trek Bike America Program.

Mission

"The Illini 4000 is a non-profit organization dedicated to documenting the American cancer experience, raising funds for cancer research and patient support services, as well as spreading awareness for the fight against cancer through annual cross-country bike rides."

General Responsibilities

Any individual serving in the capacity of Ride Leader of the 2014 Illini 4000 Trek Bike America Team is obligated to enforce and/or uphold the following general regulations:

A Rider Leader is expected to respect all resources of stayovers used in accordance with the following guidelines:

- Host resources cannot be extended to anyone not currently an active member of the Illini 4000.
- Alumni are allowed to utilize host resources only at the discretion of the host. Host must be notified a week prior to the stayover date.

A Rider Leader is expected to aid in the creation of policies that facilitate program efficiency. These responsibilities include but are not limited to:

- Setting an acceptable curfew for Team members to ensure no one is required to stay up exceptionally late to let stragglers inside.
- Establishing regulations regarding rider pace, rider group placement, van placement, and notification of each.

A Ride Leader is expected to oversee and enforce proper care for all support vehicles. These responsibilities include, but are not limited to:

- Ensuring that the support vehicle has its oil changed as frequently as recommended.
- Ensuring that the support vehicle is properly maintained through at least one tune-up. Subsequent tune-ups are required if necessary.

- Keeping records of rider insurance in the van at all times.
- Promoting and enforcing careful treatment of the support vehicle.

A Ride Leader, in collaboration with the Ride Treasurer, is expected to oversee the careful recording of all organization related expenses including but not limited to food, support vehicle maintenance, support vehicle gas, and park entry fees.

A Ride Leader must maintain a general inventory of all organizational items and report any lost or stolen items of the organization to the Board of Directors. A Ride Leader must also ensure that all Illini 4000 property is returned to the Illini 4000 warehouse upon completion of the Ride.

In the event of an emergency where a rider must leave the ride, a Ride Leader is responsible for ensuring that the rider can find suitable transportation.

Health and Safety

As a primary concern of the Board of Directors and Ride Leaders is to ensure the safety of all participants of the Illini 4000 Bike America Team as best as possible, the following is an outline of the steps to be taken by a Ride Leader and a member of the Board of Directors to prevent and/or respond to any incidences of personal injury, illness, or other conditions arising during the ride. Any individual serving as a Ride Leader of the 2014 Illini 4000 Trek Bike America Team or as a member of the Illini 4000 Board of Directors is obligated to enforce and/or uphold the following health and safety regulations:

A Ride Leader must keep a copy of the insurance card and emergency contact information for each rider in a written and digital form as part of the Ride Leaders' resource binder at all times.

Ride leaders are recommended to have CPR and first aid training.

The following protocols detail specific actions that must be taken in the event of rider injury:

- In the event a rider is injured, a Ride Leader must notify the Board of Directors as soon as possible if the injury is deemed "severe" by the Ride Leaders, and by the evening of the ride day of the injury if the injury is deemed "minor."
- In the event of an injury, illness, or other condition, in which an affected rider is unable to make contact for whatever reason, a Ride Leader will use the emergency contact information to notify the appropriate contact of the

situation. In the event of an injury, illness, or other condition, the affected rider is responsible for notifying the rider's emergency contact or any other parties about the condition unless they are unable to. Accordingly, a Ride Leader is not obligated to contact a rider's emergency contact in the latter case.

- In the event a Ride Leader is the subject of the injury and there is no additional Ride Leader or all Ride Leaders are the subjects of injury, the responsibility of contacting emergency contacts is deferred to a willing probationary member of the Illini 4000 Board of Directors.
- In the event of the death of a rider, a Ride Leader must contact a member of the Board of Directors and the emergency contact of the rider involved immediately. The order of these notifications is dependent on the comfort level of the Ride Leader with the situation without guidance from the Board of Directors (unless no one is immediately available).
- In the event of the death of a rider, a Ride Leader is responsible in facilitating the decision for continuation of the ride, however, continuation is at the collective discretion of the team with consideration for/from family members of the deceased.

General Communication

The following guidelines pertaining to general interaction between the Board of Directors, Ride Leaders, and riders of the 2014 Trek Bike America Team. Any individual serving as a Ride Leader of the 2014 Illini 4000 Trek Bike America Team or as a member of the Illini 4000 Board of Directors is obligated to enforce and/or uphold the following communication regulations:

All correspondences are expected to be civil and entirely devoid of sentiments characterized as offensive or malicious.

Regarding all rules, a Ride Leader or a member of the Illini 4000 Board of Directors should be forthcoming about any past infractions in the interest of transparency and being able and willing to explain past infractions.

Any relationships between Ride Leaders, the Board of Directors, and riders must be such that they do not interfere with the responsibilities of the parties involved have to the organization.

Members of the Board of Directors should be available for riders to contact without having to go through any Ride Leaders present.

In the event that contact between riders and members of the Illini 4000 Board of Directors reveals violations of the 2014 Illini 4000 Rider Contract or the Ride Leader and Board of Directors Summer Protocol, this behavior will be reported to the Ride Leaders if they were not previously aware of the situation.

Communication with Ride Leaders regarding other information relayed directly to a member of the Board of Directors is at the individual discretion of that Board member.

Support Vehicle Information

Below are some guidelines of conduct relating to the use of the support vehicle over the course of the summer:

A Ride Leader must ensure that all riders are being transported safely and predictably. Other than riding a bicycle, the support vehicle is the only other method of moving from place to place over the course of a ride day.

Contact with the van serves as one of the primary means of keeping track and nourishing riders. If a rider group happens to linger at any particular location for an extended period of time, they are required to notify the Ride Leader and van driver, and the location they are lingering must be a source of water.

Placement of the support vehicle on a day to day basis will be discussed with the riders to determine what will work best. Potential options depending on the ride day may include forfeiting van stops after lunch to allow a greater degree of freedom in pacing in the afternoon, provided the stayover is still reached before a defined time.

Ride Leaders are the sole arbiters of the approval for alterations to scheduled routes. In the event a notable attraction is located less than five miles one direction from the defined route, riders may deviate to see the location as long as they inform the Ride Leaders and the support vehicle driver of their specific intentions. Longer proposed deviations from the supplied route require three (3) days notification to the Ride Leaders for consideration.

Board of Directors-Ride Leader Specific Communication

To ensure the Board of Directors is kept up to date with information about the status of the ride and that any Ride Leaders are informed of the actions, interests, and concerns of the Board of Directors, the following is a list of specific guidelines for communication between the Board of Directors and any Ride Leaders:

One thorough, collaboratively written and jointly-approved email detailing the general ride status shall be sent from the Ride Leaders to the Board of Directors once per week. This email will follow a set form, detailing items such as stayover relations, road conditions, Portraits Project updates, bicycle status (whether any are in need of serious repair), rider status, team dynamics, and any other relevant information.

In the event of a major event (such as a rider needing to leave the ride for a period of time, severe injury (see "Health and Safety"), etc.) a Ride Leader must contact a member of the Board of Directors (preferably the President or Interim President) as soon as possible. That director is then responsible for contacting the rest of the Board in a timely fashion.

Other information, such as bike damage, may be reported to the Board of Directors in communications outside of formal communication.

If a response or action on the part of the board is requested by the Ride Leader, it must be specified in the email.

In the event action and a vote is required by the Board of Directors, a quorum of four (4) will be required.

Disciplinary Board Decisions

In the event the action of the Board of Directors is required for a matter occurring on the Ride, the following protocol shall be followed:

For disciplinary action taken against a rider for violating a condition of the Rider Contract, a Ride Leader may suggest an action to be taken which may then be approved or denied by the Board of Directors and replaced by a different action.

Whatever decisions are reached by the Board of Directors must be followed by any Ride Leaders.

In the event of a rider being voted for dismissal by the board of directors, as outlined in the rider contract, a Ride Leader is responsible for taking the dismissed rider to the nearest town with suitable transportation to return the rider home as soon as possible.

In the event a large group of riders violates the Rider Contract, each shall be evaluated on an individual basis.

If a Ride Leader violates the conditions of the Rider Contract or the Ride Leader and Board of Directors Summer Protocol, they can be removed from the ride or

demoted from their position as Ride Leader, via Board Evaluation. In the event of dismissal or demotion, a vote for a new Ride Leader will occur as detailed below.

Any punishments not issued by the Board will be collaboratively decided upon and issued by all Ride Leaders if more than one is serving.

Turnover of Ride Leaders

The following is a procedure outlining the process by which the position of Ride Leader will switch mid-Ride:

Ride Leader election will take place 6/20/2014, and the position change will take place 6/23/2014. The position of Ride Leader will be put to a vote and decided upon by the entire Bike America Team.

In order to be eligible in the vote, candidates must be nominated. Current Ride Leaders cannot nominate themselves or any other current Ride Leader, but if nominated by other riders may choose to pursue election.

After 6/23/2014, all new Ride Leaders (if any) will follow the same guidelines as outlined in this contract.

In case of extreme circumstances, the counsel of the Board of Directors is the primary source of guidance, but previous Ride Leaders will still be available to give input if called upon.

If no one is nominated to the position of Ride Leader, the previous Ride Leaders will remain in the Ride Leader position.

Anyone who has a static chore position will not be able to be nominated for a Ride Leader position.

By signing below, you agree to the above terms and conditions. If, at any time, you are found to be in violation of the above terms and conditions, the Illini 4000 Board of Directors reserves the right to take appropriate action as outlined above, and you agree to release the Illini 4000 of any obligation to you, financial or otherwise.

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Drafted 3/1/14 by BJW
Edit 3/30/14 by TC
Edit 4/19/14 by CR
Approved 5/4/14 by TC