

The Illini 4000 Ride Leader and Board of Directors Summer Protocol

The purpose of this contract is to bind any Ride Leader(s) of the 2016 Illini 4000 Bike America Team and its Board of Directors to the following protocols for managing the 2016 Bike America Team during the ride. The 2016 Ride Leader(s), current and future board members are 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 2016 Illini 4000 Rider Contract.

I, _____, agree to the following conditions in order to participate in the 2016 Bike America Program.

Mission

“The Illini 4000 is a non-profit organization dedicated to documenting the American cancer experience through the Portraits Project, 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 2016 Illini 4000 Bike America Team is obligated to enforce and/or uphold the following general regulations:

A Ride Leader who is a member of the Board of Directors will be recommended for Temporary Leave as detailed in Article VII, Section 5 of The Illini 4000 Bylaws.

A Ride 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 approval must be requested a week prior to the stayover date.

A Ride 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 the 2016 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 driving 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 Leader(s) is to ensure the safety of all participants of the 2016 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 any 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 2016 Illini 4000 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 medical insurance card and emergency contact information for each rider in a written and digital form as part of the Ride Leader resource binder at all times.

A Ride Leader is required to have CPR and First Aid training, financed by Illini 4000.

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 outlined under "General Communication", as soon as possible if the injury is deemed "severe" by a Ride Leader, and in the weekly email if the injury is deemed "minor."

- 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. 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. Accordingly, a Ride Leader is not obligated to contact a rider's emergency contact in the former case.
- In the event a Ride Leader is the subject of the injury and there is no additional Ride Leader or all Ride Leader(s) 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 2016 Team with consideration for and from family members of the deceased.
- A Ride Leader has the final decision to allow riders to complete a ride day. If a rider's ability to ride is considered impaired or may negatively affect the safety of other riders, a Ride Leader can pull the rider off the road until considered Safe by the Ride Leader. A Ride Leader may require additional training before that Rider may be considered Safe.
- A Ride Leader is required to ensure a Rider replaces a helmet after any helmet impact before participating in the next Ride day.

General Communication

The following guidelines pertaining to general interaction between the Board of Directors, a Ride Leader, and riders of the 2016 Bike America Team. Any individual serving as a Ride Leader of the 2016 Illini 4000 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, truthful, and entirely devoid of offensive or malicious sentiments.

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 Leader(s), 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 a Ride Leader present.

In the event that contact between riders and members of the Illini 4000 Board of Directors reveals violations of the 2016 Illini 4000 Rider Contract or the Ride Leader and Board of Directors Summer Protocol, this behavior will be reported to a Ride Leader if they were not previously aware of the situation.

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

In the event a Rider must depart from the Team for the remainder of the Ride, the Ride Leader is expected to facilitate transportation of a Rider's personal items, including bicycle. Illini 4000 may pay for transportation of a Rider's bicycle if the Ride Leader required additional space.

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 of 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.

The Ride Leader is the sole arbiter 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 a Ride Leader and the support vehicle driver of their specific intentions. Longer proposed deviations from the supplied route require three (3) days notification to a Ride Leader for consideration.

Ride leader is responsible for restricting groups that deviate off course or spend too long at rest stops to the point that other groups are affected by tardiness of the support vehicle.

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 Leader(s) 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 Leader(s):

One thorough email detailing the general ride status shall be sent from the Ride Leader 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, rider location, rider injuries, team dynamics, van status, and any other relevant information.

In the event of a rider needing to leave the ride for any period of time, severe injury (see "Health and Safety"), or other major events, 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.

Inclement Weather Protocol

In the event extenuating circumstances make finishing a ride day without shuttling questionable, the following is a protocol which should serve as a guide for The Ride Leader to follow, led by his decisions. By no means is this a

comprehensive or fixed plan, but it should be followed up to a point where deviation is deemed necessary, and then used as a guide.

In the event that the team cannot continue on bikes, the van will first go to the stay-over to empty the van and increase carrying capacity **or** begin at the following step

The furthest group from stay-over should be picked up first. The decision will then be made as to whether the group can finish the ride day, based on the **current** weather and van conditions, and group locations.

If three or more riders from a group can't fit into the van, they can continue riding if currently safe or continue to stay sheltered. The van will return to stay over and repeat picking up the furthest groups.

If van is not full, continue to next furthest group. Once van reaches group, decide if safe for group to continue riding. If safe, anyone can ride in a group of three to five riders, otherwise fill the van.

This process should be repeated until all riders are safe at the stay-over, by whatever the safest means are as determined by the ride leader.

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 a Ride Leader.

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 decided upon and issued by the Ride Leader with consultation of Assistant Ride Leaders.

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.

Print Name

Sign Name 2016 Ride Leader

Date

Print Name

Sign Name 2016 President

Date

Print Name

Sign Name 2017 President

Date

Print Name

Sign Name 2016 Treasurer

Date

Print Name

Sign Name 2017 Treasurer

Date

Print Name

Sign Name 2016 Director of Team Development

Date

Print Name

Sign Name 2017 Director of Team Development

Date

Print Name

Sign Name 2016 Director of Fundraising

Date

Print Name

Sign Name 2017 Director of Fundraising

Date

Print Name

Sign Name 2016 Director of Logistics

Date

Print Name

Sign Name 2017 Director of Logistics

Date

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Sign Name 2016 Director of Marketing

Date

Print Name

Sign Name 2017 Director of Marketing

Date

Print Name

Sign Name 2016 Director of Special Events

Date

Print Name

Sign Name 2017 Director of Special Events

Date

Print Name

Sign Name 2016 Director of Portraits Project

Date

Print Name

Sign Name 2017 Director of Portraits Project

Date

Print Name

Sign Name 2016 Director of Information

Date

Print Name

Sign Name 2017 Director of Information

Date

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