

# The Illini 4000 Rider Contract

**The purpose of this contract is to bind a rider to his or her obligations to the Team and his or her teammates. As a 2016 rider, you are expected to fulfill the obligations below and abide by the Rider Behavior Policy.**

I, \_\_\_\_\_, agree to the following conditions in order to participate in the 2016 Bike America Team.

## **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."*

## **Fundraising**

As a stated goal of the Illini 4000 is "raising funds for cancer research and patient support services", a rider is required to put significant effort into achieving the organization's goal of raising \$150,000. In order to satisfy the fundraising requirements, a rider must meet the following conditions:

- Fundraise a minimum of \$3,500 by April 18th, 2016
- Meet six fundraising deadlines, as determined by the Director of Fundraising
  - The six fundraising deadlines are:
    - Submit a fundraising letter for approval by the Director of Fundraising before October 26th, 2015
    - \$600 before Dec 7th, 2015
    - \$1,600 before Jan 25th, 2016
    - \$2,200 before February 15th, 2016
    - \$2,500 before February 29th, 2016
    - \$3,100 before March 30th, 2016
    - \$3,500 before April 18th, 2016
- Receive donations from at least ten unique donors and one business donation.

Failure to meet any of the fundraising monetary deadlines will result in the following actions:

- First and second offenses - A rider will meet with the Director of Fundraising in order to discuss fundraising strategies. The Director of Fundraising may set revised fundraising deadlines for a rider to meet in order to satisfy the fundraising requirement. Failure to meet a revised fundraising deadline will be considered a second offense.
- Third offense - A rider will meet with the Director of Fundraising and another member of the Illini 4000 Board of Directors to discuss fundraising strategies. The Director of Fundraising may further revise the fundraising deadlines for a rider to meet in order to satisfy the fundraising requirement. Failure to meet a revised goal will be considered a third offense. A rider who falls significantly behind the fundraising goal (less than 30%

- of target amount) may be recommended for dismissal from the Team.
- Fourth and subsequent offenses - A rider will be recommended for dismissal from the Team.

All monies raised are non-refundable.

Additional fundraising duties may be set by the Director of Fundraising.

### **Financial Obligations**

Beyond the above mentioned fundraising requirements, a rider is expected to cover the cost of his or her participation in the Team. Program fees will be collected from a rider to cover: transportation for the rider and his or her bike from Chicago to the starting point, team apparel, a backpack, support vehicle rental and fuel costs, food, campground fees, and select miscellaneous items.

- A rider is required to pay a \$550 program fee in two installments.
  - \$300 November 30, 2015
  - \$250 due January 26, 2016
- A rider will reimburse the Illini 4000 for any costs incurred on his or her behalf during training or the Ride, including but not limited to: parking tickets, traffic violations, damage to team gear, medical expenses, fines, fees, approved personal van use, etc.
- Program fees and monies raised are non-refundable.

### **Training**

Team training events are mandatory in order to attain basic fitness and understanding of cycling safety to be considered a Safe Rider.

- If a rider must miss an event, he or she is required to contact the Director of Team Development at least 48 hours prior to the event to qualify for an excused absence as determined by the Director of Team Development.
  - If a rider must miss an event for an University Athletics, Fraternity/Sorority, or other RSO event, he or she is required to contact the Director of Team Development at least one week prior to the event to qualify for an excused absence as Determined by the Director of Team Development.
  - A rider is expected to make up any training events missed on his or her own time, following workout expectations set by the Director of Team Development.
  - Bike safety and maintenance training meetings are considered team training events and will be announced no later than one week in advance.
  - In the event a rider is absent from a weekend training session for any reason, he or she is expected to attend two additional midweek training sessions for each missed weekend training.
    - Attending two additional midweek training sessions within one week before or after a weekend absence will absolve the weekend absence.
    - Attending one additional midweek training session within one week before or after a weekend absence will result in ½ absence.
- A rider must arrive on-time and prepared to all team events. A rider will be considered late if he or she arrives ten minutes after a training event has commenced or is unprepared ten minutes after a training event has commenced. Arriving late to any two training events will be

considered an unexcused absence.

- A rider who accumulates three or more unexcused absences from indoor team training events or one unexcused or two excused absences from weekend outdoor training rides may be considered an Unsafe Rider and may be recommended for dismissal from the Team.

A rider is expected to make considerable personal fitness progress and become a Safe Rider throughout the duration of indoor and outdoor training following expectations set by the Director of Team Development.

- Failure to train to increase personal fitness as set between the individual rider and Director of Team Development, including not completing required workouts or inactivity during training will result in a meeting with the Director of Team Development and one additional member of the Board of Directors.
  - Revised goals for increasing personal fitness may be set at this time.
- A rider is responsible for notifying the Director of Team Development to set revised goals for increasing personal fitness, including but not limited to, focusing on low impact sets or avoiding a muscle group due to fitness and/or health level.
- Failure to practice safe cycling during training rides will result in a meeting with the Director of Team Development and one additional Director
  - Mandatory additional cycling sessions with the Director of Team Development may be set at this time in order to gain status of a Safe Rider.
- A rider with injuries which preclude him or her from participation in training events must notify the Director of Team Development of the injury as soon as possible. An injured rider must attend any required indoor training events and must participate in a modified team workout.
  - A rider with injuries which precludes him or her from on-the-bike training will be assigned alternate workouts.
  - Any training modifications will be in accordance with the recommendations of an injured rider's doctor or physical therapist, if applicable. Modifications will be made at the discretion of the Director of Team Development.
- A rider must undergo and submit proof of a sports physical by a licensed physician to the Director of Team Development before participating in team training events.
- A rider must complete a minimum of 700 miles of documented on-the-bike training before departing for New York City.
  - At least 350 miles of the 700 mile minimum requirement will be covered during mandatory team training rides. A rider is responsible for completing the remainder of the on-the-bike training requirement on his or her own to maintain the status of a Safe Rider.
- A rider who is considered Unsafe by the Director of Team Development may be recommended for dismissal from the Team.

### **Organization Participation**

- A rider is expected to attend all team meetings. If a rider must miss a meeting, he or she is required to contact the Director of Team Development at least 24 hours prior to the scheduled meeting detailing the nature of his or her absence.
  - A rider may be recommended for dismissal from the team if the rider fails to obtain

approval from the Director of Team Development for two or more absences from team meetings.

- At no point in time is a member of the organization permitted to consume alcoholic beverages, cannabis, or use illegal drugs while wearing Illini 4000 apparel.
- A rider is required to serve on a committee intended to assist the Board of Directors in completing the arrangements required for a successful Ride.
- A rider will be expected to make significant contributions to the Portraits Project, as assigned by the Director of the Portraits Project.
- A rider is expected to contribute to a Portraits-oriented educational presentation about cancer to be presented during a team meeting. The details of these presentations will be defined by the Board of Directors.
- A rider interested in using the Illini 4000 logo or branding for any reason must first have any design approved by the Director of Marketing, at least three days before intended use.

### **Dismissal from the Team Prior to the Ride**

The following procedure will be followed in the case that a rider is recommended for dismissal from the 2016 Bike America Team **prior** to the start of the Ride:

- A representative from the Board of Directors will contact a rider to be evaluated no fewer than six calendar days before the vote for his or her dismissal.
- A rider will be given an opportunity to present his or her case before the Board of Directors at a regular Board or Team Meeting preceding the vote for his or her dismissal. If a rider is unable to attend, he or she may submit a written statement to the President to be read in his or her absence.
- The Board of Directors will vote on whether to dismiss a rider from the Team.
  - The vote to dismiss must be unanimous to pass, and have at minimum 6 voting members from the Board of Directors present.
  - A rider who is dismissed forfeits all program fees submitted and monies raised and is removed from the 2016 Bike America Team.
  - If a vote to dismiss fails, a rider may not be recommended for dismissal again without further violation of the terms of this contract.
  - All infractions to the rider contraction will be considered, aside from the initial recommendation, when evaluating dismissal status of the individual rider.

An off campus rider or a rider accepted after the initial acceptance date may be subject to revised requirements during the school year, as determined by the Board of Directors. Revised requirements may include but are not limited to modified fundraising deadlines and/or modified training specifications.

### **Summer Rider Behavior Policy**

The contents of this document outline what is expected of members of the 2016 Illini 4000 Bike America Team when biking, interacting with the community, and interacting with other members of the Team during the Ride (between the departure from Chicago and the end of the Ride in San Francisco). This is by no means an exhaustive list, but does provide protocols for responding to incidents in which

riders are deemed to have violated the expectations set forth below.

This ride is not a vacation. During the Ride, a rider is expected to act in a manner which upholds the integrity, accountability and credibility of The Illini 4000. These guidelines hold for personal conduct for the duration of the Ride and in regard to all activities relating to the Illini 4000.

The Ride Leader is expected to uphold the Summer Rider Behavior Policy along with the expectations outlined in the Ride Leader Contract. Severe or repetitive violations to the expected and/or outlined Summer Rider Behavior Policy may result in Board Evaluation with the recommendation of the Ride Leader.

### **Interacting with Hosts**

During the Ride, the Bike America Team is dependent on the charity of those who donate meals or accommodations along the way. A rider is expected to follow these guidelines when interacting with hosts:

- A rider should be thankful and considerate with the hosts, including park and campground staff. It is because of them that this trip is possible.
- A riders should clean up after himself or herself and each other. A rider should help hosts in cleaning.
- A rider should use appropriate language and dress around hosts and avoid controversial, lewd, or suggestive clothing.
- A rider should respect and abide by any rules set by the hosts.

If a problem arises regarding the hosts or accommodation, a rider is expected to promptly bring it to the attention of the Ride Leader.

### **Interacting with the Community**

During the Ride, The Illini 4000 Bike America Team is highly visible in the communities through which it travels. At most times, a rider will be wearing Illini 4000 apparel. Team jerseys must be worn at all times while riding. Poor behavior on the part of a single rider reflects negatively on the entire team and organization. A rider is expected to follow these rules while interacting with the community:

- Abide by the law and all municipal ordinances.
- Be courteous and thankful to everyone you meet.
- Avoid use of inappropriate language or inappropriate topics.

### **Drugs and Alcohol**

The following guidelines will be enforced regarding drugs and alcohol:

- The use of tobacco products or the illegal use of drugs will result in immediate dismissal from the Team.
- The use of cannabis will result in Board Evaluation following the procedure as outlined below.
- Underage drinking will not be tolerated and will result in Board Evaluation following the procedure as outlined below.
- A rider over the age of 21 is permitted to drink responsibly with the following exceptions:

- A rider will not drink in any team apparel or apparel associated with the Illini 4000. Drinking in apparel associated with the Illini 4000 will result in Board Evaluation.
- A rider will not use, possess, or be under the influence of alcohol in the lodging area unless explicitly permitted by a host. Unapproved use of alcohol in the lodging area will result in Board Evaluation.
- A rider will not consume alcohol, cannabis, or illegal drugs at any time while riding or before the completion of a day's ride. Doing so will result in immediate dismissal from the Team without a Board Evaluation.

Violation of any of the above listed infractions, as well as other alcohol related incidents as determined by the Ride Leader, will result in Board Evaluation. A rider is expected to drink responsibly should he or she choose to drink. A rider should be conscious of his or her responsibilities to the Team as well as the next day's schedule.

### **Working with the Team**

Riders will be interacting with each other almost constantly throughout the Ride. A rider must abide by the following rules:

- Discrimination or harassment of any kind and on any basis (race, gender, sexual orientation, disability, etc.) will not be tolerated. Any instance of such will result in Board Evaluation.
- Violence by riders towards his or her teammates or any member of the communities with which the riders interact will not be tolerated. Any instance of such will result in Board Evaluation.

A rider is expected to inform the Ride Leader of any observed violation of these rules.

A rider is required to perform chores intended to assist the Ride Leader in completing the arrangements required for a successful Ride.

A rider should understand that the success of the Ride depends upon more than following simple rules. Team chemistry contributes significantly to the effectiveness of the Ride. The following guidelines give a brief overview of the kind of teammate interactions that are expected of riders:

- Be prompt. Being prompt keeps things running smoothly and sets a good precedent for the rest of the day.
- Fulfill all assigned duties. The entire team depends on each of its members to complete his or her responsibilities each day.
- Do not complain. If a rider perceives a serious problem, he or she should bring it to the attention of the Ride Leader or a member of the Board of Directors. General complaining does not accomplish anything.
- Encourage and include one another. All riders are members of a team working towards the same goal, and should make each other feel like teammates.
- Do not gossip. Gossip works against team dynamics.

### **Injury Policy**

All injuries must be reported to the Ride Leader immediately after occurrence. A Rider is required to inform the Ride Leader of any hospital visits due to an injury and any medical recommendations in writing associated with that injury. Illini 4000 strongly recommends Riders to adhere to medical recommendations to prevent long term or recurring injuries.

The Ride Leader can enforce sagging if an injury impairs a Rider's ability to perform safe cycling or if that Rider's cycling ability endangers teammates. The Rider will participate in Ride days when considered a Safe Rider by the Ride Leader.

- If the Team considers a Teammate unsafe, the Ride Leader can enforce sagging until the Ride Leader considers that Teammate to be a Safe Rider.
- A Ride Leader may require additional training before a Teammate can be considered a Safe Rider.

If at any time a Rider fall results in helmet impact, that helmet must be replaced before the Rider can participate in the Ride day.

### **Departure from the Team barring Dismissal**

If a Rider must depart from the team for any period of time prior to the end of the Ride he or she is expected to notify the Ride Leader as early as possible before departure.

- If departing for a planned event (weddings, family events, etc), a Rider must plan with the Ride Leader any transportation necessary to depart from and re-join the team before the start of the Ride.
  - The Rider will be expected to reimburse the organization for any transportation expenses.
  - A Rider will not be expected to depart from the team due to an illness or injury, unless the illness or injury impacts the safety of that Rider or Teammates.

### **Dismissal from the Team During the Ride**

It is expected that a rider will follow the policies outlined above, and the Ride Leader will not hesitate to discipline violations of policies. Discipline entails dismissal, board evaluation, additional duties, or sagging days at the discretion of the Ride Leader and, when applicable, Board of Directors. Outlined below are the details of discipline:

- *Sagging*: This refers to a rider having to ride in the support vehicle. He or she will carry out or assist the driver of the vehicle in carrying out his or her responsibilities. Failure to do so will result in additional sag days or further punishment.
- *Additional Duties*: In addition to normal duties, the Ride Leader reserves the right to issue additional duties as a result of any violation of the above policies.
- *Board Evaluation*: The following procedure will be followed in the case of a Board Evaluation during the Ride:
  - The Ride Leader will inform the Board of Directors of the incident as soon as possible. A rider may provide a statement to be submitted to the Board of Directors.
  - The Board of Directors will return a verdict within two days regarding any

punishment, up to and including dismissal from the Team.

- *Dismissal:* The more serious violations of policy will be punished by dismissal. A rider who is dismissed will be left in the nearest city with suitable transportation. He or she will be responsible for paying for his or her own transportation home, including all personal effects and bicycle. A dismissed rider forfeits all program fees submitted and monies raised and is removed from the 2016 Bike America Team.

Any individual who has been dismissed from the 2016 Bike America Team may not portray him or herself as an active member of Illini 4000.

The Board of Directors reserves the right to send a rider home at the recommendation of a Ride Leader.

The above policies are subject to change. A rider will be informed of any changes as they occur.

**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 reserves the right to dismiss you from the 2016 Bike America Team, and you agree to release the Illini 4000 of any obligation to you, financial or otherwise.**

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**Print Name**

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**Sign Name**

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**Date**

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