

Definitions

Ride A DBC bike ride for the general membership that takes place during one day

Jersey Ride A one-day bike ride sponsored by an area bike club or other organization that is recognized by DBC for partial reimbursement of participation expense.

Tour A non-ultra DBC members' bike trip that involves overnight accommodations

Tour Captain The leader responsible for arrangement, promotion, and administration of the tour

SAG Driver Volunteer who operates a motor vehicle for support and gear needed for a ride or tour. A sag driver and a tour captain could be the same or different persons

Guiding Philosophy

DBC is committed to offering rides and tours for its members that are

- Conducted with the maximum precautions for the safety of participants
- Structured to represent the best financial value to DBC members
- Operated only on routes that have been carefully researched and selected
- Provided with accommodations that are known to be clean, comfortable, and safe
- Planned carefully to avoid bad surprises (gravel, narrow road with heavy traffic, etc.)

Financial Support

Each year the DBC board of directors will allocate a budget to the touring program. The tour director is responsible for apportioning the funds for rides and tours. General guidelines for apportionment include:

- **Jersey Rides** A budgeted amount will be available for partial reimbursement of DBC member expenses participating in area club rides as announced in DBC newsletter(s). After participating, members will report mileage ridden in a timely way by email to DBCjerseyride@gmail.com. Names of participants will be acknowledged in the next newsletter. At the end of the season, an amount prorated for the available resources will be reimbursed to each member. Memberships must be in force continuously from the time of the ride to the time that reimbursements (on the order of \$15 for each ride) are made.
- **Tours** Fixed costs, such as sag vehicle expense, accommodations for sag driver and/or tour leaders, printing, maps, publicity, and planning expenses, *may* be covered by DBC. An arbitrary maximum for such fixed costs is \$15 per day per person—generally fixed costs should be much less. Personal expenses such as hotel rooms, meals, and airline tickets are not eligible for DBC reimbursement. Here are some guidelines.
 1. A budget must be approved by the tour director before announcing any tour.
 2. A final expense statement is required before reimbursements can be approved.
 3. The budget and final expense statement should be shared with participants.
 4. Club-paid expenses for mileage will be at the current IRS “Volunteer” rate, 15¢ per mile (2006) plus tolls and parking or actual amounts for gasoline, oil, parking, and tolls, whichever is greater. The sag driver should report the odometer reading on the vehicle at the beginning of the chargeable travel and the end of the chargeable travel, and any intermediate readings if the DBC use of the private vehicle is not continuous. For actual expenses, receipts must be submitted for reimbursements. For rented sag vehicles, the club will pay rental and insurance fees, parking, tolls, gasoline, and oil expenses.
 5. Sag drivers and/or tour captains may be provided with support toward accommodations, provided that this support is in the budget. Persons thus supported are expected to contribute significant personal service and time to the planning and running of the tour.
 6. Tours that are not administered by DBC will not be financially supported.

7. In some cases, it may be better for individual participants to pay directly for their own accommodations. Typically, the tour captain will have the hotel hold a block of rooms in advance for DBC members.

Problems with too many people wanting to go on a tour

Sometimes, many more people want to go on a tour than can reasonably be accommodated. To head off problems, here are some suggestions.

1. If practicable, attempt to provide more spaces.
2. Publicize tours by word of mouth, at club meetings and in the newsletter to reach active members first. Later, use the list serve if more people are needed. (The list serve reaches nonmembers who must join to be on a tour.)
3. Start sign-ups for tours at a club meeting. Deposits and current membership are required to hold space.
4. Maintain a waiting list. Priority for getting on the trip will be based on a combination of (a) position on the list, (b) status of replacement being comparable to people being replaced (e.g. single female for single female when double occupancy rooms are being used, (c) level of club activity of person measured by volunteer service, etc.
5. If members need to cancel for good cause at any time, the tour captain will seek to refund deposits and fill from the waiting list. Otherwise, the trip captain will cancel travel and accommodation reservations and subtract cancellation costs from the deposits. In no such case shall the club or others on the trip have additional expense as a result of such a cancellation.
6. Final decisions are made by the tour captain.

Example of Budget

Here is a sample of the deposit-payment statement and a budget.

DBC Generica Tour: Deposit – Payment Policy

Our tour price \$300 includes six nights lodging and sag/luggage service. Buffet breakfasts at the hotels will be included. There is a limit of 20 people on this tour. Signups start at the March club meeting. To be on the list to take this tour, a deposit of \$100 is required. If there are more than 20 people paying deposits, the trip captain will attempt to arrange additional lodging. In the event additional space cannot be obtained, you may remain on the waiting list or choose to have your deposit refunded. The final payment of \$230 is due 60 days before departure. Failure to make this payment will result in replacement and/or loss of your deposit and being billed for any losses to the club. If you cancel for any cause, your deposit will be refunded if you are replaced by someone on the waiting list and/or the captain can cancel the extra accommodations.

Budget for Tour of Generica July 1-7, 2006

<u>Participants Costs</u>	
Accel Motel (Sunday night)-10 rooms	\$800
Beta Lodge (Monday)-10 rooms	1000
Columbia Crest Hotel (Tuesday)-10 rooms	800
Delta Inn (Wednesday) 10 rooms	1200
Excellent Inn (Thursday) 10 rooms	1000
Friday Harbor Inn (Friday) 10 rooms	<u>1000</u>
Total of variable costs (for 20 people)	\$6000 (\$300 each)
<u>Fixed Costs (To be paid by DBC)</u>	
Reliable Rent-a-Car 1 week	\$200
Gasoline (500 miles)	75
Accommodations for A. Gooddriver (sag)	300
Printing, maps, long distance calls	50
Food, drinks, and ice for sag vehicle	<u>175</u>
Total of fixed costs	\$800

Assuming double occupancy for all rooms, each person pays \$300. It is OK to round the amount by a few dollars. The deposit for a tour should be enough to ensure the person is in earnest.

In our simple example, the people on the trip pay a total of \$6000 and the bike club pays \$800. In order to keep a clear paper trail, the sag driver pays the \$300 for her room and later is reimbursed by DBC when the final expense statement is submitted. (If the tour is staying at only one or two places, the captain might prefer that individuals reserve and pay their own hotel bills)

If fewer people participate in this tour, the club will still cover the fixed cost, as long as the per-rider cost doesn't exceed \$15 per day. If the number of people is so small that the \$15 per person per day won't cover fixed costs, the participants should agree to make up the difference in costs or not have a tour.

Suggestions

Plan trips early Get together with a small group to brainstorm ideas on what you'd like to do. A year in advance is not too early for European trips. Six months may work for US tours unless you're going to a very high-demand place (e.g. a national park). Airlines open group reservations 11 months in advance and require that groups be booked through travel agents, who negotiate a group price. Group booking is preferred because you usually get the best price, you can sit together, and you can negotiate to have bicycles as part of the free baggage allowance. The early bird gets the good rooms and the good seats on the airplanes.

Location, location, location We bicyclists like to stay right in the most interesting area of the towns and we don't like to walk very far to eat dinner. Good locations might be near a beach, near a mall, a resort village, an old town, etc. Avoid the motel clusters at freeway exits. The trip captain should consult guides, web sites, chamber of commerce information, etc. to pre-select lodging based on location and price point.

Booking accommodations Tell the hotel you represent Davis Bike (not motorcycle) Club, so the reservation can be easily identified by others. *Accept only non-smoking rooms with locked, indoor storage for bicycles.* You are bringing a group. You are a "big" customer to a hotel; you are just as good as a travel agent. Do NOT use a travel agent (including travel web sites) to book accommodations because commissions (15% is customary) are compounded in this industry. For example, a \$100 room from a travel agent may net the hotel about \$70 after the travel wholesaler and the travel agent have each taken a 15% cut. Email or phone the manager and explain that your accommodations are non-commissionable and you'd like the group discount. They will always sell rooms for less than some amount you found on a website. Ask for the AARP or AAA discount. If more than one hotel will work, you may want to indicate that you are seeking a competitive price.

Don't get lost It's best if you have previously scouted the route. Get detailed maps that show the back roads (AAA, Krebs, Bikeline, etc.) Designated bike routes or century rides routes are a good bet. Everyone needs a marked map, because there are inevitably riders who ride at different speeds or who go exploring. A cue sheet (*go 1/2 mile, turn left, go 1 mile, turn right, etc*) is not easy to construct, is prone to errors, and is very difficult for someone who gets off route. You can find your way better by knowing what places you are going through (on the map) following the directional arrows to those towns. The maps stored in GPS databases seem to be of variable quality—a sign post trumps GPS every time. Don't forget to tell your riders how to find the lunch stops, the regrouping points, the hotels!

Travel light Urge the people on your tour to bring as little as possible and wash out clothes on the trip. As a rule of thumb, no more than twenty cases of airline carry on size (15 x 21 x 9) will fit in a minivan. You'll have to emphasize "smaller" repeatedly.

It's a bike tour! No one should plan to do a tour riding in the sag. Everyone should be prepared to ride the entire route, rain or shine, hot or cold.