



Cycling for Celiacs Policies and Procedures

2010

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Introduction

Cycling for Celiacs was established as a fundraising campaign for research into Celiac Disease and to increase public awareness of Celiac Disease.

The Cycling for Celiacs program is a project of the Canadian Celiac Association. It is administered by the Edmonton Chapter's Cycling for Celiacs Committee (herein after referred to as "The Committee") These policies and procedures are for the information, benefit and safety of everyone involved in the ride. The Committee reserves the right to deny participation to any individual.

Registration and Fees

The Committee has the right to accept or reject applicants.

1. Registration and Fees

The initial registration includes submission of the registration form and the appropriate fee.

- a. Early Registration - \$300 for applications received by February 1, 2010
- b. Regular Registration - \$600 for applications received by June 4, 2010.
- c. Late Registration - \$750 for applications received after the June 4, 2010 to July 9, 2010. **Registrations will not be accepted after July 9, 2010.**

2. The registration fee includes:

- A one-way flight; Edmonton to Victoria or Victoria to Edmonton (or the equivalent dollar amount for those traveling from other locations)
- 11 nights accommodation
- All breakfasts, lunches, snacks and most dinners
- A cycling jersey

3. Registration fees are non-refundable and non-transferable.

4. The registration process must be completed in order to participate in the ride. The deadline for completed registration is July 24,

5. Registration is considered complete when the following have been received by the Program Coordinator for Cycling for Celiacs:

- a. Completed registration form
- b. Signed "Acknowledgement of Participant" of Policies and Procedures
- c. Registration fee
- d. Donations of \$2,500 (or surety provided by the cyclist)

6. Under Age Riders

- A. Any rider under age 18 years of age must be accompanied by a parent/legal guardian **and** will be accepted onto the Victoria to Edmonton Trek at the sole discretion of the Cycling for Celiacs Committee.
- B. The parent/legal guardian of the underage rider must sign the Cycling for Celiacs waiver and assumes full responsibility for the underage rider in accepting donations and on the ride.
- C. Should the parent/legal guardian of the underage rider have to leave the ride for any reason, the underage rider will have to leave as well.

Tag Along Cyclists

1. Cyclists wishing to participate for a period of less than the full eleven days must register in advance.
2. All tag along cyclists must complete a registration form regardless of the time spent or distance ridden with the group.
3. The Ride Captain will be responsible for obtaining completed registration forms and registration fees.
4. The registration fee which includes a cycling jersey is \$100 for the first day and \$25 for subsequent days. If hotel accommodation is required an additional charge of \$75 per day would apply.

Fundraising

The fundraising component for Cycling for Celiacs comes from participants soliciting donations.

Individual Fundraising

1. Each cyclist is required to raise \$2,500 in donations.
2. Multiple day Tag Along cyclists are required to raise \$200 in donations for each they will ride.
3. Once a rider has achieved the minimum level of donations (\$2,500), subsequent donations of a value which would qualify the donor as a sponsor (as per the Sponsorship Package) can also be attributed to that rider.
4. Each cyclist will be provided with a receipt book to facilitate the collection and prompt receipting of donations.
5. Cyclists are required to submit donations promptly to the program coordinator as they are received.
6. If for any reason the cyclist does not participate in the ride and has raised donations on behalf of Cycling for Celiacs, the cyclist must submit all donations collected.
7. Two weeks prior to the commencement of the ride, cyclists must submit the minimum level of donations. If the minimum level has not yet been collected, the cyclist has the option to provide a surety in the form of a cheque or credit card imprint for the

outstanding balance. Sureties will be cashed six weeks following the conclusion of the ride if the cyclist has not submitted the shortfall in donations.

8. Six weeks following the conclusion of the ride, all cyclists are required to submit their receipt books, donations collected and a clear and concise reconciliation of all donations.

Group Fundraising

Participants in the ride may choose to conduct group fundraising events. All funds raised at such events are to be shared equally amongst participants. That is, individuals cannot solicit individual sponsorships and/or issue receipts at group fundraising events.

The Alberta Challenge Cup

The Alberta Challenge Cup is an award established to recognize the fundraising efforts by participants and to encourage competition between the participants. The cup will be awarded during the presentations at the conclusion of the ride to the individual who has raised and submitted the most funds.

Cyclists' Preparation

Critical to the safety and success of the team is the proper training by all participants. Training should include group rides to ensure an understanding of hand signals, drafting and other group riding techniques.

1. We expect participants to be in good health and possess the physical fitness level required to ride 1400 kilometers in an 11-day period.
2. Cyclists must be physically prepared to:
 - a. Ride up to **160 km** in one day through mountainous terrain with grades up to 11% for extended distances.
 - b. Maintain an average pace of **25km/hr** on flat terrain.
 - c. Complete 160 Km including rest and meal breaks in 8 hours.
 - d. Ride at least 160 km on three consecutive days.
 - e. The Committee will appoint an experienced cyclist as the Ride Captain who will assist the cyclists with their training and preparation prior to the ride.
 - f. Support the cyclists and ensure that they are maintaining an acceptable pace throughout the ride.

Bicycle, Equipment and Maintenance Requirements

Bicycles

1. Cyclists must have bicycles of an appropriate level of roadworthiness to complete the 1400 km.
2. A "road bike" is recommended.

3. The cyclist should be familiar with and comfortable riding the bike to be ridden on the trip. That is, the bike used for the ride should be the same bike that was used for training. This is not the time to break in a new bike!

Equipment

Participants are responsible for preparing and bringing the proper cycling gear and equipment.

1. While riding, all cyclists are required to wear:
 - a. A CSA approved helmet (less than 3 years old).
 - b. Brightly colored and/or reflective clothing.
2. Cyclists should have a bicycle computer. Its use will have enabled them to measure their pace during training rides.
3. Bicycle mirror
4. Each cyclists should have a toolkit which includes:
 - A bicycle pump
 - 2 spare tubes
 - a tire
 - Allen keys.

Maintenance

Cyclists will be responsible for maintaining their bicycles while on the road. This includes inflating tires, changing tires and doing minor adjustments.

Ride Organization and Safety

A major component of the Cycling for Celiacs ride is raising awareness along the way. A massed group of cyclists has more impact than small groups or individual cyclists spread out along the road for many kilometers. The following policies are in place to try to minimize the distance between cyclists and to manage the safety of all participants.

1. Cyclists must follow the rules of the road at all times.
2. The Committee will establish the route to be ridden.
3. Cyclists should remain on the designated route. Those who deviate from the prescribed route do so at their own risk.
4. Cyclists will be advised of the route each day and the locations of the rest and lunch break.
5. When entering urban areas, riding as a pack is essential for rider safety. It is therefore critical that all participants have done adequate training and are comfortable riding in a pack and maintaining the designated minimum pace of 25km on flat terrain.
6. Strong cyclists should reduce their pace in an effort to stay within 15 km ahead of the group.

7. The Ride Captain will be responsible for ensuring all cyclists ride as a group as much as possible to promote awareness and to ensure rider safety. The decisions of the Ride Captain shall be followed for the duration of the ride.
8. If for any reason a cyclist is unable to maintain the minimum pace and stay within 10km of the group, at the direction and discretion of the Ride Captain he or she must be prepared to be brought forward by riding in one of the support vehicles
9. All cyclists must be prepared to accept a ride in a support vehicle if the Ride Captain determines that this is necessary.
10. The rest breaks will be limited to a maximum of 30 minutes.
11. The maximum time riding each day will be limited to 8 hours.
12. All support personnel are required to have a valid driver's license.
13. Reflective vests will be provided for the support group to be worn at all times when standing on the road.

Food

Cycling for Celiacs is a fundraising campaign for research into Celiac Disease and therefore many of the participants in the ride have Celiac Disease. It is essential that their health not be jeopardized by exposure to gluten throughout the trip.

1. Breakfast, lunch and snacks will be provided each day. A sports nutritionist has developed the menu to ensure the types and quantities of food provided are suitable for ingestion while participating in an endurance sport.
2. As a celiac program the emphasis will be on the preparation and presentation of strict gluten free meals to the celiac participants. Therefore all participants are encouraged to eat gluten-free at breakfast and lunch.
3. If a participant elects not to eat gluten free they will be required to consider the health needs of the celiac participants and to take extreme care to eliminate all chance of contamination of the gluten free food, dishes and utensils.
4. Many cyclists may have favorite energy foods that they wish to bring and use on the ride. If this food is not gluten free it must be kept in the cyclist's personal luggage.
5. From time to time there are organized evening functions along the route that include a meal for the participants. All participants are required to attend these functions.
6. If there are no organized evening functions all participants are encouraged to eat as a group. All participants will be responsible for covering the costs of their meals.
7. The consumption of alcohol is permitted but the cost of the alcohol is the sole responsibility of the participant.

Accommodation and Luggage

Cycling for Celiacs provides hotel/motel accommodation for all cyclists and support personnel. An effort is made to balance comfort and cost to optimize the fundraising initiative.

1. Double occupancy accommodation is provided.

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2. If single occupancy is preferred, it is available at an additional cost of \$400 payable at the time of registration.
3. Depending on the mix of male and female participants there may be cases of individual occupancy. The group will decide who is to be the single occupant.
4. Luggage, bike tires and tubes, etc. must be clearly tagged.
5. All participants are required to limit the amount of personal luggage to two small bags or one medium sized bag.
6. All participants will be expected to carry their own luggage and load it into the van unless explicitly told otherwise by the driver.

Miscellaneous

1. Cycling Jerseys and T-Shirts will be provided to the cyclists and support personnel. Cyclists are encouraged to wear the Jerseys frequently during the ride and must wear them at specified times. Additional jerseys can be purchased. The T-shirts are to be worn at social functions.
2. All support personnel will be expected to assist with shopping, preparation and serving of all meals provided during the trip.

Acknowledgement of Participant

I have read and agree to abide by the policies and procedures in this document

Participant Signature: _____ Date: _____

Participant Name (Print) _____

Please return this acknowledgement with your registration form.