

BC Rando Minutes 25 June 2020

In Attendance by remote:

Nigel Press
Colin Fingler
Gary Sparks
Peter Stary
Stephen Hinde
Cheryl Lynch
Jacques Bilinski
Jeff Mudrakoff

Regrets – Anna Bonga, Mike Hagen

Meeting started on Google Meet at 1833.

1. Approval of agenda and minutes:

- Agenda approved. Restart actions update.
- 18 June 2020 minutes approved and can be sent to Eric.

2. Return to Ride:

1. Develop and implement a new on-line brevet registration process, Replaces in-person Event Waiver collection.

- Release next version
- How does this align with Rando Pony? Conflict/confuse or useful to gauge interest? – Confuse. ACTION: Disable Rpony for now.
- Establish authorized users & access rights
- Confirm file locations and security/privacy
- Set up email access to Registration Support Team
- Capture emergency info securely. Consider: Include waiver language and ride requirements directly in form. Like CBC & others do via CCN.
- Get RST access to CCN to review/confirm member update (if DB update is slow)
- Initial demo version, inspired by AB, sent out for comments - DONE
- Confirm one registration form PER BREVET
- registration@randonneurs.bc.ca DONE
- Access to CCN registration database interface (to verify membership) DONE

2. Enable on-line payment of event fees

- Confirm payment methods. Paypal set up, Interact \$15, \$17 for Paypal, agreed. Linked in 2-3 days, then testing.
- payments@randonneurs.bc.ca created DONE
- new paypal account created (2-3 days to link to our chequing account) DONE
- pay link created to add to Google Form email reply DONE

3. Enable on-line file submission of signed waivers and control cards

- Can use Google forms, but less secure. ET working on 'direct to database solutions', which admins need easy access to.
 - Waivers submission once or for each event? Checkbox in membership form in database, waiver y/n, covid waiver y/n? Or in event form for each rider, more work. See 4 below.
 - Follow-up on changes to Membership application
 - Established simple use cases for the document save cases for ET to code DONE
 - ET fixed a database problem that hung members trying to update their DB password. DONE
4. Develop a new BC Randonneurs Covid-19 liability waiver document
- Gary to check velodrome waiver and confirm.
 - Suggestion to refer to ministerial Order M183 in waiver. Action Upload to Wiki under Insurance - DONE
 - Confirm Waiver/Requirements cover off the viaSport Appendix B (Definitions), C (Illness Policy) & D (Participation Agreement) DONE?
 - Create new Form for Download/Upload
 - Send Mail Chimp c/w link to Current Members, then add to CCN for future members or use ET's new process
 - Online? Relax waiver procedures? Not a good time to increase risks.
 - Require signing for each event (like our event waiver) or once annually (like our membership AND as other clubs are doing)? Colin/Gary/Stephen to discuss & propose waiver signing policy
 - Draft document to Members send 14 June. Discussed during 18 June Meeting. Content ok. DONE
 - Finalized Covid-19 waiver language (Note BC liability exclusion for sports orgs) DONE
5. Develop new protocols and 'Ride Requirements under Covid-19' complete with an Outbreak Action Plan
- Three day notice to ride agreed upon. No more than 50 riders in a day, as a rule of thumb, to be added to Organizer notes.
 - Concern about new members. Organizers have flexibility to impose limits as they see fit, including allowable ride windows.
 - What is a social bubble ("members of one household bubble that has formed a bubble with another household bubble are allowed to be less than 2 m")?
 - 10 riders together for 13.5 hours on a 200 is a consideration and justification for more conservative distancing requirements. Can they stay 2 m apart all day? Side by side is closer than 2 m, paceline isn't. Changing position is side by side for a short time period. No more than 6 in a group, 2 m, on or off the bike, unless in the same SB.
 - Mirror provincial guidelines, keep it simple. On the road, except for passing, recommend that groups keep 500 m apart.
 - MUST LIMIT TO 9? A rider changing groups through the day. Everyone on the road on the same day, would be a contact if someone tests positive? Kind of confusing.
 - Record who was in your group throughout the day. Agreed.
 - Why should riders carry masks, rules vs recommendations. Representing the club, travelling to other communities. We want to ride in two months when there are more cases. In case of emergencies, going into an establishment.

- Requirements included with waiver? Agreed checkbox. Final draft completed. ACTION: Colin to finalize.
6. Establish new registration support team
- Confirm Team – Colin, Cheryl, Stephen, Nigel, Mark, Bob G.
 - Prepare first draft of duties for Team and also Organizers
 - When to open on-line registration? At least 3 days prior to 1st window date
 - Explain new Waiver process & reasoning to Organizers
 - Enable G Suite access to team members
 - Clarify Insurance coverage and notification requirements – DONE
 - Reschedule event calendar and coordinate changes with organizers –DONE
 - Develop and implement a club restart communication plan- DONE
7. Clarify Insurance coverage / notification- Gary / Colin
- Email exchange underway on financial relief DONE Peter/Jacques – Unable to find covid-related financial relief at this time.
 - Confirm coverage – DONE Gary – document on wiki about insurance. How to mitigate risk e.g. waiver, follow rules agreed to with insurer. Order from BC government to protect not for profit against covid liability while emergency health order which is renewed every two weeks. What happens if no order in October while a permanent might be ridden. Liability insurance, yes we're covered, third party bodily injury claims covers illness. Rider is insured while participating in an event. No specific language excluding pandemics in our coverage. Directors and officers policy, yes wrongful membership practices, no doesn't cover bodily injury/sickness or property damage.
 - Policies to Website / Wiki - DONE
 - Send documents/plans to insurer
 - Request insurance financial relief as per cancelled events – DONE
 - Confirm provincial Covid-19 liability exclusion for amateur sports – DONE
8. Event Calendar Scheduling and Organizer coordination - Cheryl / Nigel / Stephen / RRC's
- VI proposal to slide series forward one week, with 200 on July 11. Or then 300 the following week? Are we ready for July 4 in BCI? ACTION: Registration team to communicate with route coordinators once Ride Requirements updated.
 - Benefits to multiple-day ride window options as limits travel
 - Goal: SR series target for each region
 - Existing LM and VI summer series, BCI spring shifted to July 4 start
 - Multiple starts on same route available as agreed by organizer and rider. Standard control card template with accurate control time windows would be helpful for brevet validation for ACP.
 - Routes not updated in database. Database currently under construction. ACTION Colin to communicate with Etienne about timelines. Can accurate routes for upcoming 200s be made available?
9. Communication Plan- Colin/Mike/Peter/Cheryl
- Start plan: Confirm permanents – July 1, contingent on finalization of Ride Requirements ACTION Colin.
 - Who is managing Facebook communication – ACTION Cheryl/Etienne
 - Organizers - need to communicate the new waiver process AND rationale – see 8 above

- Publish our plan/documents (website) per viaSport advice
- Notify Insurers
- Club Risk Assessment & Mitigation Checklist (Gary S.) to assess protocols
- 19 June - issued Directors Update to website, Mailchimp (last 3 years members), & Facebook – DONE
- 19 June - Cheryl communicate with Canadian Randonneur clubs. – DONE

3. **Next meeting:** Monday 29 June 2020

Meeting adjourned at 2135. Why did the bike fall over? It was two tired.