To All Ride Organizers

Thank you for volunteering to organize a brevet. Your support is invaluable to our club. To help you prepare for the event, attached is a checklist of things that you need to take care of. A copy of this as well as the randonneur regulations is available from the web site on the "About BC Randonneurs" page (http://www.randonneurs.bc.ca/aboutbcr/aboutbcr.html).

Planning your event:

> 1 month in advance

1. Decide what route you want to use (consult the Route Coordinator). It can be an established route or a new one. Check route database on website.

2. Get the preliminary details of the route to the Webmaster for posting to the website and also get it on RandoPony for pre-registration (link on website).

3. Determine a start point (preferably indoors or covered; with washrooms and tables) and obtain permission to use the facility if appropriate.

At least three weeks before ride

1. Drive or ride the route and create/verify the route sheet, control locations, and distances.

2. Find volunteers for controls that need to be staffed (volunteer reimbursement for vehicle expenses is **30 cents per km**, or receipts for vehicle rental and costs. Also any valid out of pocket expenses and meals).

3. Decide whether or not you want to provide food at controls. If there are no facilities at or near the control, it may be necessary to provide water (possibly also Gatorade) and food (cookies or more depending on the distance to/from the nearest food source).

4. Contact Pin Coordinator (Karen Smith) to obtain pins at least 3 weeks in advance of the ride.

In the Last Couple of Weeks

1. Pre-ride the route with your volunteers at least one week prior to the event, two weeks before is also allowed, but not recommended due to changes that can occur in the interim.

2. Prepare the route sheets and control cards (templates under resources on organizer web page). Please ensure you print the control cards on cardstock and double sided, regular paper has the habit of disintegrating if it gets wet. Also please ensure you fill in all the ride details on the card header, especially the date. Riders do refer to their cards in the future for Super Randonneur pins, etc. and not having a date makes it complicated. If you have to, use Fedex Kinkos, plain paper disintegrates if wet and single sided adds considerably to the cost when the database manager returns the cards at the end of the year. Printing the street details on the route sheet all in capitals helps those with aging eyes from getting lost!

3. Get the route details to the relevant Route Coordinator for final verification. This must be in an the form of an Excel spreadsheet as this makes it easier to verify, post to the web and ultimately for archive purposes. The template can be found under resources on the organizer web page. If you do not have Microsoft Office, Google Docs lets you create an Excel spreadsheet on line.

Also consider that:

You don't want to swamp controls with riders, especially if they're a Mom & Pop type store, probably a maximum of 10 riders in any 15 minute period. It's always a good idea to warn

any store, garage or whatever that a ride is coming through the next weekend so they can maybe get more chocolate milk? Here's a handy chart to decide if you need to have a volunteer to sign cards or maybe turn it into an info control

No. of Riders in Event	Minimum Distance from Start
10	0
20	30 km
30	70 km
40	90 km
50	120 km
60	150 km

Levels of support:

This ride classification is to give you an idea of what level of support you should be thinking about for the ride, but it's not cast in stone.

Good Support (could call this Full Support but we don't do Support like Gran Fondo etc.)

1. Most rides with > 20 riders should be in this category

2. Club will do everything within reason to see that these rides are run

3. Route will be pre-ridden within 2 weeks of the event

4. Route sheet will be posted at least 3 days in advance of the event

5. Except for limited entrance rides (e.g. the Rocky) which will require pre-registration, pre-registration may be encouraged but riders will be able to register on the day and pay their club membership

6. Start will be staffed

7. Start will remain open 1 hour after the official start time

8. At least one control on the route will be staffed

9. The finish will be staffed

Light Support

1. Most rides with 7-15 riders should be in this category

2. Organizer will run ride unless there are severe unforeseen circumstances

3. Route will be pre-ridden or pre-driven before the event

4. Route will be posted in advance of the ride

5. Pre-registration may be encouraged but riders will be able to register on the day and pay their club membership

6. Start will be staffed

7. Start may close shortly after the official start time

8. Controls will not necessarily be staffed

9. The finish may not be staffed

Minimal Support

1. Rides with 5 or fewer riders, 1000's and rides that may or may not run should be in this category

2. Ride may be canceled especially if no organizer is found. If you want to ride one of

these rides you should consider volunteering to organize

3. Route may not have been pre-ridden or pre-driven before the event

4. Route sheet may not be available until the start

5. Pre-registration may be required

6. Riders may need to print their own route sheets and route cards

7. If staffed, the start may close at the official start time

8. Controls will not necessarily be staffed and stores might be closed .... do your own checking

9. The finish is unlikely to be staffed

Day of the event:

You will need the following items and ideally a few volunteers to help with registration and bike check:

1. Ride organizers kit (available from Equipment Manager or Route Coordinator).

2. The list of pre-registration riders from RandoPony.

3. A current membership list (available as a link from the website).

4. Membership forms with waiver (A supply of Membership forms & Waivers are included in the ride organizers kit. A copy is also available from the website to print extras if needed).

5. Event Entry forms (do not use old forms, a supply of Entry forms is included in the ride organizers kit or is available from the website to print extras, if needed).

6. Master Rider List worksheet for Start/Finish control and Control Rider List worksheet(s) for all staffed controls. (A supply of Master Rider List and Control Rider List worksheets is included in the ride organizers kit. A copy of each is available on the website if needed).

7. Route sheets and control cards, (must be printed by Ride Organizer, templates available on the website).

8. Pens, Ziploc bags, control card stamps, garbage bags (check the ride organizers kit as some of these items may already be included).

9. Water jugs, signs, first aid kits, (tent - optional) (available from the Equipment Manager).

10. Pins for finishers (these should have been requested from the Pin Coordinator at least 3 weeks prior to the ride).

11. Stamped envelopes (addressed to the Database Manager) for returning control cards if you are not staffing the finish. Staffing the finish is preferable.

12. A cash float (mainly $5 bills).

13. Spare lights for 200 km brevets, (available from the Equipment Manager). Please check to make sure they're working before giving them out. Make a note of who got them for collection at the finish.

14. **Bike check** to include light check and safety check (helmet, brakes, headset, quick release on wheels)

Remember: The start control remains open for one hour after the start. Advise late starting riders that they must make up the time and have passed through the first control by its closing time on the route sheet. Their ride starts at the same time as everyone else.

During the event:

Please make sure you and your volunteers are familiar with the Randonneur rules (http://www.randonneurs.bc.ca/introduction/rules.html). Please pay special attention to the following:

1. Make sure riders read and sign the event waiver at the start, this is a requirement even if they say they have already signed a membership waiver, they are different.

2. *No control card = no ride.* If a rider loses his/her control card, they are disqualified. If they discover they have lost their control card during the ride, they can retrace their route to try to find it or accept that they have forfeited the ride. At the first control that they arrive at without their control card, they should be advised that they are disqualified. There are no exceptions.

3. *DO NOT ISSUE A RIDER A REPLACEMENT CONTROL CARD AT ANY CONTROL*. Each rider is issued a control card at the start. If they lose that card, you may NOT issue them a second card at any time. Please make sure that the volunteers at each control understand that they may not issue a new control card to a rider. If they have lost their control card and are unable to find it, they are automatically disqualified. Please ensure that they are advised accordingly.

4. *Missing a control = disqualification.* If a rider misses a control or a secret control, they are disqualified. If they arrive at a control having missed the previous control, they should be advised to retrace the route to the missed control, have their card properly signed and timed before moving on to each successive control. This must be done within the given control opening and closing times or the rider is disqualified. There are no exceptions. This insures that every rider follows the correct route.

5. *No Helmet or no Lights = disqualification.* There are no exceptions to this rule. Every rider must have lights and a helmet to ride a brevet. For the 200km brevets we will have a limited supply of lights for riders, this is the only time they will be available. If for some reason they are all taken then I'm afraid the remaining light-less riders will be disqualified.

   NOTE: It may be helpful to remind riders of disqualification situations in your pre-start announcements. Please also advise all your volunteers of how to validate control cards at their control to avoid any irregularities that may result in rider disqualification.

6. The volunteer at the finish control must verify that all the controls on the card have a time of passage and some form of signature and or stamp. Please fill in the opening and closing dates and times in the relevant fields. The data base coordinator needs these. They must also ensure that the rider verifies their finishing time and signs the card. If for some reason the rider is disqualified at this point please notify them of the fact and explain why this happened, normally a missed control.

7. Make sure they get a pin if they've successfully completed the ride.

8. If it was a 200km brevet and riders were loaned lights, please collect them at the finish (this should have been indicated on the rider list).

After the event:

1. Submit ride results to the Database co-ordinator(s) ASAP. Include the names of all volunteers and also a brief description of the weather: "Cool at start becoming sunny and warm".

2. Send entry forms, waivers and control cards along with any new memberships to the Database Manager at the club's PO Box **within one week**. (**PO Box 39024 Point Grey, Vancouver, BC V6R 4P1**.) All controls on the card must be verified with the time of passage noted (including the Start and Finish controls) and must be signed by the rider.

3. Contact the Pin Coordinator within one week with the following information: # of left over pins,

names of ride finishers who did not receive a pin. The Pin Coordinator will instruct you where to send leftover pins.

4. Clean and return BC Randonneur equipment to next event organizer or Club Equipment Manager within one week.

5. Obtain receipts/expenses from volunteers and prepare financial statement. Send financial statement with cheques and receipts to the Treasurer c/o the club's PO Box **within two weeks**.

6. If a rider is injured during the ride, complete the "incident report" form.

7. If possible, submit a ride report to the Webmaster and Newsletter Coordinator.

REMINDER: For a rider's brevet results to count as a finish, they must: 1) be a member in good standing (completed waivers), 2) submit a completed control card (signed by the rider and with verification at all controls including all secret and information controls, the start and finish controls), 3) have front and rear lights attached to the bike, 4) have worn a helmet at all times while riding the bike.

Stuff you need to know:

1. All participants **must be members of the BC Randonneurs**, except on designated Populaires (e.g. Pacific, Victoria, Canada Day, etc.)

2. A new rider can only ride a longer distance if they have previously completed a shorter brevet (200 before 300, 300 before 400 etc.) except for the Fleche.

3. All riders must have front & rear lights and a helmet - no lights or helmet, no ride.

4. The pre-ride is only available to the ride volunteers, it is not an alternate date.

5. Print a contact number on the control cards for riders who DNF, and remind riders to contact you at that number if for any reason they abandon the ride.

6. Advise the staff at controls (and have them advise you) which riders have abandoned during the ride.

7. The route between control points should be the shortest distance between the two points, if isn't, you may need a secret control or information control to prove the route was followed. Controls should be located approximately every 70-120 km or closer together if the route requires it.

8. BC Randonneur Membership fee is $10.

9. Regular brevet fee is $15, riders MUST be a club member to ride a brevet.

10. The fee for Populaires is variable and set by the Populaire organizer, Club membership is not required to ride a Populaire.

People you may need to contact:

Lower Mainland BC.Coordinator – Nigel Press: nigeldpress@hotmail.com 604-258-7486

Interior BC.Coordinator – Bob Goodison: sorrento13013@yahoo.ca 250-675-2879

Island Brevets Coordinator – Mark Payten: mpayten@shaw.ca, 250-213-3724

Peace Region Brevet Coordinator – Wim Kok: wkok@nlc.bc.ca, 250-785-4589

ACP Liaison & Database - Cheryl Lynch - lynchc1@telus.net, 604-258-7486

Equipment – Jeff Mudrakoff: jmudrakoff@alumni.sfu.ca, 604-764-0521

Equipment – David King: daveking20@hotmail.com, 604-764-0521

Pin Coordinator - Karen Smith - ksmith222@telus.net, 604-732-0212

Web Site - Eric Fergusson - eric_fergusson@telus.net, 604-733-6657

Treasurer – Colin Fingler: fingler4@gmail.com

BC Randonneurs Official Administrative Address (*please send cards, waivers, memberships and financial reports here*):

PO Box 3014 Cultus Lake Stn Main, Cultus Lake, BC V2R 5H6