

Bike Ride Leader's Process

1. Contact Biking Coordinator with the date and details of the bike ride.
2. Biking Coordinator will:
 - send information packet to bike ride leader which will include biking rules, release forms and attendance sheets
 - contact the calendar coordinator to put the ride date on the calendar
3. Submit an article to Hill Topics no later than the 15th of the month prior to the ride. This article must include:
 - date, time and meeting point
 - distance and difficulty of ride
 - description of terrain (for example: mostly flat, rolling hills, one steep hill)
 - this paragraph: "All rides will depart on time. Please arrive early enough to be prepared. If possible, please carry a spare tube, repair tools, pump, water bottle, personal identification including emergency contact, and medical tags (if applicable). Helmets are required on all TOHG bike rides."
4. Bike trip leader provides maps of the route and/or cue sheets (written instructions outlining the route).
5. The day of the ride:
 - bring a copy of the Hill Topics containing the bike article
 - review biking rules and hand out maps and/or cue sheets
 - take attendance on the sheet provided in the information packet
 - divide bikers into sub-groups with approximately 12-20 bikers per group, according to biking levels. Each group must have a lead and a sweep
 - each sub-group leader must account for all riders in the sub-group at each rest stop and at the end of the ride

Top of the Hill Gang Biking Rules

These rules should be read to participating bikers by the event leader before the start of each bike ride. In most cases the rules are commonly accepted biking rules which have been arrived at in the interest of everyone's safety and comfort.

1. Bikers should arrive on time with bikes in operating condition and tires inflated.
2. Each non-member biker is required to sign a liability waiver (release form) prior to the start of the ride.
3. All bikers are required to wear helmets. There will be no exceptions to this rule.
4. Always ride single file.
5. When riding along roadways, it is recommended that bikers, maintain a space of at least two vehicles between bikes to allow vehicles to pass. Bikers can pass each other only when the roadway is clear of oncoming vehicles.
6. When a car is approaching from the rear, bikers should announce the phrase, "Car back!" to alert the riders ahead.
7. When riding on bicycle paths, it is recommended that bikers maintain a space of at least two bicycle lengths between bikes except when safely passing.
8. When approaching another biker from behind in order to pass, the approaching biker should announce the phrase, "On your left!" to the biker ahead.
9. Hand signals should be used to signal right and left turns and stops.
10. When making turns that may not be obvious to all bikers, the group leader will assign "corners". A "corner" is the second-in-line biker. If you are the second-in-line biker the lead will get your attention and point to the location where you should stand. For right-hand turns stand at the right-hand corner of the intersection; for left-hand turns stand at the far left-hand corner of the intersection. Point to the direction the bikers should take, and stay until the sweep arrives, then join the line immediately ahead of the sweep.
11. Group leaders will stop every 20 to 30 minutes for rest and water breaks. The break should last until 2 to 3 minutes after the sweep arrives to give the slower bikers a chance to rest.
12. Anyone who decides to leave his or her group should do so only after notifying the group leader or the sweep who will in turn notify the group leader. If a biker decides to go ahead of the lead, he or she is then on their own and is no longer the responsibility of the group leader.
13. In the event that a bicyclist or bike is disabled, the sweep and the disabled bicyclist will decide on the action to be taken and the sweep will notify the lead of the problem and its resolution.

03/17/02

TOP OF THE HILL GANG SKI AND SPORTS CLUB

Non Member Event Waiver

NAME OF EVENT: _____

The undersigned/participant (hereinafter referred to as "I"), agrees and understands that participation in the above event is a potentially HAZARDOUS activity. I recognize that there are risks, including but not limited to, walking, hiking, biking, skiing, cross-country skiing, transportation, accommodations, social and sporting events and any equipment provided. Nonetheless, I voluntarily elect to participate in the aforementioned activity.

Initial: _____

I hereby assume all risks which may be associated with and/or result from the participant's involvement in the above Top of The Hill Gang activity and hereby release and indemnify the Top of The Hill Gang, its officers and board members and their employees and agents from any liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by myself while participating in the above event including, but not limited to, those injuries and damages caused by negligence and/or breach of warranty, expressed or implied, on the part of the aforementioned entities arising from any activity associated with the above TOP OF THE HILL GANG event, or in any way related thereto.

By execution of this release, the above-mentioned entities shall be indemnified for any injury to other person(s) or property which the participant may cause as a result of engaging in this activity. I further assume the duty of knowing and accepting the condition of the premises upon which the event is held.

This release shall be binding upon the assignees, subrogors, distributees, heirs, next of kin, executors and administrators of the undersigned and may be pled by the above-mentioned entities as a complete bar and defense against any claim, demand, action or cause of action by or on behalf of the undersigned.

I HAVE CAREFULLY READ THE FOREGOING LIABILITY RELEASE, UNDERSTAND ITS CONTENTS AND SIGN IT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Signature of Participant

Date

(Please print participant's name)

IN CASE OF EMERGENCY PLEASE NOTIFY

Name (Please print emergency contacts name)

(_____) _____
Telephone No.

October 1, 2005

