

**Definition:**

Out of Town (OT) Tours are multi-day cycling tours that involve an overnight stay outside of Ottawa, with route planning., under the umbrella of OBC policies and guidelines.

**Purpose of Policy:**

To set out the scope and guidelines for the OT Director, Club Admin and OT Tour Organizers.

**Overview:**

The OBC may plan and organize multi-day cycling tours away from Ottawa. These tours normally include 2 or more days of cycling, with participants self organizing into groups. Pre-planned and/or OBC-provided routes may be used. The tours normally involve an overnight stay near the start location of the pre-planned routes.

The OBC is not a travel agency, as defined in other government regulations, and is simply organizing a cycling event that happens to take place at a location outside of Ottawa. OBC insurance covers cycling activities. Any other harms suffered enroute to the event or outside of cycling at the location are not the responsibility of the OBC.

**Application of OBC Policies**

Cycling participants must be OBC Members in good standing, for insurance purpose. Members of other Ontario Cycling clubs may be allowed at the OBC's discretion. All OBC policies apply to these rides, including but not limited to Group Riding guidelines, Risk Management, and Severe Weather.

Accidents are to be reported in writing to Ontario Cycling using the standard reporting form, which can be obtained from the Club Admin or Ontario Cycling.

**Tour Organizer**

Each OT Tour will have a Tour Organizer, who is responsible for liaison with the lodging establishment (once arranged by the OBC), pre-planning routes, uploading them to the OBC Ride With GPS route library in advance of the event, and responding to questions from participants.

The OT Tour Organizer is expected to send links to suggested routes to registered participants in advance of the event and obtain emergency contact numbers from participants. The OT Tour Organizer should schedule a general meeting of cycling participants the evening of their arrival, in order to reconfirm routes to the group, identify participants who may be willing to volunteer as group leaders, and discuss emergency plans (such as local emergency services, 911, personal emergency contacts if not already provided). Some participants may arrive after this meeting, in which case the Tour Organizer may simply send local emergency contact information to them.

On-site, the OT Tour Organizer is also responsible for maintaining general awareness of group plans, and for providing guidance on route selection if asked. The Tour Organizer is not responsible for recording cycling participants and their individual route each day but should facilitate individual participants making contact with a group appropriate to their cycling ability.

Participants are not required to pre-register for each day's route

If requested, the OT Tour Organizer may also facilitate car-pooling to and from locations that are within driving distance of Ottawa, with the caveat that they and the OBC are not responsible for harm suffered as a result of a private vehicle journey.

The OT Tour Organizer is not a social coordinator, and will not be responsible for booking restaurants, other tours, etc. The OBC will not be responsible for charges or cancellation fees incurred at restaurants or other facilities

### **Overnight Accommodation**

The OT Tour Organizer or the Club Admin will normally arrange group rates at a suitable lodging establishment near the start location of the pre-planned routes, for the dates of the tour. An estimate of the number of rooms needed will be provided to the lodging establishment, and a price obtained. The OBC representative arranging prices and availability will make clear to the establishment that the OBC bears no financial responsibility for charges incurred by participants.

The OT Tour Organizer may facilitate room sharing if requested.

Tour participants will be responsible for contacting the lodgings, reserving their individual room(s), and making payment directly to the establishment. The OBC and the lodging establishment will agree on a cut off date for the block of rooms and the group rate. Participants registering after the cut off date can still contact the establishment, but the room availability and rate will no longer be guaranteed. Cancellation refunds will be the responsibility of the participants and the establishment; the OBC will not provide refunds for cancelled lodging.

## **Transportation**

Participants are responsible for arranging their own transport to and from the out-of-town location. The OBC assumes no responsibility for any harm that may befall participants during the journey or at the destination.

## **Cost of Transportation, Lodging, and Meals**

Transportation, lodging, and meals are solely the responsibility of participants. The OBC will not be responsible for charges incurred by participants.

## **Other Cycling and Non-cycling participants**

Friends and family may participate in the event, including car-pooling, eligibility for the group rate at the lodging establishment, but may not participate in the cycling if they are not OBC Members or members of another Ontario Cycling affiliated club. Ontario Cycling policy on casual participation in OBC rides is not applicable to OT tours.

The insurance coverage for OBC members is limited to the cycling portion. For OT Tours that take place in the United States, or other countries, additional medical insurance (such as PSHCP, Blue Cross, etc) is strongly encouraged for all participants.