



## *Tour du Canada Practices and Policies*

**GENERAL:** This statement covers essential rules that are a condition of registration for participation in Tour du Canada. Riders have a right to expect that Cycle Canada, as organizer, and its staff will make all reasonable efforts to ensure that Tour du Canada riders complete the trip and are enriched by the cycling experience. We hope all riders find companionship within the group, are tolerant of other members of the group and help make the trip a memorable and positive experience for all. Tour du Canada is structured as a co-operative venture. It is expected that all riders enter into that spirit.

**ORIENTATION AND TOUR WRAP-UP:** The Tour starts with a full-day orientation session in Vancouver. Tour fees include accommodation on the night before the orientation session. The first day of riding is the day after the orientation day. The Tour arrives in St. John's on the Saturday of Labour Day weekend, subject to confirmation of ferry sailing times which are set each winter. The formal end is at an awards dinner on the Sunday of the Labour Day Weekend.

**COMMUNICATION:** Cycle Canada provides a communication system for participants that allows it to keep track of riders' whereabouts and assist with problems as necessary. Drivers do not carry cell phones for communication with riders. Cell phone reception is not reliable in many areas of the country. We also believe that cell phones can be a dangerous distraction for drivers when driving.

**PRIVACY:** From time to time Cycle Canada receives requests for information on Tour du Canada members. Such detail is provided on a case-by-case basis and only with the consent of the participant, except that names and home towns may be shared with fellow riders. Official policy of Cycle Canada and Tour du Canada is that they will not sell, rent, trade, "partner" or distribute any personal information to any third party, except where required by law. Cycle Canada expects that Tour du Canada riders will honour this policy.

**GALLEY DUTY:** Each rider becomes a member of a galley crew to serve on cooking duty on a regular rotation. Riders agree to participate willingly in the responsibilities for meal preparation and clean-up.

**SPONSORSHIP:** From time to time Cycle Canada receives queries from people who want to associate their ride with a charitable or for-profit organization. Cycle Canada and Tour du Canada always stay neutral on the goals of any sponsoring agency. Tour du Canada's mission, as stated in its articles of incorporation, is to promote cycling and cycling related activities. Its rule on fundraising, either charitable or for-profit, is that such activities are personal endeavours and the name Tour du Canada and other Cycle Canada trademarks are not to be used in that context. Cycle Canada does not authorize the use of the name Tour du Canada® or CycleCanada® or its copyright material for any such purposes. Cycle Canada makes no judgment on any fundraising activity. But it recognize that Tour du Canada has a large and diverse membership. As organizers, Cycle Canada does not want to appear to commit any member of Tour du Canada to the support of a specific organization or charitable agency. Riders who do engage in fundraising or promotional activities must agree to avoid any such activities while the trip is underway so as not to disrupt other riders with external activities that might affect their enjoyment of the trip. Acceptance of a registration will be conditional upon disclosure of any sponsorship agreement.

**INSURANCE:** The Board of Tour du Canada recommends that participants obtain travel, cancellation and personal property insurance. Riders are urged to seek professional advice about insurance when planning participation in Tour du Canada.

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**FEES AND THE BUDGET:** Tour fees include three meals a day, all accommodation costs, major ferry charges and the expenses associated with a support vehicle. The organizer provides galley equipment. Accommodation is mainly camping but riders stay indoors in some locations along the route. Riders bring their own bikes, tents and bedrolls. Pricing is designed to make the Tour accessible to all, including those on limited budgets. We provide all the basics but this is a no-frills trip. Meal plans are high in carbohydrates and we plan as much as possible for vegetable proteins and seasonal fresh produce for a balanced diet. A portion of fees paid for the cross-Canada ride go to Tour du Canada, a non-profit corporation. That amount represents shared costs and is exempt from Canadian Goods and Services Tax (GST). The balance is paid to Cycle Canada as organizer of the event and that amount is subject to GST. Details of the fee breakdown and taxes collected will appear on receipts issued to each rider.

**CODE OF CONDUCT:** Tour du Canada is a rigorous event that may, on occasion, involve situations of high levels of physical or emotional stress. The organizer is aware of this potential and staff training includes discussions of how to recognize such situations. As a general rule, all that is needed is a cooling-off period. However, the organizer recognizes that there are rare circumstances of behaviour that is beyond the normal range of what is acceptable. If the conduct of an individual participant in Tour du Canada is disruptive to the group as a whole or degrading to any individual, the person responsible for such behaviour may be required to resign from the trip. In such an event there will be no refund of fees for fixed costs and pre-paid expenses. In the event of an incident that may fall within the purview of this provision, a review procedure will be commenced and the individual involved will be so notified.

**VEHICLE SUPPORT:** A support truck carries galley equipment, group supplies and personal gear. Riders are encouraged to ride all the way and the truck does not follow behind to provide on-road support to riders.

### **DEPOSITS, FINAL PAYMENTS AND CANCELLATIONS:**

- A registration application is to be accompanied by a registration fee of \$100. The registration fee is an initial deposit amount.
- Completed forms required for a registration must be accompanied by an additional deposit amount of \$600. Deposit amounts are not refundable or transferrable but do apply to the total fee set for participation in Tour du Canada.
- If a rider cancels after paying the registration fee that amount will be donated to the Tour du Canada Bursary Fund.
- Fees are in Canadian funds but special arrangements may be made for payments in other currencies.
- The final amount of the fee is due 90 days before the date of the Orientation session in Vancouver. If payment is not received by the due date and if, at that time, there is a waiting list of riders wanting to register, someone on the waiting list may be given the opportunity to take that spot on the Tour.
- If a rider cancels within 30 days of the start of the trip, the full amount paid is not refundable. The amount allocated to Tour du Canada, which represents shared-cost expenses for the Tour, is forfeited. This provision may be modified by the Board of Tour du Canada in the event that there is a waiting list for participation in the Tour and someone does take the spot being vacated. The amount allocated to Cycle Canada, as organizer, less the deposit amount, will be transferred to the Tour du Canada ride in the following year.
- If a rider cancels between 90 days and 30 days before the start of the trip, a portion of the final amount paid is not refundable. The portion that is not refundable will be a pro rata amount based on the date that Tour du Canada receives notice. For example, if a cancellation notice is delivered 60 days before the orientation date, one-half of the final payment amount will be transferred to Tour du Canada in the following year. This provision may be modified if there is a waiting list for participation in the Tour and someone does take a spot being vacated.
- A waiting list as applied to the cancellation policy means after 38 riders if there is just one scheduled group and after 53 riders in total in two groups.
- It is the policy of the Board of Tour du Canada that there are no refunds for anyone who leaves the trip.