

## TCBC Extended Trip Notes

- \* An "extended" trip is one having one or more overnights.
- \* All of the guidelines and risk management policies that apply to day trips apply to extended trips.
- \* Any trips of 5 days or more needs to be publicized at least in the prior month's newsletter so that all club members will have equal access to participating.
- \* Although an extended trip leader, at his/her discretion, is allowed to include some or all of their expenses in the trip fee, under no circumstances should a leader profit from a trip they lead. A trip leader may take advantage of free perks offered by service providers.
- \* The financial risk of an extended trip is assumed by the leader unless prior arrangements have been made with the TCBC Board of Directors.
- \* An extended trip leader should always obtain a deposit from participants sufficient to cover non-refundable expenses. A clear deposit/refund policy should be included in any trip promotion article or registration form.
- \* When estimating extended trip costs, always add an additional 10% or so to cover unforeseen expenditures. It's much better to give participants a refund after the trip than to ask for additional moneys.
- \* TCBC Leaders have the option of requiring participants of Extended Trips to be TCBC Members. This would ensure that all participants would be covered in the U.S. by the club's medical and liability insurance. If TCBC membership is not required, then non-members must be charged an additional \$2 per day and are not covered by the insurance.
- \* Extended trip leaders should require all participants to submit a TCBC Emergency Contact Form (available under Leader Documents on the TCBC website) per instructions on the form before the trip.
- \* Good promotion will ensure good participation. An extended trip leader will need to put more effort into promotion than a day trip leader. Articles in the "TCBC News" and on our website, flyers at other events and in bike shops, announcements on rides and at other events, etc.
- \* Mileage credit on extended trips may include miles biked on non-TCBC organized rides only if those rides meet the criteria for a TCBC Outreach Ride. See those criteria on our website under Leader Documents to see if a ride would qualify.
- \* Networking with established TCBC extended trip leaders is an excellent way to learn the do's and don'ts of leading such a trip.