



## GUIDELINES FOR PLANNING AN HRER BIKE TRIP

### 1. CHOOSING A DESTINATION

- Ask club members or other cyclists for potential destinations
- Take into consideration the distance to travel

### 2. CHOOSING A PLACE TO STAY

- Find a hotel that can block 30-35 rooms
- Find a hotel that will give a group nightly rate
- Find a hotel that includes breakfast if possible
- Ask if the hotel can provide a “Happy Hour” facility
- Ask if the hotel has bike lock up facilities or allows bikes to be taken to the rooms
- Ask if the hotel can arrange a group dinner
- Find out what amenities are available at the hotel (fridge, swimming pool etc.)

### 3. PLANNING THE ROUTES

- Ideally routes should be on bike paths, bike lanes, roads with paved shoulders or quiet country roads. Try to keep riding on busy roads to a minimum
- When choosing routes, use the internet to check out routes used by local cycling Clubs. You can contact that club, they are an excellent source for help in choosing routes and finding local information
- If possible, visit the area prior to planning to assess potential routes
- The Tuesday ride location can be chosen to split the drive to the final destination
- Suggested requirements for routes:
  - Tuesday – 1 route about 20km & route about 50km
  - Wednesday - 1 route about 30km, route about 50km & 1 route about 80km
  - Thursday – 1 route about 20km & route about 50km
- If possible, start rides from the hotel

### 4. PARTICIPANT INSTRUCTION PACKAGE (WHAT TO INCLUDE)

- Instruction package can be done manually, or computer generated
- Basic Itinerary
- Hotel information with directions to the hotel (include hotel amenities, area attractions and local restaurants)
- Ride information & maps
- Dinner arrangements and social gatherings



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### 5. PRESENTING THE TRIP TO THE CLUB

- The group planning the Spring trip should have their presentation ready to present at the January board meeting.
- The group planning the Fall trip should have their presentation ready to present at the April board meeting. Trip announcement will be sent out to the membership after the spring trip
- The organizing committee will receive a \$200 honorarium to share amongst themselves. The committees can also receive up to \$300 reimbursement for their expenses by providing receipts

### 6. RESOURCES FOR PLANNING THE TRIP

- The HRER club trip binder
- The Ride Coordinator will serve as a resource for the organizing committee
- If repeating a destination, consult with previous organizers
- Websites – Google area bike clubs