

# Claremont Senior Bicycle Group

## Mission and Guidelines

### **MISSION:**

Provide an environment where people can participate and enhance their bicycling skills in a safe, friendly setting. We focus on senior recreational bicycle riding in a group setting. Activities include regular local rides, drive-and-ride trips to Southern California areas, and multiple-day adventure rides.

### **MEMBERS:**

All adult ages and skill levels are welcome. Membership is free since we are sponsored by the Claremont Senior Program. Participants must wear a suitable helmet, ride safely on our group rides (see CSBG Ride Protocol and Safety), and sign our liability release form.

Membership requirements:

- Age 18 years or more
- Sign a liability release form
- Ride safely
- TBD – some participation level ? Currently we typically drop riders that haven't participated in about a year.

### **MEETINGS:**

Meetings are held at 4:00 PM at Joslyn Center, in Claremont's Larkin Park (Mountain & Harrison Ave.) on the third Monday of each month to choose ride routes and other group activities.

### **COMMUNICATION:**

We use primarily email for communicating monthly meeting reports and other announcements. We also maintain a web site at <http://claremontseniorbikegroup.org/>.

### **LIABILITY RELEASE:**

All participants of the Claremont Senior Bicycle Group are considered volunteers of the City of Claremont and are thus covered under the city's liability umbrella. This is a mutually beneficial relationship between CSBG and the City of Claremont. The liability release agreement (NEW, see below) will be signed by all participating members.

**Liability Release:** <http://csbgweb.files.wordpress.com/2010/03/csbg-liability-release.pdf>

### **ORGANIZATION:**

#### **CSBG Leader:**

To avoid time-consuming and emotion-fraught elections, the leader (president or other titles) is chosen by proclamation of the previous leader. If an alternative selection process is needed, the active volunteers (called "Board Members" below) will meet and choose the leader. The leader's role is to conduct meetings and oversee all activities of CSBG, including the duties of board members below.

#### **Board Members:**

These enduring roles are self-nominated and/or chosen by the leader:

- Trips: Plans out-of-town trips. Coordinates the selection of motels/hotels and dinner sites

- Membership: Maintains the membership list which includes phone and email contact information
- Secretary: Records meeting summaries for publication by Communication
- Communication: Primarily communicates monthly meeting notes and reminders of trips and events with members by email.
- Community Liaison: Communicates with senior program staff, and the appropriate portions of the Committee on Aging - including news and monthly attendance reports.
- Web Master: Maintains the CSBG web site
- Weekly ride coordinators: Each scheduled CSBG weekly ride is to have a coordinator, who assures that there is a ride leader. Either the coordinator or ride leader appoints a sweep for that ride. In the event of marginal weather or other contingency (such as earthquake, fire, poor air quality, etc.) this coordinator will be the contact person to inform CSBG members if the ride is cancelled.

Other roles are ad hoc and include:

- Ride leadership
- Ride sweep
- Christmas Party coordination
- Annual Picnic
- Specific trip plans and coordination
- Annual plan
- Other special activities – *i.e.* bike rodeo, community events

Note that transportation of bikes, when they are ferried to and from a ride, is to be arranged by each individual. Similarly, room reservations for overnight stays are arranged by each participant, although often the “Trips” board member may negotiate a discount and have rooms “block held” for CSBG member reservations.

#### **ACTIVITIES:**

- Weekly rides
- Out of town rides
- Holiday party
- Other special events