

Peace River Riders Inc. Standard Operating Procedures

PRR Introduction:

These Standard Operating Procedures (SOP) set out the procedure for holding cycling activities for Peace River Riders Inc. (PRR). This document identifies the responsibilities of the Peace River Riders Inc. and its members in activities, events, leaders, and participants to ensure that cycling events and activities are safe and enjoyable for all. All affairs of PRR shall be managed by the Board of Directors.

Participation Statement:

Peace River Riders, Inc. recognizes that road cycling, gravel cycling, mountain, and trail cycling, are all activities with inherent danger and risk of personal injury, and possible death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions, equipment, and any involvement in these activities.

PRR Management:

PRR is structured with a president, vice president, secretary, treasurer, as well as a director. Other positions and roles may be added as the Board of Directors deems necessary. PRR Board of Directors structure with defined roles and responsibilities are addressed in our bylaws.

PRR Meetings:

General Membership meetings will be held at least once a year in November and more frequently if deemed necessary. General Membership meetings will be announced via email, website, and Facebook notifications, at least 30 days in advance. The Board of Directors meetings will be held at least quarterly, and more frequent if deemed necessary. These meetings can be called by any board member and may be conducted as deemed necessary. Board meetings are open to the general membership. (Board meetings are not required to be announced on Facebook, PRR Inc. website or emails.)

PRR Membership:

PRR membership process for accepting new members, can be achieved by online website form on PRR website. PRR Members have signed a waiver of liability form when joining PRR Inc. This waiver is implied with continued membership and is emailed with your new membership card annually. New riders sign waiver for first ride, second rides riders are encouraged to join PRR Inc. Any adult 18 years or older with an interest in recreational bicycling, is eligible for a regular membership in the club. Membership is either one individual or two adult members within a family. Family memberships are entitled to only one vote. Membership dues, fees, special assessments, shall be established from time to time by the Board of Directors, as deemed necessary. Our membership database is maintained and continuously updated and tracked by the Secretary and Treasurer of PRR Inc. (Voting will only be required on subjects deemed necessary by the Board of Directors).

PRR Discipline:

A member may be suspended for 30 days from all member rides, privileges, and activities, including voting rights by a 4/5 vote of the board of directors. The member facing suspension shall be notified of pending Board actions by certified mail as well as email at least 48 hours before commencement of the meeting. Any member shall be allowed to attend the disciplinary board meeting. Grounds for discipline; disregard for safety on bicycle rides, misuse of PRR funds, property, or misrepresentation of PRR policies. A member may be expelled for one year or permanently from all membership privileges, activities, including voting rights. Expulsion would require first a 4/5 vote by the board of directors. This expulsion would then require a vote of the majority of members present at a membership meeting.

PRR Safety:

All PRR activities shall comply with local, state and national cycling laws, rules, and regulations. These will be available on the PRR Inc. website. PRR members are expected to adhere to basic safety guidelines, such as helmet use, lights, pace-line etiquette, verbal and hand signal communication. Safety is expected on every ride. Attention is to road hazards, pointing out these objects and situations to the following riders. (If a ride leader feels a rider is dangerous on a group ride, they have the authority to remove a rider from the ride).

These will be available on the PRR Inc. Website.

- 1. Check your equipment. Before riding, inflate tires properly and check that your brakes work.**
- 2. Wear a properly fitted bicycle helmet to protect your head.**
- 3. If you have to ride in the dark, wear something that makes you visible (neon, fluorescent, bright colors). Florida Law requires headlight and rear light. A lamp on the front of the bicycle must project white light that can be seen from 500 feet away. A lamp on the rear of the bicycle must project red light that can be seen from at least 600 feet away.**
- 4. Control your bicycle, Always ride with at least one hand on the handlebars.**
- 5. Watch for and avoid hazards such as potholes, broken glass, gravel, puddles, leaves, and animals. All these hazards can cause a crash. Attempt at all times to point out these hazards on the road, from the front of the pace line and repeated to the rear.**
- 6. Go with the traffic flow—not against it.**
- 7. Obey all traffic laws, signs, signals, and lane markings.**
- 8. Be predictable, Ride in a straight line. Signal your moves to others riders as well as drivers.**
- 9. Stay focused and alert at all times. Paying attention to the wheel in front of you. Do not overlap wheels, and if you do, alert the rider ahead of you which side you are on. Alert the rider ahead of you when you are ON their wheel.**
- 10. Look before turning, when turning left or right always look behind you for a break in traffic, then signal before making the turn. Watch for left — or right-turning traffic.**

- 11. All riders are required to follow the SOP's, any violation will make them liable under the relevant traffic laws. Do Not Stop Traffic, and IF They stop Encourage them To GO!**
- 12. PRR emergency accident plan is in place in case of accidents or incidents. These can be addressed by Ride leadership and forms are available on the website.**

PRR Ride E-Bike Policy:

E-Bikes eligible to participate in Peace River Riders (PRR) group rides should be Class 1 or Class 3 E-Bike.

Class 1 ceases pedal assist at 20 mph.

Class 3 ceases pedal assist at 28 mph.

Class 2 E-Bikes or any E-Bike with a throttle are not allowed on PRR rides.

E-Bike riders that have interest in our PRR group cycling should be encouraged and assisted.

E-Bike riders may participate in all group rides but should use good judgement in choosing the ride categories suited for the rider, as is with any bicycle rider. Experienced E-Bike riders are allowed to ride anywhere in a group line. This includes as a Ride Leader and Ride Sweep.

New E-Bike riders are encouraged to start riding in a slower ride category until they are comfortable riding their E-Bike on a group ride and before advancing to a faster ride pace.

E-Bike riders who participate in group rides are responsible for knowing and following the same PRR rules for rides with emphasis on the prescribed ride pace.

Just as with riders on traditional bikes that participate in PRR group rides, Ride Leaders have the authority to speak with any rider of an E-Bike, if in their judgement, they feel that rider is compromising the safety of others riders. Just as with riders on traditional bikes, this authority includes making the E-Bike rider aware of what they are doing incorrectly and to request that the E-Bike rider maintain a position at the back of the group ride, in front of the sweep, or even leave the ride, if deemed warranted to ensure the safety of others.

PRR Ride Scheduling and Planning:

PRR has planned and regularly scheduled rides, taking into account the ability and experience of its members. Our sanctioned rides are listed on the website. PRR also has a process for informing members of any changes or cancellations to planned rides through our Facebook page. (Members on a ride not listed on our website are not on a PRR Inc. Sanctioned Ride).

PRR Communication:

PRR has a means of communicating with its members, such as a mailing list, email, social media, Facebook, as well as through our Website. PRR updates and information shall be regularly shared with members during our rides as well as through Scheduled meetings, and Facebook announcements.

PRR Finances:

PRR has transparent financial management system, including a process for collecting membership fees and managing expenses. Treasurers report will be emailed yearly to members, as well as available at the yearly November meeting. These issues are addressed in our Bylaws. PRR will have further development of plans for fundraising to support its activities and support other bicycling projects through its charitable contributions. Insurance payments are made to the League of American Bicyclists through our yearly application online.

PRR Support of Charitable Organizations and Causes: PRR Inc. income and resources shall support charitable organizations and charitable causes as deemed appropriate by the Board of Directors.

Maintenance of Equipment:

PRR Members are responsible to have well maintained equipment, such as bicycles, helmets, and other gear. Members are recommended to have lights that are operational and functioning. Members are also encouraged to have some type of rearview mirror.

PRR Website and Facebook Rules:

- 1. Be kind and courteous.**
- 2. No hate speech or bullying.**
- 3. No promotions or spam permitted.**
- 4. Respect everyone's privacy.**

PRR Representation:

PRR maintains an interest in and supports various local, state, and national organizations promoting bicycling. PRR Inc. is a member of the League of American Bicyclist, (LAB) and the Florida Bicycling Association (FBA) PRR Inc. Response to publicity request from local press and community organizations such as the Chamber of Commerce. To support this effort, the board of directors will endeavor to enlist a point of contact from the membership as appropriate. PRR Inc. will designate representation responsible for representing PRR Inc. in its interactions with local authorities, community organizations, and other cycling clubs and will be appointed as needed.

By following these standard operating procedures, PRR Inc. can ensure the safety and well-being of its members, while also promoting a positive image of the Peace River Riders Inc. and the sport of cycling.

PRR mission is the promotion of a social, safe and inclusive cycling community in Punta Gorda Florida. The goal is to promote safe road cycling and education for cyclists of all and levels, encompassing a lifestyle of fitness, fun and friendship, and to give back to our cycling community in an effort to encourage a more safe cycling environment.

“I WANT TO RIDE MY BICYCLE.”