



Cycling Event Policies and Procedures (P&P)

INTRODUCTION

The Ability Experience's cycling events are Gear Up Florida and Journey of Hope. They are comprised of cyclists, crew members, Project Managers, The Ability Experience staff, Pi Kappa Phi, our corporate sponsors, and hundreds of volunteers. As a team member, it is your responsibility to ensure that you and your teammates maintain the safety and integrity of the team, the organization, and the people we serve at all times.

The Ability Experience uses shared experiences to support people with disabilities and develop the men of Pi Kappa Phi into servant leaders. Through our programs and events, The Ability Experience strives to create a community, one relationship at a time, where the abilities of all people are recognized and valued. In order to achieve this vision, the organization upholds the following *philosophy*:

- As part of the Greater Fraternity, which was founded on the principles of friendship, The Ability Experience expects that our participants treat others with dignity and respect.
- The Ability Experience supports and enhances the personal development of our participants and the people we serve.
- The Ability Experience expects team members, students, alumni, staff, and volunteers to maintain the safety and integrity of the team, the organization, and the people we serve at all times.
- Through education, training, and mature adult guidance, The Ability Experience provides team members with the tools to make good choices and to understand the consequences of their choices.
- The Ability Experience expects personal responsibility from its participants.
- The Ability Experience will hold members accountable for the choices they make through a consistent and progressive discipline strategy.
- The Ability Experience prioritizes the safety and well-being of our participants, as well as the dignity and respect of all people.

POLICIES

1. Qualifications, Registration, & Selection

- a. All team members must be an active, alumnus or associate member of Pi Kappa Phi Fraternity.
- b. All team members must be in good academic and financial standing with Pi Kappa Phi Fraternity and good financial standing with their local chapter.
- c. The Ability Experience will not discriminate on the basis of race, religion, ethnicity, national origin, ability, sexual orientation, or HIV status when selecting team members.
- d. Upon acceptance to a team, all team members must submit a non-refundable registration fee, as well as a refundable security deposit.
- e. Team members are subject to a background check upon registering in order to be in compliance with industry standards for interactions with people with disabilities as requested by the partner organization.

- f. Team members are required to notify The Ability Experience staff of any felony convictions and moving violations.
- g. The Ability Experience will make reasonable accommodations for team members needing additional assistance. The staff reserves the right to allow a non-member of the fraternity to participate in the event as part of these accommodations.
- h. Applicants may be denied acceptance for any non-discriminatory reason at the sole discretion of The Ability Experience staff.

2. Pre-Trip Requirements

- a. All participants must complete all education and training requirements on the assigned schedule including but not limited to videos, quizzes, fundraising benchmarks, and drug tests.
- b. Team members must take drug test at an approved location within the approved testing window prior arriving at orientation.
- c. Project Managers and crew members must complete the emergency situation training deemed necessary by The Ability Experience in order to participate in summer events.
- d. Failure to meet any pre-trip deadlines or requirements will result in team members being put on notice to remedy any issues and possibly removed from the team.

3. Fundraising & Personal Expenses

- a. All donations made on behalf of a team member are intended to benefit The Ability Experience. Donations made on a team member's behalf will not be transferred to another team member. In the event a team member withdraws or is removed from a team, donations made on his behalf will not be refunded or transferred to another year, event, or team member.
- b. Donations made to The Ability Experience on a team member's behalf may not be used to cover any trip-related expenses, including the purchase of a bicycle, cycling equipment, or other personal costs.
- c. In-kind contributions (e.g. cycling equipment, apparel, travel expenses, etc.) do not count towards a team member's fundraising total.
- d. Team members may not leverage chapter fundraising efforts for their benefit. Team members may receive fundraising assistance from a maximum of five chapter brothers or 10 percent of their chapter's membership, whichever is less. These restrictions include other members participating in team events from the same chapter.
- e. The Ability Experience staff will work with each team member to hit their fundraising goals. Failure to meet monthly and/or alternative fundraising deadlines set by The Ability Experience staff may result in removal from the team.
- f. Team members failing to reach the minimum fundraising requirement by the final fundraising deadline are required submit a credit card commitment form to ensure the team member will be at the fundraising minimum at the start of team orientation.
- g. The Ability Experience will not reimburse team members for personal expenses.
- h. Team members are responsible for transportation to orientation and home from arrival.
- i. All travel away from the team while on the trip must be approved by the Project Manager and The Ability Experience staff. Travel for approved absences will be the financial responsibility of the individual team member.
- j. Any financial penalties incurred on the trip (e.g. hotel bills, damage to equipment, vehicle damage, parking tickets, traffic tickets, bicycle repair and maintenance, etc.) or legal fees shall be the responsibility of individual team members.

4. Team Safety

- a. Team members shall adhere to The Ability Experience's Safety Management Plan, as well as those implementing procedures outlined herein, at all times. Cyclists are also expected to abide by the Safe Cycling Guidelines outlined herein.
- b. Team members should gain group riding experience by participating in rides with local bike shops or clubs and must attend a Regional Team Training when made available.

- c. Team members shall disclose all medical conditions and/or medication being taken to The Ability Experience staff and team Project Manager and list said conditions and medications on the medical history form completed prior to trip departure.
- d. All prescription drugs must be stored in their original containers and shall only be used by the team member to whom they are prescribed and in the manner in which they are intended to be used.
- e. In order to provide team members with the opportunity for adequate rest, team curfew will be strictly enforced and will be set at least six hours prior to the scheduled wake up time each day or no later than 2:00 a.m., whichever is earlier. In order to comply with curfew, all team members must be in their beds or sleeping bags by the established time.

5. Alcohol & Other Drugs

- a. The possession, sale, use, or consumption of alcoholic beverages by team members shall be in compliance with any and all applicable laws of the state, province, county, and city.
- b. The possession, use, or consumption of alcohol is not permitted in sponsored lodging or vehicles, during any scheduled team activities, or at any sponsored team events or meals.
- c. No team members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under the legal drinking age). Team members are also prohibited from facilitating the consumption of alcoholic beverages by any minor.
- d. The use of alcohol by those under the legal drinking age is strictly prohibited.
- e. If team members choose to drink alcohol, they should conduct themselves in a way that does not put the mission or values of the organization at risk.
- f. The possession, sale, or use of any federally illegal drugs or other controlled substances is strictly prohibited. Team members are also prohibited from being in the presence of illegal drugs or other controlled substances.
- g. Cycling, performance of crew member duties, and participation in team programming while under the influence of alcohol or other drugs is prohibited.
- h. Cycling events are smoke-free events. The use of tobacco products including but not limited to smokeless tobacco, cigarettes, electronic cigarettes, juuls, and vaping products in lodging, support vehicles or while wearing team uniforms is prohibited.
- i. The Ability Experience reserves the right to conduct mandatory drug testing of team members prior to and during team events.

6. Personal Conduct

- a. Team members shall represent The Ability Experience and Pi Kappa Phi appropriately at all times.
- b. Team members must take care of personal hygiene on a daily basis including being showered, clean shaven and well-groomed throughout the duration of the event.
- c. Team members are asked to maintain a traditional hair style throughout the duration of the event.
- d. Team members are to remove hats at indoor sponsored events.
- e. Team members are prohibited from having visible facial piercings.
- f. Team members may be asked to cover up tattoos that may be deemed inappropriate.
- g. Team members will adhere to the dress expectations established by The Ability Experience.
- h. No team member may wear team uniforms or apparel with The Ability Experience or Pi Kappa Phi logos while consuming alcohol or in a location where alcohol is being consumed.
- i. Team members shall use appropriate language during all sponsored events and activities.

7. Damages

- a. Any damages to support vehicles and equipment, as well as any other unnecessary expenses incurred by the team and are not attributable to specific team members, shall be the responsibility of the entire team and shall be deducted from the team members' security deposits.

- b. Individual damages attributable to specific team members shall be assessed to those individuals.
- c. Team members may be required to pay for damage balances above their security deposits, if applicable.
- d. The Ability Experience is not responsible for lost or stolen personal items.

8. Withdrawal & Dismissal

- a. If a team member withdraws from the team or is dismissed, The Ability Experience is no longer responsible for lodging, meals or transportation for that individual.
- b. If a team member is dismissed, then they must return all apparel and gear that The Ability Experience provided to the team member.
- c. Team members may be removed from the team for any reason at the sole discretion of The Ability Experience staff.

PROCEDURES

1. Staff & Crew

- a. The Project Manager is in charge at all times throughout the trip. In the event of his absence, the Project Manager will designate an appropriate team member to be in charge.
- b. The Project Manager and crew work with The Ability Experience staff and cyclists to make the cycling event a successful and positive experience for everyone. All team members are expected to treat each other with dignity and respect, regardless of their specific roles.
- c. Any team member may accept a cash donation and relay it to a crew member.
- d. Crew members are the only team members permitted to use The Ability Experience's communication equipment, unless otherwise specified. Communication equipment is to be used for official purposes only.

2. Equipment

- a. Each cyclist must supply the following equipment:
 - i. A road-style bicycle and all related equipment. Aero bars/disk wheels are not permitted.
 - ii. Cycling shoes/pedals that allow for full pedal strokes.
 - iii. A bicycle helmet purchased from a trusted vendor and preferably has a MIPS safety certification.
 - iv. Any outerwear such as leg warmers or a jacket.
 - v. Extra tubes and tools required to make minor repairs and change flat tires.
- b. Helmets, lights, fully visible safety triangles, ankle bands and all other safety equipment are always required to be properly used while riding.
- c. Cyclists must have working front and rear lights which remain on while riding. Lights are provided by the organization. Cyclists are responsible for charging and care of lights.
- d. A working Garmin Varia device is required for each paceline. Paceline Captains are responsible for the care, maintenance and upkeep of these devices.
- e. Each team member must keep his bike in good working order. Cyclists who do not maintain their bike and/or have bike related issues that keep it from being in good working order will not be permitted to ride until the issue is addressed.
- f. Team members are required to keep any sponsored equipment or gear provided to them in working order. If any equipment or gear is lost or damaged, it will be the responsibility of the team member to replace it with an item approved by The Ability Experience staff.
- g. Each crew member must have a cellular phone with ample minutes and data per month set aside for use with The Ability Experience.

- h. Tools and supplies provided by The Ability Experience will be kept in the support vehicles and may be signed out from designated crew members. If equipment is lost or damaged while signed out, it will be the responsibility of that team member to pay for a replacement. Missing tools and equipment will be the collective financial responsibility of the team members at the end of the trip.
- i. Any decals, stickers, or similar on bicycles or helmets must be appropriate and are subject to the approval of The Ability Experience staff.

3. Repairs & Maintenance

- a. Bicycles should be checked for safety each morning before riding.
- b. Minor repairs should be made the night before a ride.
- c. Repairs must be done outside of the sponsored location. When cleaning your bike, it should only be done in a discrete spot such as the grass or blacktop parking lot where maintenance will not leave markings from grease stains.
- d. When racking a bicycle, it is the cyclist's responsibility to check the security of the rack and the bicycle. When possible, cyclists should ride in the vehicle on which their bicycle is racked.
- e. When possible, a designated time will be set to take cyclists in need of bicycle repair or spare parts to a local bicycle shop. Cyclists should be proactive and call shops to ensure the bike shop has the correct part or time on the schedule to complete the repair.
- f. Cyclists are solely responsible for damages to their bicycles and related equipment.

4. Team Safety

- a. Team members are responsible for the safety of themselves and their fellow team members. Team members who observe unsafe behaviors are expected to confront the behavior and report the conduct to the Project Manager or another crew member.
- b. In the event of an emergency, team members shall follow the steps outlined in the Crisis Management Plan. The Project Manager will report all emergencies to The Ability Experience staff immediately.
- c. All Project Managers and crew members will complete emergency situation training that best fits the need of our cycling events. This may include being certified in American Red Cross CPR and standard first aid.
- d. All team members shall submit a participant medical history form and carry basic health insurance for the duration of the event. Cyclists must have a physical and have their medical history form signed and stamped by a physician.
- e. Cyclists and crew members will work together to monitor and take precautions against heat-related illnesses. In the event the heat index (temperature in relation to the relative humidity) reaches 105 degrees Fahrenheit, the crew will begin to take extra precautions to prevent heat-related illness. These steps include, but are not limited to, providing sports drink at all crew stops and spacing vehicles no more than five miles apart.
 - i. A cyclist may choose to rack himself at any time if he begins to feel the symptoms of a heat-related illness. The cyclist will remain racked for the entirety of the day's ride. The Project Manager will determine if the cyclist will be permitted to cycle the following day. This decision will be based on the cyclist's symptoms and the weather forecast for the next day.
 - ii. In the event the heat index reaches 120 degrees Fahrenheit, all cyclists will be racked and driven to lodging or stage up. Arrivals and programming may or may not be cancelled based on the conditions.
- f. In the event of inclement weather (e.g. rain, snow, wind, hail, etc.), the Project Manager, or Crew Chief in the absence of the Project Manager, may choose to rack the team for safety reasons at his sole discretion. If the team is racked, all cyclists will remain racked until the team reaches lodging or weather conditions improve. A cyclist may choose to rack himself if he feels unsafe.

- g. In the event of lightning, the team will be racked at lodging, in support vehicles, or other safe shelter until 30 minutes after the lightning ceases.
- h. Any cyclist unable to complete the day's ride due to injury, illness or inability to complete the ride will be restricted to limited activity at programming and will not be permitted to participate in extracurricular or non-mission-related activities for the remainder of the day.
- i. The Ability Experience recommends that each team member get at least eight hours of sleep per night. Project Managers will make every effort to ensure each team member has the opportunity to get adequate rest each night.
 - i. Lights out will occur eight hours before the scheduled wake up for the next day. Team members who would like to stay up past lights out but prior to curfew may do so in an area outside of where the team is sleeping.
- j. In the event a team member is suspected to be under the influence of alcohol or drugs prior to a ride or team programming, the individual will be racked, removed from his duties, and/or prohibited from participating in programming. The team member will also be disciplined as outlined herein.

5. Support Vehicles

- a. Crew members, alternate drivers, and staff are the only authorized drivers of support vehicles. Alternate drivers may only drive at the discretion of the Project Manager.
- b. All team members are required to wear seat belts in vehicles. There may be instances such as emergencies, inclement weather or when racking multiple cyclists where wearing a seat belt is not possible. In these situations, the issues should be remedied as soon as possible.
- c. All team members (crew members and cyclists) will be assigned to specific vehicles at the beginning of the trip. All team members must adhere to the vehicle assignments.
- d. Support vehicles will be used for official use only and at the discretion of the Project Manager.
- e. Cleanliness and upkeep of support vehicles is the responsibility of the entire team. The vehicles will be washed and cleaned once per week by all team members.
- f. The following expectations apply to the maintenance of the support vehicle, with the understanding that security deposits will be used to cover costs of preventable damage.
 - i. Team members will not sit or lean on the vehicles, including the bumpers.
 - ii. Cyclists will not lean bicycles against the vehicles or place any equipment on the vehicles.
 - iii. Team members may consume food and drink (with lids) in the vehicles. Food and drinks may not be left in the vehicle and must be stored in team bags. It is their responsibility for keeping the vehicles clean from stains and trash. Food and drinks can be banned at the discretion of crew members or the Project Manager.
- g. To ensure all team members' belongings fit in the vehicles, each team member's personal belongings, including bedding, must fit in one standard size duffle bag (90 liters, approximately 24" x 14" x 16") and one backpack (Strict max of 35 liters, approximately 20" x 14" x 8). Any items that do not fit in a team member's bags must be sent home or disposed of by the team member.
- h. Unauthorized stickers, decals, or similar are not permitted on the support vehicles.
- i. When a vehicle is in reverse, a guide must be outside. The guide's responsibility is to direct the driver to make sure he does not come into contact with anything.
- j. All radios, music, and videos in the support vehicles will be kept at a volume that allows the crew member to hear the phone ring or concentrate on the road.
- k. Crew members or alternate drivers must have their phones in the car mount to limit distractions while driving. Calls should be taken on Bluetooth or speaker.
- l. The team member seated in the front passenger seat is responsible for assisting the driver with navigation and communications with other crew members as necessary.

6. Cycling Kits & Uniforms

- a. Cycling kits (i.e. cycling jersey and shorts) for the current year must be worn properly at all times while cycling. Some programming events will also require cycling kits to be worn.
 - i. No alterations to the jerseys, shorts, or shirts are permitted.
 - ii. While cycling, jerseys may be worn unzipped no lower than above the nipple-line.
 - iii. Jerseys must be zipped up fully for all media arrivals, friendship visits and team photos.
 - iv. Cycling kits must be worn in the proper fashion with safety triangles fully visible and ankle bands left on for all arrivals.
 - v. Cold weather and rain gear are permitted to be worn over the team cycling kit but not over safety triangles and ankle bands. Outerwear may be worn for arrivals if the weather dictates the need.
- b. Team uniforms will consist of an Ability Experience team t-shirt, tucked into khaki shorts or pants (if appropriate), and a belt. For arrivals, crew members will be required to wear the team polo.

7. Sponsored Meals

- a. A team photo will be taken with each local sponsor, staff, or owner.
- b. Sponsored meals will be set up in advance and the menu will be pre-arranged.
- c. Team members shall abide by The Ability Experience's alcohol and other drug policies, outlined herein, during all sponsored meals.
- d. Team members should be considerate of fellow teammates and volunteers by not putting too much food on your plate. The project manager or crew chief will communicate when it is appropriate to get seconds.
- e. If team members do not receive an adequate amount of food at a sponsored meal, then team members should consult with their Project Manager after the event has ended and the team has returned to lodging. Additional food may be provided by the Crew Chief with the discretion of the Project Manager.
- f. Team members with dietary restrictions should be disclosed prior to the trip. Project Managers will work with sponsors to make accommodations to meet their needs. If an accommodation cannot be met the Project Manager will work to find an alternate meal for the team member. Personal food tastes do not equate to a dietary restriction.

8. Sponsored Lodging

- a. All team members must stay in sponsored lodging with the team.
- b. Team members shall abide by The Ability Experience's alcohol and other drug policies, outlined herein, while in sponsored lodging or on the premises of sponsored lodging.
- c. Tobacco use is not permitted on the premises of sponsored lodging.
- d. Team member should take precautions to ensure lodging is left in better condition than when we arrived. Trash should not be left out, bathrooms cleaned, and bikes should be placed "chain-out" at all times.
- e. Overnight guests are not permitted at any team-sponsored location. This is not to be construed to mean ride alongs or other guests of the cycling event approved by the staff and/or Project Manager.
- f. No team member shall engage in any romantic/sexual activity at sponsored lodging or vehicles at any time.
- g. All team members must be fully clothed in all public areas, including but not limited to, gymnasium hallways, etc. This is not construed to mean when playing basketball or sleeping. Team members should take clothes to showers and not walk around in a towel.
- h. All hotels will have a pre-arranged rooming list that must be followed.

- i. All hotel incidentals (e.g. phone, room services, movies, etc.) must be paid for individually prior to checking out.
- j. In most instances, hotels are donated by the hotel or paid by an individual. Extreme care should be taken to ensure the rooms are left in good order by making the beds and putting towels in the corner. Hotel towels may not be used to clean bikes.

9. Team Visitors

- a. Meeting with family members and friends along the route is encouraged. The Project Manager must be notified at least 48 hours prior to the meeting.
- b. Family members and friends are encouraged to join the team for meals and at events. Since some events take place at restaurants that provide meals for the team, those joining the team may need to order and pay separately.
- c. Team members may not miss scheduled programming to visit with family and friends.
- d. Rooms in hotels are provided for the team. All guests will need to make separate reservations.
- e. No guests are permitted to stay in sponsored lodging (e.g. gyms, hotel rooms, churches, etc.).
- f. Visitors will not be permitted to ride in The Ability Experience's support vehicles. Exceptions to this rule will include official ride-alongs.

10. Team Programming

- a. All team members are required to actively participate in all team event programming. Failure to attend or participate in programming and events will result in disciplinary action.
- b. Team members will ride in The Ability Experience's support vehicles to and from all programming. In the event a team member misses transportation to an event, he will immediately call the Project Manager and make arrangements to get to the event at his own expense.
- c. Team members are responsible for the cost of all sightseeing excursions including ticket fees, parking/vehicle costs or other associated fees.
- d. Team members are prohibited from using cell phones during team programming. Crew members will be permitted to make business-related calls on The Ability Experience phones. Team members may use cell phones to take photos and/or video, if at an appropriate time and if given permission by the Project Manager or organization.

11. Team Meetings & Team Runs

- a. Team briefings will be held at least once each day to review routes and daily schedules.
- b. Crew members will meet to review directions at least twice per day, once before departure from lodging in the morning and once after arrival but prior to departure for dinner or programming for the evening.
- c. At least once every 10 days, a team meeting will be held to review the past and upcoming week and address any business or concerns. Friendship visits will also be reviewed at this meeting. Team meetings will be led by the Project Manager.
- d. The crew members will meet at least once per week to review and turn in crew duties.
- e. The Team Safety Committee will meet at least once every 10 days. The Team Safety Committee meeting will be led by the Crew Chief.
- f. The Operations Coordinator or Project Manager will assign crew members to make trips to bike shops, stores, laundromats, etc. when the schedule permits.
- g. With 48-hours of notice, the Project Manager will work with team members to try to accommodate religious services when the team schedule allows.

12. Daily Team Agenda

- a. Team members are responsible for knowing the itinerary of each day and adhering to the daily agenda.
- b. At the discretion of the Project Manager and crew members, the team may be racked in order to remain on schedule.
- c. All team members are responsible for setting an alarm to ensure they are awake by the schedule wake up time.
- d. Team members should be able to exit lodging with all their bag, backpack, and bike in one trip.
- e. All team members must be dressed, checked out of lodging with vehicles packed, and ready to go before breakfast. Breakfast will be scheduled for 30 minutes after wake-up. Following breakfast, the team will leave together.
- f. Lunch will be served at an approximate mile point or at destination.
- g. When notified, the team will meet at a specified mile marker in order to ride into a town together or the team will meet at a designated rack point.
- h. Any team member driving a team van must be pre-approved by The Ability Experience staff as an official "alternative driver".
- i. Any use of the team vans outside of traditional day-to-day logistics must be approved by the Project Manager or staff.
- j. The Project Manager will review the day's agenda at the pre-departure briefing each morning.

PROGRESSIVE DISCIPLINE

In addition to those policies and procedures outlined herein, all team members are expected to obey all applicable laws throughout the trip. Additionally, this document is not intended to cover every instance of prohibited conduct. The Ability Experience expects all team members, wherever they are, to adhere to high standards of honor and good citizenship and to conduct themselves in a responsible manner that maintains the safety and integrity of the team, the organization, and the people we serve.

When a team member fails to conform to the expectations of The Ability Experience, disciplinary action is taken. The organization's progressive discipline strategy will consider the nature of the violation; its impact on the safety and integrity of the team, the organization, and the people we serve; and the team member's prior conduct when determining appropriate disciplinary action. Prior disciplinary decisions will not be considered binding precedent when reviewing a particular incident.

The Ability Experience staff and Project Manager reserve the right to remove any team member at any time for violating the established expectations, particularly for conduct that violates the safety and integrity of the team, the organization, and the people we serve.

Specifically, Prohibited Conduct & Summary Action

- A. Team members who violate the policies and law prohibiting the underage consumption of alcohol and the facilitation of underage consumption of alcohol will be disciplined as follows:

First Violation: Removal from the team; individual sent home at his expense
- B. Team members who violate the illegal drugs and other controlled substances policy will be disciplined as follows:

First Violation: Removal from the team; individual sent home at his expense
- C. Team members who fail to stay in team lodging, without prior approval from the Project Manager and Ability Experience staff will be disciplined as follows:

First Violation: Removal from the team; individual sent home at his expense