

## “HOW TO” – CYCLING - PCOGS

### 1. Gather data about possibilities

- a. Talk to hotel concierge and find out whether they have bikes/trails/suggestions or a relationship with a local bike shop
- b. Google-search bikes shops in the area and trails/rides in the area
- c. Talk to or visit these shops, get data about prices. See if you can get a discount for multiple riders
- d. Find out whether the shop will shuttle participants and/or bikes to/from hotel
- e. Ask if there is a Maximum number of riders they can deal with, or whether they are likely to "sell-out" of rentals
- f. Ask if they will provide a guide (and what the guide will do) or map/guidebook
- g. Pick a shop (or hotel) to deal with.

### 2. Gather list of participants

- a. This is accumulated via registration process
- b. Set up an e-mail "group" so that you can mass e-mail all interested participants at once
- c. Ask about difficulty of ride desired - some want challenging others leisurely
- d. Decide whether to do one group ride or two, depending on desires of group, or whether just to facilitate bike rentals for individuals to go "on their own"
- e. The "on your own" option seems less desirable to me - we are a Society, so the social aspect of this has some value - but you decide

### 3. Financials

- a. Depends on what the shop wants. If prepayment is needed, you can ask each person to phone the shop with a credit card to guarantee a deposit.
- b. For the trip I organized, we got a group discount for 10 or more riders, but that required prepaying in-full with only 1 credit card. I went "at risk" for this and was a little nervous for fear that someone would not show up and leave me with an uncollectable debt. Fortunately, everyone came as promised. Perhaps in the future the Society could be the one going "at risk" - at least if someone "stiffs" the Society, then repayment could be a condition for maintaining active membership.

### 4. Stragglers

- a. Be prepared for the idea that some people simply do not understand the concept of "deadline"
- b. You will get phone calls and e-mails up to the last minute from people who want to join in
- c. If there is no reason to set a deadline, that's all good, smile and accept the latecomers with open arms
- d. If there is a reason to have an absolute deadline (e.g. bike shop has a deadline or limited availability of equipment), then you should make that very clear up-front so that nobody gets their feathers ruffled when you tell them, "Sorry, too late"

### 5. Final steps

- a. Make sure everyone knows when and where the group will gather
- b. Make sure everyone has your cell # in case there is some issue
- c. Have fun and be safe!

