

Ride to Cure Diabetes

Handbook



JDRF IMPROVING
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TYPE 1
DIABETES.
Southwest Ohio

Ride to Cure Diabetes

Handbook

Local Ride Information

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Training Rides/Coaching

- The JDRF Southwest Ohio coaching team provides multiple training ride opportunities throughout the year in order to prepare riders for their cycling goals.
 - All JDRF Southwest Ohio team coaches are USA Cycling Level 3 certified, have completed Safe Sport training and a professional background check.
 - A schedule of training rides is available via the weekly ride newsletter and 3rd party events on the ride website www.swohrideteam.com. These rides are intended to assist in training for registered riders, but are not intended to serve as a full training program.
- Guest Policy: Nonregistered guests are encouraged and welcome to participate in local training rides, but must complete a waiver prior to riding.
 - While guests are welcome to participate, due to liability reasons JDRF ride coaches will focus their efforts solely on registered riders and can assist guests (i.e. tire changes, route variations, etc.) only as their time permits.
 - Each guest rider must be accompanied by, and ride alongside, the registered rider who invited him or her, and that registered rider must also sign the ride waiver.
- During training rides, it is expected that riders will respectfully follow the rules, route and expectations set by the coach prior to the ride.
 - These policies and expectations are in place for the safety of all riders. Riders who do not comply with the coach who is leading that ride may be asked to not participate in future chapter training rides.
- All riders are required to ensure that their bike is fully functional and they are wearing appropriate safety gear including a helmet. Bikes must be equipped with rear and front-facing lights and riders are expected to ride in single file. Riders are encouraged to bring spare tires and tools.
- Due to insurance requirements, JDRF coaches are only permitted to provide their coaching services at officially sanctioned JDRF rides.
 - All third-party rides (i.e. Young's Dairy Ride) are not considered JDRF sanctioned rides and therefore, coaches who participate in those are there solely as a rider, not a coach.

Chapter Coaches

- JDRF ride coaches are selected by chapter staff and serve a one year term, which can be renewed the following year and/or can be terminated at any time by the chapter.
- Before leading any training rides or acting in any coaching capacity, a ride coach is first required to complete USA Cycling application, Safe Sport training, background check, and must secure \$1M in liability insurance through Willis Insurance.
- Coaches are expected to serve as positive JDRF ambassadors at all times.
- Coaches are considered contract employees of JDRF Southwest Ohio and, as such, must sign a contract each year after it is extended to them. The contract stipulates that coaches must lead at least two training rides per month during training season.
- The determination of which coach(es) attend which national Ride is made by chapter ride staff and this decision is made based upon a combination of coach preference and number of riders at each ride.

- o The standard rule is one local coach at a national Ride for each 10 registered local riders. Some coaches opt to fundraise on their own in order to attend a second Ride.
- Any rider who would like to be considered for a coaching position can apply at the end of the ride season using the online application form. This form will be sent out to all riders by chapter staff once it is available.
- o Applying for a coach position does not guarantee that an offer will be extended.
- o The number of coaches is determined by chapter staff and is made by weighing a variety of factors such as number of riders, geographic location, etc.
- o Coach terms are one year, with contracts being renewed each year depending on the above determining factors during the application process.

Committee

- All riders who are interested in participating as part of the Southwest Ohio Ride to Cure Team Committee are encouraged to notify chapter ride staff or the committee co-chairs of their desire to volunteer in this capacity.
- The Ride Committee is led by a chair who is selected by JDRF chapter ride staff. Chair positions are held on a one-year term, renewable for up to two consecutive terms in accordance with JDRF volunteer chair standards. The subcommittee co-chairs are selected by the overall Ride Co-Chairs and chapter staff.

Local Chapter Staff Roles & Responsibilities

- **Ride Manager:** Coordinates all the logistics for the team, including jerseys, sponsorships, travel accommodations, fundraising, and communication. If you have any questions or want to get involved, please call the Ride Manager at 937-690-9176.
- **Office Manager:** The chapter OM handles all of the financial elements of ride. This position handles the application of the money raised to the individual fundraising pages and can prepare donation reports (with addresses). The OM also submits any invoices, coach's payments, and volunteer expenses to the National Accounts Payable Department for payment. If you have any questions about the donations you have received, or would like a report of any kind, please contact the chapter OM at 513-793-3223.

Local Jerseys

- Each year, Team Southwest Ohio designs and has produced its own local team jersey for riders to wear at local training and fundraising rides in support of our local sponsors and for team camaraderie. Any person who has registered to ride at any national ride qualifies to receive a local jersey with minimal expense (just a shipping cost, the jersey itself is free).
- Jersey Ordering Process:
 - o Each rider is required to select and order their jersey online at www.vgear.com. Each registered rider will be provided a "comp code" that will allow them to complete the checkout process through VGear without being charged for their jersey. Each family, or group of individuals that share a shipping address, will be provided with one comp discount code that will allow them to order all of these jerseys for their family.
 - o Under this process, jerseys will be shipped directly to each rider.
 - While a shipping fee will apply, and is the responsibility of the rider to cover, this new process makes things much more convenient as each rider no longer now has to coordinate pickup of their jersey from the chapter.
 - o **It is the sole responsibility of each rider to ensure that they order the correct jersey size and cut.** Should the jersey not fit, the chapter cannot guarantee that it will have any extra local jerseys on hand to make an exchange.
 - o A list of deadlines will be provided each year that indicates the last day in which a rider can order their local jersey in order to have it shipped and received in time for their national ride. For example, when participating in an early season ride, riders must order their jersey online by mid-April in order to have it in time.
 - **Please note, ensuring that the local jersey is ordered by the published deadlines are the sole responsibility of each rider.**

Local Third Party Fundraising Rides

- Each year, JDRF Southwest Ohio participates in local third party fundraising rides, which can include riding or volunteering for the event. While the chapter encourages participation, these are third party events and, for liability purposes, are not officially JDRF sanctioned rides. As such, JDRF coaches are not permitted to perform in a coaching capacity at these rides.
 - o Young's Dairy Ride:
 - Individuals who **volunteer** at the Harrigan's 5K Run, Young's Rally Ride, or the Young's Ride itself receive \$30 per hour that will be designated to their national ride account or to the account of the rider of their choice. In total, this amount per rider account cannot exceed \$600.
 - Individuals who **ride and fundraise** as part of Young's Dairy Ride weekend can have their fundraising dollars directed to their JDRF national ride account, or to the account of another rider, but not to exceed \$600.
 - The Young's Dairy \$600 maximum applies to **both** volunteering and riding. Each individual rider can have no more than \$600 in total contributed to their national ride account from money that is derived from Young's Ride activities.
 - JDRF Ride Coaches are eligible for up to an additional \$150 in Young's Ride fundraising allocation due to the extra commitment required as part of their participation.
 - o No Payne, No Gain:
 - All money raised at the No Payne, No Gain ride will be distributed evenly among all participants and volunteers of this ride. Those who are eligible for an allocation from No Payne, No Gain can either direct it toward their own national ride account, or to the account of another designated rider.
 - Allocations will be made only to ride accounts for that same calendar year (i.e. no deferments will be made for the following year).

Local Bike Shops

- Many bike shops support our riders and give discounts on bike shipment, fittings and bike purchases. Local sponsors include: BioWheels, BAM (Bikes and More Cyclery), Jim's Bicycle Shop, RESER, TREK Blue Ash and 50 West Cycling located in Cincinnati, Ohio. K&G Bike shop located in Dayton and Xenia, Ohio are also local sponsors.

Individuals who volunteer at the Harrigan's 5K Run, Young's Rally Ride, or the Young's Ride itself receive \$30 per hour that will be designated to their national ride account or to the account of the rider of their choice.

National Ride Information

Each year, JDRF hosts several national destination rides across the country. Most of these are exclusive to JDRF, but others, such as Tour De Tahoe, Hincapie Gran Fondo and Tucson, are “piggyback” rides where JDRF riders are among those from other organizations. Approximately two weeks prior to a national ride, the JDRF National Ride department will send each registered rider a detailed and thorough email of what to expect at the ride.

National Jersey

- JDRF chapter staff each year will order one national jersey for each registered rider. When a rider registers for a national ride, he or she is asked for jersey size and cut (men’s or women’s). Chapter staff places the team’s bulk jersey order based upon this information, so **it is the sole responsibility of each individual rider to ensure that he or she has the correct information input in their ride account.**
- **Size changes can be made by notifying the chapter ride staff in written format prior to the ordering deadline, all of which appear below. We ask that each rider carefully verify their size using the provided fit kit, because we cannot guarantee that the chapter will be able to swap out jerseys if the selected size does not fit.**
 - Please note, jerseys run very small, so it’s best to order up in size. Should your jersey not fit, please notify chapter staff. While it is not a guarantee that a swap can be made, as it depends upon inventory and availability, chapter staff will try to accommodate swap requests.

Fundraising Deadlines

- Each rider is expected to monitor their own fundraising progress and ensure they meet their objectives. Here are important fundraising deadlines and fees:
 - \$100 Registration Fee upon registration (credit card via online form is the only excepted payment).
 - Additional \$750 at least 90 days before the Ride date.
 - Additional \$1,000 at least at least 45 days before the Ride date.
 - 75% of fundraising minimum at least 10 days before the Ride date.
 - Remaining amount required to reach 100% of fundraising minimum no later than 30 days following the Ride date.
 - Airfare Policy: For any riders that have airfare included in their fundraising package, \$750 must be in the rider’s account before they are allowed to book airfare.
 - Riders **may not** book their own flights if they are a gold package rider. They must book their flights through the event registration system. No riders will be reimbursed for flights they book on their own.
- In order to participate in the event, 75% of the fundraising minimum must be in the rider’s account. Otherwise, a copy of a matching gift receipt or sponsorship letter verifying a commitment totaling 75% must be provided to the chapter. A recurring gift will also count toward the 75% requirement.

- Please note that the rider’s credit card is only charged at the 30 day post Ride deadline if there is a balance due. Any rider with a balance due will receive an email in advance of the charge taking place.
- Check out www.swohrideteam.com for specific dates based on each National Ride.

Fundraising Packages

- Sometimes, once riders start their fundraising they may wish to change their fundraising package selected at the time of registration. Although this is not encouraged, riders can make this request and it may be accommodated as long as space allows. If airfare has been purchased, riders are no longer able to switch fundraising packages.
- Switching fundraising packages must be requested at least ninety (90) days before the ride date. After that, commitments to our vendors are final and changes can no longer be made. Please be sure you are aware of this deadline. Riders who would like to request a package change should email chapter ride staff.

Dropped Rider Policy

- Any rider dropping less than 30 days from the Ride event for any reason will be responsible for completing 75% of their fundraising minimum, in addition to payments to JDRF for any costs incurred for flight or accommodations arranged for them for the Ride event.
- Registration fees are non-refundable. Any donations received will remain in the rider’s account. **Transferring of money to any other rider’s account is not permitted.**
- Any riders who did not complete their fundraising minimum for the prior year will not be permitted to register for the current year. Any rider who registers with an open balance from the prior year will be deleted from the event and the registration fee will remain with JDRF to cover the outstanding balance. Riders will not be able to participate until their previous fundraising minimum is fulfilled.

Fundraising Deferment Policy

- Any donations received in the calendar year of your ride will go toward that ride. If for any reason you are no longer able to participate in that ride, those contributions cannot be carried over or deferred to the following year.
- This policy also applies to instances in which a rider meets his or her fundraising goal and requests that money raised beyond the goal go toward their ride for the following year, or to another person’s ride. **These excess fundraising dollars will not be deferred.**



Stock Donations

Some riders, or ride donors, opt to make a stock donation/transfer. Here is important information about stock contributions:

- Broker handling the transfer of securities for JDRF:
 - Randy Dominguez
Merrill Lynch Wealth Management
Vice President - Investments
100 Campus Drive, 3rd Floor Florham Park, NJ 07932
- JDRF, account # 825-03211 DTC 5198, Merrill Lynch
- Contact Info:
 - Phone number is 973-301-7764 and email address is Randy.Dominguez@ml.com
 - Or 973-301-6356 and email address is Susan.Ivins@ml.com
- Required Information needed
 - Name and address of donor
 - Name of stock to be transferred
 - # of shares or approximate value of stock
 - Specific JDRF details (Ride) – and those codes so the gift can be applied to the correct person (you can get these codes from the local chapter staff)
- Stock Gift Acknowledgement Letter
 - The value of your gift is calculated by using an average of the high and low prices of the security on the date that it was mailed to us. You can also avoid paying capital gains on low cost basis stock
- JDRF Contact information for questions
 - Gary Curto
26 Broadway -14th Floor, NY, NY 10004
PH # 212-479-7551
Fax # 212-785-9595
gcurto@jdrf.org

Bike Shipment

- Chapter staff will coordinate bike shipment directly with each rider.
- The cost of bike shipment to bronze and silver riders will vary, depending upon the value of their bike and shipment method (truck vs. UPS). All bronze and silver riders must arrange their own bike shipment but can work with the chapter staff

to ship your bike but will be at the rider's expense. All gold rider bike shipment expenses will be covered by JDRF.

- Each rider must sign a shipping waiver twice, both before each ride and after.
- JDRF ride volunteers will inspect each bike as it is received in the bike room at the national ride location and is not responsible for minor scuffs and regular wear and tear. In the event that major damage occurs to a bike during shipment, there is a claims process that must be followed. If damage occurs, reach out to chapter staff to start the claims process.

Your personal Ride account and teamraiser page

- There are several resources available on each rider's ride.jdrf.org personal fundraising page. Resources include email/Facebook campaigns, tracking of donations, updating contact information, fundraising tools, training tips, and much more.
- To check out all these features, log into your personal account and go to the dashboard.
- If you need access to a list of past year's donors, please email the chapter Office Manager.

Guest Policy FAQ

- **How does a guest register to attend Ride weekend?** Official guest registration is not necessary. However, any guests wishing to attend on-site activities, meals or utilize airport shuttle transportation must purchase tickets through Cvent (JDRF's online reservation system). Cvent invitations are sent to riders 90 days prior to the event. All guest purchases must be made by the rider through Cvent on behalf of the guest. Guests will not receive a separate Cvent invitation. Availability is based on first-come, first served.
- **How does a guest register to volunteer during Ride weekend?** Guests can register to volunteer through Sign Up Genius, which is a link that will be provided to Chapters from the Ride Department prior to the event. Through Sign Up Genius, volunteers will be able to sign up for specific volunteer opportunities, dates and time slots for the Ride they are attending. Volunteer opportunities include greeting riders at the airport on arrival day, registration, hanging door posters, Rest Stop support and more. There will also be an on-site volunteer meeting on Friday to finalize responsibilities and distribute volunteer t-shirts. Details for this meeting will

be announced in the weekend agenda provided to the riders prior to the event. The sign-up genius link will be sent in an email from National about 2 weeks prior to the ride which also includes the ride weekend newsletter and details.

- **Can a guest utilize the JDRF travel agency in order to travel with their rider?** Yes. Guests have the option of purchasing airfare through Directravel to ensure travel with their rider. Guests are responsible for 100% of the cost of the airfare and any additional fees incurred at the time of booking.
- **Can a guest stay in the rider's hotel room with them?** Hotel accommodations for all Gold, Coach and Silver package riders are based on double occupancy. If space is available, the rider may purchase a private room through Cvent for an additional fee. This is the only way guests can stay in the room with their rider.
- **What is a private room? What is the additional fee?** A private room is a room without another JDRF rider as a roommate. Any Gold, Coach or Silver package rider utilizing the hotel accommodations as part of their fundraising package will be assigned a roommate, unless a private room is purchased by the participant. Riders requesting private rooms are assessed an additional fee for the weekend (three nights) at the host hotel. Private room requests must be purchased via Cvent, and fees vary per venue. This additional fee is the responsibility of the rider and is to be paid in full prior to the Ride event through Cvent. Fundraising dollars cannot be used towards payment. Alternatively, if a rider chooses to stay with their guest at another property, there is no credit for the rider's room provided by JDRF at the host hotel. Availability is based on first-come, first served.
- **Can guests participate in meals?** Yes. Riders' guests are welcome to participate in all JDRF organized meals at their own expense and as space allows. JDRF weekend meals include three full breakfasts and three dinners including all taxes and gratuities. Meals can be purchased via Cvent on a first-come, first-served basis as well as on-site if available. We urge additional meal purchases for guests to be made in advance due to banquet space limitations and hotel food/beverage guarantees. JDRF is not always able to accommodate on-site requests for meals.
- **Can a guest take the shuttle transportation to and from the airport?** Yes. Riders' guests may purchase a seat on JDRF organized airport shuttles during the designated scheduled times. This additional fee must be paid in full prior to the Ride event through Cvent. Fundraising dollars cannot be used towards payment.

There are several resources available on each rider's ride.jdrf.org personal fundraising page. Resources include email/Facebook campaigns, tracking of donations, updating contact information, fundraising tools, training tips, and much more.

- **Can riders arrive early or extend their stay at the host hotel?** Yes. Where available, JDRF has secured discounted rates for riders and their guests who may want to come early or extend their stay. The rider/guest is responsible for making all lodging arrangements and any additional airfare costs due to the change in travel dates. The rider is responsible for payment to the hotel for any additional days at the time of checkout. Transportation to and from the airport/hotel is the responsibility of the rider when not during the designated scheduled shuttles. There is a difference between the JDRF block and the JDRF Friends and Family block, so please be sure to ask for the JDRF Friends and Family block when making reservations.

- **Is there a reduction in the fundraising minimum if a rider elects to eliminate nights at the hotel, not attend all meals or miss the airport shuttle?** No. Due to the contracts with our vendors there is no reduction if riders elect to change their plans and not take advantage of all reserved nights at the hotel, all meals or ground transportation.

- Visit ride.jdrf.org for additional event information.





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