

## **HERC Rides & Event Guidelines** *For Board of Directors Only*

***Effective 6/16/09 – all HERC emails INCLUDING ride & event invitations must be submitted to Ray Blank for approval prior to distribution.***

### **Ride Instructions**

Club Ride invitations need President's or Vice President's approval and must meet the following requirements:

- A minimum of 5 Business Days\* notice (10 Business Days preferred)
- Ride notice must be sent to the club as a Lotus Notes invitation (use "Associates Only" mailing list in the "To" section)
  - Copy the information into a separate email to be sent to family/retiree members (use "Conditionals Only" mailing list in the "Bcc" section)
- Ride details to include
  - Date
  - Meeting Time
  - Meeting Location
  - **Contact person and home/cell phone #'s (A MUST!)**
  - **HERC reimbursement amount & receipt requirements**
    - **Effective April 1, 2010 ALL events require a receipt for reimbursement**
    - **Reimbursement Form should be updated by the ride director and included with the invite**
  - Skill Level (beginner, novice, intermediate, advanced)
    - Note if there will be separate ride groups for different Levels
  - Location / Ride Map
  - Equipment Requirements (spark arrestor, green sticker, Adventure Pass, etc.)
  - Rideshare / Tow / Passenger options
- For on-road rides the Ride Director is responsible for paying for the meal and gas refill for all attendees.

### **\*Short-Notice Events**

- Rides events with less than 5 business days notice must have a minimum of 3 HERC members to receive reimbursement.
- A ride invitation must go out to the entire club for these short-notice events, not just to a select group of HERC members
- Short notice events are welcome but must be submitted to members no later than 5pm two business days before the event

### **Non-Ride (Spectator) Events & Special Requests**

The President or Vice President will determine funding and send out all non-ride & special request event invitations. To have your event approved submit the following to the President & Vice President:

- Event details (day, time, location)
- Cost of event & suggested HERC reimbursement
- Pre-formatted invitation (see guidelines above) for Special Requests

Pre-approved events that are already on the club calendar (such as Supercross) will be sent out by the President.

## Ride Reimbursements

Ride receipts must be submitted within two weeks from event date. Reimbursements will be distributed within four weeks of event date.

- Ride Director: send Treasurer (cc President) a list of all HERC attendees.
- Members: send Treasurer (cc President) applicable ride receipts & reimbursement form.
- Send Newsletter Director (cc Treasurer) a 3+ sentence summary of event & any photos taken
  - Treasurer will not reimburse Ride Director until Newsletter Director receives ride summary
  - Ride summary may be written by attendee other than Ride Director

## Reimbursement Budget (subject to change)

*Ride directors should carefully consider the cost of this event when determining reimbursement amount. HERC reimbursement should not exceed 50% of event cost.*

- **Off-Road / MX rides**
  - Choose from:
    - Gate/Entry Fee (up to \$50, receipt required) or
    - Gas Reimbursement of \$30/member driver & \$10/member passenger or
    - Proposal for additional reimbursements will be considered
  - Snacks/Drinks for all-day events up to \$5/member (Ride Director only)
  - One meal for overnight events – not to exceed \$15/person
- **On-Road / Café Rides**
  - One meal – receipt required
    - Per person limit for meals - \$10 Breakfast, \$15 Lunch, \$20 Dinner
  - Gas tank refill at end of ride (Max \$15/person)
  - Pre-ride Expenses (Ride Director + 1 HERC member only)
    - One meal (see limits above) & one gas tank refill
- **Spectator Events**
  - Group-buy tickets preferred if available.
  - Up to 75% of event/ticket costs, max \$80
  - Ticket costs under \$20 may receive full reimbursement
- **Hotel Reimbursements – Max 2 night (with pre-approval)**
  - \$30/room for 1 member; additional \$15/room/member if members share a rooms
    - \$75 max for up to 4 non-related members sharing
    - \$50 max for 3+ family members sharing
- **Other**
  - TBD by President

## HERC Member Communications

In an effort to reduce ‘spam’ and to ease corporate relations issues in regards to ‘politically charged’ messages, BoD members are limited to the following types of communication with HERC members (as applicable to position)

- Ride Invitations
- Ride Reimbursements
- Membership Meetings
- RFK Fundraising events
- Newsletter
- Forest Service trail maintenance
- Website Updates

All messages must be submitted to the President & Vice President for approval.