



TOUR LEADER AND SUPPORT LEADER CODE OF CONDUCT

GENERAL

- This event is a social fundraising mountain bike tour and not a race.
- The field will be divided into groups (Max. 14 riders excluding the Leaders) according to their ability and/or whether they have elected to ride with specific people.
- Each group will be allocated a Tour Leader and a Support Leader.
- The Tour Leader doesn't necessarily have to ride in the front of the group – Their role is that they are ultimately responsible for the well-being and coordination of their group with the assistance of the Support Leader.
- Ideally the Leader (Either Tour or Support Leader) with wildlife experience should ride in the front of the group.

THE TOUR AND SUPPORT LEADER OVERALL ROLE

- The Leaders are the face of this fundraising Tour and event hosts.
- Oversee the enjoyment and safety of all riders in their group for the duration of the Tour.
- All Leaders are responsible for their guests, which will consist of approximately 14 - 16 riders.
- Each group is to be managed independently and efficiently by the allocated Leaders.
- Ensure the group dynamics and camaraderie exists between the riders in their group.

TOUR AND SUPPORT LEADER OBLIGATIONS PRIOR TO EVENT

- Final commitment by the end of April 2019 where all documentation has been submitted and registration completed.
- The email addresses of your riders will be given to you in advance. You will need to make contact with your group and start to ascertain information relevant to their riding ability
- If feasible and/or possible, to set up a training ride with your group or part of your group, in order to ascertain their riding abilities.
- You will be provided with a Pre Event Manual, please read this document prior to your arrival at the event as it gives you all the pertinent information that you will require to manage your group.
- All Tour Leaders and Support Leaders need to have their own GPS and know how to use this device.
- All Leaders will be required to arrive on Monday 22 July – Day before guests arrival by 10am. This day will be used to inform Leaders of processes and protocols, safety and emergency information, general rules and regulations, GPS use, emergency equipment use, information on the routes, history of the areas etc.
- The Leaders will be expected to have general knowledge of the area we will be traversing. This information can be found in the Tour Leader Pre-Event Manual



OBLIGATIONS DURING THE EVENT

- Safety Meeting each riding day – To take place each morning before you depart using the Event Key Cards Provided. To include: Safety Talk, Event Rules, ensure riders have any chronic medication they need on them as well as overview of the route for the day
- There must always be a Leader in front of the group and a Leader at the back with all participants of that group in-between the two Leaders
- High wildlife concentrations – Leaders need to be with their group at all times and no rider to be left alone
- All equipment must be charged and collected the evening before from the Support Desk
- Please DO NOT register if you are not fit enough to complete the event. Leaders must be fitter than their guests
- To set a comfortable pace relevant to the terrain and the ability of ALL participants in the group.
- If you have riders that are holding your group back, you must either allocate faster riders to the group ahead or slower riders to a slower group at the end of a day.
- Facilitating the participants' enjoyment of the Tour and assessing group dynamics to ensure cohesion.
- Assisting riders with safe riding skills and techniques as well as correct nutritional advice and assistance.
- Leaders need to ensure that each rider is carrying minimum 3l of water each day
- Mechanical concerns - if there is a mechanical problem during the ride, Leaders will need to help fix the problem.
- Leaders to ensure that within their group there are enough spares and knowledge to manage minor issues.
- You need to know the whereabouts of your riders at all times. I.e. if riders swop groups you need to ensure that the other Tour Leader is made aware of this as well as the Head Tour Leader.
- Leaders will be responsible for ensuring that everyone in their group is accounted for at the end of each day.
- The Tour Leaders will be responsible for signing in their groups at the Support Desk, as well as the Tea and Brunch stops. Noting any movements or amendments to your group.

DEBRIEF AT THE END OF EACH RIDING DAY

After each day' ride, Tour Leaders are to perform a debrief session with their group to include the following:

- Group dynamics and safety issues, positioning of riders and relevant skills.
- Obtain feedback from riders if any concerns, issues etc – If so these must be managed either through Bike Technicians, Medical Nurse and/or massage team or if general concern with the Event Director.
- Feedback regarding bikes, gearing or mechanical problems or technical riding ability.
- Any announcements as requested by Event Organisers.
- General congratulations to everyone for good ride.

IN THE EVENT OF AN EMERGENCY

Leaders or participant to please contact all or any of the following: (Contact details will be provided on your key rings that you will need to carry with you at all times and can also be found on the bike boards)

- Incident Coordinator/Medics and/or Medical Doctor/Tour Director



IN THE EVENT OF AN ACCIDENT OR INJURY

- Leaders must ensure that they have done what they can to make the patient comfortable at the site of the incident.
- Look for and deal with any life threatening problems.
- Then radio or phone the Incident Coordinator and/or Tour Director and update them on the situation.
- The closest medical team will be contacted who will then respond to the scene of the accident.
- Wait for medical personnel to arrive and determine the Incident Action Plan.

NEDBANK TOUR DE TULI EVENT RULES

- Safety approved riding helmets are compulsory. All helmet straps must be fastened at all times.
- No overlapping of wheels and riders may not deviate from the official route.
- The Tour Leader and official's word is final! The safety precautions need to be taken seriously, and strictly adhered to. Anyone found in contravention of any safety regulations will be evicted from the Tour without compensation.
- The Tour will travel through National Parks. All participants agree to respect the wildlife and environment through which we are travelling and to obey all National Park rules and regulations.
- No littering. All food wrappers etc. must be kept on the riders until the next refreshment stop
- Please burn all toilet paper on the riding route.
- Tired riders need to ride to the next strategic point, tea or brunch stop if wanting to quit for the day.
- Riders to stay within close proximity of each other especially in wildlife areas.
- Every bike must have a tubeless conversion which must be done before the event.

LEADER MEETINGS

- All Leaders need to attend the nightly meetings on the second and third riding day at 6pm each evening
- Ensure the Support Desk are aware of where the meeting is being held so that late Leaders will be able to find you.
- The intent of the meeting will be to review the route for the following day and communicate any amendments.
- Any problems or issues must be dealt with at this meeting.
- Please note on the arrival day, the meeting will be held at 15:30, thereafter each Leader will then meet with their groups at the scheduled times (Signage will be onsite)

TOUR LEADER ALLOCATED EVENT EQUIPMENT

- Personal Mobiles:
 - Must have international roaming and encourage your riders to do the same.
 - When riding keep phone on airplane mode to save battery life but can still use camera functionality
- Hand Held Radios:
 - One hand held per Leader
 - Radios to be used for inter-group communication as well as communication between the different groups.
 - All Leaders need to work together as one team and ensure communication is kept relevant
- Bear Bangers and Air Horns:
 - 1 bear banger and air horn per Leader. These are expensive and should only be used for emergencies
 - If you do not know how to use this equipment, please let the Organizing team know. It is up to each Leader to ensure they know how and are comfortable using all equipment allocated to them
 - Spare cartridges for the bear banger pens can be found at the Support Desk

- Basic Medical Kit:
 - For the treatment of minor injuries where medical assistance isn't required
 - If stock is used, please replenish stock at the in-Camp Nurses Station
 - Please hand in any medical equipment you don't use on the last day of the event
- Event Leader Riding Shirts:
 - Each Leader will be provided with four event riding shirts. It is compulsory for all Leaders to wear an event shirt on each of the four riding days so that they can be identified as Leaders
- Event Key Cards:
 - Each Leader will be given Event Key Cards which will contain all important event information. Please go through these at registration and ensure you ride with them each day

*** All event equipment provided must be returned at the end of the event in the same condition it was initially hand over in. Any loss or damage to any equipment that was allocated to you personally will be for your account ***

Initial _____

*** If your allocated equipment is swapped with another member of staff, this has to be documented at the Support Desk and signed in by yourself and out by the person you are handing it to ***

*** All event equipment will need to be signed out at registration and signed in at the Support Desk on the last riding day. All Leaders are RESPONSIBLE for the safe keeping, charging and returning of all of the above equipment ***

I, (full name) _____ ID number _____
 the undersigned hereby unconditionally accept and agree to bind myself to the Terms and Conditions set out hereunder as well as those set out in the Indemnity Form and above Code of Conduct.

1. I acknowledge the risks & hazards which exist in an event of this nature & I am participating entirely at my own risk.
2. I acknowledge and confirm that I have the skills specified on my Leader application and the information provided on my registration form is correct and without fabrication.
3. I acknowledge that I am fit and healthy and have mastered the mountain biking skills necessary to lead a group of riders on a multi-stage mountain bike event of this nature.
4. I understand that I am obliged to strictly adhere to all the applicable rules and directives of the Tour including all appointees assisting the Tour Director in respect of the event.
5. I understand that I am entering this event as a Tour/Support Leader and therefore will be open to riding in any group as deemed in the best interests of the event by the Tour Director.
6. I have read the Tour Leader and Support Leader Code of Conduct and without provision accept the roles and responsibilities outlined in this document.
7. I understand and acknowledge that it is my role and responsibility to ensure that the safety protocols that the Tour Director has put in place are adhered to at all times.
8. I understand that it is my responsibility to do all possible to ensure the safety of the participants allocated to my group and will perform a safety briefing every morning before departure as well as a debriefing session once we arrive back in camp and ensure that my group has returned to camp each evening.



9. I will ensure that every participant in my group adheres to the riding regulations as set out in the mountain bike Tour Terms and Conditions.
10. I understand that it will be my responsibility to ensure all event equipment is adequately charged and acknowledge that I am liable should the equipment allocated to myself be damaged or lost.
11. I acknowledge that I have read and understood the above information pertaining to the responsibility of my role as a Tour Leader/Support Leader and agree to ensure that my group of riders are made abundantly clear of the rules and safety protocol and understand the importance of abiding by these rules.

_____	_____
Name	Signature
_____	_____
Name & Surname (Witness)	Signature (Witness)
_____	_____
Date	Location

WE LOOK FORWARD TO WORKING WITH YOU ON THE NEDBANK TOUR DE TULI 2019

