

# Scholars Inn Bakehouse Team Tortuga Cycling Program Team Handbook



Bloomington Hospital



BOYS & GIRLS CLUB  
OF BLOOMINGTON



## Scholars Inn Bakehouse Team Tortuga Cycling Program Team Handbook

2012

*Effective: January 1, 2012 through December 31, 2012*

### Team Contact

Tom Saccone, Director

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## Summary

1. Complete waiver and application
2. Read this handbook
3. Join USA Cycling
4. Come to the meetings on the last Thursday of every month
5. Participate in the weekend training rides
6. Win races and upgrade

## Membership

The Scholars Inn Bakehouse Team Tortuga Cycling Team, known as the “Team” in this document, is a member of the USA Cycling organization and follows the rules of USA Cycling. Find out more about USA Cycling and register at: <http://www.usacycling.org/road/>. We are club member # 7606. All members of the Team must complete the current Team Application and Waiver forms found at [www.teamtortuga.org](http://www.teamtortuga.org) under the heading, *JOIN*. All members of the Team are also required to be licensed members of USA Cycling. Membership to the team is open to all in the community and surrounding areas who wish to race bicycles. For 2012, the Men's Category 1/2 program is invitation only.

*Membership fee is set at \$100 for the year and must accompany your application. Contact the Team Director if you have a hardship in paying this fee or require deferment.*

## Intent

This document is not intended to cover all situations and questions that may arise. It is designed to form a general framework of expectations and guidelines. Questions should be directed to the Team Director.

## Team Leadership for 2012

Tom Saccone	Team Director
<i>Vacant</i>	Assistant Director
Gary Palmer	Information Manager
Hans Ibold	Communications Manager
Kat Uchman	Marketing and Events Manager
<i>Vacant</i>	Development Coach
Colin Allen, Carl Field	Ride Coordinators

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## Legal Status

The Team is a legal entity in Indiana. Employee Identification Number 35-0525700. Individual team members are required to act in accordance with US, federal and state laws regarding gifts, cash prizes, reimbursements and are responsible for reporting to the US, Federal and state agencies regarding income and gifts.

## Commitment and Expectations

As a member of the Team, you are required to conduct yourself in a professional and courteous manner in winning, losing, both on and off the bike in a manner that would make the community, our sponsors, our competitors and your teammates proud of you and your accomplishments and achievements. A significant amount of trust and expectation has been placed in you by the team leadership. We expect courteous and ethical behavior in every circumstance and interaction with the public, the sponsors, your team mates and competitors.

## Transparency and Sharing of Information

It is the Team's policy to conduct itself in a transparent way to the team members and sponsors. We expect, however that sensitive information shared within the team's communication structure will not be shared with non-members without the permission of the Team Director.

## Uniforms and Kits

Each member, upon completing the application and waiver and paying the membership fee and being admitted to the Team, will receive one custom sublimated team jersey. This jersey, at a minimum, is to be worn at all times while racing or training, alone or with the team on designated rides. Additional jerseys and apparel will be available to members at manufacturer's cost. Order forms will be available on or around January 1, 2012. Current Little 500 riders are allowed to wear their team colors (Indiana University) while training up until the Little 500 race(s).

## Regular Team Meetings

Regular, general team meetings are held on the last Thursday of each month. Meeting locations and times will be announced. Attendance is mandatory at these meetings. Reports for each category will be presented at these meetings by a spokesperson selected by the squad and should include, but not be limited to:

*Results to date*

*Reimbursements (if appropriate)*

*Upcoming events (next month)*

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## Training Rides

Regular team training rides are an important team-building function for our program. Rides will be posted at [www.scholarsinncycling.org](http://www.scholarsinncycling.org) and emailed directly to each member. Additional sources of team ride information may be found at (when appropriate) on Bloomington Velo News.com, or via Twitter, Facebook and other social networking sites. We expect that each member will participate in the majority of these rides. While many of these rides will be open to the public, some may be for team members only. We consider the Wednesday night training series (Wednesday Worlds) as a key training series for team members.

## Racing

Each member is expected to race their bicycles. The Team's primary goal is to win the races that we enter. There is an expectation that one of your goals is to participate on a winning team and to ultimately improve your standing and status as a USA Cycling member (to upgrade if possible). We want you to achieve your goals while supporting the overall goals of the team; winning races. At a minimum, the Team expects, at all levels of racing:

1. Each squad will establish a targeted race calendar at least one month in advance and confirm participation and entry at team meetings.
2. Event commitments must be submitted to the Team Director at least two weeks prior to an event with participants' names. For sponsored cyclists, the Director may elect to prepay the event promoter, if possible, prior to select events. Other arrangements may be made with the Team Director only.
3. Some squads are receiving reimbursement for events (published and distributed 01/01/12 via email). The Director will determine, in collaboration with the team, at which events the reimbursements are in effect. There is an expectation that each squad will field a minimum number of racers at each reimbursable event to qualify for reimbursement. The number required will be determined by the Director and the team captain(s) and will be in force for the season. Exceptions may be made to this on a case by case basis. If a sponsored rider has agreed to an event and does not participate (barring injury or other excused absence), and the promoter does not offer reimbursement, *the rider will reimburse back to the team 1/2 the amount of entry paid by the team.*
4. Race results, by each participant, must be posted on the official website ([www.scholarsinncycling.org](http://www.scholarsinncycling.org)) within 24 hours of the event. Each team member will have a personal login.
5. Performance incentives may be available at each event (including select training events, such as the *Wednesday Worlds*) and could include bonus payouts for wins and other exceptional performances. These bonus payouts are at the discretion of the Director and will be announced prior to the event. These payouts and/or incentives may include cash or specific sponsor gifts or programs. In the event of cash bonus

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payouts, they will be awarded at a subsequent team meeting. Sponsor/performance awards may be awarded sooner, at the discretion of the Director.

### **Tour of Bloomington and Downtown Bloomington Team Event**

All members are expected to wholly support the Team's summer bicycle race in Bloomington. While you are allowed to and encouraged to race in the event, we expect that once available, both before and after your event, you can participate in marshaling and any other duties the promoter or race directors require, including setup and clean up. Dates to be determined.

### **Traveling to Events**

A small traveling and lodging stipend may be available for select squads during the season. These will be either paid upfront once events are committed to or reimbursed at following team meetings. In most instances, cash will be given or, one check may be written for disbursing to the team as appropriate.

### **Race winnings**

Prize money (place finish) won at events is the property of the Team that started the event. The winnings are to be split into equal shares based on the number of starters. If 5 people start the race and one of the members wins \$100, then that amount is split equally into 5 shares, with each member receiving \$20. The winner of the money has 7 days to reimburse his or her team mates. Prime money or non-cash prizes may be kept by the winner. Changes to this policy must be approved by the Director.

I would also be appropriate for sponsored riders to consider donating their prize winnings to the Boys and Girls Club of Bloomington.

### **Team Kit Allocations**

Each member receives one Team jersey with a paid membership and application. Additional kit allocations may be available to select squads and/or individuals. The details of this program will be announced. Additional kits will be available from the Team at manufacturer's cost plus shipping. An order form will be available prior to the season.

### **Sponsor Programs and Discounts**

In addition to financial support to the Team overall, our sponsors may elect to provide discounts for their goods or services to the Team. This information will be communicated as these programs are negotiated and will be listed in a separate document.

### **Community Involvement**

We have a mentoring relationship with the Boys and Girls Club of Bloomington. The Boys and Girls Club has a youth cycling program. We expect that our team members will

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participate, on occasion, at scheduled Boys and Girls Club team rides and events throughout the year. A schedule of events will be posted as soon as the information becomes available.

### Team Rosters

The 2012 Team roster will be published and maintained at [www.teamtortuga.org](http://www.teamtortuga.org).

### Termination of Membership

The Team Director reserves the right to terminate a cyclist's team membership at anytime if he or she determines that there has been a breach of trust, or if an act is determined to be detrimental to the program or the organization. Each situation will be reviewed on a case by case basis by the Team leadership. Membership fees, uniforms, and other expenses will not be refunded.

### Areas not covered or Addressed in this document

Consult the Director, for any questions not covered in this manual. This document may be modified at any time.

By signing this document, you agree to all of the items above.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Questions or comments may be directed to:

Tom Saccone, Director

[sacconetom@yahoo.com](mailto:sacconetom@yahoo.com)

Team mailing address: PO Box 8121 Bloomington, Indiana 47407