



PWA's Friends For Life Bike Rally Participant Code of Conduct

PWA's Friends for Life Bike Rally is working hard to meet our goals of: raising funds, raising awareness, and creating an accepting, supportive community for participants where one can recharge and nourish the soul and focus on the challenges offered by the event. In order to do this, we all have a role to play.

As Crew, Riders, Steering Committee members, Co-Chairs and PWA staff, we understand and commit to the following:

1. Riding and Driving:

- Participants must obey all traffic laws, traffic signals and signs. Bicycles are vehicles under the Ontario Highway Traffic Act, and as such, are subject to the same laws. Please note that laws in Quebec are different - no right hand turns on red lights for example.
- Riders must wear helmets at all times during the Bike Rally event and training rides. Any helmet worn by a rider must adhere to Canadian safety standards (i.e. CSA, SNELL or ANSI approved).
- **Riders** must NOT use radios, iPods or other electronic devices that utilize ear-phones or pieces while riding. The manipulation or adjustment, while riding, of electronic devices (i.e. cell/smart phones, Blackberry, iPhone, iPods, radios, walkie talkies, etc) is strictly prohibited. Should a rider need to access any of said devices, he/she should safely pull over to the side of the road leaving enough space for other riders and vehicles to pass. The use of radios, iPods and electronic devices using bike mounted speakers may be used provided riders do not manipulate said devices while riding. Further, the speaker volume must be set to an appropriate level that is not distracting to the rider or fellow participants.
- The **Crew** driver must NOT use cell phones, radios, iPods or other electronic devices while operating a vehicle. The use of ear phones, Bluetooth, headsets, or other assisted device that do not distract from the operation of the vehicle is permitted. The crew passenger in the vehicle is expected to answer any incoming and place any outgoing calls while the vehicle is in operation.
- Participants must NOT be under the influence of illegal drugs or alcohol while riding or driving.
- Riders must consult the "2017 Friends For Life Bike Rally Rider Agreement and Waiver and Release of Liability", accepted during registration, to become familiar with all riding regulations (**Appendix 1**).
- Participants must be courteous and respectful to others; remember, not everyone has the same skills or comfort level when it comes to riding a bike.
- In the event of an outside altercation (i.e. with a pedestrian, driver or vehicle), it is the participants' duty to avoid any form of conflict or engagement (physical or verbal). Any such incident should be reported to Bike Rally support (Team Leads, Steering Committee, Co-Chairs or PWA staff) immediately.

*** Please refer to the Bike Rally Event Handbook for complete guidelines on "cycling safety" and "Inclement Weather".

2. Fundraising

- When conducting third-party fundraising initiatives involving prizes or draws, a participant (Rider or Crew) must first consult with Toronto People With AIDS Foundation to ensure that all initiatives adhere to municipal, provincial and federal laws and requirements. For example, it is illegal for PWA to provide charitable receipts when a donor receives a benefit such as a raffle ticket and all raffles must be licensed through Alcohol & Gaming Commission of Ontario (AGCO) and the City of Toronto.

3. General

- The Toronto People With AIDS Foundation will not tolerate any form of harassment (physical, sexual or verbal) or discrimination during the Friends For Life Bike Rally event, at any training rides or events. Any form of harassment or discrimination should be reported immediately to Bike Rally support (Team Leads, Steering Committee, Co-Chairs or PWA staff). See **Appendix 2**
- Participants in the Bike Rally must adhere to the rules, instructions and regulations set forth by PWA staff and the volunteer management of the event (i.e. riding regulations or crew duties).
- Participants of the Bike Rally act as representatives of the Toronto People With AIDS Foundation, and as such, must act in a manner that is appropriate for said role.
- Participants of the Bike Rally must NOT engage in disruptive behaviour at any time, in particular at campgrounds and other overnight accommodation locations. This includes verbal or physical disruptions, fighting or harassment.
- Participants of the Bike Rally must adhere to the medical advice and instructions provided by the Wellness Crew during the ride.
- Participants must NOT be under the influence of illegal drugs or alcohol while riding, driving or performing Crew duties.
- Toronto People With AIDS Foundation and Bike Rally staff, Crew Members, Steering Committee, Team Leaders and Co-chairs are restricted from facilitating/coordinating the direct supply, sale or distribution of alcoholic beverages to any person during the Bike Rally event or training rides.

4. A Green Community

- The Bike Rally strives to be a green community, and as such, every effort must be made to ensure that campgrounds, parks and private properties are left the same way they were found. Participants must do their best to dispose of their waste in the most appropriate manner, whether through recycling, food composting or regular garbage disposal. Please do not litter at any point during training rides or the Bike Rally event itself. Please adhere to the Bike Rally Rider Guide guidelines on using public swimming spaces for bathing.

5. Accountability & Enforcement

Failure to adhere to any of the policies listed in this Code of Conduct, the Bike Rally Rider/Crew Guides, Event Handbook or the Rider/Crew Agreement and Waiver and Release of Liability will result in a formal response process up to and including possible expulsion from the event.

All participants are invited to identify issues related to inappropriate conduct and are welcome to communicate any concerns to Bike Rally support (Team Leads, Steering Committee, Co-Chairs or PWA staff).

Any member of the Bike Rally support team can address an issue directly with a participant and communicate it to the Co-Chairs and PWA staff. A Bike Rally support team member may not be aware of previous issues when addressing a concern in the moment but this will be identified and followed up by PWA staff and Co-Chairs.

PWA staff will document all incidents and warnings and follow up with participants, outlining:

- details of the issue;
- the level within the Response Process that this issue places them;
- expected changes or behaviour;
- any resulting decisions/actions;
- the overall Response Process, highlighting next steps should another issue arise.

Depending on severity of the issue, the Response Process includes:

- First offence - a verbal warning from Bike Rally Leadership team member with a follow-up confirmation from PWA of recording of the issue.

- Second offence - a written warning from Bike Rally Co-Chairs and PWA staff
- Third offence – review by event Executive Committee (Bike Rally Co-Chairs, Past Co-Chair, PWA Special Events Coordinator, PWA Director, Philanthropy & Communications and the PWA Executive Director) with possible expulsion from the event.

6. Bike Rally Leadership

Bike Rally Leadership will have access to information considered confidential and proprietary such as financial data, participant information, Agency practices, and other information that non-leadership participants would not have access to. Participants involved in Bike Rally leadership roles (Steering Committee, Team Lead) recognize that they are held to a higher standard of confidentiality and accountability.