Midwest Tandem Rally (MTR) in a Nutshell

(A guide to hosting your best event ever)

2007 MTR at Appleton, WI – photo by Don Kirk

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Introduction

This manual was put together by the committee for the Fort Wayne MTR in 2014. The manual is intended to help future MTR committees by documenting what has been done in the past, and suggesting ideas to be considered for future events. This document should not be thought of as a list of requirements for future MTRs. In fact, the Fort Wayne committee in some cases decided not to follow some of the stated guidelines. It's hoped that future MTR committees will weigh the cost versus benefits of these suggestions, and make decisions resulting in the best possible event. This document will be updated in November as required, based on input from the previous event. Suggestions for this document may be sent to John Calhoun (ja_calhoun@indy.rr.com).

References

MTR Made Easy by Jim Noll (1999)
Central Indiana Bicycling Association Ride Leader's Manual (2014)
Central Indiana Bicycling Association Officers & Committee Chair's Manual (2002)

The MTR Structure and How to Reserve a Year for your Event

There is no formal structure combining the groups that host the various MTRs each year.

> *Possible MTR Overseeing Committee:*
>
> *The overseeing committee of MTR shall consist of the chairperson of the last five committees that have either completed an event or have signed contracts and are therefore committed to host an event. For example, right now the committee would consist of the chairperson from IOWA (2016), CATS (2015), HOOTs (2014), GOATS (2013), and COWs (2012). These people would be the decision making group at the debriefing meeting at each MTR.*
>
> *What states could be considered to host an MTR? What clubs in these areas have the resources to host an event? HOOTs has a Indiana theme, but is really the Central Indiana Bicycling Association that serves central Indiana. There may be other clubs in Indiana that could be considered. The Louisville Wheelmen is an active group just across the river from Indiana. Should they be considered a possible host? States in the Midwest are; ND, SD, NE, KS, MN, IA, MO, WI, IL, IN, MI, and OH.*

The host committee generally conducts a debriefing meeting on the Sunday afternoon of MTR. This meeting is chaired by the current MTR chair, and is attended by their respective committee persons from the current year and committee persons from groups committed to host an MTR in the near future. Other individuals are welcome to attend. There are several objectives of this meeting.

- Allow the host committee to explain what they did, what went well, and what needs improvement.
- Allow general discussion about future MTRs
- Determine which groups will host future MTRs.

Should your group desire to host an event, contact the chair of the current MTR to discuss which years are available. You should plan to attend the debriefing meeting.

MTR Committee Structure

- Event Chair
- Registration Chairs
- Treasurer

- Route Chair
- Webmaster
- Publicity Chair
- Volunteer Coordinator
- Merchandise Chair
- Post Tour Chair
- Lunch Stop Chair
- Rest Stop Chair
- Vendors Chair
- Communications (HAM radio) Chair

Time Table

3+ Years prior

- Establish a core group of at least six people from your club to serve on the committee.
- Establish contacts with other MTR chairs and obtain documents from them.

3 Years prior

- Reserve the date for your event. By this time you should have attended at least two MTRs as a participant.

2-3 Years prior

- Select a location
- Contact the visitor's bureau
- Select a host hotel
- Identify a banquet facility
- Identify bicycle storage

2 Years prior

- Complete your rally committee
- Sign contracts with the hotel and banquet facility
- Obtain financial report from current MTR.

12 Months prior

- Website online – people attending the prior year's event will want to see your program.
- Set up Facebook and other social media sites.
- Volunteers and visitors bureau set to promote your event and take hotel reservations at MTR. Check to see if they have a room tax grant.
- If possible, sign contracts for shelters at rest stops
- Obtain financial report from current MTR
- Develop the initial budget
- Identify and contact possible sponsors, financial and in-kinds
- Determine where your volunteers will come from and how many are available. This will dictate how many rest stop locations you can support.
- General routes mapped out for Saturday and Sunday's routes including all lunch and rest stops. Establish a liaison with the police departments.

9 Months prior

- Select an on-line registration provider
- Finalize budget
- Finalize jersey and other merchandise designs.

7 Months prior

- Add merchandise and registration info to your website.
- Open registration
- Contact county highway departments

3 Months prior

- Email or mail a reminder to sign up.
- Firm up sponsors and add these names to the website.

2 Months prior

- Email a reminder (2 weeks before late fees take effect) to sign up or pay more!
- Order long lead-time merchandise such as jerseys.

1 Week prior

- Host your registration packet stuffing party.
- Post final route information on the website.
- Post final rally schedule and other information.

Documents From Other Rallies

- Editable copy of their rally booklet
- Financial Report
- Merchandise Report
- Registration form

The Treasurer & Planning a Budget

The best way to start planning your budget is to obtain the treasurer's report from the previous two or three rallies. The rally chair and the treasurer should use these reports to project costs and revenue for the event to obtain a budget. The fixed costs should be identified, and additional costs per entrant determined when establishing your budget. Try to include as much detail as possible and limit discretionary spending.

Items to include in your budget:

- Mileage paid for volunteers using their cars. Include rate per mile and limits. IRS reimbursement rates include all costs per mile including insurance and depreciation.
- Volunteer perks. This includes shirts, appreciation favors, hotels accommodations, etc. A clear volunteer policy should be established up front to prevent hard feelings during and after the event.

An example of discretionary spending would be the cost to re-check the routes after a serious storm passes through the week before the event.

When determining how much to charge for an entry fee, keep in mind that this fee may represent less than 20% of the cost to attend for a typical team. Adding $10 to the entry fee may allow you the flexibility to host a better event. Consider the expenses for a cost-conscious team to attend (these are actual numbers from Dayton 2013 staying at one of the "overflow" hotels):

- Hotel (3 nights): $250
- Gas (600mi round trip): $85

- Meals (no fancy restaurants): $200
- Rally entry fee: $110
- Total: $645

You should expect to receive a $2,000 check from the previous year's MTR and a $1,000 check from MTR two years prior. This money is intended to be "seed" money to help you with startup expenses. After the event, send the same amount to the next two MTR committees.

Generally, expenses should be approved by one person, typically one of the chairs. Electronic receipts may be given a file name describing the person, item, and amount. For example; JoeSmith_SagMileage_45_20.pdf. Use a system that makes sense to you.

Insurance, Taxes, and Other Legal Details

If your group is not incorporated as a 501(c)(3) non-profit organization, then you may want to file the paperwork to become one. In all cases, you will need to provide insurance for the event. You should obtain a certificate of insurance to present to anyone with concerns. Copies of this certificate should be carried by support vehicle drivers, lunch/rest stop manager, and other individuals as needed. Make sure you get a hired and non owned auto policy to cover sag people. Various entities will want different limits and be named additional insured. Your carrier will work with you. Insurance is available through the League of American Bicyclists or through Dan McKay.
You should obtain certificates of insurance from vendors where appropriate.
McKay Insurance Agency, Inc.
106 East Main Street
Post Office Box 151
Knoxville, IA 50138-0151
Telephone: Direct (641) 842-2135
Toll Free: (800) 942-0283
Fax: (641) 828-2013
http://www.mckayinsagency.com/

The Host Hotel

Selecting the host hotel is one of the most important decisions that you'll make. You may want to employ the help of the visitor's bureau to see which hotels meet your requirements. Your host hotels should:

- Provide 300 guest rooms.
- Allow easy access to restaurants, shops, and other entertainment.
- Allow (with police escort?) a place to start your rides.
- Provide space for bicycle storage.
- Provide or be near a banquet facility.
- Near other hotels to serve over-flow.
- Near a campground.

In the recent past, committees have chosen hotels that were slightly upscale. When negotiating with hotel managers, it may be helpful to provide the names of the hotel manager from the past few MTRs for references and information. The hotel may request that you fill out a credit application.

Every hotel is different in negotiating contracts. It depends on the guidelines set by the hotel itself and the flexibility of the sales manager. It doesn't hurt you to push the envelope to know where the Hotel's line is. Remember that we are an ideal group that they want, but the hotel may be cautious not knowing our background when you first approach them. Afterwards they will be trying hard to

get us to come back next year. You may not be able to book the whole hotel as the hotel may want to hedge itself in case of something going wrong. They may want to keep rooms that they know historically they can sell for full price to other customers. In your negotiating, know that room rates can be lowered. Free rooms are usually awarded at the rate of 1 to every 50 bookings. Suites can be brought down in price to the general MTR rate. Banquet rooms, meeting rooms, side rooms, and hospitality areas can be had for nothing, or it can be an expensive addition to your bottom line. Hotels may want you to sign an attrition clause guaranteeing a certain percentage of the room block will be filled. Inquire if your guests made reservations after the block is filled, will they be included in the attrition block if you lose people out of your block. If you find the attrition percentage unacceptable, try adjusting cut off dates back a few months, increasing room rates, or some other method that is palatable to the Hotel to get the risk off you. Always be aware of MTR's and your liability in the situation if something goes wrong. You need to be creative in negotiating to get to a level of risk you find acceptable.

The committee chair, or their designee, should serve as the single contact liaison with the hotel. This will reduce the chance of miscommunication and duplication of effort.

Media & Publicity

Send press releases to the local paper and radio stations. Include a schedule of events with emphasis on the mass start. Explain the history of the event and the number of people expected to attend.

Promote your event:

- Publish your website address on the Tandem Club of America (TCA) website.
- Utilize social media: Facebook, Twitter, etc.
- Email an advance flyer to participants from previous MTRs. How far you go back depends on the geographical location of the past events.
- Send flyers to local bike shops and other bike clubs.

Sponsors

While the MTR is designed to be self-supporting, it also provides an excellent communication vehicle for many diverse entities in the local community. Those folks can be invaluable support for the rally. Local radio stations will not only provide publicity, but may offer technical and audio/visual assistance. Tourist bureaus and chambers of commerce for the various municipalities can assist with local information, attraction schedules, liaison with governmental agencies, and assistance in navigating the local politics. Local businesses may offer discounts or coupons for rally participants. The more contacts made in the local area, the greater the possibilities for enhancing the rally. Making it clear to the entity that their assistance will be recognized in the MTR booklet, signage, and publicity will generally be sufficient recompense. However, don't forget to ask if they would be willing to donate a door prize for the banquet.

Midwest Tandem Rally 2014 Sponsorship Levels and Benefits				
Sponsorship Amount	$100	$250	$500	$1000
Benefit	Basic	Bronze	Silver	Gold
Listed on MTR2014 Sponsor/Partner page with link to business website	X	X	X	X
Listed on Sponsor/Partner page in MTR program book with membership level	X	X	X	X
Logo shown during MTR banquet slideshow	X	X	X	X

Quarter page ad in MTR program book		X		
Half page ad in MTR program book			X	
Full page ad in MTR program book				X
Business flyer (provided by business) included in rider packet		X	X	X
Logo included in all e-news sent to participants				X

Audio Visual

Because of the large number of participants, audio/visual support is necessary in a number of instances. For the mass start, a public address system is required for welcoming messages and last-minute change announcements. Also, there may be specific audio/visual support required for certain presenters during seminars. Finally, additional equipment may be required for the banquet and subsequent entertainment. All this equipment needs to be procured and tested prior to operation. There should also be emergency support and contact arranged in the event of equipment malfunction. Often much of this can be obtained through the host hotel or sponsors, such as local radio stations.

Volunteers

Expect to use from 70 to 100 volunteers. Volunteers should be given a brightly colored shirt so that they are easily identified.

Volunteer Policy

A clearly stated, consistent, and fair volunteer policy will reduce the chances of bad feelings among volunteers.

- Under what cases will hotels rooms be provided to volunteers?
- Under what cases will entry fees, banquet costs, and free merchandise be provided to volunteers?
- Under what cases are automobile mileage paid to volunteers (and at what mileage rate)?
- What perks will volunteers receive (lunch, T-shirt, etc.)?

A nice touch is to provide a hospitality suite for volunteers. This would give them a place to gather and enjoy drinks and snacks provided by the committee.

Registration

The registrars will need to have both people and computer skills to be effective. The responsibilities include creating online and paper entry forms, forwarding funds to the treasurer, assembling contestant packets, and hosting the registration room.

Computer Software

The registration chair will need to select software. A good program will:

- Be common and affordable (Microsoft Excel or Access).
- Import csv (coma separated value) and other files.
- Export email address lists.
- Print a confirmation email
- Print labels for registration packets.
- Print ID badges

Reports will be needed for:

- Ordering merchandise
- Lunch quantities (if riders choose their meals)
- Emergency contact information

Registration Forms

The registration forms should be both online and hard paper. There is typically a "late" fee for registering after a certain date. You may choose to phase in several of these "late" fees to fit your planning needs. These dates should be stated on the form. Your refund policy should be clearly stated on the entry form. Refund policies should meet your planning needs yet be fair to the entrant. Refunds should consider the cost of handling the entry, yet not discourage people from signing up in advance.

The registration form is also used for ordering MTR merchandise and lunch / banquet options. Sizing information for merchandise may need to be provided or else the registration form should direct applicants to the web site for sizing charts and information.

The committee may elect to pay the service cost for online entries depending on which type of entry form they prefer to handle. There are online registration services that can minimize data entry efforts, but they do charge for the service. This can either be incorporated into the registration cost or passed on to the registrants. TixClix.com was used in 2014. Many rides are going to online registration only or charging extra for mail-in registration. However, MTR tends to have some older participants who may not be comfortable using on-line registration. Since the registrars are handling this extra work, it may be appropriate for them to decide how to handle mail-in forms (if at all). You should determine in advance how you will merge data from on-line and mail-in forms. The options are to manually enter data from mail-in forms to the on-line database, or to download on-line data and merge it into your database. At MTR2014, 73% of the registrations were online. Be sure to have a plan to handle mail-in registrations while you're away from home; it may be helpful to rent a Post Office box.

Registration Packets

Registration packets are generally a 9" x 12" envelope with a clear plastic front. This envelope should include:

- One Rally Booklet.
- ID pouch or name tag for each member of the team.
- Route maps and cue sheets for all rides.
- Lunch tickets for each member of the team (this may be part of the name tag)
- Banquet tickets for each member of the team (this may be part of the name tag)
- A listing of prepaid merchandise for the team to be presented to the merchandise pickup table.
- Freebies (optional) "goody bags
- Promotional information (optional)

The MTR neck pouch has been around for the last 15 years. It has a clear plastic window on the front that held a paper identification tag. The rider's name, home town, ID numbers, color coding, etc. were included. These pouches should be recycled after the event for next year. Magnetic badges have been used for the last couple of MTRs. These seem to be very popular because they do

not fly around while on the bicycle and do not poke holes in a jersey. They can be imprinted with the attendees name as well as lunch and/or banquet authorizations, thus eliminating the need for tickets. It requires that the vendor be supplied with the appropriate information well prior to the MTR. This means that last-minute registrants must be handled manually. The backside of the name tag may contain rally schedule information and an emergency phone contact.

Tags shown are the size of a credit card: 3.375" wide by 2.125" high.

AT MTR 2014, we ordered 1000 magnets for the badges from CMS Magnetics, www.magnet4sale.com, for $242.00. We then ordered 1000 printed name badges from Factory Mart,Inc, info@factorymart.com, cost $238.00. Magnets and badges were assembled at the stuffing party.

Host a stuffing party the weekend before the event to place all of the items in an envelope. A 9" x 12" envelope with a clear front works nicely. Place the envelopes in "banker" boxes arranged alphabetically by the captain's last name. Late entries can be added by the registrar up until the event itself. On the Thursday night before the event, move the boxes to the host hotel. This is critical if the host hotel is some distance from the registrar's home.

Rally Registration Room

The registration area should be a lockable room with enough room for packet and merchandise pickup. A room 25 feet by 30 feet is sufficient. Ideally, there will be a door for entry and a door for exit. It may be helpful to separate the room into three areas; 1) Packet pickup, 2) Merchandise pickup, and 3) Walk-in registration / disputes / cash & credit card handling. Packets are grouped alphabetically, and the volunteer will hand the packet to the participant. It may be helpful for the volunteer to check if merchandise has been ordered, and direct the participant to the merchandise area. Merchandise should be picked-up in the registration room, and you should keep a master list to know who has received their merchandise. There should always be someone from the registration committee available to handle errors or disputes. Typically, there is a steady flow of people picking up their packets; there's no "rush hour."

People will arrive before registration opens. You should post information on your website (Friday's map/cue sheet, etc.) to accommodate these early arrivals.
Typical Hours:

- Friday 2:00p.m.-9:00p.m
- Saturday 7:00a.m.-8:45a.m.

The MTR Booklet

Probably the best way to start designing your booklet is to examine copies from a few pervious MTRs. A typical format follows:

- Acknowledgements and thank yous
- Table of contents
- MTR chronology
- Welcome to MTR
- Welcome letters from mayor, governor, etc.
- Map of the local area
- Map of the host hotel
- Schedule of events including times for registration, vendor area, bike security, etc.
- Event general information
- Activity suggestions
- Vendors and a map of the vendor area
- Route Information
- Seminars and workshops
- List of participants
- Statistic of participants (numbers from each state)
- Listing of tandem clubs in the U.S.
- Information on sharing photos

Merchandise

Merchandise sales can add to your income and promote your event. Typical items sold at MTRs include:

- Jersey (many teams expect this)
- License Plate (many teams expect this)
- Polo Shirt
- T-Shirt
- Socks

Because jersey sales will depend highly on the design, plan to review the design among the committee. Expect 3-4 iterations before a final design is agreed upon. Please instruct your designer to make the jersey visible; this is something that you can do to improve safety for all of your riders.

License plates are another popular item. The primary purpose of this plate is to identify the riders; make the names large and readable! The plate should also contain the hometown of the team. Provide a means to attach the plate to the bike.

The entry form should state the last date for ordering merchandise. The committee may want to order extra merchandise based on quantity price breaks, or projected future sales.
If extras are available during the weekend, it's nice to allow teams that have pre-ordered merchandise the opportunity to exchange sizes from your stock before opening sales to everyone. The location and time of this "jersey exchange" should be stated in the booklet. State your refund policy for merchandise on the registration form.

National Vendors

Jersey's – VOMax. www.VOmax.com
phone: 800.530.9740 x20
fax: 413.584.0777

socks –Defeet International www.defeet.com
371 I-40 Access Road
Hildebran, NC 28637

Planning Your Routes

There are several challenges to creating a suitable ride for an MTR.

- The host hotel is probably in an urban area, and if you choose to have a mass start at that point, you'll need a police escort for the first part of the ride.
- The route may be in an area some distance from where the route chairman lives.
- This is a one-shot deal; you won't be able to improve on any mistakes next year.

A typical MTR will have ride lengths of 35/50/70 miles on Saturday and 30/45/60 miles on Sunday. Although the mass start is an MTR tradition, you may decide that a remote start is appropriate for the shorter routes. You may even choose to have a mass start for all routes from a remote location. If you do have a remote start, please make sure there is enough parking.

The Mass Start

Most rallies will have a mass start on both the Saturday and Sunday rides. The mass start is impressive to see, but can become a rolling monster once it gets going. Consequently, it's important to arrange for a police escort and traffic control at intersections until the riders leave the city. Establish a liaison with the police department and review the route out of town to determine where officers should be stationed. Costs for police support can vary significantly as some departments may have minimum charges per officer. Make sure that the police escort maintains a maximum speed of around 15 mph; otherwise, the group will spread out over too great a distance.

Once out of town, a group of 10-20 tandems will form at the front riding at a speed of 20-25mph. This group could catch slower riders starting from a remote start. The fast riders don't like the congestion (which also frustrates drivers), and the slow riders don't like being passed by tandems going 10-15 mph faster. Although this will go unnoticed by most riders, it is something to be aware of.

Remote Starts

The remote start could occur at a school or other facility with parking for 100 vehicles. You may be able to have one of your rest stops double as a remote start. In any case, make sure restrooms are available at the remote start.

Pre-Ride Announcements

Get a good sound system and test it before the start. However, no matter how powerful your sound system, many riders will have their attention elsewhere. For this reason, you should post any last minute changes in the registration area. Have some fun, but keep your comments to a minimum; your audience has a very limited attention span!

Road Construction

Contact the highway commissioner for each county the route travels through in early spring. Email a copy of the route map, the number of expected teams, and the date to the highway department. Establish a personal relationship with each county highway department. Determine which road project could impact your ride.

Special Events on the Route

It is a holiday weekend, and one of the small towns we pass through may have a parade or carnival during the ride. This may provide a great entertainment option that will enhance the weekend, but you should be aware of any closed streets and congestion that may occur.

Church Services

Large churches may have considerable traffic before and after services. This is mainly a concern on Sundays.

Road Selection

- All roads and paths should have a hard paved surface. If you would like to showcase a crushed stone bike path, provide an alternate route on a paved surface.
- When bike paths are utilized, consider the impact of our group on local users. This is especially important at the beginning of the ride when there are many large groups of tandems.
- As for any ride, scenic, country roads with few cars are the goal.
- If you want to showcase long/steep climbs, you may want to provide a flatter alternative route.

Support along the Route

Generally, teams are expected to fix a flat, replace a derailed chain, etc. Additionally, teams can expect help from other riders for more involved tasks such as fixing a broken chain. However, there will be times when a team needs help transporting their bike off the route. These would occur after an accident involving hospitalization or a bike that requires extensive repairs. Teams needing assistance should call the phone number on the map/cue sheet/nametag. If cell phone coverage is not available, then another team should relay the information to the volunteers at the next rest stop.

Roving support vehicles are critical to any and all rides <u>regardless of the availability of communications</u>. They run errands on a last minute basis (deliver supplies as needed to our rest stops, etc.), they pick up riders and deliver them to locations where we have bike repair or take them back to the ride headquarters, and they often help in repairs, etc. They help direct riders at critical locations along the route, they often find and correct road markings or run down riders that made the wrong turns, they document accidents (accident form) and transport/secure bicycles involved in accidents, they physically sweep (with a broom) and remove debris from the route, etc. They keep track of the last riders on the route (and pass this information back to our Rest Stops), and they sweep the route to make sure all riders are in.

Support vehicles should be clearly marked. They should generally be driving opposite the direction of the bike route because it is easier for the riders to see the vehicle coming at them. If the support vehicles drive in the same direction as the riders, they will constantly struggle with oncoming traffic as they try to pass groups of riders. Support vehicle drivers should wear a brightly colored volunteer shirt and should only stop where it's safe to pull off the road. If necessary, the team

needing help should come to the support vehicle. The driver of the support vehicle should bring their own tools as they desire. However, each vehicle should carry a floor pump to allow teams to fully pump up their tires after a flat. If possible, get some used tires to provide to teams as needed on the route. Support vehicles should carry a first aid kit for minor injuries or cuts and 1-2 gallons of water. Clearly instruct teams how to get support vehicles to stop. A thumbs-down sign, patting the top of the helmet, etc. are possible means to request help.

Bike mechanics should be available at points along the route. This may include the start and rest stops. These mechanics may be provided by a local bike shop. Be sure to give the location and hours that these mechanics will be available.

If a severe storm occurs during the event, riders may need assistance getting back to the hotel. If this happens, you'll need to recruit entrants to help by driving from the hotel to wherever people are stranded and bringing them back to the hotel. One driver could retrieve four people from the route who would then return with their vehicles to pick up the remainders. This is an unlikely occurrence, but someone on the committee should be designated as the coordinator of this effort.

Rest/Lunch Stops

Rest stops are a key element of an MTR. In addition to being a reliable source of water and food, rest stops also provide the chance to relax and meet up with other riders who may be riding at different speeds or overall distances. For these reasons as well as obvious safety concerns, rest stop locations should be carefully chosen.

A popular concept is to have one rest stop for all routes. All riders would encounter the stop around 15-20 miles from the start. Short route riders would then return to the start on a section of about 10-15 miles. Other riders would have the choice of riding either one or two additional loops of about 15 miles that start and end at the rest stop. These riders would then return to the start on the same route as the short route.

Rest stops are often located in parks in small towns. A good rest stop will have the following features:

- Located on the right side of the road allowing easy entry and exit. If a left turn entry/exit is required in a congested area, you might consider hiring a police officer to direct traffic. Another option is to loop traffic around to enable a right-turn entry. The route cue sheet should give clear directions as to what direction the route(s) leave the area.
- Has a shelter that may be reserved for the day. If this is a lunch stop try to get a shelter with tables for 100 or more riders.
- Has a source of water. "Water keys" are available from hardware stores that will allow access to public water faucets. A nearby house or business may also provide a water source. If no source is available, plan to arrange for a water truck. Five gallon water coolers are available from stores such as Walmart for around $30. Plan to have at least six coolers at the stop.
- Located near a grocery store in case you run out of food.
- Has good cell phone coverage. Check this in advance.
- Has a playground for kids.
- Has rest rooms that will be unlocked. You will probably need to supplement the restrooms with Porto lets. Additionally, you may want to hire an attendant to keep the bathrooms clean. Plan to have at least 6 portolets at your main lunch stop. **If the permanent restroom**

is on a well / septic tank, it may not handle the demands of 800 people. Discuss this with the park superintendent to prevent surprises during your ride.

- Two volunteers to help riders find services and to help riders return to their desired route.
- At least one floor pump and perhaps a mechanic.
- Doesn't cost too much.

Typically lunch consists of a premade box lunch with a can of soda. Preparing food at the stop is a nice touch, but it adds the risk of riders waiting for food; be prepared.

Marking the Route

A marked route is expected, and typically this is done by marking *dan henrys* on the road surface. If there are other routes in the area, use a nonstandard dan henry to avoid confusion. It may be helpful to use one color of paint for a given day. Where counties or municipalities do not permit paint on the roadway, the marks can be put down with chalk or possibly water-soluble poster paint, although these are subject to deterioration in the event of rain. An alternative is to use an adhesive backed paper arrow system. They cannot be maliciously changed (they tear up if you try to remove them) they eventually wear away and decompose, but yet they seem to be durable enough that they could be put down a week before and still be there by rally time. For more information see www.routearrows.com.

Dan henrys should generally be placed in the center of the lane (otherwise, they could be erased within a week or two from being run over by vehicle traffic) and should appear three times at every turn, and at least once every two miles on long straight-aways. At least one *dan henry* should also be placed at any intersection where the route proceeds straight, if the lack of a marker would possibly be confusing. Whenever *dan henrys* are needed to mark a turn, place one about 150 feet before the intersection, a second one about 10-50 feet before the intersection, and a confirming one just after the turn (or after the intersection, if proceeding straight). If your route loops back on itself, mark some of the inbound *dan henrys* with the word "IN" or something similar to avoid confusion between these markings and the *dan henrys* which mark the outbound portion of the route.

Dan henrys should be consistent in shape and about the size of this page. When you mark your route, bring a can of black or gray spray paint to cross out your mistakes (it can happen!) or other *dan henrys* of the same color from previous rides.

Paint designed specifically for highway marking is available from companies such as Aervoe Paints, but most any paint will work. Fluorescent paints, while most visible, don't last as long because UV rays destroy fluorescent pigment (according to Aervoe). A can of paint will typically mark about 10 miles of route, but be prepared with plenty of paint.

At rest stops, you may want to add signs to supplement your road marking

Marking the route can create safety challenges. While painting arrows, you are stopping frequently, usually in the lane of traffic. This will seem unusual to other drivers, and they may not anticipate your actions. If traffic is following really close, and they would have to stop while you open the door and spray, try to pull at least partway off the road to indicate to them to pass. If that is hard to do, continue to a turnaround, and go back, if possible. At intersections where you may have to paint multiple arrows, you may need to park the car and move around on foot to spray the marks. If you elect to mark the route

while sitting in your car, you may want to use plastic to protect areas of the car from paint overspray! As an alternative to marking the route from your car, consider marking the route as you ride it on your bike. Riding while marking is especially effective if you have a second person with you; you spend less time marking and more time riding! Finally, since you'll be out in traffic, wear clothing that makes you visible.

Maps, Cue Sheets, and GPS Files

If you don't provide both a cue sheet and a map, you will disappoint some of the riders. The cue sheet should clearly identify the location of formal rest stops, with clear directions for exiting these stops on the desired route. You should also identify places along the route that might be of interest (ice cream store, winery, beach, etc.). If you have a long stretch between formal rest stops, identify a public restroom to serve rider's needs.

Most mapping programs are not designed for creating bicycle maps in that they don't allow control of the amount of detail shown for a given scaling. It's probably safe to say that creating a map is a form of art, requiring an individual skilled in several computer programs. A nice map can add a touch of class to the event and should include the following.

- Road names along the route in a readable font.
- Blowups of congested areas and rest stops
- Emergency support cell phone number
- Enough "background" roads to allow riders to determine they are off course. Simply showing major highways may be fine for this purpose.
- Places to stop along the route for food or restrooms (convenience stores, gas stations, etc.) or interesting things to see (wineries, shops, etc.)

Many tandems use a gps for navigation and as a cycle computer. You may create a gps track using several methods:

- Ride the route with you own gps and record the track.
- Use a software program such as Garmin's Basecamp or Mapsource.
- Use an online website such as *Ride with GPS*, *Map My Ride*, *Trimble Outdoors*, etc.

GPS Files

If you're not experienced using GPS routes, it's probably best to use one of the online resources such as ridewithgps.com, mapmyride.com, trimbleoutdoors.com, etc. You can then provide a link to your riders and let them load these files onto their GPS. However, a GPS route can be created if you're aware of a few things.

- Creating a route requires special treatment of bike paths and new roads which are not part of many electronic maps.
- The map set used to create the route may be different than the map set on the rider's GPS.
- The settings on the GPS used by the rider should match those used to create the route. Tell the riders the route following settings used to create the route.
- Many GPS's are limited to 50 via points, if necessary; break your route into two or more files.
- When creating your route, place via points after intersections. If you place a point directly at the intersection, it may be misinterpreted by the GPS.
- When creating your route, select "shorter distance preference," not "shorter time." The shorter route is generally obvious, the shorter time is not.

If all of this seems like too much, then create a GPS track instead of a route. Be sure to filter the track to no more than 500 points.

Agency Coordination

There are a number of local agencies with whom you must coordinate. For the mass start, requests for local police and sheriff office support and escorts should go in at least six months in advance. Since the ride is held over the Labor Day weekend, this can often impact the agency's overtime budget. It is also beneficial to get their input for the routes to identify particularly dangerous intersections and road hazards that should be avoided. Other agencies include the county and city highway departments to identify maintenance schedules on proposed routes. Finally, there is quite often a county employee designated as the bicycle coordinator. They can be a valuable resource for all areas of planning.

Rider Safety and Care

Accidents

Should an accident occur during the ride, you should assist as needed. If an ambulance is called, you may need to transport the injured cyclist's bike back to the start.

Assisting Injured Riders

Do not move an injured person! If the injured person is in a roadway, stop or divert traffic around the person, until help arrives. If an unconscious person regains consciousness before help arrives: Keep the person as still and quiet as possible. You may need to be firm. Someone who is in shock or suffering a concussion isn't the best judge of what to do at the moment. Be sympathetic but firm.

Determine if the person is injured seriously enough to require medical attention: The injured rider should get medical attention if he or she:

- Is bleeding heavily.
- Has a head injury and lost consciousness even briefly.
- Can't remember what happened.
- Has obvious pain when moving an injured limb.
- Has trouble opening his or her jaw.
- If you don't know much about first aid yourself, ask if anyone in your group does.
- If the person has no obvious injuries, you still should pay careful attention to determine if the person is confused or disoriented, which could also indicate a head injury.

If necessary, send someone for help: If there is any question about whether professional medical attention is necessary, call 911 immediately. If there's no cell phone coverage, go to a nearby house.

Care *for and reassure the injured rider until help arrives:* Be as helpful as possible given the situation and the available materials. In particular, keep the person as warm and dry as possible. Regardless of the rider's condition, act calmly, speak in reassuring tones, and be sure that everyone around you does the same. Ask everyone who isn't helping to stand well back, so the injured rider isn't looking up into a mob of worried or horrified faces.

Check the cell phone of the injured rider to see if there's an ICE (In Case of Emergency) number programmed into their phone and make the call.

Make sure the person's contact information and helmet get into the ambulance. The helmet may help medical personnel evaluate the person's injuries.

Rally Communications

The Local Ham Radio club is a great resource for volunteers willing to support the Saturday and Sunday rides as follows: provide radio communications between the rest stops, roving support vehicles and the Host Hotel as well as staffing the rider assistance phone which is typically located at the Host Hotel. They typically are capable of providing roving support vehicles capable of transporting Tandems (when told what's required). They are always looking to support public service events such as MTR and their service is often free. Even though cell phone signals were good on a majority of our routes during MTR2014, we had 5 dropped during the weekend.

Purchase a phone that will be manned at all times during the rides, and include this phone number on all the riders' maps. Create a list of cell phone numbers of the key rally personnel and provide the list to key personnel, including support vehicle drivers. If cell phone coverage is spotty, contact the local HAM radio club.

Website

A website is a great way to provide information to the riders. Your website should be up during the MTR prior to your event as part of your promotional package. This is a clear sign to potential entrants that you are "on the ball." Many participants have mobile access to the internet and email; this allows you to post information or send email notices during the event.

When planning your website layout, consider the following structure:

- Home
  - Use this page to invite people to join your event. Be sure to include general information and the date of the event (it's not obvious!)
- Registration
  - Include a summary of key registration dates and links to a registration form in PDF format and online registration.
- Merchandise
  - Include photos of merchandise, costs, and latest date to order.
- Hotel & Local Information
  - Prominently display a link and information, including rates, for the host hotel. Include any promotional codes required. Include links to other hotels nearby and to campgrounds in the area. Include a link for city information from the tourist bureau, chamber of commerce, local entertainment, etc.
- Hot News
  - Post information during and just prior to the event. This might include the schedule for the weekend, seminars, special events, etc.
- Route Information
  - Post a general description of each route along with the maps and cue sheets. Include gps files and links to any online mapping services used.
  - Describe the locations of bike mechanics and what to do if you have trouble on the route.

    - Provide general safety rules and identify any special concerns for the area.
- Bike Storage
    - Describe where the bikes will be stored and how they will be secured.
- Volunteer
    - This page is for people who want to volunteer. Provide contact information and the types of work needed.
- Vendors
    - List all vendors attending the event. Include links to their websites and contact information.
- Event Photos
    - Post a few photos after the event and perhaps include a link to a photo site such as shutterfly or flickr.
- Post Tour
    - Provide information on the post tour ride.
- MTR Committee & Hosting Info
    - Show photos of the committee members along with email contact information.
    - Post information that may be helpful to future MTR committees.
- Site Map
    - This is a redundant page showing links to the information available on the site.

If information is not available, try to post an estimated date when the information will be available. You may want to post email information for the chair at the bottom of each page.

Ask a fellow cyclist who has never been to an MTR, to visit your site. After visiting your site, do they have an accurate understanding of an MTR?

Texting Services

You may choose to hire a texting service to provide last-minute information to participants. Solicit this information on the registration form (ask permission). A texting service may be particularly valuable if your guests are spread out among several hotels.

Hotel Services

Helping Teams Arrive

If the hotel is in a location where unloading is in a congested, on-street area, provide volunteers to help unload, give directions to parking, and otherwise assist the teams. Post signs throughout the hotel, but especially near the registration desk, giving locations for event registration, vendor displays, bike security, etc. If the local bicycle shop is willing to serve as a receiver of shipped bikes, provide this information to entrants along with the fees involved. Teams attending their first MTR may not know what to expect. A “Help” table, staffed by volunteers in the registration area, is a simple way to assist these teams.

Bicycle Storage

For most people, bicycle storage is a nice convenience. However, those people with extra long bikes such as recumbents, triplets, etc. rely on this service; it’s simply not practical to unpack their bikes every day. Many of these people will not attend your event if you don’t provide storage.

Prior to MTR 2011, racks were provided for bike storage. At the debriefing meeting at Shipshewana in 2010, it was agreed that riders must provide their own rack to support their bikes at

the storage location. One reason noted was the cost ($800) of transporting the racks from Rochester, MN to Shipshewana. But more significant was the volunteer labor required to pack the racks in a trailer, drive 500 miles, and unpack them into a storage unit. The current system is much friendlier to you, the organizing committee.

If your storage area will not accommodate the bikes of every entrant, you should add a line on your entry form requesting bike storage. If you suspect that you don't have enough space, then perhaps a charge for the service should be considered. In all cases, you should describe the storage facility and how the bikes will be secured. For a rough rule of thumb, use 30 square feet per bike to figure your storage needs. This number will take in account the actual bike space, plus space on the sides and walkways. At MTR 2014 we had about 6,000 square feet of space, and this held about 180 bikes. The 180 bikes in storage were just over 50% of the 352 teams at the rally.

The storage area should be open during scheduled hours only. These times should be noted in the MTR booklet and clearly posted at the entrance to the area. Typical hours are:

- Friday 2:00 p.m. - 10:00 p.m.
- Saturday 6:30 a.m. - 9:30 a.m.
- Saturday 2:00 p.m. - 6:00 p.m.
- Sunday 6:30 a.m. - 9:30 p.m.
- Sunday 2:00 p.m. - 5:00 p.m.
- Sunday 8:30 p.m. - 9:30 p.m. (closed during banquet)
- Monday 6:30 a.m. - 9:30 p.m.

Access to the storage area should be limited to people wearing their ID pouch. Bikes should be tagged with the team number and perhaps a description of the bike. The tag should be designed to reduce the chance of someone placing a counterfeit tag on a bike. Tags should be securely attached to the bike in a manner that is easy to see and doesn't affect the safe operation of the bike. A list of team numbers should be kept available should someone want to check their bike prior to receiving their registration packet. You may want to hire overnight security to watch over the bikes. Even though the bikes may be in a locked room, the cost of security is a small price as compared to a missing bike. You should post an emergency number on the storage room door so if bike storage is closed, a person can take a bike out in case of an illness or death occurs back home and the person has to leave immediately.

Check-In / Check-Out:

Bikes may be checked out only by a team member wearing their pouch that matches the tag on the bike. This policy should be noted in the MTR booklet, and prominently posted at the entrance of the storage area. Exception to this policy must be approved by either the committee person in charge of security or the MTR chair.

Plan for the mornings to be the busiest time of day when you operate your bike parking area. There will be a rush to remove bikes about 30 minutes before the ride start. Volunteers can help during the rush hour yet still make it to the start of the ride. During non-peak hours, two volunteers can handle the work load.

If bicycles are allowed in the host hotel rooms, have a plan to get the bikes out in the morning. Imagine 200 people with bikes waiting for an elevator!

Vendors

Plan to contact vendors who have attended the past few MTRs. You may also want to contact local shops. Typically, vendors are charged a fee of around $50 for each table provided. Inform vendors if they are responsible for sales taxes.

People tend to socialize in the vendor room, so select a room large enough to accommodate the vendors with space to spare. Select a room that can be locked at closing time.

Vendors should be informed in advance about details including setup time, parking, unloading, and display hours. The chairperson should provide a cell phone number to the vendors and be at the hotel on Friday to welcome and assist incoming merchants.

Typical hours are:

- Friday noon. - 4:00 p.m. (Vendor setup)
- Friday 4:00 p.m. - 9:00 p.m.
- Saturday 3:00 p.m. - 9:00 p.m.
- Sunday 2:00 p.m. - 5:00 p.m.

Be sure to tell vendors when they must be out of the room.

Seminars

Seminars allow people to get together and learn something related to bicycling. Traditionally, they are on Saturday afternoon and last about an hour. Recently, however, seminars have been in the early evening on Saturday. Plan to have about six seminars; three during the first session, and three during the later session. Presenters may be vendors, club members, or local experts. Possible topics are:

- Health and fitness.
- Cycling Tour/Trip Report.
- How to Purchase a Tandem
- Tandem Mechanics

Let the presenter know what is available at the facility. If possible, provide a projector to use with a laptop. It's always a good idea to test the projector with the laptop the presenter intends to use prior to the actual presentation.

Activities for Kids

While the seminars provide a break on Saturday afternoon between riding and dinner, they're directed towards adults. Why not give the kids something to do during this time? Hire a magician, clown, story teller, or perhaps show a movie to provide entertainment at the host hotel. You might even include a short talk on bicycle safety. Be clear as to whether parents are expected to attend with their children. Note: attendance by children has been down in recent years. Plan these activities based on your registration information.

Banquet

The banquet is a very popular event attended by about half of the entered teams.
Traditionally, the banquet is held on Sunday evening, but Ann Arbor had a very successful cookout on Saturday night in 2011. Sunday night may be easier for the committee because most of the work

for the weekend is done, and the committee can relax a little bit. On the other hand, many teams head home after riding on Sunday and miss the banquet. Entrants will plan to dress casually, so if you have a more formal dress code, be sure convey this to participants before the rally.

A typical banquet schedule

- Social hour: 5:00 p.m.
- Dinner: 6:00 p.m.
- Program & Entertainment: 7:15 – 8:15 p.m.

The meal is generally a buffet and should include vegetarian options.

The Program

There are several items to include in your program:

- Acknowledge the organizing committee. These people could be sitting in a group of "head tables."
- Present a 10 minute slideshow highlighting next year's rally.

Entertainment

It's your show; use your imagination (within budget). If the entertainment is going to be uninteresting or inappropriate for kids, be sure convey this to participants before the rally.

Decorations

Use your imagination and identify a theme for your banquet. It's nice if it can be tied to the area/club hosting the event. Traditionally, the table centerpiece is given to one of the teams at each table.

Door Prizes

Although not required, door prices make for a nice touch if you have time to solicit prizes
Solicit prizes from your vendors, local bicycle shops, and tandem manufacturers. Display the prizes in the registration area or vendor area. Post the winners around noon on Sunday. Do not draw names at banquet; it takes too long and it's boring!

Post Tour

A post tour ride is separate from the main event, and is optional. For a few people, the opportunity for some extra riding justifies driving 500+ miles to attend MTR. If your MTR is "off the beaten path," it may help attendance to host a post tour. Here are some suggestions:

- Make sure that your entry fee is high enough to get a commitment from the teams. You might do this by including a dinner or two in the entry fee.
- Set a minimum and maximum for the number of teams, and publish this in your flyer. If you don't get a sufficient number of people by the stated date, you might want to cancel.
- Host a welcoming dinner on Monday night.
- On the entry form, ask riders about their riding preferences such as distance, pace, etc.
- If the routes are properly planned, you can ride too! Just be sure to put your cell phone number on the maps.

Sample Volunteer Assignment Sheets

Friday, August 29, 2014 Volunteer Schedule

Registration – Open 2:00-9:00pm

1st Shift – 2:00-4:00pm

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

2nd Shift – 4:00-6:00pm

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

3rd Shift 6:00-9:00pm

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Merchandise Table – Open 2:00-9:00pm

1st Shift 2:00-4:00pm

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

2nd Shift 4:00-6:00pm (Merchandise Table)

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

3rd Shift 6:00-9:00pm (Merchandise Table)

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Storage –Open 2:00-9:00pm

1st Shift – 2:00-6:00pm

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

2nd Shift – 6:00-9:00pm

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Vendor's Room Open 3:00-9:00pm

	Name	Phone	Email	T-Shirt Size
1				

Saturday, August 30, 2014 Volunteer Schedule

Registration & Merchandise – Open 7:00-9:00am

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Storage –Open 7:00-9:00am

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Storage – Open 2:00-6:00pm

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Staging 8:30-9:00am

	Name	Phone	Email	T-Shirt Size
1				
2				

Communications – coordinated with Don Kirk and Ft. Wayne Ham club

SAG Ossian – Open 9:30-Noon
Shift – 8:00am-Noon – Set up & Take Down

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

SAG Hoagland Park – Open 10:00am – app. 3:00pm

1st Shift – 8:00 –Noon

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

2nd Shift – Noon – app.3:00pm

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Lunch – Hoagland Park – Open 10:30am -1:30pm

1st Shift – Set up 10:00am – Noon

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

2nd Shift – Noon – Take down

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

Workshops TBA Mike & Kay Baker

Sunday August 31, 2014 Volunteer Schedule

Registration & Merchandise – Open 7:30-8:30am

	Name	Phone	Email	T-Shirt Size
1	Kent or Anne			

Storage – Open 7:00-9:00am

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Storage – Open 2:00-5:00pm

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Staging 8:30-9:00am

	Name	Phone	Email	T-Shirt Size
1				

Communications – coordinated with Don Kirk and Ft. Wayne Ham club

Arcola Remote Start – 9:30am

	Name	Phone	Email	T-Shirt Size
1				
2				

SAG Arcola Elementary School – Open 9:30am – app 3:00pm

1st Shift – set up 8:00 – Noon

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

2nd Shift – Noon – take down

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

SAG – Morsches Park Columbia City – Open 10:00am-2:00pm

1st Shift –Set up 9:30am – Noon

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

2nd Shift Noon – Take down

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Lunch – Morsches Park Columbia City – Open 10:30am – 1:30pm

1st Shift – Set up 10:00am – Noon

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

2nd Shift – Noon to take down (Lunch – Morsches Park)

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				
5				
6				

Monday, September 1, 2014

Storage – Open 7:00-9:30am

	Name	Phone	Email	T-Shirt Size
1				
2				
3				
4				

Sample Post-Tour Entry Form

MTR Post Tour – September 1 thru 4, 2014 – Marion, Indiana
Registration Form (Page 1 of 2)

Post Tour Registration ONLY!! Please make your own reservations at the Hampton Inn, 765-662-6656, and tell them you are with the "Midwest Tandem Rally Post Tour" to get the post tour rate of $109/ night.
You must register for MTR before registering for the Post Tour. The Post Tour is limited to 20 teams; a waiting list will be kept to allow for cancellations.

Please Write Clearly – Especially Your Email Address – One Team per Form	
Captain Name:	Stoker Name:
Address:	Address (if different):
Street:	Street:
City:	City:
State & Zip:	State & Zip:
Email:	Email:
Emergency Contact – Name and telephone number of a person not at the post tour.	
Contact Name:	Contact Name:
Contact Phone:	Contact Phone:
Additional Riders: Include full names of ALL riders and children for liability release.	
3rd Rider Name:	4th Rider Name:
Address (if different):	Address (if different):
Street:	Street:
City:	City:
State & Zip:	State & Zip:
Email:	Email:
Emergency Contact – Name and telephone number of a person not at the post tour.	
Contact Name:	Contact Name:
Contact Phone:	Contact Phone:

Registration fees include Monday & Thursday dinners, maps, cue sheets, and SAG support.
Registration entry must be post marked before August 1, 2014.

Registration Fee	Amount	Quantity	Total
Team of two riders	$100		
Additional riders	$50		
Total Payment			

No refunds after August 1, 2014. Please mail check for the total payment to:
MTR Post Tour 2014
c/o Sue Jones
1234 Smith Dr.
Hoosierville, IN 46220

We will confirm your registration via Email, or you may send a stamped, self-addressed envelope with your registration form.

Waiver Agreement - must be signed by all riders! By signing below, I indicate that I have read and understand the attached Central Indiana Bicycling Association Consent and Liability Release and agree to the terms. If a rider is under 18, the waiver must be signed by a responsible adult.

Captain:	Age:	Signature:
Stoker 1:	Age:	Signature:
Stoker 2:	Age:	Signature:
Stoker 3:	Age:	Signature:

Central Indiana Bicycling Association CONSENT AND LIABILITY RELEASE — READ CAREFULLY!! WAIVER MUST BE SIGNED BY ALL RIDERS!!!

In consideration of Central Indiana Bicycling Association, Inc. ("CIBA") permitting me or my minor child to participate in CIBA events or activities, I, the undersigned, for myself and my heirs, next of kin, assigns, and personal representatives, do hereby agree to the following:

1. I understand that bicycling requires physical conditioning, and I represent that I am in sound medical condition, capable of participating in CIBA events, rides, and activities without risk to myself or others. I have no known medical impediment which would endanger myself or others. I agree that I will be solely responsible for the condition and adequacy of my bicycle, safety gear, and riding equipment. I will ride safely within the limits of my own abilities, my equipment, and the riding conditions, and in a manner so as not to endanger either myself or others.
2. I understand that my name, address, phone number, e-mail address, photograph, voice, and/or likeness may be used in promotional or advertising materials. I consent to such uses and waive any rights of privacy or publicity I may have in connection with those uses.
3. I understand that bicycle riding is a potentially hazardous activity which involves risks, inherent and otherwise, known or unknown, that cannot be eliminated which may cause injury, illness, paralysis, or death to myself, other persons, and/or damage to property. I further understand that negligence of CIBA, including its officers, members, volunteers, and sponsors, or other risks associated with CIBA events or activities may cause injury, illness, paralysis, or death to myself, other persons, and/or damage to property. Some of the risks associated with CIBA events, rides, and activities include, but are not limited to, equipment failure, collisions with other riders, terrain, objects, or vehicles, and known or unknown medical conditions. I assume full and sole responsibility for all risks, both known and unknown, inherent or otherwise, related to the CIBA events, rides, and activities. Further, I am voluntarily participating in this activity with knowledge of the risks and fully accept and assume all risks related to or arising from CIBA events, rides, and activities. 4. Acknowledging that such risk exists, I PERSONALLY AND ON BEHALF OF MY MINOR CHILD, HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE CIBA, ITS OFFICERS, OFFICIALS, MEMBERS, VOLUNTEERS, AND SPONSORS, and the officers, directors, employees, representatives, agents, insurers, and successors of all the above (hereinafter individually and collectively referred to as the "Releasees") from any and all claims, damages, losses, actions, suits, proceedings, breach of contract actions, wrongful death actions, expenses, attorney fees, and liability that I, anyone on my behalf, my heirs, next of kin, or minor child might have for, or relating to, any injury, including death, to my person or that of my minor child or property suffered or claimed to have been suffered by me which arises out of or is related in any manner, either directly or indirectly, to my or my minor child's participation in any CIBA event, ride, or activity or my assistance at any CIBA event, ride, or activity, including but not limited to, any claim that the act or omission complained of was caused in whole or in part by the negligence in any form of the Releasees.
5. I further agree to INDEMNIFY, HOLD HARMLESS, AND DEFEND in any action or proceeding Releasees against all lawsuits, losses, damages, actions, suits, proceedings, and expenses, including attorney's fees and costs arising from or relating in any respect to my or my minor child's participation in any CIBA event, ride, or activity, or my breach of this agreement, regardless of whether the act or omission complained of was caused in whole or in part by the negligence in any form of the Releasees. CIBA Volunteers have no duty to indemnify, defend, or hold harmless the Releasees.
6. This document is governed by the laws of the State of Indiana. If one or more portions of this document are found unenforceable, the remainder of the document will remain enforceable. If I am a minor, my parent or guardian is also signing individually and on my behalf and we both agree to be bound by the terms of this agreement. I have read and fully understand this Waiver and Release of Liability and Indemnity Agreement and agree to be bound by its terms. I understand that by selecting this check box I may be waiving certain legal rights, including the right to sue CIBA or any of the Releasees. I have read this document and checked the check box freely and willingly.

Midwest Tandem Rally History

This history was created mainly from the MTR Rally Booklet provided to participants at the individual events. Rosemary Thomas attended many of the early rallys, and she provided many of these booklets. Of particular help was the 1995 Rally which included a twenty year history of MTR. Although the author of this twenty year history is unknown, the ’95 rally was held in Indianapolis and chaired by Keith Conaway. If you have corrections or additions, please email them to ja_calhoun@indy.rr.com

Since 1976 several clubs have hosted MTR. Generally, but not always, these club have been tandem specific clubs. Many of these tandem clubs use acronym names of animals. To give you a list of these names and the states that have participated, we start with a list of MTR hosts.

State	Year(s)	Current Club Name
Illinois	’79,’84,’88,’01,’08,’15	CATS - Chicago Area Tandem Society
Indiana	’76,’85,’95,’04,’10,’14	HOOTs - Hoosiers Out On Tandems
Iowa	’81,’82,’92,’06	PIGS – Paired Iowans Going Somewhere
Kentucky	‘78	
Michigan	’87,’93,’99,’05,’11	MUTS – Michigan United Tandem Society
Minnesota	’83,’90,’94,’01,’09	LOONS – Twin Cities Tandem Club
Missouri	’80,’02	
Nebraska	‘98	CRANES (Couples Riding Around Nebraska)
Ohio	’89,’97,’03,’13	GOATS – Greater Ohio Area Tandem Society
Wisconsin	’77,’86,’91,’96,’07,’12	COWs – Couples On Wheels

1976 – Kokomo, IN – 35 teams
Hosted by Mont and Pam Williams and the Kokomo Wheelmen

L-R: Red & Donna Reiter, Roger & Mary Ann Premo, Rudy & Kay VanRenterghem - all from Michigan – photo courtesy of Rosemary Thomas

“Midwest Tandem 76,” the first Midwest Tandem Rally was held on Labor Day Weekend. Thus the tradition of hosting MTR on this holiday weekend began. Dave and Karen Fry rode from Kansas City, Mo, but the 450 mile trip gave Dave an injured Achilles tendon and he missed the first two rides. Karen, however, found Dan Minor and Doug Bray to captain for her on these days!

Three days of riding included a 40 mile tour of Amishland, a Wabash River Valley century, and a 60 mile tour to the Mississinewa reservoir and Peru. The first rally was patterned after "Tandem '75" which was billed as the "National Tandem Rally," but actually drew mainly people from the east coast. At Sunday evening's banquet, the formation of the Tandem Club of America (TCA) was announced. Lew and Rosemary Thomas proudly represented CIBA at the event.

photo courtesy of Rosemary Thomas

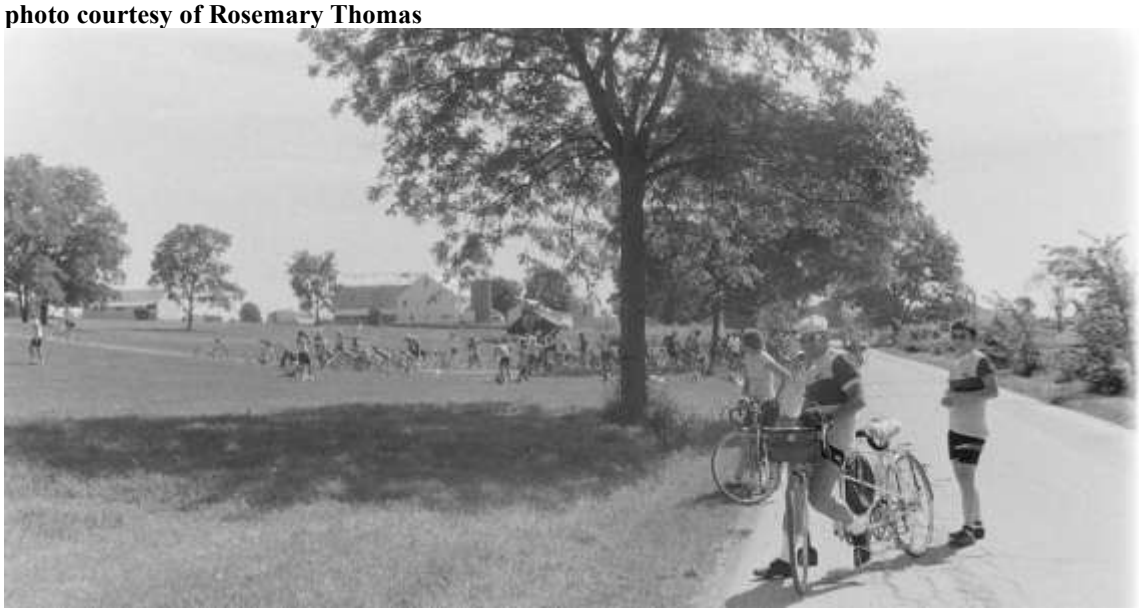


photo courtesy of Rosemary Thomas

1977 – Kenosha, WI – 32 teams

Hosted by Tom and Sheila Harrington and the Kenosha Roadrunners

"Midwest Tandem Rally" included three days of riding. Teams rode around the famous 1/5 mile Washington Bowl National Bike Racing Track on Saturday. Monday's ride was called a "Breakfast Ride," and took riders to Illinois Beach State Park in Zion, IL. Thus a tradition was started that continues to today.

Riding on the Washington Bowl - photo courtesy of Rosemary Thomas

1978 – Louisville, KY – 38 teams
Hosted by Stewart and Deborah Prather and the Louisville Wheelmen.

"Midwest Tandem '78" included a visit to Churchill Downs, home of the Kentucky Derby. Many teams took an optional Saturday evening cruise and dance aboard the Belle of Louisville; the last authentic sternwheeler steamboat in America. The "Belle" will celebrate her 100th anniversary in October 2014.

1979 – Springfield, IL – 40 teams
Hosted by Dave and Deb Ringland

The event included tours of President Lincoln's home and tomb.

1980 – St. Charles, MO – 46 teams
Hosted by Steve and Karolyn Reker

Teams watched a play aboard the Goldenrod Showboat on the St. Louis riverfront

1981 – Des Moines, IO – 18 teams
Hosted by Leon and Avonelle Moss

The MTR '81 patch was designed by Avonelle and showed cookie monsters on a tandem. John Karras, co-founder of RAGBRAI, presented the Sunday evening program during the banquet. He showed the movie "SAGBRAI" shot during the "Second Great Bicycle Ride Across Iowa."

1982 – Coralville, IA – 79 teams
Hosted by the Quad Cities Bike Club including Bruce and Becky Perry, Denny and Paula Peterson, Bill and Peg Langan, Paul and Cindy Scheibulhut, and Don Davis.

Notable for this event is that several cities made presentations for MTR'83.

1983 – Plymouth, MN – 138 teams
Hosted by Doug Laird and Barry Peterson with the Twin Cities' Tandem Club (TCTC)

The event's patch was a Raggedy Ann and Andy theme. Sunday's ride showed off the Twin Cities' famous parkway system with a stop at Minnehaha Falls for lunch. The banquet featured a presentation by Marilyn and Jon Grinois on their ten month honeymoon tandem trip around the United States. Elizabeth Young also talked about her 1938 trip that she and her husband, Jim, took from San Francisco to Virginia Beach and back.

1984 – Dundee, IL – 128 teams

"WHOOPIE IN DUNDEE!" was the theme for MTR'84. It was first exhibited at MTR'83 by a lively group of Hoosiers wearing spiffy green T-shirts. Events included a "Whoopee Hour" reception and a "Whoop 'n Holler" square dance. History was started with the organizational meeting of the CATS (Chicago Area Tandem Society).

1985 – Anderson, IN
Hosted by Wayne and Phyllis Shirey with the Delaware Cycle Club and Bruce and Beth Bailey

Saturday's ride went to Elwood, the boyhood home of Wendell Wilkie, where a glass factory was visited. Sunday's rides went to the 1836 village at Conner Prairie where lunch was served. Mondays ride went to Mounds State Park, home of the Adena people from 1000 B.C. to 200 A.D.

1986 – Oshkosh, WI – 134 teams

Oshkosk is the home of "The Worlds Greatest Aviation Celebration," and Saturday's ride went to the Experimental Aviation Association Museum. On Sunday morning the LOONs from the Twin Cities Tandem Club met with the CATS from Chicago, culminating with a parade of pink Oshkosk-clad CATS

1987 – Grand Rapids, MI – 112 teams
Hosted by Wayne and Sarah Christensen

The events included a bicycle shorts and tan contest. On Sunday's ride the CATS and LOONS showed up wearing matching T-shirts imprinted with tandems ridden by Loons and Pink Panthers.

At the banquet, many CATS attended with pink ears, white faces, and pink tails. A four foot tall pink panther was also in attendance.

1988 – Springfield, IL – 150 teams
Hosted by John and Marcey Werthwein, along with Dave Stjern

Springfield was the first city to host two MTRs. Sunday's ride went to New Salem, the restored village where Lincoln spent his early adult years. The banquet was attended by CATS wearing tuxes and top hats and featured the Pink Panther again. COWS (Couples on Wheels) brought their mascot, IMA COW.

1989 – Cleveland, OH
Hosted by Jeff and Becky Farmer, Earle and Laura Reynolds, Candy Anker and Ken Roehl, and Bruce and Diane Shelton.

Monday's ride went to Lawnfield, the James A. Garfield home in Mentor, OH.
The LOONS appeared in pink "Celebrate Minnesota" shirts and Loon scarves.

1990 – Minneapolis, MN – 207 teams
Hosted by the Twin Cities Tandem Club (TCTC)

Before the banquet a fabulous array of costumes appeared; black CATS, pink CATS, Garfields, etc. After all were seated, the COWS' "Roamin' COWncil from WisCOWsin" paraded through the room to the sound of trumpets. They dressed in Roman Togas carrying a black and white cow with stick legs high over their heads. One COW even had horns and an udder.

1991 – Waukesha, WI – 274 teams
Hosted by Steve Giles and Liz Brasure

The "Roamin" COWncil welcomed riders right on schedule even though they had a large obstacle put in their way when the original host hotel canceled out due to new ownership.

1992 – Des Moines, IA – 334 teams
Hosted by Duane Bain, Ernie Fisher, Doug Landphair, and Loraine Lawler.

"Putting on the RITZ (Ride Iowa's Tandem Zone)." Mayor John "Pat" Dorrian, an active tandem rider, gave everyone a nice send off to the ride on Saturday by singing "Happy Trails to You." Saturday's lunch was hosted by the Iowa Pork Producers and included homemade cookies. Riders finished the day in a constant rain. The banquet had a costume contest put on by the COWS and MUTTS and the speakers were Bob Breedlove and Lon Haldeman. Bob and Lon presented a thrilling account of their Race Across America on a tandem.

1993 – Lansing, MI – 420 teams and 58 single riders
Hosted by MUTS (Michigan United Tandem Society)

Tandem of Indiana Society members at the start - photo courtesy of Rosemary Thomas

The COWS performed the CAT_MUT_LOON_COW Choo Choo song and card stunt.

Pardon me TOIS
Is that the CAT_MUT_LOON_COW CHOO-CHOO
Riding along
Singing a Song

Peddling their bikes
They're making tracks to come to Lansing
Hopin' the rain
Won't fall like last year again

They come from Illinois, Wisconsin, Iowa, Michigan,
Ohiio, Minnesota, Indiana and then
Crooning while they're peddling, proving that they can't sing
Riding to the Lansing Midwest Tandem Rally

Fueling up our engines at a rest stop or two
Riding on a tandem give the stoker a view
Most the rides were easy
Thanks to Spike and Fifi
Rochester is next year for the CAT_MUT_LOON_COW CHOO-CHOO

EVERYONE SING ALONG!!! EVERYONE SING ALONG!!! EVERYONE SING ALONG!!!

Pardon me TOIS
We can see the CAT MUT LOON COW CHOO-CHOO
Is still chugging along
Always singing a song

We love the COWS

And all the little songs they sing as they roam

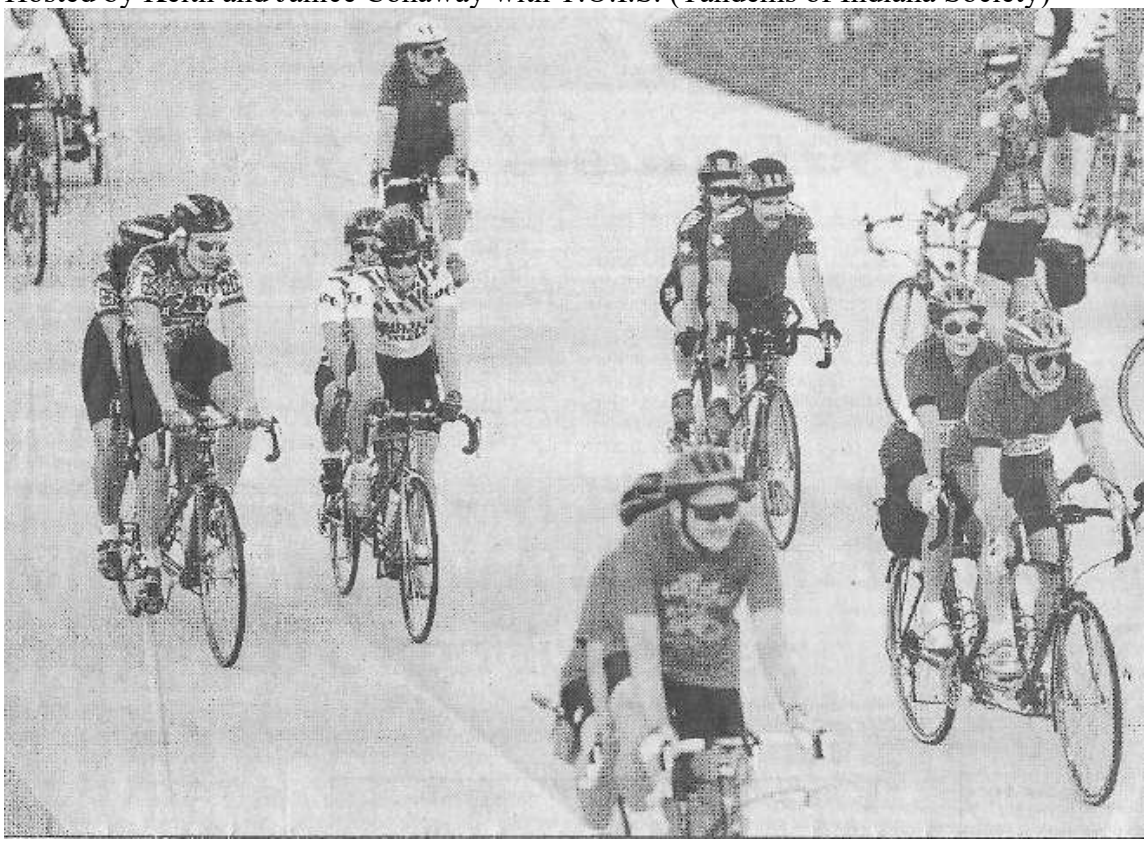
So CAT MUT LOON COW CHOO-CHOO
Won't take us all home.

Sung to the tune of "**Chattanooga Choo Choo**" by Harry Warren and Mack Gordon and originally recorded by Glenn Miller and his Orchestra. Lyrics by Jim Noll of the COWS.

1994 – Rochester, MN – 463 teams
Hosted by Tom and Karen Williamson and the RACCOONS (Rear Admirals and Captains Cycling Only on NonSingles)

Rides included loops to Elgin and Pine Island, and many teams got they're first exposure to hills. A Schwinn Doubletime tandem was given away at the banquet, and a Burley Rock 'N Roll was raffled off.

1995 – Indianapolis, IN – 557
Hosted by Keith and Janice Conaway with T.O.I.S. (Tandems of Indiana Society)



Riders on the Major Taylor Velodrome – Photo by Jim Young of the Indianapolis News

"Back Home Again in Indiana," gave teams the opportunity to ride around the Major Taylor Velodrome on Friday night. Rides included routes to Zionsville and Lebanon. Entertainment was by cyclist Reed Steele who is well known for his performances at the Hilly Hundred each fall.

1996 – Appleton, WI – 532 teams plus 55 additional riders
Hosted by Greg Brock, Dolores Hagen, Jim Noll, and Tom Thalmann and COWs

"Cruisin' With the COWS" and was the fourth MTR held in Wisconsin. Saturday's route went to Wrightstown where lunch was served. Sunday's route went to High Cliff State Park, with lunch at the top of the hill in the park. A "Post Tour" was held in Door County under the leadership of Suzanne Cannon.

photo courtesy of Rosemary Thomas

1997 – Dublin, OH – 652 teams plus 54 other adults, plus 53 towed non-pedalers
Hosted by Dick Denning and Donna Boutilier and GOATS

"…and the animals came two by two to Dublin and the Columbus Zoo…" Saturday's route went through Muirfield and the Jack Nicklaus Golf Courses, along a rolling, shaded river route, by a converted train station and through Midwest farmland. Sunday's route featured parks, llamas, Amish farms and choices of horse farms, a small-town ox roast and glacial moraines. The "Safari Feast Buffet" was held at the Columbus Zoo, with zoo activities before the banquet.

1998 – Omaha, NE – 353 teams
Hosted by CRANES

"Party the Plains," replaced the traditional Friday Ice Cream Ride with an ice cream walk due to traffic concerns. The destination of the walk was the soda fountain at the Durham Western Heritage Museum. Saturday's ride explored the rolling countryside, with lunch provided in Fort Calhoun at the high school on the north side of town. Sunday's ride crossed the Missouri River and into western Iowa. The route passed by Offutt Air Force Base, home of STRATCOM (formerly Strategic Air Command headquarters).

At the Start in Omaha - photo courtesy of Rosemary Thomas

1999 – Midland, MI – 539 teams plus 33 others
Hosted by Jim and Barb Meterns, Lew and Renae Pavlovich, and MUTS

Don, Chris, Leslie & Walter - photo courtesy of Don Kirk

"The Last Great Rally of the Century" featured a dog bone shaped license plate. Saturday's ride followed the Pere Marquette Rail Trail to the town of North Bradley. Sunday's route followed the Chippewa and Pine rivers. After the event, Jim Noll, with help from the steering committee, wrote MTR Made Easy, a guideline for hosting an event.

2000 – St.Charles, IL
Hosted by Tom and Sherry Masters and CATS

2001 – Duluth, MN – 393 teams plus 29 others
Hosted by LOONS and the Velo Duluth Bicycle Club

photo courtesy of Don Kirk

"A Duluth Odyssey" visited the port city on the western tip of Lake Superior. Friday's ride took teams to the end of Park Point, a peninsula dividing the Duluth Harbor from Lake Superior. On Saturday, the routes featured the Willard Munger State Trail with a return on Skyline Parkway. Sunday's route followed the north shore of Lake Superior. The rally was covered by the Duluth News Tribune whose story ended with "PIGS might not fly, but they certainly bike."

2002 – Kansas City, MO – 309 teams

“Goin’ to Kansas City” combined the hills and flatlands of western Misouri.

Tandem Vendor Area - photo courtesy of Rosemary Thomas

2003 – Dayton, OH
Hosted by Donna Boutilier and Art Fabian and GOATS

“Celebrate in Dayton,” celebrating a decade as GOATS, the centennial of flight, and the bicentennial of the state of Ohio. Friday’s rode included a scavenger hunt and multiple ice cream parlors. Saturday’s route went to Young’s Jersey Dairy in Greene County and also visited the largest working grist mill in the country. On Sunday, riders traveled to Hueston Wood State Park in eastern Ohio.

2004 – Columbus, IN – 477 teams
Hosted by Don and Dolly Craft, Charlie and Diane Zaharako, and HOOTs

Newlyweds Doug & Denise along with John & Madelyn in the fog Saturday morning – photo courtesy of Dolly Craft

"Different by Design" is the trademark of Columbus and it became the theme for the rally. Saturday's routes went to Anderson Falls and the town of Hope, IN. Saturday ended with a free concert and fireworks. Performing at the concert was Davy Jones, formerly with the Monkees. Sunday's route ventured into the hills of Brown County, passing by Grandview Lake, the Story Inn, and the Spears Gallery.

2005 – Grand Rapids, MI
Hosted by GOATS

photo courtesy of Don Kirk

2006 – Cedar Rapids, IA

The PIGs Mobile? - photo courtesy of Don Kirk

2007 – Appleton, WI – 408 teams
Hosted by COWS

Appleton at its Best - photo courtesy of Don Kirk

"Tour de Fox Valley" was the second rally held in Appleton. On Saturday, rider went past the Trestle Trail Bridge which is 1600 feet long and crosses the Little Lake Butte des Morts. Sunday's route went to High Cliff State Park for lunch. The park borders Lake Winnebago, which is the largest lake completely within Wisconsin.

2008 – Springfield, IL – 333 teams plus 35 others
Hosted by CATS

Mass Start in Downtown Springfield – photo courtesy of Don Kirk

"Linkin' the Midwest" was the third visit of MTR to Springfield. Again, the Lincoln presidency provided countless tourist opportunities.

2009 – Rochester, MN – 288 teams
Hosted by LOONS

Danny, Rhonda, Don & Dolly Exploring the Minnesota Countryside – photo courtesy of Dolly Craft

All routes started at the Mayo Civic Center and explored the hills of central Minnesota.

2010 – Shipshewana, IN – 475 teams

Hosted by Don and Dolly Craft, Danny Graber and Rhonda Yoder, and HOOTS

The Mass Start on Saturday in Shipshewana – photo courtesy of Dolly Craft

photo courtesy of Don Kirk

"Ride to a Slower Pace" was held in Shipshewana, a town of 658 people in the heart of Amish country. This small size allowed very short transit zones into the quiet roads of northern Indiana. Lunch on Saturday was provided by an Amish family, and after lunch, root bear floats were sold at a road-side stand. Sunday's route went past Shipshewana Lake with a loop into Michigan.

2011 – Ann Arbor, MI – 347 teams
Hosted by Joel Hakken and MUTS

Sunday Rest Stop in Hell, MI - photo courtesy of Don Kirk

Saturday's route headed north to the lunch stop at Island Lake State Recreation Area. On Sunday, teams headed west, with the obligatory stop in Hell, MI. The banquet was very enjoyable and unique. It was held outdoors at German Park on Saturday. Food was excellent, but severe weather (bad enough to shorten the University of Michigan football game) shortened the cookout.

2012 – Middleton, WI – 382 teams
Hosted by John and Joan Laabs and COWS

"Welcome to Middleton Party" hosted by Capital Brewery Cycling Club – photo courtesy of John Calhoun

"Meet Me in the Middle" explored the beautiful roads of central Wisconsin. Saturday's route headed through some hills to the town of Lodi for lunch. Sunday's route went to scenic August Derleth Park for lunch. Perhaps the highlight of the weekend was "Welcome to Middleton" party hosted by the Capital Brewery Cycling Club.

2013 – Fairborn, OH – 346 teams
Hosted by Chuck and Pam Kulhanek, GOATS, the Dayton Cycling Club, and the Westerville Cycling Club

Anne & Kent at the Mass Start at Wright State University – photo courtesy of John Calhoun

"GOATS Going Green" was headquartered on the south side of Wright State University. Routes were on the scenic and smooth roads of central Ohio. Saturday's lunch was at Young's Jersey Dairy Farm and the route included a century option. Sunday's ride included a stop at the 9-11

memorial at Beavercreek Station. The banquet featured Tom Hinkle from The Bicycle Museum of America in New Bremen, OH. Seven teams from HOOTs rode from Indiana to the event.

2014 – Fort Wayne, IN – 350 teams
Hosted by Kent and Anne Ellis and HOOTs

Susan and Grant from Ingleside, IL - photo couresy of Susan Pribyl

"Rally 'Round the Fort" was hosted in downtown Fort Wayne. Many of the routes followed the Wayne Trace, where General Mad Anthony Wayne's army marched in 1794. Saturday's route went to Ossian and then to Hoagland for lunch. Sunday's route went to Arcola and then Columbia City's Morches Park for lunch. The post tour was headquartered in Marion, and had a Garfield theme.

2015 – Rockford, IL – 265 teams
Hosted by Sam Waterstreet and CATs

The Sock Monkey made a final, grand appearance at the banquet

Rock'N Rockford was the theme for the 40th annual rally. The event included a Friday night social at the host hotel. Saturday's route went northeast to the rest stop at Capron and Sunday's route went southeast with a rest stop in Kirkland. Lunch was provided at Spencer Park in Belvidere for both rides. Unique to this event was a dual mass start; one at the host hotel, and one at the bike storage facility.