

PWTC SIGN IN POLICY AND PROCEDURES

Due to the need to protect the PWTC and its representatives (Board of Directors, Ride Leaders, and Special Event Coordinators) from legal liability in the event of an accident or death on an official PWTC ride, the Board of Directors has passed a formal policy that all riders must sign the release on the ride sheet, the membership application, and special event application form in order to participate in club rides.

This policy was presented and adopted at the May 19, 1997 Board Meeting. In addition, the policy was printed in the June 1997 Quick Release in its entirety.

1. All riders, both members and nonmembers, must sign the **RELEASE OF ALL CLAIMS** on the ride sheet to participate in a PWTC ride.
2. It is the responsibility of the ride leader to attempt to obtain everyone's signature on the ride sheet.
3. If a rider does not want club mileage a zero should be placed in the **Miles** column. The rider should print their name and sign in the proper column. An emergency phone number is also desirable, but not mandatory.
4. If a rider does not want to sign the **RELEASE**, the ride leader should inform the rider that a signature is for the purpose of protecting the club representatives from liability, in the event of an accident or death on a ride.
5. If the rider still refuses to sign the **RELEASE**, the rider should not be given a map and informed they are officially not a part of the ride in front of witnesses. The rider should also be asked to leave ahead of the rest of the group and not ride with the club.
6. If a PWTC member persists in refusing to sign the **RELEASE**, the ride leader should report the problem to the Road Captain or Club President.
7. Someone from the Board of Directors should contact this member to inform them of the purpose of the **RELEASE** and to find out why they won't sign.
8. The Board of Directors shall discuss each incident on a case by case basis and make recommendations.