



Cycle Touring Association of WA

Guidelines for leading a cycle tour

How to plan and lead a group cycle tour

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Table 1: Cycle touring framework - a guide for selecting the type of tour

Types of cycle touring	1 Fully supported, camping	2 Partly supported, camping/hotel	3 Single location, day trips	4 Light weight ('credit card'), hotel	5 Part pannier, camping	6 Full pannier, camping & cooking
Examples	OYB, other state cycling association tours		Sustainability tours		Gingin Discovery Tour 2012	Pemberton to Perth, SW Queensland trip
Tour elements						
No. of participants	80-130 to 1000	8-14	10-25	2-5	10-25	10-25
Duration	5-10 days	5-10 days	3-5 days	3-7 days	3-7 days	3-10 days or up to 5 weeks
Location	SW, ES	SW, ES	SW	SW, ES	Near Perth, ES	SW, ES or overseas
Getting there and back	Hire bus	Hired mini bus and bike trailer	Own vehicle	Bus or own vehicle	Train or own vehicle	Bus or own vehicle
Distance covered	60-80 kms/day, 400-600 kms total	60-80 kms/d, 400-600 kms total	60-80 kms/day, 200-400 kms total	50-60 kms/d, 200-400 kms total	60 kms/day, 180-400 Km total	60 kms/d, 180-600 Km total
Route	Extended, linear	Extended, linear	Circular daily	Circular or linear	Circular	Circular
Features	Pick features along route beforehand	Pick features along route beforehand	Pick features for each day route	Explore features as you go	Pick route to suite features	Pick route to suite features
Gear carried on bike	Minimal - raincoat, lunch etc.	Minimal - raincoat, lunch etc.	Minimal - raincoat, lunch etc.	Little gear - clothes & basics only	Medium gear - clothes & camping gear	Full gear - clothes, camping & cooking
Gear carted for you	Truck carts all gear to next venue	Mini van carts all gear to next venue	None - stays at venue	None	None	None
Food	Breakfast & dinner catered, buy own lunch	Provide own breakfast, lunch and dinner	Provide own breakfast, lunch and dinner	Buy all food	Provide own breakfast but buy lunch and dinner.	Carry and cook food
Accommodation	Tent on town ovals etc.	Hotel or camping at caravan park	Rented accommodation or camping at caravan park	Hotel, b&b etc. prebooked or find as you go	Tent in caravan park	Tent in caravan park
Cost & payment arrangements	\$600 (\$70/d) collected in advance	Accommodation and food	Accommodation and food	Accommodation and food pay as you go	\$80-100 (\$30/d) each pay as you go	Accommodation and food pay as you go
Effort to plan and run event	High	Moderate	Moderate	Low	Moderate	Low to Moderate

Notes:

1. There are many different types of tours, with variations and combinations of the typical types shown above
2. Tour element characteristics indicated above are typical only, for illustration purposes - actual situations can vary from these
3. Tours can be on sealed roads, unsealed roads, off road (e.g. Munda Biddy) or a combination of these.

Table 2: Steps for planning and running a group cycle tour event

Stage Step	Timeframe (time before event)	Comments
1 Initial planning Run the idea past the CTA committee & get info on financial arrangements (expenses and payments etc) Determine dates and duration of tour Define objectives for the tour Determine type of touring & average distances/day Explore options for location/general route Decide on location/general route Choose towns/sites for accommodation Check accommodation availability	15-18 weeks (Due to newsletter lead time & committee approval)	Timeframe could be up to 18 months before an event for an extended tour to give participants enough advanced notice to plan and prepare for the event
2 Advertise tour & call Expressions of Interest (EOI) Prepare tour ad for newsletter Assemble EOI participant & email list	12 weeks	
3 Armchair tour planning Draft tour route map (Google maps) Draft tour itinerary	10 weeks	
4 Initial reconnaissance field trip Drive route, check distances Check out and confirm accommodation Check out features Check out food arrangements	5 weeks	Optional step that may not be necessary or practical for some types of tours. Could be done by phone or internet.
5 Firm up tour plan Accommodation Features Food arrangements Revise tour map and itinerary Consider distribution of a dedicated email to members to promote tour if EOI numbers are low Prepare tour information sheet with map link & itinerary Email info sheet to EOI participants and confirm attendance	4 weeks	
6 Final reconnaissance field trip Confirm route, distances Confirm accommodation Confirm features Confirm food arrangements	3 weeks	Not always necessary, depends on the type of tour.
7 Finalise tour plan Finalise tour map and itinerary Send final tour information sheet, map & itinerary to participants Confirm tour start time and location with participants Arrange someone to write article and take photos	1 week	
8 On tour Tour sheets - participants list, itinerary, accommodation & venue contact details Assemble group and explain before each stage		

Lead and pick 'tail end Charlie' (where appropriate) Keep track of group and timetable		
9 Post tour Get article and photos to newsletter editor Write tour review notes and pass on Send completed participant's list to CTA		

Notes:

1. The above stages and steps are a comprehensive generic list that will need to be modified to suit each of the different types of tours.

Tour supporting information:

1. Tour information sheet

Prepare a brief description for participants with the following key information on the tour:

- a. Tour title and date
- b. Brief welcome and introduction paragraph
- c. Itinerary – brief description of the ride each day, accommodation and the distance travelled. Include hyperlinks to websites for any venues or features that will be visited.
- d. Tour map – hyperlink to Google map of the route
- e. Meals – clarify what meals can be bought along the way or have to be provided by the participant and what cooking facilities there may be.
- f. What to bring – clarify what camping gear, eating/cooking gear and other gear will need to be brought
- g. Costs – clarify expected camping or accommodation fees, meal costs and the cost of any venues that will be visited. Also clarify if any upfront fees are required or if participants will pay as they go.
- h. Contact details – provide leader(s) contact details, particularly mobile number

2. Tour map

Develop a map of the tour in Google maps or other suitable application. This is required for tour planning and use in leading the tour. An electronic copy of the tour map should be provided to all tour participants for their use in tour preparation as well as on the tour.

3. Tour itinerary

Prepare a table summarizing the key information for each day – location, route, times, distances and venues. Include accommodation and venue contact information for use during the tour. Best done with a spreadsheet to calculate cumulative distances etc.

4. Tour participants list

Assemble a list of potential participants from the very beginning. Update and amend the list as you go during the tour preparation process to keep track of possible and confirmed attendees, their key contact information and any preferences for venues etc.

5. Tour email list

Use the tour participants list to prepare a group email list and update it as you go. This is essential for keeping people informed about the tour, confirming attendance etc. Most email services such as Yahoo, Gmail etc., have the ability to put email contacts into a named group and then add or remove contacts from the group list.