

League Cycling Instructor Certification Seminar

Information for Site Facilitators and League Coaches

Certification as a League Cycling Instructor (LCI) requires the meeting of some specific prerequisites and the successful completion of a 23-hour seminar arranged by a Site Facilitator (SF) and conducted by a League Coach (LC). [League Coaches are experienced LCIs who have completed an apprenticeship under other League Coaches.]

Some of the responsibilities listed for the LC and SF may overlap, or require the efforts of both individuals. Tasks, timelines and MOU forms for both positions are included in this document.

Finding a Site Facilitator

Often the first step toward a successful seminar is an expression of interest from an agency, organization or member of the community. The contacting person is usually asked to serve as Site Facilitator for the new seminar or recommend someone within the community for that role. The SF responsibilities and the timeline for performing them is the purpose of this document and the specifics are enumerated below. The Site Facilitator is the key person, on the scene, for ensuring a successfully planned LCI Certification Seminar.

Setting the date

The SF will propose primary and alternate dates for the seminar. [The dates proposed for the seminar should be at least 90 days on down the road from the assigning of a SF.] This is a starting point, but not a certainty at this time. The following steps must occur. The SF will poll potential applicants regarding their availability to attend a seminar on the proposed dates and will ensure that the site facilities and assisting LCIs are available on those dates.

After making contact with the League's LCI Seminar Coordinator, locating a site and tentative dates for the seminar and confirming with the Seminar Coordinator that a coach is available, the SF will complete, sign and submit the attached Memorandum of Understanding (MOU) to serve as Site Facilitator.

The SF will then turn to the task of seeking out qualified individuals interested in becoming LCIs, assisting them with proper submission of their application/waivers and further assisting them through the qualifying process.

The LC, upon assignment, will establish communications with the SF and coordinate the establishment of an actual agenda/schedule for the seminar allowing the SF to better schedule the facilities and the candidates to plan their accommodations.

When the seminar dates are firmly set, the seminar will be listed on the League Website and promotion efforts will begin.

After specific dates are confirmed by the League and placed on the calendar, the SF will coordinate with the LC in fulfilling such needs as classroom space, audio/visual equipment, and parking lot or other on-bike drill space. The SF will also research and plan a ride route that best meets the needs of the LC's time allotment and the road test criteria.

Most seminars will start on a Friday, usually in the afternoon or evening, and continue through most of the day Sunday.

Each seminar includes a night ride so candidates should be told to bring headlights and tail lights or legal rear reflectors (and any other conspicuity gear or clothing they wish to use or discuss).

The SF may (optional) develop home stay accommodations for the LC and out-of-town candidates.

Timeline:

At least 90 days prior to the seminar:

League staff agrees to a potential site city for a seminar and confirms the dates.

A Site Facilitator is officially selected (MOU submitted and accepted). [The SF may be a potential seminar candidate, an LCI or as the last choice the LC if from that location.] The SF is always someone local who is willing to make the seminar happen. Communication between the LC and SF is essential since the LC is usually not available on site until the seminar and is often unfamiliar with the site city. [All email communication between the SF and LC should also be copied to the Seminar Coordinator, keeping them in the loop.]

League Education staff will post the seminar details on the Website and will send notification to other potential candidates around the country who have expressed an interest in attending a seminar or who previously attended a seminar, but did not receive certification.

The SF will begin promotion of the seminar and screening of qualified applicants.

The seminar requires a minimum of 10 paid and qualified candidates and a maximum of 15. Dealing with additional candidates will require special permission or an additional seminar.

Candidate Qualifications:

To become qualified LCI candidates, applicants must be experienced and knowledgeable cyclists with credibility within their local cycling community. Before attending the LCI Certification Seminar, applicants must become member of the League (\$35/year) and must have completed a Smart Cycling Traffic Skills 101 course (9-hours divided between classroom and on bike) and receive a score of 85% or better on the written exam and 90% or better for their on-bike score.

Site Facilitators with questions about prerequisite experience and knowledge should contact the assigned LC or League Education staff with their questions.

At least 30 days prior to the seminar:

Completed applications for all potential candidates must be in the League office 30 days before the seminar date except by special authorization. The best way for the SF to ensure that a seminar meets this requirement is to make sure that candidates have application/waiver forms, that they complete them and that they transmit them to the League office (Attn: Seminar Applications). To avoid getting behind the curve, the SF should begin screening early and obtain commitment from more than 10 potential candidates even though they may not yet have completed their TS 101 prerequisite. [Candidates may indicate on the application/waiver when and where they are scheduled to take TS 101. The LC will later confirm their scores before admitting them to the seminar. The SF needs to keep the screened candidates ahead of the deadlines.

In the course of reserving a suitable classroom facility, a parking lot or similar secure space for drills and one or more ride routes, the SF should check with the property owner(s) to discuss liability issues and have proof of insurance coverage issued by the League's insurance agent if required. [The insurance company will send a proof of insurance document if requested by the SF.] The locations should be secured as early as possible and the maps or cue sheets of the ride routes sent to the LC for examination and approval.

Reminder: Each applicant must become a members of the League of American Bicyclists and submit their completed and signed seminar application/waiver form to League headquarters in Washington, DC, by this date (30 days prior to the seminar) along with their registration fee of \$200. If another entity is paying the registration fee for a candidate, that entity must submit the fee by this date or make other arrangements with the League office. Application/waivers must be submitted to the League and not just collected and filed at the local level.

Upon completion of application requirements

Upon receipt of a completed and signed application with payment, League staff will email a copy of the application (marked "paid") to the applicant as a receipt, a copy to the SF for tracking, and one to the LC for purposes of evaluating the applicant's experience and background. **The LC will gather those application/waivers that were filed electronically and do not have signatures and have them signed on the first day of the seminar.**

Upon receipt of a completed application with paid registration, the League office will send that applicant a communication telling them to expect a set of study materials and a pre-seminar

exam 21 days before the seminar. The materials will consist of a *League Cycling Instructor Manual*, *The League Guide to Safe and Enjoyable Cycling* (blue book) and the League's Essential Cycling Skills DVD *Enjoy the Ride*. (which includes several instructional

Each applicant will use these materials to complete the exam and send the results to the LC to arrive no later than 10 days before the seminar start date. The LC will grade the exam (a passing score is 85% but a LC has the option of asking for additional review if the score is less than 85%) and use the results along with information from the application/waiver form to determine the applicant's readiness to attend the seminar. The LC may contact an applicant by phone or email to supply feedback and/or obtain further information.

It is the LC's responsibility to make the final assessment and determination of any applicant's qualification before the start of the seminar. If the LC does not think the applicant is ready, the LC must contact the applicant by 21 days before the seminar.

Applicants do not lose their registration fees if not accepted for the seminar. The fee, less the cost of the materials and an administrative charge will be refunded or the LC will recommend that the candidate work further on particular subject areas and attend a future seminar at no additional charge.

14 days prior to the seminar:

At two weeks before the seminar, all applicants should have met the following requirements:

- become members of the League,
- submitted completed application/waivers with registration payment and
- completed TS 101 with the required scores.

Postpone or cancel: At this time, League staff will approve, postpone or cancel the seminar based on the meeting of all requirements, particularly the "10-candidate minimum" requirement. If the seminar is postponed or cancelled, paid candidates may attend any subsequent seminar for no additional charge or may help the SF reschedule the seminar for that location.

Any candidate who has not successfully completed a TS 101 course with a score of 85% (written) and 90% (on bike) or higher, must take that course before the start of the seminar — preferably two weeks or more before the start of the seminar.

Ten days before the seminar

All applicants must have submitted their pre-seminar exam answer sheets to the assigned LC by this date. If an applicant has some reason for not meeting this requirement, he or she must contact the LC to receive any dispensation or make any special arrangement.

The League office will ship all seminar materials to the address specified by the SF and/or LC so that they arrive four days before the start of the seminar. This shipment will include all forms and handouts required by the Coach as specified in the LCICS curriculum and any individual candidate materials not previously delivered.

At the Coach's request, the League may ship additional materials to bring the LCI's and Assistant's instructional materials up to the current version.

During the week before the seminar start date

Last-minute "emergency" TS 101 classes must be pre-approved by the assigned LC.

Prior to the seminar, candidates (and the SF) will receive from the Coach a final seminar schedule outlining the times and subject matter for each day. [The sample schedule sent to you with this document is a generic example. Each LC tailors his or her schedule to fit the circumstances.]

The SF will remind candidates that they are responsible for bringing their own bicycles, tools, helmets (required) and accessories (including lights and conspicuity clothing).

Use of special-case bicycles such as folding bikes, recumbents, tricycles, etc. must be approved in advance by the LC. The use of fixed gear bikes is not recommended and should be strongly discouraged especially during the hazard avoidance drills. Since most of the LCI's students will be riding conventional diamond-frame bicycles, it is suggested that the candidates train and be certified on same.

Candidates should be discouraged from using pedal systems that they are not totally familiar and comfortable with or any pedal system that makes walking difficult when off the bike. Candidates should be reminded that grading of on-bike skills includes starting, stopping and transitioning on and off of the bicycle.

On the seminar starting date

Applicants will have joined the League, completed their applications, paid their registration fees, completed TS 101 with a written score of 85% and road score of 90%, submitted their pre-seminar exams to the LC and been told by the LC that they were qualified.

Disqualification for not meeting any of these requirements, depending on circumstances, may result in forfeiture of the candidate's refund option, but will not preclude enrollment in a future seminar at no additional charge if the discrepancies are corrected.

Failure of a qualified and anticipated candidate to appear at the seminar without advance notice will incur penalties.

During the seminar

The LC will maintain a Roster of the seminar candidates with emergency contact information and will also pass around a daily "sign in" sheet.

At the end of the seminar

As a final wrap up to the seminar, all candidates will fill out a "My Reality Check" form and return it to the LC. All candidates will also be asked to fill out a "Seminar Feedback" form which should be returned to the SF for forwarding to the League office.

The LC will collect both of these forms from all candidates. The My Reality Check form will be returned to the candidates after making a copy for the League office.

Upon completion of the seminar, the SF will collect all unused manuals and materials and contact the League office regarding their disposition.

The LC will complete and sign any forms as required, including the Letter of Agreement indicating the status of each candidate and their Road Test scores.

The LC is encouraged to hold exit interviews with candidates who show exemplary promise as future Coaches and IS required to hold exit interviews with any candidate who will not be receiving standard "LCI in Training" certification. Options for these individuals will always include the opportunity to attend another seminar at no additional charge and, at the LC's discretion, may include a remedial tutoring option with the LC or a designated LCI.

The Coach will submit the following to League headquarters:

- completed registration forms with actual signatures
- completed "My Reality Check" forms
- completed daily "Sign in" forms
- completed "Candidate's Report" sheet
- invoice for training performed
- authorized expenses (with receipts) for reimbursement

The SF will submit the following to League headquarters:

- completed "Seminar Feedback" forms

No LC will receive payment until the proper forms have been submitted and all candidates' registration fees are received.

Any **pre-approved** expenses incurred by the SF will be reimbursed upon submission of an itemized list with attached receipts by the SF. This reimbursement is also contingent upon submission of all required paperwork by the LC and fees by the candidates.

Successful candidates will receive their LCI numbers and certificates from League staff within two to three weeks, along with instructions on ordering materials and information on other benefits of LCI status such as the LCI listserv and the interactive LCI database for advertising classes.

Objectives of your seminar

The seminar will be at least 23 hours in length and provide information and practice for the candidates so they will be able to:

1. Demonstrate competence in principles and skills of the Smart Cycling program, including vehicular cycling, bicycle equipment, bike maintenance, specialized handling maneuvers and nutrition;
2. Understand basic teaching principles and techniques as they apply to both children and adults, and demonstrate them through practice teaching during the seminar;
3. Be familiar with specific BikeEd materials and existing courses and how cyclists will benefit from BikeEd classes;
4. Develop an understanding of the "need to know" principles and how they can be incorporated in customized presentations;
5. Be able to evaluate the skills of others and to offer constructive criticism;
6. Possess an understanding of the organization, structure and mission of the League of American Bicyclists;
7. Be able to plan and organize classes, including required equipment and supplies, audio-visual aids, course marking and the logistics of ordering materials and insurance;
8. Know how to market classes, including using partners and marketing materials.

Memorandum of Understanding

Site Facilitator

League Cycling Instructor Certification Seminars

I have read "Steps to a Successful LCI Certification Seminar (LCICS)" including the list of objectives above. I understand and agree to perform the responsibilities as Site Facilitator for the LCIC Seminar scheduled to be held at _____ (address, City, State) on _____ (date).

Additionally, I understand that Site Facilitators are not paid by the League, but that certain pre-approved expenses may be reimbursed.

Name: _____

Signed: _____ on _____

Memorandum of Understanding

Seminar Coach

League Cycling Instructor Certification Seminars

I have read "Steps to a Successful LCI Certification Seminar (LCICS)" including the list of objectives above. I understand and agree to perform the responsibilities as Seminar Coach for the LCIC Seminar scheduled to be held at _____ (address, City, State) on _____ (date).

Additionally, I understand that Coaches are paid a standard fee of \$750 to complete a seminar and that certain pre-approved expenses will be reimbursed.

Name: _____

Signed: _____ on _____