



# How to Host a League Cycling Instructor Seminar

Certification as a League Cycling Instructor (LCI) requires the meeting of specific prerequisites and the successful completion of a 23-hour seminar arranged by a Site Facilitator and conducted by a designated League Cycling Coach. The first step in the seminar process is an expression of interest from a community — and then the planning begins! This infographic is a primer on the roles and responsibilities in putting on a successful Seminar. For more information visit [www.bikeleague.org/ridesmart](http://www.bikeleague.org/ridesmart) or contact [education@bikeleague.org](mailto:education@bikeleague.org), 202-822-1333.

**SITE FACILITATOR:** The Site Facilitator organizes logistics, promotes the Seminar, and collaborates with the Coach. This person should be a self-starter, passionate about biking, and want to spread education throughout her/his community.

**LOCATION:** The Site Facilitator is in charge of finding a location for the training that has a classroom and parking lot. During the seminar, the Site Facilitator is also the point of contact for the building, and maintains a daily “sign in” sheet for participants.

**PROMOTION:** An essential duty of the Site Facilitator is to use her/his networks to recruit and encourage qualified students to attend the Seminar. The League includes the Seminar on our website, but many students register because of local word-of-mouth.

**COLLABORATION:** There are a number of points in which the Site Facilitator will coordinate with the seminar Coach. Communication is essential since the Coach is usually not available on site until the seminar and is often unfamiliar with the site city.

The Site Facilitator cannot be an LCI candidate who is also enrolled in the seminar

Most seminars start on Friday afternoon or evening, and continue through most of Sunday/Sunday.



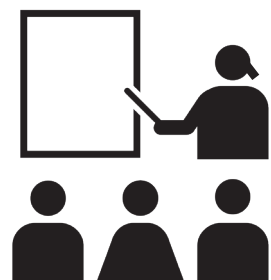
**TIP:** Get the training agenda from the Coach in advance of the seminar so you're informed and better prepared for logistics

Many coaches find it helpful for the Site Facilitator to compile a list of

- » food options / restaurants
- » lodging / hotels / hostels
- » medical facilities

## REQUIREMENTS

- » The Site Facilitator must submit a signed Memorandum of Understanding with the League 90 days before the seminar.
- » The seminar requires a minimum of 8 paid and qualified candidates and a maximum of 16. No seminar will be held with fewer than 8 candidates who are qualified and registered 21 days before the seminar date.
- » During the seminar, the Site Facilitator will maintain a roster of candidates with emergency contact information and maintain a daily sign-in sheet.
- » At the conclusion of the seminar, the Site Facilitator and Coach will hold an interview with each candidate to certify him or her as an LCI or recommend additional training.
- » The Site Facilitator will collect and forward Seminar Feedback forms to the League



**TIP:** Find a location that allow bikes in the building, or bring extra bike racks to lock them outside

The **CLASSROOM** should be able to seat at least 13 people, ideally a minimum of 30 by 22 feet in size. Please explore the technological and presentation materials available to the room.



The **PARKING LOT** should be unused during the weekend, not have obstacles, and be big enough for multiple drill areas.

**TIP:** If the seminar is held when there's potential for adverse weather, ensure there's a parking garage nearby.



**TIP:** Be clear about the cancellation policy for registrants...

- 30 days: Full refund minus \$75 fee
- 14 days: 50% refund
- 7 days: No refund

### Qualified participants must:

- » Have successfully completed Smart Cycling - The Complete Course (formerly called Traffic Skills 101)
- » Be a member of the League
- » Pay a \$500 registration fee
- » Have access to a bike, helmet and lights

Registrants will receive a packet from the League including a written assessment that must be submitted 14 days before the training. Registrants must score at least 85% to be admitted as an LCI candidate. The Coach will make the final determination of candidates qualifications for admission.



The Site Facilitator will help research and plan a ride route for on-bike testing that best meets the needs of the Coach's time allotment & test criteria.



**TIP:** Send ride route to participants in advance so everyone is prepared for where the rides will be - especially those from out of town!



The Site Facilitator will help find LCI assistants, who provide crucial support to the Coach during the Seminar, including grading on-bike testing.

**TIP:** Send the grading sheet to the LCI assistants in advance so they know what to expect.

## TIMELINE to Organizing a Seminar

**90 days** Designate a Site Facilitator » Turn in MOU to League » Secure a suitable facility for the seminar » Start recruiting qualified students

**60 days** Spread the word! » Focus on recruitment! » Contact local advocacy organizations, bike clubs and other groups

**7 weeks** Contact the League for Coach information » Begin dialogue with Coach about shared responsibilities » Continue recruitment

**6 weeks** Just 3 weeks left for registration! » Work with Coach on logistics

**4 weeks** Cancellation policy now in effect » Any registrant who cancels must notify Coach and League for refund

**3 weeks** Registration closes » Any late registrant pays \$75 additional fee