



## League Cycling Instructor Candidate Seminar

2020

### Information for Seminar Site Facilitators

Please thoroughly read this document to understand the role and responsibilities of the Site Facilitator of an LCI seminar. This document is the basis for the Memorandum of Understanding (MOU) located at the end of the document. A signed MOU must be returned to the League of American Bicyclists in order to organize a LCI seminar in your community. Send any questions to [education@bikeleague.org](mailto:education@bikeleague.org).

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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 and conducted by a designated League Smart Cycling Coach.

Some of the responsibilities listed for the Coach and Site Facilitator may overlap, or require the efforts of both so parts of this document cover both tasks.

Often the first step in the seminar process is an expression of interest from a community.

#### **90 Days in Advance: Setting the Date**

After making initial contact with the League, the Site Facilitator coordinates with potential applicants, sets a date and arranges a site. The Site Facilitator then submits the Memorandum of Understanding (MOU), found at the end of this document, to the League at [Education@bikeleague.org](mailto:Education@bikeleague.org). For the seminar to be posted on the League's web site, the MOU must contain the location (address with zip code) of the seminar site and contact information for the Site Facilitator. The dates proposed for the seminar must be at least 90 days after submittal of the MOU – confirmation on the date will come from the League staff.

Requests for a seminar Coach are taken into consideration; however, dates and location are factors in which Coach the League assigns to the seminar.

The Site Facilitator will seek qualified individuals and encourage them to register, online, for the seminar. The Site Facilitator will further assist them in the application process and help them keep to the timeline.

After specific dates are confirmed by the League and placed on the calendar, the Site Facilitator will coordinate with the Coach in fulfilling such needs as classroom space, audio/visual equipment, identifying League Cycling Instructor assistants (when registration exceeds 10 candidates), and parking lot or other on-bike drill space.



The Site Facilitator will also research and plan a ride route that best meets the needs of the Coach's time allotment and the road test criteria.

The Site Facilitator may develop home-stay accommodations for the Coach and out-of-town candidates, but is not required.

The Coach, upon assignment, will inform the Site Facilitator of the agenda to allow a better opportunity to schedule the facilities and the candidates to plan their accommodations.

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

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

### **Objectives of Your Seminar (pass on to all applicants)**

The seminar will be at least 23 hours in length and will focus on facilitation at the end of the seminar, candidates will be able to:

- Demonstrate competence in principles and skills of the Smart Cycling program, including vehicular bicycling, bicycle equipment, bike maintenance, and specialized handling maneuvers.
- Understand basic teaching principles and techniques as they apply to both children and adults, and demonstrate them through practice teaching during the seminar
- Be familiar with specific Smart Cycling materials and existing courses and how riders will benefit from Smart Cycling classes
- Develop an understanding of the "Need to Know" principles and how they can be incorporated in customized presentations
- Be able to evaluate the skills of others and to offer constructive criticism;
- Possess an understanding of the organization, structure and mission of the League of American Bicyclists
- 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
- Know how to market classes, including using partners and marketing materials

### **90 Days Prior to the Seminar:**

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

The Site Facilitator is always someone local who is willing to make the seminar happen. Communication between the Coach and Site Facilitator is essential since the Coach is usually not available on site until the seminar and is often unfamiliar with the site city.



It is preferred that the Site Facilitator *not* be a candidate in the seminar. If that arrangement is a challenge, the League agrees that a person can be the Site Facilitator up until the first day of the seminar. In advance of the seminar, the Site Facilitator will identify another person to be the onsite Site Facilitator throughout the days of the seminar in order for the original Site Facilitator to be an engaged candidate of the seminar.

The Site Facilitator will begin promotion of the seminar and screening for qualified applicants.

League Education staff will post the seminar details on the League 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.

Potential LCIs must be experienced and knowledgeable cyclists with credibility within their local bicycling community. Before attending the LCI Seminar, applicants must become member of the League (\$40) and must have completed a Smart Cycling course with a score of 85% or better on the written and 85% on the road test. Site Facilitators with questions about prerequisite experience and knowledge should contact the assigned Coach or League Education staff.

It is the Site Facilitator's responsibility to check frequently with applicants and the Coach to ensure that applications are submitted in a timely manner. Please send direct potential registrants to the FAQ portion of the website: <http://bikeleague.org/content/become-instructor>

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 except by special authorization from League Education staff. For a successful seminar, the Site Facilitator should:

- 1 Begin screening early and obtain commitment from more than 8 potential candidates;
- 2 Keep candidates ahead of the registration deadline.

The Site Facilitator will reserve a suitable classroom facility, a parking lot or similar secure space for drills and one or more ride routes mapped out for on-bike testing during the seminar. The Site Facilitator should check with the property owner to discuss liability issues and have proof of insurance coverage issued by the League's insurance agent if required. The locations should be secured as early as possible and the ride routes sent to the Coach for examination and approval.

### **Seminar Scholarship(s)**

The host organization or group selected by the Site Facilitator will be offered a complimentary 9<sup>th</sup> registration if the 8 minimum registrations have been met. The group will be offered a free 16<sup>th</sup> registration if there are 15 registrations made. Scholarship recipients *must* have previously and



successfully finished the Smart Cycling Complete Class prior to being offered a scholarship. Host organizations may choose to donate the scholarship to another seminar that reaches the 8 minimum.

It is encouraged that the host organization offer the scholarshipped registration to help meet their local bicycling needs, whatever those may be - greater diversity in LCI demographics, location of LCIs, etc. It is encouraged that the host organization seek out those candidates to help meet those needs. The scholarshipped registration will be awarded *by the host organization*, meaning you will be the one to identify the scholarshipped candidate(s). Remember: Smart Cycling class materials are now available in Spanish!

The scholarship is *not* meant to create more difficulty for the host organization, thus the organization has the option of declining the scholarship(s) if administering it is a hardship. Of course, we hope the organization can offer the scholarship within their community, where we think it will have the most value. The League cannot "break up" the scholarship, it must be used for one full registration.

There is a sample *Scholarship Application* near the end of this document (page 9). You can also access a digital template in the form of a [google doc here](#) and make edits. **PLEASE NOTE:** The google doc should be copied to your google drive so that you can make changes and distribute the form through your email.

The League will provide a discount code to you as the Site Facilitator to award the scholarship. The candidate(s) will be expected to register for the seminar using the code prior to registration closing.

**At Least 28 Days Before the Seminar Date:**

Applicants must become members of the League of American Bicyclists, register, and pay the seminar fee (\$500) for the seminar by this date to avoid the late fee of \$75. If another entity is paying the registration fee for them, that entity must make other arrangements with the League by this date. LCI numbers will not be distributed until all registration fees are paid.

**At Least 21 Days Before the Seminar Date:**

**Postpone or Cancel:** At this time, League staff will approve, postpone or cancel the seminar based on the meeting of all requirements, particularly the "8-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 Site Facilitator reschedule the seminar for that location.

**At least 14 days before the seminar date:**

Upon receipt of paid registration, the League Education staff electronically sends the registrants access to the seminar materials electronically using Google Documents. *Please alert your candidates that these seminar materials arrive via email.*



Each registrant will use these materials to complete the exam and send the results to the Coach to arrive no later than 14 days before the seminar start date.

The Coach will grade the exam (a passing score is 85% but a Coach has the option of asking for additional review if the score is less than 85%) and use the results along with biographical information from the application form to determine the applicant's readiness to attend the seminar. The Coach will contact an applicant by phone or email to supply feedback and/or obtain further information.

It is the Coach's responsibility to make the final assessment and determination of applicant's qualification before the start of the seminar.

### **During the Week Before the Seminar Start Date**

Prior to the seminar, candidates will receive from the Coach a final seminar schedule outlining the times and subject matter for each day. The attached agenda is a *sample* agenda and is subject to change.

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

### **During the Seminar**

The Site Facilitator 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**

All candidates will also be asked to fill out a "Seminar Feedback" form which should be returned to the Site Facilitator for forwarding to the League office. An online survey is also available.

The Coach and Site Facilitator should hold an interview with each candidate. Candidates who do not receive certification, will be given options that may include the opportunity to attend another seminar at no additional charge and, at the Coach's discretion, may include a remedial tutoring option with the Coach or a designated LCI. Remediation or follow-up attendance at another seminar *must* be completed within 18 months of the seminar.

Successful candidates will receive their LCI numbers from League staff within thirty days after of the seminar or after all payments are received. Certificates are distributed to successful candidates at the completion of the seminar by the Coach.



# League Cycling Instructor Certification Seminar

## Draft Agenda

**Day 1: Friday (9/30) 5pm/4:00** (*start times / hours:minutes to this session*)

Class will start promptly at 5pm. Candidates are welcome to eat during the first hour of the Friday evening session (during the sign-in period).

Times below may be adjusted according to conditions (weather and otherwise) but provide a general outline of your weekend.

1. **Sign-In 5:00pm / 0:30**
2. **Introductions 5:30pm / 0:45**
  - a. Where we are going/Objectives of the Seminar
  - b. Trainer and Attendees, interview methods/ice breakers
  - c. Review of Smart Cycling
  - d. Review of Pre-Test (time permitting)
3. **Basic Teaching Skills I 6:15pm / 1:00**
  - a. How We Learn
  - b. What We Bring to the Classroom
  - c. Essentials of Communication
  - d. Listening Skills
4. **Break 7:15pm / 0:15**
5. **Basic Teaching Skills II 7:30pm / 1:15**
  - a. Teaching Strategies
  - b. Classroom Preparation
  - c. Effective Questioning Techniques
  - d. Constructive Criticism
  - e. Dealing with Difficult Students
6. **Student Presentation Time Assignments 8:45pm / 0:15**
7. **Break for the Evening 9:00pm** Coach will be available to advise participants until 9:30 pm

**Day 2: Saturday, (10/1) 8am - 9:30pm**



1. **Sign-In 8:00am / 0:15**
2. **Student Teaching I (Paired Presentations) 8:15am / 2:00**
3. **Break-Road Ride Preparation 10:15am 0:15**
4. **Road Ride 10:30am / 1:30**
  - a. Map of Route (approximately 6 miles)
  - b. Group Riding Skills
  - c. Road Test Scorecard, Grading System
  - d. Expectations of Road Ride
  - e. Ride and Watch
  - f. Debrief
5. **Lunch 12:00 noon / 1:00**
6. **Prepare for Parking Lot Drills 1:00pm / 0:15**
7. **Handling Drills 1:15pm / 1:00**
  - a. Mounting/Dismounting
  - b. Starting/Stopping
  - c. Holding Your Line
  - d. Scanning/Signaling
8. **Avoidance Drills 2:15pm / 1:30**
  - a. Swerving
  - b. Rock Dodge
  - c. Emergency Stop
  - d. Instant Turn
9. **Break 3:45pm / 0:15**
10. **Student Teaching II (Individual Presentations) 4:00pm / 1:30**
  - a. Presentation
  - b. Critique
11. **Dinner Break 5:30pm / 1:00**
12. **Student Teaching III (Individual Presentations) 6:30 pm / 1:30**
  - a. Presentation
  - b. Critique
13. **Preparation for Night Ride 8:00pm / 0:15**



**14. Night Ride 8:15pm / 1:00**

- a. Reflectors
- b. Equipment
- c. Lighting Systems

**15. Break For Evening 9:15pm Coach will be available to advise participants until 9:45 pm**

**Day 3: Sunday, (10/2), 8am - 3:00pm**

1. **Sign-In 8:00am / :15**
2. **Working with the League 8:15am / 0:45**
3. **League Curricula - Modules 9:00am / 0:45**
  - a. Smart Cycling (formerly TS101)
  - b. Commuting
  - c. Motorists
  - d. Kids
  - e. Group Riding Skills
4. **Children - A Special Case 9:45am / 0:15**
5. **Break 10:00am / 0:15**
6. **Road Ride Exam 10:15am / 1:45 (same route as Saturday)**
7. **Lunch 12:00 / 0:30 (with Road Ride De-Brief)**
8. **Marketing Your Classes 12:30pm / 1:00**
9. **Seminar Agreements/Feedback 1:30pm / 1:15**
10. **Goodbye and Good Luck - Photo Opportunity 2:45pm**
11. **Finish 3:00pm**





{Insert Host Organization Logo}

{Name of Host Organization}

## League Cycling Instructor Scholarship Request Form

League Certified Cycling (LCI) Instructor Seminar at {Location, Dates}

{List contact information here. Provide contact information of the person responsible for administering the scholarship, email and/or phone number. This is someone affiliated with or part of the seminar host organization.}

{List instructions on How to Submit the Form & **Due Date** - Due date should be at least 5 weeks before the seminar so that the candidate has time to be notified *and* register for the seminar}.

**Name (First, Last):**

**Address:**

**Phone Number:**

**Email:**

**Are you affiliated with a local organization, club, or store?**

**If yes, list the name of the organization, club, or store:**

**Have you completed the Smart Cycling Complete Course (formerly Traffic Skills 101)?**

The *Complete Course* consists of classroom instruction *and* on-bike handling skills. Students are tested. Students may substitute the classroom instruction portion with the online course at [bikeed.org](http://bikeed.org). The on-bike portion must be completed with a current LCI.

**Yes            No**

**Date of completion:**

**Name of League Cycling Instructor:**

**Why are you seeking to be certified as an LCI?**

**How will you commit to serving your community through teaching bike safety education in the following year? i.e. teach adult bike education classes, teach youth, teach motorists how to share the road, etc.**



**How many classes do you commit to teach next year?**

**What region, city, or neighborhood will you serve?**

We strive to understand the demographics of LCI candidates in order to ensure that bike safety education is reaching all communities. Please help us understand you and your background by answering the following demographic questions.

**Gender**

- Female
- Male
- Gender non-conforming
- Prefer not to Answer

**Ethnic Identity**

- African American
- American Indian/Alaskan Native
- Asian
- Caucasian
- Hispanic/Latino
- Native Hawaiian/Pacific Islander
- Prefer not to Answer
- Other

List Other: \_\_\_\_\_

**Age** \_\_\_\_\_

**Are you comfortable instructing a Smart Cycling class in a language other than English?**

- Yes
- No

**If yes, what language(s)?** \_\_\_\_\_

**Is there anything else you would like us to know about your interest in becoming a League Cycling Instructor?**

The awarded scholarship is for the seminar registration fee only (\$500). Candidates are responsible for their membership to the League of American Bicyclists (\$40). Candidates will also be expected to maintain their League membership annually (\$40) and their annual LCI renewal fee (\$25).



**Memorandum of Understanding**

**Site Facilitator**

**League Cycling Instructor Seminars**

I have read "Information for Seminar Site Facilitators" including the list of objectives above. I understand and agree to perform the responsibilities as Site Facilitator for the LCI Seminar scheduled to be held at

\_\_\_\_\_

\_\_\_\_\_  
(Venue Name, Address, City, State, Zip)

on \_\_\_\_\_ (dates, inclusive) **must be 90 + days in advance.**

The League is happy to hear your preference for a Smart Cycling Coach to lead the seminar but we reserve the right to assign any of our Coaches.

Smart Cycling Coach (suggested): \_\_\_\_\_ do not know

Is registration **open** or **closed**? [Our system cannot "hold spots" - if the registration will be limited to a group of people, whether they are being sponsored or not, please select closed]

**OPEN** \_\_\_\_\_

**CLOSED** \_\_\_\_\_

Additionally, I understand that Site Facilitators are *not* paid by the League.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ on \_\_\_\_\_  
(by entering your name into this field and dating the document, you are signing)

Preferred contact modes: \_\_\_\_\_

Telephone work: \_\_\_\_\_

Telephone home: \_\_\_\_\_

Telephone cell: \_\_\_\_\_

Email address: \_\_\_\_\_