



League Cycling Instructor Candidate Seminar

2023

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.

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 a signed Memorandum of Understanding (MOU), found at the end of this document, to the League at education@bikeleague.org. For the seminar to be posted on the League's website, 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 submission 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. A [Coach Directory](#) is found on our website: <https://bikeleague.org/content/league-cycling-coaches>

The Site Facilitator will seek qualified individuals and encourage them to register online for the seminar. The Site Facilitator will further assist candidates 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 reaches 10 candidates), and parking lot or other on-bike drill space.

The League provides a stipend to the Coach to pay LCI assistant(s). **It is at the Coach's discretion how to break up the stipend for LCI Assistants.** Below are the stipend thresholds and dollar amounts:

Candidates attending the seminar	Coach stipend
8 - 9	\$150
10 -12	\$300
13 - 15	\$600
16 - 18	\$900

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 to.

The Coach, upon assignment, will inform the Site Facilitator of any changes to the agenda (page 7) to allow for 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 visibility 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 teaching cycling safety. *Candidates should already be competent and experienced cyclists. The seminar is to learn how to effectively teach safe cycling.* 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 collaborating with partners and developing marketing materials

90 Days Prior to the Seminar:

League staff agree to a potential site for a seminar and confirm the dates.

The Site Facilitator needs to be 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.

The Site Facilitator must *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 on-site 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 must be present throughout the entire 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 send notification to other potential candidates around the country who have expressed 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, an applicant must become a member of the League (\$45) and have completed a Smart Cycling course with a score of 85% or better on both the written and road test respectively. 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 registrations 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 space and a parking lot space for the seminar. It is beneficial to have both spaces be located in the same general area.

Classroom: The classroom should be clean, have access to a bathroom, be well ventilated, and have room for all the candidates and Coach to comfortably interact. It is suggested that the classroom also be ADA accessible.

Parking Lot: The parking lot will be used to practice setting up and teaching bike handling drills and the avoidance maneuvers. It must be at least 150 ft x 80 ft, have a smooth continuous surface, contain no potholes, and be clean of debris. There also needs to be access to low volume, low speed roads for the start of the road ride. Access to a nearby bathroom and a sheltered space is also highly encouraged.

The Site Facilitator should check with the property owner to discuss liability issues of both spaces 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 Invoicing (optional)

The host organization or another entity may want to pay for registration and/or membership fees for specific candidates attending the seminar. Please contact Lorna Green: lorna@bikeleague.org if this is the preferred method of paying for some or all of your candidates. The organization will be assigned a discount code and will be responsible for distributing the assigned discount code to their select candidates. *The League's seminar cancellation policy applies to any and all discount code use.* It is as follows:



Cancellation Policy

The cancellation policy applies to all registrations whether it is being paid by an individual or by an organization. All cancellation and transfer requests must be sent via email to education@bikeleague.org.

- Cancellations made within three weeks of the first day of the seminar *do not* qualify for a refund. The registration may be transferred to another seminar within 18 months. The transfer will be subject to a \$75 administrative fee.
- A cancellation made more than three weeks before the first day of the seminar is fully refundable minus a \$75 administrative fee.
- A candidate may transfer their registration to another seminar prior to the registration close date free of charge.
- A candidate will be given a free transfer to another seminar or opt for a 50% refund if they cannot attend the seminar due to health reasons.
- Cancellations due to non-health related reasons made within three weeks of the seminar will be offered a transfer and will be subject to an administrative fee of \$75. Transfers must be redeemed within 18 months of the registered seminar.
- A full refund or a free transfer will be provided for any seminar canceled due to low enrollment.
- Failure of a candidate to fulfill pre-assessment work will be considered a cancellation and will be assessed a \$75 transfer fee. Transfers must be redeemed within 18 months of the registered seminar.

Seminar Scholarship(s)

The host organization or group selected by the Site Facilitator will be offered a complimentary 9th registration if the minimum of 8 fully paid registrations has been met. The group will be offered a free 16th registration if there are 15 fully paid (with the exception of the 9th) registrations made. Anyone receiving the complimentary registration *must* have previously and successfully finished the Smart Cycling Complete Class prior to being a registration. Host organizations may choose to donate the scholarship to another seminar that reaches the 8 registrant minimum.

It is encouraged that the host organization offers the complimentary 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 complimentary registration will be awarded *by the host organization*, meaning you will be the one to identify the candidate(s). Remember: Smart Cycling class materials are now available in Spanish!

The complimentary scholarship is *not* meant to create more difficulty for the host organization, thus the organization has the option of declining the registration(s) if administering it is a hardship. Of course, we hope the organization can offer the free registration within their community, where we think it will have



the most value. The League cannot "break up" the free registration, 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 Form here](#) as an example. 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 by the close of registration. Early Bird registration is \$500. Early Bird registration ends one week before registration closes, at which time registration increases to \$575. If another entity is paying the registration fee for them, that entity must make payment 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 canceled, 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 the candidate's registration form to determine the applicant's readiness to attend the seminar. The Coach may 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 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 (Subject to Change)

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. 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 teaching 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
 Non-Binary/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 early bird registration fee of \$500. Candidates are responsible for their membership to the League of American Bicyclists (\$45).

Candidates will also be expected to maintain their League membership annually (\$45) 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 Cell: _____

Email Address: _____