



BIKELEAGUE.ORG

Smart Cycling

Bringing a League Cycling Instructor Seminar
to Your Community

January 16, 2024

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Version 2018.2.21

THE LEAGUE
OF AMERICAN BICYCLISTS
since 1880



League Cycling Instructor Seminars

Terms to Know

League Cycling Instructors (LCIs): dedicated individuals who have completed a detailed training program and are insured and certified to teach the League's Smart Cycling curriculum

LCI Seminar: 23-hour training course focused on teaching and demonstrating techniques to be used with future students both on the road and in the classroom

- emphasis on how to teach bicycle safety and skills so as to provide increased comfort and confidence for new and returning bicyclists and youth
- does not emphasize the content or specific details of the cycling course curricula
- primarily about teaching
- each candidate will have opportunities during the seminar to practice facilitating parts of the Smart Cycling curriculum, both in the classroom and in the parking lot
- normally consists of one evening and two full days
- generally, one-third of the time is on-bike





League Cycling Instructor Seminars

Terms to Know

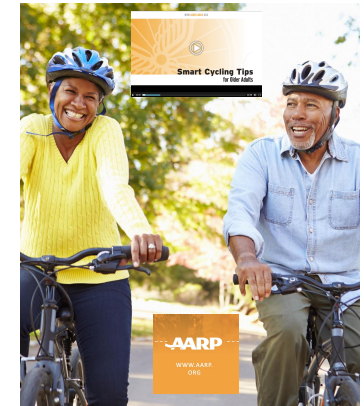
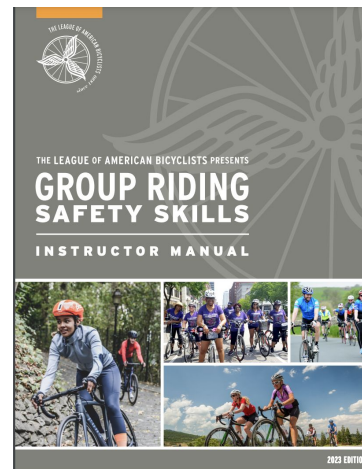
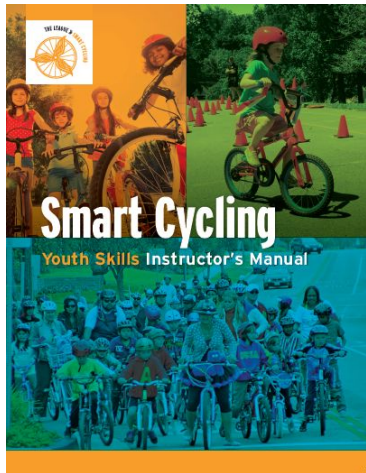
Site Facilitator: individual local to the community in which an LCI seminar is being held who is willing to make the seminar happen - coordinates with potential applicants, sets a date, arranges a site, acts as point of contact during the seminar, etc.

League Cycling Coach: expert instructor of bicycle safety education who leads LCI Seminars and certifies new LCIs; approved and hired as independent contractors of the League of American Bicyclists





**LCIs have access to entire Smart Cycling Curriculum
and are empowered to tailor components to suit
their audiences.**

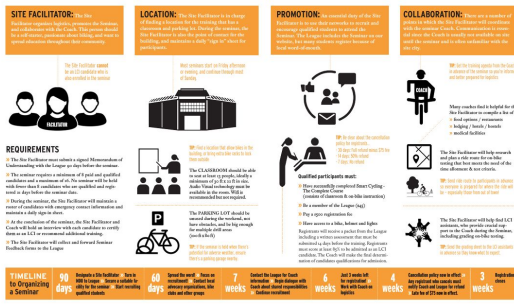


LCI Seminars

Getting Started

How to Host a League Cycling Instructor Seminar

Cooperation is a League Cycling Instructor (LCI) seminar, the meeting of specially designated and the successful completion of a cycle 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 role and responsibilities in putting on a successful Seminar. For more information visit www.bikeleague.org/Information/education/leaguecycling.org.



- [Download the FAQs of hosting an LCI Seminar](#)
- [Download and review the Memorandum of Understanding \(MOU\)](#) to understand the roles and responsibilities of the Site Facilitator of an LCI Seminar
- Email a signed copy of Attachment A of the MOU to education@bikeleague.org
- Schedule and attend a virtual meeting to discuss the seminar process with a League staff member
 - a link to schedule a meeting with us will be provided to you after you have emailed us to express your interest



Attachment A Memorandum of Understanding (MOU) Site Facilitator League Cycling Instructor Seminar

LCI Seminar Location: _____
(Venue Name, Address, City, State, Zip)

LCI Seminar Dates (must be three consecutive days) _____
(This signed MOU must be submitted to education@bikeleague.org at least 90 days in advance of the seminar dates).

1. 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. [Click here](#) to learn more about our Coaches.
Smart Cycling Coach (suggested): _____ do not know

2. Would you like registration to be **open to the public** or **closed to the public** (meaning only your selected candidates will register)? (Our system cannot "hold spots" - if you would like registration to be limited to a specific group of people, please select **closed**) **OPEN** **CLOSED**

3. Will your organization be paying for some or all of the registrations? **Yes** **No**
(If you would like to be invoiced by the League for payment, please complete Attachment D)

4. Will your organization be paying for some or all of the memberships? **Yes** **No**
(If you would like to be invoiced by the League for payment, please complete Attachment C)

I have read the document in its entirety and agree to perform the responsibilities as Site Facilitator for the LCI Seminar listed at the above location and dates. Additionally, I understand that Site Facilitators are not paid by the League.

Name: _____

Affiliated Organization: _____

Signed: _____ on _____

(By entering your name into this field and dating the document, you are signing)

Telephone work: _____ Telephone Cell: _____

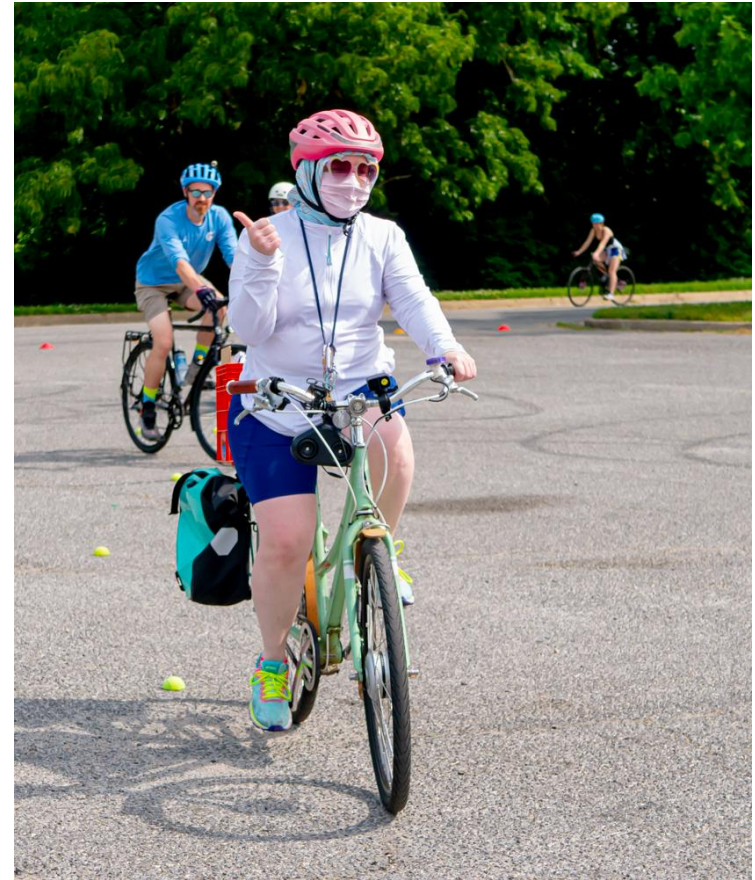
Email Address: _____



LCI Seminars

90 Days (or more) Before Your Seminar

- Designate a Site Facilitator
 - organizes logistics, promotes the Seminar, and collaborates with the Coach
 - should be a self-starter, passionate about biking, who has a desire to spread education throughout their community
- Secure a suitable facility for the seminar
 - includes both Classroom and Parking Lot space
- Turn in MOU to the League
 - sent to education@bikeleague.org
- Start recruiting qualified students





LCI Seminar

Facility Needs

Classroom

- able to seat at least 16 people
- ideally a minimum of 30 ft x 22 ft
- audio visual technology must be available in the room
- wifi is recommended but not required
- should be clean, have access to a bathroom, and be well ventilated
- recommended for classroom to be ADA accessible





LCI Seminar

Facility Needs

Parking Lot

- will be used to practice setting up and teaching bike handling drills and avoidance maneuvers
- big enough for multiple drill areas
 - 150 ft x 80 ft
- smooth continuous surface with no potholes and clean of debris
- should be no other use during the seminar
- access to low volume, low speed roads for the start of the road ride
- access to a nearby bathroom and sheltered space is highly encouraged



Site Facilitator should check with property owner(s) to discuss liability issues of both spaces and have proof of insurance coverage issued by the League's insurance agent if required.



LCI Seminar

Required MOU Details

- Email completed and signed copy of Attachment A of the MOU to education@bikeleague.org
- Should be submitted at least 90 days prior to your requested date
- MOU must contain the location of the seminar site and contact info for the Site Facilitator
- You will indicate whether or not you want your seminar to be open to the public
 - A seminar that is Open will be posted on the [LCI Seminar Schedule](#) and [Local Resources map](#) on the League's website
 - A seminar that is Closed will not be listed on the League's website, meaning only the selected candidates you share the registration link with will be able to sign up



LCI Seminar

Optional MOU Details



Jim Baross
San Diego, CA
[Read Bio](#) →



Vanessa Bissey-Beard
Tomball, TX
[Read Bio](#) →



Rich Conroy
New York City, NY
[Read Bio](#) →



Ron Durgin
Santa Monica, CA
[Read Bio](#) →



Jamie Gaskill
Fort Collins, CO
[Read Bio](#) →



Bernard Green
Monterey, CA
[Read Bio](#) →



Jim Harms
Tucson, AZ
[Read Bio](#) →



Maia Harunaga
Honolulu, HI
[Read Bio](#) →



Dan Hernandez
Oakland, CA
[Read Bio](#) →



Letamie Highsmith
Middleburg, CT
[Read Bio](#) →



Les Leatham
New Orleans, LA
[Read Bio](#) →



Jan Matheus
Richfield, MI
[Read Bio](#) →



Jim Nicholson
Madison, SC
[Read Bio](#) →



Rio Ocas
Woodland Hills, CA
[Read Bio](#) →



Shane Rhodes
Eugene, OR
[Read Bio](#) →



John Rider
Madison, WI
[Read Bio](#) →



Jay Snyder
East TN
[Read Bio](#) →



Neil Walker
New Kensington, PA
[Read Bio](#) →

- You may also list your preferred Coach for the seminar
 - You can find bios for League Cycling Coaches on our website at bikeleague.org/league-cycling-coaches
 - requests are taken into consideration, however, dates and location are factors in which Coach the League assigns
- If your organization is paying for candidates' LCI seminar registration fees and/or memberships to the League of American Bicyclists, you should also complete Attachment D of the MOU



Attachment D

Location of the Seminar (City, State) _____

Seminar Dates _____

Site Location _____

Name of paying organization _____

Billing Address _____

Contact Name (The name will be sent to this person) _____

Contact Email address _____

Severance Registration Fee
Would you like to pay for (candidate's) LCI seminar registration fee? ☐ YES ☐ NO
If yes, what percent of the registration fee will you be covering? _____ %
Approximately how many registrations will you be paying for? _____

Membership Fee
Would you like to pay for candidate's League membership fee? ☐ YES ☐ NO
If yes, approximately how many memberships will you be paying for? _____

I have read the League Cycling Instructor Certification Seminar Agreement of Payment, Attachment D, I understand the Candidate Policy and that the organization will be held accountable in the completion of the seminar.

Signature _____ Title _____
By entering your name into this field and dating the document, you are agreeing

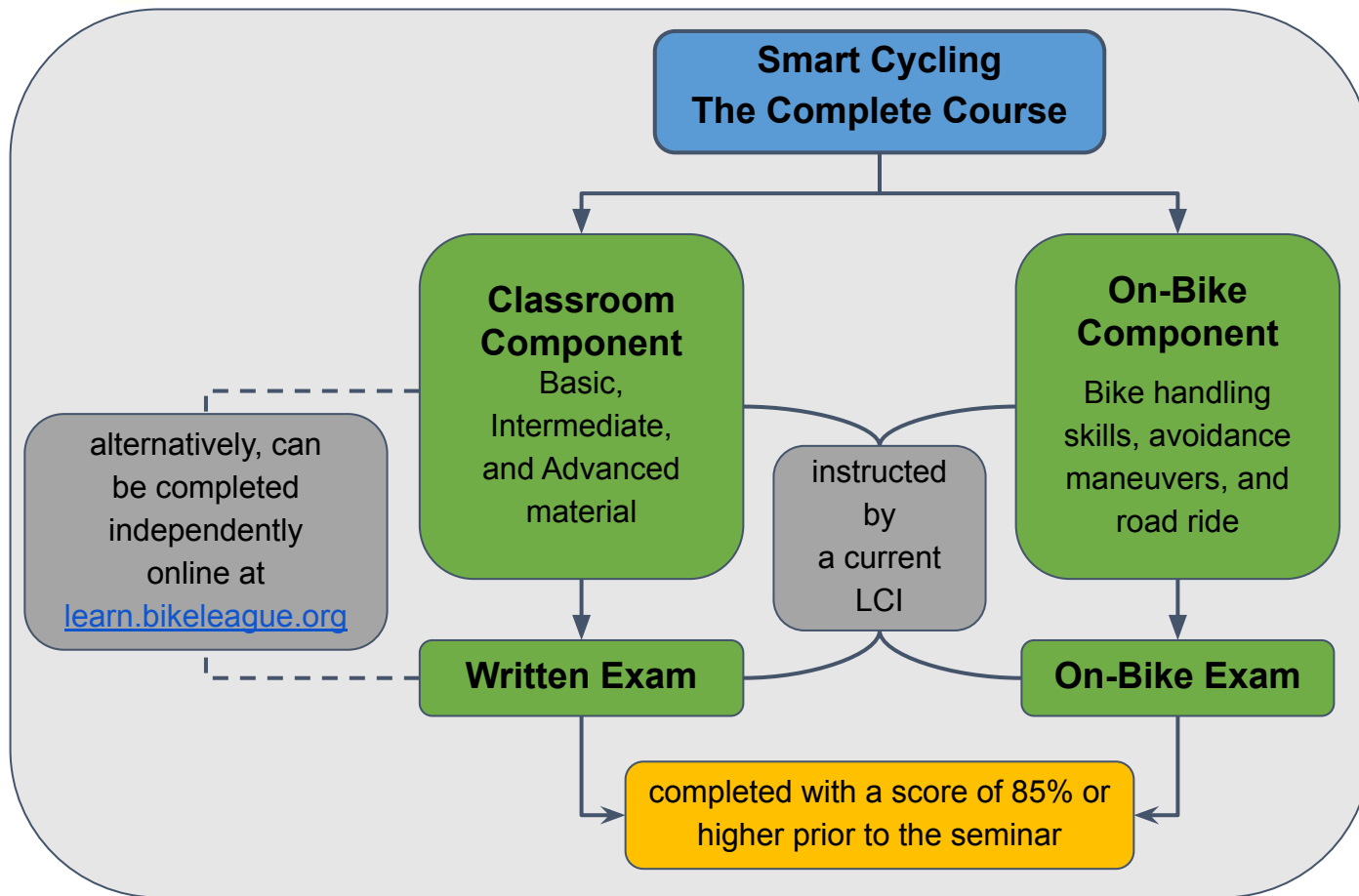
League of American Bicyclists - LCI Seminar Site location: seminar@bikeleague.org 1/14/17 page 1/1



have access to a bike,
helmet, and lights

LCI Seminar

Candidate Qualifications



complete registration

candidates will receive email from the League, including written assessment, which must be submitted at least 14 days before the training

completed with a score of 85% to be admitted as an LCI candidate

Coach will make the final determination of candidates qualifications for admission.



LCI Seminar

Registration and Membership Costs

Registration Fee

- Early Bird Registration Rate: \$500
 - Available until *four weeks* prior to the start of the seminar
- Standard Registration: \$575
- Registration closes *three weeks* prior to the start of the seminar.

We need a minimum of 8 paid candidates signed up for the seminar for it to move forward on the scheduled dates.

League Membership:

- 1 Year of Individual Membership: \$50
- All LCI candidates must have an individual or family membership to the League.
 - This is for insurance purposes
 - We cannot accept organizational or business membership for LCI candidates
 - Membership must be kept current in order to work as an LCI





LCI Seminars

Recruiting and Supporting Participants

You can help alleviate barriers for your participants and increase registration numbers by doing any of the following:

- If you would like to provide payment for some or all of your candidates registration fees and/or League Memberships, please submit Attachment D of the MOU to education@bikeleague.org
 - You will be sent a discount code via email to pass onto your selected candidates
 - Paying organization will be invoiced for the number of code redemptions made within 30 days of the seminar
 - candidates should register themselves using the codes for registration and membership
- Work with an active LCI in your area to host Smart Cycling classes in the months leading up to your seminar
 - find active LCI's in your area by searching your zip code, city, or state at bikeleague.org/map
- You may develop homestay accommodations for out-of-town candidates and/or the Coach
- You may wish to provide light refreshments during the seminar
 - The League will reimburse a host organization up to \$100 for snacks and beverages you opt to provide candidates during the seminar

All registrations made using your specific discount code are still subject to the League's registration fees and Cancellation Policy.





LCI Seminar

Scholarships

The host organization receives:

- One scholarshiped registration when registration meets 8 candidates.
- Two scholarshiped registrations if the seminar reaches 15 candidates.
- Encouraged that host organization offers to help meet your local bicycling needs
- Not meant to create more difficulty for the host organization,
 - option to decline the scholarship(s) if administering it is a hardship
- The League cannot "break up" the scholarship, it must be used for one full registration.
- A sample scholarship application is available as a [Google Form](#) as well as in Attachment C of the MOU.
- After paid registrations for the seminar have met the required threshold, the League will provide a discount code to the Site Facilitator to award the scholarship.
- Candidate(s) are expected to register for the seminar using the code prior to registration closing.

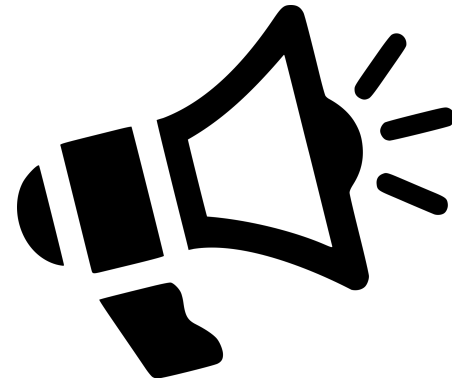




LCI Seminars

Getting the Word Out

- After a Site Facilitator has submitted a completed MOU and attended a short meeting with League staff, the League will confirm a Coach for your seminar and send you the registration information via email.
- Review this information to ensure everything appears as you intended.
 - If you marked your seminar as Open to the public, the League will add your event to the [LCI Seminar Schedule](#) approximately 24 hours after emailing you the registration information.
- A link to a sample [communications toolkit](#) and [scholarship application](#) will also be provided in this email.
- Recruiting enough participants for your seminar to meet the 8-candidate minimum is one of the most important things you can do to ensure the success of your LCI Seminar





LCI Seminars

Site Facilitator & Coach Shared Responsibilities

- Help identify local LCI assistants
 - 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**

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

- Help identify a 6-7 mile road ride for the seminar route
 - meets the needs of Coach's time allotment and road test criteria





LCI Seminars

Meeting the Registration Minimum

- Registration closes 3 weeks before the scheduled date of the seminar.
- At this time, League staff will approve, postpone, or cancel the seminar based on the meeting of all requirements, particularly the 8-candidate minimum
- 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.
- If the seminar meets all requirements, Site Facilitator will be expected to provide a shipping address and receive seminar materials through the mail.



We need a minimum of 8 paid candidates signed up for the seminar for it to move forward on the scheduled dates.



LCI Seminars

Site Facilitator Duties During the Seminar

- Maintain a roster of seminar candidates with emergency contact information
- Attend seminar and assist Coach with logistics
 - i.e. opening/closing space, set up AV, etc.
- Take group photo at the end of the seminar
 - Additional photos taken throughout the seminar are beneficial
 - can be used for your promotion of future LCI seminars
- Assist Coach with candidate meetings at the end of the seminar





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Questions?

January 16, 2024

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League of American Bicyclists'



COMMUNITY SPARK GRANTS

\$1,500 for local projects that improve bicycling and *spark* a change in your community!

Apply by **February 1, 2024** at 5pm ET

bikeleague.org/spark

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Upcoming Webinars



Find a calendar of upcoming League webinars, as well as the archive of all past webinar recordings at: bikeleague.org/webinars



The 2024 National Bike Summit will take place in-person in Washington, D.C. from **Tuesday, March 19, through Thursday, March 21, 2024.**

This year, the Summit will begin on Tuesday, March 19, with mobile workshops followed by an opening plenary and keynote, then other programming and an evening awards reception. On Wednesday, March 20, participants will take part in Lobby Day to meet with their representatives in Congress. Conference plenaries and programming will resume on the morning of Thursday, March 21, with additional breakout sessions, and plenary speakers.

Learn more and register at
bikeleague.org/summit



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THANK YOU!

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