



Michigan Scholastic Cycling Association

**YOUR ROLE AS A MiSCA
RIDE GUIDE**

EVERYONE PLAYS EVERY MINUTE

TABLE OF CONTENTS

- 1 ROLE OF THE RIDE GUIDE 4
- 2 MODELING GOOD BEHAVIOR 6
- 3 SAFETY IS THE #1 PRIORITY 7
- 4 EXAMPLE-RESPONDING TO AN INCIDENT AND PUTTING EMERGENCY ACTION PLAN TO USE 9
- 5 SAFE PRACTICES AT PRACTICE AND DURING RIDES 11
- 6 RULES OF THE TRAIL 13
- 7 MAINTAINING CONNECTIONS WITH GROUP AS RIDE LEADER 14
- 8 CONCLUDING THE RIDE SESSION 15
- 9 PMBI MOUNTAIN BIKE RESPONSIBILITY CODE 15
- APPENDIX A – ANSWERS TO CASE STUDIES 16
- APPENDIX B – SAMPLE PRACTICE PLAN 17
- APPENDIX C – COACH CERTIFICATION 18
- RIDE GUIDE COURSE WORKSHEET 19

**** WORKSHEET MUST BE COMPLETED BEFORE IN-PERSON CLINIC ****

Welcome! This MiSCA Ride Guide packet is a complement to the MiSCA Ride Guide Clinic and will assist MiSCA coaches and volunteers in leading safe, consistent and enjoyable mountain bike rides during MiSCA practices and events. Ride guides may lead rides or assist other coaches as sweeps or assistant guides in ride groups.

This course packet is a culmination of material from multiple sources and experiences. By sharing relevant information and experience we hope to advance the sport of youth mountain biking in the safest, most enjoyable way possible. Upon completion of the Ride Guide course, MiSCA coaches will have the necessary information to provide safe, effective and enjoyable rides in our effort to promote lifelong healthy activities and get more kids on bikes!

1 ROLE OF THE RIDE GUIDE

Ride guides have numerous roles in addition to ride leader. Not only are we taking riders on fun trail adventures, we are responsible for keeping riders safe and assisting them with any emergencies that may occur during the ride. Below are some of the additional ways ride guides need to be prepared before going out on the trail with riders.

Being Prepared

- **Ride Guide as Bike Mechanic**

The nature of mountain biking dictates there will be mechanical issues. Being prepared with the proper knowledge and tools to address common mechanical issues keeps riders safe and gets them back to the trailhead when an issue occurs. The following list contains typical mechanical issues that may be encountered when leading rides. It is strongly recommended MiSCA ride guides practice proficiency in dealing with these common issues.

- Flat tire front or rear
- Broken chain
- Adjusting brake lever position and reach
- Tightening loose bolts, pedals, cleats, cranks, headsets, seats, seat posts, etc.
- Adjusting saddle position-height and fore/aft
- Adjusting/replacing brake pads
- Straightening bent disc rotor
- Adjusting/setting sag on air forks and shocks

- Additional resources

- www.pinkbike.com Tech Tuesday
- www.youtube.com Bike Radar

- **Ride Guide Tool Kit**

All ride guides should carry a tool kit in the event they or someone in their care has a mechanical issue. As a minimum, these items are suggested;

- Spare tubes- *pro tip* 27.5 tubes will fit 26" and 29" tires
- Tire levers
- Pump, shock pump
- Multi-tool- having larger 8-10 mm allen key is useful
- Chain tool-to repair broken chain
- Spare chain links in multiple sizes – 10, 11 speed
- Needle nose pliers
- Zip ties
- Duct or electrical tape
- Wine bottle corks – *pro tip* to replace lost end caps
- Other? What have you found to be helpful?

- **First Aid Training and Preparedness**

Being safe means being able to care for a rider that is injured. Mountain biking is inherently dangerous but made less so when taking steps to be prepared. MiSCA requires ride guides to maintain a first aid and CPR certification. In addition, MiSCA requires ride guides to carry basic first aid kits in order to be prepared for a medical situation if one should occur. First aid kits can be purchased in various sizes and are a convenient way to carry multiple basic items. Below is a minimal list of suggested items to have on hand.

- **Recommended first aid training**

- www.redcross.org First Aid and CPR, Wilderness and Remote First Aid
- www.heart.org First Aid and CPR
- www.nols.edu Wilderness First Aid, Wilderness First Responder
- www.wildmed.com Wilderness First Aid

- **First Aid Kit**

- Cell phone with first aid app (when reception is available)
- Gloves
- CPR mask
- Band-aids in various sizes
- Steri-strips
- Anti-biotic ointment
- Antiseptic wipes
- Gauze
- Tape
- Tweezers
- Triangular bandages or arm splint
 - Additional considerations
 - Contact List - In addition to training and carrying medical supplies, having a contact list for coaches and parents of riders is essential.
 - Include relevant medical info
 - bee sting allergy
 - asthma
 - epi-pen or inhaler – carry in pack if needed

2 MODELING GOOD BEHAVIOR

Ride guides lead by example, especially when working with young riders. Modeling proper trail etiquette and following the rules of the trail shows others how to respect the resources we use as mountain bikers and helps promote the sport in a friendly and welcoming manner.

- **Trail Etiquette**

Being respectful of nature, the trail and fellow riders is an essential component mountain biking, especially when teaching and riding with young riders. MiSCA always expects members to follow proper code of conduct.

- Smile! Be friendly and greet other trail users.
- MiSCA coaches and ride guides should model proper conduct and work to teach and remind riders how to respect other riders and the environment.

- **International Mountain Bike Associations' Rules of the Trail**

IMBA launched its Rules of the Trail in 1988 to educate mountain bikers and serve as a pro-bike advocacy tool. Your actions have critical impact on the landscape, the trails, the animals. Pledge to ride friendly, ride responsibly, ride prepared, ride lightly.

- *Respect the landscape*-Respect your local trail builders and be a good steward of the physical environment. Keep single track single by staying on the trail. Practice leave no trace principles. Do not ride muddy trails because it causes rutting, widening and maintenance headaches. Ride through standing water, not around it. Ride (or walk) technical features, not around them.
- *Share the trail*-Most of the trails we ride are multi-use. Mountain bikers yield to horses and foot traffic, and descending riders yield to climbing riders. This yield triangle has been formally adopted by land managers since the late 1970's and is a significant reason we have access to the land we do. There are some regional differences and unique rules on single use, directional mountain bike trails-know the code where you ride. Be nice, say hi.
- *Ride in Control*-Speed, inattentiveness and rudeness are the primary sources of trail conflict among user groups. If you need to pass, slow down, ring a bell or verbally announce yourself, and wait until other trail users are out of the path. Use extra caution around horses, which are unpredictable. Be extra aware when riding trails with poor sight lines and blind corners and make sure you can hear what's going on around you.
- *Plan ahead*-Be prepared and self-sufficient. Every mountain biker should carry what they need for the ride they're undertaking and know how to fix a flat tire and make minor repairs. Download a GPS trail app on your phone for navigation or carry a map in unfamiliar locations. Ride with a partner or share your riding plan with someone if you're heading out solo.
- *Mind the animals*-When it comes to wildlife, live and let live. In some places, running cattle and disturbing wildlife are serious offenses. If you want to ride with your dog, first find out whether it's allowed by looking up leash laws. Be prepared to take care of your dog. Ensure your companion is obedient enough to not cause problems for you, other trail users or wild animals.

- *Ride open, legal trails*-Poaching trails, building illegal single-track or adding unauthorized trail features are detrimental to our access. Poorly built features could also seriously injure other trail users. If you believe there aren't enough trails or variety near you, it's time to get involved. Your engagement will be welcomed because it takes a village to create, enhance and protect great places to ride.
 - www.imba.com/ride/imba-rules-of-the-trail

3 SAFETY IS THE #1 PRIORITY

Safety is always top priority when leading groups on mountain bike rides.

- **Duty of Care**

As coaches and guides leading youth riders we have a responsibility to keep our riders safe. This is known as *duty of care*.

- *Duty of Care - a requirement that a person act with the watchfulness, attention, caution and prudence that a reasonable person in the circumstances would use.*
The People's Law Dictionary, by Gerald and Kathleen Hill, www.law.com

- **Emergency Action Plan (EAP)**

An emergency action plan (EAP) is crucial for quick and concise decision making if an emergency occurs, and is specific to the parameters of each ride. MiSCA provides a general plan for EAP's. Head coaches are responsible for developing their own EAPs.

- Be aware of the EAP when leading or assisting with rides.
- Head coach must ensure all coaches and ride guides know EAP
- Review EAP and ask guides for understanding of EAP frequently throughout the season
- EAP's are discussed in greater detail later in this packet.

- **Managing Risk**

There are inherent risks associated with mountain biking. As coaches and ride leaders we do everything we can to minimize risks and keep riders safe. However, there is the possibility that a rider will be injured.

- *Risk Management*-is reducing and eliminating risk factors that may negatively impact safety of riders.
- *Risk Assessment*-ID factors as potential and/or actual risks
- Potential vs actual risks
 - Weather, terrain, skill, equipment, people, environment
 - Assess potential risks vs actual risks
 - Minimize likelihood of potential risks becoming actual risks
 - Example
 - ✓ Terrain is a potential risk. Minimize likelihood trail difficulty will go from potential risk (terrain surpasses rider ability) to an actual risk (rider crashing or becoming unable to complete ride) by selecting terrain that is appropriate for level of skill of ride group.

- Prioritize risks based on how likely they are to occur, and what their impact will be.
 - Examples
 - Weather and equipment failure are both potential risks.
 - Light rain (low priority risk) vs failed brakes (high priority risk) would have different impacts if either were to occur.
 - It is important to recognize risks and reduce likelihood of high priority risks occurring.
 - *What are other risk factors do we need to be aware of as mountain bike coaches?*
- **Reducing Risk and Being Prepared**
 - A big part of reducing risk is establishing your EAP. EAP's cover issues that range from less serious to potentially hazardous situations that may occur.
 - Minor emergency-rider cannot finish ride due to fatigue
 - Major emergency-call 911

- **Emergency Action Plan**

Use these guidelines to build a personalized EAP for your team or group and location.

- **Know the plan**
 - The first step when implementing any EAP is to educate ride leaders on what the actual EAP is and to ask for feedback to ensure knowledge and understanding. Once a plan is established make sure coaches, guides and volunteers know the plan and can put it into place. Discuss potential emergencies to help coaches, guides and volunteers make decisions in the event an actual emergency occurs.
- **Know the numbers**
 - All adult leaders should **always** carry a list of contact numbers that may be needed in an emergency. If using a phone to carry numbers include a paper list as well, since phones may not always be an option. These numbers include but are not limited to;
 - All coaches and guides
 - Parents and or guardians of all children in your care (along with medical info)
 - Park staff
 - Local police
- **Know the trail**
 - Have a good knowledge and/or map of the area and trail you are riding and have a way to pinpoint your location on a trail. Know emergency exits of a trail system, if they exist, and how they are marked. ie "We are ¼ mile from mile post 8 on blue loop, riding counterclockwise." In addition, determine designated points for shelter along trail in case of weather emergency and note their locations on map.
 - If you regularly ride a trail that does not have mile posts or marked emergency exits, establish your own and mark them on map. Use easily recognizable landmarks to describe locations. ie "Blue Loop Emergency Access 2 is Spring Mill Pond."

- Designate lead guide before heading out on trail. This person will oversee emergency if one occurs.
- **Know the plan!**
 - Distribute maps with important points noted along trail. Communicate and practice plan with coaches, guides and volunteers. Continually re-evaluate and adapt plan to ensure it is appropriate for your group. Assess knowledge of plan with your group throughout season to ensure everyone is up to speed.

4 EXAMPLE-RESPONDING TO AN INCIDENT AND PUTTING EMERGENCY ACTION PLAN TO USE

While riding down a sandy hill, one of the riders in your group mishandles his bike and goes over the handlebars. He is injured, responsive but in pain and on the ground. As lead rider you must direct the scene and keep everyone safe.

- **Step one**-Survey scene. Take appropriate steps to keep everyone safe. This may include having other riders stand by trail to direct oncoming traffic, which may come from more than one direction. Once scene is safe address injured rider.
- **Step two**-assess rider. Use your first aid training skills to do an assessment of rider and any injuries. Do not treat outside of your medical ability.
- **Step three**-make decision
 - Treat injury, evacuate rider, or call 911
 - Assess > decision on injury > continue riding, assist off trail or call for help (911 or non-medical evac)
 - Regardless of whether you treat or call 911, keep rider stable and as comfortable as possible.
 - Determine access point for EMS, or, easiest and most comfortable way to get rider out. If you determine 911 needs to be called, have someone else call if possible so you can remain with injured rider
 - Use *your* judgment based on assessment and observation of rider
 - Don't rely solely on opinion of injured rider
 - May need to take a few minutes to observe rider
 - When in doubt escort them out
- **Step four**-Determine what remainder of group will do.
 - Group may need to wait for escort back to trailhead.
 - Remain calm and re-assuring.
 - Ride may need to be cut short or scaled down.
- **Step five**-contact appropriate individuals
 - Parents, coaches, school, park, league, etc.
 - Parents should be called ASAP, park staff or league may not need to be notified until later
 - Incident report-know the requirements for reporting injuries that require medical attention. MiSCA requires a form to be submitted if medical care is provided (available on website). Schools and parks may also require a report.

- Note: In a serious injury or difficult evacuation, park staff can be helpful in accessing rider on trail, or with assisting EMS. Contacting them immediately after calling 911 may be advised. Communicate with park on what they require and can provide.
- **Step six**-follow up
 - With rider, parents, coaches, league, school, park and anyone else involved.
- **Non-medical emergencies**
 - Weather – establish acceptable riding conditions
 - For example, you may have ride groups take shelter if lightening occurs and you are more than 20 minutes from trailhead.
 - Have pre-planned spots along route to take shelter if weather emergency occurs.
 - Discuss with coaches and guides when to take shelter vs when to continue riding.
 - Provide plan for taking shelter if no structure is available nearby.
 - Weather emergencies can be a judgement call. Discussing parameters will help coaches makes safe decisions and provide options for quick decision making.
 - Other emergencies
 - Lost riders- have a plan in the event a rider becomes separated from group.
 - Consider instructing riders to wait on trail lost while group backtracks to re-join them. Establish a public meeting place that is nearby if a rider is lost or travels off trail.
 - Coach injury-having multiple guides with each ride group helps when dealing with a coach injury during a ride
- **Other ways to reduce risk**
 - Ongoing equipment checks for all riders (including coaches!)
 - Ongoing skill assessments
 - Choose terrain that is appropriate for skill level of group
 - Maintain proper coach:rider ratios of 1:6
 - Communicate safe practices early and often to staff and riders
 - Discuss and model safe behavior, proper trail etiquette, expectations and responsibilities of guides and riders on all rides
 - Be open to and ask for questions and concerns-ensure understanding
 - Emergency Action Plan-know it, share it, use it!

Scenario 1: Minimizing risk and prioritizing risk factors

You are leading a group of 8 middle school students on a practice ride. You have an untrained adult volunteer assisting as your sweeper. The weather forecast calls for light rain within the time-frame of your ride. You want to get the ride going quickly in order to complete the ride before rain begins. During the warm-up you notice a rider's helmet is loose on her head and not secure. What is the best way to proceed?

- 1) You observe the rider's helmet is "not that loose" and that it is buckled, even though it is sitting crooked on her head. The rider states that's how she always wears it. You decide to get the ride started ASAP so you can finish before the rain and position the rider behind you in the ride line so you can watch her and ensure her helmet stays on.
- 2) You decide to send the rest of the group out on the ride while you adjust the rider's helmet. Once the helmet is fitted properly, you and the rider ride hard to catch the group and as a bonus you also get a good workout.
- 3) You decide to have the adult volunteer supervise a group warm-up in the grass nearby while you adjust the helmet. You then proceed on the ride with the entire group.

5 SAFE PRACTICES AT PRACTICE AND DURING RIDES

The following practices should be utilized at every practice and ride. The parameters of each practice will determine the emphasis on specific aspects of safety. For instance, more attention will be given to bike fit and route overview earlier in the season when riders are new and/or are not familiar with the trail.

- **Safety check** – check before each ride
 - Bike
 - ABC's (air, brakes, chain)
 - Bike fit
 - seat height, brake levers
 - Gear
 - Helmet
 - Shoes/pedals
 - Appropriate clothing,
 - Pack
 - Ensure clothing and gear fits properly and does not impede rider function
 - Food/hydration
 - Ask if everyone has adequate hydration and fuel for ride, consider carrying extra snacks and water on longer rides
 - Guides
 - Contact list
 - Tool kit
 - Med kit with relevant medical hx
 - Be aware of riders with specific medical needs i.e.-allergies/epi pens, inhalers
 - Much of the safety check can be observed in warm-ups and drills
 - Look at helmets, clothing, riders having difficulty for any reason, etc.

- **Pre-Ride Talk**
 - Prior to commencing the start of the ride
 - Lead guide communicates
 - Ride formation
 - Rider responsibilities
 - Starts/stops
 - Rider order
 - Ride overview
 - Other instructions
 - This is in addition to any discussion led by head coach to team at large, and is performed by each lead ride guide with each individual ride group prior to commencing ride on trail

- **Ride overview**
 - Explain route to all riders
 - Ensure understanding
 - “Everyone understand?” “Anyone have a question?”
 - Describe terrain, intersections, expected length of ride
 - Match skill level of group with difficulty of terrain
 - Stop as needed during ride to re-group and check-in with riders

- **During ride**
 - Communicate trail hazards
 - Stop and assist riders through difficult sections when necessary
 - Help riders determine appropriate line selections

- **After ride**
 - Follow-up with group after ride
 - Provide feedback, ask for questions
 - Share any concerns from ride and/or incidents with head coach and parents if necessary
 - Head coaches-submit incident report to MiSCA if any medical or conduct issues occur during a ride or practice
 - Incident report form is found on MiSCA website under Resources tab
<https://miscabike.org/resources/>

Scenario 2: Carrying out a Ride Leader's Duty of Care

It is an early season practice and you have a ride group of six 9th and 10th graders. You have 1 sweeper, a parent volunteer in their first season with the team, who just completed their MiSCA Ride Guide certification 2 weeks ago. Before the ride you explained the route to the entire group, including portions of trail the ride would encompass and where the planned stops/re-grouping points would be. During the ride your group gets spread out and you can no longer see or communicate with the last 2 student riders and sweeper. You approach an intersection in the trail where one direction maintains the level of difficulty of the current trail (beginner), and the other direction leads to an advanced intermediate section of trail. At the intersection you should;

- 1) Keep going with the 4 riders since you explained the route to the group at the start of the ride, and you want to keep the ride on schedule. You assume the sweep knows the route and will get the other riders back.
- 2) Keep going with 2 riders and have 2 riders wait at the intersection to ensure rest of group makes correct turn. This way you will be back on time and can let parents know everything is fine and rest of group is on its way.
- 3) Wait with all your riders for entire group to get to intersection, then proceed on planned route once group is back together.

6 RULES OF THE TRAIL

Safety Rules

- Rider space
 - Measure in time vs distance -why?
 - 3-6 seconds provides reaction time for other riders
 - Distance between riders increases as speed increases
- Stopping/Starting
 - Stop on side of trail
 - Don't obstruct trail
 - Stop in view of oncoming trails users
 - Don't stop in blind spots
 - Let riders behind you know your intentions –"stopping!"
 - Look up and down trail before re-starting
 - Re-start when trail is clear
 - Wait for oncoming riders to pass
- Ride in Control
 - Ride at your own pace
 - Don't ride outside of ability
- Right of Way
 - Yield to other riders in a safe manner and as a group
 - Downhill riders have right of way
- Be courteous
 - When passing a slower rider-communicate, ask to pass, sweep communicates last rider

Navigation Rules

- Wait at confusing or unfamiliar trail junctions
- "Nothing said, straight ahead!"
- Stop after direction change to ensure all riders not in your sight make correct turn

Scenario 3: Making Decisions as a Sweeper

You are on a 1.5-hour practice ride with a group of student riders. It is a late season ride on your usual practice trail. There are 5 riders, a lead guide and you are the sweep. During the ride the last rider begins to fatigue, and you and the rider are a significant distance behind the rest of the group. The rider wants to continue but needs frequent stops to rest. You notice he is winded and has run out of water (temps are in the 80s). You are a half hour ride from the trail-head but are resting at an exit point which is a quarter mile walk or easy ride back. You consider walking out with the student but realize the ride leader is unaware of your situation and believes you are still sweeping the ride. You decide to:

- 1) Wait until the rider feels able to continue and proceed on the trail to finish the remaining ½ hour+ of the ride.
- 2) Exit at the trail access point with rider and walk or ride easy back to trailhead. You call the ride leader to inform her of the situation, who you have with you, and that you are no longer sweeping the ride.
- 3) Proceed on the planned route and encourage the rider to keep riding with minimal rests so you can catch up with the rest of the ride group.

7 MAINTAINING CONNECTIONS WITH GROUP AS RIDE LEADER

When leading rides we are responsible for everyone in our care, whether they are riding in front or behind us! When in the front of a ride line ride guides must utilize the skill of *looking back*, in addition to making regular stops and monitoring the pace of the group.

- Looking Back
 - Helps assess if conducting ride at correct speed
 - Provides feedback on how riders are handling terrain
 - Ensures riders are maintaining safe distances
 - Confirms all riders are still with group
 - Practice!
 - When looking back
 - Know correct number of riders
 - Keep handlebars/torso squared as you turn back to look
 - Utilize straighter, less hazardous trail sections to look back
 - Spot identifying object on last rider or sweep to assist with count
 - “My sweeper has on a red shirt.”
- Regular stops
 - Stop frequently to occasionally during ride to re-group and re-assess how riders are doing.
 - Frequency of stops depends on riders, trail, skill of ride group, etc.
 - Know where exit points are on trail in case ride needs to be cut short
- Ride pace
 - As lead rider you are in control of pace of group
 - Adjust pace according to tolerance of riders, goals of ride and difficulty of trail
- Lead rider as sweep
 - Can be used when only 1 coach/ride guide on ride
 - Weaker riders or riders having difficulty often ride at tail end of group

- Riding as sweep allows you to monitor weaker riders and make sure they aren't falling off back of group, provides opportunity for verbal cues and motivation
- Place more experienced rider with good judgment as lead rider
 - Give good and detailed instructions
 - Rule of 3's- pick top 3 points to emphasize
 - Don't overload with instructions
 - "Keep group in sight, stop at roads and stay on blue trail!"
 - Don't assume anything
 - "He knows to wait at next intersection" is a risky assumption

8 CONCLUDING THE RIDE SESSION

- **Post Ride Wrap-up**
 - Take a few minutes to follow-up as a group at end of ride
 - Designate a post-ride meeting place in pre-ride talk
 - "When we get back everyone meet at the red picnic table."
 - Discuss topics relevant to ride
 - Provide feedback
 - Discuss the ride as a group
 - Address questions from riders and coaches
 - Assess rider impression of how the ride went
 - Scary, too hard, too easy, rad!
 - Provides closure and a finite end to the session
 - Always end on a positive note, be encouraging
 - "Great job, everyone! See you next week!"

9 PMBI MOUNTAIN BIKE RESPONSIBILITY CODE

1. Ride in control and within your ability level. You must be able to avoid other people or objects.
2. Stay off trails if your ability is impaired by drugs, alcohol, or fatigue.
3. All riders must wear a helmet and gloves. Other protective equipment is strongly recommended.
4. Inspect your bike or have it checked by a qualified bike mechanic before you ride.
5. Be aware of changing conditions on trails and features. Inspect features before use and throughout the day.
6. Stay on marked trails. Obey all signs and warnings. Do not cut switchbacks. Keep off closed areas
7. Avoid riders ahead of you. They have the right of way.
8. Look uphill and yield to other riders when entering a trail or starting downhill.
9. Do not stop where you obstruct a trail or are not visible from above.
10. If you are involved or witness an accident or collision, never leave the scene before making sure all parties are accounted for and okay. Identify yourself to the local Bike Patrol, if available.
11. Do not feed, provoke, or approach wildlife.

APPENDIX A – ANSWERS TO CASE STUDIES

Scenario 1

Correct answer is 3. It is never correct to ignore any gear issue-especially with a helmet-the #1 piece of safety equipment! While the volunteer guide could get the rest of the group started, they will be less safe with an untrained guide, and with only one adult the group is not in compliance with the recommended coach:rider ratio. In addition, riding hard to catch the group creates a less safe situation as it potentially puts the rider outside her riding ability. It is also always better to avoid any situation that puts a coach or ride guide in a 1:1 situation with a rider. Therefore, it is best to hold the group and delay the start of the ride while you adjust the helmet. A little light rain is less risky than riding with an improperly fitting helmet.

Scenario 2

Correct answer is 3. Don't assume your sweep will take the correct turn, or that remaining riders not in your sight are even still with sweeper (they could reach intersection ahead of sweeper and take the wrong turn). In addition, always avoid leaving student riders alone on the trail whenever possible. Student riders may not have the understanding, experience or judgement to make decisions for the group on their own. The safety of the entire group is your responsibility; therefore, the best choice is to wait at the intersection to ensure your entire group makes the correct turn.

Scenario 3

Correct answer is #2. A fatigued rider is at a greater risk of injury due to their fatigue. Even though rest may improve their condition slightly, if they require frequent stops it indicates they are functioning at less than capacity and therefore more likely to have an accident. Do not force a fatigued rider to continue riding trail. In this situation it is best to exit the trail and walk or ride an easy route back to trailhead. It is important to connect with the ride leader to inform them you are leaving the ride group with the student. (Ride leader will re-group with riders and continue ride maintaining all group members in sight.) You will be in a 1:1 situation with a student, but since continuing to ride could be dangerous or even a health emergency for the student, it is best to get the student back in the easiest and safest manner. If you are unable to contact the ride leader you will need to stay on planned route and walk with student until you reach ride leader, as you are still responsible to sweep the ride.

APPENDIX B – SAMPLE PRACTICE PLAN

MAIN GOAL OF PRACTICE/LESSON (ie body position, braking, shifting, cornering, etc.)
Body position for effective cornering.

PRACTICAL APPLICATIONS (What you will teach to achieve goal)
How to be dynamic yet stable on bike with body and hip positioning. Includes head position, foot position/connection to pedals.

SKILL: *Position & Balance*

PRIMARY SKILL FOR ACHIEVING GOAL: *Position (Dynamic stability)*

TIMELINE: *About 20-30 minutes at beginning of practice, then continuing on trail.*

INTRODUCE AND DEMO SKILL (Basic info and techniques for learning)
Centered body over bike through corners (Ready Position). Drop heels, keep hips above bottom bracket. Chin over stem and elbows bent, lower position maximizes available range of movement. Rotate hips through corner, vision scans ahead. Note riders who are clipped in for lack of hip rotation (movement may be limited at pedals)

DEVELOP (What are basic drills or exercises to try, to progress? Begin simple->on grass-and progress difficulty->on trail. What might be some expected feedback to give them to keep things progressing?)

- 1. Try some corners in the Neutral Position, then in the Ready Position. Compare and Contrast. Find a "sweet spot" where the rider is low, but not too low.*
- 2. Try some corners with feet level and some with heels dropped slightly. Compare and contrast to see which helps the rider feel more stable through the entire corner. Again, finding a "sweet spot".*
- 4. Look for feedback to help improve their overall position on the bike.*

PROGRESS SKILL (How can we mix things up to keep challenging students with the same focus or skill?)
Try techniques at different speeds through corners, starting slow and gradually building. Experiment with flat and banked (berms) corners, to see how body position can be applied for more stability, in different corners.

APPLICATION (What terrain are you going to use and how are the students going to apply what they've learned?)
Repeated practice on trail, provide feedback, look for hips collapsing back, heels lifting, or rider not being centered (chin over the stem). Focus on easier corners with comfortable speeds, to maximize technique and confidence.

GUIDING STRATEGIES (What are considerations to keep lesson safe, well organized and on suitable terrain?)
Find easier green or blue trails, so students are confident trying different techniques. If sessioning a corner, try to find a loop around that doesn't involve students riding back up the trail. Remind students to take it easy and keep spaced out. Other skills to briefly mention may be where to look and braking smoothly.

POTENTIAL FEEDBACK (Look for common flaws regarding this lesson or skill)
Riders being too tall or too stiff. Be sure to keep riders relaxed. Look for chin over stem to make sure they are centered. Knee should be flexed to help them get lower for more stability and range of movement, but not too bent. Chest should be closer to bars than Neutral Position. Clipped riders may have cleats too far forward.

Further notes:

APPENDIX C – COACH CERTIFICATION

DESCRIPTION	CERTIFICATION LEVEL		
	I	II	III
Certification Requirements			
Age	18 yrs.	21 yrs.	21 yrs.
Registration (annual, includes background check)	\$30	\$30	\$30
Background Check	✓	✓	✓
Concussion Training	✓	✓	✓
MiSCA Orientation for Coaches	✓	✓	✓
Field Hours	NOT REQUIRED	30 hrs.	60 hrs.
First Aid	NOT REQUIRED	✓	✓
CPR	NOT REQUIRED	✓	✓
Ride Leading Course **	NOT REQUIRED	✓	✓
Mountain Bike Skills Course **	NOT REQUIRED	NOT REQUIRED	✓
Approved Activities			
Serve as team communicator / Coordinator	✓	✓	✓
Help with team events such as fundraiser activities, social events, etc.	✓	✓	✓
Lead an indoor team practice	21 yrs. +	✓	✓
Assist with an indoor team practice	✓	✓	✓
Ride outside with team in a supporting role (sweep or middle)	✓	✓	✓
Ride outside with team in a leading role (ride leader)	X	✓	✓
Teach mountain bike handling skills	X	X	✓

A minimum of 2 certified coaches must be present at all times (see SafeKilds Policy) during all team activities. 1 Level III coach required per team. All team rides and outdoor practices must have a Level II coach present. On the bike coach to rider ratio 1:6 (one coach per 6 students); off bike coach to rider ratio: 1:8.

** Certifications offered by other organizations such as BICP/IMBA, NICA, or PMBI will fulfill this requirement **

visit www.miscabike.org/coach for details

RIDE GUIDE COURSE WORKSHEET

to be completed and turned in before participating in clinic

- 1) The number one priority of a ride guide is;
 - a) To get a good workout
 - b) To make sure riders in your group have fun
 - c) To be able to ride advanced level trails
 - d) To perform their duty of care and keep everyone safe

- 2) One way to keep riders safe when leading rides is to;
 - a) Perform ABC's prior to ride
 - b) Keep the coach:rider ratios at 1:6 and 2:8
 - c) Look back frequently during ride
 - d) All the above

- 3) The best time to remind riders of safety rules is;
 - a) After an accident has occurred
 - b) At the beginning of a ride
 - c) During the ride
 - d) Before and frequently during a ride

- 4) IMBA Rules of the Trail state;
 - a) Horse and foot traffic yield to mountain bikers so they don't have to get off their bike
 - b) Descending riders yield to climbing riders
 - c) Ride around standing water, not through it, so you don't get your drive train dirty
 - d) Speed up when passing slower riders so you get by them quicker

- 5) Examples of some potential risk factors during a ride are;
 - a) Weather
 - b) Rider fatigue
 - c) Equipment issues
 - d) Terrain
 - e) All the above

- 6) ABC's is an acronym for;
 - a) Always Be Cautious
 - b) Air, Brakes, Chain
 - c) American Bike Companies
 - d) Awesome Bike Control

- 7) As ride guides, we work to;
 - a) Prevent potential risks from becoming actual risks
 - b) Maintain proper spacing between riders during rides
 - c) Promote safety before education and fun
 - d) All of the above

- 8) A good way to reduce risk on a ride is to;
 - a) Count the number of riders in your group
 - b) Have a snack with your group before riding
 - c) Perform ABC's and warm-up before riding
 - d) Keep riders close together during ride so you can count them easily

- 9) An Emergency Action Plan will;
 - a) Make sure you know when to call 911
 - b) Only be initiated by the head coach
 - c) Be important for all coaches and guides to know
 - d) Will always be the same no matter when or where the ride is

- 10) As MiSCA ride guides, our number one priority is to;
 - a) Get trophies on Strava segments
 - b) Teach riders how to get faster
 - c) Ride as fast as possible during rides so riders do better at races
 - d) Provide a safe ride that progresses rider skill in a safe and fun manner