

# Grand Valley Youth Cycling Employee Handbook

Coaches, Staff, and Volunteers



## **Mission:**

The GVYC Mission is to develop an inclusive and active mountain biking community for youth riders of all abilities and interests in the Grand Valley.

## **We do this by:**

- Providing athletes with a fun and safe environment to achieve their individual cycling goals.
- Decreasing barriers to participation in our programs.
- Developing athletes that are gracious and respectful contributors to and leaders in their community.
- Nurturing knowledge for a healthy lifestyle from the seat of a bicycle.

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# 1 Introduction

## 1.1 Welcome to GVYC!

Established in 2011, Grand Valley Youth Cycling is a Colorado 501[c][3] non-profit organization. The basic mission of GVYC is to:

- Provide athletes with a fun and safe environment to achieve their individual cycling goals
- Decrease barriers to encourage participation for all interested riders
- Develop athletes that are gracious and respectful contributors to their community
- Nurture knowledge and respect for a healthy lifestyle, from the seat of a bicycle

## 1.2 Purpose and Applicability

With so many moving parts, we must work hard to ensure that all registrants enjoy a safe, fun, consistent, and rewarding experience with GVYC! **That's where you come in; as a GVYC employee, coach, or volunteer, it is YOUR responsibility to thoroughly read and understand the contents of this GVYC Employee Handbook!** If you are working with our high school team, we recommend that you are also familiar with the "GVYC High School Team Handbook"

This GVYC Employee Handbook is a resource for all employees, coaches and volunteers. The objective of the GVYC coach training and this manual is to educate, support, and prepare coaches with the tools to run a safe and FUN GVYC practice.

This handbook, combined with attending GVYC Coach training, is designed to give you the skills and confidence you need to be an outstanding GVYC coach. However, this handbook is not exhaustive, and situations will inevitably arise that are not explicitly covered in this handbook. In such cases, it is your duty as a GVYC employee or volunteer to act calmly, prudently, and in accordance with your Duty of Care to your riders.

Throughout this handbook, athletes registered with GVYC or participating in any GVYC events, programs, or functions are referred to alternatively as students, student-athletes, athletes, racers, riders, children, and/or registrants. Any GVYC employee, including administrative staff, coaches, and volunteers will be referred to as GVYC employees and/or coaches.

As employees, the rules and guidelines in this handbook apply to you during all practices, races, individual training rides, and at all other times while participating in a GVYC function. Certain rules, such as those pertaining to doping, substance abuse, bullying, or sexual harassment ALWAYS apply to you, even while you are not immediately participating in a GVYC function or related activity.

## 1.3 GVYC History and Culture

In 2011, GVYC was born out of the desire to provide a support structure for high school teams competing in the Colorado High School Cycling League. Growing from just eight kids and two volunteer coaches in one composite team, GVYC is now one of the largest and most widely recognized youth cycling organizations on the Western Slope of Colorado. Over the years, GVYC has seen tremendous success. We have a popular middle school program in the Spring and the Fall, we've hosted several girls only skills instruction, we host a community wide short track and dual slalom race series at the Lunch Loops trailhead, we've earned multiple awards from the Colorado High School Cycling League including Outstanding Partner, Coach of the Year, and other individual recognitions. We have supported our coaches with scholarships for Wilderness First Aid training and brought in skills instructors to "train the trainers".

GVYC's mission is to develop lifelong cyclists, and in practice, this means a lot more than just being great at riding bikes. GVYC aims to foster a safe, respectful, and conscientious appreciation and stewardship for the environment by engaging youth with the outdoors on their bikes. We believe the bike can be a powerful tool for a student to learn tenacity, goal setting, and experience the satisfaction of improving a skill or fitness through trial and error and then transfer these experiences to other areas of their lives. It's well known that bikes are good for both physical and mental health. This is what inspires and motivates you as a GVYC coach.

## 1.4 GVYC Organizational Structure

GVYC is a 501(c)3 non-profit organization. A volunteer board of directors has oversight of our policies and financial management and ensures we have adequate resources to advance our mission.

Our executive director is hired and retained by the board to manage all administrative functions of GVYC, public relations, sponsorship, fundraising and works with the board to accomplish goals for GVYC. Contact: [director@grandvalleymtb.org](mailto:director@grandvalleymtb.org)

A GVYC program manager develops and oversees our youth mountain bike programs, provides leadership to all program staff and supports the program head coaches. The GVYC Program Manager takes care of most communications with parents and riders.

Head Coach – All GVYC primary programs have a head coach. Head coaches plan and coordinate practice sessions and communicate with parents. They assist with coach recruitment and coach training. They are the primary contact point for all issues and organization of the program they are responsible for.

Ride Leader – Responsible for guiding and leading a group of 8 or fewer student athletes. Follows the recommended lesson plan provided by the Head Coach. Communicate regularly with the Head Coach. Verbally communicate with parents and student athletes on a regular basis.

Support Rider – primary responsibility is to support the ride leader, usually acting as a group “sweep” to keep the group together. You do not need “mad skills” or coaching experience to fulfill this role. This is usually a volunteer position. It is highly valued to help keep our practices safe and well-run.

## 2 Risk Management and Safety Policies

### 2.1 Safety is the #1 Priority

As a GVYC coach, your most important responsibility is the health and safety of your riders. With the understanding that cycling in its various forms is an inherently dangerous activity, it is imperative that you take all necessary measures to limit the risks faced by your riders. You should know and understand the guidelines and best practices outlined in this handbook and utilize your best judgment to adapt to changing conditions at GVYC events.

### 2.2 Minimum Coach Requirements

All GVYC coaches must currently hold or have attained the **minimum** qualifications listed below. Our minimum requirements are set so that you have a start on the CO league coach license requirements.

*Coaching requirements for the Fall High School teams are mandated by the Colorado High School Cycling League coaching requirements and supersede GVYC's minimum qualifications. <https://coloradomt.org/coach/>*

Course/Requirement	Head Coach	Ride Leader/Volunteer
Complete and pass a Background Check ( <b>18+ New Hires Only - Request from Director or Program Manager</b> ) GVYC pays	Required Every 4 Years	Required Every 4 Years
<a href="#">Complete and pass a SafeSport Training</a> FREE	Required every two years	Required every two years
<a href="#">Complete and pass a CDC Concussion Training</a> FREE	Required Annually	Highly Recommended Annually
Complete a 1st Aid/CPR training (equivalent or greater).	Required Must keep certification current.	Ride Leader/Required Support Rider/ optional
Read and understand the GVYC Employee Handbook covers Risk Management Training, GVYC Coaching Philosophy, GVYC Mission & Values	Required Once	Required Once
Attend an IN-PERSON Mountain Bike Coaching (MBC) - Basic Skills course	Required Once	Optional
<a href="#">NFHS course on preventing Bullying and Hazing</a> FREE	Optional	Optional
Take a BICP or PMBIA Course or other Con't Ed.	Optional	Optional

Due to the high-risk nature of (gravity/enduro programs) and remote location riding (bike packing) coaches must have met all of the qualifications for a Head Coach listed above AND must hold a current Wilderness First Aid or Wilderness First Responder certification through an accredited organization.

Prior to each riding season, coaches should complete the Coach Certification Self-Verification Form to certify that they have met the minimum requirements to be a GVYC Coach. **It is the responsibility of the Coach to ensure that they have met these requirements prior to coaching with GVYC!** Click here for the [Coach Information Form](#)

## 2.3 Duty of Care, Liability, and Negligence

In all sports, mountain biking included, coaches have a legally enshrined duty of care for the athletes they are responsible for. In other words, coaches have a legal responsibility to make all activities as safe as possible for themselves, the athletes, and the general public.

With GVYC, coaches have a duty of care to their riders at every GVYC practice and event. This duty of care begins at the time designated by GVYC for the riders to arrive at practice and it ends at the conclusion of the practice after **EVERY** rider has departed. The Head Coach, or someone acting as interim head coach, must remain “on-duty” until the last rider from their team has departed, except in the case that any remaining rider is in the care of a parent or legal guardian.

It’s important to remember that, while accidents are inevitable while riding mountain bikes, the law imposes liability on those with a duty of care who **could have**, acting as a reasonable and prudent person, prevented a dangerous or harmful accident from occurring. This liability is present both in error and omission, meaning that a **failure** to do something to prevent an accident is equally negligent as doing the **wrong** thing to prevent an accident.

It is important for you as a coach to have thought about this concept of negligence. While GVYC carries multiple professional liability policies that cover you against being sued for negligence while acting as a GVYC coach, **insurance coverage does NOT diminish your duty of care to your team or your liability for negligence.** Coaches should remember this definition of negligence: conduct which falls below the standard regarded as normal and desirable in each community.

In the GVYC community and while acting as a GVYC coach, this acceptable standard is defined by the best practices described in this handbook, at the GVYC Coach Training, through all additional required and optional training you’ve received (First Aid, CPR, WFA, WFR, PMBIA, etc.), and by **your own common sense!**

Additionally, remember that **acting beyond the scope of your training and experience is also a form of negligence.** Here are a couple of examples: if you are **not** a doctor, nurse, or paramedic, you **should not** administer drugs like ibuprofen to an injured rider; if you are **not**

experienced and comfortable hitting large drops on your bike, you **should not** attempt to teach your team how to hit large drops.

To make a long story short, this is why it is extremely important for all GVYC coaches to have thoroughly read this handbook and to have attended all the required training; the information contained here can help to keep you and your riders **safe** and out of trouble!

## 2.4 Mandatory Reporter

**All GVYC coaches, staff, and volunteers are MANDATORY REPORTERS!** A mandatory reporter is defined as a professional who is obligated by law to report known or suspected incidents of child abuse and/or neglect. Mandatory reporters are part of the safety net that protects children and youth and have the ability to provide lifesaving help to child victims in our community. Any person specified in C.R.S. 19-3-304 is by law a mandatory reporter in Colorado; **as a GVYC coach or volunteer, YOU are a mandatory reporter.**

If a mandatory reporter has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, the mandatory reporter shall immediately upon receiving such information report or cause a report to be made of such fact to local law enforcement, child protective services, and the GVYC Executive Director. Reports to child protective services and GVYC are always kept anonymous and confidential. However, this confidentiality does not apply to reports made to law enforcement.

You should report suspicions and knowledge of child abuse and/or neglect for multiple reasons:

1. to protect the victim and other children in the home.
2. to prevent harm to other children to whom the person responsible for the abuse and/or neglect may have access.
3. to prevent future abuse and/or neglect.
4. to help provide services to families and children; and
5. to promote positive changes in families.

The State of Colorado has child safety laws and policies, as well as agencies staffed with skilled professionals who can help keep children and youth safe when a report is made. Mandatory reporters play a critical role in helping keep Colorado's children and youth safe. You are on the front lines and can identify children who may be abused or neglected.

Also, keep in mind that individuals or institutions in Colorado who report suspected child abuse and/or neglect "shall be immune from any liability, civil or criminal, or termination of employment that otherwise might result by reason of such acts of participation, unless a court of competent jurisdiction determines that such person's behavior was willful, wanton, and malicious" if they report in "good faith," which means they have not reported recklessly or with no reasonable basis for making a report. Colorado state law indicates that good faith is presumed unless challenged by the person claiming the report was not made in good faith.

Lastly, remember that there are legal consequences for not reporting. You could be charged with a class 3 misdemeanor, receive a fine of \$750 and/or imprisonment up to six months, and be liable for what the law terms “damages approximately caused” if you fail to report a suspicion of child abuse or neglect. Making a child abuse and/or neglect report is your evidence that you fulfilled your mandate to report.

## **2.5 Concussions and Return-to-Play Policy**

GVYC has approved the return-to-play policies and procedures for riders who have suffered concussions advocated by the US Department of Health and Human Services Center for Disease Control and Prevention and the American Academy of Pediatrics.

GVYC must comply with applicable Colorado State Laws and applicable state interscholastic federation or association return-to-play management protocols and procedures for a student-athlete who has sustained a concussion or head injury.

**All GVYC head coaches must complete annually a CDC Heads-Up Concussion Protocol training.**

Coaches may complete the training for free online, here:

<https://www.cdc.gov/headsup/youthsports/training/index.html>

To launch the training, click the link to launch the training for COACHES in the “Launch the Training” section.

An athlete who is suspected of sustaining a concussion or head injury in a GVYC activity shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to GVYC until they are evaluated by a licensed healthcare provider. The athlete shall not be permitted to return to GVYC programs until they receive written clearance to return to GVYC from a licensed health care provider, and that written clearance has been provided to the appropriate GVYC coaches, program managers, and GVYC Executive Director. Written clearance must come specifically from a Physician, Physician Assistant, or Nurse Practitioner.

## **2.6 Emergency Protocols**

GVYC coaches should be intimately familiar with these protocols so that, in a high-pressure, emergency, they are a force of habit.

### **2.6.1 Severe Injury or Emergency-Evac Situations**

In a situation where you believe someone’s life could be in danger (from internal or external bleeding, breathing issues, heart issues, diabetic shock, allergic reaction, exposure, or otherwise), in situations with serious injuries that will require emergency medical attention (such as major broken bones, compound fractures, severe bleeding, or serious concussions), or in situations where you will require emergency assistance to evacuate the victim (when the victim

is non ambulatory, has major broken bones that should not be moved, or is simply in too much pain to move on their own):

1. **FIRST:** Stabilize the situation

- a. Stabilize Injured victim(s) if there is an injury and ensure they are out of harm's way to avoid further injuries or complications. The coach with the most medical training should attend to the victim.
- b. Instruct a bystander (other coach or another athlete with a cell phone) **to call 911.**
  - i. The caller should take note of the closest trailhead and drop a pin using a maps app to determine your actual geographic coordinates for rescuers to find you.
  - ii. Also, take note of the condition of the victim so rescue workers can come prepared.
  - iii. If no cell service is available, the assistant coach should skip to Step 2 to stabilize the group and arrange to move to find service for a 911 call while the primary medically trained coach continues with the next steps to stabilize the victim.
  - iv. If possible, the phone should be put on speaker so that the primary care coach attending to the victim can speak with dispatch.
  - v. Do not hang up with 911 dispatch until emergency personnel arrive on the scene. If it is necessary to hang up for any reason, make sure it is known when and how the next emergency communication will occur.
- c. After the secondary coach has set up the 911 call, the secondary coach should attend to Step 2 by stabilizing the rest of the group and starting evac plans.
- d. The primary care coach should check the patient's vital signs such as pulse, breathing rate, and pain ratings (if the patient is conscious). **If the patient is not breathing, start CPR right away, and do not stop CPR until the patient begins breathing on their own, or emergency personnel arrive to take over.**
- e. The primary coach should render first aid to the victim to stop or slow bleeding, immobilize any injuries (especially to the neck or back), check for signs of concussion, etc.
  - i. Administer care in accordance with YOUR level of training and follow the instructions from dispatch. Do not attempt any first aid or medical procedure for which you are not trained.
- f. Make sure the patient is calmed down and assured, and as comfortable as possible.
- g. Establish a plan for any ongoing medical supervision required until emergency personnel arrive.
- h. Start SOAP notes. (S-subjective or symptoms, O-objective data or observations, A-Assessment, P-Plan)
- i. Continue monitoring the patient until emergency personnel arrive to take over.

2. **SECOND:** Stabilize the rest of the group and arrange evac:

- a. Ensure the rest of the group is safe and out of harm's way.

- b. Establish an exit plan for the remainder of the group and continue monitoring the evac situation for the victim. Assist the primary care coach in communicating with 911 operators, if necessary.  
Evac plans might include waiting until emergency personnel arrive to take over the care of the victim. Then, the primary care coach can also help to manage the rest of the group.
  - c. Call the GVYC Program Manager. If they don't answer, call the GVYC Director. As a last resort, call any other coaches you know that may be able to render assistance. Instruct GVYC Program Manager, Directors, or other coaches on how they can best assist you.
  - d. If the rest of the group will not be able to end practice on time, call parents and arrange an alternative time/place for pickup.
  - e. Call the parent/guardian or emergency contact of the injured victim and update them on your current status and evac plan.
  - f. Initiate evac plans for the group and the victim(s).
  - g. Remain on duty and revisit steps above until ALL riders are in the hands of parents.
3. **LASTLY:** Follow up.
- a. Follow up with messages to parents, Program Managers, and the Director.
  - b. Fill out an "Incident Report Form" and return to the Director within 24 hours.

## 2.6.2 Non-Life-Threatening Injury and Self-Evac Situations

In situations where a victim's life is not at risk, there are no serious injuries that would require urgent medical attention (such as moderate cuts, abrasions, sprains, mild or moderate concussions where symptoms do not worsen with time, or broken bones relatively close to a trailhead) and the victim(s) are able to self-evacuate without unreasonable amounts of pain or further injury to themselves or others:

1. **FIRST:** Stabilize the situation
  - a. Stabilize Injured victim(s) if there is an injury and ensure they are out of harm's way to avoid further injuries or complications. The coach with the most medical training should attend to the victim.
  - b. Instruct the secondary coach to proceed with Step 2 to stabilize the rest of the group.
  - c. The primary care coach should check the patient's vital signs such as pulse, breathing rate, and pain ratings.
    - i. ***If at any point the patient's condition deteriorates significantly and you need more help, IMMEDIATELY REFER BACK TO THE SEVERE INJURY AND EMERGENCY EVAC PROTOCOLS AND CALL 911.***
  - d. The primary coach should render first aid to the victim to stop or slow bleeding, immobilize any injuries (especially to the neck or back), check for signs of concussion, etc.

- i. Administer care in accordance with YOUR level of training and follow instructions from dispatch. Do not attempt any first aid or medical procedure for which you are not trained.
  - e. Make sure the patient is calmed down and assured, and as comfortable as possible.
  - f. Establish a plan for any ongoing medical supervision required until the patient can be handed over to a parent/guardian.
  - g. Start SOAP notes. (S-subjective or symptoms, O-objective data or observations, A-Assessment, P-Plan)
  - h. Continue monitoring the patient until you are ready to evac.
2. **SECOND:** Stabilize the rest of the group and arrange evac:
- a. Ensure the rest of the group is safe and out of harm's way.
  - b. Establish an exit plan for the remainder of the group and continue monitoring the evac situation for the victim.
    - i. Evac plans might include waiting until you can get extra help from GVYC admin or other coaches in the area, as per the steps below.
  - c. Call the GVYC Program Manager. If they don't answer, call the GVYC Director. As a last resort, call any other coaches you know that may be able to render assistance. Instruct GVYC Program Manager, Director, or other coaches on how they can best assist you.
  - d. If the rest of the group will not be able to end practice on time, call parents and arrange an alternative time/place for pickup.
  - e. Call the parent of the injured victim and update them on your current status and evac plan.
  - f. Initiate evac plans for the group and the victim(s).
  - g. Remain on duty and revisit steps above until ALL riders are in the hands of parents.
3. **LASTLY:** Follow up.
- a. Follow up with messages to parents, Program Manager, and the Director.
  - b. Fill out an "Incident Report Form" and return to the Director within 24 hours.
  - c. If the insured rider suffered a concussion, follow up with parents with GVYC's concussion and return-to-play protocols.
    - i. If you suspect a concussion, do not allow the athlete to rejoin practice without a note from a physician clearing them to return.

### **2.6.3 Minor Injuries Requiring First Aid Attention**

In situations with minor injuries such as minor cuts, bruising, abrasions, sprains, where the injured rider can safely rejoin the group for the remainder of practice but requires first aid assistance (any suspected concussion at all should be treated with protocols for Non-Life-Threatening Injury and Self-Evac Situations):

1. **FIRST:** Stabilize the situation

- a. Stabilize Injured victim(s) if there is an injury and ensure they are out of harm's way to avoid further injuries or complications. The coach with the most medical training should attend to the victim.
  - b. Instruct the secondary coach to proceed with Step 2 to stabilize and entertain the rest of the group while first aid is rendered.
    - i. The primary care coach should check the patient's vital signs such as pulse, breathing rate, and pain ratings.
      - i. If at any point the patient's condition deteriorates significantly and you need more help, IMMEDIATELY REFER BACK TO THE SEVERE INJURY AND EMERGENCY EVAC PROTOCOLS AND CALL 911.**
  - j. The primary coach should render first aid to the victim in order to maximize comfort for the rider to finish the practice.
    - i. Administer care in accordance with YOUR level of training, and follow the instructions from dispatch. Do not attempt any first aid or medical procedure for which you are not trained.
    - ii. If the rider shows ANY sign of having suffered a concussion, **THEY SHOULD NOT REJOIN THE GROUP!**
  - k. Make sure the patient is calmed down and assured, and as comfortable as possible.
  - l. Establish whether or not it is safe for the patient to rejoin the group for the rest of the practice. Consider both the safety of the rider and the safety of others.
    - i. If you determine that the rider should not rejoin the group for the remainder of practice, refer to the evacuation protocols Non-Life-Threatening Injuries and Self-Evac Situations.
  - m. Continue monitoring the patient until you have handed the patient off to a parent.
2. **SECOND:** Stabilize the rest of the group:
- a. Ensure the rest of the group is safe and out of harm's way.
  - b. Keep the group entertained while first aid is rendered.
  - c. If the group will not be able to end practice on time, call parents and arrange an alternative time/place for pickup.
  - d. Start SOAP notes. (S-subjective or symptoms, O-objective data or observations, A-Assessment, P-Plan)
  - e. If the patient will rejoin for the rest of the practice, the most medically trained coach should sweep the group so that they can respond quickly if symptoms worsen.
    - i. You should also adjust practice plans at this point to accommodate the injured rider and limit the risk of further injuries. Stick to more moderate trails, and avoid terrain where riders are likely to crash.
  - f. At the end of practice, make sure to have a face-to-face conversation with the parent/guardian of the injured rider, making sure they are up to speed on the injuries sustained, first aid rendered, and what the next steps should be.
3. **LASTLY:** Follow up.
- a. Follow up with messages to parents, Program Manager, and the Director.
  - b. Fill out an "Incident Report Form" and return to the Director within 24 hours.

## 2.6.4 Coach Injuries

In general, if a coach is injured at practice, you should try to follow the appropriate protocols for similar injuries to a rider as closely as possible. Make a priority of ensuring riders are entertained and not wandering off while you attend to the injured coach. For example, have riders get off their bikes and sit in a circle nearby to play a team-building game (like duck-duck-goose or similar). Also, make sure to call your program manager, the Director, and any nearby coaches to help lend a hand with your group. After practice, make sure to complete an "Incident Report Form" and return to the Director within 24 hours. If applicable, the injured coach may file a Workers Compensation claim through GVYC provider, Pinnacle Assurance. Refer to Chapter 4 for more information on filing a Workers Compensation claim.

## 2.6.5 Other Important Non-Emergency Numbers

For Mesa County Search and Rescue, and EMERGENCY services, dial 911.

Mesa County Sheriff - (970) 244-3500

Fruita : FHW - 970-858-3900, Mountain Peaks 970-639-9505,

Grand Junction: FHW 970-243-1707, Cedar Health Point 970-644-9900, AFC 970-609-2001, St. Mary's 970-298-2273

## 2.7 Guidelines on Handling Practices During Lightning or Thunder Disturbances

Head coaches make every opportunity to announce changes in practice time and location due to poor weather at least two hours prior to scheduled practice time. In the event that lightning, or thunder impacts a practice already in session follow these guidelines.

### PROACTIVE PLANNING

1. The GVYC program manager will monitor local weather conditions before and during practices and contests.
2. Head coaches create and communicate an evacuation plan for each trailhead/practice location to all ride leaders, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
  - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
3. Criteria for suspension and resumption of play:
  - a. When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend riding for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - b. 30-minute rule. Once riding has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
  - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.

## **2.8 Sexual Harassment Policy**

GVYC prohibits and does not tolerate sexual abuse or misconduct of any kind before, during, or after any organization-related activity. GVYC provides procedures for athletes, employees, volunteers, board members, or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or suspension from GVYC's programs, as well as criminally prosecuted. No athlete, volunteer, employee, board member, or other person, regardless of their title or position has the authority to commit or allow sexual abuse or misconduct.

### **2.8.1 Definitions and Examples**

The following definitions or examples of sexual abuse, misconduct, or harassment may apply to any and/or all of the following persons – athletes, employees, officers, board members, volunteers, parents, legal guardians, family members, or other third parties. Sexual abuse or misconduct may include, but is not limited to:

1. Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
2. Sexual activity with another who is legally incompetent or otherwise unable to give consent.
3. Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
4. Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
5. Material such as pornographic or sexually explicit images, posters, calendars, or objects.
6. Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
7. A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
8. Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

## **2.8.2 Reporting Procedure**

***If the situation is an emergency, immediately call 911.*** Next, immediately report suspected sexual abuse or misconduct to the GVYC Executive Director. It is not required to directly confront the person who is the source of the report, question or complaint before notifying a GVYC official or law enforcement. When required by law, GVYC will immediately report suspected sexual abuse or misconduct to local law enforcement and child protective services, if applicable.

GVYC will take every reasonable measure to ensure that those named in the complaint of misconduct, or those who are closely associated with those involved in the complaint, will not be part of the investigative team. The GVYC Executive Director will report accusations to the GVYC Board President, and parents/legal guardians of involved minors, if applicable.

All employees, volunteers, and officers of GVYC are mandatory reporters of any suspected or known cases of neglect, abuse, or sexual abuse. If any GVYC employee has reasonable cause to know or suspect that a child has been subjected to abuse, sexual abuse, or neglect, or observed the child being subjected to circumstances or conditions that would reasonably result in abuse, sexual abuse, or neglect, the mandatory reporter shall immediately upon receiving such information report or cause a report to be made of such fact to the GVYC Executive Director, local law enforcement, or through the co4kids.org child abuse reporting hotline system.

## **2.8.3 Anti-retaliation and False Allegations**

GVYC prohibits retaliation made against any athlete, employee, volunteer, board member, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. GVYC prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

## **2.8.4 Investigation and Follow-up**

GVYC will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place, in addition to contacting law enforcement and/or child protective services, when required by law. The organization may utilize an outside third party to conduct an investigation of misconduct. GVYC will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. GVYC will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

## **2.8.5 Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

GVYC is committed to following all state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. As a mandatory reporter of child neglect, abuse, and sexual abuse, GVYC will immediately upon receiving such information report or cause a report to be made of such suspected abuse or misconduct to local law enforcement and child protective services.

## **2.8.6 Coach and Employee Screening and Selection**

As part of its sexual abuse and misconduct prevention policy, GVYC is committed to maintaining a diligent screening program for prospective coaches and employees. GVYC may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks, and personal and professional references.

## **2.8.7 Supervision of Youth**

To provide a safe environment for minors, GVYC strives that no adult shall be alone with a minor during GVYC sponsored activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. GVYC understands that many of our coaches have existing relationships with riders that exist outside of the parameters of GVYC's programs. Parents/legal guardians should be aware of these coach/rider relationships, and any concerns therein should be promptly reported to the GVYC Executive Director and/or law enforcement, when appropriate.

# **3 Coaching Guidelines**

## **3.1 "Training" Philosophy**

GVYC's philosophy on training is to create practices that are goal driven, but also aligned with our mission of creating life-long cyclists in an environment of team camaraderie. These principles should guide you as you craft your plans for practice:

1. GVYC believes that a rider who is happy on their bike in a low-anxiety environment is one who will achieve their goals. GVYC Coaches should strike a balance between providing opportunities for their athletes to meet their individual goals and making a point to develop camaraderie amongst the team. We believe that riders will more easily reach their goals and avoid burnout in a supportive, low-anxiety environment that emphasizes team camaraderie.
2. Coaches should do their best to provide the tools, skills, and confidence that their athletes need to ride confidently on their own. Athletes who graduate from GVYC should feel confident in setting their own goals, working on their own bikes, creating their own routes for rides, and finding their own community when outside of GVYC's "safety net."

3. Curriculums (team training programs) should include skill development, endurance development, power/strength development, teamwork, race prep, nutrition, bike maintenance, setting goals (race or non-race), self-sufficiency, respect for the community, respect for the environment and trails, sportsmanship, and most importantly having fun on the bike!
4. Curriculums are created not just on progression of skills, but also the development of the athlete as a person, depending on their age and maturity. Your goal should be to end a practice, week of practices, and the riding season with your riders wanting more and eager to continue riding when outside of GVYC.
5. Coaches never label their riders (fast or slow, racer or non-racer, beginner or experienced, etc.), and always believe in their athlete's ability to improve.

## **3.2 Communication**

### **3.2.1 Program Manager Responsibilities**

GVYC Program Manager takes care of most communications with parents and riders via email AND TeamApp. The Program Manager is responsible for providing families with the following information about their groups:

1. Introduction Email and TeamApp announcement before the season starts.
  - a. All coach contact information for each group.
  - b. How to be prepared for practice.
    - i. Equipment needed for specific age group.
    - ii. Healthy snack, water
    - iii. Appropriate clothing and layers for the weather
    - iv. Properly fitting helmet, close toed shoes, etc.
  - c. Time and Meeting location with directions.
  - d. Who to contact with questions.
  - e. Special events happening throughout the season.
2. Weekly follow up emails, which may include:
  - a. Gratitude towards parents for bringing kids ready to ride.
  - b. Trails rode and skills learned.
  - c. Proud and funny moments, and photos.
  - d. Substitute name and contact information if needed for any groups.
  - e. Next practice location, directions, time.
  - f. Pictures from practice, if available.

### **3.2.2 Communicating with Parents for Head and Assistant Coaches**

The Program Administrator communicates logistics to parents throughout the season via email AND TeamApp, but it is the responsibility of the Head and Assistant Coaches to have open lines of communication with parents, including greeting and engaging with parents at each practice.

Important situations where the Head and Assistant coaches need to communicate clearly with parents include:

1. Rain Day cancellations in the event of rain, snow, or close lightning.
  - a. Head coach of the group being cancelled needs to contact the Program Admin, Assistant Coaches, and parents to inform them of the cancellation. Try to give as much notice as possible.
  - b. Send out cancellation notice via email and Team App. If cancellation is within an hour of practice start, the head coach should show up to the trailhead to make sure parents who might have missed the notice are aware.
2. Injury and Concussion Follow up if a child has been minorly injured or had a rough mental/physical day, send an email to check in with parents to show your interest/concern. Let your Program Admin and know of the situation.
3. If a child is displaying behavior that disrupts the practice, it is the Head Coach and/or Assistant Coach's responsibility to communicate with the parents about strategies to make future practices successful. Program Admin is available for guidance or communication with parents if needed.
4. If you need to change a practice location, please confirm with the Program Admin at least a week in advance for permission to avoid scheduling conflicts and permitting issues. Once approved, the Head Coach is responsible for contacting their Admin with the information for updates to the weekly emails and/or TeamApp announcement.
5. If you got a substitute, it is your responsibility to introduce your sub and share contact information with both the Program Admin and parents of your group via email.
6. If you called a rain cancellation, it is the Head Coach's responsibility to schedule the rain makeup practice. This is generally done the week following the end of season at the same time and location of the cancelled practice. Special exceptions can be made pending the participant's availability. Make sure the Program Admin knows details of time and place for weekly emails.

## **3.3 Leading a Successful Practice**

Following these guidelines helps to make sure GVYC practices are safe and consistent!

### **3.3.1 Parking Lot and Commuting Safety**

The parking lot before and after practice is one of the most dangerous places at a GVYC practice. Make sure to designate a place out of harm's way for your riders to wait while you welcome families to practice. Have parents walk their riders from their cars to the designated meeting place. The same should go for pick-up after practice. Make sure riders are not riding in the street or around the parking lot at the trailhead.

Coaches should, as much as possible, try to avoid riding on open streets with GVYC teams. However, when it is necessary to commute on open streets/roads, coaches should pay extra attention to the safety of their riders, and make sure riders are aware of the rules of the road BEFORE the group begins the commute. Before leaving for a commute on open roads, talk with your team and remind them of these commuting rules. Whenever possible, coaches should choose a route that utilizes sidewalks or paths that are separate from the road. When sidewalks/paths are not available, coaches should choose small, residential streets on a designated bike route. In general, riders should always stay single file, except when riding

double file does not impede the flow of traffic and leads to a safer and more compact group. ALWAYS obey ALL traffic rules, including stop signs and stop lights. When stopping at a stop sign or stop light, wait until ALL riders in the group have come to a complete stop. When it is safe to proceed, wait until ALL riders are ready to cross at the same time. Do not allow only part of your group to cross after a stop. Only cross when the entire group can safely cross simultaneously. A head coach should proceed into the intersection first, and ensure traffic remains stopped until the sweep coach has cleared the intersection.

Riding on open roads is one of the most dangerous places to be as a GVYC group, so coaches should pay close attention to rider safety in traffic during commutes, and strictly enforce group riding rules on the roads.

### **3.3.2 Coach Duties at Practice**

#### **Head Coaches/Ride Leaders:**

1. Show up early to organize assistant/volunteer coaches before kids start arriving. Make sure there is ALWAYS a coach or support rider sweeping your group (the sweep is always the last rider in the group).
2. Count the size of the group before riding.
3. Tell the group the riding rules, plan, what trail you are on, and what skills to focus on.
4. Recount the riders at every regroup.
5. Assign a kid ride leader for the way out, someone who has not been it yet.

#### **Support Riders/Volunteers:**

1. Understand the game plan for practice as assigned by the head coach and ride leader.
2. Greet parents and kids, count riders.
3. Recount riders at every regroup.
4. Keep kids entertained and safe!

#### **On the ride:**

1. Be vocal about what you are doing on your bike (look ahead, around the corner, standing, stopping, then teach kids how to relay the message down the line to help each other out: TEAMWORK!)
2. Look back and check on your group often. If you cannot see your sweep after a few times looking back, stop and wait for them. Encourage teamwork, staying together, cheering each other on.
3. ALWAYS WAIT AT INTERSECTIONS!
4. Take water breaks, often! This will prolong the need/want for snack time.
5. Have a plan for a snack, if you see kiddos getting weary, tell them the plan, how close you are.

#### **After the ride:**

1. Back at the trailhead, give riders a space to ride around until their parents arrive.
2. Keep kids engaged while waiting on parents.
3. Give each kid a verbal “kuddos”, high five or other positive feedback as they leave, look them in the eye and tell them “Good job” or that you are proud of them.

4. Update the parents on what you did, how their kid did, any tips/tricks to keep trying at home. They love hearing about it!

### 3.3.3 Singletrack Rules

Follow these rules while riding on singletrack:

1. **Single File:** We do not pass anyone unless riding uphill and we have a meeting location at the top of the hill.
2. **Yield to ALL trail users:** GVYC groups should always yield to all other trail users unless they look like they want to let you pass first. This goes a long way towards maintaining a good relationship between GVYC and our community.
3. **Say “Stopping!”:** When the group leader announces that the group is stopping, the message is passed down the line from rider to rider. This is to ensure all riders stop within a safe distance from each other. We do not pass anyone in line when we stop.
4. **Safe Rider Distance:** Ride a safe distance between each other. When your teammate leaves, count to 5, then go.
5. **Friendly Communication with Trail Users:** Say “Thank you!” anytime moves out the way to let you pass. If you can, take off your glasses when talking with other trail users. It helps them remember that mountain bikers are people too! Try to use your voice to communicate your presence, as opposed to a bell.
6. **Be Aware and Listen:** Always be aware of our surroundings and keep each other safe. Be careful when riding downhill to avoid head-on collisions. Listen to instructions from coaches and riders in front of you.
7. **Stop at ALL intersections:** Don’t assume that the rider behind you knows where the group is going. Stop at all intersections and wait to make sure the next rider behind you knows which trail to take.

### 3.3.4 Snack Time

1. Stop halfway through the ride for a snack.
2. Find a safe location off the trail and away from cliffs, corners, snake holes, etc. This could be the most dangerous part of a GVYC practice.
3. Gather kids and chat about wildlife, leave no trace, trash on trails, trail maintenance, what they saw on the ride, etc.
4. Look for funky group dynamics, and make sure everyone feels included.

### 3.3.5 Trail Meeting Locations

**Wingate Elementary**- 351 S.Camp Road

**Lunch Loop Parking Lot**- Main Lot – communicate clearly area you plan to meet your group – it’s a busy area

**Little Park Trailhead** - about 5 miles up Little Park Road, parking area is on the left side of the road

**Holy Bucket (LL “backdoor)** - Turn on Little Park Road off of Rosevale Rd, access to trail head is 0.4 miles up Little Park Rd, dirt road, can have deep ruts and loose gravel at times.

**Las Colonias** – just east of the Butterfly Garden

**Kokopelli Trailhead** - main parking lot

**18 Road/North Fruita Desert** – Park/meet in the larger event parking lot which is south of the main trailhead parking

### 3.3.6 Sample Practice Lessons

Choose from the following list of example lessons based on which trail you ride for the day, the age of your group, and the riding ability of the group.

1. Bike Safety 101
  - a. Trail Safety and Etiquette
  - b. Bike and Helmet Checks
2. Stance and Balance
  - a. Parallel Pedals
  - b. Neutral vs Ready Position
  - c. Bike/Body Separation = Pumping
  - d. Straight Line Riding
3. Operation Controls
  - a. Gearing
  - b. Braking
4. Trail Scanning
  - a. Now (what's right in front of the wheel) vs Next (as far down the trail as you can see)
5. Cornering
  - a. Tight Switchbacks
  - b. High Speed Cornering
  - c. Flat vs Bermed Corners
6. Climbing Positions
  - a. Seated
  - b. Standing
  - c. Crouch
7. Descending
8. Wheel Lifts
  - a. Front Wheel Lift
  - b. Rear Wheel Lift
  - c. Level Wheel Lift vs Bunny Hops
9. Exploring
  - a. "I spy"

### 3.3.7 Attendance

All coaches are expected to make every effort to attend EVERY practice. Consistent coaching is one of the most important factors in a rider's ultimate success, so coaches who regularly miss practice are falling short of their obligations to their team. *GVYC coaches are expected to miss NO MORE than 3 practices per season.* Even more than you likely realize, your athletes look forward to riding with YOU, and they will be disappointed when you don't show up to practice! Just as you expect your riders to show up to practice on time every day, you should hold yourself to the same standard.

### **3.3.8 Substitute Coaches**

If a coach must miss a practice, that coach is responsible for finding a qualified substitute coach to replace them. GVYC is responsible for procuring a list of qualified substitute coaches. The coach should not pass off their duty of finding their own sub to any other coach, their Program Manager, or the Executive Director. This substitute coach must be approved by the appropriate Program Manager, and the other coaches on the team.

### **3.3.9 Coach Packing List**

1. First Aid Kit
2. Supplies to change a flat tire
3. Cell Phone with fellow coaches, program manager's, director's, and emergency service's phone numbers.
4. Rider Roster with medical and emergency contact information.
5. Accident Report Form

### **3.3.10 Other Coach Roles and Responsibilities**

In addition to the many other topics covered above, these are some more things to keep in mind as a GVYC coach:

1. Attend meetings, races, trail work, etc. related to the appropriate GVYC group.
2. Be respectful towards other coaches even if their style differs from yours.
3. By the 5<sup>th</sup> day of the month following your coaching – you must submit your coaching and admin hours (if applicable) online through [Coaching Time Sheet](#) (PLEASE NOTE: if you choose to get volunteer for your coaching, you will not be covered by GVYC's Workers Compensation Insurance) Please log your volunteer hours as this helps us plan and budget for future programs, apply for or qualify for different grant opportunities, and accurately submit BLM post-use reports.
4. Act professionally at GVYC events, rides, fundraisers, etc.
5. When wearing a GVYC jersey in public (even if not coaching), know you represent our community so be respectful.
6. Maintain a coach/athlete relationship that revolves around cycling and GVYC.
7. Understand and agree with GVYC's mission statement.
8. Know that all your creative ideas and styles are honored, and all ideas, complaints, and questions can be answered first by the GVYC Program Manager, second by Executive Director, and third by the GVYC Board President.
9. Be a good example to athletes and parents about water, clothing, food, stretching, etc.
10. Be open to an athlete needing and wanting more training. Use GVYC resources to help in facilitating this (other coaches, directors, local pros). All additional hours spent must be approved by the GVYC Program Manager.

## 3.4 Private Coaching

While GVYC is fundamentally a **team**-based organization, as coaches we know that not every child gets everything they need from a team practice. In certain circumstances, for riders with individualized needs and goals, arranging private coaching sessions is the best way to help a rider progress. Through the process below, GVYC coaches can arrange to run their private coaching sessions through GVYC's permits and insurance; this ensures that private coaching sessions are safe and legal for both coaches and riders.

Private coaching through GVYC is intended to act as a **supplement** to riding on a GVYC **team!** Remember, GVYC's mission is to develop lifelong cyclists through a team atmosphere. We believe strongly that riders will be most successful in reaching their goals and avoiding burnout when they practice in an environment that emphasizes team camaraderie and helps them build friendships with their teammates. As a result, riders taking private lessons should be strongly encouraged to also attend team GVYC practices.

Private coaching sessions are usually most effective for riders at the extreme ends of the ability level spectrum. Riders who are very new to riding and are having trouble keeping up with their teams can make huge improvements when working privately with a coach. Similarly, advanced and highly motivated riders benefit from extra guidance and coaching in pursuing goals that extend beyond their team practices.

Private sessions can be either one-on-one, or in small groups of riders with similar goals and ability levels.

### Supervision of Youth

As a reminder and to keep coaches and students safe, GVYC strives that no adult shall be alone with a minor during GVYC sponsored activities. While providing private coaching, consider setting up dynamics where there are at a minimum 3 people (2 coaches and a student, or 1 coach and 2 students.) The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. GVYC understands that many of our coaches have existing relationships with riders that exist outside of the parameters of GVYC's programs. Parents/legal guardians should be aware of these coach/rider relationships, and any concerns therein should be promptly reported to the GVYC Executive Director and/or law enforcement, when appropriate

#### 3.4.1 Private Coach Requirements

GVYC's #1 goal is the safety of our riders and coaches. In many respects, private coaching is more risky than coaching a team. As a result, only experienced and trained GVYC coaches are allowed to conduct private coaching through GVYC. All GVYC coaches conducting private lessons must:

- Have met the minimum coach requirements for **HEAD** coaches described in Section 2.5.
- Have coached **with GVYC** for at least 2 seasons prior to beginning private lessons.
- Have attended an **in person** GVYC coach training seminar in the last year.
- Have approved their private lessons plan with their GVYC Program Manager.

### 3.4.2 Private Coaching Process

A GVYC coach who meets the requirements above should follow this process to organize and plan their private coaching sessions. Remember: it is entirely the responsibility of the COACH (not the GVYC Program Manager or Director) to plan and organize their own private lessons. Failure to complete any of these steps will mean that the private lessons will not be covered by GVYC's permits or insurance.

1. Advertise, plan, and schedule the private lessons with the client. It's up to the coach to communicate, schedule, and arrange practices with the client(s). **Before proceeding, approve your private coaching plan with the GVYC Program Manager.**
2. Have all clients (and their parents/guardians) sign copies of GVYC's Registration Waivers. Even if clients have already signed these waivers for their team participation, they should sign another copy for the private coach. [GVYC's Registration Waivers](#) can be downloaded, printed and signed (click on link)
3. Collect the following roster information from clients. If the client is already participating in a GVYC team, this info may be copied from the team registration. However, it's a good practice to double check that the primary contact and emergency contact information is the same for private coaching. The private coaching roster should include the following info:
  - First and last name of the rider(s)
  - First and last name of the primary parent/guardian
  - Email and phone number of the primary parent/guardian
  - Emergency contact name and phone number
  - Allergy information
4. Set the price per session. The private coach sets their own prices, but we recommend at least \$40/hr (private coaching through other programs can exceed \$150/hr).
5. **\*Important: EMAIL the following information to both the Program Manager and the GVYC Director:**
  - Copies of signed waivers for all participants
  - Roster information for all participants
  - Your price and the number of sessions you've planned with each client, along with the total amount that each client should owe.
6. At this point, the GVYC Director will bill your clients through GVYC. Your clients pay GVYC directly for private coaching sessions. It's important that private coaching clients pay GVYC, and that GVYC pays you for your coaching. This allows GVYC to permit and insure you as an employee.
7. **Once the client pays,** GVYC retains 10% of fees to cover permitting and insurance costs, and you will receive the remaining 90% in your next GVYC paycheck.

# 4 Pay, Workers Comp, and Benefits

## 4.1 Pay

Pay rates for GVYC practices, trips, and other functions vary based on the practice, your position (assistant, head, and/or admin), and your level of mtn bike coach certification and number of years with GVYC.

The base rate for all GVYC coaches is \$17.50 per hour. Pay rates rise based on GVYC Level and number of years with GVYC. See the following charts for detailed pay rate information.

		GVYC Level					
		1	2	3	4	5	6
Years with Team	1	\$17.50	\$19.25	\$21.18	\$23.29	\$25.62	\$28.18
	2	\$17.85	\$19.64	\$21.60	\$23.76	\$26.13	\$28.75
	3	\$18.21	\$20.03	\$22.03	\$24.23	\$26.66	\$29.32
	4	\$18.57	\$20.43	\$22.47	\$24.72	\$27.19	\$29.91
	5	\$18.94	\$20.84	\$22.92	\$25.21	\$27.73	\$30.51
	6	\$19.32	\$21.25	\$23.38	\$25.72	\$28.29	\$31.12
	7	\$19.71	\$21.68	\$23.85	\$26.23	\$28.85	\$31.74
	8	\$20.10	\$22.11	\$24.32	\$26.76	\$29.43	\$32.37
	9	\$20.50	\$22.55	\$24.81	\$27.29	\$30.02	\$33.02
	10	\$20.91	\$23.01	\$25.31	\$27.84	\$30.62	\$33.68

GVYC Level	
No Cert	1
CO Level 1	2
CO Level 2*	3
CO Level 3*	4
GVYC Asst Coach	5
GVYC Head Coach	6

Equivalencies			
CO League	PMBIA Cert	BICP	GVYC Level
1	Ride Guide	Ride Leader	2
2	Level 1	Level 1	3
3	Level 2	Level 2	4

Year Increase	2.00%
Level Increase	10.00%

\* The CO League requires a Head Coach to be CO Level 3. All other GVYC Head Coaches will start at Pay Scale 4 until they have CO 3 or equivalent

## 4.1.2 How to Get Paid

GVYC pays coaches monthly. Payroll is generally submitted the first week of the following months and paychecks are available the second week of the following month that coaching hours are submitted. It is your responsibility as a coach to submit your [coaching time](#) by the 5<sup>th</sup> day of the month following the month you coached, For example you coached 5 sessions in August, you must report those dates by September 5<sup>th</sup>.

All paid GVYC coaches are W-2 employees of Grand Valley Youth Cycling. In order to be paid, you must have completed the following for Grand Valley Youth Cycling:

- A routine background check
- A New-Hire Information Form
- A Form W-4 and Form I-9 with appropriate documentation.
- A Direct Deposit Authorization form

If you believe you were over or under paid for your coaching time, please contact the GVYC Director immediately at [director@grandvalleymtb.org](mailto:director@grandvalleymtb.org) so that we can correct your paycheck.

Please note that **WE ARE NOT ABLE TO PAY FOR WORK PERFORMED IN THE PREVIOUS CALENDAR YEAR!**

## 4.2 Workers Compensation

GVYC carries a Workers Compensation policy with Pinnacol Assurance that covers all registered GVYC W-2 employees with coverage in the event of a work-related accident resulting in injury. **Please be aware that volunteers are NOT covered by Workers Compensation Insurance!** All employees of GVYC must obtain treatment of GVYC-related injuries and illnesses from one of the following approved medical providers.

**IF YOU ARE INJURED ON THE JOB WITH GVYC, YOU MUST CONTACT THE GVYC DIRECTOR TO COMPLETE A FIRST REPORT OF INJURY FORM WITHIN 24 HOURS OF THE INJURY.**

**IF YOU OBTAIN TREATMENT FROM A MEDICAL PROVIDER NOT INCLUDED IN THE LIST BELOW, YOUR WILL NOT BE COVERED UNDER GVYC'S WORKERS COMPENSATION POLICY**

### 4.2.1 Approved Providers

- 1) Work Partners 970-241-5585 2645 Patterson Rd
- 2) Grand Valley Occupational Medicine 970-644-3700 2004 N 12<sup>th</sup> Street
- 3) FHW Primary Care – Fruita 970-858-9894 281 N Plum Street
- 4) FHW Primary Care – Redlands 970-858-9894 2237 Redlands Pkwy

## 4.3 Reimbursement and Cont'd Education

All GVYC coaches are strongly encouraged to pursue additional training and certifications to further their career as a mountain bike coach! Other encouraged certification courses include a Wilderness First Aid or Wilderness First Responder course, and/or a mountain bike coaching course through IMBA or PMBI. GVYC has limited ability to reimburse coaches for professional development courses related to mountain biking. See the full policy below.

The purpose of this Reimbursement Policy is to provide GVYC coaches with professional development opportunities that increase their skills as coaches and enhance their ability to conduct safe, consistent, and successful mountain bike practices. A coach's skillset is a vital asset for GVYC, so providing professional development opportunities is one of the ways GVYC invests in our coaches' careers, as well as the future success of the organization.

### 4.3.1 Eligibility

Basic First Aid and CPR Training (Required ANNUALLY for all Head Coaches):

- Must be a head coach, or an aspiring head coach.
- Must be committed to coaching at least ONE full season with GVYC within 6 months of completing the training.

Wilderness First Aid or Wilderness First Responder Training (Required for all gravity/enduro/bike packing and high school fall team Head Coaches):

- Must be a head coach with at least one year (two seasons) of coaching experience (preferably with GVYC), or a head coach of a (gravity/enduro/bike packing) group.
- Must have previously taken and passed Basic First Aid and CPR training.
- Must be committed to coaching at least TWO full seasons with GVYC within 12 months of completing the training and demonstrate long-term dedication to coaching with GVYC.

PMBIA or BICP Courses (Encouraged for all Head Coaches):

- Must be a head coach with at least one year (two seasons) of coaching experience (preferably with GVYC).
- Must be committed to coaching at least FOUR full seasons with GVYC within 24 months of completing the training and demonstrate long-term dedication to coaching with GVYC.
- Must attend both the Spring and Fall GVYC Coach Seminars during the same calendar year to share coaching expertise with other GVYC coaches.

Colorado High School Cycling League Training Courses and Seminars (Required for high school team Head Coaches):

- Must be committed to coaching at least ONE full season with GVYC's Colorado high school league Team immediately following the completion of the training.
- Must have attended and actively participated in the most recent GVYC coaching seminar.
- Coaches seeking Level 2 or Level 3 certifications must demonstrate long-term commitment to coaching with GVYC.

GVYC may choose to reimburse coaches for other certifications or training not listed above at the discretion of the Executive Director.

### **4.3.2 Reimbursement Process**

A written request for reimbursement must be sent to the GVYC Director (email address here) PRIOR to the course or training.

GVYC will always pay for coaches to meet the minimum coaching requirements listed above.

For other courses, reimbursement is available on a first-come-first-served basis, until the annual budget for professional development reimbursements has been spent. Submitting requests early in the year gives you your best odds for receiving full reimbursement.

Please provide as much information as possible with your request, including price of the course (with taxes), date and location of the course, and whether you will also be requesting reimbursement for expenses such as travel and lodging.

If your request for reimbursement is approved, you will be reimbursed after receipts are provided to the GVYC Director.

**AN ORIGINAL RECEIPT IS REQUIRED FOR REIMBURSEMENT. YOU MAY NOT BE REIMBURSED IF YOU DO NOT SAVE YOUR RECEIPTS.**

Upon satisfactory completion of the training, the coach must provide documentation to support completion and payment to receive reimbursement (unless GVYC pays for the training directly). Receipts should be submitted in a timely manner.

**GVYC WILL NOT PAY OR REIMBURSE FOR ANY COURSES THAT THE COACH DOES NOT PASS.** The coach will be responsible for all expenses if they receive a failing grade in the course.

## **4.4 Other Benefits**

As a GVYC coach, you earn access to other special deals and benefits courtesy of GVYC's sponsors!

- Coaches that are on GVYC payroll get a 15% discount on registration for their kids' GVYC enrollment. A volunteer coach that commits to attending all practices (or finding a substitute coach when not able to coach) will have one student fee comped for the session that you are volunteering. The coupon code for checkout changes each season, so you'll need to contact the Director or Program Manager for access.
- All Head Coaches MUST ride with a first aid kit. It is highly encouraged that each assistant also has one on hand for GVYC rides. Coach First Aid kits will be provided by GVYC
- GVYC will provide both Head and Assistant Coach/Ride Leaders with a "Coach" jersey to be worn at practices.
- GVYC employees can access Expert Voice for exclusive access to your favorite products at up to a 60% discount.