

NICA Risk Management for NICA Coaches Webinar Series



RM Training 1 “Team Practice Risk Management”

Developed by: NICA National Office

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Slide #1

Welcome to Risk Management Webinar Training #1 – the first of three in our series of online trainings covering risk management for NICA team volunteers and coaches.

These webinars have been developed based on hundreds of thousands of NICA coaching hours, as well as learnings we’ve incorporated from other youth development organizations.

This training module will take around a half-hour to view, and we recommend you take a break or two while watching it. You may stop and restart at any time – just note where you are on the video timeline when you take a break. The quiz to certify your completion of this training module can be accessed separately and should take 10 minutes to complete.

Thank you for making NICA your program of choice to develop young people. There are many excellent youth development organizations out there, and we strive to make your experience as a NICA contributor exceptional.

Your Trainer: Chris Spencer



Slide #2

Before we begin, let me introduce myself. My name is Chris Spencer, I am NICA's Director of Risk Management and Training.

15 years ago, I started off with this organization as a NorCal League student-athlete. As a recent league alumni, I became a ride leader while working on my degree in economics from UC Santa Cruz. After college, I volunteered for NorCal League events before being hired part-time, and eventually full-time, with NICA.

What is your existing experience?

Risk management experience draws from:

- Within NICA
- Outside our organization

You should also draw from your own youth development and life experiences to inform your ability to manage risk as a NICA volunteer and coach



Slide #3

While much of my risk management experience comes from working with NICA league directors, coaches, volunteers, parents and student-athletes; I also learned from experiences outside our organization:

I worked a dangerous job as a tugboat deckhand and engineer.

I worked in aviation and maritime insurance investigating.

I've participated in numerous first responder and outdoor education courses, including NICA Approved First Aid and wilderness first aid.

I'm a big fan of calculated risk taking in many outdoor sports.

But, I have also learned firsthand what it's like to be injured in a bike crash that led to an 18 month period before I fully recovered.

You also have a lot of experience in risk management, whether from your involvement with NICA or your experiences outside of our organization. It's important that you be aware of your experiences and biases as they relate to our NICA programs. Your self awareness will improve your ability to manage risk with our student-athletes.

And with that, let's begin the training.

(1) Risk Management Series Sections

1. Introduction to Risk Management for Coaches
2. Context for Risk Management
3. Insurance and Administration
4. Risk Management Preparation
5. Activity Risk Management
6. Incident Response
7. Student-Athlete Roles
8. Review and Developing Yourself



Slide #4

Here are the eight sections, or topics, that are included in each of the risk management webinars for Levels 1, 2 and 3:

- Our First section introduces you to this training and how it's related to the license levels and roles on a NICA Team.
- The Second section provides some context for NICA risk management practices in relation to other youth development organizations.
- The Third section covers the Insurance and Administrative aspects of managing a NICA Team.
- The Fourth and Fifth sections cover planning and managing NICA practice activities.
- The Sixth section focuses on incident response.
- The Seventh section reviews the student-athlete's role in risk management.
- The Eighth section provides a review and covers how to develop yourself as a risk manager, based on the learnings from this presentation.

NICA Coaches Training Requirements Table

LEVEL CERTIFICATION	LEVEL 1	LEVEL 2	LEVEL 3
TEAM ROLE	General Volunteer	Ride Leader and Assistant Coach	Head Coach
REQUIREMENTS	Registration - 45 Minutes (Annual)	Level 1 Certification	Level 2 Certification
	Risk Management Level 1 - 45 Minutes (Annual)	Risk Management Level 2 - 45 Minutes (Annual)	Risk Management 3 - 45 Minutes (Annual)
	Background Check - 10 Minutes (One-Time)	NICA Coaching Philosophy - 30 Minutes (Annual)	Leaders' Summit Series - 12 hr (3 yr)
	Concussion Training - 45 Minutes (Annual)	First Aid/CPR or Advanced First Aid Response - 4-8 hr (2-3 yr)	80 Hours of Student-Athlete Contact Time (One-Time)
		NICA On the Bike Skills Training - 4 hr (3 year)	NICA Risk Management

Slide #5

Let's start our introduction to Risk Management with a look at the three NICA Coach licensing levels *[bold/highlight the table's top two rows in sync with speaker]*:

Level 1: General Volunteer

Level 2: Ride Leader and Assistant Coach

Level 3: Head Coach

Previously, NICA's risk management training requirement was a single presentation focused on all levels of coaching.

Now, our training is broken into three webinars – each focused on the minimum training requirements needed for each coach licensing level. Our webinars are designed to prepare you to manage risk based on the roles associated with your level of certification *[highlight each of the currently-green cells in turn, in sync with speaker]*:

RM1 prepares you to manage risk in the General Volunteer role.

RM2 covers the topics required for the Ride Leader and Assistant Coach roles.

RM3 provides the training required for the Head Coach role – or in some cases, the Team Director role.

And just as our Coach licensing levels 1, 2 and 3 build upon each other – so do our three Risk Management webinars. Each coach licensing level requires training and competence in the previous level's risk management training as prerequisites.

Context for Level 1 Certification and the General Volunteer Role

Level 1 Risk Management Training is:

- ❑ Entry-level Risk Management training for all volunteers contributing to a NICA Team
- ❑ The foundation for Level 2 and 3 Risk Management Trainings
- ❑ Preparation for a volunteer to attend a NICA practice in the General Volunteer Role

General Volunteer Role is:

- ❑ Assisting Head Coach, Assistant Coach and Ride Leader Roles.
- ❑ Contributes to NICA's minimum Coaching Ratio of 8:2
- ❑ Able to work way up to Level 2 or 3 level in order to ride lead or provide coaching

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Slide #6

Now, let's look at NICA Level 1 – the General Volunteer. In this role, a General Volunteer:

Assists those in the Levels 2 and 3 roles – Ride Leader, Assistant Coach and Head Coach;

Contributes to NICA's minimum coaching ratio; and

Is able – through further training and certification – to advance to the next levels of Coach licensing.

This Level 1 Risk Management webinar is focused on providing the entry-level training for all volunteers contributing to a NICA team and its team practices. It is also the foundation and prerequisite for Levels 2 and 3 trainings.

Risk Management Training Requirements

Verification of Comprehension

- Exam for Level 1
- CDC Concussion Completion Certificate



Certification Levels

- Level 1 - requires annual exam

+

Quiz Egg or Other
Online Quiz

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Slide #7

There are two parts to satisfying your NICA Level 1 risk management-specific training requirements:

First, comprehension of this training. Your understanding of the RM1 material is assessed through a multiple-choice test on QuizEgg. The quiz is structured as a learning exam, so when you get something wrong, we explain the correct answer. You can take the quiz as many times as you need to pass.

Second, completing the online CDC Concussion training and its associated quiz.

The RM1 quiz is an annual requirement. You only need to watch this webinar again if there are substantive changes.

(2) Overview and Context for Risk Management Level 1

School Sport

+ Experiential Education

Youth Development

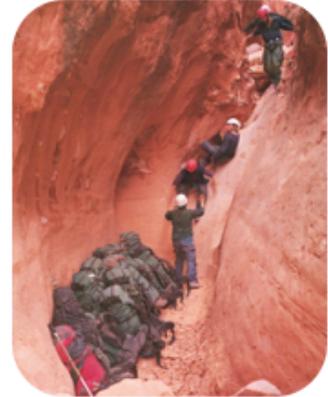


Photo Credit: NOLS Risk Management for Administrators Course

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Slide #8

Welcome to Section 2, where we share some context for how NICA's risk management training has been defined and developed.

Through mountain biking, NICA develops youth in many of the same ways that school sports and outdoor experiential education programs do. Our risk management training is based on the most successful aspects of these programs:

A school sport is a structured learning experience that takes place beyond the school curriculum. Examples include soccer, basketball, cross country running, swimming and other team sports available to middle school and high school athletes.

An experiential learning program purposely engages with students through unique experiences and direct reflection. Examples are ropes courses, boy scouts, girl scouts, trips for kids and other guided activities in the outdoors.

*Association of Physical Education Health Position Paper - September 2008

*Developed from: Gass, M.A., Gillis, H.L., Russell, K.C. (2012). Adventure therapy: Theory, Research, and Practice. New York, NY: Routledge.

What is the definition of Risk Management for NICA

Risk Management is a systematic approach to proactively managing the risks associated with our sport and our programs.

Why Should We Care?

- ❑ To protect our students from harm
- ❑ To attract and retain participants
- ❑ To mitigate the potential for injury and loss
- ❑ To guarantee the growth and longevity of opportunity by protecting ourselves and our programs from litigation
- ❑ To ensure alignment across all program providers, especially coaches, as we rapidly grow

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Slide #9

So what is the definition of Risk Management for NICA?

It's a systematic approach to *proactively* managing the risks associated with our sport and our programs.

By systematic approach, we mean an ongoing process of actions to minimize the risks of our inherently risky sport. Risk management is not a list of boxes to check off, but a constant cycle of activity.

And why is it important? Having clearly established risk management guidelines helps protect our student-athletes from harm, enables us to attract and retain participants in our programs, and helps guarantee the growth and longevity of our sport.

Overview and Context for “NICA Mountain Biking”

Safe
Educational
+ Fun
NICA Mountain Biking = Athlete Development

Safe > Educational > Fun

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Slide #10

For NICA, youth development means helping each of our student-athletes develop into their best selves through mountain biking.

We strive to achieve this goal by keeping things:

Safe,
Educational, and
Fun.

NICA Coach Goals

- Keep kids, your team, the league and the community SAFE
- Provide an educational and enjoyable NICA experience
- Keep your licensing current and continue your volunteer and coaching education
- Act within your abilities



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Slide #11

Regardless of whether you're a General Volunteer, Assistant Coach or Head Coach, keep in mind your goals as they relate to providing a Safe, Educational and Fun environment for your team:

#1 – Manage risk.

#2 – Provide an educational and fun experience in line with NICA organizational guidelines and policies. This means the experiences happen at team practices and NICA league sanctioned events.

#3 – Keep developing yourself.

And #4 – Act within your abilities. For example, know what is your safe speed when riding with the team, as well as what you can and can't do as a volunteer or coach, based on your training.

These goals should fit within NICA's greater organizational goals. And notice – nowhere is winning races on this list.

Legal Responsibilities:

- Duty of Care (role of volunteer)
 - Act within your abilities #1
- Negligence (basic/simple, gross, or reckless)
- Inherent Risk
- Parents and athletes know their
“Assumption of Risk.”
- Releases and Insurance
- Mandatory Reporting



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Slide #12

Your role does come with some legal responsibilities, which include:

Duty of Care. You have a duty to care for each student-athlete, since you've assumed the role of volunteer for a youth team. You must act in the best interest of your student-athlete's physical and emotional safety.

Not following duty of care is considered “negligence,” which is measured on a spectrum of “basic/simple, gross or reckless.” If you follow the guidance in this presentation, you will not be negligent.

Understanding Inherent Risk – Inherent Risk Is the risk anyone who participates in the organization assumes.

Understanding Assumption of Risk – Assumption of Risk Is the educational piece of inherent risk where student-athletes and parents learn from you and other volunteers or coaches about what inherent risks the student-athletes are taking on or assuming by participating. Like other school sports and experiential education activities, serious injuries and fatal injuries are possible. Volunteers and coaches such as yourself also take an assumption of risk before participation.

Waivers and Releases, as well as other administrative work, are part of your duty of care. It's critical to ensure that waivers or releases are signed and insurance is bound before practicing.

Mandatory Reporting – Remember that you are bound by law to report any observed or suspected abuse of a child. We'll go into this further in a few minutes.

Ensuring you and your team are Safe Kids Compliant

- Encouraging parental participation or at minimum full parental knowledge of program
- Background Checks
- Coach Licensing Emails (CL1, CL2....)
- Appropriate vs. inappropriate behavior
- No adult should be alone with a student athlete
- Protect yourself, your coaches, and your kids
- Let League Director or NICA national office know of any issues immediately
- Follow Mandatory Reporting Procedure



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Slide #13

Part of your duty of care is ensuring you and your team are Safe Kids compliant. Safe Kids is the terminology NICA has adopted to define practices that keep our kids safe from molestation and other incidents that are harmful to our NICA Athlete's long-term emotional health.

Parental or other guardian involvement and awareness of their child's participation is key. They should know when and where their children are participating in team activities.

All adults working with NICA student-athletes are required to have background checks. Coach Licensing e-mails inform parents and other volunteers about which adults have passed background checks. Starting in 2017, we've added license levels to these e-mails so parents will know the training and certifications of everyone working with their kids.

Appropriate and inappropriate behavior is important to review with your fellow team volunteers and coaches. Examples of inappropriate behavior include sharing stories or language that involves adult content. And of course, physical, mental and verbal abuse of anyone associated with our NICA programs – whether student-athletes, volunteers, coaches or parents – is not tolerated.

It's important that your behavior on the team be clear and intentional. For example, any touching of a student-athlete may be misinterpreted by that athlete or others. To remove potential for this misinterpretation, we encourage you to be very aware of how touching COULD be experienced by the athlete. However, touching is okay if an athlete approaches an adult to give a high five or hug.

Another key safe kids policy to be aware of is adults not being alone with a single student-athlete. This policy is upheld at every level in our organization. For example, if a NICA volunteer is supervising a student-athlete at NICA's headquarters, he or she should make sure there is always at least one other person in the office with them. This policy protects the volunteer as a youth development professional and removes any potential for confusion.

Similarly, coaches and adult volunteers should never ride alone in a car with a student-athlete or other child who is not a relative. Procedures should be established for coaches and parents to follow in the event a participant is stranded at an activity.

And finally – adults should not socialize with student-athletes outside of NICA-sponsored activities. The exceptions would be if they have an existing relationship outside of NICA or they are socializing through another organization's activity.

Here's a true scenario to share:

One evening after practice, a girl's parent was late to pick her up. It was cold outside. Instead of inviting the student-athlete into his car, the coach waited with the athlete outside in an area with many other students and parents from the school. That coach set a great example by putting himself and his athlete in a public place with other adults and students while they waited. The coach's actions were safe kids compliant and avoided the potential for any confusion.

Mandatory Reporting

- ❑ Currently all 50 states have mandatory child abuse and neglect reporting laws under the "Child Abuse Prevention and Treatment Act " (Keeping Children and Families Safe Act of 2003 (P.L.108-36)).
- ❑ As a licensed NICA coach or volunteer, you are considered a Mandatory Reporter.
- ❑ If you suspect child abuse or sexual abuse, immediately contact Austin McInerny, NICA Executive Director on his cell phone #: 510-219-0043

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Slide #14

As a NICA licensed coach, ride leader and/or volunteer working with NICA student-athletes, we want to remind you of the Standards for Mandatory Reporting in case of observed or suspected child abuse involving children under the age of 18. Please review these points thoroughly and know when to take action.

- Currently, all 50 states have mandatory child abuse and neglect reporting laws under the "Child Abuse Prevention and Treatment Act."
- As a licensed NICA coach or volunteer, you are considered a Mandatory Reporter.
- If you, the person watching this video suspects abuse, it is not recommended that a Mandatory Reporter intervene, but instead immediately contact Austin McInerny, NICA President , at 510.524.5460.

Calibrate your judgement



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Slide #15

As we've introduced the context for risk management, you are starting to gain the perspective and tools required to calibrate your judgement. By calibrating your judgement, you are able to better understand your athlete's physical and emotional needs, and therefore better fulfill your duty of care.

On your next ride, take the time to pause and consider how your student-athletes may experience a specific trail or activity.

Your favorite trail, like the one shown, may not be appropriate for your student-athletes. Think about how you assess it, physically and technically.

Physical assessment – If a hill is a suitable challenge for a beginner rider, a more experienced coach should be able to ride up it with complete ease.

Technical assessment – Is it good for a beginner? Can you ride it using the technique of a very new rider? To emulate that new rider technique for yourself, you can sit hard on your seat, make your arms rigid and look straight at your front tire. If riding a trail with that technique is very challenging, it might not be appropriate for a new rider.

After calibrating your judgement to hypothetical student-athletes, you can start calibrating it to specific athletes on your team. Think about who you are

working with. Here we have two girls, one a Varsity girl and the other a Freshman. Both have different physical and technical abilities and therefore will experience the same trail in different ways.

Calibrating judgement is like proofreading a paper. Consider it a group activity, so engage your fellow team volunteers, coaches and even student-athletes in this process to gain an even better perspective.

(3) Insurance and Administration

Any adult at practice must be Level 1 Certified or greater

- ❑ Only exception is if you have a visitor who has signed a release with a certified volunteer the entire time.



Overview of MCA Insurance Policy

Coverage:

- General Liability (includes coverage for bad maintenance and repair to the club, club rules, training releases and other club functions such as meetings and clinics)
- \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate/Year
- \$500,000 Each Claim - Sexual Abuse and Molestation
- \$250,000 Aggregate/Year

Accident Medical:

- \$50,000 Each Person - Excess Accident Medical
- Deductible \$200
- Amount/Claim \$10,000

Events:

- \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate per Event
- Annual Aggregate
- Accident Medical
- \$250,000 Each Person - Excess Accident Medical
- Deductible \$200
- Amount/Claim \$10,000

Coverage:

- Auto coverage on club (members are covered while acting within the scope of their duties for their equipment)
- Coverage for Sexual Abuse and Molestation is provided for the club and members. See the attached Sexual Abuse and Molestation Affidavit by the National Association of Cycling, Mountain Biking and Adventure League for more information. A background check is completed on each coach. Coverage for the risk and cost to defend will apply to all coaches on duty or otherwise.

Frequently Asked Questions

Is insurance required for my club?
Yes. It is required for all clubs. Clubs must be recognized by the League as an official club, and are required to have adequate coverage through the League's Club Insurance Program.

How do we become an official League club with proper coverage?
You must register your club on the League website and pay club fees. In order to be considered an official club, all coaches and riders must also register, pay the membership fee, and submit appropriate waivers.

Who is covered by this policy?

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Slide #16

Now we move on to Section 3: Insurance and Administration.

All NICA-sponsored events, which the majority of are in-season team practices, are covered by NICA's liability insurance. It's important to keep in mind the following when it comes to adults participating in NICA activities: Any adult at team practices must be Level 1-certified (or greater). The only exception is if you have a visitor who has signed NICA's liability release/waiver to participate in a team ride.

For more information about NICA's insurance policy, waiver/release forms, incident reporting information and an FAQ document see the "Coaching Resources" page at www.nationalmtb.org.

Photo Credit: Kurt Wolfgang

Recommended Reflection Point

At this point in the video, we recommend you take a break, re-watch specific slides or go for a bike ride!

Our goal as NICA trainers is for you to have 100% comprehension of this material.

Please email any questions, clarifications or ideas to chris@nationalmtb.org.

(4) Risk Management Preparation

What level 1 volunteers need to do to prepare to assist level 2 and level 3 coaches at practice

- Attend Parent/Student-Athlete preseason meetings
- Work on personal bike handling skills
- Know the emergency action plan for each practice
- Learn the names of fellow staff and student-athletes
- Attend rider skills training early in the season
- Follow Head Coach's directions for the practice
- Do not instruct outside your competency
- Know your role in mandatory reporting and risk management

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Slide #17

Section 4: Risk Management Preparation

As a Level 1 General Volunteer, your role is to assist Level 2 and 3 volunteers. These volunteers may be Ride Leaders, Assistant Coaches, Head Coaches or Team Directors.

While the requirements and responsibilities for Level 1 General Volunteers are less than Levels 2 and 3, we do encourage you to do your best to engage with the team as much as possible. This means consistently participating in team events, attending in-service days with only coaches, knowing the plans set up by your Head Coach, and the other items outlined on this slide.

Your First Practice: Team Rules

- Practice safe riding
- Ride predictably
- Leg over the bar = helmet is strapped!
- Always yield and communicate
- Pass with care
- Stay on legal trails
- Control your speed
- Respect wildlife
- No littering
- Be prepared
- Plan ahead
- Minimize impact



Consistently understood
and communicated by all
coaches

See the coaches resources for samples of team rules

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Slide #18

Coaches should review these ride rules with student-athletes at the first practice and a few times each year.

Each team volunteer should respond to the same situation in a similar way

- If anyone is not completely enforcing the team rules, they are undermining the team's ability to provide youth development.
- Consistency is key, so take the time to learn your team's rules, discuss how all volunteers everyone is expected to respond and practice responding to various situations.

Be sure you:

- Communicate the rules early and often;
- Set the tone and be an example; and
- Continue discussing rules and infractions to eliminate any "grey" areas.

These concepts are vital to successful risk management.

Your First Practice: Coaches Bring

- Extra water and food
- Well-stocked first aid kit to match your first aid training, include gloves and emergency blanket
- Cell phone or communication device suitable to practice area
- Emergency contact & medical information
- Tubes, tire levers, quick link, multi-tool and pump
- Map of riding area
- Incident Report Form
- NICA Participant Release Form (for visitors)



Slide #19

What do you bring to a high school or middle school practice? A good rule of thumb is to bring enough supplies for yourself and two others. After your first few practices, your student-athletes will be more responsible and bring more supplies – but until then, please bring enough for yourself and two others.

Your equipment preparation is important. Don't forget:

- Extra water and food
- First aid kit to match your level of training
- Communication device suitable to practice area
- Emergency contact and medical information for volunteers and student-athletes
- Tubes, tire levers, quick link multi-tool, quick links for various chain sizes, and pump
- Map of riding area
- Incident Report Form
- Participant Release Forms

Your First Practice: Students and Coaches Bring

- ❑ Functioning bike checked by mechanic
- ❑ Helmet in undamaged condition and properly fitted to rider
- ❑ Clothing appropriate for the work-out/ ride/ practice plan
- ❑ Two water bottles or hydration pack
- ❑ Snacks to eat during practice: 200 - 400 calories of carbohydrate and light protein
- ❑ Blinking red light if commuting on streets to or from practice
- ❑ Medications to be self administered

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Slide #20

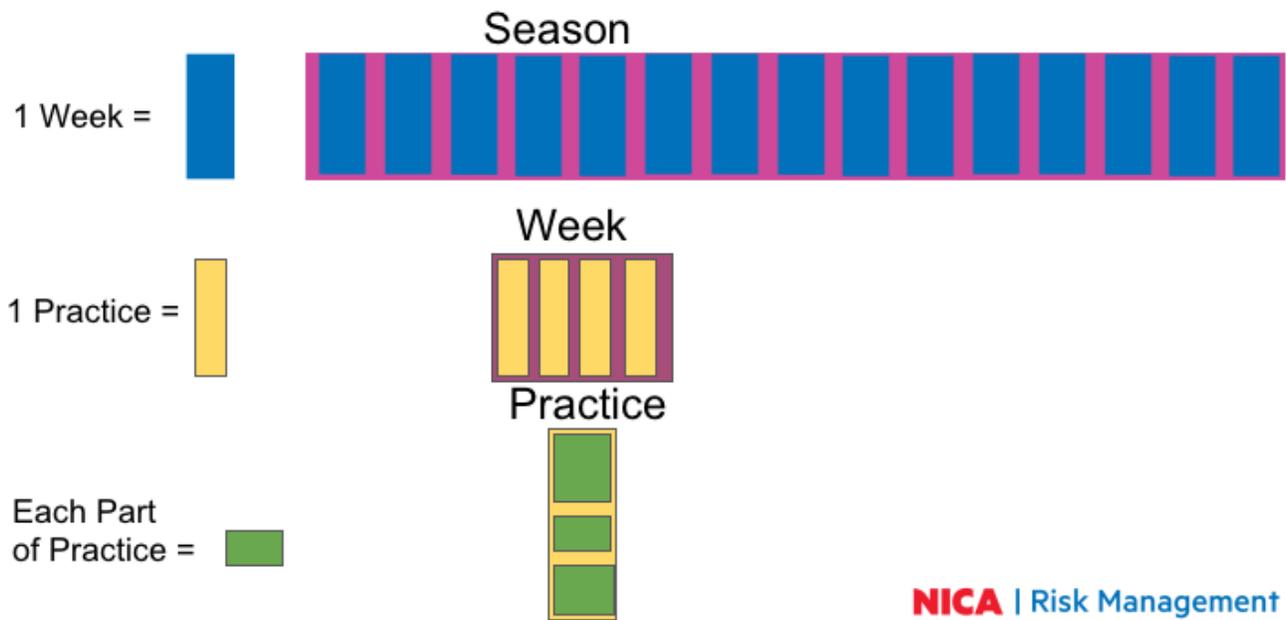
In addition to the coach's supply list, you want to be sure to have everything for yourself that is on the student-athlete's carry list. This includes enough water, food and clothing for the ride time, plus additional time if there's an accident or a mechanical that might take the practice 20 to 30 minutes overtime. Temperatures can change dramatically during the practice and students should have clothing appropriate for these temperature fluctuations.

The student's list includes:

- Functioning bike, checked by a mechanic
- Undamaged and properly fitted helmet
- Clothing appropriate for the ride
- Two water bottles or hydration pack
- Snacks to sustain the athlete through the entire practice
- Blinking red light if commuting to or from practice
- Medications to be self administered. Ride leaders also will check to ensure athletes have appropriate medications.

At some point in the season, you may need to send riders home for not having enough gear. This is appropriate risk management.

(5) Mitigating Risk at Each Team Practice



Slide #21

We are now at section 5 in the presentation – mitigating risk at each team practice.

It's important to know that a lot of planning goes into each practice. Head Coaches and Assistant Coaches plan each practice within the context of their student-athletes' needs, the venue where they are practicing, the activities needed to develop their athletes, and the successes or challenges of previous practices. Lastly, how practices are planned will be in relation to where the team is in its race season, how far along the team is with respect to its risk management development, and the physical and technical ability of their athletes. All of these factors affect risk management!

How to plan a practice using proper risk management techniques is covered in RM2 and RM3. We have included this slide so all Level 1 volunteers know the simple block method of planning and executing a team practice.

Ride Structure Protocol

- 6:1 (minimum) or 8:2 (ideal) Student-Athlete to Ride Leader ratio
- Appropriate and legal trails
- Establish a chain of communication Including roles and responsibilities for all participants
- Ride Leaders have leadership and authority for their ride under the guidance of Team Director and Assistant/Head Coaches
- Clear start and end times
- Safe consistent meeting and depart spot
- Clear equipment, especially if students
- Always do basic bike check
- All team volunteers aware of local EMS and evacuation plan



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Slide #22

So here's the specific structure of a general practice ride for your team. Having a set structure allows for everyone to be on the same page, know what to do and have an easy time navigating each practice.

Let's review the ride structure protocol. It is protocol because it is *not* optional.

- Student-Athlete to Ride Leader ratio of 6:1 (minimum) or 8:2 (ideal)
- Riding only appropriate and legal trails
- Establishing a chain of communication, including roles and responsibilities for all participants
- Ride Leaders have leadership and authority for their ride under the guidance of Team Director and Assistant/Head Coaches
- Clear start and end times
- Safe, consistent meeting and depart spot
- All equipment checked and fully operational; especially brakes and helmets
- Basic bike check – always
- All team volunteers aware of local EMS and evacuation plan

And a reminder – review the specific medical needs of your student-athletes with your Ride Leader, including conditions such as diabetes, ADHD, bee sting

allergies, anxiety, etc. Every Ride Leader should confirm their student-athletes have the appropriate medication to manage their own needs.

Team Practice Structure and Timeline



Head Coach	Ride Leader	Ride Leader/ Activity Leader Manages Risk	Potential Incident!	Ride Leader	Head Coach
Brief to Volunteers	Brief to Students	Activity		Review with Students	Review with all Volunteers



Slide #23

Here are the two previous slides put together. We have our blocks and activities as they relate to Student Athletes, General Volunteers, Ride Leaders and Coaches.

You may be able to start visualizing these components at your practices. Let's review:

1. Head Coaches brief Ride Leaders and General Volunteers
2. Ride Leaders check-in with student-athletes
3. Ride Leaders and a General Volunteer lead the ride or activity
4. Ride leaders and perhaps Head Coaches do a closing with student-athletes
5. Coaches and volunteers may check-in to discuss the practice

Ride Leader Briefing by Head Coach

For Each Ride:

- Determine student-athlete needs
- Route and duration
- Conditions check
- Confirm everyone attending is current in Pit Zone*
- Stretch and/or off the bike warm-up



Slide #24

You'll recognize this briefing as the first block, or step, in any activity. The Head Coach will be sharing all applicable information to ride or activity leaders.

Any student-athlete needs or health conditions

Ride route and duration

Conditions check

Attendance check and confirmation against Pit Zone registration

Stretching and/or off-the-bike warm-up

The Head Coach can also use this opportunity to prepare Ride Leaders for any instructions they may be required to provide during the activity.

Student Athlete Briefing by Ride Leader

Once in your smaller groups:



Ride or Activity Plan Overview- Current weather conditions, route, training plan and duration

Current Health- As you deem appropriate, check-in with riders to learn of anything that may affect their riding such as: stress from school exams, recent illness, coming off injury, other health concerns.

Ride Rules Reminders- Regrouping at intersections, riding single file on road areas and other route-specific reminders

Equipment check- bike, clothing, nutrition, medication, repair and lighting if needed.

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Slide #25

Once prepared by the Head Coach, the second step, or block, is the Ride Leader or Assistant Coach getting into smaller ride or activity groups.

They will lead a briefing with the whole group that conveys the necessary information from their briefing, as well as the following:

- As medication is an individual need, it is thoughtful if the Ride Leader can be discreet when confirming that a student-athlete has his or her medication. Again, medication is to be self-administered.
- The Head Coach for that practice will be available during this time, should a Ride Leader need to consult with them on any concerns that may arise. This is where you might find a student-athlete not having proper equipment or needing to adjust their activity based on their current health.
- The Head Coach should always be informed by the ride leader of any concerns before the ride leader starts an activity with his or her group.

On the trail 1 of 2

Ride Leader

- Starting
- Setting Pace
- Slowing
- Stopping

Sweeper

- Monitor
- Communicate

Thank goodness I paid attention to that risk management training.



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Slide #26

After the pre-ride briefings, and any concerns are addressed, you're ready to hit the trail. In review, each ride group should have the minimum student-athlete to coach ratio of 6:1, and ideally 8:2. With at least two adult riders, you can assign Ride Leader and Sweep roles.

Ride Leaders should keep the following in mind:

- Each time you are starting to ride:
 - Brief riders on the next section of trail;
 - Ensure your group is ready to ride before rolling;
 - Communicate how your roll-out will happen; and
 - Remind riders to stop at intersections until they see the rider behind them coming through.
- Set a reasonable pace for your group -- one that is based on the goals for your ride and each section of trail
 - Go slower if someone is injured or needs to slow down
 - Look back and monitor your riders
 - Verbally hear, "Pace!"
 - Control speeds (under 15-18 MPH or slower for beginners)
- When stopping
 - Indicate that you are slowing or stopping, verbally and with hand signals

- Ensure your group is getting off the trail on same side and that riders are not stopping in a dangerous place
- Stop at intersections
- Make decisions about pulling off the trail or rolling past other trail users
- Riders who are sweeping should:
 - Monitor gaps and pace;
 - Communicate when ready or NOT ready to roll;
 - Communicate when riding through intersections;
 - Watch riders to inform the ride leader of concerns, mechanicals, incidents or fatigue;
 - Keep the overall assessment ongoing; and
 - Help call out if riders behind want to pass.

On the trail 2 of 2

Ride Leaders with Assistance of General Volunteer will:

- Keep Positive Energy
- Reminders- Eat and Drink
- Monitor riders
- Adjust Activities
- Remind Athletes on their roles
 - Spacing
 - Passing messages
 - Ensuring Rider Behind is through
 - Speaking up if not feeling good
 - Speaking up if other athlete is having an issue



NICA | Risk Management

Slide #27

Once again, the Ride Leaders and General Volunteers should:

- Keep up the positive energy;
- Remind riders to eat and drink;
- Monitor fatigue and adjust the activities as needed; and
- Ask riders from time to time how they are feeling. You can use a simple assessment scale of 1 to 5.

They should also remind their Student-Athletes about:

- Spacing, at least two seconds apart;
- Passing on messages front to back, or back to front;
- Ensuring the rider behind is through any intersection ;
- Speaking up if they aren't feeling well; or
- Speaking up if a fellow student-athlete is having an issue.

Common Risks

- ❑ Minor and/or major injuries and illnesses
- ❑ Riding on challenging terrain and in traffic
- ❑ Risks associated with speed
- ❑ Improper nutrition and hydration
- ❑ Bicycle mechanical malfunction
- ❑ Possible interference with other trail users
- ❑ Inclement weather
- ❑ Activity Plan too challenging



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Slide #28

Here are some of the common risks you may face when out on a team ride or team activity:

- Minor and/or major injuries and illnesses
- Riding on challenging terrain and in traffic
- Risks associated with speed. The most common and most dangerous accidents are those associated with speed and rapid deceleration, such as hitting a tree or crashing hard to the ground at high speed. These can result in the most serious injuries.

Other risks include:

- Possible interference with other trail users;
- Becoming lost on rides;
- Inclement weather, and
- The Activity Plan being too challenging, going beyond the student-athletes' riding ability.

It is your job to look out for these risks on behalf of our student-athletes.

Your student athletes have also been set them up for success with a properly planned activity, proper nutrition, proper hydration, and working bikes.

Scenario - Speak-up!

When to speak up:

- If you or someone else is struggling.
- There is not enough equipment.
- You don't understand the activity or how to manage it.
- You've been asked to do something you don't yet have the competency to do.
- Something seems risky.
- Something doesn't seem to match the rest of the program.



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Slide #29

Now that you know the proper structure for a NICA practice, you should speak up if you have any questions or concerns during a team practice. Remember that calibrating your judgement – and supporting your fellow volunteers and coaches in calibrating their judgment you are contribution to the team effort in managing risk.

Everyone at a NICA event or activity should consider themselves a risk manager and should be encouraged to speak up.

When to speak up:

If you or someone else is struggling.

Any equipment is not fully functioning

You don't understand the activity or how to manage it.

You've been asked to do something you don't yet have the competency to do.

Something seems risky.

Something doesn't seem to match the rest of the program.

You can see in this picture how the coach is guiding and engaged with her athlete. This reminds us that WE are the ones engaging student-athletes in mountain biking, so it is our responsibility and duty of care to speak up if we

have any risk management concerns.

Recommended Reflection Point

At this point in the video, we recommend you take a break, re-watch specific slides or go for a bike ride!

Our goal as NICA trainers is for you to have 100% comprehension of this material.

Please email any questions, clarifications or ideas to chris@nationalmtb.org.

(6) Incident Response

- ❑ Remain calm
- ❑ Prevent the rider from jumping right back on the bike
- ❑ Make sure you are in a safe location to assess the rider
- ❑ Assess the rider for mechanism of injury and maximum perceived extent of injury



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Slide #30

We're now on to Section 6 of this training, covering Incident Response.

When you have an incident, like a student-athlete crashing on the trail, be sure to take these actions first before you assess the rider:

- Make sure you and the rest of your group are in a safe location to prevent further injuries
- Remain calm
- Prevent the rider from jumping right back on the bike
- Follow your first aid training
- Assess the rider for mechanism of injury and maximum perceived extent of injury

Remember – any NICA training, in this presentation and elsewhere, is focused on managing risk. NICA does not directly provide first aid training, but does in some cases organize for a first aid trainer to provide such training to NICA coaches.

This slide and the next one provide suggestions for how someone uses first aid training when responding to an incident during a NICA activity. In summary, these actions should be taken in conjunction with a first aid certification or to support a Level 2 or higher coach who does have a

first aid certification.

Managing Incidents: Assessment



Rider did not have very high mechanism for injury:

1. Consider contributing factors
2. Assess the bicycle.
3. Take it slow.
4. Stop to reassess periodically.
5. Cut the ride short, if necessary.



Rider had high mechanism for injury

1. Remain calm. Reassure the rider.
2. Contact local EMS
3. Keep the injured rider warm.
4. Continue to monitor the rider.
5. Remain aware of the rest of your group.
6. Notify Family **NICA** | Risk Management

Slide #31

Local EMS around the country makes decisions based on the mechanism of injury, and so should you.

If you assess that the Rider has had a slow fall, soft fall or fall from very low height they have a low mechanism of injury – and therefore a physical assessment may be made. If it is determined an athlete does not have a serious injury, you can follow the next steps.

- Consider physical factors that might have contributed to the fall and still exist for the rider. These include low glucose levels, not enough fuel or hydration, and/or a medical condition.
- Assess the bicycle. Don't put them on a bike that is broken.
- Take it slow.
- Stop to reassess periodically.
- Cut the ride short, if necessary.

If you assess that the Rider had a high mechanism for injury, such as crashing at a high speed, falling from a high place, rapid deceleration and/or other any factor that causes you to think they may have a head or spine injury, keep the Rider from moving and call EMS so they can provide an emergency medical assessment and care. It is as simple as that.

- Remain calm. Be clear with the rider on what's going on and keep him/her from moving.
- Contact local EMS.
- Keep the injured rider warm and protected from the elements.
- Continue to monitor the rider.
- Remain aware of the rest of your group.
- Have the Head Coach notify the Rider's family.

Be conservative if you have doubt.

Notice that beyond the term "mechanism for injury," we do not use any first aid methodology or terms. NICA is not a first aid-providing organization. We recommend you get NICA-approved First Aid or Wilderness First Aid certification to be able to assess Riders on the trail.

(7) Student Athlete roles in Risk Management

NICA Athletes have control over a much higher percentage of their personal safety than other sports and other experiential education.

This is why many outdoor programs don't do mountain biking.

This is why NICA sees such a huge value in developing our student athlete's as risk managers.

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Slide #32

And now for Section 7 of our training...Your student-athlete's role in risk management is very important.

When riding, NICA student-athletes control a much higher percentage of their personal safety than most other sports and experiential education. Many outdoor programs don't involve mountain biking due to the success of their program's risk management being in the hands of student athletes. This is why we have higher coach ratios than other school sports and experiential education programs.

By being in control of their body and their bike, our student-athlete's opportunity to manage their own risk is a huge component of NICA's youth development.

If you don't feel confident in a student-athlete's ability to manage their personal risk for an activity, do NOT involve them in that activity. Riders need to develop their risk management ability alongside their physical ability and technical abilities on the bike.

Managing Behavior and Expectations



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Slide #33

As previously mentioned, NICA rules and rider agreements are an important part of your team's risk management strategy. Student-athletes are looking to you to manage expectations and respond to every situation. Be prepared to address behavioral issues on the fly.

Any time behavior doesn't match the rider agreement is a learning opportunity. It's also an opportunity to talk with your student-athlete about the consequences of their actions. This is youth development as a result of a student-athlete taking responsibility for their behavior and, in doing so, managing their portion of risk on the team.

Managing Behavior that Contradicts Rider Agreement

Step 0 – Reminder of specific rules or sections of athlete agreement

Step 1 – Pause Ride and emphasize safety and the rules

Step 2 – End Ride and have parent's pick up athlete(s)

Step 3 – If step 2 occurs more than once, the athlete may be suspended for a period of time



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Slide #34

Here is how you can effectively and fairly address behavior that contradicts the rider agreement or coaches' agreement. While this example is focused on Riders, there are behavioral expectations for everyone on the team, including adults. Being open about how people are experiencing each other's behavior is important.

First and foremost, Verbal Reminders of the Ride Rules and athlete agreement are common and not a punishment.

Step 1: If behavior does not change after verbal reminder(s), the Ride Leader or Coach will pause practice for that group. Once everyone has stopped and re-grouped, the Ride Leader can reiterate why a behavior doesn't belong at practice and how it's affecting the team. At this point, the Ride Leader can warn riders that if the behavior doesn't stop, actions will progress to Step 2.

Step 2: The Ride Leader or Coach may end practice for the rider or riders not changing their behavior. This is especially important when there are concerns that a behavior could cause injury to an athlete or someone else in the community. Once the rider is picked up or under supervision off the bike, practice may continue. This action would be reported to the Team Director, who would in turn inform the League Director or Coach Supporter in your league. A written letter of warning to the family would accompany Step 2.

Step 3: If Step 2 happens at two or more practices and races, the Team

Director, with support from the League, can suspend a rider for a period of time.

As an organization, we try to be as inclusive as possible. However, when it comes to safety there are some behaviors we will not tolerate or don't have the resources to address. This is why NICA encourages coaches to follow this process to make student athletes aware if their behavior is not acceptable, provide opportunities for them to demonstrate appropriate behavior and potentially suspend athletes. Expulsion from a team would be in the case of the "Team not having the resources to safely include the rider."

8: Review and Developing Yourself as a Risk Manager

- ❑ Calibrate your judgment
- ❑ Ensure everyone on your team is acting as a risk manager
- ❑ Be intentional in everything you do
- ❑ Reach out with questions or concerns
- ❑ This training is the most basic training to support your risk management
- ❑ Don't act beyond your competency



Slide #35

Section 8 is where we review some of our key takeaways:

- Calibrate your judgment
- Ensure everyone on your team is acting as a risk manager
- Be intentional in everything you do
- Reach out with questions or concerns

This training is the most basic training to support your risk management skillset. Don't act beyond your competency.

Developing Yourself as a Risk Manager



- Participating in Continuing Education
- Attending Meetings and Coach Inservice
- Setting aside time to talk with fellow coaches/ participate in Coach Resource Forum
- Using Coaches Resources and Manuals
- Following training and protocols
- Understanding and reviewing the incident reports
- Visiting other practices

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Slide #36

Participating in this risk management training means you're committed to being a great General Volunteer for NICA. Keep up the good work by continuing your training!

- You can keep improving your knowledge and skills by:
- Participating in Continuing Education
- Attending Meetings and Coach In-service activities
- Setting aside time to talk with fellow coaches or participate in the Coaches Resource Forum
- Using Coaches Resources and Manuals
- Following training and protocols
- Understanding and reviewing Incident Reports
- Visiting other practices

Introduction to Level 2 Risk Management

Why do only level 2 and 3 NICA Certified Coaches Lead Rides?

Ride leading is a learned and developed skill. Ride circumstances such as rider health, bicycle mechanical components, weather and traffic among other factors are constantly changing. NICA level 2 and 3 certified coaches are trained to best meet changing needs of their ride group.



Slide #37

We invite you to come back for Risk Management Webinar #2, which covers running team activities and ride leading.

Ride Leading is a trained and developed skill. Providing more training for Ride Leaders is part of NICA's duty of care as an organization, and developing oneself as a Ride Leader is part of the duty of care for anyone who wishes to lead a NICA ride.

RM2 provides more in-depth training on each of the eight sections. It's primary focus is on managing and adjusting as a ride leader or assistant coach as you experience the many variables that occur during NICA activities.

This is what we're protecting



Slide #38

While we all manage risk based on our training, abilities and roles, we are all on the same team. NICA is a national team of risk managers, which includes yourself, your athletes, your parents, your fellow coaches and everyone involved with NICA.

Keep in mind that you're not just managing risk for your team's student-athletes, but are doing so for everyone in our soon to be over 20 NICA Leagues, across all of our regions and states. We are managing risk to keep our student-athletes and communities safe, and we are protecting NICA – the organization that provides these youth development opportunities.

Thank you for choosing NICA! We're glad to have you on our team.

Thank you for being a NICA Level 1 General Volunteer!

The test is available via the NICA Coaches Resources

Please share any feedback on the presentation with Chris@nationalmtb.org

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Slide #39

Purposefully has no text.