

# 2020

---

## Supervisors Manual



# Hellyer Park Velodrome 2020 Supervisors Manual

## Contents

<b>I. Why do we have supervisors?</b>	<b>1</b>
<b>II. Supervisor Committee Information</b>	<b>2</b>
<b>III. Becoming and Maintaining Supervisor Status</b>	<b>2</b>
<b>IV. New Supervisors as of 2020</b>	<b>3</b>
<b>V. What to do if there is an accident</b>	<b>4</b>
<b>VI. Scheduling a Training Session</b>	<b>4</b>
<b>VII. Supervising a Training Session</b>	<b>5</b>
<b>VIII. Supervising a Race</b>	<b>6</b>
<b>IX. Rental Bikes</b>	<b>7</b>
<b>X. Key Management</b>	<b>7</b>
<b>XI. Other Responsibilities</b>	<b>7</b>
<b>XII. Contact Information</b>	<b>7</b>
<b>SATURDAY SESSION GUIDEBOOK</b>	<b>8</b>

# Hellyer Park Velodrome 2020 Supervisors Manual

## I. Why do we have supervisors?

Being a supervisor is a very big responsibility: safety is #1. There are a number of important tasks that a supervisor must perform in order to keep the velodrome running.

The Northern California Velodrome (NCVA) leases and operates the Santa Clara County Hellyer Park Velodrome. Under the terms of that contract, the NCVA operates the velodrome with some specific conditions. These conditions include the following: sessions shall be open to the general public, subject to predetermined conditions, an authorized supervisor must supervise sessions, and specific steps must be taken in case of an accident (see Section V). Rider safety is the main priority.

## II. Supervisor Committee Information

1. The Supervisor Committee was added to the NCVA to assist in the coordination and management of the supervisor pool. The committee will be led by 1 member of the NCVA and 2 others, who will collectively make decisions on behalf of the supervisor pool.
2. Supervisor Dismissal - The Supervisor Committee determines if a Supervisor should be dismissed. The Committee then notifies the NCVA Board of Directors (BoD). The BoD then decides whether or not to approve the dismissal. If you are dismissed, you must return your keys to the NCVA Supervisor Committee BoD member, as soon as it is practical.
3. Supervisor additions—The Supervisor Committee must notify the BoD of any new supervisors. No Board approval required.
4. Facility keys—The Supervisor Committee must maintain a list of all facility keys issued and should keep the BoD notified as to changes to the list.
5. Coverage of beginner and regular training sessions - (Currently Saturday mornings; Tuesday, Thursday and Sundays)—The Supervisor Committee shall be in charge of maintaining the list of coverage for the above sessions.
6. The Supervisor Committee members can be reached by the [supervisor@hellyervelodrome.com](mailto:supervisor@hellyervelodrome.com) email.

## III. Becoming and Maintaining Supervisor Status

These are the steps for becoming a supervisor:

1. **Send a note to [supervisor@hellyervelodrome.com](mailto:supervisor@hellyervelodrome.com) or contact a member of the NCVA Supervisor Committee.** The committee will hold twice annual recruitment sessions that you can attend to start the process or schedule you for an individual evaluation.
2. **Commit to mentoring/assisting Saturday morning beginner sessions at least 3 times.** Assistant supervisors are often needed at the Saturday morning novice sessions, and provide a good opportunity to learn how to supervise a track session. The Supervisor Committee will assign you to a set of Saturdays led by experienced supervisors.

# Hellyer Park Velodrome 2020 Supervisors Manual

3. **Evaluation.** The regular Saturday supervisors (to whom you are assigned) will help evaluate your performance and the collective feedback will be used to determine further steps in the process. **If it is determined that you still need further guidance, you may be asked to continue mentoring before moving to the next phase.**
4. **Lead 3 additional (audited) Saturday sessions.** Once you have completed the “assisting” phase you will be assigned to “Lead” 3 additional Saturday sessions. In these sessions, you will conduct the entire session on your own - audited by an experienced supervisor. The experienced supervisors will provide any additional feedback to help determine your ability or need for further guidance.
5. **Sign the supervisor agreement** and deliver it to the Supervisor Committee.
6. **Have and maintain current certification in CPR/AED and First Aid.** Certification through either AHA (American Heart Association) or Red Cross is acceptable. You are expected to provide proof of your CPR/AED and First Aid status to the Chief Supervisor. **You must attend an in-person (typically 6 hour) class.** The NCVA will reimburse you for the cost (typically \$90-\$110)

Once you are approved as a supervisor you will be given keys to the track and may supervise training sessions and races according to the guidelines presented in this document.

To maintain your supervisor status, you must do the following:

1. Make your contact information (phone and email) available to the Supervisor Committee. If your phone number or email address changes, you are responsible for making the Supervisor Committee aware of the change.
2. Respond in a reasonable amount of time to questions from the Supervisor Committee or the Board of Directors: **READ AND RESPOND TO EMAIL MESSAGES.**
3. Keep your adult CPR/AED/First Aid training current.
4. Keep your criminal background check current.
5. Supervise a reasonable number of sessions.
6. Have a working cell phone with you at all sessions you supervise and know who to call in case of an accident.
7. You may lose your Supervisor privileges if you do not comply with items 1 through 6 above.
8. **You WILL lose your Supervisor privileges if you:**
  - a. train alone
  - b. give keys to unauthorized persons
  - c. run unannounced training sessions
  - d. otherwise abuse your supervisor privileges or if the Supervisor Committee or NCVA receives multiple complaints about you from the community-at-large

## IV. New Supervisors as of 2020

New supervisors as of 2020 will be required to commit to a minimum of 4-6 Saturdays in the calendar year. This requirement is to help ease the burden on the current pool of Saturday

# Hellyer Park Velodrome 2020 Supervisors Manual

supervisors and provide opportunities for new supervisors to be added to the roster and establish leadership in the community. These sessions must be “lead” and not “assisted.”

Existing supervisors will be notified of the availability of new supervisors and asked to help initiate this process by giving up a few of their Saturday sessions.

## V. What to do if there is an accident

If an accident occurs during one of your sessions, you are the person in charge. In some cases, there may be someone there who is more qualified to deal some aspects of the accident. One example might be someone in the medical field who has far more CPR training than you. It is entirely appropriate, in this case, to turn over caring for the accident victim to the more qualified person. However, you maintain responsibility for managing the overall accident response. Here is a list of appropriate actions.

1. Immediately call the County Dispatch # (408-299-2311) on your cell phone. If you don't remember this #, haven't programmed it into your cell phone or are instructing someone else to make the call, then calling 911 instead of the County Dispatch # is fine. If you are in doubt as to whether an ambulance is necessary, make the call. Call the County Dispatch # (408-299-2311) and inform them of the incident.
2. Calling County Dispatch is the first thing you do. If someone needs immediate first aid, call County Dispatch first and then administer first aid per your training.
3. Calling the County Dispatch Center will automatically alert the park rangers to the track. The rangers are closer and will likely arrive before the EMT's.
4. The County Dispatch may decide that sending an ambulance is unnecessary. They will send a ranger who has high level first aid training. The ranger can then decide if an ambulance is necessary. The ranger can typically get there very quickly so minimal time is lost.
5. If the ranger is called to the scene he will need the release form for each rider involved in the accident.
  - a. If the rider filled out a form that day, make a copy for the ranger.
  - b. If the rider did not fill out a form that day, he/she will have one on file in the notebooks in the container. Locate their form and make a copy for the ranger. If the copy machine does not work, give them the original and request that it be returned.
6. For ALL accidents, you MUST FILL OUT AN ACCIDENT REPORT FORM before you leave the track.
  - a. Hard copies of the forms are located in the office container.
  - b. Fill out the form and file it in the container file “Accident forms.”
  - c. Notify the supervisor committee chair by email ([supervisor@hellyervelodrome.com](mailto:supervisor@hellyervelodrome.com)) as soon as possible. Extra credit for including a photo of the form in your email.

## VI. Scheduling a Training Session

Please read the [Scheduling a Training Session web page](#).

# Hellyer Park Velodrome 2020 Supervisors Manual

## VII. Supervising a Training Session

A supervisor must be present for each session. There is only ONE supervisor who is responsible for the session. Often there are multiple supervisors present but one of them needs to be designated as the session supervisor and he/she needs to know they are in charge. If you are the session supervisor and leave before it is over or there is another session starting with a different supervisor, you must assign the rest of the session to a remaining supervisor. Make a clear statement something like: "I am leaving now. Peter, you are now the session supervisor". Make sure whoever is becoming supervisor acknowledges the turnover. If sessions overlap, make sure it is clear who the supervisor is during each time period. Do this by noting on the sign-in sheet the time that the lead supervisor was in charge. Separate sessions do require a new sign-in sheet.

When running a session YOU are in charge. You responsible for unlocking and locking the track and containers, making sure that each rider:

1. Signs the sign-in sheet.
2. Has a release form on file, or fills one out that day.
3. Pays the appropriate amount for the session and rental bike.

In general, this is how to run a session:

1. Unlock the main gate and leave it open. Relock the chain and locks so that they cannot be stolen. This will require that you unlock the lock at closing time.
2. Turn your cell phone on and verify it works.
3. Open the office container and get the appropriate paperwork items:
  - a. Clipboard(s)
  - b. Money envelope
  - c. Session sign-in sheet
  - d. Pens
  - e. Blank rider release forms.
  - f. Copy of the release forms on file. There may be a copy on the desk or on one of the tables on the infield. The most reliable way to get a copy is to print a current copy from home and bring it with you. The master list is here: <http://www.ridethetrackforms.com/displayNames.php> and is updated generally once a week.
4. Put your name, and the time of the session on the sign-in sheet.
5. All riders must sign the sign-in sheet.
6. As riders sign in, make sure that they are either on the release forms list or fill out a new release. Even if they claim to have filled out a release before, they need to fill out a new one if they are not on the list of those who have filed releases. A second supervisor can be helpful during sign-in particularly for Saturday mornings.
7. If the rider is 18 or under and they do not have a release form on file, they must have a parent sign, in ink (no photo copies allowed), a release form on that day. NO EXCEPTIONS. No parental signature means the rider cannot ride on that day.

# Hellyer Park Velodrome 2020 Supervisors Manual

8. Make sure riders deposit the correct fee for the session. Riders with season passes do not pay for open training sessions. Supervisors, members of the NCVA Board of Directors, or juniors are exempt from fees. Juniors are any riders under 18 years old. Notice that our definition of a junior is different from USAC. They base it on racing age. We base it on legal age. They are juniors until the day they turn 18. On that day, they are no longer a junior.
9. If rental bikes are used for the session, open the rental bike container. That is the container nearest turn 4. Locks for the containers should be placed in the container until the container is locked at the end of the session.
10. If a rider needs to get into the personal bike container, open it for them. This is the container nearest turn 2.
11. If there is an accident during the session, follow the guidelines under "What to do if there is an accident."
12. If the session is to include motor pacing, see the motor pacing guidelines document on the website.
13. At the start of the session it may be necessary to talk to all the participants so they know what to expect of the other riders during the session. It is the responsibility of the supervisor to make sure that the session is run safely. A starting safety talk is mandatory for the Saturday novice session. It is seldom done in advanced or advanced/intermediate sessions as the riders are assumed to know what is going on. If you have riders you are unsure of, a safety talk is a good idea.
14. If problems arise and someone needs to be removed from the session call the County Dispatch # who will summon a ranger. Again, as the supervisor, you are in charge.
15. At the end of the session:
  - a. Count the money, enter the amount collected onto the session sheet, place the sheet and the money in the envelope and put the envelope in the wood box under the desk in the admin container.
  - b. File any new release forms in the top drawer of the file cabinet.
  - c. Properly store the PA system if you used it.
  - d. Empty the trash cans into the dumpster in the parking lot behind the back straight. Replace the plastic liners (bags) in the trash cans.
  - e. Make sure all riders and spectators are out of the track fenced area.
  - f. Turn off the lights if they were used
  - g. Lock any containers you opened and the main gate. Also, lock the back gate if that was used. If in doubt, be sure to check the personal bike locker, the office, and the rental bike locker.
  - h. Report any accidents as described below.
16. If you notice any issues with the facility, or if particular supplies are out, contact the chief supervisor or a board member.

## VIII. Supervising a Race

All races must have a single supervisor in charge of the race session. The same basic procedures apply for supervising a race with the following notes:

# Hellyer Park Velodrome 2020 Supervisors Manual

1. A sign-in sheet should be kept, as with a training session, and deposited in the box.
2. The race promoter will likely collect the money. The race promoter is responsible for writing a check, or paying cash, to the NCVA Treasurer for the NCVA rider fees and bike rental fees.
3. Accidents will be handled according to the “What to do if there is an accident” section.

## IX. Rental Bikes

Be careful when handing out rental bikes. Make a quick inspection to be sure the bike is about the right size, the tires are firm, the chain is correctly tensioned and anything else that doesn't look right.

Riders are allowed to adjust seat height but nothing more. No changing of parts is allowed. Do not allow riders to make adjustments to bikes, change wheels, gears etc.

Hellyer's rental fleet is maintained by volunteers. If you notice something wrong with a bike, hang the bike up on the front left side of the container and put a red tag on the bike indicating the problem. Do not switch wheels or otherwise switch parts. Not all parts are compatible. In particular, do not allow the riders to switch wheels to get bigger gearing for racing.

## X. Key Management

Currently, three keys are required. The keys opens the front and rear gates, plus the main lock on all four containers. There is also a key for the lights (smallest key)

The Supervisor Committee manages the distribution of keys. If you lose a key, contact the Committee Chair/Chief Supervisor immediately. If you lose your key, you need to buy the next copy (approx \$20).

If you are no longer a supervisor, you must return your keys to the Committee Chair/Chief Supervisor as soon as practicable.

## XI. Other Responsibilities

Please remember: you are not the only user of the track. Please keep the office container in neat order and replace items you use back in their proper place. Take care of the equipment in the office. Others have to use this equipment! Please clean the infield area and take out the trash.

If you find that equipment is broken, or we need more copies of various forms, or other maintenance issues, please contact the Chief Supervisor.

**If you run out of copies of something (waivers, sign in sheets, etc) – make copies.  
We are all volunteers and rely on each other to help run things.**

## XII. Contact Information

**Emergency: 911**



# Hellyer Park Velodrome 2020 Supervisors Manual

**Rangers, Santa Clara County Dispatch:** (408) 299-2311

**NCVA Supervisor Committee** ([supervisor@hellyervelodrome.com](mailto:supervisor@hellyervelodrome.com))

All other contacts are listed on the [Hellyer Board web page](#).

# Hellyer Park Velodrome 2020 Supervisors Manual

## SATURDAY SESSION GUIDEBOOK

### Introduction to the Track: General Track Information

- Apron: The black asphalt on the inside of the track and the warm-up circle.
- Big Blue Band: The track in-bounds area starts above the big blue band.
  - The big blue band is considered out of bounds. You can ride on it due to a safety issues, but not overtake another rider.
- Thin Black Line: Is the Measurement Line, it is how this, and all tracks are measured.
  - It is also the shortest distance around the track, something to remember while racing.
  - The distance of the Hellyer Velodrome measured from this line is 335 meters.
- Thin Red Line: Is the Sprinters Line.
  - The space between the thin black line and the thin red line make up the Pole Lane, this is where most efforts occur.
  - In racing a rider can not advance on the person in front of them from underneath if they are in this lane.
  - One should not be in this lane if they are not doing an effort.
  - You can drop down below someone that is in front of you in this lane for safety purposes, but you cannot take advantage in a race situation.
- Thin Blue Line: Is the Stayers Line.
  - If you are between efforts with two or three minutes of rest time, it is advisable to stay within a meter of this line, preferably above.
  - If your rest period is more in the 10 minute range, it would be better for you to ride on the apron, or warm-up circle.
- The Rail: The fence at the top of the track.
  - A lot of efforts are started at the rail., riders will build their speed here and then drop into the Pole Lane
  - If you are not engaged in an effort you should come out of this area to let riders through.
  - If a rider calls out "RAIL", then a rider is either reminding you he is coming thru or asking you to give them more room.
- Corners: The track is divided into corners, starting from the Start/Finish Line, 1,2,3 & 4.
  - These corners will be referred to in certain exercises, so remember them.
- Entering & Exiting: Track, etiquette generally states that you do so along the back straight.

### Track Bike Information

- Fixed Gear: One gear if the bike is moving the pedals are moving, you must pedal the bike to ride the bike.
  - Attempting to stop pedaling will pop you off the seat. This should remind you to relax your legs and let them keep turning.
- Brakes: There are no brakes on a track bike.
- Bike Check: Check the handlebars, wheels and seat to make sure they are secure. Check the chain to make sure it's not too tight or too loose.
  - If you hear any funny noises while riding the bike, have the supervisor check it out for safety.

### Track Rules

- Pedal, Pedal, Pedal: track bikes are fixed gear, so if the bike is rolling the pedal will continue to rotate.
  - It's a common mistake made by riders new to track bikes, the natural instinct is to rest/coast after efforts.
- When changing your line, you must look to see if it's clear.
- You cannot impede another rider's line of travel.
- Protect your front wheel, it's your responsibility, you're in charge.
- Hand placement should be either in the drops or on the cross bar.
  - If your hands are where drops would be on a bike with brake hoods, you run the risk of having your hands slip off the bars.

# Hellyer Park Velodrome 2020 Supervisors Manual

## Exercises

### Warm-up Exercises

- Paceline: Warm-up with 30-40 laps, with a slow build-up of speed.
  - This is a warm-up, not a race.
  - This will be one long line of people riding behind each other, each rider will come thru the line to the front and do one lap in front, then pull off and drop to the back.
  - The exchange will take place in corner one.
  - In riding behind another rider, be as comfortable as you need to be riding behind that person, keep a distance that is comfortable to you.
  - Remember to ride behind and/or a little above the person in front, not underneath their wheel.
  - You want an escape route if anything happens in front of you, and on the track the escape route should always be up. If something falls, it generally goes down track.
  - If you go up track, you create distance and space from whatever is in front of you.
- Small Paceline Drill: Involves 4-6 riders in a pace line, for 6 laps.
  - This is started at speed and maintained for the entire drill.
  - The group is only as fast as the slowest rider.
  - There will be two exchanges per lap, corner 1&3.
  - The intention of this exercise is to continue to help people ride behind each other and to practice exchanges.

### Exercises for First Timers

- Warm-up Track: First have them get comfortable riding in the warm-up circle.
  - Then have them attempt to stop pedaling their bikes (this is at 12-15mph), so they feel the bump the bike gives to teach them the next thing they do is relax the legs, and let them keep making circles (pedaling).
  - Have them practice stopping and starting. Putting a foot down and starting pedaling again. This helps them learn to clip in while starting and that they can always pedal with one foot.
- 200 Meter Effort: This is done at only 75%-80% level of effort.
  - The intention of this effort is not so much the effort, but to let the legs relax once the effort is completed.
  - Once they pass the Start/Finish Line, stop putting effort in the pedaling motion and relax the legs.
  - They do this exercise after they too do a warm-up pace-line.
- Ribbon Ride: Is another warm-up exercise to help people get used to changing their line on the track and following other riders.
  - In track racing, there is a lot of following.

### Endurance Style Exercises (some listed above)

- Pursuit Exercise: Same as the small Paceline exercise, but with two teams on the track starting from the front and back stretches.
- Get a Lap: The group rides in a pack at the Stayers Line and then with a whistle blow 2-3 riders take off in a Paceline and lap the group.
  - Once the riders are far enough off the main group, with a whistle blow, release the next set of riders.
  - Do these until all riders have had a turn and then repeat.
- Half Lap: Another bridging exercise is to separate the group into two by half the distance of the track, with a whistle blow have the front rider of each group go out and catch the other group.
- Whistle Jumps: With a limited amount of riders, giving everyone enough room, with a blow of the whistle the riders will start an effort, the second whistle blow will indicate the end of the effort.
  - Repeat enough times to where the riders get in a solid workout, but not enough to tire them where they lose focus and forget to stop pedaling if they're new riders.
  - These can also be a sprint style exercise.

### Sprint Exercises

# Hellyer Park Velodrome 2020 Supervisors Manual

- Flying 200 Meter: A rider builds their speed at the Rail and when they get to the 200 meter line they make a gradual line to the Pole lane, so by the time they reach turn 3 they are in the Pole. They take this effort to the finish line.
- Standing Start Effort: For a lap, start at the Pursuit Line at the middle of the track and finish at the same line.
  - This is done in the Pole lane.

## Safety Exercises

- Getting On/Off the Track: When doing this, pay attention to where other riders are on the track and on the apron before you come off.
- Holding your Line: One should always look where they're going before they go there.
  - In other words, hold your line and look, and move to your new position on the track.
- Bumping Drill: Pair up riders in groups of 2, they can be on the apron or the track. Have them bump shoulders.
  - At least have them put their hand out and push another rider from the back.
  - Make sure their elbows are in, use the body to protect the bike.
  - If their bumping they need to keep their hands in the drops. If their pushing, the left hand should be near the handlebar neck and the right used for pushing.
  - This exercise is to get riders use to bumping into other riders and keep pedaling. To prevent the reaction to the bump of another person, this is what usually causes the crash, not the bump.
- Butt Exchanges: You have the same pairing as the bumping drill. Then you have the low rider push the rider coming down from top on the backside pushing the rider forward.
  - To be stable the riders need to have a little speed and need to ride close together to do their efforts.
  - The left hand should be near the handlebar neck and the right used for pushing.

## Simple Races

- Australian Pursuit: All riders start at the rail, evenly spaced between light poles. With the blow of a whistle everyone heads to the Pole Lane, going as fast as they can, attempting not to get passed and attempting to pass everyone.
  - When a rider is passed they are out and drop down to the apron.
  - This goes on until 2 or 3 riders are left that can't seem to catch each other, and then they get 3 laps to go.
- Scratch Race: Keep the race to 6-8 laps. It may need to be broken into smaller groups depending on the amount of participants.