

Team Roles and Responsibilities

Team Director (can outsource any of these, but ultimately all fall under team director)

- Manage Pit Zone & team roster and ensure that all riders are “practice ready”
- Manage coach roster and ensure all coaches are “practice ready”
- Manage team finances, including fees, fundraising, spending on equipment
- Point person for sponsor relations
- The head organizer of the team can be the same person as the head coach or not even a coach at all.

Head Coach - License level 3 (Can be Level 1 license in a team's first year - must be level 2 in a team's second year and level 3 in the third year.)

- Develops, implements, and maintains the day-to-day operations of the team
- Responsible for creating a developmentally appropriate schedule, providing student-athletes age/ability appropriate workload, and ensuring riders are racing in the appropriate category
- Delegates tasks to Assistant Coaches, Ride Leaders, and General Volunteers
- Is responsible for all emergency response, documentation, and follow-up
- Ensures compliance of student-athletes, administrative staff, and parents with NICA policy and protocol
- Lead contact for school administrators, community authorities, League Director, and NICA National Office
- Recruit and train coaches
 - Set up/facilitate certifications (CPR, OTB, Wilderness Training, etc)
 - Manage team roster of coaches in Pit Zone and ensure compliance with training
- Present at nearly all practices and race events with riders
- Team communication as it relates to coaching duties
 - Composing regular communication and responding to requests
 - Inviting members to Google Group
 - Team App (or other platform) communications
- Most direct interaction with the student-athletes on the team.

Ride Leader/Assistant Coach - Level 2 license or higher

- Oversees the directions for practice/events prescribed by the NICA Certified Head Coach/Assistant Coach
- Contributes to the development of the practice schedule and reports to the Head Coach regarding rider performance
- Sets pace at the front of rides and monitors riders from positions on the trail
- Present at most practices and race events with riders
- Helps ensure proper preparation for rides, practices, and events
- Assists with mechanical and technical issues
- Mentor newer/younger coaches and help ensure succession continuity

- Provides basic First Aid and CPR interventions when need falls within the scope of competency

Ride Supporter/Assistant Coach - Level 1 license

- Assists Head/Lead Coach in-season practice schedule development, implementation, and modifications
- Works with student-athletes on skills and technique development and relays information back to the Head Coach
- Assists with tasks outlined within the Ride Leader Certification description
- Attends to emergency response requirements and takes the lead within their level of training if Lead Coach is unavailable
- Supports Lead Coach in communication with General Volunteers, Ride Leaders, parents, and community
- Present at most team practices and rides

General Team Volunteer

- May participate ONE time with a team activity with only a waiver signed
- Subsequent engagement with student-athletes requires background check, concussion certification, and registration in the Pit Zone, which includes waiver and agreement to participate
- Duties are restricted to supporting ratio requirements, lending assistance to Head Coach, Assistant Coach, and Ride Leaders
- This is the starting point for all who enter into NICA Coach Licensing
- Must work up to Ride Leader, Assistant or Head Coach status before providing direction to student-athletes

Other roles that someone can fill on a team include:

- Finance director - oversees team finances and fundraising
- Food and Drink director* - oversees food & drink at team functions & races
- Volunteer coordinator - oversees coordinating when host teams must provide volunteers
- Social media chair - oversee team Instagram, Facebook accounts
- Equipment chair - oversees team equipment purchase, maintenance, storage, etc
- Team Spirit Chair* - oversees developing team culture and supplementing drills & rides
- Team GRiT coordinator* - coordinates team involvement in GRiT activities
- Team TTC coordinator* - coordinates team involvement in Teen Trail Corps

*A licensed coach should fill these roles since they're likely to involve interaction with student-athletes.