



196 Team Handbook

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Introduction

The 196 Mountain Bike Team (MTB) was founded in 2012 as one of the original 8 teams at the inception of what is now the Minnesota Cycling Association (MCA). As the sport of mountain biking continues to grow in popularity, the 196 MTB team has experienced substantial growth year over year. The primary goals of 196 MTB include:

- Supporting the positive development of young people through the sport of cycling,
- Using cycling to foster a love of exercise and the outdoors,
- Creating a safe and positive environment for learning and developing cycling skills in support of a lifelong sport,
- Providing opportunities for student riders to compete as individuals and as a team in the sport of cycling,
- Developing and Empowering student riders through the sport of cycling
- Encouraging sportsmanship through competition and racing

Biking is considered a fall sport in this program, with training starting in May/June and races occurring during the end of August through the middle of October.

The 196 MTB team is a cycling team that develops riders and competes against other teams in Minnesota under the rules of the MCA. We balance the competition of a team with other aspects of a club to keep the sport fun and enjoyable for riders of all ability levels. The 196 MTB team is a fun and inclusive “Family Orientated” community that builds life skills through the sport of cycling.

This Team Handbook will describe the organization of the 196 MTB program. Rules and guidelines for the team are set by the MCA. (<https://minnesotacycling.org/>).

Our Affiliates

196 MTB - The Team and program are managed by a 501(c)3 non-profit organization. With student and parent feedback, we are responsible for defining the structure of the team. The 196 MTB Board of Directors is responsible for defining our current procedures and policies.

196 MTB Team - The 196 MTB program is classified as an “Independent Provider” by and does not fall under the governance of the *Minnesota State High School League* (MSHL). As guidance, the 196 MTB team follows the same guidelines and recommendations as the MSHSL for student behavior, minimum grades, and discipline policies.

Independent Provider Clubs/Teams (like 196 MTB) are not sponsored, funded, or run by the 196 School District. The management of the 196 MTB works in cooperation and partnership with the 196 Community Education Department.

Minnesota Cycling Association (MCA) This is our governing organization formerly known as the Minnesota’s league within the National Interscholastic Cycling Association [NICA]). Founded in 2012, MCA is a statewide independent activity provider for student riders in 6th - 12th grade. They oversee the development, training and education of team staff and coaches in our state. They also plan and coordinate races each season.

Coaches

- All coach and group contact information can be found on the [196 MTB website](#).

General Team Contact Information

Team email: 196mtbteam@gmail.com
Team website: <http://www.196mtb.org>

Team Communication

The coaches and volunteer coordinators communicate to student riders and families using TeamSnap, which can be accessed at <https://www.teamsnap.com/> or the TeamSnap mobile app. Team communications will be distributed as emails, chats and/or posts within the TeamSnap mobile application, or both. The TeamSnap webpage and mobile app will be used as a place to mark your availability for events and post team pictures. In addition, the roster tab has a full roster of our team, including riders, coaches, and ride leaders.

Social Media

We welcome comments and posting on our social media sites. We only ask you to consider your postings and be respectful of others. Additionally, please do not use last names when posting on social media.

Facebook: <https://www.facebook.com/profile.php?id=61555020815564>
Linkedin: <https://www.linkedin.com/company/196mtb/?viewAsMember=true>
Instagram: <https://www.instagram.com/196mtb/>

Yearly Schedule

Under MCA rules, practices officially begin July 1.

As a self-insured entity, 196 MTB can facilitate team events, including team practices before the July 1 start date.

Season Dates

- Registration:
 - Ride Leaders - March
 - Student rider Riders - April
- First official practice: Mid July
- Season end: October 31
- 196 MTB banquet and awards ceremony: Late October/Early November

Race Dates

While racing is not required, it is highly encouraged. Student riders have the choice to participate in 1-4 races throughout the season. The 5th race is the State Finale and riders must qualify to race in the finale.

196 MTB will participate in five (5) total races during the season. MCA provides the list of race options (9 races held on 7 race weekends) in the spring and 196 MTB coaches select which races the team participates. The exception being the State Finale where all eligible riders compete together.

Regular season race days will be Saturdays for Middle School and Sundays for High School.
The State Championship schedule differs from the regular season and is subject to change.

196 MTB will communicate the race schedule for our team on the team website: www.196mtb.org.

The full list of races will be listed on the MCA website (<https://minnesotacycling.org>) as well as qualification criteria and all race day and pre-ride schedules.

Weekly Schedule

The weekly schedule, listed below, may change due to weather, daylight or training needs. all scheduling changes will be communicated through TeamSnap.

Monday

Optional – Performance / Race Training. These sessions are in addition to normal practice days and take place at various locations throughout the Twin Cities metro area. These sessions will allow riders to gain additional skills and conditioning with a focus on race preparation and performance.

Tuesday & Thursday

Normal practice days at various MTB locations. Start times will be clearly communicated via TeamSnap. To ensure required coach to rider ratios 6:1 rider to coach or 8:2 rider to coach, we ask that student riders and ride leaders confirm availability within TeamSnap at minimum of 60 minutes prior to the start of scheduled practice.

Saturday

Race day for middle school riders.

Sunday

Race day for high school riders.

Optional Adventure Rides

At various times throughout the season, additional rides may be organized based on coach and ride leader availability. Any rides that are scheduled will be added to the calendar in TeamSnap.

Student Eligibility

Eligible Students

- 196 MTB students (6th - 12th grade) attending Area District 196 High Schools or Middle Schools.
- Home Schooled Students living within District 196 boundaries. Contact the coaches at (196mtbteam@gmail.com) or visit: 196mtb.org for more information.

Ineligible Students

- Students living outside the District 196 school district boundaries.

Students that are not eligible to join the 196 MTB may have the option to register and race with MCA as an “Independent Rider” in MCA races. Contact the Team or MCA for more on the Independent Rider option.

Inclusivity And Participation

The coaches and volunteers of the 196 MTB team want the program to be open and available to all eligible students. However, parents/guardians and students should understand we are an independent provider and are not professional coaches or teachers. 196 MTB is not run by the 196 School District and not affiliated with any specific school. There may

be cases where we are unable to provide special considerations for students with disabilities. Please contact the team (196mtbteam@gmail.com) if your student needs special accommodations.

Student rider Expectations

1. Ability to Ride with the Group

The 196 MTB will have riders of many different abilities. The student rider should have a minimum level of fitness and the ability to ride a bike safely to maintain a moderate group riding pace. When the team rides on the road to get to and from a workout venue, it is necessary to maintain a minimum speed to stay with the group as we cannot have a rider alone on the public roads and we cannot pull an adult rider away from the larger group. If the student rider is unable to keep up with their group, he/she may be asked to find alternative transportation to and from the workout venues.

2. Participation in at least one race is NOT expected, but highly encouraged

196 MTB is more than just a race team. We desire the riders, and adults, to enjoy riding and the friendships that develop from riding experiences. Because 196 MTB believes riding is a life-long sport we want all riders to consider racing. At a minimum, if you do not race, you are expected to come to one full race day and cheer on your teammates.

3. Practice Attendance

Team workouts are Tuesday & Thursday, (Optional Monday-Performance Training). Attending workouts makes the student a better rider and training as a team encourages everyone to improve. Student inform them in advance of absences, however if something comes up at the last minute, students are required to update their availability within TeamSnap at least 60 minutes prior to the official start of practice. Typical reasons for not attending are illness, injury, family obligations, extra schoolwork, conflicts with other important school functions, and un-repairable mechanical problems.

4. Community Service

Student riders are encouraged to give service to the broader community. Participation in Team Fundraising is expected as being part of the team and is not considered "Community Service." riders should get out into our communities and find places to serve.

Three hours of community service are required to be considered for a Letter. The time period for these hours is the 12-month period starting with the end of last season.

Service hours must be tracked and submitted by the student rider. For hours to be counted toward a letter, the student shall document:

1. The amount of time of service performed
2. A short description of the service
3. Students are responsible to post their own hours, see link on <https://www.196mtb.org>, then find "Documents & Links" on the homepage.

Community service hours must be logged no later than October 1 of the current season.

Students are encouraged to find something they are passionate about that gives back to the community at large. If there is doubt about a particular service idea, riders are encouraged to contact a 196 MTB Board Member. The following are just suggestions for service ideas. The Board looks forward to seeing what you find to give back:

- 196 MTB School volunteer opportunities
- MCA League race volunteer positions
- Work with other cycling programs / events / clinics (MTB Try-it nights)
- Trail work for any trail (Lebanon Hills, Murphey, etc.)
- Church sponsored volunteer opportunities

- *Feed My Starving Children*
- *State or County Park, or Nature center volunteer work*

5. Academic Performance

Riding with the 196 MTB team is a privilege that should only be allowed if the student is performing well in the classroom. Student riders can expect coaches to ask about academic progress. Athletic and extracurricular participation should never be used as an excuse for poor performance in school.

6. Sportsmanship and Conduct Standards

The coaches of the 196 MTB take sportsmanship and student conduct seriously. We expect all members of the 196 MTB to behave maturely, responsibly, inclusively, and respect the rights and dignity of others. This includes, but is not limited to, the following:

- Good sportsmanship ahead of his/her own personal desire to win.
- Show respect to all race officials/coaches/riders/parents and never act in a manner that would be disrespectful toward them or the team.
- Avoid the use of drugs, tobacco, vaping, or alcohol, which is not permitted by the school district rules or by the Team. Consequences for use of these substances will include removal from the Team.
- Conduct his/herself with honor and dignity and treat other competitors/coaches/officials as he/she would like to be treated.
- No use of abusive or vulgar language, name-calling or shouting at others. In addition, the student riders will not engage in physical contact with another person in an angry or threatening way.
- Will not engage in intentionally risky behavior that endangers the well-being of self or others.
- Always follow the coaches and Ride Leader instructions.

We reserve the right to suspend any student rider who does not follow respectful behavior expectations as outlined above. In the event a rider is suspended, there will be no refund of the team fees.

Riding Policies

196 MTB full *Riding Policies* are available in Appendix A. Student riders and their parents/guardians will be required to read and acknowledge these policies during the registration process each year to join the team. We expect all our riders to adhere to these policies at all times, including, but not limited to the [MCA Sporting Regulations](#).

Repeated and serious violation will result in an escalating series of consequences:

1. After the first serious violation, at the coach's discretion, the rider will receive a verbal and email warning from the Coach to both parents and rider.
2. After the second violation, the rider and family will receive a verbal and email warning. The Team Board will send an email notifying the parents/guardians of a one-week suspension from practice.
3. After a third violation, the rider will be suspended for the rest of the season. No refunds will be given.

At any time, depending on the severity of the violation, the 196 MTB Board and Coaches can immediately suspend a rider for the rest of the season. In the event a rider is suspended, team fees WILL NOT be refunded.

Grievance Process

The 196 MTB Team recognizes that student-riders, parents, coaches, and volunteers have the right to raise grievances about any matter related to their involvement with the organization. The grievance procedure is in place to ensure that all community members are treated in a fair and equitable manner.

As part of the mission to “building character through cycling”, Coaches want to build relationships with student riders. If a student rider has a complaint or needs clarification (i.e. Pod assignment, Conflict with a teammate, Race Results, Race Penalties, etc.), the **FIRST step** is for the student rider to discuss the issue with their head and assistant coaches (and Ride Leader where applicable). If the issue is unable to be resolved, the student rider may then have their parent/guardian/Ride Leader to escalate the issue on their behalf.

If a community member has a complaint against a member of staff, another volunteer, or the organization in general they should first discuss the issue with the Head Coach(es).

If an issue is not resolved from the steps above or a complaint is against the Head Coach, Assistant Coach or other leadership position, the matter should be taken to and discussed with the 196 MTB Board. This and all complaints will be treated in a confidential manner and may be submitted via email at: 196mtbteam@gmail.com

Lettering Policy

196 MTB student riders are eligible to receive a school varsity letter if they meet the Lettering Policy below:

- Student riders must be a rider on the high school team and race at the high school level.
- Student riders must have participated for two years on the team.
- Competed in at least 50% of the MCA races they are eligible for during the season.
- Fulfill 196 MTB *Riding Policies* and *Sportsmanship and Conduct Standards*.
- Attendance at a minimum of 75% of regular team practices. Substitution of participation in optional activities such as team-sponsored performance training will be allowed with pre-approval of the High School head coach. Other exceptions will be considered but will need to be pre-approved by the High School head coach. (i.e. Racing at a sanctioned venue during scheduled practice time).
- Community Service of THREE hours as described above. Hours must be logged in the Service Hours document on the team website no later than Oct. 1 of the current race season.
- **At least ONE (1) of the following:**
 1. Be a senior with 3 or more years of consecutive membership on the High School team (includes senior year)
 2. Finish the year in the top 20% of the regular seasons' points (if racing in the freshman or JV2 class.)
 3. Complete the state championship race in the top 20% of total riders racing in the class (if riding in the freshman or JV2 class.)
 4. All races used to meet criteria are ridden in the JV3 or Varsity class.

Note: Coaches can apply discretion in waiving or modifying any of the above criteria for individual riders

Student Roles

Team Captains

Team Captains will serve as key motivators and leaders at workouts, rides, and races. Team Captains will be expected to act as mentors and lead by example. All high school members who have been on the team for at least two years are eligible to become a captain. **Up to six captains** (mix of male and female) will be selected. Captains are considered captains of the entire team. The majority of the captain's responsibilities will take place during the season, however, there will be occasions to assist prior to the season starting. Captains are encouraged to attend the 196 MTB board meetings.

Selection for the coming season will occur by June 1st. Those interested and eligible will write a one-page essay addressing a series of questions developed by the coaching staff.

All candidates who submit written essays will be placed on the ballot for peer voting. Captains will be selected by the Coaches. The following factors will be used when selecting captains:

- 1) Demonstrated leadership abilities
- 2) Essay content
- 3) Interview with coaching staff
- 4) Results of peer voting

Parent/Guardian of Captains

Parents and Guardians of the captains may be asked to be involved with the team. Duties will include helping coordinate the end of the season Team Dinner and Awards Ceremony as well as coordinating hotels for races that need an overnight stay.

Adult Volunteer Opportunities

Volunteers are critical to the success of the team. Families/Guardians of student riders are required to contribute a minimum of four hours of volunteer time each season. There are multiple ways that you can help, below are some examples:

- Practice check-in/check out
- Race Day tent host - keep tent area tidy and watch team items to ensure equipment and personal items are safe and secure
- Volunteer with MCA - each race has roles that must be filled to ensure a successful and safe racing weekend. This could include helping at the start line, volunteering to host the MN Grrls Tenat, crossing guard, parking assistant, etc. most shifts are 2-4 hours and you can volunteer for times when your student rider is not racing.
- Assist with end of year Awards banquet

List of available opportunities can be found on the [team website](#) or email 196mtbteam@gmail.com for additional information.

Rider Equipment Needs

Students must have their own bicycle, helmet, water bottle or hydration pack, and appropriate footwear (close-toed shoes with laces, Velcro, BOA, etc. Sandals and foam shoes such as Crocs are not permitted). Students who do not have these items will not be permitted to practice or race. Come to practice and races prepared!

See the "[Financial Commitment](#)" section below for more information on required and suggested equipment.

Financial Commitment

196 MTB recognizes that MTB participation requires a significant financial commitment, and 196 MTB may have resources to help with these costs. Please contact the 196 MTB Board for more information: 196mtbteam@gmail.com

Below are examples of costs associated with the program:

196 MTB Registration	\$220	Required
MCA Registration	\$100	Required
MCA Race Fees	\$150	Required only if student participates in racing
Bike	\$700+	Required
Helmet	\$35+	Required
Water Bottle	\$5+	Required
Gloves	\$20+	Optional
Eye protection	\$15+	Optional
Bike Tools	\$35+	Optional, but helpful. Tube, mini pump, multi-tool, spare chain
Padded Cycling Shorts	\$35+	Optional, but recommended, especially for new riders
Race Travel Expenses	Varies	Optional, gas, food, and lodging

MCA Member Benefits/Discounts

The [MCA Member Benefits website](#) provides the names of retailers that provide a discount to student riders (and coaches/ride leaders). Student riders may need to provide verification they are registered with 196 MTB to be eligible for these discounts. This verification is available under the “Memberships, Licenses & Certifications” section of the CCN Website.

Team Store

196 MTB Branded Merch

Student riders and their families will have the opportunity to purchase 196 MTB-branded clothing items. These items are optional and a link to the team store is available on the 196 MTB website (www.196mtb.org)

Race Jerseys

MCA League policy requires student riders that participate in races to wear team jerseys. All students who register with 196 MTB will be issued a team jersey that they can wear at practices, but must wear at races. 196 MTB may change their racing jerseys every two years per MCA League policy, however student riders can wear jerseys that are not the current design and still race.

League rules state all clothing worn in a race may display the manufacturer’s logo. Race clothing may display the club/school’s name, city or region name, school logo or mascot. However, other cycling teams, clubs, cycling event logos, or sponsor’s logos are not permitted.

Bicycle Preparation and Maintenance

Bicycles require some work to maintain. We will attempt to have maintenance sessions to allow our students an opportunity to lubricate and clean their bikes. Learning how to do this on their own is an important part of their education as a cycling rider.

Damage to Bikes During Training

Damage can occur during our workouts and crashes are possible on any ride. A student may ride over a rock or fall during a workout. It can also occur that two or more riders become entangled in an incident, and bikes become damaged. These events are usually not the result of intentional malicious action by a rider. We ask that parents/guardians please be aware that this can occur and be willing to not hold other students responsible for any accidental damage. Such incidents are simply “the cost of doing business” of team participation.

Risk Management

Safety is a top priority for our team. Through our experience and training under MCA, we employ *best practices* around reducing risk during our riding. The coaching staff will work with student riders to develop riding skills. Coaches will also communicate with the student riders the riding rules and safety by enforcing these rules during rides. There will be some riding on public highways. Coaches will discuss, review, and follow best-practices for on-the-road behavior. We are also relying upon the students to follow these guidelines and to use common sense when riding.

Safety during races is also important. Racing is a very intense time, and there are many decisions for student riders to make regarding race tactics and their well-being. The well-being of our riders is paramount in our actions and training. Getting injured in a race means not practicing and being ready for the next race. We take the long-term view as a coaching staff.

Respect for the Trails

The trails are owned by the respective cities and are open to the public but are maintained by the Trail Coordinator. The trails are a great asset to the team, allowing riders to practice under conditions like what they will be racing in. The trails have been built by volunteer organizations from the community and rely on team support to keep them maintained. Working on the trails counts as community service towards a Letter for riders.

Appendix A - Full Riding Policies

1. SAFETY is the first and foremost rule for the team at all times. SAFETY means looking out for yourself, your fellow riders, coaches, rider ride leaders, adult assistants, cars, walkers, other bikers, pets, and people in the community. SAFETY includes the responsibility of learning, practicing, and mastering the skills for riding and handling a mountain bike to keep you and other riders safe. SAFETY is learning and understanding your physical and technical limits as a rider and keeping within those limits during all rides. The first goal for the team is for all riders to start and finish a technical skills practice, practice ride, or competitive race safely.
2. **All riders must always wear proper fitting helmets** when on a bike whether moving or not. Eye protection is recommended, as are gloves.
3. The rider is responsible for keeping his/her bike in safe and ride-ready condition.
4. Minnesota vehicular rules will be followed. This includes stopping at red lights, stop signs and signaling turns. The 196 MTB is part of this community. By demonstrating good behaving on the road, we maintain relationships with our supporters and our community.
5. "No-hands" riding is not permitted. Riders must maintain a smooth and straight line while riding on the road with both hands on the bars.
6. All riders will wear the high visibility riding gear while on the road to and from the training venue.
7. All riders in the group will ride only single file. "2 by 2" or side-by-side riding is not permitted except while a coach/ride leader passes riders as necessary.
8. Do not overlap wheels. The front wheel of one rider should not extend past the rear wheel of the rider in front of them.
9. It is recommended to ride between 12" and 18" from the end of the edge of the paved shoulder. As a guideline, the end of your right handlebar should not be beyond the pavement edge.
10. Use hand and verbal signals to warn others of dangerous obstructions such as mailboxes, unexpected bumps, holes, glass, sticks, gravel, etc. Standard hand signals and verbal signals will be taught to the riders by the coach/ride leaders. Riders will learn to anticipate stops and call out warnings to teammates.
11. Should a rider need repairs on the road, or is waiting for a car ride, they should stay a minimum of 10 feet off the edge of the paved shoulder. A coach/ride leader will wait with the rider while they wait for a car ride.
12. Coaches/ride leaders will assign student riders to their group. Riders will maintain their assigned group. Only coaches/ride leaders can move the student riders from one group to another group.
13. Groups will maintain the same riding order from the last group stop. Do not pass other riders within your group. Additionally, groups will not pass one another.
14. Student riders must stay within proximity of their assigned pod. Do not advance or fall behind. If a rider is unable to maintain the group pace, a coach/ride leader shall stay with the rider.
15. Optimally, there will be at least two coaches/ride leaders per group. One coach/ride leader will lead a group and one coach/ride leader will ride in the sag position (last position). When there is one coach/ride leader per group, that coach/ride leader will usually sag at the back.
16. Student riders should attempt to stay ahead of the sag coach/ride leader and not fall behind their group. A sag coach/ride leader will stay with the slowest rider when that rider cannot maintain pace with the group.
17. When two coaches /ride leaders are present in a group, they can, at their discretion, move advanced riders to lead the group. Student riders leading the group should maintain the pace determined by the coach. In these cases, one of the coaches should try to stay no further behind than 3rd in the pace line.

18. Right and left hand turns onto a new road will be executed road edge to road edge. Right hand turns are made from the right side of the road you are leaving to the right side of the road you are entering. This means the group will slow down for right hand turns to maintain a tight radius. Left hand turns will be wide sweeping turns, so you end on the right side of the new road. In no case should turns result in cutting through the intersection exposing the riders to unseen oncoming traffic in the other lane.
19. A coach/ride leader will never leave any rider on the road or allow riders to accept any rides from strangers. The coach/ride leader must stay with the rider. If the rider must wait for a ride along the route, the coach/ride leader shall remain with the rider until the rider is picked up.
20. There may be unique intersections and routes that require unique strategies. The coach/ride leader will determine these ahead of a ride and explain what is to be done during that time.
21. While we are riding in the park or any off-road venue, there are also guidelines we need to follow.
 - a. When training, yield to other bike or foot traffic. Being sensitive to how others in our community perceive us, we will keep a positive image for the Team and our sport. Remember that bicycles can be an unwelcome experience for non-riders. Use of slowing and stopping for other users as a change to then accelerate, which is a useful race skill.
 - b. When passing other mountain bikers or hikers let others know of your presence well in advance. Be especially careful when passing, as each will react differently. Sometimes it may be necessary to dismount and remove your bike from the trail to allow others to pass.
 - c. Stay on the off-road trails. Riding off-trail damages meadows and other fragile ecosystems. Never cut switchbacks as this accelerates erosion.
 - d. Control your speed. Safe speeds are relative to terrain and your experience as a rider. Be able to stop safely without skidding in the distance that you can see ahead. Approach switchbacks and turns in anticipation of someone coming around the bend.
 - e. Respect wildlife and pets. Do not frighten animals. Pet owners are appreciative of a show of respect. We are using areas that have other users and must be sensitive to their needs. Useful dog tip: if you know the breed of dog, compliment the owner. Owners love to hear you like their dog.
 - f. **Do not litter:** Ride out what you pack in. All trash must be disposed of properly.

Appendix B - Registration Process

Registration Limits

The team size is limited for safety reasons. Registration priority is given to past team members. Next priority is for siblings that want to join. New members may then join on a first-come, first-served basis on a waitlist. Any open space following past member registration and waitlist families will be open to the public. This will occur in late April or early May before the summer and fall riding season.

Team size will be based on the number of available coaches. MCA has a ratio of 8 to 2 for riders to coaches. If you are interested in helping as a Ride Leader, or know someone that may be interested in helping, please contact the Coaching staff.

Steps to Register:

Riders must register in TeamSnap and with MCA. See the [196 MTB Registration Website](#) for step-by-step guidance on how to register on both websites.

To be considered registered for the 196 MTB Team, riders must register in TeamSnap and with MCA to be able to participate in team activities. If you have questions about the registration process, please reach out to the Registration Coordinator: 196MTB.info@gmail.com.

Appendix C - Medical Emergency Action Plan

A Coach or Ride Leader will be always present throughout the activity and at least one Coach or Ride Leader will have current certification in First Aid, CPR, AED, and Concussion Prevention. At least one Coach or Ride leader will always have an emergency first aid kit available on their person.

In the event of a medical emergency, a Coach or Ride Leader will complete the following steps:

- Secure the scene to ensure the safety of themselves and others
- Check the injured individual(s) for responsiveness
- Communicate emergency to local Emergency Services/911 if necessary
- Provide care per their First Aid training until help arrives
- Communicate injury and situational details to emergency services
- Contact emergency contact of injured individual
- Complete Incident Report and retain a copy

Appendix D - Weather Emergency Action Plan

The lead Coach for the activity will review the weather prior to any event and communicate any weather concerns to participants at least three hours prior to the scheduled event. If weather becomes unsafe at any time during the event, the agent of 196 MTB will discontinue any activities until it is safe to resume.

In the event of severe weather (such as lightning, thunderstorms, tornadoes, hail or excessive heat [heat index is 100 degrees fahrenheit or more]) all activities will stop immediately and participants will be directed to safe shelter (such as a vehicle, park shelter or other covered area). Activities will not resume until the weather event is fully over and it is safe to ride.

Appendix E - Abuse Prevention

Abusive Behavior

No student-athlete may inappropriately or unwelcomingly touch another person, or cause physical harm to, or engage in any behavior that may be considered abuse, assault, or do battery to any other student- athlete, official, spectator, or anyone connected with or attending any 196 MTB event. An assault is an unlawful attempt, coupled with the present ability, to commit a violent injury on the person of another. A battery is any willful and unlawful use of force or violence upon the person of another. Coaches, parents, guardians, or other event attendees are expected to model positive sporting behavior. They are similarly prohibited from engaging in behavior that may be considered abuse, assault or battery. Furthermore, they should not engage in profanity, bullying or other forms of intimidation at any 196 MTB event. Engaging in any of these behaviors will result in removal from the team and/or a referral to law enforcement if an individual engages in abusive behavior at an 196 MTB event.

Non-Discrimination in Participation

196 MTB prohibits all forms of discrimination, including discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

No Retaliation

No individual who reports a suspected violation of any 196 MTB or MCA policy, rule, standard, code of conduct, or regulation shall be subject to any form of retaliation (including, but not necessarily limited to, harassment, suspension, expulsion, demotion, or firing), whether or not the allegation turns out to be true.

No Weapons

No weapons are allowed at any 196 MTB event.

Appendix F - Sexual Abuse Prevention Plan

196 MTB has a zero-tolerance policy for incidents of child abuse. We understand that protecting children is our most important responsibility, and that our programs serve no positive purpose if we do not ensure child safety. In EVERY case, the report of molestation and abuse, or suspected molestation or abuse, will be treated with absolute priority, and 196 MTB will do everything in its power to ensure incidents are reported within 24 hours. This policy provides guidelines and establishes procedures for board members, volunteers, coaches, ride leaders or anyone conducting or involved (defined as “Individuals”) in youth programming on behalf of 196 MTB. Note that such “Individuals” do not include outside vendors, contractors, or service providers, unless they are directly involved with 196 MTB youth programming.

I. Compliance

196 MTB is responsible for appointing a Compliance Officer who ensures the organization is acting in accordance with any requirements outlined in this policy. The Compliance Officer is responsible for designing and implementing any internal controls, policies, and/or procedures to ensure all Individuals comply with this policy.

The Compliance Officer audits each outside entity to make sure they are following the policy guidelines, ensures that any reports/incidents are handled appropriately and in a timely manner, and responds to requests

for information from participants and external parties. Other duties of the Compliance Officer include but are not limited to:

- Audits any external organization, individual or entity that will have direct contact with minors on the 196 MTB team
- Conducts orientation and training of Individuals who participate with 196 MTB
- Ensures annual background checks are conducted internally and externally
- Notifies President and 196 MTB Board of Directors of any incident reports

II. Orientation and Training

All Individuals will be provided with training during their orientation period, but always prior to working directly with children. Orientation/Training will cover:

- Employee's obligations with regard to reporting incidents of child sexual molestation and abuse
- The proper care for a victimized child
- NATIONAL CHILD PROTECTION POLICY
- The process for reporting to the proper authorities and notification of Compliance Officer
- Understanding what signs to look for in a child who may have been abused

III. Background Checks

All coaches, ride leaders, and board members will be subject to national name-based criminal background checks on an annual basis. All background checks resulting in a positive finding of sexual abuse or molestation will result in that Individual being permanently banned from working or volunteering in the organization

Background checks will be conducted by an approved Background Check Provider. Checks will include, at a minimum: National Criminal File National Sex Offender Registry Social Security Number Verification County and municipal hand checks, where deemed necessary

IV. Incident Reports

The Compliance Officer will complete an incident form and provide it to the 196 MTB Board of Directors within 24 hours of the reported incident(s). The Compliance Officer will also report the incident to the appropriate authorities (police/county social services office)

Individuals must immediately report any and all incidents, suspected incidents, or allegations of molestation or abuse in accordance with the governing [state law](#). Individuals will immediately report any and all incidents, suspected incidents, or allegations of molestation or abuse to the proper local authorities and the Compliance Officer. It is not the responsibility of the individual to decide if an incident is valid, truthful, or worth reporting. This determination will be made by local authorities.