



League Cycling Instructor Candidate Seminar

2024

Information for Seminar Site Facilitators

Please thoroughly read this document to understand the role and responsibilities of the Site Facilitator of an LCI seminar. This document is the basis for the Memorandum of Understanding (MOU) located at the end of the document. A signed MOU must be returned to the League of American Bicyclists in order to organize a LCI seminar in your community. Send any questions to education@bikeleague.org.

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LCI Candidate Pre-Requisites

Certification as a League Cycling Instructor (LCI) requires a candidate to first be a student of the Smart Cycling curriculum by taking the Smart Cycling Complete Class, which includes:

- **Classroom Component:** The Smart Cycling Basic, Intermediate and Advanced material instructed by a current LCI in the classroom or may be completed online at learn.bikeleague.org. The written exam must be successfully completed with a score of 85% or higher prior to taking the LCI seminar.
- **On-Bike Component:** Bike handling skills, avoidance maneuvers, and road ride instructed by a current LCI. The on-bike exam must be successfully completed with a score of 85% or higher prior to taking the LCI seminar.



Objectives of Your Seminar (pass on to all applicants)

The seminar will be at least 23 hours in length and will focus on teaching cycling safety. *Candidates should already be competent and experienced cyclists. The seminar is to learn how to effectively teach safe cycling.* The LCI seminar is arranged by a Site Facilitator and conducted by a designated League Smart Cycling Coach.

At the end of the seminar, candidates will be able to:

- Demonstrate competence in principles and skills of the Smart Cycling program, including vehicular bicycling, understanding the importance of bike infrastructure, different types of bicycle equipment, bike maintenance, and specialized bike-handling maneuvers.
- Understand basic teaching principles and techniques as they apply to both children and adults, and demonstrate them through practice teaching during the seminar.
- Be familiar with specific Smart Cycling materials and existing courses and how riders will benefit from Smart Cycling classes.
- Develop an understanding of the “Need to Know” principles and how they can be incorporated in customized presentations.
- Be able to evaluate the skills of others and to offer constructive criticism.
- Possess an understanding of the organization, structure, and mission of the League of American Bicyclists.
- Be able to plan and organize classes, including required equipment and supplies, audio/visual aids, course marking, understand their LCI insurance coverage, and the logistics of ordering class materials.
- Know how to market classes, including collaborating with partners and developing marketing materials.

Some of the responsibilities listed for the Coach and Site Facilitator may overlap, or require the efforts of both so parts of this document cover both tasks.

Often the first step in the seminar process is an expression of interest from a community.



Timeline

90 Days in Advance: Setting the Date

After making initial contact with the League, the Site Facilitator coordinates with potential applicants, sets a date, and arranges a site. The Site Facilitator then submits a signed Memorandum of Understanding (MOU), found at the end of this document, to the League at education@bikeleague.org. For the seminar to be posted on the League's website, the MOU must contain the location (address with zip code) of the seminar site and contact information for the Site Facilitator. The dates proposed for the seminar must be at least 90 days after submission of the MOU – confirmation on the date will come from the League staff.

Requests for a seminar Coach are taken into consideration; however, dates and location are factors in which Coach the League assigns to the seminar. A [Coach Directory](https://bikeleague.org/content/league-cycling-coaches) is found on our website: <https://bikeleague.org/content/league-cycling-coaches>

The Site Facilitator will seek qualified individuals and encourage them to register online for the seminar. The Site Facilitator will further assist candidates in the application process and help them keep to the timeline.

After specific dates are confirmed by the League and placed on the calendar, the Site Facilitator will coordinate with the Coach in fulfilling such needs as classroom space, audio/visual equipment, identifying League Cycling Instructor assistants, and parking lot or other on-bike drill space.

The League provides a stipend to the Coach to pay LCI assistant(s). **It is at the Coach's discretion how to break up the stipend for LCI Assistants.** Below are the stipend thresholds and dollar amounts:

Candidates attending the seminar	Coach stipend
8 - 9	\$150
10 -12	\$300
13 - 15	\$600
16 - 18	\$900

The Site Facilitator will also research and plan a ride route that best meets the needs of the Coach's time allotment and the road test criteria.

The Site Facilitator may develop home-stay accommodations for the Coach and out-of-town candidates, but is not required to.



The Coach, upon assignment, will inform the Site Facilitator of any changes to the agenda (Attachment B) to allow for better opportunity to schedule the facilities and the candidates to plan their accommodations.

Most seminars will start on a Friday, usually in the late afternoon or evening, and continue through a very full day on Saturday and most of the day Sunday.

Each seminar includes a night ride so candidates should be told to bring headlights and rear lights or legal rear reflectors (and any other visibility gear they wish to use or discuss).

90 Days Prior to the Seminar

League staff agree to a potential site for a seminar and confirm the dates.

The Site Facilitator needs to be someone local who is willing to make the seminar happen. Communication between the Coach and Site Facilitator is essential, since the Coach is usually not available on-site until the seminar and is often unfamiliar with the site city.

The Site Facilitator must *not* be a candidate in the seminar. If that arrangement is a challenge, the League agrees that a person can be the Site Facilitator up until the first day of the seminar. In advance of the seminar, the Site Facilitator will identify another person to be the on-site Site Facilitator throughout the days of the seminar in order for the original Site Facilitator to be an engaged candidate of the seminar. The Site Facilitator must be present throughout the entire seminar.

The Site Facilitator will begin promotion of the seminar and screening for qualified applicants.

League Education staff will post the seminar details on the League website and send notification to other potential candidates around the country who have expressed interest in attending a seminar or who previously attended a seminar, but did not receive certification.

Potential LCIs must be experienced and knowledgeable cyclists with credibility within their local bicycling community. Before attending the LCI Seminar, an applicant must become a member of the League (\$45) and have completed a Smart Cycling Complete course (consisting of classroom/online and on-bike components of the class) with a score of 85% or better on both the written and road test respectively. Site Facilitators with questions about prerequisite experience and knowledge should contact the assigned Coach or League Education staff.

It is the Site Facilitator's responsibility to check frequently with applicants and the Coach to ensure that registrations are submitted in a timely manner. Please send direct potential registrants to the FAQ portion of the website: <http://bikeleague.org/content/become-instructor>

The seminar requires a minimum of 8 paid and qualified candidates and a maximum of 16. No seminar



will be held with fewer than 8 candidates who are qualified and registered 21 days before the seminar date, except by special authorization from League Education staff. For a successful seminar, the Site Facilitator should:

- 1 Begin screening early and obtain commitment from more than 8 potential candidates;
- 2 Keep candidates ahead of the registration deadline.

The Site Facilitator will reserve a suitable classroom space and a parking lot space for the seminar. It is beneficial to have both spaces be located in the same general area.

Classroom: The classroom should be clean, have access to a bathroom, be well ventilated, and have room for all the candidates and Coach to comfortably interact. It is suggested that the classroom also be ADA accessible.

Parking Lot: The parking lot will be used to practice setting up and teaching bike handling drills and the avoidance maneuvers. It must be at least 150 ft x 80 ft, have a smooth continuous surface, contain no potholes, and be clean of debris. There also needs to be access to low volume, low speed roads for the start of the road ride. Access to a nearby bathroom and a sheltered space is also highly encouraged.

The Site Facilitator should check with the property owner to discuss liability issues of both spaces and have proof of insurance coverage issued by the League's insurance agent if required. The locations should be secured as early as possible and the ride routes sent to the Coach for examination and approval.

At Least 28 Days Before the Seminar Date

Applicants must become members of the League of American Bicyclists by the close of registration. The Early Bird registration rate is \$500. Early Bird registration ends one week before registration closes, at which time registration increases to \$575. If another entity is paying the registration fee for some or all of the candidates, the entity must make payment arrangements with the League by this date. LCI numbers will not be distributed until all registration fees are paid.

At Least 21 Days Before the Seminar Date

Postpone or Cancel: At this time, League staff will approve, postpone, or cancel the seminar based on the meeting of all requirements, particularly the "8-candidate minimum" requirement. If the seminar is postponed or canceled, paid candidates may attend any subsequent seminar for no additional charge or may help the Site Facilitator reschedule the seminar for that location.



At least 14 days before the seminar date

Upon receipt of paid registration, the League Education staff electronically sends the registrants access to the seminar materials electronically using Google Documents. *Please alert your candidates that these seminar materials arrive via email.*

Each registrant will use these materials to complete the exam and send the results to the Coach to arrive no later than 14 days before the seminar start date.

The Coach will grade the exam (a passing score is 85% but a Coach has the option of asking for additional review if the score is less than 85%) and use the results along with the candidate's registration form to determine the applicant's readiness to attend the seminar. The Coach may contact an applicant by phone or email to supply feedback and/or obtain further information.

It is the Coach's responsibility to make the final assessment and determination of applicant's qualification before the start of the seminar. If the Coach deems the candidate not ready to take the seminar, the registration will be transferred to another seminar within the following 18 months.

During the Week Before the Seminar Start Date

Prior to the seminar, candidates will receive from the Coach a final seminar schedule outlining the times and subject matter for each day. The attached agenda (Attachment B) is a *sample* agenda and is subject to change.

The Site Facilitator will remind candidates that they are responsible for bringing their own bicycles, tools, helmets (required) and accessories (including lights).

During the Seminar

The Site Facilitator will maintain a roster of the seminar candidates with emergency contact information and will also pass around a daily "sign-in" sheet.

At the End of the Seminar

All candidates will also be asked to fill out a "Seminar Feedback" form, which should be returned to the Site Facilitator for forwarding to the League office. An online survey is also available.

The Coach and Site Facilitator should hold an interview with each candidate. Candidates who do not receive certification will be given options that may include the opportunity to attend another seminar at no additional charge and, at the Coach's discretion, may include a remedial tutoring option with the Coach or a designated LCI. Remediation or follow-up attendance at another seminar *must* be completed within 18 months of the seminar.



Successful candidates will receive their LCI numbers from League staff within thirty days after the seminar and all registrations are paid in full. Certificates are distributed to successful candidates at the completion of the seminar by the Coach.

Site Facilitator Summary Checklist:

- Identify location and dates of seminar
- Return completed MOU to education@bikeleague.org
- Seek qualified individuals as candidates
- Distribute seminar registration link
- Promotes seminar to local community
- Secure AV equipment for seminar
- Help identify local LCI assistants
- Help Coach identify a 6-7 mile road ride for the seminar
- May help identify a home-stay for Coach
- Identify scholarship recipient if the 8 minimum is met
- Help organize a group order for lunch or identifies spots to eat
- Maintain a roster of the seminar candidates with emergency contact information
- Attend the seminar and assist Coach with logistics i.e. opening/closing space, set up AV, etc.
- Receive seminar materials in the mail from the League of American Bicyclists
- Take group photo at the end of the seminar
- Assist Coach with candidate meetings at the end of the seminar candidates

Seminar Invoicing (optional)

The host organization or another entity may want to pay for registration and/or membership fees for specific candidates attending the seminar. Please complete Attachment D if this is the preferred method of paying for some or all of your candidates and return to education@bikeleague.org. The organization will be assigned a discount code and will be responsible for distributing the assigned discount code to their select candidates. *The League's seminar cancellation policy applies to any and all discount code use.* The Cancellation Policy is as follows:

Cancellation Policy

The cancellation policy applies to all registrations whether it is being paid by an individual or by an organization. All cancellation and transfer requests must be sent via email to education@bikeleague.org.

- Cancellations made within three weeks of the first day of the seminar *do not* qualify for a refund.



The registration may be transferred to another seminar within 18 months. The transfer will be subject to a \$75 administrative fee.

- A cancellation made more than three weeks before the first day of the seminar is fully refundable minus a \$75 administrative fee.
- A candidate may transfer their registration to another seminar prior to the registration close date free of charge.
- A candidate will be given a free transfer to another seminar or opt for a 50% refund if they cannot attend the seminar due to health reasons.
- Cancellations due to non-health related reasons made within three weeks of the seminar will be offered a transfer and will be subject to an administrative fee of \$75. Transfers must be redeemed within 18 months of the registered seminar.
- A full refund or a free transfer will be provided for any seminar canceled due to low enrollment.
- Failure of a candidate to fulfill pre-assessment work will be considered a cancellation and will be assessed a \$75 transfer fee. Transfers must be redeemed within 18 months of the registered seminar.

Seminar Scholarship(s)

The host organization or group selected by the Site Facilitator will be offered a complimentary 9th registration if the minimum of 8 fully paid registrations has been met. The group will be offered a free 16th registration if there are 15 fully paid (with the exception of the 9th) registrations made. Anyone receiving the complimentary registration *must* have previously and successfully finished the Smart Cycling Complete Class prior to registering. Host organizations may choose to donate the scholarship to another seminar that reaches the 8 registrant minimum.

It is encouraged that the host organization offers the complimentary registration to help meet their local bicycling needs, whatever those may be - greater diversity in LCI demographics, location of LCIs, etc. It is encouraged that the host organization seek out those candidates to help meet those needs. The complimentary registration will be awarded *by the host organization*, meaning you will be the one to identify the candidate(s). Remember: Smart Cycling class materials are now available in Spanish!

The complimentary scholarship is *not* meant to create more difficulty for the host organization, thus the organization has the option of declining the registration(s) if administering it is a hardship. Of course, we hope the organization can offer the free registration within their community, where we think it will have the most value. The League cannot "break up" the free registration, it must be used for one full registration.

There is a sample *Scholarship Application* at the end of this document (Attachment C). You can also access a digital template in a [Google Form here](#) as an example. The League will provide a discount code to you as the Site Facilitator to award the scholarship. The candidate(s) will be expected to register for the seminar using the code prior to registration closing and the League will invoice you following the



seminar. Please complete Attachment D if this is your preferred method of paying for some or all of your candidates' registration and return to education@bikeleague.org



Attachment A
Memorandum of Understanding (MOU)
Site Facilitator
League Cycling Instructor Seminar

LCI Seminar Location: _____
(Venue Name, Address, City, State, Zip)

LCI Seminar Dates (must be three consecutive days) _____
(This signed MOU must be submitted to education@bikeleague.org at least 90 days in advance of the seminar dates).

1. The League is happy to hear your preference for a Smart Cycling Coach to lead the seminar but we reserve the right to assign any of our Coaches. [Click here](#) to learn more about our Coaches.
Smart Cycling Coach (suggested): _____ do not know

2. Would you like registration to be **open to the public** or **closed to the public** (meaning only your selected candidates will register)? [Our system cannot “hold spots”- if you would like registration to be limited to a specific group of people, please select **closed**] **OPEN** _____ **CLOSED** _____

3. Will your organization be paying for some or all of the registrations? ____ **Yes** ____ **No**
(If you would like to be invoiced by the League for payment, please complete Attachment D)

4. Will your organization be paying for some or all of the memberships? ____ **Yes** ____ **No**
(If you would like to be invoiced by the League for payment, please complete Attachment C)

I have read the document in its entirety and agree to perform the responsibilities as Site Facilitator for the LCI Seminar listed at the above location and dates. Additionally, I understand that Site Facilitators are not paid by the League.

Name: _____

Affiliated Organization _____

Signed: _____ on _____
(by entering your name into this field and dating the document, you are signing)

Telephone work: _____ Telephone Cell: _____

Email Address: _____



ATTACHMENT B

League Cycling Instructor Certification Seminar Draft Agenda (Subject to Change)

Day 1: Friday 5:00pm (*start times / hours:minutes to this session*)

Times below may be adjusted at the Coach's discretion to accommodate weather conditions. The below outline provides a general timeline of the seminar weekend.

- 1. Sign-In 5:00pm / 0:30**
- 2. Introductions 5:30pm / 0:45**
 - a. Where We Are Going/Objectives of the Seminar
 - b. Trainer and Attendees, Interview Methods/Ice Breakers
 - c. Review of Smart Cycling
 - d. Review of Pre-Test (time permitting)
- 3. Basic Teaching Skills I 6:15pm / 1:00**
 - a. How We Learn
 - b. What We Bring to the Classroom
 - c. Essentials of Communication
 - d. Listening Skills
- 4. Break 7:15pm / 0:15**
- 5. Basic Teaching Skills II 7:30pm / 1:15**
 - a. Teaching Strategies
 - b. Classroom Preparation
 - c. Effective Questioning Techniques
 - d. Constructive Criticism
 - e. Dealing with Difficult Students
- 6. Student Presentation Time Assignments 8:45pm / 0:15**
- 7. Break for the Evening 9:00pm Coach will be available to advise participants until 9:30 pm**



Day 2: Saturday, 8am – 9:30pm

- 1. Sign-In 8:00am / 0:15**
- 2. Student Teaching I (Paired Presentations) 8:15am / 2:00**
- 3. Break - Road Ride Preparation 10:15am 0:15**
- 4. Road Ride 10:30am / 1:30**
 - a. Map of Route (approximately 6 miles)
 - b. Group Riding Skills
 - c. Road Test Scorecard, Grading System
 - d. Expectations of Road Ride
 - e. Ride and Watch
 - f. Debrief
- 5. Lunch 12:00 noon / 1:00**
- 6. Prepare for Parking Lot Drills 1:00pm / 0:15**
- 7. Handling Drills 1:15pm / 1:00**
 - a. Mounting/Dismounting
 - b. Starting/Stopping
 - c. Holding Your Line
 - d. Scanning/Signaling
- 8. Avoidance Drills 2:15pm / 1:30**
 - a. Swerving
 - b. Rock Dodge
 - c. Emergency Stop
 - d. Instant Turn
- 9. Break 3:45pm / 0:15**
- 10. Student Teaching II (Individual Presentations) 4:00pm / 1:30**
 - a. Presentation
 - b. Critique
- 11. Dinner Break 5:30pm / 1:00**
- 12. Student Teaching III (Individual Presentations) 6:30 pm / 1:30**
 - a. Presentation



b. Critique

13. Preparation for Night Ride 8:00pm / 0:15

14. Night Ride 8:15pm / 1:00

a. Reflectors

b. Equipment

c. Lighting Systems

15. Break For Evening 9:15pm Coach will be available to advise participants until 9:45 pm

Day 3: Sunday 8am – 3:00pm

1. Sign-In 8:00am / :15

2. Working with the League 8:15am / 0:45

3. League Curricula – Modules 9:00am / 0:45

a. Smart Cycling (formerly TS101)

b. Commuting

c. Motorists

d. Kids

e. Group Riding Skills

4. Children – A Special Case 9:45am / 0:15

5. Break 10:00am / 0:15

6. Road Ride Exam 10:15am / 1:45 (same route as Saturday)

7. Lunch 12:00 / 0:30 (with Road Ride De-Brief)

8. Marketing Your Classes 12:30pm / 1:00

9. Seminar Agreements/Feedback 1:30pm / 1:15

10. Goodbye and Good Luck – Photo Opportunity 2:45pm

11. Finish 3:00pm



ATTACHMENT C

League Cycling Instructor Scholarship Application Template

{Insert Host Organization Logo}

This template is to help guide a host organization to create an application to offer seminar scholarships within their community. A sample Google Form is also available [here](#).

PLEASE NOTE: The Google Form should be copied to your Google Drive so that you can make changes and distribute the form through your email.

{Name of Host Organization}

League Cycling Instructor Scholarship Application

League Certified Cycling (LCI) Instructor Seminar at {Location, Dates}

{List contact information here. Provide contact information of the person responsible for administering the scholarship, email and/or phone number. This is someone affiliated with or part of the seminar host organization.}

{List instructions on How to Submit the Form & **Due Date** - Due date should be at least 5 weeks before the seminar so that the candidate has time to be notified *and* register for the seminar.}

Name (First, Last):

Address:

Phone Number:

Email:

Are you affiliated with a local organization, club, or store?

If yes, list the name of the organization, club, or store:

Have you completed the Smart Cycling Complete Course (formerly Traffic Skills 101)?

The *Complete Course* consists of classroom instruction *and* on-bike handling skills. Students are tested. Students may substitute the classroom instruction portion with the online course at bikeed.org. The on-bike portion must be completed with a current LCI.

Yes _____ No _____ Date of completion: _____

Name of League Cycling Instructor: _____



Why are you seeking to be certified as an LCI?

How will you commit to serving your community through teaching bike safety education in the following year? i.e. teach adult bike education classes, teach youth, teach motorists how to share the road, etc.

How many classes do you commit to teaching next year?

What region, city, or neighborhood will you serve?

We strive to understand the demographics of LCI candidates in order to ensure that bike safety education is reaching all communities. Please help us understand you and your background by answering the following demographic questions.

Gender

- Woman
- Man
- Non-Binary/non-conforming
- Prefer not to Answer

Ethnic Identity

- African American
- American Indian/Alaskan Native
- Asian
- White
- Hispanic/Latino
- Native Hawaiian/Pacific Islander
- Prefer not to Answer
- Other

List Other: _____

Age _____

Are you comfortable instructing a Smart Cycling class in a language other than English?

Yes No **If yes, what language(s)?** _____

Is there anything else you would like us to know about your interest in becoming a League Cycling Instructor?



The awarded scholarship is for the seminar early bird registration fee of \$500. Candidates are responsible for their membership to the League of American Bicyclists (\$50). Candidates will also be expected to maintain their League membership annually (\$50) and their annual LCI renewal fee (\$25).



ATTACHMENT D

League Cycling Instructor Certification Seminar Agreement of Payment

This document is for entities that are paying for candidates' LCI seminar registration fees and/or membership to the League of American Bicyclists. Below are important details to consider:

- Early Bird Registration Fee: \$500
- Starting the final week of registration, the rate increases to: \$575
- Registration closes *three weeks* prior to the start of the seminar.
- League Individual Membership: \$50
- All LCI candidates must have an individual or family membership to the League. This is for insurance purposes. We cannot accept organizational or business membership for LCI candidates.
- All LCI candidates attending an LCI seminar must be registered.

Please complete the below information so that the League of American Bicyclists can properly process registrations and League memberships for the LCI seminar. You will be sent a registration code via email that you can pass onto candidates for whom you want to cover or discount registration and/or membership. The paying organization will be invoiced for the number of registrations and/or memberships that are redeemed using the code(s) within 30 days of the seminar.

Due to the amount of information the League collects about a candidate's bicycling experience relevant to the LCI seminar, we ask that your candidates register themselves using the codes for registration and membership.

All registrations that are made using your specific registration code are subject to the League's registration fees and Cancellation Policy.

Cancellation Policy

The cancellation policy applies to all registrations whether it is being paid for by an individual or an organization. All cancellation and transfer requests must be sent via email to education@bikeleague.org.

- Cancellations made within three weeks of the first day of the seminar *do not* qualify for a refund. The registration may be transferred to another seminar within 18 months. The transfer will be subject to a \$75 administrative fee.
- A cancellation made more than three weeks before the first day of the seminar is fully refundable minus a \$75 administrative fee.
- A candidate may transfer their registration to another seminar prior to the registration close date free of charge.
- A candidate will be given a free transfer to another seminar or opt for a 50% refund if they cannot attend the seminar due to health reasons.



- Cancellations due to non-health related reasons made within three weeks of the seminar will be offered a transfer and will be subject to an administrative fee of \$75. Transfers must be redeemed within 18 months of the registered seminar.
- A full refund or a free transfer will be provided for any seminar canceled due to low enrollment.
- Failure of a candidate to fulfill pre-assessment work will be considered a cancellation and will be assessed a \$75 transfer fee. Transfers must be redeemed within 18 months of the registered seminar.

Location of the Seminar (City, State): _____

Seminar Dates: _____

Site Facilitator: _____

Name of paying organization: _____

Billing Address: _____

Contact Name (The invoice will be sent to this person): _____

Contact Email address: _____

Seminar Registration Fee

Would you like to pay for candidates' LCI seminar registration fee? _____ YES _____ NO

If yes, what percent of the registration fee will you be covering? _____%

Approximately how many registrations will you be paying for? _____

Membership Fee

Would you like to pay for candidates' League membership fee? _____ YES _____ NO

If yes, approximately how many memberships will you be paying for? _____

I have read the League Cycling Instructor Certification Seminar Agreement of Payment, Attachment D. I understand the Cancellation Policy and that the organization will be billed accordingly at the completion of the seminar.

Name: _____ **Title:** _____

Signed: _____ **Date:** _____

(by entering your name into this field and dating the document, you are signing)