



**Orcutt Kids Bike Club**  
**Handbook for Coaches 2025**

## **Mission:**

Orcutt Kids Bike Club aspires to provide an environment that allows kids to experience the joy, camaraderie, and health benefits of cycling. Participants will learn about the about the love and passion for cycling, along with safety, trail etiquette, skills and teamwork.

## **Safety is the #1 Priority**

As a OKBC coach, your most important responsibility is the health and safety of your riders. With the understanding that cycling in its various forms is an inherently dangerous activity, it is imperative that you take all necessary measures to limit the risks faced by your riders.

## **Meeting Location: Orcutt Hill**

Time: all groups will meet at 4:30pm.

Meeting locations and time of will vary depending on age and skill level.

## **Philosophy**

The OKBC philosophy is to create practices that are goal driven, but also aligned with our mission of creating life-long cyclists in an environment of team camaraderie. These principles should guide you as you create your plans for practice:

1. OKBC believes that a rider who is happy on their bike in a low-anxiety environment is one who will achieve their goals. OKBC Coaches should strike a balance between providing opportunities for their athletes to meet their individual goals and making a point to develop camaraderie amongst the team. We believe that riders will more easily reach their goals and avoid burnout in a supportive, low-anxiety environment that emphasizes team camaraderie.
1. Coaches should do their best to provide the tools, skills, and confidence that their athletes need to ride confidently on their own.
1. Curriculums should include development of skill, endurance, and power/strength. Coaches should also incorporate teamwork, nutrition, bike maintenance, goal setting, self sufficiency, respect for the community, respect for the environment and trails, sportsmanship, and most importantly- having fun on the bike!
1. Curriculums are created not just on progression of skills, but also the development of the athlete as a person, depending on their age and maturity. Your goal should be to end a practice and the riding season with your riders wanting more and eager to continue riding when outside of OKBC.
1. Coaches never label their riders (fast or slow, racer or non-racer, beginner or experienced, etc.), and always believe in their athlete's ability to improve.
1. **Coaches do not provide food, snacks, treats, or goodie bags to riders.**

## **Head Coach Requirements and Responsibilities:**

1. Complete and maintain current First Aid and CPR certification. Must be completed every two years. OKBC will offer classes every other year and will pay for any coach trainings.
2. Complete Concussion Education online.
3. Complete Abuse Prevention training online.
4. Read and sign OKBC Waiver and release of Liability.
5. Read OKBC Handbook and Code of Conduct.

6. Attend Coaches meeting before each session starts.
7. Ensure your first aid kit is fully stocked.
8. Communicate with your group with a phone call. Introduce yourself as their coach and give information regarding practices: time, location, and what to bring.
9. Communicate any changes or cancelations with parents of your group.
10. Have a ride plan for each practice. Collect supplies if needed.

### **Head Coach Duties at Practice:**

1. Show up early to organize with your assistant coach before kids start arriving. Make sure there is ALWAYS a coach sweeping your group (the sweep is always the last rider in the group).
2. Greet kids and parents.
3. Make sure riders wait in a safe location before practice starts. Organize a game or activity to keep riders engaged while waiting.
4. Count the size of the group before riding. Count the group out loud, so everyone hears the number!
5. Tell the group the riding rules, plan, what trail you are on, and what skills to focus on.
6. Recount the riders at every regroup.
7. At pick-up, make sure each rider waits in a safe location. You are responsible for making sure each rider is picked up by a parent or other approved adult.

### **Assistant Coach Requirements:**

1. Complete background check
2. Complete Concussion Education online.
3. Complete Abuse Prevention training online.
4. Read and sign OKBC Waiver and release of Liability.
5. Read OKBC Handbook and Code of Conduct.
6. Attend Coaches meeting before each session starts.
1. Communicate with your head coach to outline plans and expectations.

### **Assistant Coach Duties at Practice:**

1. Understand the game plan for practice as assigned by the head coach.
2. Greet parents and kids.
3. Count riders and recount riders at every regroup.
4. Keep kids entertained and safe!

### **On the ride:**

1. Be vocal about what you are doing on your bike (look ahead, around the corner, standing, stopping, then teach kids how to relay the message down the line to help each other out: TEAMWORK!)
2. Look back and check on your group often. If you cannot see your sweep after a few times looking back, stop and wait for them. Encourage teamwork, staying together, cheering each other on.

3. ALWAYS WAIT AT INTERSECTIONS!
4. Take water breaks, often!
5. Teach riders about trail hazards such as poison oak and ticks.

### After the ride:

1. Back at the meeting area, make sure riders remain in a safe location while waiting for pick up.
2. Keep kids engaged while waiting for parents.
3. Look them in the eye and tell them “good job” or that you are proud of them.
4. Update the parents on what you did, how their rider did, any tips/tricks to keep trying at home. They love hearing about it!
5. Remind riders and parents to do a tick check and/or poison oak scrub when home, especially if you know a rider has made contact with PO.

### Coach Packing List:

1. First aid kit
2. Supplies to change a flat tire (spare tube, pump)
3. Cell phone with phone numbers of fellow coaches, program director, and rider parents.
4. Rider roster with medical and emergency contact information
5. Accident Report Form (in tub at meeting location)

### Extra suggested items for coaches to carry but not mandatory:

Spare tubes  
Tire plug & patch kits  
Tire levers  
Wrench  
Needle head pliers  
Zip ties  
Duct tape  
Multi-tool  
Chain tool  
Quick links - of various sizes  
Chain lube and rag  
Shock pump  
Extra brake pads - for your brakes  
Extra food and layers

### Teach and follow these rules while riding on singletrack:

1. **Single File:** We do not pass anyone unless riding uphill and we have a meeting location at the top of the hill.
1. **Yield to ALL trail users: OKBC** groups should always yield to all other trail users unless they look like they want to let you pass first. This goes a long way towards maintaining a good relationship between OKBC and our community.

1. **Say “Stopping!”:** When the group leader announces that the group is stopping, the message is passed down the line from rider to rider. This is to ensure all riders stop within a safe distance from each other. We do not pass anyone in line when we stop.
1. **Safe Rider Distance:** Ride a safe distance between each other. When your teammate leaves, count to 5, then go.
1. **Friendly Communication with Trail Users:** Say “Thank you!” anytime others move out the way to let you pass. Try to use your voice to communicate your presence, as opposed to a bell. The sweep should announce “last one.”
1. **Be Aware and Listen:** Always be aware of our surroundings and keep each other safe. Be careful when riding downhill to avoid head-on collisions. Listen to instructions from coaches and riders in front of you.
1. **Stop at ALL intersections:** Don’t assume that the rider behind you knows where the group is going. Stop at all intersections and wait to make sure the next rider behind you knows which trail to take.

## Risk Management and Safety Policies

### Safety is the #1 Priority

As an OKBC coach, your most important responsibility is the health and safety of your riders. With the understanding that cycling in its various forms is an inherently dangerous activity, it is imperative that you take all necessary measures to limit the risks faced by your riders. You should know and understand the guidelines and best practices outlined in this handbook, and utilize your best judgment to adapt to changing conditions at OKBC events.

### Duty of Care, Liability, and Negligence

In all sports, mountain biking included, coaches have a legal responsibility to make all activities as safe as possible for themselves, their athletes, and the general public.

With OKBC, coaches have a duty of care to their riders at every OKBC practice and event. This duty of care begins at the time designated by OKBC for the riders to arrive at practice and it ends at the conclusion of the practice after **EVERY** rider has departed. The Head Coach, or someone acting as interim head coach, must remain “on-duty” until the last rider from their group has departed, except in the case that any remaining rider is in the care of a parent or legal guardian.

It’s important to remember that, while accidents are inevitable while riding mountain bikes, the law imposes liability on those with a duty of care who **could have**, acting as a reasonable and prudent person, prevented a dangerous or harmful accident from occurring. This liability is present both in error and omission, meaning that a **failure** to do something to prevent an accident is equally negligent as doing the **wrong** thing to prevent an accident.

It is important for you as a coach to have thought about this concept of negligence. While OKBC carries professional liability policies that cover you against being sued for negligence while acting as a OKBC coach, **insurance coverage does NOT diminish your duty of care to your team or your liability for negligence**. Coaches should remember this definition of negligence: conduct which falls below the standard regarded as normal and desirable in a given community.

In the OKBC community and while acting as a OKBC coach, this acceptable standard is defined by the best practices described in this handbook, through all OKBC additional required and optional training you've received (First Aid, CPR, coaches training, etc.), and by ***your own common sense!***

Additionally, remember that ***acting beyond the scope of your training and experience is also a form of negligence.*** Here are a couple of examples: if you are ***not*** a doctor, nurse, or paramedic, you ***should not*** administer drugs like ibuprofen to an injured rider; if you are ***not*** experienced and comfortable hitting large drops on your bike, you ***should not*** attempt to teach your group how to hit large drops.

It is extremely important for all OKBC coaches to have thoroughly read this handbook and to have completed all the required training. The information contained here can help to keep you and your riders ***safe*** and out of trouble!

## **Mandatory Reporter**

***All OKBC coaches, staff, and volunteers are MANDATORY REPORTERS!*** A mandatory reporter is defined as a professional who is obligated by law to report known or suspected incidents of child abuse and/or neglect. Mandatory reporters are part of the safety net that protects children and youth and have the ability to provide life-saving help to child victims in our community.

If a mandated reporter has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, the mandatory reporter shall immediately upon receiving such information report or cause a report to be made of such fact to child protective services, and the OKBC President. Reports to child protective services and OKBC are always kept anonymous and confidential.

You should report suspicions and knowledge of child abuse and/or neglect:

1. to protect the victim and other children in the home,
2. to prevent harm to other children,
3. to prevent future abuse and/or neglect,
4. to help provide services to families and children, and
5. to promote positive changes in families.

The State of California has child safety laws and policies, as well as agencies staffed with skilled professionals who can help keep children and youth safe when a report is made. Mandatory reporters play a critical role in helping keep children and youth safe. You are on the front lines and can identify children who may be abused or neglected.

## **Supervision of Youth**

To provide a safe environment for minors, no adult shall be alone with a minor during OKBC practices or activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. There is a minimum of two coaches with each group.

## **Minimum Coach Requirements**

All OKBC coaches must currently hold or have attained the minimum qualifications listed below.

All OKBC coaches (head & assistant) must:

1. pass a basic criminal background check (paid for by OKBC)
2. have been vetted by a OKBC head coach.
3. sign a copy of the OKBC liability waiver.
4. complete a Safe Sport online training.

All head coaches must have met all of the qualifications above, PLUS:

1. have coached at least one prior season of OKBC as an Assistant Coach.
2. have attended an OKBC coaches training meeting within the past year.
3. hold a current First Aid and CPR (or greater) certification through an accredited organization. OKBC will pay for First Aid and CPR certifications.

### **OKBC Emergency Protocols:**

- In the event of a serious injury, always call 911 first.
- In the event that an injury is minor (minor cut, minor sprain, etc.), the Head Coach is assigned as the medic and will administer first aid while the Assistant Coach manages the rest of the group. The affected participant should be kept calm and comfortable. The Head Coach should remain with the injured participant until they are able to return to the rest of the group.
- In the event that an injury is more severe (possible concussion, broken bone, etc.) , the Head coach will stay with the participant while the assistant coach manages the rest of the group. Assistant Coach will delegate appropriate jobs at this point given the situation. Examples: blocking or clearing the trail, calling the president or VP of OKBC, calling parents, keeping kids calm and out of the way.
- Check the weather forecast before every practice.
- Ensure your first aid training is appropriate for your club's practice's geography.
- Coaches and riders should have all appropriate equipment, clothing, food and hydration at all times.
- Find incident report form in OKBC supply tub after any accident. Complete the form immediately after practice.
- Carry a copy of the rider emergency contact list, which includes medical conditions, allergies and medications for each student-athlete.
- After parents or family have been contacted, call the president or VP in the event of an injury that may result in an overnight hospital stay or you deem as very severe.

### **Coach Injuries**

In general, if a coach is injured at practice, you should try to follow the appropriate protocols for similar injuries to a rider as closely as possible. Make a priority of ensuring riders are entertained and not wandering off while you attend to the injured coach. For example, have riders get off their

bikes and sit in a circle nearby to play a team-building game (like duck-duck-goose or similar). Also, make sure to call the OKBC president, and any nearby coaches to help lend a hand with your group. After practice, make sure to complete an "Incident Report Form" and return to OKBC President within 24 hours.

### **Weather Cancellations:**

All OKBC practices are subject to acceptable weather and riding conditions, and OKBC will automatically cancel any practice if it rains enough to cause damage to trails, or if conditions become unsafe. OKBC strives to teach riders acceptable and responsible practices for utilizing public open spaces and trail systems, which includes avoiding causing damage to wet trails. Practices will be cancelled by the president or vice president, who will notify the head coaches. Head coaches will be responsible for sharing news of the cancellation with the parents of their group/riders. OKBC will also heed any additional requests by the City of Santa Maria and Los Flores Ranch Park to cancel practices due to bad weather, trail maintenance, etc. Requests for such cancellations should be sent to the President of the Board.

### **COVID-19 Requirements:**

It is extremely important that all OKBC riders, parents, coaches, and community members pay close attention to their health and the health of those around them.

**IF YOU OR ANYONE AROUND YOU HAVE HAD DIRECT CONTACT WITH OR HAS EXHIBITED ANY SYMPTOMS OF ANY ILLNESS IN THE PAST 10 DAYS, DO NOT ATTEND PRACTICE.**

It is important that you pay close attention to your body. Your ability to identify your own symptoms is our first line of defense.

If County guidelines should change at any time during an active season, we will inform you with the OKBC Covid protocol in correlation with such changes.

### **Sample Practice Lessons**

Choose from the following list of example lessons based on which trail you ride for the day, the age of your group, and the riding ability of the group as a whole.

1. Bike Safety 101
  - a. Trail Safety and Etiquette
  - b. Bike and Helmet Checks (ABC - Air Brakes Chain)
1. Stance and Balance
  - a. Parallel Pedals
  - b. Neutral vs. Ready Position
  - c. Bike/Body Separation
  - d. Straight Line Riding
1. Operation Controls
  - a. Gearing
  - b. Braking
1. Trail Scanning
  - a. Now (what's right in front of the wheel)
  - b. Next (as far down the trail as you can see)

1. Cornering
  - a. Tight Switchbacks
  - b. High Speed Cornering
  - c. Flat vs Bermed Corners
1. Climbing Positions
  - a. Seated
  - b. Standing
  - c. Crouching
1. Descending

### **Board and Committee Roles and Responsibilities**

<b>Job title</b>	President of Orcutt Kids Bike Club
<b>Reports to</b>	Orcutt Kids Bike Club Board Members

#### **Duties and responsibilities**

- Schedule and attend quarterly board meetings.
- Organize, and prepare agenda and paperwork for board meetings.
- Be actively involved with the solicitation of new board or committee members and new coaches.
- Talk with committee leaders weekly (biweekly at minimum).
- Create, maintain, and implement policies and codes of conduct.
- Organize coaches training seminars with assistance from Vice President.
- Obtain and maintain permits for all practices.
- Create a yearly calendar with all clubs sessions, meetings and events.
- Create coaches' and parents' flyers for upcoming sessions (Information pages with dates, special reminders, practice times).
- Manage and create OKBC groups for each session.
- Create contact lists for each coach.
- Send messages to coaches and families each week through Sports Engine.
- Check and manage messages through Sports Engine.
- Assist Vice President with rider registration process.
- Recommend termination of a rider, coach, or board member when appropriate, for consideration by the Board.
- Discuss parents' concerns and questions that are not addressed by coaches and program manager.
- Oversee and support the OMBC Upper Level Program Manager.
- Assist and support any board members, committees, coaches etc.
- Make any updates to handbook on new policies.
- Reply to Facebook messages as needed (backup point of contact).

<b>Job title</b>	Vice President of Orcutt Kids Bike Club
<b>Reports to</b>	Orcutt Kids Bike Club Board Members

#### **Duties and responsibilities**

- Attend quarterly board meetings.
- Manage Sports Engine HQ: troubleshoot issues, stay in contact with rep, schedule support as needed, maintain directories/memberships, respond to SE questions from parents and coaches.
- Set-up and maintain coach training links, records, and Sports Engine memberships/registrations.

- Set up and manage Sports Engine app each new season/session for OKBC/OMBC.
- Check daily and reply promptly to OKBC gmail.
- Reply to Facebook messages as needed (backup point of contact).
- Advocate for and represent OKBC's philosophy and mission statement.
- Meet regularly with President to assist and support( [ex. Help with creating/updating forms).
- Oversee or assist with communication, social medial and OMBC website.
- Oversee and support the OMBC Upper Level Program Manager.
- Implement and develop new policies (example: fundraising letter, program structure, etc.
- Complete other tasks as requested/delegated by President.

<b>Job title</b>	Treasurer for Orcutt Kids Bike Club
<b>Reports to</b>	Orcutt Kids Bike Club Board

**Duties and responsibilities**

- Attend quarterly board meetings.
- Oversee financial health of OKBC/OMBC
- Create an annual budget for the Board's consideration and adoption;
- Provide the board with financial statements and budget monthly and upon request.
- Annual business filings with the State of California and IRS to keep the corporation active and maintain 501(c)(3) status.
- Bookkeeping of all bank account transactions (banking, accounts receivable, accounts payable, Quickbooks) including maintaining receipts for all expenses (currently using Wave accounting software).
- Ensure proper tax filings and payments.
- Reconcile bank accounts quarterly to ensure accurate accounting.
- Keep a record of all donations received.
- Approve larger purchases to ensure they fit within the corporation's budget.
- File corporate tax return.
- Add and remove signers on bank accounts as needed.
- Provide advice and guidance on non-profit business practice laws as needed.
- Obtain and maintain insurance policies (liability, workers comp, auto, directors and officers, etc.).
- Reimburse board members and coaches for club expenses.

<b>Job title</b>	Secretary for Orcutt Kids Bike Club
<b>Reports to</b>	Orcutt Kids Bike Club Board

**Duties and responsibilities**

- Attend quarterly board meetings.
- Take minutes for each board meeting.
- Work with Voler on team jerseys (changing, creating, set up ordering).
- Manage ordering and sales of OKBC/OMBC jerseys, hats, special orders and other logo items.
- Manage, change, order OKBC/OMBC swag and merchandise.
- Write and send thank-yous to all sponsors and donors.
- Advocate for OKBC's interests ( e.g., attending public meetings on topics in which OKBC has interest, writing letters, attending other bike-related meeting and events). (Orcutt Christmas Parade).
- Organize coach swag and swag for OKBC/OMBC kids.
- Create certificates for end of session lower level OKBC programs.

<b>Job title</b>	Fundraising for Orcutt Kids Bike Club
<b>Reports to</b>	Orcutt Kids Bike Club Board

**Duties and responsibilities**

- Attend quarterly board meetings.
- Manage and cultivate sponsorships, grants, fundraising partners and sponsor relations.
- Keep an organized record of all sponsorships, donors and fundraising events for each year.
- Maintain positive relationships with sponsors and strategic partners (e.g., bike shops, Orcutt trails, etc.).
- Organize fundraising committee.
- Communicate with board regularly about fundraising.
- Set an annual fundraiser date a year ahead of time.

<b>Job title</b>	Communication on Social Media for Orcutt Kids Bike Club
<b>Reports to</b>	Orcutt Kids Bike Club Board

**Duties and responsibilities**

- Communication on Facebook, Instagram and on OKBC/OMBC. (posts on groups, upcoming events, changes in schedules, MTB events/races , etc.)
- Make weekly posts on Facebook and Instagram (more if wanted).
- Recognize all sponsorships, donations and partners of OKBC on all social media; ( name people who donated and post logos of business).
- Communicate with OKBC team regularly to keep them informed.
- Respond to any messages.
- Link Facebook and Instagram together.

<b>Job title</b>	Website for Orcutt Kids Bike Club
<b>Reports to</b>	Orcutt Kids Bike Club Board

**Duties and responsibilities**

- Keep website updated with calendar, registrations, current coaches etc..
- Recognize all sponsorships, donations and partners of OKBC on website ( name people who donated and post logos of business).
- Website development: (build on what's been started. Ex: coach resource page, updates coaches profiles each session).

<b>Job title</b>	Upper Level Team Director for Orcutt Mountain Bike Composite Team.
<b>Reports to</b>	Orcutt Kids Bike Club Board

**Job Description**

Team director is responsible for overseeing and coordinating all aspects of OMBC activities. These responsibilities include developing and managing the team budget, coaches, and the schedule; promoting team activities and events and tracking team progress. The team director will also liaise with SoCal Youth Cycling League administrators.

## **Duties and responsibilities**

- Manage the OMBC program and department.
- Coordinate with coaches on races, practice and event schedules.
- Coordinate and promote athletic events, such as games and fundraisers.
- Recruit and layoff coaches, and assess and monitor current and prospective coaches.
- Track and report on team progress through analyzing past performances, recent successes and areas for improvement.
- Maintain an awareness of industry events and changes, such as regulation changes within the league.
- Approve the purchase of necessary equipment and upgrades.
- Any other duties as assigned by the board of directors.