

# KIDS OF MUD

## Program Handbook



The purpose of this manual is to assist Kids of Mud (KOM) affiliated clubs in creating and maintaining a successful program.

### **WHAT IS KOM ?**

Kids of Mud (KOM) is the official youth cycling program of the Manitoba Cycling Association (MCA). The objective of KOM is to provide girls and boys under the age of 17 a fundamental cycling skills program. The goal of the KOM program is to expand the grassroots appeal for cycling in Manitoba.

Through the help of certified coaches and volunteers, riders will learn the basics of off-road cycling with an opportunity to challenge their skill and fitness in a fun race series. Riders are registered with the Manitoba Cycling Association (MCA) in one of these internationally recognized youth cycling categories: under 17, under 15, under 13, under 11, under 9 and under 7 (their age as of December 31 of this year).

### **CRITERIA FOR A KOM PROGRAM**

- At least 1 certified National Coaching Certification Program (NCCP) Level I Technical Mountain Bike (MTB) coach
  - Includes NCCP Competition A Theory course
  - Clean child abuse and criminal record check
  - First aid certification (level C)

#### **OR**

- At least 1 certified National Coaching Certification Program (NCCP) Community Cycling Course
  - Clean child abuse and criminal record check
  - First aid certification (level C)

#### **AND**

- Consists of a minimum of 10 participants (*excluding coaches and volunteers*)
  - Flexible for rural clubs
  - To prevent a larger number of clubs within a city with few members
  - Clubs wanting to join with fewer than 10 participants within a city limit will be directed to another affiliated club
- Each club shall have an emergency action plan in effect
- Each club must register with the Manitoba Cycling Association (MCA) as an affiliated club
  - 3 levels to join (see appendix G)
  - See [www.cycling.mb.ca](http://www.cycling.mb.ca) or call 925-9686 for more information
- At least 1 certified MTB commissaire
  - Flexible for rural clubs

## KOM PROGRAM MODULES

The following are key elements to complete during a KOM session.

The KOM program will run twice a week for training session during the months of April through June, approximately 10 weeks. There are 4 sanctioned races throughout the year to calculate a points series.

It is suggested that during a race week, there is only one session in order to prepare the kids accordingly.

These modules are based on Information from the NCCP Technical training books level I and II. Use this as a guideline to 'grade' your kids.

Mandatory Module(s)	Components	Duration (max)
1. <b>Orientation, Safety, General Info</b>	helmet fit, clothing, road safety rules, food and hydration, trail and road etiquette	30 mins
2. <b>Bike Mount/Dismount</b>	<b>Beg:</b> straddle mount/dismount, cowboy mount <b>Int:</b> carrying the bike <b>Adv:</b> cyclo cross dismount over obstacles, carrying the bike	20 mins
3. <b>Pedal Stroke</b>	Pedal stroke, neutral position, force, Pedal ratcheting	20 mins
4. <b>Gearing/Shifting</b>	Big ring, mid ring, small ring Rear derailleur	20 mins
5. <b>Braking</b>	brake lever, position, Pedal position, speed and incline, while turning	30 mins
6. <b>Obstacles</b>	Body position, weight distribution, pedal position <b>Beg:</b> small log/root or rock <b>Int:</b> large log or rock <b>Adv:</b> off camber	30 mins
7. <b>Cornering</b>	pedal speed, position, looking ahead, body position <b>Beg:</b> wide turns <b>Int:</b> tight turns with speed <b>Adv:</b> tight turns with speed and obstacles	30 mins
8. <b>Climbing</b>	Body position, arms, elbows, steering	30 mins

	<b>Beg:</b> gradual short hills <b>Int:</b> gradual hills at speed <b>Adv:</b> steep hills, false flats for long periods	
<b>9. Descending</b>	Body position, steering <b>Beg:</b> gradual short hills <b>Int:</b> gradual hills at speed <b>Adv:</b> steep hills, speed	30 mins
<b>10. Sprinting</b>	Pedal power, body position, riding out of the saddle	20 mins
<b>11. Switchbacks</b>	<b>Beg:</b> Gradual <b>Int:</b> Steep <b>Adv:</b> Very steep. tight corners	20 mins

Optional Modules	Components	Duration (max)
<b>1. Intro to Racing and Race starts</b>	Straddle mount, pedal stroke/position, acceleration, gear selection, rider contact	15 mins
<b>2. Intro to Road riding/Time Trial</b>		60 mins
<b>3. Intro to Cyclocross</b>		60 mins
<b>4. Intro to BMX</b>		60 mins
<b>5. About your Bike</b>	Cleaning our bike, position ( <i>fit of the bike</i> ), lube, brakes ( <i>adjustment</i> ), wheels ( <i>tires, spokes, hubs</i> ), shifting, chain, derailleurs, pedals and cleats	30 mins
<b>6. Race Nutrition</b>		30-60 mins

#### RACE DATE

You will be assigned a date for your event during the scheduling meeting. You must indicate a venue where the event will be conducted (please ensure your venue is available prior to the scheduling meeting). The venue can then be listed on the MCA insurance policy document.

In the event that your race falls in line with an MCA Manitoba Cup race, we ask that you work with that organizer. This is a great way for new clubs to assist in hosting a race. These will also be assigned during the scheduling meeting.

#### VENUE PREPARATION

The event venue must be prepared 1 hour prior to the event start. In the event of a Manitoba Cup race, the course must be course marked the day before the event. The course must have a clearly signed/taped route and a clearly marked start/finish area. A (GPS) map of the course is always a good idea to help riders, officials, and medical personal familiarize themselves with the course.

Equipment for trail clearing is available to borrow from the MCA office, there are loan policies in effect and these should be read before attempting to borrow any equipment. These policies are listed on the MCA website. The borrowing party is responsible for all disposables, and fuel costs. Cones and race venue supplies are available from the MCA office.

The course should be built to accommodate the following times:

<b>Category</b>	<b>Minimum</b>	<b>Optimum</b>	<b>Maximum</b>
U17 Sport	0:45	1:00	1:15
Under 15	0:30	0:40	0:55
Under 13	0:20	0:30	0:45
Under 11	0:15	0:20	0:30
Under 9	0:15	0:20	0:30
Under 7	0:10	0:10	0:15

You should always be thinking of the least skilled class of rider that will be racing on the course and you also have to remember that the racers will be traveling fast and that they will have much less oxygen in their brains. It is not reasonable to assume that since there are no sidetracks in a section that the riders will find their way without many markings. Racers need to know at all times that, they are following the right course and therefore they should be able to see the next course marker from the last one.

Remember, tape marks the course. Signs and arrows are to provide advance warning and/or guidance to the racers.

#### **EVENT PREPARATION**

**Officials**-To conduct the race, 2 commissaires will be required. KOM will budget to pay 1 commissaire, it is assumed that the other will be from you club and have volunteered their time. NOTE: It can be assumed that ALL race officials for a KOM sanctioned race will most likely be volunteer positions. In the event that the KOM race coincides with an MCA Manitoba Cup race, that organizing club will pay their commissaires an honorarium.

**Registration**-An area should be set up to accommodate participants registering for the race. Tables should be provided along with the list of current KOM riders. A complete registered KOM riders list can be obtained from the KOM chair. Due to the number of participants at the KOM races, it is required that the organizing club have 3 volunteers to assist commissaire(s) with check in. In the event that the KOM race coincides with a MB cup race, that event organizer will receive a list of pre-registered KOM participants.

**Course Marshals** - A minimum of 2 course marshals are required for KOM races. Marshals are required to be posted at sites along the course where confusion regarding directions may occur or sites that present a risk to riders. The marshal can direct/warn riders of a hazard and contact

medical if required. It is recommended that marshals are supplied with a radio, food, water, sunscreen, chair, vest, and bug repellent.

**Medical** - 1 medical person must be assigned and noted to the race officials. KOM will budget to pay for the medical. The medical staff in attendance should be liaised with a person able to assist in conveying injured participants and have a form of communications with course marshals as well as officials. Two-way radios are available from the MCA for this purpose. NOTE: It can be assumed that ALL race medical personal for a KOM sanctioned race will most likely be a volunteer position. In the event that the KOM race coincides with an MCA Manitoba Cup race, that organizing club will pay their medical an honorarium.

**Venue Requirements**-It is required that restroom facilities be available for participants, these can be in the form of an established washroom or port-a-potties as may be required. In the event that the KOM race coincides with a Manitoba Cup race, it is a requirement that food and drink be available for participants to purchase.

**Prizing**-Random draw prizes are recommended to be given out after each race (5 per category). Be flexible with prize numbers and categories, as U15 and U17 have far fewer participants than U9/U11/U13. Names will be provided by KOM Chair to each club organizer, and to be returned to MCA chair after each race. Points will be accumulated for the top 10 riders in each category and be given out at the end of season.

**Communications**-Marshals, medical, and officials should be equipped with communication devices for the duration of the race and be instructed on their correct use. The organizer is responsible for borrowing and returning the radios to the MCA. Marshals should be instructed as to their positions and sent be at their positions 15 minutes prior to the start. It is recommended marshals be provided with food and drink as well as bugspray and sunscreen to show appreciation for their volunteerism.

**Officials and Results**-The officials will conduct the start, finish, timing, and results compilation of the race. The results will be posted on site for any protests and then forwarded to the organizer. The organizer is then responsible to ensure the results are forwarded to the webmaster for posting on the MCA website. This must occur within 24 hours of the finish of the race.

**Course Teardown**-Teardown should occur after the prizing ceremony has concluded. All signage, safety tape, trash, and markings should be removed from the racecourse.

### **Start/Finish Area**

The start zone for a cross-country event should:

- be at least 8 meters wide for at least 30 meters before the start line
- be at least 6 meters wide for at least 100 meters after the start line
- be on a flat or uphill section of the course.

The first narrowing after the start must allow riders to pass through together easily.

The finish zone for a cross-country event should:

- be at least 4 meters wide for at least 50 meters before the finish line
- be at least 4 meters wide for at least 20 meters after the finish line
- be on a flat or uphill section of the course.

The final kilometer of the race should be clearly indicated.

### KOM RACE SERIES

Athletes must start a minimum of three (3) KOM sanctioned races.

The best three (3) race results will be used to determine a final score for the year.

Points for each athlete are calculated based on the official results as posted online at

[www.Kidsofmud.ca](http://www.Kidsofmud.ca).

**N.B.** It is the athlete's responsibility to review the results as soon as they are posted and to immediately inform the Chief Commissaire for MTB events of any discrepancy in regards to results.

#### Tie-Breaker

If two or more athletes receive the same time for a particular race the athletes will share the points allocated to that shared position. If two or more athletes receive the same amount of total points as calculated at the end of the season the athletes' times in the same races they competed in will be used to determine a final score for each athlete.

<b>Category</b>	<b>Minimum</b>	<b>Optimum</b>	<b>Maximum</b>
U17 Sport	0:45	1:00	1:15
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Under 9	0:15	0:20	0:30
Under 7	0:10	0:10	0:15

The KOM Race series is comprised of a series of races in which points are awarded to the top ten finishers in each category. The winner in each category is determined by the highest accumulated points in the best 3 of 4 races. The points are awarded by finish as follows:

1 <sup>st</sup> - 100 points	6 <sup>th</sup> - 50 points
2 <sup>nd</sup> - 90 points	7 <sup>th</sup> - 50 points
3 <sup>rd</sup> - 80 points	8 <sup>th</sup> - 40 points
4 <sup>th</sup> - 70 points	9 <sup>th</sup> - 20 points
5 <sup>th</sup> - 60 points	10 <sup>th</sup> - 10 points

Appendix A

<b>Safety Checklist for Mountain Bike Racing/Riding</b>	
Saddle	Height Tightness
Wheels	Spoke tension Trued (side and up/down) Rim sides cleaned
Tires	Sidewall cuts Tread condition Tire pressure
Brakes	Brake pad condition and tightness Cantilever fixing bolts Brake lever tightness
Cables	Brakes Gears
Handlebar tightness	At fork Bar clamp Bar end
Handlebar & bar ends safely plugged	
Grips	Firmly attached
Crank bolt tightness	
Chainring bolt tightness	
Chain	Lubrication Damaged links
Pedals	Tightness
Clipless pedals	Clip bolt tightness Mechanism lubrication
Gear Adjustment	Front Rear
Hubs	Cone adjustment
Headset	Cone adjustment
Bottle cage bolt tightness	



**KIDS OF MUD  
REGISTRATION & MEDICAL FORM**

NAME					
ADDRESS					
CITY		PROV		POSTAL	
TELEPHONE					
E-MAIL					
CLUB					
BIRTH DATE		DD/ MM / YYYY	AGE (on Dec. 31, 2011)	GENDER: M F	
MB MEDICAL #		Amount Paid \$	Payment Method		
For Office Use Only:		Plate number: Category:			

**PROGRAM FEE:** \$120 includes MCA/CCA license and insurance, coaching and all KOM event entry fees. For families with more than one child in KOM, \$5 for each additional child *residing at the same address* will be refunded by the local club.

- Payment **Accepted online with Karelo.com through the MCA website**

OR

- Payment accepted: **Cash, Cheque or Money Order** payable to: \_\_\_\_\_.
- Please send in or drop off payment to: \_\_\_\_\_
- Program fee includes club membership, race entries and coaching.

**Please circle the appropriate response below pertaining to your child:**

Yes	No	Previous history of concussions?
Yes	No	Fainting episodes during exercise?
Yes	No	Epileptic?
Yes	No	Wears Glasses?
Yes	No	Are lenses shatterproof?
Yes	No	Hearing problem?
Yes	No	Asthma ?



**WAIVER, RELEASE & INDEMNITY**

I understand and agree that my participation in events, programs, races, or activities organized, operated, conducted and/or sanctioned by the Canadian Cycling Association and/or Provincial Associations and various CCA Clubs and Members registered with CCA is conditional upon my execution of this document.

1. I am aware that cycling, and in particular competitive cycling, endurance and BMX racing, involves the possibility of injury or death.
2. I accept these risks, and all others arising from these events and programs, even if arising from the **negligence, gross negligence or negligent rescue** by those associated in any way with the **Canadian Cycling Association** events and programs I may be involved in, the venues at which these events and programs takes place or by those organizing, officiating, or participating in these events and programs throughout the year, including their respective officers, directors, employees, agents, servants, volunteers and representatives (the "Releasees").
3. I understand that all applicable rules for participation must be followed and that **SOLE RESPONSIBILITY FOR MY PERSONAL SAFETY REMAINS WITH ME**, including my physical and emotional preparation and fitness to participate in all events and programs throughout the year.
4. I undertake and agree to remove myself from participation if I sense or observe any unusual hazard or unsafe condition, or if, at any time, at any event or program, I feel unable or unfit to safely continue for any reason.
5. I give, a **FULL RELEASE AND WAIVER OF LIABILITY AND ALL CLAIMS** that I have, or may have in the future, against **Canadian Cycling Association, and all other Releasees** from all liability for any loss damage, injury or expense that I may suffer as a result of my participation in any part or parts of the events or programs or my presence at any venue at which they may take place, due to any cause whatsoever including the forms of negligence set forth in paragraph 2 above or from any breach of contract or statutory duty or other duty of care including any duty of care owed under the relevant Occupier's Liability Act, on the part of the Releasees.
6. **I AGREE NOT TO SUE and I further agree TO INDEMNIFY AND SAVE HARMLESS** the Releasees from all expenses, fees, liability or damage award or cost of any type whatsoever arising from my participation in these events or programs.
7. **I HAVE READ AND UNDERSTOOD THIS WAIVER, RELEASE AND INDEMNITY.** I am aware that by signing this agreement I am waiving substantial legal rights (on my behalf and on behalf of my heirs, executors, administrators and next of kin), including the giving up of my right to sue.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PARENTAL CONSENT FOR MINOR PARTICIPANT and INDEMNITY AGREEMENT**

I have read and understood the above waiver, release and indemnity, and have discussed the same with the minor person signing above. I am satisfied the said minor understands the waiver and release and his/her obligations as set out. In consideration of the participation of my minor child/ward I too agree to waive, release and indemnify the Releasees in the terms set out above.

*I am aware that by signing this agreement I am waiving substantial legal rights, which my minor child/ward and I, our respective heirs, executors, administrators and next of kin may have against the Releasees.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Appendix C - Lesson Plan

Lesson:

Date:

Theme	Activity	Time
Objective		5 min
Terrain		
Warm-Up and Stretching		10 min
Main technical Skill/drills		25 min
Cool Down		10 min
Evaluation		5 min
Goals for next lesson		5 min

Contingency plan:

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### Emergency Action Plan for *(KOM Club)*

Date \_\_\_\_\_

Emergency situations require the participation of all coaching staff. Certain responsibilities are defined to ensure smooth operations. Everyone must be familiar with emergency operations. This plan shall be readily available, posted/kept at *\_(describe location)\_* and reviewed annually by personnel.

**Your EAP may change due to facility location. Please keep an EAP in mind for each venue you train at.**

#### Plan Coordinators *(name and phone number)*

1. Primary - *\_(name and phone or office number)\_*
2. Secondary - *\_(name and phone or office number)\_*

#### Suggestion of Procedure for Medical Emergencies

- If the individual is conscious:
  - Call for an ambulance (911) if requested by the individual. When reporting the emergency provide the following information:
    - Type of Emergency
    - Location of the Victim
    - Condition of the Victim
    - Any dangerous conditions
- If the individual does not request an ambulance, then assist the individual, in the form of transportation, to the proper medical treatment facility.
- If the individual is unconscious:
  - Call an ambulance (911). When reporting the emergency provide the following information:
    - Type of Emergency
    - Location of the Victim
    - Condition of the Victim
    - Any dangerous conditions
- Do not move the individual unless authorized by some medical authority, or it is obvious that delay in movement would be detrimental to the individual.

Incident Report

Date/Time of Incident: \_\_\_\_\_

Coach Involved: \_\_\_\_\_

Athlete Involved: \_\_\_\_\_

Incident Description: (who/what/when/where/How):

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EMS called:	Yes	No
Parents Notified:	Yes	No
Action Taken:	Yes	No

### First Aid Kit Contents

- Sterile adhesive bandages in assorted sizes
- Safety pins
- Cleansing agent/soap
- Latex gloves
- Sunscreen/bug spray
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Triangular bandages
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Butterfly closures
- CPR Aid Device
- Instant cold packs
- Splits
- Nonprescription drugs: aspirin or other pain reliever, anti-diarrhea medication, antacid, and laxative

## Manitoba Cycling Association Club Affiliation

FOR MORE INFORMATION ON HOW TO BECOME AN MCA AFFILIATED CLUB,  
PLEASE CONTACT THE MCA OFFICE AT: 925-5686 OR INFO@MB.CYCLING.CA

### 2011 Club Membership Information

#### LEVEL "A" CLUB MEMBERSHIP: \$100.00

- Club Insurance for any event using **only** Manitoba Cycling Association Licensed Riders.
- Club Insurance for all MCA sanctioned rides and events: all participants must have a MCA General Membership (\$40) or UCI/CCA racing license (\$105), or Citizen License (\$45).
- Access to Bingo Events - The Club must host a minimum of 3 events open to all Manitoba Cycling Association Licensed Members. For more information on how to access Bingo events please read the Bingo policy on the MCA website under "Admin" located under the "everything else" tab.
- Website recognition on the Manitoba Cycling Association website with a link to your own website.
- 1 voting seat spot on Mountain Bike and Road Committees
- Access to meeting room facilities at Sport for Life Centre.
- Access to Sport for Life Printing Services

#### LEVEL "B" CLUB MEMBERSHIP: \$50.00

- Club Insurance for any event using only Manitoba Cycling Association Licensed Riders
- Club Insurance for all MCA sanctioned rides and events: all participants must have a MCA General Membership (\$40) or UCI/CCA racing license (\$105), or Citizen License (\$45).
- Website recognition on the Manitoba Cycling Association website with a link to your own website.
- 1 voting spot on Mountain Bike and Road Committees
- Access to meeting room facilities at Sport for Life Centre.
- Access to Sport for Life Printing Services

#### LEVEL "C" CLUB MEMBERSHIP: \$25.00

- Club Insurance for any event using only Manitoba Cycling Association Licensed Riders
- Club Insurance for all MCA sanctioned rides and events: all participants must have a MCA General Membership (\$40) or UCI/CCA racing license (\$105), or Citizen License (\$45).
- Access to meeting rooms at Sport for Life Centre.
- Access to Sport for Life Printing Services.

**Insurance Fee:** included with each Member's racing licence. Any club whose members are non-racing require a General Membership (\$ 40.00 per non-racing member)

**Payment:** You can pay online by credit card or send a cheque to Cycling Manitoba