

Kids of Mud (KOM) Program Leader (Coach & Volunteer) Requirements Policy

Purpose

The purpose of the “KOM Program Leader (Coach and Volunteer) Requirements” Policy is to set out the guidelines of standards for all program leaders (coaches and volunteers) associated with the Manitoba Cycling Association’s (MCA) Kids of Mud Program (KOM). The MCA is committed to creating a sport environment that ensures the health, safety and well-being of all participants. Program leaders (coaches and program volunteers) are placed in a position of trust and are an integral part a positive athlete experience in sport. All program leaders (coaches & program volunteers) have a responsibility to create a safe sporting environment for all participants that is free of harassment and abuse.

The MCA requires that all KOM program leaders (coaches & volunteers) participating in any MCA sanctioned activities complete the following requirements to be considered active with the MCA and their affiliated KOM club. If a program leader meets all the requirements to be a Tier 2 Ride Leader (Coach), they will receive accreditation on their MCA license and be recognized as an active coach with the MCA.

Scope and Application

This Policy applies to all Kids of Mud program leaders (coaches and volunteers) who are associated with an MCA Kids of Mud program. Any program leader (coaches or volunteers) who have not completed their KOM Program leader requirements may not participate in the role of the designated Tier until all requirements are completed.

Tiered System for KOM Program Leaders

	Tier 1 Program Volunteer	Tier 2 Ride Leader (Coach)	Tier 3 Club Lead (Head Coach)
TRAINING REQUIREMENTS			
MCA Membership (yearly)	X	X	X
KOM Orientation (1x) - 2hr	X	X	X
Emergency Action Plan (NCCP) - 1hr (Free)	X	X	X
Cycling Foundations (NCCP) - 1hr (\$15)		X	X
MED Course / Exam (NCCP) - 4hr (\$40)		X	X
Practice Planning (NCCP) - 4hrs (\$45-80)		X	X
Basic Cycling Skills (NCCP) - 8hrs (\$60 - \$150)		X	X
Safe Sport Training (CAC) - 90min (free)			X
Professional Development Training - ongoing			X
	3hrs	Tier 1 + 17hrs	Tier 2 + 27hrs
BACKGROUND SCREENING			
Screening Disclosure Form (1x) - 0.5hr	X	X	X
MCA Code of Conduct (1x) - 0.25hr	X	X	X
Child Abuse Registry (3yrs) - 0.25hr	X	X	X
Respect in Sport (5 yrs) - 3hrs		X	X
Criminal Record Check (E-PIC) (3yrs) - 2hrs		X	X
First Aid (3yrs)		Emergency (8hrs)	Standard (16hrs)
	1hr	Tier 1 + 13hrs	Tier 2 + 8hrs
Total Requirements	4hr	Tier 1 + 30hrs (34 hrs)	Tier 2 + 35hrs (69hrs)



NCCP Coaching Pathway

(Community & Competition Introduction)



Tiered System for KOM Program Leaders (Cont'd)

The MCA recognizes that the requirements to become a KOM Coach takes time to complete and therefore has created a Tier system to allow Program Leaders to become involved in the Kids of Mud program, at different levels, quickly and easily. The Tier system is intended to remove as many barriers as possible so a new Program Leader can participate quickly in a limited capacity as a Program volunteer (Tier 1).

Program Volunteers (Tier 1) are Program leaders who want to support the KOM program but have not completed the requirements to become a Community Coach (Tier 2). This Tier is for new people who are interested to help run the KOM program by supporting more experienced Program leaders (Tier 2 Coaches) who are Ride Leaders for each group within the club's program. The requirements of a Tier 1 Program Volunteer are minimal to help ensure easy participation but ensures the safety of the young participants in the KOM program.

Tier 2 is for Program leaders who wish to become more involved such as Group Ride Leaders. These Program leaders must complete all requirements of Tier 2 to become a NCCP Community Coach. A person may start as a Tier 1 Program Volunteer and progress to a Tier 2 Ride Leader (Community Coach), or they can just start as a Tier 2 Rider Leader (Community Coach) if they have met all the requirements. Program Leaders can assist a KOM program as a Program volunteer (Tier 1) while they complete their Ride Leader / Community Coach (Tier 2) requirements. Tier 2 requirements build upon the minimal requirements for Tier 1 Program Leaders with more specific Community Coach training, as well as a more in-depth Background screening process. Clubs must have one Rider Leader / Coach (Tier 2) for each training group. Clubs are encouraged to train as many of their Program Leaders to a Tier 2 status (Ride Leader / Coach).

Tier 3 is for Program Leaders that are the Head Coach (club lead) for their respective Club. These coaches will help shape the curriculum for the club that is implemented by the Ride leaders (Tier 2 coaches). The club Head coach will have extra training through professional development opportunities to increase their knowledge of skills and teaching of those skills, that they can then share with the other coaches (Ride Leaders) in their club. While only one person is required to be a club's Head Coach (Club Lead), clubs are welcome to have as many Tier 3 coaches as they desire.

Tier 1 - KOM Program Volunteers

Tier 1 is for anyone who is new to helping out with the KOM program, or those Program Leaders who have not yet completed all the requirements to be designated as a Tier 2 Ride Leader (Coach). Program Leaders in Tier 1 do not take a lead role in a KOM club program such as leading groups or skill session; their role is to only assist the Tier 2 Ride Leaders (Coaches)

A. TRAINING REQUIREMENTS

1. MANITOBA CYCLING ASSOCIATION MEMBERSHIP

- Description: A minimum of a General Membership obtained through the Manitoba Cycling Association (MCA)
- How often: 1x per year
- Time Requirement to Complete: 5 minutes
- Cost: General Membership \$60; Manitoba Adult Licence \$90
- Information: <http://mbcycling.ca/membership>

2. KOM ORIENTATION COURSE

- Description: A 2hr in person or webinar introduction to the Kids of Mud Program
- Time Requirement to Complete: 2 hours
- How Often: 1x
- Format: Online or in person training
- Cost: \$\$\$
- Information: Check out the [Manitoba Cycling Association Website](http://mbcycling.ca) for dates. Course may be offered online or in person, so check with course information for specific details.

3. NCCP E-LEARNING COURSE – EMERGENCY ACTION PLAN (EAP)

- Description: EAP prepares people to respond calmly, quickly, and effectively to an injury
- Time Requirement to Complete: 15 minutes
- How Often: 1x
- Format: e-learning
- Cost: Free
- Information: Complete the NCCP e-learning course. Requires setting up a coach NCCP Passport in “The Locker”. <https://thelocker.coach.ca/onlinelearning#EAP-E>

B. BACKGROUND SCREENING

1. SCREENING DISCLOSURE FORM

- Description: Self Reporting Form of personal background
- Time Requirement to Complete: 15 minutes
- How Often: 1x
- Cost: Free
- Information: [Download here](#), fill out electronically and email to your club lead or coachstandards.mbcycling@gmail.com.

2. MCA CODE OF CONDUCT (Volunteers)

- Description: Expectations of a volunteer involved in the KOM program.
- Time Requirement to Complete: 10 minutes
- How Often: 1x
- Cost: Free
- Information: [Download](#), fill out electronically and email to your club lead

3. CHILD ABUSE REGISTRY

- Description: Background check with Manitoba Child and Family Services Agencies
Expectations of a volunteer involved in the KOM program. For more info, see [Manitoba Child Abuse Registry](#)
- Time Requirement to Complete: 10 minutes
- How Often: 1x every 3 years
- Cost: Free
- Information: [Download the form](#), fill out and email to coachstandards.mbcycling@gmail.com. Photocopies of ID must be included your email. Please ensure that you have filled out all of Sections 2 & 3 fully.

Tier 2 - KOM Community Coaches (Ride Leaders)

This Tier is for all Community Coaches who are the Ride Leaders for groups in their club's KOM program. These coaches may lead training rides & skill sessions and may be supported by Tier 1 Program volunteers.

A. TRAINING REQUIREMENTS

1. TIER 1 REQUIREMENTS (DESCRIBED IN TIER 1 SECTION)

- a. Manitoba Cycling Association Membership
- b. KOM Orientation Course
- c. NCCP Emergency Action Plan Course

2. NCCP E-LEARNING COURSE – CYCLING FOUNDATIONS

- Description: EAP prepares people to respond calmly, quickly, and effectively to an injury
- Time Requirement to Complete: 15 minutes
- How Often: 1x
- Format: e-learning
- Cost: \$15
- Information: Complete the Cycling Canada NCCP e-learning course. Requires:
 - setting up a coach NCCP Number in “The Locker”.
<https://thelocker.coach.ca/onlinelearning#EAP-E>, to get your NCCP #
 - signing up for the [Learning Management System \(LMS\) with Cycling Canada](#). You need to enter your NCCP number into your LMS profile.
 - Once logged into the Cycling Canada LMS, click on the “courses” tab at the top of the page.
 - Then register for the Cycling Foundations Course.

4. NCCP COURSE – MAKING ETHICAL DECISIONS (MED)

- Description: Training and evaluation in ethical decision-making
- Time Requirement to Complete: 4 hours
- How Often: 1x
- Format: online or in-person training
- Cost: \$40
- Information: Complete the NCCP online course. Register for the course in the Locker. Manitoba Courses can be found in the calendar on the [Coaching Manitoba NCCP website](#). Look for the Take a NCCP Course section where you will find courses offered each month. Register for the Make Ethical Decisions course.

5. NCCP COURSE – CYCLING PRACTICE PLANNING

- Description: Preparation to planning and running a practice
- Time Requirement to Complete: 2x2 hours (4 hours total)
- How Often: 1x
- Format: online or in-person training
- Cost: \$\$\$
- Information: Complete the NCCP online course. Register for the course in the Locker and participate in any online course offered. Manitoba Courses can also be found on the [Manitoba Cycling Association Website](#). Course may be offered online or in person, so check with course information for specific details.

6. NCCP COURSE – CYCLING BASIC CYCLING SKILLS

- Description: Hands on practice of teaching cycling skills
- Time Requirement to Complete: 8 hours
- How Often: 1x
- Format: In-person training
- Cost: \$\$\$
- Information: Complete the NCCP online course. Register for the course in the Locker and participate in any online course offered. Manitoba Courses can be also be found the [Manitoba Cycling Association Website](#). Course may be offered online or in person, so check with course information for specific details.

B. BACKGROUND SCREENING

1. TIER 1 REQUIREMENTS (DESCRIBED IN TIER 1 SECTION)

- a. Screening Disclosure Form
- b. Child Abuse Registry

3. MCA CODE OF CONDUCT (Coaches)

- Description: Expectations of a coach involved with an MCA program.
- Time Requirement to Complete: 10 minutes
- How Often: 1x
- Cost: Free
- Information: Download, read, & sign. Email to your club lead

4. CRIMINAL RECORD CHECK (CRC)

- Description: Criminal Screening check in partnership with Canadian police departments based on information maintained by the Canadian Police Information Centre (CPIC)
- Time Requirement to Complete: ~ 30 minutes
- How Often: 1x every 3 years
- Cost: \$25
- Information: Send a request to coachstandards.mbcycling@gmail.com that you need a criminalrecord check. We will then email you an invite to mybackcheck.com to allow you to complete your Criminal Record Check.

5. EMERGENCY FIRST AID (Standard recommended if possible)
 - Description: One-day course offering first aid and CPR skills
 - Time Requirement to Complete: ~ 8 hours
 - How Often: 1x every 3 years
 - Cost: ~\$90 (~\$120 for standard first aid)
 - Information: Take a first aid course from any approved first aid provider. After completion of your course, email a copy of your first aid certificate to your club lead or to the coachstandards.mbcycling@gmail.com.

6. RESPECT IN SPORT for Activity Leaders
 - Description: Required course for all coaches in Manitoba. On-line training program to promote a safe and welcoming sport environment for all participants.
 - Time Requirement to Complete: ~ 3 hours
 - How Often: 1x every 5 years
 - Cost: Free
 - Information: Take the [Respect in Sport for Activity Leaders course](#). Once course is completed, email a copy of your first aid certificate to your club lead who will then submit it to the MCA.

Tier 3 - KOM Coaches (Head Coach)

This Tier is for all Coaches who are the lead coach for their Club (Head Coach). These coaches have extra skills development training with professional development opportunities in addition to being a NCCP Community coach. These coaches setup the training schedule and curriculum for their club that is carried out by the Tier 2 Ride Leaders (Community Coaches).

A. TRAINING REQUIREMENTS

1. TIER 1 & 2 REQUIREMENTS (DESCRIBED IN TIER 1 & 2 SECTIONS)

- a. Manitoba Cycling Association Membership (Tier 1)
- b. KOM Orientation Course (Tier 1)
- c. NCCP Community Coach (Trained; Tier 2)
- d. Screening Disclosure Form (Tier 2)
- e. MCA Code of Conduct (Coaches) (Tier 2)
- f. Child Abuse Registry Application (Tier 1)
- g. Criminal Record Check (Tier 2)
- h. Respect in Sport (Tier 2)

2. SAFE SPORT TRAINING

- Description: By completing Safe Sport Training you will gain the knowledge and skills to create healthy and safe environments by recognizing, addressing, and preventing maltreatment in sport
- Time Requirement to Complete: 1.5 hours
- How Often: 1x
- Format: e-learning
- Cost: Free
- Information: Complete the NCCP "[Safe Sport Training](#)" e-learning course.

3. PROFESSIONAL DEVELOPMENT TRAINING

- Description: Opportunities to increase knowledge of skills and coaching through opportunities to learn from guest speakers or coaches. The purpose is to provide coaches with extra training that they can then share with their club coaches.
- Time Requirement: on-going opportunities
- How Often: on-going
- Format: online and in-person training
- Cost: TBA
- Information: posted on the MCA website when available and shared with KOM club leads

Coaches with NCCP training in Old NCCP Numbered level System

All coaches who received credit in the Old NCCP level system have those credits transferred into the new NCCP stream system to match the appropriate level of equivalency. Please see your records on “The Locker” (<http://thelocker.coach.ca>) to see the equivalency for your coaching into the new system.

Coaches with NCCP training in the One day “Community Initiation Training” course (classroom)

All coaches who received credit for the “Lets’ Ride! Community Initiation Training” course (one day classroom) will receive credit for having taken the new “Practice Planning” course. However, these coaches will be required to complete the 1st three steps of the modified pathway.

- The Cycling Foundations elearning course is a new course that is now included in the pathway and all coaches must complete regardless of their previous NCCP training
- MED evaluation. While coaches took the MED course as part of their Community Initiation course, coaches must complete the evaluation to complete the MED section of the pathway. Those coaches who have completed their MED evaluation online, have completed this section of the pathway
- Emergency Action plan elearning. All coaches must complete this elearning course regardless of past NCCP training.

Please see your records on “The Locker” (<http://thelocker.coach.ca>) to verify what you have completed for the Community Coach Pathway. If you need assistance or have questions, please reach out to MCA at coachstandards.mbcycling@gmail.com.



Submission of Documentation

Program Leaders must submit copies of all documents to the MCA office for our records. Documents should be submitted through your club KOM Representative. Program Leaders may also submit documentation directly to the MCA. Documentation can be submitted by dropping off or mailing to the MCA office, or scanning and emailing to: coachstandards.mbcycling@gmail.com

No Community coach (Tier 2) will receive an MCA Technical license with “coach” status until all requirements of this policy have been completed and approved by the MCA. Any Community coach who has completed all their Tier 2 requirements, must have their documentation into the MCA to receive their Coach technical license.

Handling of Information

The MCA staff will administer and review all information obtained through the MCA “KOM Program Leader (Coach and Volunteer) Requirements” Policy. All information received through this policy will be kept confidential, and the results will not be disclosed to anyone other than the board director responsible for coaching or the KOM committee.

Should information be found that would prevent a Program Leader applicant from being accepted, the Provincial Coach will be responsible for issuing a required written notice to the applicant in a confidential manner. The applicant is responsible for taking appropriate action to have the results corrected if they believe the information was reported in error.

The Provincial Coach is also responsible for securing the results of the KOM Program Leader (Coach and Volunteer) Requirements” Policy in a safe and secure location and keeping them for the time required by law.

Enforcement

Four Levels of enforcement will be used to manage coach/club compliance with the MCA Responsible Coaching Standards.

Level 1: The Program Leader (Volunteer or coach) and their respective club (if applicable) will receive an email notification that the Coach has not met their KOM Program Leader Requirements. The Program leader will be given a 2-week probation period to complete all the requirements from the date of email notification.

Level 2: The Program Leader (Volunteer or coach) and their respective club (if applicable) will receive an email notification that the Program Leader is suspended from participating at all MCA KOM sanctioned activities* until they have met their KOM Program Leader Requirements. The Program Leader and club will be given a 2-week probation period to either remove the Program Leader from all KOM activities or to have the Program Leader meet all the KOM Program Leader requirements. The Program Leader or club must confirm with MCA via email (coaching.mbcycling@gmail.com) that the Program Leader has been removed from all coaching activities.

Level 3: Program Leaders who are suspended or clubs that continue to allow suspended Program Leaders to participate at MCA sanctioned activities* after a Level 2 infraction, will have the members of their club &/or MCA membership (if applicable) notified that the Program Leader has not met their KOM Program Leader Requirements and is a suspended Program Leader with the MCA. Clubs will be given a 2-week probation period from the date of email notification to either remove the Program Leader from participating in any KOM sanctioned activities or to have the Program Leader meet all the KOM Program Leader Requirements. The Program Leader or club must confirm with MCA via email (coaching.mbcycling@gmail.com) that the Program Leader has been removed from participating in all KOM activities.

Level 4: A Club that continues to allow suspended KOM Program Leaders to participate at MCA sanctioned activities* after a Level 3 infraction will result in the club being suspended by the MCA. The suspended club will not be allowed to run any MCA sanctioned activities until either the Program Leader has been removed from any role with the club, or the Program Leaders has met all their KOM Program Leader requirements.

* MCA Sanctioned activities include any sanctioned club activity (ride or race) or any races on the MCA calendar.

Non-compliance of this policy may result in further discipline as determined by the Board of Directors, designated sub-committee, or staff member in accordance with this policy.

Disqualification

The KOM Program Leader applicant will be denied MCA Program Leader status and prohibited from serving as a Program leader (volunteer or Coaches) for the MCA or an affiliated club until he/she has completed all requirements set forth in the KOM Program Leader Requirements Policy. Any applicant that has any pending charges to any offenses on background screening disclosure form, criminal record check or Child Abuse registry forms will be denied KOM Program Leader status until such offenses have been acquitted or dismissed. Should an approved KOM Program Leader subsequently have any charges brought against him/her during their service to the MCA or affiliated club, they will be required to immediately disclose the nature of the charges to the MCA and voluntarily terminate their participation until a decision is made by the Coaching Sub-committee regarding the effect of the pending charges on the Program Leader's functions within the programs. Any offenses where the person has been found guilty will be subject to the following timelines:

- 1) All sexual offenses, regardless of the amount of time since the offense – **Lifetime denial**. Examples include, but are not limited to:
 - a. Child molestation, rape, sexual assault, sodomy, prostitution, solicitation, indecent exposure
- 2) All felonies that constitute offenses against the person, regardless of the amount of time since the offense – **Lifetime denial**. Examples include, but are not limited to:
 - a. Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary
- 3) Any crimes involving children, regardless of the amount of time since the offense – **Lifetime denial**.
- 4) All offenses other than those against the person or sexual – **10-year denial from date of conviction**. Examples include, but are not limited to:
 - a. Drug offenses, theft, embezzlement, fraud
- 5) All criminal charges that constitute offenses against the person – **7-year denial from date of conviction**. Examples include, but are not limited to:
 - a. Simple assault, battery, domestic violence, hit & run
- 6) All criminal charges relating to drug & alcohol offenses - **5-year denial from date of conviction for a single offense, or 10 years from date of last conviction for multiple of such offenses**. Examples include, but are not limited to:
 - a. Driving until the influence, simple drug possession, drunk & disorderly, public intoxication, possession of drug paraphernalia
- 7) Any other criminal charge that could be considered a potential danger to children or is directly related to the functions of the applicant – **5-year denial**. Example of theft if the person is handling money.

In addition, applicants will be disqualified if they have:

- 1) been found liable for civil penalties or damages involving sexual or physical abuse of children
- 2) been subject to any court order involving sexual abuse or physical abuse of a minor, including but not limited to a domestic order or protection
- 3) had their parental rights terminated.

For offenses listed in numbers 4-7 that occurred greater than the denial time period listed, the MCA Coaching sub-committee will consider accepting the coach applicant on a case-by-case basis. Careful consideration will be given to the nature of the offense, the rehabilitation of the individual, and the offense as it relates to the position being applied for and the potential risk to children.

Appealing Decisions

Any Program Leader applicant denied by MCA may request an interview/review of the Coaching Sub-committee to appeal the decision, which will consist of the following,

- 1) board of director in charge of coaching
- 2) board of director in charge of KOM
- 3) MCA Provincial Coach
- 4) MCA Executive Director
- 5) MCA President
- 6) Representative from Coaching Manitoba
- 7) Legal Representation on behalf of the MCA

The vote of the sub-committee regarding the appeal will be final. For any KOM Program Leader applicant that receives conditional approval, the MCA maintains the right to revoke the conditional approval of the Program Leader applicant for the next 5 years if the Program Leader applicant does not meet the conditions of acceptance granted by the Coaching Sub-committee, and if any additional information is presented on future criminal record or child abuse registry checks.

How to Appeal

To appeal a decision, the KOM Program Leader applicant must file a notice of appeal. The notice of appeal must be mailed by registered mail to the MCA within 30 days of receiving the background check notification letter. A copy of the decision that is being appealed (e.g., the notification letter) should be included with the notice of appeal.

In order for the notice of appeal to be accepted, it must include:

- 1) The full name and address of the appellant.
- 2) The name of the person, if any, making the request for an appeal on behalf of the appellant (e.g., lawyer or spokesperson).
- 3) The address of the person making the request on behalf of the appellant.
- 4) The grounds for the appeal (provide a detailed explanation of the appellant's objections to the decision; describe additional facts or factual errors in the decision).
- 5) Current (< 1 month old) enhance criminal record check with vulnerable sector & child abuse registry form.
- 6) The particulars relevant to the appeal (describe any background facts that relate to the appeal including how you are affected by the decision).
- 7) All police reports & court decisions pertaining to appeal.
- 8) A description of the relief requested (what do you want the sub-committee to do at the end of the appeal).
- 9) The signature of the appellant or the appellant's representative.

Conditional Approval of KOM Program Leader Applicant

For any KOM Program Leader applicant that receives conditional approval from the Coaching Sub-committee, the KOM Program Leader will be required to meet the following conditions:

- 1) submit an enhance criminal record check every year for the next 5 years
- 2) submit a child abuse registry check every 6 months for the next 5 years
- 3) complete any other conditions set forth by the Coaching Sub-committee related to the coach application Appeal.

If the KOM Program Leader applicant does not meet the above three conditions of the conditional approval the Coaching Sub-committee maintains the right to revoke the conditional approval of the KOM Program Leader applicant at any time for the next 5 years. The MCA also maintains the right to immediately revoke the conditional approval of the KOM Program Leader applicant if any additional information is presented on any future criminal record or child abuse registry checks. Any information found will require the KOM Program Leader applicant to complete another appeal process.

*"Approved by the Board of Directors of the Manitoba Cycling Association
on March 30, 2021. Updated with new Coachstandards.mbcycling@gmail.com email on
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