

# **PARENT/ATHLETE HANDBOOK 2019**

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## MISSION STATEMENT

### MISSION

Our Mission is to inspire and develop riders through innovative and accessible cycling programs to enable the pursuit of personal excellence in life and sport

### Vision Statement:

*We envision a strong community of world-class athletes and lifelong cyclists across the United States.*

### CORE CHARITABLE & EDUCATIONAL VALUES

1. **Community:** Collective Involvement in Team and Society
2. **Excellence:** *Sportsmanship and Fostering a Competitive Drive*
3. **Joy:** *Enjoyment of Participation at any Level*
4. **Inclusion:** *Providing Accessibility to Experience Adventure*
5. **Passion:** *Commitment to Lifelong Learning and Improvement*
6. **Mentorship:** *Passing on Valuable Knowledge to Others*

### Goals:

1. *Be a community leader locally and nationally to support the growth of cycling.*
2. *Develop world-class staff, coaches, programs, athletes, events, and facilities.*
3. *Cultivate a "One Team" mentality while maintaining unique local identities.*
4. *Foster a culture of sportsmanship and stewardship.*
5. *Create an athletic development model to build lifelong cyclists from beginners to professionals.*
6. *Provide a sustainable financial aid program to support accessibility for all.*
7. *Cultivate organizational excellence and long-term financial sustainability.*

### Tagline:

*The Peak of Cycling Development*

## **Staff Code of Conduct**

Being an employee of the Summit Bike Club, SBC, is a privilege. The nature of working for a youth organization requires that its employees have the utmost concern for role model behavior. All employees are responsible for their actions and will be held accountable.

As general guidelines, the SBC expects that while representing the Summit Bike Club, its staff will:

1. Maintain for themselves, and seek for in others, high standards of moral and ethical conduct, which includes self-control and responsible behavior, consideration for the physical and emotional well-being of others, be courteous, and practice good manners.
2. Abstain from illegal substances or behavior at all time.
3. Abstain from the consumption of alcohol while in the presence of athletes under the age of 21.
4. Avoid profane and abusive language.
5. Not commit a criminal act.

This list is not complete, but intended to remind staff of their obligation to conduct themselves with a high standard when working with our youth.

### **Consequences of Engaging in Prohibitive Behavior**

SBC Executive Director will evaluate violations of this policy on a case-by-case basis. In determining the appropriate action for the violation the Board may be consulted and the following action may be taken:

1. Immediate dismissal
2. Required to successfully complete professional counseling
3. Reported to authorities for criminal prosecution or other appropriate action
4. Disciplined, up to and including termination of employment
5. Subject to other appropriate action by SBC

## **SBC Alcohol and Drug-free Workplace Policy**

SBC prohibits any employee from being under the influence of alcohol, drugs, or other controlled substances while on work premises or performing work on behalf of the SBC. If an employee is suspected to have an alcohol, drug, or other controlled substance abuse problem, the employee will be removed from the premises. Furthermore, the employee may be required to attend counseling.

In the case of a work related accident that requires medical attention and/or WCF involvement there will be mandatory drug testing for that individual. This will be administered as soon after the accident as possible.

## **SBC Safe Sport Athlete Protection Guidelines**

The impetus of the Safe Sport Athlete Protection Guidelines for SBC comes from the understanding that coaches have access and develop relationships with young athletes that are unique to sport. Sport participation comes with many positive aspects but may provide the environment for misconduct from coaches and other people including teammates, volunteers, officials and parents.

The SBC Safe Sport Athlete Protection Guidelines are created to emphasize and set forth standards of behavior that clearly outline unacceptable behaviors, minimize opportunities for misconduct, and help prevent unfounded allegations.

The SBC philosophy for sport is to provide best practices in our coaching methodology and believe that these practices are more encompassing than just teaching sport specific skills. Coaches play a large role in the physical and mental development of a young person and as a result have an inherent responsibility to not only provide our young athletes with well-planned training programs but also awareness and due diligence to keep them safe on and off the bike, in the locker room and whenever in our care. The Summit Bike Club provides cycling programs that are free of harassment and abusive practices. Our organization will not tolerate or condone any form of harassment or abuse from coaches, athletes, officials, volunteers, employees or parents.

SBC cycling programs will follow best practices in an effort to decrease harassment and any type of bullying behavior in our sport programs.

The goal of Safe Sport is to provide coaches, parents and athletes with information and education on abuse. The SBC Safe Sport is implemented to reduce risks of potential abuse from the following:

1. Sexual misconduct, including child sexual abuse
2. Physical misconduct
3. Emotional misconduct
4. Bullying
5. Harassment
6. Hazing

### **Our coaching staff will:**

1. Discourage children from talking offensively about others
2. Recognize that different forms of behavior of youngster may indicate abusive behavior
3. Never talk offensively about others
4. Encourage children to follow the rules of the sport, and compete in good faith, and treat officials and others with respect
5. Emphasize fair play

### **Our coaching staff will be:**

1. Safe Sport certified every two years
2. Back ground checked every year
3. Concussion certified every year
4. First Aide & CPR certified every two years with a refresher course every year.

## Athlete Code of Conduct

By signing this agreement, the athlete and parent both provide their consent that an athlete who violates the Code of Conduct may be subject to disciplinary action.

In the event of a violation, the SBC Disciplinary and Rule Violation Policies will be applied. Refer to your SBC Parent/Athlete Handbook\* for more information on potential disciplinary action.

SBC athletes shall conduct themselves in a manner that exemplifies good behavior, sportsmanship, mentorship and good citizenship. SBC athletes will agree to abide by the following rules with regard to their behavior:

- Athletes representing the SBC shall act in accordance with the program values of Joy, Passion, Community, Excellence, Inclusion and Mentorship
- Athletes will show respect to all coaches, officials, parents, teammates and competitors at all times, and will not act in a manner that is disrespectful to them or the team
- Athletes will demonstrate good sportsmanship at all training and competitions and agree to follow direction from coaches and officials in the field of play
- Athletes will refrain from the use of tobacco, alcohol or drugs
- Athletes will not use profane, abusive or unacceptable language or references in the team environment
- Athletes will not bully, haze or physically abuse any teammates\*
- Athletes will not use social media to message or post pictures that reflect poorly on oneself, another individual, SBC or partners of SBC
- Athletes will follow all guidelines in Parent/Athlete Handbook and adhere to all athlete responsibilities, as well as all locker room, travel, and education policies
- Athletes competing in UCI, USA Cycling, Regional, Local sanctioned and sponsored events will follow all Code of Conduct guidelines for each respective organization and governing body <https://www.usacycling.org/about-us/governance/code-conduct>
- Athletes agree to adhere all national and/or international laws that may be applicable
- Athletes agree to treat all race and training venues, all lodging and accommodation employees and property with respect.

**\*SBC Parent/Athlete Handbook is posted on the Summitbikeclub.org website**

**\*\* Description in USOC Safe Sport Guide**

## **SBC Code of Conduct**

Membership in the Summit Bike Club is a privilege, not a right. All SBC members (athletes, coaches, and officials) when participating in any SBC activity must agree to conduct themselves according to SBC core values of Joy, Passion, Community, Excellence, Inclusion and Mentorship and abide by the spirit and dictates of this Code of Conduct. All members must agree to convey themselves in a sportsmanlike manner, and are responsible for their actions while attending or participating in all SBC activities (including but not limited to camps, competitions, and projects). Sportsmanlike conduct is defined as, but is not limited to: respect for competition officials, event employees, volunteers and the cycling public, respect for facilities, privileges and operating procedures, the use of courtesy and good manners, acting responsibly and maturely, refraining from the use of profane or abusive language, and abstinence from illegal substances or behavior and any banned substances. Members agree to refrain from use of alcohol if under the age of 21 and refraining from use of alcohol in the presence of teammates or other athletes who are under the age of 21. This policy is in effect while participating in any UCI/USAC/any SBC activity or competition where Summit Bike Club is represented or the athletes is representing Summit Bike Club in any form.

1. SBC members shall be subject to the jurisdiction of the International Cycling Union (UCI) Statutes, the United States Olympic Committee Bylaws, the SBC Bylaws, and the USAC and UCI Code of Conduct.
2. SBC members shall conduct themselves at all times and in all places as befits worthy representatives of the United States of America, the United States Olympic Committee, USAC, UCI, All SBC sponsors and partners and in accordance with the best traditions of national and international competition.
3. SBC members are responsible for knowledge of and adherence to competition rules and procedures of the UCI and USAC and national training camps or other projects when participating in such.
4. SBC members shall maintain high standards of moral and ethical conduct, which includes self-control and responsible behavior, consideration for the physical and emotional well-being of others, and courtesy and good manners.
5. SBC members shall abide by SBC rules and procedures while traveling to and from and participating in official USS activities.
6. SBC members shall abstain from illegal and/or immoderate consumption of alcohol. Absolutely no consumption of alcohol is permitted for those individuals under the age of 21 or in the presence of teammates or other athletes who are under the age of 21.
7. Members 21 years of age must retain themselves from illegal and/or immoderate consumption of alcohol when participating in any SBC activity or competition that Summit Bike Club is actively represented or where any Summit Bike Club or SBC National Team kit is being worn.
8. Any SBC member under 21 years of age shall not participate in gatherings involving consumption of alcohol unless it is an official SBC or event organizer function.
9. No SBC member shall violate the customs, travel or currency regulations of a country while traveling with a SBC group or on a SBC ticket.



10. No SBC member shall commit a criminal act.
11. No SBC member shall engage in conduct that could be perceived as harassment based upon gender, age, race, religion or disability.
12. SBC members will avoid profane or abusive language and disruptive behavior.
13. SBC members agree to abide by anti-doping rules and procedures established by WADA, USADA, UCI and USAC.

Failure to comply with any of the above provisions may lead to disciplinary action by the appropriate team or competition leader. Disciplinary action may include:

- Removal from the team trip or training camp or competition.
- Suspension from training and/or competition.
- Elimination of coaching, travel, and other benefits.
- Forfeiture of SBC membership.

SBC is committed to principles of fairness, due process and equal opportunity. Members are entitled to be treated fairly and in compliance with SBC, USAC and UCI Bylaws, policies and procedures. Members are entitled to notice and an opportunity for a hearing before being prevented from participating in protected competition as that term is defined by the USOC Bylaws. Information on the processes for grievances, suspensions and appeals is available at [USOC.org](http://USOC.org)

Nothing in this Code shall be deemed to restrict the individual freedom of a SBC member in matters not involving activities in which one could not be perceived as representing SBC. In choices of appearance, lifestyle, behavior and speech while not representing SBC, competitors shall have complete freedom, provided their statements and actions do not adversely affect the name and reputation of the SBC. However, in those events where one is representing or could be perceived as representing SBC, SBC demands that its members understand and agree to behave in a manner consistent with the best traditions of sportsmanship and SBC core values.

In the event of a dispute between the parent/guardian/custodian, or athlete and the SBC a binding mediation process for dispute resolution will be utilized. The parent/guardian/custodian, or athlete will pay related expenses of the mediation process.

## **Athlete Responsibilities**

All SBC athletes must conduct themselves in accordance with the rules below and are responsible for adhering to them as a member of the SBC. The rules listed below are not intended to be exhaustive, but are based on common sense ("acting like a normal human being"). Each athlete must realize that they represent not only themselves, but the SBC, and the greater cycling community, and their sport. The actions of individual athletes can enhance or severely compromise the image of the SBC. As such, every participating athlete of the Summit Bike Club agrees to the following rules:

### **General Rules:**

1. Follow and uphold the rules and code of conduct set forth by the SBC, trail systems and mountain biking areas and the USOC and UCI and USA Cycling.
2. Understand that participation with the SBC is a privilege. This means that any athlete may be a member of the SBC only on the condition that she/he fulfills the program requirements and abides by the rules and the principles of the group. A privilege can be revoked as soon as a member fails to maintain his or her part of the "contract" signed at the beginning of the season.
3. Conduct herself / himself with the highest level of integrity.
4. Maintain serious commitment to personal development, as an athlete, student and individual.
5. Rely upon and obey the judgment and direction of the coaches.
6. Read all of the program documents carefully. If there are any questions about the program documents discuss them with the Program Director. Sign and complete the related forms, waivers and contract and abide by the provisions of these agreements.

### **Training Rules:**

1. Show respect and support to teammates and staff and to each other's property. Bullying, destruction of property, and/or other forms of harassing behavior will not be tolerated. Refer to USOC Safesport definitions on bullying, harassment and hazing.
2. Be on time for scheduled training and meetings. It is difficult to conduct safe and goal oriented training if athletes are not present for training and meetings.
3. Keep your frustrations and temper in check. Outbursts of profane language will not be tolerated.
4. Observe all safety instructions on the trail and when traveling.

### **Travel Rules:**

1. Refer to SBC Athlete Travel Policies Sheet.

## **Athlete Travel Policies**

SBC Staff is responsible for implementing travel policies while traveling to camps and competitions. Staff must notify the Program Director of any athlete violations of these policies:

1. Athletes must wear their seat belts while traveling in SBC vehicles.
2. Athletes must follow all directives of the vehicle operator, observe safe driving habits as passengers and not cause unnecessary distractions to the vehicle operator.
3. Athletes will be held responsible for any damage they cause to vehicles.
4. Athletes will place their trash in bags provided by the vehicle operator. Failure to observe this rule may result in a "no food or drink" policy in SBC or any rented vehicles.
5. Athletes must attend all scheduled athlete meetings while attending camps or competitions with the SBC.
6. Athletes must adhere to all curfews and schedules set at athlete meetings.
7. Athletes will be responsible for any room damages they cause. In the case of unreported damages, all athletes assigned to that room will share such costs.
8. Athletes will be responsible for phone bills or other incidental charges to their rooms.
9. Athletes will respect each other and each other's property.
10. Athletes who sign up to travel with the team are committed to travel costs. Changes in travel plans, once signed up for SBC travel, will not result in the return of travel expenses paid.
11. Athletes may not travel in private vehicles to events or at events without prior written permission from their parents
12. Athletes will abide by all rules, USAC/UCI rules, and SBC rules during camps and competitions.
13. Upon arrival at camps or races, athletes are responsible for calling their parents with contact information such as the phone number of their room.
14. Athletes will make every effort to use their coaches for the intended role of supporting their athletic goals. Athletes must understand that when coaches are forced to turn their attention to athlete behavior and the enforcement of policies, less attention is available for coaching. As individuals and as a Team, we should all be focused on what we are at camps and competitions to achieve.

## Rule Violations and Discipline

Membership in the Summit Bike Club ("SBC") is a privilege and not a right. Each athlete member of SBC is expected to conduct himself/herself in a manner that (i) exemplifies the standards of good personal behavior and sportsmanship, (ii) does not bring discredit upon SBC, and (iii) is in accordance with the Summit Bike Club Athlete Responsibilities, USS Code of Conduct and all SBC rules and policies.

Any rule violation can result in disciplinary action as considered appropriate to the individual, the intent, and the circumstances, regardless of the following guidelines. The disciplinary system set forth below is not necessarily linear and depending on the severity of the violation, multiple steps may be applied for a one-time infraction.

### **Major Offenses**

**Definition:** Any action of a serious nature that is in violation of any of the Athlete Responsibilities, USS Code of Conduct, SBC rules and policies or that interferes with the health (mental or physical), safety, and/or well-being of oneself or others, including but not limited to:

1. Conviction of a misdemeanor or a felony
2. Assault and Battery
3. Stealing/Theft
4. Use of Illegal Drugs or Alcohol- see Drug & Alcohol Policy
5. Lying – *if relative to one of 4 listed Major Offense. Other lying circumstances will be dealt with on a case by case basis*

**Consequences:** Any rule violation that is considered a major offense may be grounds for immediate dismissal from the team. At a minimum, an athlete found guilty of a major offense shall be subject to the following:

1. 1<sup>st</sup> Offense during a competition season - Mandatory 2 week suspension from all team activities and races, 30 hours of community service and such other additional consequences as the Executive Director deems reasonable and necessary under the circumstances. The community service shall be performed for a local non-profit organization and shall be approved by the Program Director in advance.
2. 2<sup>nd</sup> Offense within a competition season - Mandatory immediate dismissal from the team for the remainder of that season.
3. Any athlete dismissed from the program pursuant to the procedures outlined above may make a written request to rejoin the team for a subsequent competition season. The Executive Director shall evaluate that request, shall consider what is in the best interest of the athlete, and the program and shall have the right to do the following: (i) reinstate that athlete for that upcoming season, (ii) delay reinstatement for a period of time, and/or (iii) place reasonable conditions on that athlete's continued membership in the program (i.e., require that athlete to forfeit his other membership in the event any future major offense).

**Procedure:** Disciplinary actions for Major Offenses shall be addressed primarily by the Program Directors in consultation with the SBC Executive Director and the SBC President, who may initiate disciplinary proceedings based upon information obtained from reliable sources provided that there is supportive substantial information to warrant this action. The Program Director shall provide written notice (the "Notice") to the athlete and parent/guardian/custodian, with a copy to the Executive Director, of the proposed disciplinary action including the following: (i) citation of any rules, laws, codes of conduct, or

policies which the athlete is alleged to have violated; (ii) the factual basis for such allegation; and (iii) the maximum potential sanction and any recommended course of action. Within forty-eight (48) hours of receipt of the Notice, the athlete and/or parent/guardian/custodian may submit clear and convincing evidence of exculpatory or extenuating circumstances to the Program Director for his/her consideration pending final action. After the expiration of the 48 hour period, the Program Director shall issue a written decision (the "Decision") outlining the disciplinary action that will be taken. The Decision shall be delivered to the athlete and the parents/guardians/custodians by hand, email, overnight delivery service or other similar, verifiable delivery method. **Please note: If dismissal from the program or an event occurs while traveling, the athlete may be sent home immediately at the parents' cost at whatever means is most convenient; provided that the Program Director shall provide immediate oral notice to the athlete and parent/guardian/custodian and deliver the written Decision within forty-eight (48) hours after taking such action. No reimbursement of program or event fees will be made.**

The Executive Director may, at his/her discretion, seek counsel of the President and the Executive Committee in any disciplinary actions for Major Offenses, which shall be deemed to be confidential.

### **Minor Offenses**

**Definition:** Violation of the rules set forth in the Athlete Responsibilities document including but not limited to:

1. Training Center Rules
2. Code of Conduct
3. Trail Rules
4. Travel Rules
5. School/Academic Rules

**Consequences:** Minor Offenses are handled by the coaches and Program Director, and the appropriate punishment shall be determined based on the following guidelines:

1. 1st Offense: One week suspension from all team activities and/or miss next available race
2. 2nd Offense: Three week suspension and/or miss the next available race
3. 3rd Offense: Indefinite suspension, to be handled as a Major Offense

The Executive Director has the discretion to (i) take disciplinary action based on the guidelines outlined above and (ii) take a less severe disciplinary action and/or add other disciplinary actions as is deemed reasonable and necessary under the circumstances. Examples of these actions may be requiring the athlete to do a book report, requiring the athlete to apologize to the team for her/his actions, etc.

**Procedure:** In the event of a disciplinary action based on a minor offense, the Executive Director shall provide written notice of any disciplinary action to the athlete and parent/guardian/custodian, with a copy to the President of the disciplinary action including the following: (i) citation of any rules, laws, codes of conduct, or policies which the athlete is alleged to have violated; (ii) the factual basis for such allegation; and (iii) the maximum potential sanction and any recommended course of action. Notice of a disciplinary action shall be delivered to the athlete and the parents/guardians/custodians by email, overnight delivery service or other similar, verifiable delivery method.

### **Appeals**

All disciplinary actions and/or sanctions imposed by the rules and policies of Summit Bike Club are subject to appeal by the athlete in accordance with the timeframe and procedures outlined below. The athlete is entitled to receive fair notice of any disciplinary action and/or sanction, including the grounds therefore, and the opportunity for a hearing before the Appeals Committee. Within forty-eight (48) hours

after the receipt of the Decision or notice of any disciplinary action for minor offenses, the athlete and/or parent/guardian/custodian (collectively, the "Appellant") must file a written appeal to the Appeals Committee seeking the review and evaluation of the Decision or action. Failure to file a timely appeal shall be deemed a waiver of the right to appeal. The Appellant may request a formal hearing before the Appeals Committee and, in the event the Decision is issued (or the action taken) during the competition season, the Appellant may request that the hearing be expedited. At the hearing, the Appellant shall have the opportunity to make a case presentation against the Decision or action and the Program Director shall have the opportunity to make a case in support of the Decision or action. At the conclusion of the hearing, the Appeals Committee shall issue a ruling affirming, modifying or reversing the Decision or action. In the event that the Appeals Committee takes the matter under advisement in order to receive additional relevant information, the Appeals Committee shall issue a ruling as soon as practicable, but in no event later the thirty (30) days from the date of the hearing.

The Appeals Committee shall consist of three (3) Board of Manager members who are voted in by the Board of Managers on an annual basis and shall include: an Executive representative, a member representative, and an at-large representative.

A notice of appeal shall be deemed filed if mailed or hand-delivered to the President of SBC at:

Summit Bike Club  
Attn: President  
PO Box 980322  
Park City, UT 84098

## **Talent Release Agreement**

Summit Bike Club wants to be able to include photos of our athletes and mention them by name on our website, in the newspaper, on the local radio and increasingly in the national media. We would like to be able to use your name and/or likeness, but to do so we need your consent.

### **Limited Usage:**

I give full permission to Summit Bike Club (SBC) and its respective subsidiaries, affiliates, licensees, successors and assigns, to use my name, likeness or voice or any portion thereof as they may appear in digitally, electronically, in print or in any other medium now or in the future, without restrictions, photographs, video or film taken of me, or in which I may be included. I understand and agree that SBC may or may not use my name in conjunction with the photographs as it so chooses. I hereby release and discharge SBC, and its agents, representatives, and assignees from any and all claims and demands arising out of or in connection with the use of the photographs, including without limitation any and all claims for invasion of privacy, right of publicity, and defamation.

## **Program Deliverables for Annual Program**

1. Long term athlete development plans in each sport
2. Annual development plans must be written in each program
3. Weekly and daily lesson plans must be written and executed
4. Plans must be communicated at the beginning of the year with a mid-season and end of season evaluation for each athlete (3 formal parent/athlete contact times)
5. If an issue arises, communication must begin with parent and communication coach, then move to Head coach, then sport director and finally Executive Director
6. In the case of a crisis, emergency action plan must be followed.

## **Camp and Project Procedures**

1. Head coach must create a camp information sheet, including budget and athlete costs
2. Head Coach is responsible to inform Director on departure from and arrival to Park City and in the case of an emergency
3. Staff must call a general meeting at the site to discuss the rules for the camp or project
4. Staff must review code of conduct with athletes
5. Staff must define a curfew (in room, lights out)
6. Staff must remind athletes that boys in girls bedrooms and vice versa will not be tolerated
7. Staff must knock on doors and enforce the curfew times
8. Staff must remind athletes that there are consequences to violations
9. Staff must fill out an athlete evaluation and post in appropriate dropbox
10. Head coach must submit an expense report to Program Director within 7 days of return

## **Training/ Competition On-Site Etiquette**

1. Athletes must be supervised by coaches, or have direct instructions on where to ride
  2. Athletes should ride on existing trails
  3. Athletes are responsible to check in with staff prior to leaving a training session
- Coaches must instruct athletes to return to the base of the trailhead if they become lost



# Medical Procedures

## Emergency Action Plan

1. Stabilize the situation (in the case of a medical emergency stay on site/with athlete until a medical professional or parent can take responsibility)
2. Call the Program Director or Executive Director to inform them of the situation
3. If an athlete is involved call the parents of that athlete as soon as possible
4. Develop an internal and external communication plan with the Director
5. Communicate message points internally and externally
6. Keep communication current and stick to the facts

## Staff Procedures for Medical Accidents

1. Bring medical releases or have access to them for all athletes attending projects
2. Be aware of where you can get medical assistance in the case of an emergency
3. Use best judgment to manage accident in the field
4. Call parent and director when there is an accident
5. If there is a serious injury, stay with the injured person until expertise or the parent comes to relieve you (avoid sending injured athlete off with a minor)
6. Follow-up with parent and athlete after injury

## SBC Concussion Policy

During the 2011 session of the Utah State Legislature, H.B. 204 Substitute, "Protection of Athletes with Head Injuries" was passed and became effective on May 10, 2011. Summit Bike Club Board (the "Board") has now formally adopted and implemented a traumatic head injury/concussion policy (the "Concussion Policy") in order to comply with H.B. 204 and to inform and protect Summit Bike Club ("SBC") member athletes in the event of a head injury, or concussion, on or off the trail. The Program Directors and the Risk Management Committee worked closely with Chad Deavers, SBC Medical Director, to develop and implement the policy.

As part of the implementation of the Concussion Policy, the SBC and the Board will be proactive in the education of parents, member athletes and coaches regarding the prevention of concussions and the recognition of signs and symptoms of a concussion. To further the education process, all SBC coaches and training staff will be required to attend annual training sessions in the prevention and recognition of concussions and are required to annually review the SBC Concussion Policy and the CDC publication: ***Heads Up: Concussion in High School Sports – A Guide for Coaches*** available at [http://www.cdc.gov/concussion/HeadsUp/high\\_school.html](http://www.cdc.gov/concussion/HeadsUp/high_school.html). Training documentation will be retained by the SBC Program Coordinator.

In addition, an informed consent must be signed annually by parents and member athletes at registration PRIOR to an athlete's participation in any SBC sporting event (e.g., sanctioned training, practice, camps, competitions or tryouts). The consent will include a statement acknowledging the receipt of specified education materials, the review of said materials, and the responsibility of the athlete to report signs or symptoms of a concussion to their parents, coach or a designated SBC representative. The Consent forms will be retained by the SBC Program Directors. The Concussion Policy, along with links to informational resources for athletes and parents/guardians will be posted to the SBC website.

### Action Plan for Concussion Management

**Preseason Baseline Neurocognitive testing will be offered through Think Head First-Recommended but not mandatory.**

- Complete prior to season beginning
- Highly recommended for individualized baseline cognitive level
- Annual testing for younger athletes under the age of 13 recommended

All coaches and athletic trainers are required to annually review the *UHSAA Concussion Management Plan* <https://www.uhsaa.org/SportsMed/ConcussionManagementPlan.pdf> and the CDC publication

### Concussion Observed or Symptomatic from hard hit

Should an athlete sustain concussion or be suspected of sustaining concussion from traumatic biomechanical forces to head or body where athlete exhibits any signs/symptoms or behaviors that indicate concussion:

- 1. athlete is removed from training or game for the day**

- acute triage as necessary □ transport to hospital if warranted, if not □
- observation to end of training/competition □ **ANY** deterioration □ transport to hospital

### **Coach's Concussion Protocol for SBC Programs**

**All SBC coaches are required to attend educational sessions in the prevention and recognition of concussions.**

#### **1. Initial Assessment**

- When an athlete falls or any type of head injury is suspected patrol is called immediately. Once Patrol has arrived let them take over and assist as needed. Patrol will determine if athlete needs to be transported to the hospital or not. "When in doubt sit them out"
- If there is no patrol or medical staff available the coach should evaluate the athlete and determine whether transport to a hospital is necessary. "When in doubt – go to the hospital"
- If transport to a hospital is not needed the coach must stay with athlete until a parent has arrived for pick up. Coach communicates to parent incident and fields questions

#### **2. Follow Up:**

- If athlete is sent to the hospital, lead coach needs to contact parents immediately and review situation. If athlete is not transported to the hospital the lead coach needs to either meet with parents when athlete is picked up or call parent/guardian to follow and review situation (check see what type of report patrol makes)
- Lead coach or designated coach of athlete will fill out an injury report form and give that to the Program Director
- Lead coach / Program Director will follow up with -in two days to talk with parents regarding treatment of athlete
- Head coach will communicate with doctor and Physical Therapy clinic to monitor athlete's progress back to training and competition

# MEDICAL RELEASE

**ATHLETE Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First MI

Mailing Address \_\_\_\_\_

## **EMERGENCY CONTACTS**

**Mother's Name** \_\_\_\_\_ **Father's Name** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## **Alternate Emergency Contact (other than parents)**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Relation \_\_\_\_\_ Home/Cell Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

## **PRIMARY CARE PHYSICIAN**

Physician Name \_\_\_\_\_ Office phone: (\_\_\_\_) \_\_\_\_\_

Date of last physical examination: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **MEDICAL INFORMATION**

**Allergies** \_\_\_\_\_

**Medications** \_\_\_\_\_

**Medical Conditions** \_\_\_\_\_

**Last Tetanus** \_\_\_\_/\_\_\_\_/\_\_\_\_

## **INSURANCE INFORMATION** (If changes occur during the year, please provide the SBC Office with updated information)

Insurance \_\_\_\_\_ Policy Holder \_\_\_\_\_

ID/Policy # \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

## **PERMISSION TO TREAT**

In the event that a Parent cannot be reached, Parent hereby authorizes the SBC and/or its named coaches, to secure any hospital, medical, dental or surgical care, treatment and/or procedures for member athlete. Parent also consents that in the event of injury to the member athlete, coaches can sign for member athlete to receive care, treatment and/or procedures, under the instructions and directions of the licensed physicians on call at the emergency room of the nearest hospital or emergency facility. The SBC coaches shall notify Parent at the earliest possible time during or after such care, treatment and/or procedures. Parent knowingly and voluntarily consents in advance to such care, treatment and/or procedures to encourage the physicians and coaches to exercise their best judgment as to the requirements of such care, treatment and/or procedure. Parent specifically indemnifies and holds harmless the SBC and its named coaches from any and all costs arising out of such care, treatment and/or procedures.

**Parent/Legal Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Athlete Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Summit Bike Club Informed Consent and Acknowledgement

Any Summit Bike Club ("SBC") athlete under the age of 18 years suspected of having sustained a concussion/ traumatic brain injury must be removed immediately from participation in any SBC sporting event (e.g. sanctioned training, practice, camps, competitions or tryouts), by any SBC agent or coach overseeing such sporting event. The minor athlete will be prohibited from further participation until evaluated and cleared in writing to resume participation in SBC sporting events by a qualified health care provider trained in the evaluation and management of concussive head injuries. The health care professional must certify to SBC in the clearance letter (the "**Clearance Letter**") that he/she has successfully completed a continuing education course in the evaluation and management of concussive head injuries within three years of the day on which the written statement is made.

Upon removal of a minor athlete from participation for a suspected concussion/traumatic brain injury, the SBC agent or coach making the removal may also inform USSA Competition Services in accordance with the USSA Concussion Policy for USSA members. In addition to providing a Clearance Letter to SBC, athletes who have subsequently been medically cleared to resume participation must also provide the Clearance Letter to USSA Competition Services in order to be permitted to participate in USSA sporting events.

**About Concussion:** A concussion is a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. Doctors may describe a concussion as a "mild" brain injury because concussions are usually not life-threatening. Even so, their effects can be serious.

**Risk of Continued Participation:** A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.

The SBC has provided the undersigned with U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (the "**CDC**") "Heads Up: Concussion in Youth Sports – A Fact Sheet for Athletes" (the "**Fact Sheet**") and further recommends that Members review the Center for Disease Control's resources on concussion awareness at the following link: <http://www.cdc.gov/concussion/HeadsUp/youth.html>.

By his/her signature below, **MEMBER CERTIFIES THAT (i) HE/SHE HAS READ AND UNDERSTOOD THIS AGREEMENT, (ii) HE/SHE UNDERSTANDS AND ACKNOWLEDGES MY RESPONSIBILITY TO REPORT TO MY COACHES, TEAMMATES, PARENTS/GUARDIANS ANY SIGNS OR SYMPTOMS OF A HEAD INJURY/CONCUSSION, AND (iii) AGREES IN FULL WITH ITS TERMS, INTEND THAT IT BE BINDING ON MEMBER, HIS/HER HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, AND THAT IT REMAIN IN FULL FORCE AND EFFECT FOR AS LONG AS MEMBER PARTICIPATES IN SBC TRAINING, COMPETITION AND RELATED PROGRAMS AND ACTIVITIES.**

**MEMBER** Signature: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### **SIGNATURE OF PARENT OR GUARDIAN REQUIRED BELOW FOR MINOR\*\*\* MEMBERS**

As the parent or guardian of the minor Member named above, I hereby make and enter into each and every agreement, representation, waiver and release described above on behalf of myself, the Member, and any other parent or guardian of the Member, intending that they be binding on me, the Member, and our respective heirs, executors, administrators and assigns. **By his/her signature below, Parent/Guardian certifies that he/she received and reviewed the (i) SBC Concussion Policy and (ii) the Fact Sheet, and specifically acknowledges that removal of Member from SBC training, competition and related programs and activities does not relieve Member from any obligation to timely satisfy the tuition payment requirements for the applicable year nor does it entitle the Member to any refund on tuition paid.**

**PARENT OR GUARDIAN** Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**\*STAFF RESOURCE SECTION \***

**EXAMPLE**

**PROJECT INFORMATION SHEET**

**Project: SBC Camp**

**DATE: Mar 1-3**

**Location: St. George Utah**

**Events: Junior**

**DEPARTURE INFORMATION:**

**Date: Mar 1**

**Team Captain: Jane Doe, [Jane@gmail.com](mailto:Jane@gmail.com) , 435-659-1234**

**Location: Smith's Parking Lot, Park City**

**Time: Load 11am/ Depart 11:15**

**COST- Payment to SBC required for:**

**Entry Fees: \$ 97.00**

**Bike Transport: \$ 20.00**

**Lodging: \$ 75.00**

**Transportation: \$ 60.00**

**Coaches Exp: \$ 32.00**

**TOTAL DUE SBC PRIOR TO DEPARTURE: \$284.00**

**Payment to the SBC Office No Later Than: Thursday, February 21**

**Cash (estimate) for athletes to bring:**

**Athletes will need to purchase meals while on the road and while staying in St. George. Please give athletes enough money to cover 4 dinners, 4 lunches and 3 breakfasts.**

**\$125-\$150**

**LODGING INFORMATION:**

**Hotel/Condo: VRBO (Address)**

**Phone: 801-555-5555**

**ESTIMATED DAY & TIME OF RETURN: Monday, Mar 3<sup>th</sup> between 8:30 and 9:30pm**

**SPECIAL NOTES:**

**Summit Bike Club**

**Tel: Fax: e-mail:**

# INDIVIDUAL ATHLETE GOAL SHEET

(Example but should be sport specific)

Name:

Age:

Coach:

Season:

Dream goals in the sport?

Specific long-term goals?

Specific season goals?

## PROCESS GOALS TO SUPPORT OUTCOME GOALS

*(These should be specific in critical areas identified for each athlete. Please be sure to keep these goals specific and measurable. Do not feel every category needs to be addressed if it will not be a priority for the individual athlete)*

Technical/Tactic goals: *(this should include technical and tactical goals in every relevant discipline)*

Psychological goals: *(this should include aspects of general attitude, sportsmanship, commitment and more specific individual performance)*

Physical/Health goals: *(this should include aspects of general health and performance)*

Equipment goals: *(depending on athlete level, this could range from fitting to tuning to testing options for set-up and performance)*

Management/activity goals: *(This should include training and race quality and quantity.)*

Other goals: *(this should include other process goals that are not captured in the areas above)*