**Biking Vikings 2015 Team Organization**

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| --- | --- | --- | --- |
| Role | Name | Phone # | Certification |
| Head Coach | Jason Cowley | 801.367.5290 | Head Coach |
| Assistant 1 |  |  | Asst. Coach |
| Assistant 2 |  |  | Asst. Coach |
| Dev. Coach |  |  | Asst. Coach |
| Manager |  |  | General Vol. |
| Treasurer |  |  | N/A |
| Coordinator |  |  | General Vol. |
| Promoter |  |  | General Vol. |
| Mechanic |  |  | General Vol. |
| Ride Leader |  |  | Ride Leader |
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**Head Coach**

The head coach is ultimately responsible for everything that goes on with the team. He/she is the final decision maker and ensures that the team is in compliance with the UHSCL and NICA.

Responsibilities include:

* Being the ultimate authority on team decisions
* Maintaining NICA and UHSCL compliance.
* Organizes and manages adult volunteers and team committee
* Plans, organizes, and leads team practices
* Sets up student leadership
* Manages athletes on race day
* Ensure student safety

Certifications needed: Head Coach

* Head Coach test
* Wilderness First Aid
* CPR
* CDC Concussion
* Background Check
* 9 PDUs including MTB 101 and Risk Management
* 80 hours of field work

Estimated commitment:

* Approximately 10 - 20 hours a week during the season including attending all practices.
* Must pay registration fees.
* Must pay for all certification costs.
* Must plan to attend all races and will likely have travel expenses related to the races.
* Additional off-season time commitments should be expected

**Assistant Coaches**

The Assistant Coaches are focused on assisting the Head Coach by directly managing and training with the student athletes. Ideally they will be assigned to manage certain groups within the team (e.g. the Varsity/JV athletes, the Sophomore/Freshman athletes, the Jr. Development League, etc.). They should plan to practice with and execute the training plan for whatever group they are assigned to. They should also plan to assist the head coach with team management at the races.

Responsibilities include:

* Attend and assist in the execution of the practice/training plan
* Attend and assist on race day organization
* Fill in for the head coach when he cannot attend
* May be asked to lead a specific group (e.g. JV/Varsity, D Team, etc.)
* Ensure student safety at all times

Certifications needed: Assistant Coach

* Assistant Coach test\*
* Wilderness First Aid\*
* CPR\*
* CDC Concussion\*
* Background Check
* 6 PDUs including MTB 101 and Risk Management\*
* 40 hours of field work\*

\* These can be completed during the season.

Estimated commitment:

* Approximately 10 hours a week during the season including attending practices.
* Must pay registration fees.
* Must pay for all certification costs.
* Plan to attend all races and may have travel expenses related to the races.

Note: The Assistant Coach that is specifically assigned to manage the Development League may have additional responsibilities.

**Team Manager**

The Team Manager is functional director for the team. Ideally he/she will handle all of the operational functions to keep a smooth running organization and allowing the coach to focus on working directly with the student athletes. The Team Manager is responsible to make certain that all athletes meet the registration and enrollment requirements, that the team has proper and functional equipment. The Team Manager may also be asked to direct the team committee meetings and functionally direct other parent volunteers.

Responsibilities include:

* Making certain that the team meets the NICA registration requirements.
* Handles enrollment and student registration (Team, Pit Zone, TeamSnap, etc.)
* Makes sure that all participating students are registered for races.
* Makes all decisions regarding designing, purchasing, and acquiring team kits.
* Is the final authority on additional team clothing and other offerings.
* Assists the Head Coach in making team decisions and organizing the rest of the team committee.
* Is responsible for handling all team sponsors and sponsor relationships.

Certifications needed: General Volunteer

* Background Check

Estimated commitment:

* Approximately 5 hours a week during the season.
* Must pay registration fees.
* Must pay for all certification costs.
* Should plan on some off-season work.

**Team Treasurer**

The Team Treasurer is responsible to manage the team finances. He/she should plan to work closely with the Team Manager, Team Coordinator, and Head Coach to make sure that the team can meet all of the needs for the current season and retain enough funds to cover the initial registration for the next season.

Responsibilities include:

* Handles all accounting (money received, payments made, and tracking)
* Helps manage scholarship programs and assisted enrollment
* Makes certain that all team fee payments are made and deposited.
* Collects and deposits sponsorship and fundraiser money.
* Manages the team accounts.
* Distributes reimbursements.
* Helps plan all team expenses and purchases.
* Should provide a final balance sheet to the committee at the end of the season.

Certifications needed: None

* None

Estimated commitment:

* Minimal time commitment during the season.
* Should plan on some off-season work.
* Will have some busy times during the beginning and end of the season.

**Team Coordinator**

The Team Coordinator is responsible to keep the events and races running smoothly and maintain a good functional relationship with the schools and school district.

Responsibilities include:

* Coordinates all recruiting events
* Completes club registration with the school district.
* Coordinate with the school on any events or issues (e.g. Club week).
* Maintains good contacts and faculty supporters at each school.
* Organizes and manages the Varsity Lettering program.
* Plans all team events and parties.
* Plans all fundraising activities.
* Handles all team awards (season, bv100, etc).
* Should plan to attend all races.
* Coordinates pit zone management and race day volunteers (food/water, feed zone, etc.)
* Assists with organizing transportation and accommodations when/if necessary.
* Coordinates volunteers for League requests and other team related events (e.g. course marshals, trail building, etc.)

Certifications needed: General Volunteer

* Background Check

Estimated commitment:

* Minimal time commitment during the practice season.
* Should plan on some off-season work.
* Will have some very busy times during races, and at the beginning/end of the season.
* Must pay registration fees.
* Must pay for all certification costs.
* Plan to attend all races and may have travel expenses related to the races.

**Team Promoter**

The Team Promoter is responsible to ensure that our communities are aware of the team and its achievements. This role will be vital to ensuring ongoing support, sponsorship, and participation.

Responsibilities include:

* Makes sure that all team announcements are broadcast.
* Handles all social media accounts for the team.
* Coordinates to have photos taken and video recorded at practices and events.
* Handles promoting the team through news, city publications, and other outlets.
* Works with the schools on announcements, yearbooks, flyers, posters, etc.

Certifications needed: General Volunteer

* Background Check

Estimated commitment:

* Should plan on an average of 1-3 hours a week during the season.
* Must pay registration fees.
* Must pay for all certification costs.
* Plan to attend all races and may have travel expenses related to the races.

**Team Mechanic**

The Team Mechanic is responsible to help the student athletes, coaches, and ride leaders to keep their bikes in good working condition during practices and races. Primarily he/she will assist in repairing mechanical problems that occur during races and practices, but may opt to assist athletes and coaches in between events at his/her discretion. All parts and materials utilized for these repairs should be paid for by the individual bike owner or through the team budget. The Team Mechanic should also be prepared to teach the student athletes how to repair and maintain their equipment on their own.

Responsibilities include:

* Be prepared to assist in repairs during practices and races.
* Maintain the team tool kit and part inventory.
* Teach students how to perform repairs and maintenance.
* Provide 1 or 2 basic repair clinics for the team members during the season.

Certifications needed: General Volunteer

* Background Check

Estimated commitment:

* Should plan on an average of 1-3 hours a week during the season.
* Must pay registration fees.
* Must pay for all certification costs.
* Plan to attend all races and may have travel expenses related to the races.

Note: the Team Mechanic is not required to repair bikes or assist team members outside of practices or race days and should only do so and his/her discretion. Additionally, he/she should not hesitate to refer a team member to the local bike shop when appropriate. The Team Mechanic will not be responsible for damages or expenses incurred while repairing equipment for the team.

**Ride Leaders**

Ride Leaders are absolutely vital to the team. NICA requires a minimum of one Adult Ride Leader for every eight Student Athletes participating in a riding practice. The PG Biking Vikings strive for a 1:4 ratio as this provides the best environment to ensure that all of our student athletes are kept safe and given adequate instruction.

Responsibilities include:

* Be available to attend practices as needed for adequate coverage.
* Assist in executing on practice plans.
* Be responsible to track and manage students in practice group.
* Ensure student safety and management.

Certifications needed: Assistant Coach

* First Aid\*
* CPR\*
* CDC Concussion\*
* Background Check
* 3 PDUs including Risk Management\*
* 20 hours of field work\*

\* These can be completed during the season.

Estimated commitment:

* Should plan on an average of between 2 and 6 hours a week during the season (depending on the number of volunteers and coverage for rides.)
* Must pay registration fees.
* Must pay for all certification costs.

Note: Ride Leaders must have a bike and be able to ride it. We need ride leaders of all skill levels and are happy to train you if you wish to assist the team. Many of our existing staff started as novices and learned to ride along with the students.