



British Cycling Guidelines for Coaching Cycling



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Please note:

This resource is designed to be viewed on a computer and contains hyperlinks that will not be available if printed.

Throughout this resource, the terms *bike* and *bicycle* should be read to include all types of pedal cycle that meet the minimum requirements for safe participation in a coaching session. The terms *rider* and *cyclist* are also interchangeable. References to *parents* are intended to be inclusive of *guardians*. The term *riders with a disability* should be read as a generic term for anyone with a physical or sensory impairment or learning disability.

Any reference to specific levels or disciplines within this document is intended only to include those endorsed by British Cycling (eg Level 1 refers to British Cycling Level 1 etc).

Section 1: Introduction



1.1 Using *The Guidelines*

British Cycling recognises the need for the requirements and expectations placed on coaches to be clearly defined, hence the purpose of this document. The *British Cycling Guidelines for Coaching Cycling* (*The Guidelines* herein) have therefore been developed to promote good practice and ensure all riders receive coaching that is safe, effective, enjoyable and challenging. **The Guidelines are updated regularly to reflect the needs and requirements of coaches and to promote good, safe practice.**

The Guidelines aim to:

- provide guidance to cycle coaches regarding remit and health and safety issues that should be considered when conducting meaningful coaching sessions, or prescribing training for individual riders.
- assist venues and organisations in formulating their own relevant health and safety policies for conducting cycle coaching sessions.

British Cycling believes that it is incumbent on each facility to maintain high standards of coaching practice and safety and, as such, each facility should have its own guidelines, policies and procedures on risk assessment, health and safety, coaching area usage and coaching practice. British Cycling's own guidelines, policies and procedures must, however, be taken as the standard to be applied if British Cycling membership is to be relied on for insurance cover.

This document supports the information provided in the British Cycling Coaching and Education programme's publications and resources. The content of these publications and resources provide specific information on coaching in the various cycling environments and include extensive information on planning, delivering and reviewing coaching sessions, in addition to British Cycling's guidance on risk assessment. As coaching and cycling are continually developing and evolving, the information in *The Guidelines* may supersede some information presented in other British Cycling coaching resources. Where this occurs, updates will be clearly referenced and signposted in this document, within the specific remit section for that qualification. British Cycling template coaching documents are referenced throughout *The Guidelines*. These can be found at:

http://www.britishcycling.org.uk/coaching/article/coa20091014_tools_forms

The Guidelines should be read as complementary to other resources, including the *British Cycling Rulebook* (which covers matters such as gear restrictions for young riders, clothing and safety equipment for specific disciplines) and specific British Cycling policies and adopted policies, such as:

- *Equity Policy*,
- *Safeguarding and Protecting Children Policy*
- *Safeguarding and Protecting Vulnerable Adults Policy*.
- *Code of Practice for Cycling Coaches*

If you have any queries regarding *The Guidelines*, please contact British Cycling's Coaching and Education department.

Section 2: Qualification Endorsement and Insurance



2.1 Overview

The information presented in this section provides an overview of each British Cycling Coaching and Education qualification and the details regarding the prerequisites for maintaining coaching validity, such as insurance, first aid and safeguarding status. The specific remit details for each coaching qualification can be found in Sections 6–15.

2.2 Coaching Insurance

British Cycling advises coaches to have valid insurance cover in place, to protect them in the event of claims made against their coaching practice. British Cycling membership can provide *Public Liability* and *Professional Indemnity* insurance cover to those in possession of a recognised British Cycling coaching qualification.

The terms and conditions of British Cycling insurance for Coaches can be found in British Cycling's 'Legal and Insurance Benefits Explained' booklet and on the British Cycling website using the following link:

<http://www.britishcycling.org.uk/legalandinsurance>

Be aware that coaching employment status and/or earnings from coaching can affect British Cycling insurance cover.

2.3 First Aid Training

Coaches should maintain an up to date First Aid certificate. As a minimum, the first aid training should lead to the award of an Emergency First Aid Certificate and include the following elements:

- The role of the first aider
- Dealing with the wounded and bleeding
- Cardiopulmonary Resuscitation
- Primary Survey
- Dealing with an unconscious casualty

More information regarding the specific first aid requirements can be found at: <http://www.britishcycling.org.uk/coaching/article/2015-0109-coaching-static-content-First-Aid-requirements-0>

2.4 Safeguarding Training

If coaching riders under the age of 18 years of age and/or vulnerable adults, British Cycling requires coaches to have:

- current Safeguarding and Protecting Children training
- a valid Disclosure and Barring Service (DBS) check (issued by British Cycling).

Safeguarding and Protecting Children training

British Cycling expects coaches (regardless of qualification level or discipline) that coach riders under-18 years of age and/or vulnerable adults to maintain an up to date Safeguarding and Protecting Children certificate. Safeguarding and Protecting Children certificates are typically valid for 3 years. Workshops are delivered by external training providers such as Sports Coach UK and Local Authorities and are typically 3 hours in duration.

Disclosure and Barring Service (DBS) check

In addition to safeguarding training, coaches are expected to have a valid Disclosure and Barring Service (DBS) check issued by British Cycling, if coaching riders under the age of 18 years or vulnerable adults on a regular basis.

Safeguarding Questions and Reporting Concerns

British Cycling has a dedicated team to answer any safeguarding questions or investigate any concerns. The safeguarding team can be contacted on email at: compliance@britishcycling.org.uk or telephone 0161 274 2082. The team can also be contacted outside of office hours on 0161 274 2002.

2.5 British Cycling Coaching Qualifications

[Table 1.1](#) lists the current coaching qualifications offered by British Cycling. Coaches should ensure they are qualified to operate in the environment in which they are coaching. British Cycling Coaching and Education provides additional training opportunities beyond the qualifications listed in [Table 1.1](#). These are provided as professional development opportunities for coaches and do not automatically extend the coaching remit, unless explicitly stated in this document.

Table 1.1: Current British Cycling coaching qualifications

Coaching Qualification	Role	Resources/ Publications*	Group Size	Maximum Group Size (with Two or More Coaches)	Guidelines Section
Level 1 Award in Coaching Cycling	Deliver simple coaching activities to groups of beginner and novice level riders. Assist more qualified coaches.	Level 1 Coaching Handbook Gears 1 and 2 Coaching Workbook	3 -15 riders	15 riders	Section 7
Level 2 Certificate in Coaching Cycling	Improve riding technique of beginner, novice and intermediate-level riders.	Level 2 Coaching Handbook: Coaching Principles and Practice Gears 1 and 2 Coaching Workbook (2012) Gears 3 and 4 Coaching Workbook (2012)	3 – 20 riders	20 riders	Section 8
Level 2 BMX Coaching Award	Develop and improve technical performance of BMX riders.	Level 2 Coaching Handbook: BMX BMX Gears 5 and 6 Coaching Workbook	1** - 16 riders	16 riders	Section 10
Level 2 Cycle Speedway Coaching Award	Develop and improve technical performance of cycle speedway riders.	Level 2 Coaching Handbook: Cycle Speedway Cycle Speedway Gears 5 and 6 Coaching Workbook	1** - 20 riders	20 riders	Section 11
Level 2 Cyclo-cross Coaching Award	Develop and improve technical performance of cyclo-cross riders.	Level 2 Coaching Handbook: Cyclo-cross Cyclo-cross Gears 5 and 6 Coaching Workbook	1** - 20 riders	30 riders	Section 12
Level 2 Mountain Bike Coaching Award	Develop and improve technical performance of mountain bike riders.	Level 2 Coaching Handbook: Mountain Bike Mountain Bike Gear 5 Coaching Workbook Mountain Bike Gear 6 Coaching Workbook	1*** - 8*** riders	16 riders	Section 13

* Where a date is shown, this denotes the most recent version of the resource.

** If coaching riders who are under the age of 18 years, or vulnerable adults, additional supervision by a responsible adult (parent, guardian or other appointed person) is required.

*** Maximum group size may be increased to 1:16 if coaching techniques in a non-technical area.

Table 1.1: Current British Cycling coaching qualifications - continued

Coaching Qualification	Role	Resources/ Publications*	Group Size	Maximum Group Size (with Two or More Coaches)	Guidelines Section
Level 2 Road Coaching Award	Develop and improve technical performance of road race, sportive and time trial riders.	<i>Level 2 Coaching Handbook: Road Road Gears 5 and 6 Coaching Workbook</i>	1** - 20 riders	30 riders	Section 14
Level 2 Track Coaching Award	Develop and improve technical performance of track riders.	<i>Level 2 Coaching Handbook: Track Track Gears 5 and 6 Coaching Workbook</i>	1** - 16 unaccredited/ novice riders 1** - 20 accredited/ experienced riders	30 riders	Section 15
Level 3 Certificate in Coaching Mountain Bike	Plan and implement coaching programmes for mountain bike riders.	<i>Level 3 Coaching Handbook: Coaching for Performance Level 3 Coaching Handbook: Mountain Bike Mountain Bike Gear 7 Coaching Workbook</i>	1** - 8*** riders	16 riders	Section 9 and Section 13
Level 3 Certificate in Coaching Road and Time Trial	Plan and implement coaching programmes for road race, time trial and sportive riders.	<i>British Cycling Level 3 Coaching Handbook: Coaching for Performance British Cycling Level 3 Coaching Handbook: Road British Cycling Road and Time Trial Gear 7 Coaching Workbook</i>	1** - 20 riders	30 riders	Section 9 and Section 14
Level 3 Certificate in Coaching Track Cycling	Plan and implement coaching programmes for track riders.	<i>British Cycling Level 3 Coaching Handbook: Coaching for Performance British Cycling Level 3 Coaching Handbook: Track British Cycling Track Gear 7 Coaching Workbook</i>	1** – 20 riders	30 riders	Section 9 and Section 15

* Where a date is shown, this denotes the most recent version of the resource.

** If coaching riders who are under the age of 18 years, or vulnerable adults, additional supervision by a responsible adult (parent, guardian or other appointed person) is required.

*** Maximum group size may be increased to 1:16 if coaching techniques in a non-technical area.

Coach Status

Qualified coach

A qualified coach is one who has satisfied the assessment criteria for that qualification. A qualified coach must maintain the requirements in [Section 2.2](#) to retain a valid coaching licence.

Trainee coach

Trainee coach status is applied to all coaches who have satisfied the minimum criteria to begin their practical coaching experience (ie attended part or all of their learning programme) but have not yet completely satisfied all the assessment tasks to obtain that qualification. Trainee coaches will have restrictions placed on their remit and activities that they can undertake. Qualifications also have a limited registration period in which the qualification must be completed and fully qualified status attained. This limitation is 1 year for Level 1 and Level 2 qualifications, including disciplines, after which trainees will be required to complete the whole course again.

Candidate coach

Candidate coach status is applied to any coach who has begun their training (ie attended part or all of their learning programme) but has not yet satisfied the minimum criteria to begin their practical coaching experience. Typical limiters to attaining trainee coach status include:

- not passing a practical coaching assessment task
- not having coaching insurance, or a First Aid certificate in place.

Candidate coaches have 1 year to move from candidate to trainee status before having to attend the course again

Minimum Age

The minimum age to qualify as a Level 1 coach is 16 years old. For all other British Cycling coaching qualifications, the minimum age to qualify is 18 years old.

2.6 Legacy Qualifications

Legacy qualifications are the qualifications that once formed part of British Cycling's Coaching and Education programme, but have since been updated and superseded due to British Cycling's alignment with the United Kingdom Coaching Certificate (UKCC). These legacy qualifications are outlined below.

Club Coach Award

The Club Coach Award was introduced in 2001 and delivered until 2005, when it was superseded by the introduction of the UKCC programme. The Club Coach Award did not specify the coaching environment or have a discipline-specific technical syllabus. The remit of club coaches permitted delivery of training prescription to individual riders and basic and intermediate technique coaching sessions.

Activity Coach Award

The Activity Coach Award was introduced in 2003 and delivered until 2005, as a pilot to the introduction of the current UKCC programme Level 2 Certificate in Coaching Cycling. The Activity Coach Award did not specify coaching environment or have a discipline-specific technical syllabus. The remit of Activity Coaches permitted delivery of basic and intermediate technique coaching sessions to groups of riders.

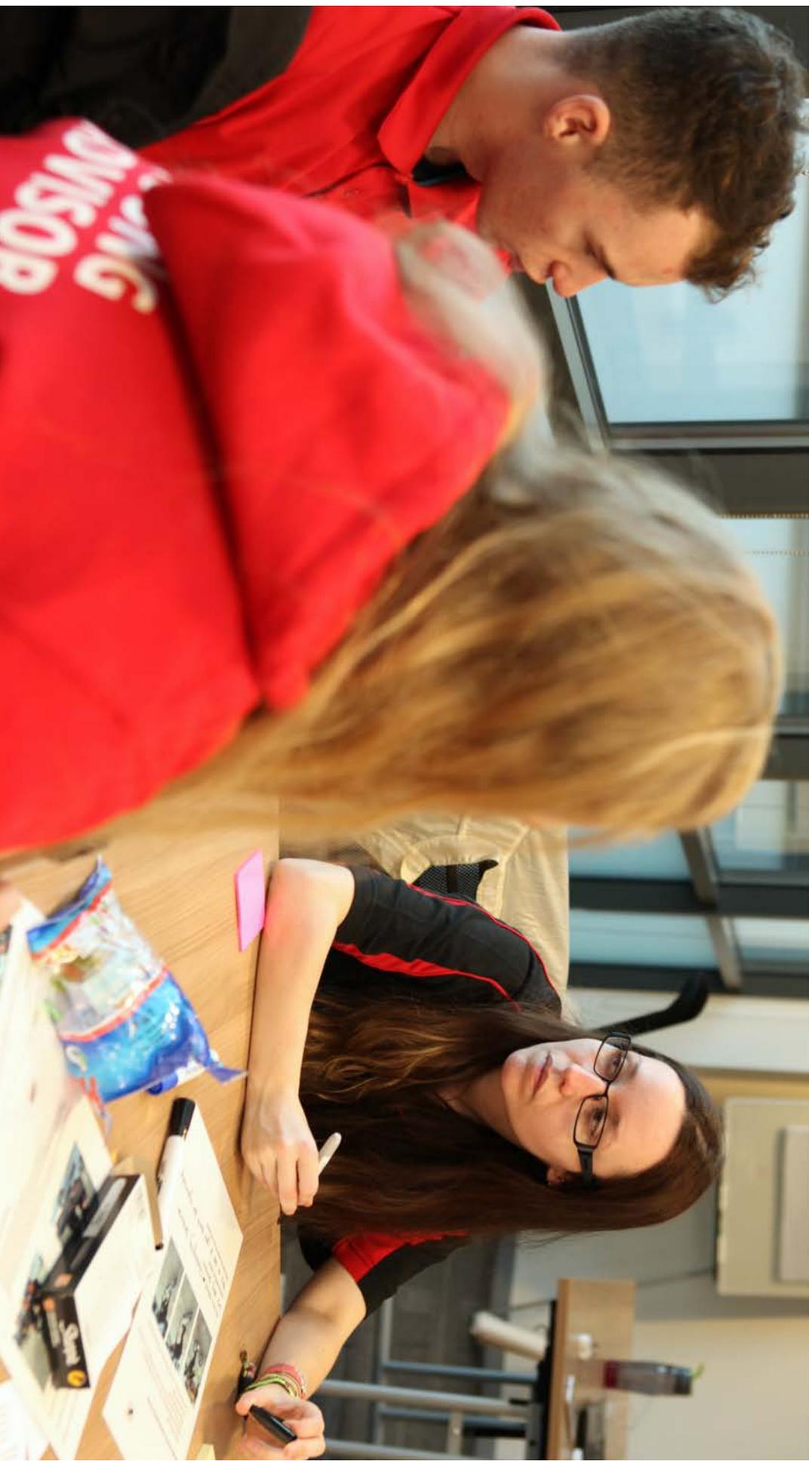
Legacy Qualifications and the UKCC Pathway

Coaches are expected to stay up to date with progress within coaching and their chosen cycling discipline(s).

This includes keeping up to date with their personal training and development. The introduction of the UKCC and the development of British Cycling's Coaching and Education programme has provided an extensive sport-specific syllabus from Level 1 up to Level 3 and covers six cycling disciplines, as outlined in [Table 1.1](#). These qualifications provide extensive technical detail and reflect current coaching practices.

Coaches in possession of the Club Coach or Activity Coach Award should transfer to the current (UKCC) British Cycling training path that reflects their coaching requirements at the earliest opportunity. This is to ensure their coaching practice is up to date, effective and, above all, safe for the environment within which they coach. Club Coaches and Activity Coaches can enter the UKCC pathway at the Level 2 Discipline-specific Award.

Section 3: Before Coaching Begins



3.1 Overview

Prior to any coaching sessions taking place, there are a number of important considerations that need to be addressed. The following points are relevant to all coaches, irrespective of their level of qualification or whether they are coaching groups or individuals.

3.2 Rider Information

Rider Information and Coaching Consent

Coaches should collect and retain details for each rider being coached, including their name, address and emergency contact information. Riders should not participate in a session, or commence a training programme, until the information gathered on a *Rider Information and Coaching Consent Form* has been collected. For gathering consent and information for riders under the age of 18 and vulnerable adults, see [Section 3.3](#). This information is confidential, must not be shared with third parties (except when necessary for emergency response requirements) and should be stored securely.

Medical Information

To facilitate safe participation, coaches should know about any specific health requirements or medical conditions of the riders. Where possible, this information should be sought in advance, through the completion of a *Rider Information and Coaching Consent Form* and/or *Rider Profile Form*. However, it may also be necessary to talk directly with the rider and/or parent.

Emergency Contacts

Appropriate details regarding each rider taking part in the session should be readily available during every session (eg their name, emergency contact details and other relevant details, such as medical conditions or health requirements).

Register of Attendance

A register of attendance should be completed for every session. It is good practice to have a clear and accurate record of everyone involved in the session. This will ensure the coach is able to identify who was in attendance at a particular session should an issue be raised at a later date that requires this information.

3.3 Coaching Riders Under 18 Years of Age and Vulnerable Adults

Gaining Consent

A completed *Rider Information and Coaching Consent Form* should be gained from the parents, guardians or carers for any rider under the age of 18 or vulnerable adult participating in coaching sessions or having individual training prescribed. Riders should not be allowed to participate in a session, or commence a training programme, until consent has been gained.

Group Sizes and Supervision by Responsible Adults

For Level 1 and Level 2 coaches, when coaching riders who are under 18 years of age, or vulnerable adults, the minimum group size for coaching sessions is three riders.

For discipline-specific coaches and Level 3 coaches who can deliver coaching to an individual rider, a parent, guardian or other responsible adult (nominated by the parent or guardian) should be present to accompany the rider.

It is recommended that, when coaching riders who are under 18 years of age, or vulnerable adults, a minimum of two responsible adults (one person being the coach) are present at all times to ensure an adequate level of supervision. This means that, in an emergency, one

adult can stay with the riders while the other goes for help or deals with the emergency, without having to consider supervision of the rest of the group. It can also prevent any allegations regarding one-to-one contact with young children.

Rider Arrival and Departure

The consent gained should detail how, typically, the rider will get to and from coaching sessions (eg escorted by a parent, riding to the session alone etc). Riders under the age of 16 are expected to remain in the session from beginning to end, unless they have made prior arrangements to be picked up early. If a rider has to leave early or is being collected by someone other than the parent, the parent must advise the coach of the details of the arrangement, including who will be collecting the rider and when. The coach should also agree departure times and procedures with parents before the session commences.

Equipment

Parents' or carers' of riders under the age of 18 or vulnerable adults are ultimately responsible for ensuring that the correct personal clothing and equipment is brought to sessions and maintained to a safe standard.

Keeping Riders in Sight

Riders under the age of 14 should be kept in sight of the coach during coaching activities.

When coaching riders aged 14–18, riders may be out of sight for short periods, with the assistance of an additional coach or volunteer required to marshal the area that is blind to the coach. When making this decision, the safety of the riders is paramount. If the coach has any concerns regarding the safety of the riders, they should not be allowed out of sight.

The circumstances that require riders to be out of sight may, for example, include using a circuit-based

coaching area, where the line of vision is obscured, such as a closed-road circuit or a short woodland-based mountain bike circuit. Activities in these environments would include performing laps, where the duration of laps are predictable and riders are expected back in sight frequently. It is not good practice for riders to be out of sight for prolonged periods alone, for example if a mountain bike rider wants to practise a particular section of trail away from the rest of the group.

The decision to allow riders out of sight should be based on the experience of the riders and the planned activities. Riders should have gained sufficient experience to demonstrate they can safely perform the planned activities and be familiar with each part of the coaching area in full view of the coach before they are out of sight for any duration.

Training Prescription

The minimum age for prescribing training to individual riders is 14 years; however, for the majority of riders, it may be more appropriate to begin prescribing training at the age of 16 years or older. The decision to start prescribing training to a rider should be based on the level of the rider's physical and mental maturity.

Prescribed training sessions are often performed by riders in the absence of the coach. In such instances, the coach may provide advice and recommendations to the rider for safe participation in prescribed training sessions; however, parents of riders under the age of 18 are ultimately responsible for rider safety and training areas being used. This should be made clear to the riders and their parents at the onset of coaching.

3.4 Risk Assessment and General Safety Considerations

Conducting a Risk Assessment

A risk assessment must be completed and recorded for all venues where cycling sessions are delivered. The risk assessment should consider the planned session content, with due consideration for the ability and age of the riders in the group, as well as the venue, size and surface conditions. Meeting points should allow vehicle access and also have a telephone and/or mobile telephone signal.

The risk assessment must be reviewed prior to each session and any identified actions implemented before any cycling activity is undertaken at that venue.

Recording that the review and implementation of the risk assessment has taken place can be done by completing Section 2B of the *Risk Assessment Form for Coaches*. Guidance for completing risk assessments is provided within the training to become a British Cycling coach.

Emergency Procedures

Coaches should have access to a first aid kit and have a first-aider present on-site. This should include the coach, however may also include a venue appointed first aid officer. Coaches should have an emergency strategy, including knowing how to contact on-site staff, the location of the nearest telephone, knowing the exact location of the venue, emergency contact details and how to contact the emergency services, as well as an evacuation plan. They must also be aware of the content of the Emergency Operating Procedures and the Normal Operating Procedures of the venue.

Group Sizes

The group sizes provide a minimum and maximum group size to ensure a safe coaching session. Coaches should be aware that the maximum group size may not be appropriate for all coaching situations, depending on the riders' ability. This should be considered as part of the coaches risk assessment when session planning, to identify appropriate rider numbers to promote session safety. Coaches should only work with the number of riders with which they feel confident and competent.

The group size should be sufficient to enable meaningful coaching input to be given to all riders in the session. For example, younger children and beginners may require extra supervision. Generally, it is expected that beginner and less experienced riders will require a smaller group size, while a higher group size (up to the stated maximum) would be appropriate for more experienced riders.

Group sizes may not be exceeded; however, in some coaching environments, the maximum group size can be increased with additional coaching support. Where this is possible, details are outlined in the specific coaching remit sections. Where this is not possible, additional coaches may operate discrete coaching activities in a suitably separated (eg cordoned-off) area.

Additional Personnel

Consideration should be given to whether additional personnel are required to ensure safe running of the session. Anyone enlisted to help should be suitably qualified for the role and tasks they are required to undertake. Additional personnel may be required if:

- young riders will be out of sight for short periods
- on-the-bike (ride-through) observation is planned (See [Section 4.4](#))
- rider numbers may exceed the Group Size or what is considered to be a safe number of riders to coach according to the risk assessment.

Bike, Helmet and Clothing Check

The bike, helmet and clothing check prevents unsafe or inappropriate equipment from being used. Please refer to [Section 3.5](#) for more guidance on bike, helmet and clothing requirements.

Meeting Points and Use of the Public Highway

Where possible, coaches should arrange to meet the riders at the coaching area; however, this may not always be possible. Where crossing or using the public highway is involved, or moving riders to reach the coaching area is required (eg off-site, or to a different coaching area at a large venue), this should be detailed in the coach's risk assessment (ie Section 1B if using the *British Cycling Risk Assessment Form for Coaches*). Riders under the age of 18 must be under the coach's direct supervision throughout the route and specific parental consent should be gained (See *Rider Information and Coaching Consent Form*).

Short sections of public highway may be ridden by riders if they have either:

- previously demonstrated safe, confident and consistent riding performance of the required riding skills to ride on the road in a traffic-free area
- have substantial experience of riding on the road already
- have attained at least Level 2 Bikeability.

Use of the public highway should be minimal, where no other option is available. No coaching activities can take

place on the route between the meeting point and the coaching area. The route must be risk-assessed in advance, taking into consideration:

- the skill level of all the riders
- whether it is best for the riders to walk with their bikes through particular sections
- whether *book-ending* (ie having a responsible person at the front and rear of the group) the group of riders, as well as organising in single or double file is required.
- where the turns, junctions and hazard points are
- what crossing points may be available and useful to improve rider safety (ie pelican crossing, zebra crossings).

Level 1 coaches are not insured to use the public highway to move riders between separate meeting and coaching areas.

The coach should be able to provide exact locations for all meeting points and coaching venues (such as grid references or landmarks). It is good practice to log these locations with a venue/club official or other responsible person (appointed contact), as well as approximate timings and the intended route to and from each location. These details (in addition to the telephone number of the appointed contact) should also be made available to the parents of any riders who are under the age of 18 or vulnerable adults.

Distance from Access and Assistance

Coaching areas should be within 10 minutes' walk (approximately one kilometre) from an appropriate access point to allow access for emergency services if required. Access points should allow vehicle access, suitable shelter for your group and access to telephone communications (a telephone and/or mobile telephone signal).

In the case of an emergency, coaches should carefully consider their mode of transport for gaining help. Whether cycling or on foot, coaches should cover the distance to obtain help in a calm manner to reduce the risk of injuring themselves. In an emergency, do not automatically assume that cycling for assistance is the safest or quickest way to gain help.

3.5 Clothing and Equipment

Suitable personal clothing and equipment is essential for safe and enjoyable participation in cycling sessions and to minimise risk due to unsafe or inappropriate equipment being used. This section covers the bike, helmet and clothing check considerations.

Bike Check

The coach's responsibility is to present and maintain an environment that allows for safe rider participation. This includes assessing that riders' bikes are maintained to a safe standard and are appropriate for the planned activities. The 'W' Check provides guidance to the scope and extent of a bike assessment conducted by a British Cycling trained coach.

Any rider with a bike that is deemed unsafe or inappropriate, or becomes unsafe during the session should not be allowed to participate further using that bike. The rider (and their parents, if under 18 years) should be notified of the reason, to ensure it can be fixed for future sessions (In such cases, the coach may choose to establish an alternative way to involve the rider in the session).

How bike checks are conducted will vary depending on the age and experience of the riders in that session. Empowerment and responsibility for their own equipment is an integral part of any bike rider's development. Bike checks reduce, but do not

completely eliminate the chance of a mechanical failure of a piece of equipment or cycling component during a session.

Clothing

Specific details for the types of clothing used within each cycling discipline can be found in the remit for each specific coaching qualification (Section 6 onwards); however, loose clothing should be avoided or adapted and laces should be tucked into shoes to avoid getting caught in the moving parts of the bike.

Footwear and pedals

Riders may use either clip-in or flat pedals. The footwear used should be appropriate for the selected pedal system. Riders using clip-in pedals must be familiar with their operation before participating in any other coaching activities. Flat pedals and shoes are preferred for Level 1 and Level 2 coaching activities, as they allow riders to put their feet on the floor more easily. Flat pedals and shoes are also recommended for technique development within the disciplines such as BMX, cyclo-cross and mountain bike. Clip-in pedals are recommended for use by experienced riders.

Helmet Policy

Participants of any activity supervised by a British Cycling coach will wear a cycle helmet. The only exceptions will be when wearing a cycle helmet is not compatible with a religion or faith (eg for participants wearing a turban). On such occasions, the cyclist may be permitted to participate but this will ultimately depend on the coach carrying out a risk assessment to consider the capability of the cyclist, the planned activity and the overall environmental conditions. Any such cyclist (with a parent or guardian if under 18) should discuss the matter with the coach at the earliest opportunity. British Cycling is keen to include members from all sections of the community and reasonable adjustment will be made

to coaching programmes to facilitate progress in the sport for all.

British Cycling strongly recommends that cyclists wear a cycle helmet when engaged in any cycling activity. This is to prevent additional injuries occurring should a collision or incident happen.

Helmets should conform to a British standard (CE marked).

Coaching Equipment

A responsible coach will ensure that all equipment is in good working order, maintained appropriately and that the manufacturer's instructions are followed regarding usage, maintenance and storage. Coaches should keep a record of damaged or missing parts and report them to the appropriate person so that they can be mended or replaced accordingly. Any equipment used should be appropriate to the activity, riders and coaching area. A general coaching kit bag may include:

- cones
- flat markers
- limbo set (used so the cross bar can be easily knocked off the clips in the direction of travel)
- coloured bibs
- crates
- water bottles
- tape measure
- stopwatch
- whistle
- chalk/spray chalk.

Additional equipment (extra to that found in a general coaching kit bag) specific to each cycling discipline and level is outlined within the remit for each coaching qualification.

Indoor Trainers

British Cycling recognises that static/indoor trainers, such as turbo trainers, Wattbikes and rollers are fundamental for supporting the technical and physical development of riders and are also used extensively for warming up and cooling down at events.

Coaches leading static/indoor trainer coaching sessions should not be riding during the session (for example as a spin-instructor might do so, positioned in front of the other riders). This is so that coaches can move between riders and offer help and support to them where required. Coaches may choose to demonstrate on the bike where appropriate but the focus should be to observe and develop riders.

Delivery of static/indoor trainer coaching sessions is not within the remit of Level 1 coaches.

Section 4: During Coaching Sessions



4.1 Overview

During coaching sessions, there are a number of important considerations that need to be addressed so the safety of the session is maintained. The following points are relevant to all coaches, irrespective of their level of qualification or whether they are coaching groups or individuals.

4.2 Session Safety

Safety Briefing

Coaches should ensure riders and others involved in the session have the relevant health, safety and emergency information to promote safe participation. Coaches should avoid extensive briefings, as this will lose rider engagement. Relevant information might include:

- an explanation of safety issues and hazards identified at the venue (e.g a session running on an adjacent area)
- an explanation of any specific safety or operational requirements associated with the planned session (eg instructions on how to leave the activity safely, explaining the direction of travel around the coaching area)
- information about the emergency procedures and what instructions may be given.

The safety of the session should be maintained throughout, which may include providing additional safety points as the session progresses or activities develop.

Accidents or Illness

Coaches should position themselves at a location that enables a good view of the coaching area and easy access to riders if an accident occurs. If an accident does occur during a session and riders are injured, or a rider becomes ill, it is important to manage the situation promptly and in accordance with the planned emergency strategy. This should include:

- giving the people involved in the emergency clear, concise and correct instructions
- carrying out their role in the emergency procedure calmly and correctly
- maintaining the safety of the people involved, including themselves
- following the established procedures for reporting the emergency (see [Section 5.2](#)).

4.3 Coaching Activities

Use of the *British Cycling Gears Coaching Workbooks*

The *British Cycling Gears Coaching Workbooks* can be used to inspire, guide and inform coaches about ways to develop riders' technique through fun, interesting and engaging sessions. These activities are progressive and designed to be delivered in a logical order, as outlined in the resource. The *Gears Coaching Workbook* activities should be run in accordance with the guidance outlined in this document. Guidance notes and safety information within the original *British Cycling Gears 1–4 Coaching Workbooks* (undated) have now been superseded by a revised version (with a published date of 2012):

- Version two of *Gears 1 and 2* is now available to qualified Level 1 coaches.
- Version two of *Gears 1 and 2*, and *Gears 3 and 4* is now available to qualified Level 2 coaches.
- Coaches can request version two of these resources by contacting: education@britishcycling.org.uk

Rider Assessment and Progression

Throughout a session, ongoing assessment by the coach of the riders' performance is required to establish that their level of experience, ability and physical readiness to participate matches the activity being delivered. Activities should only be progressed when the coach is satisfied that the riders have the necessary experience and ability to take part in that planned activity progression.

Participating in coaching sessions can be fatiguing for riders, especially beginners. Riders may lose concentration as they fatigue. Coaches should ensure that riders take enough rest to ensure safety is maintained and recognise when it is necessary to stop or adapt activities to meet participants' needs.

To help guide coaches with technique assessment and progression, *technique continuums* are included within the British Cycling resources produced since 2013. These outline a logical sequence of delivery for *Core Cycling*, *Bike-handling* and *Group Riding* techniques, and for techniques in several discipline-specific environments. Resources are available for purchase for coaches who trained prior to 2013. These are available by contacting: education@britishcycling.org.uk

Clear Instructions

When engaged in group riding activities, clear instructions regarding pace and distance between riders should be provided. This should be appropriate to the riders' age and experience and could include describing pace as *walking, jogging or running* and distance such as *wheel-sized or bike-length* gaps. The direction of travel within coaching areas should be clear to all riders and maintained at a level where safe participation can take place.

Finish Line Set-up and Race Activities

Activities that have a clear finish line to which two or more riders are encouraged to sprint should have an additional line marked out at an agreed distance from the finish line. This 'freewheel line' is the line over which all riders must ride to have their time or place recorded. This additional space provides a run-off area for riders to slow down safely after crossing the finish line. Riders should be instructed to hold their line and reduce speed gradually, not stopping suddenly when they reach the finish line.

For activities that require riders to perform intermittent sprints within a longer race activity (such as a points race or elimination race) an appropriate neutral distance or neutral lap (where racing is temporarily paused, but easier paced riding continues to allow riders to regroup) should be introduced following each sprint to allow riders to regroup. Novice riders should never be introduced to a competitive sprint activity without progressing through the relevant ability stages.

4.4 Coach Participation in Sessions

Coaches may be required to ride during a coaching session in order to:

- escort riders to and from the coaching area (see [Section 3.5](#)).
- provide technically correct (ride-through) demonstrations.
- observe rider performance during activities while riding (if appropriate to the activities and coaching area).

Coach participation as a rider within a session's activities could compromise the safety of both the riders and the coach.

Coaches conducting on-the-bike observations of rider performance must consider whether their own current fitness and technical ability will allow them to safely and effectively perform a ride-through observation with the group. Another coach (who is also qualified to coach in that coaching environment) should be at a designated point on the circuit throughout the session (ie at the activity start/finish point), to control the session and activities, as well as be on hand in case of emergency. The coach making the on-the-bike observations should coordinate their feedback with the other coach controlling the session and the activities. It is expected that this method of observation may be useful for group riding activities on closed-road circuits.

In summary, a coach who is riding with the group should:

- have a qualified support coach at a designated point on the circuit
- have sufficient fitness and technical ability to be able to maintain their own riding performance and safety, as well as promote the safety of the group.
- Maintain a safe distance from the riders in the activity, for example riding to the side of, or behind the group. Coaches should not ride within the group or take part in the activity itself. If this is required coaches need to consider including expert riders in the session.
- Provide only pre-agreed instructions and signals to riders. This will prevent riders becoming distracted or confused. Coaching points and feedback should be provided when the riders and the coach are at a standstill.

Support Coaching Roles and Assistant Coaches

The lead coach is responsible for the overall session planning and coordination of the session. This individual is therefore responsible for recruiting and deploying appropriately qualified coaches to support that delivery. Support coaching roles for a coach with an appropriate qualification for that environment may include:

- assuming responsibility for activities - for example if the lead coach needs to provide demonstrations or personally make on-the-bike observations
- providing support in activity coordination – for example supervising a different group or part of the coaching area
- provide additional feedback – for example making on-the-bike observations for the lead coach
- co-delivery – to increase the maximum permissible group size.

Support roles for coaches who are not qualified to coach in that environment may include:

- gaining experience in a different coaching environment – for example a Level 2 coach could assist a Level 2 BMX coach with their observations and support with feedback on the track, but they would not be able to coach or lead an activity on the BMX track. Note that no responsibility for the group or for activities can be given to assistant coaches in a coaching environment for which they are not in possession of the relevant coaching qualification.
- providing additional, or supporting, coaching activities – for example, a Level 2 coach could support a Level 2 BMX coach by delivering Level 2 activities on a flat area next to the BMX track.

Expert Riders

Expert riders may assist with coaching activities. They should be responsible and experienced riders, who are both fit enough to be part of the group and able to accurately and correctly perform the techniques to be coached within the session. Expert riders do not have a coaching role – their role is to provide a rolling demonstration for the other riders to refer to during activities.

4.5 Rider Testing

British Cycling coaches should not conduct any test that is beyond their own level of competence, knowledge, experience and qualification. British Cycling coaches must recognise their limitations in qualifications, experience, expertise and competence and must operate within these limits. Coaches conducting rider testing should only employ equipment and techniques they are qualified to use and interpretation of the results should be restricted to those which they are qualified to give.

British Cycling coaches must not undertake any invasive sampling processes unless they have undertaken the appropriate training and have the relevant insurance cover to do so. This includes lactate testing, involving the collection of arterial, venous, arteriased or capillary blood.

Coaches conducting tests on a rider must ask the rider if there are any medical issues that may impact on their ability to complete the test. If the coach is in any doubt, the rider should be advised to consult their GP before undertaking the test. In this instance, the coach should not conduct any testing until written clearance is received from the rider's GP. The law requires that working practices are safe and that the welfare of the client is paramount.

Most coaches undertake fitness assessments with riders to gauge their current levels of fitness. There are many standard tests that measure the individual components of fitness, some of which have been adapted for specific sports. While many tests can be carried out in the field (eg time trials and timed sprints), several tests (eg VO₂ max tests) require the use of specialist equipment and are best carried out in laboratories. British Cycling strongly recommends that these types of test are conducted by British Association of Sport and Exercise Science (BASES) accredited laboratories and personnel. The process of accreditation demonstrates that equipment is regularly calibrated, is reliable and has been validated, and that health and safety procedures are in place. Personnel have also met a minimum level of expertise and have demonstrated that they can provide a suitable level of feedback to clients.

4.6 Fundamentals of Movement

Functional movement skills can be included in sessions delivered by all levels of coach. Coaches looking to improve their knowledge in this area should attend a coach development workshop.

Section 5: After Coaching Sessions



5.1 Overview

Evaluating and reflecting on coaching session delivery is good coaching practice and it is recommended that coaches spend time following each session to assess what went well and to identify what areas they could improve on. Following a coaching session, coaches should also undertake the recording and reporting of accidents, injuries, faulty equipment and issues relating to the coaching area.

5.2 Recording and Reporting Accidents and Injuries

It is essential to record any accidents or injuries that occurred during a session. When documenting an injury or illness coaches should:

- Briefly note it in the relevant box on the session plan.
- Record the full details on a *British Cycling Incident Report Form*
- Send the *Incident Report Form* to British Cycling via: incident@britishcycling.org.uk to satisfy your insurance requirements.

Recording accident details will help to identify any trends or re-occurring accidents as well as areas that could be addressed to improve safety. This record will also be vital in the event of a legal action. Coaches should keep a copy of all documentation for their records and in case it may be required for a legal action.

Coaches should encourage riders completing individual, prescribed training to record accidents, injuries or illnesses that occur during training in their training diary and remind them to inform the coach. This will allow coaches to adapt or halt the rider's training until the rider has recovered.

Section 6: Guide to Sections 7–15



6.1 Overview

Sections 7–15 of *The Guidelines* details the specific operating remits for each British Cycling qualified coach. This section is intended to provide a guide to the format and use of Sections 7–15. Each British Cycling coaching qualification has been designed around a specific remit, to enable coaches at each level and qualification to operate safely and effectively within these parameters. The coaching remits depend on several factors, outlined below.

Group Size

The Group Size is the minimum and maximum number of riders that coaches are insured to coach. These group sizes are specific to each qualification and coaching environment. The maximum group size is also stated within this section. This is the total number of riders that can take part in coaching activities when additional coaches who possess the appropriate qualifications are recruited.

Although maximum group sizes are stated, the number of riders in a group should not exceed what is deemed safe in the risk assessment, based on the coach's and riders' level of experience. This could be substantially lower than the maximum stated number.

Area

The area relates to the selected coaching venue and the technical features included in that area. The coaching area may vary depending on the cycling discipline, although many coaching areas are suitable for different cycling disciplines. Whilst some coaching areas are clearly specific to certain disciplines, the type of equipment used (eg bikes), the coaching activities (eg tasks) and the technical features included (eg including portable ramps in a flat area changes the coaching area from a Level 1 to BMX-specific) can affect the coaching environment and therefore coaching remit.

Task

The task refers to the coaching activities. Each coaching qualification has a technical syllabus, which is outlined in the *British Cycling Coaching Handbooks* and *Gear Coaching Workbooks* that correspond to that qualification.

Any amendments to the technical syllabus (and therefore coaching remit) for each qualification are detailed within this document, in the 'Task' section for that qualification. This information supersedes what is provided in the original qualification resources or previous versions of *The Guidelines*.

Equipment

The equipment section is divided into bikes, helmets, clothing and coaching equipment.

Bikes

This section describes the types of bike that are permitted within coaching activities at each coaching level. Different types of bike can be used within the same sessions. However, specific modifications, adaptations or considerations may be required. Appropriate bikes and their due considerations are presented in this section.

Helmets

This section describes the types of helmet that are appropriate within each coaching environment.

Clothing

This section describes the types of clothing suitable for each coaching environment.

Coaching equipment

General coaching equipment is outlined in [Section 3.5](#). Additional coaching equipment may be appropriate when coaching in particular cycling discipline environments and is detailed in this sub-section.

Section 7: Level 1 Coach



7.1 Overview

The primary role of a Level 1 coach is to deliver safe cycling activities and provide basic technical feedback to groups of riders. Level 1 coaches who are under 18 years old must work under the direct supervision of another qualified coach (at Level 1 or above) who is at least 18 years old.

Level 1 coaches must coach within the remit outlined below.

7.2 Group Size

Level 1 coaches must operate within the following group sizes:

- a minimum of three riders in a session
- a maximum of 15 riders in a session

The maximum group size within one coaching area must not exceed 15 riders, even if there is more than one Level 1 coach present.

7.3 Area

Level 1 coaching sessions must be delivered in a traffic-free area. The riding surface should offer predictable grip and traction. Riders must be able to roll over any obstacles without pedalling and with both wheels remaining in contact with the ground at all times. Riders should be able to ride gradients with confidence and ease. The coaching area must not exceed the technical ability of the riders and should be appropriate to the activities outlined in the Level 1 technical syllabus ([Section 7.4](#)). Coaching areas may include the use of:

- sections of closed-road circuits
- non-technical off-road terrain (such as park playing fields, school fields, fire road/hard-pack area),
- Indoor areas (such as sports halls) – suitable for low speed technical skills activities only (subject to risk assessment outcomes).

Meeting Points and Moving Riders to the Coaching Area

It is not appropriate for a Level 1 coach to lead a group of riders along a public highway to get to a coaching area.

7.4 Task

Technical Syllabus

The Level 1 technical syllabus covers bike-handling, core cycling and group riding techniques and is outlined in the *British Cycling Level 1 Coaching Handbook* and *British Cycling Gears 1 and 2 Coaching Workbook*.

Activities that are included within the *British Cycling Level 1 Coaching Handbook*, *British Cycling Gears 1 and 2 Coaching Workbook* and any other British Cycling resources specified as being appropriate (eg *Go-Ride Racing Handbook*) can be delivered by Level 1 coaches, as well as sessions planned by a more qualified coach that are consistent with the Level 1 technical syllabus and overall remit.

Adapting sessions

Level 1 coaches may adapt their sessions to make activities harder or easier to promote inclusive and engaging sessions. Guidance is provided within these resources on how to provide reasonable adaptations to activities. Level 1 coaches should focus on technique development, not teaching riders how to train or develop physical ability. Level 1 coaches may assist a more qualified coach to deliver this type of advanced session.

Amendments to the technical syllabus

Revision of the Level 1 Award in Coaching Cycling and corresponding resources (*British Cycling Level 1 Coaching Handbook 2013*, and *British Cycling Gears 1 and 2 Coaching Workbook 2012*) outlined in this section re-categorised the technical syllabus from *basic and intermediate* techniques to *bike-handling, core cycling and group riding* techniques. This change was made to reflect the view that techniques should be considered on a progressive continuum, making a clearer direct link with the Level 2 Certificate in Coaching Cycling. Within this review, the techniques of climbing and descending can now be included in coaching activities delivered by Level 1 coaches.

7.5 Equipment

Bike

Any bike used in a Level 1 environment must:

- be in good working order
- have two brakes that work
- be fitted with a freewheel
- be the correct size to allow the rider to participate safely in the session
- be suitable for the area, surface conditions and activity.

The exceptions to this are:

- race-specific BMX bikes, which may be included in Level 1 sessions. As these bikes typically have only one rear brake fitted, consideration needs to be given to their stopping distances when included in sessions with bikes fitted with two brakes.
- Balance bikes, which frequently have no brakes. It is recommended that how to stop is covered early

on in any sessions delivered to riders on these bikes.

Coaching Equipment

General coaching equipment, as outlined in [Section 3.5](#), is appropriate for the Level 1 coaching environment.

Disc brakes

Bikes with disc brakes may be included in Level 1 sessions. Consideration needs to be given to stopping distances when included in sessions with bikes without disc brakes.

Stunt pegs

Some BMX bikes may come fitted with stunt pegs that protrude from the hub axle. As stunt pegs protrude some distance from the wheel, caution is required in group riding sessions. This is because the pegs could cause damage to other riders' wheels if contact is made, with potential for an accident also to occur. Bikes with stunt pegs can be used in the Level 1 environment, though when coaching group riding techniques you should provide the riders with explicit instructions to ensure that they do not overlap wheels (ie a front wheel of the following rider is next to the rear wheel of the rider in front) when following and riding side by side. For example, instructing the riders to maintain a wheel sized gap or ride at least a handlebar width apart. However, bikes with stunt pegs **must not** be used in activities that involve contact with other riders.

Helmet

Riders in a Level 1 environment should wear a standard (open-face) helmet. Full-face helmets are permitted, but not recommended.

Clothing

Suitable clothing for the Level 1 environment is outlined in the *British Cycling Level 1 Coaching Handbook*. This may include general sports clothing or cycling-specific clothing.

Section 8: Level 2 Coach



8.1 Overview

The primary role of a Level 2 coach is to develop riders' technical performance, providing riders with the technical foundation required to progress onto any discipline-specific environment. Level 2 coaches must coach within the remit outlined below.

8.2 Group Size

Level 2 coaches must operate within the following group sizes:

- a minimum of three riders in a session
- a maximum of 20 riders in a session

The maximum group size must not exceed 20 riders, even if there is more than one Level 2 coach present. Multiple groups, each with their own coach can share facility usage dependent on the risk assessment outcomes and coaching area size.

Pump and BMX tracks – group size should not exceed 10 riders. The size of the group planned for should be based on the technical and physical abilities of the riders and their prior experience.

8.3 Area

Level 2 coaching sessions must be delivered in a traffic-free area. The Level 2 coaching area can progress riders from Level 1 by including gradients that riders can ride with confidence but may challenge their technical and physical ability. The riding surface can also be varied to add unpredictability and technical challenge. The area selected must be appropriate to

the level of the riders and activities being coached. Coaching areas may include the use of:

- closed-road circuits
- non-technical off-road terrain (as described in [Section 7.3](#))

Outdoor velodromes - the profile of the track must be appropriate to the session being delivered. Surface, length, width, gradient/inclination, safety area (run-off) and fences/rails will all inform on the choice of activity and the suitability of the area for the Level 2 coaching session. The coach must identify any other relevant factors, including the impact of the weather and access to the area.

Pump and BMX tracks - the profile of the track must be rollable and appropriate to the session being delivered. When coaching on a BMX track, it is assumed that coaches will be using a section of the track rather than the whole track.

Meeting Points and Moving Riders to the Coaching Area

Level 2 coaches must consider where to meet riders attending their session. If this is not directly at the site where the session will take place, they will need to identify how to get the riders from the meeting point to the coaching area and back again. This journey must be risk-assessed, as outlined in [Section 3.4](#).

8.4 Task

Technical Syllabus

The Level 2 technical syllabus covers:

- bike-handling techniques
- core cycling techniques
- group riding techniques.

This includes the Level 1 technical syllabus but also extends to activities as outlined in the *British Cycling Gears 3 and 4 Coaching Workbook* and any other British Cycling resource specified as being appropriate.

Outdoor velodromes, pump and BMX tracks - Level 2 coaches may deliver sessions that they have the experience and confidence to deliver effectively and safely manage within their remit as defined by the Guidelines. However, they **must not** deliver activities that fall within the remit of a qualified Level 2 discipline specific or Level 3 coach as defined by the Guidelines. When using pump tracks or sections of BMX tracks, the wheels must be kept on the ground at all times and activities which preclude this should be avoided.

Trainee Level 2 Coaches

Trainee Level 2 coaches are restricted to delivering sessions based directly on activities from *British Cycling Gears 1 and 2* and *Gears 3 and 4 Coaching Workbooks* until qualified.

must still adhere to the same safety specifications as those used for Level 1 (see [Section 7.5](#)).

Qualified Level 2 Coaches

Qualified Level 2 coaches can plan their own sessions and activities, but these must be consistent with the Level 2 technical syllabus. The focus of the session should be on technique development but may introduce activities that challenge physical ability.

Level 2 coaches can assist a more qualified coach and oversee Level 1 coaches.

8.5 Equipment

Bikes

Discipline-specific bikes are likely to be presented in the Level 2 environment but must still comply with the same safety specifications as those used for a Level 1 session (see [Section 7.5](#)).

Outdoor velodromes: The venue's Normal Operating Procedures must allow the use of freewheel bikes. It is the responsibility of the Level 2 coach to ensure the suitability of freewheel bikes (eg pedal clearance and tyres) that may be included in the session. Level 2 coaches **must not deliver sessions to riders using fixed wheel bikes**.

Cycle Speedway specific equipment is included in the remit for coaches holding a L2 Cycle Speedway coaching provisional licence verified by the cycle speedway commission.

Helmet and Clothing

Discipline-specific cycling clothing and helmets are likely to be presented in the Level 2 environment but

Section 9: Level 3 Coaches: General Points – All Disciplines



9.1 Overview

The role of a Level 3 coach is to develop riders' performance through developing and delivering individualised training programmes. The following remit applies to Level 3 coaches qualified in any cycling discipline.

9.2 Group Size

Level 3 coaches can coach riders on an individual basis (ie 1:1 basis). The upper limit is defined by the Level 3 discipline-specific environment within which the coach is operating. Please refer to the following sections for more details:

- [Section 13: Mountain Bike](#)
- [Section 14: Road and Time Trial](#)
- [Section 15: Track](#)

9.3 Area

When meeting and consulting with riders to plan or review training, it is recommended that a neutral meeting point, such as a public sports centre or cafe, is used. If the rider is under the age of 18, a parent should also be present. It is recommended that coaches keep a record of all communication with the rider, including meetings, phone calls and emails.

Each Level 3 discipline has a defined coaching area. Please refer to the relevant section for more details.

9.4 Task

Individual training programmes should be developed with due consideration for the rider's goals, ability, age, lifestyle, training history and available resources (equipment, training areas and support). Coaches should keep a record for each stage of the planning and prescribing training process. This should include the general information collected about the rider (ie a *Rider Profile Form* and *Lifestyle Audit*) and details of the overall training plan and prescribed training. Rider information should be treated confidentially.

The technical syllabus for Level 3 coaches is defined by the Level 2 and 3 discipline-specific remits for each qualification.

Minimum Age

The minimum age for prescribing training to individual riders is 14; however, for the majority of riders, it may be more appropriate to begin prescribing training at the age of 16 or older. The decision to start prescribing training to a rider should be based on the rider's physical and mental maturity.

Multiple Disciplines

If prescribing training to riders who compete in a range of cycling disciplines, Level 3 coaches can develop a training plan that incorporates those events and schedule training accordingly. However, Level 3 coaches are only qualified to develop and deliver technical content for those disciplines for which they hold at least a Level 2 discipline-specific award.

Strength and Conditioning

Strength and conditioning training refers to off-the-bike training to develop speed, strength, agility and core stability using exercise modes such as lifting weights, plyometrics and other body weight exercises. Level 3 coaches can plan where strength and conditioning training is scheduled in a rider's training; however, the detail of such a programme should be developed and implemented by a qualified strength and conditioning coach (eg UKSCCA or BWLA) or gym instructor (eg YMCA), in consultation with the coach. Level 3 coaches are not insured to plan and deliver the content of strength and conditioning programmes to riders.

Testing and Benchmarking

Level 3 coaches may test and benchmark rider performance to monitor training progression. Extensive information is provided in the *British Cycling Level 3 Coaching Handbook* on the types of test that can be performed. Please also refer to the guidance in [Section 4.5](#) of this document regarding the scope of testing.

Rider Safety

Riders, when training independently, are responsible for their own safety and for choosing appropriate training areas based on the training instructions provided by the coach. To follow prescribed training, it is likely that riders will train on the open road. Riders should be aware of, and adhere to, rules and regulations that govern the use of the public highway. Riding on the public highway is dangerous and, while other road users present hazards to them, *they* provide hazards to other road users. It is the rider's responsibility to minimise the risk to themselves and other road users. Legislation exists to penalise *dangerous*, and *careless and inconsiderate*, cycling (see the *Road Traffic Act 1998 and 1997*). Riders should ensure they ride in a manner that is safe and responsible at all times.

It is the responsibility of the rider (or their parents if under the age of 18) to ensure that the correct personal clothing and equipment is used, although the coach has a duty of care to provide recommendations to the rider for safe participation in the prescribed training. Parents of riders under the age of 18 are ultimately responsible for the safety of training areas being used. This should be made clear to the riders and their parents at the onset of coaching.

Trainee Level 3 Coaches

Trainee Level 3 coaches who have attended the Level 3 Core Unit training and passed the Level 3 Core Unit assessment are able to:

- issue a Rider Profile Form to riders and gather feedback
- conduct a rider consultation meeting
- research event demands and benchmarking
- devise an annual plan.

Coaches cannot begin to prescribe training to a rider until they have completed days one and two of the discipline-specific unit.

10.1 Overview

Level 2 BMX coaches can plan and deliver BMX-specific sessions to riders in the BMX environment. They are required to coach within the remit outlined below.

10.2 Group Size

The following group sizes apply to the BMX coaching environment, where one trained BMX coach is present:

- a minimum of one rider in a session
- a maximum of 16 riders in a session

General on-the-track activities to develop group riding skills can include rider numbers up to the maximum ratio but they must be appropriate for the riders' experience and skill level. For race-specific activities performed on the track, including race starts, no more than eight riders can ride in the same straight at any one time.

The maximum group size must not exceed the 16 riders. Where there is more than one qualified BMX coach present, a different section of the track can be used to coach an additional group in a separate activity.

10.3 Area

In addition to a Level 2 type coaching area, Level 2 BMX coaching sessions can take place in the following purpose-built areas:

- BMX track
- Pump track
- Skate park

Coaching sessions should not take place in these areas when other activities are taking place that may have an impact on the safety of the riders.

Level 2 BMX coaches are not permitted to coach on pro-sections (advanced sections of track designed specifically for elite competition), regardless of the track's geometry, height or integration with the BMX track, without venue-specific authorisation and induction (of both the riders and the coach) to assess suitability to use that area.

Flat, non-technical areas are useful for developing foundation techniques and for assessing riders new to the BMX environment.

Trails and dirt jump areas are not appropriate BMX coaching areas.

Track Access

Only riders using the track should be allowed on the track or in the *start area* when the track is in use. Access to the track, paddock and start hill should be restricted when the BMX track is in use. Where public access to the track is possible (eg non-fenced-off areas) signs or tape should be used to make individuals aware that coaching is taking place. Areas of the track that represent a heightened risk should be emphasised to riders during the safety briefing at the beginning of the session.

10.4 Task

Technical Syllabus

The Level 2 BMX technical syllabus is outlined in the *British Cycling Level 2 Coaching Handbook: BMX and BMX Gears 5 and 6 Coaching Workbook*. Level 2 BMX coaches may develop sessions that both physically and technically challenge riders. It is beyond the coaching remit of a Level 2 BMX coach to plan or prescribe training to riders.

Weather Conditions

Activities on outdoor BMX tracks can be significantly affected by the weather. For example, if conditions are windy, sessions that involve jumping may need more need to be avoided. Coaches should therefore consider the impact of the weather forecast on their session plan and risk assessment.

Introductory Sessions

Riders new to riding in the BMX environment should be given an introduction to riding on the BMX track. This may include an induction to the BMX track showing key features, such as berms, the various types of jumps, rhythm section and start ramp area.

The basic BMX techniques can be assessed in a flat, non-technical area before riding on the BMX track to assess whether riders will be safe on the track. It is advisable for beginner riders to ride sections of the track before they use the whole track. An introduction to the track for new riders should include instruction on:

- joining the track
- the correct direction of travel on the track
- the use of brakes
- cornering.

10.5 Equipment

Bikes

A range of bikes can be used in the BMX environment. All bikes used should be in a safe state of repair. The specific bikes that can be used in a BMX coaching session are listed below:

BMX race bikes and cruisers

Cruisers and race BMX bikes can be used in BMX coaching sessions. Race-specific BMX bikes conforming to the rules governing BMX racing in the *British Cycling Rulebook* will typically be fitted with one rear brake only. Avoid mixing bikes fitted with two brakes in the same group riding activities with those fitted with only one rear brake, due to differences in braking effectiveness.

Freestyle BMX bikes

Freestyle BMX bikes are permitted in BMX coaching sessions. These must, as a minimum, be fitted with one rear brake. Stunt pegs should be removed.

Four-cross, mountain bike and jump bikes

Mountain bikes, including four-cross and jump bikes, may be used in BMX coaching sessions, unless otherwise stated in the facility's rules and regulations. Jump bikes should meet the same standards set in the mountain bike checklist but are likely to be fitted with a rear brake only.

Helmets

A full-face helmet should be used by all riders during all BMX activities taking place on a BMX or pump track. A skate-style (*potty*) helmet is appropriate for BMX activities taking place in the Level 1 and 2 coaching area and at skate parks.

Clothing

General clothing

Long moto-cross-style trousers made of tear-resistant material and a loose-fitting, long-sleeved jersey should be worn. Shorts are permitted if accompanied by appropriate knee and shin protection.

Gloves

Full-finger gloves should be worn in all sessions.

Pads

Knee and shin protection must be worn when riding in shorts. Elbow pads are recommended.

Coaching Equipment

In addition to the general coaching equipment detailed in [Section 3.5](#), BMX-specific coaching equipment is outlined below.

Start gate

Manual or automatic gates may be used when practising gate starts. Only riders taking part in the gate start should be on the BMX track when a gate start is performed. The coach should be familiar with the safe operation of the start gate prior to use. The gate should be a purpose-built start gate in good working order and any use should comply with the venue's Normal Operating Procedures.

An appropriately trained responsible adult may operate the start gate to allow the coach to be more effectively located to give feedback to riders on performance.

For sessions that include the use of a start gate, all riders and assistants involved in the session should be given explicit instructions during the safety briefing to remain clear of the gate when it is operating, with the exception of riders performing gate starts.

Portable ramps

Purpose-built ramps may be used. The ramp should be positioned on flat, hard-standing ground with a clear safety area in front of, behind and to each side of the ramp. No additional obstacles should be placed in this area.

Section 11: Cycle Speedway: Level 2 Coaches



11.1 Overview

Level 2 cycle speedway coaches can plan and deliver cycle speedway-specific sessions to riders in the cycle speedway environment. They are required to coach within the remit outlined below.

11.2 Group Size

The following group sizes apply to the cycle speedway coaching environment, where one trained cycle speedway coach is present:

- a minimum of one rider in a session
- a maximum of 20 riders in a session

Track width, track length and rider ability will influence the maximum number of riders that can be coached safely on the track at any one time. As a general rule, each rider should have approximately one metre's width of track when lined up side by side on the start grid. For example, if using a 7m-wide track, seven riders would be a safe limit per group.

It is generally expected that beginner and less experienced riders will require more room on the track and, therefore, a smaller group size is more appropriate. For more details see [Section 11.3](#).

11.3 Area

In addition to the Level 2 type coaching area, Level 2 cycle speedway coaching sessions can be delivered on a cycle speedway track. This may be outdoor, indoor or on a temporary track but should conform to the rules that govern cycle speedway tracks used for racing, as detailed in the *British Cycling Rulebook*, and be maintained at a level that allows safe participation.

There is considerable variation in the width and length of cycle speedway tracks. Track dimensions will impact on the safe number of riders that can ride on the track at any one time.

Surface Considerations

If using shale-type tracks, any loose material may need to be compacted prior to coaching sessions.

The track should be suitably dry throughout, which may require standing water to be coned off or an alternative coaching area to be used. During dry conditions, surfaces can become loose and affect grip on the track. In such conditions, it may be necessary to lightly water the track to improve grip.

11.4 Task

Technical Syllabus

The Level 2 cycle speedway technical syllabus is outlined in the *British Cycling Level 2 Coaching Handbook: Cycle Speedway* and the *Cycle Speedway*

Gears 5 and 6 Coaching Workbook. It is beyond the coaching remit of a Level 2 cycle speedway coach to plan or prescribe training to riders.

Multiple Groups

The number of riders on the track in one group should be guided by the track width (as outlined [in Sections 11.2 and 11.3](#)); however, two adequately spaced groups (ie half a track length apart) can participate in activities on the track at the same time. A second coach, or an assistant, may be required to help with rider coordination and supervision. This decision will be based on the coach's risk assessment, taking into account the size of the track, the activities to be coached and the ability of the riders.

Race-specific Activities

When coaching race-specific activities, such as race starts or practice races, only four riders should be on the track at one time, as specified in the cycle speedway racing rules. Those riders not actively riding on the track should wait in an appropriate area that is off the track (such as in the pit area or centre green) but within view of the coach.

11.5 Equipment

Bikes

All bikes used should be in a safe state of repair. The types of bike that can be used in a cycle speedway coaching session are described below.

Cycle speedway bikes

Cycle speedway bikes should have a freehub, no brakes or gears and be in a safe state of repair. Bikes used should conform to the rules governing cycle speedway bikes in the *British Cycling Rulebook*.

Other bikes

Separate activities may be run for riders who have brakes and gears fitted to their bikes, such as mountain bikes. These riders must not participate in activities that include riders with cycle speedway-specific bikes, due to the differences in stopping ability.

Helmets

A standard open-face helmet (without a peak) or skate-style (*potty*) helmet that conforms to a recognised standard should be worn in all sessions).

Clothing

General clothing

Riders' legs should be fully covered by close-fitting trousers (either with or without pads), that are made of tear-resistant material. A loose-fitting, long-sleeved jersey should be worn.

Gloves

Full-finger gloves should be worn in all sessions.

Coaching Equipment

In addition to the general coaching equipment outlined in [Section 3.5](#), cycle speedway-specific coaching equipment is outlined below.

Starting gate

The starting gate should conform to the rules governing cycle speedway. The coach should be familiar with the safe operation of the starting gate prior to use. The starting gate must be in good working order.

Section 12: Cyclo-cross: Level 2 Coaches



12.1 Overview

Level 2 cyclo-cross coaches can plan and deliver cyclo-cross-specific coaching sessions to riders in the cyclo-cross environment. Level 2 cyclo-cross coaches are required to coach within the remit outlined below.

12.2 Group Size

The following group sizes apply to the cyclo-cross coaching environment, where one trained cyclo-cross coach is present:

- a minimum of one rider in a session
- a maximum of 20 riders in a session

Where two or more cyclo-cross coaches are delivering a session:

- A maximum group size of 30 riders participating in an activity is permitted.

12.3 Area

Level 2 cyclo-cross coaching sessions can take place in the following areas (where cycling is permitted):

- parks
- country estates
- school playing fields
- other venues typical of cyclo-cross events.

Surface and Features

The surface and features typically found in cyclo-cross races increase the technical demands of these coaching areas and may be included as they would be found in domestic competition. These surfaces and features include:

- sections of off-road woodland trails
- planks (see [Section 12.5](#))
- steep banks - for use as rideable/unrideable climbs and as descents
- steps – should only be included in the coaching area for use in a uphill direction and not on downhill sections
- off-camber sections.

Descents and other fast sections of the coaching area should feature safe run-off areas. This area should be free from hazards, such as buildings walls or trees. Features such as jumps, drop-offs and bomb holes are not typical of the cyclo-cross environment and should not be included in cyclo-cross coaching sessions. Other than the obstacles requiring riders to dismount, no part of the coaching area should require a rider's wheels to leave the ground to safely negotiate any section. Riders should not be directed through stream crossings.

Venue Consent

If intending to coach in public parks or on private land, coaches should gain the local authority's or land owner's permission, in writing, before commencing the sessions. Coaches should be aware that coaching riders in some areas can cause erosion and damage to the terrain, particularly when the surface is wet. Coaches should inform the landowner that this is a potential risk prior to commencing any coaching activity.

It is advised that coaching venues are selected on the suitability of the surface to withstand being ridden on repeatedly, the forecast and actual weather conditions and the riders' ability to safely negotiate that area in those conditions.

Lights in Sessions

As cyclo-cross is predominantly a winter sport, coaching may be undertaken at times when there is no daylight (in the evening). In such instances, venues should be lit to provide adequate lighting for sessions to be run safely. Through risk assessment a coach may also deem it necessary for riders to use a front light of adequate brightness to illuminate their path.

12.4 Task

Technical Syllabus

The Level 2 cyclo-cross technical syllabus is outlined in the *British Cycling Level 2 Coaching Handbook: Cyclo-cross* and the *Cyclo-cross Gears 5 and 6 Coaching Workbook*.

The role of a Level 2 cyclo-cross coach is to prepare riders for cyclo-cross races; therefore, coaching sessions can challenge riders both physically and technically. It is beyond the coaching remit of a Level 2 cyclo-cross coach to plan or prescribe training.

Safety Considerations

Sessions are also likely to take place in cool or cold conditions. Planning activities that keep riders moving as much as possible will help them to keep warm. The surface conditions and features should not present a level of difficulty that exceeds the riders' ability. Be aware that the surface conditions can change considerably and rapidly due to changes in the weather.

12.5 Equipment

Bikes

A range of bikes is suitable for cyclo-cross coaching sessions. All bikes used in the cyclo-cross environment must have two working brakes, a freewheel, off-road specific tyre tread and be in a safe state of repair. For sessions run at night, it is recommended that riders use a front light, which can be mounted either on the handlebar or helmet. The bikes detailed below can be used in cyclo-cross coaching sessions.

Cyclo-cross bikes

Cyclo-cross bikes should conform to the rules governing cyclo-cross in the *British Cycling Rulebook*.

Mountain bikes

Mountain bikes can be used within cyclo-cross coaching sessions. Note that compact mountain bike frame design may impede shouldering-based activities.

Helmet

A standard open-face helmet should be worn by riders participating in cyclo-cross coaching sessions. If riders are wearing a cap or bandana underneath their helmet to keep their head warm, this should not affect the helmet's fit.

Clothing

General clothing

Coaching cyclo-cross presents seasonal considerations that should be addressed, including low temperatures and poor weather during the winter months. Clothing that is appropriate for Level 1 and 2 coaching sessions may be used by novice riders in the Level 2 cyclo-cross environment. Tight-fitting clothing such as leggings, lycra shorts or a cycle jersey are preferable to prevent snagging. Riders should be advised to bring additional

clothing, such as waterproof trousers and jackets, hats etc to keep warm before and after the session.

Gloves

Gloves should be worn and be appropriate for the weather conditions. Gloves should not adversely affect the rider's control of the brakes or gears.

Coaching Equipment

In addition to the coaching equipment outlined in [Section 3.5](#), coaching equipment specific to cyclo-cross is outlined below.

Planks

Planks may be used in cyclo-cross coaching sessions. Planks should be solid all the way along and without any sharp edges. They should not be made of metal. Planks should not exceed a maximum height of 40cm and must be collapsible if struck in the direction of travel. Consecutive planks should be adequately spaced for the planned activity. This may be affected by the speed at which the riders negotiate that section.

Hurdles (and limbo poles)

Hurdles and limbo poles are acceptable substitutes for planks; however, they should also collapse if struck in the direction of travel.

Poles and stakes

Poles used to mark out a cyclo-cross coaching area should be made of either wood or plastic and not be constructed of metal.

Section 13: Mountain Bike: Level 2 and Level 3 Coaches



13.1 Overview

The primary role of a Level 2 mountain bike coach is to deliver mountain bike-specific coaching sessions to riders. The role of a Level 3 mountain bike coach is to further develop rider performance through personalised training. The following remit applies to both Level 2 and Level 3 mountain bike coaches when coaching in the mountain bike-specific environment.

13.2 Group Size

The following Group Sizes apply to the mountain bike coaching environment, where one trained mountain bike coach is present:

- a minimum of one rider in a session
- a maximum of eight riders in a session

The maximum group size for one coach (1:8) applies to all the coaching areas stated in [Section 13.3](#), except for non-technical (i.e. Level 1 and Level 2) type coaching areas. Mountain bike core techniques can be developed effectively in non-technical coaching areas. For such sessions the group size can increase to one coach to 16 riders. Note that the MTB group size is lower than for Level 2 coaches in the equivalent area due to the increased emphasis required on technique analysis and rider feedback in the MTB environment.

13.3 Area

Level 2 and Level 3 mountain bike coaching sessions can take place in areas such as (where mountain bike riding is permitted):

- Forest tracks and parkland
- Purpose-built mountain bike trail centres
- Mountain bike skills areas
- Purpose-built four-cross, BMX or pump tracks
- Flat, non-technical areas.

If intending to coach on private land, coaches should gain the landowner's permission, in writing, before commencing the sessions.

During the session planning and risk assessment stages the maximum group size that the coaching area can withstand should be considered. This will be determined by the type (eg purpose-built mountain bike trail centre, pump track) size and technical severity of the coaching area, as this will influence the number of riders it can safely withstand. A short coaching loop may be limited by the amount of riders it can cope with before flow of riders through that area becomes restricted. Alternatives could include use of suitably cordoned-off sections of the trail simultaneously between groups, so that each group is engaged in separate activities. In this situation, coaches may bring the groups together for race type scenarios, towards the end of the session for example.

Cross-country Activities

A clear line of sight is not always possible in the mountain bike environment. However, clearly marked, relatively compact loops are ideal for observing rider performance, due to the frequency that riders can pass the coach. Circuits could be approximately 30 seconds duration up to several minutes. This will depend on the age and ability of the riders in the session.

Downhill Activities

For activities that run from point to point, such as downhill orientated sessions, a helper should be positioned along the course, so that riders are never far from sight, or from help. The return loop for riders to walk/ride back to the start should be clear, keeping riders a safe distance away from the trail(s) that are in use for the main activities.

Area Planning and Selection

When selecting coaching areas, attention should be paid to [Section 3.4](#). Any coaching areas should be within approximately 10 minutes (1 kilometre) walk from an access point to allow access for emergency services if required. This will prevent coaching from taking place in an isolated area.

The weather forecast and the changeability of the area should also be carefully considered in planning and throughout the session. Alternative coaching areas may be pre-planned in case the weather changes. Each coaching area location, including a description of the circumstances that would cause a change to the alternative area, should be logged with the appointed contact for that coaching venue.

Surface Considerations

Mountain bike trails are, by their nature, loose, uneven and slippery; however, the surface and terrain should not present a level of difficulty that exceeds the riders' level of ability. This judgement should be based on the coach's assessment of the riders' current level of ability.

Surface conditions can change considerably and rapidly with changes in the weather. This should be factored into the risk assessment. Coaching area selection should be based on the suitability of the surface to withstand the forecast and actual weather conditions, and the riders' ability to safely negotiate that area in those conditions. In wet conditions, be aware that

repeated riding of a trail may cause damage to the terrain. The landowner should be made aware of this potential risk when permission is sought.

Features

The surface and features typically found in mountain bike racing can be included within mountain bike coaching sessions. These typically include the features outlined below.

Boardwalk

Boardwalk used in coaching sessions should be suitable for the level of ability of the riders in the session. For example, if working with novice riders the board walk should have a safe, anti-slip surface and be wide enough for riders to safely dismount, should they wish to do so.

Drops and drop-offs

Drops and drop-offs that are similar in size and technical severity to those encountered during races can be included. These can be differentiated for less technically able riders by providing rollable options. As a guide, a rollable drop is at approximately hub height. When coaching more advanced riders, obstacles may need to be higher than hub height. If coaching a mixed-ability group, alternatively sized obstacles should be provided.

Jumps

Jumps that are similar in size and technical severity to those encountered during races can be included. Jumps should either be tabletop (flat top) or double jumps (dipped top) that are rollable (ie both wheels remain in contact with the jump) by riders when riding at jogging pace. Gap-jumps (with no rollable middle section) are only appropriate for advanced riders who already possess a well-developed jumping technique. The use of purpose-built jumps, such as those found in a trail

centre skills area, is strongly recommended, as these tend to be more stable than unofficial dirt-jump areas.

13.4 Task

Technical Syllabus

The Level 2 mountain bike technical syllabus is outlined in the *British Cycling Level 2 Coaching Handbook*, *Mountain Bike* and the *Mountain Bike Gears 5 and 6 Coaching Workbooks*. The Level 2 mountain bike technical syllabus is designed to provide riders with the techniques that underpin participation in all mountain bike disciplines. Gear 5 techniques are prerequisite techniques for progression to Gear 6 and Gear 7 content.

The Level 3 mountain bike technical syllabus is covered in the *British Cycling Level 3 Coaching Handbook*, *Mountain Bike* and the *Mountain Bike Gear 7 Coaching Workbook*. The technical syllabus for Level 3 mountain bike is intended to refine performance of the Level 2 technical syllabus within specific mountain bike disciplines.

Coaches should have enough technical understanding of the technique(s) to be coached that they are able to improve a rider's performance in a safe and effective manner. Readiness of the rider to progress to more advanced techniques is based on rider assessment by the coach. For novice riders, the *mountain bike core techniques* should be introduced in a non-technical area (ie a Level 1 type area) before riders apply these to the trail.

13.5 Equipment

General Preparation

Riders should be advised on what to bring to the session, to be prepared for the coaching area, planned activities or so that they know what to take out when training. This could include:

- carrying spares to repair their bike in an emergency
- taking extra clothing and food
- taking a means of communication (ie phone) should there be a problem
- telling a responsible person where they intend to ride and for how long (e.g. if embarking on their training ride).

Bikes

Bikes used in the Level 2 and Level 3 mountain bike environment should conform to the rules governing mountain bikes as outlined in the *British Cycling Rulebook*, as well as any rules or guidelines provided by the facility.

Wheel diameter and rollable terrain

Coaches should be aware that the diameter of mountain bike wheels can vary, which will have implications for ensuring that terrain is rollable. As wheel diameters may vary between bikes, alternatively sized obstacles may need to be included.

Helmet

Helmets that are appropriate for the Level 2 and Level 3 mountain bike environment should conform to a British standard (CE marked) and be either a standard or full-face design. For downhill and four-cross coaching sessions, riders should wear a full-face helmet. For cross-country coaching sessions, a standard helmet is appropriate.

Clothing

General clothing

General clothing that is appropriate for the Level 1 and 2 coaching environments is also appropriate for the mountain bike environment. Downhill and four-cross riders may choose to wear loose jerseys and long moto-cross-style trousers made of tear-resistant material. Cross-country riders may choose to wear close-fitting lycra with or without baggy shorts. Riders should be prepared for changeable environments.

Gloves

Full-finger gloves or track mitts (cross-country only) should be worn in all sessions.

Pads

Riders may choose to wear knee, shin and/or elbow protection in coaching sessions. For sessions coaching downhill and four-cross, it is recommended that riders wear body armour.

Hydration packs

Riders may choose to wear a hydration pack to sessions. This can be useful for riders wanting to carry additional clothes, food and spares to and from the coaching area. Coaches may choose to recommend that, during coaching activities, riders remove the packs.

Coaching Equipment

In addition to the coaching equipment outlined in [Section 3.5](#), coaching equipment specific to mountain bike coaching is outlined below.

Portable ramps

Purpose-built ramps may be used. The ramp should be positioned on stable ground. No additional obstacles should be placed in this area if they are being used for jumping activities (Ramps can also be useful for helping riders up onto higher sections).

Wooden pallets and obstacles

Wooden pallets can be used for creating step-up and drop-off features in a non-technical area. These should be set on stable ground with the slats set across the intended direction of travel. If stacking multiple pallets, these stacks should be stable. Pallets should be free from protruding splinters, staples or nails. As with boardwalk, pallets and other wooden obstacles can become slippery when wet. Therefore caution should be exercised if using pallets in damp or wet conditions, by assessing the required level of skill and judgement on the riders' part. Use of 'spotters' or marshals are advisable to supervise riders across these features.

Section 14:

Road: Level 2 and Level 3 Coaches



14.1 Overview

The primary role of a Level 2 road coach is to deliver road-specific coaching sessions to riders. The role of a Level 3 road coach is to further develop the performance of individual riders through personalised training. The following remit applies when coaching in the road environment.

14.2 Group Size

The following group sizes apply to the road environment, where one trained road and time trial coach is present:

- a minimum of one rider in one activity
- a maximum of 20 riders in one activity

Where two or more road coaches are present:

- A maximum of 30 riders in one activity

Group sizes per activity should not exceed the above guidance, however, with the appropriate number of British Cycling-trained road coaches present more riders are able to participate in the event/session without exceeding the group size limits, so long as these are run as separate coaching activities and supported by the relevant number of coaches for that group size. Factors to consider are:

- the size of the area/venue
- number of coaches available/present
- number of riders attending and their ability
- the planned activities
- outcomes of the risk assessment and venue operating procedures.

14.3 Area

Many closed-road circuits enable the circuit to be divided into smaller, separate circuits, or are large enough for groups to be adequately separated. Multiple activities can be run with shared use of the facility between coaches and groups. This requires coordination between coaches to ensure group activities can run harmoniously together.

Areas used should have surfaces typical of road events, but should remain traffic free. The area must be appropriate for the activities, the size of the group and the experience of the riders being coached.

Lights in Sessions

Coaching may be undertaken at times when there is no daylight (in the evening). In such instances, venues should be lit to provide adequate lighting for sessions to be run safely. Following risk assessment a coach may also deem it necessary for riders to use a front light of adequate brightness to illuminate their path.

14.4 Task

Technical Syllabus

The Level 2 road syllabus is outlined in the *British Cycling Level 2 Coaching Handbook: Road* and the *Road Gears 5 and 6 Coaching Workbook*.

The Level 3 road syllabus is outlined in the *British Cycling Level 3 Coaching Handbook: Road and Time Trial* and in the *British Cycling Road and Time Trial Gear 7 Coaching Workbook*.

Exclusion to Level 3 Technical Syllabus: Race-support Vehicles

Road coaches are not insured to deliver coaching sessions that involve motorised vehicles within coaching activities. [Section 8.5](#) of the *British Cycling*

Level 3 Coaching Handbook: Road refers to *Coaching riders to use race-support vehicles*. Please only use this for reference material only.

Team Time Trial Activities

For team time trial coaching sessions, riders should develop team time trial group riding skills using road bikes (ie without aero bars fitted) before progressing to time trial-specific equipment (ie with aero bars fitted). Riders must also be able to ride individually on aero bars before participating in team time trial activities. Aero bars are not permitted in any other group riding activities.

14.5 Equipment

Bikes

A range of bikes is appropriate for road and time trial coaching sessions. All bikes used must have two working brakes, a freewheel and be in a safe state of repair. The following bikes can be used in road and time trial coaching sessions.

Road bikes

Road bikes are defined in the *British Cycling Rulebook*. While any bike that meets the criteria specified for the Level 1 coaching environment may be used in road and time trial sessions, coaches may wish to limit the bikes used to road bikes for sessions where high speed or group riding is performed. In this instance, the road bikes should conform to the British Cycling rules and regulations that govern road bikes used for racing.

Time trial bikes

Time trial bikes (and road bikes fitted with aero bars) should be excluded from all activities involving group riding, with the exception of activities relating specifically to time trials (eg team time trial practice). Time trial bikes fitted with a rear disc wheel and/or deep section rim wheels can be affected by cross winds. Riders should have experience of using these bikes and wheels alone in a range of conditions, so they are aware of the different handling characteristics before participating in any team time trial activities.

Cyclo-cross bikes

Cyclo-cross bikes can be modified for use in road and time trial coaching sessions by fitting road tyres. Cyclo-cross tyres should not be used in road sessions due to the less predictable grip of knobbly tyres on road surfaces. Also note that the braking performance of cyclo-cross bikes can differ from road bikes, depending on whether the cyclo-cross bike is fitted with cantilever or disc brakes.

Coaching Equipment

In addition to the coaching equipment outlined in [Section 3.5](#), coaching equipment specific to road and time trial coaching is outlined below:

Radios

Radios may be used to improve communication between coaches in the session. It is recommended that, if providing radios to riders that they are issued to a designated expert rider within the group, rather than multiple riders in the group.

Section 15:

Track: Level 2 and Level 3 Coaches



15.1 Overview

Level 2 Track is the minimum coaching award required for coaching riders on fixed-wheel bikes on outdoor hard tracks, grass tracks or indoor velodromes. The role of a Level 3 track coach is to further develop the performance of individual track riders through personalised training and further technical development. The following remit applies when coaching in the track environment.

15.2 Group Size

The following group sizes apply to the track environment where one trained track coach is present:

- a minimum of one rider in a session
- a maximum of 16 unaccredited or novice riders
- a maximum of 20 velodrome accredited or experienced riders.

Where two or more track coaches are delivering a session:

- A maximum group size of 30 riders participating in an activity is permitted. This refers to riders actually riding the track at any one time and on the track/immediate trackside safety area

Novice Riders

Novice riders are likely to require more coach support, as well as space on the track to master the basics of track riding, hence the lower limit to the group size. This novice stage is regarded as the period where riders are developing the basic track skills (prior to riding in a group), such as:

- starting and stopping from the fence with control
- leaving and joining the track safely and independently
- riding on the track independently while it is in use by other independent riders
- moving between lines on the coaches request
- overtaking another rider safely.

This is not an exhaustive list but is indicative of the typical content for this stage. Once the novice criteria has been satisfied then the standard (i.e. 1:20) ratio could be applied. This is based on the coach's continued assessment of the riders and the planned activities.

Good coaching practice requires the coach to consider the ability of the riders as part of the risk assessment to identify an appropriate maximum number of riders that can ride on the track at any one time to ensure the coaching session is safe. Please refer to [Section 3.4](#) for more guidance.

Maximum Rider Limits at a Coaching Event/Session

The total number of riders participating in a coaching event or session is limited by what can safely be managed at the facility with the appropriate number of coaches who are, as a minimum, qualified as British Cycling Level 2 Track coaches and should not exceed 30 riders. In the situation that there are in totality more riders at the event or session than the allowable track group size limits allow, riders should be situated in the track center or 'D' area whilst they wait for their allocated track time (riding on track). Riders waiting for their allocated track time, if under the age of 18 years, should **still be within the appropriate group size**, with the coach undertaking a supervisory or support role. This may include monitoring behavior, briefing/de-briefing and overseeing any warm-ups/cool downs, particularly if utilising *rollers* ([Section 3.5](#)).

An important factor to consider is the need for the riders to be given quality riding time on the track as part of the event/session. If there is a large number of riders with mixed abilities at the event/session, care needs to be taken as to the total number of riders attending in order to promote a quality experience for all riders present.

Given the variety of venues where events/sessions take place the total number of riders attending an event/session may vary. The total number attending should be guided by the local Health and Safety guidance, however, for clarification, **the group sizes stated in this section must be adhered to and not exceeded.**

15.3 Area

Level 2 and Level 3 track coaches can coach on an:

- indoor or outdoor hard track
- grass track.

Many track facilities specify minimum requirements for coaches and, as a result, coaches may be required to undergo further training, including a facility-specific induction, before being allowed to coach at the facility. Tracks should be maintained at a level where safe participation can take place. The Level 2 and 3 track qualifications do not give coaches the automatic right to coach at a track facility.

Multiple Groups and Shared Track Usage

Sessions that involve shared use of a track should only be conducted on tracks that are 330m or longer and require considered planning and coordination between coaches in advance of and during the session, to promote ongoing rider safety and session efficiency. Group size should be consistent with the guidance in [Section 15.2](#), be within safe track limits and exclude beginner and novice rider participation.

Track Inspection

A track inspection should be conducted before every coaching session. This should include the considerations outlined below.

Surface

The track surface and the *safety zone* (run-off area) should be clear, in good condition and offer ample grip.

Track access

Access to the track and track centre should be restricted when the track is in use. Control of track access is particularly important when access to the centre of the track is only possible by walking over the track itself. Sessions should only be run when other activities are adequately separated (e.g. non-cycling activities taking place in the track centre which may impact on the safety of riders using the track).

Perimeter and inner fence (hard tracks)

The perimeter and inner fences should be in good condition and should completely surround the track. All access gates should be closed securely when the track is in use.

15.4 Task

Technical Syllabus

The technical syllabus for Level 2 track coaches is outlined in the *British Cycling Level 2 Coaching Handbook: Track* and the *Track Gears 5 and 6 Coaching Workbook*. The Level 3 track technical syllabus is outlined in the *British Cycling Level 3 Coaching Handbook* and *British Cycling Track Gear 7 Coaching Workbook*.

Considerations for Coaching Specific Track Activities

Introductory sessions

Some tracks have their own induction and accreditation schemes for riders wanting to use the track. Typically an introductory track session should:

- allow riders to get used to a fixed-wheel bike – use the safety area at a steady pace (between walking and jogging pace) to get riders used to the fixed wheel
- remind riders to look over their shoulder to check it is clear before setting off, changing direction or stopping in the track environment
- ensure riders can set off and stop safely (through correct pressure applied to the pedals to control speed as they come to a halt) before being allowed to join the track
- gradually allow riders to join the track in the straights and build up to complete laps on the pursuit or sprinters' line
- gradually introduce group riding to riders. This should start with leading and following (without changes), focusing on maintaining a gap. Once riders can do this at approximately one bike's length, changes can then be introduced.

Madison

Madison is within the remit of Level 2 track coaches that have attended the British Cycling Coaching Madison Workshop, and/or Level 3 track coaches. The *British Cycling Level 2 Madison Handbook* and *Coaching Madison Workshop* are designed to support both Level 2 and Level 3 track coaches who require additional information on coaching Madison sessions in a logical and progressive way. Madison requires riders to have a combination of well-developed bike-handling, group riding and observation skills, and should not be attempted in the track environment with novice riders.

Team pursuit

For team pursuit coaching sessions, riders should develop team pursuit riding skills without aero bars before progressing to riding with aero bars fitted. This includes being able to maintain a gap between each other and change appropriately in the track bankings. Riders must also be given time to ride individually on aero bars before participating in team pursuit activities. Aero bars are not permitted in any other group riding activities. The number of riders on the track during such activities should reflect the team pursuit rules and specific training exercises. Up to two groups may be on the track at any one time.

Derny

A derny is considered advanced coaching equipment that is only to be used within coaching activities held by Level 3 track coaches. Dernys should be driven by qualified derny pacers with at least a Motor Pace C licence and current insurance. The derny driver(s) cannot be the lead coach for the session. Coaches should brief the derny driver(s) prior to the session, making the activities and session objectives clear to the driver(s). A maximum of two dernys can be on the track while activities are taking place. Group size is a maximum of 10 for each derny. Dernys should not pass during any activities.

15.5 Equipment

Bikes

All bikes used in the track environment should be in a safe state of repair.

Freewheel bikes

If consistent with the venue operating procedures, track coaches can deliver sessions on tracks 330m or longer to riders using freewheel bikes. Such sessions should exclusively contain freewheel bikes.

Track bikes

Track bikes should be used for track coaching sessions and should conform to the rules governing track bikes in the *British Cycling Rulebook* (ie they should not be fitted with a freewheel, quick-release wheels, brakes or other accessories). Additional rules or guidelines provided by the facility may also need to be adhered to in order for bikes to be able to be ridden safely on that particular track. This may affect gear size, bottom bracket height and crank length or tyre choice. Grass track bikes should have appropriately gripped tyre tread.

Front disc wheels

Track bikes fitted with front disc wheels should be excluded from all activities involving group riding with the exception of drills relating specifically to events that allow front disc wheel use (eg team pursuit, team sprint). Riders using front disc wheels should be given time to ride the track individually to experience the difference in bike handling before performing any group riding activities.

Tandem track bikes

Riders who are new to riding a tandem should be given time to practise riding with their partner on the flat safety area of the track before riding on the track for the first time. Novice tandem riders should not be included in activities with regular track bike riders until they are assessed by the coach as competent and confident to do so.

Time trial/pursuit bikes

Time trial and pursuit bikes (including standard track bikes fitted with aero bars) should be excluded from all activities involving group riding, with the exception of activities relating specifically to team pursuit.

Clothing

Tight-fitting lycra is the norm for track cycling. Riders who are new to the track environment may participate in a session wearing clothing appropriate to the Level 1 environment. Gloves (track mitts) must be worn by riders of all abilities.

Helmet

Standard open-face helmets should be used by all riders in track coaching sessions. A time-trial aero helmet can be worn for time trial, pursuit and team pursuit drills only. Aero helmets may affect communication between riders and, therefore, should only be used for team pursuit sessions with advanced groups who are experienced at riding together in those exercises.

Coaching Equipment

Coaching equipment specific to the track environment is outlined below.

Pegs and flags

These should be used in accordance with the *British Cycling Rulebook* to mark the edges of grass tracks.

Lapboards

Either electronic or manual lap boards may be used to indicate the number of laps completed or accumulated when appropriate to the activity being coached.

Sponges

Sponges may only be used with experienced riders for drills relating specifically to events where they are used to mark the track (eg pursuit and team pursuit). The use of sponges should be avoided with novice riders, as they can make leaving and joining the track more difficult.

Madison bibs

Madison bibs are tighter fitting than standard kit bag bibs and, therefore, are more appropriate for the higher speeds attained in the track environment.

Start gates

Start gates may be used when practising gate starts. Only riders taking part in the gate start (including team mates when team pursuit or team sprint drills are performed) should be on the track when a gate start is performed. Following the gate start, the start gate should be quickly and safely removed from the track until the track has been cleared.

Start gate types vary, including those with gas-powered or spring-release operation. As such, any Level 2 or Level 3 track coach wanting to use a start gate should undergo an induction by the facility to ensure they can safely operate the start gate being used.

Derny

Only level 3 track coaches may also use a derny (otherwise known as a derny motor-pacing cycle) within their sessions. A derny used during coaching sessions must have an engine size of less than 125cc. Derny riders must hold a Motor Pace B or C licence and meet any additional criteria specified by the facility's rules and regulations. Lead coaches must not take part in the coaching session as a derny rider; it is their responsibility to organise the session and ensure that safety is maintained. A derny may only be used in accordance with the *British Cycling Rulebook*, the derny rider's Motor Pace licence and the facility's rules and regulations.

The use of a derny in a coaching session increases the level of risk for all individuals involved in the session. It is essential that coaches complete a comprehensive risk assessment of the planned activities and assess the riders to ensure they have an appropriate level of skill to take part in the planned activities. Please refer to [Section 15.4](#) for more information regarding derny use.