



## League of American Bicyclists LCI Certification Seminar Site Coordinator Information Sheet

### What League HQ Will Do and When

As known

List seminar dates, cities on website even if tentative

As received

Respond to inquiries from potential participants, mail seminar registration materials

As received

Receive seminar applications and fees and forward copies to SC

Mail EC book & video to all paid registrants

Notify SC when 10 paid registrations received

Seminar -15 days

Mail LCI manuals and related seminar materials to SC

Seminar +15 days

Enter new LCIs into database, send certificates, welcome letters, order form and insurance info to participants.

### What Site Coordinator Will Do and When

When appointed

Identify date and desired location (city only if exact site not yet firmed up) and confirm with League.

Determine suitability of specific sites and make selection, then notify League.

Ongoing

Promote seminar to potential/likely attendees: bike clubs, advocacy groups, parks & rec departments, police depts. bike patrol units, large ride organizers, friends and acquaintances, newspapers, TV, radio, bike shops. Promotion should cover a radius of several hundred miles, although not all the above sources are appropriate or productive.

As received

Retain list of seminar applications sent by League

Seminar -5 days

Receive LCI manuals and related seminar materials from League

Seminar -10 days

Trainer to notify SC of travel plans to seminar and confirm lodging

**See Reverse**

## **Classroom needs**

- First floor location near door leading directly outside, preferably without steps
- Space for 30 people
- Tables and chairs, set up classroom style
- Overhead projector & screen
- VCR & TV
- Indoor bike storage area nearby if not directly in classroom
- Restrooms nearby

## **Road/parking lot needs**

- Flat, clean, empty parking lot approx. 1 acre in size, square or rectangular in shape. Helpful if it has marked parking stalls to use lines as guides.
- Arrangements to use a covered parking area, same size, in case of inclement weather
- Availability of the required roadway features on enclosed Road Test score sheet within a 2-3 mile radius of the classroom best to determine these before settling on the site.

## **Other needs**

- Proximity to inexpensive quick meals during seminar
- Lodging for registrants: locals willing to serve as hosts, list of motels with contact info, range of rates and distance from classroom. \* Note Site Coordinator not expected to make lodging reservations.

## **PROCEDURES**

1. Potential candidates contact the League. They are sent the seminar registration materials.
2. \$175 fee is sent to the League for the Effective Cycling textbook, video and seminar fee. Online registration available.
3. League periodically forwards the names of seminar registrants to the Site Coordinator.
4. A trainer is assigned to teach the seminar.
5. When 10 pre-qualified candidates are identified by the League, the seminar can proceed. Seminars not reaching 10 may be cancelled or postponed.
  - A) Pre-qualified means
    - 1) having passed Road I and
    - 2) having sent registration form and payment to League offices and
    - 3) sending pre-seminar exam to Trainer
  - B) The pre-seminar exam
    - 1) is to be taken not less than 2 weeks prior to the seminar and
    - 2) must be returned to Trainer not less than 10 days from seminar
6. The seminar lasts 20 hours over 2+ days, starting at 8 am on the first day and ending by 5 pm on the second day.
7. SC normally responsible for assuring access to seminar site during the seminar and for security of the classroom if building personnel are not present. Site is needed approx. 5 pm to 8 pm for the optional welcome session, 8 am to 5 pm the first day of training and 8 am to 5 pm the second day of training. Parking lot access needed same hours except welcome session. The first day of training is followed by a 3 hour dinner break. Everyone should regroup at 8 pm, ready to ride, for the evening/night ride session. Dusk is desirable as a significant number of crashes occur during this low light period.