

## **Explorer Handbook – Draft Only**

NEMBA has long recognized that our mostly adult oriented programs are not addressing the needs of a growing part of the riding public -- children. NEMBA encourages kids' rides and a few NEMBA chapters and individuals have been successfully having them for years. However, NEMBA has never had a formal program to address the needs of kids or the people who want to lead rides for kids.

NEMBA Explorers © is a program designed to assist NEMBA Chapters in setting up youth mountain biking programs. Local groups and individuals may also start up NEMBA Explorer programs without formally being part of a nearby NEMBA chapter.

It is NEMBA's hope that these youth programs are as individualized as the people running them and the kids involved. The activities mentioned below are only suggestions. Additional activities that a local NEMBA Explorer Program might want to initiate are encouraged. These would be limited only by the creativity of the local program. The guidelines outlined in this handbook are what NEMBA feels are the minimum necessary requirements for running a youth mountain biking program. They are intended as guidelines, and if something doesn't fit in with the program that you envision, talk to us to see if we can accommodate you.

### **Regional NEMBA Involvement**

- NEMBA's membership and outreach coordinator will manage the program regionally, and work with chapters and individuals that participate in the program. Regional NEMBA may also seek program-wide sponsorship in order to provide each NEMBA Explorer program with t-shirts, basic bike tools and other items of use.
- NEMBA will formulate a basic plan for the program and send it out to potential Explorer Coordinators. This material will include copies of the NEMBA Explorers Program Handbook, and more information than would probably be given to each Ride Leader.
- NEMBA will be responsible for providing liability insurance for the program.
- NEMBA will perform Criminal Background Checks for any individual leading a NEMBA Explorer program.

- NEMBA will handle the processing of memberships for new youth members and or, the upgrading of regular memberships to family memberships.
- NEMBA will publicize regional and local Explorer Programs on its website and in SingleTracks Magazine.
- NEMBA will work with chapter coordinators and individuals leading Explorer groups to make sure that the program will operate safely and smoothly.

## **NEMBA Chapter Involvement**

### **Explorer Coordinator**

Each chapter wanting to take part in the NEMBA Explorer Program must have an Explorer Coordinator in place to run the program. The Explorer Coordinator may very well turn out to be a person in the chapter who wishes to initiate and manage a NEMBA Explorers program.

- The Explorer Coordinator's primary role is to solicit ride leaders and to keep the program running safely and productively.
- The Explorer Coordinator is the person who will answer questions about the program on the local level. He/she is the one who will provide Ride Leaders with the packet of information that they need, including liability waivers, etc.
- The Explorer Coordinator will save and maintain the liability waivers from each ride.
- The Explorer Coordinator will send out the information packet to ride leaders.
- The Explorer Coordinator is encouraged but not required to have CPR and First Aid Training. The coordinator will also encourage ride leaders to do the same.
- The Explorer Coordinator will provide training to Ride leaders if needed. This may involve nothing more than taking them out on a NEMBA Explorer ride to see how it's done.
- Explorer coordinators are encouraged to seek local sponsorship for their program as long as it doesn't conflict with overall sponsorship opportunities. Coordinators are encouraged to work closely with NEMBA's regional outreach coordinator to develop opportunities.

## Ride Leaders

Ride leaders are the people who will actually lead the rides. They also may be involved in organizing the meetings and activities of the NEMBA Explorers.

- Ride Leaders organize and lead the rides.
- Ride Leaders are responsible for the route selection for each ride. (\*\*Come up with guidelines for route selection)
- Ride Leaders will collect the signed liability release forms and forward them to the Explorer Coordinator. (\*\*Come up with an appropriate liability release)
- Ride Leaders will perform safety checks of all participants' bikes before the ride. (\*\*Come up with a list of things to check.)
- The Ride Leader will hold a welcome/orientation talk before the ride. (\*\* Come up with a list of topics to be covered.)
- At least one of the Ride Leaders must bring an operational cell phone on the rides and must have a copy of the emergency plan. (\*\*Come up with an emergency plan.)
- Ride Leaders may organize and run meetings or Explorer activities such as trail maintenance or bike repair clinics.
- Ride Leaders can be parents of some of the NEMBA Explorers. Indeed, this would be encouraged.
- We would require at least two Ride Leaders for every ride. Though one might be an unofficial adult leader or sweeper, say a parent or adult who's along for the ride.
- All Ride Leaders must have passed a criminal background check.
- Ride Leaders are encouraged but not required to have CPR & First Aid Training.
- Ride Leaders should bring enough tools to do simple repairs, both before the ride and on the trail. They should also carry inner tubes in 20, 24 & 26-inch diameters.
- Ride Leaders will carry with them the contact information for each participant's parent or guardian. (\*See below)
- Ride Leaders will hand out their cell phone number to each participant.
- Ride Leaders will decide the appropriate size of the groups on their rides. In the case of too many people wanting to ride the Leader must either limit the number of participants or split the ride into groups and involve additional leaders.

- Ride Leaders should have Explorers sign up before the event so that they will know how many people to expect.
- Have a weather cancellation policy. Maybe a telephone number that people can call to see if the ride is on.

## **NEMBA Explorer Participants**

NEMBA Explorers shall ...

- Be a NEMBA youth member or part of a NEMBA family membership.
- Be a member of the local NEMBA Explorer program or a guest of same.
- Be between the ages of \*(to be determined by the local program.)
- Bring a bike in working order to each ride. (Unless the local program provides them.)
- Have a parent or legal guardian sign the liability release form at each ride or event.
- Bring water, snacks and a small amount of money. Bringing a cell phone is also a good idea though it should be turned off during the ride.
- Bring 2 copies of written out contact information for their parents or legal guardians that will allow them to be located/contacted on the day of the event. IE: Cell phone numbers, home phone numbers, location address, etc. A copy will be carried by each of the ride leaders.
- NEMBA Explorers shall wear appropriate riding attire: helmet, gloves, safety or sunglasses, and riding shoes or sneakers. No open toed sandals or flip-flops.
- All pets must be left home.

## **NEMBA Explorer Parents/Guardians**

Parents or Guardians of NEMBA Explorers shall . . .

- Sign the Liability Waiver before each ride.
- Provide the ride leaders with two copies of contact information that will work during the ride.
- Arrive at the ride location at least 15 minutes prior to the event. If the parent/guardian is not participating in the ride, he or she will return to the pickup location 15 minutes prior to the ride's finishing time.

- Make sure that their Explorer's bike is in good working order, and that their Explorer has the right riding gear, water and snacks.
- Parents are welcome to go along on the ride.