



# 2016 Alberta Summer Games

Mountain Bike Zone Representative:  
User Manual





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## 1.0 Introduction

Welcome to the role of Zone Representative for this year's edition of the Alberta Summer Games! With the proper guidance, the role of Zone Representative can be a very rewarding challenge, with the net benefit of increasing the quality of youth cycling in the Province of Alberta. We are very happy to have you on board and hope that the information contained in this guide will make your experience as positive as possible.

In addition to this guide, the Alberta Bicycle Association has developed an Alberta Games-dedicated webpage on the ABA website to help answer any and all questions that parents or athletes may have. Please make sure to familiarize yourself with [www.albertabicycle.ab.ca/ab-summer-games](http://www.albertabicycle.ab.ca/ab-summer-games) before directing any parents or athletes. The [Alberta Games website](#) is also a very useful tool, full of great information for Zone Reps, Coaches, Athletes, and Parents alike.

The information in the guide below will give you all the information you need to be successful in the role of Zone Representative for this year's edition of the Games. Within it you will find information on things like:

- Your Zone's approved funding for 2016
- How to host a Zone Qualifier Event
- Team composition and eligibility
- The roles and responsibilities of the Zone Coach and Zone Representative
- Important web resources and contact information

The ABA strongly recommends that before reading this guide, you first make yourself familiar with the Alberta Summer Games [Mountain Bike Technical Package](#) to get a basic understanding of the upcoming event.

We hope that you enjoy your time as a Zone Representative, and welcome any feedback you may have regarding the process.

As always, if you have any questions, please do not hesitate to contact me directly at any time.

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## 2.0 Role of the Zone Representative

As your Zone's appointed Zone Representative, there are a number of things you will be responsible for leading up to the Games. Those things include:

### **Organizing a Zone Qualifier Race**

Organizing a Zone Qualifier Race is one of the most important roles of the Zone Representative. The Zone Qualifier Race is hosted as a means to identify the athletes that will represent your home Zone at the Games. The Zone Qualifier may be hosted as a stand-alone event, or as a part of a pre-established Trailblazers or Alberta Cup event. The Zone Qualifier must be hosted **no later than June 16<sup>th</sup>, 2016**. See the "How to host a Zone Qualifier" section below for information on the technical requirements of hosting an event.

### **Act as a Lead Contact in your Zone**

As the Zone Representative, you will be the authority for all things Alberta Games Mountain Bike-related in your Zone. This means you will need to be fully up-to-date on things like:

- ✓ Zone Qualifier Race (Where? How Much? Can my child participate?)
- ✓ When will the team be announced?
- ✓ How will the team get to-and-from the Games?
- ✓ Games online registration process
- ✓ When will I know if my child is eligible for a fill position?

The Zone Representative will work closely with the Zone "Chef de Mission" as well as the Alberta Bicycle Association to ensure that they have all of the up to date info they need.

This guide should help answer any and all of the above questions for you. It is also very useful to consult the [ABA Alberta Summer Games Webpage](#) to answer many of the FAQ's presented by parents and athletes alike.

### **Assemble the Zone Roster**

The Zone Representative is directly responsible for assembling the Zone Roster based on the results from the Zone Qualifier. Immediately after the Zone Qualifier event, athletes who have made the team should be notified (at the event itself if possible). Once the successful athletes have been notified, the Zone Representative will need to circulate all information to the athletes/parents regarding online registration process, as the full team must be registered no later than **June 17<sup>th</sup>**. Each mountain bike Zone Team will consist of the following riders:

- |                                 |                              |
|---------------------------------|------------------------------|
| – 2 Females U13 (aged 11 to 12) | –2 Males U13 (aged 11 to 12) |
| – 2 Females U15 (aged 13 to 14) | –2 Males U15 (aged 13 to 14) |
| – 2 Females U17 (aged 15 to 16) | –2 Males U17 (aged 15 to 16) |

\*\* It is very important to record the results of ALL athletes who attend your Zone Qualifier event. As per the current Fill Policy, your Zone may be eligible to send additional athletes based on another zone's inability to fill their roster.



### **Arrange which Team Staff will attend the Games**

The Zone Representative will be directly responsible for deciding which adults will attend the Games with the Team. Each Zone must send a coach and chaperone, consisting of:

- 1 Adult Male
- 1 Adult Female

One of these individuals must be the Zone Coach. The Zone Representative is encouraged to attend the event with the team, although an alternative chaperone may go in your place.

### **Arrange Pre-Games Team Outings**

Work with your Zone Coach to arrange at least one pre-games outing for the team. This outing will serve as a team-building exercise, as well as an opportunity to work on skill development for the athletes. See the "Zone Coaches" section below for more information.

### **Attend Pre-Games Zone Meetings**

After your team has been chosen, the Alberta Summer Games will host a "Zone Information Meeting" in your home-zone that is mandatory to attend. Led by the Zone Chef de Mission, this meeting will be extremely informative, going over things such as transportation, team clothing assignments, accommodation, and all other processes surrounding the Games. The meeting will take approximately 2-3 hours and will happen approximately 2 weeks prior to the Games. Stay tuned to the "[Zone Information Meeting](#)" webpage for details. As an assigned Zone Representative, your Chef de Mission will contact you directly to inform you of the exact scheduled date of your Zone Information Meeting.

For all information regarding Fill Policy, Athlete Eligibility, etc. please be sure to consult the [Mountain Bike Technical Package](#).



### 3.0 Role of the Zone Coach

The Zone Coach will be an integral part to your Team’s success at the upcoming Games. Make sure to pick a coach who is fully dedicated to the role and willing to work with chosen athletes in the months leading to the Games.

Once you’ve secured your Zone Coach, direct them to the [Alberta Games Coaches FAQ Page](#) to answer any questions they may have about their role leading up to and during the Games.

Your coach must be Certified in the National Coaching Certification Program (NCCP) system prior to the Games. If you’ve chosen a coach who is not yet certified, don’t worry, we’ll be offering two NCCP Cycling Courses prior to the Games free of charge. Please be sure to refer your coach to the [ABA Coaching Webpage](#) for a full outline of the steps involved in becoming an NCCP Certified Coach.

For 2016, we will be offering two NCCP Introduction to Competition Skills & Tactics courses for Games Coaches in the Mountain Bike & BMX Disciplines. The dates for this year’s coaching courses are:

Date	Course	Location
TBD	Intro to Competition: BMX Skills & Tactics	<a href="#">TBD</a>
TBD	Intro to Competition: Mountain Bike Skills & Tactics	<a href="#">TBD</a>

Both of the above courses will be offered for FREE for your Zone Coach to attend (\$140 value). Your coach may decide to attend either one or both of these courses at their discretion. If your coach has not done-so already, please have them RSVP with [Taras Feculak](#) directly to reserve their spot in this year’s course. As mentioned below, your coach will also be offered \$100 to help cover cost of transportation to and from the course(s).

#### Coaching projects

The ABA strongly encourages that your Zone Coach is actively involved with the selected team prior to the Games in July.

Zone Representatives should work with their respective coach to plan at least one “team outing” prior to the Games. Your team outing should comprise of equal parts team bonding and skill development learned in the Coaching Courses. The primary goal of the team outing is to identify strengths and weaknesses within the team, and help build athlete confidence and comfort prior to the Games. Zone Development Funding can and should be used to help fund your team outing, helping to cover the costs of things such as food, transportation, etc. The ABA strongly recommends that each team host *at minimum* one team outing, with the recommendation of having at least one every two weeks leading up to the Games.

The Zone Coach will also be responsible for the formulation of a Daily Plan for all athletes during the Games.



## 4.0 Zone Funding

Each year, the Alberta Bicycle Association submits a funding application for the Alberta Summer Games Mountain Bike program. Below is a breakdown of the funding your Zone will have direct access to in 2016. It is important to note that all funding is remitted to Zone Representatives and Coaches after the Games have taken place in the form of a Cheque from the Alberta Bicycle Association.

Zone Qualifier Events may also be a good form of income for the team by virtue of Race Entry Fees. Any profit earned from the Zone Qualifier event should first go into covering the costs of the event, with all remaining amounts spent on Zone development. (i.e. team outings, supply purchase, etc.)

**\*\*Please note:** All funding cheques mentioned below will be released to the Zone Representative and Zone Coach **after** the Games have occurred.

### Zone Development Funding

**\$265** per Zone released to the Zone Representative.

This funding is intended to be used by each Zone for things including, but not limited to:

- Offsetting the costs of hosting the Zone Qualifier Event
- Covering the costs of Team Outings prior to the Games
- Covering the costs of Games-related team equipment/apparel (i.e. Team Jerseys, water bottles, etc.)
- Helping cover the cost of youth cycling infrastructure in your zone
- Local Games-related advertizing and awareness

### Coaching Course Funding

Through the Alberta Summer Games, the ABA has secured funding to cover the registration fees for each Zone Coach to take part in their choice of two NCCP Cycling Skills & Tactics coaching courses to happen in the host community of Airdrie. Coaches may register for one or both of the courses being offered (see information above in “3.0 Role of the Zone Coach”).

On top of covering the registration fees for your coach to attend this course, the ABA will also offer a **\$100 honorarium** to each coach in order to help cover travel costs to-and-from the course. If your coach is unable to attend the course, this fee may be added to the Zone Development funding mentioned above. This funding will be released to the Zone Coach directly.

Lastly, in the weeks leading up to the Games, the ABA will be hosting an Alberta Summer Games Coach Training Follow up Session via conference call, where coaches will have access to our Provincial Team Head Coach to ask any questions or address any concerns regarding their upcoming role. Exact details of the conference call will be sent to all Zone Coaches once the final teams have been selected.



## 5.0 How to Host a Zone Qualifier

Hosting a Zone Qualifier event may be slightly intimidating for the first time Zone Representative. The below information is meant to guide you in hosting a successful Zone Qualifier in your region.

### **Step 1: Verify Zone Qualifier information with the ABA**

All Zone Qualifier information must be submitted to the ABA **no later than February 12<sup>th</sup>, 2016**. The following information needs to be submitted to the ABA regarding your Zone Qualifier:

- Event Name
- Event Date
- Event Location
- Registration Deadline
- Registration Fee

It is important that you obtain all permissions from your venue in question prior to submitting the above information to the ABA.

Zone Qualifiers for the Mountain Bike discipline may be hosted in a variety of ways. The ABA recommends hosting them as a part of:

- ***A pre-established Alberta Cup XC Mountain Bike Race***  
Hosting a Zone Qualifier as a part of a pre-established Alberta Cup XC event will reduce your workload, provided you work closely alongside the event organizer.
- ***A Trailblazers Youth Racing event***  
Hosting a Zone Qualifier in conjunction with a Trailblazers Youth Racing event involves a little bit more work, but is a great way to encourage youth of *all* ages to come out and give racing a try. This form of Zone Qualifier is highly recommended if you have the resources.
- ***A stand-alone event***  
Hosting a stand-alone event is the best option if you are a first time race organizer with no Alberta Cup XC or Trailblazers Youth Racing event to partner with. Hosting a stand-alone event can be simple with access to the proper venue and volunteer base.

### **Step 2: Plan the Event**

In the months leading up to the event itself, the following things should be on the top of your mind:

- ✓ Finalize Venue Permissions
- ✓ Event Insurance (If the event is a Trailblazers or AB Cup event, insurance is already provided)
- ✓ Event Promotion
- ✓ Gathering event volunteers
- ✓ Develop a race course design
- ✓ Communicate race plans with Alberta Bicycle Association
- ✓ Familiarize yourself with Technical Requirements of the race (see below)
- ✓ Connect directly with your partner race organizer (i.e. organizer of Alberta Cup or Trailblazers you will be joining with)



### Technical Requirements

As per the Alberta Summer Games Technical Package, each category must conform to the following minimum finish time requirements:

Age Group	Min. Optimal Win Time	Max. Optimal Win Time	Corresponding AB Cup Cat.
U13/U15 Male	35min	50min	Sport Youth Male
U13/U15 Female	35min	50min	Sport Youth Female
U17 Male	50min	1h05min	Sport (adult) Male
U17 Female	50min	1h05min	Sport (adult) Female

General Recommendations for the course composition:

- Course should be 4-6km in length
- The course should comprise of a minimum of 65% singletrack
- Ideally the loop should form a “cloverleaf” design. Normal “loop” format is completely acceptable
- Course should be wholly rideable
- Course should match the technicality of Alberta Cup “Sport Youth Male/Female” and “Sport Male Female” offerings

Please see page 22 of the [Race Organizers Guide](#) for a complete reference guide on items such as Course Marking.

### Sample Schedule

Similar to Alberta Cup XC events, the “slower” categories should race earliest in the day, with the “faster” categories going last. Try to avoid having all categories on-course at the same time where possible. Zone Qualifier events that are being hosted as part of an Alberta Cup will use the pre-established schedule as provided in the event’s Technical Guide.

Category	Start Time (weekend)	Start Time (weeknight)
U13/U15 Male	10:00am	5:30pm
U13/U15 Female	10:05am	5:35pm
Awards (First Start)	11:30am	6:30pm
U17 Male	12:00pm	7:00pm
U17 Female	12:05pm	7:05pm
Awards (Second Start)	1:30pm	8:30pm

If you are unable to host two separate starts, create a schedule that staggers starts from fastest categories first to slowest categories last (i.e. U15/U17 Male: 10:00am, U15/U17 Female, 10:01am, U13 Male: 10:02am, then U13 Female: 10:03am).

### Medical Requirements

Zone Qualifier event should follow the same Medical Response Policy as all other sanctioned ABA events. If your event is already a part of a regularly scheduled Alberta Cup, the organizer will have already taken care of this. If you’re hosting a stand-alone Zone Qualifier, please make sure to review the [ABA Medical Support Policy](#) and make all medical arrangements necessary.



**Volunteer Requirements**

If you are hosting a stand-alone event, or an event in conjunction with a Trailblazers Youth Racing event, you will need to gather volunteers to help in the process. See the below table which outlines some of the volunteer roles you will need to cover:

<input checked="" type="checkbox"/> VOLUNTEER ROLE	
<input type="checkbox"/>	Registration Table (2 to 4 people – take registrations, sell and/or confirm General Memberships)
<input type="checkbox"/>	Course Marshals (4-6 people - regular course intervals, major course intersections – aim for one every 1km)
<input type="checkbox"/>	Medical Volunteers (2 people with First Aid qualification)
<input type="checkbox"/>	Results Staff (2 to 3 people – finish-recorder, stopwatch volunteers)
<input type="checkbox"/>	Announcer

The above table is not meant as a definitive list of volunteers that should be present at your event. As always, the more volunteers you can utilize, the better.

Established in 2013, the [Trailblazers Youth Racing Race Organizers’ Guide](#) is an excellent resource that will help walk you through the specifics of hosting a youth race for the first time. Please be sure to consult the guide to answer any specific technical questions you may have.

**Important Race Category Information**

- Racers must race in the category that corresponds to their age as of December 31<sup>st</sup>, 2016
- Eligible athletes must compete in the Zone that corresponds to their primary home address. For example: an athlete who resides in Airdrie will qualify & race for the Zone 2 Team. A full Zone Map may be found online [here](#).

**Important Membership/Licensing Information**

In order to compete at the Alberta Summer Games, athletes must obtain at minimum an Alberta Bicycle Association General Membership. If an athlete has already joined an Alberta Bicycle Association affiliated club, they have already purchased this membership and do not need to purchase anything further to compete. If they are *not* a member of an affiliated club, they may purchase a U17 General Membership online [here](#). For more information on Licensing and Membership types, click [here](#). The purchase of an ABA membership will make sure all athletes are insured for the event.

The ABA recommends that you make sure to have hard-copy ABA Membership Forms on-site at the registration table for any non-members who wish to show up and take part. Forms may be downloaded from our website [here](#).



## 6.0 Online Resources

See the below links to a variety of useful online resources for Zone Representatives, Zone Coaches, athletes and parents alike.

- 🚲 [Alberta Summer Games ABA Webpage](#)
  - Contains everything from FAQ's to Zone Qualifier Dates to Athlete Eligibility
  
- 🚲 [Alberta Bicycle Association Coaching Webpage](#)
  - Provides all information needed for coaches wishing to continue NCCP Certification
  
- 🚲 [Cycling: Mountain Bike Technical Package](#)
  - Contains all technical information regarding Games eligibility and deadlines
  
- 🚲 [Leduc 2016 Webpage](#)
  - Contains all relevant information about the 2016 Host Community
  
- 🚲 [Trailblazers Youth Racing: Race Organizers' Guide](#)
  - Excellent resource for first-time youth race organizers
  
- 🚲 [Alberta Games Website](#)

Contains the below useful sub-pages:

  - [Sports Information](#)  
Includes Technical Package for each sport, as well as links to PSO websites
  
  - [Participant Handbook](#)  
To be completed for June, 2016
  
  - [Zone Information Meetings](#)  
Stay tuned here for a full schedule of Zone Information Meetings in your Zone
  
  - [Online Registration](#)  
This will be your one-stop-shop for all Online Registrations
  
  - [Frequently Asked Questions: Athletes/Parents](#)  
Great information on this page that should be circulated to all of your athletes
  
  - [Frequently Asked Questions: Zone Coach](#)  
All the information your Zone Coach needs to know leading up to and during the Games
  
  - [Transportation](#)  
Contains all information regarding Games-Time transportation



## 7.0 Contact

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