

San Diego Velodrome

Approved Coaches Checklist & Policy*

*subject to change

Procedure

- All current coaches have materials be submitted in January of the calendar year
- New coaches may submit for approval at any time
- Submit materials to info@sdveldrome.com

Coaches Conducting Group Sessions

1. Current member of SDVA
2. Coaches License/Certification (proof showing paid and current)
 - USA Cycling Coaching Certification Coaching OR
 - Other coaching certification/documentation (approved by the SDVA Board)
3. Complete Safesport (when working with children only) and follow all sexual harassment policies (as stated by SDVA board)
4. Must read and follow [Concussion policy](#) (and provide proof if requested by SDVA board)
5. Must read and follow Emergency policy (when requested by SDVA board)
6. Criminal Background Screening (when working with children only)
7. Coaches Agreement for Current Calendar Year
8. Insurance
 - a. Completing only covered and pre-approved board sessions OR
 - b. Proof of Coaching \$1 million liability Insurance with Certificates naming both as additional insured:
 - City of San Diego, Its Officers, Employees, Agents, and Assigns, 202 C St., San Diego, CA 92101, AND
 - San Diego Velodrome Association, Its Officers, Employees, Agents, and Assigns, 2221 Morley Field DriveSan Diego, CA 92104

Access Needed

- Junior trailer
- Class bikes trailer
 - Adult bikes
- Start Gate trailer
 - Start gates (course)
 - Lap cards
- Utility trailer

San Diego Velodrome

Approved Coaches Policy

Overview:

In order to maintain a thriving community at the San Diego Velodrome, the San Diego Velodrome Association (SDVA) understands the need for volunteer and paid Coaches. Thus, the SDVA Approved Coaches Program (ACP) seeks to recognize the Coaches who meet the requirements to maintain a safe environment that is dedicated to improving the skills and physical conditioning of the participants.

This policy governs all coaches holding sessions at the San Diego Velodrome, regardless of whether they are paid or not, regardless of whether they are granted exclusive track time or not, and regardless of the number of participants or duration of the sessions.

This policy does not nullify or otherwise abrogate the responsibility of the approved coaches to follow the SDVA Bylaws, Trusted Steward Agreement, or Membership Agreement.

Responsibilities:

- **Safety & Reporting:** Coaches must conduct all sessions following best practices for safety, including cessation of activities if an immediate safety concern becomes apparent and notification to the SDVA about all safety concerns and incidents.
- **Respect:** Coaches must treat all SDVA members, velodrome users, and City representatives with respect and shall uphold the Velodrome's non-discrimination policy.
- **Non-discrimination:** Coaches must show the highest respect to all individuals and require all others on the velodrome show the highest respect to all individuals, including preventing disrespect based on any individual's:
 - sex /sexual orientation/ gender identity/ gender expression:
 - Coaches shall issue warnings and, if discrimination continues, remove individuals who support challenges to a person's self-selected gender identity/gender racing category
 - race/ethnicity/religious identity
 - national origin/immigration status
 - disability/health (exception for certain pandemic-related testing/vaccine records)
- Coaches must ensure that riders in the session are current SDVA members and have completed the introductory class or equivalent, except as permitted by the Trusted Steward Program, public hours policies, or other specific written agreement.
- Coaches must ensure that the coach(es) and rider(s) in the session do not take priority over other members at any time during open hours, except through prior written contract with the SDVA Board of Directors for private session time.
- Coaches must ensure that all gates, storage containers, and the light box are locked on at the end of the session, or that member with authority granted under the SDVA Trusted Steward Program or Bylaws remains to accomplish this task.
- Coaches must ensure that the lights and all other utilities are turned off at the end of the session, or that a member with authority granted under the SDVA Trusted Steward Program is assigned this task.
- Coaches take full responsibility for directing and supervising assistant coaches and volunteers and must be present for all of their activities.

- Coaches shall conduct themselves with the utmost respect and shall not through their actions or inactions bring the SDVA into disrepute.

Applicant's Initials: _____

Requirements:

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II. Special Requirements for Motorpacing

Please see Approved Motorpacing Policy.

Privileges:

- These privileges may be revoked at any time by the SDVA by written or verbal notice.
- Failure to follow the above Responsibilities and Requirements will result in loss of privileges.
- Coaches may request keys for the drive in gate, light box, and storage trailer for use compliant with the SDVA key policy.
- Coaches may request to store equipment at the Velodrome as space allows.
- The SDVA accepts no liability for this equipment.

Agreement:

I hereby agree to be bound by the terms outlined in this Approved Coaches Policy, as well as abide by the rest of the SDVA Policies. My signature in the following as well as my initials on the preceding page represent my agreement to these policies. I understand that the SDVA will receive this signed application and only take measures to approve or reject it upon receipt of the additional documentation proving that all of the Requirements of this agreement have

been met.

Printed Name:

Signature:

Date: _____

Further, I understand and agree to the Trusted Steward Program policy and wish to use this document additionally as an application to be a Trusted Steward.

Signature: _____