



TEAM HANDBOOK

2025

DVMTB.COM



ROLLING THUNDER

2025 Desert Vista Mountain Bike Team Handbook

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1.0 General Team Information

1.1 Introduction

Welcome to the Desert Vista Mountain Bike Team, hereinafter known as “DV MTB”. As DV MTB, we feel it is an honor and a privilege to represent our community by riding our bikes together as a team and becoming positive contributors to the cycling community.

DV MTB is an independent, non-profit organization, supporting riders in grades 6 through 12. We are open only to students enrolled in person at Desert Vista High School, Altadena Middle School, Akimel A-al Middle School, Keystone Montessori in grades 6th-8th, and any 6th-12th grade homeschool students that live within the attendance zone of Desert Vista High School.

As an independent, non-profit organization, we are responsible for the team finances and management activities. We are active members of the Arizona Cycling Association (ACA). All of our Coaches, Support Riders, and Board are volunteers, whose passion for riding and sharing that passion with students makes this all possible.

Who we ARE: We are a fun loving community of families that enjoy riding bikes together and teaching our kids as much as we can about the sport of mountain biking. We follow a positive, growth mindset approach where we are continuously learning, improving and supporting one another.

We are a team-first organization. Our team culture is to put the needs and goals of the team ahead of individual agendas. We all work together to support the greater good of the team, regardless of our roles. Decisions, policies and actions are all taken with the intention of overall support, benefit and respect for our team.

We cater to brand new riders who have a willingness to learn, work hard and improve their riding skills on every ride. We provide guidance and support for all riders on the team to get the most out of their time with the team. We provide the opportunity for our riders to face challenges, work together as a team to overcome obstacles and to efficiently seek solutions to any issues that may arise.

We are an education oriented organization that seeks to impart life long skills to all of our riders. Each rider comes to us with a wide variety of skills and fitness at the start of the season and we provide the foundation to improve. We work with each rider to understand their goals and aspirations for the season and offer support to meet those.

We are an all volunteer organization led primarily by parents of current riders. Our backgrounds vary from experienced racers to enthusiastic parents who want to ride with their kids and build an amazing community of like minded families. We all share in the respect and appreciation for those who created this team before us to be able to ride together. We respect the Arizona Cycling Association for creating the opportunity for us to race together.

1.2 Mission Statement

The Mission of DV MTB: Get More Kids on Bikes, Riding for Life!

- Provide an opportunity for students to build strong bodies, minds and characters through interscholastic mountain biking.
- Provide students with the coaching and camaraderie to help them achieve their cross-country mountain biking goals in a safe and enjoyable manner.
- Develop the awareness of what it is to be an amateur athlete and responsible member of the cycling community.
- Foster a responsible attitude toward the use of trails, wilderness and outdoor cycling areas.
- Promote the love of mountain biking as a healthy and lifelong recreational lifestyle.

1.3 Core Values

It is a **privilege, not a right** to represent our team and our community on our mountain bikes. The following Core Values create the foundation of that privilege that we strive to maintain.

FUN - Riding mountain bikes with your friends and teammates is a tremendous amount of fun! We inspire friendships, joy and adventure every time we hit the trails.

SAFETY - We do our best to avoid unnecessary risks and expect riders to always ride safely. While there is an inherent risk in mountain biking, the team takes all reasonable precautions to provide a safe environment for riders to build their skills and fitness. Trail selection, ride speed and ride durations are all adjusted to the skills of each group.

TEAMWORK - We support all of our teammates at races and during team rides. While mountain biking may seem like an individual sport, the experience is enriched with a team. The opportunity to meet new people and build friendships by riding together is one of the lasting benefits of participating in the team.

RESPECT - We expect consideration for all others, oneself and the outdoors. Teammates, competitors, coaches, ACA Officials, trail users and the trails themselves will be treated with the utmost respect and appreciation.

COMMUNITY - We strive to be positive community members. We unite diverse people, families and communities through cycling by creating fun and welcoming experiences. We acknowledge that many of our team activities are conducted in an open setting on public use trails. We are members of the community that all share the trails together.

1.4 What we do

DV MTB is all about building team camaraderie and having fun riding bikes together. We offer multiple rides per week and riders are expected to attend each ride on their designated days. We build fitness, endurance and learn skills by riding together as a team. If your rider has a personal coach or training program they are following, we expect the team rides to take priority. While it is possible to ride on your own and follow your own plan, it is important to remember that we encourage riding together as a team rather than individual training.

Team Rides: These are on the bike training activities managed by the team to give our riders the opportunity to learn new skills, build fitness and experience different aspects of mountain biking. All rides posted on TeamSnap, our team communication tool, are considered Team Rides and will be subject to the rules and expectations of DV MTB and the ACA.

Training Rides: Middle School and High School groups will ride 3 times per week, on designated days, as a Team. Each day, we break up into multiple ride groups of similarly skilled riders to ensure the trails and pace are appropriate. It is within these smaller groups that the coaches and support riders are able to introduce new trails, practice new skills and build fitness. Our team rides are on a mix of trails in the South Mountain Park, paved pathways, canal banks, local roads and skill work in the grass, around Ahwatukee, as we work to expand the experience of the team.

Adventure Rides: Throughout the season (usually after the last race but before the end of the season) the team will travel outside of Ahwatukee to ride trails in the greater Phoenix area to continue to build their skills and experience new areas. The focus of these rides is the adventure of evaluating new trails, choosing a route, estimating ride times and assessing conditions. These rides aim to build student's confidence and experience by expanding their trail knowledge.

Races: The Arizona Cycling Association offers several races throughout Arizona. The races provide an opportunity for our riders to compete against other riders from across the state. The race details can be found on the Arizona Cycling Association website: <https://arizonacycling.org/>. Participation in the races is not mandatory but is considered a privilege for those riders who meet the requirements defined in this Handbook.

Loaner Bikes: DV MTB does have a few bikes available to loan out to students. These bikes are of various shapes and sizes and are intended to support riders who do not have access to a bike. Please check with the coaches if you need a team loaner bike.

The Arizona Cycling Association also has a Loaner Bike program which has very specific rules and requirements. Please refer to the Arizona Cycling Association website for details <https://arizonacycling.org/loaner-bike-program/>. Due to the restrictive nature of the Arizona Cycling Association program, **DV MTB does not participate in the Arizona Cycling Association loaner bike program.**

Team Meetings: We host periodic team meetings either virtually or in person in order to discuss various topics related to the team. Topics may include Race Day information, Team Apparel updates, Team Financial information, Leadership Elections, etc. Team meetings and agenda items will be announced in advance and minutes will be posted for future reference on TeamSnap, <https://www.teamsnap.com/>, our team communication tool.

End of Season Celebration: At the conclusion of the season, DV MTB will host a celebration to reflect upon the experience and to provide recognition to those students who participated. The scope and format of the celebration will be defined by the DV MTB Board.

Student Leadership: We have several opportunities for high school riders to take on student leadership roles. If you are interested in learning more about the program and taking on a role, please contact a coach or a DV MTB Board Officer.

1.5 When is our Season

The Arizona Cycling Association (ACA) season begins in April and runs through November. The ACA will announce the specific season dates, but rides typically start July 1st and run 2 weeks after the last race in November.

April - Registration Open. We begin our pre-season activities, which includes team registration, promotional sessions and a limited number of pre-season activities.

July - Team Rides Begin. Middle School and High School Rides will be Tuesday, Thursday and Saturday from 5:30 am until 7am. Specific locations will be communicated via TeamSnap.

August 8th - Registration Closes. Registration closes for the current season on Thursday August 8th. After this day no riders will be permitted to register for the team. This gives new riders some time once school starts to decide if they want to join the team, but it also helps the team focus on the upcoming race schedule.

September through November - Race Season. The first race is in September and races run every other week through November. Once races begin, the team rides will be focused on the specific skills and fitness needed for the upcoming race. We will adjust ride plans as needed to support the riders who are racing. Racing is NOT required to be part of the team, but racing skills become the focus of the team rides once started.

November - End of Season Celebration. We will celebrate the end of another fun season and recognize each rider for their accomplishments. Venue and scope will be determined by the DV MTB Board.

1.6 Discretion

DV MTB Board has the discretion to suspend or expel a rider, coach, support rider, or family member based on violations of the Team Handbook, DV MTB Membership Pledge, the ACA Rulebook, or other behavior deemed inappropriate or disruptive to DV MTB by that individual or that individual's family members, occurring at any time. Such discretion shall be exercised by the DV MTB Board and its decision provided in writing, describing the basis for and length of suspension or expulsion without refund.

2.0 Rider Information

2.1 Basic Team Requirements

Failure to meet the basic team requirements may result in a rider being declared as not in good standing (not eligible to race) or removal from the team.

2.1.1 Complete Registration Process

1. **CCN Registration Tool (CCN)** - incorporates both the ACA and DV MTB Team Registration processes. The link to CCN will be found at the end of the Team Handbook, along with the passcode that is required for registration. All ACA and DV MTB waivers, pledge, and fees will be collected through CCN to provide a one-stop registration experience.
2. **TeamSnap Registration** - Once riders are registered with the ACA and DV MTB in CCN, they will be invited to TeamSnap <https://www.teamsnap.com/> and to join our team rides. TeamSnap is the DV MTB communication tool that has the details for team rides, team contact information and team specific information. TeamSnap is the lifeline of the DV MTB. We strongly encourage you to download the TeamSnap App for your phone, so you will have the team information handy at all times. It is critical that your contact information is correct and updated in TeamSnap so we all have an open line of communication. You can also log into TeamSnap on a computer. Appropriate use of the TeamSnap Chat or other functions is always expected.

2.1.2 Meet Equipment Requirements

Safety is our highest concern and each rider plays a major role in being safe. We are focused on cross country mountain bike racing with an emphasis on physical fitness, endurance, bike handling and mental toughness to compete in races. It is critical to

come to each team ride prepared mentally, physically and with all of your gear working properly. Riders without the mandatory equipment are not permitted to ride with the team. Any mechanical issues must be addressed prior to attending a team ride. Do not come to the ride with a known issue with your bike expecting the coaches to fix it for you, unless prior arrangements have been made.

Mandatory Equipment:

- Ride Ready Mind & Body
 - Well Rested, Good Attitude, Properly Fueled
 - Shorts, Trail Shirt, or T-shirt
- Fully Functioning and Well-Maintained Mountain Bike
 - Chain, Brakes, Wheels, etc.
 - Front & Rear Lights are required for all morning rides after August 19th!
- Protective Riding Gear
 - Helmet
 - Gloves
 - Eye Protection
- Personal Riding Gear - Hydration Pack is strongly recommended
 - Water! - enough water to last 2 hours on the trails
 - Spare Tube - that fits your wheel
 - Pump or CO2 tools
 - Nutrition - snacks for longer rides
 - Any personal Medication
- Race Day Attire
 - DV MTB Trail Shirt or Race Day Jersey
 - Solid Black Shorts - tight or baggy

2.1.3 Meet Academic Standards

It is important to remember that school comes first and that maintaining good grades are a prerequisite for participating on DV MTB. Following the Arizona Interscholastic Association standards, students that have failed a class at either the quarter or semester will be prohibited from participating with DV MTB. DV MTB takes this one step further in expecting all students to have at least a C in all classes. Students with a D in any class are expected to take a break from the team and focus on their grades until such time that all classes are at least a C level. **Monitoring grades and scholastic performance is the responsibility of the rider's parents. The Team will send a reminder to all families at the end of 1st Quarter for a self assessment.**

If students find that participating in DV MTB is having a negative impact on their academic performance, we encourage families to make the proper adjustments to focus on priorities. There are many resources available for academic support at Desert Vista High School, and we encourage you to also consider additional support within DV MTB.

We have a wide variety of riders, coaches and support riders that are here to help as well.

2.1.3 Meet Participation Standards

DV MTB was built on the premise that riders who ride together as a team build improved fitness, deeper friendships and longer lasting camaraderie rather than riding alone. In order to be considered an Active Rider on DV MTB, you are expected to prioritize attendance for every team practice (your attendance is expected for each ride). High School and Middle School rides are scheduled to ride on different days. All riders are expected to ride with their respective grade groups.

For riders that are participating in other non-cycling activities during the season, it is your responsibility to properly communicate your schedule with your coach prior to the start of the season to align on goals and to collectively evaluate your participation with the team.

Riders, coaches and support riders are expected to be on-site at the start of each team ride at least 15 minutes prior to the start of the team ride. This allows time to get bikes ready, take attendance and hear the pre-ride briefing. Riders are expected to start and end each team ride with their group. It is absolutely not acceptable to show up late and try to catch on to the team ride. If you are late and are not going to make the start, it is your responsibility to call and talk to your coach to let them know. It is also not acceptable to cut out of a team ride before the end and ride off alone. If exceptions need to be made, it is your responsibility to talk to your coach.

Riders that fail to meet these participation standards could jeopardize their status as an Active Rider on the team, which would result in them not being eligible to race. Communication is the key, so please be in contact with your coach if you can not meet these participation expectations.

2.1.4 Meet Trail Etiquette Standards

DV MTB has a strong appreciation and respect for the trails that we are privileged to ride on. We openly acknowledge that these trails are open to the public and host a variety of other users. We constantly remind the riders that we are the lowest of priority users of the trails:

- We will smile, wave, say “Good Morning” and “Thank you” to any and all other trail users that we encounter.
- We will always slow down and yield the right of way to other trail users that we encounter, regardless of who you think has the right of way. DV MTB will always yield.
- When passing another rider or another trail user, we will communicate our intention to pass, wait for a clear spot and pass courteously.

- We will respect the trails by only riding on designated trails, even when passing.
- We will leave no trace and strive to make the trails a better place to be after we are done.

Each Rider is expected to meet the following expectations:

Trail Etiquette: See ACA Rulebook for additional details. <https://arizonacycling.org/>

- Ride Predictably
- Wear a Helmet at All Times
- Always Yield
- Pass with Care
- Stay on Trails
- Control Your Speed
- Do Not Litter
- Be Prepared
- Plan Ahead – Check In/Check Out

Code of Conduct: See ACA Rulebook for additional details. <https://arizonacycling.org/>

Safety

- Always ride within my ability
- Always wear appropriate safety gear
- Always check bike functionality – Brakes, Chain, Tires, Lights
- Always have proper hydration with me on all rides
- Always have appropriate tools, spares with me on all rides
- Always communicate with parents, coaches, support riders if you are not feeling well, or need to leave the team ride for any reason

Respect

- Respect my teammates, competitors, coaches, other trail users
- Respect Rules of Right of Way on Trail
- Respect the Trail and Land

Consequences:

Failure to meet any of these standards will be addressed by the coaching staff on the spot or as soon as practical. Continued failure to meet these expectations will result in the escalation process defined below. These standards are expected on any ride, even when you are not with the team, but especially when you are wearing DV MTB colors or logos. Our behavior on the trails reflect on all of us all the time, even out of season.

First Escalation: Rider will be suspended from all team rides and activities for 7 days following a discussion with the rider and their parents. A formal email will be sent documenting the discussion.

Second Escalation: Should the behavior occur again at a team ride any time during the current season following the first escalation, the rider will be suspended from all team rides and activities for 14 days, including at least 1 race. For example, should the same rider's behavior continue, they will be suspended for 14

days, if that time period occurs during the race season and two races fall within that time period, they will not be able to participate in either of those races. If there are no races within those 14 days, they will not be able to participate in the next race following the 14 days. They will miss at least one race.

Third Escalation: Should the behavior occur again at a team ride any time during the current season following the second escalation, the rider will be suspended from all team events and all team races for the remainder of the season.

2.1.5 Meet All Financial Responsibilities

Arizona Cycling Association (ACA) Registration Fees - CCN Registration Tool

ACA Registration Fees are paid annually directly to the ACA through the CCN website. Each rider must complete the required registration forms and pay the ACA Fee in order to be registered. Fees can vary each year and are included in this document as Attachment A - Fee Schedule. Completing the ACA registration process is mandatory prior to riding with DV MTB. Refunds are managed by the ACA.

Financial Assistance is available to support riders and families through the ACA. With the support of ACA sponsors, individual donors and additional funding options, support is available for those in need. Please refer to the ACA website <https://arizonacycling.org/> for ACA sourced support.

DV MTB Membership Fees - CCN Registration Tool

We are a self-funded organization. We rely on registration fees to cover the costs of operating the team. DV MTB registration fees will be collected during the registration process in CCN. Registration fees may vary each year but are included in this document as Attachment A - Fee Schedule. The amount for each season is set during the DV MTB operating budget process. DV MTB does not support any financial assistance requests.

Where do my DV MTB Registration Fees go?

- DV MTB trail shirt for every rider
- End of year celebration event & awards
- Administrative fees: ACA, DV MTB non-profit registration and maintenance, website, etc.
- Race day equipment and supplies such as: trailer, tents, bike racks, floor mats, tables, hydration, snacks

Prior to the start of the season, the DV MTB Board shall create an annual operating budget. The budget will be discussed with the Head Coach and Team Director and then presented to the DV MTB members for a vote of approval. A copy of the proposed budget will be emailed in advance for review.

2.2 Arizona Cycling Association Race Opportunities

2.2.1 Race Rules and Expectations

Racing is not mandatory in order to be a member of DV MTB. The ACA races are an amazing experience, so we strongly encourage all riders to participate. Riders must be Active Riders with the team in order to participate in ACA races.

Depending on the race format, DV MTB will have a tent area set up for all racers and families. We will have bike racks, tents, tables, snacks and water for team use. The tent area is where we store our gear and hang out during the day. Families are encouraged to stay for the whole day and to support the riders who finish on the podium. There is an award ceremony at the end of each race day. Team support is needed to set up, stock and tear down all of our team's race day gear. The ACA also depends on volunteers to set up, tear down and support the race weekends. There are many opportunities to sign up for a role and participate at both the team and ACA levels.

All of the races are managed by the ACA. The race format, schedule, category placements, rules and guidelines are all published in the current season's ACA Rulebook, which can be found on the website, <https://arizonacycling.org/>. A separate race registration fee is required for any race managed in CCN. All riders will race on the same general course, but the number of laps will vary based on category. Each race venue is different, but none are more technical than the rides we will do in practice.

The coaches will be using team rides to prepare the riders for what to expect on race day, but there is nothing better than experiencing it for yourself. The ACA Rulebook is published each year and contains all of the detailed rules each racer is expected to abide by.

2.2.2 Race Registration Fees

Race Fees are paid annually directly to the ACA through CCN. Participation in races is optional. If a rider is interested in racing, they must register and pay the separate race registration fees directly to the ACA. Race details can be found on the ACA website. Fees can vary each year and are included in this document as Attachment A - Fee Schedule. Refunds are managed by the ACA.

2.3 End of Season Rider Participation Status

Each rider has the opportunity to achieve the following levels of team participation recognition. These levels are strictly participation based (not race results).

Gold Level - Actively participate in team events and compete in at least 75% of the ACA races.

Blue Level - Actively participate in team events, but less than 75% of the ACA races.

Not Active - failure to meet the team participation expectations or failure to meet Blue Level of participation. Note: ACA Rulebook Section 2.7 *Student-athletes must be in good standing with their team in order to participate in ACA events.* <https://arizonacycling.org/>.

3.0 Parent Involvement

The DV MTB is more of a family than other sports you may have been involved in before. There is a significant amount of support, effort and costs that are required to make the season happen. The following section describes support we need from parents to make this a great experience for your rider.

3.1 Preparation

Rider Preparation: It is critical that your rider is prepared both mentally and physically to participate in team activities. Due to the heat this time of the year in Arizona, we ride early in the mornings. This takes a commitment from the rider to be ready to ride and be ready for school. They will need your support! Help your rider to get a good night's sleep, especially before team rides and races. Help your rider make the best food choices so they are fueled to perform.

Cycling Gear: There are many pieces of gear that your rider will need on every ride/race. Refer to the Equipment Requirements section for details. This is for the rider's safety and comfort. Riders are going to be spending a lot of time out on the trails riding hard, so in case something happens during the ride, they need to be prepared. Help them make sure their gear is packed and ready to load up the night before and their cycling clothes are ready.

Bike Preparation: The mountain bike is a very complex machine that requires maintenance and monitoring. Bikes are made for riding and with the terrain in Arizona, things break. Make sure you are inspecting your rider's bike and taking care of things during the off days. There are several local bike shops to help with maintenance, but some planning is needed. Do not wait until the day before a ride or a race to get things fixed. Regular maintenance and upkeep is critical but it takes time. Please make sure your rider's bike is kept in top shape. The coaches can help with some minor on trail repairs, but do not arrive at a ride and expect the coaches to fix a known issue.. Help your rider inspect and review the state of their bike before every ride.

Communication: Safety is our primary concern on the team. Our team rides will start and end as close as possible to the posted times. It is important that riders are on-site ready to ride at that time. Arriving late and sending a rider out alone to “catch up” is not acceptable. This creates an unsafe condition for everyone involved. If you are running late and need someone to wait, please dial the phone and call your coach so they can talk to you about a plan.

At the beginning and end of each team ride, attendance will be taken to ensure all riders are accounted for. If you are picking up your rider, please be there at the designated end time. If we are late getting back, please don't worry, sometimes things happen on the trail, like a flat tire or a mechanical issue. We will adjust our route to make it back as soon as we can. If your rider is riding their bike home after a team event, please communicate with the coaches so that they know.

3.2 DV MTB Board

All parents are invited and encouraged to participate in DV MTB. The DV MTB Board is made up of elected volunteer officers. Such elections are held annually as outlined in the organization By Laws. Meetings will be held on a periodic basis for all members, to be announced on TeamSnap and included on the TeamSnap Calendar. Board meeting minutes and summarized financial statements will be posted on TeamSnap.

Fundraising:

Additional fundraising opportunities are available to help support the costs associated with running the team.

- 1) **Team Sponsorship.** Team sponsorships help defray the cost of running the team and are very much appreciated. See any DV MTB Board officer for more details.
- 2) **Fry's Supermarket Community Program.** Tie your existing Fry's Grocery VIP Card to DV MTB and help DV MTB earn funds just by doing your normal shopping. See Fry's Community Program document on the DV MTB website for more details.
- 3) Other fundraising may occur as determined by the DV MTB Board.

3.3 Grievances

Submission of Grievances: All participants of DV MTB strive to provide a positive, supportive team environment for all of our riders and community members. If there are concerns or grievances that arise, it is important that we are able to communicate and work through them together as a team in a timely manner. Concerns or grievances must first be raised internally within the team to the Community Liaison Officer, as soon as possible, by using this link: [DV MTB Grievance Submission Form](#)

Appropriate responses will be taken by working together within our team. A clear description of the issue as well as a good faith effort to find a resolution within the team is required. Failure to follow this submission and escalation of grievances process is grounds for expulsion from the team with no refund and will be addressed at the discretion of the DV MTB Board.

3.4 Adult Code of Conduct

The Arizona Cycling Association (ACA) has published a detailed Adult Code of Conduct under section 5.8 of the ACA Rulebook. Violations of the Adult Code of Conduct will be addressed at the discretion of the DV MTB Board.

4.0 Coaching & Leadership Information

It is a privilege to serve the riders of DV MTB and the broader mountain bike community by taking on a leadership role within the team. Success in these roles requires a different mindset than just being a fast rider. These roles require the mindset of service, sharing, teaching and support for all of the riders on the team. The riders have a wide distribution of skills and fitness, but all are looking to these leadership roles for guidance, support and encouragement. These roles are critical in providing positive role models for the team by modeling the behavior promoted by the mission and culture of the team.

We have two types of roles for team leadership, On the Bike and Off the Bike. This document will define the roles and expectations of each position and provide the steps to get involved. As the team grows by bringing in new riders and families, it is important to create a leadership structure that maintains the values, spirit and culture of the team, as created by Coach Alex, our team founder.

All positions are open to new parents, current parents, past riders or riders in the community with a strong tie to the team and a commitment to its continued success. The roles will be agreed to, assigned and published at the start of the season and adjusted if needed as the season progresses as per the definitions below. Each person assigned to a role is responsible for completing all of their registration requirements, including any expenses.

All of these positions are volunteer roles, filled by passionate, caring people committed to doing their best to support the mission and culture of the team.

Note: The term “team event” used in this document includes all team team rides, races, team meetings, etc. Team Events are loaded into the TeamSnap calendar with timing and location details. Any changes or additions will be managed and communicated to the team through TeamSnap.

4.1 On the Bike Roles

These roles are on the bike, working with the riders each week. These roles are the responsibility of the Head Coach to assign, manage and support throughout the season. Confident bike skills, reasonable fitness, knowledge of the trails and a willingness to ride in any group that needs help is required. Superior fitness and the ability to ride faster than the fastest riders are not required. Awareness of your fitness and ability to communicate with the team are

more important. Success in these roles require flexibility to support the entire team in whatever capacity is needed, not just limited to particular groups or individual riders.

It is important to remember that when serving in an On the Bike Role, the ride is not yours. You are there to support the team and assist in the development of all of our riders. The trails may be easier than you normally ride, the pace may be slower than you normally ride and you may have to take more frequent breaks to regroup than you normally would.

Additional training is required to serve in these roles, as defined by the ACA. The On the Bike Roles are expected to follow all ACA rules and guidelines (<https://arizonacycling.org/>) and the expectations of their level of certification and training.

Head Coach

1. The Head Coach role is assigned by the DV MTB Board prior to the start of the season.
2. Named role defined and required by the Arizona Cycling Association (ACA).
 - a. The ACA requires one person for the season.
3. Responsible for maintaining and building upon the team culture that was established by Coach Alex.
4. Responsible for the overall success of the team, including:
 - a. Assigning the Staff Coaches and Support Riders prior to the start of the season.
 - i. Managing and adjusting roles as needed throughout the season.
 - b. Establish the training plan for the full team by season and clearly communicate objectives to Staff Coaches, Support Riders and riders.
 - c. Responsible for preparing each rider to successfully meet their individual goals for the season.
 - d. Responsible for identifying riders that are not ready for Race Day and communicating with specific riders and families.
 - e. Responsible for making adjustments during the season to support the needs of the team.
5. Establish and maintain Team Risk Management Plans.
 - a. Establish the team communication plan and Emergency Action Plan for each training venue.
 - b. Responsible for all Riders, Coaches and Support Riders from the time they arrive to any team event until everyone is dismissed.
 - c. Coaches with an ACA Coach License Level 3 are responsible for providing the first aid care to the level of their training.
 - d. Responsible for managing team attendance at each team event.
6. Responsible for all ACA Communications and Race Coordination.
 - a. Responsible for reporting any accident incidents as required by the ACA.
7. Recruits, assigns, mentors and manages Staff Coaches and Support Riders.
 - a. Delegate tasks to Staff Coaches and Support Riders as appropriate.
 - b. Assign the Riders, Staff Coaches and Support Riders to the appropriate ride group.
 - c. Responsible for maintaining proper Coach to Rider Ratios for each ride group.

- d. Willing to be flexible to fill in any role that is needed for each team event.
- e. Coordinate Coaching Assignments for Race Day - warm up, pit support, race day volunteers, etc.
- f. Evaluate Staff Coaches and Support Riders to assign roles at the start of the season and make adjustments as necessary.
- g. Final approval for all On the Bike Roles.
- 8. Works closely with the DV MTB Board to ensure team needs are met.
 - a. Provide updates at scheduled team meetings.
 - b. Provide inputs into the team budget.
 - c. Provides inputs for any items requiring support.
- 9. Must be registered in CCN and have a current ACA Coach License Level 3.
 - a. Should be an active Staff Coach for multiple seasons with DV MTB to be considered for this role. "Active" is defined as having attended and participated in at least 75% of the team events each season.
- 10. **Expected to be at every team event. Mandatory communication and coverage assigned, if not able to attend.**
- 11. Any concerns with the Head Coach should be addressed in a timely manner, directly with the Head Coach. If a resolution can not be found, the issue should be escalated to either the DV MTB Board or the Team Director.
- 12. Failure to meet the expectations of the Head Coach role will result in a review with the DV MTB Board and Team Director to address deficiencies and evaluate future participation with the team. Depending on the details of the situation, potential outcomes could range from a simple correction to removal from the team.

Staff Coach

- 1. Multiple people are assigned to this role per season by the Head Coach, depending on the size of the team and available candidates.
- 2. Contribute to Practice Plan and Season Plans.
- 3. Responsible for defining and executing the daily plan and route for the group they are assigned to according to the Season Plan as defined by the Head Coach.
 - a. Responsible for each rider in their group from the time they are assigned to a group through the team event until everyone is dismissed.
 - b. Responsible for managing attendance at each team event for their assigned group.
 - c. Responsible for evaluating individual rider performance and providing assistance in meeting their goals for the season.
 - d. Shoulder Checks - Staff Coaches should be able to glance over their back and see riders. Pace should be adjusted or ride stopped based on shoulder check information.
 - e. Responsible for returning their specific group, fully accounted for at the designated end time for each team event.
 - i. Route and pace should be adjusted to ensure on-time return.
 - f. Work with the Support Riders to evaluate the ride (route, pace, etc) and provide summary and specific feedback to the Head Coach for future adjustments.

- g. Lead warm ups for riders on race day.
- 4. Staff Coaches must be able to follow the team communication plan and Emergency Action Plan for each team event.
 - a. Staff Coaches are responsible for providing first aid care to the level of their training.
- 5. Staff Coaches must be able to understand the practice plan and objectives clearly enough to communicate them to other Staff Coaches, Support Riders and Riders.
- 6. Staff Coaches need to be able to direct Support Riders and make sure they understand their role.
- 7. Must be registered in CCN and have a current ACA Coach License Level 2 or higher.
 - a. Should be an active Support Rider for at least one full season with DV MTB to be considered for this role. "Active" is defined as having attended and participated in at least 75% of the team rides each season.
 - b. Strongly encouraged to complete the ACA Coach License Level 3 Training Material for visibility to the additional expectations.
- 8. **Expected to be at every team event. Mandatory communication to the Head Coach if they will be missing any events.**
- 9. Any concerns with a Staff Coach should be addressed in a timely manner, directly with the Staff Coach. If a resolution can not be found, the issue should be escalated to the Head Coach or Team Director.
- 10. Failure to meet the expectations of the role will result in a review with the Head Coach and Team Director to address deficiencies and evaluate future participation with the team. Depending on the details of the situation, potential outcomes could range from a simple correction to removal from the team.

Support Rider

- 1. General Volunteer (Ride Sweep). Multiple people are assigned to this role per season by the Head Coach, depending on the size of the team and available candidates.
- 2. Assigned to a group by either the Head Coach or Staff Coach for each team ride based on needs of the team at the time.
 - a. Follow the lead of the Staff Coach and Head Coach and defer to their instructions.
 - b. If assigned to ride at the back of the group, ensure riders are riding in a safe manner, meeting the objectives of the ride and that no riders are left behind.
 - i. Never ride ahead of the last rider in your group.
 - c. If assigned to ride in the middle of the pack, ensure riders are riding in a safe manner and meeting the objectives of the ride.
 - d. Communicate to the Staff Coach if riders fall off the pace or need additional support.
 - e. Support the Staff Coach in managing attendance at each team event for their assigned group.
 - f. Be authentic and work within their competency level.
 - g. Work with the Staff Coach and Head Coach to provide feedback on the ride (route, pace, etc) and the riders status for each ride.

- i. Provide feedback and support to the Staff Coach on ride timing to help ensure an on-time return.
 - h. Support any needs of the Staff Coach for the group they are assigned.
 - i. Just enjoy riding with the team and make sure everyone is safe!
- 3. Support Riders understand what the objectives of the ride is and how riders will demonstrate successful completion of the objectives of the day.
- 4. The Support Rider is not the main instructor but should understand what success looks like, as defined by the Head Coach and Staff Coach, so they can give the riders and other coaches feedback.
- 5. Must be registered in CCN and have a current ACA Coach License Level 1 or higher.
 - a. New parent or new volunteer to the team looking to actively participate and build experience with the team for consideration of additional roles in the future.
 - b. Strongly encouraged to complete the ACA Coach License Level 2 and Level 3 Training Material for visibility to the additional expectations.
- 6. Encouraged to be at every team event, but expected to attend a minimum of 1 ride per week. Communication to Staff Coach/Head Coach is encouraged, but not mandatory, if not able to attend a team event.**
- 7. Any concerns with a Support Rider should be addressed in a timely manner, directly with the Support Rider. If a resolution can not be found, the issue should be escalated to the Staff Coach, the Head Coach or Team Director.
- 8. Failure to meet the expectations of the role will result in a review with the Head Coach and Team Director to address deficiencies and evaluate future participation with the team. Depending on the details of the situation, potential outcomes could range from a simple correction to removal from the team.

Application Process:

If interested in volunteering for any of the On the Bike Roles, submit the [On the Bike Role Volunteer Application](#). The Head Coach will review all applications and follow up with registration instructions.

4.2 Off the Bike Roles

These roles are not required to be on the bike, riding with the team. These roles are administrative in nature but are critical to the organization and structure of the team.

Team Director

- 1. The Team Director role is assigned by the DV MTB Board prior to the start of the season.
- 2. Role defined and mandated by the ACA.
 - a. Each Team must have a Team Director and a Head Coach. These may be the same person.
 - b. Must be registered in CCN and have a current ACA Coach License Level 1 or higher.

3. The expectations of this role are primarily administrative, based on the needs of the team for each season.

Race Day Coordinator

1. Responsible for assigning Race Day Roles and ensuring all Race Day requirements are met.
2. Race Day activities include set up & tear down of:
 - a. Tents and chairs
 - b. Water and food
 - c. Bike racks
 - d. Maintenance crates
3. Recruit and coordinate volunteers needed for Race Day.
4. Coordinate any purchases for items needed for Race Day with approval of the DV MTB Treasurer.
5. Input into DV MTB budget financial activity.

Team Sponsor Coordinator

1. Responsible for managing all Sponsor relationships and fundraising.
2. Communicate with the Team who our sponsors are and how to interact with them.
3. Help identify Sponsor requirements of the team and periodic follow up through the season.
4. Coordinate End of Year Sponsor appreciation activities.

End of Year Banquet Coordinator

1. Responsible for all End of Year Banquet details (timing, location, expenses, etc.).
2. Work closely with the Head Coach and DV MTB Treasurer to determine recognition and budget requirements.
3. Communicate with the team on details and support needed.

Application Process:

If you are interested in volunteering for any of the Off the Bike Roles, submit the [DV MTB Volunteer Form](#). A member of DV MTB Board will follow up.

5.0 DV MTB History

DV MTB was started in 2013 by Alex Sandoval and Tad Zgota, the team's founding fathers. They worked with Desert Vista High School and Tempe Union High School District to get the creation of the team approved. The team started with a small number of riders, and has seen a steady growth. Alex Sandoval was the Head Coach, even after his son had graduated from Desert Vista High School. DV MTB will always be thankful for the vision and motivation of Alex and Tad and they will remain an important part of the team as we go forward.

At the end of the 2019 season, Coach Alex handed over the coaching roles to Mike Dale and John Sellinger. Mike took on the honor of serving as the Head Coach and John accepted the role of Team Director.

At the start of the 2024 season, John Sellinger was assigned the role of Head Coach and Mike Dale was assigned the role of Team Director by the DV MTB Board for the 2024 season.

Moving into 2025, John Sellinger will maintain his role as Head Coach and Sterling Margetts was assigned the role of Team Director by the DV MTB Board for the 2025 season.

Attachment A - Fee Schedule

2025 Season Summary

Team Participation Fees = \$250

ACA Registration Fee*	\$125
DV MTB Registration Fee	\$175

Optional Race Fees*

Race Registration Package	\$150
or Individual Race fee	\$ 60
Optional Race Day Jersey	\$ 60 (approx.)

Note: There are out of town races. Travel to/from races are at the expense of the rider and their family. Typically an overnight stay in a hotel or camping should be considered.

* More information is available on the ACA webpage, <https://arizonacycling.org/>

Attachment B - Registration Process

The link to the CCN Registration Tool is

<https://ccnbikes.com/#!/memberships/arizona-cycling-association>

Riders will follow the Student-Athlete section and select Desert Vista High School from the drop down menu. The Passcode to register for the team is:

I understand the 20245 DVMTB Team Handbook

The screenshot shows the Arizona Cycling Association 2022 Season registration tool. The interface is divided into several sections:

- MEMBERS**: A button labeled "Search Athlete & Coach Status".
- COACHES**: A section for "COACH REGISTRATION" with a dropdown menu labeled "-- Select a Team --" and a "Register" button. Below this is a button labeled "Submit Coach Requirements".
- STUDENT-ATHLETE**: A section labeled "STUDENT-ATHLETE" with a red note "REGISTRATION OPENS APRIL 1". It contains two sub-sections: "REGISTER A NEW RIDER" with a "Join a Team" button, and "REGISTER A RETURNING RIDER" with a dropdown menu labeled "-- Select a Team --". The dropdown menu is open, showing a list of schools, with "Desert Vista High School" highlighted in blue.
- TEAMS**: A section at the bottom of the interface.

The list of schools in the dropdown menu includes: Latauna Foothills High School, Chaparral High School, Chino Valley High School, Cienega High School, Coconino High School, Desert Mountain High School, Desert Vista High School (highlighted), Dine Composite, Dynamix Composite, East Valley Composite, El Grupo Composite, Empire High School, Flagstaff High School, FLYRS Middle School Composite, Foundre Racing Composite, Franklin Police & Fire High School, Hamilton High School, Hopi Composite, Independent, and Ironwood Ridge High School.

Riders will use the Student-Athlete section and will choose Desert Vista High School from the drop down menu.

The Passcode must be entered to begin the registration process.

Document Version History

Version	Date	Updated By	Summary of Changes
2021	4/22/21	2020 Team	Original Version - 2021 Season
2022	4/19/22	2021 Team	2022 Season Updates - Combined the Leadership Handbook details
2023	3/30/23	2023 Team	2023 Season Updates - clarified various areas
2024	4/17/24	2024 Team	2024 Season Updates - minor updates
2025	3/05/25	2025 Team	2025 Season Updates – minor updates