



MANUAL OF POLICIES AND PROCEDURES FOR THE

H. E. BUTT FOUNDATION MOUNTAIN BIKING

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SECTION 1
OVERVIEW

Mission

The H. E. Butt Foundation Mountain Biking program ultimately exists to support the Mission of The H. E. Butt Foundation, which is:

To cultivate wholeness in people and institutions for the transformation of communities.

The Foundation's focus is spiritual formation and health in families and children. Rooted in Christian faith and brought to life by our shared values, our work takes two shapes: we run programs that nurture the human spirit, and we forge partnerships with like-minded organizations.

The specific goal of the **Foundation Mountain Biking Program** is to:

Support the mission of Canyon programs by providing a safe, memorable, and transformative experience while introducing guests to an activity they can do at home to get outside, stay active, and have fun.

Why This Manual?

Consistency Across Programs

This manual will ensure consistency in Mountain Biking (MTB) operations in the Canyon. Because of the way our organization is structured (multiple independent programs sharing equipment and trails), it is extremely important that the various programs are consistent in the use of Mountain Biking equipment and Canyon trails.

Setting Up Our Staff for Success

At the core, this manual will serve as a guide to the people who facilitate Mountain Biking in the Canyon. At the end of the day, the activity is more enjoyable and meaningful when certified instructors minimize the difficulty and the risk. The goal of this manual is, very simply, to help clarify to all the people involved the best way to work together to get the most from Mountain Biking.

Description of MTB Activities

The MTB program operates across several different trails on over 1900 acres of the Frio River Canyon. Because of the diverse terrain of the trails, protocol may differ slightly between sites. The MTB trails can be broken down into 4 primary sites:

1. Silver Creek

Level: Intermediate to Advanced

The terrain on this trail varies and requires quite a bit of skill on a mountain bike, which makes it a good trail for intermediate to advanced riders. It is a single track trail with some jeep roads. On this trail you'll notice a lot of elevation gain and loss, technical rocky sections (both on the climb and descent), some loose rock, drop-offs, and berms.

2. Headwaters Lower Loop

Level: Beginner

This compact, crushed granite trail is close to a half mile long and is mostly flat, with some rolling bumps and short rocky sections. This loop is perfect for beginner or novice riders as it allows for practice.

3. Headwaters Upper Loop

Level: Intermediate to Advanced

The upper loop at Headwaters consists of an uphill climb and a downhill descent of loose dirt and some sections of compact rock. This loop is a bit harder and requires some bike and body separation as well as confidence with obstacles and uphill climbs. This trail has several rocky sections, small drop-offs, and berms.

4. Singing Hills Playfield

Level: Training and Beginner

This grassy area contains no technical sections, just a small hill, and is perfect for training and sharpening basic riding skills. The openness of the playfield allows facilitators to be as creative as they want with the kind of course they want to build.

Participant Requirements

Mountain Biking can be physically and emotionally demanding. To ensure that all participants have a positive experience, the following participant requirements must be met:

- The participant does not have a physical problem that might be aggravated by participation in the activity.
- Facilitators should ensure participants are physically and emotionally capable of safely participating (e.g., age, emotional state, limited physical ability, etc.).
- Fifteen (15) participants is the max group size for any MTB activity and must be led by at least two (2) trained facilitators.

SECTION 2
POLICIES & PROCEDURES



Safety Procedures

Follow these policies and safety procedures when operating Foundation mountain bikes and Canyon trails:

- Bikes and trails may only be utilized during daylight hours.
- Any MTB activity requires the supervision of at least two (2) certified MTB Facilitators.
- Some trails intersect with main roads. When crossing a road, be alert and block the road until everyone from your group has crossed.
- Always yield to hikers and pedestrians.
- Do not pass another rider without letting them know.
- Do not pass riders when it is dangerous or difficult to do so.
- Facilitators should perform necessary safety checks before every ride.
 - » Helmets
 - » ABC/Quick/Hand—**A**ir, **B**rakes, **C**hain, **Q**uick release, and **H**andlebars
- Use of tobacco, alcohol, or drugs by any participant or staff is prohibited on Canyon trails.
- All MTB Facilitators must carry a first aid kit in case of emergencies. This includes any necessary supplies to support special medical conditions of participants (e.g., EpiPen).
- Any participant whose behavior threatens his or her own safety or the safety of others may be immediately removed from the activity.
- Any participant whose behavior distracts from the goals of the experience may be immediately removed from the activity.
- An MTB Director may revoke or suspend the certification of any MTB Facilitator at any time if they have any reason to believe that the person is not able or willing to perform their job.
- MTB activities should be done with minimal or no impact to the environment. This includes:
 - » No littering or dropping food scraps in the woods
 - » No cutting the trail (it creates new trails that wear into the landscape)
- The list of basic safety rules (as outlined in this manual) must be communicated at the beginning of every MTB activity.



SECTION 3
FACILITATOR GUIDE

Introduction to Facilitation

As an MTB Facilitator, you are responsible for making this activity fun and safe for participants. This means you will need to engage like a facilitator or teacher:

- Notice when someone may need further instruction and take the time to help them learn.
- Notice any dangerous behavior and actively correct it so the whole group can learn.
- Encourage campers and praise them for trying something new and a job well done.

A good facilitator will help kids feel confident, learn more, and have fun whether it is their first time on a mountain bike or their hundredth time.

Responsibilities

An MTB Facilitator is in charge of surveillance, training, enforcing rules, and anything else necessary to ensure that participants have the safest, most positive, and fun experience. In addition, MTB Facilitators:

- Are responsible for the operation of mountain bikes in the Canyon.
- Will perform all operations with a “safety first” mentality.
- Will report to a full-time employee of the H. E. Butt Foundation.
- Are certified; each person holding this certification will have passed a skills test and have completed an MTB training course.
- Prepare all equipment prior to activity:
 - » Bikes
 - » Safety equipment — helmets, etc.
 - » First aid kit and other required supplies

Note:

- All staff must be at least 16 years old and physically capable of performing MTB duties.
- All staff must have a staff application, health form, and criminal background check on file.
- All staff must notify on-duty MTB Director when taking any prescribed medication.

Expectations

Leave-no-trace philosophy.

MTB is not an inherently sustainable activity, as it contributes to the wear and tear of the Canyon landscape. The more we minimize the negative impact of an activity such as this, the better. This means no littering of any kind and no riding off-trail or "cutting the trail."

Encourage comfort zones.

It is okay to walk an obstacle and to encourage participants to do the same. We want to promote a prolonged interest and participation in MTB.

Share the trail.

- Always yield to hikers and pedestrians.
- Do not pass another rider without letting them know.
- Do not pass riders when it is dangerous or difficult to do so.

Perform necessary safety checks before riding.

- All MTB facilitators must carry a first aid kit in case of emergencies. This should include any necessary supplies to support special medical conditions of participants (e.g., EpiPen).
- Helmets
- ABC/Quick/Hand—Air, Brakes, Chain, Quick release, Handlebars

Essentials of Mountain Biking

Neutral Feet

- Pedals are parallel to the ground at 9 and 3 o'clock. Weight should be balanced to help avoid scraping.
- This position is specifically good for coasting down the trail at a comfortable speed or even going faster downhill. It allows for riders to be alert and ready to manipulate the bike as needed.

One-Finger Braking:

- Keeping one finger on each brake with a loose grip allows for more precise braking pressure and prevents fingers getting crushed.
- Do not grip the brake too hard. Squeezing the brake all the way down may cause the back tire skid and lock up. Hard braking around a turn or downhill may cause the bike to slide out from underneath the rider.
- Facilitators are not expected to perform rescues, but should be familiar with the rescue procedures in case assistance is needed by High Ropes Directors or the Sr. Director of Outdoor School.

Scanning

- Eyes should always be looking ahead on the trail, scanning for turns, obstacles, riders, and other people ahead.
- Riders should look where they want to go, not where they don't. This will keep the bike in alignment with the line that they choose to take. When a rider looks away from the intended route, he or she may sometimes drift in the direction they are looking. Riders should keep their eyes on where they want to go to.

Skills

Neutral Body

- A neutral body allows riders to manipulate the bike as needed at any given moment and to absorb some of the shock from any rough terrain.
- Elbows are bent, pedals are parallel, one finger should be on the brake, butt off the seat, and knees bent.

Bike Body Separation

- Moving the body weight around on the bike lets a rider manipulate the bike's center of gravity and allows the tires to grip the ground tightly.

- "Front-back"
 - » "Front-back" is associated with going up- and downhill.
 - » Shifting the body to the front of the bike puts the weight forward and allows the rider to push uphill easier.
 - » Shifting weight to the back of the bike weighs it down as the rider goes downhill so he or she won't go over the handlebars if any obstacles jostle the bike.
- Side-to-side
 - » Side-to-side is associated with taking sharper turns on a trail.
 - » When turning right, the bike should be towards the left and the body towards the right.
 - » When turning left, the bike should be towards the right and the body towards the left.
 - » Hinge at the elbows.
 - » Keep body weight neutral and to the center.

Braking

- When braking, make sure body weight is shifted back, butt is behind the seat, and heels are dropped.
- One finger should be on the brake.
- When modulating brake pressure, start with soft pressure and add more as needed to slow down.
- Don't grip the brake too hard right away.

Changing Gears

- Changing gears is essential to riding smoothly, consistently, and for longer periods of time.
- A soft pedal stroke allows the gear to change smoothly without grinding on the cogs. This also prolongs the life of our bikes.
- Downshifting (thumb) makes it easier to pedal, which is great for going uphill while keeping the same cadence.
- When riders approach climb, shift gears early to prepare for the climb. If riders change gears while going uphill, they will lose momentum and spend more effort to get up the hill.
- Upshifting (pointer) makes it harder to pedal, so riders go farther with each stroke. Upshifting is great for going downhill or going faster on the trail.

Guided Ride Overview

Safety Brief

- Does any rider have medical conditions you need to be aware of? If so, bring the necessary supplies (e.g., EpiPen).
- Helmets must be worn at all times when riding.
- Remember to check and review ABC/Quick/Hand with all participants. This stands for **A**ir, **B**rakes, **C**hain, **Q**uick release, **H**andlebars.
- What to expect
 - » Trail difficulty
 - » Challenges
 - » Environment and safety hazards (cacti, drop-offs, boulders)
- Leader and caboose
 - » The leader sets the pace and acts as a border for the kids at the front.
 - » The caboose acts as a support for anyone who encounters trouble during the ride; this is always the last person in the biking line.
- Lost? Stay put and wait.
- Spacing—Allow at least 3-5 feet between riders. This gives riders enough space to react to others' decisions along the trail.
- Head count is essential to ensure all participants are present (and not lost) at any given time on the ride.

First Stop

- CODL (**C**ount, **O**bserve, **D**escribe, **L**ook)
 - » Count the kids and make sure you have everyone.
 - » Observe to see if anyone is struggling or needs help. This is also a good place to remind participants to drink water.
 - » Describe the trail ahead so riders know what to expect.
 - » Look in all directions before hopping back on the trail to avoid hikers or dogs.

Stop periodically and CODL throughout the ride.

Wrap up

- Review everyone's highs and lows of the ride.
- Ask participants if they improved and what they learned.

Beginner Lesson Overview

1. Choose the right bike: Find a bike low enough to the ground that the participant can put his or her feet on the ground and walk the bike.
2. Learn to balance: Have participants walk the bike with their feet a few times, then push off and pick their legs up so only their bottom is on the seat and their hands on the bars. (Feet do not need to go on pedals just yet).
3. Practice balancing: Repeat this enough times until the rider can coast, balancing the bike for at least 5 seconds. Once a rider can balance, continue the lesson.
4. Learn to brake: While teaching the proper body positioning, have participants practice proper braking techniques.
5. Practice on an incline: Take the participant to a place where there is a slight incline—not a hill, but a downward direction.
 - » Have the participant push off the ground and put their feet on the pedals to coast down the incline. A grassy hill works best, much like the Singing Hills playfield.
 - » If needed, hold the frame under the seat to help a rider stabilize. Move your hands to hold just the seat as they get more confident. Once they are able to balance, let go and run alongside for support.
6. Start pedaling: Once the participant can successfully balance with their feet on the pedals, allow them to start pedaling with their feet and turning the bike.
7. Ride in neutral: Put the bike in a neutral or middle gear and allow the participant to ride the course. Allow them to build confidence on the bike. As they become more comfortable, introduce gear shifting and different body positions.



SECTION 4
APPENDICES



INCIDENT REPORT FORM

DATE: _____ TIME: _____ A.M. P.M.

DAY: MON TUE WED THU FRI SAT SUN

SITE: _____

PARTICIPANT NAME:	PHONE:
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DATE OF BIRTH:	AGE:	GENDER: M F
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ADDRESS: _____

CITY:	STATE:	ZIP:
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CONTACT NAME:	PHONE:
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INCIDENT DATA:

GIVE A DETAILED DESCRIPTION OF WHAT HAPPENED:
 (include any contributing factors such as obstacles, medical reasons, etc.):

DID AN INJURY OCCUR?: YES NO	IF YES, DESCRIBE TYPE OF INJURY:
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CARE PROVIDED: DID STAFF PROVIDE CARE?	IF YES, DESCRIBE CARE IN DETAIL:
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DESCRIBE ANY INSTRUCTIONS PROVIDED TO THE PARTICIPANT:
 (cautioned to obey the rules, issued a helmet, etc.)

PARTICIPANT RETURNED TO ACTIVITY?: YES NO

PARTICIPANT RELEASED TO: SELF PARENT/GUARDIAN EMS TRANSPORTED OFF-SITE

MEDICAL FACILITY: _____

CONTINUED »



H. E. BUTT FOUNDATION
**OUTDOOR
SCHOOL**

STAFF INFORMATION:

NAME OF STAFF THAT PROVIDED CARE:

POSITION/TITLE:

NAME(S) OF FACILITATOR OR STAFF INVOLVED IN INCIDENT:

REPORT PREPARED BY:

NAME:

POSITION:

SIGNATURE:

DATE:

WITNESS 1 (ATTACH DESCRIPTION OF INCIDENT):

NAME:

PHONE:

ADDRESS:

CITY:

STATE:

ZIP:

WITNESS 2 (ATTACH DESCRIPTION OF INCIDENT):

NAME:

PHONE:

ADDRESS:

CITY:

STATE:

ZIP:

WITNESS 3 (ATTACH DESCRIPTION OF INCIDENT):

NAME:

PHONE:

ADDRESS:

CITY:

STATE:

ZIP:

REFUSAL OF CARE:

DID PARTICIPANT REFUSE MEDICAL ATTENTION BY STAFF?: YES NO

IF YES, PARTICIPANT (PARENT/GUARDIAN FOR A MINOR) SIGNATURE:

