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| Assessment Checklist  for Off-Road Cycling | logo-stacked-black-jpg (1) |
| **Item Code** AC120920January/23 **Edition no** 7 | 0345 300 1818 |

1. Introduction

This is an assessment checklist to use in assessing an applicant to gain a permit to lead Off Road cycling level 1 & 2. More details on the permit scheme, can be found in resources listed on scouts.org.uk.

**Using this checklist**

This checklist is the syllabus that an applicant should be assessed against for the technical section of gaining a permit. The columns on the right of each skill show whether it is applicable for each type of permit:

* P – Personal permits
* L – Leadership permits
* S – Supervisory permits

Once an assessment is complete, the assessor should either submit a recommendation on Compass (if the assessor and applicant are from the same County/Area/Region) or fill in the back page and give it to the applicant to take to their Commissioner to be added to Compass.

1. Equivalent qualifications
2. If an applicant holds an award relative to the cycling activity undertaken from one of the following National Bodies from the table below, or equivalent or higher, and has up to date logged experience, then no practical assessment is likely to be required as they have already shown competence in all of the skills listed in this assessment checklist. They will still require a recommendation from an assessor for a Commissioner to grant them a permit.

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| **Qualification** | **Permit** |
| * Cycling UK Trail Leader * MIAS Level 1 * British Cycling MTB leader level 2 * British Cycling Fundamentals of MTB leadership (FunMBL) | Off-Road Cycling 1 |
| * Cycling UK Technical Leader * MIAS Level 2 * British Cycling Level 2 * British Cycling MTB Leader level 3 | Off-Road Cycling 2 |

Off Road Cycling Name:

| Core Skill | Off-road cycling 1 | | | Off-road cycling 2 | | |
| --- | --- | --- | --- | --- | --- | --- |
| P | L | S | P | L | S |
| **Responsibilities** |  |  |  |  |  |  |
| * Understand and be able to explain the limits of your own abilities |  |  |  |  |  |  |
| * Choose objectives appropriate to the group. |  |  |  |  |  |  |
| * Ability to plan effectively in advance. |  |  |  |  |  |  |
| * Be able to identify and explain when remote supervision is not appropriate in a cycling activity. |  |  |  |  |  |  |
| **Group Management** |  |  |  |  |  |  |
| * Ability to conduct a basic bike skills test for each participant prior to the activity starts, assessing their ability to: ride in a straight line, control their braking and come to a stop. |  |  |  |  |  |  |
| * Manage and communicate with a group effectively. |  |  |  |  |  |  |
| * Ensure the group is adequately briefed before cycling activity commences. |  |  |  |  |  |  |
| * Able to identify group members with the skills and experience to be able to lead cycling as a designated leader under supervision and explain this process |  |  |  |  |  |  |
| * Able to set up appropriate monitoring systems to effectively supervise cycling groups. |  |  |  |  |  |  |
| * Able to ensure that designated leaders are aware of their responsibilities. |  |  |  |  |  |  |
| * Able to lead, manage and instruct a group on Green and Blue standard runs, where there is an obvious line choice producing a safe and flowing ridding experience. |  |  |  |  |  |  |
| * Able to lead, manage and instruct a group on Red and Black standard runs, where there is no obvious line choice producing a safe and flowing ridding experience. |  |  |  |  |  |  |
| * Able to lead / manage a group that may be spread over an extended distance, riding way marker to way marker for example |  |  |  |  |  |  |
| * Able to safely lead / manage and instruct cycling activity in environment one, or where there is an obvious line choice enabling a safe and flowing ride experience in areas no more than 2.5 KM or 30 minutes walking distance from emergency vehicle support. |  |  |  |  |  |  |
| * Able to safely lead / manage and teach cycling activity in environment two, or where there is no obvious line choice to enable a safe and flowing ride experience. |  |  |  |  |  |  |
| * Able to demonstrate, instruct and assess participants to ride drops and drop offs no higher than hub height. |  |  |  |  |  |  |
| * Able to demonstrate, instruct and assess participants to ride drops and drop offs greater than hub height. |  |  |  |  |  |  |
| * Able to demonstrate, instruct and assess participants ability to perform each of the following resulting in safe and effective climbing and descending:- * The Ready position * Controlled effective breaking on descent * Effective gear changing * Steering and cornering * Weight shifting * Line choice |  |  |  |  |  |  |
| * Able to demonstrate, teach and assess participants ability to perform each of the following resulting in safe and effective climbing and descending where a higher level of bike handling skills are required this may include:- * Ride down a steep descent with a drop off in a controlled manner. * Ride an off camber slope. * Perform a track stand * Perform a front wheel lift * Perform a rear wheel lift * Perform a bunny hop |  |  |  |  |  |  |
| **Risk Assessment** |  |  |  |  |  |  |
| * Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly. |  |  |  |  |  |  |
| * Able to effectively identify the hazards and risks and know how to reduce or remove them, during cycling activity. |  |  |  |  |  |  |
| * Able to train participants to carry out their own dynamic risk assessments. |  |  |  |  |  |  |
| * Explain how to identify emergency procedures in a number of situations. |  |  |  |  |  |  |
| **Weather** |  |  |  |  |  |  |
| * Show knowledge of where to gain weather information. |  |  |  |  |  |  |
| * Show knowledge of how weather conditions can affect cycling activity. |  |  |  |  |  |  |
| * Show knowledge of how to operate and manage a group after dark. Demonstrating a clear understanding of the group management safety requirements, higher levels of navigational ability required and how the ability to perform cycle repairs are all affected when cycling at night. |  |  |  |  |  |  |
| **Technical** |  |  |  |  |  |  |
| * Ability to safely ride Green and Blue runs where there is an obvious line choice. |  |  |  |  |  |  |
| * Ability to safely perform cycling activity within environment 1. |  |  |  |  |  |  |
| * Ability to safely perform cycling activity within environment 2. |  |  |  |  |  |  |
| * Ability to safely ride drops and drop offs no higher than hub height. |  |  |  |  |  |  |
| * Ability to safely ride drops and drop offs greater than hub height. |  |  |  |  |  |  |
| * Able to perform each of the following resulting in safe and effective climbing and descending: - * The Ready position * Controlled effective breaking on descent * Effective gear changing * Steering and cornering * Weight shifting * Line choice |  |  |  |  |  |  |
| * Able to ride Red and Black standard runs where there is not an obvious line choice. |  |  |  |  |  |  |
| * Able to perform each of the following resulting in safe and effective climbing and descending where a higher level of bike handling skills are required this may include: - * Ride down a steep descent with a drop off in a controlled manner. * Ride an off-camber slope. * Perform a track stand * Perform a front wheel lift * Perform a rear wheel lift * Perform a bunny hop |  |  |  |  |  |  |
| * Show knowledge of the country code and knowledge of permissible rights of way. |  |  |  |  |  |  |
| * Able to lead a group on a smooth flowing ride, on a pre-ridden route, where some use of map, compass, GPS and cycle computer may be required. Be able to correctly identify their location to within 100 meters at all times and be able to accurately state the length and time for a route leg. |  |  |  |  |  |  |
| * Able to lead a group on a smooth flowing ride, on a route that has not been pre-ridded,where use of map, compass, GPS and cycle computer is required. Be able to correctly identify their location to within 100 meters at all times and be able to accurately state the length and time for a route leg. |  |  |  |  |  |  |
| * Able to perform advanced navigation techniques to include: * Aiming off and attack points * Using transits * Back bearings * Identifying position using resection * Following a given route using only a route card and cycle computer * The use of Naismith’s rule or equivalent * Timing and pacing on foot the use of navigational aids * Navigate on foot remains an important skill for a cycle leader as due to mechanical failure /incident a leader may be required to lead a group on foot to gain assistance. |  |  |  |  |  |  |
| * Discuss and explain how to negotiate a variety of water hazards. |  |  |  |  |  |  |
| **Emergency Procedures** |  |  |  |  |  |  |
| * Produce appropriate contingency plans. |  |  |  |  |  |  |
| * Knowledge of relevant procedures in the event of an accident by talking through during assessment. |  |  |  |  |  |  |
| * Explain use and limitations of mobile phones and radios as part of the planned activity. |  |  |  |  |  |  |
| **Equipment** |  |  |  |  |  |  |
| * Knowledge of personal equipment required and how it is used. |  |  |  |  |  |  |
| * Knowledge of group equipment required and how it is used. |  |  |  |  |  |  |
| * Understanding of additional equipment required by the leader. |  |  |  |  |  |  |
| * Know how to do a complete bike safety check. (M Check) |  |  |  |  |  |  |
| * Ability to inspect and fit approved helmets suitable for the activity for all members of the group. If personal permit Inspect, fit own approved helmet suitable for activity. |  |  |  |  |  |  |
| * Ability to identify, fit and use appropriate lights for the activity undertaken. Including performing a function check and basic maintenance on lighting system. |  |  |  |  |  |  |
| * Know how to safely and securely carry equipment on a bike and / or trailer. |  |  |  |  |  |  |
| * Know how to clean and lubricate a bike. |  |  |  |  |  |  |
| * Deal with basic maintenance / common mechanical bike problems, conducting at the very least get home safely repairs. At least two of the following must be assessed: * Fix a puncture * Re-fit a chain * Repair a chain * Adjust brakes * Adjust gears |  |  |  |  |  |  |
| * Demonstrate ability to deal with a broader range of more complicated road side / trail side repairs. At least two of the following must be assessed: * Broken pedal * Buckled wheel * Broken rear derailleur |  |  |  |  |  |  |

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| 1. Notes: |
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**Off-road cycling - Permit Assessment**

DATA PROTECTION: This form is used to collect information about you for the purpose of approving your permit application, this is to be used by your Assessor and Commissioner. As part of this form we collect personal data about you, your Assessor and Commissioner, this detail is required so that we can log your permit onto Compass (the Scout’s membership database) and also follow up as necessary with your Assessor and Commissioner. We do not share your personal data provided in this form with any third parties. The data provided in this form is stored securely in Compass. We take your personal data privacy seriously. We will keep the data we capture from this form, in line with the Scout’s Data Retention Policy and it will be securely disposed of six months after the permit expires.

The applicant should keep this form once it has been completed by the assessor and take it to their Commissioner.

|  |  |  |  |  |  |  |  |  |  |  |  |
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| **Applicant’s name** | |  | | | | | **Membership No.** | | |  | |
| **Type** | | Off-road cycling environment 1 / Off-road cycling environment 2 | | | | | | | | | |
| **Category** | | Personal  / Leadership  / Supervisory | | | | | | | | | |
|  | | | | | | | | | | | |
| 1. TECHNICAL COMPETENCE | | | | | | | | | | Done |  |
| **Description:** Technical assessment based on competence in all areas of the assessment checklist.  **To be completed by:** Either a County Assessor or an External Assessor with the appropriate NGB award. | | | | | | | | | | | |
| Restrictions based on technical assessment: | | | | | | | | | | | |
|  | | | | | | | | Date | |  | |
| Assessor Signature | | |  | | | | | **Name** | |  | |
| County Assessor Membership Number | | | | |  | | | | | | |
| External Assessor Phone/Email | | | | |  | | | | | | |
| External Assessor Qualification | | | | |  | | | | | | |
|  | | | | | | | | | | | |
| 2. SCOUT ASSOCIATION RULES | | | | | | | | | | Done |  |
| **Description:** Check of knowledge of the appropriate Scout Association rules for running cycling. Appropriate rules can be found in the cycling section of [scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).  **To be completed by:** Either a County Assessor, Commissioner or nominee of the Commissioner. | | | | | | | | | | | |
| Restrictions based on knowledge of The Scout Association rules: | | | | | | | | | | | |
|  | | | | | | | | | Date |  | |
| Signature |  | | | Name | |  | | | Role |  | |
|  | | | | | | | | | | | |
| 3. SAFEGUARDING | | | | | | | | | | Done |  |
| **Description:** Check applicant has undertaken the necessary personal enquiry checks and received the appropriate safeguarding training.  **To be completed by:** Commissioner or nominee of the Commissioner. | | | | | | | | | | | |
| Restrictions based on Child Protection: | | | | | | | | | | | |
|  | | | | | | | | Date | |  | |
| **Signature** |  | | | Name | |  | | Role | |  | |

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| 4. PERSONAL SUITABILITY | | | | | | | | Done |  |
| **Description:** Check the applicant is suitable (attitude, etc.) based on the demands of off-road cycling.  **To be completed by:** Commissioner or nominee of the Commissioner. | | | | | | | | | |
| Restrictions based on personal suitability: | | | | | | | | | |
|  | | | | | | | Date |  | |
| **Signature** |  | | Name | |  | | Role |  | |
|  | | | | | | | | | |
| 5. PERMIT GRANTED | | | | | | Entered on to Compass | | |  |
| Restrictions: | | | | | | | | | |
|  | | | | Permit expiry date (max. 5 years) | | | |  | |
| Commissioner signature | |  | | | | Date | |  | |