



Boulder Junior Cycling Employee Handbook

Feb, 2023

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Introduction

This document provides policies and guidelines for coaches and staff working for Boulder Junior Cycling.

Boulder Junior Cycling (BJC) is a year-round youth cycling program in Boulder, Colorado. Our mission is to develop, coach and inspire junior cyclists. BJC was founded in 2006 and we've grown into one of the largest and most successful junior cycling teams in the U.S.

BJC provides programs for all abilities ages 6-20 in mountain biking, cyclocross, and road cycling. We have a professional coaching staff that brings a high level of training, experience, and passion for cycling. Our programs are based around professionally run practices and a sequential curriculum that follows kids as they develop, from beginners to experts.

This handbook, combined with attending in-person training, is designed to give

you the skills and confidence you need to be an outstanding coach. However, this handbook is not exhaustive, and situations will inevitably arise that are not explicitly covered in this handbook. In such cases, it is your duty as a BJC employee to act calmly, prudently, and in accordance to your Duty of Care to your riders.

Throughout this handbook, any BJC employee, including administrative staff, coaches, and volunteers will be referred to as BJC staff, employees and/or coaches. As employees, the rules and guidelines in this handbook apply to you during all practices, races, individual training rides, and at all other times while participating in a BJC function. Certain rules, such as those pertaining to doping, substance abuse, bullying, or sexual harassment apply to you AT ALL TIMES, even while you are not immediately participating in a BJC function or related activity.

BJC Code (s) of Conduct

Coach Code of Conduct

1. Coaches shall treat themselves, coaches, team members, parents, officials and volunteers with respect and dignity and make a sincere effort to support the shared goals of the team.
2. Coaches shall not use or provide any illegal drugs, including any and all performance enhancing drugs as defined by the United States Anti Doping Agency.
3. Coaches shall not engage in any manner of criminal activity.
4. Coaches shall wear a helmet while riding.
5. Coaches shall not take inappropriate risks or willingly attempt anything which is beyond the scope of what is reasonable and appropriate.
6. Coaches shall ride responsibly and limit damage and erosion to trails and the environment.
7. Coaches will follow all traffic laws.
8. Coaches shall model and display courteous riding and behavior at all times.
9. The coach shall strive to acquire and implement the most current knowledge of the rules, strategies, and teaching/coaching methods of the sport. Strategies will be used to reflect a standard of fairness and spirit of the rules in competition and training.
10. The coach shall strive to structure a safe environment for the athlete during practices, races, travel, and other team functions. Safety of the athletes is a primary concern
11. The coach will keep all required certifications.
12. The coach shall strive to work closely with athletes, parents, volunteers, and employees to promote an understanding of the role of sport in the total educational experience.
13. The coach shall strive to promote effective communication with athletes, officials, fellow coaches, parents, administrators, and community members.

14. Coaches will provide a sports environment for the team that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
15. The coach shall strive to serve as a leader and model in the development of appropriate conduct for the athlete within and beyond the sport setting.
16. The coach shall strive to enforce team policies with fairness, consistency, and an appreciation for individual differences.
17. Coaches are not to be results driven. Coaches are to teach athletes to enjoy the process, to be the best of their ability, and to use sport and competition as an opportunity for personal growth.
18. Remember, you are responsible for all your actions and words while riding on the team. Your behavior reflects upon the team as well as sponsors and Boulder Junior Cycling itself. Think of yourselves as ambassadors for the team, the sport of cycling, and your community.

Certifications

BJC coaches are required to complete various certifications and training. The certifications may change from time to time. Below is a list of the certifications and reading assignments as of Feb, 2023.

- 1) Background Check**
- 2) SafeSport**
- 3) First Aid & CPR Certification**
- 4) Concussion Training**
- 5) Double-Goal Coach: Coaching for Winning and Life Lessons**

Reading Assignments

- 1) BJC Athlete Wellness & SafeSport Program** (located later in this handbook)
- 2) BJC Team Handbook**
- 3) BJC Employee Handbook**

Risk Management and Safety Program

Introduction

Boulder Junior Cycling (BJC) is committed to ensuring the health, safety and welfare of its riders, volunteers, and coaches. Accordingly, we have developed this Safety Program to outline roles and responsibilities, list our required forms, and describe the safety equipment and protocols we expect from our riders and coaches. Our goal is to foster the development of safety awareness in all BJC members in order to minimize the risks associated with our chosen sport.

Roles and Responsibilities

Executive Director – The executive director of BJC serves as the primary contact for all incident reports and communicates with parents, coaches, the BJC board, and insurance companies as needed. In addition, the executive director controls the current versions of all policies, forms, and other BJC protocols.

Coaches – BJC coaches have primary responsibility for the safety of program participants (riders). All coaches receive and update their training, communicate effectively with parents/guardians and riders, take corrective action to fix unsafe conditions, and notify the Executive Director or Board of any unsafe practices or conditions.

Participants /Riders – All BJC riders are required to read and adhere to the responsibilities on the BJC Rider Code of Conduct. These responsibilities include wearing appropriate equipment, exhibiting a positive attitude towards teammates and competitors, riding responsibly, and cooperating with coaches, assistant coaches and adult volunteers.

Risk Management and Safety

Managing risk is the shared responsibility of BJC coaches, board, and staff. However, because coaches spend the most time with BJC riders, coaches need to have risk management in mind at all times. Coaches owe a “duty of care” to BJC riders which means they have an ethical and legal responsibility to minimize the risks associated with cycling. These risks include:

- Minor or major injuries or illnesses
- Riding on challenging terrain and/or in traffic
- Consequences of improper nutrition and hydration
- Mechanical malfunctions
- Possible collisions or other interference between riders (or with obstacles)
- Riders getting lost on rides
- Effects of inclement weather

This list is not exhaustive but is meant to illustrate the complexities of riding bikes with young people. Since these risks cannot be eliminated entirely they must be proactively managed. While risk management is about keeping program participants as safe as possible and avoiding legal trouble, it is first and foremost about *running a quality program*.

BJC is committed to running a quality program, so we must effectively manage the risks associated with cycling.

Section 1: First Steps

Risk management begins with your very first contact with a rider and his/her parents/guardians. The initial period of information exchange is critically important. In this period, the coach should be absolutely transparent about the risks involved with cycling. Often, in an effort to get more youth involved, coaches will downplay the risks when addressing parents. This is a big mistake. When a parent asks “Will my child be safe?” it is tempting to say “Yes”. However, this sets BJC up for trouble down the road if the child is injured while participating in the program. The best answer is something like “There are inherent risks associated with cycling. We do everything we can to manage those risks and keep your child as safe as possible but given the nature of the activity there is the possibility that your child could be injured while participating.” Put it in your own words, but remember that it’s just the truth, something every parent deserves.

Coaches and other BJC staff should also be completely transparent about all of the activities involved in the program, for example, riders may be riding on the road, riding on trails, riding in areas that may be remote and far from professional medical help, and whatever else that may be undertaken during the program. The bottom line is that this information exchange period should preclude any surprise for riders and their parents or guardians. For example, don’t take riders for a post-ride swim unless parents/guardians know that swimming is a possible activity associated with your program.

The reason this is called an information *exchange* is that in addition to sharing detailed and honest information about the program with parents/guardians, BJC must collect detailed and honest information from the parents/guardians about their children. Accordingly, BJC requires a completed **Rider Registration Form** for each participant.

One of BJC’s most powerful tools in managing risks is to actively build genuine relationships with riders and their parents/guardians. This means coaches and other BJC staff reaching out to riders and parents/guardians, having conversations with them, taking the time to answer any questions they have, and getting to know them. It also means talking to them if their child is injured to show your concern. Show you care and that you are doing all you can to keep their child safe, because you are!

Section 3: Preparing Riders, Staff and Volunteers

It is critical that you prepare everyone involved in your program to be as safe as possible while out on the road or trails. It is also important to think ahead about things that could possibly go wrong and be prepared to handle them professionally and competently if and when they do. Make sure riders have the basic skills they need BEFORE hitting the road or trail!

- Always conduct a **skills assessment** before taking riders out on the road or trail. Coaches should feel confident that riders have the skills they need to ride safely (braking, shifting, body position, awareness of rules of the road, etc.) before going on actual rides.

- Always conduct an equipment check before each ride. A simple *ABCD Quick Check* on the bike, and 2-2-2 on the helmet. **Air, Brakes, Chain, Dangers** (anything loose or hanging), and check all **Quick Releases** and an auditory bike bounce test. Helmet should roughly have 2 fingers space above the eyebrows, 2 fingers should just fit under the chin strap, and 2 fingers in a peace sign at the ears (the straps should follow the fingers up either side of the ears).

- Coaches, assistant coaches, and volunteers also need to have certain skills and training before hitting the road or trail.

- **Training** – Coaches should be up to date with all required certifications.

- **Emergency Action Plan** – Don't let the first time you have an incident out on a ride be the first time you think about how to respond. Coaches, assistant coaches, and designated ride captains should know ahead of time what to do in the event of an injury or emergency. *See Section 5 and Appendix for action plans.*

Section 4: Now You Are Ready to Ride

Use the following tips to keep riders as safe as possible. First, all rides should begin by going through the Coach's Pre-Ride Checklist.

Coach's Pre-Ride Checklist:

1. **Roll call.** Confirm which riders will be joining you.
2. **Route check.** Confirm the details of the ride and any planned after-ride activities.
3. **Clothing check.** All riders must wear gloves, eyewear and appropriate clothing for the weather. Do not be afraid to send someone home if they are not dressed appropriately.
4. **Equipment check.** Make sure riders' bikes are properly maintained. Riders should be taught how to perform safety checks prior to each ride (ABCD Quick Check Air, Brakes, Chain, Dangers, Quick Releases and auditory bounce test. .)

5. **Food and hydration check.** Make sure that riders have adequate food and water. During the ride make sure they are eating and drinking. Don't assume that young riders will remember to do this.

6. **Emergency equipment check.** Make sure your pack contains all of the items appropriate for your discipline (first aid kit, spare tubes, tire levers, etc. for all disciplines, additional items for mountain bike rides).

In addition to these pre-ride checks, it is the coach's responsibility to:

- **Know your riders** – parents/guardians usually report known medical issues for each rider prior to participating. Coaches need to know who has asthma, diabetes, is allergic to bee stings, or is on medication so you can plan accordingly. It is also a good idea to talk with the parent/guardian of a rider with a medical condition to get more information about the management of the condition and any precautions that should be taken. If a rider has suffered a concussion or other injury requiring medical attention, he or she cannot resume activities until cleared to resume activity.

- **Choose appropriate rides** – plan safe and manageable routes including to the trailhead. Ensure that all ride leaders know the route and/or have maps. Choose trails that are legal and appropriate to your riders' abilities. Remember that your perceptions of a ride's difficulty may be drastically different from the perception of a beginner.

- **Maintain safe ratios** – make sure to maintain appropriate leader/rider ratios.

- **Require safe ride formation** – There are several types of formation that would be appropriate. Each coach should conduct the ride in a manner that allows them to keep tabs on all the riders and regroup as needed to manage the outing. The coach can ride in the lead position, sweep, or in the middle of the group depending upon what is appropriate for the type of group and situation.

- **Inform your volunteers or assistant coaches** – give any volunteers or assistant coaches appropriate responsibilities based on their experience. Volunteers should not lead group rides but can assist coaches as needed and as their skills allow.

- **Model technical terrain** – for mountain or cyclocross rides, model lines through technical sections. If you don't think riders have the skills needed to ride a section safely, don't let them try. Encourage those who do have sufficient skills but also make it clear that opting out is a fine and respectable choice. For features plan: 1. Entrance 2. The Feature 3. The Exit

- **Emergency action plan** – be familiar with BJC's emergency procedures including first aid, concussion training, when to contact parents, etc.

Be Prepared! What's in your pack?

Each coach and assistant coach if likely to be separated during ride should carry the following items on all rides:

- Emergency contact list noting any medical conditions
- First aid kit (fully stocked and/or replenished)
- Extra food for riders
- Spare tubes, tire levers, multi-tool and pump
- Jacket
- Cell phone

Section 5: Action Plan – When an Incident Happens on a Ride

Your response to an incident or injury is critical. What you do (or don't do) can have serious repercussions for your riders' long-term well being. If you have an incident or injury on a ride, you should:

1. **Remain calm.** Take your time – rushing only causes poor decisions and sloppy care.
2. **Identify who is in charge.** Order of command is Head Coach →Assistant Coach →Adult Volunteer. Head coaches are in charge unless incapacitated, then the assistant coach should take over.
3. **Prevent the injured rider from jumping back on the bike.** Often, due to adrenaline, ego, or embarrassment, riders will try to get right back on the bike and keep riding. This can be very dangerous as they may have an injury they are unaware of and/or the bike may have been damaged in the crash.
4. **Protect the rider.** Insist that fallen riders take some time to breathe, calm down, and give you time to do an assessment. Given the risk of spinal, head and neck injuries, including concussions, it is crucial that you prevent additional movement to the rider's head and spine following a traumatic crash. You can do this by physically immobilizing a rider's head with your hands and proceeding to use your concussion and spinal assessment training. If you do not have first aid training that allows you to adequately assess the rider and you suspect a concussion or possible spinal or head injury based on the mechanism of injury, you need to keep the rider immobilized and wait for professional help to arrive. It is always better to err on the side of caution in such situations. The coach should also instruct riders to remain still if they have a hard crash and ask all other riders to provide positive peer pressure to their potentially injured teammate.
5. **Make sure you are in a safe location to assess the rider.** Get off the road or trail and make sure other riders or vehicles can steer clear of you. If the rider is not moveable place a rider/volunteer/ obvious gear in a safe place to warn other trail users.

6. **Assess the rider.** Use your first aid training, including concussion training, to do a full patient assessment. If you cannot evaluate the rider effectively, call 9-1-1.
7. **Provide treatment if necessary.** Based upon your assessment findings, provide appropriate treatment. Never provide treatment beyond your level of training.
8. **Make a decision** whether the rider can continue (riding or walking) or whether he or she needs to stay put and wait for help.
9. If you decide that the rider can continue, **assess the bicycle.** Often handlebars or the saddle become askew or cables become twisted in an accident. Make sure the bike is safe to ride.
10. **Take it slow**, walk if necessary, and stop to reassess the rider from time to time. If needed, cut the ride short.
11. If you decide that the rider cannot continue, remain calm, reassure the injured rider, and call for help. If you or someone else is riding out to get help, ride safely so as not to become a second patient. Keep the injured rider warm and continue to monitor their condition.
12. **Remain aware of the rest of your group and make sure they are safe.** If there are sufficient ride leaders or coaches, they may be able to continue the ride without you. Do not let their frustration or disappointment pressure you into making an unwise decision (such as letting a group of riders continue on their own without adult supervision).
13. Report the incident. Contact the injured rider's parents or guardians, then contact BJC Executive Director, Pete Webber 303-562-7510 and pete.webber@boulderjuniorycycling.org.
14. If the rider may have suffered a concussion, he or she must be removed from further practices or rides until he or she has been cleared in writing by his/her physician to return.

Be aware that very small situations can spiral out of control very easily. It is always best to be prepared and planned and make careful and informed decisions.

Athlete Wellness

Athlete Wellness and SafeSport is a high priority for BJC. We're proud to have earned Gold Level Certification for SafeSport, the highest level available. Here are some ways we help support a positive and healthy team environment.

A wide range of **USA Cycling Member Well-Being Resources** [are here](#).

BJC ATHLETE WELLNESS PLAN BJC has implemented a plan that establishes best practices and guidelines to follow when addressing various athlete wellness issues that might include topics like Injury, Concussion, Mental Health, RED-S (Relative Energy Deficiency in Sports), Disordered Eating, and SafeSport issues.

BJC ATHLETE WELLNESS ADVOCATE BJC has appointed Meredith Miller to serve the role of Athlete Wellness Advocate and SafeSport Champion. Meredith is a former pro racer and a member of our board of directors. The Athlete Wellness Advocate serves the BJC community as a confidential and neutral resource for athlete wellness concerns. This can include any athlete health issues, both physical and mental, any SafeSport issues, or whenever an independent and experienced resource is needed. Members of our community can contact Meredith at any time [via email](#).

THE BJC CODE OF CONDUCT [is here](#) and the USA Cycling Code of Conduct [is here](#).

SAFESPORT SafeSport is a set of resources and policies to safeguard athletes from bullying, harassment, hazing, physical abuse, emotional abuse, sexual abuse, and sexual misconduct. BJC requires adults who have regular contact with or authority over minor athletes to follow the SafeSport policy. This includes coaches, board members, and chaperones.

BJC also provides age-appropriate SafeSport training to our members.

[Read more details](#) about the USA Cycling SafeSport program.

TO REPORT SAFESPORT CONCERNS: Contact the USA Center for SafeSport [here](#). In addition, you can contact BJC's Athlete Wellness Advocate and SafeSport Champion Meredith Miller [via email](#)

U.S. Center for SafeSport

Online: <https://uscenterforsafesport.org/report-a-concern/>

By Phone: 720-531-0340

Child Abuse

If you suspect a child has suffered an incident of child abuse, including sexual abuse, you must report the suspected abuse to BOTH Law Enforcement and the U.S. Center for SafeSport.

Applicable State Law Enforcement Agency:

<https://www.childwelfare.gov/topics/responding/reporting/how/>

MINOR ATHLETE ABUSE PREVENTION POLICY Known as the MAAPP, it is a set of guidelines established by numerous sport organizations. The goal is to eliminate isolated, one-on-one interactions between children and adults. Establishing clear boundaries for one-on-one interactions reduces the risk of physical, sexual, and emotional misconduct as well as opportunities for bullying, harassment, and hazing. The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interaction between children and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships.

[Read more details](#) about the USA Cycling Minor Athlete Abuse Prevention Policy

There are a host of guidelines, but the key ones cover: meetings, one-on-one coaching, car sharing, and electronic communications.

Meetings between adults and minor athletes: Must be observable and interruptible by another adult.

Individual training sessions: Must be observable and interruptible by another adult, unless agreed to in writing by the minor athlete's parent/legal guardian in advance. Please follow [this link](#) to complete BJC's online permission form for Individual Training Sessions

Car sharing: Adults shall not ride in a vehicle alone with an unrelated minor athlete, unless agreed to in writing by the minor athlete's parent/legal guardian in advance. (Emergency circumstances excepted.) Transportation is allowed when at least two minor athletes or another adult are in the vehicle. Please follow [this link](#) to complete a BJC online permission form for a minor athlete to ride in a vehicle alone with an unrelated adult.

Electronic communications: one-on-one texting, email, and direct messaging between adults and minor athletes should be avoided. Electronic communications should include a 3rd party. When texting or messaging each other, athletes and coaches should copy another coach or parent. (A good example is for athletes to copy both Coach Pete and Coach Joe on text messages.)

Social Media: Coaches are not permitted to maintain private social media connections with Minor Athletes and should discontinue existing social media connections with Minor Athletes.

TO REPORT MINOR ATHLETE ABUSE PREVENTION POLICY VIOLATIONS:

Contact the USA Center for SafeSport [here](#). In addition, you can contact BJC's Athlete Wellness Advocate and SafeSport Champion Meredith Miller [via email](#)

BJC Athlete Wellness Program

Goals and Key Points

- To have a structure, protocol, and action plan regarding Athlete Wellness
- To have the best possible outcome for the athlete involved
- To follow best practices
- To ensure the privacy of the athlete
- To protect athletes, coaches, staff, and volunteers
- To refer athletes to professionals/medical experts
- SafeSport and the Minor Athlete Abuse Prevention Policy are not directly under the scope of this document, and are addressed in other materials

Key Considerations

- BJC should consider appointing a volunteer board member to the position of neutral Athlete Wellness Advocate (AWA) and SafeSport Champion. This allows BJC to ensure the athlete's privacy, increase transparency, and avoid conflicts of interest.
- The AWA has oversight and is involved as much as they deem necessary in a given situation. BJC staff, when possible, will lead management of individual cases, while keeping the AWA informed. The AWA serves as a neutral resource unless there are reasons to be more directly involved.
- Athlete safety and wellness are priorities.
- The AWA & BJC staff keep privacy a priority, determining who needs to be in the circle of knowledge. This may include parents, executive director, appropriate coaches, and any qualified outside resources that are appropriate.

Wellness Areas of Concern

The following are the main, but not limiting, areas of concern

- **Concussion**
- **Mental Health**
- **RED-S (Relative Energy Deficiency in Sports) / Disordered Eating**
- **SafeSport**
- **General Injuries**

Athlete Wellness Case Work-Flow

1. Awareness

BJC Staff/Volunteer is made aware of a wellness case, and relevant people (Staff, AWA, executive director) are informed.

2. Assessment

BJC Staff/AWA talk with the athlete involved, and bring in the necessary parties, parents, coaches, etc. Referrals and suggestions are made with best practices in mind. Outside medical experts are referred to in most cases.

3. Treatment

BJC Staff/AWA ensure that the planned course of treatment follows best practices, and when applicable, makes use of professional/medical experts in that area. The appropriate people are informed of the treatment plan and are updated on a regular basis.

4. Potential Removal From Play

In some cases, such as a broken bone, this will be self evident. In other cases it may be self-selected or suggested by BJC Staff/AWA, and in other cases, where it is not so black and white, guidance from a professional/medical expert in that area may be sought. BJC engages with the athlete, the family, and the athlete's medical team to determine if/when removal from play is appropriate.

5. Return to Play

BJC engages with the athlete, the family, and the athlete's medical team to determine when return to play is appropriate. When necessary, BJC has the right to require written permission to return to play from a medical expert, and/or a medical exam by a professional with the correct scope of practice. This may include but is not limited to: Orthopedic MD, Sports Medicine MD, Sports Pediatrician MD, a Licensed Clinical Therapist or similar. Additional follow-ups to occur, as needed, with BJC Coach/AWA.

Standard Employment Practices

At Will Employment

BJC does not offer tenured or guaranteed employment. Unless BJC has otherwise expressly agreed in writing, you acknowledge and agree that you are an “employee at will” and your employment may be terminated by you or BJC at any time and for any reason, with or without cause.

Pay

Coaches are paid monthly via direct deposit, around the 8th day of the month following the work performed. BJC managers and admin staff keep track of all coach hours. If you have questions about your hours, please contact your manager.

Workers Compensation

BJC carries a Workers Compensation policy with Pinnacle Assurance that covers all registered employees with coverage in the event of a work-related accident resulting in injury.

All employees must obtain treatment of work-related injuries and illnesses from one of the approved medical providers in our Workers Compensation network. **IF YOU ARE INJURED ON THE JOB WITH BJC, YOU MUST CONTACT THE BJC DIRECTOR TO COMPLETE A FIRST REPORT OF INJURY FORM WITHIN 24 HOURS OF THE INJURY.**

FAMLI (Family and Medical Leave Insurance Program)

Colorado voters approved Proposition 118 in November of 2020, paving the way for a state-run Paid Family and Medical Leave Insurance (FAMLI) program. The FAMLI program will ensure all Colorado workers have access to paid leave in order to take care of themselves or their family

during life circumstances that pull them away from their jobs — like growing their family or taking care of a loved one with a serious health condition.

Both employers and employees will contribute premiums to the program. This program is NOT optional for employees or employers. Premium payments begin in 2023, so employees will start to see a FAMLI premium deduction on their pay stubs beginning January 1, 2023.

To learn more about the Colorado FAMLI (Family and Medical Leave Insurance Program) go to this website: <https://famli.colorado.gov/>

Equal Employment Opportunity and Americans with Disabilities Act

BJC is an Equal Opportunity employer. BJC will not tolerate discrimination against any employee because of race, color, national origin or ancestry, gender, sexual orientation (including gender identity and gender expression), age, religious convictions, veteran's status or disability, or any other characteristic protected by law. BJC is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran's status, sexual orientation (including gender identity or gender expression), or any other characteristic protected by law.

Pursuant to the Americans with Disabilities Act, BJC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or cause the Organization to have to fundamentally alter a course, program or method of conducting business. An employee with a disability for which a reasonable accommodation is needed should contact the Executive Director to discuss possible solutions.

Conflicts of Interest

BJC requires that employees not compromise the organization, its customers, sponsors, partners or suppliers for personal gain. Using BJC's parental list to promote your business is not allowed without prior permission from the Executive Director. Employees are required to disclose all conflicts of interest to a supervisor. Failure to do so may result in disciplinary action, up to and including termination.

Workplace Misconduct

Staff Training

All staff must complete the various certifications, staff training, and acknowledge reading various BJC policies and practices including this Employee Handbook.

Anti-Harassment Policy and Procedures

BJC prohibits all forms of harassment whether or not they also violate state or federal law. This policy applies to all members or guests of the BJC community.

A. Definitions

1. Harassment means oral, written, graphic or physical conduct relating to an individual's personal characteristics including but not limited to race, color, gender, sexual orientation, including gender identity and gender expression, religion, national or ethnic origin, age, physical or mental disability, genetic information and history, or veteran status which has the purpose or effect of substantially interfering with the victim's education or employment or creating an intimidating, hostile or offensive environment. Prohibited harassment may include, for example, racial, religious or ethnic slurs, negative comments about surnames, nicknames emphasizing stereotypes, and/or the imitation of a person's mannerisms, speech, or movements.

2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual contact, gestures, comments, or other physical or verbal conduct of a sexual nature. Current law provides that such conduct is unlawful when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits;
- b. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.

B. Procedures for a Harassment Complaint

1. Complaint. An employee who believes he or she has been a victim of harassment should report the incident to their supervisor or the Executive Director or, if the information concerns the Executive Director, to the Chair of the Board. Any person who believes that he or she has been subjected to unlawful discrimination may also contact the appropriate law enforcement agency. (Scroll down for other ways to submit complaints.)

2. Investigation of Complaints

a. Scope of Investigation. All reports and complaints of harassment will be investigated. The Executive Director will appoint an investigator who may or may not be an individual not employed by BJC and, in consultation with her, determine the nature and scope of the investigation. Required Reporting. All BJC employees who are informed of, observe, or otherwise learn about incidents of harassment involving athletes and/or employees are required

to report this information to one of the following people: their supervisor or the Executive Director or, if the information concerns the Executive Director, the Chair of the Board. Any employee in a supervisory role must also ensure that any information they receive is reported to the Executive Director or Chair of the Board, if the information concerns the Executive Director.

b. Protection for the complainant during the investigation. When BJC decides it is necessary, the organization will take steps to protect a complainant which may include but are not limited to prohibiting or limiting contact by, the reassignment of, or the temporary suspension of the person accused of harassment.

c. Confidentiality during investigation. BJC will make every effort to keep names of complainants and persons accused of harassment confidential except to the extent that the release of such information is necessary for an investigation or for BJC to fulfill its obligations under this policy or the law. Confidentiality is important to ensure an objective investigation, to protect the privacy of the complainant and to protect employees or athletes against whom an erroneous allegation may have been made.

d. Retaliation Prohibited. Retaliation against any individual who reports an incident of harassment is prohibited and BJC will take strong responsive action if retaliation occurs.

3. Investigative Findings

At the conclusion of the investigation the investigator will determine whether the claims are substantiated and report his/her findings to the Executive Director or, if the information concerns the Executive Director, to the Chair of the Board who will determine the appropriate actions, if any, including whether additional investigation is warranted.

4. Disciplinary Action

The consequences of a substantiated claim of harassment may include, but are not limited, to limiting contact with individuals involved; and/ or required counseling as a condition of continued employment; and/or suspension from or termination of employment. If a claim of harassment is substantiated against a volunteer, intern, vendor or guest, BJC may restrict or prohibit the harasser from attending organization-related events, issue a no-trespass order, inform his or her employer and/or terminate services.

Whistleblower Policy, Internal Reporting and Anti-Retaliation

BJC expects every employee to observe high standards of business and personal ethics, to behave with honesty and integrity, and comply with all applicable laws and regulations in the conduct of his/her duties and responsibilities. This Policy is intended to encourage and enable

employees and others to raise serious concerns within BJC and allow BJC the opportunity to correct them prior to seeking resolution outside BJC.

1. **Reporting Responsibility and Procedure.** If an employee believes in good faith that a policy, practice, or activity of BJC is or may be in violation of law, he or she must bring such a violation or suspected violation to the attention of the Executive Director or, if the complaint involves the Executive Director, to the Chair of the Board. All complaints that a policy, practice or activity of BJC is or may be in violation of law will be investigated. The Executive Director or Chair of the Board respectively will inform the full Board of any complaint that is validated.

2. **No Retaliation.** No person who makes such a complaint in good faith will not be subject to any discipline, retaliation, or adverse employment consequences. An employee who retaliates against a person who has made such a complaint in good faith is subject to discipline up to and including termination of employment.

3. **Good Faith.** Acting in good faith means that the employee has reasonable grounds for believing the information disclosed indicates a violation or suspected violation. Allegations that are not substantiated and which are made maliciously or with the knowledge that the allegation is false will be viewed as a serious disciplinary offense.

4. **Confidentiality.** Complaints of violations or suspected violations may be reported in confidence. Such reports will be kept confidential to the extent possible, consistent with the need to promote safety and conduct an adequate investigation.

Reporting

At BJC we strongly believe that our values of safety and integrity are not simply words written in a handbook or on a website page. They are something that we all must live by each and every day while striving to make them a cornerstone of our community culture. By ensuring that we make every effort to incorporate values such as honesty, integrity, respect and cooperation into our culture, we also ensure that BJC lives up to the high ethical standards that make each of us proud to be associated with our organization.

Nothing is more important than the well-being of our athletes and employees. BJC has the responsibility to provide an environment where athletes and employees feel safe to report unethical, improper or unsafe behavior in complete confidence.

We encourage athletes, employees and parents to communicate any safety or ethical concerns directly with the Executive Director or other organization administrators.

Anonymous Reporting

We recognize that some reporters may wish to report concerns to authorities outside the organization, or anonymously. Here are some additional places you can report misconduct.

Colorado Civil Rights Division
303-894-2997

Colorado Equal Employment Opportunity Commission
303-866-1300

U.S. Center for SafeSport
<https://uscenterforsafesport.org/report-a-concern/>
720-531-0340

Applicable State Law Enforcement Agency
<https://www.childwelfare.gov/topics/responding/reporting/how/>

USA Cycling
Anonymously or confidentially
<http://legacy.usacycling.org/safesport-report>

Confidentially to USA Cycling:
Kelsey Erickson - Executive Director of Athlete Health & Wellness
719-744-3301
kerickson@usacycling.org or safesport@usacycling.org