

How to Register as a Coach for the 2023/2024 ACA Season



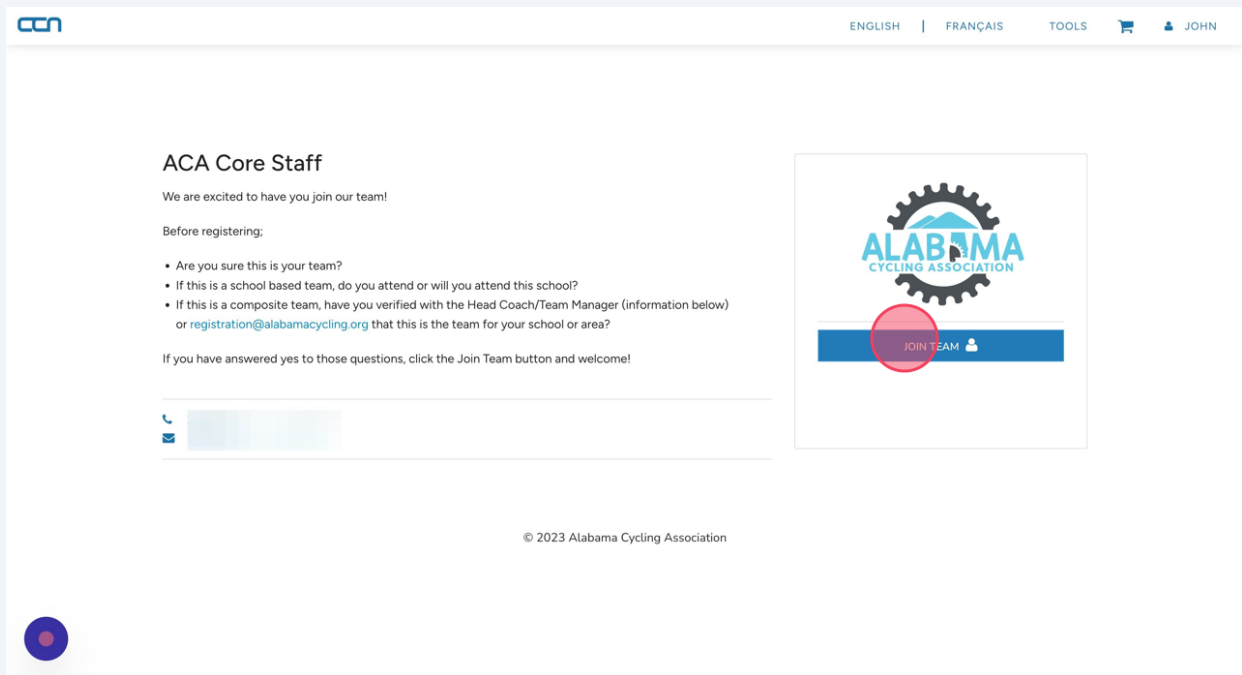
1 Navigate to ccnbikes.com/#!/memberships/alabama-cycling-ass...

2 Select your team from the "SELECT YOUR TEAM" dropdown box. Click Register

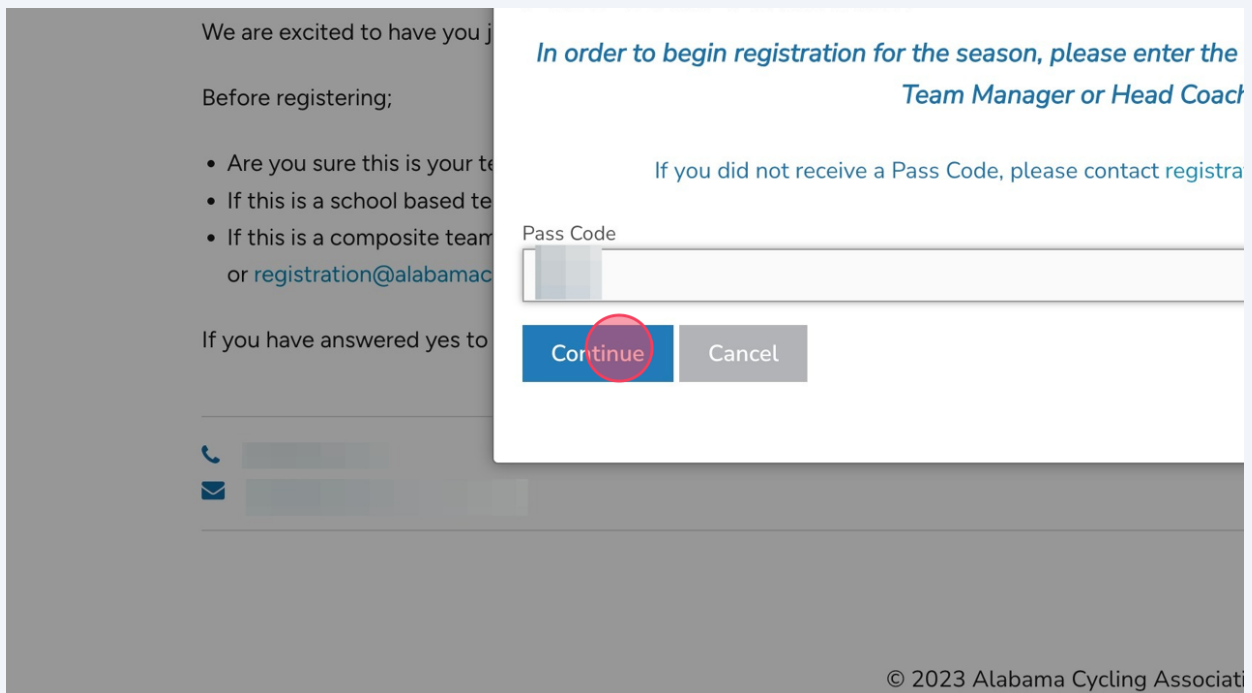
Alabama Cycling Association 2023/2024 SEASON	
REGISTER FOR 2023/2024 <small>Athletes & Coaches</small>	-- SELECT YOUR TEAM -- <input type="button" value="Register"/>
COACHES	<input type="button" value="Submit Coach Requirements"/>
STUDENT ATHLETES	<input type="button" value="Register for 2024 Race Series"/>
TEAMS	<small>**Team Fee Payment is only for HC/TD**</small> <input type="button" value="Register a Team for 2023/2024 Season"/>

registration@alabamacycling.org

3 Click "JOIN TEAM"



4 Enter the pass code provided by your team administrator. Remember pass codes are case sensitive. Click "Continue"



5

Select the person you want to register. If that person is not listed, click "Register Someone Else".

The screenshot shows the ACA Core Staff registration interface. At the top, there is a navigation bar with the CCN logo, language options (ENGLISH | FRANÇAIS), and user information (TOOLS, JOHN). The main content area features the ALABAMA CYCLING ASSOCIATION logo and the title "ACA Core Staff". Below this is a form titled "Who do you want to register?". On the left, there are two radio button options: "Ursula Sandefur" (selected) and "John Smith". A red circle highlights the "John Smith" option. Below these options is a button labeled "REGISTER SOMEONE ELSE". On the right, there are input fields for "Ursula", "Sandefur", "DATE OF BIRTH" (with a calendar icon), and "GENDER" (a dropdown menu). At the bottom of the form are "CANCEL" and "REGISTER URSULA" buttons. A copyright notice "© 2023 Alabama Cycling Association" is visible at the bottom center.

6

Click "REGISTER Person's Name"

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Click "ADD MEMBERSHIP TO CART"

ccn ENGLISH | FRANÇAIS TOOLS JOHN

ACA Core Staff

You Are Registering [edit] Address [edit]

John Smith
Male
Nov 12, 1978

1123 Pleasant Hill Road
Birmingham, 32245
Alabama, United States
2054449218

Registration option(s)

⚠ In order to register you are required to have a membership or license from:

Alabama Cycling Association

Alabama Cycling Association

ADD MEMBERSHIP TO CART

NEXT

8

Answer the Three Information questions. The first two are required, the third is optional.

ccn ENGLISH | FRANÇAIS TOOLS JOHN

John Smith [IN PROGRESS]

Questions for John Smith*

Coach Information

Profession *

Do you have a child participating in the program? *

Special Skill Set (i.e. Spanish speaking, interpreter, CPR instructor)

Additional Coach information

Your answers to the next set of questions will be kept confidential and will never be individually reported or shared with any third party. So why do we ask? It helps Alabama Cycling understand our membership and is solely used in aggregate form to help grow this non-profit organization.

Race/Ethnicity Asian or Asian American

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Race/Ethnicity Asian or Asian American

9 Answer or skip the 4 demographic questions.

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Race/Ethnicity

- Asian or Asian American
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to answer

In what type of community do you live?

How many people live in your household?

What is your household income?

Emergency Contacts

First Name (Emergency Contact 1) *

Last Name (Emergency Contact 1) *

Cell Phone (Emergency Contact 1) *

Work Phone (Emergency Contact 1)

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- Asian or Asian American
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to answer

In what type of community do you live?

Rural Community

How many people live in your household?

--- Select an option ---

What is your household income?

--- Select an option ---

Emergency Contacts

First Name (Emergency Contact 1) *

Jane

Last Name (Emergency Contact 1) *

Doe

Cell Phone (Emergency Contact 1) *

334-555-1545

Work Phone (Emergency Contact 1)

ENTER TEXT

Your answers to the next set of questions will be kept confidential and will never be individually reported or shared with any third party. So why do we ask? It helps Alabama Cycling understand our membership and is solely used in aggregate form to help grow this non-profit organization.

Race/Ethnicity

- Asian or Asian American
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White
- Prefer not to answer

In what type of community do you live?

Rural Community

How many people live in your household?

2

What is your household income?

--- Select an option ---

Emergency Contacts

First Name (Emergency Contact 1) *

Jane

Last Name (Emergency Contact 1) *

Doe

Cell Phone (Emergency Contact 1) *

334-555-1545

Work Phone (Emergency Contact 1)

ENTER TEXT

10

Answer the questions with an "*" in the Coach Health Information Section. Enter the required Emergency Contact Information.

Emergency Contacts

First Name (Emergency Contact 1) *	<input type="text" value="Jane"/>
Last Name (Emergency Contact 1) *	<input type="text" value="Doe"/>
Cell Phone (Emergency Contact 1) *	<input type="text" value="334-555-1545"/>
Work Phone (Emergency Contact 1)	<input type="text" value="ENTER TEXT"/>
First Name (Emergency Contact 2) *	<input type="text" value="ENTER TEXT"/>
Last Name (Emergency Contact 2) *	<input type="text" value="ENTER TEXT"/>
Cell Phone (Emergency Contact 2) *	<input type="text" value="ENTER TEXT"/>
Work Phone (Emergency Contact 2)	<input type="text" value="ENTER TEXT"/>

Reportable Injury

Last Name (Emergency Contact 2) *	<input type="text" value="Doe"/>
Cell Phone (Emergency Contact 2) *	<input type="text" value="334-456-7890"/>
Work Phone (Emergency Contact 2)	<input type="text" value="ENTER TEXT"/>

Reportable Injury

I understand

I understand that if I am injured that falls under the definition of a Alabama Cycling injury during any Alabama Cycling/Team activity, an incident report will be submitted by the teams designated reporter to the Alabama Cycling incident report platform. An incident report is necessary if the injury requires one of the following; i) a referral to a medical provider beyond on site first aid or EMS ii) Time loss from training or competition beyond the day of injury iii) Time loss from school or work. I understand the incident reporting process for Alabama Cycling Coaches. *

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Coach Health Information

I do have Health Insurance *

I am in good physical and mental health and able to fully participate in Alabama Cycling/Team events/practices * Yes

I have medical conditions or allergies *

I have asthma and will have an inhaler with me *

I am taking prescription medication *

Release of Contact Information

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Release of Contact Information

From time to time Alabama Cycling and League sponsors request our membership information for promotional purposes. Your information will not be provided unless you opt in by checking the respective boxes below. By opting in, you give us I am interested in receiving information from Alabama Cycling education partners about collegiate Cycling Programs.

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Coach Health Information

I do have Health Insurance *

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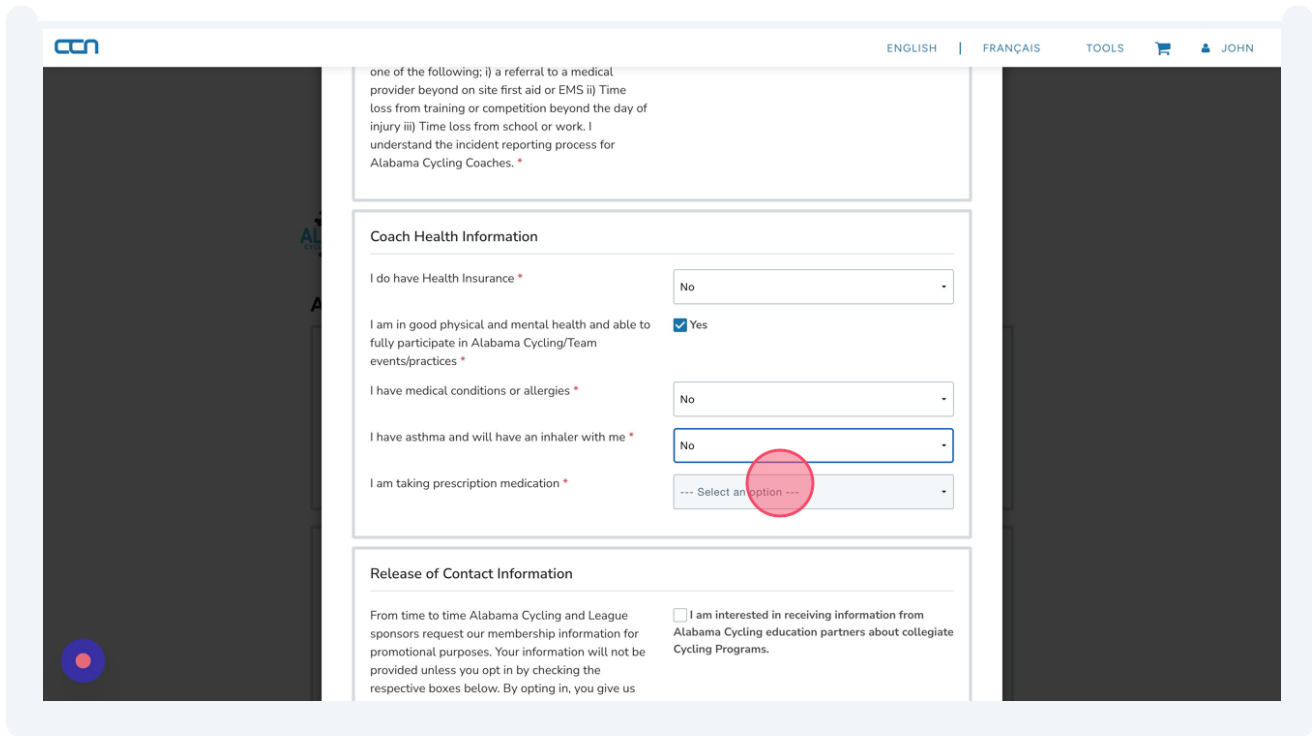
I have medical conditions or allergies *

I have asthma and will have an inhaler with me *

I am taking prescription medication *

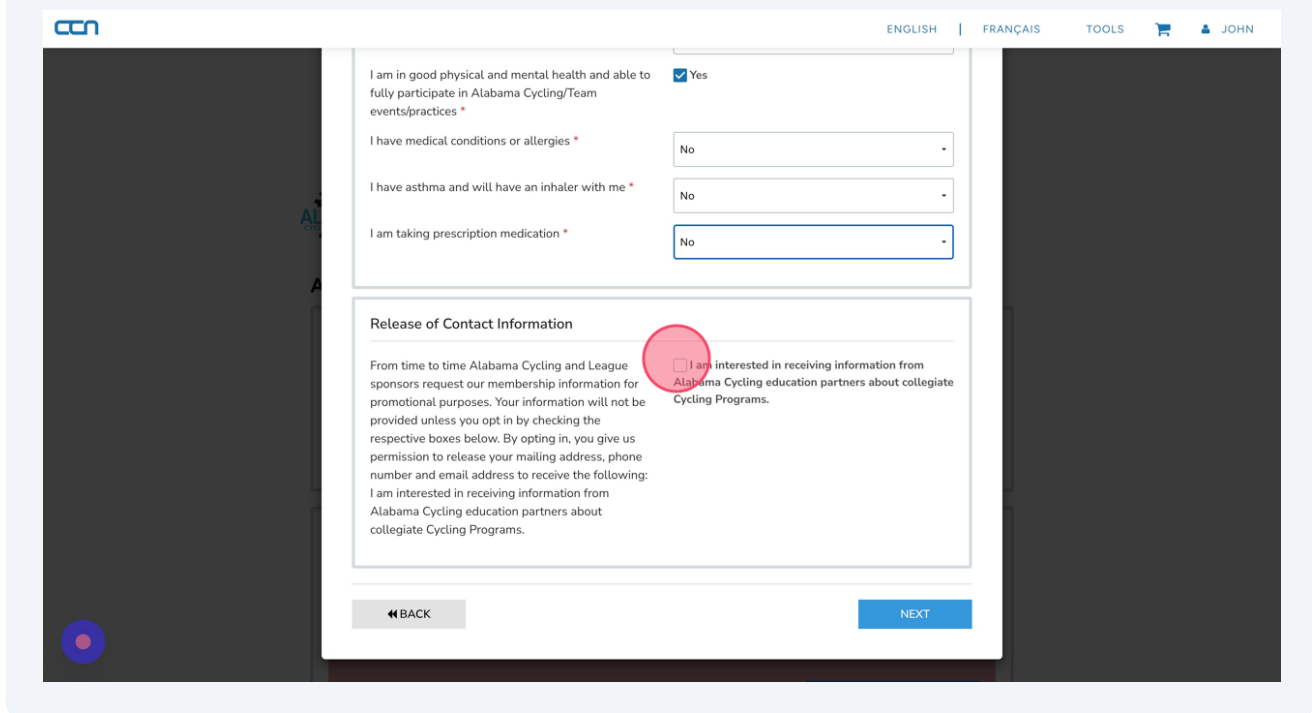
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11

Click "I am interested in receiving information from Alabama Cycling education partners about collegiate Cycling Programs." If you are interested in receiving this information.



12 Click "NEXT"

The screenshot shows a registration form with the following sections:

- Health and Participation:**
 - I am in good physical and mental health and able to fully participate in Alabama Cycling/Team events/practices * Yes
 - I have medical conditions or allergies *
 - I have asthma and will have an inhaler with me *
 - I am taking prescription medication *
- Release of Contact Information:**
 - From time to time Alabama Cycling and League sponsors request our membership information for promotional purposes. Your information will not be provided unless you opt in by checking the respective boxes below. By opting in, you give us permission to release your mailing address, phone number and email address to receive the following: I am interested in receiving information from Alabama Cycling education partners about collegiate Cycling Programs.
 - I am interested in receiving information from Alabama Cycling education partners about collegiate Cycling Programs.

At the bottom, there is a "BACK" button on the left and a "NEXT" button on the right, which is circled in red.

13 Review your answers. Click "COMPLETE AND RETURN TO REGISTRATION". Or click Back to edit your answers.

The screenshot shows a summary of the registration form with the following sections:

- Incident Reporting:**

Q. I understand that if I am injured that falls under the definition of a Alabama Cycling injury during any Alabama Cycling/Team activity, an incident report will be submitted by the teams designated reporter to the Alabama Cycling incident report platform. An incident report is necessary if the injury requires one of the following: i) a referral to a medical provider beyond on site first aid or EMS ii) Time loss from training or competition beyond the day of injury iii) Time loss from school or work. I understand the incident reporting process for Alabama Cycling Coaches. I understand
- Coach Health Information:**

Q. I do have Health Insurance	No
Q. I am in good physical and mental health and able to fully participate in Alabama Cycling/Team events/practices	Yes
Q. I have medical conditions or allergies	No
Q. I have asthma and will have an inhaler with me	No
Q. I am taking prescription medication	No
- Release of Contact Information:**

Q. From time to time Alabama Cycling and League sponsors request our membership information for promotional purposes. Your information will not be provided unless you opt in by checking the respective boxes below. By opting in, you give us permission to release your mailing address, phone number and email address to receive the following: I am interested in receiving information from Alabama Cycling education partners about collegiate Cycling Programs. I am interested in receiving information from Alabama Cycling education partners about collegiate Cycling Programs.

At the bottom, there is a "BACK" button on the left and a "COMPLETE AND RETURN TO REGISTRATION" button on the right, which is circled in red.

14 Click "COMPLETE AND PROCEED TO CART"

[edit] Address [edit]

1123 Pleasant Hill Road
Birmingham, 32245
Alabama, United States
2054449218

COMPLETE AND PROCEED TO CART

© 2023 Alabama Cycling Association

15 Click "PROCEED TO CART".

ccn ENGLISH | FRANÇAIS TOOLS JOHN

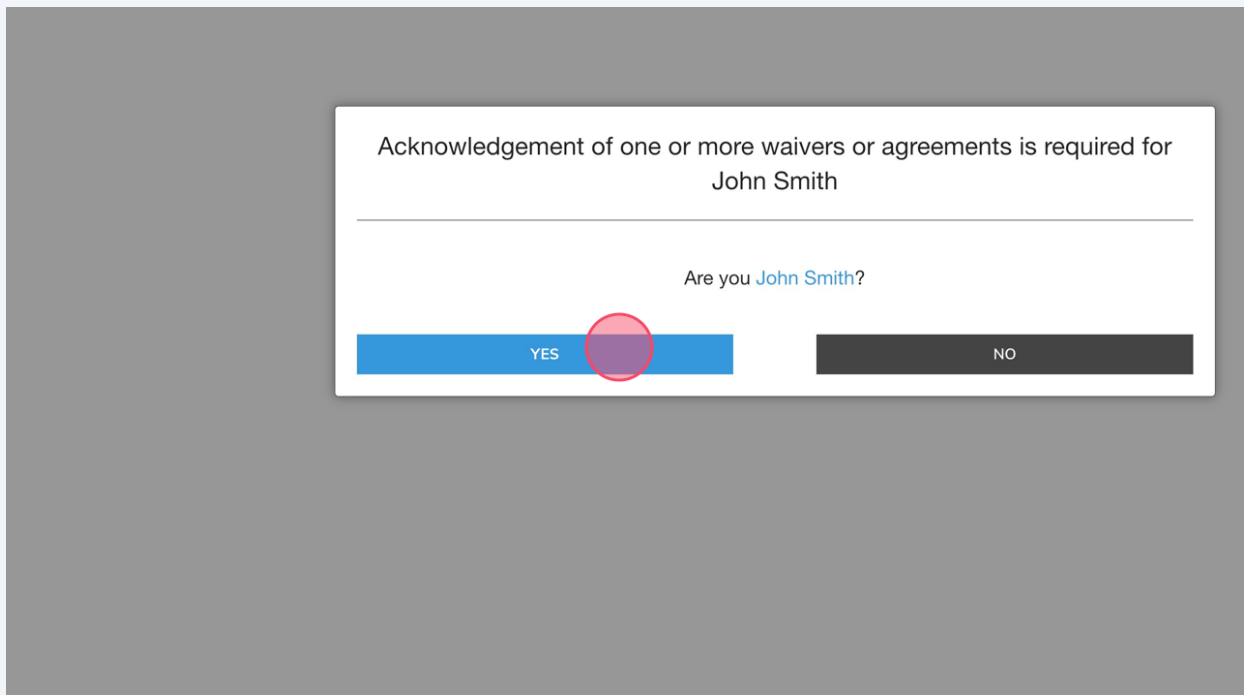
Would you like to add an additional donation?
Help support the Alabama Cycling Association by adding a donation to your cart. Every penny received helps young athletes.

Donation Amount
Suggested Amounts
ADD DONATION TO CART

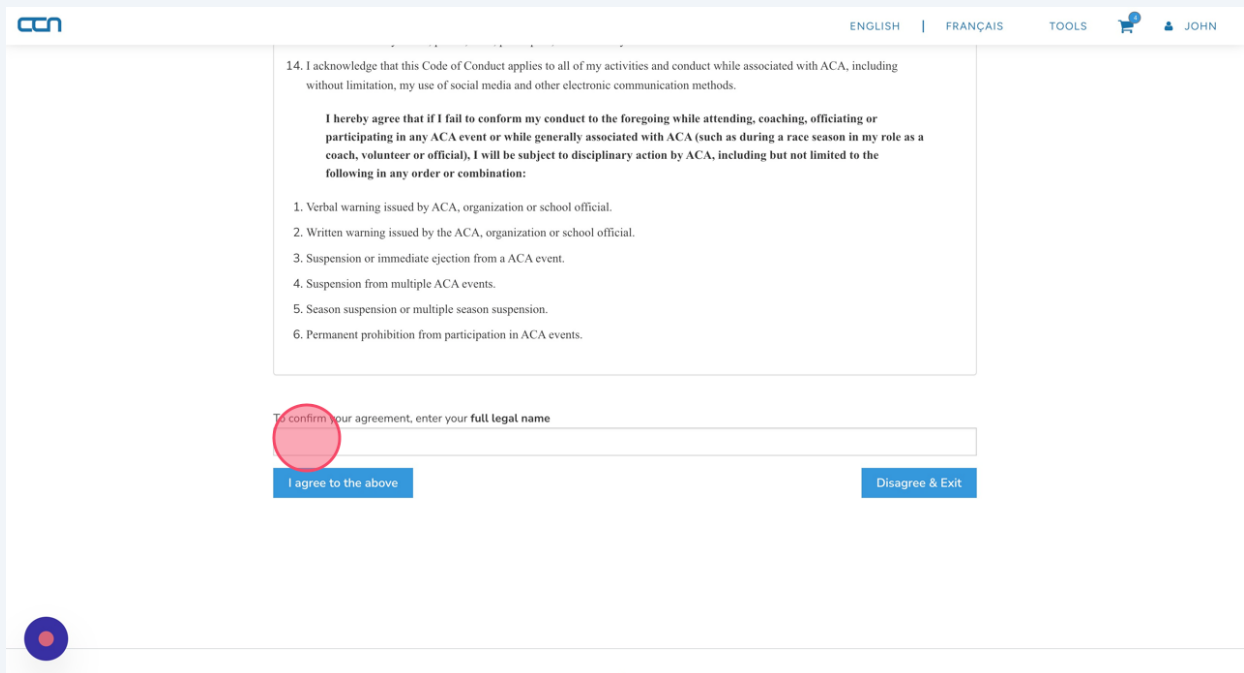
PROCEED TO CART

powered by Interpodia
Technical Support

16 Click "YES" to view and acknowledge the code of conduct and Waiver documents.



17 View the Code of conduct document.
Type your full legal name in the blank.
Click "I agree to the above"



cca ENGLISH | FRANÇAIS TOOLS JOHN

14. I acknowledge that this Code of Conduct applies to all of my activities and conduct while associated with ACA, including without limitation, my use of social media and other electronic communication methods.

I hereby agree that if I fail to conform my conduct to the foregoing while attending, coaching, officiating or participating in any ACA event or while generally associated with ACA (such as during a race season in my role as a coach, volunteer or official), I will be subject to disciplinary action by ACA, including but not limited to the following in any order or combination:

1. Verbal warning issued by ACA, organization or school official.
2. Written warning issued by the ACA, organization or school official.
3. Suspension or immediate ejection from a ACA event.
4. Suspension from multiple ACA events.
5. Season suspension or multiple season suspension.
6. Permanent prohibition from participation in ACA events.

To confirm your agreement, enter your **full legal name**

John Smith

I agree to the above Disagree & Exit

powered by Intermedia

18

View the Waiver. Click the "I AM AWARE OF THE RISKS, DANGERS, AND HAZARDS ASSOCIATED WITH MOUNTAIN BIKING AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE AND LOSS RESULTING THEREFROM." field.

cca ENGLISH | FRANÇAIS TOOLS JOHN

practice, race, demonstration, seminar, tournament, skills test or similar activity.

2. **Assumption of Risks.** I fully understand and acknowledge that mountain biking is inherently dangerous and that injuries are a common and expected part of mountain biking. Mountain biking with the Alabama Cycling Association takes place on steep and rugged terrain with features that are both technically and physically challenging and will expose me and my fellow riders to many dangers, hazards and risks. The risks associated with mountain biking include, by way of example and not limitation, the following: collisions with other cyclists, pedestrians, vehicles, trees, rocks and other fixed or moving objects; falls; loss of balance, high speed descents, rapid or uncontrolled acceleration on hills and inclines, difficulty or inability to control one's speed and direction, becoming lost or separated from coaches or other participants; equipment failures and malfunctions; failure to negotiate obstacles and hazards, both marked and unmarked, including roots, logs, ruts, holes, potholes, rocks, stones, sand, gravel, mud, water, cliffs, oil and/or other objects on the ground or on the trail, variations or steepness in terrain; slippery terrain, constructed features such as bridges, ramps, ladders, bumps, berms and drops; varying visibility; fatigue; exhaustion; dehydration; heatstroke; hypothermia; varying weather conditions, encounters with wild or other animals. I understand the description of these risks is not complete and that unknown or unanticipated risks may result in property damage, illness, injury, or death.

I further acknowledge and understand that: (a) mountain biking is an inherently dangerous sport in which I participate at my own risk; (b) mountain biking and my participation in ACA Activities involves risks and dangers of property damage, illness, serious bodily injury, including permanent disability, paralysis, and death; and (c) these risks and dangers may be caused by my own actions or inactions, the actions or inactions of other participants in a ACA Activity, or by NEGLIGENCE ON THE PART OF THE ACA OR ITS STAFF INCLUDING THE FAILURE ON THE PART OF THE ACA OR ITS STAFF TO SAFEGUARD OR PROTECT ME FROM THE RISKS, DANGERS AND HAZARDS OF MOUNTAIN BIKING. I am aware that ACA Activities may take place in areas where the medical facilities, supplies and services may not be easily accessible or adequate and that medical assistance might not be readily available or subject to significant delay.

I AM AWARE OF THE RISKS, DANGERS, AND HAZARDS ASSOCIATED WITH MOUNTAIN BIKING AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE AND LOSS RESULTING THEREFROM.

3. **My Knowledge of Infectious Disease Risks.** Coronavirus disease 2019 ("Covid-19") is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (the "Coronavirus"). As of February 2021, more than 27,500,000 cases have been reported in the United States, resulting in more than 450,000 deaths in the United States. Coronavirus is highly infectious, and can easily spread from person to person. Additional information regarding Covid-19 can be obtained at the websites of the U.S. Center for Disease Control, or

19

Confirm your agreement with the Waiver by typing your full name in the blank and clicking I agree to the above.

The screenshot shows a legal waiver form. At the top left is the ACA logo. At the top right are language options (ENGLISH | FRANÇAIS), a TOOLS button, a shopping cart icon, and a user profile icon labeled JOHN. The main content area contains several paragraphs of legal text, including sections 15 (Arbitration) and 16 (Governing Law). Below the text is a text input field with the placeholder text "To confirm your agreement, enter your full legal name". A red circle highlights this input field. Below the input field are two buttons: "I agree to the above" and "Disagree & Exit".

20

Click "Same as billing address"

The screenshot shows a billing and payment form. At the top right, there is a "Total: \$0.00" label. Below this is a section titled "BILLING & PAYMENT". Under this section, there are two columns: "Billing Address" and "Shipping Address". The "Billing Address" column contains the text "1123 Pleasant Hill Road , Birmingham, Alabama, 32245, United States 2054449218". The "Shipping Address" column has a checkbox labeled "Same as billing address" which is highlighted with a red circle. Below this checkbox is a dropdown menu with the text "---Select an address---". Below the dropdown menu is a button labeled "Add an address". At the bottom of the "Shipping Address" column, there is a label "Street*" followed by an empty text input field.

21 Click "SUBMIT & COMPLETE"

The screenshot shows the checkout page for the Alabama Cycling Association. The main content area is divided into two sections: 'Alabama Cycling Association' and 'BILLING & PAYMENT'. The 'Alabama Cycling Association' section lists three coaching levels: Assistant Coach (level 2), Coach (level 3), and Entry Coach (level 1), all for John Smith. It also lists 'Coach: ACA Core Staff' for John Smith. The total amount is \$0.00. The 'BILLING & PAYMENT' section shows that the shipping address is the same as the billing address, both located at 1123 Pleasant Hill Road, Birmingham, Alabama, 32245, United States. A yellow banner at the bottom of the billing section states: 'Payment is not required for this transaction. To complete the transaction you must click "Submit and Complete"'. On the right side, the 'Order Summary' shows the total of \$0.00 and a 'SUBMIT & COMPLETE' button highlighted with a red circle.

22 You will receive an email from info@ccnbikes.com with a link to start your background check through the Sterling Volunteers website. The link is only valid for 72 hours after your coach registration is completed.

The screenshot shows an email notification. The main text reads: 'You MUST complete this before you will be allowed to participate with your team at any event. To complete your coach licensing to ensure you are compliant and ready to participate with your team, go to your [Coach Licensing Profile](#) to view any missing requirements.' Below this is a summary of the coaching registration details, including the checkout date of August 14, 2023, and the same coaching levels and coach name as shown in the previous screenshot. The total amount is \$0.00.