

Master Instructor Candidate Program

History

During our history, the Law Enforcement Bicycle Association has fostered a program to advance certain instructors to the level of “Master Instructor”. This program has worked well in developing a group of Instructors who will then be called upon to assist in the training of new Instructors. In reviewing the criteria for this program, we have determined there are certain areas where we can improve. In order to improve our service and ensure the program is held to the highest standards, certain additional criteria must now be met in order to be considered for this program, and certain objectives must be surpassed in order to become a Master Instructor.

Purpose of the Training

The purpose of this training will be to develop instructors to advance to the level of Master Instructor.

Duration of Training

The training will take place over the course of two (2) National Level Instructor Courses. During each of these courses, the Master Instructor Candidate will be responsible for instructing three (3) different topics. At the conclusion of the two courses, the candidate will have taught a total of six (6) topics.

Pre-requisites

An instructor who wishes to advance to the level of Master Instructor must meet the following pre-requisites prior to beginning the program:

- Candidate must have the support of the Instructor Staff from when they were certified as Instructors. (*A candidate who is not supported must be given the reasons for the non-support*)
- Candidate must have successfully completed an Instructor Development Course through their State/Province or, through their Department or, through a recognized training institution (University, College, or Private School).
- Candidate must produce documentation of this training (photocopy of certificate).
- Candidate must submit a brief cover letter and resume outlining their qualifications.
- Candidates must cover their own costs during these two training opportunities.

An instructor who wishes to advance to the level of Master Instructor must meet the following pre-requisites while involved in this program:

- Candidate must have an above average level of fitness (*This will be measured against the average of the class being taught*).
- Candidate must instruct three different topics during the course of each of two National Instructor Schools.
- Candidates will be evaluated by a mentor who will be a Master Instructor, and a member of the Board of Directors.
- Candidates will receive an evaluation at the end of each day.
- Candidates who are evaluated as a **2** - “below standards”, or **1** - “not acceptable”, during their instruction will be advised of their deficiencies. During subsequent instruction, a second Master Instructor appointed by the Board of Directors will also evaluate the candidate.
- Candidates may be removed from the program if they are deemed to be unsuitable. (*A candidate will have progressive, documented, reasons of unsuitability presented to them prior to dismissal. **Every** attempt will be made to successfully mentor candidates involved in this program*).

Course Expectations

(Refer to Instructors Manual)

1. Be able to effectively and safely train officers to instruct, and demonstrate the Slow Speed Skills.
2. Be able to effectively and safely train officers to instruct, and demonstrate the High Speed Skills.
3. Be able to effectively and safely train officers to instruct, and demonstrate the emergency braking of the mountain bike using the front brake only, the rear brake only and both brakes.
4. Be able to effectively and safely train officers to instruct, and demonstrate the proper descent of stairs and steep declines without losing control.
5. Be able to effectively and safely train officers to instruct, and demonstrate the proper method of stair and steep terrain ascents.
6. Be able to effectively and safely train officers to instruct, and demonstrate the “Exit” techniques employed by L.E.B.A.
7. Be able to effectively and safely train officers to instruct the Firearms component.
8. Be able to effectively and safely train officers to instruct Exercise Physiology.
9. Be able to effectively and safely train officers to instruct the most common cycling injuries and the prevention of these injuries.
10. Be able to effectively and safely train officers to instruct, and demonstrate how to properly fit a mountain bike.
11. Be able to effectively and safely train officers to instruct, demonstrate and lead, or to cause to be lead proper riding protocol including group rides, riding in traffic, local traffic laws and accident prevention.
12. Be able to effectively and safely train officers to instruct, and demonstrate the changing of a flat tire, broken chain, minor cable adjustments, cleaning, lubricating and daily inspection of their bikes.
13. Be able to effectively and safely train officers to instruct, and demonstrate the proper method of making a traffic stop on a mountain bike.
14. Be able to effectively and safely train officers to instruct, and demonstrate how to use the mountain bike as a defensive tactic.
15. Be able to effectively and safely train officers to instruct, and demonstrate, how to make presentations in front of groups, how to score exams and how to evaluate student performances.

Methods of Evaluation

Master Instructor Candidates will be evaluated on their instruction, using the Candidate Evaluation Form (next page).

Candidates will further be evaluated on an ongoing basis by the assigned mentor. Evaluation will be on riding skills, cycling knowledge, ability to mentor students, assistance to the success of the Course, and, other intangibles. All evaluations will be debriefed with the Candidates.

CANDIDATE EVALUATION FORM

Candidate: _____ **Topic:** _____

Use the following scale to evaluate the candidates' performance during each presentation.

5 - Needs no improvement; 4 - Exceeds Standards; 3 - Meets Standards; 2 - Below Standards, improvement needed; 1 - Not Acceptable, does not meet course standards.

<i>Instructor had classroom, equipment & materials ready</i>	1	2	3	4	5
Instructor properly introduced self and topic	1	2	3	4	5
Instructor's personal appearance	1	2	3	4	5
Instructor Stated Objective(s)	1	2	3	4	5
Instructor established contact with class	1	2	3	4	5
Instructor's demeanor and mannerisms were positive & effective	1	2	3	4	5
Instructor motivated audience to listen	1	2	3	4	5
Key points were presented in a logical order	1	2	3	4	5
Key points were presented clearly and given emphasis	1	2	3	4	5
Instructor prepared visual aids	1	2	3	4	5
Visual aids were relevant	1	2	3	4	5
Visual aids were neat, clear and visible to all students	1	2	3	4	5
Visual aids were used effectively	1	2	3	4	5
Instructor used effective review and questioning techniques To determine if information was learned.	1	2	3	4	5
Instructor met the lesson objectives	1	2	3	4	5

Remarks: _____

