

National Mountain Bike Leader Award Scheme

Mountain Bike Leader Awards Logbook

© Copyright CTC Charitable Trust
1996-2009.

All rights reserved. No part of this publication may be reproduced in any form or by any means without permission from the publishers.

To ensure the maintenance of high standards of the National Mountain Bike Leader Awards, CTC reserves the right to alter any course specification or detail without prior notice.

Logbook

As a Mountain Bike Leader you will be mountain biking both for yourself and with groups. There are three reasons you should document your experience as you undertake these rides:

- 1 You have to complete most of this work as part of the preparation for the ride anyway. For example details of the route, times and group members need to be left with a base contact. It is simply a case of collecting that information back and putting it into a file.
- 2 When you go on to a course assessment or training at a higher level, you will need to provide a logbook for the rides that you have undertaken. Including the content of a logbook of personal and leading experience as a Mountain Bike Leader adds substantial evidence to your portfolio.
- 3 Should your experience ever be called into question, you have documentary evidence to support you.

Logbook Content

Your logbook should be split into two areas:

- 1 Personal experience gained through mountain bike rides on your own, and/or with friends or colleagues.
- 2 Leading experience gained through being formally in charge of a group when mountain biking. You may or may not be paid for this work (it doesn't matter in terms of your logbook), but you will have responsibility for the preparation, implementation and follow up of these rides.

Notes on map use and reproduction:

Under Ordnance Survey license guidelines, you can reproduce single copies of maps for personal use up to A4 size. This applies whether you are printing from an electronic map, or photocopying a paper map.

Your logbook should not require you to operate beyond these restrictions. For clarification, please consult [Ordnance Survey](http://www.ordnancesurvey.co.uk) directly.

Blank copies of sample sheets are provided hereon. The outline for each ride type should comprise the following:

Logbook Content		
Item	Content for Personal Rides	Content for Leading Rides
Master Sheet	Ride reference number Ride date Any incidents and notes including: <ul style="list-style-type: none"> • unusual weather conditions • accidents (real or potential) • mechanical problems 	As for Personal Rides
Route Outline	Using one of the following, preferably one of the first three: <ul style="list-style-type: none"> • tracing of the route • outline of the route on a map photocopy (it is legal to produce an up to A4 copy of OS maps for personal use) • print out of an electronic map, with the route (and direction) highlighted • route card 	As for Personal Rides
Session Details	Length of the ride (in time) Personal aims, such as skill development; pre-ride check.	Start time Expected and actual finish time Outline of the aim and content of the session, for example skills development; group social development
Participant Details	Not applicable	Group ability and experience. This shows evidence of different groups, abilities and backgrounds. Data protection act: Your own ride preparation will require details of participants addresses and emergency contact details. For the purposes of your logbook, please provide participant names only.

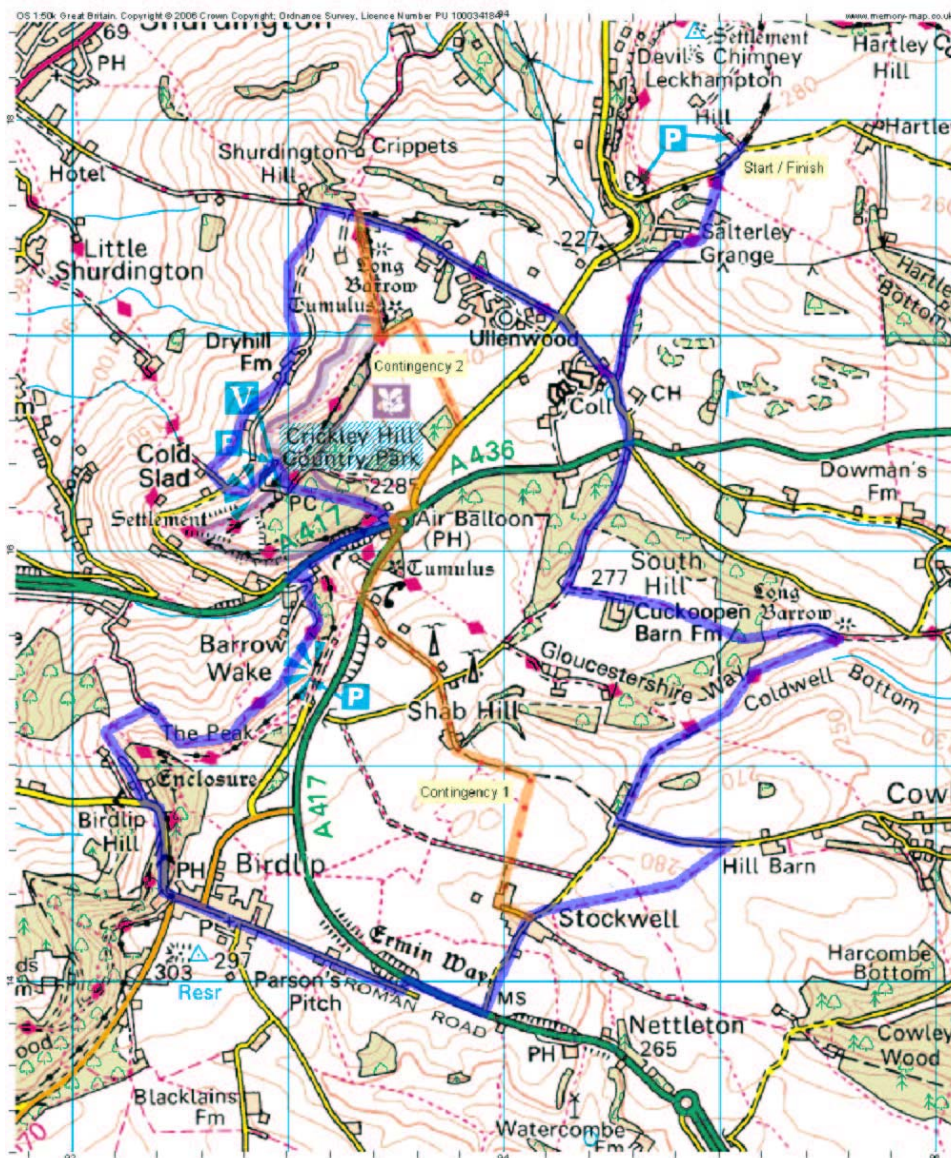
Pages 4 and 6 can be reproduced for the use of CTC Mountain Bike Leaders documenting their riding experience only.



working for cycling

Logbook Master Sheet				
Ride Type: (Please tick)		Leading <input type="checkbox"/>	Personal <input type="checkbox"/>	
Ride No.	Ride Date	Weather	Incidents and Notes	Verified

Map example:



Ride: L6
 Route: Leckhampton – Birdlip circuit
 Area grid letters: SO
 Date: 29/02/04
 Group: Y9, Heretown School – see attached participant list
 Loop direction: Clockwise

Start time: 12.30pm
 Expected finish: 4.30pm
 Emergency Action Time: **5pm** – see attached procedure

Leader Contact Tel: 07123 456789

Map reproduced under
 Ordnance Survey licence
 100045061

