



Safety Study



Safety Study Welcome Email

Dear Safety Study Designated Reporter:

Welcome to the NICA Safety Study. This study is replacing and improving the previous process for incident reporting. Your involvement is mandatory because with your contributions, you will be making NICA safer for student-athletes and coaches.

What makes you the designated reporter is your role as Team Director, unless you are in the NorCal or Utah leagues where the designated reporter is the Head Coach. This role can be delegated to any other coach on your team by emailing safetystudy@nationalmtb.org.

Listed below are the key changes you need to know about. We now have a formal NICA Injury Definition so you know exactly which injuries need to be reported. We have also developed a web-based, user-friendly and very informative electronic incident reporting form. We are also now collecting information on how many riders are at all practices and races, which is called “exposure data.” I have gone into detail on these changes below:

Submitting Reports based on Injury Definition

For the purposes of the NICA Safety Study and incidents relating to NICA, injury is defined as:

any physical event that occurs during a NICA sanctioned team practice, race, coaches training or camp that results in physical harm to participant significant enough to:

- 1) Warrant referral to a medical provider;*
or
- 2) Lose time from training or competition;*
or
- 3) Miss school or work.*

Designated Reporter on each Team

Your team’s designated reporter is your team director unless your team is in NorCal or Utah where the designated reporter is the Head Coach. Any coach on your team may become the designated reporter (see below for instructions on changing the designator reporter for your team).

Designated Reporter Submits all Incident Reports

All incidents whether at practice or races may be filled-out on a paper safety study form and given to the designated reporter who will submit the information into the online Incident Report form.

Weekly Exposure Tracking*

The exposure report tracks how many athletes are riding in comparison to athlete injuries. This data is extremely useful for improving our program and comparing NICA injury rates with other school sports. If you do not receive weekly Sunday emails starting in January (Spring Leagues) or July (Fall Leagues), there are two likely scenarios: Your team doesn't have any active athletes in the Pit Zone OR your email service is moving the emails into your Spam Folder (a quick search for Safety Study should fix this). If you have looked into these scenarios and still are not receiving weekly emails, please contact SafetyStudy@nationamtb.org

For more information and to download the new incident form please visit <http://www.nationalmtb.org/nica-safety-study/>.

Wishing you a FUN season with minimal injuries. Keep the rubber-side of your bike down :)

Chris Spencer

Director, Risk Management and Training

Instructions on NICA Incident and Exposure Reporting for Designated Reporters

The Designated Reporter's Role in Reporting Exposure:

You will receive a weekly email that will prompt you to answer two exposure questions to the best of your ability. Please respond each week to ensure the most accurate data.

Exposure Question 1: On average, approximately how many student-athletes (of all levels) did you have participating this last week at each practice or competition?

(For example, if there were an average of 5 freshman, 10 sophomore, 10 junior varsity (JV), and 20 varsity athletes at each practice, that would be $5 + 10 + 10 + 20 = 45$ athletes.)

Exposure Question 2: Approximately how many TOTAL cumulative hours of time on the bike did your student-athletes have this week, during NICA-sanctioned practices, skills training and races?

For example, if there was a 2 hour Tuesday practice, a 1 hour skills training on Wednesday, and a 1 hour race on Saturday, this would add up to $2 + 1 + 1 = 4$ hours.

Designated Reporters Role in Incident Reporting:

Step 1: Paper Incident Reports: As a Designated Reporter, you may not always be present when an incident occurs. Sometimes an injury may not be fully realized until an athlete returns home from practice. If either of these scenarios occurs, a parent or coach would fill out a "Paper Incident Report."

Paper Incident Reports are filled out anytime an injury may meet the NICA Injury Definition¹ by the person most familiar with the incident.

Step 2: Verify Report: Paper reports are given to the Designated Reporter for you to ensure the injury meets the definition and then complete the electronic incident report form. We encourage you to gather as much information as possible about what

¹ Injury is defined as any physical event that occurs during a NICA sanctioned practice, race, coaches training or camp that results in physical harm to the participant significant enough to: 1) Warrant referral to a medical provider; or 2) Lose time from training or competition; or 3) Miss school or work.

happened to cause the injury and what happened to the rider. For many injuries, you will want to speak with the student-athletes parents or guardians and have them share the medical diagnosis they may have received from a medical provider. Medically-verified injury data is the most valid.

Step 3: Submitting Incident Reports Online: Once you have all the information you need and have verified that the injury meets the NICA Injury Definition, you will submit an Incident Report online.

The Incident Report is accessible via any of your weekly exposure e-mails. It may be updated as more information becomes available. Reports can be edited once submitted if new medical information is collected or you need to submit the date the athlete returned to play.

Submitting Incident Reports from Races: Lastly, Chief Course Marshals will also be sharing with you Preliminary Incident Reports for any injuries occurring at races. Again, you will verify the injury with your athlete and their parents before submitting the report online.

Non-Reportable Injuries: Please do not report injuries that do not meet the NICA Injury Definition OR occur outside of NICA activities. An injury where the rider didn't receive referral to a doctor and did not keep the rider from practicing or attending school would not meet the Injury Definition. As commuting to or from practice or riding with friends outside of practice are not NICA activities, injuries occurring in either circumstance would also not be reportable.

Key Uses of de-identified and anonymous Safety Study Data:

- University of Utah reviews data, analyzes data and offers recommendations
- Monthly NICA Review and programmatic recommendations to all programs
- Reports created to aid NICA Approved First Aid Curriculum
- Comparisons with other interscholastic sports for school administrators

Reporting for Teams the Practice Together

The Safety Study recognizes teams in alignment with the NICA Pit Zone and the NICA Rulebook Rule 7.1 Team Composition. Therefore, when several school-based and/or composite teams practice together, their exposure reporting and incident reporting is tracked separately.

For example, if the Albany High School and Oakland Composite Teams practice together, the Albany High School Designated Reporter would report exposure only for their student athletes and the Oakland Composite Designated reporter would report exposure only for their student athletes.

Graphic Overview of Process



NICA SAFETY STUDY

Overview Designated Reporters



For full details, please see the Designated Reporter Instruction Sheet Below



STEP 1



One Weekly E-mail
You will receive a weekly email reminding you to enter data. Each week you will answer a few short questions that help estimate the total number of hours your riders trained and raced over the past week. Next, if your team was injury-free over the past week, click on: "No injuries this week" and you are done. If one of your riders sustained an injury in the past week, please move to Step 2.



STEP 2



Injury Report
If there was a reportable injury on your team during the past week, then click on the name of the injured rider in the weekly email that you received. Your team's roster for coaches and athletes who have not "opted-out" will appear at the bottom of the email. By clicking on the name of a rider, you will automatically be taken to the NICA Injury Reporting



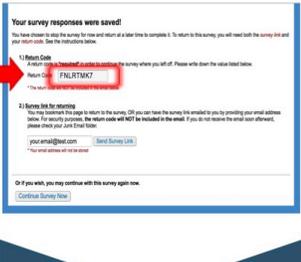
STEP 3



Submit Injury Report
Complete the Injury Report form. Once completed, click the "Submit" button at the bottom of the form. If you are unable to complete or need more time to collect information click "Save & Return Later".



STEP 4



Save and Return Later
You must save the "Return Code" in order to complete the survey at a later time. Once you save the "Return Code", type your e-mail address in the second box, then click "Send Survey Link". You will receive an e-mail so you can return and complete the injury report using your unique "Return Code".

Please send Questions to
SafetyStudy@nationalmtb.org

Other Resources

NICA Safety Study Brochures for each main constituency, FAQs, paper forms and other information is all available via the [NICA Safety Study Webpage](#).

Questions? Email safetystudy@nationalmtb.org

