



CLUB DEVELOPMENT MANUAL

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1.0 INTRODUCTION

This Club Development Manual has been compiled by Motorcycling Victoria (MV) as part of its ongoing assistance to affiliated clubs and promoters in the administration of motorcycle sport.

We have comprehensively updated this manual to provide even more information and assistance to our clubs.

The information, instructions and notes contained in this manual are intended to assist club personnel associated with the day to day conduct of club activities and the organisation of competition meetings.

When senior club personnel change, this manual should be handed on to the newly selected committee members. This will minimise problems associated with incorrect applications and/or fees.

The manual will be updated on an annual basis to ensure that clubs are kept aware of changes to procedures and/or policy. Any updates throughout the year will be informed via –

Mail,
Email,
MV Website
MV Facebook Page

2.0 ABOUT MOTORCYCLING VICTORIA (MV)

Motorcycling Victoria (MV) is the state controlling body for motorcycle sport and recreation in Victoria. The national body is Motorcycling Australia and they are also based in Melbourne.

The MV Office is located at the following address:

State Motorcycle Sports Complex
260 Strath Creek Road
Broadford, VIC 3658

The postal address for MV is:

PO BOX 3
Broadford, VIC 3658

The office is open 9am – 5pm on Thursday and 9am – 4.30pm on Friday, except for Public Holidays and where notified. Normal business hours apply for all staff, however they work remotely between Port Melbourne, Broadford and off-site. Phones are only answered during normal business hours.

The generic contact details for MV are:

P: (03) 9673 0600
F: (03) 9673 0620
E: info@motorcyclingvic.com.au
W: www.motorcyclingvic.com.au

2.1 MOTORCYCLING VICTORIA BOARD

The following people are members of the MV Board:

Richard Loft (President)
Gary Timmerman (Vice-President)
Geoff Lanigan
Gavin Cosway
Lorraine Macdonald
Clare Nicholson
Melanie Robertson
Rob Mestrom (MV Acting CEO, non-voting member)

2.2 MOTORCYCLING VICTORIA STAFF

There are seven staff members based at the MV Office in Port Melbourne, as well as the team at the State Motorcycle Sports Complex, Broadford.

Acting CEO

Rob Mestrom

E: ceo@motorcyclingvic.com.au

Sport & Rider Development Manager

Mark Vallance

E: development@motorcyclingvic.com.au

Operations Manager

Michael Burns

E: operations@motorcyclingvic.com.au

Communications Manager

Ryan Fritz

E: communications@motorcyclingvic.com.au

Administration Manager

Barbara Furlong

E: admin@motorcyclingvic.com.au

Inclusion & Committees Manager

Peta Thomas

E: participation@motorcyclingvic.com.au

Finance Manager

Lily Liu

E: finance@motorcyclingvic.com.au

Broadford Manager

Robert Mestrom

P: (03) 5784 4163 E: robert.mestrom@motorcyclingvic.com.au

Broadford Administration Manager

Ann-Marie Upton

P: (03) 5784 4163 E: broadfordadmin@motorcyclingvic.com.au

Head Groundskeeper

John Coleman

Groundskeepers

Darryl Brock

Matt Smith

2.3 MOTORCYCLING VICTORIA MANAGEMENT COMMITTEES

MV has the following Management Committees set up to assist in the development and running of events for their respective disciplines:

Classic Motocross Committee

Dirt Track Committee Enduro

Committee

Historic Road Race Committee

Moto Trials Committee Motocross &

Supercross Committee Quads

Committee

Road Race Committee

Speedway Committee

Officials Panel

Coaches Panel

2.4 VOLUNTEERS

There are a number of options available for people who would like to volunteer their time and become involved in the sport.

The best way though is to go through a local club and help out with everyday duties where there can never be enough hands on deck.

From a clubs perspective volunteers can be hard to find and then, even harder to keep. Volunteers Victoria has put together some great resources, including a Volunteer Management Toolkit which is free to download and use.

The Volunteer Management Toolkit is at this link - <http://volunteeringvictoria.org.au/templates/>

3.0 CLUB AFFILIATION

Every affiliated club shall pay an annual fee to MV as determined by the MV Board, on recommendation from the Finance Committee.

The affiliation fee, together with a list of club office bearers and a complete list of registered club members (including contact details), should be forwarded to MV by 31st July each year.

NOTE: Registered members shall be financial, life or voting members whose name(s) appear on the register of the club.

The affiliation fees are calculated as follows:

$$\begin{aligned} 0 - 50 \text{ members} &= \$300 \\ > 50 \text{ members} &= \$300 + \$4 \text{ per member over } 50 \\ \text{e.g. } 80 \text{ Club Members} &- \$300 + (30 \times \$4) = \$420 \end{aligned}$$

With affiliation, clubs get the benefit of having two members (MV Club Delegates) attend General Meetings and vote at MV meetings. Affiliated clubs are the only clubs that MV will issue event permits to.

An added benefit of affiliation is that clubs also receive two free Come & Try Permits for use throughout that year, so clubs can run days to entice new members as easily as possible.

4.0 CRITICAL MEETINGS

There are a range of different meetings that MV hold throughout the year, including an Annual General Meeting and half a dozen General Meetings.

4.1 MOTORCYCLING VICTORIA ANNUAL GENERAL MEETING

The Annual General Meeting for 2017 will be held on Wednesday 12th April, it will be held at TBA.

4.2 MOTORCYCLING VICTORIA GENERAL MEETINGS

General Meetings for club delegates are held on the second Wednesday of every second month at the Newport-Braybrook MCC clubrooms, located at the following address:

Newport-Braybrook MCC Corner
of The Avenue & Cullen St
Spotswood, VIC
Melways Ref: Map 41 J12

Each General Meeting will begin at 7pm, unless notified otherwise. The General Meeting dates for 2017 are:

Wednesday February 8

Wednesday April 12

Wednesday June 14

Wednesday August 9

Wednesday October 11

Wednesday December 13

4.3 MOTORCYCLING VICTORIA BOARD MEETINGS

Board meetings generally occur on the last Tuesday of each month, they take place at the MV Office in Port Melbourne.

4.4 MOTORCYCLING VICTORIA MANAGEMENT COMMITTEE MEETINGS

Each discipline specific Management Committee meets monthly, prior to the Board Meetings, generally at the MV Office in Port Melbourne.

5.0 RUNNING EVENTS

Below is all the information you'll need for running an event, including information on permits and officials required. Every Competitive or Non-Competitive event that your club wishes to run requires a permit from MV – no permit, no event.

5.1 PERMITS

Every permit application must be made to MV on the official Permit Application Form and be accompanied by the appropriate fees. There are two separate Permit Application Forms, one for Competitive events and one for Non-Competitive events.

OPEN EVENTS: All permits for Open level events must be forwarded to MV, with a copy of the Supplementary Regulations for approval, no less than FOUR (4) – SIX (6) WEEKS PRIOR to the date of the proposed event. All Supplementary Regulations must be approved by the relevant discipline committee, as well as MV.

INTERCLUB EVENTS: Permit applications for Interclub events must be forwarded to MV no less than FOUR (4) WEEKS PRIOR to the date of the proposed event. Interclub permits can be used for a maximum of SIX (6) clubs, including the host club.

*Regional Motocross Championships have been determined as Interclub events with a larger number of nominated clubs approved for Gippsland Centre, Northern & Western Regions only.

CLOSED TO CLUB EVENTS: Applications for all club events throughout the year may be made at the start of the year on one Permit Application Form. These are "Bulk Permits" for clubs that run regular Practice Days throughout the year. A Permit is still allocated for each of those dates.

Alternatively, single club event Permit Applications can be lodged and must be forwarded to MV at least TWO (2) WEEKS PRIOR to the date of the proposed meeting.

There is a copy of both the Competition Permit Application Form and the Non-Competition Permit Application Form available on the MV website.

5.2 FIRST AID

All clubs must use appropriate First Aid medical services at all events, whether Open, Interclub or Closed to Club. Practice Days and Come & Try Days must also have appropriate First Aid medical services.

It is the responsibility of the promoter to notify the nearest police station and hospital that an event is going to take place. This notification must be in writing and given at least 21 days prior to the event.

5.3 RUNNING AN OPEN LEVEL EVENT

Every application for an event permit must be made on the Competition Permit Application Form and must be accompanied by the appropriate fees, draft Supplementary Regulations and a Steward Nomination Form. One application is to be filled in per event date.

Authority to run an event is only given once the permit has been sent to the promoter, the permit must be on display at the event.

Open level events require Officials to have a minimum of Level 3 accreditation. The Steward is determined by the MV Officials Panel and the Steward Nomination Form should be completed with three (3) available Stewards to select from.

All riders, officials and volunteers must sign on. Guardianship forms are required for any riders under the age of 18 if no parent/guardian is attending the event.

CHECKLIST FOR AN OPEN COMPETITION DAY

TASK	COMPLETED DATE	NOTES
Apply for a Competition Permit from MV by emailing permit application to admin@motorcyclingvic.com.au		This can be downloaded from the MV website "Forms" page which is under the "Events" tab. Must be done at least four-six weeks in advance of the event.
Pay for the permit at the time of application.		This can be done via direct transfer, cash, cheque or credit.
At the same time as sending the Permit Application, send through Draft version of Supplementary Regulations to MV for approval.		Supp Regs should be in the template from the MV website "Forms" page and sent in, as a Word Document, at the same time as the Permit Application. Once approved they will be sent back, with a permit for the event, in PDF.
For Open Level Events the Steward is selected by the MV Officials Panel. At the time of sending in Supp Regs and the Permit Application, please submit a Steward Nomination Form.		A Steward Nomination Form is available off the "Forms" page of the MV Website. Please list three potential Stewards/Referees for the event and the Officials Panel will select a lead and an assistant from those nominated.

Arrange for all key officials for the day.		The following officials must be on hand for the event - - Steward (minimum Level 3) - Clerk of Course (minimum Level 3) - Race Secretary (minimum Level 3) - Scrutineer (minimum Level 3)
Arrange for first aid to be in attendance.		For Interclub Days, club members who hold Level 2 First Aid qualifications are generally suitable.
Arrange for track marshals to be in attendance.		Track Marshals are Officials who will be flagging on track.
Ensure everyone in attendance “signs-on” before heading onto the track.		Sign-On forms and Indemnity Forms are available on the MV website “Forms” page.
Ensure everyone has valid MA/MV licences before riding.		Single Event Licences cannot be issued for Open Level events, unless they comply with rule 3.1.2.4 in the Manual of Motorcycle Sport.
If an injury/incident occurs make sure that all relevant paperwork is completed immediately.		Serious Injury Forms, Incident Reports and Injury Forms are all available off the MV website “Forms” page.
Anyone requiring a Medical Suspension must be made known to MV immediately following the event.		Whether the Injury Form is sent immediately after the event or not, an email with names of riders to be suspended (any involving a trip to the hospital either privately or by ambulance) to info@motorcyclingvic.com.au.
At the conclusion of the event all post event paperwork to be completed and sent to MV the next day.		These forms are all available off the MV website “Forms” page and are - - Steward Competition Report Form - Clerk of Course Report Form - Injury Reports - Rider Levy Fees - Sign On Forms
Other things to remember with Open Level Events – Sponsorship, Prize Money, Trophies/Awards, Program, Gate fees etc. etc.		

5.4 RUNNING AN INTERCLUB LEVEL EVENT

Every application for an event permit must be made on the Competition Permit Application Form and must be accompanied by the appropriate fees and draft Supplementary Regulations. One application is to be completed per event date.

Interclub events can include a maximum of SIX clubs, this includes the host club. All clubs involved in an Interclub event must be named on the Competition Permit Application.

Authority to run an event is only given once the permit has been sent to the promoter, the permit must be on display at the event.

Interclub level events require Officials to hold a minimum of a Level 2 accreditation. The Steward for Interclub level events can be selected by the promoter.

All riders, officials and volunteers must sign on. Guardianship forms are required for any riders under the age of 18 if no parent/guardian is attending the event.

CHECKLIST FOR AN INTERCLUB COMPETITION DAY

TASK	COMPLETED DATE	NOTES
Apply for a Competition Permit from MV by emailing permit application to admin@motorcyclingvic.com.au		This can be downloaded from the MV website "Forms" page which is under the "Events" tab. Must be done at least four weeks in advance of the event.
Pay for the permit at the time of application.		This can be done via direct transfer, cash, cheque or credit.
At the same time as sending the Permit Application, send through Draft version of Supplementary Regulations to MV for approval.		Supp Regs should be in the template from the MV website "Forms" page and sent in, as a Word Document, at the same time as the Permit Application. Once approved they will be sent back, with a permit for the event, in PDF.
Arrange for all key officials for the day.		The following officials must be on hand for the event - - Steward (minimum Level 2) - Clerk of Course (minimum Level 2) - Race Secretary (minimum Level 2) - Scrutineer (minimum Level 2)
Arrange for first aid to be in attendance.		For Interclub Days, club members who hold Level 2 First Aid qualifications are generally suitable.
Arrange for track marshals to be in attendance.		Track Marshals are Officials who will be flagging on track.

Ensure everyone in attendance “signs-on” before heading onto the track.		Sign-On forms and Indemnity Forms are available on the MV website “Forms” page.
Ensure everyone has valid MA/MV licences before riding OR has a Single Day Competition Licence.		Single Day Competition Licence Books are available from MV and must be ordered two weeks in advance . Each book contains 10 licences (\$90 each) and the club pays \$900 at the time of ordering for each book.
If an injury/incident occurs make sure that all relevant paperwork is completed immediately.		Serious Injury Forms, Incident Reports and Injury Forms are all available off the MV website “Forms” page.
Anyone requiring a Medical Suspension must be made known to MV immediately following the event.		Whether the Injury Form is sent immediately after the event or not, an email with names of riders to be suspended (any involving a trip to the hospital either privately or by ambulance) to info@motorcyclingvic.com.au .
At the conclusion of the event all post event paperwork to be completed and sent to MV the next day.		These forms are all available off the MV website “Forms” page and are - - Steward Competition Report Form - Clerk of Course Report Form - Injury Reports - Rider Levy Fees - Sign On Forms

5.5 RUNNING A CLUB LEVEL EVENT

Every application for an event permit must be made on the Competition Permit Application Form and must be accompanied by the appropriate fees. One application is to be completed per event date.

Authority to run an event is only given once the permit has been sent to the promoter, the permit must be on display at the event.

Club level events require Officials to have the following accreditations:

Steward, Clerk of Course, Race Secretary and Scrutineer – minimum Level 2

Chief Marshal, Timekeeper, Judge, Starter – minimum Level 1

All riders, officials and volunteers must sign on. Guardianship forms are required for any riders under the age of 18 if no parent/guardian is attending the event.

CHECKLIST FOR A CLUB COMPETITION DAY

TASK	COMPLETED DATE	NOTES
Apply for a Competition Permit from MV by emailing permit application to admin@motorcyclingvic.com.au		This can be downloaded from the MV website "Forms" page which is under the "Events" tab. Must be done at least two weeks in advance of the event.
Pay for the permit at the time of application.		This can be done via direct transfer, cash, cheque or credit.
At the same time as sending the Permit Application, send through Draft version of Supplementary Regulations to MV for approval.		Supp Regs should be in the template from the MV website "Forms" page and sent in, as a Word Document, at the same time as the Permit Application. Once approved they will be sent back, with a permit for the event, in PDF.
Arrange for all key officials for the day.		The following officials must be on hand for the event - <ul style="list-style-type: none"> - Steward (minimum Level 2) - Clerk of Course (minimum Level 1) - Race Secretary (minimum Level 1) - Scrutineer (minimum Level 1)
Arrange for first aid to be in attendance.		For Club Days, club members who hold Level 2 First Aid qualifications are generally suitable.
Arrange for track marshals to be in attendance.		Track Marshals are Officials who will be flagging on track.
Ensure everyone in attendance "signs-on" before heading onto the track.		Sign-On forms and Indemnity Forms are available on the MV website "Forms" page.
Ensure everyone has valid MA/MV licences before riding OR has a Single Day Competition Licence.		Single Day Competition Licence Books are available from MV and must be ordered two weeks in advance. Each book contains 10 licences (\$90 each) and the club pays \$900 at the time of ordering for each book.
If an injury/incident occurs make sure that all relevant paperwork is completed immediately.		Serious Injury Forms, Incident Reports and Injury Forms are all available off the MV website "Forms" page.
Anyone requiring a Medical Suspension must be made known to MV immediately following the		Whether the Injury Form is sent immediately after the event or not, an email with names of riders to

event.		be suspended (any involving a trip to the hospital either privately or by ambulance) to info@motorcyclingvic.com.au.
At the conclusion of the event all post event paperwork to be completed and sent to MV the next day.		These forms are all available off the MV website "Forms" page and are - - Steward Competition Report Form - Clerk of Course Report Form - Injury Reports - Rider Levy Fees - Sign On Forms

5.6 RUNNING A PRACTICE DAY

CHECKLIST FOR A PRACTICE DAY

TASK	COMPLETED DATE	NOTES
Apply for a Non-Competition Permit from MV by emailing permit application to admin@motorcyclingvic.com.au		This can be downloaded from the MV website "Forms" page which is under the "Events" tab. Only in the office Monday – Wednesday, permits will not be issued on Thursdays and Fridays.
Pay for the permit at the time of application.		This can be done via direct transfer, cash, cheque or credit.
Arrange for a Level 2 Steward to be the lead Official for the day.		A properly accredited Level 2 Steward must be on hand at every event.
Arrange for first aid to be in attendance.		For Practice Days, club members who hold Level 2 First Aid qualifications are generally suitable.
Arrange for track marshals to be in attendance.		Track Marshals are Officials who will be flagging on track.
Ensure everyone in attendance "signs-on" before heading onto the track.		Sign-On forms and Indemnity Forms are available on the MV website "Forms" page.
Ensure everyone has valid MA/MV licences before riding OR has a Single Recreation Licence for the day.		Single Recreation Licence Books are available from MV and must be ordered two weeks in advance . Each book contains 10 licences (\$30 each) and the club pays \$300 at the time of ordering for each book.

Ensure the MV Recreational Guidelines are followed throughout the day.		These are available from the MV website “Forms” page.
If an injury/incident occurs make sure that all relevant paperwork is completed immediately.		Serious Injury Forms, Incident Reports and Injury Forms are all available off the MV website “Forms” page.
Anyone requiring a Medical Suspension must be made known to MV immediately following the event.		Whether the Injury Form is sent immediately after the event or not, an email with names of riders to be suspended (any involving a trip to the hospital either privately or by ambulance) to info@motorcyclingvic.com.au.
At the conclusion of the event all post event paperwork to be completed and sent to MV the next day.		These forms are all available off the MV website “Forms” page and are - - Non-Competition Report Form - Injury Reports - Rider Levy Fees - Sign On Forms

5.7 RECREATIONAL ROAD RALLY & TOUR OPERATORS

In December 2013 MA disbanded the *Riders Division* that catered for Recreational Road Rally clubs & Tour Operators. All existing clubs were re-allocated to the SCB in which each club resides with an option to affiliate with NSW Motorcycle Alliance; which provided the same level of “Roadside Assistance” that was part of the MA Riders Division value. From January 2014 these clubs have been welcome to affiliate with each SCB.

Motorcycling Victoria Road Rally Permit Requirements

As a Road Rally is considered a Non-Competition event, Motorcycling Victoria requires affiliated clubs and private promoters to complete the Permit Application to conduct Non-Competition or Recreational Meeting form.

Course Description

A brief description of the course that will be ridden is required, e.g. streets to be travelled on, names of parks that the riders will be stopping at etc.

Landholders Permission

A landholders permission is only required if a road touring group stops at a destination (park, pub etc.) for a prolonged period of time.

NB: Riders must be over 16 years of age and hold a current Victorian Road Motorcycle Licence.

6.0 LICENCES

Applications for any MV licence must be made on the correct Licence Application Form and sent to the MV office.

All licences generally expire 12 months from the date of issue.

Riders must obtain a Competition Licence prior to submitting an Entry Form for an event. Entries which do not quote a licence number may be null and void.

Applications which are incomplete and/or incorrect may be returned to the sender for rectification, with suitable advice as to the particular fault(s).

6.1 COMPETITION LICENCES

A National Competition Licence entitles the holder to participate in any authorised competition under the jurisdiction of MV or MA.

To get a National Competition Licence you must be a current financial member of an affiliated club. This requirement does not apply to applicants for an Entrant, Official, Coach, Mini or Recreational Licence.

To apply for a National Competition Licence, applicants need to send the following items along with the Application Form – Copy of club membership card (or club stamp on the application form), proof of age (first time applicants only) and relevant proof of competency assessment and paperwork.

Riders may request that a (fax or email) licence confirmation is issued where the physical licence will not reach them in time for their event. A last minute request for this service will attract an administration fee, at the MV Office's discretion.

6.2 MINI LICENCES

A mini licence entitles you to compete in the 50cc demo or Nippers class (formerly Div 1), Minkhana events and any non-competitive event permitted by MV or MA. A mini licence is for those aged between 4 and under 16.

6.3 RECREATION LICENCES

Annual Recreation Licences entitle the holder to participate for 12 months in any recreational (e.g. club ride day, practice day etc.) event permitted by MA or MV. A Recreation Licence is valid for those aged 16 and over.

A One Event Recreational Licence entitles you to participate in any recreational event permitted by MA or MV on that single day.

This licence is not valid for any competitive activities.

6.4 FIRST TIME LICENCE APPLICATIONS

First time competition licence applicants must provide proof of competency on a motorcycle before they will be issued with a competition licence. In the case of a first time senior licence applicant, proof that a rider has previously purchased and participated using a One Event Licence is deemed as being sufficient for competency.

A rider competency for a new junior competition licence involves successful completion of the Kick Start Junior Coaching Program.

A Rider Competency Test for new senior competition, mini or recreational licences involves:

- A minimum Level 2 Clerk of Course/Steward or a minimum Level 1 Coach witnessing the applicant riding, and being satisfied that the applicant is capable of competently controlling a motorcycle.
- Undertaking a theory based knowledge test of the basic rules.

A first time licence applicant who holds a current road motorcycle licence is deemed to be competent, and as such does not need to undertake a competency assessment when applying for a licence for the first time. A photocopy must be provided with the licence application.

A copy of the applicants birth certificate must also be submitted along with the licence application form.

6.5 UPGRADING YOUR LICENCE

Any Mini Licence applicant wishing to upgrade to a Junior National Competition Licence must complete the Kick Start Program as per the Junior Coaching Program.

Riders turning 16 may choose to upgrade their licence from a Junior to a Senior. In order to complete this process, riders must send to MV:

- A completed Licence Application Form,
- The correct upgrade fee (the difference between fees in the various categories).

Junior riders may practice, or be coached, on larger age group machines for a period of three (3) months only, prior to their birthday which allows them to ride in that higher junior class.

NOTE: This does not include riders aged between 15 and 9 months and 16 years who are intending on moving from Juniors to Seniors.

Once a junior rider has upgraded to a Senior licence, they must not compete in any junior event.

7.0 VENUE/TRACK LICENCES

Tracks to be used for competitions must be licenced. Venues used for Cross Country, Enduro and Trials are not subject to this requirement.

A Venue/Track Licence Application Form can be obtained from the MV Office or the MV website. Once all details are completed correctly it should be forwarded to the MV Office with the appropriate Track Licence fee.

All Venues will be inspected over March/April each year and will hold the licence until 30th April of the following year.

All tracks will need to supply the following information prior to an inspection being arranged:

- Track Map – including flag points, corner numbers, evacuation point, fire extinguishers etc.
- Current Emergency Management Plan
- Venue Licence Application Form and Fee.

The Venue Inspection fee includes a \$100 report writing component that is allocated to the inspector that takes the time to travel and write up quality reports that assist with club development.

Venue/Track Licence Fees are as follows:

- Motocross, Dirt Track and Speedway - \$450
- Supercross - \$660

Once issued the Track Licence should be displayed in a prominent location and at every event run at the track.

No permits will be issued for the use of a track until it is given a track licence.

ANY alterations to tracks need to be sent into MV notifying them of the change to the track. A change to the track means that the licence is no longer valid as it was for a “different” track.

8.0 OFFICIALS

Officials within motorcycle sport are the people that make sure that the running of events is done safely, as well as meaning that an event can take place. No officials, no event.

8.1 HOW TO BECOME AN OFFICIAL

MV Officials are not required to be a member of an affiliated club in order to apply for an officials licence. Applications for an officials licence should be made on the relevant Officials Licence Application Form available from the MV website.

Any person wanting to become an official, in particular a Steward/Referee or Clerk of Course, is required to have a Working with Children Check.

To become a Level 1 Official, a multiple choice test must be completed with a pass mark of 80%. The Manual of Motorcycle Sport can be used at the same time as you are completing the test. Level 1 Officials cannot be Stewards.

To become a Level 2 Official, a course must be attended and passed. There is no other way to become a Level 2 Official. At this level people can be accredited as a Steward.

You can only become a Level 3 Official by upgrading your licence from Level 2, the same for Level 4 (can only be upgraded from Level 3).

8.2 UPGRADING YOUR OFFICIALS LICENCE

Applications to upgrade your Officials Licence must be made on the relevant Officials Licence Application Form, from the MV website.

Applications for upgrading from Level 2 to Level 3 are handled by the MV Officials Panel. No application will be considered without the applicant attaching a copy of their Participation Journal (the logbook of hours of officiating).

The Officials Panel consider the number, type and regularity of officiating completed by the applicant.

It is recommended that people request upgrades for specific accreditations and assist at higher level events in those roles to have the best chance of getting their upgrade request approved.

Level 3 to Level 4 upgrade requests are handled by MA. The MV Officials Panel considers the request as they would for a Level 3 upgrade and then makes a recommendation to MA based on those findings. That is then the end of the role that MV plays in Level 4 officiating.

8.3 OFFICIALS REPORTS AND FEES

For every event there is a Steward report that needs to be completed and sent to MV, this is regardless of whether it is a Competitive or Non-Competitive event.

These Stewards reports must be submitted to the MV Office within five (5) days of the event concluding.

A Clerk of Course report is also required to be completed for all competitive events. This report should be included with the Stewards Report at the time of submission to the MV Office.

The Stewards Report for Competitive and/or Non-Competitive events are available on the MV website, as is the Clerk of Course Report.

A fee is payable to the Steward(s) by the Promoter, plus accommodation and travelling expenses (both ways) to and from their residential address and the venue, unless an agreement has been made between the parties concerned.

Stewards Fees: \$50 per day

Accommodation: As per receipts submitted by the Steward

Travel Expenses: Maximum of 25c per km.

8.4 MOTORCYCLING VICTORIA OFFICIALS PANEL

The MV Officials Panel is responsible for, amongst other things, assessing the suitability of Level 3 Officials upgrades, viewing the suitability of Level 4 applicants to be endorsed to MA, reviewing Steward and Clerk of Course Reports and providing recommendations to the MV Board as requested or required.

The 2017 MV Officials Panel is comprised of:

Rod Goulet Rob
Murdoch Craig
Windham Tony
Bolin Brendon
Gledhill
Vic O'Driscoll

9.0 COACHES

Coaching can be a very rewarding thing in any sport and it is just one of the great ways to give back to the sport you love.

9.1 HOW TO BECOME A COACH

Any person wanting to become a coach must first successfully complete the Level 1 Coaching Course run by MV. The course is available to any person over the age of 18.

The Level 1 Coaching Course consists of one day of theory and practical coaching.

The cost for attending the course is \$110 for the day. The club hosting the course will be required to provide the following –

- Lunch and drinks for the presenter(s) and attendees (MV will reimburse the club after the course)
- Tables and chairs for the day of theory
- Access to their track during for demonstrations and practical sessions if required.

ALL COACHES MUST HAVE A WORKING WITH CHILDREN CHECK!

9.2 DIFFERENT LEVELS OF COACHING

There are currently three different levels of coaches –

Club Coach: This is the lowest level of coach and can only run Kick Start sessions with a maximum of six riders at a time. Cannot take out permits of their own or run coaching days on their own. Can assist Level 1 or Level 2 coaches during coaching days.

To be a Club Coach, applicants must attend Level 1 Coaching Course but do not need to complete the post course work.

Level 1 Coach: Can take out permits to run coaching days on their own, still with a maximum of six riders at a time. If they have a Club Coach assisting them then they can run with 10 riders at a time. To become a Level 1 Coach, applicants must attend a Level 1 Coaching Course and complete the post course work – get a Working with Children Check, complete the online General Community Coaching Principles and complete 20hrs of practical experience.

Level 2 Coach: This is only achieved after being a Level 1 Coach and being approved to attend a course hosted by MA. Anything to do with Level 2 Coaches is run through MA and not MV.

9.2 CONDUCTING A COACHING DAY

All coaches wishing to conduct a Coaching Day or Kick Start Day must complete a Non-Competition Permit Application Form and send into the MV Office.

Permits will only be issued to licenced coaches.

Coaches are responsible for submitting the relevant post event Reports to MV at the conclusion of their coaching event. Coaching Permits may not be issued to coaches who fail to submit all necessary post event paperwork.

Coaching Permits must be on display at the coaching event.

All coaches, including assistants, and riders who participate in the permitted event must sign an Indemnity Form.

9.3 MOTORCYCLING VICTORIA'S COACHING PANEL

The MV Coaching Panel is in place to, amongst other things, provide strategic advice for improving quality and quantity of coaches, communicating and acting as mentors to coaches and monitoring and improving the course content provided at coaching courses.

The 2017 Coaching Panel is comprised of:

Mark Willingham
Olivia Chisholm
Jades Oates
Alan Smith
Ross Beaton

10.0 STATE MOTORCYCLE SPORTS COMPLEX (BROADFORD)

The State Motorcycle Sports Complex at Broadford is a 440 acre property owned by Motorcycling Victoria.

The venue is the only venue of its kind in Australia, containing tracks for Motocross, Road Race, Speedway, Dirt Track, Trials and Enduro.

The venue is run by the Broadford Manager and has groundskeepers that are employed to keep the facility in good condition.

The venue is available to hire for all clubs, the fees are available from the Broadford office – please contact Rob Mestrom (broadford@motorcyclingvic.com.au) or Ann-Marie Upton (broadfordadmin@motorcyclingvic.com.au) or call (03) 5784 4163.

11.0 INSURANCE

Insurance has been a major issue not only for Motorcycling Australia but for most other sporting organisations.

Following the insurance crisis that escalated during 2001/02, Motorcycling Australia formed its own insurance



company (MA Insurance Limited) to ensure our sport had a viable future in what were difficult times.

MA Insurance Limited commenced business on 1 January 2003 and covers Personal Accident Insurance for competitors, officials and others and the first \$2 Million of risk in a \$50 million liability policy. Both these policies have been granted an exemption under Government legislation to provide cover as they are designed to do.

In addition to this, MA has developed a third policy which has also been granted an exemption - this policy is for Australian competitors who are competing overseas. It is underwritten by MA Insurance Limited and managed by Aon, our broker, and offers a simple process and application to effect this insurance for any rider with overseas ambitions.

Aon Corporation is the leading global provider of risk management services, insurance and reinsurance brokerage, and human capital consulting. Through its 36,000 professionals worldwide, Aon readily delivers distinctive client value via innovative and effective risk management and workforce productivity solutions.

GROUP AND INDIVIDUAL PERSONAL ACCIDENT POLICY

The Group & Individual Personal Accident insurance policy covers all competitors, organisers, officials, marshals, licence holders, members, volunteers, employees, directors and committee members against injury whilst competing, engaged in and/or attending race events, practice sessions, functions and other officially organised activities.

PRIMARY GENERAL AND PRODUCTS LIABILITY POLICY

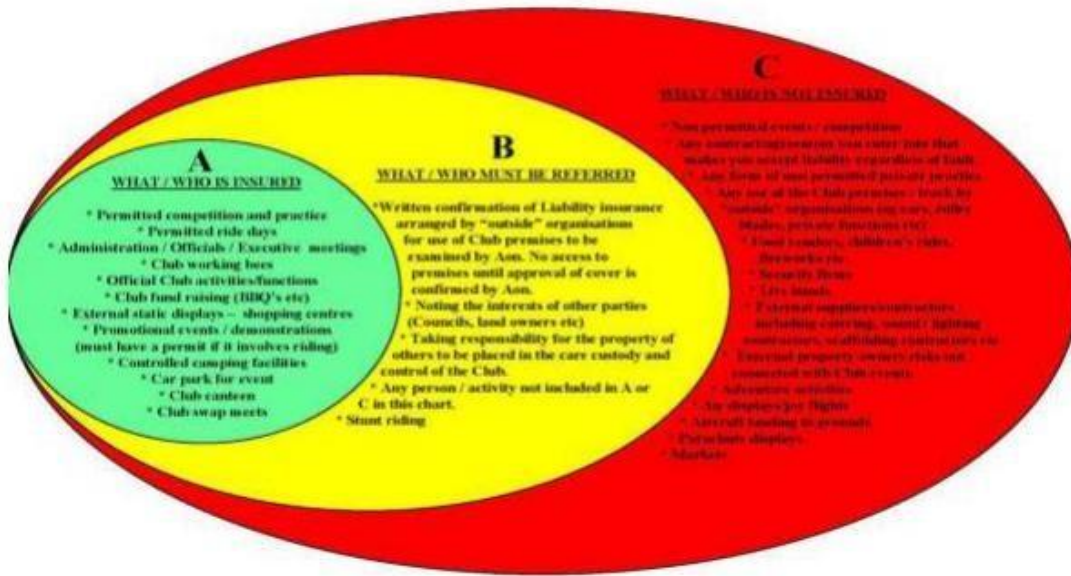
The Primary General & Products Liability insurance policy covers the legal liability of Motorcycling Australia Ltd and its State/Territory bodies and various other entities to pay damages or compensation in respect of injury to any person, damage to property or advertising injury as a result of an occurrence happening in connection with the business of MA and its State/Territory bodies.

EVENT SPECIFIC POLICY

For insurance purposes, any accident where someone has been transferred to hospital – an injury report is to be submitted within 48 hours via fax to AON.

For more information please contact Jeremy Gray at Aon Insurance on 03 9211 3000 or jeremy.gray@aon.com.au

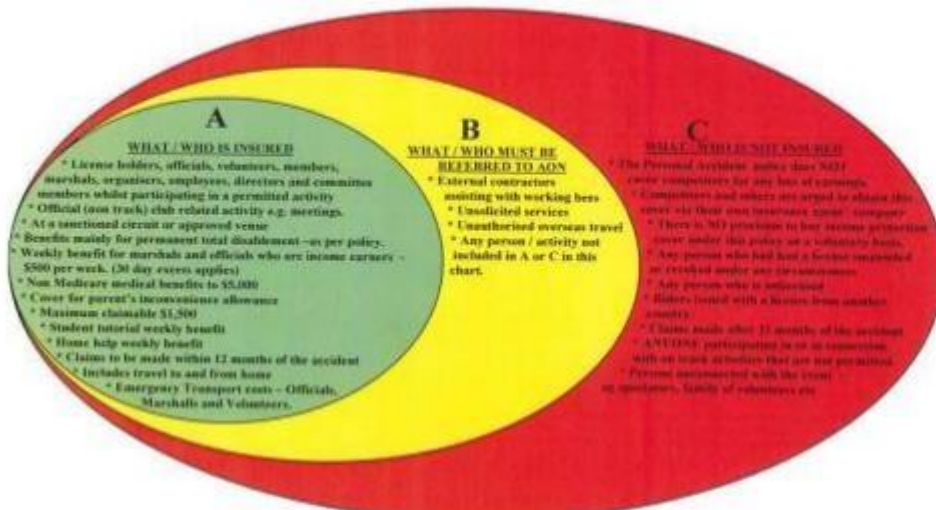
MOTORCYCLING AUSTRALIA LIMITED
 UNDERSTANDING YOUR LIABILITY INSURANCE
 IT'S JUST A CASE OF A B C



This is a graphic illustration of liability insurance coverage and other related guidelines in place. Reference should be made to the liability policy documents for specific details of coverage, terms and conditions. The terms of and conditions of the policy will prevail. Contact Aon on (03) 9211 3000 in relation to any aspect of this insurance cover.



MOTORCYCLING AUSTRALIA LIMITED
 UNDERSTANDING YOUR PERSONAL ACCIDENT INSURANCE
 IT'S JUST A CASE OF A B C



This is a graphic illustration of personal accident insurance coverage in place. Reference should be made to the personal accident policy documents for specific details of coverage, terms and conditions. The terms of and conditions of the policy will prevail. Competitors are advised there is no weekly benefits cover under the personal accident policy placed via Aon. Individual competitors are urged to seek weekly income protection insurance cover via their own insurance sources (agents / companies). Contact Aon on (03) 9211 3000 in relation to any aspect of this insurance cover.

12.0 MOTORCYCLING VICTORIA RIDER LEVIES AND FEES

Insurance premiums have been incorporated into the annual licence fee. The scheme covers capital benefits and disability and a range of other injury benefits as listed in the GCRs.

THE WEEKLY INCOME BENEFIT DOES NOT EXIST AS PART OF THIS INSURANCE SCHEME.

Note:

- Injured riders must report to the First Aid Centre immediately after injury,
- All injuries must be lodged or detail on the MV Injury Report Form and handed to the Steward at the end of the meeting,
- Claims or notice of intention to claim should be lodged with the MV Office within fourteen (14) days of the accident,
- Claim forms will be provided on application to the MV Office,
- Weekly Compensation Benefits can be purchased if required – contact AON Insurance on (03) 9211 3000.

13.0 GENERAL COMPETITION RULES (GCRs)

One delegate from each State Controlling Body (SCB) in Australia from the Motorcycling Australia Council and with an independent president, meets annually to review GCRs for motorcycle sport.

The Rule Book, known as the Manual of Motorcycle Sport or GCRs, is available to all licenced riders, officials, coaches and clubs.

Feedback on current rules is sent through to the relevant Commission, either through one of the Commissioners themselves, the Commission Chair or MA.

To put forward a suggested rule amendment or rule inclusion, see the Rule Amendment or Inclusion Form on www.moms.org.au – (<http://www.moms.org.au/general-competition-rules-and-making-changes/>).

If the relevant Commission decides to pursue this rule feedback further, it will open the issue up to the SCB's and to the general public for comment and discussion.

Depending on the input, the Commission will then either delete the proposal or make an official recommendation with the wording of change put forward through MA.

The suggested rule change is then added on to the agenda of the following MA Board Meeting by MA. The MA Board will then decide to accept or reject the proposed rule change.

If rejected, this will be reflected in the Board minutes and Board report – the latter which will become available for public viewing at the MA Reports section of the MA website – www.ma.org.au.

If accepted, the rule will appear in bold as an amended rule in the Manual of Motorcycle

Sport the following year.

Rules which have been deleted from the previous Manual will appear crossed out.

14.0 FREQUENTLY ASKED QUESTIONS

Please head to the MV Website where there is the new FAQ Sheet that should help clubs with any questions they are asked about licences, coaches, officials, permits and more!