

# MOTORCYCLING VICTORIA

## Frequently Asked Questions

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#### 1. APPLYING FOR A LICENCE

##### Where is the Licence Application Form?

The Licence Application Form is available on the [Forms](#) page of the MV website. Alternatively, you can also apply for your licence online via the MV website.

Simply follow the links at the top of the homepage '[Get a Licence/Renew Upgrade My Licence](#)'.

##### How do I obtain a licence?

There are two ways of obtaining a licence from MV. You can either:

- 1) Go to the MV website and apply for your licence online via Ridernet

##### Ridernet

Tip 1: If at any stage you have difficulty using Ridernet (which is easy-to-use) you can call the **Helpline: 1300 860 655**.

Tip 2: Please make sure you check you junk folder for your email licence receipt after you complete your application

OR 2) Complete the paperwork as per below:

##### For Senior National/Restricted licences:

- Application form stamped and signed by club secretary
- First-time licence test
- ID

*Note: If a licence has been expired for over 12 months - they need to apply as a first-time applicant.*

##### For Junior National/Restricted licences:

- Application form stamped and signed by club secretary
- Kick-Start Booklet (Coaching)
- ID

##### For Recreational/Mini licences

- Application form and ID

##### How do I renew a licence?

There are two ways of renewing a licence from MV. You can either:

- 1) Go to the MV website and apply for your licence online via Ridernet OR
- 2) Complete the paperwork as per below:

- Application form stamped and signed by club secretary OR photocopy of your current club membership card

*Note: If Juniors are moving up a bike size they need to provide proof of coaching and endorsement.*



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### **How do I upgrade a licence?**

There are two ways of upgrading a licence from MV. You can either:

- 1) Go to the MV website and apply for your licence online OR
- 2) Complete the paperwork as per below:

#### Mini to Junior:

- Application form stamped and signed by club secretary OR photocopy of current club membership card.
- 5 hours of coaching from the Kick-Start Booklet.
- Pay the difference between the licences plus \$11 upgrading fee.

#### Recreational to Senior:

- Application form stamped and signed by club secretary OR photocopy of current club membership card.
- Complete the First time Licence test (25 multiple questions)
- Pay the difference between the licences plus \$11 upgrading fee.

#### Junior to Senior:

- Application form stamped and signed by club secretary OR photocopy of current club membership card.
- Pay the difference between the licences plus \$11 upgrading fee.

### **Do you need my original copy of the application form if I e-mail or fax it through?**

No, we do not. You are able to keep the original copy OR alternatively you can complete your licence application online by heading to the MV website.

### **If I send in my renewal via email/fax, can I race this weekend?**

It is possible, depending on staff workload, and the time of week that the application is sent in. It is *preferred* that there is plenty of time given to staff to process your licence, plus you won't be charged a \$55 late fee on your licence.

Alternatively, complete your licence application online, via the MV website and you will automatically be sent a temporary licence to you email address until your physical card arrives in the mail.

### **How long does it take to get my licence back?**

It can take anywhere from one to two weeks, depending on Australia Post.

### **For MV Practice Days, do I need a licence?**

You do not need to have a licence before the day, but you do need one to ride.

Most clubs will allow you to purchase a Single Event Recreation Licence that you will be able to use for that day.

If you're planning on attending more than four Practice Days throughout the year, however, it could be more beneficial for you to have an Annual Recreation Licence.

This can be applied for by completing the Licence Application Form OR by completing your licence application online via the MV website.



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## 2. ORDERING LICENCE BOOKS

### What licence books are available?

There are four types of Licence Book available:

- 1) Single Event Recreation Licences (\$30 per licence)
- 2) Annual Recreation Licences (\$130 per licence)
- 3) Come & Try Licences (Free)
- 4) Single Event Competition Licences (\$90 per licence)

Each licence book contains ten licences.

### What does my club need to pay if we want a licence book?

Your club needs to pay for the ten licences within the book.

For example, if the club is after one Single Event Recreation Licence Book it will cost the club \$300 (30 x10). The club keeps the \$30 as each licence is sold.

The only exception to this rule is if a club wants an Annual Recreation Licence Book, the money from each licence as it's sold is sent to MV.

### When should I order licence books?

If your club requires licence books you should allow a minimum of two weeks for them to be sent out to you. Do not call or email the MV Office the week of the event because there is no guarantee that they will arrive in time.

### How does the triplicate system work?

There are three different coloured copies of the one licence as they get filled out in the books.

The white copy is kept by the rider and acts as their licence for the day.

The pink copy remains in the book and is kept by the club for their own records.

The green copy is sent back to the MV Office at the same time as the rest of the event reports.





### 3. OFFICIALS

#### What levels of Officials are there?

There are four different levels of Official:

Level 1 (Club)

Level 2 (Club/Interclub)

Level 3 (Club/Interclub/Open)

Level 4 (Club/Interclub/Open/National)

#### How do I renew my Officials Licence?

Simply head to the [Forms page](#) of the MV website and follow the link.

#### How long does my Officials Licence last?

An Officials Licence is valid for four years.

#### How do I become a Level 1 Official?

You can become a Level 1 Official by completing the Level 1 Assessment (online) and the Officials Licence Application Form (online). Just head to the [Forms page](#) of the MV website and follow the links.

#### How do I become a Level 2 Official?

You can only become a Level 2 Official by attending and passing a Level 2 Officials Course. The course goes for anywhere between 4-6hrs depending on the presenter and number of people registered.

To see when and where the next Level 2 Officials Course is, head to the [MV Calendar](#).

#### How do I become a Level 3 Official?

Currently to become a Level 3 Official you must send in three things to the MV Officials Panel to request an upgrade (and they will then determine whether the request is granted):

- 1) Correctly filled out and completed Participation Journal,
- 2) Correctly completed Officials Licence Application Form and,
- 3) Correctly completed Level 3 Upgrade Request Form.

If any of the above aren't sent in to [development@motorcyclingvic.com.au](mailto:development@motorcyclingvic.com.au) or are incorrectly completed, the upgrade request will be voided.

#### How do I become a Level 4 Official?

The only way to be a Level 4 Official is through Motorcycling Australia, MV does not handle Level 4 Officials.

Contact Motorcycling Australia for more information.

#### When/where are the Official Courses held?

MV Official Courses are held at various locations around the State throughout the year. Check the [MV Calendar](#) for all dates and locations.

#### My club is running a Practice Day, what level Officials do we need?

A Level 2 Steward is required, Marshals are also required and can be Level 1 accredited OR people briefed by the Steward before heading out to the track. First Aid is also required and can be club members who are Level 2 accredited.

**My club is running a Club Day, what level of Officials do we need?**

A Level 2 Steward is required but any other Official can be Level 1 accredited. A Club Day must have a Steward, Clerk of Course, Race Secretary and Scrutineer before it can go ahead.

First Aid is also required and can be club members who are Level 2 accredited.

**I don't have a Steward accreditation or a Clerk of Course accreditation on my licence, why not?**

This could be for two reasons:

- 1) it wasn't selected on your Officials Licence Application Form OR
- 2) you don't have a valid Working with Children Check which is required to obtain either of those accreditations.

The Steward accreditation is also only available from Level 2, it is not available at Level 1.



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## 4. COACHES

### **What levels of Coaches are there?**

There are three levels of Coach – Level 0/Club Coach, Level 1 and Level 2.

### **How do I renew my Coaching Licence?**

Head to the “Forms” page of the MV website, download and complete a Coaching Licence Renewal Form and send it back to the MV Office.

Alongside the completed form, send in \$15 and a copy of your Working with Children Check.

If your licence is invalid for longer than 12 months you will have to attend a course to become a licenced coach again.

### **How long does my Coaching Licence last?**

Your coaching licence lasts for 12 months and has to be renewed each year.

### **How do I become a Level 0/Club Coach?**

To become a Club Coach you still need to attend a Level 1 Coaching Course, the difference is that you don't complete all the post course work to attain a Level 1 accreditation (with the exception of a Working with Children Check which is required by all coaches). A Club Coach can also assist a Level 1 or Level 2 Coach with their Coaching Days.

### **How do I become a Level 1 Coach?**

To become a Level 1 Coach you will need to attend a Level 1 Coaching Course and complete the post course work.

This post course work is:

- 1) Complete 20hrs of practical experience after the course
- 2) Obtain a Working with Children Check and
- 3) Complete the online component

The online component is found at the Australian Sports Commission website and is Community Coaching Principles. You will need to register and log into the “Learning Portal” to complete this task. Registration is free.

### **How do I become a Level 2 Coach?**

Level 2 Coaches are handled by Motorcycling Australia, MV has nothing to do with this level of coach.

For more information about Level 2 Coaching please contact MA.

### **When/where are the Coaching Courses held?**

Level 1 Coaching Courses are held around the State in a variety of locations. Head to the [MV Calendar](#) to check out the dates and venues for the coming year.

### **What coaching can I do as a Level 0/Club Coach?**

As a Club Coach you can complete Kick Start coaching.

You cannot take out permits and run Coaching Days.



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### **What coaching can I do as a Level 1 Coach?**

As a Level 1 Coach you can complete Kick Start coaching.

You can also take out permits and conduct your own Coaching Days.

### **What coaching can I do as a Level 2 Coach?**

As Level 2 Coach you can complete Kick Start coaching, take out permits, conduct your own Coaching Days and also complete Supercross coaching.

### **Do I need a permit to conduct coaching?**

Yes.

Any coaching where you use your MA/MV Coaching Licence needs a permit.

Go to the [Forms page](#) of the MV website and complete a Non-Competition Permit Application Form.

### **I am going to be completing an endorsement for a junior rider, do I need a permit?**

Yes.

Any coaching where you use your MA/MV Coaching Licence needs a permit, this includes completing endorsements for junior riders.



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## 5. PERMITS

**My club is affiliated with MV, can we run events without getting a permit?**

No, any event that your club runs you need to get a permit.

**My club isn't affiliated with MV, do we need to get permits from MV?**

No you don't. Our permits are only for affiliated clubs or promoters.

**Where can we get the Permit Application Forms?**

Both the Non-Competition Permit Application Form and the Competition Permit Application Form can be found on the [Forms page](#) of the MV website.

Once completed, send the forms back to the MV Office via [admin@motorcyclingvic.com.au](mailto:admin@motorcyclingvic.com.au) or PO Box 3, Broadford, VIC 3658

**Do I need to pay for a permit when I apply for one?**

Yes, payment for the permit must be with the application. No payment, no permit.

**What events do we need to complete the Non-Competition Permit Application Form for?**

Any event that is Non-Competitive, so this could include Practice Days, Coaching Days and Come & Try Days.

**What events do we need to complete the Competition Permit Application Form for?**

Any event that is competition based, so this could include Club Championships, State Championships and One Day Opens.

## 6. SUSPENDED RIDERS LIST

**How am I notified that I have been placed on the suspended riders list?**

You will be notified via a letter posted to the address you have provided us. This letter is sent out as soon as we get notification from First Aid and/or Officials of the event that you attended.

**Why have I been medically suspended?**

If you have been attended to by an ambulance, recommended to go to hospital or been taken to hospital you will be placed on the Suspended Riders List.

Injury Report Forms are completed by First Aid Providers at events and sent into the MV Office. If any of the above situations is mentioned on the Injury Report, you will be suspended.

**How do I get off the medical suspension list?**

The only way of getting yourself taken off the Suspended Riders List is to visit a doctor and have them write you a medical clearance letter.

This letter must be on the clinic/surgeries letterhead and clearly state that you are able to recommence motorcycle sport activities.

**Can I still ride while on the medical suspension list?**

No, while on the Suspended Riders List you cannot take part in any MA/MV activity.





## 7. JUNIOR COACHING PROGRAM

### **Who needs a Log Book?**

Any junior who wants to compete in any closed to club, Interclub or Open competition must have a Log Book.

### **Do I need a Log Book to ride at Ride Days or Practice Days?**

No, you are only required to have a Log Book at competitive events. It's also a good idea to take your Log Book to all Coaching days so that the coaching can be signed off.

### **Can I compete if I don't have my Log Book at the meeting?**

No, you cannot ride at any competition if you don't have your Log Book with you no matter what type of licence you have.

### **Can I compete if I don't have my Log Book yet?**

No, a junior cannot compete without having both their Licence and their Log Book at the meeting.

### **What do I need to do with my Log Book when I get to the track?**

You will need to show your Log Book, with your Licence, at Sign In. Your Log Book will then be handed back to you. An Official may ask later for your Log Book if they need to enter a penalty or medical attention received.

### **Who can I get to help me get my five hours coaching required for my licence renewal OR endorse me for a bike?**

Any MA/MV accredited Level 1 or Level 2 Coach, that is not a member of your immediate family, is able to complete your coaching.

### **Can an Official sign off my coaching hours?**

No, only a MA/MV accredited Level 1 or Level 2 Coach is able to sign off on coaching hours.

### **If my Log Book is lost or stolen, what can I do?**

Contact the MV Office as soon as possible and the office will send you out the appropriate form to apply for another Log Book. Remember you cannot ride if you don't have a Log Book with you at a competitive event.

### **Can I use a professional coaching school to get my five hours?**

Absolutely. The coaches who run these schools are MA/MV accredited Level 1 and/or Level 2 Coaches and can sign off your coaching in your Log Book.

### **Is a permit required when I get coaching for an endorsement?**

Yes, any coaching done for endorsements requires a permit.

The coach, or the club, can head to the [Forms page](#) of the MV website and complete a Non-Competition Permit Application Form and send to the MV Office.



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## 8. RIDER LEVIES

### **When do we need to pay Rider Levies?**

Rider Levies are owed based on the number of riders that were at an event.

Once the event is completed, the Rider Levies get sent in at the same time as the other event reports.

### **How much are Rider Levies?**

For a Non-Competitive event Rider Levies are \$6.

For a Competitive event Rider Levies are \$12.



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