




MOTORCYCLING VICTORIA – COACHING GUIDELINES (current as of 06.03.2017)

<u>GUIDELINES</u>	<u>NOTES</u>
Coaches Licences	<p>A coaching licence is valid for a single year only and needs to be renewed each year. A licence cannot be renewed without that person having a Working with Children Check (this is a requirement for a coach).</p> <p>To renew a Coaches Licence, head to the “Forms” page on the MV website and complete the Coaches Licence Application Form and send to the MV Office.</p>
Applying for Permits	<p>If a MA/MV accredited coach wants to conduct coaching, they require a Non-Competition Permit. The Non-Competition Permit Application Form is available off the “Forms” page of the MV website.</p> <p>All coaching activity, whether it be Kick Start, a coaching school, one rider, competency/endorsement etc. requires a permit.</p> <p>A person who holds a Club Coach accreditation cannot take out permits, only coaches with a Level 1 accreditation, or higher, are able to do this.</p>
Conducting a Coaching Day	<p>The following must be followed when conducting a coaching day –</p> <ul style="list-style-type: none"> • The permit must be on display during the coaching, or readily produced if questioned. • First Aid must be present at all times during the coaching – a coach can be the nominated First Aid (if they have a current Level 2 First Aid certificate) but they cannot take part in riding activities if this is the case. • A coach can take part in riding activities IF there are other coaches and First Aid on hand. • All coaches, including assistants, officials and riders who participate in a permitted event must sign an Indemnity Form.



	<ul style="list-style-type: none"> • At the conclusion of the coaching, the coach must submit a Non-Competition Report Form to the MV Office (available off the “Forms” page of the MV website). • If any injuries occur during the coaching, an Injury Report Form must be completed and submitted to the MV Office (available off the “Forms” page of the MV website).
<p>Completing Rider Endorsements</p>	<p>When completing a rider endorsement it is the same as any other coaching day. A permit is required, First Aid is required and Indemnity Forms and post-coaching paperwork must be submitted.</p> <p>The permit number must be noted down in the riders Kick Start or Junior Coaching Program book. *If there is no permit number in the book the endorsement will not be granted.</p> <p>The endorsement must be done by a currently accredited and licenced MA/MV coach and the coaches licence number must be noted in the riders Kick Start or Junior Coaching Program book. *If the coaching is conducted by an unlicensed coach, including expired licence, the endorsement will not be granted.</p> <p>Level 1 Coaches or higher are the only coaches able to complete endorsement coaching. Club Coaches can only complete Kick Start coaching.</p>
<p>Supercross Endorsements</p>	<p>Supercross endorsements can only be done by Level 2 Accredited coaches and Level 1 Coaches who meet the set eligibility criteria.</p> <p>As per every other type of coaching, the same paperwork and processes need to be completed. There is an additional Supercross Endorsement Form that needs to be completed for each rider, this is available on the “Forms” page of the MV website.</p>
<p>List of Coaches</p>	<p>There is a list of coaches on the MV website that can help determine who is current, who is expired and who can do what type of coaching.</p>