

PROCEDURES MANUAL

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INTRODUCTION

The Procedures Manual has been provided by Motorcycling NSW Limited (MNSW) as part of its continuing assistance to the development of Motorcycle Sport.

The Manual plays a vital role in the administration of our sport, and it is important to us that you are kept well informed of correct and up to date details and any changes to policy. From time-to-time Motorcycling NSW may make changes to these procedures.

A current version of this document is available here: **Website:** <u>https://motorcycling.com.au/clubs/toolbox/</u>

CLUB AFFILIATION

Affiliation is the strength that allows us to join with others to create something stronger, more adaptive, and more creative than any individual — the group.

Motorcycling NSW affiliated clubs belong to a well-supported community with a strong network of riders, families, volunteers, businesses, local government, and other organisations. It is this strength that allows us to develop and promote motorcycling across the state.

For our current affiliation information, please refer to our website: **Website:** <u>https://motorcycling.com.au/clubs/affiliation</u>

CLUB REGULATIONS

The Club Regulations aims to guide new and existing affiliated member Clubs to become, and remain, a recognised and Affiliated Club of Motorcycling NSW Limited (MNSW).

The MNSW Club Regulations outline the foundation of becoming an Affiliated Club member of MNSW. It illustrates the importance of maintaining corporate records and adopting good governance practices, as well as the regulations and our member's responsibilities and obligations, specifically about Motorcycling Australia Insurance Limited (MAIL).

For further information regarding the Club Regulations please refer to our website: **Website:** <u>https://motorcycling.com.au/riders/rules/policies-and-bylaws/</u>



COMMITTEES & ASSOCIATED GROUPS

MOTORCYCLE SPORT CONTACTS

MOTORCYCLING NSW

Motorcycling NSW (MNSW) is the governing body for Motorcycling Sport in NSW & ACT.

Our core role is to develop and apply the rules and regulations of the sport and represent our members, affiliated clubs and promoters, accredited officials and many volunteers.

MNSW operates within the framework of Local, State and Commonwealth Government legislation and regulations.

We are part of Motorcycling Australia's federation, comprised of State Controlling Bodies (SCBs) from all States and Territories except the ACT and is affiliated (through Motorcycling Australia) with the international governing body, Fédération Internationale de Motocyclisme (FIM), based in Geneva, Switzerland.

MNSW has a full-time office comprised of a team of staff who are all available to assist our community to develop, deliver and experience the sport to its full potential.

Contact details for Motorcycling NSW can be found through our website at; **Website:** <u>https://motorcycling.com.au/about-us/contact-us/</u>

MOTORCYCLING AUSTRALIA

Motorcycling Australia (MA) is the governing body of Motorcycle Sport in Australia.

In any sport, it is essential to have rules regulating its conduct. This is particularly important in the case of motorcycling, where participants and spectators alike need to be risk aware.

This book of rules, referred to as the Manual of Motorcycle Sport or the General Competition Rules; forms the basis of a contract between the regulating bodies of the sport and those who participate in it, namely licence holders, members, promoters and clubs. Our rules must be fair, they must confer on officials a clearly defined discretion to ensure that they are applied fairly, and must be observed by all. As the technology of our sport is constantly changing and developing so must our rules adapt to change.

Contact details for Motorcycling Australia can be found through their website at; **Website: https://www.ma.org.au/about-ma-2/contact-us/**

OTHER STATE CONTROLLING BODIES

For contact details for all other state controlling bodies please refer to Motorcycling Australia's website:

Website: https://www.ma.org.au/about-ma-2/operational-structure/state-controlling-bodies/

NSW OFFICE OF SPORT

The Office of Sport is the lead NSW Government agency for sport and active recreation. The Office of Sport aims to increase the levels of physical activity of the people of NSW by providing the leadership,



policies, programs, funding and infrastructure necessary to enable higher rates of participation in sport and active recreation.

The Office of Sport issues licences under delegation of the Minister for Sport that authorise the holding of motor vehicle race meetings at grounds prescribed in the licence.

Further information can be located here; Website: <u>https://www.sport.nsw.gov.au/motor-vehicle-sports</u>

Please contact the Motor Vehicle Sports team on 13 13 02 or via motorsport@sport.nsw.gov.au if you require further information on licensing requirements.

MOTORCYCLING NSW – BOARD OF DIRECTORS

The MNSW Board is responsible for implementing and reviewing the adopted Strategic Plan, governance and appointing suitable people to join Sports Committees and Sub Committees.

Further information regarding the board can be located here; **Website:** <u>https://motorcycling.com.au/board/</u>

Please contact the Motorcycling NSW Board via board@motorcycling.com.au

SPORTS COMMITTEES

The Sports Committees play an integral role in the management and delivery of each discipline throughout the State. The Sports Committees make recommendations to the MNSW board on specific aspects of MNSW operations including the following; the conduct of various disciplines of motorcycle sport and recreation, whole of MNSW considerations including officials and coaching as well as any other purpose consistent with the MNSW objectives and MNSW principles.

CLUBS

Motorcycling NSW has a large number of affiliated clubs across the state that offer their members the opportunities to be involved with motorcycling sport.

Club contact details can be found on our website here; Website: <u>https://motorcycling.com.au/club-finder/</u>

FEE STRUCTURE

For our current fee structure, please refer to our website: Website: <u>https://motorcycling.com.au/clubs/permits-forms-and-reports/</u>

CLUB DELEGATES & OFFICE BEARERS

Notification of Club Delegates and Office Bearers must be submitted to MNSW annually, within 7 days of your clubs AGM.



If any of these details change throughout the year, i.e., Club Delegates/Office Bearers resign and someone else takes their place, then these changes must also be forwarded to MNSW on the proper forms as mentioned above as soon as possible.

The Notification of Club Delegates and Office Bearers forms can be found here; Website: <u>https://motorcycling.com.au/clubs/permits-forms-and-reports/</u>

WORKING WITH CHILDREN CHECK

In accordance with the Child Protection (Working with Children) Act 2012, Motorcycling New South Wales Limited (MNSW) takes seriously the safety, welfare and wellbeing of children. The Working with Children Check (WWCC) is a NSW State Government mandatory requirement which is an important part of MNSW's screening process to prevent people who pose a risk to the safety, welfare and wellbeing of children from being employed or engaged in child-related work. All Clubs and Promoters must be compliant with the WWCC and all relevant MNSW Member Protection Policies.

Further information relating to Working with Children Check can be found here: **Website:** <u>https://motorcycling.com.au/riders/rules/policies-and-bylaws/</u>

PUBLIC LIABILITY INSURANCE

For all information regarding public liability insurance, please refer to MA's website: **Website:** <u>https://www.ma.org.au/support/insurance/</u>



LICENCES

MA have a variety of different types of licences available to suit your specific needs and riding style – annual or one-event, competitive or recreational, senior or junior riding licences, as well as non-riding licences.

The majority of MA licences must be purchased online through the national motorcycling sport licensing database – **<u>Ridernet</u>**. – however, some One Event Licences can also be purchased manually at selected events.

LICENCE TYPES:

The tables below list the various MA Licence types and their use. MA Licence prices view **<u>Ridernet</u>**.

COMPETITION

Licence Type	Basic Details	Valid For	Eligibility
Senior National	Allows you to compete in National, State, Club and Non-Competitive events.	12 months	16 yrs & over
Junior National	Allows you to compete in National, State, Club and Non-Competitive events	12 months	7 – under 16 yrs
Senior Restricted	Allows you to participate in Trials, Mini- Moto, Fast 50's events.	12 months	16 yrs & over
Junior Restricted	Allows you to participate in Trials, Mini- Moto, Fast 50's events and Minikhana.	12 months	7 – under 16 yrs
One Event Competition	Allows you to compete in selected National, State, Club and Non-Competitive events.	Meeting Dates Only	7 yrs & over

NON-COMPETITION

Licence Type	Basic Details	Valid For	Eligibility
Mini	Allows you to participate in Non-Competitive events. i.e., Practice Days and Coaching.	12 months	4 – under 16 yrs
Recreational	Allows you to participate in Non-Competitive events. i.e., Practice Days and Coaching.	12 months	4 yrs & over
One Event Recreational	Allows you to participate in Non-Competitive events. i.e., Practice Days and Coaching.	Meeting Dates Only	4 yrs & over
Trail Pass	Allows you to participate in Non-Competitive events. i.e., on private or public/crown land Trail Rides, Coaching	Meeting Dates Only	4 yrs & over



NON-RIDING

Licence Type	Basic Details	Valid For	Eligibility
Crew	All Disciplines. May grant crew and support team access to various restricted areas – event and promoter dependent.	12 months	16 yrs and over
One Event Crew	May grant crew and support team access to various restricted areas – event and promoter dependent.	Meeting Date Only	16 yrs & over
Entrant	Companies or individuals wishing to represent and enter riders into events on their behalf.	12 months	18 yrs & over
National Media Accreditation	May grant media and photographers access to various restricted areas at National and State events – event and promoter dependent.	12 months	18 yrs & over
State Media accreditation	May grant media and photographers access to various restricted areas (both National and State) within the state.	12 months	18 yrs & over

Note: Crew Licences are not required for holders of any Senior Annual Competition MA Licence.

* MA Licences are available in both virtual, via the free MA App (visit your Apple or Android store), or hard card at an additional cost.

POINTS TO NOTE REGARDING ONE EVENT LICENCES

- Only financial members of an MNSW affiliated club may purchase a One Event Licence. Any person who is ineligible, disqualified, or suspended from holding an MA Competition Licence is not to be issued with a One Event Licence.
- One Event Licences may be issued to either Senior riders who have successfully completed the theory and practical riding test or Junior riders who have successfully completed the Junior Training Program (Kickstart) and hold a Junior Coaching Program (JCP) Logbook. Practical tests are valid for one year.

HOW TO ISSUE A ONE EVENT LICENCE

- One Event Licences can be purchased by individual riders through Ridernet
 Website: <u>https://ridernet.com.au/</u>
- One Event Licences are issued to clubs upon request in books of ten (10) and must be paid for at the time of issue from the MNSW office.
- Only the Club Secretary or other persons duly authorised by MNSW may issue a One Event Licence. If the Club Secretary is not available at all meetings, the Club may nominate another senior club official to issue One Event Licences.



THE ONE EVENT LICENCE LOOKS LIKE:

MOTOPOYOLING	MOTORCYCL	TO LCB - YELLOW COPY TO REMAIN IN BOOK NG AUSTRALIA CLUB & INTERCLUB EVENTS A 266	91
EVENT:	PERMIT NO:	DATE OF EVENT	
DATE ISSUED:			
SURNAME:	GIVEN NAM	ES:	
RESIDENTIAL ADDRESS	S:		
		POSTCODE:	
BIRTH DATE:	SEX:		
AM A FINANCIAL MEMI			M.C.C.
CONDITIONS OF ISSUE	THE COMPETITION RULES OF MOTORCYCLING TRANSFERABLE AND MAY BE WITHDRAWN A THIS LICENCE IS RESTRICTED TO CLUB AND INTERCLUB EVENTS AND CANNOT BE USED F	INTERCLUB EVENTS IN ACCORDANCE WITH THE REQ OR NATIONAL COMPETITION. REQUIREMENT PRIOR TO ENTERING FOR ANY FORM C	LICENCE IS NO
I HAVE READ THE ABOV	E CONDITIONS AND ACCEPT AND ACKNOWLED	GE THEM.	
SIGNED:			
IF A MINOR - PARENT O	R GUARDIAN MUST SIGN (PRINT NAME):	SIGNATURE:	
AUTHORISED ISSUING	OFFICER (PRINT NAME):	SIGNATURE:	
OFFICIAL POSITION:			

• Each licence has three copies:

Original (white) - to be handed to the licence holder.

Duplicate (blue) - to be returned to the MNSW office after the meeting with the relevant meeting records and payment of rider levies.

Triplicate (yellow) - to be kept in the book and retained for Club records.

- All sections of the Licence must be completed and signed by both the Club Official and the competitor.
- Proof of club membership and successful completion of both the practical and riding tests (RTA motorcycle licence or an MA Licence that expired no more than two years prior may substitute a practical test) or Junior Coaching Program Logbook must be sighted prior to a One Event Licence being issued.
- Proof that the applicant has current ambulance cover personally or under a State/Territory scheme
- Where the applicant is a junior (age 7 to 16 years), their required endorsement as noted in their JCP Logbook



TRACK LICENCING

A track licence is a licence granted by Motorcycling NSW and the NSW Office of Sport. This ensures all possible measures are taken to comply with the standards of the sport.

More information regarding track licencing can be found here; Website: <u>https://motorcycling.com.au/track-licence-information/</u>

RUNNING A MEETING

PERMITS

All meetings conducted in New South Wales under NSW State legislation must be conducted on an approved and licensed racetrack and have adequate Public Liability Insurance in place as prescribed by NSW Office of Sport.

Either an affiliated Club or a Promoter who has been issued with written approval from MNSW prior to the meeting may promote an MNSW-permitted event. Permits will not be issued to any club, promoter, organisation or individual not approved by the Association's members and therefore not affiliated to the Association.

There are a number of different permit types of which may be promoted and these are listed below:

- Competition Club Meetings
- Interclub Meetings
- Open Meeting
- Practice/Recreational Ride/ Demonstrations
- Ride Parks Australia
- Road Touring Activities
- Press Day
- Static Display No Riding
- Working Bee
- Coaching
- Kickstart
- Come & Try

A list permit fees can be found on the MNSW website: Website: <u>https://motorcycling.com.au/clubs/permits-forms-and-reports/</u>

Where to apply:

Permits are to be created in Ridernet; Website: <u>https://ridernet.com.au/</u>



SUMMARY OF PERMITTING REQUIREMENTS

For a full list permitting requirements please refer to the below summary sheet:

Permit Summary – Competitive Events Website: <u>https://motorcycling.com.au/wp-content/uploads/2023/12/Running-a-Meeting-</u> <u>Appendix-1-Competition-.pdf</u>

Permit Summary – Non-Competitive Events Website: <u>https://motorcycling.com.au/wp-content/uploads/2023/12/Running-a-Meeting-</u> <u>Appendix-1-Non-Competition.pdf</u>

SUPPLEMENTARY REGULATIONS

Supplementary regulations (sometimes referred to as 'Supp Regs') are instructions to participants in an event. They outline details such as when and where the event will take place, track licence and officials, entry conditions and fees, details of medical/ first aid providers, scrutineering and class information, race format / program and or event schedule, details of any awards, prize monies and presentation details.

Templates for supplementary regulations can also be found on the MNSW website here; **Website:** <u>https://motorcycling.com.au/clubs/permits-forms-and-reports/</u>

SERIOUS INJURY

Critical Incident Action Guidelines and Procedures 2020, please refer to below: **Website:** <u>https://motorcycling.com.au/clubs/permits-forms-and-reports/</u>



STATE CALENDAR

For all information regarding the NSW State Calendar, please refer to the MNSW website: **Website**: <u>https://motorcycling.com.au/calendar/</u>

If you wish to run an Open Event you must submit an Online Date Registration Form, the form can be found below:

Website: Date Registration Application Form

FEEDBACK, COMPLAINTS & GRIEVANCES

At Motorcycling NSW, we aim to foster good relations amongst members, employees and management.

We also acknowledge that problems can arise in our sport that may sometimes cause you to feel aggrieved. These problems can sometimes arise from the behaviour or decisions of fellow members, officials, employees or volunteers.

A grievance can be about anything done, or not done, by someone within the MNSW community, which you feel affects you unfairly or unjustly. A grievance can also be about discrimination, harassment, bullying or any other decision or behaviour that you think is unfair, unjust or upsetting.

Additionally through the same portal we offer opportunities for general feedback you may want to provide.

WHAT ARE YOUR OPTIONS IF YOU HAVE A GRIEVANCE?

In general, there are three options to consider if you have a grievance, being:

Deal with the matter informally. A grievance can be dealt with informally by approaching the person(s) involved in your grievance, if you feel comfortable in doing so. You can tell them that their behaviour, decision, actions, etc. was unfair, offensive, discriminatory etc., and why you believe this to be so. The person(s) may have been totally unaware of the effect of their behaviour or decision on you. By telling them you will give them a chance to redress the situation. However, keep in mind this may not be appropriate in some cases, particularly if you do not feel comfortable speaking to the person(s).

Speak to your club president. If you do not want to speak to the person directly, you can talk to your club president about the matter. They may approach the person(s) complained about and talk to them informally about your grievance. They may also decide to take more formal action.

Make a complaint to MNSW. If you do decide to make a complaint to MNSW, either because you are not satisfied with the club's response or it was not appropriate to involve the club, then you can do this by completing the online complaints form.

At MNSW we believe it is vital that all complaints are handled fairly, transparently, and impartially.

All information and forms on this policy can be found here; Website: <u>https://motorcycling.com.au/about-us/grievances/</u>



CONSTITUTION

To view the Motorcycling NSW Constitution, please refer to the MNSW website: **Website**: <u>https://motorcycling.com.au/about-us/constitution/</u>

WORK HEALTH AND SAFETY POLICY

For our work health and safety policy, please refer to the MA website: **Website**: <u>https://www.ma.org.au/policies/</u>

STATE CHAMPIONSHIP SUBMISSION

Each year Motorcycling NSW undertakes a tender process to allocate State Championship Events. Clubs are provided with a tender document which summarises the event hosting requirements for the relevant State Championship event. Clubs are asked to nominate which events they wish to host via the Online Tender Process Form.

All tender applications will be reviewed by MNSW in consultation with the relevant Sports Committee and will be assessed against the outlined criteria and expectations listed within the tender document. All venue selections will be ratified by the MNSW board.

For further information please email events@motorcycling.com.au

AWARDS

The Motorcycling NSW Awards recognises those individuals and Clubs who have displayed and achieved not only excellence but have also provided outstanding service to the sport of Motorcycling in NSW each year.

The celebration focuses on all manner of people within the Motorcycling community. Those members of our sport from local volunteerism, and participation through to State, National and International achievements.

Being recognised by your peers is the highest form of recognition and appreciation a member can receive. As an organisation and sport built on the work of our community, it is essential to recognise the valuable contributions of the previous year and beyond.

By nominating an individual from your Club, you are acknowledging their hard work and dedication for the benefit of Motorcycling in NSW that often goes unnoticed.

A nomination in any category can be completed by any member of a Motorcycling NSW Club.

The motorcycling NSW Awards eligibility, criteria and procedures are reviewed annually & can changed at any time at Motorcycling NSW's discretion.

All the information regarding the Motorcycling NSW Awards can be found here;

Website: https://motorcycling.com.au



Hall of Fame

Inaugurated by Motorcycling NSW in 2023, the Motorcycling NSW Hall of Fame recognises extraordinary performance over a career by riders and special members who have achieved at the highest level within their discipline across State, National and International levels.

COACHING

Please refer to the MNSW Website on how to become an accredited coach: https://motorcycling.com.au/coaches-and-officials/coach/

OFFICIALS

OFFICIALS ACCREDITATION & TRAINING SYSTEM

The Officials Accreditation & Training System shall be administered in NSW by the MNSW Office.

The guidelines of the Officials Accreditation & Training System are as follows:

1. One of the recognised keys to the future of the sport is the development and training of Officials. Effective officiating calls for specialist skills which have been learned and developed.

The Officials Accreditation & Training System aims to:

- Increase confidence and competency in a person's officiating ability.
- Involve quality-controlled learning in all seminars.
- Improve communication skills.
- Promote progressive improvement in officiating knowledge and expertise.
- Provide a credible education and training process to attract new members and retain existing ones.
- Ensure a more uniform approach to officiating throughout the country.
- 2. The following levels of accreditation are offered.

LEVEL 1 - CLUB LEVEL

Officials must comply with the requirements of obtaining and maintaining Level 1 Accreditation. The official must have attended the relevant seminar and the necessary accreditation requirements are noted in their participation journal.

LEVEL 2 - INTER CLUB

To attain this level, officials must show the required amount of experience in the relevant position applied for and attended the required seminar.

LEVEL 3 - OPEN EVENT/STATE CHAMPIONSHIP

You are obliged to show the required amount of experience and attend the required seminar for the position applied and have officiated at six competition meetings as a Level 2.



LEVEL 4 - MA SERIES & NATIONAL CHAMPIONSHIP

This level is required only for major officials at the National Championship level. Assistants and non-major officials may have a lower accreditation.

Approval of Level 4 is the responsibility of the National Officials Sub-Committee. Nominations of persons capable of officiating at Level 4 (Australian Championships) are to be made by the State Officials Review Panel.

As Australian Championships are limited to each state, Level 4 officials are encouraged to maintain active involvement at all levels and attend seminars to remain updated.

FIM LICENCE – INTERNATIONAL LEVEL

Applications for this level must be able to show a substantial resume of experience in the position and discipline the applicant is applying for.

Applications for this level of accreditation are available from MA. In order to apply for an FIM Officials Licence, applicants must have achieved Level 4 status and successfully completed the relevant FIM Seminar.

FURTHER INFORMATION PERTAINING TO THE ABOVE:

Stewards are required to be licensed as a Level 2 or 3 Clerk of the Course before they can apply to become a Steward.

Further information can be found in the Officials Accreditation & Training System on the MNSW website:

Website: http://www.motorcycling.com.au

FORMS

All below MNSW forms are found on the MNSW website; Website: <u>https://motorcycling.com.au/clubs/permits-forms-and-reports/</u>

CLUB

Open Date Registration Application Landholders Permission Form Club Delegates Notification Office Bearers Notification

Please apply for the below through RiderNet: Permit Application for Overnight Camping Any Permit Application Working Bee Permit Website: <u>https://ridernet.com.au/</u>



EVENT

Mini Deed of Agreement MA Injury Report MA Competition/Event Waiver Standardised Supplementary Regulations

NSW Office of Sport Serious Injury Report; Website: <u>https://www.sport.nsw.gov.au/motor-vehicle-sports</u>

RIDER

MA Historic Motorcycle Log Book Application: <u>https://motorcycling.com.au/riders/licence/</u> Speedway Certificate of Competency: <u>https://motorcycling.com.au/riders/licence/</u> Speedway Licence Theory Test: <u>https://motorcycling.com.au/riders/licence/</u>

OFFICIAL

Charge Sheet Steward & Referee Report Clerk of Course Report Notice of Penalties Imposed by Steward Official Notification Rule Breach Protest Form Steward Expense Form Track Inspectors Expense Form: <u>https://motorcycling.com.au/track-licence-information/</u> Officials Application: <u>https://motorcycling.com.au/coaches-and-officials/officials/</u> Officials Seminar Register: <u>https://form.jotform.com/222490779751062</u> Summary of Stewards Hearing: <u>https://motorcycling.com.au/clubs/permits-forms-and-reports/</u> Seminar Presenter Expense Form – <u>https://motorcycling.com.au/coaches-and-officials/officials/officials/</u>

AWARDS

Life Membership

One of the highest honours Motorcycling NSW can bestow is to offer Life Membership to an individual as an acknowledgement and recognition of their distinguished or special service to Motorcycling NSW.

The Motorcycling NSW Life Membership Policy sets out the criteria and procedure for obtaining Life Membership. The Motorcycling NSW Life Membership Policy is available below: **View:** <u>Motorcycling NSW Life Membership Policy</u>

Nominations for Life Membership are called following the notice of the Motorcycling NSW Limited Annual General Meeting.

COACHES

Club Coaching Application: <u>https://motorcycling.com.au/coaches-and-officials/coach/</u> Level 1 Coaching Application: <u>https://motorcycling.com.au/coaches-and-officials/coach/</u>



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