

## MEMO

**To: MNSW Officials**

**From: Ben Williams – Sport Development Manager**

**Date: Friday 20<sup>th</sup> September 2024**

**Subject: Official Report Form Transition and Race Secretary Sign on Process Update**

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This Memo is regarding the transition of the Motorcycling NSW Official Forms and the update from Motorcycling Australia regarding the Race Secretary sign on process.

### Transition of Official Event Reports

Due to the recent harmonisation within the official education framework, Motorcycling NSW (MNSW) will transition to using the official event reports provided by Motorcycling Australia (MA). This change will take effect on **Monday, 23rd September 2024**.

All MA official event reports can be accessed on MA's website [here](#). These reports will also be available on MNSW's website from Monday.

Please remember that these reports still need to be submitted to your relevant RCB's contact e.g. MNSW.

### Race Secretary Sign on Process

MA would like to clarify the competitor sign-on process that needs to be completed by Race Secretaries.

To ensure a consistent process across all MA-sanctioned events, the link [here](#) has been written and is to be followed moving forward.

The key points are:

- Sign-on must be conducted at every event, even if the event is part of a series;
- All riders must present themselves and their licence (digital or hard card) at sign-on;
- The MA Event Indemnity must clearly be displayed in an available location at sign-on and in front of each Race Secretary;
- Every rider must be asked if they have read the MA Indemnity and acknowledge;
- A parent or guardian must also read and acknowledge the MA Indemnity for a minor; and
- A minor is any individual under the age of 18, even if participating on a Senior Licence.

Each sign-on process (manual, digital and electronic) has been described within the document linked. Please read it and follow the required process conducted at your event.

### Information

Should you have any inquiries or require further assistance or clarification pertaining to these changes please do not hesitate to reach out to our team;

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