

MOTORCYCLING QUEENSLAND

www.mqld.org.au



Club Manual

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1.0 CLUB MANUAL - INTRODUCTION

This manual is a shorter 'how to' document than we have provided in previous years. The forms and attachments which are to be used by clubs are available from the Motorcycling Queensland website – www.mqld.org.au

Sports administration is becoming increasingly complex and time consuming and Sports Administrators need to plan and run sport like a business. The potential for lawsuits means we must be careful to ensure Officials are licenced, safety procedures are followed, permits and entries are correctly processed, rules and policies are adhered to and so on.

We cannot stress enough the importance of doing things “by the book”. It may be inconvenient and time consuming to complete all of the necessary paperwork and officiating in relation to the conduct of meetings but, **FAILURE TO DO SO MAY RESULT IN AN INSURANCE CLAIM.** The worst case scenario is that failure to take all reasonable steps when conducting meetings may be interpreted by the insurers as being irresponsible which may result in substantial damages claims and lead to higher premiums. Failure to take reasonable steps could also result in criminal charges.

These and many other factors are placing greater demands on the time of voluntary Officials such as Club Secretaries. The publication of this Club Manual endeavours to provide a summary of important guidelines to help you in your dealings with MQ including such things as dates, fees, etc and the daily running of your club.

No matter how long you have been involved, there will always be an area where you can improve your skills. It may be in areas of sponsorship, insurance, tax or many of the other areas of club management. Hopefully this Manual will provide you with some new information and reinforce the old.

If you have any queries on your role as a Club Administrator or any suggestions on how to improve this Manual and make it more user friendly for you please contact the MQ office on (07) 3281-2255.

An electronic version of the Motorcycling Queensland Club Manual is also available from the Motorcycling Queensland website www.mqld.org.au.

2.0 ABOUT MOTORCYCLING QUEENSLAND (MQ)

Motorcycling Queensland (MQ) is the state controlling body for motorcycle sport and recreation in Queensland. The National body is Motorcycling Australia (MA), and they are based in Melbourne, Victoria.

MQ, formerly known as Motorcycling Australia (Queensland), and prior to this the Auto Cycle Union of Queensland (ACUQ) was founded in 1924. The first Annual General Meeting was held in August 1925 at which time the ACUQ had a total of eight affiliated clubs.

Motorcycling Queensland has approximately 80 affiliated clubs and about 7,000 licence holders.

MQ employs full-time staff members, who are responsible for such tasks as: managing and liaising with MQ subcommittees, issuing licences, issuing permits and event information, promotion of motorcycle sport and recreation, scheduling and running training programs for volunteers, coaches and officials, liaising with key stakeholders including government, sponsors and clubs to name just a few.

2.1 LICENCES - THE RULES

To participate in events sanctioned by MQ, riders need either a Competition Licence or a Recreational Licence. There are a number of different types of licences available, which cater for a variety of needs.

Licensed riders should have access to well run and controlled events. At all events there should be an emphasis on safety. Qualified first-aid personnel should always be on hand. Licensed riders and officials are covered by a Personal Accident insurance policy which is summarised in the Manual of Motorcycle Sport (MOMS) – available at <http://moms.org.au>, or the Motorcycling Australia website.

The MOMS, contains the General Competition Rules and other relevant information on motorcycle sport. These rules are designed to ensure fair and safe competition for all involved.

2.2 VOLUNTEERS

There are a number of pathways available to people wanting to become involved in the sport as a volunteer. You can start as a level one Official and work your way to level four or FIM standard. There are many options for prospective volunteers, including; Clerk of Course, Steward, Referee, Marshal, Race Secretary, Scrutineer, Starter, Judge, Timekeeper, Practice Supervisor, Trail Boss, Ride Secretary or Coach.

MQ conducts comprehensive volunteer training programs for Officials and Coaches, with courses held throughout the state each year. Further information regarding the different categories and roles of Officials & Coaches can be found in the MOMS or in the relevant sections of this Club Manual, by contacting the MQ office, or by checking the MQ website at www.mqld.org.au.

2.3 MQ's MISSION AND OBJECTIVES

MQ's Mission: “Advance motorcycling in a fun and inclusive environment.”

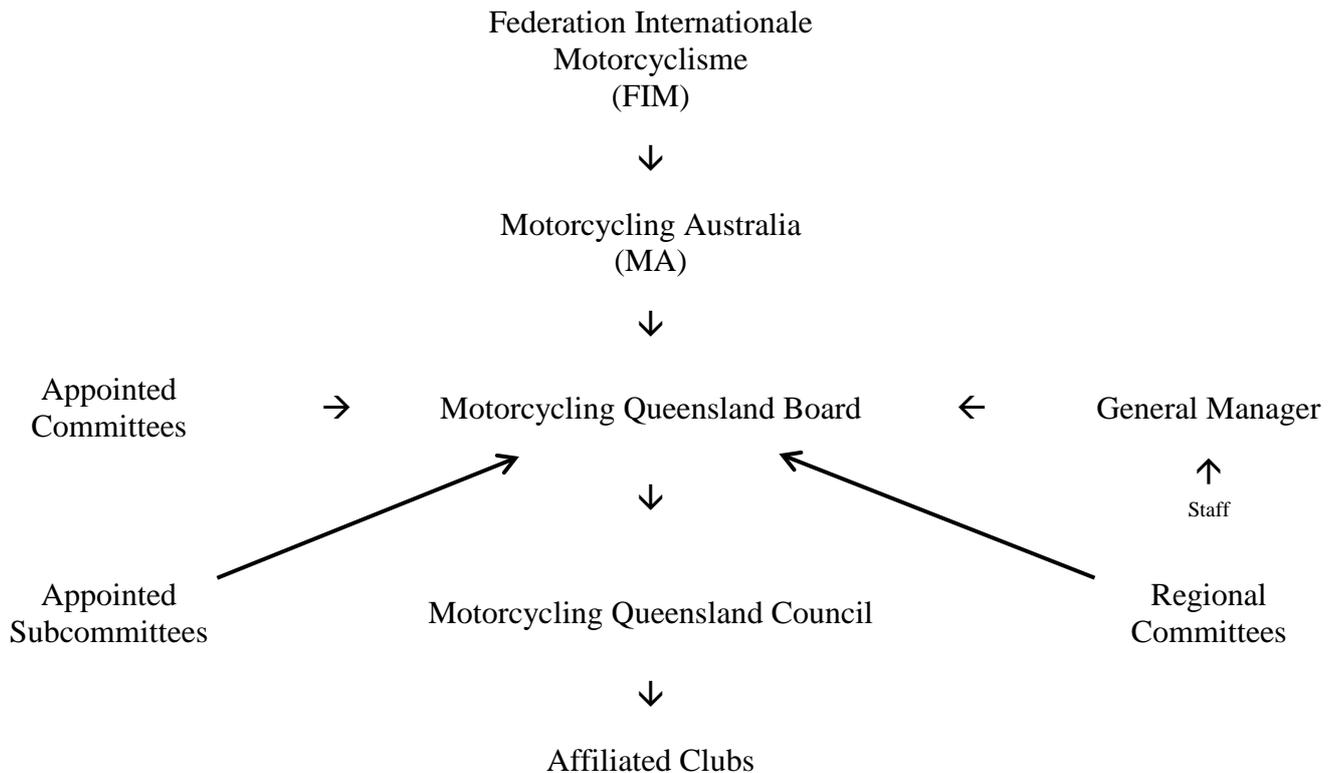
The motorcycling community will be engaged, supported and developed by Motorcycling Australia. We commit to providing world class:

- Opportunity
- Education
- Development programs
- Member value
- Club development & support

Our strategies and associated activities are designed to achieve these objectives. MQ's Key Result Areas which will act as our guiding principles for the period 2017 – 2019 are as follows:

- Club and Regional Development
- Organisation and Finance
- Communications, Marketing and Profile
- Facilities
- Participation
- Events
- Environment
- Risk Management

2.4 ORGANISATIONAL STRUCTURE



2.5 MEMBERSHIP SERVICES

MQ provides affiliated clubs & members with the following benefits:

- * Access to a national computerised database of riders
- * Service and advice from professional administration staff
- * Voting rights at AGM and Council meetings
- * Information on Grants
- * A Register of Officials
- * A Register of Coaches
- * Leadership
- * Public Liability Insurance
- * Directors & Officers Liability Insurance
- * Incentives
- * Access to Networks
- * Club Manual
- * Event Permits
- * MQ Website
- * Representation at Promotion events
- * Annual Awards Night
- * Junior Development Grants
- * Personal Accident Insurance
- * Coach training programs
- * Official training programs
- * Other Education programs
- * Information
- * Advice
- * Marketing and Promotion
- * Planning
- * Annual Report
- * Calendar of Events
- * Licensing
- * Officially Speaking Newsletter
- * Ride! eNewsletter
- * Talented Rider Identification Program

2.6 MQ WEBSITE

The Motorcycling Queensland website is located at www.mqld.org.au.

The MQ website contains relevant information for affiliated clubs, riders, as well as the general public. Most significantly the MQ website contains the following information:

- MQ Club contacts list;
- MQ News;
- Calendar of events;
- Forms (including permit applications, course registrations, etc.);
- Supplementary Regulations for all open meetings;
- Results.

Should you have any comments or queries regarding the MQ website please contact us at (07) 3281-2255 or info@mqld.org.au.

2.7 RIDE! ENEWSLETTER

Motorcycling Queensland distributes a monthly eNewsletter called Ride! to its entire email database. Ride! includes articles on events, feature stories, profiles, as well as news and information on upcoming events.

Advertising in Ride! is a fantastic opportunity for businesses. A copy of the Ride! Advertising Guidelines can be obtained by contacting the Motorcycling Queensland.

If you'd like anything included in the next Ride! eNewsletter, please contact If you'd like anything posted on MQ's Instagram Page, contact media@mqld.org.au.

2.8 MQ FACEBOOK PAGE

Motorcycling Queensland manages a Facebook page at www.facebook.com/motorcyclingqueensland. Photos, videos, event wraps, Supp Regs and more are posted on this page, which is updated regularly.

If you'd like anything posted to the MQ Facebook Page, contact media@mqld.org.au

2.9 MQ INSTAGRAM

Motorcycling Queensland also has an Instagram page at www.instagram.com/motorcyclingqld. Event images and posters are added to this page.

If you'd like anything posted on MQ's Instagram Page, contact media@mqld.org.au.

3.0 OFFICE BEARERS

Motorcycling Queensland is managed by a Board, and has eight (8) subcommittees and eight (8) major event organising committees, they are as follows:

Subcommittees

Dirt Track subcommittee
Enduro subcommittee
Motocross subcommittee
Trials subcommittee
Road Race subcommittee
Speedway subcommittee
Supermoto subcommittee
Sport Development subcommittee
Officials Review Board

Event Organising Committees

Central Queensland Motocross Series committee
Central Queensland Off Road Series committee
Tropical North Queensland Motocross Series committee
SEQ Junior MX committee
QLD MX Championships committee
Women on Wheels MX committee
Sunshine State MX committee

3.1 MQ Subcommittee Guidelines

MQ produces Subcommittees Guidelines which are provided to all subcommittee members upon appointment. These Guidelines outline Subcommittees roles and responsibilities. A copy of the MQ Subcommittee Guidelines is available from the MQ website.

Details regarding current office bearers can be located on the MQ website or by contacting the MQ office.

4.0 CLUB AFFILIATION

4.1 TYPES OF AFFILIATION

There are a number of different types of affiliation which Motorcycling Queensland offers to clubs, individuals and other organisations and associations. They are:

4.1.1 Full Member Competition Club

Provides full affiliation to MQ for incorporated, not-for-profit clubs who conduct competition events. Affiliation benefits include the right to nominate delegates to MQ Council and voting rights in all postal ballots. Clubs must meet minimum membership requirements to affiliate and to renew their affiliation annually. The club's constitution must acknowledge the roles of MQ and MA as the governing bodies for motorcycle sport and recreation in Queensland and Australia respectively. An annual affiliation fee is payable to MQ.

4.1.2 Full Member Recreational Club

Provides full affiliation to MQ for incorporated, not-for-profit clubs who do not conduct competition events although they may conduct recreational events. Affiliation benefits include the right to nominate delegates to MQ Council and voting rights in all postal ballots. Clubs must meet minimum membership requirements to affiliate and to renew their affiliation annually. The club's constitution must acknowledge the roles of MQ and MA as the governing bodies for motorcycle sport and recreation in Queensland and Australia respectively. An annual affiliation fee is payable to MQ.

4.1.3 Associate Member Recreational Organisation (Non motorcycle group)

Provides associate member affiliation to MQ for incorporated and unincorporated, not-for-profit clubs, groups and associations (eg Parents & Citizen Associations) who conduct recreational events. This type of affiliation does not include the right to nominate delegates to MQ Council and does not include any voting rights. No minimum membership requirements or constitutional requirements apply. An annual affiliation fee is payable to MQ.

4.1.4 Associate Member Recreational Private Promoter

Provides associate member affiliation to MQ for individuals and incorporated organisations who conduct commercial recreational events. Affiliation benefits do not include the right to nominate delegates to MQ Council or have any voting rights. No minimum membership requirements or constitutional requirements apply. An annual affiliation fee is payable to MQ.

4.1.5 Associate Member Competition Private Promoter

Provides associate member affiliation to MQ for individuals and incorporated organizations who conduct commercial competition events. Affiliation does not include the right to nominate delegates to MQ Council and does not include any voting rights. No minimum membership requirements or constitutional requirements apply. No affiliation fee applies although special rates for permit fees do apply.

4.2 NEW CLUBS / PROMOTERS SEEKING AFFILIATION WITH MQ

- 4.2.1 Clubs seeking affiliation with MQ are required to submit details of proposed delegates, office bearers, a list of members and a copy of their constitution and incorporation certificate, and the appropriate affiliation fee for consideration to the MQ office.
- 4.2.2 The application will then be presented to the next scheduled MQ Board meeting.
- 4.2.3 All existing clubs will then be informed of the request to affiliate, and provided an opportunity to object to the new affiliation (within 3 weeks of the notification).
- 4.2.4 Affiliation will then be confirmed / rejected at the subsequent MQ Board meeting, subject to any objections received.

4.3 INCORPORATION

- 4.3.1 All Clubs must be incorporated. An unincorporated Club could make all individual club members financially liable for losses or legal actions sustained against the Club. For this reason alone it is necessary to have Clubs incorporated.
- 4.3.2 More information on the incorporation process is available by contacting the Office of Fair Trading - <http://www.fairtrading.qld.gov.au>.

4.4 CONSTITUTION

- 4.4.1 Every Club must have a constitution setting out members' rights and responsibilities. MQ should be provided with a copy of Club's current Constitution and be notified of any changes / amendments that are made.
- 4.4.2 A constitution should specify:
 - The objects (aims) of the Club - keep them fairly general and do not set out all of the aims of the club in the constitution. Limit objects to two or three very broad aims.
 - Recognition of MQ as the authority for motorcycle sport in Queensland and MA as the authority for motorcycling in Australia.
 - The manner in which disputes are to be resolved and decisions are made.
 - Powers of the Committee that enable Committee members to manage the daily running of the Club.
 - Voting method - this could be by a show of hands, secret ballot, postal vote, telephone vote or vote by proxy.
 - The rules regarding the Secretary and Treasurer being the same person - ideally these two roles should be separate to improve accountability.
 - The numbers of members of the Committee, usually 5-10.

- Regularity of meetings and numbers for a quorum. The usual quorum for a Committee is half plus one of the Committee members, but it should never be fewer than three (3).
- The manner and reasons for a person to be expelled or suspended from the Club.
- The trustees of the Club property, how many can act in a given situation and on whose authority.
- The manner and circumstances for the Committee members to be indemnified out of Club funds, in the event they incur any liability on behalf of the Club.
- The manner of winding up - this is usually accomplished by distributing or converting the assets to cash. Usually clubs will need to distribute the assets to a like organisation with similar objects.
- Methods by which the constitution can be altered and under what conditions.

4.4.3 The Club Secretary is responsible for keeping the constitution up to date and a copy present at all meetings so that there can be no confusion about the rules.

4.4.4 The Office of Fair Trading sets out the process for changing / amending the constitution of an incorporated club.

4.4.5 Club Committee members are required by law to hold a Blue Card if the club includes junior riders.

4.5 CLUB AFFILIATION FEE

4.5.1 Affiliation fees are due by 1st December each year, for the following calendar year (12-month period). There are incentives for clubs to complete the affiliation process prior to the nominated due date.

4.5.2 Failure to pay the affiliation fee by the nominated due date, will result in the club not being recognised as an affiliate until the fee is paid. By affiliating with MQ your club will be provided with comprehensive public liability insurance specifically designed for motorcycle sport at a very competitive rate. This extends to your club's off-bike activities as well. Club office bearers are insured against liability arising out of any actions representing their club. Affiliated clubs have access to professional staff. They are the professionals who immerse themselves in motorcycling sport and recreation each and every day. If there's an issue that needs solving or information you're chasing they will be there to point you in the right direction.

4.6 REGISTER OF MEMBERS FOR AFFILIATION

To be considered for re-affiliation Clubs must submit to MQ, by the due date, on the prescribed form, their Club Executive and contact details, a complete register (preferably in electronic format) of members names and addresses, along with the relevant fee. A re-affiliation form will be forwarded to all clubs in sufficient time for them to comply with the due date.

4.7 PUBLIC LIABILITY INSURANCE

Whilst affiliated to MQ, Clubs and their officers are automatically included under our public liability cover. There is no need for a Club to pay for its own policy to cover competition events, however do not neglect to cover a clubhouse or any other assets with insurance.

If you are unsure about insurance cover for non-competition events such as ride days or displays, contact Motorcycling Queensland.

For more info on public liability insurance, please contact AON on (03) 9211-3000.

5.0 COUNCIL

5.1 DELEGATES

- 5.1.1 Each affiliated club has the right to nominate two (2) delegates to vote at Council meetings and Annual General Meetings. Each delegate is entitled to one (1) vote.
- 5.1.2 Clubs may appoint proxy delegates, they must be members of an affiliated Club.
- 5.1.3 Club's must notify MQ who their delegates are on the Affiliation / Re-Affiliation Form.
- 5.1.4 It is the Club's responsibility to notify their delegates how they wish to vote on certain issues at Council meetings and of any queries the Club may have.
- 5.1.5 A Delegate may only represent one Club.

5.2 COUNCIL MEETINGS

- 5.2.1 Notwithstanding any special council meetings that are called, there will be two MQ general council meetings held annually. One of these meetings will be the organisation's Annual General Meeting which must be held by the 31st May each year, the second meeting must be held within approximately 6 months of the Annual General Meeting, and is usually one of the Central or North Queensland Zone meetings.

5.3 SUBCOMMITTEE MINUTES

- 5.3.1 Subcommittee, Board and Council meeting minutes are available to be downloaded from the MQ website 'Clubs' section. This will allow Clubs the opportunity to consider proposals or recommendations made by Subcommittees, Board and Council and inform their delegates of their views prior to Council meetings, or to respond to the MQ Board.

- 5.3.2 Subcommittee meeting minutes must be sent electronically to MQ – info@mqlld.org.au as soon as is practicable after the completion of the meeting to enable timely publication.
- 5.3.3 Subcommittee minutes will be ratified automatically (by the MQ Board) unless any issue within them is raised in writing by any clubs or individual members. In the circumstance when an issue is raised, the issue will be resolved by the MQ Board.
- 5.3.4 Clubs may submit general and special business to the Board for consideration at the monthly MQ Board meeting.

6.0 ANNUAL GENERAL MEETING (AGM)

The AGM must be convened on a date not later than 31st May each year.

6.1 NOMINATIONS

MQ will send correspondence to all affiliated clubs offering them the opportunity to nominate candidates for election.

6.2 ONLINE VOTING

The election of officers for the Board will be by electronic vote only. A link to online voting will be circulated to all affiliated clubs with the lists of candidates or Special Meeting business in time for all clubs to respond by the due date.

7.0 RUNNING AN EVENT

7.1 PERMIT TYPES

- **CLOSED TO CLUB / NON COMMERCIAL** – “Non Commercial” is defined as no gate fees, and “Closed to Club” is defined as participation restricted to FINANCIAL Club members only (unless your club constitution says otherwise).

Any rider who wishes to ride at any “Closed to Club” or “Interclub” competition event must be a fully paid financial member of a host club. Clubs wishing to issue cheaper associate or social memberships must ensure that their constitution allows this.

Prize money for “Closed to Club” events is restricted to a maximum total of \$150 for any one class. The maximum total prize money for the total meeting shall not exceed \$500. For meetings with prize money over \$500, please apply for a Commercial Club permit.

- **INTERCLUB** – May include a maximum of up to 4 Clubs.
- **COMMERCIAL** – The above “Closed to Club” or “Interclub” definitions and conditions apply, however, a gate fee, program and unlimited prize money may exist.
- **NON-COMPETITIVE** – promotional events and demonstrations including: Practice Days, Trail Rides, Recreational Road Rides, Ride Days, Come ‘n’ Try Days.
- **COACHING CLINICS** – Issued to licenced Coaches to coach riders at MQ licenced tracks or registered venues.

- REGIONAL ZONE MEETINGS – held between Clubs in either Central or Northern Zones. Competitors must be a member of a club in the zone where the event is being run. One meeting licences can be used at these meetings.
- OPEN MEETINGS
Motocross, Dirt Track, Moto-Trials, Road Racing, Enduro, Speedway, SuperMoto, Metropolitan or Regional Supercross, All Stadium Motocross (by Club or Private Promoter), Freestyle Motocross. For Australian Titles and National Series contact MA. **The permit for any event must be displayed at the event.**

7.2 FIRST AID

The minimum requirements for first aid treatment at an MQ permitted event where speed is the determining factor and spectators are charged admittance fees, is the attendance of the Queensland Ambulance Service (QAS) or their equivalent. Any event which is likely to attract more than 200 riders must also have an Ambulance or equivalent in attendance.

All Motocross and Enduro competition events require a minimum of QAS or their equivalent to be in attendance.

The only exception exists for Moto-Trials where the minimum requirement is the presence of a person who holds a Senior First Aid certificate and first aid kit.

It is the responsibility of the Promoter to notify the nearest police station and nearest 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.

7.3 RUNNING AN OPEN (NATIONAL) or REGIONAL ZONE MEETING

Every application for an event permit must be made on the official application available from www.mqld.org.au, and must be accompanied by the appropriate fees and draft Supplementary Regulations. One application is to be filled in per event date.

Please do not assume that by simply applying and paying for a permit fee, that you have authority to conduct a meeting. **The authority to conduct a meeting is not confirmed until you receive a Permit from MQ.** The permit must be on display at the event.

Any demonstrations or special events or activities you wish to run at your event that are not mentioned in the Supplementary Regulations (eg Fireworks, Freestyle, Fast 50's) must be negotiated with MQ and noted in the permit application.

Open meeting Officials requiring a minimum Level 3 accreditation are:- Steward, Clerk of Course, Race Secretary, Scrutineer, Chief Marshal, and Judge/Timekeeper.

Motorcycling Queensland will appoint a Steward for all Level 3 permitted events.

Please note that officials must be appointed before Supp Regs are submitted to Motorcycling Queensland

7.4 SUPPLEMENTARY REGULATIONS [PRIOR TO RIDERNET]

- 7.4.1 Supplementary Regulations for National & Zone events **must** be sent to MQ in an electronic format (via email to events@mqlld.org.au) for approval AT LEAST EIGHT (8) WEEKS prior to the proposed date of the event. The Supplementary Regulations must be accompanied by a Permit Application, appropriate fee and full list of officials. No Supplementary Regulations and Permit Application will result in no event permit being issued.
- 7.4.2 Supplementary Regulations submitted less than 8 weeks before an open or zone event may attract a late fee equalling 50% of the permit fee.
- 7.4.3 Supplementary Regulations submitted less than 4 weeks before an Open or Zone event may not be processed, or 7.4.2 may apply.
- 7.4.4 Amended Supplementary Regulations are to be returned to MQ no more than SEVEN (7) DAYS from the date of advice of changes required.
- 7.4.5 It is recommended the address, a map or clear directions and a contact number is included in Supplementary Regulations to assist competitors to locate the venue.
- 7.4.6 A template set of Supp Regs can be downloaded from the MQ website.

7.5 RUNNING CLOSED TO CLUB MEETINGS

- 7.5.1 Applications for ‘Closed to Club’ meetings are to be received by MQ at least two (2) weeks prior to the proposed date. A separate application must be forwarded for each date. A set of Supplementary Regulations for your Closed to Club meetings must be approved by MQ prior to your first club meeting of the year, and they will be held on record at the MQ office for all subsequent club days for that year. If however, these Supp Regs require an amendment during the year, a new set must be sent to MQ for approval.

Officials for “Closed to Club Meetings” are:

- Steward – Minimum Level 2
- Clerk of Course – Minimum Level 2
- Race Secretary, Scrutineer, Chief Marshal, Judge/Timekeeper – Minimum Level 1
- Any event, regardless of type, where there are likely to be more than 200 competitors must have an ambulance onsite and must have a **minimum Level 3 Clerk of Course and Steward managing the event.**

For all “Closed to Club” meetings clubs should note that:

- 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.
- All tracks must have only one access point and one exit point.
- Closed to club events with less than 200 participants must have appropriate first aid facilities. These facilities may be provided by commercial paramedic suppliers and the event must have access to a telephone. A first aid vehicle or a medical room are mandatory requirements.
- Any Club not using Queensland Ambulance Services at an event, must notify the nearest ambulance, hospital and police of their intentions to run an event, including date, times, and location, etc.

- 7.5.2 Clubs are allowed to have any number of Club Days each year, however MQ must approve the date for any Club Day. A permit **MUST** be obtained. A rider levy per rider applies at all Club days.
- 7.5.3 If a Club Day is rained out, this permit is not transferable to another date unless MQ has been notified and approved the new date.
- 7.5.4 The General Competition Rules allows for the combining of the roles of Clerk of Course & Steward at closed to club events where it is reasonably expected there will be less than 65 riders – check CGR’s for full details.
- 7.5.5 Furthermore, at closed to club events where it is reasonably expected there will be less than 65 the following may also apply:
The Race Secretary may also fill the position of either Scrutineer or Chief Marshal (not both);
- 7.5.6 If your club is ever in doubt as to the minimum requirement for Officials at your event, contact the MQ office for clarification.

7.6 RUNNING INTERCLUB OR ZONE MEETINGS

- 7.6.1 Applications to run Interclub meetings complete with draft Supplementary Regulations, are to be received by MQ at least two (2) weeks prior to the proposed date. A separate application must be forwarded for each date. A sample set of Supplementary Regulations for an Interclub Series must be approved by MQ prior to your first meeting. They will then be held on record at the MQ office for subsequent rounds in that series. All other points associated with “Closed to Club” meetings (above) are applicable to Interclub meetings with the addition of 7.6.2, 7.6.3 and 7.6.4 (below).
- 7.6.2 Interclub meetings can include up to a maximum of 4 clubs. All clubs involved in an interclub series must be named on the Permit Application.
- 7.6.3 Each club named on the permit application must be notified of the event.
- 7.6.4 For the purpose of an Interclub or Zone meeting, the following Officials must be accredited at a minimum Level 2: Steward, Clerk of Course, Race Secretary, Scrutineer, Chief Marshal and Judge/Timekeeper.

7.7 RUNNING A NON-COMPETITIVE EVENT

Applications to conduct non-competitive events must be received by MQ at least two (2) weeks prior to the proposed date. MQ issues permits for the following types of non-competitive events:

- **RECREATIONAL ROAD RIDES** – Some rides such as “Toy Runs” which are open to the general public can charge an entry fee for participants. A Non-Competitive event report is to be completed and returned to MQ after each ride as well as Officials Indemnity Forms.
- **ROAD RACING TRACK / RIDE DAYS** – Minimum level 2 Road Racing Clerk of Course or Level 2 Coach required as Supervisor. Marshals or control lights are required. All other requirements as per MQ Practice Guidelines apply.
- **TRAIL RIDES** – Conditions apply as per ‘MQ Guidelines for conducting a Trail Ride’. Minimum requirements for Trail Boss & Ride Secretary Officials exist. A fee per rider applies. A Trail Ride report and associated paperwork must be completed and returned to MQ.

- DEMONSTRATIONS – For accident insurance cover to exist at demonstration events, riders must be licenced, and the event must be permitted by MQ. The following conditions also apply:
 - No mass starts - riders are to commence individually.
 - No chequered flag finishes - must finish by a red flag.
 - No official timing should occur.
 - No passing.
 - No prize money - there are no winners.
 - No results are to be published.
 - Permit to be on display.
- NATIONAL COME n TRY DAYS – Introductory event for unlicenced riders only, on a particular weekend set by MQ. No permit fee or rider levy is charged to the promoting club, however promoting clubs must still apply for a “Come ‘n’ Try Day” permit through MQ. Books (of 10) “Come ‘n’ Try” Licences must be ordered from Motorcycling Queensland (no charge) in sufficient time such that they can be sent to the organising Club / promoter. Used and unused licences must be returned to MQ with signed indemnities and a Non-Competition Report. Clubs may hold up to a maximum of four per year.

7.8 PRACTICE

1. Approval must be obtained from MQ through Ridernet.
2. A qualified Practice Supervisor, appointed by the club must be in attendance. Practice Supervisors must hold a minimum of a Level One Clerk of the Course or Level Two Steward Officials accreditation, or Level One Coach’s Licence. The Practice Supervisor, or at least one other person in attendance who is not riding in the practice, must hold a current Senior First Aid certificate. A practice supervisor can not ride in the practice session.
3. No rider is allowed to practice unless they can produce a licence (either Competition or Recreational) or have signed a licence declaration with the appropriate fee, or purchased a “Single Use Recreational Licence”.
4. All riders must attend a riders briefing which may be collective or individual. The Riders briefing is a critical element of MQ’s risk management. It may be summarised and supported by a written document.
5. Protective clothing requirements for all practice events are generally the same as the relevant discipline’s requirements for competition. Any variations must be agreed by MQ.
6. Age groups and classes for all practice events are the same as the relevant discipline’s requirements for competition.
7. Tracks should be well maintained and dust should be controlled.
8. Eligibility and machinery standards for all practice events are the same as the relevant discipline’s requirements for competition.
9. The Practice Supervisor should meet the criteria outlined in point 3 and understand the minimum requirements regarding machinery and protective clothing.
10. A First Aid Kit of appropriate quality must be provided.
11. An operational telephone (either landline or mobile) must be readily available.

12. For each practice session riders **MUST SIGN AN INDEMNITY FORM.**
13. A completed Practice Report Form along with the Practice Indemnity Forms and the relevant practice fee levy must be returned to MQ at the end of each month.
14. There must be no combining of junior and senior riders at practice.
16. For junior Motocross and Dirt Track practice the only class combinations allowed are:
50cc and 65 together, **or** 65cc and 85cc together, **or** 85cc and Junior Lites together. Eligibility for junior classes must be enforced in the same way as they are for competition. Bikes which are not approved for competition should not be allowed for practice.
17. The maximum number of riders participating in practice at any time is determined by the number of Marshals on track. If you have no Marshals, the maximum number of riders is no more than 60% of the number of gates (for example, 40 gates would mean a maximum of 24 riders on track). If Marshals are in attendance at every flag point, the number of riders must be less than or equal to the number of starting gates or grid positions.
18. The Practice Supervisor must complete the Practice Report Form and an Injury Report for any accident requiring ambulance transport or medical attention. Where clubs conduct regular permitted practice sessions throughout the month (eg every Tuesday & Thursday), practice reports may be sent to MQ in a group at the end of each month.
19. All tracks must have no more than one access and one exit point. Practice Supervisors must constantly monitor access and exit points to ensure only the nominated class of riders is on the track at any time.
20. Any event, regardless of type, where there are likely to be more than 200 participants must have an ambulance or equivalent on site and must have a minimum of Level Three (3) Clerk of Course or Steward managing the event with the assistance of a marshalling team.

Number of riders	Minimum Number of Practice Supervisors required
Less than 20	1 x Level 1 Clerk of Course (Practice Supervisor) or Level 1 or 2 licenced coach
20-50	1 x (minimum) Level 1 Practice Supervisor or level 1 or 2 licenced coach and 1 Marshal
50-100	1 x Level 2 Clerk of Course and 2 marshals or; 1 x Level 1 or 2 licenced coach and 2 marshals or; 2 practice supervisors and 2 marshals.
More than 100	1 x Level 2 Clerk of Course, or level 1 or 2 licenced coach and at least 1 Practice Supervisor and Marshals to keep line of sight between points. More than 100 riders requires professional first aid service.
More than 200	1 x Level 3 Clerk of Course or Steward and Marshals to keep line of sight between points. More than 200 riders requires ambulance or equivalent in attendance.

* These figures are based on the number of riders likely to attend the practice and are not a rigid formula to deal with actual rider numbers.

21. MQ may conduct a risk assessment on a track to help us determine how many practice supervisors are required at each track. This will become part of the annual track inspection procedure. All parts of the track must be visible by a supervisor or a marshal dedicated to the task of monitoring obscured track sections at all times. All clubs are encouraged to use radio communication to link these marshals to the practice supervisor.
22. A practice supervisor's exam consists of 20 questions, and the pass requirement is 75% or more.
23. Clubs must ensure that their tracks are managed by authorised Practice Supervisors, and the keys for all tracks should be supplied to these supervisors, senior club officials and the track builders only. Keys should not be provided to club members generally.

7.9 BOND

- 7.9.1 Speedway promoters must lodge a bond with affiliation.
- 7.9.2 All private promoters conducting meetings where prize money totals more than \$3,000 must lodge a full prize money bond in cash or bank cheque or by bank guarantee or credit card. **There are no exceptions.**

These funds will be reimbursed to the promoter or released for payment of prize monies after the event.
- 7.9.3 Club promoters conducting meetings where prize money totals more than \$5,000 must lodge a full prize money bond in cash or bank cheque or by bank guarantee. These funds will be reimbursed under the same conditions as 7.9.2.

7.10 CALENDAR CHANGES & CANCELLATIONS

- 7.10.1 MQ will email all clubs and promoters Calendar Date Application forms in September - October each year. Open and Zone events are called for first, followed by Interclub events, and then Club Days / Trail Rides.
- 7.10.2 Whilst every effort will be made by MQ to assist with the rescheduling of events postponed due to weather, there is no guarantee that this will happen.

7.11 EVENT AUDITS

- 7.11.1 MQ, and or the MQ ORB will from time to time schedule random Meeting Event Audits.
- 7.11.2 MQ will organise all necessary personnel and resources required for these Event Audits to occur.
- 7.11.3 Event Audits are implemented using a standardised checklist template.
- 7.11.4 Whilst Event Auditors do not have any power to manage the event they are auditing, they are representing MQ, and therefore in extreme circumstances, they do have the authority to withdraw an event permit should they deem it necessary.
- 7.11.5 Auditors will not make themselves known to the organising club or promoter until the Event Audit is complete.

8.0 RIDERS' LICENCES

To obtain any MA 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 Licences.

8.1 FIRST TIME APPLICATIONS COMPETENCE ASSESSMENT

- 8.1.1 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.
- 8.1.2 A rider competency for a new junior competition licence involves successful completion of the Kick Start Junior Coaching Program.
- 8.1.3 A Rider Competency Test for new senior comp. licences involves:
 - A minimum Level 2 Clerk of Course or 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.
- 8.1.4 Proof of a rider obtaining a competency must be documented via the MQ Rider Competence Assessment Form. First time licence applicants must submit this document with their licence application.
- 8.1.5 A first time licence applicant who holds a current road motorcycle licence is deemed to be competent, and does not need to undertake a competency assessment when applying for their first licence.
- 8.1.6 In the instance of 8.1.5 a copy of the applicant's road motorcycle licence must be submitted with the licence application.

8.2 APPLICATIONS & RENEWALS

- 8.2.1 To apply for a licence, applicants must do so online via Ridernet. If a rider sends the application form into the MQ office, there is a \$20 admin processing fee. During the online process, applicants need to provide:
 - Club membership details such as membership type and expiry date (club membership only required for competition licences).
 - The licence fee relevant to the type of licence being applied for.
 - Proof of age (first time applicants only). This can be a scan or photo of a birth certificate or driver's licence / passport / school ID, etc.
 - Relevant proof of competency assessment and paperwork.
 - Junior National Licences show the class/es that a rider has been endorsed to compete in. In order to have a new endorsement noted on their Licence a rider must upload proof (via their Competitor Log Book) that they have satisfied the necessary competency for that new class. Full details on the Junior Coaching Program are contained in the MOMS – www.moms.org.au.

- 8.2.2 After the licence has been applied for online, the rider will be emailed a temporary licence. This licence is valid for 14 days, until the licence card comes in the mail. Applicants should be aware that it can take 7 – 14 days for the licence to arrive in the mail.
- 8.2.3 If the applicant wants the licence processed over the counter immediately, there is a \$90 fee (\$20 admin fee + \$70 immediate processing fee). A licence renewal will be approved immediately via Ridernet (even on weekends), as long as there is no new coaching or endorsements to approve by the MQ office.
- 8.2.4 A rider's riding number is 'held' for 2 months after their licence expiry date. After this time, the riding number will become available for other riders to select online via ridernet. A rider's riding number may also change when they change from one licence type to another (ie. junior to senior).
- 8.2.6 The MQ office emails out licence holder 30 days before, 7 days before and 7 days after their licence has expired. This does not take away from the fact that the individual is still responsible for ensuring their licence is renewed prior to its expiry.

8.3 LICENCE TYPES

- 8.3.1 A National licence entitles the holder to participate in any authorised competition under the jurisdiction of MA or MQ.
- 8.3.2 An Entrants licence entitles the holder to be listed as a sponsor in the official program, adjacent to the competitor's name and other rights of the Entrant as per the MOMS.
- 8.3.3 A Junior Competition Licence will only be issued to applicants who are 7 – 15 years of age as at 1 January.
- 8.3.4 Once a Junior Licence holder turns 16 years of age they may choose to upgrade to a Senior Licence – see section 8.5 or continue to race as a junior until 31 December of that year – see section 8.3.6.
- 8.3.5 Any 16 year old who chooses to continue to compete as a junior, must upgrade to a Senior licence on or by 1 January the following year.
- 8.3.8 Mini licence holders, who are at least 4 years of age and younger than 9 years are entitled to participate in the Non-Competitive 50cc Demonstration class at competition events.
- 8.3.9 A Recreational Licence and / or Mini Licence is valid for permitted practice or coaching days, trail rides and other non-competition events.
- 8.3.10 A Restricted National Licence is applicable for Junior and Senior Trials, Fast 50's and Mini Moto only. If a rider wishes to compete in another discipline / event as well as any of these, they should hold a standard Junior or Senior licence to suit those other disciplines / events that they wish to compete in, however they may practice in another discipline.

8.4 UPGRADES: MINI to COMPETITION

Any Mini licence applicant wishing to upgrade to a Junior National competition licence must first complete the Kick Start Program (as per the Junior Coaching Program), and join an MQ-affiliated club.

8.5 UPGRADES: JUNIOR to SENIOR

8.5.1 Riders turning 16 may choose to upgrade their Licence from Junior to Senior. In order to complete this process riders must complete the upgrade process on Ridernet.

8.5.2 Junior riders may 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. This coaching must be completed by an MQ-affiliated coach, and under a coaching permit.

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

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

8.6 RIDER GRADINGS

8.6.1 Discipline specific subcommittees are responsible for receiving, determining and considering applications from riders to be re-graded.

8.6.2 Applications from riders should be submitted in writing to the MQ office who will forward requests onto the relevant subcommittee for a decision.

8.6.3 Riders who are successful in being re-graded will receive a Grading Certificate from the MQ office.

8.6.4 Full Gradings lists are located on the MQ website.

8.7 SUSPENDED RIDERS LIST

8.7.1 The Suspended Riders List is located on the MQ website.

8.7.2 Riders will be added to this list if:

- an Event Injury Report Form is submitted to the office where it is noted that a 'medical certificate' is required
- they have been riding overseas and require a clearance from MA
- they have breached Code of Conduct; or
- they have an outstanding fine / payment payable to MQ; or
- other reasons as determined by Motorcycling Queensland.

8.7.2 The MQ Suspended Riders List is updated weekly (Fridays at 4pm). Clubs / Event Promoters are responsible for ensuring that they have the most current / up-to-date Suspended Riders List on hand.

8.7.3 Riders are removed from this list when a medical clearance is provided to the MQ office. MQ recommends that riders keep a copy of their medical clearance on hand, should a Race Secretary have an outdated Suspended Riders List.

8.8 ONE MEETING LICENCES [PRIOR TO RIDERNET]

- 8.8.1 Books of (10) one meeting competition licences can be purchased from MQ. Riders can purchase a one meeting licence from the promoting Club. This type of licence entitles the holder to compete in one closed to club, zone or interclub meeting only.
- 8.8.2 Books of one meeting licences supplied to clubs may be paid for in full at the time of issue from MQ or supplied on 60 days credit. Unused whole books **ONLY** may be returned to MQ for refund. Private promoters terms of credit are 7 days from the date of the event.
- Each licence has three copies:
- Original (white) - to be handed to the rider;
 - Duplicate (green) - to be returned to MQ in the Steward's Report or when the book is complete
 - Triplicate (pink) - to be kept in the book and retained for Club records.
- 8.8.3 Junior riders wanting to purchase a One Meeting Licence to compete in junior classes at a competition event must be in possession of a Competitor Log Book which proves that they have successfully completed the Kick Start Junior Coaching Program and any other coaching required, and shows the class capacities the rider is endorsed to ride.
- 8.8.4 One meeting licences are non-refundable. A cancelled one meeting licence, when the rider has not ridden at all, must still be paid for by the Club, but it can be reissued to another rider.
- 8.8.5 The only people authorised to issue One Meeting Licences are the Club Secretary, or Race Secretary, or their nominated staff / assistants.
- 8.8.6 Competency testing for one meeting licences is mandatory.
- 8.8.7 There is no substitute for a One Meeting Licence. Clubs / event promoters should ensure that they have sufficient One Meeting Licences on hand prior to the commencement of the event. Photocopying or other substitutes for a One Meeting Licence are absolutely prohibited.

8.9 SINGLE USE RECREATIONAL LICENCES

- 8.9.1 Books of (10) Single Use Recreational Licences may be purchased from MQ. Riders can purchase a Single Use Recreational meeting licence at the non-competition event (eg Trail Ride, Practice Day, Coaching Day, etc) at which they are participating.
- 8.9.2 Single Use Recreational Activity Licences allow motorcyclists to experience a one-off motorcycle sporting event in a non-competitive environment.
- 8.9.3 It is not mandatory for the licence applicant to be a member of a motorcycle club, however clubs may request those purchasing these licences take out club membership.
- 8.9.4 Competency testing is not required.

- 8.9.5 The only people authorised to issue Single Use Recreational Activity Licences are those mentioned in 8.8.5 as well as Ride Secretary, Practice Supervisor and licensed Coaches.
- 8.9.5 The licence is only valid for practice days (not as part of a race meeting), ride or social days, trail rides, coaching, rally class and other non-competition events and activities.
- 8.9.6 Use and payment terms for Single Use Recreational Licences are the same as noted in 8.8.2.

9.0 TRACK LICENCES - ALL EXPIRE 31st DECEMBER

9.1 TRACK LICENCE APPLICATIONS

- 9.1.1 Tracks that are to be used for speed competitions and have man-made obstacles must be licenced. All Track Licences should be reapplied for before the beginning of each year. Venues for Cross-Country, Enduro, Moto-Trials and non-competition events are not subject to the requirement for a Track Licence but they must be a registered venue (see 9.1.7).
- 9.1.2 A Track Licence application form is available from the MQ website or the by contacting the MQ office. Forms are to be **COMPLETED IN FULL** and returned to the MQ office accompanied by the appropriate fee. A current track plan must be submitted with this application. It should be detailed indicating dimensions, jumps (type and size), flag points etc.
- 9.1.3 New tracks or tracks that have been altered must be inspected by a person(s) appointed by MQ. In this instance a track inspection fee will apply. No track changes are allowed unless approved in writing by MQ.
- 9.1.4 Permits to promote meetings will not be issued for venues that do not have a track licence or venue registration. Supercross and other temporary venues are exempt.
- 9.1.5 MQ will appoint Track Inspectors as required. Please note that Track Inspectors are volunteers, so they may not be available to inspect your track immediately upon request.
- 9.1.6 Any alterations to the track after the original inspection must be notified in writing to MQ including plans. These alterations must be approved by MQ before work commences and the track must then be reinspected. Details of Inspection fees are available from the MQ website or by contacting the MQ office. A fine of \$200 will be issued if a club has made unapproved changes, and further sanctions will apply if riding (recreational or competition) has been held on this track.
- 9.1.7 Any venue not requiring a Track Licence under 9.1.1 must still be registered with MQ as a Motorcycle Venue in order to achieve compliance with our insurance rules. A Venue Registration form is available from the MQ website - www.mqld.org.au
- 9.1.8 MQ will consider permitting privately owned circuits. For more information on the guidelines for this, contact the MQ office.

9.2 TRACK INSPECTIONS

9.2.1 Any proposals for track changes are to be submitted in writing before any work is conducted on the track.

9.2.2 If no track plan is provided, there will be no track inspection.

9.2.3 All changes required after a track inspection must be notified to the track owner and to MQ in writing. A second inspection by the track inspector or a (minimum Level 3) Steward may be conducted to ensure agreed changes have been completed.

9.2.4 The MQ office will determine whether track plans that are submitted are of an appropriate standard.

10.0 OFFICIALS

10.1 HOW TO BECOME A LICENCED OFFICIAL

10.1.1 MQ officials are **not** required to be a financial member of an affiliated club in order to apply for an officials licence.

10.1.2 Applications for an officials licence should be made on the relevant Officials Licence application form available from the MQ website and accompanied by the relevant fee.

10.1.3 Any person wishing to apply for an MQ officials licence (except for those under the age of 18) are required to have applied for and been issued with a Working With Children – ‘Blue Card’. A Blue Card Application Form is available from the MQ website or by contacting the MQ office.

10.1.4 As a minimum, all levels of Officials Licence / accreditation must have completed the Generic Officials Seminar. The Generic Officials Seminar is available as an online course at <http://training.mqlld.org.au>

10.1.5 Applicants seeking Officials accreditation at Level 2 and / or higher will require the individual to have undertaken additional Officials Training Seminars and provide relevant proof of practical experience.

10.1.6 Upon receipt of their Licence, first time officials licence applicants will receive a Log Book / Participation Journal to use to maintain a history of work undertaken as an Official.

10.1.7 Officials licences are valid for a period of 4 years.

10.1.8 Officials wishing to renew an Officials Licence where necessary Officials Training Seminars are out-of-date, will only have their Licence extended for a period of 12 months (subject to the completion of out-of-date Seminars).

10.2 OFFICIALS SEMINARS

10.2.1 MQ coordinates a schedule of Officials Training Seminars throughout the State each year to educate officials on the latest and best practice.

10.2.2 Officials Seminars are offered FREE of charge and MQ provides all necessary course resources and catering to participants.

10.2.3 There is a minimum number of attendees required to enable Seminars to proceed.

10.2.4 There is no requirement to hold an MQ officials licence or be a member of an affiliated club to enable individuals to attend MQ Officials Seminars.

10.2.5 MQ will advertise where and when Officials Seminars are to be conducted via the MQ Calendar, and through bulk emails to clubs, licence holders, officials and coaches in the scheduled course area.

10.3 UPGRADING YOUR OFFICIALS LICENCE

10.3.1 A licenced official may apply to upgrade their officials licence to Level 2, 3 or 4.

10.3.2 There is no fee required when applying to upgrade an officials licence.

10.3.3 Applications to upgrade officials licences must be on the National Officials' Accreditation Scheme Application form, available from the MQ website.

10.3.4 Applications to be upgraded to Level 2 are assessed 'in-house' by the MQ office.

10.3.5 Applications to be upgraded to Level 3 will be considered by the MQ Officials Review Board (ORB). See section 10.7 for further information on the role of the ORB.

10.3.6 First time and renewals of Level 4 accreditation / licences must be submitted to the ORB who decide whether or not to forward it on to the MA Officials Review Committee for final endorsement/approval.

10.3.7 The success or otherwise of an application to upgrade an officials licence accreditation (regardless of which level is applied for) is dependant upon:

- Completion of relevant Seminar/s (within the last 4 years);
- Passing the examination/s at the relevant rate within the required time frame. Level 2 - 75% within 60 minutes, Level 3 - 90% within 40 minutes, Level 4 – 95% within 25 minutes.
- Providing proof of practical experience in those roles relevant to the level which is applied for.

10.3.8 Applicants should fill in as many history details as possible on the application form. In most instances it may be easier for the applicant to submit a photocopy of their Official's Participation Journal. If no history details for a particular position have been recorded on the application, an upgrade for that position cannot be approved.

10.3.9 The MQ office will advise you of the success or otherwise of your upgrade application and make necessary changes to your licence and our database as required.

10.4 OFFICIALS AT EVENTS

10.4.1 All officials at events must have zero blood alcohol content.

10.4.2 All event officials and volunteers using any vehicle, registered or not, must be appropriately licenced to operate that type of vehicle.

10.4.3 MQ must be notified of any competitor or official who is 85 years of age or over.

10.4.4 Clubs and Promoters conducting events are encouraged to ensure that volunteer officials working at their events are well looked after, eg provision of hats, sunscreen, drinks, food and acknowledgement.

10.5 REPORTS & FEES

10.5.1 Stewards, appointed by MQ, receive a fee per day from MQ. Travel and accommodation expenses are paid directly to the Steward by the Club / Promoter.

10.5.2 Travel expenses are calculated at 40c per km for the entire round trip, or by negotiation. No claim will be accepted for trips under 50km. Any travel claim likely to exceed \$150 must be negotiated with MQ/ the club.

10.5.3 Stewards must notify clubs / event promoters of their travel and accommodation needs and expectations before the event.

10.5.4 Stewards fees are as per the MQ Fees List available from the MQ website.

10.5.5 Stewards for Open and Zone meetings are appointed by MQ. Stewards at all events are required to fill out a Stewards Report including all / any appropriate attachments. These forms are available from www.mqld.org.au.

10.5.6 Stewards Reports and the event's results must be sent by the Steward to the MQ Office within five (5) days of the completion of the event, and injury reports sent to MQ immediately after the event **via email**.

10.5.7 Stewards for Closed to Club and Interclub events must be appointed by the Promoting Club. Stewards Reports for these events must also be lodged as per 10.5.6.

10.5.8 All events must have sufficient licenced officials to comply with the MOMS, as well as a Marshal for every flag point.

10.6 JUNIOR OFFICIALS

10.6.1 MQ will not issue an officials' licence for an operational official aged less than 16 years of age.

10.6.2 Promoters and Clubs may appoint Level 0 officials aged less than 16, provided that proper regard is given to the age, experience of the official, and the type of event being conducted and the role to be performed.

10.6.3 All officials must sign an indemnity form. Any official aged less than 18 years must also have a parent's/guardian's signature on the indemnity.

10.6.4 Any event with controlled pits, such as Speedway and Supercross, will not allow a person aged less than 16 other than a competitor, into the Pit Area. In these circumstances no official in the pit or track area shall be aged less than 16.

11.0 COACHING

11.1 OBTAINING COACHING ACCREDITATION

- 11.1.1 Any person wishing to become an accredited coach must first successfully complete the Level 1 Coaching Course facilitated by MQ. This Course is available to any person aged 18 years or over.
- 11.1.2 MQ coordinates a schedule of Coaching Courses throughout the State each year to educate coaches on the latest and best practice.
- 11.1.3 MQ will advertise when and where Coaching Courses are to be conducted via the MQ calendar, and through bulk emails to clubs, licence holders, officials and coaches in the scheduled course area.
- 11.1.4 The Level One Coaching Course consists of one x 8 hour day which focuses on the practical requirements of becoming a coach.
- 11.1.5 Prior to completing the Level One Coaching Course, participants must first complete the theoretical component of the course online via the Australian Sports Commission website.
- 11.1.6 There is a charge to attend the Level One Coaching Course, which will be refunded on completion of the coaching licence application. Motorcycling Queensland provides all of the necessary course resources including manuals, workbooks, and catering.

11.2 OBTAINING A COACHING LICENCE

- 11.2.1 Any person wishing to apply for a coaches licence must complete the Coaches Licence Application Form found on the MQ website. A coaches licence will only be issued if the applicant is at least 18 years of age, and is in possession of a current Blue Card.
- 11.2.2 Applicants wishing to apply for either a Club Coaches Licence or a Level 1 Coaches Licence will need to have satisfied the relevant assessment requirements.
- 11.2.3 Coaches licences are valid for a period of 4 years.
- 11.2.4 Coaching accreditation is valid for a period of 4 years.

11.3 CONDUCTING MQ PERMITTED COACHING

- 11.3.1 Coaching permits must be applied for on Ridernet.
- 11.3.2 MQ Coaching Permits will only be issued to licensed coaches.
- 11.3.3 MQ Coaching Permits will only be issued for coaching that is to be conducted at licenced tracks or registered venues.
- 11.3.4 Coaches who successfully apply for and receive an MQ coaching permit must operate in accordance with the 'Guidelines for conducting an MQ Coaching clinic or event'.
- 11.3.5 Coaches are responsible for submitting the relevant post course paperwork and information to MQ at the conclusion of their coaching

event. Coaching permits may not be issued to Coaches who fail to submit all necessary post course paperwork to MQ.

- 11.3.6 Coaching permits must be on display at the coaching activity / event.
- 11.3.7 All coaches (including Assistants) and riders, who participate in MQ permitted coaching are required to sign the Indemnity Form.
- 11.3.8 There is a scale of coaching permit fees applicable to Coaches who conduct coaching. This information is available from the MQ Fees List on the MQ website.

11.3 LEVEL 2 COACHING ACCREDITATION

- 11.4.1 Motorcycling Australia conducts the Level 2 (practical component) Coaching Course at the Australian Institute of Sport (Canberra).
- 11.4.2 The prerequisites to attending the Level 2 Coaching Course is successful completion of a Level 1 Coaching accreditation, proof of significant coaching experience, and successful completion of the Intermediate General Principles of Coaching Course.
- 11.4.3 More information on the Level 2 Coaching Course is available by contacting Motorcycling Australia.

12.0 INTERSTATE CUP CHALLENGE

A Queensland Team may be chosen to compete for the Interstate Cup Challenge at a number of Australian Junior Championships each year. The nomination of these Teams is the responsibility of the relevant Subcommittee.

13.0 MQ OFFICE DETAILS

The MQ office is situated at Level 2, 8 Gordon Street, Ipswich. The office hours are 8.00am - 4.00pm.

Mail: PO Box 2072, North Ipswich, Qld 4305.
Phone: (07) 3281-2255
Fax: (07) 3812-2742
Email: info@mql.org.au
Website: www.mql.org.au
Facebook: <https://www.facebook.com/motorcyclingqueensland>
Instagram: www.instagram.com/motorcyclingqld

14.0 LEGALITIES / INSURANCE

14.1 RISK MANAGEMENT

- 14.1.1 Insurance is usually available for just about anything, so long as you can afford it. This can give you peace of mind. However, insurance is only a backstop, it is not your first line of defence but rather a “when all else fails” protection.
- 14.1.2 Following are some sample strategies that may form part of a risk management policy: (staff also means volunteer)
- Ensure Venue is safe and track licence must be current.
 - Provide clear instructions to employees, officials and volunteers of their obligations.
 - Implement the rules.
 - Review the safety procedures and equipment.
 - Ensure that at least one staff member has a first aid qualification.
 - Provide warning notices and disclaimer notices.
 - Provide indemnity release forms to waive responsibility for injury.
 - Keep attendance records at all practice and coaching events.
 - Screen participants, especially first time riders to ensure competence and familiarity with the rules.
 - Invest in safety equipment and document these purchases.
 - Constantly update program curriculums for safety.
 - Provide coaching clinics for riders.
 - Ensure all Officials are accredited by MQ through the National Officials’ Accreditation Scheme.
 - Document all accidents and notify MQ. Fully complete an Injury Report or an Incident Report Form.
 - Conduct regular safety checks (at least monthly) on your circuit.
 - Don’t think it never happens - think it may happen.
 - Attend updating workshops when offered.
 - Organise planned supervision of riders at practice.

14.2 INSURANCE

- 14.2.1 The following represents a summary of the requirements for Public Liability and Rider Accident Insurance:
- The elements of cover:
 - 1) The club must be affiliated.
 - 2) The riders must be licenced.
 - 3) The activity must be authorised.
 - 4) The venue must be registered.
 - 5) The event must be conducted by licenced Officials.
 - Permits must be obtained for all Club Days, Demonstrations, Sign-On Days etc. any event where motorcycles are ridden on track.
 - Authorised activity includes non-competition events, and clubs must notify MQ in writing of the event details – dates, times, etc.
 - MQ cover may exist for road registered bikes on public roads however compulsory third party cover also exists. A limited MQ permit may be issued.

- Insurance cover for riders does not include time off work due to injury.
- If clubs or individuals are threatened with lawsuits they are to contact MQ who in turn will notify AON Risk Management. AON will handle correspondence and engage solicitors if necessary.
- There is no personal accident cover for unlicensed riders.
- Third party property damage cover exists e.g. negligent behaviour at club BBQ leads to bush fire.
- Indemnity forms must be signed and retained for all riders and all meetings.
- Hard decisions must be taken by Stewards if rider and spectator safety is in jeopardy and meetings are to be postponed or abandoned if MOMS are not met.
- Juniors are of particular concern to the underwriters as they have the period prescribed by the statute of limitations after they turn eighteen in which to claim.
- Directors and officers liability now protects all MQ and affiliated Club officials from lawsuits except where criminal actions have occurred.
- Legal costs of any action against Clubs and individuals will be met by the underwriters but it should be noted legal advisers are appointed by the underwriter not the club or individual. Under no circumstances are clubs or licencees to comment on any possible claim other than to refer the query to AON Risk Management.

MQ will not provide advice on matters involving insurance claims, this information should be requested of AON insurance. Call AON on (03) 9211-3000.

14.2.2 Personal Injury Proceedings Act

Clubs should also be aware of The Personal Injury Proceedings Act (PIPA), which governs personal injury proceedings in Queensland. When an individual wishes to make a claim against a third party for damages for personal injury, the claimant must comply with procedures set out by PIPA.

As part of this process, MQ clubs need to insure that:

- Tracks are inspected and comply with track guidelines
- Riders sign indemnity forms
- Flag Marshalls show quick response times following an incident
- Contact details of witnesses to an incident are obtained
- Statements from witnesses are obtained as close to an incident as possible

14.3 RECORD KEEPING

- 14.3.1 Every club should develop a reliable record-keeping system.
- 14.3.2 Generally there is a three-year limitation on the lodgement of a claim by an adult, followed by a one-year limit on the time required to serve the claim on the defendant.
- 14.3.3 With children, the limit of claims is generally three years after they turn 18, plus the one year limit on serving the claim. This means that a child injured at the age of four (4) years can make a claim any time over the next 17 years. In our sport it may therefore take up to 18 years before a promoter or club is aware that they are being sued.
- 14.3.4 Entry forms and indemnities signed by Riders, officials, and other volunteers are essential documents in any legal action and must be retained by your Club for a period of approximately 20 years.

15.0 MQ AWARDS NIGHT

- 15.1 Motorcycling Queensland conducts an Awards Night in December each year. No permits will be issued on this date each year, so as to give every person receiving an Award the opportunity to attend this night.
- 15.2 The MQ Awards Night recognises Queensland's top achieving riders, coaches, officials, volunteers and clubs, as nominated by MQ Subcommittees and clubs, and selected by the MQ Awards Night Panel.
- 15.3 Motorcycling Queensland also announces the MQ Club of the Year at the annual Awards Night. The criteria by which this award is presented is sent to affiliated clubs each year, and is available from the MQ website – www.mqld.org.au.

16.0 MQ CLUBS APPLYING FOR GRANTS

- 16.1 There are a variety of internal and external grants available to not for profit clubs. These options are available on the MQ website.
- 16.2 Motorcycling Queensland can provide any affiliated club which intends on applying for grants through external agencies such as Department of National Parks, Recreation, Sport & Racing, Community Benefit Gambling Fund, etc. with letters of support.
- 16.3 Any club making such application and wanting MQ's support should contact the MQ office.

All riders, officials and club forms are available from the Motorcycling Queensland website at www.mqld.org.au

Motorcycling Queensland is proudly supported by:



Queensland Government

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