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## NATIONAL COACHING GUIDELINES

The following guidelines are applicable to all MA permitted activities where MA accredited Coaches are coaching.

### 1. Follow a correct set of procedures/preparation when running a Coaching session

- a) *In order to obtain an MA Coaching Permit the Coach must either: hold a current Level 1 or Level 2 Coaching licence OR have an MA affiliated Club apply for an MA Coaching Permit on the Coach's behalf. The permit application form will contain details regarding rider numbers and intended charge to riders. The application will also nominate the lead Coach*
- b) *An MA Coaching Permit will only be issued upon completion of the correct Coaching Permit Application Form, available from your SCB*
- c) *The Coach must ensure that all paperwork e.g. indemnity forms, and permit fees (where required) are filled out and returned to your SCB in the stipulated time frames*
- d) *Coaching Permits will only be issued for licensed venues, or, if a venue is not licensed it must be registered before a permit can be issued. Consult your SCB if you are not clear about what activities a track or venue is licensed / registered for*
- e) *The Coach must ensure that all riders hold a current and suitable licence*
- f) *All Coaches must be suitably accredited, hold a current licence and fulfil the Child Protection Requirements for the States and Territories in which they wish to coach. Coaches may utilise assistants who are not MA accredited and licensed Coaches however this will not allow additional rider numbers in the coaching session*

### 2. Provide a Safe environment

- a) *As the Coach you are the Official responsible for all participants' safety*
- b) *The Coach must inspect the coaching environment, including the track/coaching area prior to commencement of Coaching activity and as needed throughout a session*
- c) *Coaching is to only take place in areas that have been approved and specified on the Coaching Permit*
- d) *Notify the relevant people at your venue if you deem it not in a safe condition for coaching. Do not proceed with Coaching on an unsafe venue*
- e) *The Coach must ensure a safety inspection takes place on all machines and safety gear, including that of all participants, Coaches and any assistants. This can be done by the riders, with the Coach providing guidance*

### 3. All Coaching activities should be adequately planned

- a) *Each Coaching session must be adequately planned. Ensure that you have all necessary resources e.g. one-day licence books, indemnity forms, coaching aids etc.*
- b) *The Coach must follow a set procedure e.g. Step 1 – ensure all participants sign on correctly, Step 2 – check licences, Step 3 - inspect the track, Step 4 – injury checks and updates, etc.*
- c) *The skills coached must be relevant to the rider's ability and discipline of motorcycling*

### 4. Separate riders according to their particular classification and ability

- a) *The Coach must not allow Junior and Senior riders to be on the same section of a track together*
- b) *The Coach must not allow multiple riders from different groups of Junior classes to be on the same part of the track together. Accepted groups of Junior classes are:*
  - *MX - 50cc and 65cc together, 65cc and 85cc together, 85cc and 125 / 250F together*
  - *SX - 85cc separate to 125 / 250F*
  - *EN – 50cc and 65cc together, 65cc and 85cc together, 85 / 125 / 250F together*
  - *DT – Div 1 and Div 2 together, 65cc – 150cc 4-stroke regular wheel together, above 150cc 4-stroke big wheel together*
  - *RR – 70cc separate, 150 4-stroke and 80cc 2-stroke together, 125cc separate*
  - *Quad – 90cc 2-stroke and 110cc 4-stroke together, 200cc 2-stroke and 300cc 4-stroke together*
  - *SP – only one machine on track at any one time*



- c) *The Coach, or an assistant under the Coach's control, may patrol an area (sweep/roving flag marshal) with Junior riders at a speed appropriate to that of the Junior riders being coached*

#### **5. All coaching activities must be closely supervised**

- a) *The Coach or the person who applied for the permit must be present at all times*
- b) *Follow the National Guidelines for participant / Coach ratio at all times*
- a) *Club Coach - ratio of 6:1 for riders undertaking Kick Start only (ie. first time competition licence applicants)*
- b) *Level 1 Coach - ratio of 6:1*
- c) *Level 2 Coach - ratio of 15:1*
- i. *NB. Level 2 Coaches can have an additional 10 riders per Level 1 Coach in attendance who is actively assisting during the coaching session, eg. One Level 2 Coach and two Level 1 Coaches = 35 riders*
- ii. *NB. Where a Level 1 Coach is the lead Coach, the maximum number of riders in that session is capped at 18, ie. three Level 1 Coaches : 18 riders*

#### **6. Coaches should know first aid and evaluate riders for any injuries**

- a) *The Coach must have a current and suitably accredited first aider on hand at all times, and in the case where the Coach will be riding, the first aider must be an alternative person*
- b) *The Coach must have access to first aid facilities*
- c) *The Coach must have a telephone available and know the telephone number of the nearest Ambulance Service*
- d) *The Coach must check for any injuries that riders may be carrying prior to commencing a session and request a Doctor's clearance if necessary*

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#### **7. Develop clear rules / guidelines for coaching and general conduct**

- a) *The Coach must advise riders of their boundaries e.g. no riding in the car park or spectator area, etc. and any other ground rules e.g. all riding gear must be worn correctly including helmet, boots, etc.*

#### **8. Coaches should keep accurate records of their Coaching activities**

- a) *Indemnities should be signed by all Coaches and participants eg: including assisting parents, staff etc.*
- b) *Injury and incident reports should be completed and returned to their SCB where and when appropriate*
- c) *Coaches should keep copies of their paperwork, as well as sending relevant documents to their SCB*
- d) *Coaches should maintain their coaching Log Book*

#### **9. Coaches must adhere to the Australian Sports Commission's *Code of Behaviour for Coaches***

1. Respect the rights, dignity and worth of every human being.
  - Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.
2. Ensure the athlete's time spent with you is a positive experience.
  - All athletes are deserving of equal attention and opportunities.
3. Treat each athlete as an individual.
  - Respect the talent, developmental stage and goals of each individual athlete and Help each athlete reach their full potential.
4. Be fair, considerate and honest with athletes
5. Be professional and accept responsibility for your actions.
  - Language, manner, punctuality, preparation and presentation should display high standards.



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- Display control, respect, dignity, and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
  - Encourage your athletes to demonstrate the same qualities.
6. Make a commitment to providing a quality service to your athletes.
    - Maintain or improve your current NCAS accreditation
    - Seek continual improvements through performance appraisal and ongoing coach education.
    - Provide a training program which is planned and sequential and Maintain appropriate records.
  7. Operate within the rules and spirit of your sport.
    - The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies e.g. Anti-Doping Policy, selection procedures.
  8. Any physical contact with athletes should be: \*
    - Appropriate to the situation and Necessary for the athlete's skill development.
  9. Refrain from any form of personal abuse towards your athlete. \*
    - This includes verbal, physical and emotional abuse.
    - Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.
  10. Refrain from any form of harassment towards your athlete.
    - This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability.
    - You should not only refrain from initiating a relationship with an athlete, but also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
  11. Provide a safe environment for training and competition.
    - Ensure equipment and facilities meet safety standards.
    - Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes.
  12. Show concern and caution towards sick and injured athletes.
    - Provide a modified training program where appropriate and allow further participation in training and competition only when appropriate.
    - Encourage athletes to seek medical advice when required and maintain the same interest and support towards sick and injured athletes.
  13. Be a positive role model for your sport and athlete.

*\* Please refer to the Harassment-Free Sport Guidelines available from the Australian Sports Commission or contact Motorcycling Australia, for more information on harassment issues*

### **Coaches should....**

- Be treated with respect and openness and have access to self-improvement opportunities.
- Be matched with a level of coaching appropriate to their level of competence.