

Motorcycling Queensland – Coaching Guidelines (As at 20.11.02)

<u>GUIDELINES</u>	<u>NOTES</u>
1. Follow a correct set of procedures when running your Coaching clinic.	<ul style="list-style-type: none"> ➤ You must hold as a minimum a current Level 1 Coaching accreditation in order to conduct a Motorcycling Queensland Coaching clinic. Ensure that all riders hold a current licence. ➤ Apply for your Coaching Permit on the correct Coaching Permit Application Form, available from MQ. ➤ Coaching Permits will only be issued for appropriate Licensed Tracks & Registered Venues, e.g. do not run Supercross Coaching on a Track that is Licensed for Motocross. Consult MQ if you are not clear about what a Track / Venue is Licensed / Registered for. ➤ Ensure that all paperwork e.g. Indemnity Forms, and permit fees (where required) are filled out and returned to Motorcycling Queensland in the stipulated time frames.
2. Provide a Safe environment.	<ul style="list-style-type: none"> ➤ As the Coach you are the Official responsible for all participants' safety. ➤ Inspect the Track and Coaching environment prior to using it. ➤ Coaching is to only take place in areas that have been approved on the Coaching permit. ➤ Notify the relevant people at your venue, if your venue is not in a safe condition for coaching. Do not proceed with coaching on an unsafe venue. ➤ Follow a safety inspection procedure. This could be done by the riders, with the coach providing guidance. A rider's equipment consists of their machine and all of their riding gear.
3. All Coaching activities should be adequately planned.	<ul style="list-style-type: none"> ➤ Plan your sessions for each day. Ensure that you have all necessary resources e.g. one-day licence books, indemnity forms, etc. ➤ 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. ➤ The skills coached must be relevant to the rider's ability. ➤ Try not to allow participants to become bored
4. Separate riders according to their particular classification and ability.	<ul style="list-style-type: none"> ➤ For insurance purposes Junior and Senior riders should not be on the same part of the track together. Do not allow riders from different groups of junior classes to be on the same part of the track together. Accepted groups of junior classes are 50cc & 65cc together, 65cc & 85cc together, 85cc & Lites together. ➤ A Coach and one assistant may patrol an area (sweep) with junior riders.
5. All coaching activities must be closely supervised.	<ul style="list-style-type: none"> ➤ The Head Coach must be in control at all times. ➤ Follow the National Guidelines for Coach / participant ratio. ➤ All Coaches and Assistants must sign the indemnity form.
6. Coaches should know first aid and evaluate riders for any injuries.	<ul style="list-style-type: none"> ➤ All Coaching activities should have a current first aider on hand at all times. ➤ Coaches should have access to first aid facilities. ➤ Coaches should have a phone available and know the telephone number of the nearest Ambulance Service. ➤ Check any injuries that riders may be carrying, request a Doctor's clearance if necessary.
7. Develop clear rules / guidelines for coaching and general conduct.	<ul style="list-style-type: none"> ➤ 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 including helmet, boots, etc.
8. Coaches should keep accurate records of their Coaching activities.	<ul style="list-style-type: none"> ➤ Indemnities should be signed by all Coaches and participants. ➤ Injury & incident reports should be completed & returned to MQ where and when appropriate. ➤ Coaches should keep copies of their paperwork, as well as sending relevant documents to MQ. ➤ Coaches should maintain their coaching Log Book.