



2017 CLUB MANUAL

The purpose of this manual is to provide a reference and guide to Clubs, in particular to President/Secretary representatives for the management and administration of motorcycle sport in South Australia.



www.motorcyclingsa.org.au



2017 CLUB MANUAL

1. INTRODUCTION

This Club Manual has been prepared and distributed by Motorcycling South Australia (MSA) as a means of ongoing support to affiliated clubs and private promoters to assist with the administration of motorcycle sport throughout South Australia.

In 2017 this manual has undergone a thorough update and review to ensure the information and advice being delivered to clubs and promoters through this manual is accurate and provides the most assistance possible in the most user friendly format.

The information, instructions and notes contained within this manual are primarily aimed at assisting club personnel and committees with the day to day conduct of club activities and the organisation of competition meetings and non-competitive ride days and track activities.

It is expected that in the event of a change of senior committee member within any affiliated club, that this manual be transferred to the newly elected committee members to assist with their transition into the relevant office bearer positions. This will also greatly assist them in understanding the various elements that encompass being an affiliated club with MSA.

Prior to the re-affiliation period with MSA, this club manual will be updated and subsequently distributed to clubs when the re-affiliation process is completed. Should any updates be made throughout the year, a formal advice will be delivered through the following methods;

- Email,
- MSA Website,
- MSA Facebook Page

2. ABOUT MOTORCYCLING SOUTH AUSTRALIA (MSA)

Motorcycling South Australia (MSA) is the State Controlling Body for Motorcycle Sport and Recreation in South Australia. The National Governing Body is Motorcycling Australia (MA) who are based in Melbourne, Victoria.

The MSA Office is located at the following address. This is also the postal address for any correspondence to MSA.

Motorcycling South Australia
251 The Parade
Beulah Park, SA 5067

The office is open from 9am-5pm, Monday to Friday and is closed on public holidays. Any additional closures will be formally notified to all clubs well in advance of the closure.

The generic contact details for MSA are;

www.motorcyclingsa.org.au
administration@motorcyclingsa.org.au
(P) (08) 8332 9000
(F) (08) 8332 9100



2.1 MOTORCYCLING SOUTH AUSTRALIA BOARD

The following are the elected members of the board of Motorcycling South Australia.

Brenton Matters (President)
Warren Duthy (Vice President)
Paul 'Rocky' Warren (Director)
Mike Hampton (Director)
David Parker (Director)

2.2 MOTORCYCLING SOUTH AUSTRALIA STAFF

General Manager

Malcolm Bulley

(E) generalmanager@motorcyclingsa.org.au

Operations Coordinator

Steven Matthews

(E) operations@motorcyclingsa.org.au

Events and Communications Coordinator

Liam Meegan

(E) communications@motorcyclingsa.org.au

Accounts Officer

Naomi Rayner

(E) accounts@motorcyclingsa.org.au

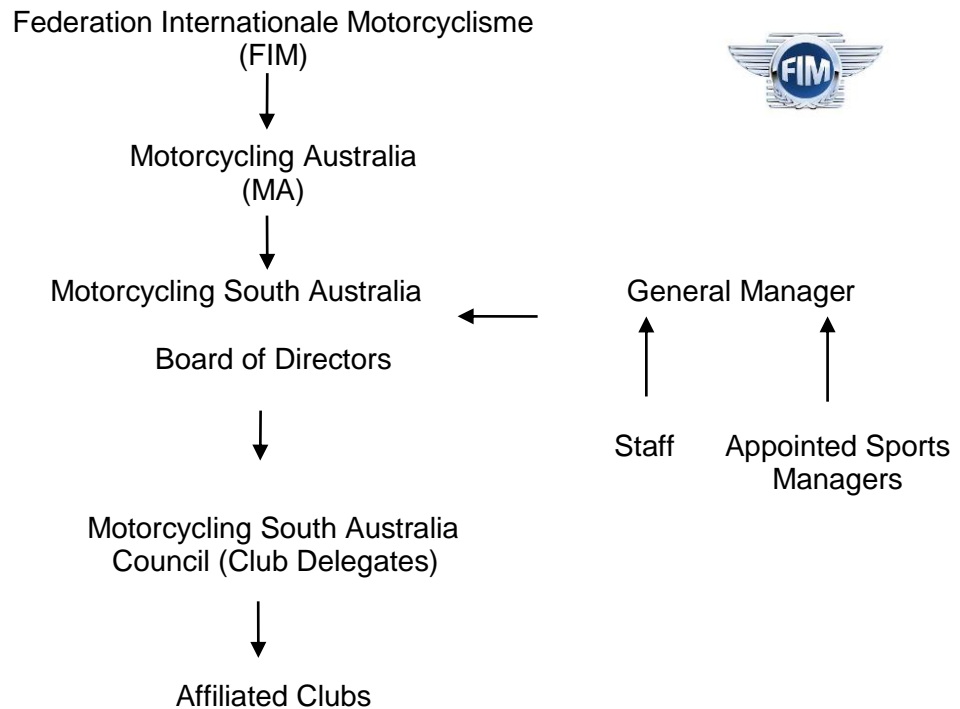
Administration

(E) administration@motorcyclingsa.org.au

2.3 MOTORCYCLING SOUTH AUSTRALIA DISCIPLINE MANAGEMENT

Discipline	Sports Manager	Contact Number	Contact Email
Motocross	Daniel Banks	0488 605 227	danbanks34@gmail.com
Reliability Trials	John Songailo	0407 606 631	jbandhmsongailo@bigpond.com
Trials	Andrew Warnest	08 8564 2987	andtan@aapt.net.au
Road Race	Alessandro Malatesta	0407 716 344	alessandro@auldanafoundations.com.au
Speedway	Shane Parker	0412 644 732	spdinc12@gmail.com
Enduro	Owen Rothe	0428 312 503	okrothe@activ8.net.au
Quads	Mark Baker	0408 842 949	mlsj@bigpond.com
Dirt Track	Vacant		

3. ORGANISATIONAL STRUCTURE



4. MOTORCYCLING AUSTRALIA



Motorcycling Australia is the national governing body for motorcycle sport.

It has an administrative office in Melbourne, Victoria, which has primary responsibility for the following, amongst other things:

- Setting rules of the sport, applied nationally
- Facilitating Insurance cover for events, and riders
- Overseas representative teams, and FIM licence requirements
- Permitting and supporting International events, National Championships and Series
- Providing structure for Officials, including curriculum for Training
- Risk Management in Motorcycle Sport, including Venue Guidelines, Medical Standards etc
- Structure and training for Coaches
- Elite Rider Development

Details about the structure of MA can be found at <http://www.ma.org.au/index.php?id=469>.

5. INSURANCE



Background

Insurance has been a major issue not only for Motorcycling Australia but for most other sporting organisations.

Following the insurance crisis that escalated during 2001/02, Motorcycling Australia formed its own insurance company (MA Insurance Limited) to ensure our sport had a viable future in what were difficult times.

MA Insurance Limited

MA Insurance Limited commenced business on 1 January 2003 and covers Personal Accident Insurance for competitors, officials and others and the first \$2 Million of risk in a \$50 million liability policy. Both these policies have been granted an exemption under Government legislation to provide cover as they are designed to do.

In addition to this, MA has developed a third policy which has also been granted an exemption - this policy is for Australian competitors who are competing overseas. It is underwritten by MA Insurance Limited and managed by Aon, MA Insurance Broker, and offers a simple process and application to effect this insurance for any rider with overseas ambitions.

Aon Corporation is the leading global provider of risk management services, insurance and reinsurance brokerage, and human capital consulting. Through its 36,000 professionals worldwide, Aon readily delivers distinctive client value via innovative and effective risk management and workforce productivity solutions.

Insurance Policies

Group & Individual Personal Accident Policy

The Group & Individual Personal Accident insurance policy covers all competitors, organisers, officials, marshals, licence holders, members, volunteers, employees, directors and committee members against injury whilst competing, engaged in and/or attending race events, practice sessions, functions and other officially organised activities.

 [Download the full Group & Individual Personal Accident Policy](#)

Australian riders riding overseas

Motorcycling Australia Insurance Limited provides insurance to riders riding in overseas events. This insurance is designed specifically to meet the insurance requirements set out by the FIM for riders at FIM sanctioned events.

We recommend that the medical and repatriation sum insured is higher than the minimum requirements of the FIM. In our experience €14,000 is not an adequate amount to protect riders who are injured in Australia. We have seen an increase in medical expenses over the years and have a number of riders whose medical expense bills have been higher than €50,000 following a serious injury. All competitors travelling overseas should ensure they are sufficiently covered for both medical treatment as well as repatriation costs. Competitors should also ensure they have insurance coverage that includes transport in road and air ambulances.

Find out more about MA's FIM Rider Personal Accident Insurance including the cover it provides and the premiums in the application document below.

[FIM Rider Personal Accident Insurance](#)

[FIM Rider Personal Accident Insurance: New Zealand](#)

Claims for events overseas

If you have been injured at an FIM sanctioned event outside of Australia please download the [FIM Rider Personal Accident Insurance claim form](#)

Primary General & Products Liability Policy

The Primary General & Products Liability insurance policy covers the legal liability of Motorcycling Australia Ltd and its State/Territory bodies and various other entities to pay damages or compensation in respect of injury to any person, damage to property or advertising injury as a result of an occurrence happening in connection with the business of MA and its State/Territory bodies.

 [Download the full Primary General & Products Liability Policy](#)

More Info:

Understand the types of Insurance with the help of these Infographics:

[Liability Insurance](#)

[Personal Accident Insurance](#)

[Associations Liability Insurance](#)

For general insurance enquiries, please contact Brendan Wright from Aon Insurance on (03) 9211-3604 or brendan.wright@aon.com.

For insurance claims, please contact Proclaim on 02 9287 1302 or download an Insurance Claim Form here: [Proclaim Insurance Claim Form](#)

6. AFFILIATION

MSA is an organisation made up and representative of its affiliated clubs.

To be affiliated, clubs must comply with the obligations outlined in the MSA constitution.

Key requirements include:

- Payment of an annual affiliation fee
- Provision of current list of office bearers of the club
- Provision of membership list
- Provision of nominated delegates for participation in relevant discipline committees
- Participate in MSA General Meetings and Strategic Planning
- Activities to be conducted in accordance with Policy, rules and requirements.



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Affiliation affords the club:

- Ability to host MSA permitted events, including State titles, and to bid for National Title Events;
- Directors and Officers Liability Insurance for the Club
- Public Liability for the Club venues

Each affiliated club forms part of a 'Council', a critical part of the governance structure of MSA.

7. KEY DATES

Annual General Meeting

The Annual General Meeting will be held on the second Thursday of April (unless the week of Easter). In 2017 the AGM was held at the MSA Hall on Thursday 6 April, commencing at 7.30pm.

Clubs must nominate a delegate, normally when lodging its advice of office bearers, to participate in deliberation and decision making of the 'Council' formed by representatives of affiliated clubs.

Draft Minutes and the Annual report and Audited Financial Statements are available on the [MSA Website](#).

General Meetings

General Meetings for delegates and President/Secretary representatives are held on average quarterly, with specific dates advised to delegates well in advance of the meeting. Meetings are held in the MSA Hall.

MSA Night of Champions

The 2017 Motorcycling SA Night of Champions will be on Saturday 11th November 2017.

8. PERMITTING

All motorcycling activity undertaken by clubs **must** be done under a permit from MSA.

The permit activates the insurance cover for the event. Specifically it provides for general liability protection for all parties related to the event, including the Event organiser, Officials, Volunteers and Landowners etc. It also activates the personal accident insurance for officials/volunteers, and for riders (which they get as part of their licence).

Full details are outlined on the [MA website](#). A copy of relevant policy documents is included in this pack.

It is critical to ensure all events, official, volunteers and competitors are fully protected by this insurance during the operation of the event. A key part of this insurance scheme is the rules, processes and procedures that motorcycling is subject to, including management by officials, compliance with licencing requirements etc.

Additional information is available on our Policy & Procedures page on the website: <http://www.motorcyclingsa.org.au/en-us/aboutus/policyprocedures.aspx>

- [MSA Permit Guide](#) – outlines various requirements etc for each permit.
- [Come N Try Guide](#)

A range of permitting options exist within the broad category of either being competitive or non-competitive, with each having its own requirements as to the officials and rider licencing requirements, level of medical services needed, amongst other things. The permit guide (link above) provides a good summary of these essential requirements:

Competition

National level (includes State Titles and “Open” events)

- Only open to National Licence holders
- Open to members of any club
- Requires development of Supplementary Regulations (templates are available).
- Permit applications with Supplementary Regulations are needed at least 6 weeks prior to event.

Interclub

- Open to all National Licence holders, or purchasers of a one event competition licence
- Open to members of any club listed in the Supplementary Regulations (up to 5 clubs)
- Requires development of Supplementary Regulations (templates for your discipline may be available on the [MSA Website](#), otherwise contact Sports Manager or the MSA Office)
- Permit applications with Supplementary Regulations are needed at least 6 weeks prior to event.

Club

- Open to National Licence holders, or purchasers of a one event competition licence
- Open to members of the club hosting the event. One day club memberships may be offered if allowed within the clubs constitution.
- Requires development of Supplementary Regulations (templates for your discipline may be available on the [MSA Website](#), otherwise contact Sports Manager or the MSA Office)
- Permit applications with Supplementary Regulations are needed at least 6 weeks prior to event.

Non-competition

- Open to all National Licence holders (including Restricted National), Annual Recreation or Mini licences or purchasers of a one event recreation licence
- Needs a responsible person (not riding) of a minimum Level 1 Clerk of Course or Coach, or Level 2 Steward.
- Permits must be applied for at least 7 days prior.

9. NON-COMPETITIVE/RIDE DAY GUIDELINES

Non Competitive (Recreational) Motorcycling Activity is a growing area, and represents a great opportunity for clubs and Motorcycling SA to increase participation and membership.

The Manual of Motorcycle Sport outlines some broad principles in Chapter 6, relating to Recreational Motorcycle Activity.

Motorcycling SA seeks to provide some further information or guiding principles to assist with the running of such activities:

- All activities must be run under a permit, with an accredited official acting as responsible persons

- All riders must be licensed and officials and volunteers must be signed in. Riders may participate with any Annual Licence (Mini, Recreational, Junior/Senior National, or Junior/Senior Restricted National)
- Juniors and Seniors must be run as **separate sessions**. Trail rides may have Juniors and Seniors ride in the same group, with specific consideration of the safety for junior riders.
- Different machine types must be kept separate for closed circuit activities (MX, Dirt Track, Speedway) i.e. quads, sidecars and/or solos **not** allowed on track together
- Riders only allowed to ride those machines that they are eligible to ride under the GCR's.
- Machines must be safe and fit for purpose. Machine must be either scrutineered for safety (clutch, brakes, throttle return, spokes etc) (**preferred**) or rider declaration to same.
- Protective equipment (helmets, boots, goggles, gloves etc) must comply with GCR's. Clothing requirements contingent on discipline.
- No mass starts
- No classified finishers/timing/results
- Session may be ended with Chequered Flag (to be consistent with progression to competition)

10. VENUE/ TRACK LICENCES

- Tracks to be used for competitions must be licenced. Venues used for cross country, Enduro and trials are not subject to this requirement
- A *Venue/Track Licence Application Form* can be obtained from the Motorcycling South Australia Office, or the Motorcycling SA website. Once completed with all details correctly listed the application should be forwarded to Motorcycling South Australia, accompanied by an appropriate Track Map.
- A Venue/ Track licence is valid for 12 months from the date of issue, for example, a venue licensed on the 15th March 2015- will remain valid until 15th March 2016.
- Limited Track Licence: If your club is looking to use a venue that requires to be inspected for a once off event a temporary track licence can be applied for. This licence would be valid 1 month. Including 1 week before the event.
- Venue/ Track Licence Fees:
 - Motocross/ Quads/ Speedway / Road Race, Motard - \$210
 - Stadium MX- \$315
 - Supercross- \$865
 - Limited Track Licence- \$100 (for temporary use venues, excluding SX)
 - Inspection fee- \$185
 - 2nd Inspection fee in 12 months- \$85
- For more details please contact Steven Matthews Operations Coordinator for any of your track licencing questions operations@motorcyclingsa.org.au



11. MEDICAL SERVICES/FIRST AID

All motorcycling activity has the potential for injury, sometimes with significant consequences.

MSA has developed a set of guidelines for medical standards at various levels of events.

A key consideration should always be the safety and expectation of riders, and the requirements to ensure the continuation of the event, should an incident requiring the medical services occur ie if they are busy, is there sufficient additional medical service staff to continue the meeting.

MSA Medical Services Guidelines are available at

<http://www.motorcyclingsa.org.au/Portals/166/SiteImages/Documents/MSAGuidelinesforfirstaidseriesfinal.pdf>

GUIDELINES TO FOLLOW WHEN A SERIOUS ACCIDENT OCCURS:

1. Get to the scene ASAP, secure scene, and ensure the safety of all at the scene.
2. Take photo's including position on the track, of the bike and the rider, from both directions. If there is no camera available do a sketch.
3. Take names and details of all Flag Marshals etc who were near the accident. If possible take statements from all at the scene.
Take the details of any rider who was behind and in sight of the fall.
4. In case of a DEATH Call POLICE. DO NOT move rider or bike until police arrive.
5. Immediately call the General Manager of MSA, or if un-contactable the MSA President.
6. In talking to Police, and in forming paperwork, do not comment on what you think happened or who you think caused the accident **ONLY THE FACTS.**
7. Keep all but essential people away from the incident and no photos to be taken by the spectators, confiscate all cameras or mobiles if you have to.
8. If a meeting is to continue it is the Steward's choice. Do not be swayed by other people or riders.
9. Paper work must be into the MSA office the next day



12. LICENCES

As outlined in the Permit requirements, all riders participating in an event must be licenced. MSA, through MA, offers two major categories of rider licence; Competition and Recreational.

Various Competition licences are available, depending on whether Junior or Senior and discipline. Recreation (Senior) or a Mini (Recreational 4-u/16) Licence can be used for non-competitive activities.

In addition to the annual licences available, at club and interclub and non-competitive events, the promoter may have one event licences (competition or recreational depending on the activity) for purchase. Books can be ordered through the MSA office.

Senior National	Valid for all Open meetings	\$320.00
Junior National	7-15 years inclusive, valid for all Open meetings	\$295.00
Senior Restricted National	Valid for Senior Fast 50's, Mini Moto & Moto Trials	\$235.00
Junior Restricted National	Valid for Junior Fast 50's, Mini Moto & Moto Trials	\$140.00
One Event Competition	Valid for one event as stipulated in the event supplementary regulations	\$75.00
Mini	4-15 years, Non Competitive valid for competition in 50cc Demo & Minikhana	\$130.00
Recreational	Non Competitive	\$130.00
Replacement Licence	Following loss or destruction of original licence	\$11.00

Full details, including relevant fees are available on the [MSA Website](#)

13. MEDIA ACCREDITATION

Policy:

- Photographers (Photographers & Videographers) that wish to capture images from events from within the track area, must apply for accreditation through Motorcycling SA (MSA) and be approved.
- This Accreditation is in place for photographers & videographers that wish to cover state/open events
- Without this accreditation access to the track area will be refused
- Tracks will establish a MAXIMUM allowable number of photographers. Every event will be managed in accordance with this maximum but with consideration of different factors like, track infield area space, track conditions or key official's discretion.
- If the Maximum number of personnel is reached at an event, the club & officials must implement a fair and equitable schedule so that all accredited photographers have track access throughout the event.
- It is at the Clubs/promoters discretion to allow or deny access to media personnel during Club and non-competitive events.
- Minimum age of a photographer to enter the track must be 16 years or older
- This policy applies to all disciplines excluding Moto Trials & Enduro
- MSA must sight a current police check

What is required for accreditation?

- Complete a Media Accreditation application form. These forms can be obtained on the MSA website (<http://www.motorcyclingsa.org.au>) or by phoning the office. A form must be received 14 days prior to an event to allow enough time to assess the application prior to the event.
- Present a current police check for sighting
- List of events (or disciplines) you wish to cover for the season, specifically state/ open events
- Read and sign the guidelines for safety at events
- Submit all completed documents, plus attach a head shot of yourself for your ID photo card to Kate Pitt at Motorcycling SA development@motorcyclingsa.org.au
- Accreditation is for a period of 4 Years and must be renewed at the end of this period.
- Expiry date will be 31 December

Please Note: It is the responsibility of the media personnel to contact the club that is hosting the event to advise attendance at the event. Motorcycling SA will send out updated list of accredited media to all clubs, this will insure they are aware of the people that have taken the correct channels to cover our sport.

14. CLUB MANAGEMENT

The management of a motorcycle club, its members and events is a challenging and time consuming task, however with the right structure and support, it can be extremely rewarding, for you, your club and its members.

A range of tools are available to assist clubs in this complex area.

The Office of Recreation and Sport (ORS) has significant information and resources to assist clubs, and the individuals who take on the responsibility for running the club.

MSA is a key supporter of the [ORS Star Club](#) initiative, and encourages all clubs to actively pursue becoming a star club. Not only does becoming a star club help develop the capacity within the club, it also provides improved priority in SA Government Grant Funding programs, and assists MSA in securing ongoing funding support.

One specific resource is the [Committee Member Induction Pack](#), which is full of information, including the legal obligations of clubs and their structures.

Another interesting resource is the www.ourcommunity.com.au website, particularly the [Community Resources section](#).

If you require further information please contact the MSA Office.

15. VOLUNTEERS

Volunteers are the lifeblood of motorcycle sport. Indeed society would struggle to operate without the selfless and extensive commitment of volunteers as they undertake a range of roles.

In motorcycling this includes being an active member of a club, joining the executive or various committees, helping out at race meetings, be it on the gate, in the canteen, lap scoring, flag marshalling or keeping all officials and other volunteers fed and watered during the day.

One thing we need to all continually remind ourselves of is that without our volunteers, we would not survive.

Clubs need to be considerate of the likelihood that volunteers often over commit themselves, as they always want what is best for the club, so we need to ensure we try our best to spread the load. This means we need to always try to encourage others to help, so the same few are not continually doing all the work.

The Office of Recreation and Sport (SA Government) has developed a tool to assist with the management of volunteers in sport. [Vstar](#) is a resource with significant information and advice on how to attract, support and maintain volunteers.

Another very useful resource to help your club, volunteers and officials is the Play by the Rules website. This website has a range of different online training course, resources to download in areas of risk management, compliant handling & legal stuff. <http://www.playbytherules.net.au/>



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16. OFFICIALS

Officials are a critical element in being able to hold and event.

Officials are provided training and receive a national Accreditation level. Within motorcycling there are a number of pathways available to people wanting to become involved in the sport as an official. You can start as a level one Official and work your way to level four (to do National Events) or FIM standard for International meetings.

There are many options including; Clerk of Course, Steward/Referee, Marshal, Race Secretary, Scrutineer, Starter, Judge, and Timekeeper. Each role has its own set of requirements, and you may find some roles more suitable to your skills than others.

Being an official is a great way to be and stay involved with motorcycle sport
The Accreditation process and further details relating to Officials is available at:
<http://www.motorcyclingsa.org.au/en-us/officials.aspx>

17. COACHING

MSA has a comprehensive Coaching and Officials training program with courses held across the state throughout the year.

Further information regarding the different categories of officials and coaches is available in the MOMS and further information on courses is available by contacting the MSA Development Officer or by checking the MSA website – www.motorcyclingsa.org.au.

Coaching is a critical element for our sport, providing a valuable role in developing key competencies to create safer riders whilst also assisting to enable riders to pursue technical and race craft improvement.

More information about how to become a coach can be accessed through the follow link:
<http://www.motorcyclingsa.org.au/en-us/coaches.aspx>

18. KEY DOCUMENTS/LINKS

A range of documents and forms are available on the MSA Website through the [Policy/Forms page](#)

[MSA Constitution](#)

[Insurance](#)

[Member Protection Policy](#)

[Code of Conduct](#)

[Hot Weather Policy](#)

[Anti-Doping Policy](#)

[Therapeutic use exemption of a prohibited substance standard application form](#)

[ASADA Website](#)

[MA OHS & W Policy](#)

[MA Environmental Sustainability Policy](#)

[National Environmental Code and Management Plan](#)



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State Controlling Body of the Year – 2015