

ACTMCC Social Riding Policy

Background

Social riding at ACTMCC is governed by an MNSW Social Ride permit and is supervised by an MNSW / ACTMCC approved Social Ride Supervisor. This policy highlights the:

- Social Ride Supervisor training requirements;
- Conditions of the MNSW Social Ride permit;
- Responsibilities of an ACTMCC Social Ride Supervisor; and
- ACTMCC administrative procedures required to run an ACTMCC Social Ride Day.

The club will hold a register of qualified Social Ride Supervisors which will be provided to MNSW with each Social Ride permit application.

Training Requirements

Social Ride Supervisors must meet the following requirements before their name is added to the MNSW register of approved Social Ride Supervisors:

For MNSW Key Officials

- Understand and sign an agreement to adhere to the ACTMCC Social Ride Policy (this document); and
- Have a Social Ride Supervisor application approved by the ACTMCC Executive.

For Operational Officials / people who have attended a General Seminar

- Sign off on three ACTMCC Social Ride Supervisor competencies including Sign On / Administration, Marshal and Clerk of Course duties¹.
 - These competencies can be assessed at social or competition events;
 - Competencies must be signed off in MNSW participation journals by a MNSW Key Official;
 - Assessment must be conducted at at least two separate events and signed off by at least two different Key Officials;
 - You will need to run a Social Ride day under supervision as part of being assessed for these competencies;
 - For example, a person might assist the clerk of course for a few hours at a competition event and get their participation journal signed off for their Clerk of Course competency, they can then run a Social Ride Day under the supervision of a Social Ride Supervisor and get signed off for their Sign On and Marshal competencies.

¹ See Appendix A for competency assessment requirements. MNSW have offered to provide General Seminar attendees who have been through this training a Level 2 Operational Official licence

- Understand and sign an agreement to adhere to the ACTMCC Social Ride Policy (this document); and
- Have a Social Ride Supervisor application approved by the ACTMCC Executive.

MNSW Social Ride Permit

The following conditions from the MNSW Social Ride permit should be noted:

- No racing, which includes mass starts;
- No coaching, all coaching must be conducted under a coaching permit;
- Ensure all riding participants hold a valid and current MA Licence (One Event, Recreational Licence or Competition Licence);
- Riding activities are to be run in accordance with the Motorcycling Australia Manual of Motorcycle Sport (MOM's) and Motorcycling NSW Limited By-Laws;
- All riders have signed the approved Contract to Participate in Motorcycling Activities Indemnity form and all officials have signed the Indemnity form;
- When a person has been transferred from this meeting by ambulance, the official in charge of the meeting must forward to MNSW Injury Report, NO LATER THAN THE NEXT WORKING DAY;
- The issuing of this permit certifies Public Liability Insurance has been arranged for motorcycling activities via our Master Policy. Furthermore, the National Insurance Capital Benefit Scheme for riders and officials as referred to in the MOM's applies to this meeting.

Responsibilities of an ACTMCC Social Ride Supervisor

Scheduling a Social Ride

- Nominate a single defined, fenced area; i.e. either the DT and top training/riding area or the MX track or the Nippers track;
- Nominate a Social Ride Supervisor and a responsible adult as the Social Ride officials;
- Have the date and time approved by the Executive/ Discipline Sub-committee; and
- Notify club members via the website calendar and face book at least 4 days prior to the event.

Before the Day

- Collect the Social Ride pack from the Social Ride co-coordinator;
- Ensure toilets are clean; and
- Assess watering requirements and water if necessary.

On the Day

- The Social Ride Supervisor and responsible adult must be present at all times; with at least one of the nominated adults being non-riding and attending the sign on area at any given point in time – with the second person potentially acting as a sweep rider / providing non-riding support in the event of any incident;
- Open up in the morning and lock up in the evening (this can take as long as an hour after riding is finished);

Sign On

- All Riders must be club members - Collect membership forms and money;

- All riders must Sign On
 - Social ride books (one for Juniors and one for Seniors) act as both the rider indemnity and a one event licence for riders that don't hold an MA licence. Please ensure riders complete the details and write their MA licence number or NO if they don't hold a licence;
 - \$40 per weekend day and \$30 per weekday evening for Social Rides on any track - licenced tracks (MX / DT) or natural terrain (Kumugutsa/Enduro) with a \$10 discount for MA licence holders;
 - \$20 per session for Junior Track Social Rides with a \$5 discount for MA licence holders; and
- Non riding officials and marshals must sign the MNSW indemnity.

Riders Brief

- Riders must have appropriate clothing;
- Juniors and Seniors are not to be on track at the same time (Enduro excluded);
- All riders must ride in a single direction;
- Riders must enter and exit the track from a specified point;
- No riding in unauthorized areas;
- No cutting the track;
- Note noise issues on paintball fence line;
- Discourage riders waiting in groups on the track as it is annoying for the organizers trying to keep event flowing;
- Define sessions - usually 3 sessions per hour – small juniors, big juniors and seniors OR experienced / beginners – it can be varied on the day as long as safety needs are managed (i.e. often 2 sessions and Peewee's catered for elsewhere); and
- Note any safety issues – no drugs or alcohol, fire, dust, track conditions.

Manage Riding

- Start / finish the day on time recognising noise limit restrictions (i.e. 9-5);
- Manage rider safety;
- Have some marshals - if possible on any jump a rider can't see beyond when approaching (for MXP track licencing requires marshal points 1,5,8,12,13 to be manned);
- Water if necessary to minimize dust;
- Have a fire extinguisher handy;
- Note details of any accidents or incident; specifically time, locations, parties involved, outcome;
- Fees can be reimbursed (pro-rata) if riders become sick, are called away to work, or unhappy with track condition;
- Don't make medical judgements - Ring 000 if a rider needs medical attention or an ambulance.

After the Day

- Complete a Social Ride Day Report;
- Complete injury reports; and
- Pass Social Ride pack, reports and money to Social Ride Coordinator.²

² If the pack cannot be handed back to the Social Ride coordinator within 2 days, please fax or email any injury reports to MNSW

Responsibilities of the ACTMCC Social Ride Coordinator

- Coordinate a group of Social Ride Supervisors to run ACTMCC Social ride events;
- Allocate Social Ride packs to Social Ride Supervisors;
- On return of Social Ride packs:
 - Deposit money to membership, MX or DT Bank Accounts;
 - Send Injury reports to MNSW if they haven't already been sent;
 - Send membership forms to the Membership registrar;
 - File Social Day reports for end of quarter permit reconciliation.

Social Ride Pack

The Social Ride pack contains:

- ACTMCC front gate key;
- Float;
- Social Ride checklist (see Appendix B);
- ACTMCC Membership forms;
- Rider Sign On books;
- MNSW indemnity forms for non-riders;
- Social Rider Day Report forms;
- MNSW Injury Reports;
- MNSW Serious Injury Reports; and
- MNSW Licence Application forms.

Agreement

I agree that I have read and understood the ACTMCC Social Ride Policy and agree to adhere to the requirements detailed when undertaking the duties of an ACTMCC Social Ride Supervisor.

Signed: _____

Date: _____

Social Ride Day Report (To be completed after a ride day and returned to the Social Ride coordinator)

Date:	Track: MXPD / DTPD / Nippers / Other	Social Ride Supervisors:
Day Overview (comment on how the day went)		
Number of Riders		
Number of Memberships		
Number of Injuries		
Funds deposited (\$)		
Injury / Incident / Behaviour issue details (time, location, parties involved, outcome) Use back of form if need more space		
Improvement Suggestions		

Appendix A - Competency Assessment Requirements

Key Officials should satisfy themselves that Social Ride Supervisors understand the practical aspects of the following competencies before signing their MNSW participation journal.

Sign On and Administration

- The Social Ride Supervisor is the responsible official for the day; they have a duty of care to themselves, the club and the members present;
- Everyone needs to sign an MNSW indemnity - either the rider book or for non-riders (officials, marshals, photographers) the indemnity form; people that are not signed on are a public liability risk;
- Understand the importance of MA licences; it is the licence that provides riders with their insurance; if a riders MA licence has expired they are the same as an unlicensed rider; the signed rider book provides a one day licence automatically for riders without MA licences;
- How riders get MA licences – use the application forms included
 - Seniors use their Social Ride slip as proof of passing the practical test, the theory test is available on the MNSW website and needs to be signed by a club official; the paperwork needs to be sent in to MNSW; refer questions to the Race Secretary;
 - Juniors need to complete a Kick Start course before applying for their licence; refer questions to the Kick start coordinator or Race Secretary;
- Accident reporting
 - MNSW provide Injury reports that need to be completed for any injury, even if you don't call medics; just in case complications arise after the event; and
 - Serious Injury reports need to be completed whenever you call an ambulance.

Marshal Duties

- Marshals need to be aware of their responsibilities; they need to concentrate on their duty and warn oncoming riders when there are problems on the track ahead – don't help fallen riders unless it is safe to do so; call for help if the rider looks hurt; and
- Depending on the track and the number of riders, know the marshal points that should be manned and when it is appropriate (i.e. safe enough) to use roving marshals.

Clerk of Course Duties

- As the Social Ride Supervisor you have similar responsibilities to those of the Clerk of Course on a competition race day; you have a duty of care to make sure things are as safe as possible for riders and spectators;
 - Ensure that the track is safe to ride on before riding commences; warn riders of any hazards such as wet areas;
 - Ensure riders are riding safely; if a rider is riding dangerously, talk to them; you have the authority to send them home if necessary; and
 - Stop riding if there is an accident while you work out whether you need to call medical assistance.

Appendix B – Social Ride Checklist

Sign On

- Check that riders are members of the club
- Ensure riders sign the Social Ride Books
- Ensure parents/ guardians sign for Juniors
- Make sure riders / guardians complete all details – especially their MA licence number and tick boxes
- Ensure non-riders sign the indemnity form

Before Riding

- Make sure you have a charged mobile phone in case you need to call 000
- Make sure you have at least 10 fluoro vests and marshal flags
- Make sure there is a fire extinguisher in the pits
- Walk the track to ensure it is safe to ride
- Warn riders of any hazards on the track (wet, dusty, rutted, braking bumps)
- Ensure any person who enters the track has a fluoro vest and closed shoes – no one under the age of 16 is allowed on the track
- No smoking or open shoes in the pits

Riding

- Define Ride sessions (e.g. 3 x 20 minute sessions per hour) - Ensure Juniors don't ride with Seniors
- Make sure there are marshals on the track – no more than 2 people per marshal point
- Ensure riders do a sighting lap
- Note details of any accidents or incident – What happened? Who was involved? Any action taken? Fill in an injury report if warranted, or a serious injury report if you have called an ambulance
- Don't make medical judgements - Ring 000 if a rider needs medical attention or an ambulance

Application for ACTMCC Social Ride Supervisor



ACT MOTORCYCLE CLUB

PO Box 3150
Manuka ACT 2603
actmcc@live.com.au

SOCIAL RIDE SUPERVISOR APPLICATION

Name:	
Address:	
Email:	
Phone:	
Date of Birth:	
MNSW Licence:	Position Level Licence #
MNSW Seminar:	Seminar Attended Date

It is a requirement that the following be provided with your application:

A copy of your signed ACTMCC Social Ride Policy

A copy of your signed participation journal (if you are not an MNSW Key Official)

SIGNED : _____

DATE: _____