



NON-DISCIPLINE SPECIFIC COMPULSORY RIDERS BRIEFING

Revised Riders briefing template v3 04/02/2020

The protocol and duty of care statement of this document replaces the previous "Compulsory Riders Briefing" contained on the [MA website > Coaching and Officials > Documents > Officials Documents.](#)

THE FOLLOWING IS EXAMPLE OF A COMPULSORY RIDERS BRIEFING

- Copy in black bold upright case is the minimum that would be read aloud at the briefing by the CofC.
- *[additional optional information and/or instructions are shown in blue italics.]*

"Welcome to riders, team managers and support crews to this meeting.

This briefing is to give you important information so please pay attention.

My name is.....

I am the Clerk of Course (Referee) for this meeting.

The Deputy (Assistant) Clerk of Course (Referee) is.....

The Steward is.....

[Add titles and names of additional officials and introduce as necessary]

*[As a typical check for attendance, you can use either a **Roll call** or a **Riders briefing attendance sign on sheet/s**. In both cases, note any absentees and follow-up post briefing]*

[OPTION A: Roll call, make the following statement]

To check attendance I will make a Roll Call now and another at the end of the briefing:

1.
2.
3. *[Include 3 riders' names from the entry list here]*

[OPTION B: when using Riders briefing attendance sign on sheet/s, make the following statement]

Please remember that you must sign on as having attended this riders briefing at the conclusion of the briefing. This includes Entrants and Team Managers.

[Follow one of the last options with the following statement]

You have a responsibility to make sure you have read and understood the duty of care statement on your entry form and you have read and understood the GCRs, supplementary regulations and final instructions for this meeting.

Should you wish to review any of this information, a copy of all of these documents are available from the Race Secretary and can be viewed at your request.

Please be aware of all of MA's Policies and in particular, MA's Electronic Communications and Social Media Policy and the possible consequences of breaching the policy.

Ride. Race. Enjoy.

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The national body of
motorcycle sport in Australia
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Internationale de
Motocyclisme [F.I.M.]



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I am now going to discuss items that are unique and specific to this venue and this meeting:

[Read out dot points you have prepared for this specific meeting.]

[The following are some suggestions that may need clarification at your meeting, but to ensure a short, precise and relevant briefing, only include items that are significantly different to the "normal procedures" of a typical meeting, or those that have not already been included in the GCR's, Supplementary Regulations and/or Final Instructions.

Some examples of these might be:

- Designated riding areas.
- Procedure for entering and exiting the starting area
- Flags and/or Lights
- Practice and Race order
- Qualifying and Race procedure
- Crash & Breakdown procedure.
- Injured Rider procedure
- Noise, Alcohol and/or Drug Testing
- Timing
- Podiums
- Public Access]

Do we have any Questions regarding today's meeting?

[Always ask for questions and in all cases, provide information as required.]

[OPTION A: Roll call number 2, make the following statement]

I will now make the second Roll Call:

1.
2.
3. *[Include 3 riders' names from the entry list here]*

[OPTION B: when using a Riders briefing attendance sign on sheet/s, make the following statement]

Please remember to sign on before you leave this briefing

And finally, by signing on to participate in this meeting, you acknowledge the risks, that you are responsible for yourself, and to act safely.

Thank-you for your attention.
Good luck. Ride safe."

[A copy (in document form, template below) of the riders briefing, including meeting specific instructions must be completed and provided to the Relevant Controlling Body with the meeting documentation.]

Ride. Race. Enjoy.

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RIDERS BRIEFING TEMPLATE AND RECORD

Promoter:			
Meeting Name:		Permit No.	
Venue:			
Date:		Time:	

BRIEFING (All of the following information is to be read out loud and ensure all participants can hear)

Welcome to riders, team managers and support crews to this meeting.

This briefing is to give you important information so please pay attention.

My name is.....I am the Clerk of Course (Referee) for this meeting.

The Assistant Clerk of Course (Referee) is.....

The Steward is.....

The Race Secretary is.....

The Chief Scrutineer is.....

Other Official roles (optional).....

ROLL CALL 1	Name:	Present: YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Name:	Present: YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Name:	Present: YES <input type="checkbox"/>	NO <input type="checkbox"/>

OR if Riders briefing attendance sign on sheets are used instead of the roll call, they should be attached to the meeting documentation as provided to the RCB.

DUTY OF CARE STATEMENT:

You have a responsibility to make sure you have read and understood the duty of care statement on your entry form and you have read and understood the GCRs, supplementary regulations and final instructions for this meeting. Should you wish to review any of this information, a copy of all of these documents are available from the Race Secretary and can be viewed at your request. Please be aware of all of MA's Policies and in particular, MA's Electronic Communications and Social Media Policy and the possible consequences of breaching the policy. I am now going to discuss items that are unique and specific to this venue and this meeting:

.....
.....
.....
.....
..... cont. overleaf.

ROLL CALL 2	Name:	Present: YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Name:	Present: YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Name:	Present: YES <input type="checkbox"/>	NO <input type="checkbox"/>

Name of CofC/Referee		MA Licence No.:	
Signature:		Contact Phone:	

A copy of the riders briefing, including the meeting specific instructions (this document) must be completed by the Clerk of Course or Referee and provided to the relevant controlling body with the meeting documentation.