

Coach and Instructor Membership Upgrade

and options to upgrade benefits and
insurance cover



Overview

The AusCycling Coach & Instructor Membership framework has been developed due to the varied activities AusCycling coaches and instructors are involved in. The cost of membership depends on your activities. Please consider each membership tier outlined in this document and your activities when applying for the membership upgrade. These membership tiers become an upgrade to your current AusCycling membership (Lifestyle or Race).

To view all relevant policy documentation please see our [insurance portal](#) and/or contact Marsh for detailed queries.

Most tiers will require an [application form](#) to be completed and assessed by the AusCycling team in conjunction with Marsh. For questions on the application form please contact our [Member Services Team](#).

Important Notes

This document is a summary of membership benefits for AusCycling coaches and instructors. Please note that AusCycling is not an insurer, insurance broker or agent for an insurance broker. Any advice or questions related to the insurance cover provided by AusCycling membership must be obtained from our insurance broker, Marsh.

Marsh Pty Ltd

Phone: 1300 130 393

Collins Square, 727 Collins Street, Melbourne, VIC 3008 Australia

Email – sport@marsh.com

Website: <https://au.marsh.com/sport/auscycling.html>



Terms and Conditions

(Applicable for all tiers)

- All applications will be assessed individually and on their own merits (if applicable).
- By making an application, you understand the terms of the tier which you are applying for.
- Coach and Instructor Membership Upgrade is only valid with an active Lifestyle or Race AusCycling membership alongside a current, up to date accreditation profile to suit the discipline.
- Public Liability/Errors and Omissions insurance provided via the membership is for the coach/instructor ONLY. No Personal Accident or Errors and Omissions coverage is provided to participants in a coach/instructor program unless organised separately.
- Coach or Instructor must have a current working with children check (or equivalent) relevant to their state or territory.
- Coach or Instructor must have a current first aid certificate or equivalent (Provide First Aid – HLTAID003 or HLTAID011 as a minimum).
- The Coach and Instructor Membership Upgrade is only for coaching/instructing activities within the AusCycling accreditation remit.
- Must have permission from the landowner/land manager/lessor (if applicable).
- Must be operating within the current state/territory/federal health guidelines.
- AusCycling **does not** have a waiver to allow participants/members who do not hold active suitable primary membership to attend a session. Furthermore, AusCycling will not support any waivers for Coach and Instructor Membership Upgrades.
- Membership, for Tier 2 and above will only be active when full payment has been received and confirmed via email by AusCycling and a Certificate of Currency has been issued.
- All costs quoted in this document are for a period of 12 months.
- AusCycling reserves all rights to make changes to the Coach & Instructor membership framework at any time with appropriate notice given to any upgraded members.

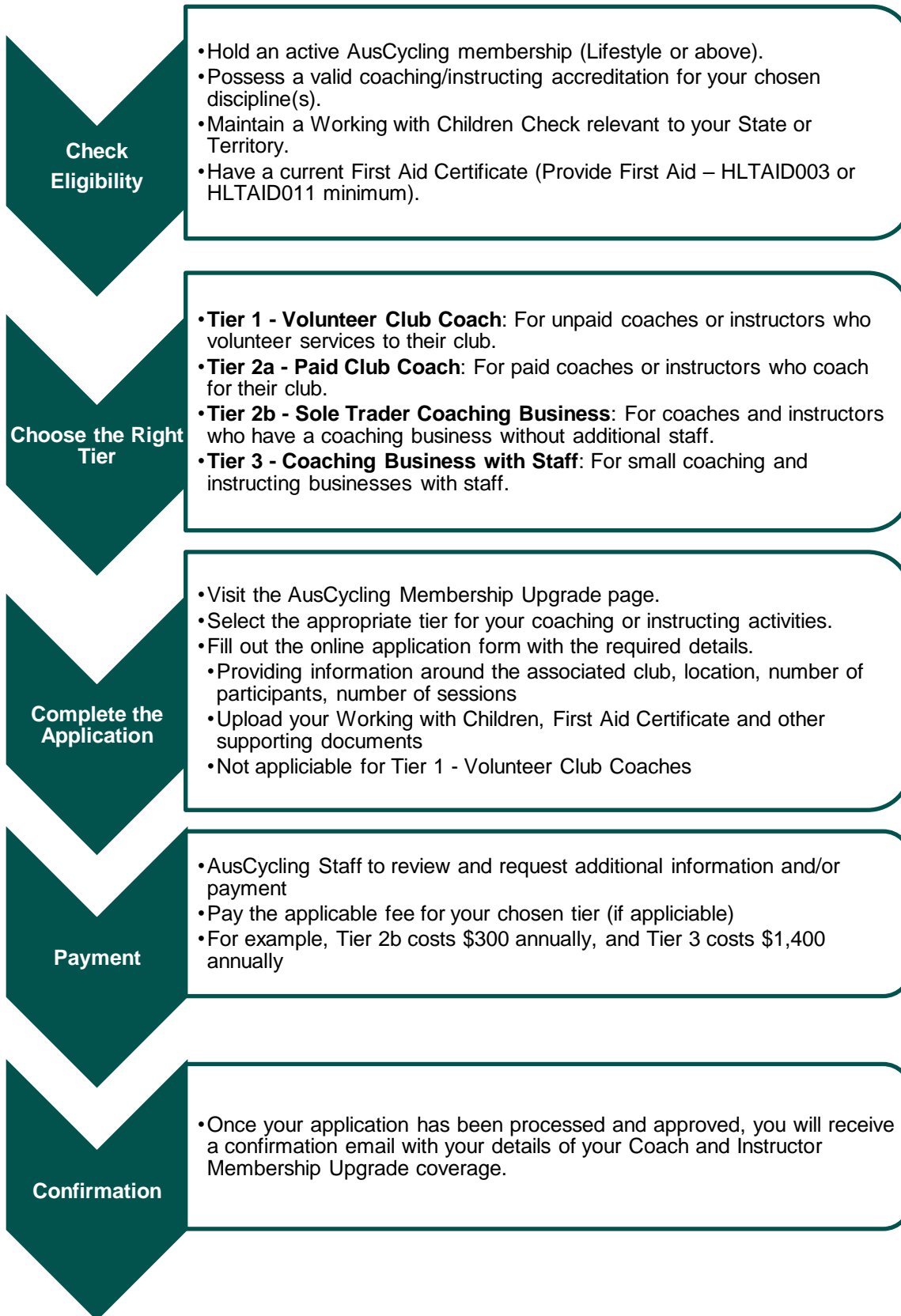


Coach and Instructor Membership Overview Table

Inclusions (in addition to standard membership/accreditation obligations)	Tier 1	Tier 2a	Tier 2b	Tier 3
Coach/Instructor remuneration	✓	✓	✓	✓
Coach/Instruct AusCycling Members	✓	✓	✓	✓
Coach/Instruct Non AusCycling Members	✗	✗	✓	✓
Certificate of Currency available/provided	✗	✓	✓	✓
Employed staff covered	✗	✗	✗	✓
Application Required	✗	✓	✓	✓
Additional Cost to receive upgrade	✗	✗	✓	✓
Non-Riding Products, Bike Hire, Social/Guided rides, Spin Classes or services that AusCycling may not see fit.	✗	✗	✗	✗



Coach and Instructor Membership Process Map





Tier 1 – Volunteer Club Coach – No Cost

Eligibility: Qualified AusCycling coaches/instructors who only coach/instruct for their club.

Tier 1 membership provides Public Liability (PL) and Errors and Omissions (E&O) and is **at no further cost**. The Coach/Instructor must have an active AusCycling membership alongside a current, up to date accreditation profile to suit the discipline.

Number of Coaches/Instructors covered: 1 only.

Terms and Conditions:

- Insurance would only cover the individual Coach/Instructor for the discipline(s) for which they have been accredited.
- Only valid while coaching AusCycling Members in a sanctioned activity or AusCycling/affiliated club approved program-including Come and Try Days or AusBike.
- Individuals must volunteer for their services to their club.
 - Courses/programs need to operate within the AusCycling discipline-specific Coach and Instructor Remit.
- No application is required however no Certificate of Currency will be issued. Clubs receive a Certificate of Currency for their programs as part of their annual affiliation.

Tier 2a – Paid Club Coach – No Cost

Eligibility: Qualified AusCycling coaches/instructors who only coach/instruct for their club and are paid for their services.

Tier 2a membership provides Public Liability (PL) and Errors and Omissions (E&O) and is **at no further cost**.

The Coach/Instructor must have an active AusCycling membership alongside a current, up to date accreditation profile to suit the discipline.

The individual name can only be included on the Certificate of Currency for coaching/instructing activities only.

Number of Coaches/Instructors covered: 1 only.

Terms and Conditions:

- Insurance would only cover the individual Coach/Instructor for the discipline(s) for which they have been accredited.
- Only valid while coaching AusCycling Members in a sanctioned activity or AusCycling/affiliated club approved program-including Come and Try Days or AusBike.
- Coach/Instructor can only receive remuneration for their services from the club. They cannot take the payment directly from the member.
- Courses/programs need to operate within the AusCycling discipline specific Coach and Instructor Remit
- Application **must** be made. Certificate of Currency can have Individual's name only.



Tier 2b – Sole Trader Coaching Business – \$300

Eligibility: Qualified AusCycling coaches/instructors who have a coaching/instructing business, coaching is their primary activity, and they do not employ/contract staff and can coach/instruct a combination of AusCycling members and Non-Members.

Tier 2b membership provides Public Liability (PL) and Errors and Omissions (E&O) coverage and is **\$300 annually**. The Sole Trader must have an active AusCycling membership alongside a current, up to date accreditation profile to suit the discipline.

The individual and business name can be included on the Certificate of Currency for coaching/instructing activities only.

Number of Coaches/Instructors covered: 1 only.

Terms and Conditions:

- Insurance would only cover the individual Coach/Instructor for the discipline(s) they have been accredited for.
- Individual may volunteer or remuneration may be received directly from the member/non-member for the services.
- Individual permitted to coach/instruct a combination of members and non-members.
- All non-members to be given the option to purchase an AusCycling annual or temporary membership.
- Courses/programs need to operate within the AusCycling discipline specific Coach and Instructor Remit.
- Application **must** be made.



Tier 3 – Coaching Business with Staff – \$1400

Eligibility: Coaching/Instructing business who employ staff to conduct coaching/instructing activities for a combination of AusCycling members and Non-Members.

Tier 3 membership provides Public Liability (PL) and Errors and Omissions (E&O) coverage and is **\$1400 annually**.

The Business owner and anyone conducting coaching/instructing sessions for the business must have an active AusCycling membership alongside a current, up to date accreditation profile to suit the discipline.

Applications are assessed on a case-by-case basis and membership will be provided based on each application's merit, risk profile and safety policies/procedures.

Number of Coaches/Instructors covered: 2 or more. Maximum 20 approved persons per business.

Terms and Conditions:

- Insurance provided is for the business and owners/staff whilst conducting riding activities for the business only.
- Permitted to coach/instruct a combination of members and non-members.
- Remuneration may be received directly from the member/non-member for the services.
- All non-members to be given the option to purchase an AusCycling annual or temporary membership.
- Cover for coaching/instructing activities only - products, equipment or other services **not** included.
- Courses/programs need to operate within the AusCycling discipline specific Coach and Instructor Remit.
- Application **must** be made.

Important Note regarding costs

The costs noted above (for all tiers) are for 12 months from date of membership creation. The member will receive a membership renewal notice prior to the expiry of their membership.

Insurance

- **Why has this been introduced?**

Through these membership upgrades, we aim to make it easy for our coaches and instructors to safely provide their services and have clarity in how they can operate in line with the membership they have chosen.

- **What is the limit of insurance coverage?**

AusCycling Public Liability coverage is **\$20million** and Errors and Omissions (E&O) is **\$20million**. Errors and omissions (E&O) (known most as Professional Indemnity) covers where an official advice causes property damage or bodily injury to a third party. The Certificate of Currency states E&O rather than Professional Indemnity (PI) to serve clarity that is not covering third party financial loss, but property damage and bodily injury.

- **Can I hire bikes out to my participants?**

No, the coaches and instructors insurance membership upgrade does not extend to products or services other than riding activities. If you hire or sell products, we suggest for you to search elsewhere for additional coverage.

- **What insurance coverage do the participants have?**

None. Unless participants are already AusCycling members or participating in an AusCycling endorsed Come and Try Day, whilst participating in your program they are not afforded any coverage and so should be provided the opportunity to become members (annual or temporary) at the start of your program.

- **I am not an AusCycling member, can I still apply to have my business covered?**

No. Our coaches and instructors membership is only available to active Lifestyle or Race AusCycling members with up-to-date coaching accreditation and qualifications.

- **Does this insurance cover me for providing nutrition advice or other services (e.g., physio/exercise physiology)?**

No, the coaches and instructors membership does not extend to products or services other than riding activities.



General Questions

- **I coach at my club which level is right for me?**

Tier 1 or 2a may be perfect for you, we would advise checking out which one best suits you depending on your activities.

- **I coach AusCycling members for my club only, but I am paid for my services, which Coach and Instructor membership upgrade do I need?**

You will likely fall under Tier 2a and an application would be required, we would advise checking out which one best suits you depending on your activities.

- **If I am organising sessions and will be taking payment directly from a member (not through a club), which Coach and Instructor membership upgrade do I need?**

Since the payment is not going through an AusCycling affiliated club, you will align with the Tier 2b – Sole Trader Coaching Business option and an application would be required. There are additional requirements and duties of care at this Tier, and we would advise checking out the details to ensure you understand the requirements.

- **Can non-accredited instructors conduct courses/programs under the AusCycling Coach and Instructor membership upgrade?**

No. Only accredited coaches and instructors may provide courses and programs within the AusCycling Coach and Instructor scope/remit.

- **Can I apply for the Coach and Instructor Membership Upgrade if I coach/instruct using an external provider's accreditation?**

No, you need to hold coaching/instructing accreditation that is recognised by AusCycling, there is a Recognition of Prior Learning (RPL) process available. To check if your qualifications are appropriate for RPL, please contact the Workforce team via email: coaching@auscycling.org.au



- **I'm looking to arrange sessions and need to book a suitable track, trail, area, or venue. Can you explain the process to me?**

Sure, booking a location for a session can be a great way to ensure you have a safe and dedicated space to practice.

1. **Identify the Land:** Determine the specific piece of land you want to book. This could be a BMX track, MTB trail or a dedicated cycling track.
2. **Check Ownership and Permissions:** Find out who owns the land. If it's public land, you may need to contact the local council or relevant government department. For private land, you'll need to speak directly with the owner.
3. **Understand the Requirements:** Different states, councils, and organisations have varying requirements and processes for booking land. Some may require you to fill out an application form, provide proof of insurance, and/or pay a fee.
4. **Submit Your Request:** Once you have all the necessary information, submit your booking request. This might be done online, via email, or in person, depending on the organisation.
5. **Confirm the Booking:** Once your booking is approved, make sure to get a confirmation in writing. This will help avoid any misunderstandings on the day of your session.

Remember, the process can vary significantly depending on the state, council, or organisation you're dealing with. It's always a good idea to check their specific requirements and guidelines.

Exclusions

- AusCycling has the right to decline/request further information surrounding applications. Prior to applying, please note the below are excluded and will not be approved:
 - Spin classes.
 - Guided/social bike rides.
 - Contractor service arrangements.
 - Large scale coach and instructing events.
 - Other activities/sports not associated with cycling. This includes nutrition advice, physio/exercise physiology.

Next Steps

- To make an application please access the form [here](#).
- If you have any further questions about any of the above, please contact the Member Services Team via email: membership@auscycling.org.au or for any insurance related questions please contact Marsh – sport@marsh.com