

Coach and Instructor Upgrade

and options to upgrade benefits and
insurance cover

From 1 October 2025



Overview

The AusCycling Coach & Instructor Upgrade program has been developed due to the varied activities AusCycling coaches and instructors are involved in.

Consider your activities, and who they are offered to, when applying for upgrades. The cost of application depends on your activities.

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

The Commercial Upgrade is the only level of the program which requires an application form to be completed and assessed.

Important Notes

This document is a summary of upgrade 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 upgrade 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>



Coach and Instructor Upgrade Overview Table

Inclusions (in addition to standard membership/accreditation obligations)	Coach	Commercial
Coach/Instructor remuneration	✓	✓
Coach/Instruct AusCycling Members	✓	✓
Coach/Instruct Non AusCycling Members	✓	✓
Certificate of Currency available/provided	✓ Fee for service	✓ ✓
Employed staff covered	N/A	✓
Application Required	✗	✓
Additional Cost to receive upgrade	✗	✓
Non-Riding Products, Bike Hire, Spin Classes or services that AusCycling may not see fit.	✗	✗



Coach and Instructor Upgrade Process Map





Coach Insurance – No Cost

Eligibility: Qualified AusCycling coaches/instructors who only coach AusCycling members.

Coaches and Instructors are provided with Public Liability (PL) and Errors and Omissions (E&O) and are **part of their accreditation and AusCycling Membership**.

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.

Certificate of Currency: Not provided. Additional certificates may be ordered at an additional cost of \$250.

Terms and Conditions:

- Insurance only covers the individual Coach/Instructor for the discipline(s) for which they have been accredited.
- Only valid while coaching/instructing AusCycling members in training, racing, skills session and non-members for AusCycling approved Come and Try Days or AusBike sessions.
- Coaches must conduct their sessions within the AusCycling discipline-specific Coach and Instructor Remit.
- A Certificate of Currency is only provided to those who order and pay the associated fee.
- Clubs receive a Certificate of Currency for their programs as part of their annual affiliation which can be used to cover club-based/sanctioned coaching/instructing activities.



Commercial Coach – Annual Fee

Eligibility: Coaches/Instructors who conduct coaching/instructing activities for a combination of AusCycling members and non-members.

Commercial Coach upgrade provides Public Liability (PL) and Errors and Omissions (E&O) coverage which requires an annual fee.

All individuals who conduct coach/instructor sessions 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 upgrades will be provided based on each application's merit, risk profile, and safety policies/procedures.

Number of Coaches/Instructors covered: 1 or more.

Certificate of Currency: 1 provided per coach included at the time of registration. Additional certificates may be ordered at an additional cost.

Terms and Conditions:

- Permitted to coach/instruct a combination of members and non-members.
- Insurance is provided while conducting riding activities for the business only.
- All non-members are to be given the option to purchase an AusCycling annual or temporary membership.
- Cover for coaching/instructing activities other products, equipment or other services are excluded.
- Courses/programs must be conducted within the AusCycling discipline specific Coach and Instructor Remit.
- Applications **must** be made.

Important Note regarding costs

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

What is the limit of insurance coverage?

AusCycling Public Liability coverage is **\$20 million** and Errors and Omissions (E&O) is **\$20 million**. Errors and omissions (E&O) (also referred to as Professional Indemnity) covers where official advice causes property damage or bodily injury to a third party. Professional Indemnity (PI) does not cover third party financial loss, only property damage and bodily injury.

Can I hire bikes out to my participants?

The coaches and instructors' insurance upgrade does not extend to products or services other than riding activities. If you hire or sell products, we suggest finding insurance for this product elsewhere.

What insurance coverage does the participants have?

If participants are already AusCycling members or participating in an AusCycling endorsed Come and Try Day insurance is provided to these participants.

If participants are non-members they are not provided any insurance.

I am not an AusCycling member, can I still qualify for insurance.

No. Our coaches and instructors upgrade 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 upgrade does not extend to products or services other than riding activities.



General Questions

Can non-accredited instructors conduct or support the delivery of courses/programs under the AusCycling Coach and Instructor 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 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 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.



Terms and Conditions

- Coach and Instructor Upgrade is only valid with current coach or instructor accreditation.
- The coach or instructor must have a current working with children check (or equivalent) relevant to their state or territory.
- The coach or instructor must have a current first aid certificate or equivalent (Provide First Aid – HLTAID003 or HLTAID011 as a minimum).
- Public Liability/Errors and Omissions insurance provided via the upgrade 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, or participants are AusCycling members.
- The Coach and Instructor Upgrade is only for coaching/instructing activities within the AusCycling accreditation remit.
- Must have permission from the venue/land owner/land manager/lessor (if applicable).
- AusCycling **does not require** 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 Upgrades.
- Upgrade for the Commercial Coach, 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.
- All applications will be assessed individually and on their own merits.
- By making an application, you understand the terms and conditions.
- AusCycling reserves all rights to make changes to the Coach & Instructor Upgrade framework at any time, with appropriate notice given to any upgraded members.



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