



GUIDELINES for INSTRUCTORS

These guidelines are to give you a clear idea of what we are asking of you when committing to the instructing program.

For clarification of the term “per year” as used in these guidelines, it is from 1st November to 31st October.

Document key:

- **Associate** (A member in training towards their RoSPA Advanced Motorcycle Test)
- **Full member** (A RoSPA test passed member)
- **Instructor** (Tutor)
- **Senior Instructor** (Advanced Tutor)

- **Group Training** (Training undertaken at Mickey’s or Tulleys on the specifically allotted Sundays where Instructors and Associates are randomly assigned for that particular day)
- **Adhoc Training** (A non “Group Training” session with an Associate or Trainee Instructor who is not specifically allocated to the Instructor conducting the training session)

- **Allocation** (An Associate or Trainee Instructor specifically allocated to an Instructor for an agreed period of time)

- **GCI** (Group Chief Instructor)
- **ACI** (Area Chief Instructor)

- **The Group** (SMART as a whole)

INSTRUCTOR TIER REQUIREMENTS

1) Trainee Instructor

a) *Requirement needed for the role:*

- Gold member holder or working towards the grade with the GCI's recommendation
- Recommended by either the GCI, ACI's or Committee member and confirmed by the GCI and Committee
- Carry out an acceptable ride with either the GCI, ACI's or a Senior Instructor
- Understand and **agree** with the requirements of being an Instructor; having a detailed knowledge of both the Highway Code and Roadcraft above the level of gold test pass

b) *Minimum standards expected*

- Attend 4 "Group Training" sessions at either Mickey's or Tulley's per year
- Attend a minimum of 4 End of month ride outs per year
- Lead a minimum of 1 end of month ride out
- Work with a Senior Instructor to ensure that you are adhering to and following the training requirements, instructing Associate's to pass the RoSPA Advanced Motorcycle Test.
- Have an in-depth knowledge and display an understanding of ride safety, ride management, Brief and De-briefing of trainees, using a firm, fair delivery style and representing the group in a professional manner whilst adhering to all RoSPA and SMART requirements, legal or otherwise.

2) Instructor (Tutor)

a) *Requirements needed to become an Instructor*

- Passed the RoSPA Advanced Motorcycle Test at Gold standard
- Recommended by a Senior Instructor and GCI
- Pass the group's Instructor Test
- Shown commitment to attend monthly meets and ride outs

b) *Minimum standards to maintain the position of Instructor*

- Attend 4 monthly meets to carry out "Group Training" per year, either at Tulley's, or Mickey's, or a mixture of both
- Be assessed on 1 peer review check ride, by a Senior Instructor, per 18 months of active instructing confirming you have maintained the relevant standards of both riding and training
- Notify the GCI by either email or text whenever an "Adhoc" or "Allocated" training session has taken place outside of "Group Training"
- Lead 1 end of month ride out per year and attend a minimum of 2 per year
- Identify and motivate other members for training to become Instructors
- Re-test at Gold standard on the 3 yearly RoSPA test.

c) *Associate Test Results*

- It is the Instructors responsibility to inform the GCI and Committee of their Associate's test results and their RoSPA membership number promptly after the test.

3) Senior Instructor (Advanced Tutor)

a) *Requirements needed to become a Senior Instructor*

A Senior Instructor is a RoSPA qualification tested and approved by a RoSPA examiner.

- Meet all requirements of an Instructor as set out above plus: -
- Re-Tested at Gold standard a minimum of once
- Shown commitment to assist the GCI and the Group as a whole
- Pass the Senior Instructor Test as set by RoSPA and maintain this standard at each 3 yearly re-test.
- Recommended by the GCI and the Committee.

NB: Attainment of a RoSPA Diploma does not automatically give Senior status within SMART. Requires GCI and Committee approval.

b) *Minimum standard to maintain the position of Senior Instructor*

- Attend a minimum of 4 "Group Training" sessions per year, either at Tulley's, or Mickey's, or a mixture of both
- Carry out 2 Peer Review check rides per year on active Instructors, confirming the quality of their riding and instruction meets with the standard of the group
- Assist the GCI to identify members that will be able to train and commit to carry out the role of an Instructor
- Train new Instructors and develop them to the level of group test pass for Instructors.
- Notify the GCI by either email or text whenever an "Adhoc" or "Allocated" training session has taken place outside of "Group Training"
- Lead a minimum of 1 end of month ride out per year and attend a minimum of 2

c) *Application to RoSPA for Senior Test (Advanced Tutor):*

To maintain continuity of standards, the Committee and GCI stipulate the test is to be conducted by the same nominated examiner. The nominated examiner will be advised to the applicant when approval is given. After approval to apply has been given, fill out Advanced Tutor application on RoADAR website. When confirmed, please request test to be undertaken by the nominated examiner.

4) Area Chief Instructor (ACI)

a) *Requirements needed for the role*

- Active Senior Instructor
- Proven supporter of the Group, nominated by the GCI and co-opted to the Committee

b) *Minimum Standards expected*

- Comply with the standards of the relevant Instructor/Senior Instructor role
- Attend Committee meetings as requested
- Work with the GCI assisting with the maintenance and development of the group's training as a whole
- Oversee the allocation and training of Trainee Instructors
- Oversee the peer reviewing of all Instructors on an annual basis
- Take on all reasonable requests and responsibilities as required by the GCI or Committee
- Delegate for the GCI as requested on Monthly ride outs, "Group Training" sessions etc.

5) Group Chief Instructor (GCI)

a) *Requirements needed for the role*

- Meet the requirements of the Constitution
- Selected from the Instructors in the group and voted in by the Instructors in the group.
- Prove that they can maintain the training levels to meet with the group expectations and RoSPA governing rules.

b) *Minimum standard expected*

- Oversee the instruction and training within the group to expected levels
- Develop all training methods and ensuring the continued recruitment and development of the Instructor core
- Manage the allocation of Associates as needed
- Monitor and record all training within the group including “Group Training”, “Allocations Training” and “Adhoc Training”
- Attend all “Group Training” meets or delegate a suitable representative to do so
- Ensure all new members are met with the standards required and where possible, are allocated for an assessment ride as soon as possible
- Attend committee meetings, actively participating to ensure that the safety and training of the group is represented, also that all new training or development of the group is adhered to, identifying suitable assistance and agreeing action required.

Caveats

As there are only 12 ride-outs each year there should be more volunteers than necessary. The willingness to volunteer to lead and plan a ride-out will be an acceptable way of fulfilling the Instructor requirement if all the vacant dates are taken.

RoSPA Diploma

The diploma is the highest Tutoring level available from RoSPA. Holders of the diploma are eligible to start their own training group. While we are proud to have diploma holders amongst our numbers, upon approval by the GCI and Committee their status will be the same as a Senior Instructor.

Dormant Instructors

- If for any reason an instructor is unable to keep to the minimum standards expected to maintain the level of Instructor for SMART, as shown above, please advise either the GCI, ACI's or the Committee
- We would consider an instructor to be “dormant” if they have not attended any “Group Training” sessions, had no “Allocation” or “Adhoc” training sessions and not officially contacted the GCI or Committee during the year. We naturally do not expect everyone to be available all of the time as this is a volunteer organisation, we do however expect some form of communication from Instructors to advise of their availability through the year.
- If an instructor of any level has been away for 6 months or more they, on returning to an instructor level, will be re-assessed by the appropriate level instructor nominated by GCI. If you are a Diploma holder then a meeting with the GCI would be more appropriate
- If you no longer wish to or cannot participate as an instructor for SMART please inform either the GCI or the Committee

Subscription waiver

On a year by year basis the trustees of the group make a decision whether the Group is financially able to waive the membership for Active Instructors in recognition of their efforts.

Amendments to these guidelines

The governing body reserves the right to review and make amendments to these guidelines if or when they deem it necessary.

The amended guidelines will be published by email to all Instructors.

BEST PRACTICES

In the interests of all concerned, if you belong to another training organisation, we would ask you to consider not clashing with the venues and times already used by SMART.

Notifying Your Insurer

You MUST let your Insurer know of your activities as an advanced motorcycle instructor. There is a Word template available to assist you. Please check the downloads on the website or ask for it to be emailed to you.

Membership Cards

Please ensure membership cards are checked before training rides are conducted to ensure membership is current.

Assessment Rides

- Assessment Rides are primarily used to determine an Associate's starting point for their training and must be conducted at either Mickeys or Tulleys during the appropriate "Group Training" session.
- Following an assessment ride, please provide a very brief feedback email to the GCI and the ACI's to help ensure a better understanding of the associate's training needs.
- Following completion of the assessment and as part of the "What's next" discussion the Associate in question should in the first instance be advised to attend group training at either Mickeys or Tulleys to further their training.
- If the Associate in question is not able to attend group training due to work or personal commitments they should be referred to the GCI and/or ACI's for allocation consideration.
- Should the Instructor conducting the assessment wish to have the Associate in question allocated to themselves for the initial 4 x "Allocation Training" sessions please notify the GCI and/or ACI's so that this can be taken into consideration during the allocation process
- Should an associate not be suitable for "Group Training" following assessment due to lack of riding experience or serious safety concerns please notify the GCI and/or ACI's so that a suitable allocation can be arranged with a Senior for the initial 4 x "Allocation Training" sessions

Allocations and Adhoc Training Sessions

- The GCI is responsible for the managing and recording of all “Allocation Training” and “Adhoc Training” sessions taking place within the Group.
- To assist with the above record keeping Instructors should notify the GCI by either email or text whenever an “Adhoc” or “Allocated” training session has taken place

The Allocations process

- Allocations will be decided on a case by case basis by the GCI and/or the ACI’s without exception, this so as to allow the GCI and/or ACI’s to discuss the allocation request with the Associate in question and the relevant Instructor before the allocation is agreed
- In order to offer Associate’s the best possible training inputs from as many sources as possible, allocation of Associate’s to Instructor’s will be for a period of 4 x training sessions only.
- On completion of the 4 training sessions as above, the associate in question should be referred back to the GCI and/or ACI’s for either re-allocation to the next Instructor or for re-integration to “Group Training” depending on the Associate’s needs.
- Should an Associate prefer to remain with the currently allocated Instructor after completing his or her 4 x sessions with that Instructor the GCI and/or ACI’s should be informed so that this can be taken into account before re-allocating the Associate to the next Instructor.
- Attending “Group Training” should always be encouraged by Instructors during the Allocation training process, if however the Associate and the Allocated Instructor attend “Group Training” together the Associate will be assigned to a random instructor on the day in line with the groups “as many training inputs as possible” training approach.
- If, for any particular reason, the Allocated Instructor or Associate have arranged to use the “Group Training” session for a training session together the GCI and ACI in charge on the day should be notified by email and agreed in advance of the “Group Training” day in question.

Training Record Card

- A Training Record Card must be issued on commencement of an Associate’s instruction with the card being suitably completed (Section to be signed and dated on the front of the card) before the session begins.
- If the associate has attended previous training sessions but does not have their training card with them please re-issue the Associate with a new card ensuring it is suitably completed (front of the card suitably completed, signed and dated) before commencing the training session.
- Training cards must be filled out fully following every training session, this will include initial assessments. (Initial assessments have specific fields on the training card and should be completed accordingly.)
- For good housekeeping, it is also recommended that the Instructor maintains a personal record of all training sessions undertaken.

Pre-Test Check Rides

- Associates should be referred to the ACI's for their pre-test check ride with a Senior Instructor as soon as they are "test ready".
- Associates should be advised not to book their RoSPA Advanced Motorcycle Test until they have completed their pre-test ride

Instructor Peer Reviews

- All Instructors will be peer reviewed by either the GCI, ACI's or a Senior Instructor at least once every 18 months of active instructing within the group, this to ensure quality and continuity of training delivery throughout the group
- Peer reviews will be conducted professionally and with absolute consideration to the Instructor, his Associate on the day and the circumstances surrounding the training on the day in question
- Instructor feedback following Peer Review will be given on a 1 to 1 basis without the presence of Associates or other parties

Peer Review Scoring

- **SP** - All points covered, Senior Instructor potential
- **GI** - Good Instructor, there may be minor points of assistance when giving feedback to the Instructor
- **CA** - Instructor missed some minor faults, minor briefing/feedback or riding issues. Recommend a further check run within 6 months
- **REF** - Instructor missed safety issues/major briefing/feedback/riding issues. Will need further check run before continuing instruction. Refer instructor to GCI immediately.

End of Month Ride Outs and Ride School

Whether you are working with your allocated trainee or are attending a Sunday "Group Training" session at either Mickeys or Tulleys all Associate's should be encouraged to attend the EoM Ride Outs as well as Ride School when available.

Ride School is included in first year's subscriptions and can be attended as often as required, please show your support.

Useful Contacts

Please feel free to make use of the contact list below should you have any questions or suggestions.

Group Chairman

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