



RERP SPONSOR GUIDELINES FOR ADDING BRC (updated) RECOGNITION

Begin by contacting your State/Military Motorcycle Program Coordinator to discuss your interest in transitioning to the BRC (updated). The Coordinator can provide you with state or branch specific rules and regulations applicable to offering the BRC (updated). Sponsors in a state without a State Coordinator should contact MSF directly for assistance with developing a transition plan. Once you have discussed a transition plan with your State/Military Coordinator, complete the steps below:

Step 1: Complete the BRC (updated) Course Selection Form:

- Form available from MSF or, in some cases, from your State Coordinator.
 - Email rep@msf-usa.org or call 949-727-3227, option 6
- Submit the completed and signed Selection Form to MSF.
 - Be sure your State or Military Coordinator has signed the form.
 - After processing, MSF will send Sponsor an Addendum to their RERP Agreement for the BRC (updated)

Step 2: Sign and return the Addendum to the RERP Agreement – BRC (updated):

- Be sure the Addendum has been signed by the person with authority to do so.
 - Usually the owner, corporate president, dean, director of safety, etc.

Step 3: Compile a Range Application Package for each range:

- Complete the MSF *RiderCourse* Range Information Form (RIF).
 - Check the "Other" box and write in BRC (updated).
- Complete a plot plan of the proposed range area depicting the range location and run-off area.
 - Be sure to include any obstacles, surface conditions, pavement edges, buildings, etc.
 - Note distances to the range perimeter.
- Take digital color photos of the proposed range area.
 - It is not necessary to have the range painted prior to taking photos.
 - Photos must follow the MSF Guidelines for Range Photographs.
- For Alternate or Modified ranges, include range diagrams (**required**).
 - For Alternate Ranges (from RETSORG library), submit page one of the proposed BRC (updated) range layout.
 - For Modified Ranges, submit your custom-designed diagrams for each range exercise – diagrams must include path of travel.

Step 4: Submit the completed Range Application Package(s) to rep@msf-usa.org:

- Be sure each package includes:
 - Signed Range Information Form
 - Range Photos (.jpg or .gif preferred)
 - Plot plan and, where applicable, diagrams
- Be sure to include the RERP number (or business name) in the subject line of your email.
 - If necessary, use multiple emails (for multiple ranges and/or very large files).

Step 5: Once you receive a course recognition letter from MSF the range is authorized for the BRC (updated).

***Allow approximately 21 business days for processing and review.
An incomplete application is likely to result in a significant increase in processing time.***



BRC (UPDATED) – COURSE SELECTION FORM

The BRC (updated) includes an online MSF Basic eCourse as a primary option, new range exercises (total of 14) plus a new skill test, and an expanded Rider Handbook and RiderCoach Guide.

Delivery options:

The preferred delivery option is the e3x5x10 program, which uses the MSF Basic eCourse, a 5-hour formal classroom, and 10 hours of range exercises.

A suggested delivery option for jurisdictions not ready to use the MSF Basic eCourse, and with a program based on a 20-hour class, is the 5x5x10 configuration. The first 5 refers to the 5-hour Level 1 (L1) formal classroom (replaces the MSF Basic eCourse), the second 5 refers to the all-new 5-hour Level 2 (L2) behavioral content, and the 10 refers to the 10 hours of new range exercises.

For jurisdictions not ready to use the MSF Basic eCourse and with a program based on a 15-hour class, the 5x10 configuration is suggested. The 5 refers to the 5-hour Level 1 (L1) formal classroom (replaces the MSF Basic eCourse), and the 10 refers to the 10 hours of new range exercises.

Instructions:

- Prior to selecting a BRC (updated) course configuration from the options below; contact your State Coordinator for information on state-specific rules and regulations related to offering the BRC (updated).
- Check the box beside the course configuration mandated by your state, if applicable. If your state does not specify a configuration, then check the box beside the course configuration your RERP plans to adopt.
- Submit to rerp@msf-usa.org (be sure your State Coordinator has signed this form) for review. MSF will send RERP paperwork that must be completed and recognized by MSF prior to implementation of the BRC (updated).
- For questions or assistance, call 949-727-3227 and chose option 6 (Training Provider assistance)

e3x5x10:

- MSF Basic eCourse
- L2 Facilitated Classroom – Behavioral Activities
- Range (updated)

e3x5x10 (BRC 2013):

- MSF Basic eCourse
- L2 Facilitated Classroom – Behavioral Activities
- Range (BRC 2013)

5x5x10:

- L1 Facilitated Classroom – Rider Handbook
- L2 Facilitated Classroom – Behavioral Activities
- Range (updated)

5x5x10 (BRC 2013):

- L1 Facilitated Classroom – Rider Handbook
- L2 Facilitated Classroom – Behavioral Activities
- Range (BRC 2013)

5x10:

- L1 Facilitated Classroom – Rider Handbook
- Range (updated)

5x10 (BRC 2013):

- L1 Facilitated Classroom – Rider Handbook
- Range (BRC 2013)

For the Training Sponsor:

Authorized Signature

Date

Print Name

Title

RERP Number

State

State or Military Coordinator:

Authorized Signature

Date

Print Name

Title



MSF RIDERCOURSESM RANGE INFORMATION FORM

Instructions:

- Complete one Range Information Form (RIF) for each proposed range
- Include photos of the proposed range as depicted in MSF's Guidelines for Range Photographs
- Include diagram(s) for Alternate or Modified ranges
- Return the completed form & range photos to: rerp@msf-usa.org
- Call (949) 727-3227 for technical assistance

RANGE INFORMATION					
BUSINESS NAME OF TRAINING PROVIDER:				RERP NUMBER:	
NAME of RANGE LOCATION:				RANGE NICKNAME:	
PHYSICAL STREET ADDRESS OF RANGE:			CITY:		ST/ PROV: Zip:
COUNTRY:	ENROLLMENT PHONE:	ADD RANGE TO MSF PUBLIC WEBSITE? YES _____ NO _____	IS THIS RANGE SHARED WITH AN OTHER RERP? YES _____ NO _____		
THIS SECTION MUST BE COMPLETED BY AN ACTIVE MSF-CERTIFIED RIDERCOACH					
RANGE TYPE (CHOOSE ONE – definitions are on page 2 of this form):					
<input type="checkbox"/> STANDARD RANGE	Length 220 feet x Width 120 feet. Layout is as depicted in the RiderCoach Guide (page 19)				
<input type="checkbox"/> ALTERNATE RANGE	Size: Length____ by Width____ Submit page 1 of the appropriate diagram from RETSORG				
<input type="checkbox"/> MODIFIED RANGE	Size: Length____ by Width____ Submit diagrams for Ex 2-17 (one page per exercise)				
RIDERCOURSE(S) to be conducted at this range:					
<input type="checkbox"/> BRC/BRC2	<input type="checkbox"/> ARC	<input type="checkbox"/> 3WBRC	<input type="checkbox"/> BBBRC/UBBRC	<input type="checkbox"/> MSRC (military RERPs only)	<input type="checkbox"/> Other -BRC updated
MSF requires all ranges to have a minimum of 20 feet of paved run-off.					
The Training Provider, in consultation with an active MSF-certified RiderCoach, shall determine whether the range location and configuration is appropriate in light of any safety hazards beyond 20 feet from the range.					
I affirm that I am a currently active MS-certified RiderCoach and have inspected the above-stated site and the proposed range layout. I affirm that the dimensions, runoff space, and photographs are accurate as indicated and that the range location and configuration is appropriate.					
RIDERCATCH NAME (Print)				RIDERCATCH ID#	
RIDERCATCH SIGNATURE			DATE	PHONE	
DFC; F5A A5B5; 9F cf SIGNATORY TO THE RERP AGREEMENT					
NAME (PRINT)				PHONE	
SIGNATURE				DATE	
STATE or MILITARY COORDINATOR SIGNATURE					
I am aware that this range is being applied for under:					
COORDINATOR NAME (PRINT)			(fill in RERP number and Sponsor name above)		
COORDINATOR SIGNATURE				DATE	

MSF RIDERCOURSESM
RANGE INFORMATION FORM

MSF reserves the right to ask RERP Sponsors for further description of any safety hazard, significant or otherwise, whether in or outside the range or runoff area. Training may not take place until the range has been approved by the MSF and the Sponsor has received written notice of approval. The act of submitting documentation for a new or relocated range does not constitute permission to conduct training on the proposed range.

MSF reserves the right to ask RERP Sponsors for written authorization from the property owner for use of the land at each training location.

Definitions:

Standard Range: a full size range (120' x 220') completely free of any obstacles/potential obstacles* or problematic surface conditions** within the riding and runoff area.

Alternate Range: a range layout currently posted in the MSF RETSORG library. Alternate ranges are less than full size and must be completely free of any obstacles/potential obstacles* and/or problematic surface conditions** within the riding and runoff area.

Modified Range: 1) a "custom," sponsor-designed range that does not exactly match standard or alternate range sizes and layouts or, 2) any range with obstacles/potential obstacles* and/or problematic surface conditions** within the riding and runoff area.

***Obstacles/Potential Obstacles** (include, but are not limited to):

• Curbs • Light Poles • Buildings • Islands • Trees • Walls or Fences • Speed Bumps • Drop-Offs

****Problematic Surface Conditions** (include, but are not limited to):

• Drains or Grates • Potholes • Rough Surfaces • Cracks in Surface

ALL RANGES MUST HAVE A MINIMUM OF 20 FEET OF PAVED RUNOFF

REQUIREMENTS WHEN SUBMITTING PROPOSED MODIFIED RANGE DIAGRAMS:

Requirement 1.

Contact an experienced, actively certified MSF RiderCoach or RiderCoach Trainer or your state coordinator for assistance with your proposed range.

Requirement 2.

Draw the range layout and path of travel for exercises 2 through 17 (one diagram per exercise per page). Note the range scale on each page and label all dimensions in all directions. Simple ¼" ruled graph paper with a ¼" = 10 feet scale is recommended. The same scale must be used for each exercise. Computer-generated diagrams are acceptable as long as all other diagram requirements are met.

Requirement 3.

Identify all obstacles/potential obstacles*, and problematic surface conditions** within the riding area as well as in the 20' of paved runoff. A minimum 20' of separation must be maintained between all paths of travel and obstacles. Obstacles should not inhibit the line of sight between RiderCoach and participant.

Requirement 4.

For each and every exercise (one per page), illustrate the student's path of travel and indicate the distance between the path of travel and any obstacle (at the closest point where the student passes by that obstacle).

OR –

Alternate Range diagrams from RETSORG with appropriate dimensions may be used for Modified Range submissions. The obstacles/potential obstacles* or problematic surface conditions** must be depicted on the diagram for each exercise. The student's adjusted path of travel with at least 20 feet of separation from any obstacles must be depicted for each exercise. For problematic surface conditions, the path of travel may be closer than 20 feet but it is not recommended that a path of travel cross over the area.