

THE MSF

DIRTBIKE
SCHOOLSM

DUTIES OF A SITE COORDINATOR

The primary function of a Site Coordinator is to ensure all appropriate Coach Preparation (CP) Course arrangements are made at least six weeks ahead of the scheduled CP. Please remember, if any questions or problems arise contact us at training-systems@msf-usa.org immediately.

Site Coordinator duties are:

I. RANGE REQUIREMENTS

1. Locate and secure a course site that includes:
(Consideration should be given to use existing MSF *DirtBike School*SM or ATV *RiderCourse*SM training sites.)
 - Minimum 150' x 200' off-road area, free of obstacles, ruts, mounds, fences, mud, water and guy wires. Range area must be a hard packed surface, which may include dirt, grass, etc. Pavement or ice cannot be used - no exceptions.
 - Away from other riders if in an OHV park.
 - Easy to access - area should be accessible by cars and trucks hauling the dirt bikes.
 - Small hill or inclined area next to the range.

Written permission of the landowner must be obtained before you use the land for the course.

2. Environmental concerns:
 - Be aware of noise distractions, dust, vegetation and wildlife.
 - Site cleanup and grading may be needed to provide a level, smooth surface.
 - Identify range-grooming requirements.
 - Avoid sites with water drainage problem.
 - Consider availability of shade, water and toilets.
 - In locating the range area, note the nearest
 - Emergency medical facilities (keep phone number available)
 - Telephone location
 - Proximity to classroom facilities, motels and restaurants.
3. Range Supplies:
 - 40 cones (4" to 6" tall)
 - Obstacles (not to exceed 6" x 6" x 12')
 - Fire extinguisher
 - First aid kit
 - Tire pump/air tank
 - Low pressure tire gauge
 - U. S. DOT-approved fuel can and fuel
 - Other (per Coach Trainer's request)

II. CLASSROOM AND LODGING REQUIREMENTS

1. Locate and reserve classroom facilities that include:
 - Classroom setting with enough room for eight students, a Coach Trainer and, if applicable, approved observers.
 - Close proximity to course site, motels and restaurants.
 - Flipchart/chalkboard/dry erase board must be available.
NOTE: Arrangements need to be made directly with the Coach Trainer as to what equipment will be required in the classroom.
2. Locate lodging and restaurants within close proximity to course site.

III. OFF-HIGHWAY MOTORCYCLE REQUIREMENTS

Appropriate quantity of dirt bikes must be secured, dependent on the number of Coach Candidates in the course and the number of student riders in the MSF *DirtBike School* on the last day of the CP.

IV. NOVICE STUDENT CLASS FOR FINAL DAY OF CP

The Site Coordinator must arrange for an MSF DirtBike School course on the last day of the CP.

Arrangements include:

- Up to eight students with class size requirements of:
 - Ages 16 and older (maximum 8 students)
 - Ages 12-15 (maximum 6 students)
 - Students under 12 are not allowed in a CP course novice class

V. ADDITIONAL RESPONSIBILITIES

1. Contact the Coach Trainer as necessary to report status of course arrangements (i.e. site, classroom, and motel).
2. If a Coach Candidate has questions regarding the schedule for the CP or technical questions, please refer him/her to the Coach Trainer or to **training-systems@msf-usa.org**.