



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

- A copy is attached to this Checklist
- 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 2: 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 Modified ranges, include range diagrams (**required**).
 - Submit your custom-designed diagrams for each range exercise – diagrams must include path of travel.
 - Template diagrams are available – email rep@msf-usa.org with a request (include RERP number and range dimensions).

Step 3: Submit the completed Range Application Package(s) to rep@msf-usa.org:

- Be sure each package includes:
 - Range Information Form with ALL required signatures
 - Range Photos (.jpg or .gif preferred)
 - Plot plan
 - Diagrams (Modified Ranges)
- 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).

Reminder: Ranges are NOT authorized for the BRCu until a recognition letter from MSF has been sent to the RERP Sponsor.

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



ADDENDUM TO RERP AGREEMENT – BRC (UPDATED)

This Addendum supplements the RERP Agreement between the Motorcycle Safety Foundation (hereinafter referred to as “MSF”) and the Sponsoring organization (hereinafter referred to as “Sponsor”) and shall remain in effect as long as the corresponding RERP Agreement is effective. Except as otherwise provided herein, this Addendum is subject to all terms and conditions of the RERP Agreement.

I. Sponsor agrees to:

General

- A. Comply with all applicable MSF, national, state, and local statutes, laws, regulations and guidelines pertaining to the delivery of the MSF Basic *RiderCourse* (updated).

Course

- B. Teach the updated MSF Basic *RiderCourse* (updated) **e3x5x10, 5x5x10 or 5x10** configuration according to MSF Standards and utilizing the corresponding course materials.
1. Sponsors choosing a BRC (updated) configuration that includes the MSF Basic *eCourse* must have a written policy, approved by the appropriate state agency (where applicable), for accommodating course participants who are unable to complete the MSF Basic *eCourse* prior to the first day of the class (walk-ins, standby students, no internet access, etc.). MSF recommends Sponsor adopts one of the following (other options must be reviewed and approved by MSF; submit a description to MSF):
 - a) Student completes MSF Basic *eCourse* between and/or after classroom and range. Completion cards and state completion documents are not issued until proof of completion of MSF Basic *eCourse* is provided to Sponsor.
 - b) Student completes Rider Handbook’s 175 questions as a home study (pre- or post-course) then completes (and passes) the Level 1 Student Knowledge test at the training site (not a take-home test).
 - c) Sponsor organizes a live Level 1 classroom (5 hr min). This option should be used rarely and only when no other option is appropriate.
- C. Notify MSF of any proposed changes to MSF Basic *RiderCourse* (updated) configuration described in Section I, B. Written approval from MSF required prior to use.

RiderCoaches

- D. Utilize only MSF RiderCoach(es) maintaining current and proper MSF certification to teach the BRC (updated).

Ranges

- E. Submit an MSF Range Information Form, range photos and, if applicable, range diagrams for each proposed location to be recognized for the BRC (updated).
- F. Conduct the BRC (updated) only at a location that has been recognized by MSF for the course and where Sponsor has permission from the landowner to use the property.
- G. Notify MSF of any proposed changes to range design and submit the updated design to MSF for review and recognize prior to use.

