



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.***