



AUSCYCLING

**Step by step guide for brand new
Coaches/Instructors and how to
obtain an ABN**

Version 1.0 | 29 August 2022

Overview

AusCycling has recently released the Coach & Instructor Membership Upgrade which provides Tiered options to upgrade your Coach/Instructor benefits and insurance cover.

We have created a document to assist with determining your insurance coverage as an AusCycling coach/instructor. To view this document, please click [HERE](#).

To assist our Coaches/Instructors, we have created the below steps to assist members new to this type of process/product and to assist with the understanding, duty of care and responsibility required once the membership upgrade has been taken out.

This Coach and Instructor membership upgrade is a mostly new product for BMX and an expansion and/or variation on the legacy Coach and Instructor insurance products for MTB, Road & Track.

To be eligible to take out the Coach and Instructor Membership Upgrade the following items need to be current on the AusCycling system:

- Active AusCycling membership – Lifestyle or above recommended
- Current accreditation for the discipline you wish to coach/instruct
- Current Working with Children relevant to your state or territory
- Current First Aid Certificate – Provide First Aid – HLTAID003 or HLTAID011 as a minimum.

Coach and Instructors who wish to operate under the AusCycling Coach and Instructor Membership Upgrade, also need to operate under the discipline specific remit, which outlines items, such as group ratios and the skills that can be taught based on the level of your accreditation. Further information can be found [HERE](#), under Coach and Instructor Remit section.
<https://auscycling.org.au/page/sport-development/coaching-resources>

To start with your application, please follow the below steps:

1. Ensure you have read the Coach & Instructor Membership Summary Document [HERE](#). If you have any questions regarding the application or the information, please email – membership@auscycling.org.au prior to submitting your application.
2. Once you have read the above and understand the Terms and Conditions of this membership upgrade, you most likely need to **apply for an Australian Business Number (ABN)**.

To apply for this, please see the below steps:

- I. Go to <https://abr.business.gov.au/ContactUs/Apply> to apply for an ABN.
- II. Ensure you read and understand the requirements of the ABN prior to submitting your application.
- III. If your application is successful:
 - you'll receive your 11-digit ABN immediately.
 - you should print or save the confirmation of your ABN and ABN details.
 - you can immediately apply for other business registrations, such as GST.
 - your details will be added to the Australian Business Register (ABR). You can request that certain details not be disclosed should you have privacy concerns.
 - it's now your responsibility to keep your details up to date.

Important Note: To proceed with your AusCycling Coach & Instructor Membership, we will require you to have an ABN registered with a Cycling Business Name. If no ABN is added to your application, this will further delay processing time and your application may be denied.

If you **already have an ABN registered**, you will be required to have a Cycling Coaching Business name and you can add multiple names to your current ABN. To check the process for this, please go to <https://www.abr.gov.au/business-super-funds-charities/applying-other-registrations>

3. An ABN has now been created for your cycling coach/instructor business; you may now apply.
4. To apply for your Coach/Instructor Membership Upgrade, please click [HERE](#). Please ensure all documents and information is correct.
5. Once your application has been completed, a staff member from the Member Services Team will work with the Education to review your application.
6. When this has been reviewed – an invoice or confirmation (depending on which Tier selecting) will be sent to your email will be sent to your email address.
 - For invoiced Tiers, we will require this to be paid before finalising your application and sending your Certificate of Currency.
 - For confirmed applications, the Certificate of Currency will be sent along with other documents to assist with your Coach & Instructor Upgrade Membership.
 - We will also add an extra membership category to your TidyHQ profile.
7. When your Coach/Instructor Membership comes close to renewal, AusCycling will send reminders prior to the expiration of your upgrade, and we will also notify you when this has expired. The application will need to be completed again for your renewal of your application.

Important Note: To maintain an AusCycling Coach & Instructor Membership Upgrade, it is necessary to keep the below requirements updated including:

- Maintain current AusCycling Membership - on-Ride, or above, for Community and Foundation Instructors. Lifestyle, or above, for Development and Elite Coaches and Instructors. If you ride in any of your Coaching or Instructing activities, you must have a Lifestyle Membership.
- Main a Coaching/Instructor Accreditation
- Maintain a current First Aid Accreditation
- Maintain a current Working with Children Check (or Equivalent)

For the re-accreditation process with AusCycling, please click [HERE](#).

Important Dates for AusCycling Coaches/Instructors:

1st of September 2022 – AusCycling released the Coach & Instructor Membership Upgrade.

1st of April 2023 – All AusCycling Coaches and Instructors who are paid will be required to complete this application. AusCycling have provided a grace period up until the 1st of April 2023 to assist our members during this transition.

The Date of Your Expiry of the Membership Upgrade – AusCycling will remind you via email when your upgrade is coming up for renewal. We also suggest you add this to your calendar.

If you have any further questions regarding the Coach & Instructor Membership Upgrade – please contact the AusCycling Member Services Team – membership@auscycling.org.au

LET'S RIDE TOGETHER