

Training Handbook

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Foreword

Thank you for thinking about continuing your rider development with DART Advanced Rider Training.

Most riders come to us by choice because they want to improve and get more enjoyment from their motorcycling. We believe your coaching experience should therefore be professional, effective, rewarding and delivered with your aims in mind.

In the following pages, you will find out who we are, what we do and how we do it. We believe our approach to coaching is thoughtful, professional and centred on you, and we are confident that will become clear as you read on.

This handbook brings together our professional coaching framework, practical procedures and customer documentation. It explains how we think, how we deliver coaching and the standards we apply throughout your training journey.

We have not simply come up with ideas that might work. Our experience has shaped who we are and what we do, and this handbook reflects how we coach today. We hope you like it—we do.

Above all, remember this: whatever we do, we do it because it is built around you—the individual rider.



Colin Blackley

About DART Advanced Rider Training

DART Advanced Rider Training is built on motorcycling experience that began at the age of seventeen and has since developed across a wide range of motorcycles, riding environments and coaching situations.

DART Advanced Rider Training provides a highly individual service built around direct contact and personal support. From our first conversation through to the delivery of your training, you will know what is happening and when.

At our core, we are about helping you build confidence, improve your skills, ride more safely and continue developing as a rider. Our purpose is not simply to prepare you for an advanced assessment or teach a prescribed collection of riding techniques. We aim to help you develop the understanding and judgement needed to make better decisions whenever you ride.

Our coaching is informed by extensive practical experience, recognised professional qualifications and a continuing commitment to rider and coach development. Although we have a proven record of helping riders develop at advanced level, what matters is how we use our knowledge and experience to support you.

Our Experience and Professional Qualifications

In the fifteen years leading up to 2026 alone, our experience has included owning and riding more than a dozen motorcycles. Along the way, we have enjoyed varied motorcycling experiences, including touring, developing off-road skills and riding on track. Together, these experiences have broadened our practical knowledge, coaching ability and perspective.

Our professional qualifications and experience include:

- Advanced motorcycle-riding qualifications attained at the highest available grades through IAM, RoSPA and BMF.
- Successful completion of the DVSA Enhanced Rider Scheme Instructor Course.
- A DVSA-recognised Higher Education Award in Advanced Driver Behavioural Training, achieved with distinction*.
- Our experience includes being authorised by DVSA to provide learner-rider training, including CBT.
- Appointment as Scottish Regional Chief Instructor for the British Motorcyclists Federation Blue Riband Rider Award, following formal assessment and subsequent triennial reassessment.
- Extensive experience supporting the development of riders and instructors.
- Approximately thirty years of policing experience.

We also maintain an Emergency First Aid at Work qualification as part of our wider professional approach.

*Although there is no directly equivalent motorcycle qualification, the advanced driver behavioural training provides a deeper understanding of how people learn, make decisions, perceive risk and develop safer behaviours. Those principles are directly transferable to rider coaching, while DART's focus remains firmly on motorcycles. Completion of that training is also a requirement set by certain organisations before the delivery of particular motorcycle training on their behalf. Our wider professional experience also informs our understanding of observation, communication and risk.

This experience supports our approach to rider development. We do not simply tell riders what to do. We help them understand why a change may be beneficial, consider how it can be applied and take ownership of their continued development.

Professional Memberships and Status

We maintain membership of the Driving Instructors Association and are committed to working in accordance with its Code of Professional Conduct.

As required, we maintain membership of the Scottish Protecting Vulnerable Groups Scheme as part of our wider commitment to safeguarding, professional responsibility and the appropriate reporting of concerns. Our safeguarding statement is set out in Appendix G.

We do not treat professional standing as something achieved once and then assumed to continue indefinitely. We are committed to continuing professional development, reflective practice and regularly reviewing our knowledge and coaching.

What This Means for You

Our qualifications and experience provide an important professional foundation, but you remain at the centre of everything we do.

DART is a dedicated professional training service. That means your coaching is delivered by an experienced professional trainer and supported by the qualifications, judgement and accountability outlined in this handbook.

For you, that foundation means coaching informed by:

- recognised advanced-riding principles;
- practical motorcycling experience;
- an understanding of behaviour and learning;
- sound risk awareness and professional judgement;
- honest and constructive communication;
- continual reflection and professional development; and
- a commitment to safety, integrity and individual progress.

Experience matters but continuing to learn matters just as much. We apply that principle to ourselves as consistently as we encourage you to apply it to your own development.

Part One — Our Professional Coaching Framework

Why we do what we do and how we think.

How We Approach Your Coaching

Every rider is different.

Different experience. Different ambitions. Different strengths. Different concerns. Different reasons for wanting coaching.

At DART Advanced Rider Training we don't believe there is a single approach that suits everyone. We believe coaching should reflect the individual rider and help them develop in a way that is appropriate to their skills, experience and ability.

All our training is founded on the existing and established fundamentals of advanced riding technique. Our core reference is *Motorcycle Roadcraft: The Police Rider's Handbook* and the system of motorcycle control.

Our aim is simple: to help move every rider forward in a positive direction.

Whatever your reason for coming to us, we'll build your coaching around you.

Everything we do begins with one question.

Is this in your best interests?

That question shapes every decision we make.

It influences what we coach, how we coach, when we coach and, just as importantly, when we decide not to coach.

Our decisions are based on professional judgement, experience and the information available at the time. As that information changes, our thinking may change too. Good coaching isn't about rigidly following a script. It's about making informed decisions for the rider in front of us.

You'll quickly discover that we don't simply tell people what to do.

- We ask questions.
- We listen.
- We encourage.
- We challenge.
- We review.

Above all, we help riders understand why they do what they do so they can continue learning long after the coaching session has finished.

Everything in this framework reflects how we coach today.

Our experience and knowledge help us adapt our coaching to the rider in front of us. The decisions we make are based on what we see, hear and assess at the time. As our understanding develops, our coaching may change too.

If something is not helping you learn, we will look for another way and use the coaching tools available to us whenever we believe they will help you understand and move forward.

Effective coaching also depends on clear communication.

We will communicate in a way that makes sense to you and avoid unnecessary jargon. If something is not clear, we will explain it differently.

As your coaching develops, we will continue to review your progress and adapt our approach if necessary.

There is no standard rider, so there is no standard way to coach. Progress may be significant or it may be a small step; both matter.

We involve you from the first step. We'll encourage you to talk openly about your riding—the good, the bad and, where appropriate, the ugly.

We listen before deciding and may challenge you when we believe it will help you improve. Our intention is to support your development, never to discourage you.

If we have to adopt a specific approach to your training or any aspect of it, then we'll ensure that our approach is the best fit for the circumstances we encounter.

We are always learning too. If progress stalls, we are prepared to listen, reflect and, when appropriate, change our approach.

Everything we do starts and ends with you.

The Coaching Partnership

Good coaching is a partnership. We each have a part to play, and the best results come when we understand what you're hoping to achieve and work together towards it.

We'll bring our experience, knowledge and commitment to every coaching session. We'll listen, guide, support and, when appropriate, challenge you. Every decision we make will be based on helping you move forward in a positive direction.

There may be occasions when we have honest conversations about your progress. That is not about criticism. It is about working together to keep your coaching focused on your needs and the outcome you want to achieve.

Your Role in the Partnership

Successful outcomes depend on you being actively involved. We bring all the tools at our disposal, but lasting progress also requires commitment from you.

We ask you to get involved and play an active part in your development. We may ask you to read a particular document, look into a topic or practise a specific skill between sessions. If we do, it is because we believe it will help you make progress.

Your ability can almost always be developed. Your commitment has to come from you.

Part Two — Delivering Coaching

How we put those principles into practice.

Introduction

Part One explains how we approach coaching. This part follows the coaching journey from your first contact with us through to the natural conclusion of your coaching. Every rider's journey will be different, but the principles guiding our coaching remain the same.

Your training journey begins with your initial enquiry. We respond by establishing why you have contacted us and what you are looking for, without turning the conversation into a formal interview.

Our First Conversation

For us, coaching doesn't begin when we meet. It begins with our first contact and what you tell us.

We will ask questions, so we understand you, your riding and what you are hoping to achieve. The more we understand at the beginning, the better prepared we will be to plan coaching that meets your needs.

Following our conversation, we'll normally send you a summary of what we've discussed, together with a proposed coaching plan and the practical information you'll need before your first session. The Training Proposal (Appendix A) records our understanding and suggested approach. We'll also ask you to complete the Rider Information Form (Appendix B), which gives us the information needed to plan safely. Our Terms and Conditions (Appendix C) explain the basis on which coaching is provided, and the Privacy Notice (Appendix D) explains how we handle your information.

We may occasionally suggest taking photographs or recording short video clips during training. The purpose is to support your own coaching. With your consent, selected photographs or video may also be used when training other clients or promoting DART. Appendix E explains each possible use and allows you to record your choices. Your decision will not affect your training.

Meeting for the First Time

Meeting for the first time starts with making sure we're both ready for the day ahead.

We'll take a few minutes to confirm anything that's changed since our first contact, answer any questions you may have and make sure we both understand what we're hoping to achieve.

We'll also check your documentation to make sure nothing has been overlooked and take an informal look at your motorcycle. This isn't an inspection or a test. It simply helps us understand your motorcycle and identify anything that may be relevant to the session.

If needed, we'll refresh your understanding of routine pre-ride checks. We'll do this in the same practical and encouraging way as the rest of your coaching.

If we're using communication equipment, we'll make sure it's working properly before we leave.

We will also make sure you are comfortable and appropriately equipped for the day ahead.

Before we set off, we'll discuss the plan for the session and cover a short safety briefing, so you know what to expect. The Pre-Session Verbal Brief (Appendix I) records the points we cover.

The practical riding element of your training takes place on public roads. We choose and adapt routes to suit the skills being developed, your needs and the conditions on the day. That means training in locations that support the session—and, quite often, enjoying some great roads and scenery along the way.

Then, when we're both ready…

...we're prepared to go.

The First Ride

The first ride is about painting a picture of your riding.

During the early part of the ride, you'll usually only hear from us for directions. You may also hear us acknowledge something you've done well.

If we think something is developing that could put you or someone else at risk, we'll tell you immediately.

We are not trying to coach everything from the off. The first ride helps us understand you and your riding so we can decide where our coaching will have the greatest benefit.

Looking Back Before Moving Forward

Whenever we stop, we'll usually take a few minutes to talk about the ride before moving on.

We'll usually start by asking what you thought about the ride. We ask before we tell because it helps us understand how you're thinking.

We'll spend time talking about what went well before looking at where we think we can help you improve.

There is not always a single right answer. Sometimes we are more interested in understanding how you reached your decision. This can tell us a great deal about your approach to riding.

Most feedback is provided through discussion during your coaching. A written report is not issued routinely, but can be prepared at any stage if it would be useful or you request one. Appendix H illustrates the broad form it may take.

Changing Approach When Needed

People do not all learn in exactly the same way.

If we think a different approach will help you understand something more clearly, we'll change it.

Sometimes a conversation is enough. Sometimes it helps to demonstrate something. Sometimes another approach will be more effective.

If we need to understand more about how you learn, we'll say so. The better we understand that, the better we can support your progress.

We will keep reviewing your progress and adapt our approach whenever doing so will help you understand and develop.

Building Sessions

Whether you are working towards an advanced riding award, your training spans more than one session or you are visiting us for a one-off session, our commitment to you remains the same.

Where your training plan includes more than one session, we make sure your coaching remains coordinated, relevant and focused on you. You may be asked to focus on particular things between sessions. This is homework, but it should be useful and enjoyable.

Whatever we have planned, each session will build on what we have already achieved and form part of your ongoing training journey.

When the Journey Comes to a Natural Conclusion

Every coaching journey comes to a natural conclusion.

Sometimes that's because you've achieved what you set out to achieve. Sometimes it's because, for the time being, more riding experience will benefit you more than further coaching.

Whatever the reason, we'll discuss it with you openly and honestly and agree what comes next.

For some people that may mean preparing for an advanced rider award. For others it may mean spending time putting what you've learned into practice before returning for further coaching. Sometimes it may simply mean continuing to enjoy your riding with greater confidence and understanding.

The end of coaching should not stop learning.

Experienced riders continue to learn and refresh their skills. Skill fade is real, and returning for further coaching is a positive step, not a backward one.

Part Three — The Standards We Set Ourselves

So far, we've explained what we do and how we do it. This final part of our coaching framework explains the standards we set ourselves every time we coach.

We'll always do what we believe is right for you.

Everything we do starts with one simple question.

"What is the right thing to do for this rider?"

That may mean encouraging you, challenging you or suggesting a different approach. Whatever we recommend will be based on what we genuinely believe is in your best interests.

We will explain the reasoning behind our coaching advice because understanding why a change may help is as important as knowing what to do.

We'll always be honest, professional and competent.

We'll always tell you what we genuinely believe.

If we believe something different would benefit you more, we'll say so.

We work within our knowledge, experience and competence, drawing on reliable information or appropriate specialist advice whenever that would better support you.

Bluff, bravado and ego do not improve safety, so they have no place in DART.

We'll treat you with dignity and respect.

We will treat you as an active partner and communicate with you openly, clearly and respectfully.

We'll always look at ourselves and our coaching.

In essence, we aim to be as professional as we can be, look honestly at our coaching and make changes where they are needed.

Safety comes first in every coaching decision we make.

We may encourage you to stretch your skills where it is safe and appropriate, but we will not pressure you to attempt anything you are uncomfortable with or knowingly ask you to ride beyond what you can safely manage.

If we believe something is placing you or others at unnecessary risk, we'll tell you and take appropriate action.

Earning Your Confidence

These aren't just words. They are the standards we set ourselves because we believe your confidence has to be earned.

If you have any concern about our coaching or service, Appendix F explains how to raise it with us.

Part Four — How We Consider and Manage Risk

Making Sure We Are Ready to Hit the Road

Before every coaching session, we should both be satisfied that we are fit to ride safely. A simple way of doing this is to use the recognised IAM SAFE self-assessment.

This check is primarily a personal self-assessment. We encourage you to use IAM SAFE before every ride, not only during coaching.

IAM SAFE

I — Illness

Am I suffering from any illness that could affect my ability to ride safely?

A — Alcohol

Have I consumed alcohol or any other substance that could impair my judgement or ability to ride safely?

M — Medication

Am I taking any prescribed or non-prescribed medication that could affect my concentration, judgement or physical ability?

S — Sleep

Have I had sufficient rest to remain alert throughout the ride?

A — Attitude

Am I approaching today's ride with the right attitude? Am I distracted, complacent, frustrated, overconfident or taking unnecessary risks?

F — Food

Have I eaten enough, and am I adequately hydrated for the ride ahead?

E — Emotions

Are my emotions likely to affect my judgement, concentration or decision-making?

Decision

If either of us believes that we are not fit to ride safely, the session will be postponed or rearranged.

No coaching session is so important that it should continue if doing so would compromise safety.

Considering Risk Throughout Your Training

Motorcycling involves inherent and varied risks. When planning and delivering your training, we consider, amongst other things:

- **you** — including your riding experience, confidence, ability, physical condition, fatigue, fitness to ride and preparedness for the conditions;
- **your motorcycle** — including its apparent roadworthiness, tyres, lights and controls, luggage or accessories, and fuel;
- **us** — including our own fitness to ride, the condition of our motorcycle and our ability to deliver the planned session safely;
- **the environment** — including weather, visibility, road surface, traffic, seasonal hazards, roadworks and changing conditions; and

- **the coaching session** — including route suitability, communication, rider workload, breaks, coaching pace and whether the session continues to benefit you.

Where reasonably practicable, we plan for and manage these considerations before and throughout each session. If circumstances change, we may alter the route, pace or coaching plan, take a break, postpone the session or bring it to an end.

This list is not exhaustive. It is included to illustrate the breadth of our planning and the professional approach we take to preparing for and delivering your training.

Responding if We Encounter an Incident on the Road

Our experience is that adverse incidents during training are rare. In the unlikely event that one does occur, it is most likely to be either an incident that renders you unable to continue safely with the session, or a road traffic collision.

Whatever the circumstances, our initial response is likely to follow the same broad principles and reflect our calm, considered and professional approach.

Before doing anything, we will consider whether it is safe for us to act, remain aware of the environment around us and take reasonable steps to protect ourselves and anyone requiring assistance.

Every incident is different, so our response will be dynamic and proportionate to the circumstances. The mnemonic CHALET provides a useful framework to help us assess what has happened, organise our response and provide clear information to the emergency services where required:

- **Casualties** — establish how many people are involved and whether anyone appears to require immediate medical assistance.
- **Hazards** — identify hazards such as moving traffic, fire, fuel, debris, damaged vehicles, power cables or anything else that could place people at further risk.
- **Access** — consider how emergency services can reach the scene safely and whether access needs to be kept clear.
- **Location** — establish the most accurate location possible, using road numbers, junctions, landmarks or digital location information where available.
- **Emergency services** — contact the appropriate emergency service where required and provide clear, accurate information.
- **Type of incident** — describe what has happened and provide any other information that may help the emergency services prepare an appropriate response.

CHALET is not intended to prescribe every action or replace professional judgement. It helps us respond in a structured way while adapting to the circumstances we encounter.

Following an Incident

Once the immediate situation has been dealt with, we will:

- check the wellbeing of everyone involved;
- decide whether training should continue;
- make a factual record where appropriate; and
- review any incident we witness, attend or are involved in—even where we were not directly involved—to identify learning that may improve our coaching or our response to future incidents.

A Final Thought Before We Go

As advocates for motorcycling, we understand why riding motorbikes means so much to so many people. Research suggests that riding can sharpen focus and sensory awareness, support mood and wellbeing, and provide meaningful physical engagement. Our aim is to help you enjoy those benefits as safely as possible. That is why safety is at the heart of how we coach—developing the skill, judgement and confidence to gain more from every ride while managing the inherent risks of motorcycling.

So, get out there on your bike and come and speak to us about how to get the most from your riding to really enjoy the journey.

Appendices

The appendices contain the forms, notices and reference documents that support the practical and administrative side of coaching. Each document has its own appendix so it can be located, shared and updated clearly. Appendix I is also maintained as a separate two-sided A5 document for operational use.

Appendix A — Training Proposal

DART Advanced Rider Training

Training Proposal

Dear [Rider Name],

Thank you for getting in touch with DART Advanced Rider Training and for taking the time to speak with us.

The purpose of this proposal is to confirm our understanding of what we discussed and set out what we believe is the most appropriate way forward for your training.

Your Background

Based on our conversation, our understanding is that:

[Summary of the rider's current experience, motorcycle, previous training, riding history and reason for seeking coaching.]

Training Objective

You explained that your aim is to:

[Summary of the rider's objective.]

Having considered what you've told us, we believe the following approach will give you the best opportunity of achieving that goal.

Proposed Training

Based on our discussion and initial assessment, we propose the following individual coaching schedule:

[Insert the agreed coaching schedule for this rider.]

This is an initial estimate and may change as your coaching progresses. If your riding is at a higher standard than anticipated, fewer hours may be required. Equally, if further development is needed, we can discuss additional coaching where appropriate.

Advanced Rider Assessment (advanced test)

Where DART Advanced Rider Training is arranging your assessment, it will be carried out by an independent examiner.

Details of the examiner, location and arrangements will be confirmed before your assessment.

Practical Arrangements

Your proposed dates are:

Advanced rider assessment date (where applicable): [Date]

Training session date: [Date]

Training session date: [Date]

Training normally involves significant time on the road, and full-day sessions may cover approximately 100–150 miles.

Please ensure you:

- arrive with a full tank of fuel;
- wear suitable motorcycle clothing for the expected weather conditions;
- bring a drink and snack, particularly during warmer weather;
- arrive on time for your session, as we may be limited to the agreed time and have little opportunity to extend it.

Before training begins, we'll need to see:

- your driving licence;
- motorcycle insurance;
- MOT certificate (where applicable).

Electronic copies of your insurance and MOT are acceptable.

Costs

Training is charged at £XX per hour.

Based on the proposed programme above, the estimated coaching cost is:

£XXX

Where applicable, details of the advanced rider assessment fee are attached to this proposal.

What Happens Next?

If you're happy to proceed, please:

- read the Terms and Conditions;
- complete and return the Rider Information Form; and
- arrange payment as required.

By returning the Rider Information Form, you confirm that you have read and agree to our Terms and Conditions. Once the required information and payment have been received, we will confirm your booking.

Payment Details

Payment method: [bank transfer/other agreed method]
Account name: [account name]
Sort code: [XX-XX-XX]
Account number: [XXXXXXXX]
Payment reference: [rider surname/reference]

If you have any questions at any stage, please don't hesitate to get in touch.

We look forward to working with you.

Colin Blackley

DART Advanced Rider Training

Appendix B — Rider Information Form

DART Advanced Rider Training

Rider Information Form

Purpose

The purpose of this form is to collect the information we need to prepare your coaching and to ensure nothing important has been overlooked before your training begins.

Please complete all relevant sections and return the form before your first coaching session.

Personal Details

Full Name

_____

Date of Birth

_____

Address

_____

_____

_____

Postcode

_____

Telephone Number

Mobile _____

Landline _____

Email Address

_____

Driving Licence

Motorcycle Licence Category
(e.g. A, A2)

_____

Driving Licence Number

_____

Expiry Date

_____

Length of Time Motorcycle Licence Held

_____

Please provide details of any current endorsements or penalty points.

_____

_____

_____



Medical Information

Please tell us about any illness, medical condition or medication (prescribed or otherwise) that may affect your ability to ride safely.

We request this information to help us develop a safe and appropriate coaching programme. How we use and retain it is explained in our Privacy Notice.

_____

_____

_____

Motorcycle

Make

_____

Model

_____

Registration Number

_____

Riding Background

Please tell us about any motorcycle training you have completed since passing your DVSA motorcycle test.

_____

_____

_____

Your Training

What would you like to achieve from your training with DART Advanced Rider Training?

_____

_____

_____

_____

I confirm that the information provided is accurate to the best of my knowledge. By returning this form, I also confirm that I have read and agree to the Terms and Conditions of DART Advanced Rider Training.

Signed _____

Date _____

Appendix C — Terms and Conditions

Purpose

These Terms and Conditions explain the conditions under which we provide coaching and the responsibilities of both DART Advanced Rider Training and you.

Throughout this document, we, us and our refer to DART Advanced Rider Training.

Before Training

1. Motorcycling carries inherent risks. Our coaching is designed to help you develop as a rider and maximise your safety.

2. You must hold a full motorcycle licence and present it before training begins.

3. You must ensure your motorcycle is insured for your use and, where required, has a valid MOT. These documents must be available before training starts.

4. You are responsible for ensuring your motorcycle is safe, roadworthy and complies with all legal requirements.

5. Suitable motorcycle clothing and a correctly fitted helmet must be worn throughout training. If appropriate safety equipment is not worn, we reserve the right to cancel the session without refund.

6. You remain responsible for your own riding, your decisions and the control of your motorcycle at all times.

7. We cannot accept responsibility for your actions, any injury sustained during training, or the loss or theft of personal property.

8. An eyesight check will be carried out before training begins.

9. You must tell us about any illness, medical condition or prescribed or non-prescribed medication that may affect your ability to ride safely. Failure to disclose relevant information may result in training being cancelled without refund.

10. Training is normally provided between 8.00 am and 6.00 pm, Monday to Friday. Alternative arrangements may be made by prior agreement. Training provided outside these times by prior agreement may incur an additional cost, which will be confirmed before booking.

11. Where we arrange an advanced riding assessment or test, this is subject to assessor or examiner availability.

Payment

1. Unless agreed otherwise, bookings other than one-off assessment or introductory sessions require a non-refundable deposit of 20%.

2. One-off assessment or introductory sessions must be paid for in full when booked.

3. Any outstanding balance must be paid no later than 7 days before training begins.

Cancellation and Refunds

1. Wherever possible, we will try to rearrange training by mutual agreement.

2. If training is cancelled 7 days or more before it begins, fees paid will be refunded less the deposit.

3. If training is cancelled less than 7 days but more than 48 hours before it begins, fees paid will be refunded less 50% of the training cost.

4. If training is cancelled within 48 hours of the start of training, no refund will be given.

5. One-off assessment or introductory sessions that cannot be rearranged will receive a 50% refund, provided cancellation is more than 48 hours before the session.

6. Failure to pay the outstanding balance may result in cancellation of training and forfeiture of the deposit.

7. We reserve the right to cancel, amend or rearrange training because of severe weather, government restrictions or other circumstances beyond our control. Wherever possible, an alternative date will be agreed.

8. If we cancel training and it cannot be rearranged, any fees paid for undelivered training will be refunded.

Conduct

1. Anyone attending training under the influence of alcohol or drugs will have their training cancelled immediately without refund.

2. We reserve the right to end training if your behaviour places you, other people or our representatives at risk, or is abusive or inappropriate. Any such decision will be at our discretion, and no refund will be given.

Video and Photographic Recording

DART Advanced Rider Training may produce video or photographic recordings during training sessions to support coaching, rider feedback and the review of training undertaken.

Where recording is proposed, riders will be informed of its purpose and how the material will be used, stored and shared.

Recordings produced by DART remain its intellectual property, subject to applicable law. Recordings supplied to riders for personal training and review must not be published or distributed more widely without prior written permission.

Acceptance

By submitting your completed Rider Information Form, electronically or by any other agreed method, you confirm that you have read, understood and accepted these Terms and Conditions.

Appendix D — Privacy Notice

DART Advanced Rider Training
Privacy Notice

Purpose

This Privacy Notice explains what personal information we collect, why we collect it, how we use it and how we keep it secure.
We are committed to handling your personal information fairly, lawfully and transparently.

Information We Collect

We may collect information including:

- your name and contact details;
- your address;
- your date of birth;
- your motorcycle licence details;
- information about your motorcycle;
- details of previous rider training;
- information you provide about your riding experience and training objectives;
- information about any medical condition or medication that may affect your ability to ride safely;
- coaching records and written reports where these are produced.

Why We Collect It

We collect this information so that we can:

- arrange and deliver motorcycle coaching;
- assess your training needs;
- ensure coaching is delivered safely;
- maintain appropriate business records;
- meet our legal and regulatory obligations where applicable.

We only collect information that is relevant to providing our coaching.

How Your Information Is Used

Your information is used solely for purposes connected with the coaching services we provide.
We do not sell or share your personal information for marketing purposes.
Information will only be shared where required by law or where you have given your consent.
Where relevant to training or an assessment you have asked us to arrange, information may also be shared with the appropriate awarding or oversight body for the purpose of administering the assessment or award.

Keeping Your Information Secure

We take reasonable steps to keep your personal information secure and protect it from unauthorised access, loss or misuse.

How Long We Keep Information

We will retain your information only for as long as it is reasonably necessary to provide our services, meet legal obligations or resolve any issues arising from the coaching provided.
Information that is no longer required will be securely destroyed.

Your Rights

You have the right to:

- request access to the personal information we hold about you;
- ask us to correct inaccurate information;
- request deletion of information where appropriate;
- object to certain uses of your personal information where permitted by law.

Contact

If you have any questions about how we handle your personal information, please contact:
DART Advanced Rider Training | Email: info@dart.scot | Website: https://dart.scot/

Appendix E — Photography and Video Consent

We may occasionally take photographs or record short video clips during training. Video can help us explain or demonstrate a coaching point during your session. With your permission, selected photographs or video may also be used as a coaching aid when training other DART clients or to promote DART Advanced Rider Training.

Your Choice

Please tick any uses you agree to. Leaving a box blank simply means that you do not agree to that use. Your decision will not affect your training.

☐ Short video clips may be used during my own coaching or debrief.

☐ Identifiable photographs or video of me may be used by DART as a coaching aid when training other clients.

☐ Identifiable photographs or video of me may be used to promote DART on its website, social media channels or in printed material.

☐ Photographs of my motorcycle may be used where I cannot reasonably be identified.

Changing Your Mind

You may change your mind at any time by emailing info@dart.scot. We will stop future use as soon as reasonably practicable. This will not affect any use made before consent was withdrawn, and material already printed or shared by others may not be capable of complete removal.

Further information is provided in DART's Privacy Notice.

Name: _____

Coaching date or session: _____

Signature: _____

Date: _____

Form version: v1.0.1 - 1 September 2026

Appendix F — Concerns and Complaints

We want you to be satisfied with the coaching and service we provide. If you have a concern, disagreement or complaint, please raise it with us as soon as possible by speaking to us or emailing info@dart.scot.

We will listen, consider the circumstances fairly and try to resolve the matter in your best interests where it is reasonable and appropriate to do so.

If your training has been delivered on behalf of, or under the oversight of, another organisation and the circumstances require it, we will provide you with the relevant contact details so that you may raise the matter with that organisation.

Appendix G — Safeguarding Statement

DART Advanced Rider Training takes safeguarding seriously and maintains membership of the Protecting Vulnerable Groups (PVG) Scheme as required.

If a safeguarding concern comes to our attention during, or in connection with, training, we will take it seriously and respond appropriately. This applies whether the concern relates to a rider or to any other person whose circumstances are brought to our attention.

Appendix H — Sample Client Training Report

This anonymised sample illustrates the broad structure of a client training report. Reports are not issued routinely but may be prepared where we believe one would be useful to you or where you specifically request one. An administrative fee may apply to a requested report and will be agreed before it is prepared. Every report will be adapted to the coaching subject, rider and circumstances.

DART Advanced Rider Training

Sample Client Training Report — Advanced Motorcycle Cornering

Prepared for: [Client Name]

Trainer: [Trainer Name]

Training session date: [Training Date]

Report date: [Report Date]

1. Training Objective

The objective of the session was to help the rider improve their cornering technique, with particular focus on smoothness, consistency, machine stability and confidence.

2. Session Overview

The session included an initial riding assessment, roadside discussion, trainer demonstration, practical riding, review and further coached riding. The main emphasis was on applying a structured approach to bends using positioning, speed, gear selection, acceleration sense and limit-point awareness.

3. Riding Assessment

The initial assessment lasted approximately twenty-five minutes. The rider demonstrated considerable experience and competence. They showed an understanding of corner positioning; however, this was not always applied consistently. Corner speed was generally controlled through braking, which occasionally continued into the bend. The rider also sometimes entered bends in too high a gear. Late braking, braking into a corner or selecting too high a gear can reduce motorcycle stability and make the bend feel less controlled.

4. Key Coaching Points

The following key principles were covered during the session.

Positioning: The rider was coached to position the motorcycle correctly and in good time before entering a bend. We discussed the appropriate use of Position 1 (nearside), Position 2 (central) and Position 3 (offside) for left- and right-hand bends, including when each position may be suitable.

Safety reminder: Any chosen road position must remain safe and appropriate. The rider should avoid positioning the motorcycle where the road surface is poor or where the position places them too close to oncoming vehicles.

Speed: The rider was encouraged to enter corners at the correct speed and, where necessary, to reduce speed before reaching the bend. Acceleration sense should be used where appropriate to control speed with the throttle. If braking is required, it should be completed before the corner wherever possible, with the motorcycle upright.

Gear selection: Once the correct speed has been set, the rider should select an appropriate gear before entering the bend. This will help the motorcycle remain more settled and responsive throughout the corner.

Acceleration: While negotiating a bend, speed will naturally reduce because of cornering forces. The rider was coached to maintain a positive throttle through the bend to help the motorcycle remain stable and ‘planted’. This supports suspension stability, reduces abrupt weight transfer to the front, keeps the suspension working effectively and helps distribute load evenly between the front and rear tyres. As the corner opens and the motorcycle comes upright, throttle should be applied smoothly.

Positive throttle reminder: A positive throttle does not mean accelerating hard. It means applying enough power to overcome natural friction and maintain the desired speed.

4.1 Acceleration Sense

The rider uses a 650 twin and has significant previous experience on larger-capacity motorcycles, where engine braking is generally stronger. This may explain why they do not always use acceleration sense as much as they could on their current motorcycle. When ridden in the correct gear, the current motorcycle can be controlled effectively using acceleration sense. With further practice, this should continue to improve.

5. Limit-Point Awareness

The limit point, also known as the vanishing point, is the furthest point ahead where the rider can see the road surface and where both sides of the road appear to meet. The rider was reminded to ride at a speed that allows them to stop safely within the distance they can see to be clear and on their own side of the road.

Use of the limit point: Correct use of the limit point is a valuable aid to cornering. It helps the rider judge the appropriate speed for the bend and, most importantly, the speed required to stop safely if needed.

When the limit point moves away: the corner is opening up, visibility is increasing and acceleration may be applied safely if conditions allow.

When the limit point remains at a constant distance: the corner has a constant radius. A steady speed and throttle should be maintained.

When the limit point moves closer: the corner is tightening. Speed should be reduced immediately and smoothly.

During a roadside stop, the rider successfully identified limit points and recognised how they changed with variations in road position and distance. They then applied this knowledge during practical riding. The rider noted that it can take time to decide whether a limit point is moving, and this judgement should improve with regular practice.

6. Training Delivery Method

The session combined discussion, demonstration, practice, review and further practical riding to reinforce the coaching points covered.

7. Recommendations and Practice Plan

The rider has a follow-up session scheduled for [Follow-up Date]. Before then, they should continue to practise the techniques covered during this session. They should focus on selecting an appropriate road position for bends, using the limit point to assess corner severity, setting speed before the bend, selecting the correct gear and maintaining a positive throttle through the corner. As practised during the final section of training, speeds should be kept lower until the rider feels comfortable and consistent with these techniques. Regular practice will help build both confidence and ability.

8. Trainer Summary

The rider demonstrated strong existing riding experience and a positive approach to training. The main development areas are consistency of corner positioning, earlier speed adjustment, appropriate gear selection, and confident use of acceleration sense and limit-point information. Continued focused practice should support smoother, more stable and more confident cornering.

Trainer: [Trainer Name]

Organisation: DART Advanced Rider Training

Report date: [Report Date]

Appendix I — Pre-Session Verbal Brief

Approved operational briefing | Two-sided A5 | Version 1.1 | 15 September 2026 | Front

Before we set off, a few important points about today's session.

Responsibility and the law

- You are responsible for your own safety, decisions and conduct.
- Comply with all road traffic signs and speed limits and remain within road traffic law.
- Training takes place on public roads. There are no exemptions, irrespective of your intended advanced role or existing qualifications.

Overtaking

- Every decision to overtake is yours alone. Assess and carry it out as though riding solo.
- Do not overtake because I am behind you or allow concern about whether I can follow to influence you. I may not follow immediately.
- If I overtake while ahead, do not assume it is safe to follow. Make your own assessment.
- Proceed only when you have a safe, legal opportunity and are comfortable doing so. We can regroup later.

Road position

- My position behind you is not an indication of where you should position yourself.
- I will position for my own safety and where I can best observe you and the road ahead.

Pre-Session Verbal Brief — Reverse

Approved operational briefing | Two-sided A5 | Version 1.1 | 15 September 2026 | Reverse

Comfort zone

- Stay within your comfort zone. Do not attempt anything because I am behind you or because you think I expect it.
- If you believe I am asking you to do something you are uncomfortable with, do not do it. Ensure you raise it with me and we will discuss it at the next suitable stop.
- I will not deliberately ask you to do anything illegal or unsafe, but the final decision is always yours.

Communications and separation

- Communications are mainly for directions, feedback and safety information, rather than general discussion.
- If you do not hear or understand something, continue safely rather than making a sudden manoeuvre.
- If separated, pull in at the first safe opportunity and wait for me. Avoid bus stops, private driveways, obstructions or anywhere creating additional risk. If communications are completely lost after you have stopped, remain there and I will contact you by mobile phone.

Coaching and today's focus

- You are central to the process. Tell me about any concerns or outcomes you want to address.
- Today's main focus: [rider's agreed goals or intended outcomes]. We can adapt it if necessary.
- The session should be challenging where appropriate, constructive, rewarding and enjoyable.

Ongoing safety

- Safety comes first. We will continually assess the rider, motorcycle, road, traffic, weather and other conditions.
- If you would like a break, please don't feel shy about letting me know. If either of us needs a break or feels that continuing is no longer safe or productive, we will stop at the first suitable place.

Confirm before setting off

Are you satisfied that you understand those points? Is there anything you would like me to explain, or anything you want to raise before we set off?