

GWRRA

Rider Education

Program

Handbook



EIGHTH EDITION
March 2004

List of Effective Pages

Page No.	Revision	Date	Page No.	Revision	Date
All pages	8	3-1-04			

Gold Wing Road Riders Association Rider Education Program Handbook

The Gold Wing Road Riders Association Rider Education Program continues to grow both in the level of member participation and in the overall scope of program elements offered to our members.

This revised Rider Education Program Handbook, Rev. 8, represents the culmination of several years of developmental work and the commitment of the Educators associated with implementing the program. The content of the Rider Education Program Handbook has grown significantly as we've released and grown our training programs. It is my pleasure to release this handbook for use in our program and by our Educators and members.

Contained within the Handbook are many revisions and rewrites as we advance from the 7th revision (released March 2000). This revised Handbook replaces all previous editions and is to be implemented effective immediately.

The following is an overview of some of the changes contained within the Handbook. All Educators should read and understand the complete contents of the Handbook in order to provide the level of member support and service that is necessary to continue to make this program the best in the motorcycling community.

- The Levels Program requirements change from a 2-year rider training renewal to a 3-year rider training renewal. (This has been changed to recognize and accommodate the current economic and availability climate within many of the states and provinces.)
- The addition of other recognized rider training/education programs as being appropriate and valid for advancement and renewal within the Levels Program.
- An expanded and more defined set of roles and responsibilities for Educators at all levels of the association.
- The addition of the GWRRA Corporate Sponsored Medic First Aid training programs.
- The addition of the GWRRA Rider Education Seminar Presenters Certification Program.
- The addition of the GWRRA Rider Course Instructor Program.
- The addition of the Rider Education Recognition and Awards Program.
- The inclusion and clarification of several Rider Education Policies and requirements released within the past several years.
- The inclusion of the Masters Recognition Program.
- And the release of the new GWRRA Instructors Patches and Rockers in recognition of these fine volunteers.

Many other changes are included within the REP Handbook as we have attempted to provide the best program resource possible. It is inherent to the success of the program that all Educators and Operations Officers understand the content of the program and the expectations of GWRRA officers in support of the program.

We welcome any feedback or constructive suggestions on improving the program. Please do not hesitate to contact one of the Rider Education National Staff members, Mike Wright or myself with your input.

Sincerely,
Bob Lorenz
Senior International Director
Rider Education Division
March 1, 2004

THIS PAGE INTENTIONALLY LEFT BLANK

Table of Contents

A	PURPOSE AND SCOPE.....	A-1
B	THE HISTORY OF THE GWRRA RIDER EDUCATION PROGRAM	B-1
C	THE RIDER EDUCATION LEVELS PROGRAM.....	C-1
C.1	PURPOSE	C-1
C.2	THE MILEAGE PROGRAMS	C-1
C.2.1	<i>The Safe Miles Program</i>	<i>C-2</i>
C.2.2	<i>The High Mileage Program.....</i>	<i>C-2</i>
C.3	RIDER EDUCATION LEVELS PROGRAM DETAILS	C-3
C.3.1	<i>Level I - Safety by Commitment</i>	<i>C-4</i>
C.3.2	<i>Level II - Safety by Education.....</i>	<i>C-5</i>
C.3.3	<i>Level III - Safety by Preparedness</i>	<i>C-7</i>
C.3.4	<i>Level IV - Safety By Enhanced Commitment and Preparedness</i>	<i>C-8</i>
C.3.5	<i>Masters Recognition Program.....</i>	<i>C-10</i>
C.3.6	<i>Renewal Process.....</i>	<i>C-10</i>
C.3.7	<i>Co-Riders Changing to Rider Status.....</i>	<i>C-11</i>
C.3.8	<i>Handling Of "Expired" Participants.....</i>	<i>C-11</i>
D	THE EDUCATOR CORPS.....	D-1
D.1	OFFICER CONDUCT	D-1
D.2	INTERNATIONAL DIRECTOR OF RIDER EDUCATION	D-2
D.2.1	<i>Qualifications of the IDRE.....</i>	<i>D-2</i>
D.2.2	<i>Duties of the IDRE.....</i>	<i>D-3</i>
D.3	REGION EDUCATOR	D-5
D.3.1	<i>Qualifications of the Region Educator</i>	<i>D-5</i>
D.3.2	<i>Duties of the Region Educator.....</i>	<i>D-5</i>
D.4	DISTRICT EDUCATOR	D-7
D.4.1	<i>Qualifications of the District Educator</i>	<i>D-7</i>
D.4.2	<i>Duties of the District Educator.....</i>	<i>D-7</i>
D.5	CHAPTER EDUCATOR	D-9
D.5.1	<i>Qualifications of the Chapter Educator.....</i>	<i>D-9</i>
D.5.2	<i>Responsibilities of the Chapter Educator</i>	<i>D-10</i>
D.6	COMMUNICATION	D-11
D.7	REQUIRED INTERFACES.....	D-12
D.7.1	<i>Staff.....</i>	<i>D-12</i>
D.7.2	<i>The Membership.....</i>	<i>D-13</i>
D.7.3	<i>Outside Interfaces.....</i>	<i>D-13</i>
D.7.4	<i>Other Chapters/Districts/Regions.....</i>	<i>D-13</i>
E	EDUCATOR APPOINTMENT PROCESS	E-1
E.1	APPOINTMENT OF THE CHAPTER EDUCATOR	E-1
E.1.1	<i>District Educator Responsibilities</i>	<i>E-1</i>
E.1.2	<i>District Director Responsibilities</i>	<i>E-1</i>
E.1.3	<i>Region Educator Responsibilities.....</i>	<i>E-1</i>
E.1.4	<i>Region Director Responsibilities</i>	<i>E-2</i>
E.2	APPOINTMENT OF DISTRICT AND REGION EDUCATORS	E-2
E.3	PATCH PRESENTATION	E-2

F EDUCATOR PLANNING AND GOAL SETTINGF-1

G EDUCATOR PROGRAM ADMINISTRATION - RECORD KEEPING, FORMS & REPORTS..... G-1

G.1 LEVELS PROGRAM RECORD KEEPING G-1

G.2 RIDER EDUCATION LEVELS PROGRAM APPLICATION..... G-1

 G.2.1 *Rider Education Program Levels Application Form*..... G-1

 G.2.2 *Level IV Form* G-2

 G.2.3 *Processing Applications*..... G-3

G.3 RIDER EDUCATION ACTIVITY REPORTS G-3

 G.3.1 *Reporting Frequency* G-3

 G.3.2 *Completing the Report*..... G-4

G.4 EMERGENCY INFORMATION FORM..... G-5

H EDUCATOR RECOGNITION PROGRAMS..... H-1

H.1 SENIOR EDUCATOR PROGRAM H-1

 H.1.1 *Eligibility for Recognition as a Senior Educator*..... H-1

 H.1.2 *Senior Educator Appointment Process* H-2

 H.1.3 *Expectations of Senior Educators*..... H-2

 H.1.4 *Senior Educator Program Nomination Form*..... H-3

H.2 EDUCATOR OF THE YEAR AND RIDER EDUCATION MERIT AWARDS H-3

I RIDER EDUCATION PROGRAMS.....I-1

I.1 RIDER TRAINING COURSES AND SKILL EVENTS I-1

 I.1.1 *Requirements for Conducting Rider Training Courses* I-1

 I.1.2 *Conduct of Training & Skill Events*..... I-2

 I.1.3 *Co-Rider Participation in Rider Training Courses* I-3

 I.1.4 *Rider Training Course Facility (Range) Requirements*..... I-3

 I.1.5 *The Trike Rider Course and Four Wheeled Vehicles* I-4

 I.1.6 *The Trike Riders Course and Tri-Cars* I-5

 I.1.7 *The Parking Lot Practice Program* I-5

 I.1.8 *Rider Education Rider Course Completion Cards* I-6

I.2 RIDER EDUCATION SEMINAR TRAINING PROGRAMS I-6

 I.2.1 *The Core Seminars*..... I-6

 I.2.2 *Co-Rider Seminar* I-6

 I.2.3 *Team Riding Seminar*..... I-7

 I.2.4 *Road Captains Course* I-7

 I.2.5 *Available Video Seminars* I-7

 I.2.6 *Seminar Completion Cards*..... I-8

I.3 THE GWRRA MEDIC FIRST AID® INTERNATIONAL PROGRAM I-8

 I.3.1 *Medic First Aid® International, Inc.*..... I-9

 I.3.2 *Medic First Aid® Programs Available within GWRRA* I-9

 I.3.3 *GWRRA MFA Program Administration* I-10

 I.3.4 *Roles and Responsibilities* I-11

 I.3.5 *Course Requirements*..... I-15

 I.3.6 *Communication and Contact with Medic First Aid®*..... I-15

 I.3.7 *Ordering and Purchasing MFA Material*..... I-15

 I.3.8 *Program Cost and Fees* I-16

J GWRRA RIDER EDUCATION INSTRUCTOR PROGRAMS J-1

Gold Wing Road Riders Association Rider Education Program Handbook

J.1 SEMINAR PRESENTER PROGRAM J-1
 J.1.1 *Certification Process* J-1
 J.1.2 *Maintenance of Seminar Presenter Certification* J-3
J.2 RIDER COURSE INSTRUCTOR J-3
 J.2.1 *Rider Course Instructor Qualifications* J-4
 J.2.2 *GWRRA TRC, TC, and/or ARC Rider Course Instructor Certification*..... J-4
 J.2.3 *Master Rider Course Instructor*..... J-6
 J.2.4 *Rider Course Materials/Forms available on-line**..... J-7
J.3 MEDIC FIRST AID® INTERNATIONAL INSTRUCTORS J-8
 J.3.1 *MFA Instructor Responsibilities*..... J-8
 J.3.2 *Medic First Aid® Instructor Qualifications* J-8
 J.3.3 *Medic First Aid® Grandfathered Instructors into GWRRA*..... J-9
 J.3.4 *Medic First Aid® Instructor Trainer Qualification*..... J-10
 J.3.5 *Independent MFA Instructors*..... J-10

K OTHER RIDER EDUCATION RELATED MATERIALS K-1
K.1 NEWSLETTERS K-1
K.2 RIDER EDUCATION TRI-FOLD BROCHURE..... K-1
K.3 TOP GUN K-1
K.4 PARKING LOT PRACTICE K-1
K.5 CHAPTER PRESENTATIONS K-1
K.6 TEAM RIDING MANUAL K-1
K.7 SKILL EVENTS..... K-2
K.8 T-CLOCS FORM K-2
K.9 SURVIVOR PROGRAM..... K-2

L OTHER PINS AND PATCHESL-1

M UPDATES..... M-1
M.1 ISSUED UPDATES.....M-1

N FORMS N-1
N.1 NEW EDUCATOR CHECKLIST N-3
N.2 (RIDER EDUCATION) GWRRA OFFICER CHANGE/APPOINTMENT FORM N-4
N.3 RIDER EDUCATOR MEMORANDUM OF UNDERSTANDING (MOU) N-5
N.4 MOU CONFIDENTIALITY OF MEMBER INFORMATION N-6
N.5 RIDER EDUCATION KNOWLEDGE LEVEL EVALUATION (KLE)..... N-7
N.6 RIDER EDUCATION ACTIVITY REPORT N-13
N.7 RIDER EDUCATION LEVELS PROGRAM APPLICATION (LEVEL I – III) N-14
N.8 RE LEVELS PROGRAM APPLICATION (LEVEL I – III) CANADIAN VERSION ... N-15
N.9 MASTER TOUR RIDER/CO-RIDER APPLICATION (LEVEL IV)..... N-16
N.10 RIDER EDUCATION LEVELS PROGRAM “GREENBAR” CORRECTION FORM..... N-17
N.11 CHAPTER EDUCATOR’S MEMBER RIDER EDUCATION PROGRAM DATA SHEETN-18
N.12 EMERGENCY INFORMATION FORM..... N-19
N.13 RIDER COURSE INSTRUCTOR APPLICATION..... N-20
N.14 RIDER COURSE MASTER INSTRUCTOR APPLICATION N-21
N.15 GWRRA RIDER EDUCATION SEMINAR PRESENTERS APPLICATION N-22
N.16 SENIOR EDUCATOR NOMINATION FORM N-23
N.17 T-CLOCS MOTORCYCLE INSPECTION FORM..... N-25
N.18 TRIKE INSPECTION/CHECK FORM..... N-27

Gold Wing Road Riders Association Rider Education Program Handbook

N.19 TRAILER INSPECTION/CHECK FORM N-28
N.20 GWRRA MEDIC FIRST AID CLASS ROSTER N-29

A PURPOSE AND SCOPE

The purpose of this handbook is to provide a comprehensive guide to the Gold Wing Road Riders Association (GWRRA) Rider Education Program for all Educators, officers and interested members. It will attempt to cover, in some detail, each level of the Rider Education Levels Program, the requirements for each, the required duties and responsibilities of the Educator in promoting and managing the program and the variety of Rider Education Programs available and provided through GWRRA.

This handbook is also intended to provide a prospective candidate with the information required to become an effective Educator. In addition, since an Educator is an officer in GWRRA, it will be necessary to become familiar with the GWRRA Officers Guidebook.

Finally, and most importantly, this handbook will attempt to provide the Educator with some tools and some insight that is intended to help him/her serve the membership successfully in their position.

It is important to remember that other Educators and Directors, throughout the organization, as well as the National Rider Education Staff are invaluable assets, always available to help with any problems or circumstances not covered within the Rider Education Program Handbook. Building good working relationships with other Educators will also provide ideas, which can be utilized in building a successful Rider Education Program.

THIS PAGE INTENTIONALLY LEFT BLANK

B THE HISTORY OF THE GWRRA RIDER EDUCATION PROGRAM

The Gold Wing Road Riders Association has been teaching and promoting motorcycle safety from its founding on June 4, 1977. The earliest newsletters of the small group that met monthly at a local restaurant and coffee shop in Phoenix, Arizona featured guest speakers on safety topics including a motorcycle policeman. When the original charter for GWRRA was established, the only motorcycle organization endorsed by GWRRA was the Motorcycle Safety Foundation (MSF) for its efforts in making family motorcycling a safer, more enjoyable pastime. The first "Safety Director" for that group of GWRRA members (as listed in the April 1978 issue of "Wing News"), was Gary Gardner. By December, Dave Van de Water had taken over as "Safety Information Officer." (Dave's contributions to GWRRA's earliest history were many, including the development of the first GWRRA logo by one of his company's graphic artists.)

In the July 1979 issue of "Wing News" the name of another Phoenix native, Avery Poling, was listed as "Safety Information Officer." Poling held the position for close to a year. As the scope and growth of GWRRA grew from local to national, and then international proportions, new visions of the potential for GWRRA's Rider Education Program came from Frank Germo (then of Virginia Beach, VA), appointed GWRRA's first "National Safety Officer" in 1981. Germo had visions of placing at least one MSF Chief Instructor in each GWRRA Region and at least one MSF Certified Instructor in each state having GWRRA membership. He also set out to "keep the Membership safety-aware and evaluate motorcycle items with regards to safety"; tasks he did through his regular article contributions to "Wing News." Germo went on to become the Virginia District Director and Southeast Region A Director while continuing to promote Rider Education at every turn in his GWRRA career. Germo's most lasting legacy is the vision of a widespread network of Rider Educators throughout GWRRA, a vision that has become reality today.

In September 1982, Jim Cole was listed in "Wing News" as "Safety Editor." Cole, who also was Region C Director, was named National Safety Director in January 1983. Cole instituted GWRRA's first Safe Miles Program, whereby Gold Wingers would update their files for each consecutive 5000 miles of accident-free riding, earning a pin. A month later, Cole added "Pilot" and "Copilot" rockers to the program, giving the first visible recognition to the safety role played by the Co-Rider. Jim Cole continued to promote Rider Education through October 1986, with regular article contributions through "Wing News" and its successor, Wing World Magazine. GWRRA can thank Jim Cole for the earliest concept of its Rider Education Program, one in which a Rider and a Co-Rider can proudly wear pins and patches signifying their safe motorcycle mileage.

A new National Safety Director, Bill Kitchin, took over in January 1987, with plans for an extensive series of videotaped training modules. Kitchin also proposed formation of a non-profit charitable foundation to fund these modules. A series of events delayed these plans, however. The longest lasting legacy Bill Kitchin left for GWRRA Rider Education was separation of the Safe Rider Program from the High Miles Program (still in force today), and the concept of videotaped seminars for use at the chapter level and by individual Members.

In July 1987, Robert "Pete" Woodruff began presenting motorcycle safety seminars at GWRRA rallies and Wing Ding. By September, Woodruff had been named National Rider Education Director, a post he held until January 31, 1996. Woodruff, a safety professional with Lockheed Aeronautical Systems Company in Marietta, Georgia, swiftly put his professional and organizational skills to work, transforming shoe boxes of "Safe Miles" forms into a computerized data base capable of handling what was about to become explosive growth in Rider Education participation. Taking many of the concepts of his predecessors and building on them, he also added whole new programs and involvement opportunities for Members eager to participate. In March 1988, GWRRA announced its new Rider Education Program, listing Levels I, II, and III with both Rider and Co-Rider involvement. In addition, the Rider Education Division instituted on-site MSF-certified Rider Courses at Wing Ding and many GWRRA Region and District rallies. Woodruff also went into the studio to produce his highly entertaining and informative series of videotaped seminars on "Co-Rider", "Touring & Braking" and "Trailing".

In 1989, the enthusiastic demand of the GWRRA membership for another level of Rider Education was fulfilled with the addition of Level IV-Master Tour Rider, the program's highest level of accomplishment.

Gold Wing Road Riders Association Rider Education Program Handbook

Taking over as National Director of the Rider Education Division in February 1996 was Charlie Davenport, a long time GWRRA Operations Officer who served as Region Director for Regions A and N and as the Senior Regional Director. Charlie is a veteran MSF Instructor, a Master Tour Rider (#10) and is dedicated to motorcycle safety.

In 1997 Bill Noss, a long time Assistant National Director of Rider Education from Ohio, assumed the role as Director. Although Bill stepped down in 1998 he was responsible for developing several new programs such as the Top Gun Competition.

Ed Brennan, Bill's assistant from Tennessee, took over the reins in 1998. Ed had been involved for many years with the program beginning as Editor of the National Newsletter under Pete Woodruff.

Bob Lorenz was named as National Director in 2000 carrying on the Rider Education commitment and growth. Bob was a part of the National Rider Education Staff under Ed after having served for a number of years in other Rider Education positions. A noted example of Bob's legacy thus far includes the institution of the Masters Recognition Program. Answering the Membership's call for something more than Level IV Master Tour Rider, a system was devised to reward those who have maintained their Master certification requirements for 5, 10, and 15+ years. Under Bob's direction the Rider Course programs were revised and a network of instructors throughout the organization was developed. The Seminar certification Program was formalized and instituted and the GWRRA sponsored Medic First Aid training programs saw a large increase in participation and growth.

As we all know, GWRRA's Rider Education Program has always been a dynamic and "living" program. In 2003, in recognition of differences in the local development and delivery of motorcycle training in other countries – particularly in Canada – and following the changes made in Operations in Canada, the Canadian Rider Education Program was structured as a parallel arm of the Rider Education Division, emulating the tenets and principles of GWRRA's REP.

Gordon Murphy, a former Region "L" Director and, most recently the Senior National Director for Canadian Operations, was appointed the first National Director for Rider Education in Canada. Gordon had become intensely interested in rider education following a motorcycle accident in 1999. Noting the deficiency of having a countrywide rider course for experienced riders in Canada, Gordon, along with then Region "L" Director, Gary Horwood, had been instrumental in developing the Advanced Rider Course (ARC), which is now being used in the Canadian REP and eventually will be used elsewhere throughout GWRRA's REP.

It is our aim that the experience gained in the Canadian REP will become a model for an enhanced REP in other countries or Regions where GWRRA is represented.

The acceptance of the Rider Education Program has been dramatic. Participation jumped from 700 enrolled in 1987 to a high point of nearly 40,000 by 1996. These figures have fluctuated since then, with 2003 numbers returning to over 25,000 with growth continuing. Every GWRRA Region has an Educator on staff with Educators in every District and nearly every Chapter. To support these volunteers in their efforts, this revised Rider Education Program Handbook is now ready for distribution and use, as just one more step toward achieving the safety goals of GWRRA. Having acquired national recognition from the Motorcycle Safety Foundation as "Outstanding Motorcycle Organization" almost every year from 1990 through 1996, the men, women and children who have given so freely of their time to the GWRRA Rider Education Program can truly be proud of their part in building GWRRA's unparalleled heritage in the world of motorcycle safety education.

The Rider Education Division of GWRRA, working with MSF and other motorcycle safety programs, will continue its commitment to excellence in motorcycle safety.

C THE RIDER EDUCATION LEVELS PROGRAM

This section will cover the GWRRA Rider Education Levels Program in its entirety. It will provide a history of the program; explain the purpose and provide a detailed description of each level within the program with the requirements for achieving and maintaining those levels, as well as advancement within the program.

C.1 Purpose

The GWRRA Rider Education Levels Program is intended to make the motorcycle environment safer by reducing injuries and fatalities by increasing motorcyclist skills and awareness through education and training. The Rider Education Levels Program does not propose to have all the answers. However, our close-working relationship with the Motorcycle Safety Foundation (MSF), as well as additional GWRRA programs and studies, has provided a wealth of information for use in establishing a comprehensive Rider Education Levels Program. Through **Commitment, Education** and **Preparedness** we can reduce our accident rate significantly. Thus, we do our part to aid in Member Retention. Listed below are several benefits of a fully implemented GWRRA Rider Education Levels Program:

- Increased rider knowledge
- Increased rider safety skills
- Prevention of accidents
- Reduced injuries
- Reduced fatalities
- Improved general public image of motorcyclists
- Enhanced enjoyment of motorcycle riding

The motorcycle community is already realizing many positive benefits from the GWRRA Rider Education Levels Program. Through the efforts of the Rider Education Officers and participation of the membership and others, we continue to strive to reach our goal of establishing the safest motorcycle environment possible.

OUR SLOGAN:

“Safety Is For Life”

OUR MISSION:

***To Save Lives Through Quality,
World Class Education***

C.2 The Mileage Programs

There are two separate mileage programs administered through the Rider Education Division. They are the **Safe Miles Program** and the **High Mileage Program**.

C.2.1 The Safe Miles Program

Safe Miles is a part of the Rider Education Levels Program. Safe Miles is defined as the number of accident free miles driven on your motorcycle since joining GWRRA. It is a means of tracking the number of safe, accident free miles that have been ridden while in GWRRA. Miles accumulated prior to becoming a member are not eligible under Safe Miles. If/when an accident occurs, the participant in the Safe Miles Program reverts to 0 Safe Miles. An accident is defined as any incident that results in reportable property damage or personal injury during the operation or use of a motorcycle. Reportable includes, but is not limited to, any law enforcement accident report or insurance claim that was filed as a result of the incident.

Application for Safe Miles is accomplished by submitting the Rider Education Program Levels Application Form (Form N.7 or N.8) also used for Levels I through III and can be found in the Forms Section of the handbook as well as on line on the Rider Education web page.

The Safe Miles Pins are available in 5,000-mile (8,100 km) increments through 95,000 miles (153,900 km). At 100,000 safe miles (162,000 km) [or additional increments of 100,000 safe miles (162,000 km)] a rocker patch is available. Thus at 105,000 safe miles the Member applies for both a rocker and a pin.

Check the appropriate boxes in the Level I section of the form and submit the completed form with \$2 (\$3.25 CDN) for each rocker or pin per applicant to the Chapter Educator or any GWRRA Officer for validation. For black and gold versions of the Safe Miles patches, the fee is the same.

Safe Miles Pin



Safe Miles Rocker Patches



C.2.2 The High Mileage Program

The High Mileage Program is separate from and **not** a part of the Rider Education Levels Program. It should, however, be administered by the Chapter Educator. This program is provided for those who wish to display their total mileage ridden on all motorcycles. All members may participate in this program. The mileage applied for includes **all** miles ridden on **any brand** of motorcycle, **both prior to and after** becoming a GWRRA member. Accidents do not affect these miles.

The minimum required mileage is 50,000 miles (81,000 km). Initially, with the first 50,000 miles, the applicant will receive a High Mileage Pin and a 50,000 Mile Hanger Bar. Additional Mileage Bars are available thereafter in 50,000-mile increments as additional miles are accumulated.

- Application for participation in the High Mileage Program is accomplished by submitting the Rider Education Program Levels Application Form (Form N.7 or N.8) also used for Levels I through III and can be found in the Forms Section as well as on line at the Rider Education web page. The cost of participation in the High Mileage Program is \$5.00 (\$7.75 CDN) for

the first 50,000 miles (includes the head pin and first hanger bar) and \$2.00 (\$3.25 CDN) for each additional 50,000 mile hanger bar.

High Mileage Pin



High Mileage Hanger Bars



C.3 Rider Education Levels Program Details

The Rider Education Levels Program has been divided into four (4) progressively achievable levels. Both the Rider and the Co-Rider are eligible for, and indeed encouraged to participate in, obtaining each of these levels. The program structure is as follows:

LEVEL I	Safe Miles	(Safety by Commitment)
LEVEL II	Tour Rider	(Safety by Education)
LEVEL III	Certified Tour Rider	(Safety by Preparedness)
LEVEL IV	Master Tour Rider	(Safety by Enhanced Commitment and Preparedness)

Further information regarding the application forms can be found in Section N (Forms N.7, N.8 and N.9). The application forms for all levels of the Rider Education Levels Program can be found in the Forms Section of this document as well as on line at the Rider Education web page.

C.3.1 Level I - Safety by Commitment

Level I of the Rider Education Levels Program represents the **commitment** of the Rider and/or the Co-Rider to practice and encourage safe motorcycle operation whenever they operate their motorcycle.

Safety begins as a state of mind that can be attained only through total commitment. Every successful accomplishment begins with a commitment to reach the intended objective. This is true of the Rider Education Levels Program and includes a promise to learn for the benefit of Rider, Co-Rider, friends and family, and others on the road.

Though there is no mileage requirement to enter Level I, the commitment to safe riding is indicated by the accumulation, since joining GWRRA, of accident free miles. Members are encouraged to display their commitment by wearing their Safe Mile achievements. Accident free miles are accumulated in 5,000-mile (8,100 km) increments and usually updated at yearly intervals.



Requirements: The requirement for Level I is current membership and the expressed commitment of the Rider and/or Co-Rider to strive for and practice safe riding. They are encouraged to display these patches as an outward sign of that commitment. This is obtained by submitting the Rider Education Program Levels Application Form (Form N.7 or N.8) to a GWRRA Officer (refer to G.2.1), along with the appropriate fee, \$6.00 (\$10.00 CDN), for each registrant. (This fee includes the first Safe Miles pin, although the pin may be held for the member until 5,000 Safe Miles [8,100 km] or more are achieved.)

Insignia: The round "Safe Miles" patch, Rider or Co-Rider rocker and the 1st Safe Miles pin. The black and gold version of the patches and rockers are available for an additional \$1 (\$1.65 CDN) for the set.

Renewal: There is no renewal for this level. Once a member becomes a participant they remain as an active Level I as long as they are members or until they progress to higher levels. Updated Safe Miles pins and rockers are available by submitting the Rider Education Program Levels Application Form with \$2.00 (\$3.25 CDN) to a GWRRA Officer (refer to G.2.1) for verification.

C.3.2 Level II - Safety by Education

Level II of the Rider Education Levels Program represents the continuing commitment of the Rider and/or Co-Rider to be safer motorcyclists by completing approved motorcycle training at regular intervals in order to build and maintain optimum riding skills and awareness.

GWRRA has chosen several educational training programs for the Riders and Co-Riders such as:

- The Motorcycle Safety Foundation (MSF) programs
 - The MRC/RSS
 - The Basic Rider Course (BRC)
 - The Experienced Rider Course (ERC) (Note: this includes the original ERC as well as any of the new ERC Suite courses)
 - The MSF Dirt Bike Course
- The Evergreen Safety Council (ESC) Sidecar/Trike Education Program (S/TEP)
- The Canadian Safety Council (CSC) programs,
- GWRRA's Rider Courses and Parking Lot Program (PLP). (See notes in Section I.1.7 regarding the PLP.)
- In addition to the "basic" or experienced training programs, participation in the commercially available "on course" programs will be accepted as qualifying training for this and higher levels with the review and approval of the District and Region Educator. Approval will be granted for the MSF Dirt Bike course, for example.



We say, "Go see the experts" for your "on bike training". Completing these courses provides the foundation and skills for your quest to be a safer motorcycle rider. All recognized programs are taught by qualified and certified instructors. For the Co-Rider, we have provided an excellent seminar program and many areas (including GWRRA) offer participation in "Two Up" rider course programs to assist in their role in the safety aspect of motorcycle riding.

Motorcycle education goes "hand in hand" with commitment. The "on bike" education by MSF, ESC, CSC and GWRRA for the Rider and Co-Rider and the "off bike" education (seminars) designed specifically for the Co-Rider, provide a very effective approach to motorcycle safety. This is when a Rider Education Levels Program participant truly begins to understand what the Level I commitment means and realizes the value in the program.

Rider Requirements:

- Be a current GWRRA member.
- Be enrolled in Level I of the Rider Education Levels Program and have 5,000 safe miles (8,100 km).

Gold Wing Road Riders Association Rider Education Program Handbook

- Have a current motorcycle license endorsement as required in the member's home state/province.
- Have completed an approved Rider course within the past **three** years.
- Submit a completed Rider Education Program Levels Application Form (Form N.7 or N.8), along with the appropriate fee, \$5.00 (47.75 CDN), to a GWRRA Officer (refer to G.2.1) for verification.

Co-Rider Requirements:

- Be current GWRRA member.
- Be enrolled in Level I of the Rider Education Levels Program and have 5,000 safe miles (8,100 km).
- Have completed an approved Two-Up Rider course or GWRRA Co-Rider seminar within the past **three** years.
- Submit a completed Rider Education Program Levels Application Form (Form N.7 or N.8), along with the appropriate fee, \$5.00 (\$7.75 CDN), to a GWRRA Officer (refer to G.2.1) for verification.

Insignia: Rider (or Co-Rider) Education "triangle" patch. The black and gold version of the patches and rockers are available for an additional \$1 (\$1.65 CDN).

Renewal: Annual renewal is necessary on January 1st. (No renewal necessary if Level II issued in October or later of previous year.)

Submit a completed Level II renewal form along with the required validating documents (completion cards) and renewal fee for each participant (for Level II only) to the Chapter Educator or other GWRRA Officer (refer to G.2.1) for validation. (Note: copies of the validating completion cards are not necessary as long as the validating officer notes the expiration date for the courses on the Rider Education Levels Program Application form.)

There is no renewal **fee** for Life Members; however, to remain active in the program, Life Members are required to submit annually a completed Rider Education Program Levels Application Form with renewal information. If a Life Member desires a renewal hanger bar or pin, there is a \$2 (\$3.25 CDN) charge.

Renewal Pin

Renewal Hanger Bars

Level II:



C.3.3 Level III - Safety by Preparedness

Level III of the Rider Education Levels Program represents the commitment of the Rider and/or Co-Rider to be prepared in the event of an accident to give aid and possibly save lives. This is achieved by becoming knowledgeable in First Aid or CPR through training and by carrying a first aid kit on their motorcycle at all times.

It would be wonderful if we could achieve the coveted goal of zero accidents; however, we know realistically, accidents will happen. Because of this, it is important to be fully prepared to lend aid to unfortunate accident victims. It is important to always be prepared to deal with emergencies, care for injuries or to save a life. Level III of the Rider Education Levels Program was developed to deal with such circumstances by recognizing and encouraging proper First Aid or CPR (Cardio-Pulmonary Resuscitation) training. CPR has been used to save many lives. Being trained to render CPR or First Aid assistance is a tremendous asset to those the Rider Education Levels Program participant will come in contact with daily.






Rider/Co-Rider Requirements:

- Be a current GWRRA member.
- Be enrolled and current in Level II of the Rider Education Levels Program.
- Maintain current First Aid or CPR certifications.
- Carry a First Aid kit on the motorcycle.
- Submit a completed Rider Education Program Levels Application Form (Form N.7 or N.8), along with appropriate fee, \$4.00 (\$6.00 CDN), to a GWRRA Officer (refer to G.2.1) for verification.

Insignia: Certified Tour Rider or Certified Co-Rider rectangular patch to display above the Level II patch. The black and gold version of the patches and rockers are available for an additional \$1 (\$1.65 CDN).

Renewal: Annual renewal is necessary on January 1st. (No renewal is necessary if Level III issued in October or later of previous year).

Submit Level III renewal form along with required validating documents and renewal fee for each participant (for Level III only) to the Chapter Educator or other GWRRA Officer (refer to G.2.1) for validation. (Note: copies of the validating completion cards are not necessary as long as the validating officer notes the expiration date for the courses on the Rider Education Levels Program Application form.)

There is no renewal **fee** for Life Members; however, to remain active in the program, Life Members are required to submit annually a completed Rider Education Program Levels Application Form with renewal information. If a Life Member desires a renewal hanger bar or pin, there is a \$2 (\$3.25 CDN) charge.

Renewal Pin

Renewal Hanger Bars

Level III:



C.3.4 Level IV - Safety By Enhanced Commitment and Preparedness

Level IV is the most prestigious level within the Rider Education Levels Program and is referred to as Master Tour Rider/Co-Rider. It represents the highest level of commitment by the Rider and/or Co-Rider toward safe riding and preparedness. This commitment is shown by a demonstrated history of safe miles, continuing education and current certification in **both** First Aid **and** CPR. These Master Tour Riders/Co-Riders are the finest example to everyone of the highest level of commitment to safe motorcycle operation and preparedness.

Level IV of the Rider Education Levels Program, the Master Tour Rider, was designed for those special caring individuals who desire to "be all they can be" with regards to motorcycle safety. The requirements are more stringent than Level III and require a greater commitment. These individuals are caring, trained and prepared with the experience to back them up. It is realized Level IV is not for everyone, but for those who desire to be of greater service to their fellow man, it is the correct prescription.

Why desire to be a Level IV Master Tour Rider? It's a worthy goal. Being prepared to save a life is a high calling indeed! These individuals are shining examples to the rest of the GWRRA membership. Others aspire to practice the same commitment as displayed by those who have attained Level IV. For that reason, because these individuals are ambassadors to the members at all levels, GWRRA provides a special gathering to celebrate the Master Tour Rider commitment each year at Wing Ding.



Rider Requirements:

- Be a current GWRRA member.
- Be a participant in Level III of Rider Education Levels Program and have been current in Level III for at least one full year.
- Have ridden a minimum of 25,000 safe miles (40,500 km).
- Be current in both First Aid **and** CPR certifications.
- Wear proper riding apparel at all times while riding.
- Submit a completed Master Tour Rider/Co-Rider Application Form (Form N.9) with written recommendation from the Chapter Educator or other validating GWRRA Officer (refer to G.2.1) along with the appropriate fee, \$35.00, to GWRRA International Headquarters, Phoenix, AZ.

Co-Rider Requirements:

- Be current GWRRA member.
- Be a participant in Level III of Rider Education Levels Program and have been current in Level III for at least one full year.
- Have ridden a minimum of 25,000 safe miles (40,500 km).
- Be current in both First Aid **and** CPR certifications.
- Wear proper riding apparel at all times while riding.
- Submit a completed Master Tour Rider/Co-Rider Application Form (Form N.9) with written recommendation from the Chapter Educator or other validating GWRRA Officer (refer to G.2.1) along with the appropriate fee, \$35.00, to GWRRA International Headquarters, Phoenix, AZ.

Insignia: An individually numbered triangular Master Tour Rider patch with dark blue border.

The Master Tour Rider patch in black and gold is available from GWRRA for an additional charge. Arrangements can be made to have the Master number embroidered on this patch as well. Interested members should contact GWRRA Member Services if they wish to purchase this patch.

Renewal: Annual renewal is necessary on January 1st. (No renewal necessary if Level IV issued in October or later of previous year.)

Submit a completed Level IV renewal form along with the required validating documents (completion cards) and renewal fee, \$10.00 for each participant (for Level IV only), to GWRRA International Headquarters, Phoenix, AZ. **No validating signature is required for renewal!**

There is no renewal **fee** for Life Members; however, to remain active in the program, Life Members are required to submit a completed Rider Education Program Levels Application Form with renewal information annually. If a Life Member desires a renewal hanger bar or pin, there is a \$2 (\$3.25 CDN) charge.

Renewal Pin

Renewal Hanger Bar

Level IV:



Note: All Master (Level IV) applications and renewals will be handled solely by the GWRRA International Headquarters office. Notices will be sent out annually to all active Masters and the renewal forms and attendant certificates of completion must be returned to GWRRA. GWRRA will issue all Level IV patches, rockers, renewal pins and hanger bars for Masters.

C.3.5 Masters Recognition Program

Master Tour Riders (Level IV Riders and Co-Riders) have been active in the program since 1989. Those that have remained current (renewed) for increments of 5, 10, or 15 (and greater) years are awarded a reduced renewal fee and special recognition represented by new patch. An annually updated file with a list of eligible Master numbers for each of the recognition levels is available on the GWRRA website under the Rider Education link.



Senior Master Patch (Black & Gold)
Also in Blue and Gold
(Grand Master and Life Grand Master Similar)

C.3.5.1 Senior Master

Those members meeting a minimum 5 years of active participation and continuous renewal and who are current members may be recognized and receive a Senior Master patch upon application (Form N.9) to GWRRA International Headquarters. They will be entitled to pay a reduced renewal fee (\$7.50 US, \$11.65 CDN) at the time of application and for subsequent annual renewals.

Life Members are eligible for this recognition with no renewal fee. However, there will be a one time \$2.00 fee for the patch at the time of application.

C.3.5.2 Grand Master

Those members meeting a minimum of 10 years of active participation and continuous renewal and who are current members may be recognized and receive a Grand Master patch upon application (Form N.9) to GWRRA International Headquarters. They will be entitled to pay a reduced renewal fee (\$5.00 US, \$7.75 CDN) at the time of application and for subsequent annual renewals.

Life Members are eligible for this recognition with no renewal fee. However, there will be a one time \$2.00 fee for the patch at the time of application.

C.3.5.3 Life Grand Master

Starting in 2004, those members meeting a minimum of 15 years of active participation and continuous renewal and who are current members may be recognized and receive a Life Grand Master patch upon application to GWRRA International Headquarters. They will be entitled to pay a reduced fee (**FREE**) at the time of application (Form N.9) and for subsequent annual renewals. Once again, if the participant desires a renewal pin or hanger bar, the fee is \$2 (\$3.25 CDN).

Life Members are eligible for this recognition with no renewal fee. However, there will be a one time \$2.00 fee for the patch at the time of application.

C.3.6 Renewal Process

There is no renewal for Level I. Levels II, III and IV must be renewed annually for participants to remain active. Renewal for these levels is due each January 1st. The exception to this is if the Level II, III, or IV was issued in October or later of the previous year, then no renewal is necessary the following January. Remember, participants renew at their **highest level only**.

Annual renewal fees for Level II & III are \$2.00 (\$3.25 CDN) per member. If the member chooses not to wear the hanger, that is their decision but they will receive the hanger. Renewal fees for Level II & III are **not** waived if the member does not want the renewal pin or bar. Participants are encouraged to wear the renewal pin/ hanger bar to show their continuous support and participation in the Rider Education Levels Program.

Renewals for Levels II and III should be administered at the Chapter level. ***Copies of completion cards are NOT required to be submitted if the current cards are reviewed by a Validating Officer and expiration dates noted on the application/renewal form (From N.7 or N.8).***

Renewals for Level IV, Master Tour Rider (Form N.9) are administered only through GWRRA International Headquarters, Phoenix, AZ. The annual renewal fee for Level IV is \$10.00 per member.

GWRRA initiated a Life Membership June 1, 1999. One of the benefits of the Life Membership is the waving of renewal fees in the Rider Education Program. However, the Life Member is required to fill out the renewal application annually and meet renewal requirements to remain current at their present level. This is to ensure that they continue to remain active to their commitment to safety and training in safe motorcycling. This can only happen if their skills are constantly honed by attending MSF, CPR, First Aid and other recognized training courses. If a Life Member desires a renewal hanger bar or pin, there is a \$2 (\$3.25 CDN) fee regardless of the level (II – IV) they are renewing.

Rallies and meetings are a handy place to renew for Levels II and III. Check in at the Rider Education table at rallies or with the Chapter Educator for assistance with the paperwork.

C.3.7 Co-Riders Changing to Rider Status

Co-Riders participating in the REP Levels program that become active Riders and desire to change their status within the REP Levels program must complete and maintain the Rider requirements at each level. This includes applying at each level (Levels II – III) as a Rider submitting the appropriate validation information and fees. Because the two REP Levels track differently, simply applying for re-designation of status does not meet or fulfill the REP Levels requirements. Once a Co-Rider to Rider change has completed the Level III requirements, and completed 25,000 Safe Miles while as a Rider, the member may apply to have their Level IV, Master Tour Rider status changed to "Rider" without submitting a new application or additional fees.

C.3.8 Handling Of "Expired" Participants

Any of our expired Rider Education Levels Program participants may bring their status to current and active by submitting a completed renewal form along with copies of the appropriate support documentation (CPR/FA completion cards & Rider/Co-Rider Training completion cards) that meet the requirements. They also need to submit the fee associated with doing so which will be the annual renewal fee for each year they've been inactive up to the amount of the original application fee. In the case of a Master level IV who is being shown as inactive for the past 4 years, this fee will not exceed \$35. This same logic would apply for Levels II (up to \$5, \$7.75 CDN) and III (up to \$4, \$6 CDN) to bring them current.

As a further clarification, any participant will renew at the highest level achieved and does not revert backward to a lower level *at any time*. A member who has achieved a Master level will be allowed to renew as a Master as long as the requirements are met. Members work hard to achieve these levels and the insignia they wear recognizes their success in doing so. If a member chooses not to continue renewing at any level, the achievement is never to be diminished. They have benefited from their training and commitment and we as an organization have benefited from their participation. This should always be recognized regardless of their personal decisions regarding renewal or continuing to maintain level requirements.

THIS PAGE INTENTIONALLY LEFT BLANK

D THE EDUCATOR CORPS

Rider Education Division positions include International Director of Rider Education, National Director (Canada), Region Educator, District Educator and Chapter Educator as well as assistants at each of these levels. Members and Associate Members holding these positions serve as Officers of the Association. This section provides a general description of the primary positions. Those serving as assistants for any of these positions will have like descriptions and responsibilities as assigned by the primary Educator.

Effective in 2003, the Rider Education Division operations were restructured to recognize the needs and situations associated with the Canadian operations. The Canadian Rider Education operations are parallel to the International Rider Education operations with the National Director, Rider Education, Canada, reporting to the International Director, Rider Education. The Canadian Educator structure remains identical to the International operations.

D.1 Officer Conduct

Since a Rider Educator is an officer of GWRRA, it is appropriate that this section be included in this document. An officer who will achieve the greatest success should be a positive thinker and good communicator and will possess many of the following attributes:

- Enthusiasm
- Patience
- Honesty
- Sincerity
- Generosity

An officer should be:

- Fair
- Innovative
- Appreciative
- Cooperative
- Tolerant



Above all, remember that an officer must be a leader. An officer will lead by example, be it positive or negative. The importance of this cannot be overstated. Officers in GWRRA and especially Educators in the Rider Education Program should wear proper riding apparel at all times when riding. It is impossible to “preach the gospel” if one does not live by and practice the teachings.

The term “leader” certainly suggests someone with strength; however, it does not imply the Educator should assume a dictatorial role. It is important to note that the role of an Educator is to **Inform and Influence**, not Direct, Coerce or Enforce. It is essential that an Educator work in cooperation with the other staff members to plan the activities and goals for the members. The Educator should remember that *“We are not simply selling patches”*, but are **supporting** and **promoting** a program to inform and influence our friends regarding safe motorcycle riding that will result in better risk management and an increase or improvement in rider skills thereby reducing injuries and fatalities **and that it will be fun doing so.**

All Educators need to establish goals and objectives for their programs. Goals should be documented, clearly stated, achievable and measurable. The primary objective is the growth of the program through greater member participation. Progress and growth are planned events, they don't simply happen. The progress and growth of a chapter, district or region can then be measured against these objectives. You will be able to measure your rapport with members by their support of the Rider Education Program.

It is important that personal beliefs, business or financial concerns not be allowed to cause a negative reflection of GWRRA or negatively influence the membership. Such a circumstance would result in the immediate re-evaluation of an individual to hold a GWRRA Officer position.

More specific information pertaining to GWRRA Officers can be found in the "GWRRA Officer Guidebook". It must also be understood by all Educators that, although there is no defined tenure or "term in office", they serve at the pleasure of their Director and are subject to the tenure limitations of their appointing officer, the Director.

D.2 International Director of Rider Education

It is the primary purpose of the International Director of Rider Education (IDRE) to establish and maintain a network of volunteer educators who will promote motorcycle safety through education of the members of the Gold Wing Road Riders Association. This network of volunteer educators will consist of, but not be limited to the National Director (Canada), Regional Educators, District Educators and Chapter Educators for each respective office in the operations.

The IDRE may appoint members of GWRRA to National Rider Education staff positions (Assistant National Directors, Rider Education (ANDRE)) to assist in the delivery of educational instruction, information and support. Appointments to the National staff shall require the acknowledgment of the Executive Director prior to the appointment. The areas of responsibility that should be staffed are:

- Rider Education Administration
- Medic First Aid® Program Administration and Instructor Training
- Rider Course Program Development and Instructor Training
- Seminar Certification Program Administration and Instructor Training
- Rider Education Levels Program Administration
- National Rider Education Newsletter Editor

(Note: Responsibilities for these areas may be shared or combined responsibilities)

This structure of volunteer educators will provide the communication link to our members. It will enable GWRRA to provide information and education in the form of classroom instruction, lectures, rider and two-up training through approved rider training courses, parking lot practice programs, rider skills events and future developed information and training concerning motorcycle safety and rider education.

D.2.1 Qualifications of the IDRE

- Maintain current membership in GWRRA.
- Maintain current status of Level IV in the Rider Education Levels Program.
- Preferably is certified Rider Course instructor, but is not required to be!

- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to serve GWRRA and its membership.
- Demonstrate adequate communication skills, both verbal and written, to provide effective and meaningful leadership to the members.
- Demonstrate the ability and willingness to maintain an effective and harmonious relationship with the Executive Director, Regional Directors, District Directors and others requiring the services of this office.

D.2.2 Duties of the IDRE

- Is responsible for promoting and supporting the implementation of the Rider Education Program throughout GWRRA.
- Provide for the Educators and membership a monthly newsletter highlighting any program changes or additions as well as providing timely rider education articles and information to be used at the Region, District and/or Chapter for communication to the members. Wherever possible the newsletter will be distributed electronically and posted to the GWRRA web site on the Rider Education web pages.
- Monitors the Rider Education Program to ensure quality results and to see that goals and objectives are achieved.
- Administers the GWRRA sponsored MFA CPR/First Aid program, promote its growth and utilization throughout GWRRA and ensure that the program is available at a reasonable cost and with convenience to all members through the Regions and Districts. An extension of this responsibility is to make certain that MFA Instructor training is conducted regularly and is made available to the membership; that Master Instructor training programs are made available with the intent of maintaining a minimum of one Master Instructor within each Region.
- *Attends Wing Ding annually to provide full and complete Rider Education support and programs for the benefit of the members. This will include:
 - Staffing and organizing the Rider Education booth.
 - Scheduling and staffing of Rider Education Seminars (coordinated with the GWRRA LTD International Director).
 - Scheduling and staffing the CPR and First Aid training courses.
 - Scheduling, staffing and conducting GWRRA Rider Training courses supported by other courses (i.e. MSF courses) as necessary or required.
 - Scheduling, staffing and supporting the Field Events (to include the Top Gun Competition).
 - Scheduling and hosting the Annual Masters gathering.
- *Annually solicits and selects recipients for the annual Rider Education Merit Award and the Educator of the Year in recognition of outstanding Educators throughout GWRRA. These awards will be presented at Wing Ding during ceremonies conducted at the Masters gathering.
- *Attends the annual SMSA National Conference and any other conferences as directed and agreed upon with the Executive Director.

Gold Wing Road Riders Association Rider Education Program Handbook

- Administers the Rider Education Levels Program database by receiving and updating all data received from the membership submitted on the Rider Education Levels Program Application Forms.
- Distributes, at least quarterly, the Rider Education Levels Program “Greenbar” report indicating current enrollment and status of participants in the Rider Education Levels Program to Region Educators.
- Upgrades and expands the Rider Education Program as necessary and/or as requested by the Executive Director.
- Ensures that qualified personnel are utilized at appropriate levels to provide quality education and information to all members.
- Effectively teaches and communicates all aspects of the Rider Education Program to all levels of Educators and members.
- Maintains such records as deemed necessary or as requested, and to assist all involved personnel in accomplishing their duties in a timely fashion.
- Assists Region Directors, when requested, in selecting their Region Educators. The IDRE is the approving authority for the selection and appointment of Region Educators.
- *Compiles and distributes, at least on a quarterly basis, a report of the Rider Education activities conducted within the Association. Annually, provide the Executive Director with a year-end statistical report of the Rider Education Levels Program activities within GWRRA.
- Provides an annual division report stating accomplishments within the division for the past year and establishing the goals and objectives for the division during the succeeding year
- *Interfaces with the Motorcycle Safety Foundation (MSF) and such other organizations and entities, both domestic and foreign, in order to enhance the Rider Education Program and to promote and foster good working relationships between these organizations and GWRRA. Any action items forthcoming as a result of these interfaces will require the pre-approval from the Executive Director to ensure uniformity and consistency with all GWRRA operational policies and to protect against misunderstandings. In addition, all requests made to the MSF, SMSA or other entities for approval of rider education materials or rider training instruction or exercises will require consensus of the Executive Director prior to presentation. Any contracts or written agreements with MSF, SMSA or any other entity will require the initials of the IDRE, the Executive Director, and the signature of the Director and Chairman of the Board of GWRRA.
- The IDRE will be the approving office for Rider Education Activity Approval Requests and for insurance requests for GWRRA sponsored Rider Courses held on approved ranges. The requesting party will forward all insurance requests to the GWRRA International Headquarters to expedite the handling process for insurance binders and the processing of checks. Upon receipt of the request, the home office will forward a copy of the request form to the IDRE for disposition if needed.
- Conducts seminars, riding courses and provide education/training films for distribution to the membership via Wing World magazine, newsletters, etc. Said training may also be offered in conjunction with other training entities. The IDRE will be responsible for implementation of all training for previously approved courses of instruction or riding exercises.

The duties and responsibilities associated with the National Director, Rider Education, Canada, are very similar to those defined above with the exception of those indicated with an asterisk (*).

D.3 Region Educator

The Region Educator has similar qualification requirements as the IDRE but has a different level of duties and responsibilities. The Region Educator is the primary support position for the Districts and Chapters providing communication, information, support and training for the District programs. The Region Educator must be a current Level IV participant in the Rider Education Program and will perform as a staff member of the Region Director while supporting the International Director and Staff.

D.3.1 Qualifications of the Region Educator

- Be a current member of the GWRRA and an experienced motorcycle rider.
- Be current Level IV in the Rider Education Levels Program.
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote safe motorcycle operations through the Rider Education Program.
- Be fully knowledgeable of the Rider Education Program and its goals.
- Possess sufficient communications skills, both verbal and written, so as to be an effective representative of the Rider Education Program.
- Have the ability to work effectively in a harmonious relationship with the Region Director and District and Chapter Educators as well as the National Rider Education staff.
- Preferably is an MSF instructor, but is not required to be.



D.3.2 Duties of the Region Educator

- Administer, promote and support the Rider Education Program within the Region by assisting the District Educators and by monitoring the Rider Education activities, promotion and growth with each of the Districts.
- Promote, conduct and participate in activities at District and Region level that will expand the Rider Education Program such as seminars, safety meetings, etc.
- Establish GWRRA Rider Training courses within their jurisdiction subject to agreements with state/provincial motorcycle safety administrators and availability of certified instructors.
- Establish, promote and support the GWRRA sponsored MFA CPR and First Aid training programs within their jurisdiction. The Region Educator is the primary administrator for the GWRRA MFA programs within the Region (See Section I.3.4.2). The Region Educator will work with the National Staff with the selection and training of at least one MFA Master Instructor within the Region. *(Note: the selected and trained MFA Master Instructor is **NOT** considered a member of the Region Staff, but is an ongoing volunteer function in support of the MFA training program coordinated with the Region Educator.)*
- Conduct Rider Education Seminar Instructor certification training at least annually. At a minimum, the Region Educator will train the District Educators to conduct this certification training within their districts.
- Teach District Educators all aspects of the Rider Education Program so that they can successfully promote and grow the program at the District level.

Gold Wing Road Riders Association Rider Education Program Handbook

- Work closely with the District Directors to enlist their support and cooperation at the District level.
- Provide a newsletter (at a minimum, a monthly article in the Region Newsletter) to convey information to the District Educators and the Chapter Educators within their Region.
- Distribute, immediately upon receipt, the National Rider Education Division newsletter (in its entirety) to all District Educators. At a minimum, District Educators will be informed that the latest newsletter has been published and is available on the Rider Education web page at the GWRRA web site. If this method of communication is used, the Region Educator must ensure that the District Educators have received the information and have accessed the latest newsletter.
- Provide training opportunities and activities at the home Region Rally for the purpose of promoting the Rider Education Program and supporting the members. At a minimum, there will be a Rider Education booth or table along with presentation of the “core” Rider Education seminars. It is highly advisable to provide a CPR/First Aid course or annual renewal update.
- Attend Wing Ding when possible, and support and assist with the Rider Education activities as requested.
- Assist District Directors, when requested, in selecting their District Educators. The Region Educator, along with the Region Director, is the approving authority for selection and appointment of the District Educators.
- Compile District statistical activity reports monthly (quarterly at a minimum) for quarterly distribution to the IDRE (due no later than the 15th of April, July, October and January).
- Review the District reports to identify areas that may require attention or assistance.

A primary responsibility of the Region Educator is to ensure that training and assistance is provided to the District Educators within their Region. District Educators, to be effective, must understand all aspects of the GWRRA Rider Education Program. They must understand completely the expectations and responsibilities of their office and be prepared to assist Chapter Educators as necessary and requested. Therefore the Region Educator must be knowledgeable and capable of providing this training and assistance to the Districts.

Communication between the Region and District Educators is the key to the success of the program. District Educators need to feel that they are an informed part of the Rider Education Program team. A monthly newsletter (or at minimum, a monthly column in the Region newsletter) from the Region Educator is required. Other communication, such as meetings at least annually or telephone communications are strongly encouraged. Personal one-on-one communications can go a long way toward building understanding and a close personal rapport with the Educator.

A requirement of GWRRA is the statistical reporting that records the type of training or information shared with our membership and the number of members impacted. This reporting is critical to supporting GWRRA's educational mission and cannot be emphasized strongly enough. Reporting frequency (minimum of quarterly) and procedures should be outlined and agreed to by the Region and District Educators. Reports not received in a timely manner will require a follow up by the Region Educator with the District Educator and, if necessary, the District Director with a reaffirmation that the information is necessary for the program to be successful and required by the IDRE and Executive Director.

Region Educators must understand and support the Rider Education Program in all of its facets and be able to communicate and build support for the Rider Education Levels Program with the Districts. The Region Educator serves as the communication conduit to and from the Rider Education International Director and National RE Staff.

D.4 District Educator

The qualification requirements and duties of the District Educator are very similar to the Region Educator. A District Educator must be at least a current Level III participant in the Rider Education Program and will perform as a staff member of the District Director while supporting the Region Educator. The District Educator is the primary and first line contact for support and communication to all Chapter Educators; therefore, the performance and dedication of the District Educator must be very high in order to assure success of the Chapter Educators and their respective members.

D.4.1 Qualifications of the District Educator

- Be a current member of the GWRRA and an experienced motorcycle rider.
- Be current Level III with the intent of progressing to Level IV in the Rider Education Levels Program.
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote safe motorcycle operations through the Rider Education Program.
- Be fully knowledgeable of the Rider Education Program and its goals and objectives.
- Possess sufficient communications skills, both verbal and written, so as to be an effective representative of the Rider Education Program.
- Have the ability to work effectively in a harmonious relationship with the District Director and Chapter Educators as well as the Region staff.
- Preferably is an MSF instructor, but is not required to be.



D.4.2 Duties of the District Educator

- Administer, promote and support the Rider Education Program within the District by assisting the Chapter Educators and by monitoring the Rider Education activities, promotion and growth with each of the Chapters. (Communication with the Chapters is required in order to accomplish this!)
- Promote, conduct and participate in activities at District and Chapter levels that will expand the Rider Education Program such as seminars, safety meetings, etc.
- Establish GWRRA Rider Training courses within their jurisdiction subject to agreements with state/provincial motorcycle safety administrators and availability of certified instructors.
- Establish, promote and support the GWRRA sponsored MFA CPR and First Aid training programs within their jurisdiction. The District Educator is the primary administrator for the GWRRA MFA programs within the District (See Section I.3.4.3). The District Educator will work with the Region Educator and National Staff to ensure that current MFA certified instructors and training materials are available to support the member needs.
- Conduct Rider Education Seminar Instructor certification training at least annually. This certification training should be made available to all Chapter Educators and any interested members based on the certification process as outlined under the Seminar Certification process discussed further on in the Rider Education Program Handbook.

Gold Wing Road Riders Association Rider Education Program Handbook

- Teach Chapter Educators all aspects of the Rider Education Program so that they can successfully promote and grow the program at the Chapter level.
- Work closely with the Chapter Directors to enlist their support and cooperation at the Chapter level.
- Provide a newsletter (or at a minimum, an article in the District Newsletter) to convey information to the Chapter Educators within their District. Include relevant articles from the Region and National news. Communicate with Chapter Educators!
- Distribute, immediately upon receipt, the National Rider Education Division newsletter (in its entirety) to all Chapter Educators. At a minimum, Chapter Educators will be informed that the latest newsletter has been published and is available on the Rider Education web page at the GWRRA web site. If this method of communication is used, the District Educator must ensure that the Chapter Educators have received the information and have accessed the latest newsletter.
- Provide training opportunities and activities at the home District Rally for the purpose of promoting the Rider Education Program and supporting the members. At a minimum, there will be a Rider Education booth or table along with presentation of the “core” Rider Education seminars. It is highly advisable to provide a CPR/First Aid course or annual renewal update.
- Attend Wing Ding and home Region Rally when possible, and assist with the Rider Education Program activities as requested.
- Assist Chapter Directors, when requested, in selecting their Chapter Educators.
- Compile Chapter statistical activity reports monthly (quarterly at a minimum) for quarterly distribution to the RE (due no later than the 5th of April, July, October and January).
- Review the Chapter reports to identify areas that may require attention or assistance.

A primary responsibility of the District Educator is to ensure that training and assistance is provided to the Chapter Educators within their District. Chapter Educators, to be effective, must understand all aspects of the GWRRA Rider Education Program. They must understand completely the expectations and responsibilities of their office and be prepared to assist Chapter members as necessary and requested. Therefore the District Educator must be knowledgeable and capable of providing this training and assistance to the Districts.

Communication between the District and Chapter Educators is the key to the success of the program. Chapter Educators need to feel that they are an informed and capable part of the Rider Education Program team. A monthly newsletter (or at minimum, a monthly column in the District newsletter) from the District Educator is required. Other communication, such as meetings at least annually or telephone communications are strongly encouraged. Personal one-on-one communications can go a long way toward building understanding and a close personal rapport with the Educator.

A requirement of GWRRA is the statistical activity reporting that records the type of training or information shared with our membership and the number of members impacted. This reporting is critical to supporting GWRRA’s educational mission and cannot be emphasized strongly enough. Reporting frequency (minimum of quarterly) and procedures should be outlined and agreed to by the District and Chapter Educators with concurrence of the Region Educator. Reports not received in a timely manner will require a follow up by the District Educator with the Chapter Educator and, if necessary, the District Director and Chapter Director with a reaffirmation that the information is necessary for the program to be successful and required by the IDRE and Executive Director.

District Educators must understand and support the Rider Education Program in all of its facets and be able to communicate and build support for the Rider Education Levels Program with the Chapters. The District Educator serves as the communication conduit to and from the Region Educator, the Rider Education International Director and National RE Staff.

D.5 Chapter Educator

The Chapter Educator position is perhaps one of the most important in GWRRA. The desire to reduce injuries and fatalities for the motorcycle community is a high calling indeed. As the words *safety* and *knowledge* account for two thirds of the GWRRA motto, "FRIENDS FOR FUN, SAFETY AND KNOWLEDGE", it is important the Chapter Educator be committed to safe motorcycle riding and is capable of furthering the knowledge of our participants regarding safe motorcycle handling. It is the primary responsibility of the CE to stress the importance of the Rider Education Program and strive for maximum member participation. This position requires dedication, commitment, perseverance, patience and plain hard work.



The Chapter Educator is just that, an Educator, not an enforcer, who can ***inform and influence*** Chapter participants, or any person who desires to become a safer rider or co-rider, about the GWRRA Rider Education Program. It is important for the Chapter Educator be an effective motivator and to always ***lead by example, but not dictate***. "People Skills" are a must, and the Chapter Educator must stand ready to promote, support, uphold and maintain a desire to improve the Rider Education Program. It is the responsibility of the Chapter Educator to communicate the importance of the Rider Education Levels Program and the benefits received as a result of participation.

A Chapter Educator must be at least a current Level II participant in the Rider Education Program and will perform as a staff member of the Chapter Director while supporting the District Educator. The Chapter Educator is the primary and first line contact for support and communication to all members; therefore, the performance and dedication of the Chapter Educator must be very high in order to assure success of the Chapters and their respective members.

D.5.1 Qualifications of the Chapter Educator

To become a Chapter Educator, the candidate must possess certain qualifications, as follows:

- Must be a current GWRRA member and an experienced motorcycle rider or co-rider.
- Be dedicated to the promotion and growth of the Rider Education Program within the chapter as a member benefit.
- Must be current Level II in the Rider Education Program with the desire and intent to progress. (The Level II requirement can be waived in the case of a new Chapter with no Rider Education Levels Program participants, but the desire to advance in the program as rapidly as possible is imperative and should be achieved within a reasonable period of time, typically one year.)
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote motorcycle safety through the Rider Education Program.
- Be fully knowledgeable of the Rider Education Program, and its purpose, goals and objectives.

- Possess sufficient communication skills, both verbal and written, in order to be an effective representative of the Rider Education Program.
- Have the ability to work effectively in a harmonious relationship with the District Educator, Chapter Director and chapter participants.

D.5.2 Responsibilities of the Chapter Educator

Following are the general duties of the Chapter Educator:

- Promote and implement the Rider Education Program at the Chapter level.
- Promote and participate in such activities that will expand the Rider Education Program within the Chapter and District. These should include speaking at Chapter Gatherings and furnishing articles for the Chapter Newsletter concerning safety, availability of training opportunities and the GWRRA Rider Education Program.
- Develop ideas to increase participation and improve communication in the Chapter.
- Maintain such records as necessary to facilitate keeping Chapter participants current in the Rider Education Levels Program. An aid for this is the quarterly Rider Education Levels Program "Greenbar" report made available through the District Educator.
- Promote and arrange for Seminars, CPR/First Aid certification and Rider Training courses at the Chapter level. Ensure that information regarding scheduled courses is published in the Chapter Newsletter.
- Work closely with the District Educator. Review any ideas that will help make the Rider Education Program more appealing to the Members of GWRRA with the Chapter Director and the District Educator.
- Work with the Chapter Director, Road Captains, GWRRA Rider Course Instructors, etc. to improve riding habits and to disseminate information.
- Validate and/or process forms for Levels I through IV of the Rider Education Levels Program for the participants as they meet the requirements of the program.
- Lead by example by becoming and maintaining Level IV in the Rider Education Levels Program and always wearing proper protective riding apparel whenever operating a motorcycle.
- Assist the District Educator in staffing the Rider Education Booth and activities at rallies and other Rider Education events as needed.
- Compile Chapter statistics and submit a Chapter Rider Education Activity Report monthly (or at a minimum, quarterly) to the District Educator (due no later than the last day of the month – March, June, September, December, minimum). The frequency of reporting is to be established by the District Educator with concurrence of the Region Educator. (See Section G.3 - Rider Education Monthly Reports.)
- Read, review and share the monthly District, Region and National Newsletters and articles with the membership.

A primary responsibility of the Chapter Educator is to ensure that training opportunities are identified and communicated to the members and that assistance is provided as necessary for participation by the members.

Chapter Educators, to be effective, must understand all aspects of the GWRRA Rider Education Program. They must understand completely the expectations and responsibilities of their office and be prepared to assist Chapter members as necessary and requested.

Communication between the Chapter Educator and the members is the key to the success and growth of the program. Members need to feel informed about available programs as well as develop the desire to become better motorcyclists. If this is not achieved, success will be minimal. A monthly newsletter article should be included in the Chapter newsletter to maintain contact and the information flow to all members in the Chapter area.

A requirement of GWRRA is the statistical activity reporting that records the type of training or information shared with our membership and the number of members impacted. This reporting is critical to supporting GWRRA's educational mission and cannot be emphasized strongly enough. Reporting frequency (minimum of quarterly) and procedures should be outlined and agreed to by the District and Chapter Educators with concurrence of the Region Educator. Reports not received in a timely manner will result in follow up contact by the District Educator and, if necessary, the District Director and Chapter Director with a reaffirmation that the information is necessary for the program to be successful and required by the IDRE and Executive Director.

Chapter Educators must understand and support the Rider Education Program in all of its facets and be able to communicate and build support for the Rider Education Levels Program with the Chapter members. The Chapter Educator serves as the primary, first line communication conduit to and from the members to the District and Region Educator as well as the Rider Education International Director and National RE Staff.

D.6 Communication

Of all the key tools to success, communication is the most important and is required for the success of the Educator. Without good communication, knowledge transfer does not and cannot take place. The following are some examples of communication that will help the Educator to be successful.

1. The Educator is responsible to provide an article for the Chapter/District/Region Newsletter. These newsletters are widely distributed to the Region Director and Staff, District Staff members and Chapters. The ideas and articles presented by the Educators are important to everyone and can have far reaching impact. If an Educator doesn't write well or can't decide on a topic, sharing an article from the District, Region, or National Newsletter is recommended. Articles can come from many sources and can be shared as long as it is relevant and reputable.

Articles with a political viewpoint must be avoided! For example, an article should not get caught up in the battle for the right to choose to wear helmets, but simply communicate the of wearing helmets and reaffirm those benefits in an article allowing the membership to make an informed choice.

2. Arrange with the Newsletter Editor to provide space in the newsletter to keep participants informed and promote the Rider Education Program.
3. Provide Rider Education input from another source at each monthly gathering. This can be accomplished in some of the following ways.
 - a) Have someone speak about an MSF, First Aid, or a CPR course that they have attended.
 - b) Get people involved. Have a question and answer period on a safety topic.

- c) Invite guest speakers to the monthly gatherings (e.g.: local Honda Dealer Mechanic, Police Officers, or MSF Instructors, etc.)
4. Contact the State Rider Education Program, Highway Patrol and other organizations for reading material and handouts for the Chapter participants. The National Highway Traffic Safety Administration (NHTSA) at <http://www.nhtsa.dot.gov> is one example of a website that has safety materials like fliers, videos, posters, and fact sheets available for free (including shipping). The GWRRA website has safety links from the Rider Education page to other organizations. Below is a list of a few more that contain motorcycle educational and safety information:
 - Motorcycle Safety Foundation • State Motorcycle Safety Administrators
 - United Sidecar Association • American Red Cross
 - Motorcycle Web Index • Medic First Aid
5. Encourage/ask participants to be involved in various activities related to the Rider Education Program. Solicit their involvement in helping to plan, set up, judge, clean up, etc. at riding skills practices and other educational events.
6. It is most important that the Educator respond to the member's questions/problems immediately. **They need to know you care!** The question or problem may seem insignificant to the Educator, but was important enough for the participant to have inquired about. **Don't let them down!!**
7. Personally contact new members and acquaint them with the Rider Education Program. Personally invite them to participate in the program, and especially encourage them to at least take that first step to LEVEL I, "Safety by Commitment".
8. And last but not least, **COMMUNICATE, COMMUNICATE, COMMUNICATE!!!**

D.7 Required Interfaces

Educators are required to interface in numerous ways with members and other staff members while promoting the Rider Education Program. The following summarizes some of these interfaces.

D.7.1 Staff

The Educator works under the direction of the Director (Region, District or Chapter) as part of his/her staff. As an Officer in GWRRA, the Educator will also work closely with any Assistant Directors. Educators are also required, per the Officers Guidebook, to provide financial information regarding the Education Activity finances and any Rider Education equipment in the custody and care of and maintained by the Educator.

In addition to the close working relationship among the Officers, it is important to work closely with all members of the Association support staff in pursuit of attaining the Rider Education Program goals and objectives. Some examples of typical interfaces include:

- **Newsletter Editor** - Will publish information on program changes or updates, available courses, seminars or other training with times, places and costs (if any). Will also publish a monthly Educator newsletter, column or safety article and other Rider Education information.
- **Event Coordinators** – Will help plan, organize and conduct safety related events.

- **Public Relations** - Will help communicate the safe riding ideals of GWRRA to the general public.
- **Treasurer** - Will coordinate funding some or all of the expenses related to the Rider Education Program.
- **Ride Coordinator/Ride Captains** – Will assist with the training or scheduling of training for Road Captains ensuring that safety is a part of all rides.
- **Phone Tree Coordinator** – Will work together to get the word out on Rider Education Program opportunities that become available on short notice.

D.7.2 The Membership

The Educator will interface with all members in the pursuit of furthering the Rider Education Program resulting in an increase in riding skills, safety and knowledge of all Association participants. It is especially important to always encourage the participation of the Co-Riders in the Rider Education Program as well as the Riders.

D.7.3 Outside Interfaces

In the course of arranging for training courses for the members, the Educator will need to interface with agencies which furnish the training required for advancement in the Rider Education Program, as well as agencies which will serve to increase Rider/Co-Rider knowledge and enhance riding skills. Some examples of these agencies are:

- The local chapter of the American Red Cross, American Heart Association or GWRRA MFA Coordinator
- The local sponsor/provider of Motorcycle Safety Foundation courses
- Local Law Enforcement Agencies
- State or Highway Patrol
- American Motorcycle Association
- Local agencies which might supply training
- Local businesses or agencies to obtain a suitable area for skills practice.

D.7.4 Other Chapters/Districts/Regions

Another important source of information can be derived from other Educators. By working with other Educators, knowledge and resources can be pooled, problems and solutions shared, and ideas formulated hereby increasing the opportunities for the members to obtain training and skills practice. More experienced Educators are invaluable sources for ideas, information, knowledge and experience.

THIS PAGE INTENTIONALLY LEFT BLANK

E EDUCATOR APPOINTMENT PROCESS

This section describes the selection, appointment and approval process through the GWRRA organization for Rider Education Officers. Because of the importance of the Educator and the Rider Education Program, the paperwork is reviewed and approved up to Region or National Level and records are maintained accordingly. A New Educator Checklist is provided in the Forms Section (Form N.1) to assist with this process.

E.1 Appointment of the Chapter Educator

The Chapter Director (CD) with approval of the District Director/Educator selects the prospective Chapter Educator. The CD will provide the **Officers Appointment/Change of Status Worksheet (Form N.2)**, the **Rider Educator Officer Memorandum of Understanding (MOU) (Form N.3)**, a **Member Information MOU (Form N.4)** and the **Rider Educator Knowledge Level Evaluation (KLE) (Form N.5)** to the prospective Chapter Educator, along with a copy of or access to the on-line version of the Officers Guidebook and Rider Education Program Handbook for reference.

After reading and studying the reference material, the candidate will complete and sign the Officers Appointment/Change of Status Worksheet, both MOUs and complete the Knowledge Level Evaluation. When completed, these will be returned to the Chapter Director for review and signature. The CD will review the KLE, however, the District Educator is responsible for correcting the KLE.

The Chapter Director will review, and sign the completed paperwork as the appointing officer and forward all of these to the District Educator. In the instance where an incoming CD chooses to retain the current Chapter Educator, it is not necessary to submit any paperwork as the MOUs and KLE are complete and on file and there is no need to submit an Officers Appointment/Status Change Worksheet.

E.1.1 District Educator Responsibilities

The District Educator will review the prospective Chapter Educator's paperwork for correctness and will return the paperwork to the Chapter Director or Chapter Educator for corrections if required. When correct, the District Educator will initial and date his approval on the GWRRA Officer Change/Appointment Worksheet and forward the originals of all documents to the District Director for review and approval, unless otherwise directed by the District Director.

E.1.2 District Director Responsibilities

The District Director receives the paperwork for approval. The District Director may, at his/her discretion authorize the District Educator to process the paperwork and issue approvals on behalf of the DD. After reviewing and approving the paperwork, the District Director forwards the signed original copy of all paperwork to the Region Educator. The District Director, or the DE if so authorized, will retain a file copy. Only one copy is required to be maintained at the District level. A copy of the approved paperwork will be returned to the Chapter Director.

E.1.3 Region Educator Responsibilities

The Region Educator reviews the paperwork for correctness and initials his approval. The original documents will be sent to the Region Director unless otherwise directed by the Region Director.

The officer patches will be sent to the District Director in the case of those Districts who do not maintain their own supply. If the District maintains their own supply of patches, the District Edu-

cator is free to present the patches when approval is received from Region. (See "Patch Presentation" below).

E.1.4 Region Director Responsibilities

After indicating his approval a copy of the approved GWRRA Officer Change/Appointment Worksheet will be sent to the District Director (or District Educator) and Region Educator (if necessary). The Region Director may, at his/her discretion authorize the Region Educator to process the paperwork and issue approvals on behalf of the RD. A copy of the Worksheet must be sent to GWRRA International Headquarters. The Region will maintain the original paperwork for all officers.

E.2 Appointment of District and Region Educators

The process for selection of a District or Region Educator follows a similar flow as the Chapter Educator. However, since typically an Educator candidate has served as an Educator previously, the MOUs are on file and the KLE has previously been completed only the GWRRA Officer Change/Appointment Worksheet is required to be completed and forwarded, with approvals, through the network to GWRRA International Headquarters. In the instance where an incoming Director chooses to retain the current Educator, it is not necessary to submit any paperwork as the MOUs and KLE are complete and on file and there is no need to submit an Officers Appointment/Status Change Worksheet.

If the candidate was not previously served as an Educator, or has lapsed in service for more than a year as an active Educator, all paperwork must be completed. District Educator candidates will be approved at the Region level and forwarded directly to Phoenix. Region Educators must be approved by the IDRE (or his/her designee) and the approved paperwork will then be forwarded to GWRRA International Headquarters with a copy returned to the Region.

E.3 Patch Presentation

When a new Educator is appointed every effort should be made to recognize the importance of the appointment and the responsibilities that the new officer is undertaking. This can be done very effectively when the approving authority makes a presentation at a convenient meeting or gathering of members. The expectations of an Educator are great and have a far-reaching effect on all of the members within the Educator's jurisdiction. If this public recognition of the new officer is diminished, the role that the Educator plays could also be diminished. The success of the Rider Education Program is paramount and tied directly to the success of the Association. Every effort should be made to formally recognize the new Educator.

In keeping with the importance of this role and the responsibilities associated with the position, it is highly recommended that the GWRRA Officers Oath of Office be administered at the time of the Educator's installation. A copy of the Oath can be found in the Officers Guidebook.

F EDUCATOR PLANNING AND GOAL SETTING

All Educators should and need to establish goals and objectives for themselves in their area within the Association in order to achieve growth in the Rider Education Program. These goals and objectives must be achievable and measurable. Goals and objectives that cannot be measured are generally too ambiguous and offer little value toward the growth of the program. Measures of success and achievement could be a targeted percentage (or increased number) in growth in the Levels participation or participation in a specific riding or training event.

Typically two levels of goals are considered, short term and long term. Short term goals are those that can be achieved quickly and, generally, with large immediate impact. Long-term goals are those that will require a sustained effort, planning and coordination to reach achievement. As a rule of thumb, goals that can be easily achieved within six months to a year are considered short term.

Some examples of goals to be considered are:

- Increase Rider Education Program participation to 100% at the Chapter level. (Long Term) (100% participation may be an admirable goal but is it realistically achievable?)
- Provide skills practice for Chapter participants at least semi-annually. (Short Term)
- Provide ERC course information to Chapter participants at each meeting. (Short Term)
- Provide First Aid and CPR training opportunities to Chapter participants annually. (May be Short Term depending on availability, cost and location)
- Conduct at least two Co-Rider seminars during the year. (Short Term)
- Assist the District Educator with Skills Competition at District Rally. (Short Term)

Once the goals have been established, plans (objectives) need to be formulated to reach these goals. For the Rider Education Program to be successful, the Educator must determine what will work best for the members, Chapter, District or Region. Each will be different. It will require planning, coordination, salesmanship and promotional skills to achieve the goals established.

THIS PAGE INTENTIONALLY LEFT BLANK

G EDUCATOR PROGRAM ADMINISTRATION - RECORD KEEPING, FORMS & REPORTS

Proper administration of the Rider Education Program requires good record keeping, knowledge of the Rider Education Program Levels Application forms and their correct completion, and the completion and submission of statistical activity reports. This section will provide insight to these requirements.

G.1 Levels Program Record Keeping

At least every calendar quarter the National Rider Education Staff will distribute a copy of the current Levels program "Greenbar". This report is provided through the Region and District Educators for the use by Chapter Educators in tracking and monitoring the accuracy of levels information and status of members participating in the Levels Program. It is intended that this information serve as a reference for Educators in maintaining active participation and growth in the Rider Education Levels Program. **It must also be noted that member information is confidential and is not to be shared with anyone other than the member.**

It is highly recommended that Chapter Educators maintain Chapter files of member data to assist in organizing and administering the levels program and chapter participant activities. The Chapter Educator's Member Rider Education Program Data Form (Form N.11) is a suggested chart form that may be helpful to set up a record keeping system. It is not necessary to use this exact format. This information can be tracked manually or electronically using a computer. The important thing is that these records be kept current so the Chapter Educator is aware of the needs of the participants and is able to keep the participants current in the Rider Education Levels Program. Any discrepancies should be resolved by correcting the inaccurate record and forwarding the corrected data to the International Director or his/her designee. It is suggested that the Rider Education Levels Program "Greenbar" Correction Form (Form N.10) be used to expedite this process.

NOTE: The Chapter Rider Education Program records should be available at the monthly Chapter Gatherings so that participants can check for any requirements needed for renewal or advancement.

G.2 Rider Education Levels Program Application

Within the Rider Education Levels Program there are two application/renewal forms. One form, the Rider Education Levels Program Application (Form N.7 or N.8), is used for new applications and renewals for Levels I-III, the Safe Miles and the High Mileage programs. The second form, the Master Tour Rider/Co-Rider Application (Form N.9) is used for new applications and renewals for Level IV and the application for the Master Recognition Program. Both of these forms can be found in Forms Section as well as on line at the GWRRA Rider Education web site.

Please Note: The requested dates on the applications for Rider Training Courses, Co-Rider Seminars, CPR and First Aid Courses for Levels II, III, and IV applications are **Expiration Dates**, not the date the course was taken. Expiration dates are based on the Rider Education Levels Program requirements (Rider Courses/ Seminars – 3 years) or by the requirements of the providing organization (CPR/First Aid renewal requirements will vary).

G.2.1 Rider Education Program Levels Application Form

The Rider Education Program Levels Application Form (for Levels I through III) contains checklist of requirements for each of the levels and for both rider and co-rider. This form is used for new application to Levels I through III as well as annual renewal of Levels II & III. It contains the ap-

plication for participation in the High Mileage Program (see Section C.2.2), and for updating the members Safe Miles.

The checklist of qualifications for each level contained in the form must be complete and validated by a GWRRA Officer. The applicant should fill out the form and present it, along with supporting documentation for validation and the appropriate fee(s), to the Chapter Educator or other GWRRA Officer. All level requirements must be complete and validated and the correct fees submitted with the application.

The Officer will validate the information, sign the form and, if the Chapter maintains inventory of the Levels Patches and Pins, should present them to the member at the time of application and validation. If the patches and pins have been presented, the completed form should be forwarded to the National Rider Education Staff member administering the program (refer to G.2.3). (Note: It is not necessary for Rider Education Levels Program Applications to be forwarded to the District or Region Educator unless the appropriate patches must be ordered.)

If the patches and pins must be ordered, the Chapter Educator should forward the application along with the correct fees to the District Educator and request the patches and pins be returned to the Chapter Educator for presentation. If the District can provide the patches and pins, the District Educator will then forward the application to the National Rider Education Staff member administering the program. If, again, the patches and pins must be ordered the application will be forwarded on to the Region Educator for processing. It is highly advisable to maintain inventory in the field to support this program, as the patches and pins presentation will be delayed if the processing must go to GWRRA Headquarters.

(Please note: the National Rider Education Staff member administering the Rider Education Levels Program data may change on occasion. For Canadian Operations, please direct these to the National Director, Rider Education, Canada. Please refer to the GWRRA website, Rider Education web pages for the appropriate staff member.)

The renewal date for Level II and III is January 1st of each year. The same form is used, filling out the **RENEWAL** box on the form. (Renewal on January 1 is not required if Level II or III was first issued in October or later of the previous year.) Life Members do not pay a renewal fee but must submit a completed form annually to remain active in the program.

G.2.2 Level IV Form

The Level IV (Master Tour Rider/Co-Rider Application) form is used both as the application for initial qualification Level IV and renewal. It contains a checklist of the required qualifications and specifies items that require validation.

When applying initially for Level IV, the box on the form entitled **NEW** is to be used. The application fee for new Level IV applicants is \$35 per applicant. All qualification information on the form must be validated, and the form signed and dated by a GWRRA Officer.

The renewal date for Level IV is each January 1. The same form is used, filling out the **RENEWAL** box on the form. (Renewal on January 1 is not required if Level IV was first issued in October or later of the previous year) The renewal fee is \$10 each year except for Life Members, who may renew for no charge.

The completed form should be forwarded directly to the GWRRA International Headquarters office at the address on the bottom of the form. When Level IV patches are returned via the Region Educator, the District Educator, District Director, or an appropriate appointee will make the presentation at a Chapter Gathering.

G.2.3 Processing Applications

All applications for Levels I, II and III should be processed through the Chapter Educator. If the Chapter Educator has patches and pins in stock, the completed form (no fees) is forwarded to the National Director (Canada) or the ANDRE responsible for the Rider Education Levels Program. Otherwise the forms and fees are processed as described above in G.2.1.

Rider Education Levels Program Applications (Levels I-III):

<i>US & International</i>	<i>Canada</i>
GWRRA Rider Education Program 2866 Penny Lane Austintown, OH 44515	GWRRA Rider Education Program 14 Charlottetown Place St. John's, NL A1A 2P4

As noted previously, all Level IV applications will be forwarded directly to GWRRA International Headquarters.

Master Tour Rider/Co-Rider Applications (Level IV):

**GWRRA Masters Program
P.O. Box 42450
Phoenix, Arizona 85080-2450**

Any Member not associated with a Chapter wishing to participate in the Rider Education Levels Program will most likely contact GWRRA International Headquarters. They will be provided the appropriate application form and directed to forward their application, copies of supporting documentation and fees to their Chapter or District Educator for processing and validation.

G.3 Rider Education Activity Reports

The Rider Education Activity Report (Form N.6) is essential and extremely important for several reasons. GWRRA maintains a tax-exempt status as a not-for-profit corporation as a result of the educational benefits GWRRA provides to its members. The Rider Education Program is a major contributor to maintaining that status. The International Director of Rider Education (or an appointed designee) must keep a record of the information contained in these reports as a business requirement and at the direction of the Executive Director. The statistics obtained from these reports are used to assess the level of impact and effectiveness of the program as well as validate the corporate classification.

The report also provides information to the Region and District Directors/Educators allowing each of them to determine the overall effectiveness of their efforts in the Rider Education Program within their respective areas of responsibility and enables them to assist the Educators, Chapters and members more effectively and appropriately. Chapters and/or Districts that are not reporting or that are reporting low participation or activity are indicators for the District or Region Educators to assess and review the program performance.

G.3.1 Reporting Frequency

The Rider Education Activity Report is a summary of Rider Education Program activities and accomplishments during a specified calendar period. The reports must be prepared by the Chapter Educator and forwarded to the District Educator and Chapter Director. The frequency of reporting is recommended to be monthly but can be no greater than quarterly. However, the report must provide monthly data if reported quarterly and a quarterly summary. All Chapter reports are due to the District Educator no later than the 5th day of the month reporting the previous quarter's (or month's) activity. This reporting frequency is to be established by the District Educator working together with the Chapter Educators and must have the concurrence of the Region Educator.

NOTE: If no Chapter Educator has been appointed for the Chapter, the Chapter Director is responsible for completing and submitting this report.

The District Educator receives and compiles the data provided from the Chapter Reports into a single District Activity Report. The report will provide data for each month of the reporting period and a quarterly summary. This compiled report is then forwarded to the Region Educator and District Director on a quarterly basis (more frequently if agreed upon by the DE's and the RE). The report is due to the Region Educator no later than the 10th of the reporting month (typically, April, July, October and January).

The Region Educator receives and compiles the District reports into a Region Activity Report and is forwarded to the International Director, Rider Education (or his/her designee) and the Region Director. This compiled report is due no later than the 20th of the reporting month each quarter. As with the Chapter and District reports, the Region Report will provide monthly data with a quarterly summary.

The International Director (or designee) will compile all Region Reports into a National Report on a quarterly basis. This report will be forwarded to the Executive Director, the National Staff and Region Educators and Directors. The report will be completed and distributed no later than the 25th of the reporting month each quarter.

G.3.2 Completing the Report

The Rider Education Activity Report can be completed and submitted either using a hard copy form (Form N.6) or electronically (if the receiving Educator has electronic capability). If the report is submitted electronically, all data fields must be included and completed. The following is a brief review, step by step, for completing the Activity Report.

1. At the top of the report form Fill in the Period (month or quarter) being reported, the Chapter, District or Region reporting, the name of the Educator reporting and the current Rider Education Levels Program level of the Educator providing the report.
2. For each of the Courses listed, indicate the number of Courses Conducted and the number of members that participated (Participants). Please note that members attending courses provided by organizations other than GWRRA are to be included as participants.
3. Enter the number of Newsletter Articles Written and Submitted for distribution (typically, this number will always be one per month, three per quarter). Enter the number of newsletters Distributed. As the report is processed through the District and Region, the District and Region information will be added in.
4. Under Other Chapter/District/Region Events, list the number of safety or Rider Education related events that were conducted during the reporting period. Enter the number of participants that attended the events.
5. Under Safety Talks Given, enter both the *number of topics* discussed during the talk and the *number of members or non-members* in attendance.
6. Include the number of members who were new applicants or renewed in the Levels program (Levels I-IV) during the reporting period. Do not include the number of members who simply updated the Safe Miles or High Mileage only.
7. Under Comments, communicate any plans or upcoming events, request help or support, or present any issue or suggested program improvement. If the activity level was low during the reporting period, indicate the reason why (it may be seasonal).

G.4 Emergency Information Form

An Emergency Information Form (Form N.12) should be provided to each Chapter participant, to be filled out and carried by the member in the left fairing pocket of his or her motorcycle. Although emergency response personnel may not search for this information, other riders may think to search for it if the need should arise. The completed form should be brightly colored to aid in locating the information.

The Emergency Information Form contains information pertinent to each individual Rider/Co-Rider. Because of this, a form should be filled out for each person, not just one form for each couple. This is important, as the form is specific to individually personal medical information such as blood type, contact lenses, dentures, allergies and the like. Each form should be signed at the bottom. In some instances, this signature will authorize emergency medical treatment when direct authorization cannot be given.

It is recommended that the Chapter Educator or other Chapter record keeper retain a copy of the form on file. The Chapter Contact listed on the form should be the Chapter Educator or the record keeper maintaining the file copy. This serves as an emergency backup and provides an alternative source for information regarding a Chapter member in the event of an accident or medical emergency. This will also provide, when contacted, a means for other Chapter members to be mobilized to help the victims in various ways, such as returning the motorcycle to the victims home or repair facility, etc.

THIS PAGE INTENTIONALLY LEFT BLANK

H EDUCATOR RECOGNITION PROGRAMS

Many Educators work hard and are very dedicated to the GWRRA Rider Education Program. They give much of themselves to the organization and the membership with the intent of making motorcycling safer and more enjoyable sport. Many Educators take enormous pride in their function and the results, gaining a tremendous amount of knowledge and experience that has proven very successful in promoting and building the program.

For these reasons, as well as those listed below, the Senior Educator, then Rider Education Merit Award and the Educator of the Year recognition programs were instituted.

H.1 Senior Educator Program

The primary purpose of this program is to provide an ongoing recognition of outstanding Educators at all levels and to provide a means to share that knowledge and experience with other Educators and members. A more detailed description of this program's purpose is:



- To add a new level of communications to the existing Educator network to recognize and encourage leaders who are industrious, dedicated and worthy of consideration for advancement.
- To increase the number of qualified prospects who are capable of advancing to the next level of responsibility, thereby increasing the likelihood of selecting the best-qualified candidate.
- To utilize the pool of talent available in Senior Positions for improved coverage of responsibilities and visibility.
- To increase the opportunities within the Association for qualified leaders who, for the lack of Senior Program, might not get an opportunity to continue to grow within themselves or continue to provide their skills to their chapter, district or region and perhaps, advance to the next level.
- To offer a competitive environment that will encourage our leaders to be the best they can be and provide a reward system for those who achieve this level of accomplishment.

H.1.1 Eligibility for Recognition as a Senior Educator

Officers who hold the position of Chapter Educator, District Educator or Regional Educator are eligible to be recognized as Senior Educators providing, when compared to their peers, they are ABOVE AVERAGE in the performance of their duties and responsibilities. If leaders are recognized but do not deserve the recognition, it will discredit the program to a point where it will be an "expected" promotion and any officer who has a couple of years in office will expect to be promoted to what should be considered a very distinguished level of accomplishment. Friendships should not be given the least bit of consideration when making these recommendations and appointments. ***The Educator's performance is the only criteria.***

The promotion to Senior Educator should be reserved for those leaders who would be measured at least a 7 on a scale of 1 to 10. In most cases Educators will have served in their current position for a period of time suitable to determine their merit for Senior Educator recognition. At least two years in the current position would be necessary for the Educator to have enough experience and successful performance to be considered. The candidates for the Senior Educator recognition should have the following attributes:

1. Is *member* oriented with a minimal disgruntled members or member complaints.

2. Is considered well ABOVE AVERAGE in current position when compared to their peers.
3. Possesses good communications skills.
4. Is a current Level IV in the GWRRA Rider Education Levels Program.
5. Is and has been a role model for other Educators.
6. Has willingly and pro-actively assisted the Educator at the next higher level whenever needed.
7. Is willing and able to provide coaching and mentoring to other Educators in their peer group.
8. Is positive in attitude and supportive in administration.
9. Is successful in maintaining participation and growth within the Rider Education Program and sets and achieves goals established for their current position including growth of Level IV participants.

H.1.2 Senior Educator Appointment Process

The process of appointment to a Senior Educator should be of paramount importance to the recommending and appointing officers. Therefore it is expected that any Senior Educator Candidate meet the above criteria. The approval process would be as follows (use Form N.16):

1. Senior Chapter Educators require the written recommendation of the Chapter Director, District Director, and/or the District Educator (any recommendation must be reviewed and agreed upon by the District Educator) and the concurrence and approval of the Region Educator.
2. The appointment of a Senior District Educator requires the written recommendation of the District Director, Region Director, and/or the Region Educator (any recommendation must be reviewed and agreed upon by the Region Educator) with the concurrence and approval of the International Director of Rider Education (IDRE), the National Director (Canada) or designee.
3. The appointment of a Senior Region Educator requires the recommendation of the Region Director and approval of the International Director, the National Director in Canada, or designee.

H.1.3 Expectations of Senior Educators

The primary expectation of a Senior Educator embodies their willingness and ability to assist their Director and next higher level Educator with task oriented assignments, while continuing to satisfy the demands of their present responsibilities. The Senior Educator will function much the same as an Assistant Educator to the higher level Educator but will continue to hold their existing office during their time in office. It must be noted that the Senior Educator recognition applies only to the current position held by the Educator and does not carry over if that Educator is promoted to a higher-level position.

The Senior Educator program is an opportunity to “learn while doing” providing the foundation for the next higher level. The program will greatly reduce the possibility of a highly qualified existing officer being passed over for promotion.

The Senior Educator should be capable of meeting these expectations:

- Assist with mentoring and coaching of other Educators.

- Assist with the planning and staging of National, Regional and District rallies.
- Assist with the planning and staging of Rider Education training events and activities within a District or Region.
- Assist new Chapters with advice, expertise and coaching to develop a strong Rider Education foundation.
- Assist other Chapters or Districts that may require support or experience in planning their goals, objectives, events, meetings or gatherings
- Assist with the growth and betterment of the Association in areas such as image, visibility, growth and retention.
- Assist with identifying and cultivating new Rider Educator candidates.
- Assist in the communication flow.
- Be a **ROLE MODEL** for others to follow.

Educators appointed to the position of Senior Educator will receive a rocker with the designation "Senior", to be worn over the Rider Education Rocker or over the 4" Officer Logo Patch.

Copies of paperwork concerning senior appointments at the Chapter and District levels will be maintained at the District and Region offices.

H.1.4 Senior Educator Program Nomination Form

For the Senior Educator Program Nomination Form (Form N.16) refer to the Forms Section N or the GWRRA website Rider Education page. Recommendations for this recognition should be made from the Educator's appointing officer (Director) or from the next higher-level Educator with concurrence of the recipient Educator's Director. Approval of the recognition for Chapter Educators is the responsibility of the Region Educator. Approval for senior appointment of District and Region Educators is the responsibility of the International Director, the National Director in Canada or designee.

H.2 Educator of the Year and Rider Education Merit Awards

Annually, GWRRA Rider Education Division recognizes and honors outstanding Educators who have distinguished themselves through performance and dedication above their peers. These awards are announced and presented during the Masters Gathering at Wing Ding.

Nominations for recognition are requested from each of the Regions during the first quarter of each year. Regions will request nominations from the District Educators for consideration. Region Educators will review the nominations (and include the District Educators for consideration as appropriate) and select those that are felt deserving of recognition. These will be submitted to the International Director no later than March 30th of each year. Nominations are expected from all Regions.

All nominations submitted are considered for the Rider Education Merit Award. While not a hard and fast rule, the National Staff attempts to recognize one outstanding Educator from each Region. At the discretion of the International Director, additional awards may be presented based upon the number and quality of nominees submitted.

From the pool of nominees, the International Director and selected National Rider Education Staff members will review and select one Educator for recognition as the National Educator of the Year based upon the written nomination and any additional letter(s) of recommendation or support sub-

Gold Wing Road Riders Association Rider Education Program Handbook

submitted with the nomination. There are many outstanding Educators, but there can only be one GWRRA Educator of the Year. Award recipients will not be revealed until Wing Ding.

The following criteria should be considered in the evaluation of potential nominees:

1. An active Educator and current member in good standing
2. Have at least one full year in the Educator position
3. Be current and active in the Rider Education Levels Program at Level IV, Master Tour Rider/Co-Rider
4. Promotes, supports and participates in the many, if not all, of the Rider Education functions and events held within the District and Region
5. Actively and positively promotes the Rider Education Programs in all its aspects
6. Assists with the next level Educator (Chapter to District, District to Region, Region to National) with planning and executing the Rider Education Programs and functions
7. Completes and submits 100% of the Activity Reports on time
8. Actively promotes the growth of the Rider Education Levels Program.
9. Sets an example for all GWRRA members by adhering to the Rider Education Program requirements

To be considered for these prestigious awards, nominations must be submitted with a written statement attesting to their activities and support, any unique qualities or accomplishments and other reasons for consideration. The written nomination material will be the only information considered during the selection process; therefore it must be as complete and descriptive as possible.

I RIDER EDUCATION PROGRAMS

Since the basis of the Rider Education Program is continuing education and training of the membership and motorcyclists in general, GWRRA has developed the capability to provide much of this training "in house". The intent is to be able to bring rider training, CPR/First Aid training and informational seminars directly to our membership in a convenient and cost effective manner. Programs now exist in each of these areas that are the culmination of many years of effort and planning. These programs are conducted and staffed by an excellent corps of volunteers representing a large cross section of the membership.

The next sections of the Handbook will describe the various Rider Training Courses, the GWRRA sponsored Medic First Aid[®] programs and the Rider Education Seminar programs currently available. The development of available programs will continue to grow over time as new programs are added.

I.1 Rider Training Courses and Skill Events

The GWRRA Rider Education Division has developed Rider Training Courses to enhance and further develop our memberships riding skills. Over time the availability of local commercially available training courses for members has been decreasing due to funding issues or changing priorities. The Rider Education Division continues its attempt to fill these gaps by expanding the availability of GWRRA rider courses.

The **Trailer Course (TC)** was the first rider-training course released in 1993. It offered a course designed to make riders and co-riders aware of the effects of pulling a trailer on the handling and operating characteristics of the motorcycle. The course has been through several revisions, the most recent in 2003. It remains focused on the basic motorcycling skills of braking, cornering and swerving while addressing the dynamics related to having a trailer attached.

In 1999, the first GWRRA **Trike Riders Course (TRC)** was released and helped address the growing number of members converting their Goldwings or Valkyries. This course has gone through several revisions with the latest version released in 2003 receiving very positive feedback from members taking the course. Like the Trailer Course this course also focuses on the braking, cornering and swerving skills of the rider and co-rider.

The GWRRA **Advanced Rider Course** was first released in 2002 in the Canadian operations and was the result of the efforts and dedication of Gordon Murphy and Gary Horwood. Specifically in Canada there was a large gap in available programs for our membership. This course now allows GWRRA to provide local training opportunities. This course will be made available in all GWRRA operations as the instructor corps is expanded and as the demand for this course increases.

In the near future GWRRA will be developing and releasing training courses designed for side-cars and for those riders who have equipped their bikes with add-on suspension structures, effectively making these 4 wheeled vehicles.

The Rider Education Division is committed to providing training opportunities for our members that is cost effective and locally available.

I.1.1 Requirements for Conducting Rider Training Courses

Although GWRRA's Rider Education Division promotes and conducts Rider Training Courses in many areas, the Association, its officers, members and instructors are not free to simply present and conduct courses based on the request or need of the members.

In all states and provinces GWRRA's District Staff (the Director or Educator) must obtain written permission from the state or provincial motorcycle safety program administrator to present and conduct courses. This is required even though GWRRA may be conducting only GWRRA copyrighted rider courses. In some states licensing or registration as a "commercial driving school" is required before any course can be presented. In other instances, GWRRA may be specifically restricted or prohibited from providing this training. It is imperative that, before scheduling or conducting any rider training course, the District Director and Educator understand and meet the requirements of the state or provincial motorcycle safety training authority (this may be affiliated with the state department of education or the motor vehicle licensing division).

For sponsoring or conducting ANY Motorcycle Safety Foundation (MSF) course, the sponsoring organization is required to have, in most instances, a Rider Education Recognition Program (RERP) number. This number is issued by MSF to qualifying organizations and applicants for validation and agreement to conduct courses according to MSF requirements and also serves as an identifier for registering qualified and certified range facilities for use in MSF courses.

Application for an RERP number is typically made from the applying organization through the state motorcycle safety administrator and then forwarded, when approved, to MSF for final approval and issuance of the number. Unless the state requirements provide an alternative requirement, no MSF course may be conducted without an approved, active RERP registered sponsor. Several of the GWRRA District organizations have applied and obtained valid RERP numbers to support their training efforts.

GWRRA International does maintain an active RERP number, however, this number is restricted and is not available for use by the Regions, Districts or member instructors unless written approval from the state motorcycle safety administrator, the GWRRA Executive Director and the International Director, Rider Education, has been obtained. There is no exception to this policy.

Districts are encouraged to contact their state motorcycle administrative training authority to obtain information regarding the requirements for providing rider training. Courses will not be conducted in states or provinces where GWRRA has not or cannot obtain written permission and approval to offer such training. This does not affect or apply to the conduct of skill events, field events, Top Gun competition or use of the Parking Lot Practice program, as these are not training events.

Contact the International Director, Rider Education, if there are any questions regarding this policy or if assistance is required to obtain and secure agreements with the state or provincial authorities.

1.1.2 Conduct of Training & Skill Events

The Association always assumes that consistent and common safety practices are employed when members, Educators and Instructors conduct various GWRRA training and skill events. Based upon recent information, however, exceptions have occurred.

In the interest of safety, adequate and consistent safety standards must be maintained when conducting National, Region, District, or Chapter motorcycle, trike or sidecar training and/or skill events for the good of all participants and to eliminate or minimize unnecessary liability for the Association.

The following requirements must be adhered to by all participants in GWRRA National, Region, District and Chapter rider training and skill events (including, but not limited to, the GWRRA Advanced Rider Course (ARC), Trike Rider Course (TRC), or Trailering Course (TC); Field (Skill) Events or Top Gun competitions, Parking Lot Practice (PLP) sessions or any other GWRRA sponsored MSF, CSC, GWRRA or ESC instructional course or riding skill practice).

- Rider Licensing - All Riders must hold a valid operators license with motorcycle endorsement as required by the Rider's state/province of residence or, at minimum, a motorcycle operator's learner's permit (again, as required by the Rider's state/province of residence). Riders who do not hold a valid license (meeting their home state/province requirements) will not be permitted to participate.
- Proper Riding Attire - All Riders and Co-Riders must wear "proper" riding gear while riding. This will include, at a minimum, a DOT approved helmet, eye protection, full-fingered gloves, over-the-ankle foot protection (boots preferred), with the balance of the body fully covered (leather or abrasion-resistant attire preferred; denim accepted.) Jackets or shirts should be a single piece of apparel and not be modular (i.e., no "riding sleeves"). Although long sleeved t-shirts technically fulfill the requirement they are discouraged from use where and when practical.
- Motorcycles – All motorcycles participating must be in good mechanical and working condition and properly insured. It is highly recommended that a T-CLOC inspection form be completed and submitted prior to participating on the range.

These requirements shall apply at any GWRRA-sponsored Rider Education or competitive riding event. They do not apply to any "non-educational" or "non-competitive" riding activity, such as a Chapter ride, parade, fun/poker run, etc.

1.1.3 Co-Rider Participation in Rider Training Courses

The Trike Rider Course (TRC), the Advanced Rider Course (ARC) and the Trailering Course (TC) may be conducted as 2-Up events if so designated by the GWRRA organizer. Some course requirements may limit a particular course to 1-Up based on the expected experience level and capability of the riders. Some sponsors may require that riders have previously participated in the course before being allowed to participate in a 2-Up training session. In some exercises (the TC trailer backing, for example), instructors may require riders to ride 1-Up for at least the first attempt. Some classes may include a mixture of 2-Up and 1-Up but this practice is discouraged.

1.1.4 Rider Training Course Facility (Range) Requirements

In order to conduct rider training effectively, training ranges are necessary that provide clear and unobstructed riding and observation for the riders and instructors. Ranges are not easy to locate that meet course requirements but the standards and requirements outlined here must be adhered to in order to assure the safety of the participants and the quality of the instruction.

The following are requirements for Riding Course Ranges and define what is necessary for setting up or securing a facility to conduct a riding course. Certified instructors have exact dimensional requirements but these general requirements, when met, will ensure that the course can be laid out and conducted safely.

(Note: metric conversions were calculated using 1 ft = 0.3048 m and then rounding to the next higher meter).

- For GWRRA TRC and TC courses the range size required is rectangular at 200 ft. wide x 240 ft. long (49 m x 61 m) and includes a 20 ft. (6 m) run-off zone on the perimeter.
- The GWRRA Advanced Rider Course range measurements are 175 ft. x 300 ft. (54 meters x 92 meters) including the run off zone.
- The MSF ERC (and other courses) require at least a 200 ft. x 300 ft. (61 m x 92 m) surface including a 40 ft. runoff zone.

Do not estimate the size of an area under consideration – measure it! Be certain of the dimension and general condition of the surface.

All range areas must be unobstructed and free of barriers, light poles, parking curbs, or any potentially slick or slippery surface (manhole covers in the rain?). The surface should be clean and free of any large cracks or break up of the tarmac.

Why do we have these requirements? It's simply, to provide as safe an environment as possible for the course participants and instructors. Training ranges must be appropriate for the training and not require on-site re-engineering to make exercises "fit". The MSF and the state motorcycle administrators require the certification of ranges to be used for MSF courses. GWRRA requires that all ranges used for GWRRA courses be documented and on file with the District Educator, at a minimum, and the GWRRA insurance underwriters may also require review and approval of the range facilities. The evaluation and approval of acceptable ranges is based on the requirements described above.

Help keep the students safe and prevent embarrassment. No one looks good if an instructor must cancel a course due to incorrect, unsafe or inadequate range facilities, especially after people have taken the trouble to arrange a course to meet member's needs and requests and the members have traveled to attend the course.

In some instances, instructors have been pressured to conduct a course or compromise the safety margins required even though the facilities were substandard and did not meet the requirements. Instructors have been taught NOT to teach a course under these circumstances. If an instructor determines that a range facility will not be acceptable, the instructor's decision is final. Instructors take the full responsibility for the conduct of the course and for ensuring the safety of all participants. Instructors cannot and will not be coerced into conducting a course if they deem the facilities unsafe and unacceptable. It is much easier to find appropriate facilities and not put an instructor in the position of having to cancel the course. Please make every effort **NOT** to place these volunteer instructors in this position. They are a scarce and valuable commodity that we can ill-afford to lose. Help GWRRA keep them around.

1.1.5 The Trike Rider Course and Four Wheeled Vehicles

During the presentation of several TRCs over the past couple of years, GWRRA Rider Course Instructors have been requested to include motorcycles equipped with a sub-frame structures two-wheeled device effectively making the rig a four-wheeled vehicle. Members who have equipped their motorcycles with these devices have understood these to be classified as "trikes".

By definition a Trike is a three-wheeled vehicle typically having two driven wheels, not four wheels. The GWRRA Trike Rider Course is designed to provide training for trike riders and is not designed for four wheeled vehicles. It has been determined, through field experience, that these four-wheeled vehicles have different handling characteristics than the traditional trike package and subsequently react differently to the rider input. The Trike Rider Course is not designed to allow for this.

As a result of these differences and experience with these four-wheeled vehicles, motorcycles equipped with these devices will not be allowed to participate in the GWRRA Trike Rider Course. This policy has been implemented with the concurrence of the GWRRA Home Office.

Riders of motorcycles equipped with these devices desiring additional training should either pursue two-wheeled course training, such as the MSF ERC, or arrange to participate in an approved parking lot practice program. This can be arranged through your District or Region Educator. GWRRA will develop an appropriate training curriculum and course to accommodate these rigs in the near future.

1.1.6 The Trike Riders Course and Tri-Cars

GWRRA has received questions regarding a modified motorcycle called a “Tri-Car”. Essentially this motorcycle is a trike (three wheeled vehicle with two driven wheels) with a permanent sidecar attached. This vehicle meets the trike criteria and is allowed to be included in the TRC.

1.1.7 The Parking Lot Practice Program

GWRRA established the Parking Lot Practice program several years ago to enable riders to practice and better their riding skills with a self-paced, non-instructional, individual paced practice program. The basis of this program is the GWRRA “Cornering Practice Guide” available from the District or Region Educator or through the GWRRA International Headquarters.

The PLP allows members to review the fundamental riding techniques and skills including braking, cornering and swerving in a convenient setting. It does not require a special range or training facility and can be practiced at any time during the riding season. The Guide provides some coaching tips for improving the rider’s skills and understanding of the techniques involved.

Chapter Educators can use this tool to provide Chapter members with a forum for learning and enjoyment. No teaching or rider coaching is involved or required for the PLP to be effective as long as the member utilizes the self-correction tips included in the booklet. In fact, no coaching or teaching is permitted when conducting a PLP. The strongest benefit of this is that fun can be a primary part of a Chapter PLP event without the stress, intimidation or concern regarding an instructor’s feedback.

In certain instances, the PLP can be used in place of more formal rider training for purposes of advancing or maintaining a member’s Levels Program requirements. Essentially, the PLP can be used in place of a formal course when courses are not convenient or the cost of attending a course becomes prohibitive.

Agreement to use the PLP in place of an accepted formal training course for the Levels program must be obtained from the Region Educator. Region and District Educators are **strongly** encouraged to be accommodating with allowing the use of the PLP especially with the decreasing number of courses locally available, the increasing cost of courses and the limitations on class size and scheduling. Although parking lot practice does not provide as thorough a training opportunity as a formal class, it does address the essential skills identified in the Hurt Study as being deficient in accident-involved riders. The PLP should be considered minimal training although valid.

When using the Cornering Practice Guide in a PLP session, it is advised that the sequence of exercises be changed from the Guide format. Listed below is the recommended sequence of exercises based on the MSF’s philosophy of moving from the “easier” skills to the more difficult. The sequence should be changed to:

Exercise 1: Turning and Cornering

Exercise 2: Weaves

Exercise 3: Normal Stop, Straight

Exercise 4: Normal Stop on a Curve

Exercise 5: Quick Stop, Straight

Exercise 6: Sharp Turns

Exercise 7: Higher Speed Turns

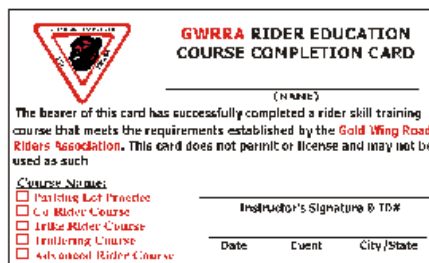
Exercise 8: Quick Stop on a Curve

Exercise 9: Obstacle Swerve

1.1.8 Rider Education Rider Course Completion Cards

The completion of any Rider Course is validated with the issuance of a Rider Course Completion Card. MSF Courses have specialized completion cards available to program sponsors and instructors for issuance as do the CSC and ESC programs.

GWRRA has developed a completion card that can be used for any of the GWRRA Riding Courses. The GWRRA Rider Course Completion card includes the TRC, TC, and ARC courses, which must be noted and signed off by a GWRRA certified instructor. There is also provision for recognizing the Co-Rider's 2-Up participation and completion of the course, labeled Co-Rider Course, again requiring the sign off by a certified instructor. The PLP program is provided as well, however, completion of a recognized PLP program (Region Educator approved) can be signed off by the Chapter Educator or any GWRRA officer validating the PLP completion (cards must be obtained from Region Educator via the District Educator). This completion card (or a comparable one issued by another organization) must be presented for Levels advancement qualification or renewal.



GWRRA RIDER EDUCATION COURSE COMPLETION CARD

(NAME) _____

The bearer of this card has successfully completed a rider skill training course that meets the requirements established by the Gold Wing Road Riders Association. This card does not permit or license and may not be used as such.

Course Status:

Past/Not Practiced

Co-Rider Course

Entry Rider Course

Trailering Course

Advanced Rider Course

Instructor's Signature & Title _____

Date _____ Event _____ City/State _____

There is also provision for recognizing the Co-Rider's 2-Up participation and completion of the course, labeled Co-Rider Course, again requiring the sign off by a certified instructor. The PLP program is provided as well, however, completion of a recognized PLP program (Region Educator approved) can be signed off by the Chapter Educator or any GWRRA officer validating the PLP completion (cards must be obtained from Region Educator via the District Educator). This completion card (or a comparable one issued by another organization) must be presented for Levels advancement qualification or renewal.

1.2 Rider Education Seminar Training Programs

For many years GWRRA has been recognized as a leading authority and provider of motorcycle safety seminar programs not only to our membership but presented in other venues as well. Much of the credit for the core seminars is a result of the efforts of Pete Woodruff during his tenure. Additionally, GWRRA initiated and established video based informational and training program in 1989 with the fine videos. These video programs remain pertinent and available and can be obtained from the GWRRA International Headquarters.

1.2.1 The Core Seminars

The following is a list of "core" approved Rider Education related seminar material available from GWRRA. They are authorized for use and presentation by GWRRA certified seminar instructors for its members. These materials are available for download from the GWRRA website. They consist of seminar outlines and suggested slide presentations in Microsoft Word and PowerPoint respectively as well as in Adobe portable document format (*.pdf) documents.

- Co-Rider Seminar
- Team Riding Seminar
- Road Captain Course
- Trailering Seminar

1.2.2 Co-Rider Seminar

The Co-Rider Seminar is intended to provide education and information that will result in an increased awareness and greater team interaction between the rider and co-rider resulting in a reduction in the risks associated with motorcycle riding and most of all, MORE FUN. The seminar can be easily presented in conjunction with the Co-Rider Video (2002 edition) to supplement the seminar material. The seminar is designed to take about 45 minutes to an hour.

The participation and attendance in the Co-Rider Seminar meets the Level II Co-Rider course requirement in the GWRRA Rider Education Levels Program. The Seminar must be presented by a certified GWRRA Seminar Instructor.

1.2.3 Team Riding Seminar

This seminar is also known as the Group Riding Seminar. Its objective is to educate and inform members about the benefits of team riding through communication and planning and the expected conduct of a team ride resulting in a reduction in riding risk, an increase in enjoyment and a greater sense of togetherness. This seminar typically takes about 45 minutes to present. This material serves as a good, sound basis for chapters to establish their team riding protocol and for familiarizing new members with the GWRRA approach to team riding. A good supplement to the seminar is the GWRRA Team Riding Manual available through the District or Region Educator or through the GWRRA International Headquarters.

1.2.4 Road Captains Course

The objective of the Road Captains Course (RCC) is to provide members with education and information that will enable them to be better prepared and equipped to lead and conduct safe Team Rides. Although very similar in content and structure to the Team Riding Seminar, this course is designed as a leadership curriculum for Ride Lead/Drag positions rather than as a resource for teaching participating team members in Team Riding. This seminar should not be used as an alternative to the Team Riding Seminar.



Black and Gold version shown
(Also available in red and white)

There are presently two components to the RCC. The first component is the classroom session and successful completion of this qualifies the participant to receive a Seminar Completion Card. The second component is the riding session conducted after the classroom is completed. This component is a monitored Team Ride with the RCC participants comprising the riding teams. The Seminar Instructor will not and cannot teach or coach during the team ride component, however at the end of each ride there will be an objective assessment of the monitor's observations and suggestions. Successful completion of the riding component qualifies the participant for the RCC rocker patch, available at a small fee from the Educator.

As this course is designed for the ride leaders, the issuance of the Road Captains rocker should be limited to the riders responsible for conducting a safe ride. This does not diminish the role played by co-riders during a ride but, rather, places more recognition on the riders who choose to accept the additional responsibility of conducting a safe ride. This recognizes that it is the rider leading a ride that must make the appropriate safe decisions that result in a fun and safe experience for all participants.

1.2.5 Available Video Seminars

In addition to the Presentation Seminars discussed above, GWRRA also has several video taped seminars available through the GWRRA International Headquarters for presentation to the members. The available videos are listed below. These can easily be used to augment chapter meetings or rallies and can certainly be used by chapters at public forums such as mall shows, etc. The following is a list of approved Rider Education related video material available from GWRRA. They are authorized for use only by GWRRA for its members.

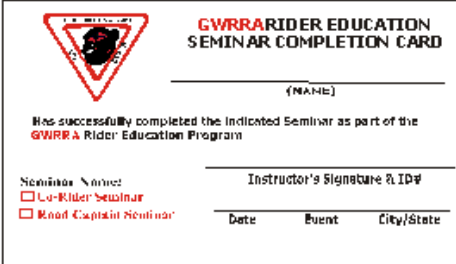
- *Co-Rider* - This video was released in 2002 and, like the Co-Rider Seminar, is focused on the role and expectations of the Co-Rider as a team member when preparing for and par-

icipating in a ride. Co-Rider reviewing this video will meet the Rider Education Levels Program Levels Program requirements for Level II and above. Chapter Educators will issue a Seminar Completion Card to all members who view this video (cards must be obtained from the Region Educator via the District Educator).

- *Trailing* – A Pete Woodruff seminar providing the basic information for consideration when a member decides to pull a trailer with their Goldwing. The video discusses the various types of trailers available and some of the dos and don'ts related to attaching a trailer hitch and towing. An excellent introductory resource.
- *Touring and Braking* – A Pete Woodruff seminar focused on some of the common issues associated with touring and braking. This video provides an excellent resource for riders building a thought provoking awareness of some of the risks and concerns associated with riding.
- *Gary Sanford's Slow Speed Cycling Seminar* – This video is an excellent resource for riders to gain skill and confidence riding slow speed maneuvers. The video discusses bike setup and riding techniques that will enable any rider to improve their skills.

1.2.6 Seminar Completion Cards

The Seminar Instructor may provide Seminar Completion Cards for the Co-Rider Seminar or Road Captain Course. The cards are available from the Region or District Educator. These indicate the classroom requirements are complete. In the case of the Co-Rider Seminar, any officer can fill the card. Completion of the riding component of the Road Captain Course additionally qualifies the participant to wear the rocker patch.



The image shows a 'GWRRA RIDER EDUCATION SEMINAR COMPLETION CARD'. It features a logo on the left and a title on the right. Below the title is a line for '(NAME)'. A statement reads: 'Has successfully completed the Indicated Seminar as part of the GWRRA Rider Education Program'. Underneath, there are two checkboxes: 'Co-Rider Seminar' and 'Road Captain Seminar'. To the right of these is a line for 'Instructor's Signature & ID#'. At the bottom, there are three lines for 'Date', 'Event', and 'City/State'.

1.3 The GWRRA Medic First Aid® International Program

For many years GWRRA has had the good fortune to leverage the CPR and First Aid training and experience of instructors certified by several organizations such as the American Red Cross (ARC) or the American Heart Association (AHA). In 2000 GWRRA became a corporate sponsoring provider for the Medic First Aid® programs and have since realized a tremendous growth in the GWRRA MFA instructor ranks as well as increased demand for the courses. By aligning with MFA, GWRRA has been successful in providing locally available, cost effective training without the administrative limitations typically found with other organizations.

The GWRRA MFA programs have grown and will continue to grow as long as the demand and opportunity remains. Although the initial purpose of the MFA program was to provide basic CPR and First Aid training, the program has now expanded into several other areas within the emergency response arena. These programs are described below and are available on a limited basis at this time. The additional programs are not in any way mandatory within the Regions or Districts, but will be made available to any Region or District that requests these programs. The primary and major program will remain the Basic CPR/First Aid course, which is the first and foremost focus for our members.

1.3.1 Medic First Aid® International, Inc.

Medic First Aid® International, Inc. is an independent corporation and is not affiliated with the American Heart Association. The “source Authority” for treatment guidelines in Medic First Aid® are: Emergency Cardiac Care Subcommittee, American Heart Association; Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiac Care, JAMA, 1992:268; and other sources of National Consensus Guidelines.



Medic First Aid® brings to the classes ample hands-on practice with classmates and training manikins to develop knowledge, skill and confidence. Members practice in small groups using the Visual Skill Guide along with MFA Instructor guidance helping members learn by doing and by helping each other. The course provides positive coaching and feedback from the Instructor while using scenario-based practice sessions that provide a sense of real-time emergency action.

Students have the opportunity to complete a class evaluation form which is sent to Medic First Aid® International to help ensure all course material is effective and appropriate and to assist in developing future program updates.

1.3.2 Medic First Aid® Programs Available within GWRRA

As discussed earlier, the MFA programs available within GWRRA have expanded. This has not changed the primary focus of the program, CPR/First Aid, but does provide opportunities for additional specialized training. These programs are available on a limited basis and can be requested through the National Rider Education Staff. Every effort will be made to accommodate requests for this additional training, either the courses themselves or conducting an update training session for facilitators.

1.3.2.1 BASIC 5.0

The Basic 5.0 program is a six-hour CPR and First Aid training curriculum that utilizes a video training format, hands on practice through the use of scenario based training cards and instructor coaching and feedback. It is designed for those who have not had CPR/First Aid training and for those who have not refreshed their training for some time. This program is the core of the GWRRA Rider Education training in CPR and First Aid and qualifies members for advancement and maintenance of their Rider Education Levels Program requirements. This program is available in all GWRRA US Regions and many Districts using local member instructors for course presentation.

Supplemental course material is provided in the Basic 5.0 Instructor's Guide and will be found in Appendix C. This material can easily augment the member training programs that can be provided without the necessity for an instructor update. Some of these programs are described below.

1.3.2.2 Care Initiator

The Care Initiator program is an abbreviated CPR refresher course that can be used at GWRRA Rallies or functions where time is limited. Members taking the Care Initiator course must have taken a Medic First Aid® Basic 5.0 full course in CPR/First Aid. Members who have not had the full course will not be allowed to take this class, however, it is important that these members be provided an opportunity to take the Basic 5.0 course as soon as possible. The Care Initiator program is designed for use of the scenario based review cards (provided in the appendix of the In-

structors Guide), however, it is preferred that the video presentation be used along with the scenario cards.

I.3.2.3 Automatic External Defibrillator (AED)

There are two AED courses available. One utilizes the AED Supplement (provided in the appendix of the Facilitators Guide) and is only to be used to show students how the AED works and is not a means for certification in AED. The full AED course must be presented and completed in order for any member to be AED certified.

I.3.2.4 CarePlus CPR

The CarePlus CPR program is designed to provide training in adult, child, and infant CPR, plus bleeding and shock management. The CarePlus CPR is a tool for training and retraining in CPR. This program allows the CPR training to be conducted separately from the First Aid training (both are presented in the Basic 5.0). This is another training tool that will provide CPR training and updates for our members.

I.3.2.5 Pediatric CPR/First Aid

This version 5.0 specializes in the unique student-centered instructional design that includes fundamental child, infant and adult CPR, First Aid and emergency care skills in childcare settings. The course provides excellent training, skills and peace of mind for parents and grandparents. The Infant Child Care Supplement provides a fine, less expensive video program but is designed to supplement prior CPR training and does not include certification cards.

I.3.2.6 Basic Life Support for Professionals (BLSPRO)

The BLSPRO is designed more for the professional responders and is intended for individuals expected or required to perform pre-hospital basic life support. It satisfies healthcare provider-level CPR training requirements for first responders, EMT's, paramedics, and others in health-care-oriented fields.

I.3.2.7 Advanced First Aid

This new program is a level above a first responder, and serves as an emergency care bridge between the Basic 5.0 training and that of the trained EMT's. This program is a more in-depth program and trains members to prepare the injured for transport and other important emergency scene issues such as trauma scene injuries and scene assessment.

I.3.2.8 New MFA Products

MFA continues to market and provide new products for training, for the trained participants and for facilitators. These products include the Philips HeartStart Defibrillators, MDI Barriers, Life oxygen, AMBU Manikins, Laerdal Manikins and Supplies and the Sam Splint. Other products will be added as they become available.

I.3.3 GWRRA MFA Program Administration

The GWRRA Medic First Aid® CPR/First Aid programs have been established and are growing in many of the Regions. The organization's ability to train instructors has increased as Instructor Trainers have been certified and are available in several Regions. GWRRA has added a Master Instructor Trainer at the National level in order to continue building the network of Instructor Trainers and, as a result, provide the training of additional Instructors throughout the Districts.

It is the intent of this program to be capable of providing cost effective, convenient CPR and First Aid training for the members throughout the organization. In order to achieve this effectively, a

complete network of Instructor Trainers and Instructors is necessary. The objective of this aspect of the program is to place at least one Instructor Trainer within each of the GWRRA Regions enabling regions to conduct instructor training at their convenience and with minimal cost impact. It is also an objective to train and place MFA Instructors within each District to facilitate member training. The distribution of instructors must be managed in order to cover the broadest geographic and population range within a District while balancing the demand and availability of courses.

In order to continue this growth, reach these objectives, provide the service to the membership and comply with the MFA requirements as a corporate training provider, proper and correct administration of the program is necessary. The following Roles and Responsibilities outline the administrative requirements. Please note that these requirements are not “guidelines” but are necessary to maintain the organizations standing with MFA and to ensure that a quality program continues to be provided to the members.

1.3.4 Roles and Responsibilities

As previously discussed, it is necessary for the continued success of the GWRRA sponsored Medic First Aid® programs that the administration of this effort be handled correctly and completely. The following roles and responsibilities must be understood and implemented in order to ensure the growth and quality of the program.

1.3.4.1 National Level

The International Director, Rider Education, shall appoint to the National Staff an Assistant National Director (ANDRE), MFA CPR/First Aid, to coordinate and manage the GWRRA sponsored Medic First Aid® program. This appointment is subject to the approval and consensus of the Executive Director. The individual appointed will serve a term that is commensurate with the term of the International Director.

The primary responsibility of the ANDRE will be to manage and coordinate the quality of the MFA program, the growth of the program throughout GWRRA, the training and certification of GWRRA corporate MFA instructors, the training and certification of Regional Instructor Trainers and the general administration and coordination with Medic First Aid® International. The ANDRE should be a certified MFA Master Instructor Trainer or have the capability of becoming certified as a Master Instructor Trainer within six months of appointment.

Specifically the ANDRE will:

- Serve as the primary communication channel between GWRRA and Medic First Aid® International
- Coordinate all program requirements and updates with MFA
- Communicate all program changes and update requirements to all Regions
- Train & Certify GWRRA Corporate MFA Instructors as requested.
- Train and Certify GWRRA Corporate Instructor Trainers as requested (the target is to place at least one per Region)
- Maintain all records of certified and active GWRRA MFA Instructors, Instructor Trainers and any Master Instructor Trainers that may be added to the program
- Maintain course record files such as class rosters (Form N-18) for courses conducted throughout GWRRA and forward copies of all class rosters to MFA.

- Coordinate all CPR/First Aid training during the GWRRA Annual Wing Ding by establishing the course schedules, coordinating the student schedules and soliciting and recruiting such instructors as needed to fully staff the Wing Ding program.
- Provide Instructor training or instructor updates at each Wing Ding based upon need (of the Regions) and demand.
- Work with the Regions to identify appropriate individuals to train as Region MFA Trainers. (Note: Region MFA Trainers are NOT a Region Staff position but a position that is filled by a volunteer committed to the growth and quality service of providing MFA courses for the membership.)
- Coordinate with MFA and the providing Region or District all Instructor Training programs including the review and approval of all instructor candidate applications, the ordering and supply of Instructor Guide Books for instructor candidates and the processing of all follow up paperwork at the completion of the training course.
- Continue with the personal training and certification in MFA programs and become capable of providing additional MFA programs to the GWRRA membership, Regions and Districts as these are developed and released.
- Attend MFA conferences as approved by the International Director and the Executive Director for the purposes of representing GWRRA, obtaining information on new and changing programs and to secure the capability of training “in house” new material and programs.
- Maintain the National training equipment and material such that these can be used to support Region or District operations as necessary and requested, and to ensure the support of Wing Ding.
- Coordinate the shipment and use of the National Equipment in support of Region or District training requests.
- Maintain the quality of training service provided by the GWRRA MFA Instructors by reviewing all paperwork, post course evaluations and addressing any concerns communicated from the field.
- Prepare and submit an annual activity report to the International Director for submission to the Executive Director outlining the current state of the program, the number of members trained, the number of active instructors and the number of certified Instructor Trainers within the program.

I.3.4.2 Region Level

Within the US operations, at a minimum, the Region Operations Director and Educator have been requested to review and implement the GWRRA sponsored Medic First Aid program within their respective jurisdictions. Regions outside the US, specifically Canadian Operations, will continue to evaluate the potential for implementing these programs and will do so in the future as the administrative issues are clarified.

The importance of the MFA training programs cannot be over emphasized in providing the ability to bring local, cost effective CPR and First Aid training directly to our members. Although other program and provider venues are available and should be used when convenient and cost effective, GWRRA has invested in and is focused on the growth and implementation of the MFA programs. The success of achieving this is dependent on the commitment of the Regions in promoting and supporting this effort.

Gold Wing Road Riders Association Rider Education Program Handbook

As such, the following is a list of the roles and responsibilities associated with the Region Educator:

- Promote and support the GWRRA sponsored Medic First Aid® programs as released and recommended by the National Rider Education Division Staff.
- Coordinate with the ANDRE responsible for the MFA programs the identification and training of MFA instructors within the Region.
- Coordinate with the ANDRE responsible for the MFA programs the identification and training of at least one Region MFA Instructor Trainer to support the ongoing instructional needs of the Region.
- In lieu of an Instructor Trainer, each Region should have at a minimum a designated MFA Coordinator to assist with the coordination of equipment and instructors to support the Region efforts. The Coordinator position is NOT a Region staff position but should be filled by a volunteer, preferably an MFA Instructor, who is committed to the promotion and growth of the MFA programs.
- Purchase, maintain and provide equipment necessary for the conduct of MFA training programs within the Region, including the training manikins and MFA program videos. *This is not required if all of the Districts within the Region have purchased and maintain their own training equipment.*
- If training equipment is not affordable, the Region Educator will coordinate with the ANDRE for equipment support and shipping in order to conduct courses. Schedules for doing so will be coordinated with the ANDRE and will be based on a first request, first response basis.
- Serve as the primary communication channel between the ANDRE and the Districts regarding MFA training, issues, concerns or communication. (This can be designated to the Region Instructor Trainer or MFA Coordinator.)
- Ensure that all instructor candidate paperwork is forwarded on to the ANDRE after review.
- Ensure that all MFA training records are forwarded to the ANDRE for the maintenance of files and to be forwarded to MFA. Class rosters (Form N-18) are required by MFA to be on file in the MFA offices and must be forwarded to the ANDRE. *DO NOT forward this paperwork directly to MFA.*
- Maintain an up to date list of active and certified MFA instructors within the Region. (This can be obtained from the ANDRE.)
- Assist District Educators in developing, promoting and supporting the MFA training programs.
- Provide quarterly reports to the ANDRE describing the number of courses, Districts/Chapter involved and number of students participating in the training.
- Forward all communications from the ANDRE regarding the MFA programs to the District Educators for distribution to the MFA Instructors.
- Identify an individual, approved by the ANDRE, at the Region or District level for purchasing equipment and supplies directly from MFA. The identified individual must be on record with the ANDRE and MFA in order to have orders approved. Details associated with the financial transaction are left to the Region or District purchasing contact. No materi-

als will be purchased and supplied by the National organization unless approved by the Executive Director.

I.3.4.3 District Level

For the MFA program to be most effective, it is important that the program be implemented and administered at the District level. GWRRA achieves its greatest success when the District support enables the Chapters to provide easily obtainable training. The District Educator roles and responsibilities are very similar to those defined for the Region Educator.

- Promote and support the GWRRA sponsored Medic First Aid® programs as released and recommended by the National Rider Education Division Staff.
- Coordinate with the Region Educator and the ANDRE responsible for the MFA programs, the identification and training of MFA instructors within the District. Note that geographic locations as well as member population density are important factors in approving instructor candidates. Too many instructors in a small area may make maintenance of MFA certification difficult and may not provide the training opportunities necessary.
- Purchase, maintain and provide equipment necessary for the conduct of MFA training programs within the District, including the training manikins and MFA program videos.
- If training equipment is not affordable, the District Educator will coordinate with the Region Educator and/or the ANDRE for equipment support and shipping in order to conduct courses. Schedules for doing so will be coordinated and based on a first request, first response basis.
- Serve as the primary communication channel between the Region Educator (and/or Region MFA Coordinator), the ANDRE and the MFA Instructors regarding MFA training, issues, concerns or communication.
- Ensure that all instructor candidate paperwork is forwarded on to the Region Educator and ANDRE.
- Ensure that all MFA training records are forwarded to the Region Educator and ANDRE for the maintenance of files and to be forwarded to MFA. Class rosters (Form N-18) are required by MFA to be on file in the MFA offices and must be forwarded to the ANDRE. *DO NOT forward this paperwork directly to MFA.*
- Maintain an up to date list of active and certified MFA instructors within the District. (This can be obtained from the Region Educator.)
- Assist Chapter Educators in developing, promoting and supporting the MFA training programs.
- Provide quarterly reports to the Region Educator describing the number of courses, the Chapter(s) involved and number of students participating in the training.
- Forward all communications from the Region Educator and the ANDRE regarding the MFA programs to the Chapter Educators and MFA Instructors.
- Identify an individual, approved by the Region Educator and the ANDRE, at the District level for purchasing equipment and supplies directly from MFA. The identified individual must be on record with the ANDRE and MFA in order to have orders approved. Details associated with the financial transaction are left to the District purchasing contact. No materials will be purchased and supplied by the National organization unless approved by the Executive Director.

1.3.5 Course Requirements

Courses should be scheduled such that each course has a full compliment of students. No course will include more than 24 students (assuming that 2 instructors are available). There will be a **maximum of 12 students per Instructor** and no more than **6 students** per training manikin.

Courses will be conducted completely and according to MFA requirements.

1.3.6 Communication and Contact with Medic First Aid®

Communications with Medic First Aid® International must be coordinated through the ANDRE unless pertaining to the direct purchase of MFA material for course support. Issues and concerns regarding the program must be channeled through the ANDRE as the responsibility for the corporate program lies with this appointee. Circumventing that channel only serves to introduce confusion and delays addressing any program issues. Any direct contact with MFA regarding any of these types of issues will be referred to the GWRRA ANDRE responsible for the program.

MFA requires that certain forms, applications and course records be maintained on file in the International Offices. It is the responsibility of the ANDRE to ensure that GWRRA is in compliance with these requirements; therefore, all paperwork must be channeled through the ANDRE.

1.3.7 Ordering and Purchasing MFA Material

With the growth of the MFA training programs within GWRRA, the complexity associated with ordering training material and equipment has grown. Due to the potential volume of materials necessary and the geographic dispersion of the organization GWRRA and Medic First Aid International have reached an agreement that provides for designated purchasing contacts from the Regions and Districts.

Depending on the program structure and administration within a Region (whether at the Region or District level), the responsible level of authority is requested to identify a single point of contact for purchasing. This contact may be the Region Educator, the Region Instructor Trainer or MFA Coordinator, the District Educator or an identified District contact. The determination of how best to handle the purchasing of MFA materials is left to the Region and District staff representatives.

Once a purchasing contact or contacts (if at the District level) have been identified, the designees must be on record with the Region Educator and the ANDRE responsible for the MFA programs and that information will also be forwarded to MFA. Until the designated purchasing contact is on record with the National staff and MFA, no purchases will be approved by MFA and any pending order will be referred back to the ANDRE. Unless recorded as a purchasing contact, GWRRA MFA Instructors are not approved for the purchase of MFA materials.

Some program materials must be purchased from Medic First Aid® International while expendable supplies may be obtained from outside suppliers. Materials such as MFA Training videos, DVDs, student packets, MFA forms, instructor guide books or anything pertaining to Medic First Aid® programs or products must be obtained directly from MFA.

Materials such as training manikins, protective gloves and face shields, "micro" shields, etc. may be obtained from other supply sources. A search of these sources should assist in determining the best price based on expected needs. Some of these sources can be found at www.medicfirstaid.com, www.safetylabs.com, www.armstrongsafety.com, www.safetywatch.com, and www.laerdalmedical.com.

The key to effectively managing the purchasing process and costs is to take the time to estimate the Region or District material needs in advance of any courses. Ordering should be kept to a

I.3.8.3 Instructor Training Fees

Instructor Training courses are conducted based upon the need and number of available instructor candidates. A certified MFA Instructor Trainer must conduct an Instructor Training course. The costs associated with this training include the MFA Instructor Guide, the cost of materials necessary to conduct an MFA CPR/First Aid course and expenses associated with travel for an Instructor Trainer and securing a facility. A \$60 fee (per instructor candidate) has been established to offset these costs. These fees are to be collected in advance of the course by the sponsoring organization.

It is highly suggested that these fees be paid by the sponsoring organization that will receive the benefit of the instructor's time and efforts, i.e. the District or Region. It is not the intent of the program to subject individual volunteer members desiring to become an instructor to these costs. It is expected that instructors who benefit from this should agree to provide a minimum of training time and effort as a result, typically at least one training course per year for the sponsoring organization, two courses within a two year period (required for MFA re-certification).

The ANDRE responsible for the MFA program will order and supply the Instructor Guide books for the courses scheduled. Costs associated with purchasing this material must be paid prior to placing the order. All instructor candidates will be approved by the ANDRE prior to conducting the course. Instructor Guides left over after an Instructor Training Course will be returned to the ANDRE and costs will be reimbursed to the sponsoring organization.

I.3.8.4 Instructor Trainer Course

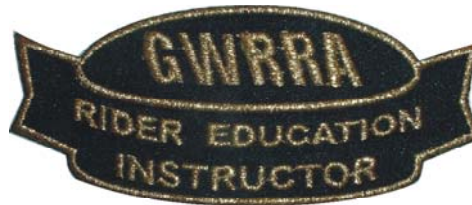
Based upon demand, schedule and the number of Instructor Trainer candidates, the National Staff, through the ANDRE, will conduct Instructor Trainer courses. These courses will be scheduled well in advance and coordinated with the ANDRE. This course is required to be conducted by an MFA certified Master Instructor Trainer and will, typically, require travel and lodging.

It is preferable to conduct this training annually at Wing Ding to minimize cost and maximize the availability of scheduled courses. If this course is conducted at Wing Ding, no expenses will be charged for the Master Trainer's travel and lodging. If the course is conducted within a Region outside of Wing Ding, the Region will reimburse expenses for travel (fuel or airline cost) and lodging for the Master Trainer as well as incur all costs associated with securing a training facility, etc.

THIS PAGE INTENTIONALLY LEFT BLANK

J GWRRA RIDER EDUCATION INSTRUCTOR PROGRAMS

As the GWRRA Rider Education training programs have grown it has become increasingly necessary to ensure that the material being presented is consistent with the program's intent and that minimum levels of quality standards are maintained. To that end, Instructor Training programs have been established and presentation of GWRRA courses or sponsored courses is limited to volunteer instructors who have been recognized and certified by GWRRA.



The following sections discuss the instructor candidate requirements and the certification and/or updating processes that have been established. These sections will address the Seminar Presenter, the Rider Course Instructor and the Medic First Aid® International Instructor certification programs.

J.1 Seminar Presenter Program

Members interested in becoming active in the GWRRA Rider Education program as seminar presenters must complete the Seminar Presenters Certification training and process.



Members who have completed the certification requirements to be a GWRRA Rider Education Seminar Presenter can present any approved Rider Education seminar materials. Approved seminar materials and a specific presenter certification process were created to establish a method, which will ensure consistency and quality of delivery to the membership. From time to time, additional subject seminars will be approved for use. Please refer to the GWRRA web site, Rider Education web page for the most current seminar outlines and suggested presentation formats.

J.1.1 Certification Process

Interested members are to contact their District Educator for a Seminar Presenter Application (Form N.15). The most recent copy of the Seminar Presenter certification process and the Seminar Presenter Application are available for download from the GWRRA website. In order to become certified, interested members must either complete the seminar certification training program or apply for and be accepted under the Seminar Presenter Certification "Grandfather" process.

The Seminar Presenter Certification Training focuses on two aspects – the "How To's" of seminar presentation and a review of the Rider Education Core Seminar outlines and requirements. This training program has been developed through the efforts of Jim Cox, former ANDRE and the GWRRA Leadership Training Division. The course consists of four modules and all must be completed to achieve certification. The Certification process is completed with a review of the candidate actually presenting Rider Education material. This review can occur during the training course or be scheduled for a more appropriate time following completion of the course. Successful completion of this course enables the Seminar Presenter to present any of the core and/or approved Rider Education Seminars. There is no requirement that each applicant be certified separately for each Rider Education Seminar.

J.1.1.1 General Process Description

The following is a general description of the GWRRA Rider Education Seminar Presenter certification process:

1. Members complete the Seminar Presenter Application and submit it to the District Educator
2. District Educator will review the application for completeness and acceptability of the applicant.
3. If the District Educator approves the application, the member will be notified of the next scheduled Seminar Certification Training course. (The Region Educator, Region LTD Trainer, District Educator or District LTD Trainer may present this course. For the intent of this program, the RE and DE, with RE approval, can present the entire program.)
4. If the District Educator does not approve the application, return it to the member with explanation.
5. The District Educator will notify the selected applicants of the course date, schedule and location.
6. Applicants will attend and complete the Seminar Presenter Certification Course including the presentation and review of at least one of the core Rider Education Seminars.
7. After completion of the Seminar Presenter Training course, the District Educator will forward a copy of the application, and a note or Letter of Completion to the Region Educator for review and approval.
8. The Region Educator will approve the application for the Rider Education Seminar Presenter Certification and forward the application to the Assistant National Director Rider Education (ANDRE) responsible for the Seminar Certification Program.
9. The ANDRE will issue a Seminar Presenter's Certificate (Card) to the applicant and will enter the appropriate information into the National Database.
10. Certified Seminar Presenters will be required to submit an updated application every two years to the ANDRE indicating the seminars (title and number) presented during the preceding two-year period. *Failure to do so will result in de-certification.*

J.1.1.2 Grandfathering Process

For those members who have experience in public speaking, presentations and/or instructional training programs and wish to become GWRRA Seminar Presenters, they may apply for “**Grandfather**” status in the Seminar Presenter program. Interested members should:

1. Complete a Seminar Presenters Application and submit the completed application with a written Statement of Qualifications (SOQ) to the District Educator.
2. The District Educator will review the application and the SOQ for acceptability. Points for consideration of approval are applicants who are professionally trained educators, trainers, MSF Instructors, CSC Instructors, ARC/AHA/MFA presenters, etc. Review the extent of experience and the applicability to the Rider Education Program.
3. If the District Educator approves the application and SOQ, forward the application and SOQ to the Region Educator for final approval.
4. If the District or Region Educator does not approve the application return the application to the member with explanation and recommendation that the member attend the next scheduled Seminar Presenter Certification course.
5. If the Region Educator approves the application and SOQ, forward copies of these directly to the ANDRE, Seminar Presenters Program.

6. The ANDRE will issue a Seminar Presenter's Certificate (Card) to the applicant and will enter the appropriate information into the National Rider Education database.

J.1.2 Maintenance of Seminar Presenter Certification

Certified Seminar Presenters are required to renew every two years and have presented a minimum of two seminars during that reporting period in order to maintain their status. This renewal assists the International and Regional Educators in identifying and maintaining a list of active Presenters. Renewals are submitted on the same form as the initial application and can be found on the GWRRA Rider Education web site.

J.2 Rider Course Instructor

This document establishes standards of excellence by which GWRRA Rider Course Instructors are certified to instruct the GWRRA Trike Rider Course (TRC), the GWRRA Trailering Course (TC), and the GWRRA Advanced Riders Course (ARC) and to encourage their professionalism throughout the period of their service as Rider Course Instructors.

Rider Course Instructors are the role models and the instruments for ensuring uniformity and outstanding quality in the presentation of all GWRRA rider-training programs. Rider Course Instructors are volunteer members who give of their time, knowledge and training to provide members with an opportunity to improve. They are a dedicated and committed group of individuals and as volunteers will not be compensated for their time and effort in teaching these courses; however receipted expenses may be reimbursed from the sponsoring organization, i.e. Region, District, or Chapter, upon prior agreement. Region or District Educators will establish appropriate participant fees with approval of the IDRE to recover associated costs to provide the course. These costs may include material reproduction, site and or classroom space rental and instructor expenses.



Within the Rider Course Instructor program there are several categories and levels associated with the program. A **Rider Course Instructor** is an instructor either recognized by GWRRA as certified through another organization and capable of providing courses developed by those organizations to our members or meets that criterion and has successfully completed a GWRRA curriculum update in one or more of the GWRRA Rider Course curriculum.

A **Master Rider Course Instructor** is an instructor that has experience and knowledge of the GWRRA Rider Course programs and has successfully completed a certification program enabling them to update and certify GWRRA Rider Course Instructors. It is intended that at least one Master RC Instructor will be identified and active in each of the GWRRA Regions.

A **Master Instructor Trainer** is a specially selected individual, typically on the National Rider Education Staff, who is experienced and knowledgeable enough to train and certify Master RC Instructors.

GWRRA recognizes certified instructors meeting the criteria defined below as GWRRA Rider Course Instructors upon completion and submission of a GWRRA Rider Course Instructor Application. This recognition, however, does not entitle the instructor to present the GWRRA Rider Course curriculum (the TRC, TC OR ARC) unless the instructor has successfully completed and been certified in a GWRRA course update for each of the Rider Course programs they desire to teach. There is no requirement that an instructor complete updates in all curricula.

J.2.1 Rider Course Instructor Qualifications

Rider Course Instructor candidates will be approved based on the following criteria and the needs of GWRRA. The number and location of Instructors may be limited so as to provide ample opportunity for each to meet the maintenance requirements for their certification.

A Rider Course Instructor must:

1. Be a currently certified MSF, CSC or ESC Instructor in good standing.*
2. Submit a completed GWRRA Rider Course Instructor Application (Form N.13) with current validating credentials.
3. Have no more than 4 points on his/her motorcycle license.
4. Have no DUI convictions within the past five years.
5. Be current in Level 3 or above in the Rider Education Levels Program.
6. Be a GWRRA member in good standing
7. Demonstrate safe riding habits by always wearing proper riding gear as defined in the Rider Education Levels Program.

*CSC instructors who are not current, must have been current in 3 of the last 5 years in order to qualify.

J.2.1.1 Maintenance of Rider Course Instructor Certification

Once an Instructor is recognized and certified, he/she must maintain that certification by accomplishing the following:

1. Maintain all of the requirements and currencies of his/her initial certification
2. Conduct a minimum of 3 GWRRA Rider Courses in which he/she is certified every 3 years coordinating this with the District/Region Educator.
3. Demonstrate commitment to the Rider Education Levels Program by leading by example -- proper riding gear, safe miles, Rider Education Levels Program renewals, etc.
4. Submit on an annual basis an updated Rider Course Instructor Application Form (Form N.13) for renewal purposes. Instructors failing to renew will be dropped from the program.

J.2.2 GWRRA TRC, TC, and/or ARC Rider Course Instructor Certification

Within the GWRRA Rider Education Program, several Rider Course training programs have been developed and are currently available for member presentation. All GWRRA Rider Courses fulfill the training and renewal requirements for application and advancement within the Rider Education Levels Program.

Since each course curriculum differs as to the content and the target audience, Rider Course Instructors must attend and successfully complete an update in each of the course curricula. Master Instructor should be updated and current in all programs in order to best facilitate the growth and availability of the Rider Courses.

There will be a nominal fee (no less than \$25) for the Instructor Certification Course materials that must be forwarded to the ANDRE prior to shipment of the Instructor materials. This charge will

assist GWRRA in covering the cost of materials and shipping necessary to support the Rider Course program. It is hoped that these fees will be reimbursed to the individual instructors (if the hosting organization did not provide funding) by the District or Region receiving the benefits of the Rider Course Instructor.

These fees are to be collected by the hosting organization from the Instructor candidates (if required) and forwarded to the ANDRE. Additional costs may be incurred by the hosting organization and an appropriate fee should be charged to cover these expenses. If possible, all expenses incurred for any instructor course should be recovered from course registrations fees from the participating members.

J.2.2.1 The Instructor Certification Application Process

Any qualified instructor meeting the above listed criteria and desiring to become certified to present any of the GWRRA Rider Courses must:

1. Submit a request for certification to the District and Region Educator. This request will be forwarded to the ANDRE responsible for the Rider Course program and Instructor Certification. A completed Rider Course Instructor Application (Form N-13) will facilitate this process.
2. The ANDRE will review and coordinate an Instructor Certification Course with the Region Educator. If no course is scheduled at that point, the ANDRE will provide the RE with information regarding courses that are available in other areas.
3. If a suitable course is available, the instructor candidate will be sent the application (if one has not been submitted), a list of the Instructor Certification Courses scheduled at that time, and the name and contact information for the Master Instructors conducting the courses.
4. The instructor candidate will contact the Master Instructor directly to request enrollment in the course. The ANDRE will be copied on all correspondence. If the candidate cannot attend any of the courses scheduled (due to timing or distance, etc.), he/she may contact their Region Educator to explore the possibility of setting up an Update and Certification in their Region.
5. When the candidate is confirmed in a course, the ANDRE will be notified. All necessary paperwork and course materials will be forwarded to the instructor candidate.
6. If this course is the instructor candidate's first certification, he/she will receive their instructor card from the Master Instructor at the completion of the Instructor Certification Course or shortly thereafter. If the instructor candidate has already been issued a GWRRA Rider Course instructor card, the card must be brought to the course for the Master Instructor to sign and date (if the candidate is successful).

J.2.2.2 The Instructor Certification Course

The Instructor Certification Course will consist of classroom review, range time, homework, study sessions, peer and Master reviews, oral and/or written testing, and a final scored evaluation. The candidate will receive all of the necessary course materials from the ANDRE prior to the course.

The course is scheduled and conducted over a two-day period. The first day begins in the afternoon with range set-up, practice in riding the range demo's and evaluation of same, oral testing on the homework, and planning, scheduling and general preparation for conducting a class on the second day.

Instructor candidates are expected to successfully present the assigned classroom material and are expected to demonstrate all exercises contained within the course curriculum. Instructor candidates who do not ride and complete the demonstration portion of the Instructor Certification will not be certified to teach the course.

It is the Master Instructor's option to require written testing and/or additional oral testing or discussion if he/she determines the assigned homework has not been completed satisfactorily. At this time the Master Instructor will also share with the candidate the score sheet he/she will use to evaluate your performance.

Day Two will be the actual presentation of the course material in the classroom and on the range. The instructor candidates teach the complete course while the Master Instructor observes and evaluates the instructor. When the course has been completed and the students have left, the Instructor Certification Course will continue with the final peer review session and a review of the scored evaluation. The Master Instructor may review the scored evaluation with the instructor candidate class as a whole or with candidates individually.

A typical schedule for Day Two of an Instructor Certification Course will begin at approximately 7:30 a.m. and finish at approximately 5 p.m. The completion time may vary significantly depending on the ability of the class students, the quality and number of the instructor candidates, and forces of nature such as thunderstorms, heat breaks, etc.

There is a separate Guideline or "checklist" available on the GWRRA Rider Education website for Master Instructors for Conducting a GWRRA Trike/Trailering Instructor Certification Class. It is intended to bring consistency to the program so that all of our members, regardless of region or venue, receive the same high-quality instruction.

J.2.3 Master Rider Course Instructor

The object of this is to establish standards of excellence by which GWRRA Master Rider Course Instructors are certified and to ensure their professionalism throughout the period of their volunteer service as Master Rider Course Instructors. Master Instructors are the role models and the instruments for ensuring uniformity and outstanding quality in preparing Rider Course Instructors presentation of all GWRRA rider-training programs.

J.2.3.1 Selection of Candidates

The Master Rider Course Instructor designation is intended solely to meet the needs of GWRRA members for rider training. It is not designed as part of a natural progression in the Rider Education Program. Master Instructor candidates will be selected based on the following criteria and the needs of GWRRA. The number and location of Master Instructors will be limited so as to provide ample opportunity for each of them to meet the maintenance requirements for their certification. Ideally there will be at least one, but no more than two, Master Instructors per Region.

J.2.3.2 Qualifications

In order to be considered for certification as a Master Instructor Trainer the candidate must:

1. Have been an active GWRRA Rider Course Instructor for at least two years.
2. Have taught at least one course at Wing Ding within the past two years*.
3. Have taught during the past two years, a minimum of three (3) GWRRA Rider Courses preferably in all GWRRA Rider Course curricula.
4. Pass the Master Rider Course Instructor candidate's written, classroom, and field tests
5. Have no more than 4 points on his/her motorcycle license
6. Have no DUI convictions for the past five years
7. Be current in Level 4 or above in the Rider Education Levels Program.

8. Be a currently certified MSF, CSC or ESC Instructor in good standing
9. Demonstrate safe riding habits by always wearing proper riding gear as defined in the Rider Education Levels Program.
10. Submit a completed Rider Course Master Instructor Application (Form N.14) to the responsible ANDRE.

*This requirement may be waived by the International Director of Rider Education in cases indicating a critical need for a Master Instructor in a specific region and a candidate demonstrating outstanding abilities and dedication.

J.2.3.3 Maintenance of Master Rider Course Instructor Certification

A certified Master Instructor must maintain that certification by accomplishing the following:

1. Maintain all of the requirements and currencies of his/her initial certification
2. Conduct a minimum of 2 Instructor Preparation courses every 3 years coordinating this with the District/Region Educator.
3. Conduct a minimum of 2 on-site instructor reviews every year utilizing the Instructor Candidate Evaluation Form.
4. Demonstrate commitment to the Rider Education Levels Program by leading by example -- proper riding gear, safe miles, Rider Education Levels Program renewals, etc.
5. Participate in Master Instructor update courses and/or refresher courses when available.
6. Submit on an annual basis an updated Rider Course Master Instructor Application Form (Form N.14) for renewal purposes. Instructors failing to renew will be dropped from the program.

J.2.4 Rider Course Materials/Forms available on-line*

The following list represents some of the materials available on the GWRRA website associated with riding course instruction. It may be modified and revised from time to time. Instructors are required to check for updates prior to teaching a riding course.

* Some materials are only available to and accessible by GWRRA certified instructors, e.g.: Instructional material like transparencies, power point presentations, instructor guides, etc. The intent is to only have those trained and certified how to use the materials conducting courses with it. This protects the Membership and provides consistency of instruction throughout GWRRA.

- Rider Course Instructor Application (Form N.13)
- Trike Instructor Certification Lesson Plan (document)
- Completion Card Tracking (form)
- Conducting a GWRRA Instructor Certification Class (document)
- Emergency Notification Data Sheet (form)
- How to Become GWRRA Rider Course Instructor (document)
- Instructor Qualifications and Maintenance Requirements (document)

- Master Instructor Qualifications and Maintenance Requirements (document)
- Riding Course Master Instructor Application (Form N.14)
- Rider Course Planning Summary (form)
- Student Evaluation Form
- TC/TRC Instructor Process (document)
- Trailering Instructor Certification Lesson Plan and Score Sheet (document and form)
- TRC Student Handout (document)
- Trike Check (form)
- Trailer Check (form)
- Trike History (document)
- Rider Course Waiver (form)
- Trailering Course Master Overhead Slides (PowerPoint)
- Trike Course Master Overhead Slides (PowerPoint)
- Accident/Incident Report Form

J.3 Medic First Aid® International Instructors

GWRRA Medic First Aid® Instructors are volunteer members who willingly give of their time and skills to prepare members for the unexpected. Although the program is open for any interested member, management of the number and location of certified instructors is necessary, as having too many instructors in one area will impede their ability to maintain the MFA certification renewal requirements.

J.3.1 MFA Instructor Responsibilities

- Maintain your personal health and safety, and those of others
- Demonstrate a caring attitude.
- Keep your composure.
- Maintain up-to-date knowledge and skills and to refine them when new updates are available.
- Make the ill/injured patient's needs a priority without endangering yourself or others



J.3.2 Medic First Aid® Instructor Qualifications

An instructor candidate must be a current GWRRA member and meet the following criteria to be considered for the program:

1. **Must** have taken the Medic First Aid® program as a student and be approved by the District or Region.

2. Have taken a CPR course with any approved organization three times in the last five years with certification card on request.
3. Have taken First Aid training twice in the last 10 years with certification card on request.
4. Be willing to work with members and can work in front of a group.
5. Have good working knowledge of the program.
6. Be willing to teach at Rallies and Wing Ding if needed.
7. Be willing to teach all members and must teach at least one class per year to maintain their Certification.
8. Must re-certify with MFA as required. Re-Certification for all Instructors is required every two years with a \$25 renewal fee. This fee is sent in December of the year prior to their re-certification date, due in January of year re-certification is due.
9. Must teach a class within 6 months of initial certification.
10. Must attend and complete the MFA Instructor training course, which will be conducted over a two-day period. The first day will be instruction on proper teaching techniques, administrative paperwork, understanding how to teach a class and learning how to use videos and Instructor Guide. The second day will consist of conducting an actual course with new students while the Trainer observes and critiques.

Instructor Training, where and when possible, should be conducted at a rally. Instructor Candidates should arrive a day early for instructor training before rally starts. If this is not possible or feasible, then the instructor course will be conducted with instructor candidates alternating between being students and being instructors. Although this process is not preferable it is permitted as long as all of the MFA guidelines are met providing the instructor candidates with the best training they can receive.

J.3.3 Medic First Aid® Grandfathered Instructors into GWRRA

Medic First Aid® has a grandfathering process for CPR and First Aid instructors currently certified through other organizations (American Red Cross, American Heart, etc.) to become an MFA instructor. The MFA requirements associated with this process are available on their website at www.medicfirstaid.com.

Interested Instructors will be required to purchase the MFA Self-Study Guide, complete the Evaluation Test and submit an application to MFA along with copies of their current credentials from the previous certifying organization. The successful completion, review and approval of this will "grandfather" the Instructor into the Medic First Aid® program.

Within GWRRA there are additional requirements that must be met to be accepted into the corporate MFA program. The instructor candidate must:

1. Send a copy of the Medic First Aid® Instructor Application and the instructor number to the ANDRE responsible for the MFA program.
2. Contact their District Educator or Region Educator to schedule a course for co-teaching and evaluation.
3. Conduct and instruct a class working with a designated certified Medic First Aid® instructor from the Region or District.

4. Complete and successfully present the Medic First Aid® course and receive a good evaluation after instructing a class.
5. The evaluation instructor will notify the District/Region Educator of the successful completion and forward the Facilitator Evaluation Worksheet.
6. The Region or District Educator will then notify the National Medic First Aid® Master Trainer and forward the Facilitator Evaluation Worksheet for the National files.

J.3.4 Medic First Aid® Instructor Trainer Qualification

As the GWRRA Medic First Aid program continues to grow, it is important that the ability to certify instructors increases. In order to achieve that, Instructor Trainers need to be developed and certified throughout the organization. The intent of the program is to place at least one, but no more than two, certified Instructor Trainers within each Region. Candidates considering becoming Instructor Trainers and Educators evaluating potential candidates need to review and understand the following requirements. The candidate must:

1. Be a Medic First Aid® Instructor in good standing
2. Have been an Instructor with Medic First Aid® for a minimum of one year.
3. Have taught a minimum of five classes under the Medic First Aid® Program
4. Be recommended and approved by the Region Director and Region Educator and then be interviewed and approved by the responsible ANDRE.
5. Successfully complete the training program conducted by an approved and certified Master Instructor Trainer.
6. Be willing to travel and train other members to become Instructors within their District and Region.
7. Coordinate all course, schedules and activities with the Region Educator
8. Train members only within their Region unless coordinated with and approved by the ANDRE.

J.3.5 Independent MFA Instructors

All instructors trained and certified within the GWRRA program are registered with Medic First Aid® as GWRRA Corporate Instructors. As such, instructors are not permitted to teach the MFA courses outside of GWRRA and must abide by the GWRRA requirements.

Instructors desiring to teach outside of the GWRRA Corporate program must be reclassified by MFA as "Independent" instructors. Instructors desiring to change their status must notify MFA and the ANDRE responsible for the program. They must understand that as independent instructors they must purchase all course materials including the videos and equipment. Independent Instructors MAY NOT teach under the GWRRA Corporate number.

If an Independent MFA Certified Instructor wishes to teach under the GWRRA MFA corporate registration, they must notify MFA and the ANDRE and then follow the evaluation procedure described above for "grandfathered" instructors.

K OTHER RIDER EDUCATION RELATED MATERIALS

K.1 Newsletters

Recent past and present National Rider Education Newsletters are available on-line at the Rider Education page of the GWRRA website.

- These are available in Adobe Acrobat portable document format (*.pdf) files.

K.2 Rider Education Tri-Fold Brochure

This brochure describes, briefly, the components of the Rider Education. It is a great tool for introducing a new member to what GWRRA's Rider Education Program has to offer. It also has pictures of the three new patches for the Masters Recognition Program. Print one out using the downloadable file or order copies directly from the GWRRA International Headquarters.

- It is available on-line at the Rider Education page of the GWRRA website. It is available in an Adobe Acrobat portable document format (*.pdf) file.

K.3 Top Gun

This is a 27-page book with on bike maneuvers in 9 events. These are used at rallies such as Wing Ding in a competition designed to improve the skills of participants. This book explains how to set up and score this skill event.

- It is available on-line at the Rider Education page of the GWRRA website. These are available in Adobe Acrobat portable document format (*.pdf) files.

K.4 Parking Lot Practice

This is a 12-page booklet that describes several exercises, which you can practice by yourself although it is highly recommended to have another rider standing by. The exercises will help you develop the skills you need to properly operate your motorcycle more effectively and safely. The proper execution of these exercises will help you in many traffic situations. If no MSF riding courses are reasonably available, the Parking Lot Practice Guide (better known as the Cornering Practice Guide) may be completed by an authorized person (contact your Region Educator for approval) to renew or advance in the Rider Education Program.

- To order the Cornering Practice Guide, contact your Region or District Educators

K.5 Chapter Presentations

This is a one-page document that offers suggestions on how to conduct the 5-minute Rider Education presentation by a Chapter Educator at the monthly gathering.

- It is available on-line at the Rider Education page of the GWRRA website. It is available in an Adobe Acrobat portable document format (*.pdf) file.

K.6 Team Riding Manual

This is an 11-page booklet containing a document designed for reading and presentation. It has much more detailed techniques than the Road Captains Course. The techniques presented in the GWRRA Team Riding Manual are sound, safe group riding practices. This is part of the Team Riding Seminar.

- To order your Team Riding Manual contact your Region or District Educators.

K.7 Skill Events

There are scoring sheets and how to's on setting up a skill event for your rally or other function. Details are for one-up and two-up skill events.

- Contact your Region or District Educators for details.

K.8 T-CLOCS Form

This is what was formerly called the T-CLOCK inspection, a method of pre-ride checking your motorcycle. For many of us, the T-CLOCK form originally came from the instructor resources section in the MSF ERC Instructor Guide. Now it can be found almost everywhere on-line and around responsible motorcycling communities.

- It is available in the Forms Section (Form N.17) or on-line at the Rider Education page of the GWRRA website. It is available in an Adobe Acrobat portable document format (*.pdf) file.

K.9 Survivor Program

This is intended for those that have survived a motorcycle related accident, or have come close to an accident. It gives recognition for some training that helped the participant avoid an accident or lessen the severity.

- It is a certificate available for download off the GWRRA website as a Microsoft Word or Adobe Acrobat *.pdf file.

L OTHER PINS AND PATCHES

Some additional pins and patches related to GWRRA's Rider Education Program are available. Members may wish to wear pins in addition to or along with patches to designate which Levels they have attained and/or Rider Education related training they have received. The main hanger pins come in two styles, one for the participant in Level II & III, and one for Master Tour Riders (blue border):



Additional hanger bars are available for Level III Certified Tour Riders and Co-Riders:



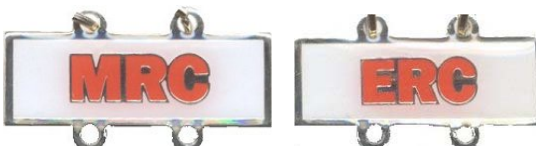
A Hanger bar is available for a number of Classes and Seminars that the member has participated in:



A Hanger bar is available for a number of Riding Courses that the member has participated in as well:



In addition, there are hanger bars to signify completion of the Motorcycle Safety Foundation's Motorcycle Riding Course (MRC) originally called the Motorcycle RiderCourse: Riding and Street Skills (MRC:RSS) and now labeled the Basic RiderCourse (BRC). There is also one for the Experienced Rider Course (ERC):



THIS PAGE INTENTIONALLY LEFT BLANK

M UPDATES

From time to time, changes to this document will become necessary due to policy changes. Each time updates are required, the updated page(s) will be sent along with a cover sheet giving the reason for the updates and instructions as to which page(s) should be replaced. When this occurs:

1. Read and become familiar with the changes.
2. Follow the instructions for page replacement.
3. File the cover sheet in this section for future reference. (By filing the cover sheets in this section, it will be easy to verify the issues you have are current.)

In addition, this Section will contain a complete listing of all updates. This will ensure you have all updates that have been issued. This page will be replaced each time there is a new issue of an update.

M.1 Issued Updates

Following are the updates that have been issued for this document:

<u>Issue Number</u>	<u>Issue Date</u>
Revision 7	March 2000 (baseline)
Revision 8	March 2004 (complete revision)

THIS PAGE INTENTIONALLY LEFT BLANK

N FORMS

This section contains the forms that have been discussed and referred to in this Handbook. All current forms are available on the GWRRA web site, Rider Education page, "Forms". **Do not use the forms in this section as they are shown as samples only.** Master copies of these forms should be downloaded and copied from the web site to ensure that the latest copy is in use.

Effective March 1, 2004 only these forms will be accepted.

The following forms are contained within this section:

- N.1 New Educator Checklist
- N.2 Rider Education GWRRA Officer Change/Appointment Form
- N.3 Rider Educator Memorandum of Understanding (MOU)
- N.4 MOU – Confidentiality of Member Information
- N.5 Rider Education Knowledge Level Evaluation
- N.6 Rider Education Activity Report
- N.7 Rider Education Levels Program Application (Level I-III)
- N.8 Rider Education Levels Program Application (Level I-III) Canadian Version
- N.9 Master Tour Rider/Co-Rider Application (Level IV)
- N.10 Rider Education Levels Program "Greenbar" Correction Form
- N.11 Chapter Educator's Member Rider Education Program Data Form
- N.12 Emergency Information Form
- N.13 Rider Course Instructor Application
- N.14 Rider Course Master Instructor Application
- N.15 GWRRA Rider Education Seminar Presenters Application
- N.16 Senior Educator Nomination Form
- N.17 T-CLOCS Motorcycle Inspection Form
- N.18 Trike Check Inspection Form
- N.19 Trailer Inspection Form
- N.20 GWRRA Medic First Aid Class Roster

THIS PAGE INTENTIONALLY LEFT BLANK

N.1 New Educator Checklist

New Rider Educator Officer Paperwork

If there is a new Region Educator (RE), District Educator (DE), or Chapter Educator (CE) coming on to the Staff, the following paperwork will be required:

1. Welcome letter from the Region/District/Chapter Director to the new Educator. (Optional - and a nice touch to show you care!)
2. MOU (Memorandum of Understanding) for Rider Educators and/or Assistants, GWRRA Rider Education Program Handbook dated March 2004.
3. MOU Confidentiality of Member Information, GWRRA Officers Guidebook page I-12, October '01 revision
4. Rider Education Officer Application (GWRRA Officer Change/Appointment Worksheet) GWRRA Officers Guidebook page I-1, revision January '03
5. Completed Rider Education Knowledge Level Evaluation (KLE)
6. For Chapter Educators - evidence that the KLE has been graded (evaluation answer keys provided to District Educators)

The prospective Rider Educator must be provided:

1. A copy of the GWRRA Officers Guidebook (with ALL updates). Go to <http://www.gwrra.org> under Officers to Motorcycle Sounds and download the guidebook.
2. A copy of the GWRRA Rider Education Program Handbook available on the GWRRA website at <http://www.gwrra.org> under the Site Link for "Rider Education" under the "Rider Education Program Handbook" button or go to: <http://www.gwrra.org/regional/ridered/index.html> and click on "Rider Education Program Handbook".

Application and Appointment Process

1. Refer to GWRRA Rider Education Program Handbook Revision 8, March 2004

Qualifications

1. Refer to GWRRA Rider Education Program Handbook Revision 8, March 2004

Duties and Responsibilities

1. Refer to GWRRA Rider Education Program Handbook Revision 8, March 2004
– or –
2. See GWRRA website at <http://www.gwrra.org> under the Site Link for "Rider Education" under the "Duties" button or go to: <http://www.gwrra.org/regional/ridered/index.html> and click on "Duties".

March 2004

N.2 (Rider Education) GWRRA Officer Change/Appointment form

GWRRA Officer Change/Appointment Worksheet

Please fill in the information below and return to the Home Office for all officers changes *via the Regional Director.*

Supporting documentation is to be kept on file at the District/Region office.

<p>Position Appointed to:</p> <p>_____ O(CD) _____ S(DD) _____ R(RD)</p> <p>_____ L(ACD) _____ M(ADD) _____ N(ARD)</p> <p>_____ H(SCD) _____ P(SDD) _____ V(SRD)</p> <p>_____ G(CRE) _____ F(DRE) _____ C(RRE)</p> <p>Other: _____</p>		<p style="text-align: center;">Retiring Officer (Returning to Active Status)</p> <p>Name: _____</p> <p>Member #: _____</p> <p>Title: _____</p> <p>Send President's letter of thanks for a job well done <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Chapter: _____ Member #: _____ Exp. Date: _____</p>		

Applicant's Name: _____ **# of Recruits** _____

Co-applicant's Name: _____ **# of Recruits** _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

District: _____ **Region:** _____

Appointment Date: _____ **Effective Date:** _____

FOR RIDER EDUCATION
USE ONLY

DE APPROVAL: _____
DATE: _____

RE APPROVAL: _____
DATE: _____

IDRE APPROVAL: _____
DATE: _____

Approved by: (please sign *and* print name)

District Director's signature: _____

Regional Director's signature: _____

Executive Director's signature: _____

<p style="text-align: center;"><u>Appointing Officer Use Only</u></p> <p><i>The following paperwork needs to be filled out, filed and maintained at the District or Regional office. Please initial to certify the following information is on file and complete. Incomplete forms will be returned to the Regional Director.</i></p> <table border="0" style="width: 100%;"> <tr> <td>_____ Officer MOU</td> <td>_____ Officer Oath of Office</td> </tr> <tr> <td>_____ MOU Membership information</td> <td>_____ Tax payer Identification Number</td> </tr> <tr> <td>_____ Knowledge Level</td> <td>_____ 8822 IRS Change of Address</td> </tr> <tr> <td>_____ Chapter Financial Report/Signature Cards</td> <td></td> </tr> </table> <p><i>This is a double-sided document. See the back of this form for New Chapter and Charter Fee information.</i></p>	_____ Officer MOU	_____ Officer Oath of Office	_____ MOU Membership information	_____ Tax payer Identification Number	_____ Knowledge Level	_____ 8822 IRS Change of Address	_____ Chapter Financial Report/Signature Cards		<p style="text-align: center;"><u>Home office use only</u></p> <p>Date Rec'd _____</p> <p>DE _____</p> <p>WW _____</p> <p>CERT/Mailed _____</p> <p>Zip Codes maintenance _____</p> <p>Notes _____</p> <p style="text-align: center;">TBF</p>
_____ Officer MOU	_____ Officer Oath of Office								
_____ MOU Membership information	_____ Tax payer Identification Number								
_____ Knowledge Level	_____ 8822 IRS Change of Address								
_____ Chapter Financial Report/Signature Cards									

N.3 Rider Educator Memorandum of Understanding (MOU)

Gold Wing Road Riders Association

Memorandum Of Understanding (M.O.U.) for Rider Education Officers or Assistants

This memorandum of understanding, made this _____ day of _____, 20 ____, provides an understanding of the operations of the Gold Wing Road Riders Association (GWRRA) as pertains to the position of Senior Regional Educator, Regional Educator, Senior District Educator, District Educator, Senior Chapter Educator, Chapter Educator and their Assistants.

The Applicant Shall:

1. Be appointed for a probationary period of _____ months. Said probation will expire on _____, 20 ____, after satisfactorily completing the probationary period and at the discretion of the appointing officer/s, this M.O.U. will be considered as continuous during the appointment of the applicant. This term of office will expire upon the resignation or fulfillment of tenure of the officer, of the officer under which you are assisting.
2. Proudly wear the official GWRRA 10" patch on a vest or jacket or any appropriate items of clothing as selected by the applicant. A responsibility of the applicant will be to help establish and maintain a pride in GWRRA membership, and to encourage members to wear the official 10" back patch.
3. **Understand that monies raised in the name of GWRRA are intended only for the operations of that GWRRA Chapter, District or Region office and no officer may use the GWRRA name or their office for personal gain.**
4. "You will lead others by the example you set for them to follow." You will be expected to set an example of your leadership and dedication to your fellow Educators, Officers, Chapters, Districts and Regions of GWRRA. Your conduct will be such as not to embarrass, slander, disrupt, defy or libel GWRRA, your appointing officer, fellow educators, officers or members. You will always provide a safe environment within your appointed office and promote proper rider education through protective riding gear (including helmets) whenever riding in groups or by yourself.
5. Provide a vehicle of communication that will keep all GWRRA members/officers, within the guidelines assigned to your office, up to date with information that is passed from other GWRRA offices.
6. Promote and utilize a Team approach to assist their assigned Chapter, District or Region. The Applicant will seek out and share information from Educators in other Chapters, Districts and Regions. Remember that we, as Educators of the Association, are here to **serve the Members** as well as our appointing officers, and can help do this by "sharing" information. The information that is "shared" is also learned information for the future.
7. In cooperation with the Director and Educators appointed above you, the applicant will assist in providing appropriate programs and activities as discussed in the GWRRA Rider Education Program Handbook to help establish a fun environment, with emphasis on fun related activities.
8. Maintain a current membership in GWRRA.

As an Educator in the GWRRA, I will do everything in my power to see that the above areas of understanding are complied with. It is understood that any violation of this agreement may result in my disqualification from GWRRA Educator status. It is understood that I will take possession of and safeguard all property pertaining to my office. Upon my departure from office, I will turn over to my successor or next ranking officer all property to include any that was acquired with official funds while I was in office.

_____ Printed Name	_____ GWRRA membership number	_____ Expiration Date
_____ Signed	_____ Date	_____ Position Appointed to
_____ Appointing Officer	_____ Date	_____ Appointing Officer's Position
_____ Applicant's Region	_____ District	_____ Chapter

March 2004

N.4 MOU Confidentiality of Member Information

Memorandum of Understanding Confidentiality of Member Information

It is understood and agreed upon that Membership information is private and should be treated in the same way we would protect our own personal information from those without the need to know or possess. Accordingly, all Membership information is to be used for official business and as it relates to the operations of GWRRA. It is further agreed that no information from the Membership listing or any other Member information can be transferred or distributed in any format, to persons, organizations, or business interests, without the expressed written consent of the Home Office.

It is further understood that all Membership information and media is the property of the Gold Wing Road Riders Association and is to be transferred in its entirety, along with all other GWRRA property, to succeeding officers, or at the direction of the appointing officer.

I, _____, agree to this Memorandum of Understanding and agree to adhere to the fullest extent in safekeeping and protecting the private information of the Membership as set forth above.

Signature: _____ Date: _____

N.5 Rider Education Knowledge Level Evaluation (KLE)



Gold Wing Road Riders Association Rider Education Knowledge Level Evaluation



Name: _____ Date: _____

Address: _____ City _____ ST /Prov _____ Zip: _____

District/Region: _____ GWRRA Chapter: _____ Country: _____

GWRRA Membership No: _____ Expiration Date: _____

Home Phone: () _____ Work Phone: () _____

E-Mail Address: _____

State the position you are applying for: _____

Currently enrolled in the GWRRA Rider Education Levels Program : (Circle one) _____

Not enrolled Level I Level II Level III Level IV Number ()

Are you interested in advancement in the GWRRA Rider Education Program?

Yes No

Are you an Certified Instructor? Yes No (If Yes) Organization: _____

CPR/First Aid instructor? Yes No (If Yes) Organization: _____

Other type of instructor? (please specify) _____

Instructions: Please answer all questions by circling the correct answer.

Information to assist you can be found in the following publications.

- The GWRRA Rider Education Program Handbook, Rev 8, dated March 2004.
- The GWRRA Officers Guidebook dated October 2003.
- The GWRRA Website Rider Education Link

Revised March 2004

GWRRR Rider Education Knowledge Level Evaluation (KLE)

1. Who is the Appointing Officer for:

Chapter Educator (CE)?	District Educator (DE)?	Region Educator (RE)?
A) District Educator	A) Region Director	A) Region Director
B) District Director	B) District Director	B) IDRE
C) Chapter Director	C) Region Educator	C) Exec. Director
D) Region Educator	D) IDRE	D) Board of Directors

2. Who is the Approving Officer for:

Chapter Educator (CE)?	District Educator (DE)?	Region Educator (RE)?
A) District Educator	A) Region Director	A) Region Director
B) District Director	B) District Director	B) IDRE
C) Chapter Director	C) Region Educator	C) Exec. Director
D) Region Educator	D) IDRE	D) Board of Directors

3. The Chapter Educator functions in a staff role for the:
 - A) District Educator
 - B) District Director
 - C) Chapter Director
 - D) Region Educator

4. Which of the following is not a qualification for being a Chapter Educator?
 - A) Be an Individual, Family, or Associate Member of the GWRRR
 - B) Have a desire to advance in the Rider Education Levels Program and at least at Level II (except for special conditions as a Level I).
 - C) Be currently enrolled in Level IV of the Rider Education Levels Program
 - D) Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote safe riding through the Rider Education Program.

5. How many levels are there to the GWRRR Rider Education Levels Program?
 - A) 3
 - B) 4
 - C) 5

6. Which of the following is not a level in the Rider Education Levels Program?
 - A) Safety by Commitment
 - B) High Mileage
 - C) Safety by Preparedness
 - D) Safety by Example
 - E) Both B and D above

7. In Level I, how many consecutive accident-free miles must be ridden before applying?
 - A) None, apply any time
 - B) 5,000
 - C) 50,000
 - D) 100,000

8. How often must you renew Level I?
 - A) Every Year
 - B) Never
 - C) Every second year
 - D) Both B and C are True

9. Who can participate in Level I?
A) Individual GWRRR Members
B) Associate GWRRR Members
C) Family Members
D) All the Above
10. Which of the following are qualifications for a Rider to become a participant in Level II?
A) Must have completed a GWRRR recognized motorcycle safety course within the last 3 years?
B) Must have a current motorcycle license endorsement if required in your state/province.
C) All of the above
D) None of the above
11. In order for a Co-Rider to advance to Level II, the Co-Rider must meet which Qualification?
A) Must be Level I.
B) Must have attended the Co-Rider Seminar or have completed an approved Rider Course within the last 3 years.
C) Must ride behind Level II Rider.
D) Both A and B.
12. Level II and III must be renewed every year.
True False
13. To renew Levels II and III you must have maintained the same requirements needed to enroll.
True False
14. Completed Rider Education Levels Application forms can be validated by any GWRRR Officer.
True False
15. Which are the duties of a Chapter Educator?
A) Assist the District Educator as necessary to promote and implement the Rider Education Program at the chapter level.
B) Promote and participate in such activities needed to promote and expand the Rider Education Program.
C) Assist members in obtaining rider training and instruction.
D) Objectively observe and critique chapter riding habits in a manner that will produce positive results.
E) Promote and/or arrange for CPR/First Aid training at the chapter level
F) Complete monthly reporting of Rider Education Program activities conducted by chapter participants.
G) All the above!
16. Which is/are the only Motorcycle organization(s) that the GWRRR endorses?
A) ABATE
B) HRCA
C) Motorcycle Safety Foundation MSF
D) American Motorcycle Association AMA
E) Christian Motorcycle Association CMA

17. To become an Officer in the GWRRR you need to have your membership paid through the year for which you are making application.
True False
18. What are the prerequisites to be an Individual Member in the GWRRR?
A) Co-Rider of a Gold Wing or Valkyrie with Paid membership.
B) Owner of any kind of motorcycle.
C) Owner of a Gold Wing or Valkyrie with paid membership.
D) None of the above.
19. What is the Motto of the GWRRR?
A) Drive with Pride!
B) Have fun, Drive a Gold Wing!
C) Fun and Knowledge
D) Friends for Fun, Safety and Knowledge
20. What are some of the aspects that make the GWRRR chapter concept different from a club?
A) No voting or monthly dues.
B) All meetings are open to members, non-members and public.
C) Officers are volunteers.
D) All of the above.
21. How many Districts are there in your GWRRR Region? _____
22. What is a Chapter Get-Together?
A) Monthly gathering
B) Non Political
C) Educational and Fun
D) All of the above
23. What are the major responsibilities of the Chapter Director?
A) Staff member to the District Director.
B) Advisory head of the chapter
C) Appoints Chapter Staff members
D) All of the Above
24. Are approved officers, including Chapter Educators, required to wear the 10" back patch?
A) Yes
B) No
C) Only at District Functions
D) Not required but should be worn as a matter of pride for our organization.
25. Officers, including Chapter Educators, should wear proper riding gear.
True False
26. What is the GWRRR policy on alcohol?
A) Will not distribute as an award or prize.
B) Will not profit from the sale of alcoholic beverages at an unauthorized event.
C) Will not sell alcoholic beverages at an authorized event.
D) All of the Above!

27. To become a Level III participant, the Co-Rider must:
- A) Be enrolled in Level I and current in Level II of the Rider Education Levels Program.
 - B) Have a current CPR or First Aid card.
 - C) Wear protective riding apparel.
 - D) All of the Above
 - E) A and B above
28. Which of the following are qualifications for becoming a Level IV participant?
- A) Must be enrolled in Level I of the GWRRA Rider Education Levels Program.
 - B) Must be current Level II.
 - C) Must be current Level III for at least one year.
 - D) Must have 25,000 safe miles.
 - E) Must have completed CPR, First Aid and both cards must be current.
 - F) Must have completed an approved Rider Course or, if Co-Rider, a Co-Rider Seminar within 3 years.
 - G) Must wear protective riding apparel.
 - H) Must carry First Aid kit on your motorcycle.
 - I) Must have the endorsement of a GWRRA officer on your form.
 - J) All of the Above
29. Level II, Level III and Level IV must be renewed each January 1st regardless of when enrolled.
- True False
30. To retain Level IV you must present the following documents for validation at the time of renewal:
- A) Current CPR and First Aid cards
 - B) Current approved Rider Course completion cards or, if Co-Rider, a Co-Rider Seminar card not more than 3 years old.
 - C) Driver license motorcycle endorsement if required in your state/province.
 - D) Both A and B
 - E) All of the Above
31. The High Mileage Program is not part of the GWRRA Rider Education Program.
- True False
32. You must have a minimum of how many miles to participate in the High Mileage Program?
- A) 5,000 (8,100 km)
 - B) 25,000 (40,500 km)
 - C) 50,000 (81,000 km)
 - D) 100,000 (162,000 km)
33. Indicate the cost of each Rider Education Program Level:
- A) No Annual Renewal Necessary
 - B) FREE
 - C) \$2.00
 - D) \$4.00 (\$6.00 CDN)
 - E) \$5.00 (\$7.75 CDN)
 - F) \$6.00 (\$10.00 CDN)
 - G) \$7.50
 - H) \$10.00
 - I) \$35.00

Enroll In	To Renew In
Level I	Level I
Level II	Level II
Level III	Level III
Level IV	Level IV Master
	Level IV Senior Master
	Level IV Grand Master
	Lvl IV Life Grand Master

THIS PAGE INTENTIONALLY LEFT BLANK

N.7 Rider Education Levels Program Application (Level I – III)

RIDER EDUCATION LEVELS PROGRAM APPLICATION & RENEWAL FORM

Rider: _____	GWRRRA # _____	Chapter: _____
Co-Rider: _____	GWRRRA # _____	
Address: _____	City: _____	ST _____ Zip: _____
Validation Officer Name: _____		Title: _____

Participants are STRONGLY URGED to wear proper riding gear while riding!

LEVEL I - SAFETY BY COMMITMENT - SAFE RIDER/CO-RIDER

This program is a commitment to safe riding. Submit the form along with **\$6.00 FOR EACH PARTICIPANT** to the Rider Education or Operation Officer and submit the completed form to your Chapter or District Educator. You will receive ONE SAFE MILES PATCH, either a RIDER or CO-RIDER ROCKER and a Safe Miles pin if applicable. **For each 5,000 Safe Miles increment, you can receive Safe Miles Pin by filling out this form and having it validated. Submit form for validation of Safe Miles along with a check for \$2.00 for each pin to an Officer and submit the completed form to your Chapter or District Educator.**

- | | |
|--|---|
| <input type="checkbox"/> Please enroll me in Level I.
<input type="checkbox"/> Already enrolled in Level I.
<input type="checkbox"/> Update my Safe Miles as indicated at the right. | <input type="checkbox"/> Rider: Safe Miles pin needed: _____
<input type="checkbox"/> Co-Rider: Safe Miles pin needed: _____ |
|--|---|

LEVEL II - SAFETY BY EDUCATION – TOUR RIDER/CO-RIDER EDUCATION

New Application - Any GWRRRA Officer can validate the following requirements. Submit the completed form along with **\$5.00 FOR EACH PARTICIPANT** to a validating officer and submit the completed form to your Chapter or District Educator. You will receive either a Rider or Co-Rider triangle patch.

Renewal – Submit a completed form along with \$2.00 for each participant renewing and you will receive a renewal year hanger bar. Renew **only at** your highest level.
 *Renewing Life Members who wish to receive a renewal year pin/hanger bar must include \$2.00 for each renewal pin/hanger bar requested.

TOUR RIDER

- Enrolled in the SAFE RIDER PROGRAM (Level I)
- M/C License or Endorsement (if required)
- Approved Rider Course within 3 years
Type: _____ Exp. Date: _____
- First Application, I have 5000 Safe Miles!
- Renewal for Year _____ Years at Current Level _____
- Renewal Fee waived* for Rider. **I am a Life Member!**

TOUR CO-RIDER

- Enrolled in the SAFE RIDER PROGRAM (Level I)
- Approved Rider Course or Co-Rider Seminar within 3 years
Type: _____ Exp. Date _____
- First Application, I have 5000 Safe Miles!
- Renewal for Year _____ Years at Current Level _____
- Renewal Fee waived* for Co-Rider. **I am a Life Member!**

LEVEL III - SAFETY BY PREPAREDNESS - CERTIFIED TOUR RIDER/CO-RIDER

Any GWRRRA Officer can validate the following requirements. Submit the form, with **\$4.00 FOR EACH PARTICIPANT** to a validating officer and submit the completed form to your Chapter or District Educator. You will receive either a TOUR RIDER or CO-RIDER PATCH.

Renewal – Submit a completed form along with \$2.00 for each participant renewing and you will receive a renewal year pin/hanger bar. Renew **only at** your highest level.
 *Renewing Life Members who wish to receive a year pin or bar must include \$2.00 for each renewal pin/hanger bar requested.

CERTIFIED TOUR RIDER

- Enrolled in Level I and current in Level II.
- Current CPR or FIRST AID
CPR Type _____ Exp. Date _____
First Aid Type _____ Exp. Date _____
- Approved Rider course within 3 years
Type: _____ Exp. date: _____
- Carries First Aid Kit on the Bike
- Renewal for Year _____ Years at Current Level _____
- Renewal Fee waived* for Rider. **I am a Life Member!**

CERTIFIED TOUR CO-RIDER

- Enrolled in Level I and current in Level II.
- Current CPR or FIRST AID
CPR Type _____ Exp. Date _____
First Aid Type _____ Exp. Date _____
- Approved Rider Course or Co-Rider Seminar within 3 yrs
Type: _____ Exp. Date: _____
- Renewal for Year _____ Years at Current Level _____
- Renewal Fee waived* for Rider. **I am a Life Member!**

HIGH MILEAGE PROGRAM

To be eligible you must have accumulated 50,000 miles. Have your TOTAL mileage validated by any GWRRRA Officer. Submit the form, with **\$5.00 FOR EACH PARTICIPANT** to a validating officer and submit the completed form to your Chapter or District Educator. You will receive the HIGH MILEAGE PIN and the MILEAGE BAR. As you accumulate additional miles, in 50,000-mile increments, you can receive additional hanger bars for \$2.00 each by submitting the validation form to your Chapter or District Educator.

- First High Mileage Application
- Update Miles
- Rider _____ Miles Co-Rider _____ Miles

MILEAGE VERIFICATION

Bike	Year	Mileage
_____	_____	_____
_____	_____	_____

Total Fees: _____ Date: _____ Patches Issued By: _____

Patches Issued R/W _____ (B/G ____ add \$1.00) (Only sign if patches were issued)

Present completed form to a Chapter or District Educator

N.8 RE Levels Program Application (Level I – III) Canadian Version

RIDER EDUCATION LEVELS PROGRAM APPLICATION & RENEWAL FORM - Canada

Rider: _____	GWRRA # _____	Chapter: _____
Co-Rider: _____	GWRRA # _____	
Address: _____	City: _____	Prov: _____ P.Code: _____
Validation Officer Name: _____	Title: _____	

Participants are STRONGLY URGED to wear proper riding gear while riding!

LEVEL I - SAFETY BY COMMITMENT - SAFE RIDER/CO-RIDER

This program is a commitment to safe riding. Submit the form along with **\$10.00 FOR EACH PARTICIPANT** to the Rider Education or Operation Officer and submit the completed form to your Chapter or District Educator. You will receive ONE SAFE MILES PATCH, either a RIDER or CO-RIDER ROCKER and a Safe Miles pin if applicable. **For each 5,000 (8,100 km) Safe Miles increment, you can receive Safe Miles Pin by filling out this form and having it validated. Submit form for validation of Safe Miles with a check for \$3.25 to Validating Officer and submit the completed form to your Chapter or District Educator.**

- | | |
|--|---|
| <input type="checkbox"/> Please enroll me in Level I. | <input type="checkbox"/> Rider: Safe Miles pin needed: _____ |
| <input type="checkbox"/> Already enrolled in Level I. | <input type="checkbox"/> Co-Rider: Safe Miles pin needed: _____ |
| <input type="checkbox"/> Update my Safe Miles as indicated at the right. | |

LEVEL II - SAFETY BY EDUCATION – TOUR RIDER/CO-RIDER

Any GWRRA Officer can validate the following requirements. Submit the form along with **\$7.75 FOR EACH PARTICIPANT** to a validating officer and submit the completed form to your Chapter or District Educator. You will be sent either a Rider or Co-Rider triangle patch. Renewal – Submit a completed form along with \$3.25 for each participant renewing and you will receive an additional year pin/hanger bar. Renew **only** at your highest level. *Renewing Life Members who wish to receive a year pin or bar must include \$3.25 for each pin/hanger bar requested.

TOUR RIDER

- Enrolled in the SAFE RIDER PROGRAM (Level I)
 - M/C License or Endorsement (if required)
 - Approved Rider Course within 3 years
- Type: _____ Exp. Date: _____
- First Application, I have 5000 Safe Miles (8,100 km)!
 - Renewal for Year _____ Years at Current Level _____
 - Renewal Fee waived* for Rider. **I am a Life Member!**

TOUR CO-RIDER

- Enrolled in the SAFE RIDER PROGRAM (Level I)
 - Approved Rider Course or Co-Rider Seminar within 3 years
- Type: _____ Exp. Date: _____
- First Application, I have 5000 Safe Miles (8,100 km)!
 - Renewal for Year _____ Years at Current Level _____
 - Renewal Fee waived* for Co-Rider. **I am a Life Member!**

LEVEL III - SAFETY BY PREPAREDNESS - CERTIFIED TOUR RIDER/CO-RIDER

Any GWRRA Officer can validate the following requirements. Submit the form, with **\$6.00 FOR EACH PARTICIPANT** to a validating officer and submit the completed form to your Chapter or District Educator. You will be sent either a TOUR RIDER or CO-RIDER PATCH. Renewal – Submit a completed form along with \$3.25 for each participant renewing and you will receive an additional year pin/hanger bar. Renew **only** at your highest level. *Renewing Life Members who wish to receive a year pin or bar must include \$3.25 for each pin/hanger bar requested.

CERTIFIED TOUR RIDER

- Enrolled in Level I and current in Level II.
 - Current in CPR/FIRST AID certification
- CPR Type _____ Exp. Date _____
 First Aid Type _____ Exp. Date _____
- Approved Rider course within 3 years
- Type: _____ Exp. date: _____
- Carries First Aid Kit on the Bike
 - Renewal for Year _____ Years at Current Level _____
 - Renewal Fee waived* for Rider. **I am a Life Member!**

CERTIFIED TOUR CO-RIDER

- Enrolled in Level I and current in Level II.
 - Current in CPR/FIRST AID certification
- CPR Type _____ Exp. Date _____
 First Aid Type _____ Exp. Date _____
- Approved Course/Seminar within 3 yrs
- Type: _____ Exp. Date: _____
- Renewal for Year _____ Years at Current Level _____
 - Renewal Fee waived* for Co-Rider. **I am a Life Member!**

HIGH MILEAGE PROGRAM

To be eligible you must have accumulated 50,000 miles (81,000 km). Have your TOTAL mileage validated by any GWRRA Officer. Submit the form, with **\$7.75 FOR EACH PARTICIPANT** to a validating officer and submit the completed form to your Chapter or District Educator. You will receive the HIGH MILEAGE PIN and the MILEAGE BAR. As you accumulate additional miles, in 50,000-mile (81,000 km) increments, you can receive additional hangers for \$3.25 each by submitting the validation form to your Chapter or District Educator.

- First High Mileage Application
- Update Miles
- Rider _____ Miles Co-Rider _____ Miles

MILEAGE VERIFICATION

Bike	Year	Mileage
_____	_____	_____

Total Fees: _____ Date: _____ Patches Issued By: _____

Patches Issued R/W _____ (B/G ____ add \$1.65) (Only sign if patches were issued)

Present completed form to a Chapter or District Educator

N.9 Master Tour Rider/Co-Rider Application (Level IV)

MASTER TOUR RIDER/CO-RIDER APPLICATION

Rider: _____	Membership # _____	Region: _____
Co-Rider: _____	Membership # _____	District: _____ Chapter: _____
Address: _____		City: _____ State: _____ Zip: _____

NEW

New Application is \$35 per applicant

Amount Enclosed: \$ _____

- | | |
|---|---|
| <input type="checkbox"/> Certified Tour Rider/Co-Rider for at least one year.
<input type="checkbox"/> Written recommendation from any GWRRA officer.
<input type="checkbox"/> Has ridden minimum of 25,000 Safe Miles.
Rider Safe Miles: _____
<input type="checkbox"/> Current First Aid and CPR:
Rider: First Aid Type: _____ Expiration Date: _____ CPR Type: _____ Expiration Date: _____
Co-Rider: First Aid Type: _____ Expiration Date: _____ CPR Type: _____ Expiration Date: _____ | <input type="checkbox"/> Carries a First Aid Kit on the motorcycle.
<input type="checkbox"/> Rides with proper protective gear.

Co-Rider Safe Miles: _____

<input type="checkbox"/> Current Rider Course within the past three years. (ERC, MRC-RSS/BRC, Two-Up, ARC, Sidecar, Trailering or Trike Rider Course (or other approved rider training course) for Rider/Co-Rider or Co-Rider Seminar for Co-Rider only .)
Rider: Type of Course Taken: _____ Course Expiration Date: _____
Co-Rider: Type of Course Taken: _____ Course Expiration Date: _____ |
|---|---|

RENEWAL

Renewal Fee is \$10 per Master

Amount Enclosed: \$ _____

- Rider Master # _____ Renewal for Year _____ Co-Rider Master # _____ Renewal for Year _____
- | | |
|--|--|
| <input type="checkbox"/> Current First Aid and CPR:
Rider: First Aid Type: _____ Expiration Date: _____ CPR Type: _____ Expiration Date: _____
Co-Rider: First Aid Type: _____ Expiration Date: _____ CPR Type: _____ Expiration Date: _____ | <input type="checkbox"/> Current Rider Course within the past three years. (ERC, MRC-RSS/BRC, Two-Up, ARC, Sidecar, Trailering or Trike Rider Course (or other approved rider training course) for Rider/Co-Rider or Co-Rider Seminar for Co-Rider only .)
Rider: Type of Course Taken: _____ Course Expiration Date: _____
Co-Rider: Type of Course Taken: _____ Course Expiration Date: _____ |
|--|--|
- Carries a First Aid Kit on the motorcycle. Renewal Fee *waived** for Rider. **I am a Life Member!**
 Rides with proper protective gear. Renewal Fee *waived** for Co-Rider. **I am a Life Member!**
- *Life Members who wish to receive a renewal pin or year bar must include \$2.00 for each pin/hanger bar requested.*

MASTERS RECOGNITION PROGRAM

Senior Master

Grand Master

Life Grand Master

(5 years from date of Lvl IV)

(10 years from date of Lvl IV)

(15 years from date of Lvl IV)

Year Masters Issued _____

Year Masters Issued _____

Year Masters Issued _____

Renewal Fee **\$7.50**

Renewal Fee **\$5.00**

Renewal Fee **Waived***

SIGNATURES AND APPROVALS

I am affirming by my signature that I agree to abide by the requirements set forth by GWRRA for the Master Tour Rider including continuing training and preparation and by riding **at all times** in proper riding gear.

Rider Signature

Date

Co-Rider Signature

Date

(New Applications Only) I recommend the above member/s for Level IV of the GWRRA Master Tour Rider/Co-Rider Program.

Officer Title

Signature

Date

FOR OFFICE USE ONLY:

Approved: _____

Date: _____

Master # issued: _____

Rider

Co-Rider

Mail completed form and application fee to:
GWRRA Masters Program, P.O. Box 42450, Phoenix, AZ 85080-2450

Revised March 2004

N.10 Rider Education Levels Program "Greenbar" Correction Form



Rider Education Levels Program "Greenbar" Correction Form

Please update the records as follows:

Today's Date: _____ Reviewed By: _____ Region _____

GWRRA #: _____ Exp. Date: _____ District & Chapter _____

Member Name: _____

Address: _____ Phone: _____

Report presently shows: _____

Correct Information: _____

Comments: _____

Note: Please print clearly and forward this information to:

**Bill & Linda English
Assistant National Director, Rider Education
2866 Penny Lane
Austintown, Ohio 44515**

March 2004

N.11 Chapter Educator's Member Rider Education Program Data Sheet

Members Rider Education Program Data Sheet		
Name _____	Rider _____	Co-Rider _____
Level I _____	Level II _____	Level III _____ Level IV _____
Senior Master (date) _____	Grand Master (date) _____	Life Grand Master (date) _____
Safe Miles		
Yes _____	No _____	Last Mileage Bar _____ miles Date ____/____/____
High Mileage		
Yes _____	No _____	Last Mileage Bar _____ miles Date ____/____/____
Course Name	Date Taken	Date of Renewal
MRC/RSS; BRC _____		
TRIKE _____		
SIDECAR _____		
ERC/ARC _____		
TRAILERING _____		
PLP _____		
CPR _____		
FIRST AID _____		
CO-RIDER SEMINAR _____		

N.12 Emergency Information Form

EMERGENCY INFORMATION FORM
[Do Not Remove Helmet Until I am Examined by a Doctor]
 Date: _____

Name: _____	
Address: _____	City: _____ State/Prov/Zip: _____
Home Phone: _____	Work Phone: _____
Date of Birth: _____	Sex: ____ Social Security #: _____
Drivers License #: _____	State: _____
Employer/Phone: _____	
GWRRA Member #: _____ Home Chapter/State/Prov/: _____	
Chapter Contact [Name & Phone #]: _____	
Emergency Contact/Name: _____	
Relationship: _____	Phone/Home: _____ Work: _____
Address: _____	City: _____ State/Zip: _____
Blood Type: _____	Wear Contact Lenses: Yes: ____ No: ____
Blood Pressure: _____	Wear Dentures: Yes: ____ No: ____
<u>Health Insurance:</u>	<u>Vehicle Insurance:</u>
Company: _____	Company: _____
City/state: _____	City/state: _____
Phone: _____	Phone: _____
Policy/Group #: _____	Policy/Group #: _____
Do Not leave an emergency message on an answering machine – Contact must be made directly to a person	
<u>Local (Home) Police Department:</u>	
Address/Phone: _____	
<u>Allergies To Medications:</u>	<u>Medications Now Being Used:</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
<u>Family Doctor:</u>	<u>Special Notes/Health Problems:</u>
Name: _____	_____
Address: _____	_____
City/State/Zip: _____	_____
Phone: _____	_____
[Attach office card if available]	_____

Sign here to authorize emergency medical treatment by a [doctor, hospital, EMT] when direct authorization cannot be given:

N.13 Rider Course Instructor Application

GOLD WING ROAD RIDERS ASSOCIATION, INC.

RIDER COURSE INSTRUCTOR APPLICATION



Note: All applicants must be currently certified MSF, CSC or ESC Instructors in good standing

FIRST APPLICATION: _____ RENEWAL _____ UPDATE _____

(PLEASE TYPE OR PRINT TYPE)

NAME: _____

STREET ADDRESS: _____

CITY: _____ ST/PROV: _____ ZIP CODE: _____

PHONE (Home) (____) _____ PHONE (Work) (____) _____

E -Mail: _____ GWRRA Member # _____

MSF ID # _____ Expiration Date _____

ESC ID # _____ Expiration Date _____

CSC ID # _____ Expiration Date _____

GW Region(s) in which I plan to do most of my instruction _____

GWRRA Current Rider Course Instructor Certifications (if any)

Indicate Level of Certification after designation: I - Instructor; M – Master

GWRRA Instructor Card # _____ Date of initial GWRRA instructor certification _____

TRIKE RIDERS COURSE (TRC) DATE CERTIFIED _____ Master Instructor _____

TRAILERING COURSE (TC) DATE CERTIFIED _____ Master Instructor _____

ADVANCED RIDERS COURSE (ARC) DATE CERTIFIED _____ Master Instructor _____

OTHER RIDING COURSE CERTIFICATION(S)

1. _____ DATE _____ Master/Chief _____

2. _____ DATE _____ Master/Chief _____

By signing this application I agree to uphold and implement all concepts, ideals, and instructor prerequisites of the GWRRA instructor certification for which I am applying. I agree to coordinate all courses through my District and/or Region Educator. I am a Level 3 or above in the Rider Education Levels Program.

SIGNATURE _____ DATE _____

(Do not send electronically - must contain an original signature)

Return this application 30 OR MORE DAYS PRIOR TO YOUR SCHEDULED INSTRUCTOR CERTIFICATION CLASS with a copy of the front of your current MSF, CSC, and/or ESC card to:

Robert K. Berry, ANDRE (US)
929 Mountain View Road,
Asbury, NJ 08802

Gordon Murphy, National Director (Canada)
14 Charlottetown Pl.
St. John's, NF A1A 2P4, Canada

Revised March 2004

N.14 Rider Course Master Instructor Application

GOLD WING ROAD RIDERS ASSOCIATION, INC.

RIDER COURSE MASTER INSTRUCTOR APPLICATION



Note: All applicants must be currently certified MSF, CSC or ESC Instructors in good standing

FIRST APPLICATION _____ RENEWAL _____ UPDATE _____ GWRRA # _____

(PLEASE TYPE OR PRINT TYPE)

NAME:

_____ Last _____ First (Name you want listed) _____ MI _____

STREET ADDRESS _____

CITY _____ **ST/PROV** _____ **ZIP CODE** _____

PHONE (Home) (_____) _____ **PHONE (Work)** (_____) _____

E-Mail _____

MSF ID # _____ Expiration Date _____

CSC ID # _____ Expiration Date _____

ESC ID # _____ Expiration Date _____

For currently certified Master Instructors check appropriate box(es) and fill in month and year of certification as a Master in

- Trike (TRC)** _____
- Trailing (TC)** _____
- ARC** _____

GWRRA Current Rider Course Certifications

GWRRA Instructor Card # _____

Date of your first GWRRA instructor certification _____

INDICATE THE NUMBER AND TYPE OF GWRRA COURSES TAUGHT IN THE PAST 3 YEARS

Trike - TRC Trailing - TC Other - OC

Year _____ Type _____ Number _____ Year _____ Type _____ Number _____

Year _____ Type _____ Number _____ Year _____ Type _____ Number _____

Year _____ Type _____ Number _____ Year _____ Type _____ Number _____

INDICATE THE NUMBER AND TYPE OF GWRRA COURSES TAUGHT AT WING DING IN THE PAST 3 YEARS -

Trike - TK Trailing - TRL Experienced Rider Course - ERC or ERC 2-Up Sidecar - SC

Year _____ Type _____ Number _____ Year _____ Type _____ Number _____

Year _____ Type _____ Number _____ Year _____ Type _____ Number _____

Year _____ Type _____ Number _____ Year _____ Type _____ Number _____

I certify that the information given in this application is true and accurate to the best of my knowledge and that I have had no DUI convictions in the past 5 years, have no more than 4 points on my motorcycle or drivers license, am current in Level 4 or above in the GWRRA Rider Education Levels Program, always ride in proper riding gear, have been a GWRRA Rider Course Instructor for at least two years and am a currently certified MSF, CSC, or ESC instructor.

SIGNATURE _____

DATE _____

Return the signed application **via snail mail** to:

Robert K. Berry, ANDRE (US)
929 Mountain View Road
Asbury, NJ 08802

Gordon Murphy, National Director (Canada)
14 Charlottetown Pl.
St. John's, NF A1A 2P4, Canada

Revised March 2004

N.15 GWRRA Rider Education Seminar Presenters Application

GOLD WING ROAD RIDERS ASSOCIATION, INC. RIDER EDUCATION SEMINAR PRESENTER APPLICATION



FIRST APPLICATION: _____ RENEWAL _____

GRANDFATHER REQUEST (must include a Statement of Qualifications) _____

(PLEASE TYPE OR PRINT)

NAME:

Last

First (Name you want listed)

Middle

STREET ADDRESS

CITY

STATE/PROVINCE

ZIP CODE

PHONE (Home) ()

PHONE (Work) ()

E -Mail:

RENEWAL DATES: ALL Seminar Presenters must submit a renewal application annually indicating the seminars presented during the course of the previous year.

Event: _____ **Date:** _____ **Program taught:** _____

Event: _____ **Date:** _____ **Program taught:** _____

Event: _____ **Date:** _____ **Program taught:** _____

Event: _____ **Date:** _____ **Program taught:** _____

Event: _____ **Date:** _____ **Program taught:** _____

I AGREE TO UPHOLD AND IMPLEMENT ALL CONCEPTS, IDEALS, AND PRESENTERS PREREQUISITES OF THE GWRRA SEMINAR PRESENTERS CERTIFICATION I AM APPLYING.

APPLICANT SIGNATURE _____ **DATE** _____

GWRRA MEMBERSHIP NO. _____ EXP. DATE _____

Submit the completed application to your District Educator.

District Educator Approval _____ Date: _____

Seminar Presenters Certification Course

Date: _____ Location: _____ Instructor: _____

Region Educator Approval _____ Date: _____

Date Received by ND/ANDRE _____ Presenter Card # Issued _____

Mail completed form to:

Mark & Mary Zingery, ANDRE (US)
530 Point Drive
Clare, MI 48617

Gordon Murphy, National Director (Canada)
14 Charlottetown Pl.
St. John's, NF A1A 2P4, Canada

Revised March 2004

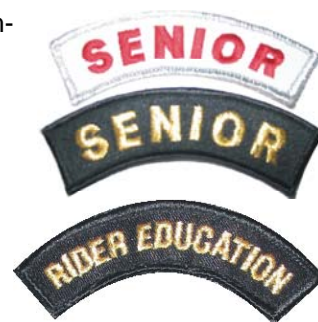
N.16 Senior Educator Nomination Form

Senior Educator Program Nomination Form

In order to be considered for recognition as a “Senior” Educator, the nominee must meet the following criteria. The officer nominating the Educator should check off and validate the following.

I validate that the nominated Educator:

- Is member oriented with a minimal disgruntled members or member complaints.
- Is considered well ABOVE AVERAGE within current position.
- Possesses good communications skills.
- Is a current Level IV in the GWRRA Rider Education Levels Program.
- Is a role model for others in the same position.
- Is willing to assist the next level Educator whenever needed.
- Is willing and able to provide coaching and mentoring skills to their peer group.
- Is positive in attitude and supportive in administration.
- Is successful in achieving low expirations within the Rider Education Levels Program and in achieving goals established for their current position including growth of Level IV participants.
- They would prefer a rocker in Black and Gold.
- They would prefer a traditional colored rocker.



I would like to nominate _____ for the position of Senior Chapter/District/Region Educator (Circle one).

Current Position Held: _____

Appropriate Officers Signatures: (See requirements on nomination form)

Nominating Officer's signature

Name: _____ Position _____

Concurring Region Officer: I agree with the above nomination

Name: _____ Position _____

Please mail this form to:

Mark & Mary Zingery, ANDRE (US)
530 Point Dr.
Clare, MI 48617

Gordon & Elsie Murphy, National Director (Canada)
14 Charlottetown Pl.
St. John's, NF A1A 2P4, Canada

Office use only: National Rider Education Staff: _____

Revised March 2004

THIS PAGE INTENTIONALLY LEFT BLANK

N.17 T-CLOCS Motorcycle Inspection Form

T- CLOCS ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECKOFF	
T --- TIRES & WHEELS			Front	Rear
Tires	Condition	Tread depth, wear, weathering, evenly seated, bulges, embedded objects.	<input type="checkbox"/>	<input type="checkbox"/>
	Air Pressure	Check when cold, adjust to load/speed	<input type="checkbox"/>	<input type="checkbox"/>
Wheels	Spokes	Bent, broken, missing, tension, check at top of wheel "ring" OK -- "thud", loose spoke	<input type="checkbox"/>	<input type="checkbox"/>
	Cast	Cracks, dents	<input type="checkbox"/>	<input type="checkbox"/>
	Rims	Out of round/true = 5 mm. Spin wheel, index against stationary pointer.	<input type="checkbox"/>	<input type="checkbox"/>
	Bearings	Grab top and bottom of tire and flex: No free play (click) between hub and axle, no growl when spinning.	<input type="checkbox"/>	<input type="checkbox"/>
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown around outside.	<input type="checkbox"/>	<input type="checkbox"/>
C --- CONTROLS				
Levers/Pedal	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar lever.	<input type="checkbox"/>	
	Pivots	Lubricated	<input type="checkbox"/>	
Cables	Condition	Fraying, kinks, lubrication: ends and length.	<input type="checkbox"/>	
	Routing	No interference or pulling at steering head, suspension, no sharp angles, and wire looms in place.	<input type="checkbox"/>	
Hoses	Condition	Cuts, cracks, leaks, bulges, chaffing, deterioration.	<input type="checkbox"/>	
	Routing	No interference or pulling at steering head, suspension, no sharp angles, and wire looms in place.	<input type="checkbox"/>	
Throttle	Operation	Moves freely, snaps closed, no revving.	<input type="checkbox"/>	
L --- LIGHTS				
Battery	Condition	Terminals clean and tight, electrolyte level, held down securely.		
	Vent Tube	Not kinked, routed properly, not plugged.	<input type="checkbox"/>	
Lenses	Condition	Cracked, broken secure, mounted, excessive condensation	<input type="checkbox"/>	
Reflectors	Condition	Cracked, broken securely mounted.	<input type="checkbox"/>	
Wiring	Condition	Fraying, chaffing, insulation.	<input type="checkbox"/>	
	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and ties in place, connectors tight, clean.	<input type="checkbox"/>	
Headlamp	Condition	Cracks, reflector, mounting and adjustment system.	<input type="checkbox"/>	
	Aim	Height and right/left.	<input type="checkbox"/>	

T- CLOCS ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECKOFF
O --- OIL			
Levels	Engine Oil	Check warm on center stand, dipstick, and sight glass.	<input type="checkbox"/>
	Hypoid Gear Oil	Transmission, rear drive, shaft.	<input type="checkbox"/>
	Hydraulic Fluid	Brakes, clutch, reservoir or sight glass.	<input type="checkbox"/>
	Coolant	Reservoir and/or coolant recovery tank -- cool only.	<input type="checkbox"/>
	Fuel	Tank or gauge.	<input type="checkbox"/>
Leaks	Engine Oil	Gaskets, housings, seals.	<input type="checkbox"/>
	Hypoid Gear Oil	Gaskets, seals, breathers.	<input type="checkbox"/>
	Hydraulic Fluid	Hoses, master cylinders, calipers.	<input type="checkbox"/>
	Coolant	Radiators, hoses, tanks, fittings, pipes.	<input type="checkbox"/>
	Fuel	Lines, fuel taps, carbs.	<input type="checkbox"/>
C --- CHASSIS			
Frame	Condition	Cracks at gussets, accessory mounts, look for paint lifting.	<input type="checkbox"/>
	Steering Head Bearings	No detente or tight spots thru full travel, raise fr. Wheel check for play by pulling/pushing forks.	<input type="checkbox"/>
	Swing Arm Bushings / Bearings	Raise rear wheel, check for play by pushing/pulling swing arm.	<input type="checkbox"/>
Suspension	Forks	Smooth travel, equal air pressure/damping anti-dive settings.	Right <input type="checkbox"/>
			Left <input type="checkbox"/>
	Shock(s)	Smooth travel, equal pre-load/air pressure/damper settings, linkage moves freely and is lubricated.	Right <input type="checkbox"/>
			Left <input type="checkbox"/>
Chain or Belt	Tension	Check at tightest point.	<input type="checkbox"/>
	Lubrication	Side plates when hot.	<input type="checkbox"/>
	Sprockets	Teeth not hooked, securely mounted.	<input type="checkbox"/>
Fasteners	Threaded	Tight, missing bolts, nuts.	<input type="checkbox"/>
	Clips	Broken, missing.	<input type="checkbox"/>
	Cotter Pins	Broken, missing.	<input type="checkbox"/>
S --- SIDESTAND			
Center stand	Condition	Cracks, bent.	<input type="checkbox"/>
	Retention	Springs in place, tension to hold position.	<input type="checkbox"/>
Side stand	Condition	Cracks, bent. (Safety cut-out switch or pad if equipped)	<input type="checkbox"/>
	Retention	Springs in place, tension to hold position.	<input type="checkbox"/>

N.19 Trailer Inspection/Check Form

GWRRA Trailering Check List

Lights	Brake lights, turn signals, running lights	
Wiring	Check for breaks, cracks, or pinches. Clean connections	
Tires	Tread depth, cracks (weather checking), correct pressure (don't forget the spare if you carry one carry one)	
Wheels	Rust, lug nuts, bearings	
Hitch	Locking shoe adjustment, pin or ball clamp, bolts and frame connections, rust, loose connections	
Ball or pin	Unusual wear, cleanliness, lubrication	
Safety Chains	Length, strength	
Suspension	Correct pressure in air shocks, rust, loose mountings, spring tension	
Chassis & Frame	Rust, cracks	
Tongue	Rust, cracks, trailer frame bolts	

N.20 GWRRA Medic First Aid Class Roster

GWRRA MEDIC FIRST AID® TRAINING PROGRAMS



CLASS ROSTER

Date: _____

Page ___ of ___

Type of MFA Program: _____ Chapter/State: _____ Location: _____

Training System Serial Number: _____

	STUDENT NAME	GWRRA #	Chapter/State	Paid/Check No.
	LAST FIRST			
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

I certify that this course was taught as outlined in the course Facilitator Visual Skill Guide. Barriers were demonstrated and used during the course and the authorized training systems listed above was used. I understand that falsifying records can result in revocation of my privilege to teach.

Facilitator's Name _____

Registry Number _____

Facilitator's Signature _____

Assistant Facilitator _____

Registry Number _____

Assistant Facilitator's Signature _____

*Keep a copy of this roster for your own records, send Original to the MEDIC FIRST AID® Coordinator or Region Educator, who will then copy and send ORIGINAL to:
Larry Stiles, Master Trainer GWRRA, 32 Wellesley Drive, Somerset, MA 02726*

11/2003

Rider Education Program Handbook Update

Issue 1, March 2004

The following pages are issued to reflect recent changes in the Rider Education Program. Please become familiar with the changes and replace or add the pages as indicated.

NEW PAGES	REPLACES	REASON
All	Complete Revision	Integrate changes and policies issued since last major revision (7) in March 2000

File this page in the Updates Section for future reference.