

GWRRA

Rider Education

Program

Handbook



NINTH EDITION
March 2009

List of Effective Pages

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All pages	9	3-1-2009			

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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 probably 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.

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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.)

Since that time, dozens of members have spent countless hours improving the program to help members ride safer and with more skill and enjoyment.

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

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 the present; 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. For more information about the history of the Rider Ed program, visit the Rider Ed pages of the GWRRA Web site.

Program Leaders:

1979- "Safety Information Officer" Avery Poling

1981- "National Safety Officer" Frank Germa

1983- "National Safety Director" Jim Cole

Instituted GWRRA's first Safe Miles Program.

1987- "National Safety Director" Bill Kitchin

Separation of the Safe Rider Program from the High Miles Program

1988- "National Safety Director" Robert "Pete" Woodruff

In March 1988, GWRRA announced its new Rider Education Program, listing Levels I, II, and III with both Rider and Co-Rider involvement.

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.

1996- "Director- Rider Education" Charlie Davenport

1997- "Director- Rider Education" Bill Noss

Started Top Gun Competition

1998- "Director- Rider Education" Ed Brennan

2000- "Director- Rider Education" Bob Lorenz

Masters Recognition Program

Development of the Rider Course Instructor Certification Program (RCICP)

2007- "Director- Rider Education" Mark Zingery

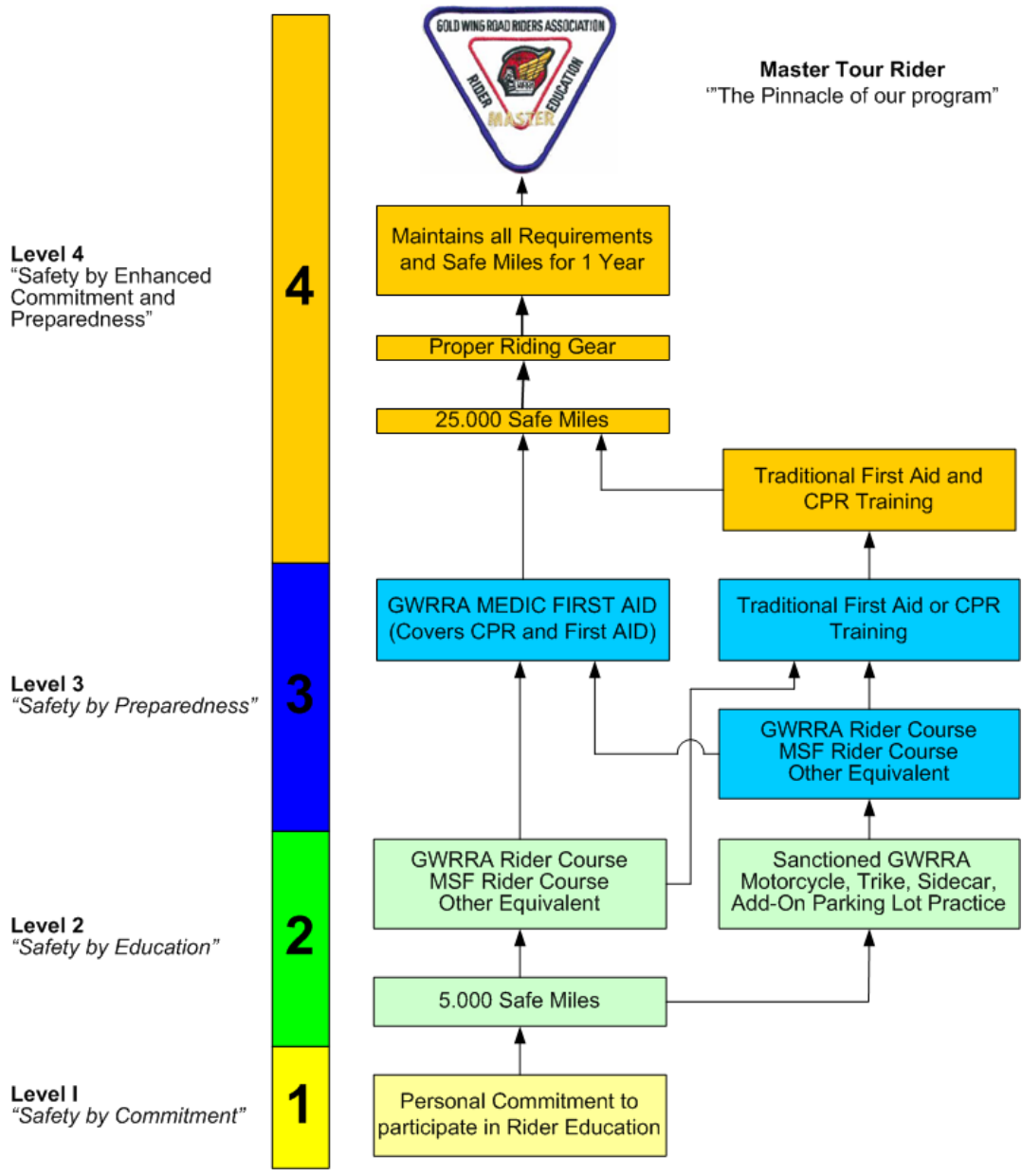
2009- "Director- Rider Education" Mike Stiger

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. "The Building Blocks of Rider Education" illustrates how our members progress through our program gaining skills and confidence along the way.



Gold Wing Road Riders Association
Rider Education Levels Programs
 "The Building Blocks of Rider Education"



(Chart Available in the Clip Art Section of the Rider Education Website)

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 **Application** 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 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 (8,000 km) increments through 95,000 miles (154,000 km). At 100,000 safe miles (160,000 km) [or additional increments of 100,000 safe miles (160,000 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 USD for each rocker or pin per applicant to the Chapter Educator or any GWRRA Officer for validation. For black and gold versions of the 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 (80,000 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 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 USD for the first 50,000 miles (includes the head pin and first hanger bar) and \$2.00 USD 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)

The application forms to be submitted for all levels of the Rider Education Levels Program can be found on line at the Rider Education website in the "REP Officer Section".

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 only 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 (8,000 km) increments and usually updated at yearly intervals.

Rider/Co-Rider 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
- Submit a completed Rider Education Program Levels Application Form (Form N.7 or N.8), along with optional patch fee to a GWRRA Officer for verification.



Enrollment is free. Patches are available at \$6.00 USD for each participant. With your purchase you will receive ONE SAFE MILES PATCH, either a RIDER or CO-RIDER ROCKER and a Safe Miles pin if applicable.

Patches are also available in "Black and Gold" at a charge of \$1.00USD extra per patch.

Updated Safe Miles pins and rockers are available by submitting the N.10 Update Form with \$2.00 USD to a GWRRA Officer for verification.

C.3.2 Level II - Safety by Education

Level II of the REP is also referred to as Tour Rider. It represents the commitment of the Rider and/or Co-Rider to be safer motorcycle riders by taking approved motorcycle riding courses at regular intervals.

GWRRA has chosen several educational training programs for the Riders and Co-Riders such as GWRRA Rider Courses and Sanctioned PLP programs, the MSF (Motorcycle Safety Foundation) programs, the CSC (Canadian Safety Council) programs, and other approved programs.

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 (8,000 km).
- 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 or a sanctioned PLP within the **last** year.
- Submit a completed Rider Education Program Levels Application Form (Form N.7 or N.8), along with optional patch fee to a GWRRA Officer 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 (8,000 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 optional patch fee to a GWRRA Officer for verification.



Enrollment is free. Patches are available at \$5.00 USD for each participant.

With your purchase you will receive either a Rider or Co-Rider triangle patch.

Patches are also available in "Black and Gold" at a charge of \$1.00 USD extra per patch.

Updated Safe Miles pins and rockers are available by submitting the N.10 Update Form with \$2.00 USD to a GWRRA Officer for verification.

Year Pin	Year Hanger Bars
	

Year Pin and Hanger Bars are available by submitting the N.10 Update Form with \$2.00 USD to a GWRRA Officer for verification.

Update Level Information:

- To update information in the Rider Education Program Levels Database, submit a completed Levels Data Correction Form – (N.10) along with the required validating documents (completion cards) to the Chapter Educator or other GWRRA Officer 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 REP Application form.)

Educator Note: *The N.10 form is the only form used to update members Level information. Safe Miles pins and Rockers, along with Year Pins and Hanger Bars selection, are found on the N.10 Form. Form N.7 or N.8 is only used to initially enroll a member into Level I-III. All forms for Level I-III are forwarded to the District Educator for input in our on-line REP Database.*

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 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 training. CPR (Cardio-Pulmonary Resuscitation) has been used to save many lives. Being trained to render CPR or First Aid 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, having taken a formal approved Rider Course (a sanctioned PLP is not allowed to be used for this Level).
- Maintain current First Aid or CPR or MEDIC FIRST AID 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 optional patch fee to a GWRRA Officer for verification.

Update Level Information:

- To update information in the Rider Education Program Levels Database, submit a completed Levels Data Correction Form – (N.10) along with the required validating documents (completion cards) to the Chapter Educator or other GWRRA Officer 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 REP Application form.)



Enrollment is free. Patches are available at \$4.00 USD for each participant.

With your purchase you will receive either a Rider or Co-Rider rectangular patch.

Patches are also available in "Black and Gold" at a charge of \$1.00 USD extra per patch.

Updated Safe Miles pins and rockers, also Year Pins and Hanger Bars are available by submitting the N.10 Update Form with \$2.00 USD to a GWRRA Officer for verification.

Educator Note: The N.10 form is the only form used to update members Level information. Safe Miles pins and Rockers, along with Year Pins and Hanger Bars, selection are found on the N.10 Form. Form N.7 or N.8 is only used to initially enroll a member into Level I-III. All forms for Level I-III are forwarded to the District Educator for input in our on-line REP Database.

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 (40,000 km).
- Be current in both First Aid **and** CPR certifications.
- Wear proper riding apparel at all times while riding. Proper riding apparel, a.k.a.: proper riding "gear" 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., not "riding sleeves"). Some have coined the acronym ATGATT standing for All the Gear, All the Time.
- Submit a completed Master Tour Rider/Co-Rider Application Form (N.9) with written recommendation from the Chapter Educator or other validating GWRRA Officer along with the appropriate fee to your District Edu-

cator. The application will continue to final approval by the Region Educator. Once approved, the application is sent to GWRRA International Headquarters at:

**GWRRA Masters Program
P.O. Box 42450
Phoenix, AZ 85080-4250**

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 (40,000 km).
- Be current in both First Aid **and** CPR certifications.
- Wear proper riding apparel at all times while riding (see definition in the Rider section above).
- Submit a completed Master Tour Rider/Co-Rider Application Form (N.9) with written recommendation from the Chapter Educator or other validating GWRRA Officer along with the appropriate fee to your District Educator. The application will continue to final approval by the Region Educator. Once approved, the application is sent to GWRRA International Headquarters at:

**GWRRA Masters Program
P.O. Box 42450
Phoenix, AZ 85080-4250**

Update Level Information:

- To update information in the Rider Education Program Levels Database, submit a completed Levels Data Correction Form – (N.10) along with the required validating documents (completion cards) to the Chapter Educator or other GWRRA Officer 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 REP Application form.)

Educator Note: *The N.10 form is the only form used to update members Level information. Safe Miles pins and Rockers, along with special Master Year Pins and Hanger Bars, selection are found on the N.10 Form. Form N.9 is only used to initially enroll a member into Level IV or for the Master Recognition Program. All forms for Level IV are forwarded to the District Educator for input in our on-line REP Database or in the case of initial enrollment forwarded to Region Educator for final submission to GWRRA International Headquarters.*

Special Master Year Pins and Hanger Bars:

Special Master Year Pins and Hanger Bars are use to show members the years you've maintained a current status (have kept your requirements up to date). Renewal Pin and Year Hanger Bars are available at a cost of \$2 USD. This fee is subject to change by the pin and bar provider.

Current Status Renewal Pin and Year Hanger Bar



C.3.5 Level Program Display Board

The Level Program Display Board is a great tool to use at your Chapter meeting, Rally, etc. Go to the "REP Clip Art" section of the Rider Education website. Click on "REP Level Program Display Board". It uses an 11"x 17" format. An example of it is show to the right.

GWRRA Rider Education Program
We're Here For You!
 The purpose of our program
 The GWRRA Rider Education Program (REP) is intended to make the motorcycle environment safer by reducing injuries and fatalities and increasing motorcycle skills and awareness. The REP does not depend on how the rider chooses to ride. However, the following are the primary goals of the program: To provide the rider with the necessary skills and knowledge to ride safely. To provide the rider with the necessary information to establish a comprehensive Rider Education Program. Through Continued, Education and Application we can reduce the accident rate significantly. Listed below are several benefits of a fully implemented GWRRA Rider Education Program at the Chapter level:

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

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

How to become a part of this "Great Program"

<p>Level I: Safety by Commitment (Cof-Rider Patch)</p> <p>Level I of the Rider Education Program is also referred to as the "Newbie" Program. It is intended for the rider who is new to the sport of riding and is looking for a safe and enjoyable riding experience. This is a patch for the rider who is new to the sport of riding and is looking for a safe and enjoyable riding experience. This is a patch for the rider who is new to the sport of riding and is looking for a safe and enjoyable riding experience.</p> <p>Rider Requirements:</p> <ul style="list-style-type: none"> Be a current GWRRA member. Be a current GWRRA member. Be a current GWRRA member. <p>Enrollment in this Patch is available at \$60.00 FOR EACH PARTICIPANT. With your purchase you will receive ONE (1) PATCH, MEDICAL KIT, and a COFFER for CO-RIDER.</p>	<p>Level II: Safety by Education (Rider Course Patch)</p> <p>Level II of the REP is also referred to as the "Rider Course" Program. It is intended for the rider who has completed a rider course and is looking for a safe and enjoyable riding experience. This is a patch for the rider who has completed a rider course and is looking for a safe and enjoyable riding experience.</p> <p>Rider Requirements:</p> <ul style="list-style-type: none"> Be a current GWRRA member. Be a current GWRRA member. Be a current GWRRA member. <p>Enrollment in this Patch is available at \$60.00 FOR EACH PARTICIPANT. With your purchase you will receive ONE (1) PATCH, MEDICAL KIT, and a COFFER for CO-RIDER.</p>
<p>Level III: Safety by Preparedness (Cof-Rider Patch)</p> <p>Level III of the REP is also referred to as the "Cof-Rider" Program. It is intended for the rider who has completed a rider course and is looking for a safe and enjoyable riding experience. This is a patch for the rider who has completed a rider course and is looking for a safe and enjoyable riding experience.</p> <p>Rider Requirements:</p> <ul style="list-style-type: none"> Be a current GWRRA member. Be a current GWRRA member. Be a current GWRRA member. <p>Enrollment in this Patch is available at \$60.00 FOR EACH PARTICIPANT. With your purchase you will receive ONE (1) PATCH, MEDICAL KIT, and a COFFER for CO-RIDER.</p>	<p>Level IV: Safety by Enhanced Commitment and Preparedness (Master Tour Rider Patch)</p> <p>Level IV of the REP is also referred to as the "Master Tour Rider" Program. It is intended for the rider who has completed a rider course and is looking for a safe and enjoyable riding experience. This is a patch for the rider who has completed a rider course and is looking for a safe and enjoyable riding experience.</p> <p>Rider Requirements:</p> <ul style="list-style-type: none"> Be a current GWRRA member. Be a current GWRRA member. Be a current GWRRA member. <p>Enrollment in this Patch is available at \$60.00 FOR EACH PARTICIPANT. With your purchase you will receive ONE (1) PATCH, MEDICAL KIT, and a COFFER for CO-RIDER.</p>

Note: Levels I, II, and III patches are also available in "Black and Gold" at a charge of \$1.00 extra per patch.

C.3.6 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 (Rider Course and First Aid/CPR recertification requirements met) for increments of 5, 10, or 15 (and greater) years are awarded special recognition represented by new patch. An annually updated file with a list of eligible Master numbers is available on the GWRRA website under the Rider Education link. Note that simply fulfilling longevity requirements does not meet the requirements of this program. The applicant must remain certified/recertified for the time requirement. Having a Master number on the eligibility list does not automatically qualify someone for the Masters Recognition Program. If there is a time when courses are not current, or membership expires, the Member need only rejoin GWRRA, recertify and remain current for the additional time required to make-up the non-current time. It is the responsibility of the Master Tour Rider to ensure there is no lapse in the time that their Membership/courses are current. The REP Levels Database and Chapter Educator can be useful in assisting the participant in meeting the Rider Ed portion of these goals.



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

Application for the recognition program patch is made using the Master Tour Rider/Co-Rider Application Form N.9. The cost of the patch is \$2.00 USD. The form will be sent to the District/Region for verification.

Note: If patches are issued at the District or Region Level, no further action is required. Date of issuance needs to be recorded by the District/Region Educator in the REP Database. If patches are not issued, the application must be sent to GWRRA International Headquarters. The patches will be sent directly to the member from headquarters. Mailing address:

**GWRRA Masters Program
P.O. Box 42450
Phoenix, AZ 85080-4250**

C.3.6.1 Senior Master

Those members meeting a minimum 5 years of active participation and continuous recertification and who are current members may be recognized and receive a Senior Master patch upon application to GWRRA.

C.3.6.2 Grand Master

Those members meeting a minimum of 10 years of active participation and continuous recertification and who are current members may be recognized and receive a Grand Master patch upon application to GWRRA.

C.3.6.3 Life Grand Master

Starting in 2004, those members meeting a minimum of 15 years of active participation and continuous recertification and who are current members may be recognized and receive a Life Grand Master patch upon application to GWRRA.

C.3.7 Handling Of "Expired" Participants

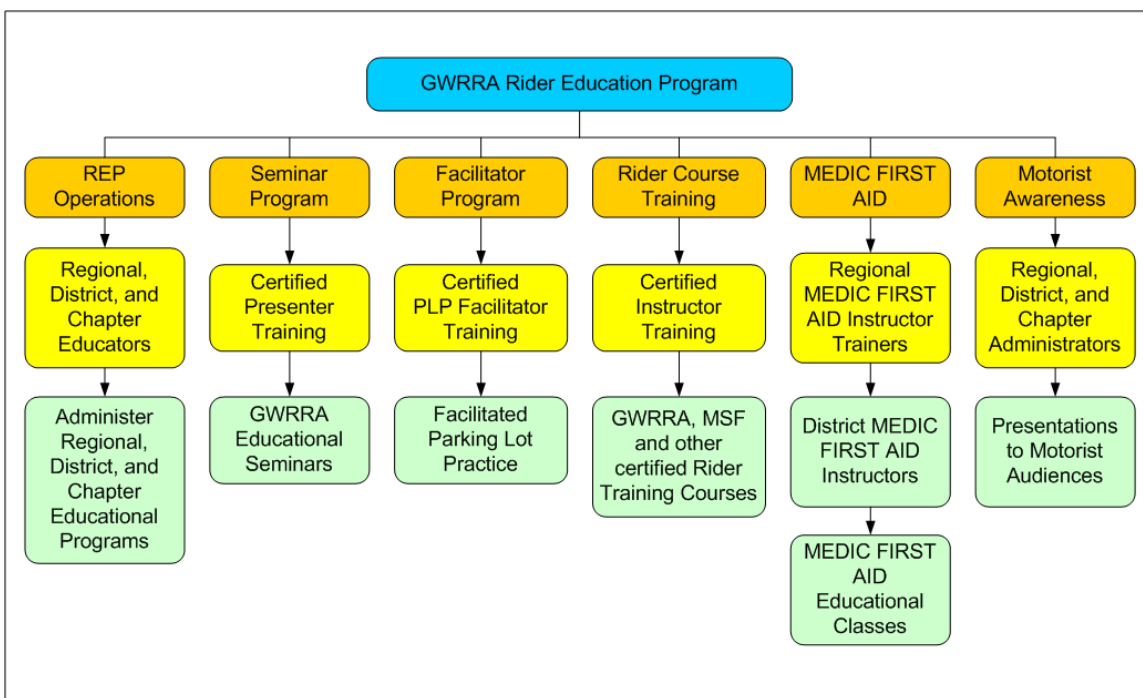
Any of our expired Rider Education Levels Program participants may bring their status to current and active by submitting a completed Levels Data Correction Form – (N.10) along with copies of the appropriate support documentation (CPR/FA completion cards & Rider Training completion cards) that meet the requirements.

As a further clarification, any participant will recertify 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 recertify 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 recertifying 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 continuing to maintain level requirements.

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D THE EDUCATOR CORPS

Rider Education positions include Director of Rider Education, Region Educator, District Educator and Chapter Educator as well as assistants at each of these levels. Members holding these positions are Officers of the Association. This section provides a general description of the primary positions. Members serving as assistants for any of these positions will have like descriptions and responsibilities as assigned by the primary Educator. Motorist Awareness Coordinators and CPR/FA Coordinators follow a similar structure. See the GWRRA Education Tree Chart.



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
- Sincerity
- Patience
- Generosity
- Honesty

An officer should be:

- Fair
- Cooperative
- Innovative
- Tolerant
- Appreciative



Above all, remember, an officer must be a leader. A leader, provides direction, guides members toward that direction and sets the example of how to get there. Since the Rider Education Division of GWRRA is focused on developing skills that saves lives, the importance of this cannot be overstated. For that reason we urge all Officers in GWRRA and especially Educators in the Rider Education Program to wear proper riding apparel at all times when riding. At the same time, however, we understand that our Association is made up of some 80,000 individuals, each of whom has an opinion about what safe riding means to them. "Setting the example" for our Educators is defined by the REP Level Requirements associated with each Educator position.

The role of an Educator at the Chapter level is to **Inform** and **Influence**. As an Educator you are a “**Dream Maker**”. You provide the opportunity for our Members to get the needed instruction and training to travel the open road with confidence. Through your guidance, you help prepare them for the unpredictable and unforeseen. Through your example, you demonstrate our motto “**Safety is for Life**”.

A **barrier** to that role is created when an Educator is perceived as confrontational, dictatorial, dogmatic, inflexible, and all of the other words many of us have heard used to describe an ineffective Educator. An Educator needs to put Members first, even if it means they sometimes have to set aside personal opinions. It is essential that an Educator work in cooperation with the other staff members to be in touch with the character and style of their Chapter and use that information to plan the activities and goals for the members. By supporting and promoting a program to inform and influence members regarding safe motorcycle riding, Educators will have a direct effect on their knowledge and skills that will result in better risk management and an increase in rider skills thereby reducing injuries and fatalities.

Educators are expected to be ambassadors for the Rider Education Program. They must, therefore, be familiar with all aspects of the program and decide which approach will be the most productive for their Chapter, District and/or Region. Chapter Educators are the “**Tip of the Spear**”. In the eyes of their Chapter Members and local community, they represent the entire Education Program. If an Educator feels they cannot fill the role of ambassador, they should step aside to allow room for someone who can.

All Educators should 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. The progress and growth of a chapter, district or region can then be measured against these objectives.

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”, Educators serve at the pleasure of their appointing Education Officer.

Since Rider Educators are officers of the Association, we have access to much of the same information that the Operations staff has. As such, all Rider Educators are required to sign a Memorandum of Understanding (MOU) immediately on assuming the Rider Educator position. (The MOU is available in the REP Officer’s Section on the Rider Education website.) Once completed, the MOU is to be forwarded up the chain to the International Office where it will be kept on file.

D.2 Director- Rider Education

It is the primary purpose of the Director of Rider Education 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 Regional Educators, District Educators and Chapter Educators for each respective office in the chain of service to the Members.

The Director may appoint members of GWRRA to Rider Education staff positions (Assistant Directors, Rider Education) to assist in the delivery of educational instruction, information and support. Appointments to the Director’s 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
- Motorist Awareness Administration
- Drill Teams Administration
- CPR/First Aid Program Administration including MEDIC FIRST AID® 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/Webmaster

(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 Director of Rider Education

- Maintain current membership in GWRRA.
- Maintain current status of Level IV in the Rider Education Program. As a Level IV, demonstrates their commitment by always wearing proper protective riding apparel whenever operating a motorcycle.
- 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 Director of Rider Education

- 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 MEDIC FIRST AID[®] 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 MEDIC FIRST AID[®] 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 Leadership Training 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.
- Administers the REP database by overseeing the receiving and updating of all data received from the Membership submitted on the REP Application Forms.
- The Director of Rider Education shall be responsible for training the Region Educators in the use of the on-line database.
- 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.
- Works with Region Directors in appointing the Region Educators. The Director of Rider Education is the appointing authority, however they must gain consensus from the Region Director when appointing 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 REP activities within GWRRA.
- Provides an annual report stating accomplishments within the division for the past year and establishing the goals and objectives for the Rider Education Program 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 Director of Rider Education, the Executive Director, and the signature of the Director and Chairman of the Board of GWRRA.
- The Director of Rider Education 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 Director of Rider Education 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 Director of Rider Education will be responsible for implementation of all training for previously approved courses of instruction or riding exercises.

D.3 Region Educator

The Region Educator (RE) has similar qualification requirements as the Director of Rider Education 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 Director of Rider Education and Staff.



D.3.1 Qualifications of the Region Educator

- Be a current member of the GWRRA and an experienced motorcycle rider.
- Maintain current status of Level IV in the Rider Education Program. As a Level IV, demonstrates their commitment by always wearing proper protective riding apparel whenever operating a motorcycle.
- 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 Rider Education staff.
- Preferably is an MSF or GWRRA 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 within each of the Districts.
- Promote, conduct and participate in activities at District and Region 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. Periodically setup RCICP (Rider Course Instructor Certification Program) within their Region to train GWRRA Rider Course Instructors for use in the District's Rider Course Program.
- Establish, promote and support the GWRRA sponsored MEDIC FIRST AID ® CPR and First Aid training programs within their jurisdiction. The primary administrator for the GWRRA MEDIC FIRST AID ® MFA programs within the Region reports to the Director of CPR/First Aid programs and indirectly to the Region Educator (See Section I.3.4.2). The Region Educator will work with the National Staff in the selection and training of at least one MEDIC FIRST AID ® Trainer (Facilitator Trainer) within the Region. (*Note: the selected and trained MEDIC FIRST AID ® Trainer is **NOT** considered a member of the Region Staff, but is an ongoing volunteer function in support of the MEDIC FIRST AID ® training program coordinated with the Region Educator.*)
- Conducts Seminar Presenter Development Program (SPDP) 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.
- Work closely with the District Directors to enlist their support and cooperation at the District level.
- Proficient use of the "Educators Toolbox" found on the GWRRA Rider Education website in the "REP Office Section".

- Monitors the REP online database for the Region ensuring that the Membership data is being entered and updated correctly.
- 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 Rider Education newsletter from the Director of Rider Ed (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 confirm, via email or phone, 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.
- Works with District Directors in appointing the District Educators. The Region Educator is the appointing authority however they must gain consensus from the District Director when appointing District Educators.
- Compile District statistical reports monthly (quarterly at a minimum) for quarterly distribution to the Director of Rider Education (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 with a reaffirmation that the information is necessary for the program to be successful and required by the Director of Rider Education 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 REP with the Districts. The Region Educator serves as the communication conduit to and from the Director of Rider Education and Rider Ed 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 an indirect report to the District Director while directly reporting to 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 in Level III with the intent of progressing to Level IV. As a Level IV, demonstrates their commitment by always wearing proper protective riding apparel whenever operating a motorcycle.
- 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 or GWRRA 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 CPR/First Aid Coordinator is the primary administrator for the GWRRA CPR/First Aid (including MEDIC FIRST AID ®) programs within the District and reports indirectly to the District Educator. The District Educator will work with the Region Educator and National Staff to ensure that current MEDIC FIRST AID ® certified instructors and training materials are available to support the member needs.
- Maintain the REP online database for the District.
- Proficient use of the “Educators Toolbox” found on the GWRRA Rider Education website in the “REP Officer Section”.
- Conducts Seminar Presenter Development Program (SPDP) 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 REP 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 Rider Education newsletter from the Director of Rider Education (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 confirm, via email or phone, 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.
- Works with Chapter Directors in appointing the Chapter Educators. The District Educator is the appointing authority however they must gain consensus from the Chapter Director when appointing Chapter Educators.
- Compile Chapter statistical reports monthly (quarterly at a minimum) for quarterly distribution to the RE (due no later than the 10th 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 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 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 Director of Rider Education 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 REP with the Chapters. The District Educator serves as the communication conduit to and from the Region Educator, the Director of Rider Education and Rider Ed 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 REP 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 or Associate 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, 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.
- Use the on-line REP database to maintain such records as necessary to facilitate keeping Chapter participants' current in the REP. Using the appropriate forms, submit in a timely manner required changes to their District Educator.
- Proficient use of the “Educators Toolbox” found on the GWRRA Rider Education website in the “REP Officer Section”.
- 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 REP for the participants as they meet the requirements of the program.
- Lead by example by becoming and maintaining Level IV. As a Level IV demonstrates their commitment by 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 5th of the month for the prior month's activities). 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 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 reporting that record 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 with a reaffirmation that the information is necessary for the program to be successful and required by the Director of Rider Education 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 REP 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 Director of Rider Education and Rider Ed 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 broad reaching impact. If an Educator doesn't write well or doesn't have 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 proper attribution given.
2. 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 take the positive reasons why helmets are important to riders and reaffirm those benefits in an article allowing the membership to make an informed choice.

3. Arrange with the Newsletter Editor to provide space in the newsletter to keep participants informed and promote the Rider Education Program.
4. 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.)
5. 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
 - Evergreen Safety Council
 - American Red Cross
 - MEDIC FIRST AID ®
 - National Safety Council
 - State Motorcycle Safety Administrators
 - Canada Safety Council
 - American Heart Association
 - St. John's Ambulance
 - American Safety & Health Institute
6. 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.
7. 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!!**
8. 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".
9. 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

All Educators (and this is extended to MA Coordinators and CPR/First Aid Coordinators) "report" directly within Rider Education. All Educators "report" indirectly to the comparable Operations Director. Educators are responsible and accountable for the RED program to the members. Educators should and must look to the next level of Educator for support, training and assistance in implementing the programs and providing training opportunities for the membership. This structure allows Rider Education to develop and maintain good, dedicated Educators and build consistency within the program. Educators are not "tied" to the appointment of the Operations Director.

However, the indirect reporting lines also carry responsibility. Educators must work in concert with the Operations Director. This means that Educators must work cooperatively with the CD, DD or RD to develop the Rider Education Program and to gain the financial support to build the program.

Let's discuss the concepts of "reporting" and "indirect reporting" briefly. Educators "report" through the Rider Ed communication chain. In essence this means that all Educators are responsible for the promotion, growth and implementation of Rider Education programs and for providing training (Rider Course, CPR/First Aid, Seminars) to the members within their area. Region Educators are responsible to the Division Director for the program growth and implementation. The Division Director is responsible for supporting, coaching, and mentoring the Region Educator.

This same relationship exists between the Region Educator and District Educators and District Educators to Chapter Educators. "Reporting" does NOT imply or mean that one educator "works" for another. It means that all educators support each other in "working" for the membership.

"Indirect Reporting" is similar in that Educators must work with and support the comparable operations team and all other staff members in providing the best opportunities for the membership. Educators do not work on an island and must work cohesively and productively with the comparable staff. The Rider Education program will only be successful if it is accepted and supported by the entire staff.

In the past chapters, districts or regions that had vacancies in the Educator position defaulted to the comparable director for reporting and implementation responsibilities for the programs. This has now changed. In instances where there is no Chapter Educator, the District Educator is responsible for the chapter Rider Education program. This responsibility can be delegated to an available and willing Senior Chapter Educator or can be handled directly by the DE. Since the DE is responsible for selecting and appointing a CE this extension of responsibility is logical.

This same approach applies to Region Educators relative to a vacancy in a District Educator position and applies to the Division Director relative to a Region Educator vacancy. Obviously as geographic constraints increase it becomes more difficult for Educators to be hands-on. Use of Senior Educators is highly recommended to support areas that have vacancies.

Stewardship

Directors and Educators are the stewards of the funds raised by the membership of the Chapter, District or Region and their treasurers are their trustees. The Treasurer, the Director and the Educator need to know and agree that the funds available from either or both divisions (if applicable) are being disbursed in accordance with the guidelines of the GWRRA and the IRS 501 (C) (4) guidelines.

Any funds that are raised for a specific program, (i.e. Rider Education) should be set aside and earmarked for that program and not be used in the general distribution of funds, unless specifically agreed upon by all the Officers, Staff and Treasurer of a Chapter, District or Region. A separate accounting of these funds should be maintained by the Treasurer and be available for the program directors use, with the consent of the Officers and/or their staffs. It is very important that there are enough funds available for training and education of our members and Officers, thereby maintaining our compliance to the IRS 501 (C) (4) exemption.

If an Educator has their own funds in a separate account than Operations, they are required to the following.

- The Director must be the second signature on the account.
- The Educator will provide a financial report regarding the Education Activity to be included in the Directors financial report.
- Provide a list of any Rider Education equipment maintained by the Educator.

Additional Interfaces

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 MEDIC FIRST AID ® 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.

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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.

The Director of Rider Education is responsible for appointing Region Educators. The Director of Rider Education will look to the Region Director for suggestions, recommendations or nomination to that office. The Director of Rider Education MUST gain concurrence of the Region Director before finalizing the appointment. This same process is in place for Region Educators to appoint District Educators and for District Educators to appoint Chapter Educators. In no instance is an appointment of an Educator to be made without the concurrence and agreement of the comparable Operations Director.

In any instance where there is an Educator in office and a new operations Director is appointed or being considered for appointment, the Educator at the next higher level must again gain concurrence and agreement that the incoming Director and the Educator can work together constructively and cohesively.

In the case where conflict occurs consideration must be given to both parties and decisions made accordingly. In NO INSTANCE will an Educator be "FORCED" on to an Operation's team. The process for appointing Motorist Awareness (MA) Coordinators and CPR/First Aid Coordinators applies along the same lines as Educators. The Directors for MA or CPR/First Aid must gain concurrence from the Region Educator prior to affirming the appointment. This same consideration must be made when the appointments are made for MA and the MFA (CPR/First Aid) Coordinators. These appointments must work in concert with the comparable Educator as well as the Operational Staff. Again, concurrence must be gained from the Educator prior to the appointment being finalized as these appointees will constitute the Educator's "staff" members.

This organizational structure establishes a Rider Education Team at the Region and District levels comprised of the Educator, with overall responsibility for the entire RE program; the MA Coordinator, responsible for growing, supporting and administering the Motorist Awareness programs; and the CPR/First Aid Coordinator, responsible for growing supporting and administering the CPR/First Aid training and instructor certification and scheduling. These teams should provide a tremendous opportunity for the growth of training programs in the Regions and Districts. The primary objective of these teams is to grow and support training. Care must be taken when discussing the change in organizational and appointment structure. This structure DOES NOT give Educators or members of the RED autonomy nor does it separate these positions from the Operations Staff. The objective is to better select educators and coordinators to administer and provide our training programs while continuing to work in concert with the other aspects of the GWRRA program. We are better aligning the support and accountability for the implementation of our programs. This will, in effect, better support the purpose and mission of the Operations Team and the Membership.

E.1 Appointment of the Chapter Educator

The tenure of the Chapter Educator position is not tied directly to the “time in office” of the Chapter Director. This means that the Chapter Educator remains in office even when the Chapter Director steps down. The Chapter Educator “serves at the pleasure” of the District Educator and their performance is reviewed annually.

In the event that a Chapter Educator position is vacant, the District Educator will request a recommendation from the Chapter Director on a prospective candidate for the Educator position. It is important to note that the District Educator will always seek concurrence with the Chapter Director on the Chapter Educator position to maintain harmony within the chapter. If the Chapter Director doesn't have a candidate in mind the District Educator will select a qualified candidate for the chapter.

Once concurrence on a candidate is reached between the District Educator and the Chapter Director, the District Educator will interview the prospective Chapter Educator. If the candidate is interested in the position and is acceptable, the District Educator will provide several documents to the prospective Chapter Educator (or Assistant Chapter Educator). These documents include an Officer Memorandum of Understanding (MOU) and the Rider Education Knowledge Level Evaluation (KLE). Copies of the Officers Guidebook and the Rider Education Program Handbook are also supplied for reference.

After studying the reference material, the candidate will fill out and sign the MOU and complete the Knowledge Level Evaluation. When completed, these will be returned to the District Educator for review. The District Educator will review and correct the KLE, sign the completed paperwork, and complete a GWRRA Officer Change/Appointment Worksheet. These are then forwarded to the Region Educator.

After the Region Educator reviews the paperwork, if he/she approves the application, he/she will sign the Officer Change/Appointment Worksheet. They will then send the Officer Change/Appointment Worksheet and MOU to National. The Region Educator will issue the new Chapter Educator patches along with a “Certificate of Appointment” (copy of which is found on the REP website, REP Officer Page) and forward them to the District Educator at the same time.

The District Educator will then make arrangements to install the new Chapter Educator at the earliest possible time. This is normally done at the new educator's earliest Chapter Gathering.

The process for appointing Assistant Chapter Educators is similar to that described above with the exception that these candidates are usually recommended to the District Educator by the Chapter Educator, with concurrence from the Chapter Director.

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

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 in Phoenix. If the candidate has 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 appointed by the Region Educator with concurrence of the District Director and forwarded directly to Phoenix. Region Educators must be approved by the Director-Rider Education with concurrence of the Region Director and the approved paperwork will then be forwarded to GWRRA Headquarters in Phoenix 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.

E.4 Educator Planning and Annual Review

All Educators should and need to establish goals and objectives for themselves and 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 would be 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.

To be used as a tool the **N.24 Chapter Educator Annual Review Form** should be used annually by the District Educator to review the Chapter Educator's yearly progress and help them set goals to continuously move their program forward. This is to be a positive experience for the Chapter Educator. They are volunteers giving of their time and should be treated accordingly. This will also aid in the one-on-one communication a District Educator needs to have with their Chapter Educator to communicate to them their expectations and goals.

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F 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 a tremendous pride in their function and the results and gain a tremendous amount of knowledge and approaches that are 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.

F.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.

F.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 Program.
5. Is and has been a role model for others in the same position.
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.

F.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:

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 Director- Rider Education or designee.
3. The appointment of a Senior Region Educator requires the recommendation of the Region Director and approval of the Director- Rider Education or designee.

F.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.

F.1.4 Senior Educator Program Nomination Form

For the Senior Educator Program Nomination form refer to the Forms Section or the GWRRA website Rider Education page. Recommendations for this recognition should be made from the Educators 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 (or designee).

F.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 of recommendation or support 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 officer (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 REP 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.

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G EDUCATOR'S TOOLBOX



Educator's Toolbox...

(Select the Category you want to jump to)

- Rider Education Database
- "Give me 5" Chapter Talk Topics
- All Forms in Numerical Order
- Officer Role, Appointment Process, Conduct, and Policy
- REP Handbook
- Officer Forms
- Level Forms
- Master Recognition Eligibility
- Helpful Tips and Information
- PLP Facilitator Program
- Top Gun, Amazing Team Challenge, Field Events, etc.
- Inspection Forms
- "How To" Seminars given at Wing Ding
- Survivor Award Certificate

The Educator "Tool Box" is an Educator's online resource for everything required to perform their duties and obligations of their Office. This is located in the "REP Officer Section" of the Rider Education website located at <http://www.gwrra.org/regional/ridered/index.html>. As of March 2009, the items in the list are shown above. As programs, policies, forms, and other information are added/deleted/modified to the Rider Education Program this list may change accommodate these. An Educator should be very familiar with the information found in this area and refer to this "Toolbox" on a regular basis.

This Handbook will not be covering in detail all the "tools" in the Educator's Toolbox. However, all items should be thoroughly reviewed by an Educator to ensure they are using up to date information when communicating to the Membership. This section will provide insight to the main topics provided in the "Educator's Toolbox".

G.1 Rider Education On-line Database

The Rider Education Nation Database is a Computer HTML online tool to assist you in keeping accurate up to date information on Chapter participants. At the Chapter level you can view and report all Chapter participants' information. At the Region/District Level you can add/modify current records. **It must also be noted that member information is confidential and is not to be shared with anyone other than the member. The MOU (Memorandum of Understanding) is a document signed by an Officer to insure this confidentiality is maintained.**

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.1.1 Database Management at the Chapter Level

There are three forms a Chapter Educator needs to use to add/modify/delete participants records.

N.7 or N.8 (Canadian Version) REP Level I-III Application

The Level I-III application is used to enroll new members into the Rider Education Program. This form is submitted to your District Educator.

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

The Level IV Master Tour Rider/Co-Rider application is used to apply for Master status in the Rider Education Program. It is also used for Master's to apply for the Master Recognition Program. This form, along with the appropriate fees, is submitted to your Regional Educator.

N.10 Levels Data Update Form

This form is to update the data of members participating in the Rider Education Program. Information such as personal information, level requirements, safe mileage, high mileage, etc. This form is submitted to your District Educator.

G.1.1.1 Using N.7 (or N.8) Form to Enroll or Upgrade a Members Level I-III Status

N.7 or N.8 (Canadian Version) REP Level I-III Application should only be used for initial enrollment of a Chapter Member in Level 1 or upgrading a Member to Level II or III. Enrollment in the Level's program is **free**. Participants can choose to purchase the patches for the level they are enrolling in for a nominal fee.

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, to the Chapter Educator or other GWRRA Officer. If patches/pins are requested the appropriate fee(s) should be included 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.

The N.7 or N.8 (*Canadian Version*) form is then forwarded to the District Educator so that the information can be entered into the REP Database. If patches/pins were requested but not issued at the Chapter Level, the District Educator will send the purchased items to the Chapter Educator for presentation at the next monthly meeting.

Regardless of whether a participant chooses to purchase patches/pins, the Educator should always recognize those Members that have enrolled or upgraded during their Chapter Meeting.

Note: The electronic version of form N.7 or N.8 (Canadian Version) can be used to email the information to the District or Regional Educator.

G.1.1.2 Using N.9 Form to Enroll or Upgrade a Members Level IV Status

N.9 REP Level IV Master Tour Rider/Co-Rider Application form is used both as the application for initial qualification Level IV and upgrades to the "Master Recognition Program" (see C.3.6 for more information on this program). It contains a checklist of the required qualifications and specifies items that require validation.

The application fee for new Level IV applicants is \$35 USD per applicant (\$8.00 USD additional cost for Black and Gold patches). All qualification information on the form must be validated, and the form signed and dated by a GWRRA Officer.

The completed form, fees, copies of supporting documentation, and a letter of recommendation from the validating Officer, are to be forwarded to the District and then Region Educator for validation, and then to the GWRRA International Headquarters.

Note: GWRRA International Headquarters personnel will automatically process the application when it is received. Validation of the Level IV requirements must be done at the District/Region level.

When Level IV patches are returned via the Region Educator, a Rider Education Officer will make the presentation at a Chapter Gathering. This is very important. They have reached the pinnacle of our program and a major milestone in their Motorcycling Education. They are very deserving of this recognition.

Note: The electronic version of this form cannot be used to email the information to the District or Regional Educator. The Form must contain the original signature(s) of the applicant(s).

After all signatures are in place on form N.9 it is to be mailed along with the appropriate fees to:

**GWRRA Masters Program
P.O. Box 42450
Phoenix, AZ 85080-4250**

G.1.1.3 Using the N.10 to Modify or Delete Members Information

N.10 Levels Data Update Form is used to update the data of members participating in the Rider Education Program. Information such as personal information, level requirements, safe mileage, high mileage, etc., is updated via this form. The Chapter Educator will submit this form to their District Educator for data entry. (Hard copy or electronic versions of the forms are acceptable.)

Most if not all of the GWRRA Seminars, Rider Courses, MEDIC FIRST AID classes and the like, will be forwarded, via classroom rosters, to the appropriate individuals by the Instructors and Presenters conducting the class. However, it is recommended that the Chapter Educator polls the Members at the Chapter Meetings regarding any classes they may have attended so to follow-up ensuring this data is being recorded.

For classes taken outside of GWRRA Rider Education Program, the Educator will need to use this form to submit this information.

Note: The electronic version of form N.10 can be used to email the information to the District or Regional Educator.

N.11 Chapter Educator's Member Rider Education Program Data Sheet. In addition to the REP Database, this form is a manual recording tool to assist the Chapter Educator's in keeping track of the Chapter Members participation in the Rider Education Program. This is a handy tool to use to cross-check the REP database to ensure that data is being recorded. This is something you would retain for your own records.

G.1.2 Database Management at the District/Region Level

It is recommended that the Region Educator form a team to manage the data entry of the Rider Education Database. This team can consist of their District Educators or whomever they choose to designate. It is important that this information is entered on a timely basis and it is the Region Educators responsibility to ensure that it is happening.

Instructors and Presenters will forward copies of all classroom rosters from Seminars, Rider Courses, MEDIC FIRST AID classes and the like, to the appointed individual(s) for database entry. This is to ensure that this important information doesn't fall through the cracks and is left unrecorded. If information regarding a GWRRA member that is not participating in the Levels program is contained in these rosters, the Member should be contacted to enroll them in Level I. A member needs to be a part of the Levels program to have their information recorded in the Rider Education Database.

G.2 Brief Overview of the Rider Education Forms

N.1 New Educator Checklist

Document lists all the forms needed for a new Educator along with the Appointment Process, Requirements, and Role and Responsibilities.

N.2 Officer Appointment/Change Form

Required form for either a new appointment, or the change of status, of a GWRRA Rider Education Officer. This is a new electronic form that can be emailed to the Home Office if a MOU is already on file. Otherwise it will need to be mailed along with the signed MOU.

N.3 MOU

This is a Memorandum Of Understanding that must be signed and submitted with the Office Appointment/Change Form.

N.5 KLE

Knowledge Level Evaluation questionnaire that must be completed by a new GWRRA Education Officer

N.6 Activity Report

The Rider Education Activity Report is used by all Educators to record and submit the activity in their Rider Education Program on a Monthly/Quarterly basis.

N.7 REP Level I-III Application (US Version)

The Level I-III application is used to enroll new members into the Rider Education Program. The US version reflects the monetary value in US dollars. This form is submitted to your District Educator.

N.8 REP Level I-III Application (Canadian Version)

The Level I-III application is used to enroll new members into the Rider Education Program. The Canadian version reflects the monetary value in Canadian dollars. This form is submitted to your District Educator.

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

The Level IV Master Tour Rider/Co-Rider application is used to apply for Master status in the Rider Education Program. It is also used for Master's to apply for the Master Recognition Program. This form is submitted to your Regional Educator.

N.10 Levels Data Update Form

This form is to update the data of members participating in the Rider Education Program. Information such as personal information, level requirements, safe mileage, high mileage, etc. This form is submitted to your District Educator.

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

This form is a tool to assist the Chapter Educator in keeping track of the Chapter Members participation in the Rider Education Program.

N.12 Emergency Contact Information Form

This form is for members to keep on their bike in case of an emergency.

N.13 Rider Course Instructor Application/Renewal Form

This application is for GWRRA Rider Course Certification and Renewal. All applicants must be currently certified MSF, CSC, ESC or GWRRA Instructors in good standing. GWRRA Certification is valid for two years. Application to be certified in a GWRRA Rider Course is submitted to your District Educator. All GWRRA Instructors must submit a renewal form every two years to remain certified.

N.13A Rider Course Instructor Certification Program Application (RCICP)

This 40 hour training program is designed to train new GWRRA Rider Course Instructors. GWRRA Certification is valid for two years. Submit form to Director - Rider Course Programs through District and Region Educator.

N.14 Rider Course Master Application/Renewal Form

This application is for GWRRA Master Rider Course Certification and Renewal. All applicants must be currently certified MSF, CSC, ESC or GWRRA Instructors in good standing. GWRRA Certification is valid for two years. Application to be certified as a GWRRA Master Instructor is submitted to your Regional Educator. All GWRRA Instructors must submit a renewal form every two years to remain certified.

N.15 GWRRA Rider Education Seminar Presenters Application/Renewal

This application is for GWRRA Rider Education Seminar Presenter Certification and Renewal. GWRRA Certification is valid for two years. Application as a new Presenter is submitted to your District Educator. All GWRRA Seminar Presenters must submit a renewal form every two years to remain certified.

N.16 Senior Educator Nomination Form

This form is used by District and Regional Educators to nominate outstanding Educators to "Senior" status.

N.17 T-CLOCS

This is a Motorcycle pre-ride check form.

N.18 Trike Check

This is a Trike pre-ride check form.

N.19 Trailer Check

This is a Trailer pre-ride check form.

N.20 MEDIC FIRST AID Class Roster

This is the class roster form for a MEDIC FIRST AID class.

N.21 Sidecar Rig Check

This is a Sidecar Rig pre-ride check form.

N.22 GWRRA Parking Lot Practice Facilitator Application/Renewal

This application is for GWRRA Rider Education PLP Facilitator Certification and Renewal. GWRRA Certification is valid for two years. Application as a new Facilitator is submitted to your District Educator. All GWRRA PLP Facilitators must submit a renewal form every two years to remain certified.

N.23 GWRRA CPR/FIRST AID Instructor Application

This application is for GWRRA CPR/FIRST AID Instructor Application and Update. It is for all CPR/FIRST AID Instructors to be certified and recognized as GWRRA Instructors CPR/FIRST AID Instructors.

N.24 Chapter Educator Annual Review Form

This form is used by the District Educator to assist with the annual review of their Chapter Educators.

G.3 Rider Education Activity Reports

Many Districts have automated this process through online computer data entry. If your District doesn't have this capability or you don't have computer access, a Chapter Educator can use the **N.6 Activity Report** to record and submit the activity in their Rider Education Program on a monthly basis.

The Rider Education Activity Report 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 and public. The Rider Education Program is a major contributor to maintaining that status. The Director-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 are reporting low participation or activity are indicators for the District or Region Educators to assess and review the program performance.

Included in the Monthly Report should be all of the Motorist Awareness activities performed by your Chapter. If you have a Motorist Awareness Coordinator in your Chapter, they will provide that information to you. If you don't you should query your Chapter Members to what kind of activity has taken place.

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. The frequency of reporting is monthly. All Chapter reports are due to the District Educator no later than the 5th day of the month.

NOTE: If no Chapter Educator has been appointed for the Chapter, the District Educator 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 Director- Rider Education (or his/her designee). This compiled report is due no later than the 15th 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 Director- Rider Education (or designee) will compile all Region Reports into a National Report on a quarterly basis. This report will be forwarded to the Executive Director as requested.

G.3.2 Completing the Report

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 REP Level of the Educator providing the report at the top of the form.
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

N.12 Emergency Contact Information Form (located online in the REP Officer Section) 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.

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H 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 of this 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.

H.1 Requirements Policy on all Rider Education Events

The Association always requires that consistent and common safety practices are employed when members, Educators and Instructors conduct various GWRRA training and skill events.

In the interest of safety, adequate and consistent safety standards must be maintained when conducting any vehicle 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), Sidecar Rider Course (SRC), Trike Rider Course (TRC), Trailering Course (TC) or Trike with Trailer Course (TTRC); Field (Skill) Events or Top Gun competitions, Parking Lot Practice (PLP) sessions; Amazing Team Challenge or any other GWRRA sponsored MSF, CSC, GWRRA or ESC instructional course or riding skill practice).

- Rider Licensing - All Riders must hold a valid operator's license with motorcycle endorsement 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.

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.

H.2 Parking Lot Practice Facilitator Program

The GWRRA Parking Lot Practice Facilitator Program is designed to ensure consistency at the District/Chapter level regarding all GWRRA Parking Lot Practices. The Rider Education leadership recognizes and embraces the value of conducting the PLPs as a membership benefit. Anytime we can have our “GWRRA Friends” participate in a structured program for them to “Remind and Refine” their riding skills will “Save Lives”. However, it is a concern that these PLPs are conducted in a consistent manner adhering to GWRRA guidelines and State Motor Vehicle Training Guidelines in their locality.

It needs to be noted that all State Governments require some form of licensing or written permission to conduct a rider class with instructors. Because of this, GWRRA has designed this program to ensure that no coaching is done while conducting a PLP.

Great care has been put in to the design of the “GWRRA Motorcycle Parking Lot Practice Guide” and the “GWRRA Trike/Sidecar Parking Lot Practice Guide” to ensure that a Facilitator can successfully conduct a PLP without the need to coach. These guides will serve as a means to allow the Rider to “Discover” how they can refine their skills during the event. This is not a play on words; rather it is philosophy we intend on adhering to.

This is a new Rider Education program designed with the follow goals:

- To target all Members rides, 2 wheel, Trike, sidecar or 2wheel add-ons kits.
- To train Facilitators insuring the consistency and manner of how Parking Lot Practices are conducted.
- To use the same material at all times.
- To get more of the Membership involved in on-bike structured program.
- To give the Districts a tool by which PLP can be “Sanctioned” for the Levels program.

H.2.1 Program Structure

To be administered at the District level, the District Educator, or their designee, will conduct Facilitator Training and invite Chapter Educators or the like, to be a part of a pool of trained Facilitators.

Note: It is our preference that GWRRA Instructor not be trained as Facilitators. Instructors will find that our “No Teaching” on the Range policy is difficult to work under. If Instructors are used it is the responsibility of the District Educator that their conduct on the range is appropriate.

When a District or Chapter PLP is scheduled the District Educator, or designated Program Coordinator, will be notified so a Facilitator can be scheduled to conduct this event. It is important that the Facilitator be put into direct contact with the PLP coordinator. This communication will insure that planning is taking place such as; permission to use the site, what range materials will be available, understanding that proper attire will be required, etc.

The Facilitator will conduct the PLP and insure that Members have a fun and safe event.

This is a District run program and the District Educator will schedule the training and either conduct the training or designate the person to do it for them.

Training objectives:

- To train Facilitators to meet the District needs.
- Establish Parking Lot Practice (PLP) consistency through this training.
- To ensure Facilitator understands his/her role.
- To equip Facilitator with the proper tools and management skills
- To provide a safe learning environment for our members

H.2.2 Use of “Sanctioned” PLP in the Levels Program

This Program has been designed to have limited use in the Level Program. The term “Sanctioned”, is used to designate if the PLP will be used for the Levels Program.

Sanctioned PLP use in the Levels Program and Requirements:

- Sanctioned PLP used to advance to Level 2, or for one time Levels Program Maintenance.
- Regional Educator approval required.
- Sanctioned PLP is good for one year as a Level 2 requirement.
- Sanctioned PLP is good for one year as Level Program Maintenance. Note: This can only be used if the member's requirement is expired or within one year of expiration. It only qualifies as a one time for one year maintenance requirement. The member must take a rider course before they can use this option again.

Sanctioned PLP can be a very effective tool to:

- Simulate Members interest in on-bike structured program. Gaining confidence to taking a GWRRA Rider Course.
- It is the only Program we offer for motorcycle 2 wheel add-on units.
- To start to build a program where little exist.
- To be used as a one-year update requirements for those unable to find a Rider Class.

It is suggested, not a requirement, that a distinction is made between a standard PLP and a Sanctioned PLP. One way to think about it is to conduct Sanctioned PLP's at only the District Level as Section Events or the like. Some Districts have used this during their “Spring Skills Days”, held in several areas of the District, where multiple Chapters ride into these events. This is another tool we wish to see used to continue to bring ample opportunity to our Membership to participate in our program.

However this is a tool designed for limited use. When planning and building a Rider Course program at a District Level, this can be used to stir interest and need. When using the Sanctioned PLP, the District Program needs to be conducting RCICP training programs to train a Rider Course Instructor core to then offer GWRRA Rider Courses. The PLP is not a substitute for a Rider Course Program, only to be a temporary used tool to build a program.

H.3 Rider Courses and Skill Events

The GWRRA Rider Education Division has developed Rider Courses to enhance and further develop our members riding skills. The availability of local commercially available training courses for members has been steadily decreasing thus creating the demand for the Rider Education Division to fill these gaps by expanding the availability of GWRRA rider courses.

Advanced Rider Course (ARC)

The GWRRA **Advanced Rider Course** was first released 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 where other professional motorcycle safety courses may not be available or affordable. This course has both a classroom and range requirement.

Sidecar Riders Course (SRC)

Focusing on the dynamics of sidecar rig riding, the SRC helps sidecar rig riders understand how their vehicle will react in a variety of street/road situations and then test those assumptions on the range. Like all GWRRA Rider Courses, this course also focuses on the braking, cornering and swerving skills of the rider and co-rider. This course has both a classroom and range requirement.

Trailer Course (TC)

By completing the TC, riders and co-riders become aware of the effects of pulling a trailer on the handling and operating characteristics of the motorcycle. It remains focused on the basic motorcycling skills of braking, cornering and swerving while addressing the dynamics related to having a trailer attached. This course has both a classroom and range requirement.

Trike Riders Course (TRC)

Focusing on the dynamics of three-wheel riding, the TRC helps Trike riders understand how their vehicle will react in a variety of street/road situations and then test those assumptions on the range. Like all GWRRA Rider Courses, this course also focuses on the braking, cornering and swerving skills of the rider and co-rider. This course has both a classroom and range requirement.

Trike with Trailer Rider Course (TTRC)

By completing the TTRC, riders and co-riders become aware of the effects of pulling a trailer on the handling and operating characteristics of the Trike. It remains focused on the basic skills of braking, cornering and swerving while addressing the dynamics related to having a trailer attached. This course has only a range requirement. During the range the Instructor will have short discussion periods where the students review topic related material regarding what they're doing on the range. This is a supplement module to the Trike Rider Course. This course is limited to only those individuals who have previously taken the Trike Rider Course and does not qualify as a Rider Course to fulfill the requirements of the REP Levels Program.

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

H.3.1 Requirements for Conducting Rider Courses (USA)

For sponsoring or conducting ANY **Motorcycle Safety Foundation (MSF) course**, the sponsoring organization is required to have a Rider Education Recognition Program (RERP) number. RERP numbers may be obtained by applying to the MSF.

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.

To conduct a **GWRRA Rider Course**, the District Staff (the Director or Educator) must obtain written permission from the state motorcycle safety program administrator. This is a one-time required document, which will be maintained with the District records. If the District (State) does not have a motorcycle administrator, written permission (e-mail is OK) must be obtained from a representative of the governing body responsible for motorcycle training.

It is imperative that, before scheduling or conducting any Rider Course, the District Director and Educator understand and meet the requirements of the state motorcycle safety training authority. This does not 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 Director, Rider Education, if there are any questions regarding this policy or if assistance is required to obtain and secure agreements with the state authorities.

H.3.1.1 Non-members participating in GWRRA Rider Courses (USA)

In compliance with our not-for-profit status in the United States, all of our Educational Programs are open to the general public. Although all GWRRA Rider Courses are designed as defensive driving/riding courses focused on member education and safety, this should not be interpreted as a GWRRA “driving school”. Typically the District Rider Course Programs are setup as Non-Driving Schools. Because of this, restrictions may be required by the State. Whether a GWRRA District Rider Course Program is allowed to teach the general public is up to the State Administrators or governing body responsible for motorcycle training. If it is deemed that teaching outside our membership is prohibited, the public can participate but will be required to join our Association prior to the event.

H.3.1.2 GWRRA policy regarding Canadian Rider Course restrictions

Current driving school regulations in Canada require all driving schools to be provincially licensed. The only available option, in lieu of licensing, is for all course participants in Canada to be members of the Association. Once again, the public can participate but will be required to join our Association prior to the event.

H.3.2 Co-Rider Participation in Rider Training Courses

All GWRRA Rider Courses 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 instructors may require riders to ride 1-Up for at least the first attempt.

H.3.3 Rider Training Course Facility (Range) Requirements

In order to conduct rider training safely and effectively, training ranges must meet specific criteria to provide clear and unobstructed riding and observation for the riders and instructors. The following are requirements for Rider Course ranges and define what is necessary for setting up or securing a facility to conduct a Rider Course. Certified instructors have exact dimensional requirements but these general requirements, when met, will ensure that the course can be laid out and the course conducted safely.

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

- For GWRRA TRC, SRC, TC, and TTRC, courses the range size required is rectangular at 160 ft. wide x 240 ft. long (49m x 73m) and includes a 20 ft. (6m) run-off zone on the perimeter.
- The GWRRA Advanced Rider Course range measurements are 200 ft. x 300 ft. (61m x 92m) including a 40 ft. (12m) runoff zone.
- The MSF ERC requires at least a 200 ft. x 300 ft. (61m x 92m) surface including a 40 ft. (12m) 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.

H.3.4 The Trike Rider Course and Four Wheeled Vehicles

A Trike is defined as 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.

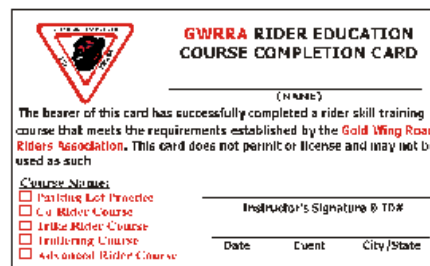
H.3.5 The Trike Riders Course and Tri-Cars

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.

H.3.6 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 SRC, TRC, TC, and ARC courses, which must be noted and signed off by a GWRRA certified instructor.



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 NUMBERS

Practice Log Practice

Co-Rider Course

Trike Rider Course

Trailering Course

Advanced Rider Course

Instructor's Signature & ID# _____

Date _____ Count _____ City/State _____

Note: The Trikes with Trailer Course (TTRC) is a supplement module of the Trike Course and is not considered as a full Rider Course.

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 "Sanctioned" PLP can only be signed off by a Certified PLP Facilitator. This completion card (or a comparable one issued by another organization) must be presented for Levels advancement qualification or renewal.

H.4 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. GWRRA is blessed with a multitude of talent individuals that have given of their time to create and continually updating and refining these seminars. 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.

H.4.1 The Approved Rider Education Seminars

The following is a list of 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. We are continuing to add seminars to the approved list. Look for additions on the Rider Education Website.

- Co-Rider Seminar
- Team Riding Seminar
- Road Captain Course
- Trailering Seminar
- Motorcycling for Mature Riders
- Motorcycle Crash Scene Response
- MSF "Seasoned Rider"

Contact your District Educator or District Seminar Coordinator to learn more about these Seminars and schedule a Certified Seminar Presenter to conduct one at your next Chapter Meeting or special Event.

H.4.2 Motorist Awareness Seminars

Motorist Awareness is the outreach program of our Association designed to educate the public to help make our lives a little better on the open road. Even though it is a part of the Rider Education program, their agenda is 180

degrees different than ours. We educate our members on how to reduce risk in motorcycling. Motorist Awareness is educating the public to be aware of us in the hopes of reducing conflicts with the motorist.

The following is a list of approved Motorist Awareness related seminar material available from GWRRA.

- "Think Motorcycles"
- "Share the Road"

Contact your District Motorist Awareness Coordinator to learn more about these Seminars and schedule a Certified Seminar Presenter to conduct one at your next civic gathering.

H.4.3 Available Video Seminars

In addition to the Presentation Seminars discussed above, GWRRA also has several videotaped 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.

- *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 participating in a ride. Co-Rider reviewing this video will meet the REP 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).
- *Trailer*ing – A Pete Woodruff seminar providing the basic information for consideration when a member decides to pull a trailer with their Gold Wing. 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.

H.4.4 Seminar Completion Cards

The Seminar Presenter typically provides Seminar Completion Cards for the Co-Rider Seminar or Road Captain Course when the course is completed. The cards are available from the Region or District Educator.

Co-Rider Seminar Live

- For a Live Co-Rider seminar the Seminar Presenter will issue completion cards at the end of the Seminar.

Co-Rider Seminar Video

- For the Co-rider Seminar Video any officer can fill in the completion card once the video has been viewed.

Road Captain Course

- Before a completion card is issued both the Seminar and Road portion of the seminar needs to be completed. This means that in the event that these two portions of the course are done on separate occasions, cards will not be issued until the completion of the riding component is completed. The Road Captain Course additionally qualifies the participant to wear the rocker patch. Rocker Patches for the Road Captain is available in both Black/Gold and Red/White. Co-Road Captain (Co-Rider) is in Black/Gold only.

H.5 GWRRA CPR/FIRST AID MEDIC FIRST AID® PROGRAMS

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) & American Heart Association (AHA). In 2000 GWRRA became a corporate sponsoring provider for the MEDIC FIRST AID® International Inc. programs and have since realized a tremendous growth in the GWRRA MEDIC FIRST AID® instructor ranks as well as increased demand for the courses. By aligning with MEDIC FIRST AID®, GWRRA has been successful in providing locally available, cost effective training without the administrative limitations typically found with other organizations.

H.5.1 MEDIC FIRST AID® INTERNATIONAL, INC.

MEDIC FIRST AID® International, Inc. is an independent corporation along with ASHI. In 2006 American Heart Association merged with MEDIC FIRST AID®. 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, 1992:266; and other sources of National Consensus Guidelines.



MEDIC FIRST AID® brings to the classes new updated methods and ample hands-on practice with classmates and training manikins to develop knowledge, skill and confidence. GWRRA members practice in small groups using the Visual Skill Guide along with outstanding instructor guidance helping members learn by doing and by helping each other. The course provides positive coaching and comments from the instructor while using scenario-based practice sessions that provide a sense of real-time emergency action. MEDIC FIRST AID® University has updated all their programs so that members may go online and learn on their own and at their own pace. To receive their cards they MUST still take a course with an instructor overseeing the results to be sure the member understands the idea of what they are learning. No levels in the Rider Education program will be approved for any member showing only an online certificate. They must provide the Region, District or Chapter Educator an official GWRRA MEDIC FIRST AID® completion card.

Students have the opportunity to complete a class evaluation form which is sent to MEDIC FIRST AID® to help ensure all course material is effective and appropriate and to assist in developing future programs updates.

H.5.2 MEDIC FIRST AID® Programs Available within GWRRA

As discussed earlier, the MEDIC FIRST AID® 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 CPR/First Aid Department. Every effort will be made to accommodate requests for this additional training, either the course or an update training session for all facilitators.

H.5.2.1 BASIC 6.0 Training Programs

The Basic 6.0 program has changed and is in a two program format. Each Region Trainer/MFA Coordinator will decide which program an instructor will teach at a certain class. The two programs are BasicPlus which consists of CPR/AED, and First Aid for Adults. The other is Basic and First Aid for Adults. In most cases it is strongly recommended that the BasicPlus program be given so the students will learn the value of using the AED. Canada can ONLY USE the Basic course of CPR/First Aid without the AED. Only those instructors which have certified online through the MEDIC FIRST AID® University and have become Instructors in Version 6.0 can teach any of these classes. Both programs are a six hour CPR/First Aid training curriculum that use a video training format, hands on practice with 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 sometime. This program is the core of the GWRRA Rider Education training in CPR/First Aid and qualifies members for advancement and main-

tenance of their Rider Education Levels Program requirements. This program is available in all GWRRA Regions including Canada and many Districts are using local member instructors for course presentation.

Supplemental course material is provided in the Basic 6.0 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. Usage of some of the programs shown in Appendix C, will be used for the new First Aid Program which will bring more First Aid into the organization than has been there in the past.

H.5.2.2 Appendix C

Some of the additional programs that are available through MEDIC FIRST AID® are good add-ons to your basic program and are 10 to 15 minutes in length to provide more First Aid in a specific area that an instructor wants to teach their students. Topics are Amputation, Bites and Stings, Burns, Exposure to Heat, Exposure to Cold, Injuries to the Chest, Injuries to the Eyes, Injuries to the Head, Injuries to Soft Tissue, Impaled Objects, Allergic Reaction, Asthma, Diabetic Emergencies, Heart Attack, Poisoning, Seizure, Stroke. At this time they come separate in DVD or Video. Soon all will be put onto a DVD so all supplemental programs will be together.

H.5.2.3 Automatic External defibrillator (AED)

There is now only one AED course available. Version 6.0 BasicPlus includes the use of the AED in all its training. This program is highly recommended so all students get the understanding and usage of the AED. If a student needs to be certified in AED this program will allow this student to do so. Everything a student needs to know about the AED is in this program and no longer needs a separate program to be taken.

H.5.2.4 CarePlus CPR

MEDIC FIRST AID® CarePlus CPR 6.0 is a community – focused, comprehensive training program in Adult, Child, and infant emergency resuscitation for the lay rescuer.

CarePlus CPR 6.0 will teach students how to perform resuscitation for patients of all ages who are victims of sudden cardiac arrest, as well as those who have stopped breathing or are unresponsive or choking.

CarePlus CPR6.0 is a perfect complement to training in the use of an AED and can be combined with the first aid training for our members. This program will be used for re-certification of members who need to have their CPR/First Aid renewed. Class time of initial training is 3 – 4 hours. Re-certification is around 3 hours.

H.5.2.5 Emergency Care 6.0

The MEDIC FIRST AID® Emergency care training program is designed to train individuals and corporations that require training in basic first aid skills. This program will provide first aid training to students, giving them the skills necessary to manage illnesses and injuries until the arrival of EMS. Emergency Care is designed to complement cardiopulmonary resuscitation (CPR) training to meet first aid training. This, along with CarePlus CPR, can be used to train those members who want to renew their cards. To renew, you may use either CarePlus CPR or Emergency Care or both. Class Time of Initial Training is 2 – 3 hours. Retraining is 1 – 2 hours.

H.5.2.6 Infant/Child Care

Care for those eight and under. With the MEDIC FIRST AID® Infant/Child Care program currently trained adult CPR and First Aid providers can learn lifesaving skills that will prepare them to care for patients eight years old and younger. Responding to an ill or injured infant or child can be especially difficult and stressful. The Infant/Child program teaches the student to remain calm, confident, and in control of the situation. This often positively affects the patient's response to the care provider. It is highly recommended that the student should take adult CPR/First Aid before taking this program. This program is a less expensive DVD program but is designed to supplement our members who want to know something about taking care of a child or infant. Though there is a Pediatric program available it is highly recommended that the Infant/Child Care be used. Class Time is 1 – 2 hours. Pediatrics, which is more in depth, would be 6 – 8 hours.

At this time these are the only programs that the Department of CPR/First Aid recommends. One other program which is a very important aspect to protecting our members and instructors is the Blood-Borne Pathogens which is an hour program on how to protect you from Blood Borne Pathogens such as Hepatitis B, Hepatitis C, and HIV. There are other very important programs that MEDIC FIRST AID® has for any Region that would like them. These programs need to be approved by the Director of CPR/First Aid before ordering them.

Our main goal is to get the program that will help our members help others. The programs listed are the only ones that the Director of CPR/First Aid recommends.

H.5.2.7 New Products

MEDIC FIRST AID® continues to market and provide new products for training for the trained participants and for facilitators. These products include the Philips Heart Start Defibrillators, MDI Barriers, Life Oxygen, AMBU Manikins, Laredo Manikins and Supplies and the Sam Splint. Other products will be added as they become available. There are many organizations out there that can provide updated products giving the Region or District different avenues to choose from. A listing of these and their websites are:

- www.armstrongmedical.com
- www.safetywatch.com
- www.nasco.com

It is best to shop around to get the most for you money. The only thing that you need to buy from MEDIC FIRST AID® is the student packets.

H.5.3 GWRRA CPR/First Aid, MEDIC FIRST AID® Program Administration

The GWRRA MEDIC FIRST AID® CPR/First Aid program has been established and is growing in many of the GWRRA Regions. The organization's ability to train instructors has increased as instructor Trainers have been certified and are available in all US Regions. We have at this time several MFA Instructors teaching in Canada and will soon have MEDIC FIRST AID® Instructor Trainers in Canada.

The Director- CPR/First Aid is a National Rider Education position reporting directly to the Director- Rider Education. This individual is a certified MEDIC FIRST AID® Master Instructor Trainer. The Director- CPR/First Aid primary function is the overall administration of the program, as a direct liaison to MEDIC FIRST AID International, and continues to train our network of MEDIC FIRST AID® Instructor-Trainers.

It is the intent of this program to be capable of providing cost effective, convenient CPR and First Aid training for members throughout the organization. In order for us to effectively achieve this, each Region has a MEDIC FIRST AID® Coordinator. Working with both the Region Educator and District Educators, they are to ensure that the MEDIC FIRST AID® programs runs smoothly and there are enough Instructor Trainers available to conduct instructor training for their Districts, which should be convenient and with minimal cost. They may also be the Regional Instructor Trainer. Working with the District Educators, it is the Regional coordinators responsibility to train and place MEDIC FIRST AID® Coordinators within each District.

District's MEDIC FIRST AID® programs are where the Membership is trained. The District MEDIC FIRST AID® Coordinator works with the District Educator to run the District's program. Their role is very important because the distribution of MEDIC FIRST AID® Instructors must be managed to cover the broadest geographic and population range within a District, while balancing the demand and availability of courses.

Proper and correct administration of the program is necessary to:

- Continue the program's growth.
- Attain our program objectives.
- Provide the needed service to the membership.

- Comply with the MEDIC FIRST AID® requirements as a corporate training provider.

H.5.4 Roles and Responsibilities

The Roles and Responsibilities outline the administrative requirements. Please note that these requirements are not “guidelines” but are necessary to maintain the organization’s standing with MEDIC FIRST AID® and to ensure that a quality program continues to be provided to the members.

H.5.4.1 Director- CPR/First Aid

The Director- Rider Education shall appoint the Director- CPR/First Aid, with the consent of the Executive Director; to coordinate and manage the GWRRA sponsored MEDIC FIRST AID® program and all other decisions regarding CRP/First Aid. The Director- CPR/First Aid should be a certified MEDIC FIRST AID® Master Instructor Trainer with in six months of appointment.

H.5.4.1.1 Duties of the Director- CPR/First Aid

- Serve as the primary communication channel between GWRRA and MEDIC FIRST AID® International.
- Coordinate all program requirements and updates with MEDIC FIRST AID®.
- Communicate all program changes and update requirements to all Region Educators and their Regional MEDIC FIRST AID® Instructor Trainers.
- Train and Certify GWRRA Corporate MEDIC FIRST AID® Region Instructors Trainers as requested.
- Train and Certify GWRRA Corporate District MEDIC FIRST AID® Instructors as requested if there is not a Regional MEDIC FIRST AID® Instructor Trainer.
- Maintain all records of certified and active GWRRA MEDIC FIRST AID® Instructors, Instructor Trainers and any Master Instructors Trainers that may be added to the program.
- Maintain course record files such as new Instructor Applications and Class Rosters (Form N-20) for courses conducted throughout GWRRA and forward copies of all class rosters to MEDIC FIRST AID®.
- 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 Trainer training or instructor Trainer updates at each Wing Ding to insure all regions are up to date in training and any problems can be taken care of.
- Work with the Regions to identify appropriate individuals to train as Regional MEDIC FIRST AID® Instructor Trainers. It is the responsibility of the Director- CPR/First Aid to appoint the Regional MEDIC FIRST AID® Instructor Trainers with the consensus of the Region Director and Region Educator.
- Coordinate with MEDIC FIRST AID® and the providing Region or District Trainers and District Coordinators all instructor Training programs including the review and approval of all instructor candidates. The ordering and supply of Instructor Guide Books for instructor candidates is covered by the Region Trainer Coordinator and the processing of all follow up paperwork at the completion of the training course.
- Continue with the personal training and certification in MEDIC FIRST AID® programs and become capable to provide additional programs to the GWRRA membership, Regions and Districts as these are developed and released.
- Attend MEDIC FIRST AID® conferences as approved by the Executive Director and Director- Rider Education 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 operations as necessary and requested and to ensure the support of Wing Ding.

- Maintain the quality of training service provided by the GWRRA MEDIC FIRST AID® Instructors by reviewing all paperwork, post course evaluations and addressing any concerns communicated from the field. All paperwork MUST be sent to the Director of CPR/First Aid within two weeks after the class was given. All paperwork must be into MEDIC FIRST AID® by the Director of CPR/First Aid within 30 days. All Class Rosters MUST be on approved GWRRA MEDIC FIRST AID® Roster N-20 on the GWRRA Rider Education Website.
- Prepare and submit an Annual activity report to the Director- Rider Education 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 MEDIC FIRST AID® Instructor Trainers within the program.

H.5.4.2 Regional MEDIC FIRST AID® Coordinator

The Regional MEDIC FIRST AID® Coordinator is responsible for running the MEDIC FIRST AID® program in the Region. The Region Director and Educator have been requested to review and implement the GWRRA sponsored MEDIC FIRST AID® program within their respective jurisdictions. It is imperative that each Region has a Regional MEDIC FIRST AID® Coordinator and/or Instructor Trainer to ensure the successful implementation of the Program.

Canadian Operations have been implementing this program and we are still working on and evaluating the rulings of Canadian Government. Regions outside the USA 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 Regional MEDIC FIRST AID® Coordinator is that the training programs cannot be over emphasized in providing the ability to bring local, cost effective CPR/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 programs we provide through MEDIC FIRST AID® in GWRRA. The success of achieving this is dependent on the commitment of the Region's Leadership in promoting and supporting this effort through their Regional MEDIC FIRST AID® Coordinator.

H.5.4.2.1 Staffing of the Regional MEDIC FIRST AID® Coordinator

There are several ways this position can be filled. Our preference is that this individual is a MEDIC FIRST AID® Instructor Trainer prior to taking the position. However the candidate can be a MEDIC FIRST AID® Instructor with the commitment to become a MEDIC FIRST AID® Instructor Trainer within the first six months. It is important that the Regional Coordinator has an in-depth understanding of the program. Here are some suggested options for your consideration.

This is not set in stone but it is important that the Regional Coordinator has an in-depth understanding of the program. Here are some suggested options for your consideration.

- The Region Educator can also assume the responsibility of the Regional MEDIC FIRST AID® Coordinator. This is the less preferred option because of all the other duties they have and the limited focus they will have on the program because of this.
- The Assistant Region Educator can assume the responsibility of the Regional MEDIC FIRST AID® Coordinator. This is the best option. However, some Regions may not have the financial ability to have additional Assistants on their Staff.
- Have the position of the Regional MEDIC FIRST AID® Coordinator as an unsupported volunteer Staff position. Basically this means that the individual's contact information is listed in all Regional publication along with the rest of the Region staff. (Newsletters, Website, and the like) They are also allowed to participate in Regional/District Officer meetings when the MEDIC FIRST AID® program is planned to be discussed.

In all cases, how this position is being filled must be discussed with the Director- CPR/First Aid, so we have assurances that this position is receiving the needed focus and support at the Regional Level.

H.5.4.2.2 Duties of the Regional MEDIC FIRST AID® Coordinator

- Promote and support the GWRRA sponsored MEDIC FIRST AID® programs as released and recommended by the Director- CPR/First Aid. The Regional MEDIC FIRST AID® Coordinator and/or Instructor Trainer directly reports to the Director- CPR/First Aid and indirectly reports to the Region Educator keeping them informed regarding the program.
- If the Regional MEDIC FIRST AID® Coordinator is not a MEDIC FIRST AID® Instructor Trainer, and none exist in the Region, they will assist the Director- CPR/First Aid with the selection of a candidate to be trained as the Regional MEDIC FIRST AID® Instructor Trainer. If additional MEDIC FIRST AID® Instructor Trainers are needed to support the growth of the program the Coordinator will assist the Director – CPR/First Aid also in this process. If more than four Districts in a Region have active programs, it is recommended that an additional Trainer be added.
- The Regional MEDIC FIRST AID® Coordinator will work with the District Educators and their Coordinators to ensure they have enough MEDIC FIRST AID® Instructors to meet their program's needs.
- Regional MEDIC FIRST AID® Coordinator will work with the District MEDIC FIRST AID® Coordinator to help the District with the coordination of equipment and material within their District. Each District is allowed to purchase their equipment and material reducing cost and to help the Regional MEDIC FIRST AID® Coordinator in maintaining cohesive MFA program.
- Regional MEDIC FIRST AID® Coordinator will assist the District Educators, and their Coordinators, in developing, promoting and supporting the MEDIC FIRST AID® training programs.
- The Regional MEDIC FIRST AID® Coordinator will purchase, maintain and provide equipment necessary for the conduct of MEDIC FIRST AID® Instructor training programs within the Region.
- If a District finds that the training equipment is not affordable, the Regional MEDIC FIRST AID® Coordinator will coordinate with the Region and District Educators to see what they can do to get this equipment. Several Regions/Districts acquired funding for equipment through fundraisers, donations and other creative means. They also can work with the Director- CPR/First Aid Programs to see what can be done to help the Region improve their programs.
- The Regional MEDIC FIRST AID® Coordinator will serve as the primary communication channel between the Director of CPR/First Aid programs and Region/District MEDIC FIRST AID personnel regarding training, concerns or communications. At all times the Region/District Educators are kept informed on anything that transpires.
- Regional MEDIC FIRST AID® Instructor Trainer ensures that all instructor candidates' paperwork is forwarded on to the Director- CPR/First Aid programs after review.
- The Regional MEDIC FIRST AID® Coordinator ensures that all training records are forwarded to the Director- CPR/First Aid for the maintenance of files and to be forwarded to MEDIC FIRST AID® International Inc. All new Facilitator Applications should be filled out correctly and sent to the Director of CPR/First Aid Programs for approval. Class rosters (Form N-20) are required by GWRRA MEDIC FIRST AID® to be on file in the Director of First Aid programs and then sent to MEDIC FIRST AID® once the Director- CPR/First Aid approves them. **DO NOT** forward this paperwork directly to MEDIC FIRST AID®. This paperwork **MUST BE INTO** the Director- CPR/First Aid 14 days after the class was given. No exceptions.
- The Regional MEDIC FIRST AID® Coordinator will maintain an up to date listing of active and certified MEDIC FIRST AID® instructors within the Region. These records must match what the Director- CPR/First Aid shows on file.
- The Regional MEDIC FIRST AID® Coordinator will provide quarterly reports to the Director- CPR/First Aid describing the number of courses, Districts/Chapters involved and number of students participating in the training.
- The Regional MEDIC FIRST AID® Coordinator will identify an individual, approved by the Director- CPR/First Aid, at the Region and District level for purchasing equipment and supplies directly from MEDIC FIRST AID®. The identified individual must be on record with the Director- CPR/First Aid and a current certified MEDIC FIRST AID® instructor to have orders approved. Details associated with the financial transac-

tion are left to the Region/District purchasing contact. No materials will be purchased and supplied by the National organization unless approved by the Executive Director.

- Regional MEDIC FIRST AID® Instructor Trainer ensures that all instructor candidates' paperwork is forwarded on to the Director- CPR/First Aid programs after review.
- All other MEDIC FIRST AID® Instructor Trainers will follow the above program instructions. All Instructor Trainers who are not coordinators will report and work with the Regional MEDIC FIRST AID® Coordinator and Region Educator.
- We request that all Regional MEDIC FIRST AID® Coordinators and/or Instructor Trainers attend the annual MEDIC FIRST AID® Trainers meeting at Wing Ding. All Trainers unable to make this meeting should contact the Director- CPR/First Aid and make arrangements for another person to attend this meeting in their place. These meetings will normally be held a day before Wing Ding starts so travel arrangements can be made to cover this schedule. If possible, we request that the Region/District Directors financially assist the Regional MEDIC FIRST AID® Coordinators with their traveling expenses to this meeting.

H.5.4.3 District MEDIC FIRST AID® Coordinator

For the GWRRA MEDIC FIRST AID® program to be most effective, it is important that the program be implemented and administered at the District Level with a Certified MEDIC FIRST AID® Instructor in charge as the District MEDIC FIRST AID® Coordinator. GWRRA achieves its greatest success when the District MEDIC FIRST AID® program provides the Chapters to with easily obtainable training. The District MEDIC FIRST AID® Coordinator, with the help of the District Educator, shares similar roles and responsibilities as the Regional MEDIC FIRST AID® Coordinator, but at the District Level.

H.5.4.3.1 Staffing of the District MEDIC FIRST AID® Coordinator

There are several ways this position can be filled. This individual must be a MEDIC FIRST AID® Instructor. It is important that the District Coordinator has an in-depth understanding of the program. Here are some suggested options for your consideration.

- The District Educator can also assume the responsibility of the District MEDIC FIRST AID® Coordinator. This is the less preferred option because of all the other duties they have and the limited focus they will have on the program because of this.
- The Assistant District Educator can assume the responsibility of the District MEDIC FIRST AID® Coordinator. This is the best option. However, some Districts may not have the financial ability to have additional Assistants on their Staff.
- Have the position of the District MEDIC FIRST AID® Coordinator as an unsupported volunteer Staff position. Basically this means that the individual's contact information is listed in all District publication along with the rest of the District staff. (Newsletters, Website, and the like) They are also allowed to participate in District Officer meetings when the MEDIC FIRST AID® program is planned to be discussed.

In all cases, how this position is being filled must be discussed with the Director- CPR/First Aid or the Regional MEDIC FIRST AID® Coordinator, so we have assurances that this position is receiving the needed focus and support at the District Level.

H.5.4.3.2 Duties of the District MEDIC FIRST AID® Coordinator

- Promote and support the GWRRA sponsored MEDIC FIRST AID® program as released and recommended by the Director- CPR/First Aid.
- Coordinate with the Regional MEDIC FIRST AID® Coordinator, and the District Educator, candidates to be trained as MEDIC FIRST AID® 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 certification difficult and may not provide the training opportunities necessary.

- Purchase, maintain and provide equipment necessary for the conduct of MEDIC FIRST AID® training programs within the District, including the training manikins and program DVD's. If District Equipment is unavailable, and the Region has equipment available, contact the Regional MEDIC FIRST AID® Coordinator to schedule the use of the equipment. This will be coordinated on a first come basis.
- Serve as the primary communication channel between the Regional MEDIC FIRST AID® Coordinator and the District's MEDIC FIRST AID® Instructors regarding training, issues, concerns or communication.
- Ensure that all instructor candidate paperwork is forwarded on to the Regional MEDIC FIRST AID® Coordinator or Regional MEDIC FIRST AID® Instructor Trainer in charge of the area.
- Ensure that all training records are forwarded to the Regional MEDIC FIRST AID® Coordinator. Class Rosters (Form N-20) are required by MEDIC FIRST AID to be on within 14 days after the class was taken. **DO NOT forward this paperwork directly to MEDIC FIRST AID®.**
- Maintain an up to date list of active and certified MEDIC FIRST AID® instructors within the District.
- Assist Chapter Educators in developing, promoting and supporting the MEDIC FIRST AID® training programs.
- Provide quarterly reports to the Regional MEDIC FIRST AID® Coordinator describing the number of courses, the chapter(s) involved and number of students participating in the training.
- Identify an individual at the District level, approved by the Regional MEDIC FIRST AID® Coordinator and the Director- CPR/First Aid that will be purchasing equipment and supplies directly from MEDIC FIRST AID®. The identified individual must be on record with the Director- CPR/First Aid and MEDIC FIRST AID® 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.

H.5.5 Course Requirements

Courses should be scheduled such that each course has a full complement of GWRRA students. No course will include more than 24 students (assuming that 2 (two) instructors are available.) There will be a maximum of 12 GWRRA students per Instructor and no more than 6 students per training manikin. If for some reason there are not enough GWRRA students available for a class you may allow non-members to join the GWRRA class. **NO CLASSES will be given outside of GWRRA for any reason.** Non-members allowed to take a class within GWRRA are in hope that this person or persons will feel welcomed and will join GWRRA. All GWRRA Instructors are under the guidelines of GWRRA MEDIC FIRST AID® and cannot be altered without the written permission of the Director of CPR/First Aid and the Executive Director. All courses will be conducted completely and according to MEDIC FIRST AID® requirements. **No short-cutting of material will be allowed or tolerated whatsoever.**

H.5.6 Communication and Contact with MEDIC FIRST AID®

Communications with MEDIC FIRST AID® International Inc. must be coordinated through the Director- CPR/First Aid unless pertaining to the direct purchase of MEDIC FIRST AID® material for course support. Issues and concerns regarding the program must be channeled through the Director- CPR/First Aid 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 MEDIC FIRST AID® regarding any of these types of issues will be referred to the Director- CPR/First Aid.

MEDIC FIRST AID® requires that certain forms, applications and course records be maintained on file with the Director- CPR/First Aid. It is the responsibility of the Director- CPR/First Aid to ensure that GWRRA is in compliance with these requirements; therefore, all paperwork must be channeled through the Director- CPR/First Aid.

H.5.7 Ordering and Purchasing MEDIC FIRST AID® Material

With the growth of the MEDIC FIRST AID® 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 or 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 buying. This contact may be the Regional MEDIC FIRST AID® Coordinator, Region Educator, or other Instructor Trainers within the Region. It can also be the District MFA Coordinator or the District Educator or other identified certified instructor contact within the District. The determination of how best to handle the purchasing of MEDIC FIRST AID® materials is left to the Regional MEDIC FIRST AID® Coordinator or the Director- CPR/First Aid.

Once a purchasing contact or contacts (if at the District level) have been identified, the designees must be on record with the Region Instructor Trainer/Coordinator and the Director of CPR/First Aid responsible for the programs and that information will also be forwarded to MEDIC FIRST AID®. Until the designated purchasing contact is on record with the Director of CPR/First Aid and MEDIC FIRST AID®, NO purchases will be approved by MEDIC FIRST AID® and any pending order will be referred back to the Director of CPR/First Aid. Unless recorded as a purchasing contact, GWRRA instructors are not approved for the purchase of MEDIC FIRST AID® materials.

Some program materials must be bought from MEDIC FIRST AID® International Inc. while expendable supplies may be obtained from outside suppliers. Materials such as training videos, DVDs, student packets, forms, instructor guide books or anything pertaining to MEDIC FIRST AID® programs or products must be obtained directly from MEDIC FIRST AID® International Inc.

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.safetyloabs.com
- www.armstrongsafety.com
- www.safetywatch.com
- www.nasco.com
- 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 before any courses. Ordering should be kept to a minimum, probably twice per year, as this minimizes the shipping expenses and avoids shipping delays or rush orders. The Region Directors, Educators, and District Director and Educators should be informed regarding all materials ordered.

The ordering process is easier, faster and smoother if handled by way of credit card rather than check. No MEDIC FIRST AID® orders will be shipped on a C.O.D. basis so planning is necessary to submit and receive an order in a timely fashion. Checks can be used but additional time must be factored into the ordering process. MEDIC FIRST AID® will not ship out any material until a check has cleared the bank.

H.5.8 Program Cost and Fees

The following sections discuss the cost of establishing the MEDIC FIRST AID® programs and the fees associated with conducting Instructor training courses and CPR/First Aid courses.

H.5.8.1 Program Set Up Cost

The approximate cost for establishing the necessary material and training equipment is:

1.	MEDIC FIRST AID® BASICPLUS 6.0	\$150.00
2.	MEDIC FIRST AID® CAREPLUS CPR (Re-certification) 6.0	\$150.00
3.	MEDIC FIRST AID® CHILD/INFANT CPR 6.0	\$150.00

4.	MEDIC FIRST AID® STUDENT PACKETS Basic, AED	\$8.50
5.	MEDIC FIRST AID® STUDENT PACKETS Basic Only	\$7.00
6.	Training Manikins Five Adults and Four infants	\$375.00
7.	Box of Non-Latex Gloves (100 per box XL)	\$10.00
8.	Face Shields for Manikin training	\$36.00
9.	Rondex Manikin Trainee Shields (bag of 20)	\$6.25
10.	Laerdal Manikin Face Shields (roll of 36)	\$12.00

The pricing does not include shipping and handling fees. Nor does it reflect the MEDIC FIRST AID® discount each Region and District gets for being under the GWRRA Corporate license. Normally this discount is 25% off cost. The student packets will be with AED except in Canada.

The total estimated start up cost for a Region or District will vary depending on what the Region or District orders. This cost can be recovered through student course fees.

H.5.8.2 Student Course Fees

The course fee for GWRRA members should **NOT** exceed \$20 per student. However, travel distances in some Regions result in higher costs. Maximum course fee adjustments can be made by the Director- CPR/First Aid on a Region by Region basis. This maintains a consistent and affordable fee for all members. The fee has been established by evaluation, the typical cost for student material (approximately \$7.35 per student) and any expenses associated with presenting the course.

If expenses for the course are low, the course fee can be adjusted downward but NO increase in fees will be authorized without the approval of the Director- CPR/First Aid. The fee should allow the recovery of initial program costs and longer term provides some revenue to support the Region or District MEDIC FIRST AID® program. Region or Districts, with the approval from the Director of CPR/First Aid, may put a fee at \$50 to ensure that students will attend, but once the course has been completed and the student receives their card, the students should be returned to them \$30 for taking the class. Any Region or District found to be liable for overcharging GWRRA members for more than the \$20 fee will be taken to the Executive Director for further review and action.

Expenses for conducting a course may include a facility fee. GWRRA MEDIC FIRST AID® instructors are volunteer members and are therefore not compensated for their time. However, if significant travel (over 150 miles) is required of an instructor the coordinating organization (Region or District) should reimburse the instructor for receipted expenses such as fuel and lodging if needed.

Depending on the instructor expenses, the initial cost of the program materials and equipment may be recovered as quickly as the training of 100-150 students. All fees should be collected before the course and any checks provided made out to the sponsoring organization (Chapter, District, or Region).

Never are checks to be made out to the instructor for course fees.

H.5.8.3 Instructor Training Fees

Instructor training courses are conducted based upon the need and number of available instructor candidates. A certified MEDIC FIRST AID® Instructor Trainer must conduct the Instructor training course. If no Instructor Trainer is available then the Director- CPR/First Aid will conduct the class. The costs associated with this training include the Instructor Guide, the cost of materials necessary to conduct a CPR/First Aid course and expenses associated with travel for a Regional MEDIC FIRST AID® 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 before the course by the sponsoring organization.

It is highly suggested that these fees be paid by the sponsoring District or Region that will receive the benefit of the instructor's time and efforts. 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 by MEDIC FIRST AID® re-certification). It is up to the

Region to determine what they want from their instructors in the fact of paying the fees. The above is only a guide or suggestion to help the Region or District to determine how the cost will be covered.

The Director- CPR/First Aid has approved the Regional MEDIC FIRST AID® Coordinator to order and supply the Instructor Guide books for the courses scheduled. Costs associated with purchasing this material must be paid before placing the order and is in the authority of the Region Educator. All instructor candidates will be approved by the Director- CPR/First Aid before conducting the course. The Director- CPR/First Aid has given all Regional MEDIC FIRST AID® Coordinators authority to approve these candidates by their skill knowledge of the candidates. Instructor Guides left over after an Instructor Training Course will be kept by the Regional MEDIC FIRST AID® Coordinator. They may be filed for future classes.

All fees and scheduling of Instructor classes will be determined and approved by the Region Director and Educator before the scheduling and fees are paid by the instructor candidates.

H.5.8.4 Instructor Trainer Course

Considering demand and approval of the Region Director or District Director the scheduling and the number of Instructor Trainer candidates, the Director- CPR/First Aid will conduct Instructor Trainer courses.

These courses will be scheduled well in advance and coordinated with the Director- CPR/First Aid. This course is required to be conducted by a MEDIC FIRST AID® 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 Instructor Trainer as well as incur all costs associated with securing a training facility, etc.

H.6 GWRRA Motorist Awareness Division



H.6.1 Introduction

"Share the Road!" is the Motorist Awareness Division's campaign to reduce the number of crashes, conflict situations and close calls arising between motorcycles and other highway users. The Division's mission is to provide information and educate motorists on means to reduce crashes, near misses and conflicts with motorcyclists. The Motorist Awareness Division will achieve this mission through Motorist Awareness Coordinators, Liaisons, Educators, Presenters, Instructors, or any GWRRA Member. This is the one program where every member can make a difference with the motorist community.

The "Share the Road!" campaign of M.A.D. compliments and reinforces GWRRA's Rider Education program and together provide GWRRA members with a full spectrum of educational resources and opportunities. Motorist Awareness is the outreach program of our Association designed to educate the motorist community to an awareness of motorcycles and aids in making the highways safer for all users.

Motorcycle Safety Awareness Month is an annual opportunity to showcase this Motorist Awareness/Rider Education partnership. Each May, Motorist Awareness Coordinators, Liaisons, Educators, Presenters, Instructors and many of our dedicated GWRRA Members, spearhead Motorist Awareness initiatives throughout the association. Awareness initiatives should be ongoing throughout the year in an effort to continually educate and remind motorists they "Share the Road." with motorcyclists.

GWRRA's Motorist Awareness Division is committed to a goal of establishing the safest motorcycling environment possible. The motorcycling community can no longer be content to sit passively by while crashes and conflicts between motorcycles and other vehicles continue to escalate.

The Motorist Awareness Division is working with the Motorcycle Safety Foundation (MSF) and other organizations engaged in motorist awareness programs. Communications and the sharing of information between GWRRA and these organizations helps build our programs, sets the stage for success and benefits the entire motorcycling community.

We believe "Share the Road!" with emphasis in aggressive awareness education, awareness advertising, and effective public relations is an effective tool in the reduction of conflicts between motorcyclists and other highway users.

There is much work to be accomplished in educating the motorist community of means by which they can assist in helping reduce crashes and close encounters with motorcycles. Through coordinated efforts and teamwork, we can accomplish these goals. Join our motorist awareness team and help Make-A-Difference, not just for us, but for the entire motorcycling community.

Our Motto... "Share the Road!"

Our Mission... "To Facilitate A Reduction In Motorcycle Crashes With Other Motor Vehicles."

The Motorist Awareness Division and Rider Education Program, through a Team effort with all GWRRA Divisions, are committed to a goal of establishing the safest motorcycling environment possible. While the overall focus of the Rider Education Program is to train and educate motorcycle riders, the Motorist Awareness Division (MAD) will focus on educating the motorist community. Our primary goal in motorist awareness will be to reduce the number of motorcycle crashes with other highway users, a reduction in the loss of life, and a reduction in injuries.

A New Era in Motorist Awareness - A Simple Plan...

The Motorist Awareness Division of GWRRA, through a "Share the Road" campaign will pursue three aspects of motorist awareness. Each of these three is supportive of each other:

- **Awareness Education** - Providing motorists with First Class, professional education through our certified seminar presentations. Our presentations will be developed for a multitude of audiences, educating them to a better understanding of motorcyclists, the risks involved, a heightened awareness of motorcycle presence and what they as motorists can do in the prevention of crashes. **"Drive Aware!"**
- **Awareness Advertisement** - Serves as a reminder to motorists that they share the road with motorcycles. Reinforced reminder to the education aspect. Accomplished through public service announcements, hand-out literature, and visual aids.
- **Public Relations** - Interaction with the motoring public has the ability to reflect highly on GWRRA and to help mold public opinion on how they view motorcyclists. Our goal in this area is to build a rapport with motorists and leave them with a feeling that motorcyclists are real people who could be their friend, neighbor, or even a relative.

H.6.2 Organization and Structure

Motorist Awareness is the outreach program of our Association designed to educate the public to be aware of us in the hope of reducing our conflicts with the motorist. Even though it is a part of the Rider Education program, our agenda is 180 degrees different, being that we deal with the public instead of motorcyclist, and operates independently within our Rider Education Program. The Motorist Awareness Division is led by the Director- Motorist Awareness.

The purpose of having Motorist Awareness within our program is to utilize our people resources to get the word out to the motoring community. Whether it is an Education Officer or a Seminar Presenter, we encourage our dedicated members to assist this program in presentations throughout their community by helping to make local motorists aware of our presence on the road. This not limited to Rider Education members. We also encourage Operations and Leadership Training to participate in this effort. **Together, we can make a difference!**

H.6.3 Qualifications of the Motorist Awareness Division Director

- Maintain current membership in GWRRA.
- Maintain current status of Level IV in the Rider Education Program.
- Preferably is a certified seminar presenter in REP or LTD, 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, Director- Rider Education, Regional Directors, District Directors and others requiring the services of this office.

H.6.3.1 Duties and Appointment of the Motorist Awareness Director

- Director- Motorist Awareness is appointed by Director- Rider Education. Serves as Association Officer as part of the Rider Education Staff.
- Is responsible for promoting and supporting the implementation of the Motorist Awareness Division throughout GWRRA.
- Write articles for Coordinators and membership in the monthly Rider Education newsletter highlighting any program changes or additions as well as providing timely motorist awareness articles and information to be used at the Region, District and/or Chapter for communication to the members.
- Monitors the Motorist Awareness Division to ensure quality results and to see that goals and objectives are achieved.
- Attends Wing Ding annually to provide full and complete Motorist Awareness support and programs for the benefit of the members. This will include:
 - Staffing and organizing the Motorist Awareness booth.
 - Scheduling and staffing of Motorist Awareness Seminars (coordinated with the GWRRA Leadership Training Director).
- Upgrades and expands the Motorist Awareness Program as necessary, or as requested by the Executive Director and/or by the Director of Rider Education.
- 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 Motorist Awareness Division to all levels of Educators, Coordinators 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.
- Compiles and distributes, at least on a quarterly basis, a report of the Motorist Awareness activities conducted within the Association. Annually, provide the Executive Director with a year-end statistical report of the MA activities within GWRRA.
- Provides an annual report stating accomplishments within the division for the past year and establishing the goals and objectives for the Motorist Awareness 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 Motorist Awareness Division 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 motorist awareness materials 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 Director of Rider Education, the Executive Director, and the signature of the Director and Chairman of the Board of GWRRA.

H.6.4 Region Motorist Awareness Coordinator

The Region Motorist Awareness Coordinator has similar qualification requirements as the Director of the Motorist Awareness Division, but has a different level of duties and responsibilities. The Region Motorist Awareness Coordinator is the primary support position for the Districts and Chapters providing communication, information, support and training for the District programs. The Region Coordinator must be a current Level III participant in the Rider Education Program and will work with the Region Educator while supporting the Director of the Motorist Awareness Division.

H.6.4.1 Staffing of the Region Motorist Awareness Coordinator

There are several ways this position can be filled. Here are some suggested options for your consideration.

- The Assistant Region Educator can assume the responsibility of the Region Motorist Awareness Coordinator. This is the best option. However, some Regions may not have the financial ability to have additional Assistants on their Staff.
- Have the position of the Region Motorist Awareness Coordinator as an unsupported volunteer Staff position. Basically this means that the individual's contact information is listed in all Regional publication along with the rest of the Region staff. (Newsletters, Website, and the like) They are also allowed to participate in Regional/District Officer meetings when the Motorist Awareness program is planned to be discussed.

In all cases, how this position is being filled must be discussed with the Director- Motorist Awareness, so we have assurances that this position is receiving the needed focus and support at the Regional Level.

H.6.4.2 Qualifications of the Region Motorist Awareness Coordinator

- Be a current member of the GWRRA and an experienced motorcycle rider.
- Be current Level III in the REP.
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote safe motorcycle operations through the Motorist Awareness Division.
- Be fully knowledgeable of the Motorist Awareness Division and its goals.
- Possess sufficient communication skills, both verbal and written, so as to be an effective representative of the Motorist Awareness Division.
- Have the ability to work effectively in a harmonious relationship with the Region Director, District and Chapter Educators/Coordinators as well as the MAD staff.
- Preferably a certified seminar presenter in REP or LTD, but is not required to be.

H.6.4.3 Duties and Appointment of the Region Motorist Awareness Coordinator

- The Region Motorist Awareness Coordinator is not an officer of the Association and is appointed by the Region Educator with concurrence from the Director- Motorist Awareness.
- Administer, promote and support the Motorist Awareness Division within the Region by assisting the District Educators/Coordinators and by monitoring the Motorist Awareness activities, promotion and growth with each of the Districts.
- Promote, conduct and participate in activities at District and Region level that will expand the Motorist Awareness Division such as seminars, safety meetings, etc.
- Teach District Educators/ Coordinators all aspects of the Motorist Awareness Division so that they can successfully promote and grow the program at the District level.
- Work closely with the District Directors to enlist their support and cooperation at the District level.
- Write articles (at a minimum, a monthly article in the Region Newsletter) to convey information to the District Educators/Coordinators and the Chapter Educators/Coordinators within their Region.
- Attend Wing Ding when possible, and support and assist with the Motorist Awareness activities as requested.
- Submit a Motorist Awareness monthly activity report that covers activities done at the Region Level to the Region Educator for inclusion into the Quarterly Rider Education Report. (See Section G.3 - Rider Education Monthly Reports.) Activities at the District/Chapter Level should already appear in the Quarterly District Report to the Region Educator.

- Review the District reports to identify areas that may require attention or assistance.
- A primary responsibility of the Region Coordinator is to ensure that training and assistance is provided to the District Coordinators within their Region. District Educators, to be effective, must understand all aspects of the GWRRA Motorist Awareness Division. They must understand completely the expectations and responsibilities of their office and be prepared to assist Chapter Coordinators as necessary and requested. Therefore the Region Motorist Awareness Coordinator must be knowledgeable and capable of providing this training and assistance to the Districts.

Communication between the Region and District Coordinators is the key to the success of the program. District Coordinators need to feel that they are an informed part of the Motorist Awareness Division team. Communications, 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.

Region Coordinators must understand and support the Motorist Awareness Division in all of its facets and be able to communicate and build support for MAD within the Districts. The Region Motorist Awareness Coordinator serves as the communication conduit to and from the Director- Motorist Awareness.

H.6.5 District Motorist Awareness Coordinator

The qualification requirements and duties of the District Motorist Awareness Coordinator are very similar to the Region Coordinator. They perform as an indirect report to the District Director while directly reporting to the Region Coordinator. The District Motorist Awareness Coordinator is the primary and first line contact for support and communication to all Chapter Educators/Coordinators; therefore, the performance and dedication of the District Coordinator must be very high in order to assure success of the Chapter Educators/Coordinators and their respective members.

H.6.5.1 Staffing of the District Motorist Awareness Coordinator

There are several ways this position can be filled. Here are some suggested options for your consideration.

- The Assistant District Educator can assume the responsibility of the District Motorist Awareness Coordinator. This is the best option. However, some Districts may not have the financial ability to have additional Assistants on their Staff.
- Have the position of the District Motorist Awareness Coordinator as an unsupported volunteer Staff position. Basically this means that the individual's contact information is listed in all District publication along with the rest of the District staff. (Newsletters, Website, and the like) They are also allowed to participate in District Officer meetings when the Motorist Awareness program is planned to be discussed.

In all cases, how this position is being filled must be discussed with the Director- Motorist Awareness or Region Motorist Awareness Coordinator, so we have assurances that this position is receiving the needed focus and support at the District Level.

H.6.5.2 Qualifications of the District Motorist Awareness Coordinator

- Be a current member of GWRRA and an experienced motorcycle rider.
- Be current Level II with the intent of progressing to Level III in the REP.
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote safe motorcycle operations through the Motorist Awareness Division.
- Be fully knowledgeable of the Motorist Awareness Division and its goals and objectives.
- Possess sufficient communication skills, both verbal and written, so as to be an effective representative of the Motorist Awareness Division.
- Have the ability to work effectively in a harmonious relationship with the District Director and Chapter Edu-

cators/Coordinators as well as the Region staff.

- Preferably is a certified seminar presenter in REP or LTD, but is not required to be.

H.6.5.2.1 Duties and appointment of the District Motorist Awareness Coordinator

- The District Motorist Awareness Coordinator is not an officer of the Association and is appointed by the District Director with the concurrence of the Region Motorist Awareness Coordinator. They serve as a staff member of the District.
- Administer, promote and support the Motorist Awareness Division within the District by assisting the Chapter Educators/Coordinators and by monitoring Motorist Awareness activities, promotion and growth within 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 Motorist Awareness Division such as seminars, safety meetings, awareness projects, etc.
- Teach Chapter Educators/Coordinators all aspects of the Motorist Awareness Division 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.
- Write articles for the District Newsletter to convey information to the Chapter Educators/Coordinators within their District. Include relevant articles from the Region and National news. Communicate with Chapter Educators/Coordinators!
- Attend Wing Ding and home Region Rally when possible, and assist with the Motorist Awareness Division activities as requested.
- Submit a Motorist Awareness monthly activity report that covers activities done at the District Level to the District Educator for inclusion into the Quarterly Rider Education Report. (See Section G.3 - Rider Education Monthly Reports.) Activities at the Chapter Level should already appear in the monthly Chapter Report to the District Educator.
- Review the Chapter reports to identify areas that may require attention or assistance.

A primary responsibility of the District Motorist Awareness Coordinator is to ensure that assistance is provided to the Chapter Educators/Coordinators within their District. Chapter Coordinators, to be effective, must understand all aspects of the GWRRA Motorist Awareness Division. 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 Motorist Awareness Coordinator must be knowledgeable and capable of providing information and assistance to the Districts.

Communication between the District and Chapter Educators/Coordinators is the key to the success of the program. Chapter Educators/Coordinators need to feel informed and be a capable part of the Motorist Awareness Division team. 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.

District Motorist Awareness Coordinators must understand and support the Motorist Awareness Division in all of its facets and be able to communicate and build support for MAD within the Chapters. The District Coordinator serves as the communication conduit to and from the Region Coordinator, the Director of the Motorist Awareness Division and Rider Education Staff.

H.6.6 Chapter Motorist Awareness Coordinator

The Chapter Motorist Awareness Coordinator is a very important position in GWRRA. The desire to reduce injuries and fatalities for the motorcycling 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 Motorist Awareness Coordinator be committed to safe motorcycle riding and is committed to educating the motorist community to *Share the Road* with motorcyclists. It is the primary responsibility of the Chapter MA Coordinator

to stress the importance of the Motorist Awareness Division and strive for maximum member participation. This position requires dedication, commitment, perseverance, patience and plain hard work.

H.6.6.1 Qualifications of the Chapter Motorist Awareness Coordinator

- To become a Chapter Motorist Awareness Coordinator, the candidate must possess certain qualifications, as follows:
- Must be a current GWRRA Member or Associate Member and an experienced motorcycle rider or co-rider.
- Be dedicated to the promotion and growth of the Motorist Awareness Division within the chapter as a member benefit.
- Preferably is a certified seminar presenter in REP or LTD, but does not have to be.
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote motorcycle safety through the Motorist Awareness Division.
- Be fully knowledgeable of the Rider Education Program and Motorist Awareness Division, and their purpose, goals and objectives.
- Possess sufficient communication skills, both verbal and written, in order to be an effective representative of the Motorist Awareness Division.
- Have the ability to work effectively in a harmonious relationship with the District Coordinator, Chapter Director and chapter participants.

H.6.6.2 Responsibilities of the Chapter Motorist Awareness Coordinator

- Promote and implement the Motorist Awareness Division at the Chapter level.
- Promote and participate in such activities that will expand the Motorist Awareness Division within the Chapter and District. These should include speaking at Chapter Gatherings and furnishing articles for the Chapter Newsletter concerning awareness programs, and items of interest concerning the GWRRA Motorist Awareness Division.
- Develop ideas to increase participation and improve communication in the Chapter.
- Develop local outreach programs for the purpose of delivering Motorist Awareness education and materials to the motorist community.
- Work closely with the District MA Coordinator. Review any ideas that will help make the Motorist Awareness Division more appealing to the Members of GWRRA with the Chapter Director and the District Educator/Coordinator.
- Assist the District Motorist Awareness Coordinator in staffing the Motorist Awareness Booth and activities at rallies and other Motorist Awareness events as needed.
- Submit a Chapter Motorist Awareness monthly activity report to the Chapter Educator for inclusion into the monthly Rider Education Report. (See Section G.3 - Rider Education Monthly Reports.)
- Read, review and share the monthly District, Region and National Newsletters and articles with the membership.

Chapter Motorist Awareness Coordinators, to be effective, must understand all aspects of the GWRRA Motorist Awareness Division. 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 Motorist Awareness Coordinator 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 educate and inform the motorist community. If this is not achieved, success will be minimal.

The Chapter Motorist Awareness Coordinator serves as the primary, first line communication conduit to and from

the members to the District and Region Motorist Awareness Coordinator as well as the Director of the Motorist Awareness Division and Rider Ed Staff.

H.6.7 Motorist Awareness Liaison

Motorist Awareness Liaisons are volunteers, other than Coordinators, promoting Motorist Awareness and the "Share the Road!" campaign at any GWRRA level. Liaisons are not limited by number and require no unique qualifications. Any volunteer wishing to promote Motorist Awareness and "Share the Road!" may serve as a MAD Liaison. Liaisons are not officers or support staff and require only the desire to promote Motorist Awareness. Liaisons may participate in the spectrum of Motorist Awareness activities and are supported in their efforts by Coordinators at each GWRRA level. MAD patches and Liaison four inch rockers are available from the GWRRA warehouse.

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I GWRRA RIDER EDUCATION INSTRUCTORS

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 programs 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.



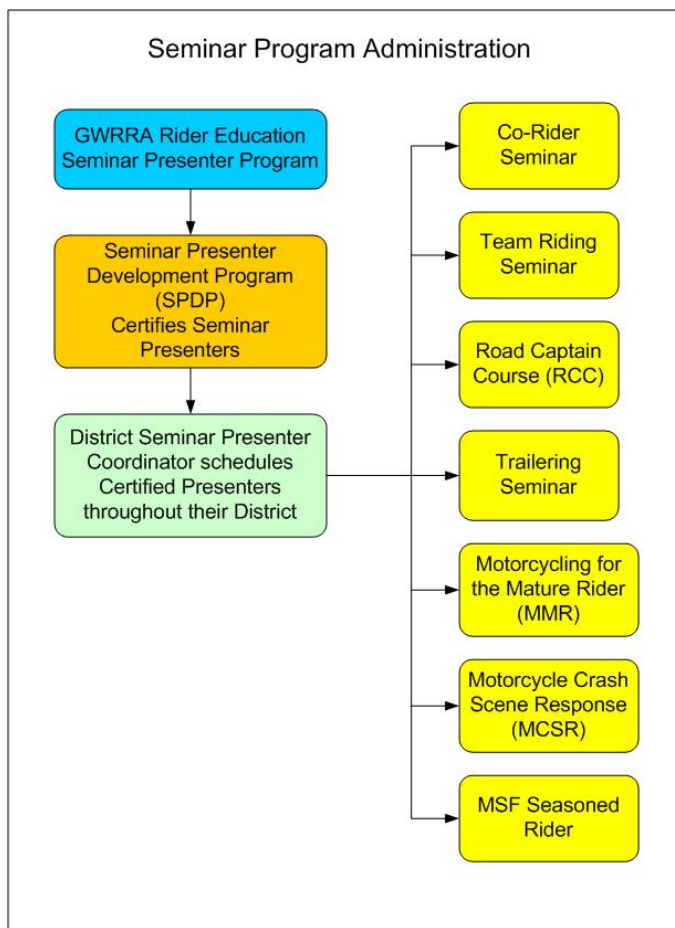
The following sections discuss the instructor candidate requirements and the certification and/or updating processes that have been established. These sections will address the Seminar Instructor, the Rider Course Instructor and the Medic First Aid® International Instructor certification programs.

I.1 Seminar Presenter Program



Members interested in becoming active in the GWRRA Rider Education program as seminar presenters must complete the Seminar Presenter Development Program 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.



I.1.1 Seminar Presenter Development Program (SPDP)

The Seminar Presenter Development Program focuses on two aspects – the “How To” of seminar presentation and a review of the Rider Education Approved Seminar outlines and requirements. 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 will be scheduled by the District Educator for a more appropriate time following completion of the course. Successful completion of this course enables the Semi-

nar Instructor to present any of the approved Rider Education Seminars. There is no requirement that each applicant be certified separately for each Rider Education Seminar.

I.1.1.1 General Process Description

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

1. Candidate will complete the N.15 GWRRA Rider Education Seminar Presenters Application/Renewal 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 Presenter Development Program. (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 Development Program including the review and presentation of the at least one of the approved Rider Education Seminars.
7. After completion of the Seminar Presenter Development Program, 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. Upon Approval the Region Educator will forward the Seminar Presenters to the Assistant Director- Rider Education responsible for Seminar Certification Program.
9. The Assistant Director- Rider Education will issue a Seminar Presenters Certificate and Card to the candidate 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 Assistant Director- Rider Education indicating the seminars presented during the course of the preceding two year. Failure to do so will result in de-certification.

I.1.1.2 Grandfathering Process

For those members who have experience in public speaking, presentations, and/or instructional training programs or are a Certified Leadership Training Instructor and wish to become GWRRA Seminar Presenter, they may apply for “**Grandfather**” status in the Seminar Presenter program. This will allow a Candidate to bypass the classroom portion of the Seminar Presenter Development Program. However the Candidate will still need to review SPDP Candidate Workbook, prepare and present a Rider Education Seminar, and have a success evaluation of said presentation. The following is a general description of the “Grandfather” process.

1. Candidate will complete the N.15 GWRRA Rider Education Seminar Presenters Application/Renewal with a written Statement of Qualifications and submit it to the District Educator.
2. The District Educator will review the application and the Statement of Qualifications 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 Statement of Qualifications, the District Educator will then send the Candidate the SPDP Candidate Workbook for the Candidate to review and prepare for a Seminar Presentation.
4. The District Educator will schedule a seminar for the Candidate to present so they can view and evaluate their presentation.
5. District Educator will forward the application, Statement of Qualifications, and Candidate Evaluation, to the Region Educator for final approval.

6. 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 Development Program.
7. If the Region Educator approves, the application, Statement of Qualifications, and Candidate Evaluation, will be forwarded to the Assistant Director- Rider Education responsible for Seminar Certification Program.
8. The Assistant Director- Rider Education will issue a Seminar Presenters Certificate and Card to the applicant and will enter the appropriate information into the National Rider Education database.

I.1.2 Maintenance of Seminar Presenter Certification

Certified Seminar Presenters are required to renew every two year by submitting a N.15 GWRRA Rider Education Seminar Presenters Application/Renewal in order to maintain their status. This renewal assists the Assistant Director- Rider Education in identifying and maintaining a list of active instructors. The N.15 form can be found on the GWRRA Rider Education web site.

I.1.3 Seminar Presenter Materials/Forms available on-line*

Go to GWRRA Rider Education Website at <http://www.gwrro.org/regional/ridered/index.html> and go into the "Seminar Presenter" area. In the upper right-hand corner you will find a link to a secure area where all the Seminar Presenter material is found. As a current GWRRA Seminar Presenter, you will be given the *username* and *password* to enter this site. All GWRRA Seminar materials found on this page is the intellectual property of GWRRA. No part of this material may be used in whole or in part, except by an authorized GWRRA Seminar Presenter, without the expressed written permission of GWRRA.

I.2 PLP Facilitator Certification Program

Members interested in becoming active in the GWRRA Rider Education program as Facilitator must complete the PLP Facilitator Certification Program training and process.



Members who have completed the certification requirements to be a GWRRA Rider Education Facilitator can conduct a Parking Lot Practice at any GWRRA event. Approved Parking Lot Practices and a specific Facilitator certification process were created to establish a method, which will ensure consistency and quality of delivery to the membership.

This is a District run program and the District Educator will schedule the training and either conduct the training or designate the person to do it for them.

Training objectives:

- To train Facilitators to meet the District needs.
- Establish Parking Lot Practice (PLP) consistency through this training.
- To ensure Facilitator understands his/her role.
- To equip Facilitator with the proper tools and management skills
- To provide a safe learning environment for our members

Training Program Structure:

- 2 ½ to 3 hours for class
- 15 minutes for non-graded quiz
- 1 monitored PLP in the field

I.2.1.1 General Process Description

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

1. Candidate will complete the N.22 GWRRA Parking Lot Practice Facilitator Application/Renewal 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 PLP Facilitator Training class. (The Region Educator or District Educator may present this course.)
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 Candidates of the course date, schedule and location.
6. Candidates will attend and complete the PLP Facilitator Certification Program including conducting at least one live Parking Lot Practice.
7. After completion of the PLP Facilitator Certification Program, 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 PLP Facilitator Certification Program and forward the application to the Assistant Director- Rider Education responsible for Facilitator Certification Program.
9. The Assistant Director- Rider Education will issue a Facilitator Certificate and Card to the candidate and will enter the appropriate information into the National Database.
10. Certified PLP Facilitators will be required to submit an updated application every two years to the Assistant Director- Rider Education indicating the PLP's presented during the course of the preceding two year. Failure to do so will result in de-certification.

I.2.1.2 Grandfathering Process

For those members who have previously conducted a GWRRA Parking Lot Practice and wish to become certified as a GWRRA PLP Facilitator, they may apply for “**Grandfather**” status in the PLP Facilitator program. This will allow a Candidate to bypass the classroom portion of the PLP Facilitator Certification Program. However the Candidate will still need to review PLP Facilitator material, prepare and conduct a Parking Lot Practice, and have a success evaluation of said practice. The following is a general description of the “Grandfather” process. **This method should be used very sparingly.**

1. Candidate will complete the N.22 GWRRA Parking Lot Practice Facilitator Application/Renewal with a written Statement of Qualifications and submit it to the District Educator.
2. The District Educator will review the application and the Statement of Qualifications for acceptability. Points for consideration of approval are applicants who have previously conducted a GWRRA Parking Lot Practice.
3. If the District Educator approves the application and Statement of Qualifications, the District Educator will request that the Candidate download the PLP Facilitator training material from the GWRRA Rider Education website, review the material, and prepare to conduct a Parking Lot Practice.
4. The District Educator will schedule a PLP for the Candidate to conduct so they can view and evaluate their practice. **Verifying that they understand the role of a Facilitator and doesn't instruct on the range.**
5. District Educator will forward the application, Statement of Qualifications, and Candidate Evaluation, to the Region Educator for final approval.
6. 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 PLP Facilitator Certification Program.
7. If the Region Educator approves, the application, Statement of Qualifications, and Candidate Evaluation, will be forwarded to the Assistant Director- Rider Education responsible for Facilitator Certification Program.

8. The Assistant Director- Rider Education will issue a Facilitator Certificate and Card to the applicant and will enter the appropriate information into the National Rider Education database.
9. There are two signatures required on the back of the card. The 1st one verifies that the Candidate has completed the classroom portion of the training program. The 2nd verifies that the candidate has completed the range portion of the training program. Both signature are required and will be signed by the District Educator. The District Educator will award the certificate and card to the Facilitator and notify the appropriate Rider Education Administrator when this has occurred so their information is recorded correctly.
10. GWRRA Certification is valid for two years.

1.2.2 Maintenance Requirements of Facilitator Certification

All GWRRA PLP Facilitators must submit a renewal form every two years to remain certified. Candidates will submit to their District Educator an **N.22 GWRRA Parking Lot Practice Facilitator Application/Renewal**. This renewal assists the Assistant Director- Rider Education in identifying and maintaining a list of active Facilitators. GWRRA Certification is valid for two years. The N.22 form can be found on the GWRRA Rider Education web site.

I.3 Rider Course Instructor

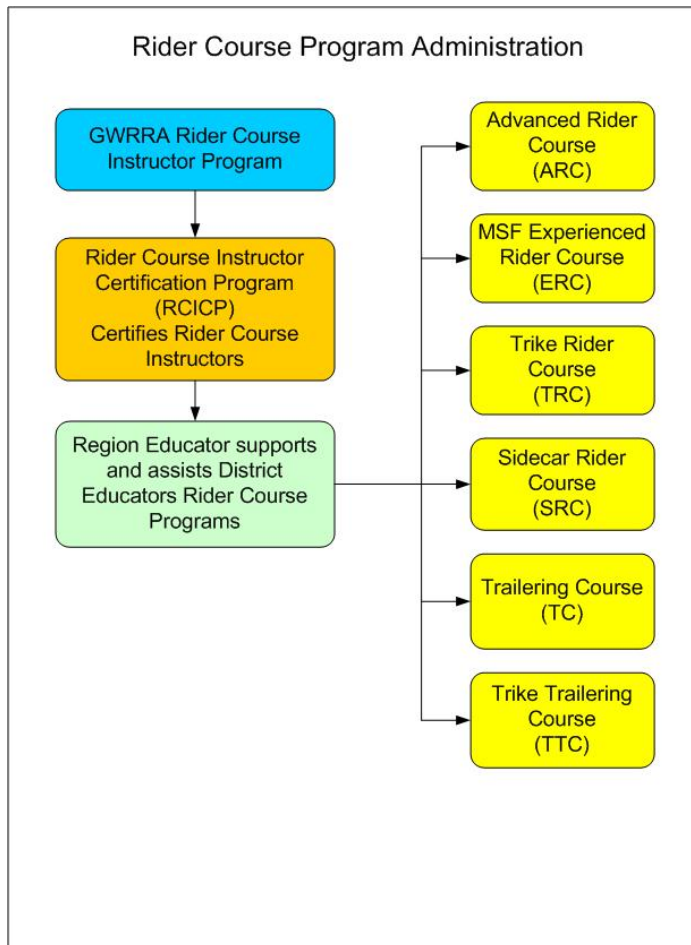


This document establishes standards of excellence by which GWRRA Rider Course Instructors are certified to instruct GWRRA Riders and to encourage their professionalism throughout the period of their service as Rider Course Instructors.

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 Director- Rider Education 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.



I.3.1 Two Ways to become a GWRRA Rider Course Instructor

There are two paths in GWRRA to become a certified Rider Course Instructor:

Path 1:

- Become certified as an instructor by a recognized outside organization such as the Motorcycle Safety Foundation (MSF) or the Evergreen Safety Council (ESC).

Path 2:

- Successfully complete a GWRRA Rider Course Instructor Certification Program (RCICP).

I.3.1.1 Rider Course Instructor Candidate Qualifications

For both pathways, 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 candidate must:

1. Be a currently certified MSF, CSC or ESC Instructor in good standing* or meet the published criteria for participating in an RCICP.
2. Submit a completed GWRRA Rider Course Instructor Application 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 REP 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 REP Levels program.

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

1.3.2 Path 1: Current Rider Course Instructors

Become certified as an instructor by a recognized outside organization such as the Motorcycle Safety Foundation (MSF) or the Evergreen Safety Council (ESC). Once certified by such an organization, candidates may become a GWRRA Rider Course Instructor by submitting the appropriate paperwork.

Currently certified Rider Course Instructors who have maintained their currency in the appropriate GWRRA Rider Course will continue their certification as GWRRA Rider Course Instructors (RCI's) but shall be subject to prescribed continuing or re-certification requirements, as outlined in the Rider Course Instructor Certification Program.

There are two primary reasons why this additional GWRRA Rider Course Instructor certification is required.

- To insure that the Rider Course Instructor is covered under the "GWRRA Liability Insurance Umbrella".
- To ensure our GWRRA Rider Course Instructors conduct themselves in a manner befitting the high expectations of this position as a role model for our Rider Education Program.

1.3.2.1 Instructor Certification Limitations

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 (ARC, SRC, TC, TRC or TTRC) unless the instructor has successfully completed and been certified in a GWRRA ICC for each of the Rider Course programs they desire to teach. There is no requirement that an instructor complete ICCs in all courses.

1.3.2.2 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 2 Rider Courses for which he/she is certified every 2 years. GWRRA Rider Courses must be coordinated with the District/Region Educator.
3. Behaving in a manner befitting the high expectations of a Rider Course Instructor as a role model of our Rider Education Program.
4. Demonstrate commitment to the REP by leading by example -- proper riding gear, safe miles, REP renewals, etc.
5. Submit every two years an updated Rider Course Instructor Application form (N.13) for renewal purposes. Instructors failing to renew will be dropped from the program.

I.3.3 Path 2: GWRRA Rider Course Instructor Certification Program (RCICP)

• Successfully complete a GWRRA Rider Course Instructor Certification Program (RCICP). Candidates successfully completing an RCICP are certified to teach the GWRRA Course associated with the RCICP, ARC and/or Trike, for example. They must teach their first two courses only with an experienced instructor. They may then participate in additional ICCs to become certified in the other GWRRA Rider Courses.

I.3.3.1 Process

Rider Course Instructor candidates will be approved based on criteria outlined below 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.

Members interested in becoming GWRRA Rider Course Instructors must:

- Submit to the District and Region Educator, a "Rider Education Application to Attend a Rider Course Instructor Certification Program." They will in turn forward the form to the Assistant International Rider Educator, responsible for the Rider Course program (US), or the National Director – Rider Education in Canada;
- Consideration will be given to such factors as Member demographics and the number of Instructors already certified in the area;
- Attached with the application form must be a copy of the applicant's driver's license indicating a motorcycle endorsement as required in the applicant's home State/Province.
- The applicant will be provided information with respect to the scheduled Rider Course Instructor Certification Program (RCICP) within his Region and the name of the Master Instructor Trainer conducting the course. If no such course is scheduled within a reasonable time frame, he will be provided information with respect to courses scheduled in other areas;
- It will be the responsibility of the applicant to contact the Master Instructor Trainer to register for the Instructor Certification Program.
- Upon confirmation in a scheduled course, the applicant will receive instructions to download the necessary paperwork and course materials from a secure Web site.

I.3.3.2 RCICP Instructor Certification Limitations

Rider Course Instructors who have been certified in accordance with the GWRRA Rider Course Instruction Certification Program must further successfully complete the GWRRA Rider Course curriculum ICC for each of the GWRRA Rider Course offerings (ARC, SRC, TC, TRC) before they are certified to present these courses. There is no requirement that an Instructor complete ICCs in all curricula.

Note: There is no ICC for the TTRC. Any TC or TRC certified instructor may teach it.

I.3.3.3 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 2 Rider Courses for which he/she is certified every 2 years. GWRRA Rider Courses must be coordinated with the District/Region Educator.
3. Behaving in a manner befitting the high expectations of a Rider Course Instructor as a role model of our Rider Education Program.

4. Demonstrate commitment to the REP by leading by example -- proper riding gear, safe miles, REP renewals, etc.
5. Submit every two years an updated Rider Course Instructor Application form (N.13) for renewal purposes. Instructors failing to renew will be dropped from the program.

1.3.4 The ICC Application Process

Refer to the GWRRA Web site, Rider Education pages for current information regarding applications, forms, and administrative details associated with ICCs.

1.3.5 Master Rider Course Instructor

A **Master Rider Course Instructor** is an instructor who meets the experience and knowledge requirements to become a Master Instructor Candidate and who successfully completes a Master ICC given by a Master Instructor Trainer.

1.3.5.1 Qualifications for Master Rider Course Instructor

In order to be considered for certification as a Master Instructor 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 candidates 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 in the REP.
8. Be a currently certified GWRRA, MSF, CSC or ESC Instructor in good standing
9. Demonstrate safe riding habits by always wearing proper riding gear as defined in the REP.

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

1.3.5.2 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 GWRRA certification
2. Conduct a minimum of 2 Instructor Certification (ICC) courses every 2 years coordinating this with the District/Region Educator or;
3. Conduct a minimum of two on-site instructor reviews every year and complete the Quality Review score sheet or;
4. Conduct a combination of ICCs and reviews to include at minimum one ICC every two years in combination with one Instructor review every year.
5. To have conduct befitting the high expectations of a Rider Course Instructor as a role model of our Rider Education Program.
6. Demonstrate commitment to the Rider Education Levels Program by leading by example -- proper riding gear, maintaining Rider Education Levels Program requirements, etc.

7. Participate in Master Instructor update courses and/or refresher courses when available.
8. Submit every two years an updated Rider Course Master Instructor Application Form (available on the GWRRA Web site) for renewal purposes. Instructors failing to renew will be dropped from the program.

1.3.6 Master Rider Course Instructor Trainer

A **Master Instructor Trainer** is a specially selected individual who has demonstrated exceptional skills and dedication as a Master Instructor and successfully completes a Master Instructor Trainer certification program given by the Director, Rider Course Programs or an experienced Master Instructor Trainer. There is no Maintenance of Certification Requirements for Master Instructor Trainers. MITs are specifically appointed by the Director, Rider Course Programs after rigorous training and review by the DRCP and/or other MITs. They can be decertified by the same process.

Once a member reaches the MIT level, he/she is expected to remain active in the program on a regular basis. That would include making sure that their information in the database is up to date (change of address, etc.). Failing to do so would result in a simple conversation and decertification or not, depending on the circumstance. Remaining active in the program means regularly teaching Rider Courses, doing quality reviews, conducting ICCs and RCICPs, and serving as a resource for the National Rider Education staff, all of our Rider Course Instructors, and District and Region Educators.

1.3.7 Rider Course Materials/Forms available on-line*

Go to GWRRA Rider Education Website at <http://www.gwrro.org/regional/ridered/index.html> and go into the "Rider Course Instructor" area. In the upper right-hand corner you will find a link to a secure area where all the Rider Course material is found. As a current GWRRA Rider Course Instructor you will be given the *username* and *password* to enter this site. All GWRRA Rider Course materials found on this page is the intellectual property of GWRRA. No part of this material may be used in whole or in part, except by an authorized GWRRA Rider Course Instructor, without the expressed written permission of GWRRA.

I.4 MEDIC FIRST AID® 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 certification renewal requirements.



The need for such instructors will be determined by the Region Instructor Trainer/Coordinator and the Region or District Director and/or Educator.

I.4.1 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
- Willing to commit to teaching a minimum of one class per year and two in a two year period.

I.4.2 Instructor Qualifications

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

- **MUST** have taken the MEDIC FIRST AID® BasicPlus 6.0 program as a student and be approved by the Region or District Director or Educator and Interviewed by the Region Instructor Trainer/Coordinator.
- Have taken a CPR course with any approved organization three times in the last five years with certification card on request.
- Have taken First Aid training twice in the last 10 years with certification card on request.
- Be willing to work with members and can work in front of a group.
- Demonstrate good working knowledge of the program.
- Be willing to teach at Rallies and Wing Ding if needed.
- Be willing to teach all members and must teach at least one class per year to maintain their Certification. This requirement may vary in some Regions to allow members to teach more to cover their renewal fees. One class per year is the National guideline and the guideline of the MEDIC FIRST AID® International
- Must re-certify with MEDIC FIRST AID® as required. Re-Certification for all instructors is required every two years with a \$25 renewal fee. This FEE will be paid on the renewal instructor's anniversary date from now on; it will no longer be January first.
- **MUST** teach a class within (6) six month of initial certification with the Instructor Trainer/Coordinator or his approved Instructor to certify Instructor Candidate.
- **MUST** attend and complete the MEDIC FIRST AID® 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 (DVD) and Instructor Guide.

The second day will consist of conducting an actual course with new students while the Trainer observes and evaluates.

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 the MEDIC FIRST AID® guidelines are met providing the instructor candidates with the best training they can receive. If neither works then it is the responsibility of the Region Instructor Trainer/Coordinator to assign a certified instructor to oversee the Instructor Candidates class. No Instructor Candidate will be approved until they have finished their first instructor class with either the Instructor Trainer or a certified Instructor assigned by the Region Instructor Trainer/Coordinator.

1.4.3 Grandfathered Instructors into GWRRA

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

Interested Instructors will be required to go online to the www.medicfirstaid.com website and take the Evaluation Test and submit an application to MEDIC FIRST AID® 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 program. It is highly recommended that any outside instructor being certified through the "grandfathering" phase be in contact with the Region Instructor Trainer/Coordinator since MEDIC FIRST AID® does not inform us of the approval of these candidates. Region Instructor Trainers will keep the Director- CPR/First Aid informed of the situation immediately.

1. Send a copy of the Instructor Application and the instructor number to the Director of CPR/First Aid. If these copies went to the Regional MEDIC FIRST AID® Coordinator then a copy should then be sent to the Director- CPR/First Aid with the original on file with the Region Trainer.
2. Contact their District Educator or Regional MEDIC FIRST AID® Coordinator to schedule a course for Co-teaching and evaluation.
3. NO grandfathering instructor will be approved to teach a MEDIC FIRST AID® class without having the Regional MEDIC FIRST AID® Coordinator or his approved Instructor present.
4. Complete and successfully present the MEDIC FIRST AID® course and receive a good evaluation after instructing class.
5. The evaluation instructor will notify the Regional MEDIC FIRST AID® Coordinator of the successful completion and forward the Facilitator Evaluation worksheet to the Regional MEDIC FIRST AID® Coordinator and a copy will be sent to the Director- CPR/First Aid for their files.

1.4.4 Instructor Trainer Qualifications

As the GWRRA MEDIC FIRST AID® continues to grow, it is important that the ability to certify instructors increases. To achieve that, instructor Trainers need to be developed and certified throughout the organization. The intent of the program is to place in each Region an Instructor Trainer/MFA Coordinator, but will place more certified Instructor/trainers within each Region if the Region Director feels such increases are needed. Candidates considering becoming Instructor Trainers will be evaluated by the Director of CPR/First Aid and to be approved, potential candidates need to review and understand the following requirements. The Candidates 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 by the Region Director and Region Educator and then be interviewed and approved by the Director- CPR/First Aid. (Even though it is the responsibility of the Director- CPR/First Aid to appoint and approve the candidates, the Director of CPR/First Aid will work with the Region Director and Region Educator to get the best candidate approved).
5. Successfully complete the training program conducted by the Director- CPR/First Aid.
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 Regional MEDIC FIRST AID® Coordinator.
8. Train members only within their Region unless coordinated with and approved by the Director- CPR/First Aid.

1.4.5 Independent 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 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 MEDIC FIRST AID® as Independent instructors. Instructors desiring to change their status must notify MEDIC FIRST AID® and the Director- CPR/First Aid responsible for the program. They must understand that as independent instructors they must purchase all course materials including the videos (DVD) and equipment. Independent Instructors **MAY NOT** teach under the GWRRA Corporate License.

If an Independent MEDIC FIRST AID® certified instructor wishes to teach under the GWRRA MEDIC FIRST AID® corporate registration, they must notify MEDIC FIRST AID® and the Director- CPR/First Aid and then follow the evaluation procedure described above for “grandfathered” instructors.

1.4.6 Other CPR/First Aid Instructors Not Under Our MEDIC FIRST AID Program

Even though our program is through MEDIC FIRST AID® and is the primary program we use in GWRRA, we want to recognize the outstanding instructors we have in GWRRA that have come forward to teach our membership when our program is not in the area. These instructors should be recognized by showing their GWRRA CPR/FIRST AID card which we will present to any instructor when they show their current CPR/First Aid card from American Red Cross, American Heart Association, ASHI, and fill out the new GWRRA CPR/First Aid Instructor application.

Any Region Educator or Regional MEDIC FIRST AID® Instructor Trainer can request the instructor application form and the Director- CPR/First Aid Programs will send a GWRRA Instructor application form to the Region Educator or Regional MEDIC FIRST AID® Instructor Trainer. Once the instructor fills out the form and a copy of their current CPR/First Aid card the Director- CPR/First Aid Programs will send the GWRRA CPR/First Aid card to the instructor.

For each class the instructor teaches, a copy of the class roster must be sent to the Director of CPR/First Aid for the National files.

J OTHER RIDER EDUCATION RELATED MATERIALS

J.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 on-line in the GWRRA Rider Education website. These are available in Adobe Acrobat portable document format (*.pdf) files.

J.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 in the REP Officer Section in the GWRRA Rider Education website. These are available in Adobe Acrobat portable document format (*.pdf) files.

J.3 Top Gun

This is a 27-page book with on bike maneuvers in 9 exercises. 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 in the REP Officer Section in the GWRRA Rider Education website. These are available in Adobe Acrobat portable document format (*.pdf) files.

J.4 Amazing Team Challenge

This is a fun course to run at your event. A setup and "how to conduct this event" guide along with a suggest course layout is available for use.

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

J.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 in the REP Officer Section in the GWRRA Rider Education website. These are available in Adobe Acrobat portable document format (*.pdf) files.

J.6 Team Riding Manual

This is an 11-page booklet containing a document designed for reading and presentation. It has much more detail 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.

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

J.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.

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

J.8 T-CLOCS, Trike, Sidecar, Trailering Inspection Forms

We offer pre-ride inspection check forms for everyone to use.

- They are available on-line in the REP Officer Section in the GWRRA Rider Education website. These are available in Adobe Acrobat portable document format (*.pdf) files.

J.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 available on-line in the REP Officer Section in the GWRRA Rider Education website. This is available in Word format.

K 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 Rider Course: Riding and Street Skills (MRC:RSS) and now labeled the Basic Rider Course (BRC). There is also one for the Experienced Rider Course (ERC):



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L GLOSSARY OF ACRONYMS

The following are descriptions of acronyms that are used in the Rider Education Program and throughout GWRRA (Gold Wing Road Riders Association).

REP	Rider Education Program
MAD	Motorist Awareness Division
MA	Motorist Awareness
LTD	Leadership Training Division
MED	Membership Enhancement Division
MFA	MEDIC FIRST AID
MSF	Motorcycle Safety Foundation
CD	Chapter Director
ACD	Assistant Chapter Director
CE	Chapter Educator
ACE	Assistant Chapter Educator
MEC	Membership Enhancement Coordinator
COY	Couple of the Year
DD	District Director
ADD	Assistant District Director
DE	District Educator
ADE	Assistant District Educator
RD	Region Director
ARD	Assistant Region Director
RE	Region Educator
ARE	Assistant Region Educator
CIDM	Certified Instructors Development Module
RCICP	Rider Course Instructor Certification Program
SPDP	Seminar Presenter Development Program
ARC	Advanced Rider Course
BRC	Beginner Rider Course
ERC	Experienced Rider Course
PLP	Parking Lot Practice
SRC	Sidecar Rider Course
TC	Trailing Course
TRC	Trike Rider Course
TTRC	Trikes with Trailers Course
2-UP	Co-Rider participating in a Rider Course
INST	Instructor
CRV	Co-Rider Video
CRS	Co-Rider Seminar
AHA	American Heart Association
ARC	American Red Cross
ASHI	American Safety & Health Institute
EMS	Advanced professional provider (not layman) such as EMT, First Responder, Medial Doctor, or Nurse with certified training
ER	Emergency Response
NSC	National Safety Council
SJA	St. John's Ambulance
CRC	Canadian Red Cross

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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	January 1, 2004 (complete revision)
Revision 9	March 1, 2009 (complete revision)

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Rider Education Program Manual Update Issue 1, March 2009

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 (8) in January 2004

File this page in the Updates Section for future reference.