

GWRRA

Rider Education

Program

Handbook



ELEVENTH EDITION
January 2013

List of Effective Pages

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Full revision – see summary		
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	Change 2	
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H-8	Correction – ARC and BRC2 Range Sizes	09-24-2013
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H-24	District MAC Appointment Process	01-05-2011
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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 Handbook.

Finally, and probably most importantly, this handbook will attempt to provide the Educator with some tools and 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 Rider Education Team 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 since 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 a Team 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 Germo
- 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
- 2010- "International Director - Rider Education" Gene Knutson
Rider Education Hall of Fame
- 2011 - "Director - Rider Education" Tony Van Schaick
Motorist Awareness in Levels Program, GWU, RCICP Skill Pretest. **Canadian MEDIC First Aid Agreement, International Rider Ed Seminars using FUZE.**

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C THE RIDER EDUCATION LEVELS PROGRAM

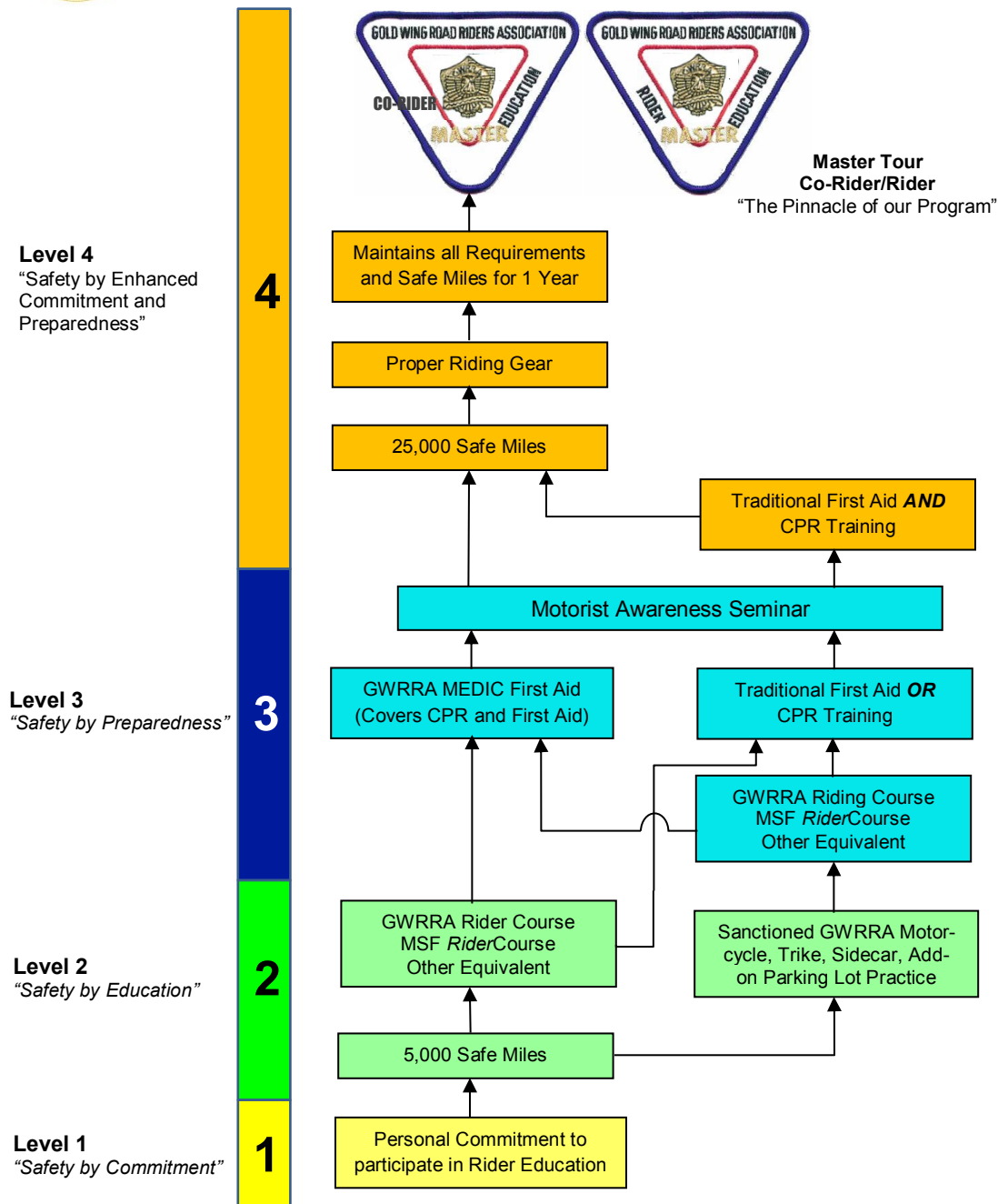
This section will cover the GWRRA Rider Education Levels Program in its entirety. It will provide a history of the program, explain the purpose, and provide a detailed description of each level within the program with the requirements for achieving and maintaining those levels, as well as advancement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

"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 Program. 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, which can be found in the Forms Section of the on line 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, which can be found in the Forms Section 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/Co-Rider	(Safety by Education)
LEVEL III	Certified Tour Rider/Co-Rider	(Safety by Preparedness)
LEVEL IV	Master Tour Rider/Co-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 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.

There is no mileage requirement to enter Level I. The commitment to safe riding is indicated by the accumulation of accident free miles since joining GWRRA. 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 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), along with optional pin/patch fee to a GWRRA Educator or Operations 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 \$1.00 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 Educator or Operations Officer for verification.

C.3.2 Level II - Safety by Education

Level II of the REP is also referred to as Tour Rider or Tour Co-Rider. It represents the commitment of the Rider or Co-Rider to be safer motorcycle riders by taking approved motorcycle riding courses (Riders) or seminars (Co-Riders) 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, the ESC (Evergreen Safety Council), and other approved programs. (Pre-approval obtained from the Director of Rider Education.)

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 on-bike 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) along with optional patch fee to a GWRRA Educator or Operations 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), along with optional patch fee to a GWRRA Educator or Operations 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 Educator or Operations 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 Educator or Operations Officer for verification.

Update Level Information:

- To update information in the Rider Education Program Levels Database, submit a completed Levels Data Correction Form (Form N.10) along with the required validating documents (completion cards) to the Chapter Educator or other GWRRA Operations 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 a Member's 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 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 into the on-line Rider Education Program (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.

Attendance of a Motorist Awareness Seminar at this level exposes the Member to our program to improve awareness of all road users to the presence of motorcycle, trike, and sidecar enthusiasts. When interfacing with the public in the future, the Level III Rider or Co-Rider can inform them about what we have available to help others share the road with us. GWRRA University Trainers certified in Rider Education are authorized to present Motorist Awareness Seminars.

Rider Requirements:

Be a current GWRRA Member.

- Be enrolled and current in Level II of the Rider Education Levels Program, having completed a formal approved on-bike Rider Course (a sanctioned PLP is not allowed to be used for this Level) within the past **three** years.
- Maintain current First Aid, CPR or MEDIC First Aid certifications.
- Carry a First Aid kit on the motorcycle.



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 Educator or Operations Officer for verification.

- Complete a GWRRA Motorist Awareness Seminar (recertification of this seminar is not required).
- Submit a completed Rider Education Program Levels Application Form (Form N.7), along with optional patch fee to a GWRRA Educator or Operations Officer for verification.

Co-Rider Requirements:

- Be a current GWRRA Member.
- Be enrolled and current in Level II of the Rider Education Levels Program, having completed an approved Two-Up Rider course or GWRRA Co-Rider seminar within the past **three** years (a sanctioned PLP is not allowed to be used for this Level).
- Maintain current First Aid or CPR or MEDIC First Aid certifications.
- Complete a GWRRA Motorist Awareness Seminar (recertification of this seminar is not required)
- Submit a completed Rider Education Program Levels Application Form (Form N.7), along with optional patch fee to a GWRRA Educator or Operations Officer for verification.

The N.7 form has a Motorist Awareness (MA) Seminar checkbox and a place to record the date of the seminar. The N.9 form has a place to record the date of the MA seminar (for individuals that reached Level III prior to 2013). In the transition period for this new requirement (2013), there is no penalty which makes the applicant who reached Level III prior to 2013 wait an additional year after the MA seminar is complete. This MA seminar must simply be completed before applying for Level IV. For Level III's achieved in 2013 and beyond, the one year requirement to have all conditions met will apply. A Level III who achieved the level before the MA Seminar requirement was added January 1, 2013 that does not wish to go to Level IV is not required to take the seminar. The Motorist Awareness Seminar does not expire.

Update Level Information:

- To update information in the Rider Education Program Levels Database, submit a completed Levels Data Correction Form (Form N.10) along with the required validating documents (completion cards) to the Chapter Educator or other GWRRA Operations 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 a Member's Level information. Safe Miles pins and Rockers, along with Year Pins and Hanger Bars selections are found on the N.10 Form. Form N.7 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 into 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 examples 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/Co-Rider, was designed for those special caring individuals who desire to "be all they can be" with regard to motorcycle safety. The requirements are more stringent than Lev-



el 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.



Cost: \$35.00 USD for each participant
 (\$8.00 USD additional cost for Black and Gold)

Receive: "Special Triangular" patch with dark blue border and your individual Master number embroidered on it.

Co-Rider patches are shown with new style griffin logo in place of helmet head logo. Available for Riders also. New style cost is \$8.00 USD. Contact Phoenix for availability.

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, long sleeved jacket/shirt (no "riding pull on/off sleeves"), long legged sturdy pants, full fingered gloves and over the ankle footwear. 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 Operations 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 Headquarters at:

GWRRA Masters Program
P.O. Box 42450
Phoenix, AZ85080-4250

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 Headquarters at:

**GWRRA Masters Program
P.O. Box 42450
Phoenix, AZ85080-4250**

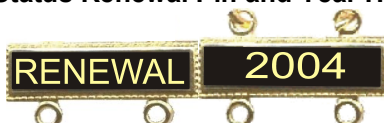
Update Level Information:

- To update information in the Rider Education Program Levels Database, submit a completed Levels Data Correction Form (Form N.10) along with the required validating documents (completion cards) to the Chapter Educator or other GWRRA Operations 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: Other than approved Level applications, the N.10 form is the only form used to update the Member's Level information. Safe Miles pins and Rockers, along with special Master Year Pins and Hanger Bars, selections are found on the N.10 Form. The Level IV information is entered into the database by the Region Educator when the approved N.9 application is sent TO the home office (this should correspond with the approval date). When the application is processed at the Home Office and the patch / number assigned, the Master Tour Rider/Co-Rider number will be entered by Phoenix and included in the next monthly Membership database export into the Rider Education database. If this sequence is followed, any database user we will be able to tell that a Level IV application has been approved and is pending, and there will not be any Master numbers appearing mysteriously for a Level III whose information has not yet been updated by the Region Educator.

Special Master Year Pins and Hanger Bars:

Special Master Year Pins and Hanger Bars are used to show Members the years the Master Tour Rider/Co-Rider has maintained a current status (have kept their 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. *With the elimination of Renewal fees, these pins are being phased out.*

Current Status Renewal Pin and Year Hanger Bar

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 is sent to the District/Region Educator 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 to the qualified applicant, the application must be sent to GWRRA Headquarters. The patches will be sent directly to the Member from headquarters. Mailing address:

**GWRRA Masters Program
P.O. Box 42450
Phoenix, AZ85080-4250**

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.

** Lapses in the time that Membership expires or courses are not kept current add to the total time requirements.*

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 (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 association have benefited from their participation. This should always be recognized regardless of their personal decisions regarding continuing to maintain level requirements.

C.3.8 Retiring a Level

From time to time, a Member may decide that they are no longer capable to maintain certifications required for their highest Level current due to age, illness, etc. In the database, this should be noted in the comments to alert other users to the decision made by the Member. Once a level is retired, the Member is no longer eligible to continue progressing in the Masters Recognition Program, or to hold a position or certification requiring their level to be current. District Educators and/or Region Educators can make exceptions to certification requirements related to maintaining level current based on a local critical need and past outstanding presentation ability to allow individuals to continue making presentations (Seminars/PLPs) that would otherwise require the presenter's Level to be current.

Note that a PLP facilitator must be able to demonstrate exercises themselves or arrange to have someone else demonstrate exercises.

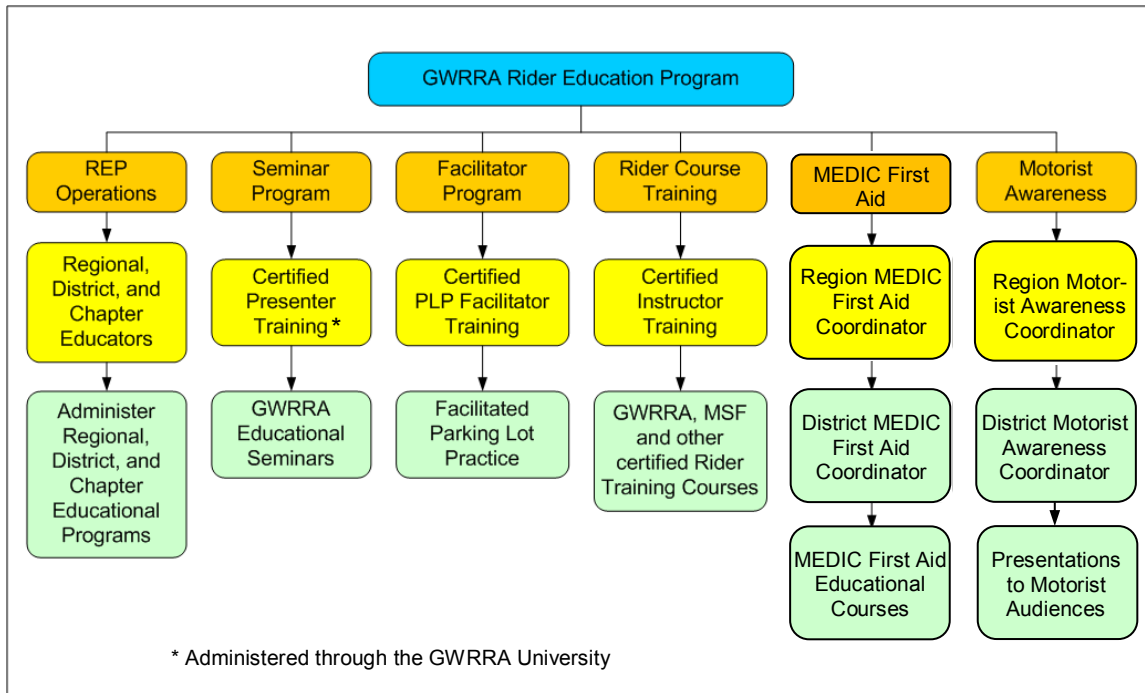
C.3.9 Motorist Awareness Seminar 1-1-13 Impact on Masters Recognition Program

Master Tour Riders who wish to apply for a Masters Recognition program award after 1-1-13 will need to attend a Motorist Awareness (MA) Seminar to be current in all course requirements. The N.9 form contains a blank to record completion of the MA course (which has no expiration date) as well as the expiration dates for the other courses necessary to remain current for the Master's Recognition award. Those who attend the MA Seminar in 2013 to meet the new requirement will not be penalized for any time delay that the seminar was not taken.

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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 Program 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 60,000+ 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 Team 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 or Region. Chapter Educators are the "**Tip of the Spear**". In the eyes of their Chapter Participants and local community, they represent the entire Rider 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 Handbook". It must also be understood by all Educators that, although there is no defined tenure or "term of office", Educators serve at the pleasure of their appointing Rider Education Officer.

Since Rider Educators are Officers of the Association, we have access to much of the same information that the Operations Team Member 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, unless otherwise directed, the MOU is to be forwarded through the chain to the GWRRA Phoenix 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 Team positions (Assistant Directors, Rider Education) to assist in the delivery of educational instruction, information and support. Appointments to the Director's Team shall require the acknowledgment of the Director GWRRA 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 Program Administration working with the GWRRA University for Instructor Training
- PLP Facilitators Program Administration
- 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 a 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 excellent 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 Director of GWRRA, Regional Directors, District Directors and others requiring the services of this office.
- Be previously certified as a University Trainer certified in Rider Ed Seminars (positional requirement will be qualification as a Certified University Trainer Development Program [UTDP] Trainer)

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 a monthly Insight newsletter article for the Educators and Membership 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.
- Monitor the Rider Education Program to ensure quality results and to see that goals and objectives are achieved.
- Administer 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.
- Attend 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 University)

- Scheduling and staffing the CPR and First Aid training courses.
- Scheduling, staffing and conducting GWRRA Riding Training courses and those supported by other providers (e.g.: MSF courses) as necessary or required.
- Scheduling, staffing and supporting the Field Events (to include the Top Gun Competition and Amazing Team Challenge).
- Scheduling and hosting the Annual Masters gathering.
- Annually solicit and select recipients for the annual Rider Education Merit Award, Educator of the Year, and Rider Education Hall of Fame in recognition of outstanding Educators throughout GWRRA. These awards will be presented at Wing Ding during ceremonies conducted at the Masters gathering.
- Attend the annual SMSA National Conference and any other conferences as directed and agreed upon with the Director of GWRRA.
- Administer 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.
- Upgrade and expand the Rider Education Program as necessary and/or as requested by the Director of GWRRA.
- Ensure that qualified personnel are utilized at appropriate levels to provide quality education and information to all Members.
- Effectively teach and communicate all aspects of the Rider Education Program to all levels of Educators and Members.
- Maintain such records as deemed necessary or as requested, and assist all involved personnel in accomplishing their duties in a timely fashion.
- Work with Region Directors to appoint Region Educators. The Director of Rider Education is the appointing authority, however consensus must be gained from the Region Director when appointing Region Educators.
- Compile and distribute, at least on a quarterly basis, a report of the Rider Education activities conducted within the Association. Annually, provide the Director of GWRRA with a year-end statistical report of the REP activities within GWRRA.
- Provide an annual report stating accomplishments within the program for the past year and establishing the goals and objectives for the Rider Education Program during the succeeding year.
- Interface 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 Director of GWRRA 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 Director of GWRRA 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 Director of GWRRA, 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 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.
- Conduct 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 Team Member of the Region Director while supporting the Director of Rider Education and Team.



D.3.1 Qualifications of the Region Educator

- Be a current Member of 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 operation through the Rider Education Program.
- Be fully knowledgeable of the Rider Education Program and its goals.
- Possess sufficient communications skills, both verbal and written, to be an effective representative of the Rider Education Program.
- Have the ability to work effectively in a harmonious relationship with the Region Director, District and Chapter Educators as well as the Rider Education Team.
- Preferably is an MSF or GWRRA instructor, but is not required to be.
- Be previously certified as a University Trainer certified in Rider Ed Seminars (positional requirement will be as a Certified University Trainer Development Program [UTDP] Trainer)
- Preferably has completed the GWRRA Officer Certification Program (OCP), but it is not required.

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 Riding Training courses within their jurisdiction subject to agreements with state/provincial motorcycle safety administrators and the availability of certified instructors. Periodically set-up RCICP (Rider Course Instructor Certification Program) within their Region to train GWRRA Riding Course Instructors for use in the District's Riding Course Program.
- Establish, promote and support 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 [H.6.4.3](#)). The Region Educator will work with the Rider Ed Team 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 Team, but is an ongoing volunteer function in support of the MEDIC First Aid training program coordinated with the Region Educator.)*

- Coordinate with the GWU to make University Trainer Development Program (UTDP) training available as needed for interested University Trainers (suggested determination of need at least annually in the Region). 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 Officer Section”.
- Monitor 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.
- Provide training opportunities and activities at the home Region Convention 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.
- Work with District Directors in appointing the District Educators. The Region Educator is the appointing authority, however consensus must be gained 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.
- Coordinate with GWRRA Riding Course Master Instructors (MIs) and Master Instructor Trainers (MITs) serving their Region to make them aware of scheduled GWRRA sponsored Riding courses. This enables the MI or MIT to make arrangements to conduct quality reviews of instructors. This improves the product we provide to the Members and allows the MI and MIT to maintain certification

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 completely understand 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 Director of GWRRA.

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 Team.

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, demonstrate 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 and District Team.
- Preferably is an MSF or GWRRA instructor, but is not required to be.
- Be previously certified as a University Trainer certified in Rider Ed Seminars (positional requirement will be as a University Trainer Development Program [UTDP] Trainer, with the goal of presenting a UTDP course under a Certified UTDP Trainer within 6 months of appointment to become a Certified UTDP Trainer
- Preferably has completed the GWRRA Officer Certification Program (OCP), but it is not required.

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 GWRRA sponsored MEDIC First Aid 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 Rider Ed Team to ensure that current MEDIC First Aid certified instructors and training materials are available to support 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”.
- Coordinate with the GWU to make University Trainer Development Program (UTDP) training available as needed for interested University Trainers (suggested determination of need at least annually in the Region). This certification training should be made available to all Chapter Educators and any interested Members based on the certification process as outlined under the GWRRA University Trainer Certification process.
- 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 or an electronic link to the Region and Team GWRRA news. Communicate with Chapter Educators!
- Provide training opportunities and activities at the home District Convention 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 and/or District Conventions when possible, and assist with the Rider Education Program activities as requested.
- Work with Chapter Directors in appointing Chapter Educators. The District Educator is the appointing authority, however consensus must be gained 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 Chapter reports to identify areas that may require attention or assistance.
- Coordinate with GWRRA Riding Course Master Instructors (MIs) and Master Instructor Trainers (MITs) serving their District to make them aware of scheduled GWRRA sponsored Riding courses. This enables the MI or MIT to make arrangements to conduct quality reviews of instructors. This improves the product we provide to the Members and allows the MI and MIT to maintain certification

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 completely understand 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 Chapters.

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 is required by the Director of Rider Education and Director of GWRRA.

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 Team.

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 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 (CE) must be at least a current Level II participant in the Rider Education Program. In cases where there are no Level II participants in the Chapter to select from, the CE may be a Level I with the intent to become Level II in the first year. Co-Riders and GWRRA Members that do not own a Gold Wing or Valkyrie are eligible to be CEs. The CE will perform as a Team 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, minimum Level II (see exception above), in the Rider Education Levels Program with the desire and intent to progress. If applicant has achieved higher than Level II, they must remain current at that level.
- 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' information 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 Riding 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.
- 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 to the District Educator (due no later than the 5th of the month for the prior month's activities). (See Section [G.3](#) - Rider Education Activity Reports.)
- Read, review and share the monthly District, Region and Team GWRRA Newsletters and articles with the Membership.

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

Chapter Educators, to be effective, must understand all aspects of the GWRRA Rider Education Program. They must completely understand the expectations and responsibilities of their office and be prepared to assist Chapter participants 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 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 monthly) 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 is required by the Director of Rider Education and the Director of GWRRA.

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 Participants. 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 Team.

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 Team, District Team 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 Team GWRRA Newsletter is recommended. Articles can come from many sources and can be shared as long as they are relevant and proper credit 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 discuss the positive reasons why helmets are important to Riders/Co-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 a Riding, Motorist Awareness, 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® | • State Motorcycle Safety Administrators |
| • Evergreen Safety Council | • Canada Safety Council |
| • American Red Cross | • American Heart Association |
| • MEDIC First Aid | • St. John's Ambulance |
| • National Safety Council | • Health and Safety 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 Members' 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 Team 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 Motorist Awareness [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 Rider Education Program (REP) 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 Education 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 Program Director for the program growth and implementation. The Program 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 Team 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 Team. The Rider Education program will only be successful if it is accepted and supported by the entire Team.

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 (CE), 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 Program Director relative to a Region Educator vacancy. Obviously as geographic constraints increase it be-

comes 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 programs (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, (e.g.: 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 Officer Team 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 Officer Teams. 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.

Finances: If an Educator has their own funds in an account separate from Operations, the following is required:

- At minimum, the same level Director and Treasurer will be additional signatures on the account.
- All checks require two signatures.
- The Educator will provide financial information and receipts regarding the Education Activity to be included in the same level Operations Director's 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/Road 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 other Educators. By working with other Educators, knowledge and resources can be pooled, problems and solutions shared, and ideas formulated, thereby 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 Program 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.

Understanding Concurrence...

Concurrence is an important step in the appointment process. Typically this is used to allow a Director to voice an opinion regarding an appointment to their team, for which they are responsible. Often times the Appointing Officer will approach the Director and ask for their recommendations for candidates for the position. In this instance, concurrence is achieved before the candidate is even interviewed. It is the responsibility of the appointing Officer to ensure that the candidate has the knowledge, skill, and desire to fulfill the duties of his Office. Concurrence ensures that harmony with the Director is achieved. The following points outline concurrence:

- Concurrence is not approval
- Concurrence is agreement
- Objections are appropriate when
 - Facts substantiate the objection
- Objections are not appropriate when
 - They are not based on fact
 - They are personal

The appointing Officer needs to use a Team approach, which includes the concurring Director, in the selection process. Failure to do this can result in issues. When an issue arises it is typically due to poor communication and a failure to work together. In the event that this has occurred, the appointing Officers of the responsible parties will work to resolve the issue. This breakdown of leadership should be addressed during the Officer's annual review. To avoid these issues the following should be adhered to:

- How to avoid problems
 - Appointing Officer advises concurring Officer of potential candidates
 - Concurring Officer has an opportunity to discuss choices with appointing Officer
 - Agreement is reached prior to announcing appointment

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" onto an Operations 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 Educa-

tor 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 Operations Team Member. 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 REP autonomy nor does it separate these positions from the Operations Team. 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.

To be more consistent (and less confusing to other programs) Rider Education is now utilizing the same appointment process as the rest of the Association. This will simplify/streamline the process and more closely align Rider Ed's process with the training provided in the OCP. Officers will have only an appointing officer and a concurring officer. For Assistants only, the Educator they will be assisting will be the Appointing Officer (*changed from the next Educator up the chain*). The Concurring Officer will be the Educator one level up (*as opposed to the Operations Officer at the same level as the new assistant Educator*). The revised N.2 Officer Appointment/Change form is similar to the one used for other GWRRA officers with minor differences:

- The Region Educator versus the Region Director will get a copy of the worksheet for Educators.
- There is a box for completion of the Knowledge Level Evaluation for Educators only.

Application examples:

Director of Rider Ed (DRE) is appointed by the GWRRA Director

The DRE is Appointed by the GWRRA Director

The GWRRA Director is also the Concurring officer

The DRE Officer Change/Appointment Form and MOU are retained by the Home Office

*** Assistant Director of Rider Education (ADRE)**

The Director of Rider Ed (DRE) Appoints the ADRE

The GWRRA Director Concurs

The ADRE Officer Change/Appointment Form and MOU are retained by the DRE (and a copy if desired can be maintained by the GWRRA Director)

Region Educator (RE)

The Director of Rider Ed (DRE) Appoints the RE

The Region Director (RD) Concurs

The RE Officer Change/Appointment Form and MOU are retained by the Home Office

*** Assistant Region Educator (ARE)**

The Region Educator (RE) Appoints the ARE

The Director of Rider Ed (DRE) Concurs

The ARE Officer Change/Appointment Form and MOU are retained by the RE (and a copy if desired can be maintained by the DRE)

District Educator (DE) Appointment

The Region Educator (RE) Appoints the DE
The District Director Concurs
The DE Officer Change/Appointment Form and MOU are retained by the Home Office

*** Assistant District Educator (ADE) Appointment**

The District Educator (DE) Appoints the ADE
The Region Educator (RE) Concurs
The ADE Officer Change/Appointment Form and MOU are retained by the DE (and a copy if desired can be maintained by the RE)

*** Chapter Educator (CE) Appointment**

The District Educator (DE) Appoints the CE
The Chapter Director (CD) Concurs
The CE Officer Change/Appointment Form and MOU are retained by the DE

*** Assistant Chapter Educator (ACE) Appointment**

The Chapter Educator (CE) Appoints the ACE
The District Educator (DE) Concurs
The ACE Officer Change/Appointment Form and MOU are retained by the DE (and a copy if desired can be maintained by the CE), *Forward a copy to the Region Educator*

Electronic copies of the completed signed forms are acceptable as long as they can be retrieved upon request. Electronic copies should be transferred to the successor Educator when an Educator steps down or is replaced.

* Note that Chapter level Educators and all Assistant Educators are not tracked in the GWRRA Membership database (as of this writing). The Area Run List that the Membership Enhancement Coordinators use will not show the Chapter Educator or any Assistant Educator in columns designated for officer positions. Tenures for Educators not being tied to the Team Operations Director, coupled with a history of difficulty maintaining officer data current have resulted in this policy, but it does not diminish the value of the position.

E.1 Officers Serving In Competing or Similar Motorcycle Organizations

The following excerpt is taken from the GWRRA Officers Handbook. It serves as a reminder that we can best serve the Members of GWRRA if we remain focused and there is no conflict of interest regarding the Educator position.

"GWRRA is the most successful organization of its kind. Its Members are among the best and most loyal of any motorcycle organization on record. As such, GWRRA Members deserve our very best efforts as well as a reciprocal level of loyalty as leaders. For these reasons, GWRRA officers or other volunteer leaders, may not accept or serve in like positions in competing or similar motorcycle organizations where real or perceived conflicting interests, duties, or responsibilities may develop. Doing so sends the wrong message to the Member whose motorcycling interests must remain our highest priority."

This is not a restriction against being involved in, or members of other organizations. The Members we are responsible to as volunteers simply deserve a leader who does not have to divide his or her time or attention between multiple competing or similar motorcycle organizations. We also strive to keep the volunteer out of a situation where their integrity is challenged. An example of such a conflict is when an Educator has access to Membership information or intellectual property that is desired by the competing organization. Duties and responsibilities in some organizations may also directly conflict with each other. GWRRA Members may choose to serve as Officers in competing or similar motorcycle organizations where real or perceived conflicting interests, duties, or responsibilities may develop. GWRRA simply limits these Members from simultaneously being Officers/Educators in GWRRA.

E.2 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 Handbook 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, and will return the paperwork to the Chapter Educator for corrections if required. The District Educator will review the prospective Chapter Educator's paperwork for correctness and complete a GWRRA Officer Change/Appointment Worksheet. When properly completed the District Educator will sign and date his approval on the GWRRA Officer Change/Appointment Worksheet. The Chapter Director signs as the concurring officer. The originals of all documents are retained by the District Educator. The Home Office does not require a copy of the completed Officer Change/Appointment Worksheet and MOU. The District 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).

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 the appointing officer is the Chapter Educator and the concurring officer is the District Educator.

Note that Chapter level Educators and all Assistant Educators are not tracked in the GWRRA Membership database. The Area Run List that the Membership Enhancement Coordinators use will not show the Chapter Educator or any Assistant Educator in columns designated for officer positions. Tenures for Educators not being tied to the Team Operations Director coupled with a history of difficulty maintaining officer data current have resulted in this policy, but it does not diminish the value of the position.

E.3 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. The GWRRA Officer Change/Appointment Worksheet is required to be completed and forwarded along with a completed MOU through the network to GWRRA 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 in Phoenix. A copy may be retained by anyone in the chain.

E.4 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.5 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 BRC2 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 Convention. (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.

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

Most 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 a safer and more enjoyable sport. Many Educators take 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, the Rider Education Merit Award, the Educator of the Year, and Rider Education Hall of Fame 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 Region 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 distinguish themselves for 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 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 GWRRA, Regional, and District conventions.
- 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 above the Rider Education Rocker or above 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 by the Educator's Director or from the next higher-level Educator with concurrence of the recipient Educator's Director. Approval of the recognition for Senior Chapter Educators is the responsibility of the Region Educator. Approval for senior appointment of District and Region Educators is the responsibility of the Director – Rider Education (or designee).

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

Annually, GWRRA Rider Education Program 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 Director – Rider Education 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 Team attempts to recognize one outstanding Educator from each Region. At the discretion of the Director – Rider Education, additional awards may be presented based upon the number and quality of nominees submitted.

From the pool of nominees, the Director – Rider Education and selected Rider Education Team Members will review and select one Educator for recognition as the 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 Program in all its aspects
6. Assist with the next level officer (Chapter to District, District to Region, Region to Director – Rider Education) 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.

F.3 Rider Education Hall of Fame

This recognition was first introduced by then International Director of Rider Education Gene Knutson in 2011 with three Educators included in the inaugural class. Going forward, the goal is to induct one new Hall of Fame Educator each year.

The following information will be helpful for the Nominator to support the deserving Rider Educator in achieving recognition as a Hall of Fame Educator for GWRRA.

Some of the criteria taken into consideration:

Required: Someone who has *significantly* contributed to Rider Education across the Association, rather than just within his or her local area. This should include the Member benefit. Some examples to spur the thinking of a Nominator might include:

- Developed a new Level in the REP Levels program – encouraged continued improvement in Safety by Advanced Commitment and Preparedness
- Developed the Masters Recognition Program – provided incentive to retain certification at Level IV
- Developed a Riding Course – used by numerous Members throughout the Association to reduce their risk and enhance skills where a need exists beyond currently available training
- Developed an Instructor Training Program – reduced the dependency of GWRRA on outside Organizations
- Developed or significantly contributed to the CPR/First Aid/AED training program used by GWRRA
- Constructed and maintained the Rider Ed Database as the single entry point for all Level forms and updates.

(these are only examples and are not selection criteria, but similar items could be important in the overall selection)

Additional Factors for consideration:

1. Prior GWRRA Educator of the Year – EOY (a significant factor, but not required). The lettered listing below describes the criteria for EOY. Bracketed items [] are some differences that may be applicable for Hall of Fame Nominees. Some of these can be **prior** accomplishments when considering the Hall of Fame Educator.

- a. *An active [or Former] Educator and current Member in good standing*
- b. *Have at least one full year in the Educator position*
- c. *Be current and active in the Rider Education Levels Program at Level IV, Master Tour Rider/Co-Rider [If the nominee can no longer maintain current level status due to age or health, this can be waived]*
- d. *Promotes, supports and participates in the many, if not all, of the Rider Education functions and events held within the District and Region*
- e. *Actively and positively promotes the Rider Education Program in all its aspects*
- f. *Assist with the next level officer (Chapter to District, District to Region, Region to Director - Rider Ed) with planning and executing the Rider Education Programs and functions*
- g. *Completes and submits 100% of the Activity Reports on time [a high percentage can also be considered]*
- h. *Actively promotes the growth of the REP program*
- i. *Sets an example for all GWRRA Members by adhering to the Rider Education Program requirements*

2. What Educator position(s) were, or are currently held? Is or was the nominee a Senior Educator? What was the length of service?
3. Describe measures of success at the position(s).
4. Additional certifications such as PLP Facilitator, University Trainer, Riding Course Instructor, MEDIC First Aid or other CPR/First Aid/AED Instructor, Instructor Trainers in each area.
5. Include accomplishment of any items in the qualifications/duties of Chapter/District/Region/and Program Educators that were listed as optional or desired but not required.
6. Attendance and support at Wing Ding(s) – if known, list which or how many Wing Dings attended, and what support roles were accomplished.
7. Enjoys what they are doing – and infects others with their positive attitude (describe how this is evident)
8. Seeks out and excels at opportunities to serve (list examples)
9. Doesn't feel the need to brag about themselves – no self-nominations please!
10. Continued positive support of Rider Education after leaving the Educator corps.
11. Received high Member satisfaction for their contribution.
12. Others? List them – we are always looking for ways to improve!

With the exception of one required attribute, the criteria listed above will be used in an overall evaluation, but any one on its own won't be used as a disqualifier.

Include a photograph of the Nominee (head and shoulders or showing head and upper body with GWRRA vest, suitable for framing).

Honorees will receive a Certificate of Induction and a RIDER EDUCATION HALL OF FAME wall plaque. Additionally a framed photo will be placed at the GWRRA Home Office in Phoenix, AZ.

Nominations should be received by the Director of Rider Education by the end of March each year to allow time for people to prepare the nomination for the selection process, and to ensure awards are purchased and ready for presentation at Wing Ding during the Masters gathering.

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G EDUCATOR'S TOOLBOX



Educator's Toolbox... (Select the Category you want to jump to)

- [Rider Education Database](#)
- [Evidence of Liability Insurance](#)
- ["Give me 5" Chapter Meeting Topics](#)
- ["Level Up" - Power Point Presentation](#)
- [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" Wing Ding Seminars](#)
- [Survivor Award Certificate](#)
- [How To Mail Merge](#)
- [Advance Rider Course Presentation](#)

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 January 2013, 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 to 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 National 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 or other volunteer 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 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 Masters 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, such as personal information, level requirements, safe mileage, high mileage, etc. This form is submitted to your District Educator.

G.1.2 Using N.7 Form to Enroll or Upgrade a Member's Level I-III Status

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

The checklist of qualifications for each level contained in the form must be complete and validated by a GWRRA Educator or Operations Officer. The applicant should fill out the form and present it, along with supporting documentation for validation, to the Chapter Educator or a GWRRA Operations 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 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 gathering.

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 Gathering.

Note: *The electronic version of form N.7 can be used to email the information to the District or Regional Educator.*

G.1.2.1 Using N.9 Form to Enroll or Upgrade a Member's 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 Educator or Operations Officer.

The completed form, fees, and copies of supporting documentation are to be forwarded to the District and then Region Educator for validation, and then to the GWRRA Headquarters.

Note: GWRRA 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. These Members 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, AZ85080-4250**

G.1.2.2 Using the N.10 to Modify or Delete a Member's Information

N.10 Levels Data Update Form is used to update the data of Members participating in the Rider Education Program. Information such as 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.)

Note that Member personal information, street address, email address, etc. can only be changed by the Member by contacting Member Services in Phoenix by phone (or on-line for the primary Member only). Once this is completed, it may take some time before the next monthly export of the Membership database information into the Rider Ed database.

Most if not all of the completion records for GWRRA Seminars, Rider Courses, MEDIC First Aid classes and the like, will be forwarded, via classroom rosters, to the appropriate individuals by the Trainers, Instructors, Facilitators 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 in order 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 Educators 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.1.3 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. Anyone with access to the database must complete an MOU and have it on file.

Instructors, Trainers, and Facilitators 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 typically the District Educator. This is to ensure that this important information doesn't fall through the cracks and be 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. As long as the Member is a current Member of GWRRA, their contact information will show up in the database.

G.1.4 Updating Instructors, Trainers, and Facilitators in the Database

Until the Instructor Module is complete, we will need to manually update levels information for Instructors, Trainers, and Facilitators in the Rider Ed Database to give them credit for completing recertification courses. In a previous version of the Rider Ed database, the option INST (Instructor) was used along with the certification expiration date for people who taught riding courses, taught seminars, facilitated PLPs and conducted CPR/First Aid training. The INST option is no longer available, so we need to credit the Instructor, Trainer, or Facilitator with the course they teach in addition to the people on the roster that is turned in for database entry. The Instructor, Trainer, or Facilitator need not fill in their name on the roster as a participant. The expiration date used for the Instructor, Trainer, or Facilitator will likely be different than the expiration date for the students on the roster. It should be the expiration date of the Instructor's, Trainer's, or Facilitator's certification to present the topic they taught. For riding courses and the Co-Rider Seminar presenting Rider Ed Certified University Trainer, the Instructor's/Trainer's expiration date is every two years, so it will be significantly different than the participant's expiration date of three years from the course/seminar. Using the Instructor's, Trainer's, or Facilitator's certification expiration date will help remind the Instructor, Trainer, or Facilitator that they have a two year requirement for re-certification. District and Region Educators updating the database from rosters will be responsible for updating the Instructor's, Trainer's, or Facilitator's *Levels* re-certification information from the rosters. The Program Assistant responsible for renewals of Instructors, Trainers, or Facilitators will update *Instructor* expiration dates when the two year renewal is properly completed.

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.

MOU and Officer Change Appointment forms for all appointments of Region Educators, Assistant Region Educators, District Educators, and Assistant District Educators must be sent to the Director – Rider Education for processing. This does not affect any of the appointment process defined above, it is for documentation only.

N.3 MOU

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

N.3A Non-Rider Education Officer MOU

This is a Memorandum Of Understanding that must be signed and submitted by individuals who will gain access

to the Rider Ed database by positional need who are not officers in GWRRA. GWRRA Riding Course Master Instructor Trainers and Region MEDIC First Aid Coordinators are examples of these.

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.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 Masters 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, such as 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. It is retained at the chapter level.

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 Instructor 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 Assistant Program Director responsible for Rider Course Programs through the District and Region Educator.

N.14 Rider Course Master Application/Renewal Form

This application is for GWRRA Master Rider Course Instructor 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.

U.1 GWRRA University Trainer Application/Renewal

This application is for GWRRA University Trainer Certification and Renewal. GWRRA Certification is valid for two years. Application as a new Trainer is submitted to your District Educator. All GWRRA University Trainers 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 Motorist Awareness Division Quarterly Activity Report

This form is used for the quarterly report of Motorist Awareness Activities from the Chapter, District, or Region to the next level MA Coordinator.

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.

N.25 Rider Course Completion Card Tracking Sheet

This form is used to record data related to a completed Rider Course. It is sent by the Riding Course Instructor to the District/Region Educator for proper credit for the participants.

N.26 Rider Course Waiver

This form is a liability release used to participate in a riding course used in GWRRA training. Emergency contact information is also included on this dual purpose form.

N.27 Accident-Incident Report

This form is used to record data related to any vehicle damage or personnel injury that might occur during Riding Course training sponsored by GWRRA. Instructions include attaching signed pre-ride inspection sheet(s) and signed and witnessed Rider Course Waiver for both Rider & Co-Rider.

N.28 Rider Course Student Evaluation

This form is used to document student feedback received following participation in a riding course. It is used to make improvements to the training and identify excellent instructors as well as those who may need assistance.

N.29 Rider Course Instructor Candidate Pre-Course Evaluation - TRC

This form is used to evaluate RCICP Candidate riding skills prior to attending the RCIT portion of the RCICP for riding courses other than the ARC (currently applies to only the TRC).

N.30 Rider Course Instructor Candidate Pre-Course Evaluation - ARC

This form is used to evaluate RCICP Candidate riding skills prior to attending the RCIT portion of the RCICP for the ARC.

N.31 Riding Course Quality Review Score Sheet

This form is used by Master Instructors and Master Instructor Trainers to grade Riding Course Instructors on their performance conducting both classroom and range portions of a GWRRA Riding Course. It helps keep skills sharp and consistent across GWRRA.

N.32 ICC Evaluation Points Score Sheet

Similar to the N.31 form, this form is used by Master Instructors and Master Instructor Trainers to grade Riding Course Instructors during the performance of Instructor Certification Courses on their performance conducting both classroom and range portions of a GWRRA Riding Course.

These are the forms available as of this revision. Additional forms may be added, deleted, or modified as needed. Some are only available for the designated user under secure sections of the website. For the most recent listing, go to the GWRRA REP Officer Section website and scroll down to "All Forms in Numerical Order".

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 GWRRA 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.

Motorist Awareness activities performed by the Chapter can be collected on a monthly basis but are reported on a quarterly basis. If there is a Motorist Awareness Coordinator in the Chapter, they will provide that information to the Educator. If not, the Educator should query Chapter Participants to determine 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. As the report is processed through the District and Region, the District and Region information will be added in.

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, adding any activity taken place at the District level. 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 (adding any activity taken place at the Region level) that 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 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 Level (Chapter/District/Region) of the Educator providing the report.
2. For each of the Type of Activities listed, indicate the number of Events or Activities Conducted and the number of Members that participated (Number of Participants). Please note that GWRRA 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
4. Under Other Riding Skills Course/Event or Other Education Related Seminar or Video, 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 Meeting Presentation or Talks Given, enter both the *number of topics* discussed during the talk and the *number of Members or non-Members* in attendance. If a safety talk was given at some other gathering of Members (e.g.: pre-ride meetings, holiday parties, etc.) list them under Other Meeting or Group.
6. Include the number of Members who were new applicants 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). If "Other" items were reported, provide additional details here.

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.

Note: the decision to use this form, where to store it, and making the data available to anyone who could access it is a personal choice. The benefits of having this information available must be weighed against the risk of misuse of personal information such as possible identity theft.

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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 MED-IC First Aid programs, and the Rider Education related Seminars currently available through the GWRRA University. 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, Facilitators, Trainers, 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 - Required attire for all Riders and Co-Riders participating in GWRRA range activities is in concert with industry standards – DOT approved helmet, eye protection, long sleeved jacket/shirt (no "riding pull on/off sleeves"), long legged sturdy pants, full fingered gloves and over the ankle footwear.

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 it can “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 into 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 to which we adhere.

This is a Rider Education program designed with the following goals:

- To target all Members’ rides - 2 wheel, Trike, sidecar or 2 wheel add-ons kits.
- To train Facilitators insuring the consistency and manner in which Parking Lot Practices are conducted.
- To use the same material at all times.
- To get more of the Membership involved in an on-bike structured program.
- To give the Districts a tool by which a PLP can be “Sanctioned” for use in 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 Instructors 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 to ensure 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 ensure 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 the Facilitator understands his/her role.
- To equip the 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 Levels 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 Level Program Maintenance.
- Region 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.

A Sanctioned PLP can be a very effective tool to:

- Stimulate Members' interest in an on-bike structured program. Gaining confidence for taking a GWRRA or equivalent Riding Course.
- It is the only Program we offer for motorcycle 2 wheel add-on units.
- To start to build a program where little exists.
- 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 at Sectioned 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 to 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 should 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. It is to be used as a temporary tool to build a program.

H.2.3 Guidance for conducting PLPs with a Single PLP Facilitator

Note: When a second PLP Facilitator is available, the preferred compliment is a minimum of two PLP Facilitators for any PLP. The following guidance is only to be used where factors such as distance and lack of qualified PLP Facilitators make conducting a PLP a hardship. Member safety remains the number one priority.

1. Select the Facilitator position on the range layout diagram farthest from the exercise start line. (*maintains maximum oversight of participants*)
2. Maximum number of participants is limited to 3 at one time in the exercise. (*1/2 the number for two PLP facilitators*)
3. For 2 wheel PLP (Motorcycle version) a maximum of 3 participants at one time in the exercise. (*reduces waiting time for participants while allowing sufficient safety oversight by facilitator*)
4. All other exercises (both Motorcycle and Trike/Sidecar versions) a maximum of 1 participant in an exercise at a time. (*allows appropriate oversight by the reduced number of facilitators*)
5. All exercises that have 2 starting lines will be reduced to only 1 starting line (eliminate the other). This includes:

Motorcycle Version

Exercise 2. Straight Line Braking

Trike/Sidecar Version

Exercise 1. Normal Braking

Exercise 2. Quick Stop

(allows appropriate oversight by the reduced number of facilitators)

H.3 Rider Courses and Skill Events

The GWRRA Rider Education Program 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 Program 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 Canada 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. USA's Motorcycle Safety Foundation and other notable industry training providers did not offer riding training in Canada. The ARC 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. There is a range-only version of this course available for recertification but is currently only authorized for use at Wing Ding. A decision to use this option across the Association may be made in the future. Contact the Director of GWRRA Rider Course Programs or Director of Rider Education for current availability.

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.

Trailing 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 both a classroom and a range requirement.

The Rider Education Program is committed to providing training opportunities for our Members that are cost effective and locally available.

H.3.1 GWRRA Riding Course Program Administration

The GWRRA Riding Course Instructor 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 and many Canadian Regions.

The Director – Rider Course Programs is a Rider Education Program position reporting directly to the Director - Rider Education. This individual is a certified Master Instructor Trainer. The Director - Rider Course Programs' primary function is the overall administration of the program, its instructors, and as the trainer for our network of Master Instructor Trainers and Master Instructors.

It is the intent of this program to be capable of providing cost effective, convenient riding Course training for Members throughout the organization. In order for us to effectively achieve this, the goal is to have a Master Instructor Trainer or Master Instructor in each Region. Working with both the Region Educator and District Educators, they ensure that the Riding Courses run smoothly and there are enough Master Instructors available to conduct instructor training for their Districts, which should be convenient and with minimal cost. Working with the Region Educators, the Director – Rider Course Programs is responsible to train and place a Master Instructor Trainer within each Region. This role is very important because the distribution of Riding Course 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 Riding Course Instructor and Master Instructor recertification requirements.

H.3.2 Director – Rider Course Programs

The Director - Rider Education shall appoint the Director – Rider Course Programs, with the consent of the GWRRA Director, to coordinate and manage the GWRRA sponsored Riding Course Program, GWRRA Rider Course Instructor Training/Certification, and all other decisions regarding GWRRA Riding Courses.

H.3.3 Roles and Responsibilities

The Roles and Responsibilities outline the administrative requirements. Please note that these requirements are not just "guidelines", but are necessary to ensure that a quality program continues to be provided to the Members. The Director – Rider Course Programs is also responsible for coordinating the volunteer Riding Course Instructors to support Wing Ding. In addition, changes to the certification process for Riding Course Instructors and curriculum for any of the GWRRA riding courses must be approved by the Director – Rider Course Programs. All accident/injury reports must be submitted to the Director – Rider Course Programs.

H.3.3.1.1 Duties of the Director – Rider Course Programs

- Coordinate all program requirements and updates.
- Communicate all program changes and update requirements to all Region Educators, and to the GWRRA Riding Course Master Instructor Trainers and Master Instructors.
- Train and Certify GWRRA Master Instructor Trainers and Master Instructors as required.
- Maintain all Master Instructor Trainer, Master Instructor, and Riding Course Instructor records such as new Instructor Applications and Certification Renewal forms. This information may be maintained using the GWRRA Rider Ed database.

- Coordinate all Riding Course 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 Riding Course Master Instructor Trainer/Master Instructor certification and Riding Course Instructor training updates at each Wing Ding as needed 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 Master Instructor Trainers or Master Instructors. It is the responsibility of the Director - Rider Course Programs to certify Master Instructor Trainers with the consensus of the Region Director and Region Educator.
- Coordinate with the providing Region or District Educators and Event Sponsors for all Riding Course Instructor Training and quality review programs including the review and approval of all instructor candidates.
- Maintain and approve Instructor Training Materials, Riding Course instructional materials, and all related forms.
- Evaluate or coordinate evaluation of the suitability and application of new vehicles (as requested by the Membership) for use in GWRRA Riding Courses.
- Maintain the National training equipment and material such that these can be used to support Wing Ding.
- Maintain the quality of training service provided by the GWRRA Riding Course Instructors by reviewing post course evaluations and addressing any concerns communicated from the field.
- Prepare and submit an Annual activity report (no later than January 31 of each year) to the Director - Rider Education for submission to the GWRRA Director, outlining the current state of the program, the number of Rider Course Instructor Certification Programs (RCICPs), the number of Instructor Certification Courses (ICCs), the number of active certified Riding Course Instructors, and the number of certified Master Instructor Trainers and Master Instructors within the program.
- Provide input to the monthly field update for the GWRRA Director related to the GWRRA Riding Course Program to the Director – Rider Education.
- Supply an article for the GWRRA Team Newsletter (The Insight) on a quarterly basis or as requested by the Director – Rider Education.

H.3.4 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 Team (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/provincial 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.3.4.1 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 or Province. 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.3.5 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.3.6 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 in early exercises.

H.3.7 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 260 ft. long (49m x 79m) and includes a 20 ft. (6m) run-off zone on the perimeter.
- The GWRRA Advanced Rider Course range measurements are 206 ft. x 310 ft. (63m x 94m) and includes a 40 ft. (12m) run-off zone on the perimeter.
- The MSF BRC2 requires at least a 200 ft. x 300 ft. (61m x 92m) surface including a 20 ft. (6m) run-off 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 Members' 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.3.8 Modifications to GWRRA Range Physical Requirements

In December 2011, GWRRA leadership opted to provide the flexibility for certified instructors to allow for minor modifications of our physical riding course range requirements where the focus on Member safety could still be possible.

H.3.8.1 Basis

The number and availability of adequate range facilities is limited, impacting the amount of training our Instructors can provide, and diminishing the benefit to our Members. Also, with growing emphasis on the environment, future potential range facilities will contain more obstacles. Other nationally recognized on-bike and on-trike training providers were benchmarked. They acknowledge this limitation and provide guidance to account for minor modifications as long as specific criteria are maintained.

H.3.8.2 Benefit

Without sacrificing safety, our instructors (who are trained and already responsible for ensuring as safe an environment as reasonably possible) can modify less than perfect range facilities to work around minor obstacles and increase the number of available training sites. More Members can receive training, and the job of selecting a training site will be made significantly easier for event planners, training course sponsors, Educators and Instructors alike.

Some range locations proposed at previous events have previously not met the standards. Instructors were asked to make do with what has been provided to them (and thereby accept total liability for injuries incurred as a result of the inadequate range). This guidance is an attempt to document and bound the reality of available/provided range facilities. Wing Ding event management personnel have been contacted in 2011 to reinforce the requirements for range sizes at GWRRA events, to help them during negotiations for same.

H.3.8.3 Acceptable Modifications

The ideal range facility selected for riding course training must first and foremost provide a safe environment for the trainees as well as the Instructors. The general dimensions are available for event planners and training coordinators elsewhere in the GWRRA Rider Education Program Handbook or other documents as revised in the future. Detailed dimensions are available to certified GWRRA Instructors in the applicable GWRRA Instructor Guide and range layout drawings for the GWRRA course being conducted. They include a twenty foot run off (safety margin)

in all directions, to provide an area for recovery should a student momentarily lose operational control. This area must be of similar surface to the riding area. The range surface should be relatively level ($\leq 5\%$ grade) and be smooth, relatively clean, and free of any large cracks or break up of the paved or concrete surface.

Since all GWRRA Riding Courses are designed as defensive driving courses and not initial learning experiences in the operation of a two or three wheeled vehicle, it is expected that all students have achieved competency in the basic control of their vehicle. It is therefore acceptable so long as a safe environment is maintained, to make minor modifications to arrange exercises around existing objects such as light poles, curb dividers, drains, etc. The minimum space for exercise operation and safety shall be provided (nominally the path of travel plus 20 feet in all directions).

Students will be made aware of these obstacles as part of the range familiarization prior to conducting range exercises. Range exercises that do not have continuous movement on both sides of the range may be adjusted so that only one side is used. Provisions will be made to close off the riding area from regular vehicular and foot traffic. Measures such as signs, barricades, cones and tape barriers are commonly used to accomplish this. Instructors must be continuously aware of other possible unexpected occupants intruding onto the range facility and take appropriate actions to protect themselves and their students. All ranges used for GWRRA courses continue to be required to 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.

H.3.9 The Trike Rider Course and Four Wheeled Vehicles

A Trike is defined as a three-wheeled vehicle typically having one or 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.

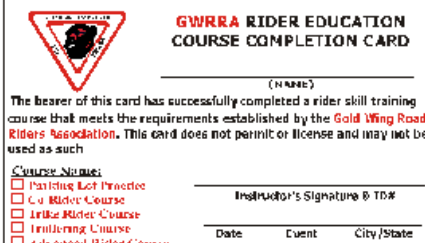
As a result of these differences and experience with these four-wheeled vehicles, motorcycles equipped with these devices will not be allowed to participate in the GWRRA Trike Rider Course. This policy has been implemented with the concurrence of the GWRRA Home Office.

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 may develop an appropriate training curriculum and course to accommodate these rigs in the future.

H.3.10 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, TTRC, and ARC courses, which must be noted and signed off by a current 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 Number:

☐ Parking Lot Practice

☐ Co-Rider Course

☐ Trike Rider Course

☐ Training Course

☐ 4-wheeled Rider Course

Instructor's Signature & TD# _____

Date _____ Event _____ City/State _____

There is also provision for recognizing the Co-Rider's 2-Up participation and completion of the course, labeled Co-Rider Course, again requiring the sign off by a certified instructor. While it is desired that the Co-Rider complete the entire course, the Instructor may check the Co-Rider box complete if the Co-Rider at least finishes the classroom portion and there are extenuating circumstances preventing completion of the range portion as well. The PLP pro-

gram 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 recertification.

H.3.11 Use of Car Tires on Motorcycles and Trikes During GWRRA Sponsored Events

GWRRA does not maintain or propose a position on whether a car tire should be used on a two- or three-wheeled vehicle during GWRRA activities. Educators, Instructors, Facilitators, and Trainers may 1) have personal opinions and 2) can discuss common industry knowledge to make users or potential users aware of any risk being taken, but should not falsely represent GWRRA policy or take action to enforce laws that do not exist preventing the use of car tires on motorcycles or trikes. We leave legal action to law enforcement officials. Any tires (car or motorcycle) used must meet standards set forth when the use of a vehicle check is required (e.g.: a T-CLOCS or Trike Check during GWRRA sponsored training or field activities). Participation in on-bike or on-trike training or activities being conducted outside of GWRRA is governed by that provider organization, which may not allow the use of car tires on motorcycles.

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 talented individuals that have given of their time to create and continually update and refine these seminars. Additionally, GWRRA initiated and established a video based informational and training program in 1989 with several fine videos. These video programs remain pertinent and available and can be obtained from the GWRRA Headquarters.

H.4.1 The Approved Rider Education Seminars

The following is a list of approved Rider Education related seminar material currently available from GWRRA. They are authorized for use and presentation by GWRRA certified University Trainers 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.

Core Rider Ed Seminars *(these are on Seminar Completion Cards or Riding Course Completion Cards)*

- Co-Rider
- Motorcycle Crash Scene Response (MCSR)
- Motorcycling for Mature Riders (MMR)
- Team Riding
- Trailering
- Road Captain Course (RCC) *(contains both classroom and riding components)*

Other Rider Ed Seminars

- Co-Rider Two
- High Siding
- Riding with New and/or Inexperienced Riders
- Going, Going, Gone
- Riding in the Heat
- Night Riding
- Dealing with the Elements
- Helmet Myths
- How to Use the Rider Ed Database
- You're an Educator - Now What?

Non-GWRRR Seminars

- MSF Seasoned Rider (equivalent to the MMR)

Contact your District Educator or District Seminar Coordinator to learn more about these Seminars and schedule a Certified University Trainer to conduct one at your next Chapter Gathering or special Event. Any Rider Ed certified University Trainer can present Rider Ed seminars which are available in a secure location on the Rider Ed website.

H.4.2 Motorist Awareness Seminars

Motorist Awareness (MA) 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 a part of the Rider Education program, the agenda is 180 degrees different. Rider Education educates our Members on how to reduce risk in motorcycling, Motorist Awareness educates the public to be aware of us in the hopes of reducing conflicts with the motorist. We also use these to make our Members aware of the programs available to educate the public.

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

- Think Motorcycles Seminar
- “Share the Road” Think Motorcycles Seminar
- Why Motorist Awareness Seminar

Contact your District Motorist Awareness Coordinator to learn more about these Seminars and to schedule a Rider Ed Certified University Trainer to conduct one at your next civic or Chapter gathering. Any Rider Ed certified University Trainer can present MA seminars which are also available in a secure location on the Rider Ed website.

H.4.3 Available Video Seminars

In addition to the Seminars discussed above, GWRRR also has several videotaped seminars available through the GWRRR Headquarters for presentation to the Members. These can easily be used to augment chapter gatherings or conventions, 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 GWRRR. They are authorized for use only by GWRRR.

- 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-Riders 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). Length 23:21; *Developed by Bob Lorenz/Joe Allen, Lewis Video Productions, sponsor: ANPAC/Americycle Insurance © 2002*
- Trailerling – A 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. (Length 39:00) *presenter: Pete Woodruff, Sponsor: SAFECO Insurance, recorded at SAFECO Auditorium in Seattle, WA, © 1989 GWRRR*
- Touring and Braking – A 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. (Length 47:25) *presenter: Pete Woodruff, Sponsor: SAFECO Insurance, recorded at SAFECO Auditorium in Seattle, WA, © 1989 GWRRR (pre-dates Group Riding and Road Captain Seminars)*
- 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. (Length 12:55) *presenter: Gary Sanford, Lewis Video Productions, © 2000.*

H.4.4 Seminar Completion Cards

The University Trainer 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

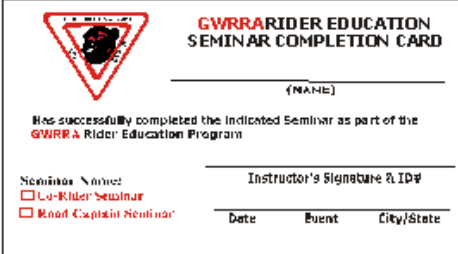
- For a Live Co-Rider seminar the Rider Ed certified University Trainer will issue completion cards at the end of the Seminar.

Co-Rider Seminar Video

- For the Co-Rider Seminar Video ANY Rider Educator or Operations officer can fill in the completion card once the video has been viewed.

Road Captain Course

- Before a completion card is issued both the classroom and riding portion of the seminar must 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 optional rocker patch available for a small fee. Rocker Patches for the Road Captain are available in both Black/Gold and Red/White. Co-Road Captain (Co-Rider) is in Black/Gold only. It should be stressed that ALL candidates for Road Captain SHOULD have a working CB radio on their bike. Proper riding gear must be worn at all times during the riding portion of the course. Rider Ed certified University Trainers presenting this seminar are cautioned that there is **NO TEACHING** allowed during the riding portion of the course. Any feedback will be offered once the group has stopped for this purpose.



GWRRA RIDER EDUCATION SEMINAR COMPLETION CARD

(NAME) _____

Has successfully completed the indicated Seminar as part of the GWRRA Rider Education Program

Seminars Taken: ☐ Co-Rider Seminar ☐ Road Captain Seminar

Instructor's Signature & ID# _____

Date _____ Event _____ City/State _____

H.4.5 GWRRA Rider Education Seminar Administration

GWRRA Rider Ed Seminars have been established for use in any of the GWRRA Regions. The Association's ability to train instructors has increased with the implementation of the GWRRA University. University Trainers have been certified and are available in all US and many Canadian Regions.

An Assistant Program Rider Educator is assigned and reports directly to the Director - Rider Education. This individual is a Certified University Trainer Development Program (UTDP) Trainer. This Assistant's primary function related to Rider Ed Seminars is the overall administration of the seminar content, working with the GWRRA University to manage its Rider Ed Certified University Trainers, and maintaining our GWRRA Rider Ed database related to Rider Ed Certified University Trainers.

It is the intent of this program to be capable of providing cost effective, convenient Rider Ed Seminar training for Members throughout the Association. Working with the Region Educator, District Educators, and GWRRA University, they ensure that the Rider Ed Seminars run smoothly and there are enough Rider Ed Certified University Trainers available to conduct Rider Ed Seminars for their Districts, which should be convenient and with minimal cost. This role is very important because the distribution of Rider Ed Certified University Trainers 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 University Trainer recertification requirements.

H.4.6 Roles and Responsibilities

The Roles and Responsibilities outline the administrative requirements. Please note that these requirements are not just “guidelines”, but are necessary to ensure that a quality program continues to be provided to the Members. The Program Assistant responsible for Rider Ed Seminars is also responsible for coordinating the volunteer University Trainers to support Rider Ed Seminar conducts for Wing Ding.

H.4.6.1 Duties of the Program Assistant responsible for Rider Ed Seminars

- Coordinate all program requirements and updates.
- Communicate all program changes and update requirements to all Region Educators, and to the GWRRA University.
- Maintain University Trainer records in coordination with the GWRRA University such as new Trainer Applications and Certification Renewal forms. This information may be maintained using the GWRRA Rider Ed database.
- Coordinate all GWRRA Rider Ed Seminars during the GWRRA Annual Wing Ding by establishing the course schedules, coordinating the student schedules and soliciting and recruiting such University Trainers as needed to fully staff the Wing Ding program.
- Maintain and approve Rider Ed Seminar Training Materials, Instructional materials, and all related forms.
- Maintain the quality of training service provided by the GWRRA Rider Ed Seminar certified University Trainers by conducting observations and reviewing post course evaluations, and addressing any concerns communicated from the field.
- Prepare and submit an Annual activity report (no later than January 31 of each year) to the Director - Rider Education for submission to the GWRRA Director, outlining the current state of the program, the number of University Trainer Development Programs (UTDPs) conducted within Rider Ed by Region Educators or District Educators, the number of University Trainers certified to present Rider Ed Seminars, and the number of Rider Ed Certified University Trainer Development Program (UTDP) Trainers within the program.
- Assist Region Educators to track the certification of District Educators as Certified UTDP Trainers. District have a goal of becoming Certified UTDP Trainers by teaching a UTDP under a Certified UTDP Trainer (typically the Region Educator) in the first 6 months.
- Provide input to the monthly field update for the GWRRA Director related to the GWRRA Rider Ed Seminars to the Director – Rider Education.
- Supply an article for the Team GWRRA Newsletter (The Insight) on a quarterly basis or as requested by the Director – Rider Education.

H.5 GWRRA MEDIC First Aid PROGRAMS

The G2010 standard reflects global resuscitation science and treatment recommendations derived from the 2010 International Consensus on Cardiopulmonary Resuscitation and Emergency Cardiovascular Care with Treatment Recommendations (CoSTR).



The provider organization for our program is now known as HSI (Health and Safety Institute). HSI is the largest privately held emergency care and response training organization in the world. It joins together American Safety & Health Institute, MEDIC First Aid, 24-7 Fire, EMP Canada, First Safety Institute, and Go To Aid. Since 1978 HSI companies have partnered with more than 16,000 approved training centers and have authorized more than 200,000 professional safety and health educators, who have certified more than 21 million emergency care providers in the USA and more than 100 countries throughout the world. HSI's vision is to be the preferred training resource for safety and health training centers. As this is our goal in GWRRA, we became part of this great organization in 2000. GWRRA is now a corporate sponsoring provider for the MEDIC First Aid program. Since 2000 we have realized a tremendous growth in the GWRRA MEDIC First Aid instructor ranks as well as increased demand for the courses we teach today. We are at the time of this writing the fifth largest corporation in HSI.

H.5.1 HSI/MEDIC First Aid

GWRRA is a Training Center covering MEDIC First Aid. What is a Training Center (TC)?

A TC is a GWRRA MEDIC First Aid Training Center self-governing entity that provides health and safety instruction and training. Educational services are delivered by instructors with the necessary knowledge and teaching ability to explain, tell, demonstrate, supervise, and direct learning. Instruction is imparted in diverse organizations through our Regions, Districts, and Chapters.

H.5.2 TCAM

The Training Center Administrative Manual (TCAM) is a collection of standards and guidelines that establish the criteria for quality assurance and performance improvements of HSI, MEDIC First Aid Training Centers, authorized Instructors and Instructor Trainers. The TCAM, better known as the GWRRA MEDIC First Aid TCAM incorporates GWRRA specific policies and procedures with the HSI quality assurance and improvement practices, including regulatory authorities to be sure HSI training programs and products are used according to the guidelines set up by HSI.

H.5.3 QUALITY ASSURANCE

Quality assurance is a set of standards and guidelines to monitor the performance of HSI, MEDIC First Aid Training Centers (GWRRA), and Authorized Instructors and Instructor Trainers so that the products and services provided meet or exceed requirements of regulatory authorities and other approvers.

H.5.4 Difference Between a Standard and a Guideline That GWRRA Follows

A standard is "something set up and established by an authority as a rule for the measure of quantity, weight, extent, value, or quality". A guideline is "an indication or outline of policy or conduct". For the purpose of these **Standards and Guidelines for Quality Assurance**, a standard is something an approved Training Center (GWRRA), an authorized Instructor, or Instructor Trainer is required to do (mandatory), while a guideline is a statement of desired, good or best practice (non-mandatory).

H.5.5 MEDIC First Aid Programs Available within GWRRA

After years of training and bringing different programs to GWRRA Membership we have determined there are three programs we will be using throughout GWRRA. **BasicPlus CPR** will be used for all Members who have never had CPR/First Aid or those for whom it has been several years since they have taken a course. For those who have taken a MEDIC First Aid class and are renewing their cards, they will take the **CarePlus Program**. Our third program which is new to GWRRA is to be used at conventions where renewals can be done in a short amount of time which we call **Blended Learning**. All training programs we train teach the Members Automatic External Defibrillator (AED). At this time these are the only programs that the Director of CPR/First Aid recommends.

One other program, which is a very important aspect to protecting our Members and instructors, is Blood Borne pathogens. This is talked about in all our programs on how to protect ourselves from Blood Borne Pathogens such as Hepatitis B, Hepatitis C, and HIV. Any other programs may not be used unless approved by the Director of CPR/First Aid.

Every program 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 will practice in small groups using a Visual Skill Guide along with outstanding Instructor guidance helping Members learn by doing and by helping each other. This provides positive coaching and comments from the Instructor while using scenario-based practice sessions that provide a sense of real-time emergency action. Once completed and passed by their Instructor they will receive their card which has a code on the back where they can go to the MEDIC University to keep their skills at top level. 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.

H.5.6 GWRRA CPR/First Aid, MEDIC First Aid Program Administration

The GWRRA MEDIC First Aid CPR/First Aid courseware has been updated to the G2010 guidelines. It is established and growing in many of the GWRRA Regions. The Association'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 MEDIC First Aid Instructors teaching in Canada and are still working on trying to comply with the Canadian Government to approve our program and work with EMP Canada.

The Director - CPR/First Aid is a Rider Education position reporting to the Director - Rider Education. The individual is a certified MEDIC First Aid Instructor Trainer or MASTER Trainer. The Director-CPR/First Aid's primary function is the overall administration of the program, a direct liaison to MEDIC First Aid and trainer for 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 Association. In order for us to effectively achieve this, each Region has a Region MEDIC First Aid (MFA) Coordinator. These Region MFA Coordinators working with both the Region Educator and Region Director ensure that the MEDIC First Aid programs run smoothly. In addition, this ensures that there are enough Instructor Trainers available to conduct Instructor training for their Region. This training should be convenient and with minimal cost. They may also be the Regional Instructor Trainer. Working with the District Educators, it is the Regional MFA Coordinator's responsibility to train and place MEDIC First Aid Coordinators within each District. All Region MFA Coordinators, Region Educators, and Region Directors work together to maintain the integrity of the Program.

The District's MEDIC First Aid programs are where the Membership is trained. The District MEDIC First Aid Coordinator works with the District Educator and District Director to run the District's programs. This 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.
- Make sure all Instructors are up to date in training
- Attain our program objectives.
- Provide the needed service to the Membership.
- Comply with the HSI/MEDIC First Aid requirements as a corporate training provider.
- Keeping the District Director and District Educator informed.

H.5.7 Roles and Responsibilities

The Roles and Responsibilities outline the administrative requirements. Please note that these requirements are not just "guidelines", but are necessary to maintain the organization's standing with HSI/MEDIC First Aid and to ensure that a quality program continues to be provided to the Members.

H.5.7.1 Director - CPR/First Aid

The Director - Rider Education shall appoint the Director - CPR/First Aid, with the consent of the Director of GWRRA, to coordinate and manage the GWRRA sponsored HSI/MEDIC First Aid program and all other decisions regarding CPR/First Aid. The Director - CPR/First Aid is also known as the Training Center Director through HSI. The Training Center responsibilities are to be followed by the standards set forth through HSI.

H.5.7.2 Duties of the Director - CPR/First Aid / Training Center Director

Serve as the primary communication channel between GWRRA and HSI/MEDIC First Aid. In business related legal applications, only a corporate officer may enter into an agreement which obligates the corporation. Since HSI recognizes only the Training Center Director, all signatures that will bind the corporation must be pre-approved by the Chairman of the Board for GWRRA. The Director - CPR/First Aid's signature on the GWRRA Training Center Application obligates the Association in the eyes of MEDIC First Aid.

- To comply with terms and conditions of GWRRA Training Center Approval, and;
- To comply with all applicable local, state, provincial, federal law and administrative rules governing operation of its training business and the approval, delivery, and administration of occupationally required training.

Additional duties:

- 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 and Coordinators.
- Maintain Internet access and a current email address
- Train and Certify GWRRA Corporate MEDIC First Aid Region Instructor Trainers as requested. This will be done at Wing Ding unless otherwise approved by the Director - Rider Education and the Region Director and Region Educator.
- Maintain all records of certified and active GWRRA MEDIC First Aid Instructors and Instructor Trainers and those that may be added to the program. The records that need to be maintained may be filed with the Assistant GWRRA Training Center Director.
- 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.
- Ensure that all credentials used for Instructor or Instructor Trainer Authorization by reciprocity are properly earned and legitimate.
- Maintain responsibility for Affiliated Instructors and Instructor Trainers.
- Work with the Region Director and Educator 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 team work and consensus of the Region Director and Region Educator.
- Coordinate with HSI 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 supplies of Instructor Guide Books for Instructor candidates is covered by the Region Trainer Coordinator and the processing of all follow up paperwork MUST go through the Region MFA Coordinator at the completion of all training courses.
- 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 HSI/MEDIC First Aid conferences as approved by the Director or GWRRA and Director - Rider Education for the purposes of representing GWRRA. ALL MASTER TRAINERS MUST attend the HSI conference. It is mandatory for only Master Trainers. All others are at the discretion of the Director - Rider Education. The purpose is to obtain 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 used at Wing Ding to ensure all equipment and supplies are current and available of use at Wing Ding.
- Maintain the quality of training service provided by the GWRRA MEDIC First Aid Instructors by reviewing all paperwork by the Assistant Director - CPR/First Aid. All Region MFA Coordinators post course evaluations and address any concerns communicated from the field and report these to the Director - CPR/First Aid. All paperwork MUST be sent to the Region MFA Coordinator within one week after class was conducted and sent to the Assistant Director - CPR/First Aid within the week after the Region MFA Coordinator received paperwork. All paperwork will be on file and stored with the Assistant Director-CPR/First Aid. Any audits requested by HSI, will be conducted through the Director-CPR/First Aid. All Class Rosters Must be on the approved GWRRA MEDIC First Aid Roster. The current version of the N.20 form (2 pages) is available on the GWRRA Rider Education Website.
- Prepare and submit an Annual report (by January 31 of each year) to the Director-Rider Education for submission to the Director or GWRRA, 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.
- Supply an article for the Rider Education Team Newsletter on a quarterly basis or as requested by the Director - Rider Education.
- All New Facilitator and Renewal forms will be sent to the Director - CPR/First Aid with their checks, so these forms can be approved to HSI over the website, which reduces the time of approval and cards being sent to the MFA Instructors.

H.5.8 Regional MEDIC First Aid Coordinator

The Regional MEDIC First Aid Coordinator is responsible for running the MEDIC First Aid program in the Region. The Director - CPR/First Aid appoints the Region MEDIC First Aid Coordinator with concurrence of the Region Educator. 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 and the Emergency Medical Planning (EMP) Canadian program to help with the training of our GWRRA Instructors and Instructor Trainers. 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 programs 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. The success of achieving this is dependent of the commitment of the Region's leadership in promoting and supporting this effort through their Regional MEDIC First Aid Coordinator.

H.5.8.1 Staffing of the Regional MEDIC First Aid Coordinator

There are several ways the 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 or upcoming Wing Ding Convention. It is important that the Regional Coordinator has an in-depth understanding of the program. Therefore must be a MEDIC First Aid Instructor for at least one year and has taught at least four classes. Here are some suggested options for **consideration**.

The Region Educator can also assume the responsibility of the Regional MEDIC First Aid Coordinator, as long as the Regional Educator is a MEDIC First Aid Instructor. 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 as long as the Assistant Regional Educator is a MEDIC First Aid Instructor. This is the best option. However, some Regions may not have the financial ability to have additional Assistants on their Team.

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 publications along with the rest of the Region Staff. (newsletter, 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.5.8.2 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 and Region Director 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 working with the Region Director & Educator 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.
- Work with the District Educators and their MFA Coordinators to ensure they have enough MEDIC First Aid Instructors to meet their program's needs, and the Instructor program is spread out to reduce travel and expense.
- 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 buy their own equipment and material, reducing cost and helping the Regional MEDIC First Aid Coordinator in maintaining a cohesive MFA Program. ONLY the Region MFA Coordinator or their assigned MFA District Coordinator may order material from HSI once approved by the Director - CPR/First Aid. NO Instructor is allowed to order any material through HSI. Only District Trainers who have been approved and sent to the Director - CPR/First Aid by the Region Coordinator may order from HSI. All orders must be approved by the Regional MFA Coordinator to keep control and to insure cost reduction. Details associated with the financial transaction are left to the Region/District buying contact. No materials will be purchased and supplied by the National organization unless approved by the Director of GWRRA.
- Assist the District Educators, and their MFA Coordinators, in developing, promoting and supporting the MEDIC First Aid training programs.
- If a District finds that the training equipment is not affordable, the Regional MEDIC First Aid Coordinator will coordinate with the Region and District Directors and Educators to see what they can do to get this equipment. They can work with the Director - CPR/First Aid or his/her Assistant to see what can be done to help the Region im-

prove their programs. Some have acquired funding for equipment through fundraisers, donations and other creative means.

- Serve as the primary communication channel between the Director - CPR/First Aid programs and Region/District MEDIC First Aid personnel regarding training, concerns or communications. Always keeps the Region/District Director & Educators informed on anything that transpires that impacts their area of responsibility.
- Ensures that all Instructor candidates' paperwork is forwarded on to the Director - CPR/First Aid programs after review, and must be to the Director-CPR/First Aid within two weeks of the review.
- Ensures that all training records are forwarded to the Assistant Director - CPR/First Aid for maintenance of files and to be kept on file. All Class Rosters (Form N-20) will be sent directly to the Assistant Director-CPR/First Aid within two weeks after the class was held. A copy of the Class Roster will be maintained in the Region MFA Coordinators files. If emailed to the Assistant Director-CPR/First Aid then the Original will be maintained at the Regional Level. All new Facilitator Applications should be filled out correctly and then sent to the Director - CPR/First Aid for approval. All paperwork will stay within the files of GWRRA MFA Programs with the Director-CPR/First Aid or their Assistant. NO PAPER is to be sent to HSI.
- Maintain an up to date listing of active and certified MEDIC First Aid Instructors and Trainers within the Region. These records must match what the Director-CPR/First Aid shows on file.
- 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 attend this meeting should contact the Director - CPR/First Aid and arrange 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.5.9 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. The Region MEDIC First Aid Coordinator appoints the District MEDIC First Aid Coordinator with concurrence of the District Educator. GWRRA achieves its greatest success when the District MEDIC First Aid program provides the Chapters 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.5.9.1 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, as long as this person is a MEDIC First Aid Instructor/Trainer. 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 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 publications along with the rest of the District Staff. (Newsletters, Website, and the like) They are also allowed to participate in the 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.5.9.2 Duties of the District MEDIC First Aid Coordinator.

- Promote and support the GWRRA sponsored MEDIC First Aid programs released and recommended by the Director - CPR/First Aid.
- Coordinate with the Regional MEDIC First Aid Coordinator, and the District Director & 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, students packets and books. 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-first-served 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. If possible be a MEDIC First Aid Instructor Trainer by the following Wing Ding.
- Ensure that all Instructor candidate paperwork is forwarded to the Regional MEDIC First Aid Coordinator. Class Rosters (N-20) are required by HSI/MEDIC First Aid to be on file with the Director - CPR/First Aid programs 14 days after the class was taken. **DO NOT forward this paperwork directly to HSI.**
- Maintain an up-to-date list of active and certified MEDIC First Aid Instructors and Trainers within their 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 who is a MEDIC First Aid Trainer, approved by the Regional MEDIC First Aid Coordinator and the Director - CPR/First Aid, that will be purchasing equipment and supplies directly from HSI. The identified MEDIC First Aid Trainer must be on record with the Director - CPR/First Aid and HSI to have orders approved. Details associated with the financial transaction are left to the District purchasing contact. No materials will be bought and supplied by the National organization unless approved by the Director or GWRRA.

H.5.10 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 (must have 2 [two] instructors available for classes over 12). 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 nonmembers to join the GWRRA class. It is hoped that nonmembers allowed to take a class within GWRRA will feel welcomed and will join GWRRA. **NO CLASSES will be given outside of GWRRA for any reason unless approved by the Director - CPR/First Aid, and NO GWRRA equipment will be used if outside of the GWRRA class is approved. This is on a case-by-case basis.**

All GWRRA Instructors are under the guidelines of GWRRA MEDIC First Aid, which **CANNOT** be altered without the written permission of the Director - CPR/First Aid and the Director - Rider Education. All courses will be conducted completely and according to HSI requirements. **NO shortcutting of material will be allowed or tolerated whatsoever.**

GWRRA MEDIC First Aid Instructors presenting training in Canada are prohibited by the certifying authority from using the USA version of the MEDIC First Aid CPR/First Aid/AED courses to anyone but GWRRA Members. Through a special agreement between the GWRRA Training Center and EMP Canada (a member of the HSI family of brands just like MEDIC First Aid, and a licensee and distributor of MEDIC First Aid training materials) GWRRA MEDIC First Aid Instructors are authorized to teach ONLY the version we use in the USA to teach Canadian GWRRA Members in Canada. GWRRA Instructors teaching under the GWRRA Training Center are NOT authorized to teach this version in Canada for NON-GWRRA Members. Doing so will jeopardize the certification of *all* GWRRA MEDIC First Aid Instructors teaching the USA version in Canada. The Canadian version's instructor certification requirements and course duration/content are greater in Canada to meet national/provincial standards that could be applied outside of GWRRA. This does not contradict our 501(c)4 agreement where we would normally allow non-GWRRA Members in the USA to participate in a course, as that is a requirement in the USA only. Instructors certi-

fied under EMP Canada can of course teach the Canadian version of the training course to anyone the Canadian authority allows.

H.5.11 Communication and contact with HSI

Communications with HSI/MEDIC First Aid 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 programs lies with this appointee. Circumventing that channel only serves to introduce confusion and delays addressing any program issues. Any direct contact with HSI regarding any of these types of issues will be through the Director - CPR/First Aid.

HSI requires that certain forms, applications and course records be maintained on file with the Director - CPR/First Aid or their Assistant. 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 or their Assistant.

H.5.12 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 HSI have reached an agreement that provides for designated purchasing contacts from the Regions and Districts.

Depending on the program structure and administration within a Region (whether at the Region or District level), the responsible level of authority is requested to identify a single point of contact for 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 District Educator or other identified certified Instructor trainer 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 or their Assistant. NO ONE at any time that is not an authorized MEDIC First Aid Instructor Trainer may order any material through HSI.

Once a purchasing contact or contacts (If at the District Level) has/have been identified, the designees must be on record with the Region Instructor/Coordinator and the Director - CPR/First Aid responsible for the programs. That information will also be forwarded to HSI. Until the designated purchasing contact is on record with the Director - CPR/First Aid and HSI, NO purchases will be approved by HSI and any pending order will be referred back to the Director - CPR/First Aid. Unless recorded as a purchasing contact, GWRRA Instructors are not approved for the purchase of MEDIC First Aid material. All approved purchasing will be Instructor Trainers or higher.

Some program material must be bought from HSI, while expendable supplies may be obtained from outside suppliers. Materials such as training DVD's, student packets, forms, Instructor Guide books or anything pertaining to MEDIC First Aid programs or products must be obtained directly from HSI. GWRRA does not have authority to authorize reproduction of HSI copyrighted materials (manuals, student packets, completion cards, DVD, etc.). As summarized from a statement in MEDIC First Aid materials, no part may be reproduced by any means (electronic or mechanical, including photocopying and recording, or by any information storage and retrieval system) without written permission from MEDIC FIRST AID International, Inc.

Materials such as training manikins, protective gloves, face shields, "Micro" shields, dressings and bandages, etc., may be obtained from other supply sources. A search of these sources should be assist in determining the best price based on expected needs. Some of these sources can be found at:

- www.HSI.com
- www.safetyloabs.com
- www.amstrongsafety.com

- www.safetywatch.com
- www.nasco.com
- www.laerdalmedical.com

The key to effectively managing the purchasing process and cost 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. Receipts are always required and must be submitted to treasurers to complete annual financial reports or receive reimbursement.

The ordering process is easier, faster, and smoother if handled by way of credit card rather than check. No HSI orders will be shipped on a C.O.D. basis. 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. HSI will not ship out any material until a check has cleared the bank.

H.5.13 Program Cost and Fees

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

Since all Regions are up to date with G2010 MEDIC First Aid (except for Region I) all fees and pricing have been established. All orders placed through HSI are discounted through Region and District, and receives the discount by operating under the GWRRA Corporate license. Normally this discount is 25%, due to our current status as of this writing as the 5th largest Corporation in HSI. The student packets will be the BasicPlus CPR or the CarePlus CPR versions, except in Canada until we can get this established.

H.5.14 Student Course Fees

The course fee charged GWRRA to Members should **NOT** exceed \$30 per student. However, travel distances in some Regions result in a higher costs. Maximum course fee adjustments can be made by the Director - CPR/First Aid on a Region-by-Region basis. Any Region or District may lower the fee of each student but **cannot** go over the \$30 maximum without the Director - CPR/First Aid involved. This maintains a consistent and affordable fee for all members. The fee has been established by evaluation, the typical cost for student material (approximately \$9.48 per student) and any expenses associated with presenting the course. The goal is to provide low cost high quality training to the Membership, which may include growing and maintaining the MEDIC First Aid Training program in the District or Region. It is not intended as a fund raiser for general Region, District, Chapter, or even Rider Ed funds. It should be used to support MEDIC First Aid activities only. Charging more than is necessary defeats the goal of providing training to our Members.

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 should allow the recovery of initial program cost, and longer term provide some revenue to support the Region or District MEDIC First Aid program. Region or Districts, with the **approval** from the Director - 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, \$20 or more should be refunded to the student for taking the class. Any Region or District found to be overcharging GWRRA members for more than the \$30 fee will be referred to the Director - Rider Education and Director of GWRRA 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 200 Miles) is required of an Instructor the coordinating organization (Region or District) will reimburse the Instructor for receipted expenses such as fuel and lodging if needed. Food is not generally reimbursed (however the Region or District may agree to do this.) Expenses covered should be budgeted and agreed upon prior to the course conduct. This is why it is very important that the Region/District Directors are working with the Region MFA Coordinator/Educator to make sure there are enough MEDIC First Aid Instructor or Trainers within the Districts to reduce expenses. We

don't force volunteers to travel, so any effort to compensate legitimate expenses will keep the volunteer more likely to continue to support the Membership.

Depending on the instructor expenses which should be minimal, 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, Region).

Checks are NEVER to be made out to the Instructor for course fees.

H.5.15 Instructor Trainer Course.

Considering demand and approval of the Region Director/Educator or District Director/Educator (sponsoring organization) , the scheduling and the number of Instructor Trainer candidates, The Director - CPR/First Aid will conduct Instructor Trainer Courses at Wing Ding.

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. HSI does have a Instructor Trainer program but the cost exceeds what our goal is for GWRRA to keep cost down. This could be \$250 or higher through HSI.

It is preferable to conduct this training annually at Wing Ding to minimize cost and maximize the availability of scheduled courses. If the course is conducted at Wing Ding, no expenses will be charged for the Master Instructor Trainer's travel and lodging. If the course is conducted within the 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. All training will be under the new G2010 HSI/MEDIC First Aid program.

H.6 GWRRA Motorist Awareness



H.6.1 Introduction

"Share the Road!" is the Motorist Awareness (MA) campaign to reduce the number of crashes, conflict situations and close calls arising between motorcycles and other highway users. The Program's mission is to provide information and educate motorists on means to reduce crashes, near misses and conflicts with motorcyclists. Motorist Awareness will achieve this mission through Motorist Awareness Coordinators, Educators, University Trainers, 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. complements and reinforces GWRRA's Rider Education program and together provides 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 aid 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, Educators, University Trainers 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 program 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.

Motorist Awareness 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 on 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 and Rider Education Programs, through a Team effort with all GWRRA programs, 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, Motorist Awareness (MA) will focus on educating

ing 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 program of GWRRA, through a "Share the Road" campaign will pursue three aspects of motorist awareness. Each of these three is supportive of the others:

- **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, handout 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 friends, neighbors, or even relatives.

H.6.2 Organization and Structure

The purpose of having Motorist Awareness within the Rider Education program is to utilize our people resources to get the word out to the motoring community. Whether it is an Education Officer or a University Trainer, 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 is not limited to Rider Education Members. We also encourage Operations, Membership Enhancement, and Leadership Training to participate in this effort. **Together, we can make a difference!**

H.6.3 Motorist Awareness Director

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 we are a part of the Rider Education program, our agenda is 180 degrees different, as we deal with the public instead of the motorcyclist, and operate independently within our Rider Education Program. Motorist Awareness is led by the Director - Motorist Awareness.

H.6.3.1 Qualifications of the Motorist Awareness Director

- Maintain current Membership in GWRRA.
- Maintain current status of **Level IV** in the Rider Education Program.
- Preferably is a University Trainer certified in Rider Education Seminars, 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 GWRRA Director, Director - Rider Education, Regional Teams, District Teams and others requiring the services of this office.

H.6.3.2 Duties and Appointment of the Motorist Awareness Director

- Director - Motorist Awareness is appointed by Director - Rider Education, and serves as an Association Officer as part of the Rider Education Team.
- Is responsible for promoting and supporting the implementation of the Motorist Awareness program throughout GWRRA.
- Submits an article for the "Insight" newsletter on a quarterly basis, or as requested by the Director - Rider Education.
- Monitors the Motorist Awareness program 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 University).
- Upgrades and expands the Motorist Awareness Program as necessary, or as requested by the GWRRA 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 Motorist Awareness 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 Director - Rider Education with a year-end statistical report of the MA activities within GWRRA (no later than January 31 of each year).
- Provides an annual report stating accomplishments within the program for the past year and establishing the goals and objectives for Motorist Awareness during the succeeding year, no later than January 31 of each 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 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 Director - Rider Education 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 Director - Rider Education 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 GWRRA 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 Motorist Awareness, 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 (or above) participant in the Rider Education Levels Program and will work with the Region Educator while supporting the Director of Motorist Awareness.

H.6.4.1 Staffing of the Region Motorist Awareness Coordinator

There are several ways this position can be filled. The Director – Motorist Awareness appoints the Region Motorist Awareness Coordinator with concurrence of the Region Educator. 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 Team.
- Have the position of the Region Motorist Awareness Coordinator as an unsupported volunteer Team position. Basically this means that the individual's contact information is listed in all Regional publications along with the rest of the Region Team. (Newsletters, Website, and the like) They are also allowed to participate in Regional/District Team 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** or above in the REP.
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote safe motorcycle operations through Motorist Awareness.
- Be fully knowledgeable of Motorist Awareness and its goals.
- Possess sufficient communication skills, both verbal and written, so as to be an effective representative of the Motorist Awareness program.
- Have the ability to work effectively in a harmonious relationship with the Region Director, District and Chapter Educators/Coordinators as well as the MA Team.
- Preferably a certified University Trainer in REP, 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 Director - Motorist Awareness with concurrence from the Region Educator.
- Administer, promote and support Motorist Awareness 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 Motorist Awareness such as seminars, safety meetings, etc.
- Teach District Educators/ Coordinators all aspects of Motorist Awareness 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 quarterly 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 Activity 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. If the District Motorist Awareness Coordinator (MAC) position is vacant, the responsibility for the report goes to the Region MAC.
- A primary responsibility of the Region MA 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 GWRRA Motorist Awareness. 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 MA Coordinators need to feel that they are an informed part of the Motorist Awareness 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 MA Coordinators must understand and support Motorist Awareness in all of its facets and be able to communicate and build support for MA 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 Educator while directly reporting to the Region MA 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 MA 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. The Region Motorist Awareness Coordinator appoints the District Motorist Awareness Coordinator with concurrence of the District Educator. 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 Team.
- Have the position of the District Motorist Awareness Coordinator as an unsupported volunteer Team position. Basically this means that the individual's contact information is listed in all District publications along with the rest of the District Team. (Newsletters, Website, and the like) They are also allowed to participate in District Team 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** or above 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 Motorist Awareness.
- Be fully knowledgeable of the Motorist Awareness program and its goals and objectives.
- Possess sufficient communication skills, both verbal and written, so as to be an effective representative of Motorist Awareness.

- Have the ability to work effectively in a harmonious relationship with the District Director and Chapter Educators/Coordinators as well as the Region Team.
- Preferably is a certified seminar presenter in REP or LTD, but is not required to be.

H.6.5.3 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 Region Motorist Awareness Coordinator with the concurrence of the District Educator. They serve as a Team Member of the District.
- Administer, promote and support Motorist Awareness 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 Motorist Awareness such as seminars, safety meetings, awareness projects, etc.
- Teach Chapter Educators/Coordinators all aspects of Motorist Awareness 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 Convention when possible, and assist with Motorist Awareness activities as requested.
- Submit a Motorist Awareness quarterly 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 Activity 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. If the Chapter Motorist Awareness Coordinator (MAC) position is vacant, the responsibility for the report goes to the District MAC.

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 GWRRA Motorist Awareness. 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 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 Motorist Awareness in all of its facets and be able to communicate and build support for MA within the Chapters. The District Coordinator serves as the communication conduit to and from the Region Coordinator, the Director of Motorist Awareness and Rider Education Team.

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 mo-

torist community to *Share the Road* with motorcyclists. It is the primary responsibility of the Chapter MA Coordinator to stress the importance of Motorist Awareness 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

- Be a current GWRRA Member or Associate Member and an experienced motorcycle rider or co-rider.
- Be dedicated to the promotion and growth of Motorist Awareness 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 Motorist Awareness.
- Be fully knowledgeable of the Rider Education Program and Motorist Awareness, and their purpose, goals and objectives.
- Possess sufficient communication skills, both verbal and written, in order to be an effective representative of Motorist Awareness.
- Have the ability to work effectively in a harmonious relationship with the District Coordinator, Chapter Director and chapter participants.

H.6.6.2 Responsibilities & Appointment of the Chapter Motorist Awareness Coordinator

- The Chapter Motorist Awareness Coordinator is not an officer of the association, and is appointed by the District Motorist Awareness Coordinator with the concurrence of the Chapter Educator. They serve as staff Members of the Chapter.
- Promote and implement the Motorist Awareness program at the Chapter level.
- Promote and participate in such activities that will expand Motorist Awareness 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 GWRRA Motorist Awareness.
- 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 Motorist Awareness 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 conventions 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 Activity 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 GWRRA Motorist Awareness. 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 MA Coordinator serves as the primary, first line communication conduit to and from the Members to the District and Region MA Coordinator as well as the Director of Motorist Awareness and Rider Ed Team.

H.7 Drill Teams and Amazing Team Challenge

Riding with a Drill Team is an honor and a privilege. Most motorcycle riders will never practice to achieve the skill that is necessary to be competent on the street, let alone at the close intervals required by Drill Team riding. We want the experience to be fun for your Team, but also safe. To that end, there is a website area, and an Director - Drill Teams. This position and the tools provided have the goal of ensuring that you can teach new riders the skills necessary to become safe on a team; that all riders may be safe at the level they are training, performing or competing at, and comfortable in the knowledge that the riders around them are equally skilled.

Riding a motorcycle by nature is a solitary activity. One of the joys of motorcycle riding is traveling with a group of friends to visit new places, try new foods or attend new events. Group riding is as different from individual riding as night is from day. When you ride in a group, your actions not only affect you, but the other riders as well. This is true for any group of motorcycles that rides together, no matter how long the trip. It is vitally important that drill team riders bring this attitude to practice and to shows every time they meet. What you're about to do is either going to be boring, or you're going to need a lot of trust and a lot of respect. That's the world of drill team riders.

In this area of the GWRRA website, you will find the Amazing Team Challenge, a Novice Course for the Amazing Team Challenge, a How to Start a Drill Team manual which includes helpful hints from Captains of three World Champion teams, contacts for all the GWRRA Drill Teams and for the Drill Team Director. Never hesitate to send your questions or ask for assistance. We are a small group in motorcycle riding, but we're all bound by a common love of something more demanding than staying in our lane.

H.7.1 Director - Drill Teams

The Director - Rider Education shall appoint the Director – Drill Teams, with the consent of the GWRRA Director, to coordinate and manage the GWRRA sponsored Drill Team and Amazing Team Challenge programs and all other decisions regarding Drill Teams.

H.7.2 Duties of the Director - Drill Teams

- Is responsible for promoting and supporting the implementation of Drill Teams throughout GWRRA.
- Submits an article for the "Insight" newsletter on a quarterly basis, or as requested by the Director - Rider Education.
- Monitors the Drill Team program to ensure quality results and to see that goals and objectives are achieved.
- Attends Wing Ding annually to provide full and complete Drill Team and Amazing Team Challenge support and programs for the benefit of the Members. This will include:
 - Staffing and organizing the Drill Team practices, demonstrations, and any competitions being held.
 - Scheduling and staffing of Amazing Team Challenge activities.
- Upgrades and expands the Drill Team Program as necessary, or as requested by the GWRRA 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 Drill Teams and the Amazing Team Challenge programs 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.
- Compiles and distributes, at least on a quarterly basis, a report of the Drill Team and Amazing Team Chal-

allenge activities conducted within the Association. Annually, provide the Director - Rider Education with a year-end statistical report of the Drill Team and Amazing Team Challenge activities within GWRRA (no later than January 31 of each year).

- Provides an annual report stating accomplishments within the program for the past year and establishing the goals and objectives for Drill Team and Amazing Team Challenge activities during the succeeding year, no later than January 31 of each year.
- Interfaces with Drill Teams both inside and outside of GWRRA and such other organizations and entities, both domestic and foreign, in order to enhance the Drill Team and Amazing team Challenge programs 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 Director - Rider Education to ensure uniformity and consistency with all GWRRA operational policies and to protect against misunderstandings.

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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.



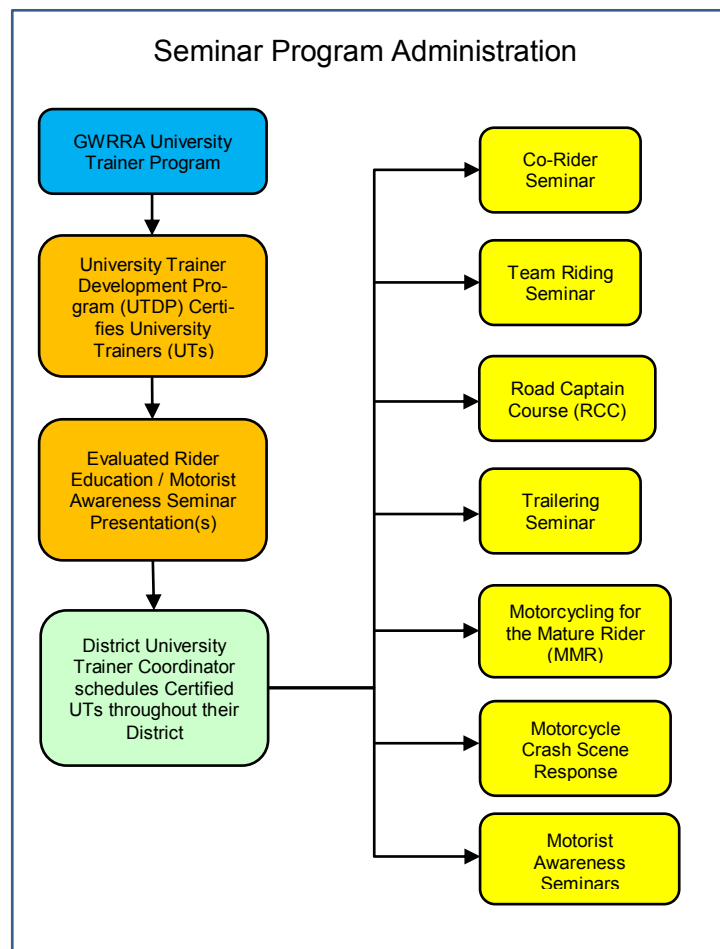
The following sections discuss the instructor candidate requirements and the certification and/or updating processes that have been established. These sections will address the University Trainer (includes former Seminar Presenters), the Rider Course Instructor and the MEDIC First Aid® International Instructor certification programs.

I.1 University Trainer Program



Members interested in becoming active in the GWRRA Rider Education program as University Trainers must complete the University Trainer Development Program training and process (UTDP).

Members who have completed the certification requirements to be a GWRRA Rider Education certified University Trainer can present any approved Rider Education and Motorist Awareness seminar materials. Approved seminar materials and a specific University Trainer 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 University Trainer Development Program (UTDP)

The GWRRA University Trainer Development Program focuses on two aspects – the “How To” of seminar presentation, and a review of the Approved Seminar outlines and requirements (including Rider Education). The course

consists of four modules and all must be completed to achieve certification. The Certification process to present Rider Ed and/or Motorist Awareness specific material is completed with a review of the University Trainer actually presenting 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 University Trainer to present any of the approved Rider Education and Motorist Awareness Seminars. There is no requirement that each applicant be certified separately for each Rider Education or Motorist Awareness Seminar.

I.1.1.1 General Process Description

The following is a general description of the GWRRA University Trainer certification process as it applies to Rider Education:

1. Candidates must be a GWRRA Member in good standing, and be in the REP Levels program. They are *encouraged* to stay current at their highest Level achieved.
2. Candidate will complete the U-1 GWRRA University Trainer Application/Renewal and submit it to the District Educator or designated GWRRA University Official on the form.
3. District Educator or designated GWRRA University Official will review the application for completeness and acceptability of the applicant.
4. If the District Educator or designated GWRRA University Official approves the application, the Member will be notified of the next scheduled University Trainer Development Program. For the intent of the Rider Ed Program, the RE and DE may be previously certified to teach the UTDP. The RE or DE who has not previously taught the UTDP should be certified at the earliest opportunity (goal of within 6 months of appointment) by successfully presenting the UTDP under the Region Educator (or other UTDP Certified Trainer). Current REs and DEs who have already successfully taught the UTDP (or its predecessor the Seminar Presenter Development Program or SPDP) are already certified to teach the UTDP.
5. If the application is not approved, return it to the Member with explanation.
6. The Certified UTDP Trainer will notify the selected applicants of the course date, schedule and location.
7. Applicants will attend and complete the UTDP.
8. After completion of the UTDP, the Certified UTDP Trainer will notify the responsible GWRRA University individual or Assistant Director - Rider Education responsible for Seminar Certification for issuance of a University Trainer (UT) Card and entry into the database as a certified UT.
9. The successful UTDP graduate is now a candidate for UT status and has 6 months to certify in a specific area (REP, LTP, or MEP).
10. The UT candidate desiring to certify to present Rider Ed or Motorist Awareness Seminars will then contact the District or Region Educator to schedule a presentation of at least one of the approved Rider Education or Motorist Awareness Seminars.
11. The Certified UTDP Trainer qualified District or Region Educator will evaluate the presentation and document it using the UTDP Speaker Appraisal form (or equivalent). If successful, the District or Region Educator will discuss pitfalls and lessons learned from other Rider Education and Motorist Awareness Seminars with the candidate, stressing the requirement to follow the lesson plan, what seminars/material is available to present, and that they are NOT to teach or provide feedback during the riding portion of the Road Captain Course.
12. If unsuccessful during the first attempt, the District or Region Educator will communicate the reason to the candidate, document the reason and the remediation plan/assistance offered to be successful on a second attempt. If the second attempt is also unsuccessful, the result is documented and the process is ended. Ensure the responsible GWRRA University official and the Assistant Director - Rider Education responsible for Seminar Certification are informed at the earliest opportunity.
13. Upon successful completion, the District or Region Educator (evaluator) completes application and attaches the documented evaluation. These are forwarded to the Assistant Director – Rider Education responsible for Seminar Certification for updating the database concerning this certification.

14. The Assistant Director – Rider Education responsible for Seminar Certification will contact the UT and provide him or her with a username and password to access Rider Ed and Motorist Awareness Seminars.
15. The Assistant Director – Rider Education responsible for Seminar Certification will issue a welcome letter, University Trainer Card with SI#, patch, and certificate to the applicant through the appropriate Region Program Officer.
16. The UT will be cautioned by the certifying Educator against giving out their username/password information and advised to have any others interested in access to contact the Assistant Director – Rider Education responsible for Seminar Certification.
17. Certified UTs will be required to submit an updated application every two years to the designated GWRRA University Official or Assistant Director - Rider Education responsible for Seminar Certification indicating the seminars presented during the course of the preceding two year period. Any combination of seminars that the UT is certified to teach count toward the total required (minimum of 2) in the recertification period. Failure to do so will result in de-certification.

1.1.2 Maintenance of University Trainer Certification

Certified UTs (except Certified UTDP Trainers and prior Directors of Rider Education) are required to renew every two years by submitting a U-1 GWRRA University Trainer Application/Renewal in order to maintain their status. This renewal assists the GWRRA University and the Assistant Director - Rider Education responsible for Seminar Certification in identifying and maintaining a list of active UTs. The U-1 form can be found on the GWRRA University web site.

Failure to renew will result in de-certification, which will require that a new evaluation be completed and forwarded with a renewal application, should the Presenter wish to renew at a later time. A grace period of up to 60 days may be applied, due to extenuating circumstances.

Note regarding Rider Course Instructors who also hold University Trainer certifications: UT status for these individuals will automatically be renewed when the Rider Course Instructor status is renewed via the N.13 form. If Rider Course Instructor certification is allowed to lapse, UT certification will also lapse unless a U-1 renewal form is submitted

1.1.3 University Trainer Decertification

If we become aware of University Trainers (UTs) certified to teach Rider Education seminars that are the source of complaints from seminar attendees or based on negative reports from GWRRA Officers, etc., we need to investigate the complaint. The UT should be observed presenting a Rider Ed Seminar at the next available opportunity. District or Region Educators acting as Certified UTDP Trainers should complete a documented evaluation of the observed seminar. There is a Candidate Appraisal Form in the back of the UTDP Instructor Guide (similar to the former Seminar Presenter Appraisal Form on which it was based) which can be used.

For items identified as Poor (1 or 2) there should be supporting comments about what the problem is, and what help was provided (clear path to success). Unless Member safety is threatened, we need to provide the help needed to correct the UT performance before any decertification occurs. If, after an opportunity to improve is given and the UT is still not performing acceptably (as documented in a second observation) – or if Member safety is threatened (document circumstances), the District or Region Educator acting as the Certified UTDP Trainer will immediately inform the UT of their decertification and the reason. Provide information that they can regain UT certification by repeating the UTDP. Ensure the responsible GWRRA University official and the Assistant Director - Rider Education responsible for Seminar Certification are informed at the earliest opportunity. The decertified UT will have their status made inactive in the database with a comment/date provided.

1.1.4 University Trainer Materials/Forms Available On-Line

Go to GWRRA Rider Education Website at <http://www.gwrroa.org/regional/ridered/index.html> and go to the "Seminar Presenter" area. In the upper right-hand corner you will find a link to a secure area where all the University Trainer

Rider Ed related Seminar material is found. As a current GWRRA UT certified to present Rider Education and Motorist Awareness materials, you will have been given the *username* and *password* to enter this site. All GWRRA Seminar materials found on this page are the intellectual property of GWRRA. No part of this material may be used in whole or in part, except by an authorized GWRRA UT, without the expressed written permission of GWRRA.

1.1.5 Certified UTDP Trainers in Rider Ed

For Rider Ed, the advancement to Certified UTDP Trainer will be automatic if the District Educator (DE) or Region Educator (RE) has previously successfully presented the former Seminar Presenter Development Program (SPDP). Note that these people are typically experienced Chapter Educators, with requirements to be at least at Level 3 (DE) or above (RE) in the REP Levels program. This revision to our Rider Education Program (REP) Handbook makes prior certification as a University Trainer (UT) a specific requirement (rather than being implied) to be a DE. The previous requirement in the handbook was that the DE present at least one SPDP per year. [SPDP is being changed to University Trainer Development Program (UTDP) in this REP Handbook revision].

New DE appointments, or those who have not yet taught the SPDP (due to lack of comfort, time, or ability) going forward will have a goal of teaching the UTDP under a Certified UTDP Trainer. The RE is typically an experienced DE at Level 4 with a number of SPDPs under their belt. Their job also previously required presenting SPDPs and training DEs to do the same. This revision to the REP Handbook will again take the implied prior certification as a UT and make it specific. What we had up until now is essentially a training apprenticeship program for those certifying new Seminar Presenters. Appointment to DE and RE is coupled with experience presenting seminars by implied standards under previous guidance. It has been formally spelled out in this REP Handbook revision.

In Rider Ed during the transition to the GWU, we wanted to ensure that Educators were not prohibited from doing their jobs by imposing new administrative hurdles. The DEs and REs that had been conducting the SPDP already will be automatically advanced to Certified UTDP Trainer so they can continue doing their job. For those DEs who have not yet taught an SPDP, they will not automatically be advanced to Certified UTDP Trainer. The RE will be responsible for identifying which DE in his or her Region has taught the SPDP, and are thus performing as Certified UTDP Trainer. The Certified UTDP Trainer will be responsible to provide username/password login information to UTDP materials for newly certified UTDP Trainer access to qualifying DEs.

The goal is for the DE who is not already a Certified UTDP Trainer to teach under a Certified UTDP Trainer in the first six months to reach Certified UTDP Trainer status. The idea is to take no longer than one year to reach Certified UTDP Trainer so that they can do their job and teach at least one UTDP per year.

Selected Program Educators must also have Certified UTDP Trainer status prior to appointment or certify within 6 months of appointment.

1.1.5.1 Program Rider Ed Officers and GWU

For Rider Ed, the Director – Rider Ed is also a Certified UTDP Trainer. This person will appoint Region Educators (REs) and be responsible to provide username/password login information to UTDP materials for Certified UTDP Trainer access to both REs and select Program Educators

The Assistant Educator responsible for Rider Ed Seminar content/revision and database entry for Rider Ed certified UTs will be a Certified UTDP Trainer and be responsible for providing those same individuals the username/password login information to the Rider Ed Seminar secure area. He will coordinate with the GWRRA University and the Rider Ed Database administrator to ensure there is no duplication of UT numbers issued.

The Assistant Educator responsible for Riding Courses (Director of Riding Course Programs) will be a Certified UTDP Trainer and be responsible for providing Riding Course Instructors (RCIs) the username password to the Rider Ed Riding Course secure area. In addition, this position will be responsible for providing username/password login information to UTDP materials for Riding Course Master Instructor Trainers (MITs). He/She will also coordinate with the GWRRA University and the Rider Ed Database administrator to ensure there is no duplication of UT numbers issued.

Riding Course MITs will be dual certified as Certified UTDP Trainers.

Riding Course MIs in training to become MITs will be observed presenting the CIDM (or alternately the UTDP) under a Certified UTDP Trainer. Historically our MIs have been in the position for at least a year before advancing to MIT.

UT cards are available on the GWRRA University website. This can be accessed at the GWRRA.org website from the toolbar under Programs/GWRRA University. The triangular logos represent areas to click on that hyperlink to login areas for the three programs (REP, LTP, MEP). The diamond GWU logo below that will provide a hyperlink to the GW University Trainer Seminars area which has the following available (as of this writing - subject to change as warranted):

- UTDP Instructor Guide
- UTDP Study questions
- GWU Student Workbook
- UT PowerPoint presentation
- Public Speaking PowerPoint presentation (the common course the UT candidate will be presenting during the UTDP)
- Public Speaking Instructor Guide
- Trainer Development Program exercises (3)
- UTDP Presenters Quiz
- UTDP Speaker Appraisal form
- Trainer Certification Cards (Side 1 and 2 – note that side two has signoffs for each of the 3 programs)
- GWU Trainer Application

Program Directors will retain the flexibility to identify and train additional Program Assistants to become certified as Certified UTDP Trainers.

Rider Ed certified UTDP Trainers are not authorized to certify UTs in Leadership Training Program Seminars or Membership Enhancement Program seminar areas. Only designated individuals from those programs can certify UTs in their specialty area.

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. Candidates must be a GWRRA Member in good standing, and be current in **Level II** or above in the REP Levels program.
2. Candidate will complete the N.22 GWRRA Parking Lot Practice Facilitator Application/Renewal and submit it to the District Educator.
3. District Educator will review the application for completeness and acceptability of the applicant.
4. 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.)
5. If the District Educator does not approve the application, return it to the Member with explanation.
6. The District Educator will notify the selected Candidates of the course date, schedule and location.
7. Candidates will attend and complete the PLP Facilitator Certification Program including conducting at least one live Parking Lot Practice.
8. 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.
9. 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.
10. The responsible Assistant Director - Rider Education will issue a PLP Facilitator Card to the candidate and will enter the appropriate information into the National Database.
11. Certified PLP Facilitators will be required to submit an updated application every two years to the responsible Assistant Director - Rider Education indicating the PLP's presented during the course of the preceding two years. Failure to do so will result in de-certification.

I.2.1.2 Grandfathering Process

For those Members who are current GWRRA or MSF Rider Course Instructors 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 successful 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. 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.

3. 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 do not instruct on the range.**
4. District Educator will forward the application, Statement of Qualifications, and Candidate Evaluation, to the Region Educator for final approval.
5. 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.
6. If the Region Educator approves, the application, Statement of Qualifications, and Candidate Evaluation will be forwarded to the Assistant Director - Rider Education responsible for PLP Facilitator Certification Program.
7. The responsible Assistant Director - Rider Education will issue a PLP Facilitator Card to the applicant and will enter the appropriate information into the National Rider Education database.
8. 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 signatures 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.
9. GWRRA PLP 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 PLP 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

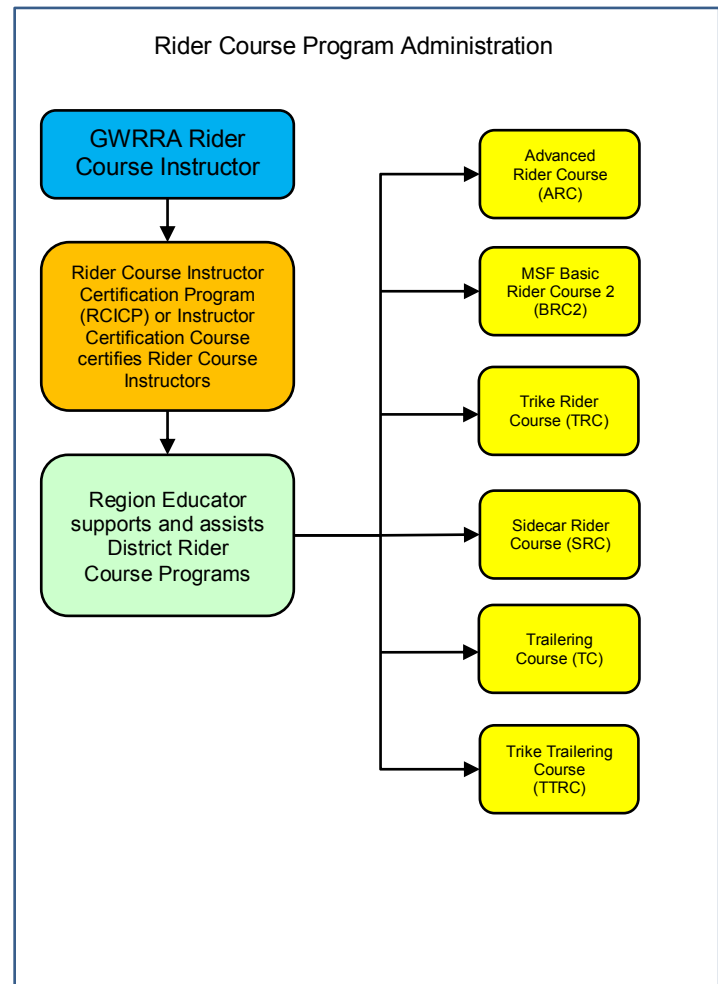


This document establishes standards of excellence by which GWRRA Rider Course Instructors are certified to instruct GWRRA Riders and to encourage their professionalism throughout the period of their service as Rider Course Instructors.

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, if significant travel (over 150 miles) is required of an instructor the coordinating organization (Region or District) will reimburse the instructor for receipted expenses such as fuel and lodging if needed.

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 Paths to becoming a GWRRA 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 III** 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.

I.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 pre-scribed 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.

I.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 Instructor Certification Course (ICC) for each of the Rider Course programs they desire to teach. There is no requirement that an instructor complete ICCs in all courses.

I.3.2.2 Trike Trailering Riding Course (TTRC) Instructors – Special Allowance

Since the TTRC course is relatively new and there are a limited number of TTRC Instructors produced thus far through the ICC process, current GWRRA Riding Course Instructors certified to teach 1) BOTH the Trike Rider Course (TRC) and the Trailering Course (TC) - (preferred combination) and 2) the TRC only (with adequate practice backing a trailer to demonstrate the TTRC required exercises), are certified to teach the TTRC. Once there are sufficient ICC qualified TTRC Instructors, this allowance may be rescinded.

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, an N.13A RCICP Application. They will in turn forward the form to the Director - Rider Course Programs;
- Consideration will be given to such factors as Member demographics and the number of Instructors already certified in the area;
- The applicant will be provided information with respect to the next scheduled Rider Course Instructor Certification Program (RCICP) within his or her 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 Instructor Certification Program must further successfully complete the GWRRA Rider Course curriculum ICC for each of the GWRRA Rider Course offerings (ARC, SRC, TC, TRC, TTRC) before they are certified to present these courses. There is no requirement that an Instructor complete ICCs in all curricula.

I.3.3.3 Maintenance of Rider Course Instructor Certification

Once an Instructor is recognized and certified, regardless of the path used to attain that certification, 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, in accordance with the GWRRA Instructors Guide (Ref I.3.4). GWRRA Rider Courses must be coordinated with the District/Region Educator.
3. Behave 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 (except Master Instructor Trainers and prior Directors of Rider Education). Instructors failing to renew will be dropped from the program.

Note regarding Rider Course Instructors who also hold University Trainer certifications: University Trainer (UT) status for these individuals will automatically be renewed when the Rider Course Instructor status is renewed via the N.13 form. If Rider Course Instructor certification is allowed to lapse, UT certification will also lapse unless an **U.1** renewal form is submitted. Master Instructor Trainers and prior Directors of Rider Education do not expire.

1.3.4 GWRRA Instructor Guide

In order to properly conduct the GWRRA Rider Course, the instructor must ensure that appropriate facilities and administrative requirements are properly met.

Administrative Forms:

- Instructors will require the following forms available for the class:
 - T-CLOCS form (or equivalent for the vehicle used) for each Rider
 - Rider Course Completion Card Tracking Sheet
 - Rider Course Waiver Form / Emergency Notification Data Sheet for each Rider and Co-Rider
 - Student Evaluation Form for each Rider and Co-Rider
 - Accident/Incident Report
 - Course Completion Cards for each Rider and Co-Rider

Instructor Responsibility:

- Upon completion of a Rider Course, complete the following:
 - Have students fill out the Student Evaluation and return it to you.
 - Give students their completion cards and instruct them to make a copy and store it in a safe place for future reference if needed.
 - If there is no need for an Accident/Incident Report, deliver the following paperwork to the Sponsoring Organization* associated with the course:
 - Rider Course Completion Tracking Sheet
 - Rider Course Waiver / Emergency notification forms
 - Student Evaluation Forms
 - Accident/Incident Report (If necessary – see below)

(Return students T-CLOCS form if they have not been involved in an accident/incident).

- Accident/Incident Report Handling
 - Fill out an Accident/Incident Report any time a motorcycle and/or student falls onto the ground regardless of damage to the motorcycle or the level of the injury to the student (experience tells us that some injuries may appear to be minor, but later require medical attention. WHEN IN DOUBT, FILL IT OUT. It's difficult to reconstruct your report a week or more after the incident);
 - Attach the associated signed, dated and witnessed Waiver Form(s) to the Accident/Incident Report.
 - Attach the signed T-CLOCS Form to the Accident/Incident Report.
 - Mail the Accident/Incident Report with attached T-CLOCS and Waiver Form(s) directly to the Director - Rider Course Programs.

Sponsor Responsibility:

- Mail the complete paperwork package to the appropriate District/Region Educator.

District/Region Educator Responsibility:

- Enter data from the Completion Card Tracking Sheet into the Rider Education database.
- Mail the Student Evaluation Forms to the Director, Rider Course Programs.
- All other remaining paperwork may be destroyed 90 days from the completion of the course.

* The sponsoring organization is defined as the entity that organized and/or collected fees for the event (usually the Chapter, District, or Region). If in doubt, consult the Region Educator.

1.3.5 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.

1.3.6 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.

1.3.6.1 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 a minimum of three (3) GWRRA Rider Courses during the past two years, 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 IV** in the REP.
8. Be a currently certified GWRRA 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.

1.3.6.2 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.

1.3.7 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 (DRCP) 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 Rider Education Program Team, all of our Rider Course Instructors, and District and Region Educators.

1.3.7.1 Equivalencies of the CIDM and UTDP

The other course equivalent we have for the University Trainer Development Program (UTDP) is the Classroom Instructor Development Program (CIDM) which is part of the process for becoming certified to teach riding courses for candidates that have no prior Riding Course Instructor (RCI) experience. Once again, the majority of the early modules in the CIDM are almost word for word the same for the SPDP, which is (like LTP's former Instructor Development Certification Program or IDCP) the basis for the UTDP. The CIDM is taught by our present GWRRA Riding Course Master Instructor Trainers (MITs). RCI candidates who had completed the 8+ hour CIDM in the past were granted Seminar Presenter [now University Trainer - UT] status. We allowed the MIT to select another qualified person to conduct the CIDM for him/her so long as they remained responsible for the final product. We now require anyone who is selected by a MIT to teach the CIDM to be at least a Certified UTDP Trainer. A few selected LTP Senior/Master Trainers fulfilled this role in the past (although simply being a Senior or Master LTP Instructor did not automatically qualify someone to teach the CIDM). The MIT received the output product of the CIDM and then observed the RCI candidate presenting the 3 hour classroom portion (at least twice) of the Trike Rider Course (TRC) or Advanced Rider Course (ARC) as part of the 4 day Rider Course Instructor Training (RCIT). Completion of the CIDM and the RCIT is required for finishing the 40+ hour Riding Course Instructor Certification Program (RCICP). Our RCICP graduates came out of training certified as RCIs and Seminar Presenters. Going forward, they would become RCIs and Certified UTs. In this case the new UTs would be certified to teach Rider Ed Seminars as well, having been observed teaching Rider Ed materials for a much longer observation period while in the RCICP.

1.3.7.2 Riding Course Master Instructor Trainers/ Master Instructors and GWU

The Riding Course MIT will also become a Certified UTDP Trainer going forward. The path to become a MIT is to first be a Riding Course Master Instructor (MI). MITs and select National Rider Educators train the prospective MIT from the experienced MI group. The MI thus can train under a Certified UTDP Trainer by successfully presenting the UTDP to become certified to teach the UTDP. As specified elsewhere, our MITs have no recertification requirements, so long as they remain active. The MIs do need to recertify every two years.

1.3.8 Rider Course Materials/Forms available on-line

Go to GWRRA Rider Education Website at <http://www.gwrra.org/regional/ridered/index.html> and enter 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 have been given the *username* and *password* to enter this site. All GWRRA Rider Course materials found on this page are 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.

1.3.9 Range Conduct Limitations

Instructors must not allow a non-riding course instructor to act as a demonstration rider during any GWRRA Riding Course. Range Aides are allowed but may not be on the range anytime the range is active. The Riding Course Instructor (RCI) is responsible for the Range Aide's conduct and safety at all times.

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. Having too many Instructors in one area will impede their ability to maintain certification renewal requirements. Any interested GWRRA Member must have taken a G2010 MEDIC First Aid as a student.



I.4.1 Attributes of a Proficient Instructor

These attributes were intended to aid in determining the qualities of a skilled Instructor. A proficient Instructor is defined as one who is reasonably capable; in other words, a good instructor. On average it takes a new Instructor at least 8 classes of 6 students to become proficient. A proficient Instructor is capable of certifying about 150 acceptably competent students per month.

1. Teaches often
2. Has good people skills
3. Manages time effectively
4. Objectively evaluates student
5. Properly documents the course
6. Has adequate subject knowledge
7. Understands adult learning styles
8. Intelligent, ethical, and dependable
9. Has an appropriate, professional appearance
10. Has demonstrated competency in essential skills
11. Can teach with or without audiovisual presentations (of course the MEDIC First Aid Program is video-based, so this does not authorize *not* using the video where required)
12. Motivated, well-prepared, self-confident, and patient
13. Can effectively use problem solving scenarios as teaching tools

Research has shown that when teaching resuscitation to laypersons, a health care provider is no more effective than a trained lay person. However, health care professionals generally prefer Instructors who are not only trained and enthusiastic, but who also have knowledge and experience providing medical care (clinically competent). Even then, the teacher's attitude toward students, rather than their professional abilities, has been reported as being the crucial difference between effective and ineffective teachers. To help motivate the learner and establish credibility, training of health care professionals and professional rescuers with a duty to respond should be conducted by Instructors with experience in the learner's occupation. Programs should be tailored to the learner's occupational setting, role and background. Substantial hands-on practice is needed to meet psychomotor skill performance objectives.

I.4.2 MEDIC First Aid Instructor Qualifications

An Instructor candidate must be a current GWRRA Member and meet the following criteria to be considered for the program.

- **MUST** have taken the MEDIC First Aid BasicPlus G2010 program as a student and be approved by the Region or District Director or Educator and Interviewed by the Region Instructor Trainer/Coordinator.
- Must be a current GWRRA Member, and current at their highest level in the Rider Education Levels Program.
- Be willing to work with Members and able to work in front of a group
- Demonstrate good working knowledge of the program
- Be willing to teach at Conventions and Wing Ding as 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 HSI.
- Must re-certify with MEDIC First Aid as required. Re-Certification for all instructors is required every two years with a \$20 renewal fee. A check is made out to the Director - CPR/First Aid and approved online in the HSI Web-site. If mailed into HSI then the fee will be \$25. This fee will be paid one month before the Instructor's anniversary date.
- **MUST** teach a class within (2) two months of initial certification with the Instructor Trainer/Coordinator or his approved Instructor to certify the Instructor Candidate. The sooner this class is taught the better for the new instructor.
- **MUST** attend and complete the G2010 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 the DVD and Instructor Guide.
- The second day will consist of conducting an actual course with new students while the Trainer observes and evaluates. This may not necessarily be consecutive days.

G2010 Instructor Training, where and when possible, should be conducted at a convention. Instructor Candidates should arrive a day early for Instructor training. 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 HSI/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 candidate's class. No Instructor candidate will be approved until they have finished their first instructing with either the Instructor Trainer or a certified Instructor assigned by the Region Instructor Trainer/Coordinator. This certification of new Instructor candidates will be done within six weeks of their training period.

1.4.3 Authorization via Reciprocity

HSI defines reciprocity as the acceptance of current credentials from another nationally recognized organization or institution as the basis for authorization as a MEDIC First Aid Instructor or Instructor Trainer.

Teaching Credentials: HSI recognizes the following credentials as equivalent or exceeding its MEDIC First Aid Instructor Development Courses:

- | | |
|---|------------------------------|
| 1. AAP Instructor | 13. Certified Teacher |
| 2. Academic Degree in Education | 14. DAN Instructor |
| 3. Academic Degree in Medicine | 15. ECSI/AAOS Instructor |
| 4. AHA Instructor | 16. EFR Instructor |
| 5. ARC Instructor | 17. EMP Canada Instructor |
| 6. Certified Emergency Nurses Association Instructor | 18. EMSSS Instructor |
| 7. ILTP Instructor | 19. Certified EMS Instructor |
| 8. Certified Fire Instructor | 20. NOLS/WMI Instructor |
| 9. Certified Mine Safety and Health Administration Instructor | 21. NSC Instructor |
| 10. Certified Law Enforcement Instructor | 22. NSP Instructor |
| 11. Certified National Traffic Safety Institute Instructor | 23. OSHA-authorized Trainer |
| 12. Certified Scuba Diving Instructor | 24. SAI Instructor |
| | 25. SOLO Instructor |
| | 26. WMA Instructor |
| | 27. YMCA Instructor |

1.4.3.1 Provider Credentials (Certifications, Qualifications, Licenses)

When combined with an appropriate teaching credential (above), HSI recognizes the following provider credentials when used for reciprocity. These listings are on file with the Director - CPR/First Aid and will be determined by the Director-CPR/First Aid to approve or not approve a provider's credentials.

1.4.3.2 Establishing Reciprocity per HSI and our GWRRA guidelines

One form of reciprocity is where an equivalent authorization is given in return for the one presented. For example, an individual who is a current and valid American Heart Association (AHA) Basic Life Support Instructor is given equivalent authorization as an ASHI Basic Life Support Instructor. This is a straightforward condition of "reciprocity in kind".

Another form of reciprocity is based on the combination of participant (student) level credentials and teaching credentials. The combination can be used to determine what MEDIC First Aid programs the individual is qualified to teach. An example of a reciprocal instructor authorization based on a combination of participant level credentials and teaching credentials: an OSHA-authorized Trainer who is also certified in adult and pediatric basic first aid, CPR and AED. This individual could receive reciprocity as an MEDIC First Aid Basic First Aid CPR/AED Instructor.. Here is another example: a certified EMS Instructor and Paramedic could receive reciprocity that would enable him or her to teach nearly all MEDIC First Aid programs. There are many potential combinations that could be used. This will be determined and approved by the Director - CPR/First Aid.

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 to observe the initial conduct of a MEDIC First Aid course. The grandfathered Instructor will complete the administrative course components, successfully present the MEDIC First Aid course, and receive a good evaluation after the instructing class.

The evaluating 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. A copy will be sent to the Director - CPR/First Aid.

1.4.4 Instructor Trainer Qualifications.

As the GWRRA MEDIC First Aid program 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 Association. The intent of the program is to place in each Region an Instructor Trainer/MFA Coordinator. More certified Instructor trainers may be placed within each Region if the Region Director and Educator feels such increases are needed. Candidates considering becoming Instructor Trainers will be evaluated by the Director - CPR/First Aid. To be approved, potential candidates must review and understand the following requirements. The Candidates must:

- Be a MEDIC First Aid Instructor in good standing
- Have been an Instructor with MEDIC First Aid for a minimum of one year.
- Have taught a minimum of five classes under the MEDIC First Aid Program.
- BE recommended by the Region/District Director and Region/District 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-CPR/First Aid will work with the Region/District Director and Region/District Educator to get the best candidate approved, in keeping with the concurrence process for GWRRA Teams.)
- Successfully complete the training program conducted by the Director - CPR/First Aid
- Be willing to travel and train other Members to become Instructors within their District and Region.
- Coordinate all course schedules and activities with the Region MEDIC First Aid Coordinator
- Train Members only within their Region unless coordinated with and approved by the Director - CPR/First Aid.

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

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J OTHER RIDER EDUCATION RELATED MATERIALS

The following materials are available on line in PDF format. The link to the Newsletters is found on the main Rider Education webpage, all other materials are available in the REP Officer section.

J.1 Newsletters

Recent past and present Rider Education Team Newsletters are available on-line at the Rider Education page of the GWRRA website. The Insight newsletter is available on the Membership Enhancement Program website at <http://mep.gwrro.org/>

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 Headquarters.

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.

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.

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.

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.

J.7 Skill Events

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

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

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

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.

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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) which is currently called the BRC2 by MSF:



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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
MA	Motorist Awareness
LTP	Leadership Training Program
MEP	Membership Enhancement Program
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
ICC	Instructor Certification Course
ARC	Advanced Rider Course
BRC	Beginner Rider Course
ERC	Experienced Rider Course
PLP	Parking Lot Practice
SRC	Sidecar Rider Course
TC	Trailer 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, Medical 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)
Revision 10	November 2010 (complete revision)
Revision 10.1	January 2011 (Minor revision, H-24, D-9, G-5, I-2)
Revision 11	January 2013 (complete revision)
Revision 11 Change 1	February 2013 (Minor Revision, C-8, H-1)
Revision 11 Change 2	September 2013 (Minor Revision I-5, I-13, H-8)
Revision 11 Change 3	January 2014 (Minor revision)
Revision 11 Change 4	June 2014 (Minor Revision B-1, G-5, G-7, I-10, H-21 to H-22)

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Rider Education Program Manual Update

Issue 10, October 2010

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
D-9, H-24 H-25	Corrections Insert bullet	Define appointment of Chapter Motorist Awareness Coordinator
G-5 I-2	Correction Correction	Remove N.23 from Forms List, no longer in use Seminar Presenter requirements clarified

File this page in the Updates Section for future reference.

Rider Education Program Manual Update

Issue 11, January 2013

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 (10) in October 2010
C-8, H-1	Correction	Changes Proper Riding Gear Standard to bring the policy in line with industry standards (2-28-13).
I-5	Typographical error	certified Certified replaced with certified (9-24-13)
I-13	Typographical error	Is thus replaced with thus (9-24-13)
H-8	Correction	ARC and BRC2 range dimensions corrected to match Instructor Guide values (9-24-13)
iii, I-13	New Section I.3.9, Range Conduct Limitations	Provide guidance for use of range aides and prohibits non-Rider Course Instructors from being used to demonstrate range exercises. (9-24-13)
I-2, I-3	Update	Brings University Trainer Process into alignment with the GWU Handbook – issued 7/13. (9-24-13)
I-2, I-3, I-10, G-5	N.15 form number	Change to U-1 form (UT application/renewal) (1-5-14)
D-6, D-8	Update	Handbook revision: Change requirement to hold at least one GWU UTDP/year, Remove UT currency requirement, add REP Levels Program enrollment requirement, Add certification as UTDP Trainer for DE & RE to evaluate a UT Candidate to become REP certified (1-5-14)
I-6	Typographical error	“success” changed to successful” (1-5-14)
i-iv, M-1, Update Page 2	Update	Table of contents impacted by section title and pagination changes (1-5-14)
A-1		Change reference from International Officer titles to Program/Director/Assistant Director. Changed International Home Office to Headquarters at Direction of GWRRA President. (1-5-14)
B-1		
C-8, C-9, C-11		
D-1 thru D-12		
E-1, E-2, E-4		
F-2 thru F-5		
G-3 thru G-5, G-7	Update	
H-5 thru H-8, H-11 thru H-14, H-16 thru H-18, H-21, H-23, H-26, H-27, H-32, H-33		
I-2 thru I-5, I-12, I-13		
J-1		
B-1, G-5, G-7 to G-8, I-10, H21 to H-24	Update	Add section about agreement with Canadian Authorities to use the US version of the MEDIC First Aid courses to GWRRA Members ONLY. (H21 and H22) Change U-1 to U.1 Add forms N.31 and N.32