

# **GWRRA**

# **Rider Education**

# **Program**



SEVENTH EDITION

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## **1 PURPOSE AND SCOPE**

The purpose of this manual is to provide a comprehensive guide to the Gold Wing Road Riders Association (GWRRA) Rider Education Program. It will attempt to cover, in detail, each level of the program and its requirements as well as the required duties of the Chapter Educator (CE) to manage the program.

This manual is also intended to provide a prospective candidate with most of the information required to become a Chapter Educator. However, as the CE is an officer in GWRRA, it will still be necessary to become familiar with the GWRRA Officer Guidebook.

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

It is important to remember the Chapter Director, District Educator and District Director are invaluable assets, always available to help with any problems or circumstances not covered in the Rider Education Manual. Building good working relationships with other Chapter Educators will also provide ideas which can be utilized in building a successful chapter Rider Education Program.

## **2 RIDER EDUCATION PROGRAM**

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

### **2.1 History**

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

In the July 1979 issue of "Wing News" the name of another Phoenix native, Avery Poling, was listed as "Safety Information Officer." Poling held the position on or close to a year. As the scope and growth of GWRRA grew to national, and then international, proportions, new visions of the potential for GWRRA's Rider Education Program came from Frank Germo (then of Virginia Beach, VA), appointed GWRRA's first "National Safety Officer" in 1981. Germo had visions of placing at least one MSF Chief Instructor in each GWRRA Region and

at least one MSF Certified Instructor in each state having GWRRA membership. He also set out to “keep the Membership safety-aware and evaluate motorcycle items with regards to safety,” tasks he did through his regular article contributions to "Wing News." Germo went on to become the Virginia District Director and Region A Director while continuing to promote Rider Education at every turn in his GWRRA career. Germo's most lasting legacy is the vision of a wide-spread network of Rider Educators throughout GWRRA, a vision which has become reality today.

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

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

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

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

In late 1995, the GWRRA Rider Education leadership recognized the need for enhanced Rider training above and beyond that which was then being offered. Plans were instituted for the founding of a completely new organization to be known as the Academy of Rider

Training, or ART. In February 1996, Pete Woodruff was named Executive Director of the Academy of Rider Training. He was charged with the responsibility for the planning and the implementation of advanced rider training courses. i.e. Two-up, Trikes, Trailing, Sidecars, Trip and Tour Planning and Group Riding. Those courses, and others, will be released as soon as they are researched and their curriculums developed and instructors trained.

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

In 1997 Bill Noss, a long time Assistant National Director of Rider Education from Ohio, assumed the role as Director. Due to work commitments, Bill stepped down in 1998 and was replaced by Ed Brennan who was Bill's assistant from Tennessee. Ed had been involved for many years with the program as far back as his helping Pete Woodruff with the National Newsletter as the Editor.

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

The acceptance of the new Rider Education Program has been dramatic. Participation jumped from 700 enrolled in 1987 to nearly 40,000 by 1996 with growth continuing. Virtually every GWRRA Region has Rider Education staff in place with Educators in every District and nearly every Chapter. To support these volunteers in their efforts, this revised Rider Education Manual 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 since 1990, 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.

## **2.2 Purpose**

The GWRRA Rider Education Program is intended to make the motorcycle environment safer by reducing injuries and fatalities and increasing motorcyclist skills and awareness. The REP 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 Program. Through **Commitment, Education** and **Application** we can reduce our accident rate significantly. Listed below are several benefits of a fully implemented GWRRA Rider Education Program at the Chapter level:

- Increased rider knowledge
- Increased rider safety skills
- Prevention of accidents
- Reduced injuries

- Reduced fatalities
- Improved general public image of motorcyclists
- Enhanced enjoyment of motorcycle riding

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

**OUR SLOGAN:**

***“Safety Is For Life”***

**OUR MISSION:**

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

## **2.3 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.

### **2.3.1 Safe Miles Program**

Safe Miles is a part of the Rider Education 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 which have been ridden while in GWRRA and participating in the Riders Education Program. 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 miles.

There are no Safe Miles requirements for Level I of the Rider Education Program. Level II requires a minimum of 5,000 Safe Miles and Level IV of the Rider Education Program requires a minimum of 25,000 Safe Miles as one of the requirements.

Application for Safe Miles is accomplished by submitting the same REP form as is used for Levels I through III and can be found in Section 9. Check the appropriate boxes in the Level I section of the form and submit the completed form with \$2 for each applicant to the Chapter Educator or any GWRRA Officer for validation.

### **2.3.2 High Mileage Program**

The High Mileage Program is separate from and *not* a part of the Rider Education 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 or after*** becoming a GWRRA member. Accidents do not affect these miles.

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

Application for participation in the High Mileage Program is accomplished by submitting the same REP form as for Levels I through III and can be found in Section 9. The cost of participation in the High Mileage Program is \$5.00 for the first 50,000 miles and \$2.00 for each additional 50,000 miles. The information required on the application form is as follows:

- Name as printed on GWRRA Membership card.
- GWRRA Membership Number.
- Complete address, including zip code.
- List of motorcycle(s), model, year and mileage per motorcycle.
- Check if first application **or** applying for additional hanger bar.
- Officer validation and date.

## **2.4 Program Details**

The Rider Education Program has been divided into four (4) 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:

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

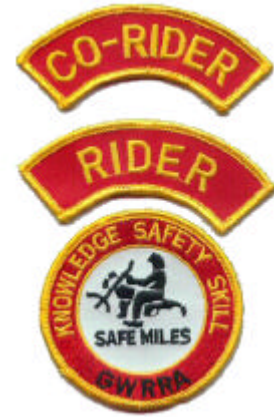
Further information regarding the application forms can be found in Section 5.2 - REP Applications. The application forms to be submitted for all levels of the Rider Education Program can be found in Section 9 of this document.

### 2.4.1 Level I - Safety By Commitment

Level I of the REP is also referred to as Safe Miles. It represents the commitment of the Rider and/or the Co-Rider to practice safe motorcycle operation whenever they operate their motorcycle.

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

Though there is no mileage requirement to enter Level I, the commitment to safe riding is tracked by the number of accident free miles since joining GWRRA. Accident free miles are accumulated in 5,000 mile increments and usually updated at yearly intervals.



**Requirements:** The only requirement for Level I is the expressed commitment of the Rider and/or Co-Rider to being a safe rider and to display the patches as an outward sign of that commitment. This is done by submitting the REP form to a GWRRA Officer, along with the appropriate fee for each registrant. (This fee includes the first Safe Miles pin.)

**Insignia:** “Safe Miles” patch, Rider or Co-Rider rocker and 1<sup>st</sup> Safe Miles pin. Safe Miles pins are accrued in 5,000 mile increments. Safe Miles rocker at 100,000 safe miles.

**Renewal:** No renewal necessary for paid-up GWRRA Members. Updated Safe Miles pins are available by submitting REP form with \$2.00 to a GWRRA Officer for verification.

### 2.4.2 Level II - Safety By Education

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

GWRRA has chosen several educational training programs for the Riders and Co-Riders such as the MSF (Motorcycle Safety Foundation) programs, the United Sidecar Association course, the CSC (Canadian Safety Council) programs, and the GWRRA's riding courses and parking lot programs. (See note below on PLP.)



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 safe motorcycle rider. All recognized programs are taught by qualified and Nationally certified instructors.

For the Co-Rider, we have provided an excellent seminar and “Two Up” 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, USCA, CSC and GWRRA for the Rider and Co-Rider and the "off bike" education designed specifically for the Co-Rider, provide a very effective approach to motorcycle safety. This is when a REP participant truly begins to understand what the Level I commitment means and sees the value in the program.

**Rider Requirements:**

- Be current GWRRA member.
- Be enrolled in Level I of the REP and have 5,000 safe miles.
- Have a current motorcycle license endorsement if required.
- Have completed an approved Rider course within the past two years.
- Submit REP form, along with the appropriate fee, to a GWRRA Officer for verification.

**Co-Rider Requirements:**

- Be current GWRRA member.
- Be enrolled in Level I of the REP and have 5,000 safe miles.
- Have completed an approved Rider course or GWRRA Co-Rider course or seminar within the past two years.
- Submit REP form, along with the appropriate fee, to a GWRRA Officer for verification.

**Insignia:** Rider (Co-Rider) Education “triangle” patch.

**Renewal:** Annual renewal necessary on January 1<sup>st</sup>. Submit Level II renewal form along with required validating documents and renewal fee for each participant (for Level II only) to the Chapter Educator or other GWRRA Officer for validation. (No renewal necessary if Level II issued in October or later of previous year) There is no renewal fee for Life Members.

**PLP Note:** GWRRA provides a booklet entitled “Cornering Practice Guide” to be used for Parking Lot Practice (PLP) which serves as a substitute for formal motorcycle safety training in areas where formal training is otherwise unavailable. Use of this guide and PLP for the purpose of qualifying for Levels II through IV must be approved by the Region Educator.

### 2.4.3 Level III - Safety By Preparedness

Level III of the REP is also referred to as Certified Tour Rider/Co-Rider. It 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 done by being knowledgeable in First Aid or CPR and 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 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 REP participant will come in contact with daily.

#### Rider Requirements:

- Be current GWRRA member.
- Be enrolled in Level I and current in Level II of the REP.
- Maintain current First Aid or CPR certifications.
- Wear protective clothing while riding.
- Carry a First Aid kit on the motorcycle.
- Submit REP form, along with appropriate fee, to a GWRRA Officer for verification.

#### Co-Rider Requirements:

- Be current GWRRA member.
- Be enrolled in Level I and current in Level II of the REP.
- Maintain current First Aid or CPR certifications.
- Wear protective clothing while riding.
- Submit REP form, along with appropriate fee, to a GWRRA Officer for verification.

**Insignia:** Certified Tour Rider or Certified Co-Rider rectangular patch to display above Level II patch.

**Renewal:** Annual renewal necessary on January 1<sup>st</sup>. Submit Level III renewal form along with required validating documents and renewal fee for each participant (for Level III only) to the Chapter Educator or other GWRRA Officer for validation. (No renewal necessary if Level III issued in October or later of previous year) There is no renewal fee for Life Members.

#### 2.4.4 Level IV - Safety By Enhanced Commitment and Preparedness

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



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

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

##### **Rider Requirements:**

- Be current GWRRA member.
- Completed Level III of REP and have been current in Level III for one year minimum.
- Have ridden a minimum of 25,000 safe miles.
- Current in both First Aid and CPR certifications.
- Have completed an approved Rider course within 2 years.
- Wear protective clothing while riding.
- Must carry First Aid kit on motorcycle.
- Submit Master Tour Rider/Co-Rider Application form with written recommendation from the Chapter Educator or other validating GWRRA Officer along with the appropriate fee.

##### **Co-Rider Requirements:**

- Be current GWRRA member.
- Completed Level III of REP and have been current in Level III for one year minimum.
- Have ridden a minimum of 25,000 safe miles.

- Current in both First Aid and CPR certifications.
- Have completed an approved Rider course or GWRRA Co-Rider course or seminar within 2 years.
- Wear protective clothing while riding.
- Submit Master Tour Rider/Co-Rider Application form with written recommendation from the Chapter Educator or other validating GWRRA Officer along with the appropriate fee.

**Insignia:** Two (2) special numbered triangular Master Tour Rider patches with dark blue border.

**Renewal:** Annual renewal necessary on January 1<sup>st</sup>. Submit Level IV Application form with “RENEWAL” section filled in along with required validating documents and renewal fee for each participant (Level IV only) to the Chapter Educator or other GWRRA Officer for validation. (No renewal necessary if Level IV issued in October or later of previous year) There is no renewal fee for Life Members.

### **2.4.5 Renewal Process**

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

GWRRA initiated a Life Membership June 1, 1999. One of the benefits of the Life Membership is the waving of renewal fees in the Rider Education Program. However, the Life Member is still required to renew his/her level each year. The reason for this is to ensure they continue their commitment to safety and training in safe motorcycling. This can only happen if their skills are constantly honed by attending MSF, CPR, First Aid and other recognized training courses.

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

## **3 POSITION DESCRIPTIONS**

Rider Education positions above Chapter Educator include National Director of Rider Education, Region Educator and District Educator. This section provides a general description of these positions. The Chapter Educator, his qualifications, responsibilities and much more will be discussed in depth in Section 4.

### **3.1 National Director of Rider Education**

It is the primary purpose of the National Director of Rider Education (NDRE) 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, a Regional Educator, District Educator and a Chapter Educator for each respective office. The NDRE may appoint Members of GWRRA to staff positions to assist in the delivery of educational instruction. Appointments to the NDRE staff shall require the acknowledgment of the Executive Director prior to the appointment.

This structure of volunteer educators will provide the communication link to our Members. It will enable us to provide education in the form of classroom instruction, lectures, hands on rider training, two-up range exercises, experienced rider courses, parking lot exercises and future developed information and training concerning motorcycle safety and rider education.

### ***3.1.1 Qualifications of the NDRE***

- Maintain current membership in GWRRA.
- Maintain current status of Level IV in the Rider Education Program.
- Preferably be a MSF instructor, but not a must!
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to serve GWRRA and its membership.
- Demonstrate adequate communication skills, both verbal and written, to provide effective and meaningful leadership to the members.
- Demonstrate the ability and willingness to maintain an effective and harmonious relationship with the Executive Director, Regional Directors, District Directors and others requiring the services of this office.

### ***3.1.2 Duties of the NDRE***

- Be the responsible person for promoting the implementation of the Rider Education Program throughout GWRRA.
- Monitor the Rider Education Program to insure quality results and to see that goals are achieved.
- Upgrade and expand the Rider Education Program as necessary and/or as requested by the Executive Director.
- Ensure that qualified personnel are utilized at subordinate levels to provide quality education and information to all members.
- Effectively teach and communicate all aspects of the Rider Education Program to subordinate levels.
- Maintain such records as deemed necessary or as requested, and to assist all involved personnel in accomplishing their duties in a timely fashion.
- 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 Executive Director to ensure uniformity and consistency with all GWRRA operational policies and to protect against misunderstandings. In addition, all requests made to the MSF, SMSA or other entities for approval of rider education materials or rider training instruction or exercises will require consensus of the Executive Director prior to presentation. Any contracts or written agreements with MSF, SMSA or any other entity will require the initials of the NDRE, the Executive Director, and the signature of the Director and Chairman of the Board of GWRRA.

- The NDRE will be the approving office for Rider Education Activity Approval Requests and for insurance requests for GWRRA sponsored Rider Courses held on approved ranges. To expedite the handling process for insurance binders and the processing of checks, all requests will be forwarded to the home office by the requesting party. Upon receipt of the request, the home office will forward a copy of the request form to the NDRE 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 NDRE will be responsible for implementation of all training for previously approved courses of instruction or riding exercises.

## **3.2 Region Educator**

The Region Educator has the same basic requirements as the Chapter and District Educators and must be at least a current Level III participant in the Rider Education Program. The Region Educator performs as a staff member of the Region Director.

### **3.2.1 *Qualifications of the Region Educator***

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

### **3.2.2 *Duties of the Region Educator***

- Supervise the administration of the Rider Education Program in their Region by monitoring the District Educator's activities.

- Promote and participate in activities that will expand the Rider Education Program, seminars, safety meetings, etc.
- Teach District Educators all aspects of the Rider Education Program so they can implement it at the District level.
- Work closely with the District Directors to enlist their support and cooperation at the District level.
- Provide a newsletter to convey information to the District Educators and the Chapter Educators within their Region.
- Provide a Rider Education booth at home Region Rally for the purpose of promoting the Rider Education Program.
- Attend Wing Ding when possible, and assist with the Rider Education activities there.
- Assist District Directors, when asked, in selecting their District Educators.
- Make an activity report monthly for distribution to the NDRE.
- Compile District Educators monthly reports for quarterly distribution to the NDRE.

### **3.3 District Educator**

The qualifications for District Educator remain the same as Chapter Educator except a District Educator must be at least a current Level III in the Rider Education Program. The District Educator performs as a staff member of the of the District Director.

#### **3.3.1 *Qualifications of the District Educator***

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

#### **3.3.2 *Duties of the District Educator***

- Supervise the administration of the Rider Education Program in the District by monitoring the Chapter Educator's activities. (Communication is a must to accomplish this!)

- Promote and participate in activities that will expand the Rider Education Program such as seminars, safety meetings, etc.
- Teach Chapter Educators all aspects of the Rider Education Program so they can implement it at the Chapter level.
- Work closely with the Chapter Directors to enlist their support and co-operation at the Chapter level.
- Provide a newsletter to convey information to the Region Educator and the Chapter Educators within their District. Include relevant articles from the Region and National news. Communicate with Chapter Educators!!!!!!!
- Provide a Rider Education booth at home District Rally for the purpose of promoting the Rider Education Program.
- Attend Wing Ding and home Region Rally when possible, and assist with the Rider Education Program activities there.
- Assist Chapter Directors, when asked, in selecting their Chapter Educators.
- Make an activity report monthly for distribution to the Region Educator. \*\*

\*\* *The monthly reports will be compiled by the Region Educator and forwarded to the National Director for the purpose of analyzing progress in each Region.*

One of the primary responsibilities of the District Educator is to train and assist the Chapter Educators in their District. Reporting procedures should be outlined and agreed to by each. Monthly reports not received from any Chapter should prompt a request by the District Educator first to the Educator, then to the Chapter Director, and a reaffirmation that the information is necessary for the program to be successful. **Every Educator has the responsibility to read and learn the program and the process.**

Good communication, between the District and Chapter Educators, is a must. This communication is necessary for the Chapter Educators to feel like a part of the Rider Education Program team. A monthly newsletter from each District Educator is strongly encouraged as one means of communication.

### **3.4 Chapter Educator**

The Chapter Educator (CE) serves as an Officer of GWRRA. As the words *safety* and *knowledge* account for two thirds of the GWRRA motto, “FRIENDS FOR FUN, SAFETY AND KNOWLEDGE”, it is important the CE 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 participation.

This is perhaps one of the most important positions in GWRRA. The desire to reduce injuries and fatalities for the motorcycle community is a high calling indeed. This position requires dedication, commitment, perseverance, patience and plain hard work.

The Chapter Educator is just that, an Educator, **not an enforcer**, who can teach the GWRRA Rider Education Program to the Chapter participants, or any person who wants to

become a safer rider. It is important for the CE to always ***lead by example, not by dictate.*** The CE must be an effective motivator and always lead by example. “People Skills” are a must, and the CE must stand ready to implement, uphold and maintain a desire to improve the Rider Education Program. It is the responsibility of the CE to point out the importance of the program and the benefits received as a result of participation.

### **3.4.1 Qualifications**

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

- Must be a current GWRRA member and an experienced motorcycle rider.
- Have an interest in furthering the Rider Education Program within the chapter.
- Must be current Level II in the Rider Education Program with the desire and intent to progress to Level IV. (The Level II requirement can be waived in the case of a new Chapter with no REP participants, but the desire to advance in the program as rapidly as possible is imperative.)
- 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 and goals.
- 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.

## **4 APPOINTMENT PROCESS**

This section describes the selection process and the flow of paperwork through the GWRRA organization. Because of the importance of the Chapter Educator and the Rider Education Program, the paperwork is reviewed and approved up to Region level.

### **4.1 Chapter Educator**

The prospective Chapter Educator is selected by the Chapter Director (CD) with approval of the District Director. The CD will provide an Officer Application, Memorandum of Understanding (MOU), and Knowledge Level Evaluation (KLE) to the prospective Chapter Educator, along with a copy of the Officers Guidebook and Rider Education Manual for reference.

After studying the reference material, the candidate will fill out and sign the Officer Application and MOU, and complete the Knowledge Level Evaluation. When completed, these will be returned to the Chapter Director for review.

The Chapter Director will review, correct, and sign the completed paperwork and forward to the District Educator.

**District Educator**

The District Educator will review the prospective Chapter Educator's paperwork for correctness and will return the paperwork to the Chapter Director or Chapter Educator for corrections if required. When correct, the District Educator will forward the originals to the District Director for approval, retaining a copy for records.

**District Director**

The District Director receives the paperwork for approval. After approving, the District Director forwards the signed **original** copy to the Region Educator. The District Director will retain a copy for records.

**Region Educator**

The Region Educator reviews the paperwork for correctness and approves or disapproves. A copy will be retained for records at region level. The original will be sent to the National Director of Rider Education for the Official Record.

A copy of the approved paperwork will be sent to the District Director and District Educator. The patches will be sent to the District Director in the case of those Districts who do not maintain their own supply. If the District maintains their own supply of patches, the District Educator is free to present the patches when the copy of the approved paperwork is received from Region.

**4.1.1 Patch Presentation**

The patches, with an acceptance letter and the results of the Knowledge Level Evaluation, should be presented to the new Chapter Educator by the District Director, the District Educator or designated representative. This will be done at a normally scheduled Chapter Gathering. This is an important presentation and appropriate recognition should be given at the time of presentation.

**4.1.2 Responsibilities**

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. These should include speaking at Chapter Gatherings and furnishing articles for the Chapter Newsletter concerning safety.
- Develop ideas to increase participation and improve communication in the Chapter.
- Maintain such records as necessary to facilitate keeping Chapter participants current in the REP.
- Promote and arrange for CPR, First Aid and Riding 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, Motorcycle Safety Foundation Instructors, etc. to improve riding habits and to disseminate information.
- Validate and/or process forms for Levels I through IV of the REP for the participants as they meet the requirements of the program.
- Lead by example by becoming and maintaining Level IV in the REP and always wearing proper protective riding apparel whenever operating a motorcycle.
- Assist the District Educator in staffing the Rider Education Booth at rallies and fund raising events as needed.
- Submit a monthly activity report to the District Educator. (See Section 5.3 - Rider Education Monthly Reports.)
- Objectively observe and critique Chapter riding habits in a manner which will produce positive results.
- Wear the GWRRA 10" back patch as a matter of pride in the organization.

### **4.1.3 Required Interfaces**

The Chapter Educator will be required to interface in numerous ways with others while promoting the Rider Education Program. The following summarizes some of these interfaces.

#### **4.1.3.1 Chapter Staff**

The Chapter Educator works under the direction of the Chapter Director as part of his/her staff. As an Officer, the CE will also work closely with the Assistant Chapter Director. In addition to the close working relationship among the three Chapter Officers, it is important to work closely with all members of the Chapter support staff in pursuit of attaining the REP goals. Some examples of these interfaces include:

- **Newsletter Editor** - Will publish information on courses, times, places and costs (if any), provided by the CE, in the Chapter Newsletter. Will also publish a monthly Chapter Educator column, safety articles and other Rider Education opportunities.
- **Event Coordinators** - Can help plan and organize safety related events.
- **Public Relations** - Can help to communicate the safe riding ideals of GWRRA to the general public.
- **Treasurer** - Will be funding some of the expenses related to the REP.

- **Ride Coordinator/Ride Captains** - Safety must be a part of all rides.
- **Phone Tree Coordinator** - Can get the word out on REP opportunities that become available on short notice.

#### **4.1.3.2 Chapter Participants**

The Chapter Educator will interface with all Chapter participants in the pursuit of furthering the REP and increasing the riding skills and safety knowledge of all participants. It is especially important to always encourage the participation of the Co-Riders in the Rider Education Program as well as the Riders.

#### **4.1.3.3 District Educator**

Close communication with the District Educator can be invaluable. As the Chapter Educator has been appointed by the Chapter Director, the District Educator has been selected by the District Director to support the Chapter Educators and to promote the Rider Education Program within the District. This person was selected as one of the most qualified individuals in the District to perform this task. The District Educator will help the Chapter Educator with ideas and concerns about how the program is going and can provide invaluable assistance and resources to aid in administering the REP.

The District Educator should be assisted in any way possible. The District Educator has the duty to perform as interface between the Chapter Educators, the District Director and the Region Educator. The Chapter Educator must be the information pipeline between the membership and the District Educator. It is important to remember: **The communication link travels both ways.**

The Chapter Educator should plan to support the Rider Education Program at rallies by assisting the District Educator at Rider Education booths or other areas where help is needed.

#### **4.1.3.4 Outside Interfaces**

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

- National Red Cross
- Motorcycle Safety Foundation
- Local Law Enforcement
- Highway Patrol
- American Motorcycle Association

- Local agencies which might supply training
- Local businesses or agencies to obtain a suitable area for skills practice.

#### **4.1.3.5 Other Chapters**

Another important source of information can be derived from other Chapter Educators. By working with other Chapters, resources can be pooled, thereby increasing the opportunities for the Chapter participants to obtain training and skills practice. More experienced Chapter Educators can also be invaluable sources for ideas and information.

#### **4.1.4 Goals and Planning**

The Chapter Educator should establish goals for the entire year. Two sets of goals are suggested, short term and long term goals. These goals must be measurable to have meaning. These measurements can be expressed in percent or numbers which show the amount of improvement. If goals are absolute, they should be so stated. (e.g. "Establish means of tracking REP progression for Chapter Participants.")

##### **4.1.4.1 Short Term Goals**

Short term goals should be for six (6) months or less. The short term goals will be established as a result of evaluation of the existing conditions of the REP in the Chapter. Determine the priorities and implement a plan to achieve what is needed. These short term goals should work in harmony with achieving the long term goals.

After these goals have been set, a plan should be established as to how the goals will be accomplished. After these goals and plans have been established, they should be reviewed and discussed with the Chapter Director.

##### **4.1.4.2 Long Term Goals**

Long term goals are those that are planned for the entire year. As with the short term goals, plans need to be established which will ensure these goals are met. Some examples of **measurable** long term goals might be:

1. Increase REP participation **to 100%**.
2. Provide skills practice for Chapter participants **at least monthly**.
3. **Provide ERC course information** to Chapter participants.
4. **Provide First Aid and CPR training opportunities** to Chapter participants.
5. Conduct **at least two** Co-Rider seminars during the year.
6. **Assist District Educator with Skills Competition** at District Rally.

Once the goals have been established, plans need to be formulated to reach these goals. For the Rider Education Program to be successful in a Chapter, the Chapter Educator must determine what will work best for that individual Chapter and its participants. Each Chapter will be different. Some participants will be interested in the Rider Education Program and some will not. It will require salesmanship and promotional skills to encourage each member to become involved.

It is important to always ***lead by example, not by dictate*** by always practicing the rules of safety being taught and wearing proper protective clothing whenever operating a motorcycle. It is important to point out the importance of the program and the benefits received as a result of participation. The CE should remember that ***“We are not simply selling patches”***, but are promoting a program to educate our friends concerning safe motorcycle riding ***and having fun while doing it.***

#### **4.1.5 Communication**

Of all the tools to success, communication is the most important and is imperative to the success of the Chapter Educator. Without good communication, knowledge transfer cannot take place. Following are some examples of medians of communication which will help the Chapter Educator to be successful.

1. The CE is responsible to provide an article for the Chapter Newsletter. These newsletters are widely distributed to the Region Director, District Staff members and all Chapter Directors within the District, in addition to the local Chapter participants. The ideas and articles presented by the Chapter Educators are important to everyone. If an Educator doesn't have anything to write, they can share an article from the District or Region newsletter or somewhere else relevant and reputable.

Articles with a political viewpoint must be avoided! For example, an article should not get caught up in the battle for the right to wear or not to wear helmets, but simply take the positive reasons why helmets are important to riders and reaffirm that importance in an article so the membership can make an informed choice.

2. Arrange with the Chapter Newsletter Editor to provide space in the newsletter to be used to keep participants informed and promote the REP.
3. Provide Rider Education input at each monthly gathering. This can be accomplished in some of the following ways.
  - a) Have someone speak about a MSF, First Aid, or CPR course 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 (i.e. local Honda Dealer Mechanic, Police Officers, or MSF Instructors, etc.)

4. Contact the State Rider Education Program, Highway Patrol and other organizations for reading material and hand-outs for the Chapter participants.
5. Encourage/ask participants to be involved in various activities related to the Rider Education Program. Solicit their involvement in helping to plan, set up, judge, clean up, etc. at riding skills practices and other educational events.
6. It is most important the CE respond to the members questions/problems immediately. **They need to know you care!** The question or problem may seem insignificant to the CE, but was important enough for the participant to have inquired about. **Don't let them down!!**
7. Personally contact new participants in the Chapter and acquaint them with the REP. Personally invite them to participate in the program, and especially encourage them to at least take that first step to LEVEL I, "Safety by Commitment".
8. And last but not least, **COMMUNICATE, COMMUNICATE, COMMUNICATE!!!**

## **5 RECORD KEEPING, FORMS & REPORTS**

Proper administration of the Rider Education Program requires good record keeping, a knowledge of the REP forms and how they are to be correctly completed and monthly reports to the District Educator on the REP activities of the Chapter during the preceding month. This section will provide insight to these requirements.

### **5.1 Record Keeping**

As part of organizing the Rider Education Program in the Chapter, it will be very important that a good record keeping system be established. This is necessary to determine each Chapter participant's needs as they progress through the levels of the program.

Below is a suggested chart form which may be helpful to set up a record keeping system. It is not necessary to use this exact format. This information can be tracked manually or electronically using a computer. It can be individual records for each participant or done using a spreadsheet or database. The important thing is that these records be kept current so the Chapter Educator is aware of the needs of the participants and is able to keep the participants current in the REP.

Name _____		Rider _____	Co-Rider _____
Level I _____	Level II _____	Level III _____	Level IV _____
Safe Miles			
Yes _____	No _____	Last Mileage Bar _____ miles	Date ____/____/____
High Mileage			
Yes _____	No _____	Last Mileage Bar _____ miles	Date ____/____/____
Course Name _____	Date Taken _____	Date of Renewal _____	
MRC/RSS _____			
TRIKE/SIDECAR _____			
ERC _____			
CPR _____			
FIRST AID _____			
CO-RIDER SEMINAR _____			

GWRRA provides a report from Phoenix of all participants in the REP. It is necessary to check the information in this report against the local Chapter records for accuracy. Any discrepancies should be resolved by correcting the inaccurate record.

**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.**

## 5.2 REP Applications

There is one form which is used for submitting participants for inclusion in Levels I through III of the Rider Education Program, Safe Miles and the High Mileage Program. This form is used to process both new applicants and renewals.

There is a separate form for Level IV. It provides the required qualifications of the applicant and a recommendation from a GWRRA Officer for first time application and is also used as a vehicle for renewal. Both of these forms can be found in Section 9.

**Please Note:** The dates asked for ERC, CPR and First Aid for Levels II, III, and IV applications are Expiration Dates, not the date of the course.

### 5.2.1 Level I through III Form

The REP form for Levels I through III of the Riders Education Program contains checklist of requirements for each of these levels. This form is used for application to Levels I through III as well as yearly renewal of Levels II & III. It also contains the application for

inclusion in the High Mileage Program (see Section 2.3.2), and is also used for updating Safe Miles.

The check list of qualification contained in the form for each of the levels must be validated by a GWRRA Officer. The applicant should fill out the form and present it, along with supporting documentation for validation and the appropriate fee(s), to the Chapter Educator or other GWRRA Officer. The validating Officer will validate the information and forward to the District Educator, who will process the application through the appropriate channels and return the appropriate patch, Safe Miles bar, and/or High Mileage pin/bar to the Chapter Officer for presentation at the next Chapter Gathering.

### **5.2.2 Level IV Form**

The Level IV (MASTER TOUR RIDER/CO-RIDER APPLICATION) form is used both as the application for initial qualification Level IV and renewal. It contains a checklist of the required qualifications and specifies items which require validation.

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

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

The form should be forwarded to the District Educator. He/she will process the application, make a copy for the District records, and forward to the Region Educator. The Region Educator will process and forward to Phoenix. When Level IV patches are returned, the District Educator, District Director, or an appropriate appointee will make the presentation at a Chapter Gathering.

### **5.2.3 Processing Applications**

All applications should be processed through the Chapter Educator. The Chapter Educator should then forward the application and fees to the District Educator. If the application and fees are sent directly to Phoenix, they will be sent back to Region and then back to District, thereby adding unnecessary delay to processing.

**Important Note:** Each District Educator should replace the mailing address on both the REP Application and the Level IV Application form with their own mailing address for distribution within their respective Districts. This will help alleviate misdirected mailings.

Any Member not associated with a Chapter wishing to participate in the Rider Education Program will most likely contact GWRRA Headquarters. They will be provided the appropriate application form and directed to forward their application, copies of supporting documentation and fees to Phoenix. The forms distributed by Phoenix will contain the following addresses:

Rider Education Program Applications:

**GWRRA Rider Education Program**

**PO Box 42450**

**Phoenix, Arizona 85080-2450**

Master Tour Rider/Co-Rider Applications:

**GWRRA Masters Program**

**P.O. Box 42450**

**Phoenix, Arizona 85080-2450**

### **5.3 Rider Education Monthly Reports**

The Rider Education Monthly Reports (form located in Section 9) are extremely important for many reasons. GWRRA maintains a tax exempt status as a non-profit corporation as a result of the education GWRRA provides to its members. The Rider Education Program is a major contributor to maintaining that status. The National Director of Rider Education must keep a record of the information contained in these reports in the event that GWRRA is asked by the IRS to show how education is being provided to our members.

This report is also very helpful to the Region Director, Region Educator, District Director, and the District Educator. It allows each of them to determine the effectiveness of the REP within their respective administrative units and allows them to help their subordinates to strengthen any weak spots pointed out by the reports.

#### **5.3.1 Frequency**

The Rider Education Monthly Report is a monthly summary of REP activities and accomplishments. It must be sent to the District Educator within five days after each monthly Chapter Gathering. The District Educator will compile all reports within the District and forward this compilation to the Region Educator. The Region Educator will do the same and forward their results to the National Director of Rider Education. As this information rolls up through so many levels, it is very important that the Chapter Educator be prompt in forwarding this report to the District Educator in a timely manner each month.

**NOTE: If there is no Chapter Educator, it is the responsibility of the Chapter Director to complete and forward this report each month.**

#### **5.3.2 Completing the Report**

1. Fill in the **Month**, **Chapter**, **District or Region**, **Educator** and **REP Level** at the top of the form.
2. For each of the **Courses** listed, indicate the number of **Classes** held and the number of **Participants**.

3. Enter the number of **Newsletter Articles Written**. In the second column, enter the number of newsletters distributed.
4. Under **Other Chapter Events**, list any safety or REP related events. This information should include the number of participants at each of the events.
5. Under **Safety Talks Given**, include both the topic of the safety talk and the number in attendance.
6. Include the number of **New and Renewal Level Forms Processed** for Levels I, II, III & IV. Do not include forms processed for Safe Miles only or High Mileage only.
7. Under **Comments**, you may communicate any plans you might have to the District Educator, or ask for help or support. You might also offer suggestions on ways to improve the Rider Education Program.

### ***5.3.3 Mail to District Educator***

Within 5 days after the regular monthly Chapter Gathering, mail the completed report to the District Educator. The current District Educator and mailing address is:

**Chuck and Nina Thomas, TX D.E.  
8428 Stephanie Drive  
North Richland Hills, Texas, 76180-3600**

### ***5.3.4 Emailing the Report***

As an alternative to the above, if the Chapter Educator and District Educator are online and have email service, the monthly report can be filled in by the Chapter Educator and sent via email. This greatly facilitates and speeds the process for both the Chapter Educator and District Educator. If the Chapter Educator would like to submit the report via email, he/she should inquire of the District Educator if this option is available.

## **5.4 Emergency Information Form**

An Emergency Information Form (located in Section 9) should be provided to each Chapter participant, to be filled out and carried in the left fairing pocket of their motorcycle. Most emergency response personnel have been advised, and are aware, they are to look for this information in the left fairing pocket in accidents involving Gold Wing motorcycles. Copies of this form to be carried on the motorcycle should be reproduced on a **bright colored** paper such as Goldenrod, Hot Pink or other highly visible bright color so as to be easily seen by emergency response personnel.

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. This signature will authorize emergency medical treatment when direct authorization cannot be given.

After the form is filled out, it is recommended that a copy be made to be retained on file by the Chapter Educator or other record keeper. The Chapter Contact listed on the form should be the Chapter Educator or the record keeper with these copies. This serves as a backup and ensures a Chapter Contact who will have pertinent information on the participants in the event of an accident. In addition, if and when the Chapter Contact is contacted in regards to an accident, the Chapter participants may be mobilized to help the victims in various ways, such as returning the motorcycle to the victims home or repair facility, consoling family members, etc.

## **6 OFFICER CONDUCT**

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

- Enthusiasm
- Patience
- Honesty
- Sincerity
- Generosity

An officer should be:

- Fair
- Innovative
- Appreciative
- Cooperative
- Tolerant

Above all, remember, you must be a leader. You should lead by example. The importance of this cannot be overstated. Officers in GWRRA and especially Educators in the Rider Education Program, should wear safe riding apparel at all times when riding. It is impossible to “preach the gospel” if one does not live by his teachings.

The term “leader” certainly suggests someone with strength, however, it does not imply the Chapter Educator should assume a dictatorial roll. It is important to remember the role of the Chapter Educator is to Educate, **not Enforce**. It is essential that the Chapter Educator work in conjunction with the other staff members to plan the activities and goals for the chapter. The CE should remember that “*We are not simply selling patches*”, but are promoting a program to educate our friends concerning safe motorcycle riding *and having fun while doing it*.

Goals should be clearly stated and should be measurable. The progress of the chapter can then be measured against these objectives. You will be able to measure your rapport with chapter participants by their support of the Rider Education Program.

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

More specific information pertaining to GWRRA Officers can be found in the “GWRRA Officer Guidebook”.

## **7 SUMMARY**

GWRRA is intended to provide pleasure, recreation, safety and skills improvement, exchange of information, and promote camaraderie and friendship among its members and chapters. GWRRA intends for the organization to be unencumbered by politics, religion or any other outside influence which could be disruptive or cause us to deviate from our primary goal.

The job of the Chapter Educator is to provide a positive learning environment, one which is both educational and fun, for the membership. This should be done in close conjunction with the Chapter Director, Assistant Chapter Director and other staff members.

The position of Chapter Educator is perhaps one of the most rewarding in GWRRA.

- The CE should be proud of what he/she does, *but not conceited*.
- The CE should be knowledgeable of all aspects of the Rider Education Program, *but not a “know it all”*.
- The CE should be observant and *compliment the efforts* of chapter participants.
- The CE should not be a severe taskmaster, *but lead by example*.
- GWRRA Educators are teachers, *not policemen*.
- *Finally, and most importantly, the CE must remember the participants and their safety are of the utmost importance.*

The time and effort invested by the Chapter Educator in the Rider Education Program will result in gratification far beyond what would be expected. The skills and knowledge, passed on to the REP participants through the efforts of the CE, *save lives and injuries*. The knowledge that you have done all you can to save someone from harms way will be a tremendous reward.

Above all, in whatever you do as a Chapter.....Help reduce the risk and **HAVE FUN!!**  
Remember our GWRRA motto:

**“FRIENDS FOR FUN, SAFETY AND KNOWLEDGE”**

## **8 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 8 will contain a complete listing of all updates. This will ensure you have all updates which have been issued. This page will be replaced each time there is a new issue of an update.

### **8.1 Issued Updates**

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

**Issue Number**

**Issue Date**

## 9 FORMS

This section contains all the forms which have been discussed in this Guidebook. **Do not use the forms in this section.** They should be kept in this Guidebook and used as masters. Only these forms will be accepted as of March 1, 2000. Make copies of these forms as required for your use.

These forms will be found in this Section in the following order:

<b>Rider Education Officer Application</b>	<b>I</b>
<b>Memorandum of Understanding (MOU)</b>	<b>II</b>
<b>Rider Education Knowledge Level Evaluation (KLE)</b>	<b>III - VIII</b>
<b>Rider Education Monthly Report</b>	<b>IX</b>
<b>Rider Education Program Application (Level I – III)</b>	<b>X</b>
<b>Master Tour Rider/Co-Rider Application (Level IV)</b>	<b>XI</b>
<b>Emergency Information Form</b>	<b>XII</b>



# Gold Wing Road Rider Association

*Memorandum Of Understanding/Contract*

*Between*

*Rider Educators and/or Assistants*

*And*

*Appointing Officers*

This memorandum of understanding/contract, made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, provides for a clear understanding of the operations of the Gold Wing Road Riders Association of the applicants position.

*The Applicant Shall:*

1. Be appointed for a probationary period of 3 months. Said probation will expire on \_\_\_\_\_, 20 \_\_\_\_, after satisfactorily completing the probationary period and at the discretion of the appointing officer/s, this M.O.U. will be considered as continuous during the membership of the applicant.
2. It is hoped that all officers will proudly display the official GWRRA 10" patch on a vest or jacket or any appropriate items of clothing as selected by the applicant. A responsibility of the applicant will be to help establish and maintain a pride in the GWRRA membership, and to encourage members to wear the official 10" back patch.
3. "You will lead others by the example you set for them to follow." You will be expected to set an example of your leadership and dedication to your fellow Educators, Officers, Chapters, Districts and Regions of GWRRA. Your conduct will be such as not to embarrass, slander, disrupt, defy or libel GWRRA, your appointing officer, fellow educators, officers or members. You will always provide a safe environment within your appointed office and promote proper rider education through protective riding gear (including helmets) whenever riding in groups or by yourself.
4. Provide a vehicle of communication that will keep all GWRRA members/officers, within the guidelines assigned to your office, up to date with information that is passed from other GWRRA offices.
5. I also understand:
  - a) That if my Appointing Officer resigns or is removed, I need to reapply with my new Appointing Officer to continue my tenure of office.
  - b) I shall not solicit personal gifts or special benefits in the performance of GWRRA matters related to my position.
  - c) Nor shall I utilize the GWRRA, its name, its emblems, or its affairs for personal gain or profit of any sort.
  - d) I need to be a paid up GWRRA full or associate member for the entire term of my tenure.
6. Promote and utilize a "Team" approach to managing this position. Remember that we, as educators of the Association, are here to serve the members.

As an educator in the GWRRA, you will do everything in your power to see that the above areas of concern are accomplished. It is understood that any violation of the above agreement will result in immediate removal from GWRRA Educator status within the Tenure of Office. All monies, officers materials, etc. Will be turned over to your appointing officer.

\_\_\_\_\_  
(Signed Applicant for GWRRA Educator)                      Date                      Position

GWRRA Membership # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
(Signed Appointing GWRRA Officer)                      Date                      Position

District: \_\_\_\_\_ Region: \_\_\_\_\_

Chapter \_\_\_\_\_

March 2000



# Gold Wing Road Riders Association Rider Education Knowledge Level Evaluation



**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**District/Region** \_\_\_\_\_ **GWRRR Chapter:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**GWRRR Membership No:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Home Phone:** (    ) \_\_\_\_\_ **Work Phone:** (    ) \_\_\_\_\_

**State the position you are applying for:** \_\_\_\_\_

**Currently enrolled in the GWRRR Rider Education Program Level: (Circle one)** \_\_\_\_\_

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

**Are you interested in advancement in the GWRRR Rider Education Program?**

Yes                      No

**Are you a MSF Instructor?** Yes    No    **CPR/First Aid instructor?** Yes    No

**Other type of instructor? (please specify)** \_\_\_\_\_

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

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

- The GWRRR Rider Education Program manual dated March 2000
- The GWRRR Officers Guidebook dated July 1999.

Revised March 2000

## KNOWLEDGE EVALUATION

**1. Who is the Appointing Officer?**

**For Chapter Educator? (CE)**

- A) District Educator**
- B) District Director**
- C) Chapter Director**
- D) Region Educator**

**For District Educator? (DE)**

- A. Region Director**
- B. District Director**
- C. Region Educator**
- D. National Director**

**For Region Educator? (RE)**

- A. Region Director**
- B. National Director**
- C. Executive Director**
- D. Board of Directors**

**2. The Chapter Educator functions in a staff role for the:**

- A) District Educator**
- B) District Director**
- C) Chapter Director**
- D) Region Educator**

**3. Which of the following is not a qualification for being a Chapter Educator?**

- A) Be a Full or Associate Member of the GWRRA**
- B) Be an experienced motorcycle rider and current Level II in the Rider Education Program.**
- C) Be currently enrolled in Level IV of the Rider Education Program**
- D) Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote safe riding through the Rider Education Program.**

**4. How many levels are there to the GWRRA Rider Education Program?**

- A) 3**
- B) 4**
- C) 5**

**5. Which of the following is not a level in the Rider Education Program?**

- A) Safety by Commitment**
- B) High Mileage**
- C) Safety by Preparedness**
- D) Safety by Example**
- E) Both B and D above**

**6. In Level I, how many consecutive accident-free miles must be ridden before applying?**

- A) None, apply any time**
- B) 5,000**
- C) 50,000**
- D) 100,000**

## KNOWLEDGE EVALUATION

7. **How often must you renew Level I?**  
A) **Every Year**  
B) **Never**  
C) **You can Update Level I for each consecutive accident free 5,000 mile increments ridden.**  
D) **Both B and C are True**
8. **Who can participate in Level I?**  
A) **Individual GWRRA Members**  
B) **Associate GWRRA Members**  
C) **Family Members**  
D) **All the Above**
9. **Which of the following are qualifications for a Rider to become a participant in Level II?**  
A) **Must have completed a GWRRA recognized motorcycle safety course within the last 2 years?**  
B) **Must have a current motorcycle license endorsement if required in your state.**  
C) **All of the above**  
D) **None of the above**
10. **In order for a Co-Rider to advance to Level II, the Co-Rider must meet which Qualification?**  
A) **Must be Level I.**  
B) **Must have attended the Co-Rider Seminar or have completed an approved Rider course within the last 2 years.**  
C) **Must ride behind Level II Rider.**  
D) **Both A and B.**
11. **Level II and III must be renewed every year.**  
True                      False
12. **To renew Levels II and III you must have maintained the same requirements needed to enroll.**  
True                      False
13. **Completed Rider Education forms can be validated by any GWRRA Officer.**  
True                      False

## KNOWLEDGE EVALUATION

14. Which are the duties of a Chapter Educator?
- A) Assist the District Educator as necessary to promote and implement the Rider Education Program at the chapter level.
  - B) Promote and participate in such activities needed to promote and expand the Rider Education Program.
  - C) Assist members in obtaining MSF instruction.
  - D) Objectively observe and critique chapter riding habits in a manner which will produce positive results.
  - E) Promote and/or arrange for CPR/First Aid training at the chapter level
  - F) Complete monthly reporting of Rider Education Program activities conducted by chapter participants.
  - G) All the above!
15. Which is the only Motorcycle organization that the GWRRA endorses?
- A) ABATE
  - B) HRCA
  - C) Motorcycle Safety Foundation MSF
  - D) American Motorcycle Association AMA
  - E) Christian Motorcycle Association CMA
  - F) Both C and D
16. To become an Officer in the GWRRA you need to have your membership paid through the year for which you are making application.
- True                      False
17. What are the prerequisites to be a Full Member in the GWRRA?
- A) Co-Rider of a Gold Wing or Valkyrie with Paid membership.
  - B) Owner operator of any kind of motorcycle.
  - C) Owner operator of a Gold Wing or Valkyrie with paid membership.
  - D) None of the above.
18. What is the Motto of the GWRRA?
- A) Drive with Pride!
  - B) Have fun, Drive a Gold Wing!
  - C) Fun and Knowledge
  - D) Friends for Fun Safety and Knowledge
19. What are some of the aspects that make the GWRRA chapter concept different from a club?
- A) No voting or monthly dues.
  - B) All meetings are open to members, non members and public.
  - C) Officers are volunteers.
  - D) All of the above.

## KNOWLEDGE EVALUATION

20. How many Districts are there in your GWRRA Region? \_\_\_\_\_
21. What is a Chapter Get-Together?  
A) Monthly gathering  
B) Non Political  
C) Educational and Fun  
D) All of the above
22. What are the major responsibilities of the Chapter Director?  
A) Staff member to the District Director.  
B) Advisory head of the chapter  
C) Appoints Chapter Staff members  
D) All of the Above
23. Are approved officers, including Chapter Educators, required to wear the 10" back patch?  
A) Yes  
B) No  
C) Only at District Functions  
D) Not required but should be worn as a matter of pride for our organization.
24. Officers, including Chapter Educators, should wear proper riding gear.  
True                      False
25. What is the GWRRA policy on alcohol?  
A) Will not distribute as an award or prize.  
B) Will not profit from the sale of alcoholic beverages at an unauthorized event.  
C) Will not sell alcoholic beverages at an authorized event.  
D) All of the Above!
26. To become a Level III participant, the Co-Rider must:  
A) Be enrolled in Level I and current in Level II of the Rider Education Program.  
B) Have a current CPR or First Aid card.  
C) Wear protective riding apparel.  
D) Carry a first aid kit on the motorcycle.  
E) Ride behind a Certified Tour Rider  
F) All of the Above  
G) A and B above

## KNOWLEDGE EVALUATION

27. Which of the following are qualifications for becoming a Level IV participant?
- A) Must be enrolled in Level I of the GWRRA Rider Education Program.
  - B) Must be current Level II.
  - C) Must be current Level III for at least one year.
  - D) Must have 25,000 safe miles.
  - E) Must have completed CPR, First Aid and both cards must be current.
  - F) Must have completed an approved Rider course or, if Co-Rider, a Co-Rider seminar within 2 years.
  - G) Must wear protective riding apparel.
  - H) Must carry First Aid kit on your motorcycle.
  - I) Must have the endorsement of a GWRRA officer on your form.
  - J) All of the Above
28. Level II, Level III and Level IV must be renewed each January 1<sup>st</sup> regardless of when enrolled.  
True                      False
29. To retain Level IV you must present the following documents to a GWRRA Officer for validation at the time of renewal:
- A) Current CPR and First Aid cards
  - B) Current approved Rider course completion cards or, if Co-Rider, a Co-Rider seminar card not more than 2 years old.
  - C) Driver license motorcycle endorsement if required in your state.
  - D) Both A and B
  - E) All of the Above
30. The High Mileage Program is not part of the GWRRA Rider Education Program.  
True                      False
31. You must have a minimum of how many miles to participate in the High Mileage Program?
- A) 5,000
  - B) 25,000
  - C) 50,000
  - D) 100,000
32. Indicate the cost of each Rider Education Program Level:
- A) No Annual Renewal Necessary
  - B) \$2.00
  - C) \$4.00
  - D) \$5.00
  - E) \$6.00
  - F) \$10.00
  - G) \$35.00

Enroll		To Renew	
Level I		Level I	
Level II		Level II	
Level III		Level III	
Level IV		Level IV	

## RIDER EDUCATION MONTHLY REPORT

MONTH _____ CHAPTER, DISTRICT or REGION _____		
EDUCATOR _____ REP LEVEL _____		
TYPE OF ACTIVITY	HOW MANY	NUMBER OF PARTICIPANTS
ERC		
MRC-RSS		
SIDECAR COURSE		
TRIKE COURSE		
CO-RIDER SEMINAR		
CPR		
FIRST AID		
TRAILERING VIDEO		
ROAD CAPTAINS COURSE		
TALKS AT CHAPTER MEETING		
OTHER SEMINAR OR ACTIVITY		
NEWSLETTER ARTICLES		NUMBER DISTRIBUTED

**SUMMARY:**

**NEW and RENEWAL Level forms processed:**

Level 1 (#) \_\_\_\_\_ Level II (#) \_\_\_\_\_ Level III (#) \_\_\_\_\_ Level IV (#) \_\_\_\_\_

**Number of Chapters in your Region/District:** \_\_\_\_\_

**Number of Chapter Reports received:** \_\_\_\_\_

**Number of Districts in your Region:** \_\_\_\_\_ **Number of reports received:** \_\_\_\_\_

**Comments:**

# RIDER EDUCATION PROGRAM APPLICATION

Rider: _____	Membership # _____	Validation Officer Name: _____	
Co-Rider: _____	Membership # _____	Validation Officer Title: _____	
Address: _____	City: _____	State: _____	Zip: _____ Chapter: _____

## LEVEL I

### SAFETY BY COMMITMENT - SAFE RIDER/CO-RIDER

This program is a commitment to ride safe. A promise between you and your fellow members. There is no minimum number of accident free miles to join Level I. Submit the form, with a check for \$6.00 FOR EACH PARTICIPANT to the Rider Education or Operation Officer or the address below. You will then receive ONE SAFE MILES PATCH, ONE MILEAGE PIN and either a RIDER or CO-RIDER ROCKER. **For each 5,000 Safe Miles increment, you can receive MILEAGE PINS by filling out this form and having it validated. Submit form for validation, along with a check for \$2.00 to Officer or mail to address below.** Because a Co-Rider contributes to the Rider's safety, the Co-Rider is also eligible to participate. Both Rider and Co-Rider can be entered on this form.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Already enrolled in Level I. Update my Safe Miles only as indicated at right.</li> <li>Please enroll me in Level I.</li> </ul> | <ul style="list-style-type: none"> <li>Rider: Safe Miles pin needed: _____</li> <li>Co-Rider Safe Miles pin needed: _____</li> </ul> |
|---|--|

## LEVEL II

### SAFETY BY EDUCATION – TOUR RIDER/CO-RIDER EDUCATION

The following requirements must be validated by a Rider Education or Operations Officer. Submit the form, with a check for \$5.00 FOR EACH PARTICIPANT to validating Officer or mail to the address below. You will be sent either a Rider or Co-Rider education patch. You must renew yearly. Upon renewal, you will receive an additional year pin (for \$2.00 plus the validation form). You must renew **only** your highest level each year

#### TOUR RIDER

- Enrolled SAFE RIDER PROGRAM (Level I)
- M/C License or Endorsement (if required)
- Approved Rider course within 2 years Type: \_\_\_\_\_ Exp. date: \_\_\_\_\_
- First Application, I have 5000 safe miles!
- Renewal for Year \_\_\_\_\_ Years at current level \_\_\_\_\_
- Renewal Fee waived for Rider. **I am a Life Member!**

#### CO-RIDER

- Enrolled SAFE RIDER PROGRAM (Level I)
- Approved Rider course within 2 years or Co-Rider seminar  
Type of course: \_\_\_\_\_ Exp. Date \_\_\_\_\_
- First Application, I have 5000 safe miles!
- Renewal for Year \_\_\_\_\_ Years at current level \_\_\_\_\_
- Renewal Fee waived for Co-Rider. **I am a Life Member!**

## LEVEL III

### SAFETY BY PREPAREDNESS - CERTIFIED TOUR RIDER/CO-RIDER

The following requirements must be validated by any Rider Education or Operations Officer. Submit the form, with a check for \$4.00 FOR EACH PARTICIPANT to a validating Officer or mail to the address below. You will be sent either a TOUR RIDER or CO-RIDER PATCH. Each year you renew you will receive an additional year pin (for \$2.00 plus validation form). You must renew **only** at your highest level each year.

#### CERTIFIED TOUR RIDER

- Enrolled SAFE RIDER PROGRAM (Level I) and current Level II.
- Current CPR/FIRST AID CPR Exp. \_\_\_\_\_ First Aid Exp. \_\_\_\_\_
- Approved Rider course within 2 years Type: \_\_\_\_\_ Exp. date: \_\_\_\_\_
- Carries First Aid kit and wears protective clothing
- Renewal for Year \_\_\_\_\_ Years at current level \_\_\_\_\_
- Renewal Fee waived for Rider. **I am a Life Member!**

#### CERTIFIED CO-RIDER

- Enrolled SAFE RIDER PROGRAM (Level I) and current Level II.
- Current CPR/FIRST AID CPR Exp. \_\_\_\_\_ First Aid Exp. \_\_\_\_\_
- Approved course/seminar within 2 yrs Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_
- Wears protective clothing
- Renewal for Year \_\_\_\_\_ Years at current level \_\_\_\_\_
- Renewal Fee waived for Co-Rider. **I am a Life Member!**

## HIGH MILEAGE PROGRAM

Have your TOTAL mileage validated by any Rider Education or Operations Officer. Submit the form, with a check for \$5.00 FOR EACH PARTICIPANT to a validating Officer or mail to the address below. To be eligible you must have accumulated 50,000 miles. You will receive the HIGH MILEAGE PIN and the 50,000 MILE BAR. As you accumulate additional miles, in 50,000 mile increments, you can receive additional hangers for \$2.00 each by submitting the validation form. The Co-Rider is eligible to participate.

<ul style="list-style-type: none"> <li>First High Mileage Application</li> <li>Update Miles</li> <li>Rider _____ Miles • Co-Rider _____ Miles</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">MILEAGE VERIFICATION</th> </tr> <tr> <th style="width: 33%;">Bike</th> <th style="width: 33%;">Year</th> <th style="width: 33%;">Mileage</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	MILEAGE VERIFICATION			Bike	Year	Mileage						
MILEAGE VERIFICATION													
Bike	Year	Mileage											

Total Money Enclosed: \_\_\_\_\_ (Only sign if patches issued) PATCHES ISSUED BY: \_\_\_\_\_

**Mail completed form with application fee to:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Chuck & Nina Thomas, TX. D.E. 8428 Stephanie Dr., North Richland Hills, Texas, 76180



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

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State/Zip:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Drivers License #:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Employer/Phone:** \_\_\_\_\_

**GWRRRA Member #:** \_\_\_\_\_ **Home Chapter/State:** \_\_\_\_\_

**Chapter Contact [Name & Phone #:** \_\_\_\_\_

**Emergency Contact/Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone/Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State/Zip:** \_\_\_\_\_

<b>Health Insurance:</b>	<b>Vehicle Insurance:</b>
<b>Company:</b> _____	<b>Company:</b> _____
<b>City/state:</b> _____	<b>City/state:</b> _____
<b>Phone:</b> _____	<b>Phone:</b> _____
<b>Policy/Group #:</b> _____	<b>Policy/Group #:</b> _____

**Blood Type:** \_\_\_\_\_ **Wear Contact Lenses: Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Blood Pressure:** \_\_\_\_\_ **Wear Dentures: Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

<b>Allergies To Medications:</b>	<b>Medications Now Being Used:</b>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

<b>Family Doctor:</b>	<b>Special Notes/Health Problems:</b>
<b>Name:</b> _____	_____
<b>Address:</b> _____	_____
<b>City/State/Zip:</b> _____	_____
<b>Phone:</b> _____	_____
<b>[attach office card if available]</b>	

**Do Not leave an emergency message on an answering machine - contact must be made directly to a person**  
**Local Police Department:**

**Address/Phone:** \_\_\_\_\_

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

**Rider Education Guidebook Update**

**Issue 1**

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.

<b>NEW PAGES</b>	<b>REPLACES</b>	<b>REASON</b>
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**File this page in Section 8 – “Upgrades” for future reference.**