

PROCESS FOR CONDUCTING A RIDER CLASS

The sponsor will: (RD, RE, DD, DE, CD & CE)

1. Evaluate need (minimum of four students)
2. Locate range site
3. Provide rest room facilities
4. Collect money and registrations forms **RE 3** and provide them to the instructor prior to start of the class room session.
5. Complete Course sign up form **RE 2**
6. Provide GWRRA insurance certificate to range manager/owner.
7. Provide a class room (with tables and chairs), overhead or projector.

* If the lead instructor lives close to the location then the duties can be shared if it is acceptable.

Lead Instructor will:

1. Provide Rider Course Planning Summary **RE 1** form greater than two week prior to the event to the RE.
2. Receive from the sponsor a completed course sign up form **RE 2** prior to the class room start.
3. Receive from the sponsor checks and registration forms **RE 3** and provide prior to the class room start.
4. At the start of the class room session collect and complete the required forms:
 - a) Rider Course Completion Card Tracking Sheet (all students complete).
 - b) Emergency Notification Date Sheet (all students complete).
 - c) Agreement and Release of Liability (Waiver) (all students complete).
 - d) Rider Course Accident/Incident Report (as needed for dropped bike or injured student).
5. Prior to the range portion (during Lunch) have the students complete and hand in the TCLOCS forms (specific to this course) (required one per bike).
6. Rider Course Student Evaluation (all students complete).
7. Complete the Rider Course Information Verification Check Sheet **RE 4**.
8. Second instructor if assigned will verify package is complete.
9. Complete the Rider Course Class Expenses & Income form **RE 5**.
10. Complete the Rider Course Class Synopsis **RE 6**.
11. Collate the Course package forms and send to the Region Rider Course Instructor Coordinator within 10 days.