



GWRRA Region I Rider Education

Policy & Procedures

Policy No. 01 Jan 09

The purpose for this directive is to establish guidelines for planning, facilitating and sponsoring on bike rider classes.

A. Scope of Training

Region I is one of the most progressive and aggressive regions with a contingent of instructors waiting for the opportunity to train you. The national staff has charged the region directors with the administration and oversight for this program. The Region Educator is responsible to insure all paperwork is completed for every course and that all instructors work as a team using the same standards and procedures. It is imperative and a requirement that any chapter or district wishing to hold an Advanced Rider Course (**ARC**), Trailer Course (**TC**), Trike Rider Course (**TRC**), Trikes with Trailers Rider Course (**TTRC**) or a SideCar Rider Course (**SRC**) coordinate with the Region Rider Education Instructor Coordinator. This requirement is intended to assure quality control of the program. Any chapters or instructors who hold classes not approved by the Region Educator will not be insured through GWRRA and place themselves in a serious liability situation.

Over the past three years, GWRRA has trained instructors within GWRRA for the purpose of conducting **ARC, TC, TRC, TTRC** and **SRC** courses. These courses here in Region I have become an outstanding opportunity for inexpensive yet comprehensive training by a core of very dedicated volunteers.

Educators, CD's etc. It is very simple to sponsor a course. Visit the Instructor listing via the Region RE WEB page or contact Tim Mitchell (208) 290-8395

The sponsoring activity (RD, RE, DD, DE, CD,CE) will find a suitable location and provide that information to the Lead Instructor.

(From the Rider Ed Handbook)

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

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



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

- For GWRRA TC, TRC, TTRC and SRC courses the range size required is rectangular at 160 ft. wide x 240 ft. long (49 m x 61 m) and includes a 20 ft. (6 m) run-off zone on the perimeter. Maximum number of students is 8 for a single instructor and 12 for two instructors.
- The GWRRA Advanced Rider Course range measurements are 200 ft. x 300 ft. (54 meters x 92 meters) including the run off zone. Maximum number of students is 6 for a single instructor and 12 for two instructors.

The MSF ERC (and other courses) require at least a 200 ft. x 300 ft. (61 m x 92 m) surface including a 40 ft. runoff zone.

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

All range areas must be unobstructed and free of barriers, light poles, parking curbs, or any potentially slick or slippery surface (manhole covers in the rain?).

The surface should be clean and free of any large cracks or break up of the range surface.

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

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

In some instances, instructors have been pressured to conduct a course or compromise the safety margins required even though the facilities were substandard and did not meet the requirements. Instructors have been taught NOT to teach a course under these circumstances. If an instructor determines that a range facility will not be acceptable, the instructor's decision is final.



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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.

The sponsor (host chapter) must coordinate with the Lead Instructor and the Region Educator to insure the training has adequate insurance coverage and all requirements have been met. In this society where liability runs so rampant, no rider course will be allowed without proper documentation and insurance.

B. Requirements for Instructors

When an instructor is contacted by a sponsor or individual interested in conducting or hosting a rider course, the instructor shall notify and coordinate the entire process with the Region Educator or the Region I Rider Course Coordinator. The Region has been charged with oversight and supervision of all rider training by National staff. No rider class shall be conducted without proper planning and all documentation .

Region I coordinator for Rider Courses.

Duties include but are not limited to:

1. Maintain a database of current and inactive rider course instructors
2. Keep up to date records of classes held to include class location and size.
3. Coordinate All rider course training within Region I.
4. Maintain documentation of all courses
5. Supervise and notify instructors of expiration dates, course requirements and assist in any way to keep instructors current.
6. Oversee and supervise any ICC classes in the future.
7. Collect and control income and expenses derived from rider courses.
8. Any additional duties assigned by the Region Educator as needed.

C. Rider Course Instructor Policies



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When accepting to instruct a rider course such as an **ARC, TRC, TTRC, TC** or **SRC** course, the following policy shall be followed to insure the integrity of the program.

1. When students submit their applications, all checks shall be written to Region I unless concurrence is given by the district educator .
2. Minimum cost per student is \$30.00. This fee can be changed with the approval of the Region Rider Ed Staff.
3. Fees collected will be used to reimburse the instructors for travel and course related costs.
4. An after action report will be completed showing expenses (Form Provided)
5. A minimum of four students are needed for an instructor to teach a class (exceptions may be made with concurrence of Region RE staff.)
6. All rider course related paperwork will be mailed or hand delivered to the Rider Course Instructor coordinator no later than 10 calendar days after the class is completed.
7. Any funds not distributed to instructors will be deposited in the region treasury earmarked for rider course expenses.

D. Sponsor and Lead Instructor responsibilities:

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 at least two weeks 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.



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4. At the start of the class room session collect and complete the required forms:
5. Rider Course Completion Card Tracking Sheet (all students complete).
6. Emergency Notification Date Sheet (all students complete).
7. Agreement and Release of Liability (Waiver) (all students complete).
8. Rider Course Accident/Incident Report (as needed for dropped bike or injured student).
9. 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).
10. Rider Course Student Evaluation (all students complete).
11. Complete the Rider Course Information Verification Check Sheet **RE 4**.
12. Second instructor if assigned will verify package is complete.
13. Complete the Rider Course Class Expenses & Income form **RE 5**.
14. Complete the Rider Course Class Synopsis **RE 6**.
15. Collate the Course package forms and send to the Region Rider Course Instructor Coordinator within 10 days.
16. For those who are co-riders we can issue a co-rider card upon completion of both class room and range portions of a rider course)

GWRRA National Forms:

Located at the National RE web page.

Region Rider Course Forms:

Located at the region I web site under Region Rider Education.

E. Instructor Responsibility National Direction:

Upon completion of a Rider Course, and after instructors hand the students their completion cards, the course Instructors are responsible for delivering to the sponsoring organization (Region I Rider Instructor coordinator all of the paperwork (properly completed) associated with 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, ask your Region Educator.

The paperwork includes:

1. The Rider Course Completion Card Tracking Sheet
2. A signed, dated, and witnessed waiver (Agreement and Release of Liability) for each participant (co-riders sign their own).
3. A Student Evaluation filled out by each student



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4. An Accident/Incident Report for any student who is injured regardless of the level of the injury (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).
5. The Emergency Notification Data Sheet

Lead Instructor Responsibility

The Lead Instructor will send by U. S. Mail the Completion Card Tracking Sheet to the appropriate Rider Ed staff person. Currently Tony VanSchaick.

The Lead Instructor will send by U. S. Mail the remaining documents to the Director, Rider Course Programs, currently Bob Berry.

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