



GOLD WING ROAD RIDERS ASSOCIATION



RIDER EDUCATION PROGRAM NEW EDUCATION OFFICER CHECKLIST

New Rider Education Officer Paperwork

If there is a new District Ride Coordinator (DRC), or Chapter Ride Coordinator (CRC) coming on the Team, the following paperwork will be required:

- Welcome letter from the Director/District/Chapter Director to the new Officer. (Optional – but this is a nice touch to show you care!).
- GWRRA Officer Change/Appointment Worksheet (<http://gwrra.org/oconnect/officerresources.htm>).
- MOU (Memorandum of Understanding) for GWRRA Officers (<http://gwrra.org/oconnect/officerresources.htm>).
- N.5 Completed Rider Education Knowledge Level Evaluation (KLE).
- For Chapter/District Ride Coordinators - evidence that the KLE has been graded.

The prospective Ride Coordinator must be provided:

- The GWRRA Officers Guidebook. Go to <http://www.gwrra.org/oconnect> to download the guidebook.
- The GWRRA Rider Education Program Handbook available on the GWRRA website at <http://www.gwrra.org/regional/ridered/officerpage.htm>

Application and Appointment Process

The tenure of the District or Chapter Ride Coordinator position is not tied directly to the “time in office” of the appointing Director. This means that the District or Chapter Ride Coordinator can remain in office even if the appointing Director steps down. The District or Chapter Ride Coordinator “serves at the pleasure” of the appointing Director and their performance is reviewed annually by the program Officer one level up.

District Ride Coordinator

In the event that a DRC position is vacant, the District Director will pursue candidates to fill the position. The District Director will discuss the candidates with the Director Rider Education (DRE). The DRE or appointee will interview the candidate. The District Director and DRE will discuss the qualification of each candidate. The District Director will make the decision on the candidate. If the DRE has not given full support for the candidate, they will create a plan to train and coach the candidate, then discuss the plan with the District Director. If there is critical disagreement, the DRE may discuss the appointment with the President of GWRRA.

Chapter Ride Coordinator

In the event that a CRC position is vacant, the Chapter Director will pursue candidates to fill the position. The Chapter Director will discuss the candidates with the District Ride Coordinator (DRC). The DRC will interview the candidate. The District Director and DRC will discuss the qualification of each candidate. The appropriate Chapter Director will make the decision on the candidate. If the DRC has not given full support for the candidate, they will create a plan to train and coach the candidate, then discuss the plan with the Chapter Director. If there is critical disagreement, the DRC may discuss the appointment with the Director one level up. The District Ride Coordinator will administer the Rider Education Knowledge Level Evaluation (KLE). The Director will have the candidate sign the Officer Memorandum of Understanding (MOU) and complete the Officer Appointment Form. Links to the Officers Guidebook and the Rider Education Program Handbook are also supplied for reference.

The Director of Rider Education (or designee) will administer the Rider Education Knowledge Level Evaluation (KLE). The Director will have the candidate sign the Officer Memorandum of Understanding (MOU) and complete the Officer Appointment Form.

The Director of Rider Education (or designee) will review and correct the KLE, and discuss results with the Ride Coordinator.

District Ride Coordinators will provide the Chapter Director patches for the new Chapter Ride Coordinator and a welcome letter for installation of the Chapter Ride Coordinator. The District Ride Coordinator can do the installation as well.

A District Ride Coordinator should be installed by the District Director or Director, Rider Education.

The appointment of an Assistant District or Chapter Ride Coordinator is done by the District or Chapter Ride Coordinator. Consideration should be given to the following when choosing that Assistant:

1. Are they willing to be the future replacement
2. Are they a great supporter
3. Has there been clear communication with the candidate as to how they are being considered. The CRC/DRC will discuss their choices with the Chapter/ District Director. Unless there are serious concerns by the Chapter/District Director, the CRC/DRV will move forward with the appointment.

Qualifications

District and Chapter Ride Coordinators are the base of the Rider Education program. The ideal candidate for the District or Chapter Ride Coordinator position must meet certain qualifications:

- Must be a current GWRRA Member and an experienced motorcycle Rider *or* Co-Rider.
- At a minimum, be current at Level II (Level III for District) in the Rider Education Levels Program with the desire and intent to progress.
- Be a Certified Road Captain or Co-Road Captain. (This requirement may 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 and should be achieved within a reasonable period of time, typically one year.)
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote motorcycle safety through the Rider Education Program.
- Be fully knowledgeable of the Rider Education Program and its goals. (Refer to the Rider Education Handbook)
- 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 harmoniously with the Director of Rider Education, District Director, District Educator, District Ride Coordinator, the Chapter Director, and the chapter members.
- Be dedicated to the promotion and growth of the Rider Education Program within the District and Chapter as a benefit to the members.

Duties and Responsibilities

The role of the District or Chapter Ride Coordinator is defined in the Rider Education Program Handbook and referred to in the Officer's Guidebook. Each District or Chapter Ride Coordinator is a vital part of the District or Chapter Team. Suggestions and guidance for their role will come from the District Ride Coordinator or Director of Rider Education.

The specific duties of the Chapter Ride Coordinator are as follows:

- To promote and plan great Chapter rides.
- To assure a Riders Meeting before each ride.
- To be creative with the Riders Meeting sharing safety tips, processes or ideas to help keep the Riders and Co-Riders knowledgeable about safe riding.
- To assist at the Chapter/District Gathering with knowledge discussions, Q&A's and/or sharing of great and safe riding tips.
- Work with the Chapter Director, Road Captains, GWRRA Rider Course Instructors, etc., to improve riding habits and to disseminate information.
- Attend your District Rally when possible and assist in the Rider Education Booth.
- Liaison with the District Ride Coordinator, supply input and share ideas that will assist in making the District Ride calendars more appealing to all GWRRA members.

The specific duties of the District Ride Coordinator are in the Rider Education Program Handbook

It is important to note that the responsibilities and duties of the Chapter Ride Coordinator is to promote frequent, safe riding and not to be thought of as the "Rider Ed Police". The function of the Ride Coordinator is to welcome all riders and encourage them to adopt safe riding habits. They need to be knowledgeable of the offerings of the GWRRA Rider Education program which includes the Levels Program, Riding Courses CPR/FA opportunities and Seminars/Modules. Ask questions of the members to determine each riders/co-riders understanding and needs so they can offer ideas to answer the questions of the members.