



GOLD WING ROAD RIDERS ASSOCIATION



RIDER EDUCATION PROGRAM NEW EDUCATOR CHECKLIST

New Ride Educator Officer Paperwork

If there is a new District Educator (DE) coming on to the Staff, the following paperwork will be required:

1. Welcome letter from the District Director/Director Rider Education to the District Educator. (Optional - and a nice touch to show you care!).
2. N.2 GWRRA Officer Application.
3. N.3 MOU (Memorandum of Understanding) for GWRRA Officers.
4. N.5 Completed Rider Education Knowledge Level Evaluation (KLE).
5. For District Educators - evidence that the KLE has been graded.

The prospective Ride Educator must be provided:

1. A copy of the GWRRA Officers Guidebook (with ALL updates). Go to <http://www.gwrra.org/oconnect> to download the guidebook.
2. A copy of 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 Educator position is not tied directly to the “time in office” of the District Director. This means that the District Educator may remain in office even when the District Director steps down. The District Educator “serves at the pleasure” of the District Director and their performance is reviewed annually by the Director of Rider Education or his appointee.

In the event that a District Educator position is vacant, the District Director will pursue candidates to fill the position. The District Director will discuss the candidates with the Director of Rider Education. The DRE will interview the candidate. The District Director and Director of Rider Education will discuss the qualifications of each candidate. The District Director will make the decision on the candidate. If the Director of Rider Education 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 Director of Rider Education may discuss the appointment with the President of GWRRA.

The Director of Rider Education or Appointee 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 Appointee will review and correct the KLE, then discuss results with the District Educator.
- The Director of Rider Education will issue the new District Educator patches along with a welcome letter and forward them to the District Director for installation of the District Educator. The Director of Rider Education can do the installation as well.
- The District Director will then make arrangements to install the new District Educator at the earliest possible time. This is normally done at the new educator’s earliest District Gathering.

N.1RE New Educator Checklist

The appointment of an Assistant District Educator is done by the District Educator. 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 of Rider Education?
3. Has there been clear communication with the candidate of the criteria being used for consideration?
4. The District Educator will discuss their choices with the District Director.
5. Unless there are serious concerns by the District Director, the District Educator will move forward with the appointment.

Qualifications

District Educators are the heart of the Rider Education program. The ideal candidate for the District Educator position must meet certain qualifications:

- Must be a current GWRRA Member.
- At a minimum, be current at Level III in the Rider Education Levels Program with the desire and intent to progress. (The Level III requirement can be waived in the case of a new District 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.
- 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, the District Director, the District Ride Coordinator and the District members.
- Be proficient in the use of the Rider Education Database.
- Be dedicated to the promotion and growth of the Rider Education Program within the District as a benefit for the members.
- Preferably is a Rider Course Instructor, but this is not a requirement.

Duties and Responsibilities

The role of the District Educator is defined in the Rider Education Program Handbook and referred to in the Officer's Guidebook. Each District Educator reports directly to the Director of Rider Education. As an officer of the District, the Educator also works closely with the District Director to promote and fund a viable Rider Education Program for the members.

The specific duties of the District Educator are as follows:

- Report the District's educational activities quarterly to the Director of Rider Education N.6 Assistant.
- Promote and implement the Rider Education Levels Program at the Chapter and District level.
- Promote and participate in such activities that will expand the Rider Education Levels Program. These activities shall include speaking at District Gatherings and publishing an article in the District newsletter.
- Maintain the Rider Education Database to facilitate keeping members current in the Rider Education Levels Program.
- Promote and/or arrange seminars/modules and CPR/First Aid training at the District level.
- Assist members in obtaining Rider Training Courses.
- Work with the District Ride Coordinator, District Director, Road Captains, GWRRA Rider Course Instructors, etc., to improve riding habits and to disseminate information.

N.1RE New Educator Checklist

- Attend your District Rally and Wing Ding when possible. Assist at the Rider Education Booth.
- Liaison with the District Chapters, supply input and share ideas that will assist in making the Rider Education Program more appealing to the members.
- Conduct and annual review of the District Ride Coordinator using the N.24 Form.

Although one may assume the responsibilities and duties of the District Educator, the role is not to be thought of as the "Rider Ed Police". The function of the District Educator is to help our members ride more safely by making them aware of the risks involved when riding a motorcycle. Further, it includes providing them with the skills needed to reduce or avoid those risks. This kind of skill enhancement can be obtained by members from participation in the GWRRA Rider Education Program. The District Educator helps to facilitate the training for all members and informs them where training is available.

The District Educator is expected to promote the Rider Education Program in its entirety – the Levels program, available Rider Training Courses, CPR/FA classes, seminars, modules, etc. Member participation and involvement is encouraged by the District Educator via several means. The educator is expected to speak at District Gatherings. At least one topic should be discussed regarding safety. It is also good to use this time in front of the District members to recognize individual members for their participation in any Rider Education activity. People like to be recognized for their accomplishments and achievements. When others see what their fellow members are doing and the recognition they receive for it, they will become more involved too. The educator should submit an article to be printed in each chapter's newsletter. The article should be related to motorcycle safety, the Rider Education Program, or other safety related issues. The District Educator should lead by example. When an officer of the District participates in the various components of the Rider Education Program and discusses the benefits with the members, others in the District will follow that lead. The Rider Education Program in the District grows as more members participate.