

## N.1 New Educator Checklist



# GOLD WING ROAD RIDERS ASSOCIATION

## RIDER EDUCATION PROGRAM NEW EDUCATOR CHECKLIST



### New Rider Educator Officer Paperwork

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

1. Welcome letter from the Region/District/Chapter Director to the new 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 Chapter Educators - evidence that the KLE has been graded (evaluation answer keys provided to District Educators).

The prospective Rider 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 Chapter Educator position is not tied directly to the “time in office” of the Chapter Director. This means that the Chapter Educator remains in office even when the Chapter Director steps down. The Chapter Educator “serves at the pleasure” of the District Educator and their performance is reviewed annually.

In the event that a Chapter Educator position is vacant, the District Educator will request a recommendation from the Chapter Director on a prospective candidate for the Educator position. It is important to note that the District Educator will always seek concurrence with the Chapter Director on the Chapter Educator position to maintain harmony within the chapter. If the Chapter Director doesn't have a candidate in mind the District Educator will select a qualified candidate for the chapter.

Once concurrence on a candidate is reached between the District Educator and the Chapter Director, the District Educator will interview the prospective Chapter Educator. If the candidate is interested in the position and is acceptable, the District Educator will provide several documents to the prospective Chapter Educator (or Assistant Chapter Educator). These documents include an Officer Memorandum of Understanding (MOU) and the Rider Education Knowledge Level Evaluation (KLE). Copies of the Officers Guidebook and the Rider Education Program Handbook are also supplied for reference.

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

The District Educator will review and correct the KLE, sign the completed paperwork, and complete a GWRRA Officer Change/Appointment Worksheet. These are then forwarded to the Region Educator.

After the Region Educator reviews the paperwork, if s/he approves the application, s/he will sign the Officer Change/Appointment Worksheet and send the paperwork to National. The Region Educator will issue the new Chapter Educator patches along with a welcome letter and forward them to the District Educator at the same time.

The District Educator will then make arrangements to install the new Chapter Educator at the earliest possible time. This is normally done at the new educator's earliest Chapter Gathering.

The process for appointing Assistant Chapter Educators is similar to that described above with the exception that these candidates are usually recommended to the District Educator by the Chapter Educator, with concurrence from the Chapter Director.

### **Qualifications**

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

- Must be a current GWRRA Member or Booster and an experienced motorcycle Rider *or* Co-Rider.
- Be, at a minimum, a current Level II in the Rider Education Levels Program with the desire and intent to progress. (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 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 District Educator, the Chapter Director, and the chapter members.
- Be dedicated to the promotion and growth of the Rider Education Program within the chapter as a benefit to the members.

### **Duties and Responsibilities**

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

The specific duties of the Chapter Educator are as follows:

- Report the chapter's educational activities each month to the District Educator.
- Promote and implement the Rider Education Levels Program at the chapter level.
- Promote and participate in such activities that will expand the Rider Education Levels Program. These activities shall include speaking at chapter Gatherings and publishing an article in each chapter newsletter.
- Maintain such records as necessary to facilitate keeping chapter members current in the Rider Education Levels Program.
- Promote and/or arrange seminars and CPR/First Aid training at the chapter level.
- Assist members in obtaining Rider Training Courses.
- 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 Educator, supply input and share ideas that will assist in making the Rider Education Program more appealing to chapter members.

It is important to note that, although one may assume the responsibilities and duties of the Chapter Educator, the role is not to be thought of as the “Rider Ed Police”. The function of the educator is to help our members ride more safely by making them aware of the risks involved with 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 Chapter Educator helps to facilitate the training for chapter members, or informs them where training is available.

The Chapter Educator is expected to promote the Rider Education Program in its entirety – the Levels program, available Rider Training Courses, seminars, videos, etc. – to the members. Member participation and involvement is encouraged by the Chapter Educator via several means. The educator is expected to speak at the monthly Chapter Gathering. At least one topic should be discussed regarding safety. It is also good to use this time in front of the chapter 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 the chapter’s newsletter to the members. The article should be related to motorcycle safety, the Rider Education Program, or other safety related issue. And the Chapter Educator should lead by example. When an officer of the chapter, such as the Chapter Educator, participates in the various components of the Rider Education Program, and discusses the benefits with the members, others in the chapter will follow that lead. And the Rider Education Program in the chapter grows as more members participate.