



# GWRRA Parking Lot Practice Facilitator Program

## Instructor Guide

Class Time: 2 ½ to 3 hours

Non-graded quiz: 15 Minutes

### Instructor Introduction

The GWRRA Parking Lot Practice Facilitator Program is designed to ensure consistency at the District/Chapter level regarding all GWRRA Parking Lot Practices. The Rider Education leadership recognizes and embraces the value of conducting the PLPs as a membership benefit. Anytime we can have our “GW Friends” participate in a structured program for them to “Remind and Refine” their riding skills will “Save Lives”. However, it is a concern that these PLPs are conducted in a consistent manner adhering to GWRRA guidelines and State Motor Vehicle Training Guidelines in their locality. It needs to be noted that all State Governments require some form of licensing to conduct a rider class with instructors. Because of this, GWRRA has designed this program to ensure that no coaching is done while conducting a PLP. Great care has been put in to the design of the “GWRRA Motorcycle Parking Lot Practice Guide” and the “GWRRA Trike/Sidecar Parking Lot Practice Guide” to ensure that a Facilitator can successfully conduct a PLP without the need to coach. These guides will serve as a means to allow the Rider to “Discover” how they can refine their skills during the event. This is not a play on words; rather it is philosophy we intend on adhering to.

Your goal as the Instructor conducting this Facilitator Training is to ensure that the Facilitator Candidates fully understand the difference between facilitation and coaching. For them to understand the guide “tools” they have to help Riders “Discover” how to improve their riding skills without the need to personally coach riders. They need to understand that they are representing GWRRA and the philosophy behind how we intend to administer this program. Lastly to ensure that their conduct on the range does not conflict with local laws governing professional motor vehicle training programs.

The most important role that a Facilitator has is to ensure the safety of the Riders on the range. This is referred to as “Range Management”. This not only refers to the Riders’ safety during the event, we also cover the importance of proper preparation prior to the class in choosing the right parking lot with plenty of buffer room to ensure the participants safety.

After all is said and discussed in the classroom, there is a quiz that will be given. Make enough copies of the quiz for everyone. The quiz is strictly used as a tool to ensure that the material has been covered and understood. Allow the students to work together to answer the questions. If you find they can’t answer a question you should re-discuss the topic.

Once the Candidates have completed the classroom portion, they will need to be observed by the District Educator or their chosen representative to ensure that their “Range Conduct” adheres to the GWRRA guidelines set forth in this program. It is the responsibility of the District Educator to ensure the integrity of the GWRRA Parking Lot Practice Facilitator Program. They have the right to disallow those individuals who are not complying from conducting any GWRRA PLPs in their District.

## Classroom Instructor Guide

### Lesson Plan Overview

The Lesson Plan is broken into 3 Units.

- **Unit one: Program Details and Materials**
- **Unit two: Organizing and Preparing for the Event**
- **Unit three: Conducting the Event**

Each unit should be talked about and understood by the Candidates before going on to the next. Do this in an open discussion type setting. Keep in mind that we are trying to keep a format that all GWRRRA groups will use in the same way.

The Classroom Instructor Guide is formatted to follow the screens or slides in consecutive order. At the top of each section a time is given to help keep you on track. The Goal is to keep the total course time to less than 3 hours. The break down is as follows:

- **Class Time: 2 ½ to 3 Hours**
- **Non-graded quiz: 15 Minutes**

On the left describes the information on the screen or slide. On the right gives “**Instructor Notes**” to expound on the screen information in further detail and the “**Discussion Points**”, which typically has questions designed to get student feedback.

## Classroom Instructor Guide

Introduction: 5 Minutes

- **Program Objectives:** (Screen 2)
  - To train Facilitators to meet the District needs.
  - Establish Parking Lot Practice (PLP) consistency through this training.
  - To ensure Facilitator understands his/her role.
  - To equip Facilitator with the proper tools and management skills
  - To provide a safe learning environment for our members

**Instructor Handout:** N.22 Parking Lot Practice Facilitator Application/Renewal form

**Instructor Notes:**

Read Objective

**Discussion points:**

Emphasis on Training Facilitators

Should have participated in a structured Riding Course

- **Overview:** (Screen 3)
  - Unit one:
    - How the GWRRR Parking Lot Practice Program fits in our Level Program.
    - What is the Facilitator Program and how is it administered?
    - What is a PLP Facilitator?
    - Review the two GWRRR Parking Lot Practices.
  - Unit two:
    - Organizing and preparing for the event.
  - Unit three:
    - Conducting the event

**Instructor Notes:**

Read Overview

**Discussion points:**

Explain course structure

2 ½ to 3 hours for class

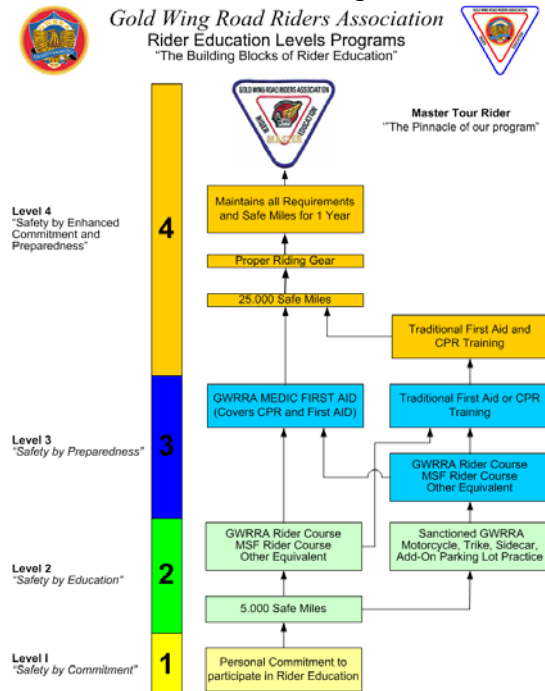
15 minutes for non-graded quiz

1 monitored PLP in the field

## Unit One: Program Details and Materials (Screen 4)

Time: 1 Hour

- **GWRRR Rider Education Levels Program (Screen 5)**



**Instructor Notes:**

Use the illustration to show the structure of our level program and how PLP's can be used to advance to Level 2.

**Discussion points:**

**Why it is a good idea to include Sanctioned PLP's as a Rider Course Requirement?**

*Answer: Should stimulate growth in our program. Will get more members riding in a structured program.*

**What is the difference between the PLP's and the Rider Courses used to advance to Level 3?**

*Answer: PLP's are strictly a structured practice. MSF and GWRRR Rider Courses uses certified rider coaches trained to give instruction guidance to students.*

**What does it mean that the PLP needs to be Region Sanctioned to be used in the Levels program?**

*Answer: It means that it was organized by the Region Rider Education program using a certified Facilitator who will attest to the fact it was performed in accordance to GWRRR guidelines.*

**Can a Chapter conduct a Sanctioned PLP?**

*Yes, as long as the Chapter Educator gets permission from the District Educator and uses a certified Facilitator.*

● **PLP Facilitator Program** (Screen 6)

- Two part certification program.
  - Classroom Training
  - Field training (Minimum of one PLP with Certified Facilitator)
- Program conducted at the District Level by the District Educator or designated coordinator.
- Provide Chapter Educators a resource for scheduling and conducting a PLP.
- Ensures program integrity
- Sanctioned PLP used to advance to Level 2, or for one time Levels Program Maintenance.
  - Regional Educator approval required.
  - PLP is good for one year as a Level 2 Requirement.
  - PLP is good for one year as Level Program Maintenance.

**Instructor Note:** It would be a good idea to hand out the “Application of the PLP Facilitator Program” document.

**Instructor Notes:**

This course has been developed to ensure that are Facilitators are well trained and have demonstrated their ability to conduct themselves accordingly on the Range.

This program is strictly administered at the District Level to ensure the programs integrity.

It is the choice of the Regional Educator to sanction the use this program for Level 2 and Level maintenance requirements. If used it is only good for one year at Level 2 and/or one year for renewal. After that the rider must take a MSF or GWRRR Rider Course to stay current. The main emphasis is to give GW Riders an entry level path to become involved in our Rider Education Program. It is our desire to see them move on in the program taking a more advanced MSF or GWRRR Rider courses.

**Discussion points:**

**Why is it necessary to go through this program?**

*Answer: To ensure the program integrity.*

**Why not just continue to use the MSF or GWRRR Rider Course Programs as the only Rider Requirement allowed in the Levels Program?**

*Answer: It has been shown that many Riders are lacking the confidence to participate in a Rider Course program. It also has been shown that the use of PLP’s as a starting point for Riders to get their feet wet in a structure course will give them the confidence to move on to a full Rider Course.*

● **What is a PLP Facilitator?** (Screen 7)

- One who has successfully completed the GWRRR Facilitator training program
  - Classroom Training
  - Field training
- An Overseer, not an Instructor
- Ensures that the PLP is correctly followed
- Maintains a safe environment on the Range
- Ensures PLP compliance to Local and State Laws governing professionally licensed training programs

**Instructor Notes:**

**Read the definition of a Facilitator:**

*“A **facilitator** is someone who skillfully helps a group of people understand their common objectives and assists them to plan to achieve them without taking a particular position in the discussion.”*

A Facilitator is a representative of GWRRR Rider Education program. His/her oversight ensures the programs integrity. It is very important that their conduct does not violate any Local or State Laws regarding driver training.

One of the most important roles of a Facilitator is “Range Management”. They’re there to look out for the Rider’s safety on the range.

**Discussion points:**

**What is the difference between a Facilitator and a Rider Coach?**

*Answer: A facilitator is one who oversees the group of riders, manages the range, and assists them in improving their “Rider Skills” without direct coaching.*

**Note: There will be further discussion on how to achieve this later in the training.**

<ul style="list-style-type: none"> <li>● <b>Current GWRRA PLP's</b> (Screen 8)</li> </ul>	<p><b>Instructor Notes:</b> Shows the front cover of the two GWRRA PLP Guides.</p> <p>This is a good time to handout to each of the candidates their copy of both PLP's.</p>
<ul style="list-style-type: none"> <li>● <b>Motorcycle PLP Guide</b> (Screen 9) <ul style="list-style-type: none"> <li>– Basic Starting point for members in our Rider Course programs.</li> <li>– Basic Skills covering: <ul style="list-style-type: none"> <li>○ Braking/Cornering/Swerving</li> <li>○ Clutch Control</li> <li>○ Balance</li> <li>○ Counter Steering</li> </ul> </li> <li>– 1-up or 2-up participation. <ul style="list-style-type: none"> <li>○ 1-up only for 1st time participants</li> </ul> </li> <li>– Prepares Riders for more advanced courses.</li> </ul> </li> </ul>	<p><b>Instructor Notes:</b> The Motorcycle PLP is a good starting point for Riders to begin taking a structured riding course. It is designed to cover the basics. Braking, cornering, and swerving. It also emphasizes the use of proper clutch control, balance and counter-steering.</p> <p>Both Rider and Co-Rider can take it together. The only thing we ask is for the Rider to take it by him/herself if this is the first structured rider program they have taken.</p> <p>The goal of this program is to give them the confidence to move on to a more advanced MSF or GWRRA Rider Course for further instruction and training. The Facilitator should make them feel comfortable and ensure they are having fun. This will encourage them to move on into other Rider Courses.</p> <p><b>Discussion points:</b> <b>Have you heard of the “Hurt Study” and what was their finding?</b> <i>Answer: The “Hurt Study” showing the biggest reason for single vehicle accidents (accidents that did not involve other vehicles) was cause by the Rider's inability to properly Brake, Corner, and Swerve their Motorcycle.</i></p>
<ul style="list-style-type: none"> <li>● <b>Motorcycle PLP Guide</b> (Screen 10) <ul style="list-style-type: none"> <li>– Consists of 6 Exercises <ul style="list-style-type: none"> <li>○ Exercise 1: Cone Weave</li> <li>○ Exercise 2: Normal/Quick Stop</li> <li>○ Exercise 3: Stopping in a Curve</li> <li>○ Exercise 4: Sharp Turns</li> <li>○ Exercise 5: Obstacle Avoidance</li> <li>○ Exercise 6: Double U-Turn</li> </ul> </li> </ul> </li> </ul>	<p><b>Instructor Notes:</b> Quickly review the exercise range drawings in the Motorcycle PLP Guide. Don't get into any lengthy discussion at this point. There will be more detail review later in the classroom.</p> <p><b>Discussion points:</b> <b>Do these exercises cover the Basic Skills?</b>  <ul style="list-style-type: none"> <li>○ <b>Braking/Cornering/Swerving</b></li> <li>○ <b>Clutch Control</b></li> <li>○ <b>Balance</b></li> </ul> <b>Explain your reasoning.</b>  <i>Answer: Yes, Exercise 1 deal with Balance and Clutch control. Exercise 2 and 3 deal with braking. Exercise 4 deals with cornering. Exercise 5 deals with Swerving. Exercise 6 deals with Balance, Clutch Control, and Cornering.</i></p> <p><b>Approximately how long should each exercise take?</b>  <i>Answer: Around 20 minutes for each exercise. Exercise 2 and 4 may take longer while Exercise 1 and 5 may take less time. Rule of thumb: Try to go until all Riders look comfortable performing the exercise.</i></p>

- **Trike/Sidecar PLP Guide** (Screen 11)
  - Used for Trike/Sidecar/Add-on Units
  - Rider Skills covering
    - Braking/Cornering/Swerving
    - Clutch Control
    - Push/Pull Steering
  - 1-up or 2-up participation
    - 1-up only for 1st time participants
  - Prepares Riders for more advanced courses (Add-on unit exception)

**Instructor Notes:**

Like the Motorcycle PLP, the Trike/Sidecar PLP is a good starting point for Riders to begin taking a structured riding course. It is designed to cover the basics. Braking, cornering, and swerving. It also emphasizes the use of proper clutch control and push/pull steering.

Both Rider and Co-Rider can take it together. The only thing we ask is for the Rider to take it by him/herself if this is the first structured rider course they have taken.

The goal of this program is to give them the confidence to move on to a more advanced GWRRA Rider Course for further instruction and training. The Facilitator should make them feel comfortable and ensure they are having fun. This will encourage them to move on into other Rider Courses.

**Discussion points:**

**What is meant by “Add-on unit exception” in the point on preparing Riders for more advanced courses?**

*Answer: GWRRA does not have any formal Rider Courses covering these rigs. Add-on rigs are not allowed in the GWRRA Trike Rider Course. In addition we know of no outside professional course being offer covering these rigs.*

- **Trike/Sidecar PLP Guide** (Screen 12)
  - Consists of 7 Exercises
    - Exercise 1: Normal Braking
    - Exercise 2: Quick Stop Braking
    - Exercise 3: Tight Corners
    - Exercise 4: Obstacle Avoidance
    - Exercise 5: Obstacle Avoidance and Stop
    - Exercise 6: Advanced Turning
    - Exercise 7: Advanced Turning with Stop

**Instructor Notes:**

Quickly review the exercise range drawings in the Trike/Sidecar PLP Guide. Don't get into any lengthy discussion at this point. There will be more detail review later in the classroom.

**Discussion points:**

**Do these exercises cover the Basic Skills?**

- **Braking/Cornering/Swerving**
- **Clutch Control**
- **Push/pull Steering**

**Explain your reasoning.**

*Answer: Yes, Exercise 1, 2, 5, and 7 deal with Braking. Exercise 3, 6, and 7 deal with cornering and push/pull steering. Exercise 4 and 5 deals with Swerving.*

**What is the main handling difference between a rig and a motorcycle?**

*Answer: They do not lean like a motorcycle so you have to steer a rig to turn. The technique is called push/pull steering.*

- **Unit One Summary** (Screen 13)
  - Discovered how the GWRRA Parking Lot Program Facilitator Program is used in the Levels Program.
  - What the Facilitator Program is all about and how it is administered.
  - What a PLP Facilitator is and their role.
  - Reviewed the two GWRRA Parking Lot Practices

**Instructor Notes:**

Review Unit 1 with the candidates.

**Give the class 10 minute Break**

**Unit 2: Organizing and Preparation** (Screen 14)

Time: 30 Minutes

- **Organizing and Preparation** (Screen 15)
  - Minimum Range Size
    - 130' x 180' (56 x 40m)
    - 40' (12m) Buffer Zone

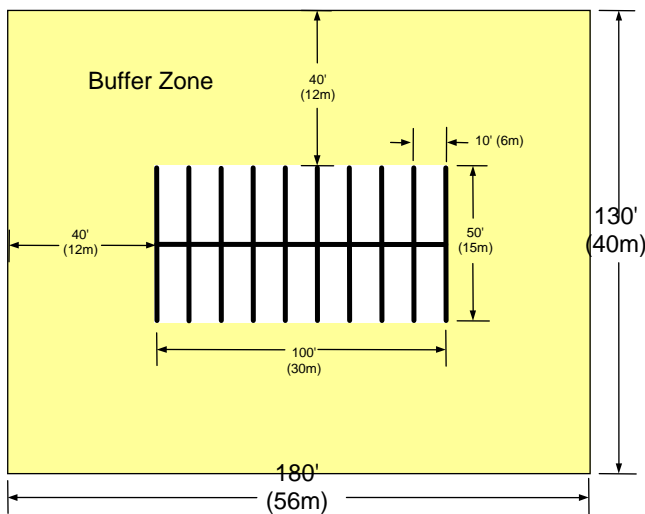
**Instructor Notes:**

This is showing the minimum size of a PLP Range. This shows the PLP Range at 100' x 50' (15 x 30m) with a 40' (12m) buffer area around it. All exercises are drawn to use this 100' x 50' area.

**Discussion points:**

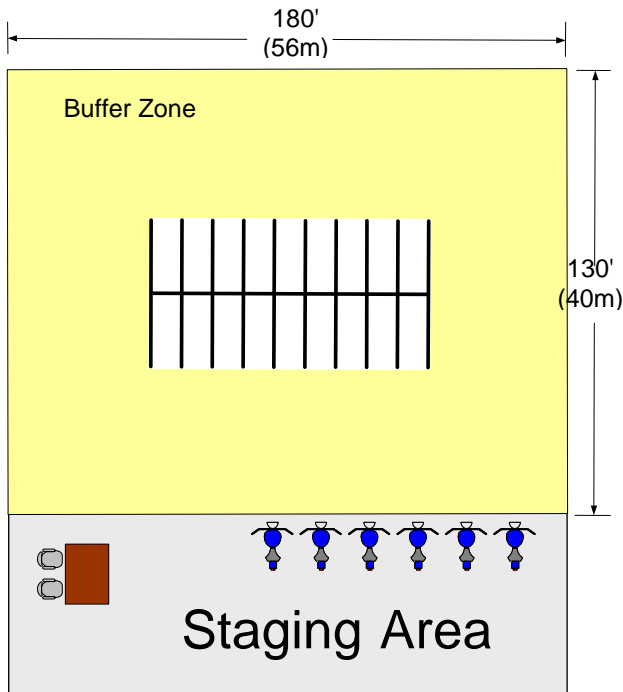
**What is the Buffer Zone used for?**

*Answer: The Buffer Zone allows for runoff room for the participants to use. No other motorcycles or rigs, other than the one participating in the exercise, should be in this area.*



● **Organizing and Preparation** (Screen 16)

- Range Selection
  - Room for Staging Area
  - Good surface and no obstacles
  - Range is cleanable
  - Able to be secured
  - Restroom facilities
  - Shade/Water
  - Get permission



**Instructor Notes:**

The following points are covered as tips for selecting the right Range for your PLP. A PLP range is very small and cannot be modified to allow for obstacles.

- Room for staging area
  - This is where you should have the participating Motorcycles or rigs park between exercises. This is not the area where spectators' bikes are parked.
- Good surface and no obstacles
  - The surface should be free of loose gravel, excessive cracks or uneven seems, excessive amounts of crack filler. The lot should be free of light poles and other things a rider could run into.
- Range is cleanable
  - Excessive oil and other foreign material on the surface must be removed. If it cannot be cleaned, then you have the wrong range.
- Able to be secured
  - The ideal lot is one where you can block all entries and exits. You must cordon off your area to prevent motorists from driving through. If you don't they will come and cause chaos on our range with the potential of an accident. Range safety is your #1 priority.
- Restroom facilities
  - They are a must! It is best to have them in walking distance. One idea is to have someone bring an RV for your Riders to use.
- Shade
  - A few shade trees for your riders will be much appreciated. The asphalt is always warm, even on a mild day. A portable canopy can also be used.
- Get permission
  - GWRRA has a \$2,000,000 blanket liability insurance policy to cover events like a PLP. It is available for you to download a copy of it from the National website at [www.gwrra.org](http://www.gwrra.org).

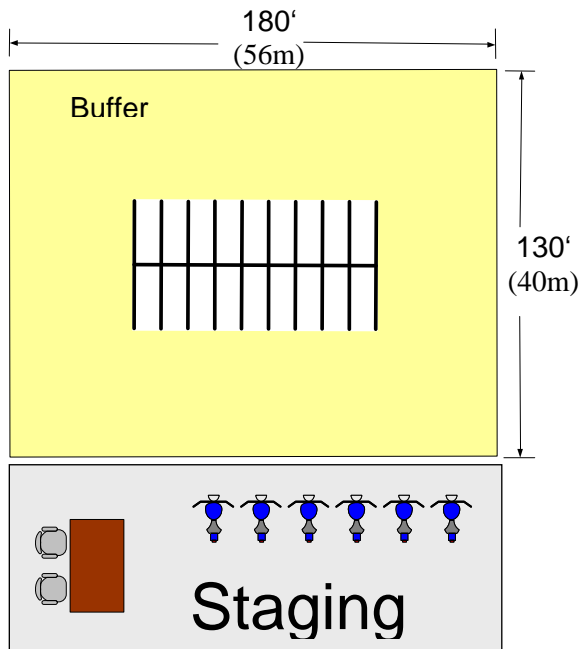
**Discussion points:**

*Cover the "Instructor Notes" one by one and get the Candidates to expound in more depth. See if there are other considerations they can come up with regarding picking out the right parking lot.*

<ul style="list-style-type: none"> <li>● <b>Organizing and Preparation</b> (Screen 17)             <ul style="list-style-type: none"> <li>– Have Chapter Educator Plan and Promote your PLP                 <ul style="list-style-type: none"> <li>○ Date, Time, Location and Duration</li> <li>○ Include on Ride Schedule</li> <li>○ Chapter Newsletter</li> <li>○ Chapter Meeting</li> <li>○ Chapter Website</li> <li>○ Rain or Shine?</li> <li>○ Activity following event</li> <li>○ Ride, Ice Cream, Lunch, etc.</li> </ul> </li> </ul> </li> </ul>	<p><b>Instructor Notes:</b> If you are going through the trouble of organizing the event you might as well promote!</p> <p><b>Discussion points:</b> <b>What other means do you have to promote your PLP?</b> <i>Answer: Open discussion.</i></p>
<ul style="list-style-type: none"> <li>● <b>Organizing and Preparation</b> (Screen 18)             <ul style="list-style-type: none"> <li>– Needed Supplies                 <ul style="list-style-type: none"> <li>○ How will you mark and secure the area</li> <li>○ Whistle</li> <li>○ Emergencies                     <ul style="list-style-type: none"> <li>- First Aid Kit</li> <li>- Fire extinguisher</li> <li>- Cell phone</li> </ul> </li> <li>○ Marking Tape or Spray Chalk (Get Permission)</li> <li>○ Cones, Tennis Ball halves</li> <li>○ Measuring Tape</li> <li>○ Oil Dry</li> <li>○ Clean-Up Supplies for after</li> </ul> </li> </ul> </li> </ul>	<p><b>Instructor Notes:</b> This is a list of supplies you will need to conduct the PLP.</p> <p><b>Discussion points:</b> <b>What other supplies might you need?</b> <i>Answer: Open discussion.</i></p>
<ul style="list-style-type: none"> <li>● <b>Organizing and Preparation</b> (Screen 19)             <ul style="list-style-type: none"> <li>– Miscellaneous Details</li> <li>– Helpers                 <ul style="list-style-type: none"> <li>○ Get the local Chapter involved</li> <li>○ Help with Sign-In, T-CLOC or Trike Checks and Waivers</li> </ul> </li> <li>– Oversee Refreshments                 <ul style="list-style-type: none"> <li>○ You need water at a minimum, other stuff is nice. Remember to get the local Chapter involved.</li> </ul> </li> <li>– Path for entering and leaving the range and the area is well defined</li> </ul> </li> </ul>	<p><b>Instructor Notes:</b> Getting the local Chapter involved will be a big help. Don't hesitate to delegate responsibilities to the Chapter Leadership. Have them arrive ahead of time to help set things up.</p>

• **Organizing and Preparation** (Screen 20)

- Range Setup (day of)
  - o Mark out your Range and Buffer area
  - o Layout your Staging Area
    - Motorcycles Only
    - No spectators
    - Where they park when exercise is completed
  - o Clean your Range
  - o Secure your Range
  - o Set-up Table for registration and refreshments
  - o Make sure restroom facilities are open



**Instructor Notes:**

Arriving ahead of time to be able to have the setup complete prior to any of the Rider arrival is important. If possible things like cleaning the range can be done the night before.

• **Unit Two Summary** (Screen 21)

- Minimum Range Size
- Range Selection
- Plan and Promote your PLP
- Needed Supplies
- Miscellaneous Details
- Range Setup

**Instructor Notes:**

Review Unit 2 with the candidates.

**Give the class 10 minute Brake**

**Unit 3: Conducting the Event** (Screen 22)

Time: 1 Hour (1 ½ hours with Classroom Range Drills)

● **Conducting the Event** (Screen 23)

– Before you Start

- Stage the bikes as they arrive.
- Fill out required forms.
  - Waivers
  - Emergency Contact Sheet
  - Completion Card Tracking Sheet
- Discuss Range Safety.
- T-CLOCS or Trike Check
- Explain the Range.
- From the Facilitator Guide Read
  - Disclaimer
  - Range Rules (Point 11 of Range safety and organization)
  - Review Range Signals (Point 12 of Range safety and organization)

**Instructor Notes:**

You need to set things up to work smoothly. As the Riders arrive they should be immediately staged and directed to the table where the forms are located to be filled out. Try to have this completed prior to the scheduled start time.

When you are ready to start, gather everyone around you and give a brief talk on range safety. Points to cover would be:

- No one should walk across the range unless give permission by the facilitator.
- When parking their motorcycle or rig they should always be in 1<sup>st</sup> gear.
- Explain that excessive talking and clowning around can create a safety issue on the range.
- If you have a large class, divide them up into groups of 6 identifying them as group A, B, C, etc.

Hand out the T-CLOCS or Trike Check and review them with the class. Have them perform the task and print their name at the top with the make and year of their bike or rig.

Walk them out on to the Range and show them the layout and staging area.

Read the Disclaimer, Range Rules, and demonstrate to the Student the Range Signals.

- **Stop** – Arms to the side, palms facing forward.
- **Speed up** – Arms raised to the side, palms up, raising and lowering the arms.
- **Slow down** – Arms to the side, palms down, raising and lowering the hands.
- **Spread out** – *Palms together with arms extended straight forward then open arms straight out to the side.*
- **Regroup** – Park the motorcycles in the designated staging area – arms raised and crossed.
- **Whistle** – Loudly blow your whistle. This is an immediate stop signal on the range.

**Discussion points:**

**Why is it important to cover all of these items prior to starting the exercises?**

*Answer: To ensure that all safety provisions are in place for you to successfully manage your Range.*

<ul style="list-style-type: none"> <li>● <b>Conducting the Event</b> (Screen 24)             <ul style="list-style-type: none"> <li>– GWRRA Requirements                 <ul style="list-style-type: none"> <li>○ Effective immediately, the following requirements <b>must</b> be adhered to by all participants in GWRRA Region, District and Chapter rider training and skill events. (Including, but not limited to the GWRRA Advanced Rider Course, Trike Rider Course, or Trailering Course; Field (Skill) Events or Top Gun competitions, <b>Parking Lot Practice</b> sessions or any other MSF, CSC, GWRRA or ESC-sponsored instruction or riding practice.)</li> </ul> </li> </ul> </li> </ul>	<p><b>Instructor Notes:</b></p> <p>Read this prelude to the following screens. It shows that the following guidelines are to be used in a Parking Lot Practice.</p>
<ul style="list-style-type: none"> <li>● <b>Conducting the Event</b> (Screen 25)             <ul style="list-style-type: none"> <li>– Rider Licensing                 <ul style="list-style-type: none"> <li>○ All Riders must hold a valid operator's license with motorcycle endorsement <i>as required by the Rider's state/province of residence</i>, or, at minimum, a motorcycle operator's learner's permit (again, as required by the Rider's state/province of residence). <b>Riders who do not hold a valid license (meeting their home state/province requirements) will not be permitted to participate.</b></li> </ul> </li> </ul> </li> </ul>	<p><b>Instructor Notes:</b></p> <p>Guidelines on Rider Licensing. No exceptions allowed.</p>
<ul style="list-style-type: none"> <li>● <b>Conducting the Event</b> (Screen 26)             <ul style="list-style-type: none"> <li>– Proper Riding Attire                 <ul style="list-style-type: none"> <li>○ All Riders and Co-Riders must wear "proper" riding gear while riding. This will include, at a minimum:                     <ul style="list-style-type: none"> <li>- DOT approved <u>helmet</u></li> <li>- <u>Eye protection</u></li> <li>- <u>Full-fingered gloves</u></li> <li>- <u>Over-the-ankle foot protection</u> (boots preferred)</li> <li>- <u>Long sleeves</u></li> <li>- <u>Long pants</u></li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p><b>Instructor Notes:</b></p> <p>Guidelines on Proper Riding Attire. No exceptions allowed.</p>

- **Conducting the Event** (Screen 27)

- Range Management
  - Explain each exercise thoroughly before starting the exercise.
  - Select a good rider to do your demos (poor demos leads to issues on the range).
  - Everyone does the same exercise.
  - Let each rider set their own pace.
  - Watch for unsafe conditions.
  - Maintain safe distances between riders.
  - Exercises should take no more than 20 minutes each.
  - Remember this is only practice – not an MSF or GWRRA Rider Course.

**Instructor Notes:**

The bullet points refer to the sequence of events that will happen during an exercise. Refer to the Discussion Points as you review them.

**Discussion points:**

**Why are good Demos important?**

*Answer: Shows the proper path of travel. Demonstrates the proper technique to use in the exercise.*

**How many times should a Rider demonstrate the Exercise?**

*Answer: Until everyone gets it.*

**Is there ever a time that a demo is not needed for an exercise?**

*Answer: No, demos of each exercise should always be performed.*

**What kind of unsafe conditions should you look for?**

*Answer:*

- *The Rider is unable to control their motorcycle cause an unsafe condition for them and other Riders around them.*
- *Hanging or loose parts on their bike or rig.*
- *Something dripping from their bike or rig.*
- *Low tire pressure or lack of tread.*
- *Grinding Brakes.*
- *Etc.*

**Why should you limit the time of an exercise to 20 minutes or less?**

*Answer: Rider fatigue. Once the Riders have demonstrated that they can perform the exercise, end the exercise.*

**Why is it important to remember that this is only a practice?**

*Answer: You are not there to train, only to monitor. They will make mistakes and struggle with different exercises. This cannot be avoided. Remembering that this is only a practice will help you to resist the urge to coach. Most importantly, don't be critical and make it fun for the participants.*

● **Conducting the Event** (Screen 28)

- Facilitator Conduct
  - Stick to the “Facilitator Guide” PLP exercises.
  - “Remind and Refine” skills and habits—not to teach! Offer tips but not criticism, don’t instruct.
    - **States require licensing to conduct a rider class with instructors.** This is a practice only.
    - **Observe** Riders during the exercises to maintain Range Safety.
  - Used the “Rider Self Evaluation Tips” to help the participants “Discover” how they can improve their individual skills.
  - Understand the boundary of your facilitation.
  - Be prepared to enforce the Range Rules.



**Instructor Notes:**

The conduct of the Facilitator needs to be in accordance with the GWRRRA guidelines and Local and State Laws. The Exercises need to be sequentially followed and no additional exercises should be added. This is only a practice and the role of the facilitator is to oversee.

It is acceptable for the Facilitator to help the Rider “Remind and Refine” their skills through the use of the “Rider Self Evaluation Tips” found in the PLP Guide for each exercise. The key word here is “Self”. Meaning that the Facilitator can point out to the Rider from the Guide, but the Rider needs to “Discover” on their own the corrective actions they need to take to improve on the Range from the “Guide Tips” they have read. It is important that the Facilitator understands these boundaries.

The Facilitators number one Responsibility is Range Management and Safety. They should always be prepared to enforce their authority and take what ever actions are necessary to keep the Range safe for all Riders.

**Discussion points:**

**Why is it important that we follow the exercises in the correct sequence?**

*Answer: Because like with all structured Riding Courses, the exercises are organized in a progressively more challenging order. It gets the Rider in a rhythm that will prepare them for more challenging exercises.*

**Should I signal a Rider to stop so they can be coached?**

*Answer: We **never** coach. However if they are a hazard to themselves or Riders around them, then you should stop them for safety reasons. Often times a Rider is struggling due to factors other than having the skills to perform the exercise. Factors like:*

- Heat exhaustion
- Diabetic shock
- A bad reaction to Prescription drugs
- Other health issues
- Mechanical problems with their Motorcycle or Rig

**Why is it important that you understand the boundary of your facilitation?**

*Answer: Because you are not only representing yourself, you are representing your GWRRRA District, Region, and National. Your conduct reflects on all of us.*

● **Conducting the Event** (Screen 29)  
 – How to use the Motorcycle Parking Lot Practice (PLP) Guide

Example: Range Exercise 2  
 “Straight Line Braking”

- Step #1 Read to the participants
  - **What** (what the objective is)
  - **Why** (why this is important)
  - **Statement** (facts about the exercise)
- Step #2 Describe/show the range layout
- Step #3 Read and perform
  - **How** (sequentially describes the exercise)
  - **Perform Demo** (visually reinforces the description and path of travel)
- Step #4 Help them to “Discover”
  - Use the “**Rider Self Evaluation Tips**”

● **Conducting the Event** (Screen 30)  
 – How to use the Trike/Sidecar Parking Lot Practice (PLP) Guide

Example: Range Exercise 1  
 “Normal Braking”

- Step #1 Read to the participants
  - **What** (what the objective is)
  - **Why** (why this is important)
  - **Statement** (facts about the exercise)
- Step #2 Describe/show the range layout
- Step #3 Read and perform
  - **How** (sequentially describes the exercise)
  - **Perform Demo** (visually reinforces the description and path of travel)
- Step #4 Help them to “Discover”
  - Use the “**Rider Self Evaluation Tips**”

**Instructor Notes:**

The next 2 screens are used to review both facilitator guides. Show both of them before proceeding. You should start by pointing out the valuable information in the front of each guide. This is something they should study and understand before conducting a PLP.

Point out that both Guides use the exact same format. This is so things are consistent regardless if you are teaching a Motorcycle or a Trike/Sidecar PLP. The screen illustration shows step by step the sequence of how they should conduct an exercise. Everyone in the class should perform a mock exercise. The following is a suggestion of how you can do this in a classroom environment.

**Mini Classroom Range:**

- Setup a mini range on the floor using coffee cups as cones marking the Range.
- Assign each student and exercise to lead and let them pick their own 2<sup>nd</sup> Facilitator. Have the rest of the students act as student on their motorcycles.
- Have the lead read the exercise and the 2<sup>nd</sup> perform the demo.
- Have the Facilitator take their places on the mini range and have the other students perform the exercise.
- Chaos will erupt. It will take a couple of exercises before they settle down and get them to run smooth.
- Make sure the Facilitators are praising the students at all times. Have one of them approach one of the Facilitators with a question. First thing that should happen is that they pull the student off to the side off of the Range. The Facilitator should refer to the “Rider Self Evaluation Tips” to help the student. Watch their technique and see if they have understood how to help them “Discover” how to improve their skill.

**Discussion points:**

**Ask them during a chaotic moment during an exercise: “How do you expect to manage a real range situation if you can’t even manage them here in the classroom?”**

*Get them to focus!*

<ul style="list-style-type: none"> <li>● <b>Conducting the Event</b> (Screen 31)             <ul style="list-style-type: none"> <li>– After It's Over                 <ul style="list-style-type: none"> <li>○ If sanctioned by District issue GWRRRA Completion Cards.</li> <li>○ Clean up the area after use.</li> <li>○ Thank You to the owner of the Range.</li> <li>○ Encourage Chapter Educators to give a brief report at their next Chapter Meeting telling everyone how much fun the participants had!</li> </ul> </li> </ul> </li> </ul>	<p><b>Instructor Notes:</b> Review the point on the Screen</p> <p><b>Discussion points:</b> <b>Why is it important that the local Chapter Educator discuss the PLP at their next meeting?</b> <i>Answer: to get others actively participating in a structured class to refine their skills which will save their lives.</i></p>
<ul style="list-style-type: none"> <li>● <b>Unit Three Summary</b> (Screen 32)             <ul style="list-style-type: none"> <li>– Before you start</li> <li>– GWRRRA Requirements</li> <li>– Facilitator Conduct</li> <li>– After it's over</li> <li>– Send Facilitator Application with approval to the appropriate National Rider Education Officer.                 <ul style="list-style-type: none"> <li>○ Will receive a Facilitator Card.</li> <li>○ All GWRRRA PLP Facilitators must submit a renewal form every two years to remain certified.</li> </ul> </li> </ul> </li> </ul>	<p><b>Instructor Notes:</b> Review Unit 3 with the candidates.</p> <p>Once application is received by the US National Rider Education Administrator or the Canadian Rider Education Administrator with the appropriate signatures they will send the Facilitator Card.</p> <p><b>N.22 GWRRRA Parking Lot Practice Facilitator Application/Renewal</b> is used as initial application and for the two year renewal. This form is to be reviewed and understood by candidates.</p>



# GWRRRA Parking Lot Practice Facilitator Program Knowledge Quiz

Allow the Candidates to work together in answering the questions.

Non-graded quiz: 15 Minutes

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1. What Level can a Sanctioned PLP be use to advance too?
2. Approximately how long should each exercise take?
3. What is the Buffer Zone used for?
4. What is the main handling difference between a rig and a motorcycle?
5. Why is it necessary for Facilitators to go through this program?
6. Why is it important to read the Disclaimer, Range Rules, and Range Signals prior to starting the exercises?
7. Why are T-CLOCS or Trike Checks important?
8. List the Proper Riding Gear on the Range?
9. What are the 4 Steps used by a Facilitator to conduct an Exercise?
10. Why doesn't a Facilitator Coach?
11. What tool is use in the Facilitator PLP Guide to help the Rider "Discover" the technique they need to use to improve their skills?