

GUIDELINES FOR CONDUCTING THE RIDER COURSE INSTRUCTOR CERTIFICATION PROGRAM (RCICP)



Process:

** The following list is not in "Order of Completion". Many of the items are dependent upon one another and will be completed at the same time.

- A District establishes a need for more Rider Course Instructors.
- The District arranges classroom and range facilities and dates to conduct a RCICP (A total of 5 days are needed. 1 for the CIDM and 4 for the RCIT. The last day of the RCIT is a Rider Course taught by the candidates under the direction of an MIT).
- Ideally the 5 days should be scheduled for the CIDM is a single day appx 3 weeks prior to the RCIT. The RCIT should be 4 consecutive days but may be conducted over two consecutive weekends.
- The District notifies the Team GWRRA Rider Education Assistant-Rider Course Programs of the type of program needed; Advanced Rider Course (ARC) or Trike Rider Course (TRC).
- The Team GWRRA Rider Education Assistant-Rider Course Programs will arrange for a Master Instructor Trainer (MIT) to conduct RCICP if Host District does not have one already.
- The Team GWRRA Rider Education Assistant-Rider Course Programs causes the posting of the RCICP notice of training to the GWRRA Rider Education web site and notifies all current applicants and Team GWRRA Rider Education Assistants of the course.
- The District Educator will review the instructor candidate's form N.13A application and concur before sending the N.13A to the Team GWRRA Rider Education Assistant-Rider Course Programs for final approval.
- The Team GWRRA Rider Education Assistant-Rider Course Programs notifies Instructor Candidate applicant, MIT, and Host District of approval/disapproval of N.13A application.
- Once a candidate is approved for the RCICP they will remit the \$100 fee to the Team GWRRA Rider Education Assistant-Rider Course Programs. When the fee is received the candidate is officially in the class and will be notified of such.
- The MIT distributes instructor candidate study material in electronic format to instructor candidates no later than 4 weeks prior to the CIDM portion of the course.
- The District will determine what financial and lodging assistance they can offer to the MIT. In some instances the Host can arrange for a local member to host the visiting MIT.
- The MIT will coordinate with Host District to ensure all necessary classroom and range materials are available (projector, flipchart, forms, paperwork, cones, marking chalk, etc.).
- Team GWRRA Rider Education Assistant-Rider Course Programs ensures MIT is aware of funding protocol for reimbursement of expenses.



Standards:

Purpose of Instructor Candidate \$100 fee.

- Reimbursement for MIT travel and lodging expenses while conducting the RCICP.
 - MIT Travel via four wheels: The MIT will be reimbursed using the US Internal Revenue Service (IRS) Standard Mileage Rates for medical or moving purposes for the current year. Canadian reimbursement rate is to be determined (US Rate for 2018 is 18 cents per mile).
 - MIT Travel via 2 or 3 wheels: The MIT will be reimbursed the using the US Internal Revenue (IRS) Standard Mileage Rates for medical or charitable organizations for the current year. Canadian reimbursement rate is to be determined (US Rate for 2018 is 14 cents per mile).
 - The MIT may be reimbursed actual fuel expenses in lieu of mileage (Receipts required).
 - Lodging will be reimbursed for moderate lodging (up to \$90.00 per night) at training location. Receipt(s) required for reimbursement.
 - Total reimbursement may be dependent upon funds received for the RCICP.

Instructor Candidate Expectations:

- Will have submitted their N.13A application to their District Educator.
- Upon acceptance into a RCICP will have submitted the \$100 course fee to become a Rider Course Instructor to the Team GWRRA Rider Education Assistant-Rider Course Programs.
- Will have completed any and all pre-course assignments and be ready to fully participate with the other Instructor Candidates.
- Will have reviewed and be familiar with the Instructor Candidate materials provided by the MIT.
- Are required to attend all classroom and range training evolutions.
- Are expected to participate fully in all classroom and range training sessions..
- Are expected to perform all elements of the actual certification Rider Course to the satisfaction of the MIT.
- Perform as safety observers ensuring the course is conducted in a safe and secure manner.

MIT Expectations:

- Will provide all required pre-course assignments and materials as required to the Instructor Candidates so they may achieve completion requirements.
- Will be ready to present and conduct the applicable RCICP in accordance with the Master Instructor Trainer Instructor Guide and ancillary teaching materials identified for their particular focus RCICP.
- Will conduct a Rider Course Instructor Candidate Pre-Course Skill Evaluation for ARC or TRC using RE N.30 form. Ideally this will occur during the Day One Instructor candidate Range Setup period. Failure to satisfactorily complete the Pre-Course Skills Evaluation will result in the instructor candidates' removal from the RCIT.
- Will present all classroom and range training evolutions as scheduled.
- Will support and encourage Instructor Candidates to perform to the highest standards of GWRRA and provide corrective measures to help them succeed.
- Will provide the Instructor Candidates with his/her experienced guidance concerning the conduct of the GWRRA Rider Course material.
- Will continually evaluate the performance of the Instructor Candidates.
- Will counsel Instructor Candidates who are not performing the RCICP tasks in a satisfactory manner; provide a path to improve within the constraints of the RCICP and if not possible ask the Instructor Candidate to leave the course with the encouragement to study and return at a later date and course.
- Perform overall safety supervision of the RCICP.
- Ensure that all Rider Education activities during the RCICP are conducted under the auspices and guidance provided through the Rider Education Handbook (current version).

Schedule:

Classroom Instructor Development Module (CIDM):

- The Ideal schedule is for the CIDM to occur 3 weeks prior to start of RCIT. This allows instructor candidates to review and practice their classroom skills prior to beginning of RCIT. Special circumstances may dictate conducting the CIDM consecutively with the four day RCIT.

Rider Course Instructor Training (RCIT):

- The Ideal schedule is for the RCIT to occur over four consecutive days. The RCIT relies on a building block approach and a break between classes is detrimental. Circumstances may dictate splitting the RCIT between two consecutive weekends. Unless approved by the Team GWRRA Rider Education Assistant-Rider Course Programs or the Director, Rider Education the RCIT may not be conducted over a longer time period than two consecutive weekends.

If you have any questions or comments please contact:

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