



# **GWRRA UNIVERSITY**

## **Help for New Officers**

### **District University Coordinators**

Welcome to GWRRA's critical role, District University Coordinator. We are excited to help you through this new adventure. This will help you understand your role better. Remember, help is out there for the asking.

The Member must be current in their Levels and a current Member of GWRRA. Although not required to be a University Instructor to be considered, the Member must be willing to be certified as a University Instructor within 6 months of their appointment.

A spreadsheet containing information on Instructors and Trainers within their District will be supplied by contacting the University upon the receipt of the District University Coordinator's appointment paperwork.

A University Instructor is certified by attending an Instructor Training and Certification Program (ITCP). Once certified, the Instructor can present any Module or Seminar from the University class catalog. There are several workshops that require additional certification.

Zoom calls are scheduled each month, the first Monday and first Tuesday unless holidays or major events change the schedule. It is an opportunity to exchange ideas and gather information about the University. It is attended by the University Director, several University Assistants and District University Coordinators. Four opportunities are available, 2 per night, for you to choose which will best suit your availability.

Assess the need for an Assistant. Contact the District Director for assistance in the process.

## **Forms:**

There are several forms that the District University Coordinator needs to be familiar with, several forms that are used by Instructor/Trainers.

**U.3 Class/Seminar Roster:** This is the sign in sheet used by all instructors/Trainers in their class. Medic First Aid/CPR and the On-Bike Coaches have their own. It is important that each class participant sign in with their name as it appears on their Membership card and their Member number or, if not a member, indicate if they are a guest.

Each Instructor/Trainer should maintain a copy and forward a copy to the District University Coordinator for all classes and to the District Educator if it is Rider Education Seminar.

**U.3 Digital Class/Seminar Roster:** Once the District University Coordinator receives the U.3 and within two weeks of the class date, the District University Coordinator enters the roster digitally, located on the University website.

**U.4 Instructor Recertification Form:** This form is submitted to [certify.renew@gmail.com](mailto:certify.renew@gmail.com) once an Instructor/Trainer has completed two classes within two years of their last recertification date. If an Instructor/Trainer is observed by a University Instructor Trainer, the middle part is filled in by the Instructor Trainer.

**U.10 GWRRA University Training Event Announcement:** This is the event flyer template created by the University to announce training events. It is filled out and distributed to Chapters, as well as, sent to [toledotriker@gmail.com](mailto:toledotriker@gmail.com) to be distributed to the event pages listed below under communication. There is a U.10 used specifically for MFA/CPR.

## **Communication:**

1. Assure that approved flyers or a U.10 pertaining to training events are distributed to all Chapter, Districts, surrounding areas and to [toledotriker@gmail.com](mailto:toledotriker@gmail.com) for the University Facebook page, GWRRA.org events page, Group Works and GWRRA University website. Utilizing the event pages, not conflicting with the dates of other events, will increase attendance.
2. Communicate updates, changes, deletions and additions of the training staff to the Director of the University and the University Assistant responsible for the spreadsheet, monthly.
3. Develop a plan to communicate by email, at least monthly, to your Instructors/Trainers to advise of available presenting opportunities and a synopsis of the monthly Zoom call.

4. Email, to the Director of the University, any questions or issues for clarification as needed.
5. It is important that correspondence from the Director of the University or University Assistants be read and responded to in a timely manner.
6. Attendance of the scheduled Zoom calls or, if unable to attend, a written report to [toledotriker@gmail.com](mailto:toledotriker@gmail.com) by the 10<sup>th</sup> of each month.
7. Digital U.3's submitted, by the DUC, no later than two weeks after a class is held.
8. The DUC should maintain a file of the hard copies of the U.3's received from the Instructor/Trainers.
9. Instructor/Trainers renewals are due to be submitted every two years using form U.4. A 60-day reminder of the Instructors/Trainers due date is on the spreadsheet and can be used to remind them of the deadline. Instructor/Trainers need to have completed a minimum of two Modules/Seminars during that two-year period, verified by their U.3's, copies that they have retained. Have the Instructor/Trainer transmit this form to [certify.renew@gmail.com](mailto:certify.renew@gmail.com).
10. Anytime during the year, submit recommendations of Instructors or Trainers who should be recognized by the University. Submit the letters of recommendation to the University Director, at [toledotriker@gmail.com](mailto:toledotriker@gmail.com).

### ***Quarterly Events:***

District University Coordinator will work with the District Educator and the District Ride Coordinator to plan at least quarterly Education events. The Ride Coordinator will create the FUN of the ride to the destination. The District Educator or University Coordinator will plan the education program. The event should be FUN and social with education the theme. The District Director will support, and the District Membership Enhancement Coordinator will provide some of the FUN activities to be included in the day/weekend event.

Training can be presented for one or more Chapters, as requested. It is not limited to quarterly events. It can be done prior to or following a Gathering, attached to a social event such as a dinner or other small gatherings.

### ***Rallies:***

If the District puts on a rally, the University Coordinator will work with the Team and volunteers to put on a rally focused on fun, socialization, rides and education that fits the District's needs. A Rally, where training is offered, can be considered a quarterly Education event.

### ***Additional Instructors:***

The District University Coordinator will assess the training needs in the District along with the University Team, District Director, Ride Coordinator and Chapter Director. They will make the recommendations if additional ITCP Certified Trainers or

Certified Instructor Trainers are needed in the District. Recommendations to be sent to Director of the University.

**Resources:**

Program Directors:

- Director of Membership Enhancement
- Director of Rider Education
- Director of the University
- Director of Motorist Awareness
- Director of Finance

GWRRRA University Workshop ~ 207-01 Lead Like You Ride, Promoting Teams

GWRRRA University Workshop ~ 206-01 Horizon, Team Building

GWRRRA University How To: How to Set Up a Zoom Account

GWRRRA University How To: How to Participate in Zoom Calls

GWRRRA Home page ([www.gwrrra.org](http://www.gwrrra.org))

Officers' Connection ([www.gwrrra.org/Oconnect](http://www.gwrrra.org/Oconnect)) for monthly updates communications and forms, *Insight* Newsletters.

The GWRRRA University (<http://gwrrradot.com>)

The Officer's Handbook is located online in Officer Resources (<http://gwrrra.org/Oconnect/officerresources.html>.)

GWRRRA Events page for listing Chapter events on GWRRRA's website . (<http://gwrrra.org/events/>).

- Postings submitted to the Director of the University

March 2019

